

**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, July 8, 2026 - 9:30 a.m.

PRESENT: Dianne Higgins, Chair, Merle McKown, Paul Quinlan, Debra Cuthbert, James Dempsey

EXCUSED: Robert Witty, Kelly Tobin

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. Paul Quinlan made a motion to approve, seconded by Merle McKown. Approval of June 10, 2026, minutes approved unanimously.

IV. CHAIR’S ANNOUNCEMENTS

- A. Chair Higgins welcomed new Board member James Dempsey as this is his first board meeting. Chair Higgins shared this as Kelly Tobin’s last board meeting and thanked her for her contributions to the board. The committee is working on Kelly Tobin’s replacement. Chair Higgins is waiting to hear if board members need to reside within the city.

V. FINANCIAL REPORT – Executive Director DiIorio

- A. Madison Wampler from CBIZ provided a financial review for fiscal year-end 2026.
B. May financials were presented prior to and reviewed at the meeting. May is the 2nd month in the Fiscal Year End 2027.
C. In July 2026, the Housing Authority will pay for commercial and liability insurance almost \$160,000.00. New York State Public Housing Directors Association (NYSPHADA) is aware of the rising insurance costs to Public Housing Authorities and are assisting in advocating and lobbying assisting Housing Authorities.

D. Occupancy

1. Public Housing is 93.68% leased. The goal of HUD is to be at least 95.5% leased. There were four move ins, and four move outs. There are currently twenty-four vacant units, four units completed and awaiting leasing in Amp 1 and no units completed for Amp 2.
2. The Housing Choice Voucher Program is 94% leased with a total of 289 vouchers. There are eleven vouchers searching.

VI. CAPITAL FUND – Executive Director DiIorio

- A. Currently Executive Director DiIorio is locked out of Line of Credit Control System (eLOCCS) to be able to draw down funding. Executive Director DiIorio submitted several forms, she and Deputy Director Allen have been working with HUD and ELOCCS staff since March 2026.
- B. The vestibule and elevator project is on hold awaiting asbestos testing. There is a meeting for the end of July 2026 to discuss the vestibule and elevator project.

VII. EXECUTIVE DIRECTOR'S REPORT – Executive Director DiIorio

- A. Executive Director DiIorio shared the final NSPIRE inspection score is 51. The projected score was 47. Executive Director DiIorio appealed to some of the deficiencies to get four points added to the score. Duane Durnford, HUD engineer, will be on site for inspections July 21 and July 22, 2026. The next tentative NSPIRE inspection will be scheduled for August 2026.
- B. Resolution No. 26-13
Authorization to Amend the Cortland Housing Authority Admissions and Continued Occupancy Policy

Paul Quinlan made a motion to approve, seconded by Debra Cuthbert with edit of the date change to July 8, 2026. Resolution No. 26-13 approved unanimously.
- C. Resolution No. 26-14
Authorization to Amend the Cortland Housing Authority Administrative Policy

Merle McKown made a motion to approve, seconded by Debra Cuthbert with editing the date change to July 8, 2026. Resolution No. 26-14 approved unanimously.

VIII. PERSONNEL – Executive Director DiIorio

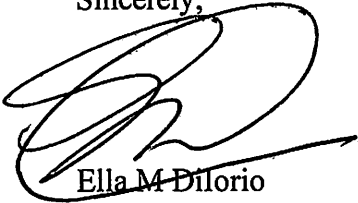
- A. Resolution No. 26-15
Authorization to Appoint Jenna Golden as Provisional Probationary Tenant Relations Assistant

James Dempsey made a motion to approve, seconded by Paul Quinlan. Resolution No. 26-15 approved unanimously.

IX. ADJOURNMENT

Chair Higgins adjourned at 10:13 a.m.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ella M. Dilorio', with a large, stylized initial 'E'.

Ella M Dilorio