

**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, November 12, 2025 - 8:30 a.m.

PRESENT: Merle McKown, Debra Cuthbert, Dianne Higgins,

ABSENT: Teresa Cullip

EXCUSED: C. Jane Snell, Chair, Sharon Stevans, Paul Quinlan,

STAFF: Ella DiIorio, Joyce Allen

GUEST: Robert Witty

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

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

Approval of October 8, 2025 minutes passed electronically with six yays and one no response.

IV. CHAIR’S ANNOUNCEMENTS

Vice Chair Higgins reported that Sharon Stevans last meeting will be December 2025. The Board needs a replacement for the vacant seat.

V. FINANCIAL REPORT – Executive Director DiIorio

A. October financials for the month of October 2025 were given to the Board prior to the meeting and reviewed at the meeting. October is the 7th month in the Fiscal Year End 2026.

B. Occupancy

1. Public Housing is 94.17% leased. The goal of HUD is to be at least 95.5% leased. There were five move ins, and nine move outs. There are currently twenty-two vacant units. Three of the twenty-two are offline for repairs and three are completed and awaiting leasing.
2. The Housing Choice Voucher Program is 92% leased with a total of 283 vouchers. There are sixteen vouchers searching and six vouchers open. Rebecca Brabaw, Leased Housing Coordinator is currently interviewing participants to fill the open vouchers.

VI. AGENCY PLAN – Executive Director DiIorio

A. Resolution No. 25-30

Authorization to Submit 2025 – 2026 Cortland Housing Authority Annual Agency Plan and 2025 – 2029 Five Year Capital Fund Plan to the U.S. Department of Housing and Urban Development (HUD)

Approval of Resolution No. 25-30 passed electronically with six yays and one no response.

VII. CAPITAL FUND – Executive Director DiIorio

- A. The 42 Church and 51 Port Watson elevator and vestibule project is scheduled to start in the Spring of 2026 as there are some delays in parts.

VIII. EXECUTIVE DIRECTOR’S REPORT – Executive Director DiIorio

- A. Executive Director DiIorio shared that Cortland Housing Authority received a Low Loss Achievement Award from HAI Group Insurance for 2021, 2022, 2023 and 2025. Merle McKown asked if that would lower the rates. Executive Director DiIorio shared that New York State Association for Public Housing Directors (NYSPHADA) is working to lower premium rates for Housing Authorities. Dianne Higgins asked if there was a choice with insurance providers. Executive Director DiIorio stated that we do, and the decision is based on cost. She does comparative analysis based on policy and cost. There are not many options around for Housing Authorities as well.
- B. Executive Director DiIorio shared that NYSPHADA is going to advocate and provide education to the judges to understand Public Housing along with the regulations that Public Housing Authorities are required to adhere to.
- C. Executive Director DiIorio did get in contact with John Hoeschle via email. Executive Director DiIorio will share more details at next month’s meeting.
- D. The audit is nearly completed. The plan is for a presentation in December at the Annual Meeting by the Fee Accountants and possibly in January from EFPR.
- E. PHA web software and Paymentus platform will be providing training, so Cortland Housing Authority can accept on-line payments. The hope is that will be live in December. Dianne Higgins asked if that will be a requirement. Executive Director DiIorio stated that it is optional. Tenants can still pay in person to the office. This is just an alternative option.

F. Resolution No. 25 – 31

Authorization to Amend the Cortland Housing Authority Lease

Approval of Resolution No. 25 – 31 passed electronically with six yays and one no response.

IX. PERSONNEL – Executive Director DiIorio

A. Executive Director DiIorio wanted to share the appreciation and kudos to the entire staff at Cortland Housing Authority for working well as a team although being short staffed in both maintenance and occupancy.

B. Resolution No. 25 – 32

Authorization to Amend the Job Description for the Position of Leased Housing Coordinator for the Cortland Housing Authority

Approval of Resolution No. 25 – 32 passed electronically with six yays and one no response.

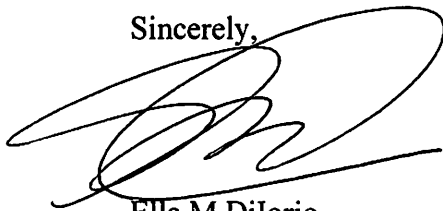
X. NEW BUSINESS

December is the Annual Meeting

XI. ADJOURNMENT

Vice Chair Higgins adjourned at 9:24 a.m.

Sincerely,

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

Ella M DiIorio