

**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, August 13, 2025 - 8:30 a.m.

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

ABSENT: Teresa Cullip

GUEST: Chief Guerrero

STAFF: 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 July 9, 2025 minutes passed unanimously.

IV. CHAIR'S ANNOUNCEMENTS

Chair Snell informed Board members that Warren Eddy, a long-time Board member had died.

V. NEW BUSINESS – Chair Snell

A. Chair Snell told Board members that David Guerrero, Chief of the Cortland Police Department, was present at her invitation and would be at the top of the agenda in respect of his busy schedule. She introduced Board members and explained a bit about the Board's make-up and responsibilities and the size and scope of the Cortland Housing Authority. CHA operates under HUD's rules as to eligibility for living on CHA properties. She said she hoped that the meeting would help to improve communications and allow for a better understanding of what is a police matter and what is a CHA matter. She expressed appreciation to the Chief for the support and services the Cortland Police Department provides to CHA.

A major concern has been the presence in CHA buildings of individuals who do not live there. They gain entry by forcing open the magnetic entry doors or, in some cases, they are admitted by CHA residents. The non-residents create damage and leave behind garbage and drug paraphernalia and use halls and corners as toilets. Residents and staff are expressing concern and fear about the presence of these individuals in the buildings.

New doors are a part of a capital project that will soon be underway at CHA but those won't immediately happen, and the new doors will again be magnetic doors which likely can be forced open. Entry doors at CHA cannot be locked overnight like at a bank and must be able to function 24 hours each day via use of residents' key fobs and must accommodate wheelchairs, etc.

CHA has considered hiring full-time overnight security guards, but current budget constraints and the prospects of budget cuts pretty much put that out of reach right now until we know our actual budget for the coming year.

Chief Guerrero spoke about Cortland's homeless population and said there are 200-250 individuals involved. He talked a bit about the use of the Grace Space until it closed and the experiences in the Cortland Free Library. He described the successful use of part-time security guards in the library, using a system of scheduling so that building users were not aware of the time or days when the guards would or would not be present. The guards came from a firm in Syracuse, were vetted by the firm, and were usually retired policemen. Such guards cannot make arrests, but their presence made a difference. Board members expressed interest in the idea, and it will be further explored.

The Chief talked about the use of cameras and face or clothing recognition software that the Police Department is implementing. It is now primarily on Main Street.

He spoke of the PNGs (persona no grata) forms and said he thought the process was now better worked out. The forms require personal information (name, address, date of birth) and some refuse to provide it so handling these had been a problem. Returning to the property after receiving a PNG is trespassing and may lead to an arrest.

He said he would be willing to meeting with CHA residents and listen to their questions and concerns and talk with them about their responsibilities as residents for safety and general welfare, including not "buzzing in" individuals who really are not their guests. He asked that CHA provide him with a log of specific complaints or comments about interactions with the Police Department or officers that residents make to CHA staff members.

Building walk-throughs by police offices will continue as staffing permits and he noted that the Police Department has six new officers, presently in training, who will be on the job this fall.

Board members expressed appreciation to Chief Guerrero for coming to the Board meeting and for his candor and openness in discussing problems and possible solutions.

VI. FINANCIAL REPORT – Deputy Director Allen

- A. July financials for the month of July 2025 were given to the Board prior to the meeting and reviewed at the meeting. July is the 4th month in the Fiscal Year End 2026. Accounts receivables is larger this month due to the Liability and Insurance payments. Cortland Housing Authority also purchased a new van due to the old one breaking down continuously. Payroll is also higher due to three pay periods for the month of July 2025.
- B. During the October 2025 Board meeting, Marcum will have a presentation to the Board regarding financials.
- C. Occupancy

1. Public Housing is 94.67% leased. The goal if HUD is to be at least 95.5% leased. There were four move ins, and two move outs. There are currently twenty vacant units. Three out of the twenty are offline for repairs and two are completed and awaiting leasing.
2. The Housing Choice Voucher Program is 92% leased with a total of 283 vouchers. There are six vouchers searching and twelve vouchers open. Rebecca Brabaw, Leased Housing Coordinator is currently interviewing participants to fill the open vouchers.

VII. AGENCY PLAN – Deputy Director Allen

- A. The first meeting with the Resident Advisory Board was held on July 21, 2025. The second meeting is scheduled for August 27, 2025. The draft Agency Plan will be presented to the Board at the September 10, 2025 meeting. The Agency Plan schedule is included in the Board packet.

VIII. CAPITAL FUND – Deputy Director Allen

- A. The project for 42 Church and 51 Port Watson elevator and vestibule project was awarded August 5, 2025. These projects are in the 2024 and 2025 Capital fund grants. This project may not start until Spring 2026 and is projected to be completed Fall/Winter 2026. There is currently a long delivery time for parts.
- B. Management is working on the proposal for the 2026 Capital Fund Grant which will be included in the Agency Plan.

IX. EXECUTIVE DIRECTOR'S REPORT – Deputy Director Allen

- A. Executive Director DiIorio is attending a Grant writing training. Housing Authorities are eligible for more grants recently. We are hoping that this will assist the Housing Authority in allowing us to operate efficiently and perhaps allow us to complete more projects.
- B. The audit for this year has started. EFPR group will be on-site September 9 through the 10th to complete fieldwork. EFPR is working with Executive Director DiIorio, Ann Brown, Administrative Assistant and PHA web, the software to retrieve any documentation needed electronically.
- C. NSPIRE inspections for AMP 2 will be August 19 – 21, 2025. AMP 1 will not be reinspected this year because it scored really well last year. AMP 2 scored poorly last year, and the score was only advisory as this is a new inspection.

X. PERSONNEL – Deputy Director Allen

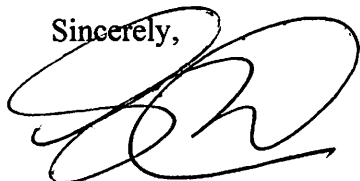
- A. Cortland Housing Authority is currently advertising for the Leased Housing Coordinator position as well as two full-time Maintenance Mechanics. One previously did not pass probation and another resigned effective August 12, 2025.

B. Kudos to Rebecca Brabaw, Leased Housing Coordinator and Erin Farley, Tenant Relations Assistant for the Housing Choice Voucher Program. They both have been assisting Public Housing along with Deputy Director Allen in the absence of the Leased Housing Coordinator position for Public Housing. Paul Quinlan commented that kudos to the entire staff at Cortland Housing Authority.

XI. ADJOURNMENT

Chair Snell adjourned at 9:42 a.m.

Sincerely,

A handwritten signature in black ink, appearing to be 'ED' or 'Ella', written in a cursive, flowing style.

Ella M Dilorio