

**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, December 10, 2025 - 8:30 a.m.

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

ABSENT: Teresa Cullip

STAFF: Ella DiIorio, Joyce Allen

I. CALL TO ORDER –CHAIR SNELL 8:30AM

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

- A. Approval of October 8, 2025 meeting minutes (were not approved at November 12, 2025 board meeting in the absence of quorum.

Dianne Higgins made a motion to approve, seconded by Merle McKown. Approval of October 8, 2025 minutes passed unanimously.

- B. Approval of November 12, 2025 meeting minutes

Paul Quinlan made a motion to approve, seconded by Debra Cuthbert. Approval of November 12, 2025 meeting minutes passed unanimously.

IV. CHAIR'S ANNOUNCEMENTS

Chair Snell stated that two Board members, Teresa Cullip and Sharon Stevans, will complete their terms at the end of December 2025. Chair Snell thanked them for their service and expressed appreciation for all their contributions to the work of the Board.

Chair Snell polled Board members and the Executive Director about the possibility of changing the Board's meeting time from 8:30AM on the second Wednesday of the month to 9:30AM on the same day. There were no objections. She explained that this had come up in discussion with individuals being considered for Board membership and conflicts with regular meeting time.

V. OLD BUSINESS

A. Chair Snell reminded Board members that no business had taken place at the November 12, 2025 Board meeting in the absence of quorum. Several resolutions were subsequently approved electronically, as the CHA Board bylaws permit, and were reconfirmed at the December Board meeting as a matter of record in the minutes and these were acted upon ahead of other business at the December meeting.

B. Resolution No. 25-30

Authorization to Submit 2025 – 2026 Cortland Housing Authority Annual Agency Plan and 2025 – 2029 Five Year Capital Fund Plan to the U.S. Department of Housing and Urban Development (HUD)

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

Resolution No. 25-30 passed unanimously.

C. Resolution No. 25-31

Authorization to Amend the Cortland Housing Authority Lease

Dianne Higgins made a motion to approve, seconded by Merle McKown.

Resolution No. 25-31 passed unanimously.

D. Resolution No. 25-32

Authorization to Amend the Job Description for the Position of Leased Housing Coordinator for the Cortland Housing Authority

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

Resolution No. 25-32 passed unanimously.

E. Resolution No. 25-33

Authorization to Advertise and Interview Candidates for the Full Time Position of Tenant Relations Assistant

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

Resolution No. 25-33 passed unanimously.

F. Resolution No. 25-34

Authorization to Advertise and Interview Candidates for the Full Time Position of Building Maintenance Foreperson

Dianne Higgins made a motion to approve, seconded by Merle McKown.

Resolution No. 25-34 passed unanimously.

VI. ANNUAL MEETING – Chair Snell

- A. The Nominating Committee offered a motion to approve the slate which names Dianne Higgins as Board Chair and Merle McKown on as Vice Chair for 2026. Sharon Stevans made a motion to approve, seconded by Debra Cuthbert. It was unanimously approved by the Board.

VII. FINANCIAL REPORT – Executive Director DiIorio

- A. CBIZ, fee accountant provided a presentation regarding financials that included the budget to actual comparatives, reserve analysis, cash summary and interfund analysis. Chair Snell and Board members were very positive about the CBIZ report and praised and thanked Executive Director DiIorio and her staff for their very fine work.
- B. November financials for the month of November 2025 were given to the Board prior to the meeting and reviewed at the meeting. November is the 8th month in the Fiscal Year End 2026.
- C. Occupancy
 - 1. Public Housing is 94.11% leased. The goal of HUD is to be at least 95.5% leased. There were four move ins, and three move outs. There are currently twenty-one vacant units. Three of the twenty-one are offline for repairs and none are completed and awaiting leasing.
 - 2. The Housing Choice Voucher Program is 93% leased with a total of 285 vouchers. There are sixteen vouchers searching and no vouchers open.

VIII. AGENCY PLAN – Executive Director DiIorio

- A. Executive Director DiIorio is sending the Agency Plan to New York State for review and approval before sending it to HUD.

IX. CAPITAL FUND – Executive Director DiIorio

- A. The project for 42 Church and 51 Port Watson elevator and vestibule project is scheduled to start in the Spring of 2026 as there are some delays in parts. Sharon Stevans asked what the projected completion date. Executive Director DiIorio stated it is anticipated to be completed by the end of July 2026.

X. EXECUTIVE DIRECTOR'S REPORT – Executive Director DiIorio

- A. Executive Director DiIorio shared Cortland Housing Authority received a rating of substandard for 2024. This is due to occupancy being below ninety-five percent and for receiving a score of NSPIRE inspection. Cortland Housing Authority get points deducted from the NSPIRE inspection due to tenants removing smoke detectors, hanging lights and or cords on the sprinkler heads, and housekeeping. The occupancy affects multiple indicators of the Public Housing Assessment System (PHAS) score. Executive Director DiIorio submitted to HUD a Corrective Action Plan outlining that management will be meeting weekly, increasing the number of interviews per vacant apartment from two to three, the creation of a turnover team of two maintenance mechanics, and to meet the goal of no unit over 90 days vacant.

- B. To increase public awareness of the programs, Executive Director DiIorio was invited to speak to CAPCO family services staff and Deputy Director Allen was invited to be a speaker for Leadership Cortland Housing panel. Board members had suggestions for other places and groups where information about the Housing Authority might be shared. Dianne Higgins suggested Executive Director DiIorio might speak at the Breakfast Rotary club and Chair Snell said the Cortland Rotary club (Noon club) would also welcome her.
- C. Executive Director DiIorio said that she received an email from John Hoeschle, a member of the Cortland Free Library Board, about the library's experiences with hiring temporary security guards. Executive Director DiIorio is working on an RFP for security.

XI. PERSONNEL – Executive Director DiIorio

A. Resolution No. 25-35

Authorization to Appoint David Brown as a Probationary Maintenance Mechanic

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

Resolution No. 25-35 passed unanimously.

B. Resolution No. 25-36

Authorization to Appoint Mary Clark as Contingent Provisional Leased Housing Coordinator

Paul Quinlan made a motion to approve, seconded by Dianne Higgins.

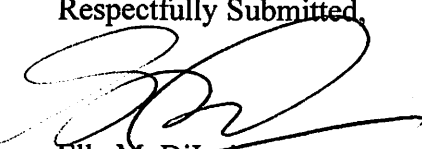
Executive Director DiIorio is a relative to Mary Clark, and she excused herself from the hiring process. Deputy Director Allen is the direct supervisor for this position.

Resolution No. 25-36 passed unanimously.

XII. ADJOURNMENT

Chair Snell adjourned at 9:44 a.m.

Respectfully Submitted,



Ella M. DiIorio
Executive Director