

**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, March 12, 2025 - 8:30 a.m.**

**PRESENT:** Merle McKown, Dianne Higgins, Debra Cuthbert, Sharon Stevans

**EXCUSED:** C. Jane Snell, Chair, Paul Quinlan

**ABSENT:** Teresa Cullip

**STAFF:** Ella DiIorio, Joyce Allen

**I. CALL TO ORDER –VICE CHAIR HIGGINS 8:30AM**

**II. PLEDGE OF ALLEGIANCE**

**III. APPROVAL OF MINUTES**

Sharon Stevans made a motion to approve, seconded by Merle McKown. Approval of February 12, 2025, minutes passed unanimously.

**IV. CHAIR’S ANNOUNCEMENTS**

There were no announcements.

**V. FINANCIAL REPORT – Executive Director DiIorio**

A. February financials for the month of February 2025 were given to the Board prior to the meeting and reviewed at the meeting. February is the 11<sup>th</sup> month in the Fiscal Year End 2025.

1. Resolution No. 25-07

Authorization to Write Off Bad Debts for the Public Housing Program for Fiscal Year End March 31, 2025

Sharon Stevans made a motion to approve, seconded by Merle McKown.

Resolution No. 25-07 approved unanimously.

2. Resolution No. 25-08

Authorization to Write Off Bad Debt for the Housing Choice Voucher Program (Section 8) for Fiscal Year End March 31, 2025

Debra Cuthbert made a motion to approve, seconded by Sharon Stevans.

Resolution No. 25-08 approved unanimously.

**B. Occupancy**

1. Public Housing is 90.12 % leased. There were six move ins, and five move outs. There are twenty-eight open units in the process of turnover. Unit turnovers remain to be the top priority.
2. The Housing Choice Voucher Program is 90% leased with a total of 276 vouchers. Rebecca Brabaw, Leased Housing Coordinator is currently interviewing participants to fill the open vouchers.

**VI. CAPITAL FUND - Executive Director DiIorio**

- A. The contractor is working on the punch lists for lift stations in Homer, McGraw, Marathon and Truxton. This project should be completed shortly.
- B. The elevators for 42 Church and 51 Port Watson will be going out to bid shortly.

**VII. EXECUTIVE DIRECTOR'S REPORT – Executive Director DiIorio**

- A. Executive Director DiIorio shared an emergency funding grant opportunity through HAI insurance as well as a grant opportunity through HUD for emergency safety and security.

**VIII. PERSONNEL – Executive Director DiIorio**

- A. Resolution No. 25-09

Authorization to Appoint Samuel Fish as a Probationary Maintenance Mechanic

Sharon Stevans made a motion to approve, seconded by Merle McKown

Resolution No. 25-09 approved unanimously.

**IX. ADJOURNMENT**

Vice Chair Higgins adjourned at 9:05 a.m.

Respectfully Submitted,



Ella M. DiIorio  
Executive Director