

**CORTLAND HOUSING AUTHORITY
42 CHURCH STREET
CORTLAND, NEW YORK 13045**

DIANNE HIGGINS, Chair

ELLA M. DIORIO, Executive Director

CORTLAND HOUSING AUTHORITY BOARD OF DIRECTORS MEETING MINUTES
Wednesday, January 14, 2025 - 8:30 a.m.

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

GUEST: Robert Hunter

STAFF: Ella DiIorio, Joyce Allen

I. CALL TO ORDER –CHAIR HIGGINS 9:30AM

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

- A. Jane Snell made a motion to approve, seconded by Merle McKown. Approval of December 10, 2025 minutes approved with one abstention.

IV. CHAIR’S ANNOUNCEMENTS

- A. Chair Higgins thanked Jane Snell for her time as Chair as well as her service and mentorship. Chair Higgins also welcomed Kelly Tobin and Robert Witty to the Board. She distributed the By-Laws to all Board members to review and make recommendations for any changes or updates.

V. EFPR GROUP REPORT TO THE BOARD – Christian Archilla

- A. EFPR Group provided a presentation regarding Fiscal Year 2025 Audit.
- B. There was a finding on the audit and Executive Director DiIorio shared that this finding was due to utilities not being separated from AMP 1 and AMP 2. Christian shared with Executive Director DiIorio some tools when working with the fee accountants to ensure this does not happen in the future as well as actively working with the fee accountants monthly.

VI. FINANCIAL REPORT – Executive Director DiIorio

- A. December financials for the month of December 2025 were given to the Board prior to the meeting and reviewed at the meeting. December is the 9th month in the Fiscal Year End 2026.

B. Occupancy

1. Public Housing is 94.21% 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 nineteen vacant units. Three of the twenty-one are offline for repairs and none are completed and awaiting leasing.
 - a. Since the PHAS score for 2024 was substandard, Executive Director DiIorio implemented an action plan that was submitted to Leah Gallagher at HUD to increase the NSPIRE inspection score as well as to increase the occupancy score to align with the goal of HUD at least 95.5%. Executive Director DiIorio and Charles Dunson HUD public housing manager will meet every six weeks to ensure the action plan is implemented.
2. The Housing Choice Voucher Program is 92% leased with a total of 283 vouchers. There are nineteen vouchers searching and no vouchers open.
3. Resolution No. 26-01

Authorization for the Revision of Signatories for Cortland Housing Authority Account at Tompkins Community Bank

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

Resolution No. 26-01 approved unanimously.

4. Resolution No. 26-02

Authorization for the Revision of Signatories for Cortland Housing Authority Accounts at KeyBank.

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

Resolution No. 26-02 approved unanimously.

VII. AGENCY PLAN – Executive Director DiIorio

- A. Executive Director DiIorio sent the Agency Plan to New York State for review and after it is approved the Agency Plan will be sent to HUD for approval.

VIII. CAPITAL FUND – Executive Director DiIorio

- A. Capital Fund Year 2022 is awaiting the final bill for the 21-5 lift stations and Capital Fund Year 2024 and 2025 are for the 42 Church and 51 Port Watson elevator project.
- B. The project for 42 Church and 51 Port Watson elevator and vestibule is scheduled to start in the Spring of 2026 as there are some delays in parts.

IX. 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 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.

X. PERSONNEL – Executive Director DiIorio

There is nothing to report this month.

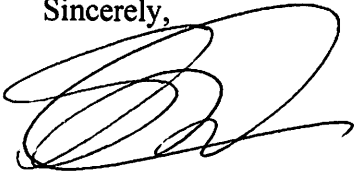
XI. NEW BUSINESS – CHAIR HIGGINS

Chair Higgins shared the three standing committees are Personnel, Nominating and Finance with the fourth committee being Ad hoc Public Relations which all Board members are a part of this committee.

XII. ADJOURNMENT

Chair Higgins adjourned at 10:26 a.m.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ella M DiIorio', with a large, stylized flourish at the end.

Ella M DiIorio