

**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, June 11, 2025 - 8:30 a.m.

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

STAFF: Ella DiIorio, Joyce Allen

GUEST: Thad Parks, Resident

I. CALL TO ORDER –CHAIR SNELL 8:30AM

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

Paul Quinlan made a motion to approve, seconded by Sharon Stevans. Approval of May 14, 2025 minutes passed unanimously.

IV. CHAIR'S ANNOUNCEMENTS

Chair Snell has no announcements for this meeting.

V. FINANCIAL REPORT – Executive Director DiIorio

A. April financials for the month of May 2025 were given to the Board prior to the meeting and reviewed at the meeting. May is the 2nd month in the Fiscal Year End 2026. Executive Director DiIorio shared that over the last twelve months there has been an increase in spending due to the aging of the buildings and essential repairs that must be made.

B. Occupancy

1. Public Housing is 94.21% leased. There were seven move ins, and two move outs.
2. The Housing Choice Voucher Program is 90% leased with a total of 276 vouchers. There are seventeen vouchers searching. Rebecca Brabaw, Leased Housing Coordinator is currently interviewing participants to fill the open vouchers.

VI. CAPITAL FUND - Executive Director DiIorio

A. Executive Director DiIorio stated there were a few smaller items that needed to be completed to the elevators in Homer, McGraw, Marathon, and Truxton.

- B. Executive Director DiIorio shared that the bids for the elevators at 42 Church Street and 51 Port Watson Street are coming out shortly.

VII. EXECUTIVE DIRECTOR'S REPORT – Executive Director DiIorio

A. Resolution No. 25-18

Authorization to Amend the Cortland Housing Authority Admissions and Continued Occupancy Policy

Sharon Stevans made a motion to approve, seconded by Dianne Higgins.

Resolution No. 25-18 approved unanimously

B. Resolution No. 25-19

Authorization to Amend the Cortland Housing Authority Administrative Plan

Teresa Cullip made a motion to approve, seconded by Merle McKown.

Resolution No. 25-19 approved unanimously

- C. Executive Director DiIorio and Deputy Director Allen will be attending the New York State Public Housing Authority Directors Association (NYSPHADA) conference June 17 & June 18, 2025. Executive Director DiIorio will be attending the AI training for procurement on June 16, 2025. Sharon Stevans inquired about the location of the training. Executive Director DiIorio stated it is located at the Turning Stone.

VIII. PERSONNEL – Executive Director DiIorio

A. Resolution No. 25-20

Authorization to Advertise and Interview for Leased Housing Coordinator

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

Resolution No. 25-20 approved unanimously

IX. ADJOURNMENT

Chair Snell adjourned at 8:51 a.m.

Sincerely,



Ella M DiIorio