

**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, October 8, 2025 - 8:30 a.m.

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

STAFF: Ella DiIorio, Joyce Allen

GUEST: Robert Witty

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 Paul Quinlan. Approval of September 10, 2025 minutes passed unanimously.

IV. CHAIR’S ANNOUNCEMENTS

Chair Snell announced that Sharon Stevan’s term on the Cortland Housing Authority Board expires December 31, 2025, and Mrs. Stevans has indicated that she does not wish to be reappointed. Chair Snell thanked her for her very excellent service to the Cortland Housing Authority and to the Board. Her perceptive insights will be missed.

A replacement will be sought by the Personnel Committee, and all board members are encouraged to suggest names of individuals for potential board membership.

V. FINANCIAL REPORT – Executive Director DiIorio

A. September financials for the month of September 2025 were given to the Board prior to the meeting and reviewed at the meeting. September is the 6th month in the Fiscal Year End 2026.

B. Occupancy

1. Public Housing is 94.30% leased. The goal of HUD is to be at least 95.5% leased. There were six move ins, and five move outs. There are currently nineteen vacant units. Two of the nineteen are offline for repairs and one is completed and awaiting leasing.

2. The Housing Choice Voucher Program is 92% leased with a total of 283 vouchers. There are thirteen vouchers searching and five vouchers open. Rebecca Brabaw, Leased Housing Coordinator is currently interviewing participants to fill the open vouchers.

C. Resolution No. 25 – 28

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

Dianne Higgins made a motion to approve, seconded by Teresa Cullip.

Sharon Stevans asked how this past six months compared to other write-offs in the past. Executive Director DiIorio stated the previous write-off to the current one is approximately \$30,000.00 more.

Resolution No. 25 – 28 passed unanimously.

VI. AGENCY PLAN – Executive Director DiIorio

- A. Public Hearings were held on October 6, 2025. Executive Director DiIorio stated that she is currently waiting for the public comment time period to expire.

VII. CAPITAL FUND – Executive Director DiIorio

- A. The project for 42 Church and 51 Port Watson elevator and vestibule project was awarded August 5, 2025. These projects are in the 2024 and 2025 Capital fund grants. This elevator project may not start until Spring 2026 and is projected to be completed Fall/Winter 2026. There is currently a long delivery time for parts. The vestibule project is planned to begin in January 2026.

VIII. EXECUTIVE DIRECTOR'S REPORT – Executive Director DiIorio

- A. The audit for this year has started, and the EFPR group is on-site conducting the single audit.
- B. Executive Director DiIorio has continued to seek information about hiring security for CHA to help with the problem of non-residents getting into the buildings. The Director of the Cortland Free Library was not hired until after decisions were made about hiring security, so she is not able to provide much information. Several Board members suggested that a member of the Library Board, John Hosechele, might provide helpful information.

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. Sharon Stevans mentioned that the Board is also very appreciative and that was unanimous from the Board.
- B. Resolution No. 25 – 29

Authorization to Approve Ella DiIorio's Salary Increase

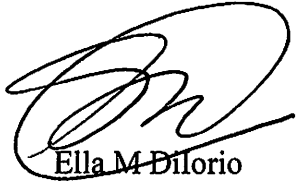
Sharon Stevans made a motion to approve, seconded by Teresa Cullip.

Resolution No. 25 – 29 passed unanimously.

X. ADJOURNMENT

Chair Snell adjourned at 9:17 a.m.

Sincerely,

A handwritten signature in black ink, appearing to be 'Ella M. Dilorio', written in a cursive style. The signature is positioned above the printed name.

Ella M Dilorio