

**CORTLAND HOUSING AUTHORITY
42 CHURCH STREET
CORTLAND, NEW YORK 13045**

C. JANE SNELL, Chair

ELLA M. DIORIO, Executive Director

CORTLAND HOUSING AUTHORITY BOARD OF DIRECTORS MEETING MINUTES
Wednesday, January 8, 2025 - 8:30 a.m.

PRESENT: C. Jane Snell, Chair, Merle McKown, Paul Quinlan, Dianne Higgins, Debra Cuthbert, Sharon Stevans, Teresa Cullip

STAFF: Ella DiIorio, Joyce Allen

I. CALL TO ORDER –CHAIR SNELL 8:30AM

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

Sharon Stevans made a motion to approve, seconded by Paul Quinlan. Approval of December 11, 2024, minutes passed unanimously.

IV. CHAIR’S ANNOUNCEMENTS

Chair Snell distributed copies of the current roster for the CHA Board and a listing of the Board committees for 2025. She noted that a new ad hoc Committee on Public Relations had been added. The work of this new committee will focus on ways to share information and better educate the public about the Cortland Housing Authority as well as ideas for attracting new residents.

She also noted the deletion of the ad hoc Committee on Housing Designations. She reported that Executive Director DiIorio had talked with other HA Directors as to whether they were studying this question and none were. Based on early files and our charter, CHA was always designated for seniors and handicapped individuals.

V. FINANCIAL REPORT – Executive Director DiIorio

A. December financials for the month of December 2024 were given to the Board prior to the meeting and reviewed at the meeting. December is the 9th month in the Fiscal Year End 2025.

1. Public Housing program is currently able to fund the program for three months if funding from HUD were to cease. There has been an increase in repair and replacement projects throughout the Housing Authority. This is why the saving account has shown a steady decrease.
2. Christian Archilla from EFPR group presented the financial audit report to the Board.

B. Occupancy

1. Public Housing is 91.58 % leased. There were six move ins, and two move outs. There are twenty-nine open units in the process of turnover. Unit turnovers remain to be the top priority. Deputy Director Allen is working closely with Heather Wasley, Leased Housing Coordinator to ensure that applicants are move in ready, as the apartments become available. They are currently meeting on a weekly basis to make sure that procedures are being followed, and tools are being utilized. Executive Director DiIorio is working with Rob Thayer, Maintenance Supervisor, to ensure that units are being turned around as needed. The maintenance department is currently down three staff members. Executive Director DiIorio has hired the current contracted painter to complete unit turnovers.
2. The Housing Choice Voucher Program is 92% leased with a total of 279 vouchers. The Housing Choice Voucher program is currently in shortfall status.

C. Resolution No. 25 – 01

Authorization for the Revision of Signatories for Cortland Housing Authority Account at Tompkins Community Bank

Paul Quinlan made a motion to approve, seconded by Sharon Stevans. Resolution No. 25 – 01 passed unanimously.

D. Resolution No. 25 – 02

Authorization for the Revision of Signatories for Cortland Housing Authority Accounts at Key Bank

Teresa Cullip made a motion to approve, seconded by Paul Quinlan. Resolution No. 25 – 02 passed unanimously.

VI. CAPITAL FUND - Executive Director DiIorio

- A. Capital Fund 2022, 2023, and 2024 are still open. Executive Director has not received any notification of funding for 2025 at this time which is normal.
- B. The work on the lift stations in Homer, McGraw, Marathon, and Truxton has started.
- C. Executive Director DiIorio is working on the elevator project for 51 Port Watson with the architect.

VII. EXECUTIVE DIRECTOR'S REPORT – Executive Director DiIorio

- A. Executive Director DiIorio shared the goal of occupancy and maintenance with unit turnovers.

VIII. PERSONNEL – Executive Director DiIorio

- A. Resolution No. 25 – 03

Authorization to Appoint John Chase as Probationary Maintenance Mechanic

Sharon Stevans made a motion to approve, seconded by Teresa Cullip.

Resolution No. 25 – 03 passed unanimously.

B. Resolution No. 25 – 04

Authorization to Appoint Brooks Eldridge as Probationary Maintenance Mechanic

Dianne Higgins made a motion to approve, seconded by Teresa Cullip.

Resolution No. 25 – 04 passed unanimously.

C. Resolution No. 25 – 05

Authorization to Appoint Kevin Dexter as Probationary Maintenance Mechanic

Teresa Cullip made a motion to approve, seconded by Sharon Stevans.

Resolution No. 25 – 05 passed unanimously.

IX. ADJOURNMENT

Chair Snell adjourned at 9:16 a.m.

Respectfully Submitted,



Ella M. DiIorio
Executive Director