CORTLAND HOUSING AUTHORITY
42 CHURCH STREET
CORTLAND, NEW YORK 13045

C. JANE SNELL, Chair — ELLA M. DIIORIO, Executive Director

CORTLAND HOUSING AUTHORITY BOARD OF DIRECTORS MEETING MINUTES
Wednesday, September 10, 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

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 August 13, 2025 minutes passed unanimously changing the typo of "offices" to "officers".

IV. CHAIR'S ANNOUNCEMENTS

Chair Snell reported that she had communicated with Chief Guerrera after his meeting with the Board. They were in agreement that the meeting had gone well and was helpful to all involved. She said that she had sent him a copy of the section of the draft minutes about that meeting and he was pleased to receive it prior to distribution and said that it accurately reflected the discussion.

There was a brief discussion about what should come next in terms of non-residents getting into CHA buildings, the installation of new doors and the desirability of hiring part-time security as soon as possible. Executive Director DiIorio will talk with the Director of the Cortland Free Library to learn more about the security the library hired, and she will report on progress at the next Board meeting.

Chair Snell said that the Nominations Committee would be meeting to prepare the slate of officers for the coming year. She also mentioned that one elected Board member's term would end 12/31/25 and another's term would end in May 2026. One is eligible to be reappointed, and the other is not so thought should be given to possible replacements.

The terms of the two resident Board members end 12/31/25 and Executive Director DiIorio said the election for the two positions has been held and Debra Cuthbert would continue to serve and Bob Witty would be a new board member. Teresa Cullip said that she had decided not to run again for the Board for reasons of health and Chair Snell thanked her for her service currently and earlier.

V. FINANCIAL REPORT – Executive Director DiIorio

A. August financials for the month of August 2025 were given to the Board prior to the meeting and reviewed at the meeting. August is the 5th month in the Fiscal Year End 2026.

B. During the October 2025 Board meeting, Marcum will have a presentation to the Board regarding financials.

C. Occupancy

1. Public Housing is 94.26% leased. The goal of HUD is to be at least 95.5% leased. There were four move ins, and five move outs, two of those were deaths. There are currently nineteen vacant units. Two of the nineteen are offline for repairs and one is completed and awaiting leasing. The remaining sixteen apartments are in renovation status.

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

VI. AGENCY PLAN – Executive Director DiIorio

A. Sharon Stevans asked about the Domestic Violence and Homeless preference. Executive Director DiIorio stated that preference would be for both Public Housing and Housing Choice Voucher programs and the individual would need to provide documentation to prove the individual resided in the county prior to being homeless to be given residency preference.

B. Resolution No. 25 – 21

Authorization to Approve Draft 2026 – 2027 Cortland Housing Authority Annual Agency Plan and 2026 – 2030 Rolling Base Five-Year Capital Fund Plan for Public Comment and Authorization for a Public Hearing Regarding the Agency Plan

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

Resolution No. 25 – 21 passed unanimously.

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 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.

VIII. EXECUTIVE DIRECTOR'S REPORT – Executive Director DiIorio

A. The audit for this year has started, and the EFPR group changed the on-site dates from September 9 through the 10th to complete fieldwork to October 6, 2025. EFPR is working with Executive Director DiIorio, Ann Brown, Administrative Assistant and PHA web, the software to retrieve any documentation needed electronically.

B. NSPIRE inspections for AMP 2 was August 19 – 21, 2025. Cortland Housing Authority did not receive a good score. Approximately eighty-five percent of the deficiencies were tenant – related. There were twenty-eight life threatening deficiencies. AMP 2 will be re-inspected next year. One of the units removed three smoke detectors and there is a $75.00 charge for each smoke detector removed. Sharon Stevans suggested reaching out to the local fire departments for an "informational session" at each location for tenants. Executive Director DiIorio will ask at the next NYSPHADA conference what other Housing Authority's are doing for the NSPIRE inspections.

IX. PERSONNEL – Executive Director DiIorio

A. Resolution No. 25 – 22

Authorization to Appoint Mark Goff as Permanent Building Maintenance Foreperson

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

Resolution No. 25 – 22 passed unanimously.

B. Resolution No. 25 – 23

Authorization to Appoint Robert Thayer as Permanent Building Maintenance Supervisor

Paul Quinlan made a motion to approve, seconded by Teresa Cullip.

Resolution No. 25 – 23 passed unanimously with a text change from "supervisory" to "supervisor".

C. Resolution No. 25 – 24

Authorization to Appoint Chris Robbins as a Probationary Building Maintenance Mechanic

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

Resolution No. 25 – 24 passed unanimously.

D. Resolution No. 25 – 25

Authorization to Appoint Chris Van Pelt as a Probationary Maintenance Mechanic

Paul Quinlan made a motion to approve, seconded by Sharon Stevans.

Resolution No. 25 – 25 passed unanimously.

E. Resolution No. 25 – 26

Authorization to Approve Joyce Allen's Salary Increase for Management based on Annual Evaluations, per the Board Approved Policy.

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

Resolution No. 25 – 26 passed unanimously.

F. Resolution No. 25 – 27

Authorization to Approve Ann Brown's Salary Increase for Management based on Annual Evaluations, per the Board Approved Policy.

Teresa Cullip made a motion to approve, seconded by Paul Quinlan.

Resolution No. 25 – 27 passed unanimously.

X. NEW BUSINESS – Chair Snell

A. Sharon Stevans shared the Cortland Standard is publishing a column on profiles of neighbors or businesses. It would be good to have a profile completed for either the Executive Director or the Housing Authority.

XI. ADJOURNMENT

Chair Snell adjourned at 9:45 a.m.

Sincerely,

Ella M DiIorio