

**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, July 9, 2025 - 8:30 a.m.

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

ABSENT: Teresa Cullip

STAFF: Ella Dilorio, 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 June 11, 2025 minutes passed unanimously.

IV. CHAIR’S ANNOUNCEMENTS

Chair Snell announced that she had received an email from Andrew Jewett, City Clerk, confirming the action of the Common Council in approving the reappointment of Paul Quinlan to the Cortland Housing Authority Board, with a term ending December 31, 2029. She congratulated Paul and thanked him for his willingness to continue serving.

V. FINANCIAL REPORT – Executive Director Dilorio

A. June financials for the month of June 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. Chair Snell asked about the child support on the vendor payment report. Executive Director Dilorio explained the if an employee pays child support, the amount is withheld from the employees check and paid directly to New York State Child Support collection unit. Sharon Stevans asked about the asbestos payments. Executive Director Dilorio explained that when a unit’s flooring is broken or not able to be repaired then Cortland Housing Authority puts out a bid for asbestos removal along with air monitoring. Asbestos projects are expensive. Chair Snell asked how many units have had asbestos removal and new flooring installed. Executive Director Dilorio does not know that exact amount but will find out and bring it to the next Board meeting.

B. Beginning June 30, 2025, Housing Authorities must pay back any interest accrued over \$500.00 to Health and Human Services.

C. Occupancy

1. Public Housing is 94.47% leased. There were three move ins, and seven move outs. There are currently eighteen vacant units. Three of the eighteen are offline for repairs and two are completed and awaiting leasing. Sharon Stevans commented that the Vacancy log was a helpful report. Executive Director DiIorio shared the unit turnover goal is 90 days max. This report shows that there are units beyond that goal.
2. The Housing Choice Voucher Program is 93% leased with a total of 285 vouchers. There are seven vouchers searching and seven vouchers open. Rebecca Brabaw, Leased Housing Coordinator is currently interviewing participants to fill the open vouchers.

VI. CAPITAL FUND - Executive Director DiIorio

- A. Executive Director DiIorio stated there were a few smaller items that needed to be completed to the elevators in Homer, McGraw, Marathon, and Truxton and awaiting finalization of this project.
- B. Executive Director DiIorio shared there is a meeting on July 22, 2025 for the elevator project for 42 Church Street and 51 Port Watson Street. The bid opening will be August 3, 2025.

VII. EXECUTIVE DIRECTOR'S REPORT – Executive Director DiIorio

- A. The Housing Provisions bill was passed by Congress and there is very minimal effect on Public Housing currently; however, budget cuts are very likely coming.
- B. Gina Middleton, Coughlin & Gerhart landlord/tenant attorney is leaving the firm as of July 18, 2025 and starting her own firm. Executive Director DiIorio recommended that Cortland Housing Authority go with Ms. Middleton and presented a Resolution to move services to a new firm.

Resolution Authorizing Legal Services Agreement with Gina Middleton was presented to the Board.

Sharon Stevans made a motion to approve, seconded by Dianne Higgins.

Resolution Authorizing Legal Services Agreement with Gina Middleton approved unanimously.

- C. Executive Director DiIorio and Deputy Director Allen attended the New York State Public Housing Directors Association training last month. Executive Director attended the AI for Procurement training which was just talking about the beginning stages and was not helpful to the Housing Authority at this time. The trainings tracks consisted of Housing through Modernization Act (HOTMA), Cyber security policies, employee retention, updates at the Federal level, and several more.
- D. HOTMA transition is slowly being implemented as HUD prepares for Housing Information Portal (HIP) to be fully implemented.
- E. The fee accountants are working on quarterly actuals to spending for the previous fiscal year along with budget to actuals. EFPR accounting firm has started the remote audit. In September, they will be on-site to audit files.
- F. The Resident Advisory Board will be meeting on July 21, 2025. This meeting is the tenant input for the Agency Plan 2026 -2027 and Capital Fund year 2026 – 2030.

VIII. PERSONNEL – Executive Director DiIorio

- A. The Leased Housing Coordinator position have been advertised for a month. Rebecca Brabaw, Leased Housing Coordinator and Erin Farley, Tenant Relations Assistant has been assisting Cindy Snow, Tenant Relations Assistant with Public Housing.

IX. NEW BUSINESS – Chair Snell

A. Chair Snell reported that she had stayed after the last board meeting to talk to a resident, who had attended that meeting. He had concerns about the number of homeless individuals who were able to get into the CHA buildings at night and the problems this presented with safety and other issues. The Chair told him that she would talk with the Executive Director and would bring his concerns to the Board at the next meeting.

Individuals get into the building in a number of ways including: they may enter by closely following a resident through the entrance door, some residents admit them into the building as guests even though they are not guests staying with that resident or they may force open the magnetic entry doors. The Executive Director said residents have been reminded of their responsibilities in helping to keep the building secure. If Cortland Housing Authority staff observes tenants or non-residents letting non-residents in the meeting, staff will communicate that is not allowed. She said she hears many concerns about residents' fears of safety or theft as well as the problems they present for maintenance staff with trash left behind, use of a corner as a toilet or drug paraphernalia dumped in a hallway. Maintenance and office staff have been threatened by these individuals and some staff are not anxious to work on a weekend or at night because of this.

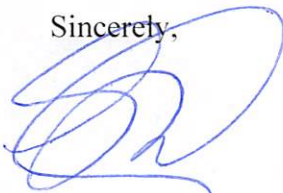
The City Police do walk through the CHA buildings and do respond to calls from residents who report issues with non-residents. Some residents report that they have been told by the police to call the Executive Director if they have a nighttime problem with a non-resident rather than calling the police and they question this because what can the Executive Director do and would it be safe if she tried? The Executive Director issues a persona non grata forms for non-residents during daytime work hours but often the individuals are uncooperative and will not give their names and the most recent forms also require their date of birth, and they refuse to give that information.

There was agreement among Board members that it would be useful to invite the Chief of Police to our next Board meeting to discuss ways that the Police Department, CHA, and the Board could work better together in finding solutions to these problems. Chairs Snell will invite Chief David Guerrero to the next meeting of the Board.

X. ADJOURNMENT

Chair Snell adjourned at 9:40 a.m.

Sincerely,



Ella M DiIorio