

**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, August 12, 2026 - 9:30 a.m.

PRESENT: Dianne Higgins, Chair, Merle McKown, Debra Cuthbert, James Dempsey, Robert Witty

EXCUSED: Paul Quinlan, Jessica Smith

STAFF: Ella Dilorio, Joyce Allen

I. CALL TO ORDER –CHAIR HIGGINS 9:30AM

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

- A. Robert Witty made a motion to approve, seconded by Debra Cuthbert. Approval of July 8, 2026, minutes approved unanimously.

IV. CHAIR'S ANNOUNCEMENTS

- A. Chair Higgins shared Jessica Smith was appointed by Common Council, and she welcomes her to the next Board meeting.

V. FINANCIAL REPORT – Executive Director DiIorio

- A. June financials were given prior to the Board meeting and reviewed at the meeting. June is the 3rd month in the Fiscal Year End 2027. Chair Higgins commented that the budget to actual for unit turn-around and maintenance expenses have decreased. Chair Higgins wanted to thank Executive Director DiIorio for her work on decreasing unit turnover times and the expenses.

B. Occupancy

1. Public Housing is 95.53% leased. The goal of HUD is to be at least 96% leased. In July, there were eight move ins, and seven move outs. There are currently seventeen vacant units, two units completed and awaiting leasing in amp 1 and one unit completed and awaiting leasing in amp 2.
2. The Housing Choice Voucher Program is 94% leased: with a total of 287 vouchers. There are eleven vouchers searching. Executive Director DiIorio was notified the Housing Choice Voucher program is in shortfall again. Rebecca Brabaw, Leased Housing Coordinator, will continue with the scheduled briefings, due to attrition.

VI. AGENCY PLAN– Executive Director DiIorio

- A. Executive Director DiIorio handed out a summary regarding the purpose of the Agency Plan and Resident Advisory Board in the Public Housing Program.

- B. Resolution No. 26-16
Authorization to Appoint Resident Advisory Board (RAB) Members

Merle McKown made a motion to approve, seconded by Debra Cuthbert with the edit of removing “acting”.

Chair Higgins asked how residents are selected. Executive Director DiIorio shared that all residents in Public Housing and the Housing Choice Voucher Program are sent a flyer to see if there is interest.

Resolution No. 26-16 was approved unanimously.

VII. CAPITAL FUND – Executive Director DiIorio

- A. Executive Director DiIorio handed out a summary regarding the Capital Fund Program in the Public Housing Program.

- B. Currently Executive Director DiIorio is locked out of Line of Credit Control System (eLOCCS) to be able to draw down funding. Executive Director DiIorio and Deputy Allen have been working with HUD staff to clear this up. Chair Higgins received an email regarding eLOCCS so that is one step closer.

- C. Resolution No. 26-17
Authorization to Revise Capital Fund Grant NY06P02150124

Robert Witty made a motion to approve, seconded by James Dempsey. Resolution No. 26-17 approved unanimously.

- D. Resolution No. 26-18
Authorization to Revise Capital Fund Grant NY06P02150125

James Dempsey made a motion to approve, seconded by Robert Witty. Resolution No. 26-18 approved unanimously.

VIII. EXECUTIVE DIRECTOR’S REPORT – Executive Director DiIorio

- A. EFPR Group, auditors, were on sight August 10th and 11th to work on the audit. The single audit was conducted on the Housing Choice Voucher program. They have been working with Ann Brown and Director DiIorio for the past two months, collecting information. The auditors will submit the draft audit to their supervisor in the first week of October 2026. The audit is due to HUD on December 31, 2026. It will be submitted to HUD and then will be presented to the Board.

- B. Executive Director DiIorio wrote and submitted a grant for the 2026 Emergency Safety and Security Grant (ESSG) for the Truxton Elderly Pump and Sprinkler Replacement. The grant requested \$250,000, and the Cortland Housing Authority received \$33,675.

- C. Cortland Housing Authority received \$90,575.00 of the \$331,300 Public Housing Set Aside Funds.
- D. To date, Executive Director DiIorio has not received notification of the date for the next Amp 2 NSPIRE inspection. Duane Durnford, HUD Buffalo Engineer, toured Amp 2 with Director DiIorio and Robert Thayer, CHA Building Maintenance Supervisor, July 21st and 22nd. We are waiting for the report from that inspection.
- E. Housing Authority Property Insurance, A Mutual Company (HAPI), and Housing Authority Risk Retention Group, Inc. (HARRG) achieved outstanding success in fiscal year 2025. Because they are member owned company, the CHA received a dividend check for liability in the amount of \$1,654.88 and for Commercial, we received a dividend in the amount of \$28,662.02. Insurance costs are soaring, as with other costs. The New York State Public Housing Authority Director's Association (NYSPHADA) is lobbying for premium reductions for Housing Authorities across the state.

IX. PERSONNEL – Executive Director DiIorio

The Public Housing Leased Housing Coordinator submitted her resignation, with her last day on July 31, 2026. Occupancy responsibilities have been restructured. Rebecca Brabaw, Leased Housing Coordinator, will conduct interviews for both programs and handle move-ins, move-outs, and briefings. She will also oversee the two Tenant Relations Assistants. The Public Housing Tenant Relations Assistant will complete Public Housing work, and the Housing Choice Voucher (HCV) Tenant Relations Assistant will complete Housing Choice Voucher Program work.

- A. One of the 4 Maintenance Mechanics also submitted his resignation, his last day is August 21, 2026. This leaves the Housing Authority with three vacancies in Maintenance. Executive Director DiIorio contacted Norwich, Syracuse, and Ithaca Housing Authority to see if they had any ideas or had Maintenance Mechanics that had “down time”. There is a potential for someone who could work for us part-time. We will continue to advertise for the 3 vacant positions.

- B. Resolution No. 26-19
Authorization to Appoint Ryan Wright as a Part-Time Temporary Maintenance Mechanic

Merle McKown made a motion to approve, seconded by Robert Witty.

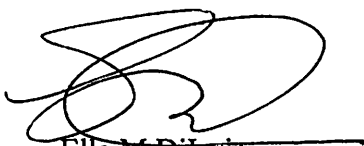
Chair Higgins asked about the time period of one year. Executive Director DiIorio shared that there needs to be a definitive end date but can negotiate if needed longer than one year.

Resolution No. 26-19 approved unanimously.

X. ADJOURNMENT

Chair Higgins adjourned at 10:13 a.m.

Sincerely,



Ella M DiIorio