

**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, May 14, 2025 - 8:30 a.m.

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

EXCUSED: Dianne Higgins, 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 Merle McKown. Approval of April 9, 2025, minutes passed unanimously.

IV. CHAIR’S ANNOUNCEMENTS

Chair Snell announced that Board member Paul Quinlan has agreed to serve another term as a Board member. His re-nomination was recommended by the Board's Personnel Committee and will now go to the Mayor's office and he will take it to the Common Council for approval.

A reminder was given to Board members that we will meet in the Goldwyn Conference Room on Thursday, May 22, 2025 at 1:30 PM prior to a grievance hearing at 2 PM.

V. FINANCIAL REPORT – Executive Director DiIorio

A. April financials for the month of April 2025 were given to the Board prior to the meeting and reviewed at the meeting. April is the 1st month in the Fiscal Year End 2026.

B. Occupancy

1. Public Housing is 93.68% leased. There were four move ins, and three move outs. Chair Snell inquired how many units are offline. Executive Director DiIorio said there are currently four units offline and seventeen units in the process of turnover.
2. The Housing Choice Voucher Program is 88% leased with a total of 273 vouchers. There are nineteen 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 was notified of Capital Fund grant for FY 2025.

VII. EXECUTIVE DIRECTOR'S REPORT – Executive Director DiIorio

- A. Executive Director DiIorio and Ann Brown, Administrative Assistant attending training in Florida for PHA web which is the software the Cortland Housing Authority utilizes. The training focused on Financials, portals, and website services. Both Executive Director DiIorio and Ann Brown won free trainings.
- B. Executive Director DiIorio shared information that the Office of Management and Budget (OMB) is requiring any interest accrued over \$500.00 to be paid back to the Health and Human Services Agency.
- C. Executive Director DiIorio and Deputy Director Allen will be attending the New York State Public Housing Directors Association (NYSPHADA) conference in June 2025. Some of the training topics include a round table with HUD staff and Housing Through Modernization Act (HOTMA) updates.
- D. Executive Director DiIorio will be attending a grant forum in Nashville in August 2025.

VIII. PERSONNEL – Executive Director DiIorio

- A. Resolution No. 25-12

Authorization to Appoint Brian Dellamonica as Permanent Building Maintenance Mechanic

Paul Quinlan made a motion to approve, seconded by Sharon Stevans.

Resolution No. 25-12 approved unanimously

- B. Resolution No. 25-13

Authorization to Appoint John McDermott as Permanent Building Maintenance Mechanic

Debra Cuthbert made a motion to approve, seconded by Merle McKown.

Resolution No. 25-13 approved unanimously with the change of worker to mechanic

- C. Resolution No. 25-14

Authorization to Appoint Brooks Eldridge as Permanent Building Maintenance Mechanic

Paul Quinlan made a motion to approve, seconded by Merle McKown,

Resolution No. 25-14 approved unanimously with the change of date to January 14, 2025.

- D. Resolution No. 25-15

Authorization to Appoint John Chase as Permanent Building Maintenance Mechanic

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

Resolution No. 25-15 approved unanimously with a change of date to January 15, 2025.

E. Resolution No. 25-16

Authorization to Appoint Cindy Snow as Permanent Tenant Relations Assistant

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

Resolution No. 25-16 approved unanimously with removing the word “acting”.

F. Resolution No. 25-17

Authorization to Approve Robert Thayer’s Salary Increase

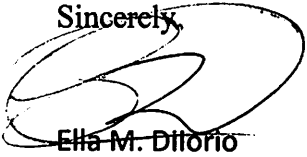
Paul Quinlan made a motion to approve, seconded by Debra Cuthbert.

Resolution No. 25-17 approved unanimously.

IX. ADJOURNMENT

Chair Snell adjourned at 9:09 a.m.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ella M. Dilorio', is written over the printed name.

Ella M. Dilorio
Executive Director