

**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, May 13, 2026 - 9:30 a.m.

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

EXCUSED: Debra Cuthbert

GUEST: Nicholas Daluisio, Betty Dayton, DuVall Law Offices

STAFF: Ella Dilorio, 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 Paul Quinlan. Approval of April 8, 2026, minutes approved unanimously.

IV. CHAIR'S ANNOUNCEMENTS

- A. Chair Higgins expressed gratitude to Vice Chair McKown for chairing the April 8, 2026, meeting. Chair Higgins explained that James Dempsey was approved by Common Council at the March 2026 meeting. He will replace Jane Snell as this is her last meeting on the Board. She has been on the Board since 2009. Paul Quinlan will replace her committee assignments on the Personnel and Finance committees.

V. FINANCIAL REPORT – Executive Director Dilorio

- A. There is no financial report as the end of year audit is still on-going. The end of the fiscal year was March 31, 2026. There will be two financial packets at the next meeting. Jane Snell commented on the paid invoices report that there has been a significant decrease in pest control.

B. Occupancy

1. Public Housing is 93.16% leased. The goal of HUD is to be at least 95.5% leased. There were four move ins, and four move outs. Out of the four move outs, two were deaths, one was a nursing home placement and the other one moved. There are currently twenty-six vacant units.

2. The Housing Choice Voucher Program is 94% leased with a total of 288 vouchers. There are twelve vouchers searching. Executive Director DiIorio explained that Rebecca Brabaw, Leased Housing Coordinator and Erin Farley, Tenant Relations Assistant for the HCV program have been supportive in assisting the Public Housing program.

VI. CAPITAL FUND – Executive Director DiIorio

- A. Capital Fund year 2022 and Capital Fund year 2023 have been spent out and Executive Director DiIorio stated at the June Board meeting there will be the final close out documents for both Capital Fund years.
- B. The lift stations at Homer, McGraw, Marathon, and Truxton have been completed and final payment will be made.
- C. The 42 Church vestibule project has started. This project includes new doors, windows, and an access button for the administrative office. There is a scheduled elevator meeting this morning as there still is not a start date.
- D. The projects for Capital Fund 2026 are the replacement of the Truxton fire system and the community building on Pendleton Street that houses the fire system for the family units.

VII. EXECUTIVE DIRECTOR'S REPORT – Executive Director DiIorio

- A. Executive Director DiIorio shared the NSPIRE inspection took place on May 4, 2026. The unofficial score is 47. There were 56 (fifty-six) health and safety deficiencies and 56 (fifty-six) non-emergency deficiencies: for a total of 112 (one hundred and twelve) deficiencies. Of the fifty-six deficiencies, fire extinguishers out of inspection compliance, window screens with work orders already created in the system, smoke detectors placements, clothes dryer ventilation issues, holes in the flues, and mold like substance issues. There is a soffit that was considered a ceiling and the smoke detector right below that. This has been the same for many years. Jane Snell asked if this could be appealed. Executive Director stated there are some that we are going to try to appeal. All fifty-six health and safety deficiencies had to be and were completed within a twenty-four-hour timeframe.
- B. Executive Director DiIorio and Robert Thayer, Maintenance supervisor will be attending the New York State Public Housing Authority Directors Association (NYSPHADA) May 19 – May 21, 2026. This conference has HUD updates and NSPIRE training.
- C. Executive Director DiIorio shared HUD staff Leah Gallagher, Director of the HUD Buffalo office and Charles Dunson, Portfolio Management Specialist, will be on-site on May 28, 2026, and will tour all the properties.

VIII. PERSONNEL – Executive Director DiIorio

- A. Executive Director DiIorio shared there is still an open position Tenant Relations Assistant for Public Housing.

IX. NEW BUSINESS – CHAIR HIGGINS

- A. Kelly Tobin shared she accepted a new position that does not align with the Board; her last board meeting will be July 8, 2026.

X. ADJOURNMENT

Chair Higgins adjourned at 9:58 a.m.

Sincerely,



E. M. DiIorio
Executive Director