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, March 11, 2026 - 9:30 a.m.

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

GUEST: Nicholas Daluisio

STAFF: Ella DiIorio, Joyce Allen

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

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

A. Kelly Tobin made a motion to approve, seconded by Debra Cuthbert. Approval of February 11, 2026 minutes approved unanimously.

IV. CHAIR'S ANNOUNCEMENTS

A. Chair Higgins communicated that she will be out of town from March 17, 2026 through April 9, 2026. She thanked Vice-Chair Merle McKown for filling in for her for that time.
B. Chair Higgins also wanted to express gratitude and thankfulness to everyone getting their responses so quickly for the edits to the Bylaws.

V. FINANCIAL REPORT – Executive Director DiIorio

A. February financials for the month of February 2026 were given to the Board prior to the meeting and reviewed at the meeting. February is the 11th month in the Fiscal Year End 2026. Chair Higgins questioned what is in the administrative contracts. Executive Director DiIorio explained that it is made up of copier, fax, and postage machines.

B. Occupancy

1. Public Housing is 94.21% leased. The goal of HUD is to be at least 95.5% leased. There were two move ins, and six move outs. Out of the six move outs, three were nursing home placements, one was an eviction, and two individuals moved. There are currently seventeen vacant units. One of the seventeen is offline for repairs and one is completed and awaiting leasing.

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

3. Resolution No. 26-08

   Authorization to Write Off Bad Debt for the Public Housing Program for Fiscal Year End March 31, 2026.

   Jane Snell made a motion to approve, seconded by Merle McKown.

   Jane Snell asked how the amount in this Resolution compared to previous amounts. Executive Director DiIorio explained that it is about the same and the amounts owed will sit on Debts Owed until it is paid off. Kelly Tobin asked for clarification that even though the amount was written off it would still be on the Debts Owed System. Executive Director DiIorio stated that is correct. Paul Quinlan stated the line amounts do not total.

   Resolution No. 26-08 is tabled until revisions can be made and will be sent electronically for a vote.

VI. AGENCY PLAN– Executive Director DiIorio

A. Executive Director DiIorio received notification that the Agency Plan was approved.

VII. CAPITAL FUND – Executive Director DiIorio

A. The 42 Church and 51 Pt. Watson elevator and vestibule projects are scheduled to start in May 2026. These projects are Capital Fund 2024 and Capital Fund 2025 entire grants.

VIII. EXECUTIVE DIRECTOR'S REPORT – Executive Director DiIorio

A. There was not an in-person meeting with HUD staff Leah Gallagher, Director of the HUD Buffalo office and Charles Dunson, Portfolio Management Specialist on March 3, 2026, but they are hoping to do a site visit in April 2026. There is a scheduled conference call every six weeks to go over the action plan. Leah Gallagher suggested adding to every work order some of the issues that were big point reductions such as smoke detectors and GFI outlets.

B. Ann Brown, Administrative Assistant and Executive Director DiIorio, are working with the fee accountants to ensure all information is accurate for end-of-year reporting.

IX. PERSONNEL – Executive Director DiIorio

A. Last month's Board meeting, Resolution 26-04, was approved for the Separation Agreement with Mark Goff. Since then, Mark Goff has rescinded the agreement. Kelly Tobin asked what his position was. Executive Director DiIorio stated that it was Maintenance Foreperson. More information to come as it is provided.

X. OLD BUSINESS – CHAIR HIGGINS

A. Proposed changes to the Bylaws were sent seven business days to review. The ballots were returned within the voting period. The edits to the Bylaws were unanimous.

XI. NEW BUSINESS – CHAIR HIGGINS

A. The Personnel committee will be meeting to propose a new Board member's name to submit to Common Council for approval.

XII. ADJOURNMENT

Chair Higgins adjourned at 9:55 a.m.

Sincerely,

Ella M DiIorio