CORTLAND HOUSING AUTHORITY
42 CHURCH STREET
CORTLAND, NEW YORK 13045

DIANNE HIGGINS, Chair

ELLA M. DIIORIO, Executive Director

CORTLAND HOUSING AUTHORITY BOARD OF DIRECTORS MEETING MINUTES
Wednesday, February 11, 2026 - 8:30 a.m.

PRESENT: Dianne Higgins, Chair, Merle McKown, Debra Cuthbert, C. Jane Snell, Paul Quinlan, Kelly Tobin, Robert Witty

GUEST: Kevin Milcarek

STAFF: Ella DiIorio, Joyce Allen

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

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

A. Jane Snell made a motion to approve, seconded by Paul Quinlan. Approval of January 14, 2026 minutes approved the edit of the time changed from 8:30am to 9:30am.

IV. CHAIR'S ANNOUNCEMENTS

A. Chair Higgins wishes everyone has a Happy Valentine's Day and a Happy Birthday to Vice Chair McKown.

V. FINANCIAL REPORT – Executive Director DiIorio

A. January financials for the month of January 2026 were given to the Board prior to the meeting and reviewed at the meeting. January is the 10th month in the Fiscal Year End 2026.

B. Occupancy

1. Public Housing is 94.13% leased. The goal of HUD is to be at least 95.5% leased. There were five move ins, and four move outs. There are currently nineteen vacant units. Three of the nineteen are offline for repairs and none are completed and awaiting leasing.

2. The Housing Choice Voucher Program is 93% leased with a total of 284 vouchers. There are eleven vouchers searching and no vouchers open.

3. Resolution No. 26-03

Authorization to Approve the FYE 27 Cortland Housing Authority Operating Budget

Kelly Tobin made a motion to approve, seconded by Robert Witty.

Resolution No. 26-03 approved unanimously.

VI. CAPITAL FUND – Executive Director DiIorio

A. Executive Director DiIorio shared that she has not received any notification of the Capital Fund funding for Fiscal year 2026.

B. The 42 Church and 51 Pt. Watson elevator and vestibule projects are scheduled to start in the Spring of 2026 as there are some delays in parts. These projects are Capital Fund 2024 and Capital Fund 2025 entire grants.

VII. EXECUTIVE DIRECTOR'S REPORT – Executive Director DiIorio

A. Executive Director DiIorio shared that Cortland Housing Authority received a rating of substandard for 2024. This is due to occupancy being below ninety-five percent and also for receiving a score of 32 on the 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. Executive Director DiIorio shared that HUD will be conducting an on-site visit. Jane Snell asked for clarification of the NSPIRE inspection with the Health and Safety focus. Executive Director DiIorio shared the Health and Safety deficiencies are due to tenants removing smoke detectors which count twice on the report as a missing smoke detector and exposed wires (shock hazard) along with a $75.00 tampering fee for each smoke detector removed, propping fire doors open, and for missing grommets in fire doors. Kelly Tobin asked how often personnel enter the apartments for checks. Executive Director DiIorio stated that it was annually but will now be every six months. Chair Higgins asked about the security deposits. Executive Director DiIorio stated that for the elderly/disabled units the security deposit equals the tenant rent capped at $150.00 and for family units the security deposit equals tenant rent capped at $350.00.

VIII. PERSONNEL – Executive Director DiIorio

A. Resolution No. 26-04

Authorization to Accept and Sign the Resignation/ Separation Agreement with Mark Goff

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

Executive Director DiIorio shared information with the Board throughout the entire process.

Resolution No. 26-04 passed unanimously with edit from his to her.

B. Resolution No. 26-05

Authorization to Appoint Ashley Crapo as Contingent Permanent Tenant Relations Assistant
Jane Snell made a motion to approve, seconded by Merle McKown.

Resolution No. 26-05 passed unanimously.

C. Resolution No. 26-06

Authorization to Appoint Lin Laparco as Probationary Maintenance Mechanic

Jane Snell made a motion to approve, seconded by Robert Witty.

Resolution No. 26-06 passed unanimously with edit from David Brown to Lin Laparco.

D. Resolution No. 26-07

Authorization to Appoint Christopher Robbins as Provisional Promotional Building Maintenance Foreperson

Paul Quinlan made a motion to approve, seconded by Kelly Tobin.

Resolution No. 26-07 passed unanimously with spelling correction of Christopher.

X. NEW BUSINESS – CHAIR HIGGINS

Chair Higgins shared that the proposed edits to the Bylaws will be sent via email. After a seven (7) business day review period, board members should cast their votes via email. Results will be presented at the next Board meeting.

XI. ADJOURNMENT

Chair Higgins adjourned at 10:24 a.m.

Sincerely,

Ella M DiIorio