

**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, June 10, 2026 - 9:30 a.m.

PRESENT: Dianne Higgins, Chair, Merle McKown, Paul Quinlan, Kelly Tobin, Robert Witty,
Debra Cuthbert

EXCUSED: James Dempsey

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 Kelly Tobin. Approval of May 13, 2026, minutes approved unanimously.

IV. CHAIR'S ANNOUNCEMENTS

- A. Chair Higgins shared new Board member James Dempsey will be joining the Board for the July 8, 2026 meeting. The committee is working on Kelly Tobin's replacement as her last meeting will be next month.

V. FINANCIAL REPORT – Executive Director DiIorio

- A. March and April financials were presented at the meeting. March is the 12th month in the Fiscal Year End 2026 and April is the 1st meeting in the Fiscal Year End 2027. Madison Wampler from CBIZ will be presenting the financials for Fiscal Year End 2026 at the July meeting. Executive Director DiIorio asked Madison some questions regarding budget line items, but she has not received an answer.

B. Occupancy

1. Public Housing is 94.47% leased. The goal of HUD is to be at least 95.5% leased. There were five move ins, and four move outs. There are currently twenty-six vacant units, one unit completed and awaiting leasing in amp 1 and two units completed and awaiting leasing in amp 2.
2. Chair Higgins noted that in May there was an increase in occupancy percentages in Amp 1

and a decrease in Amp 2. Executive Director DiIorio shared that in Amp 2 there were two evictions and two deaths. Executive Director DiIorio also shared there is a person available for all the vacant apartments.

2. The Housing Choice Voucher Program is 95% leased with a total of 290 vouchers. There are ten vouchers searching. Executive Director DiIorio explained that Rebecca Brabaw, Leased Housing Coordinator has increased the number of interviews. The SEMAP score was a 77 due to being in a shortfall last year and not being able to interview to then interview and trying to increase the number of vouchers leased. Executive Director DiIorio shared that it is the goal of having all vouchers leased along with all the money spent. Chair Higgins asked if similar housing authorities are going through similar situations. Executive Director DiIorio shared yes and with the score of 77 makes the Housing Authority a standard performer.

VI. CAPITAL FUND – Executive Director DiIorio

- A. Capital Fund year 2026 funds have been released and are currently on hold. Cortland Housing Authority cannot spend any of the funding until Duane Durnford, HUD engineer, completes an inspection due to the substandard scoring.

VII. EXECUTIVE DIRECTOR'S REPORT – Executive Director DiIorio

- A. Executive Director DiIorio shared HUD staff Leah Gallagher, Director of the HUD Buffalo office and Charles Dunson, Portfolio Management Specialist, were on-site on May 28, 2026. They provided some information to document that there is a \$117,354.00 loss of operating subsidy along with rents collected. Kelly Tobin asked if the maintenance role is behind due to the number of employees. Executive Director DiIorio shared there are currently six in the maintenance department, but it is the size of the scattered locations throughout the county. There was a contractor assisting with unit turnover; however, it was not sustainable or affordable. Executive Director DiIorio shared that HUD is currently looking and reviewing Fiscal Year End 2024. Leah Gallagher and Charles Dunson made some suggestions such as one being connecting with other Housing Authorities that are close to seeing if we can utilize their maintenance mechanics. Executive Director DiIorio has reached out to other Housing Authorities but has not had any contact yet. Another suggestion was to move to site locations assigned to Maintenance Mechanics because of the large distance between the scattered locations. Another suggestion was to hire Section 3 workers, but they cannot be tenants as that would be a liability and cannot take work away from union workers. Robert Witty asked if residents are allowed to volunteer to help clean apartments. Executive Director DiIorio stated that she would check in with Leah Gallagher. Kelly Tobin commented that residents do not feel responsible for units. Debra Cuthbert commented that the entire entity needs to be a community. Kelly Tobin asked if there was a resident council. Executive Director DiIorio stated that there is a Tenant's Association at 42 Church st only. The last suggestion was RAD (Rental Assistance Demonstration). Deputy Director Allen will be attending a training on RAD on June 16, 2026.

VIII. PERSONNEL – Executive Director DiIorio

- A. Resolution No. 26-11

Authorization to Appoint Lin LoParco as a Permanent Maintenance Mechanic

Kelly Tobin made a motion to approve, seconded by Robert Witty.

Resolution No. 26-11 approved unanimously.

B. Resolution No. 26-12

Authorization to Approve Robert Thayer's Salary Increase

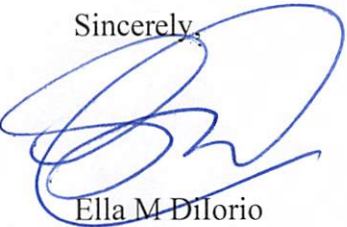
Debra Cuthbert made a motion to approve, seconded by Merle McKown.

Resolution No. 26-12 approved unanimously.

IX. ADJOURNMENT

Chair Higgins adjourned at 10:09 a.m.

Sincerely,



Ella M Dilorio