

PEEKSKILL HOUSING AUTHORITY



P. Holden Croslan
Executive Director

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PEEKSKILL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONTHLY MEETING
April 18, 2019
Dunbar Heights – Community Room
696 Highland Ave, Peekskill, NY 10566

AGENDA

I. ROLL CALL

II. TENANTS' COMMENTS AND CONCERNS

III. APPROVAL OF PREVIOUS MONTHS MINUTES:

- a. Resolution 04/01/2019 – March 21, 2019 - Regular Meeting Minutes

IV. CORRESPONDENCE: None

V. EXECUTIVE DIRECTOR'S REPORT:

- a. Monthly Report – April 2019
- b. Financial Report – March 2019

VI. COUNSEL'S REPORT - None

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS:

- a. Resolution 04/02/2019 – Approval of March 2019 Monthly Bills
- b. Resolution 04/03/2019 – Approval of the Amendment to Procurement Policy
- c. Resolution 04/04/2019 – Approval of PHA Parking Policy
- d. Annual Meeting and Election of Officers

IX. TENANTS' COMMENTS AND CONCERNS:

X. ADJOURNMENT

XI. EXECUTIVE SESSION

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING
MARCH 21, 2019 BOARD MEETING MINUTES
REGULAR SESSION**

WHEREAS, The Board of Commissioners have reviewed the minutes of March 21, 2019 public meeting; and

WHEREAS, The Board of Commissioners find the minutes to accurately reflect the comments and statements made by the public and the Commissioners.

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Peekskill Housing Authority approve the minutes of March 21, 2019 public meeting.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Nancy Vann				
Vice-Chairman Michael Kane				
Commissioner Cynthia B. Knox, Esq.				
Commissioner Joseph Schuder				
Commissioner Dwight H. Douglas				
Tenant Commissioner Mishiba Taylor				
Tenant Commissioner Duane Timms				

I hereby certify that the above resolution is as the Board of Commissioners of the Housing Authority of the City of Peekskill adopted.

Effective: April 18, 2019

P. Holden Croslan, Executive Director

Date:



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Executive Director

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**PEEKSKILL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONTHLY BOARD MEETING MINUTES
MARCH 21, 2019**

ROLL CALL:

Commissioner Vann, Chairman
Commissioner Kane, Vice Chairman - Absent
Commissioner Knox, Esq.
Commissioner Schuder
Commissioner Douglas
Commissioner Taylor, Tenant – Late Arrival
Commissioner Timms, Tenant

P. Holden Croslan, Executive Director
Gerald Klein, PHA Counsel

TENANTS COMMENTS AND CONCERNS:

Pauline Gilchrist – 696 Highland Avenue

1. Thanked the Board for restored gas.
2. Appreciated the Board Meeting magnets.

APPROVAL OF MINUTES

Resolution No. 03/01/2019 – Approval of February 21, 2019 – Regular Meeting Minutes

Commissioner Douglas made a motion to approve Resolution No. 03/01/2019 as written and Commissioner Schuder seconded the motion. Chairman Vann asked if everyone had a chance to read the minutes, the response was yes. Chairman Vann made two typographical corrections, Page 6, #8, change “all” to “call”; Page 6, #2, change “competition” to “completion”. Hearing no other corrections, the vote was as follows: Chairman Vann, Aye, Commissioner Schuder, Aye, Commissioner Knox, Abstain, Commissioner Douglas, Aye, Commissioner Timms, Aye.

CORRESPONDENCE - None

EXECUTIVE DIRECTOR’S REPORT

Revenue – HUD subsidy for January, \$91,611; February, \$91,610.

Other Revenue – January \$3,053; February, \$6,843.

Ms. Croslan stated that \$3,600 received for CAP office rent was returned because they have not renewed their lease. Attorney Klein said that the lease was still being negotiated and the final draft forwarded to the CAP Office for approval.

Commissioner Knox asked what the Health Center does exactly. Ms. Croslan responded that currently, there is no program but, in the past, it was subleased to CHOICE which has moved to another location.

Tenant Charges

Total rent charges for January, \$133,477, February, \$127,893.

Retro Rent (Unreported Income) for January, \$0; February \$5,604.

Total tenant charges for January \$137,379, February \$139,381.

Charges collected through January 5th, \$63,404; February \$62,299.

Total charges collected for January, \$127,057; February, \$138,614.

Unpaid tenant balance, January, \$10,322; February, \$767.

Reclassification from TAR to Vacated TAR, January, (\$2,314), February, (\$18,066).

Change in Prepaid Rent, January, (\$4,395), February, \$2,861.

All Outstanding Tenant Charges, January, \$280,006; February \$265,568.

Commissioner Taylor asked what the protocol is for renting a parking space. Ms. Croslan responded that tenants in good standing can request a parking space. Commissioner Taylor asked if that was in writing. Ms. Croslan responded, not at this time, our attorney can create one.

Bills Paid –The Executive Director reviewed the January and February bills.

Commissioner Knox asked if there was an issue with the elevator. Ms. Croslan responded yes, the elevator needed some work but it did not shut down. PHA pays a monthly service fee and any additional work is billed separately.

Commissioner Knox asked if the security costs in the amount of \$14,952 can be expected going forward on a monthly basis and if January was prorated. Ms. Croslan responded it wasn't prorated. Commissioner Knox asked if January was a full month. Ms. Croslan responded, yes it was a full month.

Commissioner Taylor asked if PHA is working on a lease with the CAP Office. Ms. Croslan responded, yes. Commissioner Taylor asked if they were considered squatting. Ms. Croslan responded, yes.

Total expenses for January, \$309,852; February, \$281,277.

Capital Fund Projects – Dunbar Heights Propane Conversion; February \$86,308.

Commissioner Douglas asked if the propane conversion included pipe replacement. Ms. Croslan responded, yes.

Court Proceedings – February, 12 families were processed totaling \$34,017; 10 paid, \$28,103. A total of 398 families have been processed since 2016 totaling \$710,111; 353 families have paid \$619,006. Outstanding balance, \$91,105; skipped/evicted balance, \$134,064.

Work Orders – January 119, Outstanding 0; February 88, Outstanding 6.

Commissioner Knox asked if the total number of maintenance men were 7? Ms. Croslan responded, yes and they work hard.

Unit Turnovers – There have not been many units turned over since the Dunbar Heights conversion because maintenance staff accompanies contractors for a level of tenant comfort.

PHA has hired outside contractors to work on vacancies and to date 5 have been completed and 3 are expected by the end of the month. Chairman Vann asked if there were 10 left. Ms. Croslan responded yes. Chairman Vann asked what were the sizes of the vacant apartments. Ms. Croslan stated the sizes were reflected in the report. Chairman Vann asked if the 5 completed apartments were vacant. Ms. Croslan responded yes, they are vacant and ready to be rented. Commissioner Taylor asked if any of the vacancies at Bohlmann Towers were one or two bedrooms. Ms. Croslan responded, not at this time.

Exterminations – Bed bug exterminations; January, 3; February, 1.

Tenants Account Receivable (TAR) – Bohlmann Towers 55 tenants paid late; 26 not at all; 82 tenants owe \$123,645 by the end of February. Dunbar Heights 47 tenants paid late; 22 not at all; 57 tenants owe \$105,090 by the end of February. Turnkey 17 tenants paid late; 7 not at all; 19 tenants owed \$36,833 by the end of February.

Total past due for February, 158 residents (58%) owed \$265,568.

Police Report

Police Activity PHA 2/02 – 02/08 - 42 visits to Bohlmann Towers, 34 routine; 33 visits to Dunbar Heights; 29 routine.

Police Activity PHA 2/16 - 2/22 - 44 visits to Bohlmann Towers, 34 routine; 33 visits to Dunbar Heights, 29 routine.

FINANCIAL REPORT

The Executive Director reported that the Fiscal Year will end on March 31, 2019.

PHA was fortunate to have more money than anticipated from HUD this year and double the amount of expected Capital Funds. PHA expects to have an approximate surplus of \$98,737 at the end of this fiscal year which includes all unexpected projects and security expenses.

Chairman Vann asked if anyone had a question on a particular budget line. Commissioner Douglas asked if there were any other unanticipated expenses outside of the Dunbar Heights project. Ms. Croslan responded, security.

NEW BUSINESS

Resolution 03/02/2019 – Approval of February 2019 Monthly Bills

Commissioner Knox made a motion to approve Resolution 03/02/2019 - Approval of February 2019 Monthly Bills as listed. Commissioner Schuder seconded the motion. Chairman Vann asked if everyone reviewed the monthly bills, the response was yes. Chairman Vann asked if there were any questions, the response was, no. The vote was as follows: Chairman Vann, Aye; Commissioner Schuder, Aye;

Commissioner Douglas, Aye; Commissioner Knox, Aye; Commissioner Taylor, Aye; Commissioner Timms, Aye.

CONSIDERATION FOR RAD CONSULTANT AND REPOSITIONING CONTRACT

Chairman Vann stated that after the completion of interviews and presentations from three of the most favorable consultants, it was agreed that the Board would review the proposals before the meeting, has everyone had a chance to do that; the answer was yes.

Chairman Vann asked Attorney Klein if he was satisfied with the RFP process for selecting a RAD Consultant, Mr. Klein responded, yes.

The Board discussed at length, the experience and unique qualities of The Fresnel Group/The Louwalt Group and felt they would be the best candidate for RAD Consultant.

Commissioner Douglas made a motion to accept the proposal of The Fresnel Group/The Louwalt Group and authorize the Executive Director to negotiate a contract reflecting the terms of our RFP and in the proposal received from The Fresnel Group/The Louwalt Group. Commissioner Schuder seconded the motion. The vote was as follows: Chairman Vann, Aye; Commissioner Schuder, Aye; Commissioner Douglas, Aye; Commissioner Knox, Aye; Commissioner Taylor, Aye; Commissioner Timms, Aye.

TENANTS COMMENTS AND CONCERNS:

Sandy Allen – 696 Highland Ave

1. Neighbor had fallen and could not open the door for the Fire Department and EMS. The on-call service was called; however, maintenance was intoxicated and 45 minutes away.
2. What is the protocol, there should be a time frame for an emergency or a backup plan?

Ms. Croslan stated that EMS should not have called maintenance to open a door in a health and safety emergency, they should have broken the door down immediately.

3. Who will be responsible for replacing a door broken by EMS, Fire Department or Police?

Ms. Croslan stated that tenants will not be responsible for replacing a door if there's a health and safety emergency. Commissioner Taylor shared that her door was damaged by the fire department based on a false alarm; a former director expected her to pay for the damages. Tenants need to know they will not be responsible if it's a health and safety emergency and asked that this be put in writing.

4. Housing attempted to charge her \$450 for breaking her back door because she was locked out.

Commissioner Knox asked if maintenance is instructed that they are not to drink when on call. Ms. Croslan answered, maintenance is not to drink when on call this was an issue that was taken to the union; and we don't know if he was drinking.

Commissioner Schuder asked if the contract with the union stipulates a response time. Ms. Croslan responded, no.

Chairman Vann stated that maintenance is on call 24 hours a day and asked how many maintenance staff live in Peekskill. Ms. Croslan responded, one lives in Peekskill, one 25 minutes away and the rest are further away. Commissioner Taylor stated the rest live in Kingston or in that area.

5. Lots of complaints regarding the ovens and burners not working.

6. Notice was received regarding fencing going up, where are the fences.

Chairman Vann stated that she was recently on site and saw that the fencing was in the process of being installed.

7. How are the stoves being tested?

Ms. Croslan stated that a small tank is hooked up to the line to check for leaks. The Conversion Company did their own testing; and Suburban did their own testing as well.

8. Exterminator could not get in to put bate boxes for mice in the neighboring apartment; hearing mice in the walls.
9. Community Service should be enforced, tenants that are not working should clean the grounds.

Ms. Croslan stated that in order to enforce the lease she needs the help of the court; tenants do not get evicted for none payment of rent, what hope do we have of evicting for community service.

Beth Woogan

1. What does a tenant do if there's a broken pipe and maintenance is 45 minutes away?

Ms. Croslan responded, that the service will patch maintenance through to the tenant and they will talk them through shutting off the water line.

Sheena Bauer – 696 Highland Avenue

1. Thank the Director for the magnet with dates of upcoming Board Meetings.
2. Can maintenance leave a note stating they have been in the apartment?
3. There are several abandoned cats in Dunbar, please send out pet policy reminder.

Pauline Gilchrist – 696 Highland Avenue

1. Propane flame is different that the gas flame, not as high.
2. Asked if the 5-year plan be discussed this evening.
3. Complained that the lawn service comes late, by then there are too may leaves.

Ms. Croslan responded, no we are hiring a consultant that will work with us on the 5-year plan.

4. Trash is being dumped over the fence in the back of third court.

Lauren

1. Will a notice go out regarding doors broken for health and safety will be at no cost to the tenant?

Chairman Vann responded, yes that could be done. Ms. Croslan stated that calling emergency services first will be added to the notice.

Commissioner Taylor asked the tenants in attendance if they would be interested in an emergency preparation list and or workshop, the response was yes.

Vanessa Agudelo

1. Inquired about the electricity refund.

Ms. Croslan responded that the refunds will be issued once the gas project is finished, our finance person will handle it.

2. Has there been a time when the work orders were split into categories to better track the work orders received? Can it be done on a monthly basis?

Ms. Croslan responded it was done last month.

3. Asked for clarity regarding past due tenants, are they the same every month, do tenants pay a portion one month and then late the next?

The consensus of the Board was that the same people every month are not necessarily late, some are; rent is paid oldest first and the aged receivables report is not helpful in detecting a pattern.

Executive Session:

Commissioner Knox made a motion to move into Executive Session, and Commissioner Taylor seconded the motion. The vote was as follows: Chairman Vann, Aye; Commissioner Schuder, Aye; Commissioner Douglas, Aye; Commissioner Knox, Aye; Commissioner Taylor, Aye; Commissioner Timms, Aye.

Regular Meeting: Ended at 8:15 pm.

Adjournment

Commissioner Douglas made a motion to end Executive Session and Commissioner Knox second the motion. The vote was as follows: Chairman Vann, Aye; Commissioner Schuder, Aye; Commissioner Douglas, Aye; Commissioner Knox, Aye; Commissioner Taylor, Aye; Commissioner Timms, Aye.

Executive Session: Ended at 8:35 pm.

PEEKSKILL HOUSING AUTHORITY
 BOARD OF COMMISSIONERS MEETING
 April 18, 2019

EXECUTIVE DIRECTOR'S REPORT

FINANCIAL

Revenue	February	March
HUD Subsidy – Bohlmann (AMP 1))	42,751	41,722
HUD Subsidy – All other sites (AMP 2)	48,859	47,683
Total HUD Operating Subsidy	91,610	89,405
Other Revenue– Non-Federal		
Laundry Commissions	2,289	1,610
CAP Office	3,600	0
Health Center	740	740
Verizon	139	130
Community Room Rental	0	0
Interest	75	72
Total	6,843	2,552

TENANT CHARGES	February	March
Rent	127,893	130,159
Retro Rent (unreported income)	5,604	0
Parking	1,815	1,785
Late Fees	3,570	3,300
Misc (key cards, maintenance charges, legal fees)	499	765
Air Conditioners	0	0
TOTAL TENANT CHARGES	139,381	136,009
Collected from Tenants thru 5th	62,299	73,187
Total Collected	138,614	148,938
Unpaid Tenant Balance	767	(12,929)
Reclassification from TAR to Vacated TAR	(18,066)	(22,382)
Change in Prepaid rent	2,861	361
All Outstanding Tenant Charges	265,568	230,618

BILLS PAID

	February	March
Payroll (M)	75,375	72,607
Elevator (Q)	5,975	0
Unemployment (Q))	0	0
Exterminator (M)	2,436	4,007
Trash – Dumpsters	0	635
City Trash Collection (Q)	0	0
City Water (Q)	0	0
Sewer Tax (Semi-Annual)	0	0
Robison Fuel Oil (M)	14,598	27,736
Electric (M)	19,064	14,076
Gas (M)	26,607	26,103
Propane (M)	984	1,502
Legal – PHA Attorney (M)	3,210	3,000
Legal – Labor Attorney	0	774
Health Insurance/Dental Insurance(M)	27,480	25,183
Process Server – Evictions (M)	765	765
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	51,326	2,260
Credit Card (M)	0	20,853
Maintenance Supplies/Contracts(M)	14,697	16,297
Office Expenses (M)	1,471	4,475
PILOT	0	0
Lawsuit Deductibles	0	0
Security	14,952	15,197
Retirement Contribution (A)	0	0
Medicare Part B Reimbursement	7,312	3,858
Audit (A)	0	0
CAP rent refund due to no lease	3,600	0
GASB 75 Valuation (A)	0	3,000
Unit Turnover	11,425	52,495
TOTAL EXPENSES	\$281,277	\$294,823
CAPITAL FUND PROJECTS		
Dunbar Heights Propane Conversion	\$86,308	\$118,642
DH fence around propane tanks	\$0	\$11,890

COURT PROCEEDINGS

MONTH	# RESIDENTS	BALANCE	# PAID	AMOUNT PAID	COURT STIPS/COMMENTS
January -2016	10	23,569	09	16,631	1 Eviction - 11,583
February	10	17,283	09	15,991	1 Eviction - 3,230
March	10	13,351	10	13,351	
April	09	17,086	07	16,726	2 Broken Stipulations (Court 12/2016)
May	11	24,643	10	22,361	1 Skipped - 5,705
June	10	14,263	09	13,037	1 Skipped - 3,191
July	09	11,895	09	11,895	
August	08	22,384	07	18,963	1 Skipped - 7,279
September	10	18,116	10	18,116	
October	09	16,726	09	16,726	
November	11	12,881	10	9,705	1 Eviction 6,067
December	13	27,789	11	21,915	1 Court, 1 Eviction - 6,279
January 2017	13	22,394	11	17,118	1 Eviction 6,204 - 1 Skip 4,406
February	11	24,300	10	20,101	1 Skipped 8,549
March	11	24,585	10	22,469	1 Skip - 2,808
April	09	10,053	09	10,053	
May	12	13,626	11	12,302	1 Eviction - 8,340
June	11	24,340	09	20,711	2 Evictions- 8,254
July	13	22,057	11	18,309	2 Evictions - 11,648
August	12	12,224	12	12,224	
September	10	21,416	10	21,416	
October	10	16,083	09	14,528	1 Eviction - 3,945
November	11	27,203	10	23,468	1 Skip - 3,735
December	13	16,117	13	16,117	
January 2018	12	25,031	09	16,832	1 Stip, 1 Skip - 8,062, 1 Eviction 7,222
February	11	17,110	11	17,110	
March	11	22,437	11	22,437	
April	11	11,874	08	7,754	2 Eviction 24,854
May	13	28,201	10	23,320	3 Stipulations
June	08	7,809	06	7,113	1 Stipulation, 1 Eviction - 4,478
July	09	14,375	09	14,375	
August	10	13,088	10	13,088	
September	12	26,403	11	24,793	1 Eviction - 4,595
October	11	15,709	10	12,728	1 Court
November	11	18,102	10	14,836	1 Court
December	11	21,571	8	19,070	2 Court, 1 Skipped 5,114
January 2019	0	0	0	0	0
February	12	34,017	11	30,876	1 Court
March	10	12,158	06	4,179	4 - 3 Day Notices
TOTAL	408	722,269	365	632,734	Outstanding Balance 89,535 Skip/Evicted Balance 155,548

REPAYMENT AGREEMENTS

MONTH	AGREEMENTS	TOTAL AMOUNT	REMAINING AGREEMENTS	BALANCE	COMMENT
2017 January	2	8,929	1	58	
February	2	3,795	0	0	
March	1	2,112	0	0	
April	3	5,092	0	0	
May	0	0	0	0	
June	0	0	0	0	
July	1	1,344	0	0	
August	0	0	0	0	
September	0	0	0	0	
October	1	6,138	0	0	1 Court Stip - 4,658
November	3	8,664	1	219	
December	0	0	0	0	
2018 January	0	0	0	0	
February - June	0	0	0	0	
July	2	8,301	1	3,219	1 Court - 1,709
August	3	27,850	2	15,212	1 Court - 1,161
September	0	0	0	0	
October	0	0	0	0	
November	0	0	0	0	
December	1	4,775	1	1,383	
2019 January	0	0	0	0	
February	0	0	0	0	
March	2	2,996	2	2,393	
TOTALS	21	79,996	8	\$22,484	

WORK ORDERS

MONTH	CALLS	COMPLETE	OUTSTANDING	OR COMMENTS
January - 2018	129	129		
February	113	113		
March	112	112		
April	117	117		
May	129	129		
June	125	125		
July	127	127		
August	137	137		
September	88	88		
October	128	128		
November	114	114		
December	118	118		
January - 2019	119	119		
February	88	82	6	
March	146	141	5	

UNIT TURNOVER

SITE/UNIT	SIZE	VACANT	COMPLETE	LEASED	COMMENT
BT 1-D	1	06/30/18	08/31/18	09/04/18	
BT 1-G	1	01/12/18	03/23/18	09/01/18	
BT 1-R	0	07/31/18	10/02/18	10/04/18	
BT 2-G	1	02/05/18	05/06/18	05/14/18	
BT 3-A	0	09/13/18	10/25/18	11/01/18	
BT 3-D	4	01/24/19	04/05/19		Leased 4/8/19
BT 4-R	3	12/04/18			
BT 5-G	3	05/01/18	11/30/18	12/04/18	
BT 6-A	0	02/01/19			
BT 6-T	4	12/02/18			
BT 7-B	3	01/31/19			
BT 7-F	5	05/28/18	09/05/18	11/27/18	
BT 8-B	3	11/05/18			
BT 8-H	3	09/17/18	02/01/19	02/15/19	
DH 2-C	3	09/12/18	03/29/19		Leased 4/1/19
DH 3-D	2	11/01/18			
DH 5-C	3	02/04/19			
DH 8-B	2	05/14/18	07/31/18	09/01/18	
DH 6-B	4	03/08/19			
DH 11-B	1	12/04/18			
DH 13-A	2	07/02/18	09/08/18	10/31/18	
DH 18-A	2	09/07/18	12/07/18		Leased 4/3/19
DH 22-C	2	11/21/18	03/20/19		
DH 23-A	2	09/21/18	03/11/19		
TK 1431A-3M	1	11/21/18	01/31/19	02/01/19	
TK 1431B-4M	4	02/09/19			
TK 1719A-5M	4	01/07/19			
TOTAL VACANT	16				

EXTERMINATION SUMMARY – BEDBUGS - # Treatments

	2014	2015	2016	2017	2018	2019	Comments
January	0	2	0	1	0	3	
February	6	3	0	0	1	1	
March	0	1	0	0	3	0	
April	0	1	0	2	0		
May	1	0	1	1	0		
June	2	2	2	0	0		
July	0	0	2	1	1		
August	0	0	3	4	3		
September	0	4	2	3	0		
October	0	0	3	1	0		
November	0	0	0	1	1		
December	0	0	1	1	0		
TOTAL	9	13	14	15	9		
COST	\$2,950	\$4,860	\$4,841	\$9,880	\$2,980	\$2,604	

TENANT ACCOUNTS RECEIVABLE - LATE OR NO RENT PAYMENT

SITE	# Units	Late	Not At All	Past Due FEB 2019	Past Due MAR 2019
Bohlmann Towers	144	(55) 48	(26) 19	82 owed \$123,645	73 owed \$114,322
Dunbar Heights	96	(47) 42	(22) 20	57 owed \$105,090	53 owed \$82,205
Turnkey	33	(17) 20	(7) 6	19 owed \$36,833	21 owed \$34,091
Totals	273	(119) 110	(55) 45	158 (58%) - \$265,568	147 (54%) - \$230,618

Parenthesis () represents the previous month

PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS

PHA Activity Mar 9-15, 2019	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	29	23	6*
Dunbar Heights	29	23	6*
*BT – Other (3 parking complaints, domestic, altercation, unwanted party)			
*DH – Other (3 parking complaints, noise, unwanted party, fire)			
PHA Activity Mar 23-29, 2019	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	34	31	3 *
Dunbar Heights	25	24	1*
*BT – Other (2 parking complaints, dispute)			
*DH – Other (noise complaint)			

BOHLMANN TOWERS BOILER REPAIR

Requested quotes to repair BT boiler with the following results

Work required includes

- Complete disassembly and remove all push nipples and gaskets
- Install all new OEM push nipples and gaskets
- Reassemble and leak test
- Pressure test and fire boiler making all necessary adjustments

Responses

- Peak Performance and Service, Inc recommended replacement \$132,000
- Anthony M. Notaro Plumbing and Heating, Inc \$ 31,500
- Markley Mechanical \$ 26,700

PHA awarded the contract to Markley Mechanical for \$26,700.

SMOKE/CARBON MONOXIDE DETECTORS

Smoke/carbon monoxide detectors are installed in all Bohlmann Towers and all but 3 at Turnkeys. Dunbar Heights' installations will occur along with maintenance finalizing wall/pipe closures (behind stoves) that were created during propane conversion.

**STATUTORY CHANGE TO PHA PROCUREMENT POLICY
PROCUREMENT POLICY AMENDMENT**

HUD is allowing grant recipients to implement statutory changes to Micro Purchase and Simplified Acquisition Thresholds for Financial Assistance effective June 20, 2018. Specifically, this increases PHAs micro-purchase threshold from \$3,500 (PHA is increasing from \$2,000) to \$10,000; only one quote required for procurement and the simplified acquisition threshold from \$100,000 to \$250,000; three quotes required.

This is the specific language for the Procurement Policy:

Small Purchase Procedures

For any amounts above the Petty Cash ceiling, but not exceeding \$25,000 for materials and supplies, \$50,000 demolition, excavation, construction, alteration or renovation contracts and \$100,000 for all other contracts, the PHA may use small purchase procedures. Under small purchase procedures, the PHA shall obtain a reasonable number of quotes (preferably three); however, for purchases of less than \$10,000, also known as Micro Purchases, only one quote is required provided the quote is considered reasonable. To the greatest extent feasible, and to promote competition, small purchases should be distributed among qualified sources. Quotes may be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. Award shall be made to the qualified vendor that provides the best value to the PHA. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. The PHA shall not break down requirements aggregating more than the small purchase threshold merely to: (1) permit use of the small purchase procedures or (2) avoid any requirements that apply to purchases that exceed the Micro purchase threshold.

Public and Indian Housing (PIH) notice is included at the end of this report.

Board resolution is required.

DRAFT - PHA PARKING POLICY

PEEKSKILL HOUSING AUTHORITY PARKING POLICY

Effective June 1, 2019

TO QUALIFY FOR A PERMIT, THERE MUST BE NO OUTSTANDING PHA BALANCE

1. Each household can apply for only one space unless there are additional unassigned spaces and no waiting list.
2. There is a two-space maximum per unit.
3. Each space is \$15.00 per month and parking privilege is automatically forfeited upon more than two months delinquency. You will be towed without further notice and the space reassigned.
4. There is NO visitor parking permitted and you may not allow any, other than the authorized vehicle, to park in your space.

5. NO parking is allowed in: fire zones, garbage areas, on grass, staff parking, any "no parking" area and only two hours per 24-hour period in handicap spaces. Penalty is tow without further notice.
6. Tow Company is **Taconic Towing, 914 522-0414.**
7. Parking permits must be placed on rear view mirror, printed side facing out.
8. Park on PHA property at your own risk; PHA assumes NO responsibility or risk for vehicle damage. In case of damage notify your insurance company and the PPD.
9. Vehicles must, at all times, be operable, properly registered and insured by a member of your household with a current driver's license. PHA must have correct make, model, and plate number for your assigned space.
10. Vehicles may NOT be worked on (on PHA property) at any time; NO jacks, bricks, blocks.
11. If someone is illegally parked in your space, you may call PPD to have the vehicle ticketed or call for tow.

Board resolution is required

DUNBAR HEIGHTS ELECTRIC REIMBURSEMENT

Four tenants submitted documentation for electric reimbursement:

- Two tenants were asked to provide additional monthly bills and have not, thus far, submitted them
- One tenant has consistent rate payment plan and PHA calculation was based on actual usage. Determined no change in usage, no reimbursement due
- One tenant's bills indicated increased usage and she will receive approximately \$20 for each month of increase due to toaster oven/dual burner electric cook top usage

BOHLMANN TOWERS INTERCOM SYSTEM

The intercom system at BT has been inoperable for several months and PHA continues to explore options for restoration. There is no repair for the current system and in order to replace what exists, the entire building would have to be rewired in order to be warranted by the installer. Additionally, this type of system is already obsolete.

A new system, currently being considered, would require a telephone (cell or land line) in order to access the intercom. PHA does not have information about who does and who does not have a phone so we have requested the information in order to move forward. Tenants were asked to only respond to the office if they did not have either a cell phone or land line in the unit. No tenant responded that they did not have either land line or cell so PHA solicited quotes for a new intercom system to:

Replace existing intercom with telephone dialer entry system. This system will call the tenant on their phone; land line or cell. Quality of communication is excellent and operation to release door is identical to current system. The system is compatible with all cell, cable, Fios and land line phones. The entrance panel has an electronic name directory that is downloaded and easy to update. It displays names alphabetically with the push of a button.

Old equipment will be removed and disposed.

Quotes for this service:

Fleetwood Lock Co, Inc.	\$7,230
Talt Security	\$6,424
Central Sonitec Security Group	\$5,895

PHA accepted low-bidder, Central Sonitec Security Group, to install the new intercom system for \$5,895. Sonitec will provide digital telephone line and support for \$29.95 per month.

As soon as the new system is installed and operational, all exterior doors will be locked and security will not provide entrance into the building.

NOTICE THAT MAINTENANCE WAS IN THE UNIT


Two work orders will be created for each request. One work order sheet will be left in the unit to serve as notification.

PHA PET POLICY

A request was made to send the Pet Policy to all tenants as a reminder of their pet ownership responsibilities. This will be a good opportunity to update the existing Policy. The policy is enclosed for your review; additions, deletions, modifications and comments. All will be incorporated in the updated policy.

Respectfully Submitted,

P Holden Croslan



Executive Director

PET POLICY
FOR
PEEKSKILL HOUSING
AUTHORITY
PEEKSKILL, NEW YORK

The Peekskill Housing Authority will not discriminate against any person in connection with admission or continued occupancy for qualified housing because of pets. The PHA will impose necessary restrictions for pet owners and prospective pet owners in order to provide decent, safe and sanitary living environment for current and perspective residents.

Amended April 15, 2010 Resolution #4-2/15/10

11. All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.
12. Any resident having a dog or cat shall obtain some type of "scooper" to clean up after the pet outdoors. The resident is responsible for placing all waste in sealed plastic bags and disposing of such material in a trash container.
13. A fine of \$100.00 for the 1st offense, \$200.00 for the 2nd offense and TERMINATION of Lease thereafter.
14. Resident is required to take whatever action necessary to insure that their pet does not bring any fleas or ticks into the building. This may include, but is not limited to, the use of flea collars and flea powder. The resident is responsible for the cost of flea/tick extermination.
15. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location either inside or outside the dwelling unit, for any commercial purpose.
16. No pet owner shall keep a vicious or intimidating pet on the premises (i.e. pit bulls or any other vicious or intimidating breeds). Any animal identified in local or State law or ordinance as dangerous or vicious will be prohibited. If the pet owner declines, delays or refuses to remove such a pet from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents. Such action may cause immediate TERMINATION of Tenancy with the Peekskill Housing Authority.
17. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays, or refuses to remove the pet from the premises, the PHA shall do so and the resident will be charged accordingly.
18. The owner of a cat/dog must appropriately feed the animal; provide a litter box inside the dwelling unit; and appropriately clean at all times.
19. The owner must take the animal to a Veterinarian at least once per year; and provide documentation at the time of the Annual Recertification or upon request by Management. _____ (initial)
20. The pet owner shall not permit refuse to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container and dispose of accordingly in a sanitary manner.

Amended April 15, 2010 Resolution #4-2/15/10

If the PHA determines on the basis of objective facts, supported by written statements or PHA Staff or Resident observation, that a pet owner has violated a rule governing the keeping of pets, the Peekskill Housing Authority will serve a notice to the owner regarding the pet rule violation. The Notice of Pet Rule Violation will be in writing and will:

- (1) Contain a brief statement for the basis of the determination and the pet rule or rules alleged to be violated.
- (2) State the pet owner has ten (10) days from the effective date of the notice to correct the violation.
- (3) State that the pet owner's failure to correct the violation or to appear at a requested meeting may result in procedures to have the pet removed and/or the Dwelling Lease terminated.

If the Head of Household submits a written request for an Informal Hearing, within five (5) days of the Pet Lease violation to discuss the alleged violations, the PHA will schedule within fifteen (15) days from the effective date of request an appointment to complete an Informal Hearing. Failure to keep the scheduled appointment may result in an official Lease Violation.

If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted or if the parties are unable to resolve the problem, the PHA will serve a written notice to the Head of Household requiring the removal of the pet.

The notice will be in writing mailed via the U. S. Post Office and will:

- (4) Contain a brief statement of the factual basis for the determination along with the rule(s) that has been violated.
- (5) State that the Head of Household must remove the pet within the specified time determined by the Peekskill Housing Authority.
- (6) State that failure to comply may result in Termination of the Dwelling Lease.

The procedure does not apply in cases where the pet in question presents an immediate threat to the health and safety of others or if the pet is being treated in an inhumane manner. In such cases paragraph #16 shall apply.

The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when Maintenance is scheduled or assuring that a responsible family member is present to control the pet _____ (initial).

PET POLICY ADDENDUM

I have read and understand the above pet ownership rules and agree to abide by them during my tenancy at the Peekskill Housing Authority.

Resident's Signature

PHA Staff member's Signature

Date

Type of Animal and Breed *

Name of Pet *

Description of pet (color, size, weight, sex, etc.) *

The alternate custodian for my pet is:

Custodian's first, middle and last name; post office box; street address, zip code; area code and telephone number:

*

*

*

Resident's Name

Date



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

MAR 12 2019

Dear Executive Director:

I am writing to give you an update about the implementation of statutory changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance. By a June 20, 2018, Memorandum for Chief Financial Officers and Heads of Small Executive Agencies (M-18-18) (<https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf>), OMB has implemented provisions of the National Defense Authorization Act (NDAA) for FY 2018 (Pub. L. No. 115-91 enacted on December 12, 2017). Specifically, section 806 of the NDAA raised the micro-purchase threshold from \$3,500 to \$10,000, and section 805 of NDAA raised the simplified acquisition threshold from \$100,000 to \$250,000 for all grant recipients (Nonfederal entities, as defined in 2 CFR 200.69 (e.g., PHAs)).

Pursuant to 2 CFR 200.67 and 200.88, these higher thresholds are typically not effective until implemented in the Federal Acquisition Regulation (FAR) and Uniform Guidance (2 CFR Part 200). In order to allow maximum flexibility for grant recipients, OMB granted an exception under its authority in 2 CFR 200.102 to allow all grant recipients, except where prohibited by statute (e.g., state law with lower simplified acquisition thresholds), to use these higher thresholds effective June 20, 2018. PIH is applying this exception to all grant recipients (e.g. PHAs), and grant recipients should document any change based on this exception in accordance with 2 CFR 200.318 in their general procurement standard procedures.

Should you have any questions on the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance, please send your inquiry to your local Field Office. Thank you for your continued commitment to providing housing to those most in need.

Sincerely,

A handwritten signature in black ink, appearing to read "Dominique Blom", written over a horizontal line.

Dominique Blom
General Deputy Assistant Secretary
for Public and Indian Housing



Shaun Lemister, CPA
Chief Financial Officer

807 Main Street
Peekskill, New York 10566
Phone: 914-739-1700
Fax: 914-739-1787

FINANCIAL REPORT

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1. Chief Financial Officer's Report
2. Year-to-Date Financial Statement - Operating
3. Monthly Financial Statement – Operating
4. Summary of Tenant Account Receivables
5. Balance Sheet
6. Profit & Loss – Operating

PEEKSKILL HOUSING AUTHORITY



Shaun Lemister, CPA
Chief Financial Officer

807 Main Street
Peekskill, New York 10566
Phone: 914-739-1700
Fax: 914-739-1787

Chief Financial Officer's Report – March 2019

Year-to-Date Financials –

Dwelling rents are over budget due to multiple large retro charges for failure to report income. Other income is over budget due to the donations from Wheelabrator and various other people for the Kiley gym floor but is partially offset by maintenance contracts being over budget for the payment of the Kiley floors. Operating subsidy is much greater than expected. Each year Congress is late passing the federal budget. Due to this, a continuing resolution is passed which keeps subsidy even more conservative than the prior year. When the budget was finally passed and our operating subsidy was allocated, we were underpaid for six months and it was reconciled during April 2018 and continues to be over budget. CFP operations is under budget because PHA did not draw down the funds. PHA is still in the process of deciding what projects to use 2018 CFP money for, so the operation portion is not available until then.

Admin salaries are under budget. Legal is better than budget since lawsuit deductibles have been kept to a minimum. Office expenses went over budget due to unexpected server issues, new computers, increased office supplies and postage.

Tenant Services is over budget due to the fire at Bohlmann Towers. Tenants were reimbursed for food and laundry which is not covered under insurance so PHA absorbs the cost. Also, PHA bought hot plates and toaster ovens for residents at Dunbar Heights due to the gas interruption.

Utilities are over budget. Heating costs were more expensive than expected. Also, the price of oil continued to increase during the fiscal year.

Maintenance labor is under budget due to overtime being kept to a minimum. Materials are over budget due to unit turnovers, preparing for REAC inspections, stoves for Dunbar, smoke/carbon monoxide detectors and various small, unexpected projects. Maintenance contracts are over budget due to power washing at the Turnkey sites, painting of the base and railings at Bohlmann Towers, unit turnovers, the Kiley boiler, the Dunbar Heights boiler and exterminating extras. One additional contract cost is the gym floor at Kiley, which is mostly offset by the increase in other income.

Protective services are over budget due to the security contract.

Insurance and PILOT are close to budget. Employee benefits are still under budget after the retirement contribution. Collection losses are written off during year end. Vacated tenant arrears

on the TAR worksheet is an indicator of collection losses until they are written off and is currently at \$89,541 which is over budget.

The extraordinary item is the deductible for the fire at Bohlmann Towers.

March Financial –

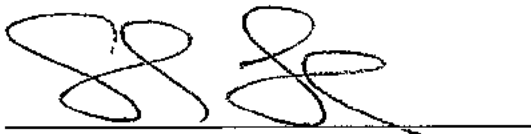
March is an expensive month. Current and prior year monthly losses are very comparable. The largest variances are heating costs, maintenance contracts and the security costs. Maintenance contracts have a large variance due to unit turnover.

Tenant Accounts Receivable –

This summary shows the prior TAR balance, current month charges, money received, and current TAR. Highlights are:

1. Total tenant charges for March were \$136,009. Total collected for March was \$148,937.50 which is a monthly cash flow surplus of \$12,928.50.
2. No units became vacant in March.
3. Number of tenants who paid late and not at all:
 - A. Bohlmann – 48 late/19 not at all
 - B. Dunbar Heights – 42 late/20 not at all
 - C. Turnkey – 20 late/6 not at all
4. 110 out of 273 (41%) paid late and 45 out of 273 (17%) did not pay at all.
5. Number of units that owe money at the end of the month:
 - A. Bohlmann – 73 out of 144 units (\$114,321.63)
 - B. Dunbar Heights – 53 out of 96 units (\$82,205.35)
 - C. Turnkey – 21 out of 33 units (\$34,091.47)
6. This means 147 units out of 273 (54%) still owes \$230,618.45 at the end of the month.

When bad debt is factored in, PHA has an operating loss for the fiscal year. There are three main reasons for this. First, PHA was unable to draw down 2018 CFP operating money. Although this affects this fiscal year, it will help next year when we are able to draw down two years worth. The second reason was maintenance contracts, mainly unit turnover. PHA was overwhelmed with vacancies and contractors were used to help prepare the units for occupancy. The total for the year was \$87,620. The third reason was the security contract. Nothing was budgeted for this so the entire cost negatively affected the budget. Even with a slight loss, PHA accomplished many things this year and overall, operations were improved.



Shaun Lemister, CPA

Peekskill Housing Authority
Summary Operating Statement - Budget and Actual
Twelve Months Ended March 31, 2019

	Prior Year Year-to-Date Actual	Annual Budget (Dollars)	Annual Budget (PUM)	Year-to-Date Budget	Year-to-Date Actual	Variance - Favorable (Unfavorable)
Revenue						
Operating Receipts						
Dwelling Rentals	1,541,579	1,528,284	466.51	1,528,284	1,605,402	77,118
Nondwelling Rent	22,250	21,600	6.59	21,600	21,893	293
Interest Income	1,025	800	0.24	800	1,118	316
Other Income	107,607	105,000	32.05	105,000	124,561	19,561
HUD Operating Subsidy	976,095	1,074,812	328.09	1,074,812	1,256,680	181,868
CFP Operations Subsidy	95,000	95,000	29.00	95,000	0	(95,000)
Total Operating Receipts - Including HUD Contril	2,743,556	2,825,496	862.48	2,825,496	3,009,652	184,156
Expenses						
Operating Expenditures						
Administrative:						
Administrative Salaries	322,260	352,646	107.65	352,646	339,198	13,448
Legal Expense	45,440	48,000	14.65	48,000	45,377	2,623
Training	0	1,000	0.31	1,000	900	100
Travel	0	0	0.00	0	0	0
Accounting Fees	0	0	0.00	0	0	0
Auditing Fees	8,860	8,860	2.70	8,860	8,860	0
Telephone, Office Supplies, Miscellaneous	72,928	68,889	21.03	68,889	76,965	(8,076)
Total Administrative Expenses	449,487	479,395	146.34	479,395	471,300	8,095
Tenant Services:						
Contracts	0	0	0.00	0	0	0
Recreation	1,962	2,500	0.76	2,500	13,110	(10,610)
Total Tenant Services Expenses	1,962	2,500	0.76	2,500	13,110	(10,610)
Utilities:						
Water/Sewer	194,430	221,000	67.46	221,000	199,727	21,273
Electricity	199,661	200,000	61.05	200,000	209,110	(9,110)
Gas	122,986	125,000	38.16	125,000	154,714	(29,714)
Fuel	0	125,000	38.16	125,000	150,921	(25,921)
Total Utilities Expenses	517,077	671,000	204.82	671,000	714,472	(43,472)
Ordinary Maintenance & Operation:						
Labor-Maintenance	630,304	487,915	148.94	487,915	483,833	4,082
Materials - Maintenance	111,024	100,000	30.53	100,000	142,451	(42,451)
Maint Contract Costs	218,970	199,150	60.79	199,150	341,629	(142,479)
Total Maintenance Expenses	960,298	787,065	240.25	787,065	967,912	(180,847)
Protective Services:						
Contracts	0	0	0.00	0	48,487	(48,487)
Total Protective Services	0	0	0	0	48,487	(48,487)
General Expense:						
Insurance	200,101	212,100	64.74	212,100	215,542	(3,442)
Payments in Lieu of Taxes	70,570	87,890	26.83	87,890	81,042	6,848
Employee Benefit Contributions	412,793	514,405	157.02	514,405	458,941	55,464
Collection Losses	78,529	50,000	15.26	50,000	(974)	50,974
Total General Expenses	761,993	864,395	263.86	864,395	754,550	109,845
Nonroutine Items:						
Extraordinary Items	36,113	0	0.00	0	2,500	(2,500)
Total Operating Expenses	2,726,930	2,804,355	856	2,804,355	2,972,332	(119,490)
Net Income/(Loss)	16,627	21,141	6.45	21,141	37,320	16,179

Peekskill Housing Authority
Summary Operating Statement - Monthly Budget and Actual
March 2019

Revenue	Prior Year Month Actual	Annual Monthly Budget (Dollars)	Monthly Actual	Variance - Favorable (Unfavorable)
Operating Receipts				
Dwelling Rentals	126,345	127,357	130,159	2,802
Excess Utilities	0	0	0	0
Nondwelling Rent	1,755	1,800	1,785	(15)
Interest Income	84	67	72	6
Other Income	5,925	8,750	6,545	(2,205)
HUD Operating Subsidy	73,586	89,568	89,405	(163)
CFP Operations Subsidy	0	7,917	0	(7,917)
Total Operating Receipts - Including HUD Contril	207,694	235,458	227,966	(7,492)
Expenses				
Operating Expenditures				
Administrative:				
Administrative Salaries	25,352	29,387	25,643	3,744
Legal Expense	3,235	4,000	3,690	311
Training	0	83	0	83
Travel	0	0	0	0
Accounting Fees	0	0	0	0
Auditing Fees	0	738	0	738
Telephone, Office Supplies, Miscellaneous	7,156	5,741	8,919	(3,178)
Total Administrative Expenses	35,742	39,950	38,251	1,698
Tenant Services:				
Contracts	0	0	0	0
Recreation	0	208	462	(253)
	0	208	462	(253)
Utilities:				
Water/Sewer	0	18,417	0	18,417
Electricity	17,758	16,667	15,103	1,564
Gas	19,780	10,417	29,454	(19,038)
Fuel	18,736	10,417	31,404	(20,987)
Total Utilities Expenses	56,275	55,917	75,961	(20,044)
Ordinary Maintenance & Operation:				
Labor-Maintenance	34,519	40,660	41,042	(382)
Materials - Maintenance	9,688	8,333	24,481	(16,147)
Maint Contract Costs	33,547	16,596	70,404	(53,808)
Total Maintenance Expenses	77,754	65,589	135,926	(70,338)
Protective Services:				
Labor	0	0	0	0
Contracts	0	0	15,103	(15,103)
Total Protective Services	0	0	15,103	(15,103)
General Expense:				
Insurance	1,745	17,675	2,086	15,589
Payments in Lieu of Taxes	0	7,324	0	7,324
Employee Benefit Contributions	27,730	42,867	32,527	10,340
Collection Losses	82,238	4,167	(60)	4,227
Total General Expenses	111,714	72,033	34,554	37,479
Nonroutine Maintenance:				
Extra Ordinary Maintenance and Equipment	0	0	0	0
Total Operating Expenses	281,485	233,696	300,257	(66,561)
Net Income/(Loss)	(73,791)	1,762	(72,291)	(74,053)

Peekskill Housing Authority
 Tenant Charges
 March 2019

	Rent	Parking	Late Fees	AC	Other Charges	Prior AR	Total Charges	Amount Paid	W/O's, AJE's Moveouts	Current AR
Bohlmann	67,100.00	825.00	1,440.00		455.00	120,058.02	69,820.00	(79,576.50)		110,301.52
Dunbar	42,520.00	720.00	1,260.00		90.00	102,049.20	44,590.00	(44,509.00)	(22,382.00)	79,748.20
Turnkey	20,539.00	240.00	600.00		220.00	35,768.47	21,599.00	(24,852.00)		32,515.47
Totals	130,159.00	1,785.00	3,300.00	0.00	765.00	257,875.69	136,009.00	(148,937.50)	(22,382.00)	222,565.19

See Individual property sheets for details

Total Tenant Charges for March	136,009.00
Total Received from Reconciliation	(148,937.50)
Total Write-offs, Move outs & Adj.	<u>(22,382.00)</u>
Change in TAR for March	<u><u>(35,310.50)</u></u>

Prepaid

Bohlman	4,020.11
Dunbar	2,457.15
Turnkey	<u>1,576.00</u>
	8,053.26
Total TAR	222,565.19
Prepaid	<u>8,053.26</u>
TAR	<u><u>230,618.45</u></u>

Prior Vacated TAR	67,159.49
Less write off	
Less Payments Received	
Current Vacated TAR	<u>22,382.00</u>
Total Vacated TAR	<u><u>89,541.49</u></u>

Peekskill Housing Authority

Balance Sheet

As of March 31, 2019

04/10/19

Accrual Basis

	Mar 31, 19
ASSETS	
Current Assets	
Checking/Savings	
1111.2 Cash - Operating Account	36,453.04
1111.5 Cash - Payroll Account	20,594.26
1112 Chase - Nonfederal	687,165.49
1114 Security Deposit Fund	69,476.79
1117 Petty Cash Fund	1,000.00
Total Checking/Savings	814,689.58
Other Current Assets	
1122 TAR	230,618.45
1122.1 Vacated TAR	89,541.49
1123 Allowance for Doubt. Accts	-145,695.63
1211 Prepaid Insurance	42,163.59
1260 Material Inventory	56,883.90
1261 Obsolete Inventory	-1,820.97
Total Other Current Assets	271,690.83
Total Current Assets	1,086,380.41
Fixed Assets	
1400.10 Leasehold Improvements	3,064,287.33
1400.12 Building Improvements	2,826,518.82
1400.3 CFP Unallocated	217,758.30
1400.38 CFP 2017	62,615.35
1400.5 Accumulated Depreciation	-20,669,151.20
1400.6 Land	131,611.00
1400.7 Buildings	20,363,001.13
1400.8 Equipment - Dwellings	2,272.00
1400.9 Equipment - Admin	862,234.72
Total Fixed Assets	6,861,147.45
Other Assets	
1420 Deferred Outflow of Resour	108,980.00
Total Other Assets	108,980.00
TOTAL ASSETS	8,056,507.86
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	53,577.91
Total Accounts Payable	53,577.91
Other Current Liabilities	
2111 Accounts Payable	103,811.24
2114 Tenant Security Deposits	76,721.97
2135 Accrued Payroll	22,019.85
2136 Accrued Pension	18,905.00
2137 Payments in Lieu of Taxes	81,042.00
2138 Accrued Comp. Absences	74,072.32
2240 Tenant Prepaid Rents	8,053.26
Total Other Current Liabilities	384,625.64
Total Current Liabilities	438,203.55

7:00 AM

04/10/19

Accrual Basis

Peekskill Housing Authority

Balance Sheet

As of March 31, 2019

	<u>Mar 31, 19</u>
Long Term Liabilities	
2134 Accrued OPEB	676,872.00
2140 Net Pension Liability	192,397.00
2400 Deferred Inflow of Resources	85,668.00
	<hr/>
Total Long Term Liabilities	954,937.00
	<hr/>
Total Liabilities	1,393,140.55
	<hr/>
Equity	
2803 Invested in Capital Assets	5,845,187.12
2807 Unrestricted Net Assets	104,429.55
32000 Retained Earnings	613,814.94
Net Income	99,935.70
	<hr/>
Total Equity	6,663,367.31
	<hr/>
TOTAL LIABILITIES & EQUITY	8,056,507.86
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Peekskill Housing Authority
Profit & Loss
 April 2018 through March 2019

Apr '18 - Mar 19

Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	805,017.00
3110.2 Dunbar Heights	533,897.00
3110.4 Turnkey	266,488.00
Total 3110 Dwelling Rental	1,605,402.00
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	9,758.00
3190.2 Dunbar Heights	8,850.00
3190.4 Turnkey	3,285.00
Total 3190 Nondwelling Rental	21,893.00
3610 Interest on Gen. Fund Inv.	1,116.36
3690 Other Income	
3690.1 Laundry Room Income	21,136.19
3690.2 CAP Office Rent	9,900.00
3690.3 Health Center Rent	8,796.51
3690.4 Verizon Commission	1,800.82
3690.5 Comm. Room Rental	405.00
3690.6 Late Fees	
Bohlmann Towers	19,641.00
Dunbar Heights	15,140.00
Turnkey	5,940.00
Total 3690.6 Late Fees	40,721.00
3690.7 Keycard BT	375.00
3690.8 Work Orders	
Bohlmann Towers	2,761.72
Dunbar Heights	1,564.80
Turnkey	160.00
3690.8 Work Orders - Other	215.00
Total 3690.8 Work Orders	4,721.52
3690.9 AC - BT	8,955.00
3690.9 Ac - TK	3,525.00
3690 Other Income - Other	24,225.01
Total 3690 Other Income	124,561.05
8020 Operating Subsidy	
8020.1 AMP 1	598,581.00
8020.2 AMP2	658,099.00
Total 8020 Operating Subsidy	1,256,680.00
Total Income	3,009,652.41
Expense	
4110 Administrative Salaries	339,197.61
4130 Legal Expense	45,377.30
4140 Staff Training	900.00
4171 Auditing Fees	8,860.00
4190.2 Membership Dues & Fees	2,605.96
4190.3 Telephone	7,599.21
4190.4 Collection Fees/Court Co	10,062.00
4190.5 Forms, Station. & Office	17,578.05
4190.6 All Other Sundry	18,530.32
4190.7 Admin. Service Contracts	18,611.26
4190.8 Bank Fees	1,978.38
4220.01 Other Tenant Services	13,110.17
4310 Water & Sewer	164,846.38
4310.9 Sewer Taxes	34,880.17
4320 Electricity	209,110.48

Peekskill Housing Authority

Profit & Loss

April 2018 through March 2019

	Apr '18 - Mar 19
4330 Gas	149,549.37
4335 Propane	5,164.38
4340 Fuel	150,921.33
4410 Labor	483,832.75
4420 Materials	
4420.01 Supplies - Grounds	142,451.03
Total 4420 Materials	142,451.03
4430.1 Garbage & Trash Removal	87,565.00
4430.10 Alarm/Extinguish Contra	9,111.13
4430.11 Routine Maint Contracts	13,926.04
4430.12 Other Maint Contracts	52,611.00
4430.2 Heating & Cooling Contra	15,475.60
4430.4 Elevator Contracts	16,165.34
4430.5 Landscaping Contracts	27,100.00
4430.6 Unit Turnaround Contract	87,620.00
4430.8 Plumbing Contracts	400.00
4430.9 Exterminating Contracts	31,654.50
4480 Contract Costs - Security	47,591.70
4481 Security Camera Expense	895.30
4510.1 Insurance - Property	69,068.00
4510.2 Insurance - Liability	120,247.00
4510.3 Insurance - WC	22,663.97
4510.4 Insurance - Other	3,563.00
4520 Payments in Lieu of Taxes	81,042.00
4540.1 Employee Ben - Admin	159,059.11
4540.2 Employee Ben - Maint	299,881.62
4570 Collection Losses	-974.40
4620 Casualty Losses	2,500.00
Total Expense	2,972,332.06
Net Ordinary Income	37,320.35
Net Income	37,320.35

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING THE
PAYMENT OF MARCH 2019 MONTHLY BILLS AS LISTED**

WHEREAS, The Board of Commissioners of the Peekskill Housing Authority administer their responsibility of monitoring the PHA’s expenditures; and

WHEREAS, The bills for the period March 2019 are listed in the Bills List (attached); and

WHEREAS, The Board of Commissioners have reviewed the Bills List; and

WHEREAS, The Board of Commissioners questions and/or concerns regarding certain bills in the list have been resolved.

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Peekskill Housing Authority approve payment of the bills as listed in the Bills List March 2019.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Nancy Vann				
Vice Chairman Michael Kane				
Commissioner Cynthia B. Knox, Esq.				
Commissioner Joseph Schuder				
Commissioner Dwight H. Douglas				
Tenant Commissioner Mishiba Taylor				
Tenant Commissioner Duane Timms				

I hereby certify that the above resolution is as the Board of Commissioners of the Housing Authority of the City of Peekskill adopted.

Effective: April 18, 2019

P. Holden Croslan, Executive Director

Date:

Peekskill Housing Authority
Check Detail
March 2019

Num	Date	Name	Memo	Account	Original Amount
ACH	03/04/2019	NYS and Local Retirement Systems	FEB19 cont. and loan pymts	1111.2 Cash - Operating Account	-2,404.74
			FEB19 cont. and loan pymts	2117.3 Pension Payable	2,404.74
TOTAL					2,404.74
15020	03/07/2019	AAA Carting & Rubbish Removal	30 yd dumpster	1111.2 Cash - Operating Account	-635.00
445508	02/27/2019		30 yd dumpster	4430.1 Garbage & Trash Removal	635.00
TOTAL					635.00
15021	03/07/2019	Accredited Lock Supply Co.	locks	1111.2 Cash - Operating Account	-355.70
2020293	02/26/2019		locks	4420.01 Supplies - Grounds	355.70
TOTAL					355.70
15022	03/07/2019	All County Lock & Safe Corp.	rekeys	1111.2 Cash - Operating Account	-700.00
28665	02/28/2019		rekeys	4420.01 Supplies - Grounds	700.00
TOTAL					700.00
15023	03/07/2019	Bond, Schoeneck & King, PLLC	employee issues	1111.2 Cash - Operating Account	-709.50
19769538	02/19/2019		employee issues	4130 Legal Expense	709.50
TOTAL					709.50
15024	03/07/2019	Central Voice	answering service	1111.2 Cash - Operating Account	-147.32
190200522101	02/26/2019		answering service	4190.3 Telephone	147.32
TOTAL					147.32
15025	03/07/2019	Chase Card		1111.2 Cash - Operating Account	-4,442.04
1/19 - 2/18/19	02/19/2019		cablevision - phone	4190.3 Telephone	398.60
			cablevision - internet	4190.6 All Other Sundry	736.38
			maint supplies	4420.01 Supplies - Grounds	2,634.26
			office/staff lunches	4190.6 All Other Sundry	472.80
TOTAL					4,442.04
15026	03/07/2019	City of Peekskill (Gas)	Feb gas usage	1111.2 Cash - Operating Account	-218.85
FEB19	03/01/2019		Feb gas usage	4420.01 Supplies - Grounds	218.85
TOTAL					218.85
15027	03/07/2019	Con Edison	DH 18A	1111.2 Cash - Operating Account	-36.38
00059 1/22-2/21/19	02/22/2019		DH 18A	4320 Electricity	36.38
TOTAL					36.38
15028	03/07/2019	CSEA	W/E 3/6/19	1111.2 Cash - Operating Account	-291.83
3/6/19	03/06/2019		W/E 3/6/19	2117.7 CSEA Dues	291.83
TOTAL					291.83
15029	03/07/2019	CSEA Employee Benefit Fund	dental/vision	1111.2 Cash - Operating Account	-1,395.02
MAR19	02/15/2019		dental/vision	4540.1 Employee Ben - Admin	507.28
			dental/vision	4540.2 Employee Ben - Maint	887.74
TOTAL					1,395.02
15030	03/07/2019	DEC Office Solutions, Inc.	copier	1111.2 Cash - Operating Account	-34.75
130821	02/27/2019		copier	4190.5 Forms, Station. & Office	34.75
TOTAL					34.75
15031	03/07/2019	Eddie Curoton (snow)	snow	1111.2 Cash - Operating Account	-60.00
3/4/19	03/04/2019		snow	4430.11 Routine Maint Contracts	60.00
TOTAL					60.00

Peekskill Housing Authority
Check Detail
March 2019

Num	Date	Name	Memo	Account	Original Amount
15032	03/07/2019	Eileen Pareti	med part b	1111.2 Cash - Operating Account	-2,250.00
2018	02/23/2019		med part b	4540.1 Employee Ben - Admin	2,250.00
TOTAL					2,250.00
15033	03/07/2019	Flanders Group	WC admin fee	1111.2 Cash - Operating Account	-174.00
240218	02/14/2019		WC admin fee	4510.3 Insurance - WC	174.00
TOTAL					174.00
15034	03/07/2019	HD Supply Facilities Maintenance Ltd.	maint supplies	1111.2 Cash - Operating Account	-598.32
9170203149	02/19/2019		maint supplies	4420.01 Supplies - Grounds	598.32
TOTAL					598.32
15035	03/07/2019	HOCON Gas	propane DH	1111.2 Cash - Operating Account	-572.95
122718	02/15/2019		propane DH	4335 Propane	572.95
TOTAL					572.95
15036	03/07/2019	Home Depot Credit Services	maint supplies	1111.2 Cash - Operating Account	-10,483.49
1/26-2/22/19	02/23/2019		maint supplies	4420.01 Supplies - Grounds	10,483.49
TOTAL					10,483.49
15037	03/07/2019	IRS	employee taxes	1111.2 Cash - Operating Account	-820.63
CP161	03/04/2019		employee taxes	4540.1 Employee Ben - Admin	273.55
			employee taxes	4540.2 Employee Ben - Mainl	547.08
TOTAL					820.63
15038	03/07/2019	Kristopher Travis	maint supplies	1111.2 Cash - Operating Account	-90.00
3/5/19	03/05/2019		maint supplies	4420.01 Supplies - Grounds	90.00
TOTAL					90.00
15039	03/07/2019	Martin Lichtig	4 NOP's	1111.2 Cash - Operating Account	-326.00
37695	02/25/2019		4 NOP's	4190.4 Collection Fees/Count Co	326.00
TOTAL					326.00
15040	03/07/2019	Pestech		1111.2 Cash - Operating Account	-1,543.00
720657	02/14/2019		bedbugs	4430.9 Exterminating Contracts	125.00
720658	02/14/2019		bedbugs	4430.9 Exterminating Contracts	125.00
720659	02/14/2019		bedbugs/mattress covers	4430.9 Exterminating Contracts	568.00
720660	02/14/2019		roaches	4430.9 Exterminating Contracts	100.00
720661	02/14/2019		mice	4430.9 Exterminating Contracts	100.00
724413	02/21/2019		bedbugs	4430.9 Exterminating Contracts	125.00
724415	02/21/2019		mice	4430.9 Exterminating Contracts	100.00
724417	02/21/2019		roaches	4430.9 Exterminating Contracts	100.00
724416	02/28/2019		mice	4430.9 Exterminating Contracts	100.00
725150	02/28/2019		roaches	4430.9 Exterminating Contracts	100.00
TOTAL					1,543.00
15041	03/07/2019	Petty Cash		1111.2 Cash - Operating Account	-202.60
18-27	12/18/2018		propane for boiler	4335 Propane	77.55
18-28	12/18/2018		2 HVAAH lunches	4190.6 All Other Sundry	40.00
19-1	01/22/2019		lip for staff lunch	4190.6 All Other Sundry	5.00
19-2	01/24/2019		staff lunch	4190.6 All Other Sundry	28.25
19-3	02/21/2019		cab for commissioner to DH	4190.6 All Other Sundry	10.00
19-4	02/28/2019		staff lunch	4190.6 All Other Sundry	41.80
TOTAL					202.60
15042	03/07/2019	Ready Refresh	1/19/19-2/18/19	1111.2 Cash - Operating Account	-172.85
19B	02/20/2019		1/19/19-2/18/19	4190.6 All Other Sundry	172.85
TOTAL					172.85

Peekskill Housing Authority
Check Detail

March 2019

Num	Date	Name	Memo	Account	Original Amount
15043	03/07/2019	Red Hawk Fire & Security	kiley alarm monitoring	1111.2 Cash - Operating Account	-410.80
3329032	12/04/2018		kiley alarm monitoring	4430.10 Alarm/Extinguish Contra	410.80
TOTAL					410.80
15044	03/07/2019	Robison Oil		1111.2 Cash - Operating Account	-10,629.06
1326477	02/11/2019		696 Highland	4340 Fuel	6,228.37
1329307	02/18/2019		696 Highland	4340 Fuel	2,085.99
1331243	02/22/2019		696 Highland	4340 Fuel	2,314.71
TOTAL					10,629.06
15045	03/07/2019	Sam Jones (1099)	snow	1111.2 Cash - Operating Account	-114.00
3/4/19	03/04/2019		snow	4430.11 Routine Maint Contracts	114.00
TOTAL					114.00
15046	03/07/2019	Security King International	2/18/19 - 2/24/19	1111.2 Cash - Operating Account	-4,005.12
204	02/25/2019		2/18/19 - 2/24/19	4480 Contract Costs - Security	4,005.12
TOTAL					4,005.12
15047	03/07/2019	Suburban Propane	propane DH	1111.2 Cash - Operating Account	-294.06
291563	02/26/2019		propane DH	4335 Propane	294.06
TOTAL					294.06
15048	03/07/2019	Sun-Dance Energy Contractors Inc.	DH propane conversion	1111.2 Cash - Operating Account	-100,692.34
8624	03/04/2019		DH propane conversion	1400.3 CFP Unallocated	100,692.34
TOTAL					100,692.34
15049	03/07/2019	The Journal News	2/21/19 meeting ad	1111.2 Cash - Operating Account	-222.00
3385730	02/21/2019		2/21/19 meeting ad	4190.6 All Other Sundry	222.00
TOTAL					222.00
15050	03/07/2019	HPM Craftsmen Inc		1111.2 Cash - Operating Account	-11,425.00
2C-1	03/07/2019		unit turnover 2C	4430.6 Unit Turnaround Contract	3,550.00
11B-1	03/07/2019		unit turnover 11B	4430.6 Unit Turnaround Contract	3,625.00
3D-1	03/07/2019		unit turnover 3D	4430.6 Unit Turnaround Contract	4,250.00
TOTAL					11,425.00
ACH	03/07/2019	IRS	3/7/19 payroll	1111.5 Cash - Payroll Account	-10,168.60
			3/7/19 payroll	2117.4 FICA Payable	10,168.60
TOTAL					10,168.60
ACH	03/07/2019	NYS Income Tax	3/7/19 payroll	1111.5 Cash - Payroll Account	-1,839.61
			3/7/19 payroll	2117.2 NY State W/H	1,839.61
TOTAL					1,839.61
ACH	03/07/2019	Con Edison	807 Main Heat	1111.2 Cash - Operating Account	-17,576.53
			807 Main Heat	4330 Gas	17,576.53
TOTAL					17,576.53
ACH	03/07/2019	Con Edison	1719 Park	1111.2 Cash - Operating Account	-2,011.57
			1719 Park	4330 Gas	2,011.57
TOTAL					2,011.57
ACH	03/07/2019	Con Edison	1431 Park	1111.2 Cash - Operating Account	-1,869.36
			1431 Park	4330 Gas	1,869.36
TOTAL					1,869.36

Peekskill Housing Authority
Check Detail
March 2019

Num	Date	Name	Memo	Account	Original Amount
ACH	03/07/2019	Con Edison	807 Main Ent	1111.2 Cash - Operating Account	-1,019.21
			807 Main Ent	4330 Gas	1,019.21
TOTAL					1,019.21
ACH	03/07/2019	Con Edison	1227 Howard	1111.2 Cash - Operating Account	-574.71
			1227 Howard	4330 Gas	574.71
TOTAL					574.71
ACH	03/15/2019	Con Edison	709 Main	1111.2 Cash - Operating Account	-3,051.20
			709 Main	4330 Gas	3,051.20
TOTAL					3,051.20
	03/15/2019		Service Charge	1111.2 Cash - Operating Account	-78.01
			Service Charge	4190.6 Bank Fees	78.01
TOTAL					78.01
15051	03/21/2019	Ace Computer Services Corp.		1111.2 Cash - Operating Account	-1,230.00
5174	03/13/2019		monthly tech support	4190.7 Admin. Service Contracts	330.00
5180	03/18/2019		new color printer	4190.5 Forms, Station. & Office	350.00
			server crashed	4190.7 Admin. Service Contracts	550.00
TOTAL					1,230.00
15052	03/21/2019	Action Repair	propane conversion DH	1111.2 Cash - Operating Account	-16,650.00
010720	03/12/2019		propane conversion DH	1400.3 CFP Unallocated	16,650.00
TOTAL					16,650.00
15053	03/21/2019	Aquarius Capital	GASB75 Valuation	1111.2 Cash - Operating Account	-3,000.00
033119	03/07/2019		GASB75 Valuation	4190.7 Admin. Service Contracts	3,000.00
TOTAL					3,000.00
15054	03/21/2019	Avaya Financial Services	phone system	1111.2 Cash - Operating Account	-138.23
33185607	03/05/2019		phone system	4190.5 Forms, Station. & Office	138.23
TOTAL					138.23
15055	03/21/2019	Bond, Schoeneck & King, PLLC	labor issues	1111.2 Cash - Operating Account	-64.50
19772183	03/12/2019		labor issues	4130 Legal Expense	64.50
TOTAL					64.50
15056	03/21/2019	Chase Card		1111.2 Cash - Operating Account	-16,411.18
2/19/19-3/18/19	03/19/2019		cablevision phone	4190.3 Telephone	398.60
			cablevision internet	4190.6 All Other Sundry	748.89
			tenant board meeting magnets	4220.01 Other Tenant Services	405.47
			security phone	4480 Contract Costs - Security	173.70
			google email domain	4190.5 Forms, Station. & Office	10.00
			staff lunch	4190.6 All Other Sundry	134.90
			smoke detector/carbon monoxide	4420.01 Supplies - Grounds	8,225.00
			maint supplies	4420.01 Supplies - Grounds	6,316.62
TOTAL					16,411.18
15057	03/21/2019	Colony Fence Company Inc	fence around propane tanks DH	1111.2 Cash - Operating Account	-11,890.00
DH	03/20/2019		fence around propane tanks DH	1400.3 CFP Unallocated	11,890.00
TOTAL					11,890.00
15058	03/21/2019	CSEA	W/E 3/20/19	1111.2 Cash - Operating Account	-268.85
3/20/19	03/20/2019		W/E 3/20/19	2117.7 CSEA Dues	268.85
TOTAL					268.85

Peekskill Housing Authority
Check Detail
March 2019

Num	Date	Name	Memo	Account	Original Amount
15058	03/21/2019	DEC Office Leasing	copier lease	1111.2 Cash - Operating Account	-114.00
62743907	03/09/2019		copier lease	4190.5 Forms, Station, & Office	114.00
TOTAL					114.00
15060	03/21/2019	Disrupt 2 Create	quarterly web hosting	1111.2 Cash - Operating Account	-450.00
169	03/14/2019		quarterly web hosting	4190.7 Admin. Service Contracts	450.00
TOTAL					450.00
15061	03/21/2019	Eileen Travis	med part b reimburse	1111.2 Cash - Operating Account	-1,608.00
2018	03/18/2019		med part b reimburse	4540.2 Employee Ben - Maint	1,608.00
TOTAL					1,608.00
15062	03/21/2019	Employee Benefits Division	April HI	1111.2 Cash - Operating Account	-23,788.44
538	03/04/2019		April HI	4540.1 Employee Ben - Admin	7,531.85
			April HI	4540.2 Employee Ben - Maint	16,256.58
TOTAL					23,788.44
15063	03/21/2019	HPM Craftsmen Inc	unit repairs	1111.2 Cash - Operating Account	-480.00
1072	03/08/2019		unit repairs	4430.6 Unit Turnaround Contract	480.00
TOTAL					480.00
15064	03/21/2019	HPM Craftsmen Inc	unit turnover 6T	1111.2 Cash - Operating Account	-12,540.00
6T	03/19/2019		unit turnover 6T	4430.6 Unit Turnaround Contract	12,540.00
TOTAL					12,540.00
15065	03/21/2019	HPM Craftsmen Inc	unit turnover 3D	1111.2 Cash - Operating Account	-10,950.00
3D BT	03/19/2019		unit turnover 3D BT	4430.6 Unit Turnaround Contract	10,950.00
TOTAL					10,950.00
15066	03/21/2019	HPM Craftsmen Inc	unit turnover 7B	1111.2 Cash - Operating Account	-10,600.00
7B	03/19/2019		unit turnover 7B	4430.6 Unit Turnaround Contract	10,600.00
TOTAL					10,600.00
15067	03/21/2019	Integrated Equipment Sales LLC	40' storage container	1111.2 Cash - Operating Account	-2,275.00
3565	03/14/2019		40' storage container	4420.01 Supplies - Grounds	2,275.00
TOTAL					2,275.00
15068	03/21/2019	Katz & Klein, Esqs.	FEB 2019	1111.2 Cash - Operating Account	-3,000.00
FEB19	03/05/2019		FEB 2019	4130 Legal Expense	3,000.00
TOTAL					3,000.00
15069	03/21/2019	Martin Lichtig	2 NOP's, 4 3 day notices	1111.2 Cash - Operating Account	-439.00
37745	03/12/2019		2 NOP's, 4 3 day notices	4190.4 Collection Fees/Count Co	439.00
TOTAL					439.00
15070	03/21/2019	New York Power Authority	Feb 2019	1111.2 Cash - Operating Account	-14,039.45
74586	03/15/2019		Feb 2019	4320 Electricity	14,039.45
TOTAL					14,039.45
15071	03/21/2019	NYSIF	workers comp	1111.2 Cash - Operating Account	-2,086.42
56516827	03/01/2019		workers comp	4510.3 Insurance - WC	2,086.42
TOTAL					2,086.42

Peekskill Housing Authority
Check Detail
March 2019

Num	Date	Name	Memo	Account	Original Amount
15072	03/21/2019	Pestech		1111.2 Cash - Operating Account	-2,464.00
724143	02/25/2019		monthly	4430.9 Exterminating Contracts	794.00
724414	02/28/2019		bedbugs	4430.9 Exterminating Contracts	100.00
725191	03/05/2019		squirrels	4430.9 Exterminating Contracts	585.00
725471	03/07/2019		bedbugs	4430.9 Exterminating Contracts	100.00
725515	03/11/2019		squirrels	4430.9 Exterminating Contracts	585.00
725470	03/14/2019		bedbugs	4430.9 Exterminating Contracts	100.00
725697	03/14/2019		bedbugs	4430.9 Exterminating Contracts	100.00
725699	03/14/2019		mice	4430.9 Exterminating Contracts	100.00
TOTAL					2,464.00
15073	03/21/2019	Petty Cash	lunch with residents	1111.2 Cash - Operating Account	-56.24
19-5	03/15/2019		lunch with residents	4220.01 Other Tenant Services	56.24
TOTAL					56.24
15074	03/21/2019	Pitney Bowes Purchase Power	postage	1111.2 Cash - Operating Account	-503.50
3/3/19	03/03/2019		postage	4190.5 Forms, Station. & Office	503.50
TOTAL					503.50
15075	03/21/2019	Pitney Bowes, Inc.	postage machine	1111.2 Cash - Operating Account	-105.00
1011533518	03/09/2019		postage machine	4190.5 Forms, Station. & Office	105.00
TOTAL					105.00
15076	03/21/2019	Rivera's Landscaping and Construction Inc	unit turnover 8B	1111.2 Cash - Operating Account	-6,500.00
8B	02/18/2019		unit turnover 8B	4430.6 Unit Turnaround Contract	6,500.00
TOTAL					6,500.00
15077	03/21/2019	Rivera's Landscaping and Construction Inc	DH propane tank slabs	1111.2 Cash - Operating Account	-1,300.00
3/13/19	03/13/2019		DH propane tank slabs	1400.3 CFP Unallocated	1,300.00
TOTAL					1,300.00
15078	03/21/2019	Robison Oil		1111.2 Cash - Operating Account	-17,106.54
1338560	03/08/2019		696 Highland Ave	4340 Fuel	10,344.48
1332995	03/26/2019		696 Highland Ave	4340 Fuel	6,762.06
TOTAL					17,106.54
15079	03/21/2019	Security King International		1111.2 Cash - Operating Account	-11,191.75
207	03/04/2019		2/25/19 - 3/3/19	4480 Contract Costs - Security	3,738.00
208	03/11/2019		3/4/19 - 3/10/19	4480 Contract Costs - Security	3,715.75
211	03/18/2019		3/11/19 - 3/17/19	4480 Contract Costs - Security	3,738.00
TOTAL					11,191.75
15080	03/21/2019	Staples Advantage		1111.2 Cash - Operating Account	-984.76
8053119564	02/02/2019		office supplies	4190.5 Forms, Station. & Office	314.99
8053290835	02/16/2019		office supplies	4190.5 Forms, Station. & Office	550.02
8053496792	03/02/2019		office supplies	4190.5 Forms, Station. & Office	119.75
TOTAL					984.76
15081	03/21/2019	Suburban Propane	DH	1111.2 Cash - Operating Account	-635.44
3/12/19	03/12/2019		DH	4335 Propane	635.44
TOTAL					635.44
15082	03/21/2019	Sun-Dance Energy Contractors Inc.	BT boilers	1111.2 Cash - Operating Account	-1,105.00
8630	03/11/2019		BT boilers	4430.2 Heating & Cooling Contra	1,105.00
TOTAL					1,105.00

Peekskill Housing Authority
Check Detail

March 2019

Num	Date	Name	Memo	Account	Original Amount
ACH	03/21/2019	IRS	3/21/19 payroll	1111.5 Cash - Payroll Account	-9,155.22
			3/21/19 payroll	2117.4 FICA Payable	9,155.22
TOTAL					9,155.22
ACH	03/21/2019	NYS Income Tax	3/21/19 payroll	1111.5 Cash - Payroll Account	-1,613.62
			3/21/19 payroll	2117.2 NY State W/H	1,613.62
TOTAL					1,613.62
ACH	03/26/2019	NYS and Local Retirement Systems	MAR19 cont. and loan pymts	1111.2 Cash - Operating Account	-2,215.09
			MAR19 cont. and loan pymts	2117.3 Pension Payable	2,215.09
TOTAL					2,215.09

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING
AMENDED PROCUREMENT POLICY
APRIL 2019**

WHEREAS, The Procurement Policy complies with HUD’s Annual Contribution Contract (ACC), HUD Handbook 7460.8 “Procurement Handbook for Public Housing Agencies,” and the procurement standards of 24 CFR 85.36, and

WHEREAS, The purpose of the Procurement Policy is to provide a procurement system of quality and integrity; to assure that the Peekskill Housing Authority procures supplies, service and construction effectively, efficiently and at the most favorable prices; and to assure that Peekskill Housing Authority purchasing actions are in full compliance with applicable Federal standards, HUD regulations, and State and local laws, and

WHEREAS, The Board of Commissioners of the Peekskill Housing Authority approves the implementation of statutory changes to the micro purchase threshold from \$2,000 to \$10,000 and the simplified acquisition threshold from \$100,000 to \$250,000, and

WHEREAS, It is the intent of the Board of Commissioners of Peekskill Housing Authority to provide the PHA Board and staff with policies and procedures consistent with HUD regulations.

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Peekskill Housing Authority adopt the Amended Procurement Policy effective this date April 18, 2019.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Nancy Vann				
Vice Chairman Michael Kane				
Commissioner Cynthia B. Knox, Esq.				
Commissioner Joseph Schuder				
Commissioner Dwight H. Douglas				
Tenant Commissioner Mishiba Taylor				
Tenant Commissioner Duane Timms				

I hereby certify that the above resolution is as the Board of Commissioners of the Housing Authority of the City of Peekskill adopted.

Effective: April 18, 2019

P. Holden Croslan, Executive Director

Date: _____

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING
THE PEEKSKILL HOUSING AUTHORITY PARKING POLICY
APRIL 2019**

WHEREAS, The Board of Commissioners of the Peekskill Housing Authority adopts the PHA Parking Policy, and

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Peekskill Housing Authority approves the PHA Parking Policy as of June 1, 2019.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Nancy Vann				
Vice Chairman Michael Kane				
Commissioner Cynthia B. Knox, Esq.				
Commissioner Joseph Schuder				
Commissioner Dwight H. Douglas				
Tenant Commissioner Mishiba Taylor				
Tenant Commissioner Duane Timms				

I hereby certify that the above resolution is as the Board of Commissioners of the Housing Authority of the City of Peekskill adopted.

Effective: April 18, 2019

P. Holden Croslan, Executive Director

Date:

PEEKSKILL HOUSING AUTHORITY



P. Holden Croslan
Executive Director

807 Main Street
Peekskill, New York 10566
Phone: 914-739-1700

PEEKSKILL HOUSING AUTHORITY PARKING POLICY

Effective June 1, 2019

TO QUALIFY FOR A PERMIT, THERE MUST BE NO OUTSTANDING PHA BALANCE

1. Each household can apply for only one space unless there are additional unassigned spaces and no waiting list.
2. There is a two-space maximum per unit.
3. Each space is \$15.00 per month and parking privilege is automatically forfeited upon more than two months delinquency. You will be towed without further notice and the space reassigned.
4. There is NO visitor parking permitted and you may not allow any, other than the authorized vehicle, to park in your space.
5. NO parking is allowed in: fire zones, garbage areas, on grass, staff parking, any "no parking" area and only two hours per 24-hour period in handicap spaces. Penalty is tow without further notice.
6. Tow Company is **Taconic Towing, 914 522-0414.**
7. Parking permits must be placed on rear view mirror, printed side facing out.
8. Park on PHA property at your own risk; PHA assumes NO responsibility or risk for vehicle damage. In case of damage notify your insurance company and the PPD.
9. Vehicles must, at all times, be operable, properly registered and insured by a member of your household with a current driver's license. PHA must have correct make, model, and plate number for your assigned space.
10. Vehicles may NOT be worked on (on PHA property) at any time; NO jacks, bricks, blocks.
11. If someone is illegally parked in your space, you may call PPD to have them ticketed or call for tow.