

PEEKSKILL HOUSING AUTHORITY



P. Holden Croslan
Executive Director

807 Main Street
Peekskill, New York 10566
Phone: 914-739-1700
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**Peekskill Housing Authority
Board of Commissioners**

Monthly Board Meeting

January 17, 2019

Bohlmann Towers Community Room

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PEEKSKILL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONTHLY MEETING
January 17, 2019
Bohlmann Towers – Community Room
807 Main Street, Peekskill, NY 10566

AGENDA

I. ROLL CALL

II. SWEARING IN NEW TENANT COMMISSIONER – Duane Timms

III. TENANTS' COMMENTS AND CONCERNS:

IV. APPROVAL OF PREVIOUS MONTHS MINUTES:

- a. Resolution 01/01/2019 – November 29, 2018 - Regular Meeting Minutes

V. CORRESPONDENCE: None

VI. EXECUTIVE DIRECTOR'S REPORT:

- a. Monthly Report – January 2019
- b. Financial Report – December 2018

VII. COUNSEL'S REPORT:

VIII. UNFINISHED BUSINESS:

IX. NEW BUSINESS:

- a. Resolution 01/02/2019 – Approval of November 2018 Monthly Bills
- b. Resolution 01/03/2019 – Approval of December 2018 Monthly Bills
- a. Resolution 01/04/2019 – Approval of Operating Budget for April 1, 2019 to March 31, 2020

X. TENANTS' COMMENTS AND CONCERNS:

XI. EXECUTIVE SESSION:

- a. Kiley Center
- b. Other Building & Rehabilitation Issues
- c. Personnel

XII. ADJOURNMENT

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING
NOVEMBER 29, 2018 BOARD MEETING MINUTES
REGULAR SESSION**

WHEREAS, The Board of Commissioners have reviewed the minutes of November 29, 2018 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 November 29, 2018 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: January 17, 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
NOVEMBER 29, 2018**

ROLL CALL:

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

P Holden Croslan, Executive Director
Gerald Klein, PHA Counsel

SWEARING IN OF TENANT COMMISSIONER – Mishiba Taylor

Chairman Vann stated that if the City of Peekskill has not sworn in Ms. Taylor as Tenant Commissioner, she could be sworn in by a Notary. Therefore, PHA Attorney Klein who is a Notary, is authorized to perform the swearing in of Tenant Commissioner, Mishiba Taylor.

TENANTS COMMENTS AND CONCERNS: - No tenants in attendance.

APPROVAL OF MINUTES

Resolution No. 11/01/2018 – Approval of October 18, 2018 – Regular Meeting Minutes

Chairman Vann asked if everyone read the previous month’s minutes, the response was yes. Chairman Vann asked for a motion. Commissioner Schuder made a motion to approve Resolution 11/01/2018, October 18, 2018 - Regular Meeting Minutes. Commissioner Taylor seconded the motion. Chairman Vann asked if there were any questions on the minutes, the response was no. The vote was as follows: Chairman Vann, Aye, Commissioner Schuder, Aye; Commissioner Taylor –Aye, Commissioner Knox – Abstained.

CORRESPONDENCE - None

EXECUTIVE DIRECTOR’S REPORT

Revenue – HUD subsidy for September, \$98,610; October \$101,480.

Other Revenue –September, \$2,226; October \$14,334.

Tenant Charges

Retro Rent (Unreported Income) for September, \$4,920; October \$0.

Total rent charges for September, \$128,298, October \$128,799.

Total tenant charges for September, \$139,740, October \$134,314.

Charges collected through September 5th, \$51,098; October \$81,072.

Total charges collected for September \$121,135; October \$126,771.

Unpaid tenant balance, September, \$18,605; October \$7,543.

All Outstanding Tenant Charges, September, \$265,936; October \$267,638.

Chairman Vann asked if PHA has a new agreement with WestCop. Mr. Klein stated that a new agreement has been drafted and sent to their attorney for review. Chairman Vann asked if payments were now current. Ms. Crosland responded, they are paid through October; current month outstanding.

Commissioner Knox asked if laundry commissions increased because of the new laundry installation. Ms. Crosland stated payment received after report date.

Bills Paid –The Executive Director reviewed the October and November bills.

Total expenses for September, \$176,479; October, \$215,713.

Commissioner Knox asked the Executive Director what are Yardi License Fees. Ms. Crosland responded, Yardi is PHA's office software.

Commissioner Schuder asked for clarity on the lawsuit deductible. Ms. Crosland responded, there's a deductible for every insurance claim.

Capital Fund Projects – Physical Needs Assessment – Final payment, \$6,493.

Court Proceedings – A total of 364 families have been processed since 2016 totaling \$636,421; 317 have paid \$540,987. Outstanding balance, \$95,434; skipped/evicted balance, \$120,984.

Repayment Agreement – A total of 18 repayment agreements since 2017 totaling \$72,225; 6 remaining totaling \$23,005.

Work Orders- September 88, Outstanding 1; October 128, Outstanding 8.

Unit Turnovers – At the end of November there were 7 vacancies in the process of unit turnover or lease.

Chairman Vann commented that it seems like an increase in vacancies. Ms. Crosland responded that the current vacancies represent approximately 3%. Vice Chairman Kane asked if PHA was receiving more evictions from Peekskill Court. Ms. Crosland responded, rarely, yes.

Exterminations – No new bed bug activity for October; to date bed bug extermination cost, \$2,005.

Commissioner Taylor asked how many years has PHA been doing bed bug inspections; how long has this been in existence; when will PHA get rid of the problem. Ms. Crosland explained that bed bugs exist, and as long as people bring them into the building, PHA will address them. Commissioner Taylor asked if any sites have successfully gotten rid of them. Ms. Crosland answered, it's not a building problem it's a unit problem. Commissioner Taylor commented that means forever. Ms. Crosland responded, it could be.

Chairman Vann commented, that's like asking when the flu will be over.

Commissioner Schuder asked if there was any technology that could control bed bugs. Ms. Croslan responded, not to her knowledge.

Commissioner Taylor commented that when an issue is reported, the neighboring apartments should be treated as well. Ms. Croslan stated that tenants do not want to pack up if they do not have an issue, it is a lot of work.

Chairman Vann asked if the adjoining apartments can be checked for bedbugs when an issue is reported. Ms. Croslan responded, ok.

Tenants Account Receivable (TAR) – Bohlmann Towers 57 tenants paid late; 26 not at all; 84 tenants owe \$122,613 by the end of October. Dunbar Heights 36 tenants paid late; 21 not at all; 56 tenants owe \$87,935 by the end of October. Turnkey 17 tenants paid late; 7 not at all; 23 tenants owed \$57,089 by the end of October.

Total past due for October, 163 residents (60%) owed \$267,637.

Commissioner Knox asked if the high percentage of rent owed at the Turnkey Sites was customary. Ms. Croslan answered, yes, it fluctuates but more or less the same.

Police Report

Police Activity PHA 10/06-10/12 - 38 visits to Bohlmann Towers, 30 routine; 26 visits to Dunbar Heights, 24 routine.

Police Activity PHA 10/13 – 10/19 - 31 visits to Bohlmann Towers, 28 routine; 18 visits to Dunbar Heights; 18 routine.

TENANT COMPLAINTS – BOHLMANN TOWERS OCTOBER 18TH BOARD MEETING

The Executive Director reviewed her responses to tenant complaints expressed at the October 18th Board Meeting. The Board had the following questions:

No Heat

Commissioner Taylor asked if she could have a temperature control sensor in her apartment. Ms. Crosland responded that she would look into it.

Commissioner Schuder asked the director for clarity; the heat went from 69-71 and now at 74 for the tenants that complained? Ms. Croslan responded that the heat is now set at 74 because of heat complaints.

Chairman Vann stated that 71-74 was a big jump. Ms. Croslan explained that raising the heat from 71 to 72 was not a significant difference, tenants like it hot.

Allegations That a Mentally Ill Person is Threatening

Chairman Vann suggested putting a tenant on the Banned List if they are behaving in a threatening manner. Ms. Croslan responded, a tenant cannot be banned, behaving in a threatening manner would be a matter for the police.

Commissioner Taylor asked if this person was safe because the tenant that complained was scared.

Ms. Croslan responded that because a person is unusual, does not mean they are a threat. Usually threatening behavior comes from tenants who are in a relationship, boyfriend, girlfriend ect.

Mr. Klein stated that the Harassment Statute in the State of New York isn't an easy statute to deal with. For example, someone stating "I am going to hurt you" is not a violation of the statute, it has to be much more concrete and imminent; verbal vs physical.

Chief Halmy commented that the police would defer to mental health law in dealing with these types of issues, most likely this person would be taken to the medical center for evaluation and go from there.

Non-Tenants Using the Laundry

Commissioner Taylor suggested using a fob to enter the laundry. Madam Secretary commented that tenants would just give their fob to non-residents/family members. Vice Chairman Kane commented that PHA cannot make it easy for them. Ms. Croslan stated that PHA is already spending \$200,000 for security and suggested waiting to see how that works before spending more money. Vice Chairman Kane agreed. Commissioner Taylor asked if security would be 24 hours. Ms. Croslan responded yes.

Non-Tenant Urinating in Common Area

Commissioner Taylor asked the Executive Director if the non-resident was caught on camera urinating in the hall. Ms. Croslan responded, no, however he has been warned by police.

Eviction for Complaining

Chairman Vann asked what kind of abusive behavior do tenants display? Ms. Croslan answered, cursing, yelling, banging on the door, ect. Mr. Klein stated that verbally abusing staff is a violation of their lease.

Commissioner Taylor asked what the process is for dealing with noise complaints. Ms. Croslan stated that the tenant is verbally warned, meeting with the both parties in the office, or 30-day notice to vacate. Commissioner Taylor asked if PHA could send a warning letter before issuing a 30-day notice. Ms. Croslan responded, we do that as well. Commissioner Taylor stated that every weekend for the last four years her neighbor plays loud music and that calling the police is no help. The Board agreed that going through the court process after issuing a 30-day notice would be the best deterrent.

Mr. Klein stated that quantifying too much noise and presenting evidence is difficult, we don't have a decibel meter. Vice Chairman Kane asked Chief Halmy if he has a decibel meter. Chief Halmey responded that there is a city ordinance regarding noise, but he doesn't have a decibel meter. Commissioner Knox asked how many of these cases go to trial and get a stipulation; a stipulation would be something to stand on if violated. Mr. Klein responded that even with a stipulation, proving it is the issue.

Roaches from the Incinerator

Vice Chairman Kane asked if the new exterminator will treat the shoot. Ms. Croslan responded, yes and maintenance sprays the incinerator as well.

PHA Completed Projects and Accomplishments

The Executive Director talked about the progress PHA has made since her tenure.

Request for Proposals – Pest Control

There were two qualified respondents to the requests for pest control services:

Company

Monthly Cost (Annual)

Pestmaster Services of Hudson Valley
Special services: 1 bdrm-\$505; 5 bdrm\$995

\$1,225 (\$14,700)

Pestech Pest Solutions
Special services: 1 bdrm-\$100; 5 bdrm\$75

\$ 794 (\$9,528)

Recommend Board Resolution to accept Pestech Pest Solutions to provide two years of pest control services with the option to extend the contract for up to three additional years; five years maximum.

Commissioner Schuder asked what is the exterminator’s response time. Ms. Croslan stated that the exterminator comes on Thursdays only and follows the regular extermination schedule. Tenants that need a special extermination call the office and are scheduled for the following Thursday.

Request for Proposals - Security

There were two qualified respondents to the request for security proposals. Both have closely comparable qualifications and experience in staff training and certifications. One firm has more affordable residential experience and a lower proposed cost for one guard per shift.

K+ H Security Solutions, LLC; White Plains, NY
Security King International; Monsey, NY

\$27.00 per hour (Holiday and OT \$40.50)
\$20.00 per hour (Holidays and OT time ½)

Recommend Board Resolution to accept Security King International to provide two years of security services with the option to extend the contract for up to three additional years; five years maximum; estimated cost is \$200,000 per year.

Commissioner Schuder asked if there was a formal contract and are they aware of their obligation. Ms. Croslan responded yes, the contract is between PHA and the Security Company.

The Board discussed several ways to prevent the security company from walking away from contractual obligations with PHA. In the end, the Board agreed to withdraw the suggestion to include a penalty clause in order to prevent further delay.

Dunbar Heights – Gas Pipe Replacement

Con Edison determined that some Dunbar Heights’ gas pipes need to be replaced and gave PHA a week to solicit companies that could address the problem. Two companies responded and PHA directed them to Con Edison for specifications of work. Con Ed determined that contractor Markley Mechanical had the staff, equipment, etc. to do the work and was given the job to replace gas lines connecting Buildings A to B and B to C.

Excavation will begin, Friday, November 30th and gas will be turn off Tuesday, December 4th. This weekend, Saturday, December 1st and Sunday, December 2nd, burners will be distributed to tenants at the Dunbar Heights Community Room; 4 hours on Saturday and 4 hours on Sunday. Tenants have been notified.

Chairman Vann asked if the work had to be done right away. Ms. Croslan answered, yes.

COUNCELS REPORT - None

UNFINISHED BUSINESS

Resolution 10/02/2018 – Approval of Sexual Harassment Prevention Policy

Vice Chairman Kane made a motion to approve Resolution 10/02/2018 - Approval of Sexual Harassment Prevention Policy, and Commissioner Schuder seconded the motion. Chairman Vann asked if there were any questions or comments, the response was no. The vote was as follows: Chairman Vann, Aye; Vice Chairman Kane, Aye; Commissioner Schuder, Aye; Commissioner Knox, Aye; Commissioner Taylor; Aye.

Resolution 10/03/2018 - Rental Assistance Demonstration Program (RAD)

Chairman Vann asked for a motion to approve Resolution 10/03/2018 – Rental Assistance Demonstration Program (RAD). Commissioner Knox made the motion and Vice Chairman Kane seconded the motion. Chairman Vann asked if there were any questions. The Executive Director made the Board aware that the respondents would be asked to prepare a presentation for the Board so that all their questions and concerns can be addressed. Vice Chairman Kane stated that was a good idea.

Chairman Vann asked if the consultant would be for some of the units or all the units. Ms. Croslan stated the consultant would be for all the units, PHA is too small to be done in stages. Ms. Croslan further stated that there may not be money for RAD two years from now, so it is best to do all units.

Chairman Vann stated that the RFP was only 15 pages and felt it was too small. Ms. Croslan stated that the consultant's presentation would be on what they have done because they don't know what we want. Deciding what they are going to do for PHA will be a collaborative effort.

Commissioner Knox suggested increasing minority 5 points, and decreasing the approach by 5 points in order to find a contractor that meets that definition. Chairman Vann and Vice Chairman Kane agreed. Chairman Vann commented that she wants to be sure the responses are truly women and minority owned businesses.

Commissioner Schuder stated that Commissioner Douglas wanted him to make a point in his absence and reiterate the contents of an email he sent to the Board on November 12, 2018:

To all: in looking over the RAD RFP we are planning to act on this coming Thursday, it occurred to me that we might want to insert an optional task for the consultant to prepare an RFP for a developer and aid in evaluation of submitted proposals. As it now stands the PHA would be acting as developer with a qualified consultant assisting us through the entire application and conversion process. This current plan has the benefit of maintaining maximum control of the process, but places a significant financial and administrative burden on PHA staff and us. Rose Noonan provided us with a list of RAD developers, a number of which I have worked with in the past and have found to be capable and qualified. Dwight

Chairman Vann responded that RAD is very complicated and feels that we need someone with experience that can answer questions and offer guidance, someone like Rose Noonan.

Commissioner Knox suggested removing town and county from the RFP and replacing with city.

Commissioner Knox amended her motion to include suggested changes and Commissioner Schuder seconded. The vote was as follows: Chairman Vann, Aye; Vice Chairman Kane, Aye; Commissioner Schuder, Aye; Commissioner Knox, Aye; Commissioner Taylor; Aye.

NEW BUSINESS

Resolution 11/02/2018 – Approval of October 2018 Monthly Bills

Vice Chairman Kane made a motion to approve Resolution 11/02/2018 - Approval of October 2018 Monthly Bills and Commissioner Taylor seconded the motion. Chairman Vann asked if everyone reviewed the monthly bills, the response was yes. The vote was as follows: Chairman Vann, Aye; Vice Chairman Kane, Aye; Commissioner Schuder, Aye; Commissioner Knox, Aye; Commissioner Taylor; Aye.

Resolution 11/03/2018 – Addition to Appendix A of the Restated Bi-Laws of the PHA

Commissioner Taylor made a motion to Approve Resolution 11/03/2018 – Addition to Appendix A of the Restated Bi-Laws of the Peekskill Housing Authority. Commissioner Knox seconded the motion. Chairman Vann asked if there were any questions. Vice Chairman Kane suggested replacing “ASAP” with a specific time frame.

After a lengthy discussion regarding the time frame of a runoff election, in the event of a tie, it was decided by the Board to amend Resolution 11/03/2018.

Vice Chairman Kane made motion to amend Resolution 11/03/2018 to reflect that a runoff election be held within 60 days of the election results. Commissioner Schuder second the motion. The results were as follows: Chairman Vann, Aye; Vice Chairman Kane, Aye; Commissioner Schuder, Aye; Commissioner Knox, Aye; Commissioner Taylor; Aye.

Chairman Vann asked all in favor of passing the resolution as amended. The results were as follows: Chairman Vann, Aye; Vice Chairman Kane, Aye; Commissioner Schuder, Aye; Commissioner Knox, Aye; Commissioner Taylor; Aye.

Commissioner Taylor wanted the record to reflect that the original notice distributed for Tenant Elections was incorrect. The original notice distributed stated that tenants had one week to collect signatures when in fact it should have been 30 days.

Resolution 11/04/2018 – Approving Contract with Pestech Pest Solutions

Chairman Vann made a motion to approve Resolution 11/04/2018 and Vice Chairman Kane seconded the motion. Chairman Vann asked if any discussion was needed, the reply was no. The results of the vote were as follows: Chairman Vann, Aye; Vice Chairman Kane, Aye; Commissioner Schuder, Aye; Commissioner Knox, Aye; Commissioner Taylor; Aye.

Resolution 11/05/2018 – Approving Security Contract with Security King

Commissioner Schuder made a motion to approve Resolution 11/05/2018 and Vice Chairman Kane seconded the motion. Chairman Vann asked if there was any discussion needed, the reply was no. The results were as follows: Chairman Vann, Aye; Vice Chairman Kane, Aye; Commissioner Schuder, Aye; Commissioner Knox, Aye; Commissioner Taylor; Aye.

Commissioner Schuder suggested the Board discuss the tenant complaint process that he sent via email November 4, 2018 in the next meeting.

TENANTS COMMENTS AND CONCERNS: - No Tenants in Attendance

Executive Session:

Chairman Vann made a motion to adjourn and Vice Chairman Kane seconded the motion. The vote was as follows: Chairman Vann, Aye; Vice Chairman Kane, Aye; Commissioner Schuder, Aye; Commissioner Knox, Aye; Commissioner Taylor; Aye.

Regular Meeting: Ended at 8:44 pm.

Adjournment

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

Executive Session: Ended at 8:46 pm.

PEEKSKILL HOUSING AUTHORITY
 BOARD OF COMMISSIONERS MEETING
 January 17, 2019

EXECUTIVE DIRECTOR'S REPORT

FINANCIAL

Revenue	November	December
HUD Subsidy – Bohlmann (AMP 1))	47,971	53,750
HUD Subsidy – All other sites (AMP 2)	52,494	58,819
Total HUD Operating Subsidy	100,465	112,569
Other Revenue– Non-Federal		
Laundry Commissions	428	579
CAP Office	0	0
Health Center	740	740
Verizon	0	144
Community Room Rental	30	0
Misc.	304	101
Total	1,502	1,564

TENANT CHARGES	November	December
Rent	130,167	132,491
Retro Rent (unreported income)	0	0
Parking	1,845	1,875
Late Fees	3,300	3,690
Misc (key cards, maintenance charges)	675	487
Air Conditioners	0	0
TOTAL TENANT CHARGES	135,987	138,543
Collected from Tenants thru 5th	62,484	57,410
Total Collected	121,450	124,875
Unpaid Tenant Balance	14,537	13,668
Reclassification from TAR to Vacated TAR	(16,866)	(4,580)
Change in Prepaid rent	1,915	81
All Outstanding Tenant Charges	267,224	276,393

BILLS PAID

	November	December
Payroll (M)	102,643	67,868
Elevator (Q)	1,923	0
Unemployment (Q))	0	0
Exterminator (M)	3,425	4,300
Trash – Dumpsters	635	0
City Trash Collection (Q)	0	21,060
City Water (Q)	0	0
Sewer Tax (Semi-Annual)	0	0
Robison Fuel Oil (M)	14,191	24,579
Electric (M)	17,067	16,782
Gas (M)	6,694	12,790
Legal – PHA Attorney (M)	3,435	3,155
Health Insurance/Dental Insurance(M)	47,311	1,395
Process Server – Evictions (M)	803	894
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	49,580	8,973
Credit Card (M)	7,291	5,836
Maintenance Supplies/Contracts(M)	13,017	12,955
Office Expenses (M)	3,427	3,410
PILOT	0	40,521
Lawsuit Deductibles	0	0
Security	2,450	0
Retirement Contribution (A)	69,367	0
Medicare Part B Reimbursement	0	1,474
Kiley Boiler	0	5,835
TOTAL EXPENSES	\$343,259	\$231,797
CAPITAL FUND PROJECTS		
Dunbar Heights Gas Lines	\$0	\$37,562

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	16,312	1 Stip, 1 Skip - 8,062, 1 Eviction 7,222
February	11	17,110	10	13,842	1 Court
March	11	22,437	10	21,771	1 Stipulation
April	11	11,874	08	11,067	1 Court, 1 Stipulation, 1 Eviction 7,485
May	13	28,201	10	20,010	3 Stipulations
June	08	7,809	05	6,336	2 Stipulations, 1 Eviction – 4,478
July	09	14,375	08	13,993	1 Stipulation
August	10	13,088	09	10,780	1 Stipulation
September	12	26,403	10	21,928	1 Court, 1 Eviction – 4,595
October	11	15,709	09	8,305	2 – Court
November	11	18,102	07	11,460	4 – 3 Day Notices
December	11	21,571	04	7,247	7 – 3 Day Notices
TOTAL	386	676,094	334	567,284	Outstanding Balance 108,810 Skip/Evicted Balance 133,065

REPAYMENT AGREEMENTS

MONTH	AGREEMENTS	TOTAL AMOUNT	REMAINING AGREEMENTS	BALANCE	COMMENT
2017 January	2	8,929	1	208	
February	2	3,795		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	0	0	0	0	
March	0	0	0	0	
April	0	0	0	0	
May	0	0	0	0	
June	0	0	0	0	
July	2	8,301	1	3,391	1 Court - 1,709
August	3	27,850	2	17,226	1 Court - 1,161
September	0				
October	0				
November	0				
December					
TOTALS	18	72,225	5	\$21,044	

WORK ORDERS

MONTH	CALLS	COMPLETE	OUTSTANDING OR COMMENTS
January - 2018	129	129	
February	113	113	
March	112	112	
April	117	117	
May	129	124	
June	125	125	
July	127	127	
August	137	137	
September	88	88	
October	128	124	4
November	114	110	3
December	118	107	11

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 2-H	3	04/26/18	08/03/18	08/03/18	
BT 3-A	0	09/13/18	10/25/18	11/01/18	
BT 4-J	4	06/15/18	08/03/18	08/03/18	
BT 4-R	3	12/04/18			
BT 5-G	3	05/01/18	11/30/18	12/04/18	
BT 6-T	4	12/02/18			
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			
DH 2-C	3	09/12/18			
DH 3-D	2	11/01/18			
DH 8-B	2	05/14/18	07/31/18	09/01/18	
DH 11-B	1	12/04/18			
DH 13-A	2	07/02/18	09/08/18	10/31/18	
DH 17-B	4	04/30/18	08/02/17	08/03/18	
DH 18-A	2	09/07/18	12/07/18		
DH 22-C	2	11/21/18			
DH 23-A	2	09/21/18			
TK 1719A-3M	3	01/29/18	07/06/18	07/06/18	
TK 1719A-5M	4	12/07/18			
TK 1431A-3M	1	11/21/18			
TOTAL VACANT	12				

EXTERMINATION SUMMARY – BEDBUGS - # Treatments

	2013	2014	2015	2016	2017	2018	Comments
January	2	0	2	0	1	0	
February	1	6	3	0	0	1	
March	0	0	1	0	0	3	
April	11	0	1	0	2	0	
May	1	1	0	1	1	0	
June	5	2	2	2	0	0	
July	2	0	0	2	1	1	
August	4	0	0	3	4	3	
September	2	0	4	2	3	0	
October	2	0	0	3	1	0	
November	10 (9 Vacant)	0	0	0	1	1	
December	1	0	0	1	1	0	
TOTAL	41	9	13	14	15	9	
COST	\$10,200	\$2,950	\$4,860	\$4,841	\$9,880	\$2,980	

TENANT ACCOUNTS RECEIVABLE - LATE OR NO RENT PAYMENT

SITE	# Units	Late	Not At All	Past Due NOV 2018	Past Due DEC 2018
Bohlmann Towers	144	(53) 62	(24) 27	85 owed \$118,946	83 owed \$125,644
Dunbar Heights	96	(39) 45	(21) 22	55 owed \$ 94,062	59 owed \$ 92,796
Turnkey	33	(18) 16	(8) 10	21 owed \$ 54,216	20 owed \$ 57,954
Totals	273	(110) 123	(53) 59	161 (59%) - \$267,224	162 (60%) - \$276,393

Parenthesis () represents the previous month

PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS

PHA Activity Dec 1-6, 2018	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	37	29	8*
Dunbar Heights	18	18	0*
*BT – Other (3 parking complaints, dispute, 2 medical, larceny, traffic stop)			
*DH – Other (n/a)			
PHA Activity Dec 22-28, 2018	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	34	26	8*
Dunbar Heights	26	22	4*
*BT – Other (identity theft, medical aid, 3 noise complaint, 3 parking complaint)			
*DH – Other (2 noise complaints, dispute, harassment)			

PROPOSED BUDGET 2020

In your package is the proposed budget for Federal Fiscal Year ending 3/31/2020. It requires a Board Resolution for approval.

BUDGET

	Proposed 2020	Current 2019	Actual 2018	Actual 2017
INCOME				
Rental	\$1,643,148	\$1,549,884	\$1,563,829	\$1,492,367
Investment	1,000	800	1,025	777
HUD Subsidy	1,188,000	1,074,812	976,095	1,107,951
CFP Operating	120,000	95,000	95,000	90,900
Other*	100,000	105,000	115,560	115,209
TOTAL INCOME	\$3,052,148	\$2,825,496	\$2,751,509	\$2,807,204

(*Tenant charges, laundry, Verizon, rents)

EXPENDITURES

Administration	\$492,760	\$479,395	\$450,681	\$478,451
Tenant Services	5,000	2,500	1,962	4,150
Utilities	736,000	671,000	673,607	669,942
Maint. & Operations	887,236	787,065	809,256	608,435
Protective Services	200,000	0	1,113	0
General Expenses	897,798	864,395	771,778	737,079
Non-routine & Equip.			5,000	2,500
TOTAL EXPENDITURES	\$3,218,794	\$2,804,355	\$2,713,397	\$2,500,557

BUDGET HIGHLIGHTS**UTILITIES**

Water	\$175,000	\$185,000	\$130,000	\$148,000
Electricity	\$220,000	200,000	185,000	200,000
Gas	\$135,000	125,000	120,000	140,000
Fuel	\$170,000	125,000	160,000	200,000
TOTAL	\$700,000	\$635,000	\$595,000	\$688,000

CONTRACT COSTS

Garbage Removal	\$87,740	\$91,000	\$90,000	\$87,000
Elevator	13,000	12,500	12,200	9,200
Alarm/Fire Extinguisher	6,000	7,000	6,000	8,000
Exterminating	25,200	22,200	20,200	51,800
Auditor	8,860	8,860	8,860	8,860
Legal	47,000	48,000	48,000	48,000
Other Contracts*	25,000	45,450	30,000	30,000

(*sidewalk concrete work, pot holes, tree removal/trim, pressure washing, painting)

Misc. Contracts and Other Costs: Web hosting, office equipment, bank fees, GASB45, computer services, water coolers, postage, advertising, membership dues, court costs, office supplies, etc.

INSURANCE

Commercial - \$195,000 Auto - \$4,000 WC - \$30,800 Boiler and Machinery - \$5,800
TOTAL \$235,600

EMPLOYEE BENEFITS

FICA - \$69,788 Health - \$305,000 Retirement - \$75,000 Dental/Optical - \$17,500
 Retiree Medical - \$21,000 Clothing Allowance (maintenance) - \$3,200
 Unemployment Insurance - \$0
TOTAL \$491,488

BUDGET DEFICITS

- 2012 \$ 427,628 Actual
- 2013 \$ 440,066 Actual
- 2014 \$ 478,792 Actual (200,000 was interest on the judgment)

BUDGET SURPLUS

➤ 2015	\$ 80,901 ACTUAL (20,308 was projected)
➤ 2016	\$ 299,818 ACTUAL
➤ 2017	\$ 306,647 ACTUAL (69,964 Projected)
➤ 2018	\$ 38,112 ACTUAL
➤ 2019	\$ 21,141 Projected

FYI - BAD DEBT WRITE-OFFS

PHA writes off bad debt annually; at the end of our fiscal year.

The debts are usually left by residents who are evicted, skip before being evicted or move out leaving a balance. This debt is deemed uncollectable when the debtor cannot be located or the cost of recovery will come close to or exceed the anticipated recovery cost. All debtors are turned over to a collection agency.

History of PHA rent write-offs:

✓ 2011	\$197,062
✓ 2012	15,905
✓ 2013	130,789
✓ 2014	44,298
✓ 2015	44,586
✓ 2016	26,122
✓ 2017	59,664
✓ 2018	77,406

TOTAL \$ 595,832

We anticipate the 3/31/2019 write off to be approximately \$60,000.

FEDERAL FISCAL YEAR (FFY) ENDING MARCH 31, 2018 INDEPENDENT AUDIT

PHA received results of the most recent independent financial audit.

The purpose of the audit is to ensure that the agency's financial statements are sound and present an accurate picture of financial conditions.

OPINIONS

If the auditing firm finds no problems, they will give an "unmodified" opinion. This means they can give a firm opinion based on documentation. Any type of "modified" opinion indicates the auditor has some level of concern with the records or processes reviewed.

FINDINGS

A "finding" is a condition or monetary irregularity that is not in compliance with statutory or regulatory requirements.

CONCERNS OR OBSERVATIONS

A "concern or observation" is a deficiency that needs to be brought to the attention of the housing authority but is **not** in non compliance with statutory requirements.

FINANCIAL HIGHLIGHTS

March 31, 2018

Page 1

1. Reported net position is \$6,563,432; last year \$5,949, 617
2. Unrestricted cash, cash equivalent and investment was \$ 1,048,161; an increase of \$29,624
3. Operating Revenues \$2,752,644; expenses were \$3,406,059
4. Capital outlay \$1,308,317 (basically grants from HUD)
5. Expenditures of Federal Awards \$2,344,460
6. Operating expenses \$3,406,059; prev. year \$3,217, 232 as follows:
 - Administrative expenses decreased from \$659,873 to \$641,034 in 2018 (salaries \$18,641)
 - Utility expenses increased from \$669,942 to \$673,607
 - Maintenance expenses increased from \$960,288 to \$1,166,525 (salaries, materials, contracts)
 - Insurance increased from \$169,366 to \$197,237
 - General expenses decreased from \$179,547 to \$157,851 (bad debt write off)
7. Net loss from operations before grants was \$657,390; prior year was \$412,528 (decrease on operating grants of \$125,596)
8. Total net investment in capital assets was \$6,580,774 at year end from \$5,949.617
9. Total net position increase of \$613,815; from \$5,949,617 to \$6,563,432 in 2018

FINDINGS

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

2017-1

Condition: Deficiencies noted in examination of Low Rent PHA Tenant Files
2 files tenant income and rent were incorrectly calculated
1 files tenant certification and one form HUD 9886 was missing

Recommendations: We recommend the Authority implement internal control procedures which will eliminate such errors

PHA Reply: We will review internal control procedures over tenant file recertifications and documents.
Management has implemented procedures to clear this finding in 2018

SUMMARY OF CURRENT FF YEAR (2018) AUDIT FINDINGS

2018-1

Condition: Deficiencies noted in examination of Low Rent Public Housing Tenant Files

3 files lacked income verification
1 file lacked FY 2018 Annual Recertification

Recommendations: We recommend the Authority implement internal control procedures which will eliminate such errors

PHA Reply: We will review the internal control procedures over tenant file recertifications and documents. Management has implemented procedures to clear this finding in FY 2019

SUMMARY OF AUDITORS' RESULTS

OPINION

"In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Authority as of March 31, 2018, and the respective changes in financial position and cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the USA." (Page 1)

OPINION ON EACH MAJOR PROGRAM:

"In our opinion, the Authority complied, in all material respects, with the compliance requirements referred to above that could have direct and material effect on each of its major Federal programs for the year ended March 31, 2018." (page 36)

Type of report issued: UNMODIFIED (page 38)

FINDINGS

1. There were no Basic Financial Statement Findings (page 39)
2. Deficiencies noted in the examination of Low Rent Public Housing Tenant Files. See above: Finding 2018-1. (From page 39 in the audit report))

PROPERTY AND LIABILITY INSURANCE

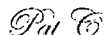
Liability and Property Insurance were renewed 12/1/18

Previous premium was \$114,432; increase is \$14,033. Total premium is \$128,465. This is primarily due to an increase in commercial liability of \$12,588 although PHA did not have any commercial liability claims in 2017 and only one in 2018.

PHA's insurance carrier, Housing Authority Insurance (HAI) Group is a member- owned organization and has a HUD approved bid waiver.

Respectfully Submitted,

P Holden Croslan



Executive Director



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 – December 2018

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 and continues to be over budget. CFP operations will be under budget until the funds are drawn down when PHA allocates CFP 2018.

Admin salaries are under budget. Legal is better than budget since lawsuit deductibles have been kept to a minimum. Auditing fees were paid causing the variance but will even out over the next few months. Office expenses went over budget due to payment of our annual YARDI licensing fee and unexpected server issues.

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 for residents at Dunbar Heights due to the gas interruption.

Electricity has been extremely high this year due to cost, not amount used. Gas and fuel expenses are still better than budget but will increase through the end of the fiscal year.

Maintenance labor is under budget due to a worker out on medical leave for a month and overtime being kept to a minimum. Materials are over budget due to unit turnovers and preparing for REAC inspections. In addition, PHA purchased toaster ovens for Dunbar Heights residents. Maintenance contracts are over budget due to power washing at the Turnkey sites, painting of the base and railings at Bohlmann Towers, unit turnovers, and the Kiley boiler. 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 keyfob system at Bohlmann Towers and a brief time with security the previous security company. This line item will be much greater than budgeted by the end of the fiscal year due to the security contract.

PILOT is over budget due to the final payment but will be under budget by year end. 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 \$46,780 which is over budget.

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

December Financial –

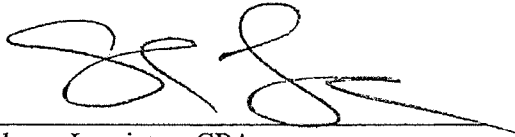
Other income is under budget due to low laundry commissions and no lease with WestCop for the Kiley offices. Subsidy is very high for the month of December. The annual audit fee was paid causing the large variance. Heating expenses are starting to increase. Materials were over budget due to purchasing toaster ovens for the residents at Dunbar Heights. Contracts were over budget due to quarterly trash payments. The second half PILOT was paid in December. All other items were close to budget.

Tenant Accounts Receivable –

This summary shows the prior TAR balance, current month charges, money received, and current TAR. If you look at the summary, you will notice:

1. Total tenant charges for December were \$138,543. Total collected for December was \$124,875 which is a monthly cash flow deficit of \$13,668.
2. 3 units became vacant in December.
3. Number of tenants who paid late and not at all:
 - A. Bohlmann – 62 late/27 not at all
 - B. Dunbar Heights – 45 late/22 not at all
 - C. Turnkey – 16 late/10 not at all
4. 123 out of 273 (45%) paid late and 59 out of 273 (22%) did not pay at all.
5. Number of units that owe money at the end of the month:
 - A. Bohlmann – 83 out of 144 units (\$125,643.66)
 - B. Dunbar Heights – 59 out of 96 units (\$92,795.85)
 - C. Turnkey – 20 out of 33 units (\$57,953.94)
6. This means 162 units out of 273 (60%) still owes \$276,393.45 at the end of the month.

The projected large net operating income is directly related to the unexpected increase in HUD subsidy. Operating expenses are extremely close to budget. If PHA is able to budget CFP 2018 before year end, we will be able to draw down the operating portion which will cover the heating and security expenses until the end of the fiscal year and ensure the an annual surplus.



Shaun Lemister, CPA

Peekskill Housing Authority
Summary Operating Statement - Budget and Actual
Nine Months Ended December 31, 2018

	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	1,165,348	1,528,284	466.51	1,146,213	1,208,269	62,056
Nondwelling Rent	17,060	21,600	6.59	16,200	16,470	270
Interest Income	766	800	0.24	600	876	276
Other Income	75,934	105,000	32.05	78,750	105,740	26,990
HUD Operating Subsidy	755,335	1,074,812	328.09	806,109	984,054	177,945
CFP Operations Subsidy	95,000	95,000	29.00	71,250	0	(71,250)
Total Operating Receipts - Including HUD Contril	2,109,443	2,825,496	862.48	2,119,122	2,315,409	196,287
Expenses						
Operating Expenditures						
Administrative:						
Administrative Salaries	246,788	352,646	107.65	264,485	260,194	4,290
Legal Expense	31,070	48,000	14.65	36,000	32,046	3,954
Training	0	1,000	0.31	750	900	(150)
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	6,645	8,860	(2,215)
Telephone, Office Supplies, Miscellaneous	55,568	68,889	21.03	51,667	55,110	(3,443)
Total Administrative Expenses	342,285	479,395	146.34	359,546	357,110	2,437
Tenant Services:						
Contracts	0	0	0.00	0	0	0
Recreation	1,882	2,500	0.76	1,875	4,978	(3,103)
Total Tenant Services Expenses	1,882	2,500	0.76	1,875	4,978	(3,103)
Utilities:						
Water/Sewer	152,632	221,000	67.46	165,750	155,734	10,016
Electricity	144,661	200,000	61.05	150,000	157,405	(7,405)
Gas	67,189	125,000	38.16	93,750	76,859	16,891
Fuel	71,601	125,000	38.16	93,750	82,284	11,466
Total Utilities Expenses	436,083	671,000	204.82	503,250	472,282	30,968
Ordinary Maintenance & Operation:						
Labor-Maintenance	378,126	487,915	148.94	365,936	346,946	18,990
Materials - Maintenance	82,504	100,000	30.53	75,000	100,987	(25,987)
Maint Contract Costs	161,925	199,150	60.79	149,363	221,600	(72,238)
Total Maintenance Expenses	622,556	787,065	240.25	590,299	669,534	(79,235)
Protective Services:						
Contracts	0	0	0.00	0	3,648	(3,648)
Total Protective Services	0	0	0	0	3,648	(3,648)
General Expense:						
Insurance	154,366	212,100	64.74	159,075	154,448	4,627
Payments in Lieu of Taxes	70,570	87,890	26.83	65,918	81,042	(15,125)
Employee Benefit Contributions	315,135	514,405	157.02	385,804	347,673	38,131
Collection Losses	(2,595)	50,000	15.26	37,500	(814)	38,314
Total General Expenses	537,476	864,395	263.86	648,296	582,348	65,948
Nonroutine Items:						
Extraordinary Items	63,465	0	0.00	0	2,500	(2,500)
Total Operating Expenses	2,003,747	2,804,355	856	2,103,266	2,092,400	14,515
Net Income/(Loss)	105,696	21,141	6.45	15,856	223,009	207,153

Peekskill Housing Authority
Summary Operating Statement - Monthly Budget and Actual
December 2018

	Prior Year Month Actual	Annual Monthly Budget (Dollars)	Monthly Actual	Variance - Favorable (Unfavorable)
Revenue				
Operating Receipts				
Dwelling Rentals	122,873	127,357	132,491	5,134
Excess Utilities	0	0	0	0
Nondwelling Rent	1,760	1,800	1,875	75
Interest Income	142	67	101	34
Other Income	6,566	8,750	5,640	(3,110)
HUD Operating Subsidy	84,676	89,568	112,569	23,001
CFP Operations Subsidy	0	7,917	0	(7,917)
Total Operating Receipts - Including HUD Contri	216,017	235,458	252,676	17,218
Expenses				
Operating Expenditures				
Administrative:				
Administrative Salaries	22,793	29,387	25,783	3,604
Legal Expense	5,457	4,000	3,155	845
Training	0	83	0	83
Travel	0	0	0	0
Accounting Fees	0	0	0	0
Auditing Fees	8,860	738	8,860	(8,122)
Telephone, Office Supplies, Miscellaneous	4,101	5,741	5,668	72
Total Administrative Expenses	41,210	39,950	43,466	(3,517)
Tenant Services:				
Contracts	0	0	0	0
Recreation	1,255	208	664	(456)
	1,255	208	664	(456)
Utilities:				
Water/Sewer	0	18,417	0	18,417
Electricity	14,308	16,667	16,782	(115)
Gas	9,620	10,417	12,824	(2,407)
Fuel	29,142	10,417	21,147	(10,731)
Total Utilities Expenses	53,069	55,917	50,753	5,163
Ordinary Maintenance & Operation:				
Labor-Maintenance	34,418	40,660	37,914	2,746
Materials - Maintenance	11,017	8,333	21,162	(12,829)
Maint Contract Costs	25,489	16,596	28,909	(12,313)
Total Maintenance Expenses	70,923	65,589	87,984	(22,396)
Protective Services:				
Labor	0	0	0	0
Contracts	0	0	0	0
Total Protective Services	0	0	0	0
General Expense:				
Insurance	5,258	17,675	8,814	8,861
Payments in Lieu of Taxes	0	7,324	40,521	(33,197)
Employee Benefit Contributions	22,797	42,867	28,704	14,164
Collection Losses	(3,120)	4,167	(70)	4,237
Total General Expenses	24,935	72,033	77,969	(5,936)
Nonroutine Maintenance:				
Extra Ordinary Maintenance and Equipment	19,311	0	0	0
Total Operating Expenses	210,704	233,696	260,836	(27,140)
Net Income/(Loss)	5,313	1,762	(8,161)	(9,922)

Peekskill Housing Authority
 Tenant Charges
 December 2018

	Rent	Parking	Late Fees	AC	Other Charges	Prior AR	Total Charges	Amount Paid	W/O's, AJE's Moveouts	Current AR
Bohlmann	66,354.00	840.00	1,860.00		281.00	114,942.31	69,335.00	(63,183.01)		121,094.30
Dunbar	44,144.00	750.00	1,350.00		206.00	91,374.21	46,450.00	(47,676.00)	15.00	90,163.21
Turnkey	21,993.00	285.00	480.00			51,761.94	22,758.00	(14,016.00)	(4,595.00)	55,908.94
Totals	132,491.00	1,875.00	3,690.00	0.00	487.00	258,078.46	138,543.00	(124,875.01)	(4,580.00)	267,166.45

See Individual property sheets for details

Total Tenant Charges for December	138,543.00
Total Received from Reconciliation	(124,875.01)
Total Write-offs, Move outs & Adj.	<u>(4,580.00)</u>
Change in TAR for December	<u>9,087.99</u>

Prepaid

Bohlman	4,549.36
Dunbar	2,632.64
Turnkey	<u>2,045.00</u>
	9,227.00
Total TAR	267,166.45
Prepaid	<u>9,227.00</u>
TAR	<u>276,393.45</u>

Prior Vacated TAR	42,199.52
Less write off	
Less Payments Received	
Current Vacated TAR	<u>4,580.00</u>
Total Vacated TAR	<u>46,779.52</u>

Peekskill Housing Authority
Balance Sheet
As of December 31, 2018

	Dec 31, 18
ASSETS	
Current Assets	
Checking/Savings	
1111.2 Cash - Operating Account	36,435.63
1111.5 Cash - Payroll Account	20,594.07
1112 Chase - Nonfederal	1,053,720.98
1114 Security Deposit Fund	69,476.79
1117 Petty Cash Fund	1,000.00
	1,181,227.47
Total Checking/Savings	
Other Current Assets	
1122 TAR	276,393.45
1122.1 Vacated TAR	46,779.52
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
	274,703.86
Total Other Current Assets	
Total Current Assets	1,455,931.33
Fixed Assets	
1400.10 Leasehold Improvements	3,064,287.33
1400.12 Building Improvements	2,826,518.82
1400.3 CFP Unallocated	57,778.72
1400.38 CFP 2017	6,492.61
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
	6,645,045.13
Total Fixed Assets	
Other Assets	
1420 Deferred Outflow of Resour	108,980.00
	108,980.00
Total Other Assets	
TOTAL ASSETS	8,209,956.46
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	57,316.83
	57,316.83
Total Accounts Payable	
Other Current Liabilities	
2111 Accounts Payable	103,811.24
2114 Tenant Security Deposits	76,221.97
2117.3 Pension Payable	-8.76
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	9,227.00
	385,290.62
Total Other Current Liabilities	
Total Current Liabilities	442,607.45

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Accrual Basis

Peekskill Housing Authority

Balance Sheet

As of December 31, 2018

	<u>Dec 31, 18</u>
Long Term Liabilities	
2134 Accrued OPEB	676,872.00
2140 Net Pension Liability	192,397.00
2400 Deferred Inflow of Resourc	85,668.00
	<hr/>
Total Long Term Liabilities	954,937.00
	<hr/>
Total Liabilities	1,397,544.45
	<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	248,980.40
	<hr/>
Total Equity	6,812,412.01
	<hr/>
TOTAL LIABILITIES & EQUITY	<u>8,209,956.46</u>

Peekskill Housing Authority
Profit & Loss
 April through December 2018

Apr - Dec 18

Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohimann Towers	603,680.00
3110.2 Dunbar Heights	398,143.00
3110.4 Turnkey	206,446.00
Total 3110 Dwelling Rental	1,208,269.00
3190 Nondwelling Rental	
3190.1 Bohimann Towers	7,260.00
3190.2 Dunbar Heights	6,675.00
3190.4 Turnkey	2,535.00
Total 3190 Nondwelling Rental	16,470.00
3610 Interest on Gen. Fund Inv.	875.94
3690 Other Income	
3690.1 Laundry Room Income	15,283.84
3690.2 CAP Office Rent	9,900.00
3690.3 Health Center Rent	6,576.03
3690.4 Verizon Commission	1,265.24
3690.5 Comm. Room Rental	405.00
3690.6 Late Fees	
Bohimann Towers	15,561.00
Dunbar Heights	11,000.00
Turnkey	4,470.00
Total 3690.6 Late Fees	31,031.00
3690.7 Keycard BT	375.00
3690.8 Work Orders	
Bohimann Towers	2,544.00
Dunbar Heights	1,474.80
Turnkey	40.00
3690.8 Work Orders - Other	215.00
Total 3690.8 Work Orders	4,273.80
3690.9 AC - BT	9,630.00
3690.9 Ac - TK	3,525.00
3690 Other Income - Other	23,475.01
Total 3690 Other Income	105,739.92
8020 Operating Subsidy	
8020.1 AMP 1	471,356.00
8020.2 AMP2	512,698.00
Total 8020 Operating Subsidy	984,054.00
Total Income	2,315,408.86
Expense	
4110 Administrative Salaries	260,194.22
4130 Legal Expense	32,045.80
4140 Staff Training	900.00
4171 Auditing Fees	8,860.00
4190.2 Membership Dues & Fees	1,810.00
4190.3 Telephone	5,312.02
4190.4 Collection Fees/Court Co	8,157.00
4190.5 Forms, Station. & Office	12,894.98
4190.6 All Other Sundry	12,726.84
4190.7 Admin. Service Contracts	12,312.26
4190.8 Bank Fees	1,894.41
4220.01 Other Tenant Services	4,977.53
4310 Water & Sewer	120,853.84
4310.9 Sewer Taxes	34,880.17
4320 Electricity	157,404.99

Peekskill Housing Authority
Profit & Loss
April through December 2018

	Apr - Dec 18
4330 Gas	76,859.24
4340 Fuel	82,283.87
4410 Labor	346,946.13
4420 Materials	
4420.01 Supplies - Grounds	100,987.49
Total 4420 Materials	100,987.49
4430.1 Garbage & Trash Removal	65,870.00
4430.10 Alarm/Extinguish Contra	5,729.63
4430.11 Routine Maint Contracts	12,437.04
4430.12 Other Maint Contracts	49,188.00
4430.2 Heating & Cooling Contra	5,835.00
4430.4 Elevator Contracts	8,267.13
4430.5 Landscaping Contracts	27,100.00
4430.6 Unit Turnaround Contract	23,700.00
4430.8 Plumbing Contracts	400.00
4430.9 Exterminating Contracts	23,073.50
4480 Contract Costs - Security	3,563.13
4481 Security Camera Expense	85.30
4510.1 Insurance - Property	47,784.00
4510.2 Insurance - Liability	88,448.00
4510.3 Insurance - WC	14,652.72
4510.4 Insurance - Other	3,563.00
4520 Payments in Lieu of Taxes	81,042.00
4540.1 Employee Ben - Admin	124,197.41
4540.2 Employee Ben - Maint	223,475.43
4570 Collection Losses	-814.40
4620 Casualty Losses	2,500.00
Total Expense	2,092,399.68
Net Ordinary Income	223,009.18
Other Income/Expense	
Other Income	
8029.47 Capital Fund Grant 2017	25,971.22
Total Other Income	25,971.22
Net Other Income	25,971.22
Net Income	248,980.40

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING THE
PAYMENT OF MONTHLY BILLS AS LISTED
November 2018**

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 November 2018 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 November 2018.

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: January 17, 2019

P. Holden Croslan, Executive Director

Date:

11:34 AM
01/11/19

Peekskill Housing Authority
Check Detail
November 2018

Num	Date	Name	Memo	Account	Original Amount
14824	11/01/2018	AAA Carting & Rubbish Removal	BT 30 yd dumpster	1111.2 Cash - Operating Account	-635.00
427949	10/23/2018		BT 30 yd dumpster	4430.1 Garbage & Trash Removal	635.00
TOTAL					635.00
14825	11/01/2018	Bluesway/Valley Pest Control		1111.2 Cash - Operating Account	-2,925.00
210809	09/27/2018		Kiley	4430.9 Exterminating Contracts	250.00
210524	09/28/2018		monthly	4430.9 Exterminating Contracts	850.00
211068	09/28/2018		specials	4430.9 Exterminating Contracts	1,825.00
TOTAL					2,925.00
14826	11/01/2018	Central Voice	answering service	1111.2 Cash - Operating Account	-70.20
131011760	10/09/2018		answering service	4190.3 Telephone	70.20
TOTAL					70.20
14827	11/01/2018	Chase Card		1111.2 Cash - Operating Account	-1,076.47
9/19/18 - 10/18/18	10/19/2018		maint supplies RFP ads/staff lunch	4420.01 Supplies - Grounds 4190.6 All Other Sundry	1,536.97 139.50
TOTAL					1,676.47
14828	11/01/2018	Con Edison	DH 18A	1111.2 Cash - Operating Account	-55.14
00059 9/25-10/19/18	10/22/2018		DH 18A	4320 Electricity	55.14
TOTAL					55.14
14829	11/01/2018	Crown Security Services, LLC	security services	1111.2 Cash - Operating Account	-2,450.13
180910	09/24/2018		security services	4480 Contract Costs - Security	2,450.13
TOTAL					2,450.13
14830	11/01/2018	CSEA	W/E 10/31/18	1111.2 Cash - Operating Account	-282.60
10/31/18	10/31/2018		W/E 10/31/18	2117.7 CSEA Dues	282.60
TOTAL					282.60
14831	11/01/2018	CSEA Employee Benefit Fund	Nov dental/vision	1111.2 Cash - Operating Account	-1,395.02
NOV18	10/15/2018		Nov dental/vision Nov dental/vision	4540.1 Employee Ben - Admin 4540.2 Employee Ben - Maint	507.28 887.74
TOTAL					1,395.02
14832	11/01/2018	Employee Benefits Division	Nov HI	1111.2 Cash - Operating Account	-22,958.22
530	10/09/2018		Nov HI Nov HI	4540.1 Employee Ben - Admin 4540.2 Employee Ben - Maint	8,551.19 14,407.03
TOTAL					22,958.22
14833	11/01/2018	Kinsloy Power Systems	generator service	1111.2 Cash - Operating Account	-515.00
96695	10/19/2018		generator service	4430.11 Routine Maint Contracts	515.00
TOTAL					515.00
14834	11/01/2018	Otis Elevator Company	11/1/18 - 1/31/19	1111.2 Cash - Operating Account	-1,923.21
NF04003B18	10/22/2018		11/1/18 - 1/31/19	4430.4 Elevator Contracts	1,923.21
TOTAL					1,923.21
14835	11/01/2018	Ready Refresh	office supplies	1111.2 Cash - Operating Account	-210.89
18J	10/20/2018		office supplies	4190.6 All Other Sundry	210.89
TOTAL					210.89

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Peekskill Housing Authority
Check Detail
November 2018

Num	Date	Name	Memo	Account	Original Amount
14836	11/01/2018	Rivera's Landscaping and Construction Inc	Sept. lawn maintenance	1111.2 Cash - Operating Account	-3,350.00
OCT18	09/30/2018		Sept. lawn maintenance	4430.5 Landscaping Contracts	3,350.00
TOTAL					3,350.00
14837	11/01/2018	Shorwin-Williams Co.		1111.2 Cash - Operating Account	-811.77
7671	10/10/2018		apt. paint	4420.01 Supplies - Grounds	701.70
3802	10/23/2018		parking lot paint	4420.01 Supplies - Grounds	110.07
TOTAL					811.77
14838	11/01/2018	Staples Advantage	office supplies	1111.2 Cash - Operating Account	-173.65
8051852078	10/20/2018		office supplies	4190.5 Forms, Station. & Office	173.65
TOTAL					173.65
14839	11/01/2018	The Journal News		1111.2 Cash - Operating Account	-716.00
3191227	10/14/2018		Pest Control RFP ad	4190.6 All Other Sundry	270.00
3191280	10/14/2018		Security RFP ad	4190.6 All Other Sundry	262.00
3202750	10/22/2018		10/18/18 board meeting ad	4190.6 All Other Sundry	184.00
TOTAL					716.00
14840	11/01/2018	Verizon	914 737 7022 696 69 1	1111.2 Cash - Operating Account	-132.67
10/4 - 11/3/18	10/04/2018		914-788-0450	4190.3 Telephone	132.67
TOTAL					132.67
14841	11/01/2018	Rivera's Landscaping and Construction Inc	DH retaining wall	1111.2 Cash - Operating Account	-1,100.00
10/28/18	10/28/2018		DH retaining wall	4430.12 Other Maint Contracts	1,100.00
TOTAL					1,100.00
ACH	11/01/2018	IRS	11/1/18 payroll	1111.5 Cash - Payroll Account	-8,779.56
			11/1/18 payroll	2117.4 FICA Payable	8,779.56
TOTAL					8,779.56
ACH	11/01/2018	NYS Income Tax	11/1/18 payroll	1111.5 Cash - Payroll Account	-1,623.66
			11/1/18 payroll	2117.2 NY Slate W/H	1,623.66
TOTAL					1,623.66
ACH	11/02/2018	Con Edison	807 Main Heat	1111.2 Cash - Operating Account	-4,022.98
			807 Main Heat	4330 Gas	4,022.98
TOTAL					4,022.98
ACH	11/02/2018	Con Edison	807 Main Ent	1111.2 Cash - Operating Account	-666.65
			807 Main Ent	4330 Gas	666.65
TOTAL					666.65
ACH	11/02/2018	Con Edison	1431 Park	1111.2 Cash - Operating Account	-486.39
			1431 Park	4330 Gas	486.39
TOTAL					486.39
ACH	11/02/2018	Con Edison	1719 Park	1111.2 Cash - Operating Account	-454.18
			1719 Park	4330 Gas	454.18
TOTAL					454.18
ACH	11/02/2018	Con Edison	696 Highland Ave	1111.2 Cash - Operating Account	-361.66
			696 Highland Ave	4330 Gas	361.66
TOTAL					361.66

Peekskill Housing Authority
Check Detail
November 2018

Num	Date	Name	Memo	Account	Original Amount
ACH	11/02/2018	Con Edison	1227 Howard	1111.2 Cash - Operating Account	-243.37
			1227 Howard	4330 Gas	243.37
TOTAL					243.37
ACH	11/13/2018	Con Edison	709 Main	1111.2 Cash - Operating Account	-458.35
			709 Main	4330 Gas	458.35
TOTAL					458.35
14842	11/15/2018	Ace Computer Services Corp.	monthly tech support	1111.2 Cash - Operating Account	-330.00
5068	11/02/2018		monthly tech support	4190.7 Admin. Service Contracts	330.00
TOTAL					330.00
14843	11/15/2018	All County Lock & Safe Corp.	rekey DH 18A	1111.2 Cash - Operating Account	-140.00
28099	11/02/2018		rekey DH 18A	4420.01 Supplies - Grounds	140.00
TOTAL					140.00
14844	11/15/2018	Avaya Financial Services	phone system	1111.2 Cash - Operating Account	-138.23
32656339	11/05/2018		phone system	4190.5 Forms, Station. & Office	138.23
TOTAL					138.23
14845	11/15/2018	Central Voice	answering service	1111.2 Cash - Operating Account	-88.30
181101714	11/06/2018		answering service	4190.3 Telephone	88.30
TOTAL					88.30
14846	11/16/2018	City of Peekskill (Gas)	October gas usage	1111.2 Cash - Operating Account	-112.01
OCT18	11/01/2018		October gas usage	4420.01 Supplies - Grounds	112.01
TOTAL					112.01
14847	11/15/2018	CSEA	W/E 11/14/18	1111.2 Cash - Operating Account	-282.60
11/14/18	11/14/2018		W/E 11/14/18	2117.7 CSEA Dues	282.60
TOTAL					282.60
14848	11/15/2018	DEC Office Leasing	copier lease	1111.2 Cash - Operating Account	-114.00
61284997	11/10/2018		copier lease	4190.5 Forms, Station. & Office	114.00
TOTAL					114.00
14849	11/15/2018	DEC Office Solutions, Inc.	copier maint	1111.2 Cash - Operating Account	-32.43
120584	10/29/2018		copier maint	4190.5 Forms, Station. & Office	32.43
TOTAL					32.43
14850	11/15/2018	Home Depot Credit Services	maint supplies	1111.2 Cash - Operating Account	-5,908.08
9/25/18 - 10/25/18	10/26/2018		maint supplies	4420.01 Supplies - Grounds	5,908.08
TOTAL					5,908.08
14851	11/15/2018	Hudson Valley Fire Protection Co., Inc.	fire extinguisher inspections	1111.2 Cash - Operating Account	-274.00
17572	10/30/2018		fire extinguisher inspections	4430.10 Alarm/Extinguish Contra	274.00
TOTAL					274.00
14852	11/15/2018	Katz & Klein, Esqs.	October 2018	1111.2 Cash - Operating Account	-3,435.00
OCT18	11/01/2018		October 2018	4130 Legal Expense	3,435.00
TOTAL					3,435.00

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Peekskill Housing Authority
Check Detail
November 2018

Num	Date	Name	Memo	Account	Original Amount
14853	11/15/2018	Martin Lichtig	3 NOP's	1111.2 Cash - Operating Account	-240.00
37310	10/26/2018		3 NOP's	4190.4 Collection Fees/Court Co	240.00
TOTAL					240.00
14854	11/15/2018	New York Power Authority	October 2018	1111.2 Cash - Operating Account	-16,974.86
70829	11/12/2018		October 2018	4320 Electricity	16,974.86
TOTAL					16,974.86
14855	11/15/2018	Pitney Bowes Purchase Power	postage refill	1111.2 Cash - Operating Account	-503.50
11/4/18	11/04/2018		postage refill	4190.5 Forms, Station. & Office	503.50
TOTAL					503.50
14856	11/15/2018	Red Hawk Fire & Security	Kiley alarm	1111.2 Cash - Operating Account	-380.00
3338040	11/06/2018		Kiley alarm	4430.10 Alarm/Extinguish Contra	380.00
TOTAL					380.00
14857	11/15/2018	Robison Oil	696 Highland Ave	1111.2 Cash - Operating Account	-7,134.78
1283066	10/25/2018		696 Highland Ave	4340 Fuel	7,134.78
TOTAL					7,134.78
14858	11/15/2018	Staples Advantage		1111.2 Cash - Operating Account	-153.81
8052045300	11/03/2018			4190.5 Forms, Station. & Office	153.81
TOTAL					153.81
ACH	11/15/2018	IRS	11/15/18 payroll	1111.5 Cash - Payroll Account	-8,751.58
			11/15/18 payroll	2117.4 FICA Payable	8,751.58
TOTAL					8,751.58
ACH	11/15/2018	NYS Income Tax	11/15/18 payroll	1111.5 Cash - Payroll Account	-1,623.71
			11/15/18 payroll	2117.2 NY State W/H	1,623.71
TOTAL					1,623.71
	11/15/2018		Service Charge	1111.2 Cash - Operating Account	-55.88
			Service Charge	4190.8 Bank Fees	55.88
TOTAL					55.88
14859	11/29/2018	Artistic Glasswork	window repair	1111.2 Cash - Operating Account	-175.00
112018	11/20/2018		window repair	4420.01 Supplies - Grounds	175.00
TOTAL					175.00
14860	11/29/2018	Bluesway/Valley Pest Control		1111.2 Cash - Operating Account	-500.00
208351	07/12/2018		Kiley	4430.9 Exterminating Contracts	250.00
211551	10/25/2018		Kiley	4430.9 Exterminating Contracts	250.00
TOTAL					500.00
14861	11/29/2018	Chase Card		1111.2 Cash - Operating Account	-5,614.34
10/19/18-11/18/18	11/19/2018		cablevision - phone	4190.3 Telephone	796.13
			cablevision - internet	4190.6 All Other Sundry	1,249.00
			maint supplies	4420.01 Supplies - Grounds	1,000.67
			office	4190.5 Forms, Station. & Office	149.00
			tenant hot plates	4220.01 Other Tenant Services	2,091.64
			misc	4190.6 All Other Sundry	327.90
TOTAL					5,614.34

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Peekskill Housing Authority
Check Detail
November 2018

Num	Date	Name	Memo	Account	Original Amount
14862	11/29/2018	Con Edison	DH 18A	1111.2 Cash - Operating Account	-36.92
00059	10/19-11/19/18		DH 18A	4320 Electricity	36.92
TOTAL					36.92
14863	11/29/2018	CSEA	WE 11/28/18	1111.2 Cash - Operating Account	-282.60
11/29/18	11/29/2018		WE 11/28/18	2117.7 CSEA Dues	282.60
TOTAL					282.60
14864	11/29/2018	Denise Bolton	comm room refund	1111.2 Cash - Operating Account	-50.00
11/20/18	11/20/2018		comm room refund	3690.5 Comm. Room Rental	50.00
TOTAL					50.00
14865	11/29/2018	Disrupt 2 Create	quarterly web hosting	1111.2 Cash - Operating Account	-450.00
154	11/21/2018		quarterly web hosting	4190.7 Admin. Service Contracts	450.00
TOTAL					450.00
14866	11/29/2018	Eddie Cureton (snow)	snow removal	1111.2 Cash - Operating Account	-72.00
11/28/18	11/28/2018		snow removal	4430.11 Routine Maint Contracts	72.00
TOTAL					72.00
14867	11/29/2018	Employee Benefits Division	Dec HI	1111.2 Cash - Operating Account	-22,958.22
531	11/05/2018		Dec HI	4540.1 Employee Ben - Admin	8,551.19
			Dec HI	4540.2 Employee Ben - Maint	14,407.03
TOTAL					22,958.22
14868	11/29/2018	Housing Authority Risk Retention Group	Install 1 of 4	1111.2 Cash - Operating Account	-31,799.00
HG96231	11/16/2018		install 1 of 4	4510.2 Insurance - Liability	31,799.00
TOTAL					31,799.00
14869	11/29/2018	Housing Insurance Services Inc.		1111.2 Cash - Operating Account	-17,781.00
HP89624	11/16/2018		NY fire fee	4510.1 Insurance - Property	392.00
HP89625	11/16/2018		property install 1 of 4	4510.1 Insurance - Property	15,863.00
HP89671	11/16/2018		fidelity	4510.1 Insurance - Property	1,526.00
TOTAL					17,781.00
14870	11/29/2018	Martin Lichtig	nine 3 day notices	1111.2 Cash - Operating Account	-563.00
37349	11/13/2018		nine 3 day notices	4190.4 Collection Fees/Court Co	563.00
TOTAL					563.00
14871	11/29/2018	NYS and Local Retirement Systems	2019 contribution	1111.2 Cash - Operating Account	-69,367.00
2019	11/27/2018		2019 contribution	4540.1 Employee Ben - Admin	19,075.93
			2019 contribution	4540.2 Employee Ben - Maint	50,291.07
TOTAL					69,367.00
14872	11/29/2018	Ready Refresh	10/19/18 - 11/18/18	1111.2 Cash - Operating Account	-88.46
18K	11/20/2018		10/19/18 - 11/18/18	4190.6 All Other Sundry	88.46
TOTAL					88.46
14873	11/29/2018	Robison Oil	696 Highland Ave	1111.2 Cash - Operating Account	-7,056.47
1285346	11/06/2018		696 Highland Ave	4340 Fuel	7,056.47
TOTAL					7,056.47
14874	11/29/2018	Sam Jones (1099)	snow removal	1111.2 Cash - Operating Account	-60.00
11/27/18	11/27/2018		snow removal	4430.11 Routine Maint Contracts	60.00
TOTAL					60.00

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01/11/19

Peekskill Housing Authority
Check Detail
November 2018

Num	Date	Name	Memo	Account	Original Amount
14875	11/29/2018	Sherwin-Williams Co.	paint	1111.2 Cash - Operating Account	-119.24
3851-1	11/01/2018		paint	4420.01 Supplies - Grounds	119.24
TOTAL					119.24
14876	11/29/2018	The Journal News	11/15/18 board meeting ad	1111.2 Cash - Operating Account	-206.00
3242443	11/15/2018		11/15/18 board meeting ad	4190.6 All Other Sundry	206.00
TOTAL					206.00
14877	11/29/2018	Verizon	914 737 7022 696 69 1	1111.2 Cash - Operating Account	-18.66
11/4 - 12/3/18	11/04/2018		914-788-0450	4190.3 Telephone	18.66
TOTAL					18.66
ACH	11/29/2018	IRS	11/29/18 payroll	1111.5 Cash - Payroll Account	-8,354.40
			11/29/18 payroll	2117.4 FICA Payable	8,354.40
TOTAL					8,354.40
ACH	11/29/2018	NYS Income Tax	11/29/18 payroll	1111.5 Cash - Payroll Account	-1,676.36
			11/29/18 payroll	2117.2 NY State W/H	1,676.36
TOTAL					1,676.36

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING THE
PAYMENT OF MONTHLY BILLS AS LISTED
December 2018**

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 December 2018 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 December 2018.

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: January 17, 2019

P. Holden Croslan, Executive Director

Date:

5:37 AM
01/10/19

Peekskill Housing Authority
Check Detail
December 2018

Num	Date	Name	Memo	Account	Original Amount
ACH	12/04/2018	NYS and Local Retirement Systems	Nov contributions & loan pymts	1111.2 Cash - Operating Account	-3,252.23
			Nov contributions & loan pymts	2117.3 Pension Payable	3,252.23
TOTAL					3,252.23
ACH	12/05/2018	Con Edison	807 Main	1111.2 Cash - Operating Account	-7,528.52
			807 Main	4330 Gas	7,528.52
TOTAL					7,528.52
ACH	12/05/2018	Con Edison	1719 Park	1111.2 Cash - Operating Account	-1,282.67
			1719 Park	4330 Gas	1,282.67
TOTAL					1,282.67
ACH	12/05/2018	Con Edison	1431 Park	1111.2 Cash - Operating Account	-1,132.73
			1431 Park	4330 Gas	1,132.73
TOTAL					1,132.73
ACH	12/05/2018	Con Edison	807 Main Ent	1111.2 Cash - Operating Account	-1,002.73
			807 Main Ent	4330 Gas	1,002.73
TOTAL					1,002.73
ACH	12/05/2018	Con Edison	1227 Howard	1111.2 Cash - Operating Account	-415.57
			1227 Howard	4330 Gas	415.57
TOTAL					415.57
ACH	12/05/2018	Con Edison	696 Highland Ave	1111.2 Cash - Operating Account	-320.27
			696 Highland Ave	4330 Gas	320.27
TOTAL					320.27
14878	12/13/2018	A. Oliver Shands	spouse med part b reimbursement	1111.2 Cash - Operating Account	-1,474.00
2018	12/04/2018		spouse med part b reimbursement	4540.1 Employee Ben - Admin	1,474.00
TOTAL					1,474.00
14879	12/13/2018	ABM Air Conditioning & Heating Inc.		1111.2 Cash - Operating Account	-5,835.00
47813	11/29/2018		Kiley heat	4430.2 Heating & Cooling Contra	985.00
47890	12/04/2018		Kiley heat	4430.2 Heating & Cooling Contra	135.00
9989	12/06/2018		Kiley heat exchangers	4430.2 Heating & Cooling Contra	4,715.00
TOTAL					5,835.00
14880	12/13/2018	Ace Computer Services Corp.	monthly tech support	1111.2 Cash - Operating Account	-220.00
5089	12/06/2018		monthly tech support	4190.7 Admin. Service Contracts	220.00
TOTAL					220.00
14881	12/13/2018	Ace Computer Services Corp.	computer/cloud storage	1111.2 Cash - Operating Account	-1,100.00
5090	12/06/2018		computer/cloud storage	4190.7 Admin. Service Contracts	1,100.00
TOTAL					1,100.00
14882	12/13/2018	Avaya Financial Services	phone system	1111.2 Cash - Operating Account	-138.23
32783982	12/05/2018		phone system	4190.5 Forms, Station. & Office	138.23
TOTAL					138.23
14883	12/13/2018	Bluesway/Valley Pest Control		1111.2 Cash - Operating Account	-1,350.00
211399	10/26/2018		monthly specials	4430.9 Exterminating Contracts	850.00
211401	10/26/2018		specials	4430.9 Exterminating Contracts	500.00
TOTAL					1,350.00

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Peekskill Housing Authority
Check Detail
December 2018

Num	Date	Name	Memo	Account	Original Amount
14884	12/13/2018	Central Voice	answering service	1111.2 Cash - Operating Account	-81.20
181200322101	12/04/2018		answering service	4190.3 Telephone	81.20
TOTAL					81.20
14885	12/13/2018	City of Peekskill (cop)		1111.2 Cash - Operating Account	-21,060.00
263 - 1Q2019	12/01/2018		BT trash	4430.1 Garbage & Trash Removal	6,064.00
267 - 1Q2019	12/01/2018		DH trash	4430.1 Garbage & Trash Removal	11,700.00
271 - 1Q2019	12/01/2018		TK trash	4430.1 Garbage & Trash Removal	3,276.00
TOTAL					21,060.00
14888	12/13/2018	City of Peekskill (Gas)	November gas usage	1111.2 Cash - Operating Account	-128.09
NOV18	12/04/2018		November gas usage	4420.01 Supplies - Grounds	128.09
TOTAL					128.09
14887	12/13/2018	City of Peekskill Finance Department	2nd half PILOT	1111.2 Cash - Operating Account	-40,521.00
3Q4Q2018	12/03/2018		2nd half PILOT	4520 Payments in Lieu of Taxes	40,521.00
TOTAL					40,521.00
14888	12/13/2018	CSEA	W/E 12/12/18	1111.2 Cash - Operating Account	-282.60
12/12/18	12/12/2018		W/E 12/12/18	2117.7 CSEA Dues	282.60
TOTAL					282.60
14889	12/13/2018	DEC Office Leasing	copier lease	1111.2 Cash - Operating Account	-114.00
61767098	12/08/2018		copier lease	4190.5 Forms, Station. & Office	114.00
TOTAL					114.00
14890	12/13/2018	DEC Office Solutions, Inc.	copier maintenance	1111.2 Cash - Operating Account	-27.21
123124	11/29/2018		copier maintenance	4190.5 Forms, Station. & Office	27.21
TOTAL					27.21
14891	12/13/2018	Entech Digital Controls	new sensor	1111.2 Cash - Operating Account	-128.16
85094	12/04/2018		new sensor	4420.01 Supplies - Grounds	128.16
TOTAL					128.16
14892	12/13/2018	Flanders Group	workers comp admin fee	1111.2 Cash - Operating Account	-2,744.00
236808	12/05/2018		workers comp admin fee	4510.3 Insurance - WC	2,744.00
TOTAL					2,744.00
14893	12/13/2018	Home Depot Credit Services	maint supplies	1111.2 Cash - Operating Account	-3,405.38
10/25/18 - 11/23/18	11/24/2018		maint supplies	4420.01 Supplies - Grounds	3,405.38
TOTAL					3,405.38
14894	12/13/2018	Jonith Kennie	sec deposit	1111.2 Cash - Operating Account	-215.00
12/5/18	12/05/2018		sec deposit	2114 Tenant Security Deposits	215.00
TOTAL					215.00
14895	12/13/2018	Katz & Klein, Esqs.	November 2018	1111.2 Cash - Operating Account	-3,155.00
NOV18	12/05/2018		November 2018	4130 Legal Expense	3,155.00
TOTAL					3,155.00
14896	12/13/2018	Martin Lichtig	4 NOP's	1111.2 Cash - Operating Account	-350.00
37422	12/03/2018		4 NOP's	4190.4 Collection Fees/Court Co	350.00
TOTAL					350.00

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Peekskill Housing Authority
Check Detail
December 2018

Num	Date	Name	Memo	Account	Original Amount
14897	12/13/2018	New York Power Authority	Nov 2018	1111.2 Cash - Operating Account	-16,781.96
71721	12/11/2018		Nov 2018	4320 Electricity	16,781.96
TOTAL					16,781.96
14898	12/13/2018	NYSIF	2019 down pymt	1111.2 Cash - Operating Account	-6,229.25
12/1/18	12/01/2018		2019 down pymt	4510.3 Insurance - WC	6,229.25
TOTAL					6,229.25
14899	12/13/2018	Petty Cash		1111.2 Cash - Operating Account	-154.86
18-22	10/15/2018		resident lunch meeting	4220.01 Other Tenant Services	59.31
18-23	10/23/2018		tip for lunch staff	4190.6 All Other Sundry	5.00
18-24	11/28/2018		maint supplies	4420.01 Supplies - Grounds	78.55
18-25	11/28/2018		maint supplies	4420.01 Supplies - Grounds	7.00
18-26	12/06/2018		tip for staff lunch	4190.6 All Other Sundry	5.00
TOTAL					154.86
14900	12/13/2018	Pitney Bowes Purchase Power	postage	1111.2 Cash - Operating Account	-503.50
12/3/18	12/03/2018		postage	4190.5 Forms, Station, & Office	503.50
TOTAL					503.50
14901	12/13/2018	Robison Oil		1111.2 Cash - Operating Account	-11,122.98
1290143	11/21/2018		696 Highland Ave	4340 Fuel	5,055.08
1293363	11/28/2018		696 Highland Ave	4340 Fuel	6,067.90
TOTAL					11,122.98
14902	12/13/2018	Staples Advantage	office supplies	1111.2 Cash - Operating Account	-85.90
8052370045	12/01/2018		office supplies	4190.5 Forms, Station, & Office	85.90
TOTAL					85.90
14903	12/13/2018	The Journal News	11/29/18 board meeting ad	1111.2 Cash - Operating Account	-190.00
3264329	11/29/2018		11/29/18 board meeting ad	4190.6 All Other Sundry	190.00
TOTAL					190.00
14904	12/13/2018	Verizon	914 737 7022 696 69 1	1111.2 Cash - Operating Account	-70.38
12/4/18 - 1/3/19	12/04/2018		914-788-0450	4190.3 Telephone	70.38
TOTAL					70.38
14905	12/13/2018	Sun-Dance Energy Contractors Inc.	DH gas lines	1111.2 Cash - Operating Account	-32,917.37
8588	12/12/2018		DH gas lines	1400.3 CFP Unallocated	32,917.37
TOTAL					32,917.37
ACH	12/13/2018	NYS Income Tax	12/13/18 payroll	1111.5 Cash - Payroll Account	-1,612.40
			12/13/18 payroll	2117.2 NY State W/H	1,612.40
TOTAL					1,612.40
ACH	12/13/2018	Con Edison	709 Main	1111.2 Cash - Operating Account	-1,107.48
			709 Main	4330 Gas	1,107.48
TOTAL					1,107.48
	12/15/2018		Service Charge	1111.2 Cash - Operating Account	-1.34
			Service Charge	4190.8 Bank Fees	1.34
TOTAL					1.34

Peekskill Housing Authority
Check Detail
December 2018

Num	Date	Name	Memo	Account	Original Amount
14906	12/27/2018	Bluesway/Valley Post Control		1111.2 Cash - Operating Account	-2,950.00
212198	11/22/2018		Kiley	4430.9 Exterminating Contracts	250.00
212199	11/30/2018		specials	4430.9 Exterminating Contracts	1,325.00
212201	11/30/2018		monthly	4430.9 Exterminating Contracts	850.00
212200	12/05/2018		bedbugs	4430.9 Exterminating Contracts	525.00
TOTAL					2,950.00
14907	12/27/2018	Chase Card		1111.2 Cash - Operating Account	-5,806.34
11/19/18-12/16/18	12/19/2018		cablevision phone	4190.3 Telephone	398.67
			cablevision internet	4190.6 All Other Sundry	736.38
			mainl supplies	4420.01 Supplies - Grounds	3,754.25
			office supplies	4190.5 Forms, Station, & Office	36.06
			Christmas light prizes	4220.01 Other Tenant Services	663.90
			holiday staff lunch	4190.6 All Other Sundry	217.08
TOTAL					5,806.34
14908	12/27/2018	CSEA	WE 12/26/18	1111.2 Cash - Operating Account	-282.60
12/26/18	12/26/2018		WE 12/26/18	2117.7 CSEA Dues	282.60
TOTAL					282.60
14909	12/27/2018	CSEA Employee Benefit Fund	dental/vision	1111.2 Cash - Operating Account	-1,395.02
DEC18	11/15/2018		dental/vision	4540.1 Employee Ben - Admin	507.28
			dental/vision	4540.2 Employee Ben - Maint	887.74
TOTAL					1,395.02
14910	12/27/2018	Grainger	maint supplies	1111.2 Cash - Operating Account	-500.40
9028993567	12/11/2018		maint supplies	4420.01 Supplies - Grounds	500.40
TOTAL					500.40
14911	12/27/2018	HD Supply Facilities Maintenance Ltd.		1111.2 Cash - Operating Account	-1,792.78
9168607097	12/12/2018		maint supplies	4420.01 Supplies - Grounds	533.64
9168702481	12/16/2018		maint supplies	4420.01 Supplies - Grounds	1,259.14
TOTAL					1,792.78
14912	12/27/2018	Martin Lichtlg		1111.2 Cash - Operating Account	-544.00
37475	12/17/2018		7 3 day notices, 1 term of lease	4190.4 Collection Fees/Court Co	476.00
37502	12/20/2018		1 term of tenancy	4190.4 Collection Fees/Court Co	68.00
TOTAL					544.00
14913	12/27/2018	Mary McArthur	tenant security deposit	1111.2 Cash - Operating Account	-300.00
12/20/18	12/20/2018		tenant security deposit	2114 Tenant Security Deposits	300.00
TOTAL					300.00
14914	12/27/2018	Page Printing & Imaging	envelopes	1111.2 Cash - Operating Account	-620.00
15201	12/18/2018		envelopes	4190.5 Forms, Station, & Office	620.00
TOTAL					620.00
14915	12/27/2018	Pitney Bowes, Inc.	postage meter lease	1111.2 Cash - Operating Account	-105.00
1010387252	12/09/2018		postage meter lease	4190.5 Forms, Station, & Office	105.00
TOTAL					105.00
14916	12/27/2018	Rivera's Landscaping and Construction Inc	Oct & Nove lawn maintenance	1111.2 Cash - Operating Account	-7,000.00
11/28/18	11/28/2018		Oct & Nove lawn maintenance	4430.5 Landscaping Contracts	7,000.00
TOTAL					7,000.00

Peekskill Housing Authority
Check Detail
 December 2018

Num	Date	Name	Memo	Account	Original Amount
14917	12/27/2018	Roblson Oil		1111.2 Cash - Operating Account	-13,456.18
1296747	12/10/2018		696 Highland Ave	4340 Fuel	9,329.20
1301967	12/17/2018		696 Highland Ave	4340 Fuel	4,126.98
TOTAL					13,456.18
14918	12/27/2018	Sun-Dance Energy Contractors Inc.	DH gas line pressure testing	1111.2 Cash - Operating Account	-4,645.00
8590	12/17/2018		DH gas line pressure testing	1400.3 CFP Unallocated	4,645.00
TOTAL					4,645.00
ACH	12/27/2018	IRS	12/27/18 payroll	1111.5 Cash - Payroll Account	-8,275.30
			12/27/18 payroll	2117.4 FICA Payable	8,275.30
TOTAL					8,275.30
ACH	12/27/2018	IRS	12/13/18 payroll	1111.5 Cash - Payroll Account	-8,056.54
			12/13/18 payroll	2117.4 FICA Payable	8,056.54
TOTAL					8,056.54
ACH	12/27/2018	NYS Income Tax	12/27/18 payroll	1111.5 Cash - Payroll Account	-1,653.73
			12/27/18 payroll	2117.2 NY State WH	1,653.73
TOTAL					1,653.73
ACH	12/31/2018	NYS and Local Retirement Systems	Dec contributions and loan pymts	1111.2 Cash - Operating Account	-2,171.16
			Dec contributions and loan pymts	2117.3 Pension Payable	2,171.16
TOTAL					2,171.16

PEEKSKILL HOUSING AUTHORITY
Resolution Approving Operating Budget Request for the Fiscal Year
April 1, 2019 to March 31, 2020

WHEREAS, The Peekskill Authority Board of commissioners have reviewed the proposed Annual Operating Budget for submission to HUD for the fiscal year April 1, 2019 to March 31, 2020 and

WHEREAS, The PHA Proposed Budget expenditures are based on the past experience and the planned expenditures necessary for the efficient and economical operation of the Housing Authority in order to serve the Peekskill Housing Authority's low-income families for the fiscal year 2020, reflect a deficit of (\$166,646).

NOW, THEREFORE BE IT RESOLVED that the Peekskill Housing Authority Board of Commissioners approved the Operating Budget for submission to HUD for the fiscal year April 1, 2019 to March 31, 2020.

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: January 17, 2019

P. Holden Croslan, Executive Director

Date:

Peekskill Housing Authority
Proposed Budget Executive Summary
March 31, 2020

	<u>Actual</u> <u>3/31/2017</u>	<u>Actual</u> <u>3/31/2018</u>	<u>Budget</u> <u>3/31/2019</u>	<u>Proposed</u> <u>Budget</u> <u>03/31/2020</u>	<u>Budget</u> <u>Monthly</u> <u>3/31/2020</u>
Income					
Rental income	1,492,367	1,563,829	1,549,884	1,643,148	136,929
Investment income	777	1,025	800	1,000	83
Other income	115,209	115,560	105,000	100,000	8,333
CFP Operating	90,900	95,000	95,000	120,000	10,000
Operating subsidy	<u>1,107,951</u>	<u>976,095</u>	<u>1,074,812</u>	<u>1,188,000</u>	<u>99,000</u>
Total Income	<u>2,807,204</u>	<u>2,751,509</u>	<u>2,825,496</u>	<u>3,052,148</u>	<u>254,346</u>
Expenditures					
Administration	478,451	450,681	479,395	492,760	41,063
Tenant services	4,150	1,962	2,500	5,000	417
Utilities	669,942	673,607	671,000	736,000	61,333
Maintenance & operation	608,435	809,256	787,065	887,236	73,936
Protective services		1,113		200,000	16,667
General expense	737,079	771,778	864,395	897,798	74,816
Nonroutine & equipment	2,500	5,000			
Prior year adjustments					
Total Expenditures	<u>2,500,557</u>	<u>2,713,397</u>	<u>2,804,355</u>	<u>3,218,794</u>	<u>268,233</u>
Net Surplus (Deficit)	<u>306,647</u>	<u>38,112</u>	<u>21,141</u>	<u>(166,646)</u>	<u>(13,887)</u>

Operating Budget

U.S. Department of Housing and Urban Development Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Public reporting burden for this collection of information is estimated to average 116 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.	b. Fiscal Year Ending March 31, 2020	c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify)	d. Type of HUD assisted project(s)
e. Name of Public Housing Agency / Indian Housing Authority (PHA/IHA) Peekskill Housing Authority			01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing
f. Address (city, State, zip code) 807 Main Street Peekskill, N.Y. 10566			02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership
			03 <input type="checkbox"/> PHA/IHA Leased Rental Housing
			04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership
			05 <input type="checkbox"/> PHA/IHA Leased Homeownership

g. ACC Number NY 611	h. PAS / LOCCS Project No. NY082 002 11M	i. HUD Field Office New York, N.Y.
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j. No. of Dwelling Units 273	k. No. of Unit Months Available 3,276	m. No. of Projects 3
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Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Year 2018 PUM (2)	[X] Estimates [] or Actual Current Budget Yr. 2019 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Homebuyers Monthly Payments for:								
010	7710	Operating Expense						
020	7712	Earned Home Payments						
030	7714	Nonroutine Maintenance Reserve						
040	Total Break-Even Amount (sum of lines 010, 020, and 030)							
050	7716	Excess (or deficit) in Break-Even						
060	7790	Homebuyers Monthly Payments - Contra						
Operating Receipts								
070	3110	Dwelling Rental	470.57	466.51	494.54	1,620.108		
080	3120	Excess Utilities						
090	3190	Nondwelling Rental	6.79	6.59	7.03	23,040		
100	Total Rental Income (sum of lines 070, 080, and 090)		477.36	473.10	501.57	1,643.148		
110	3610	Interest on General Fund Investments	0.31	0.24	0.31	1,000		
120	3690	Other Income	64.27	61.05	67.16	220,000		
130	Total Operating Income (sum of lines 100, 110, and 120)		541.94	534.39	569.04	1,864.148		
Operating Expenditures - Administration:								
140	4110	Administrative Salaries	98.55	107.65	109.91	360,065		
150	4130	Legal Expense	13.75	14.65	14.35	47,000		
160	4140	Staff Training		0.31	0.31	1,000		
170	4150	Travel						
180	4170	Accounting Fees						
190	4171	Auditing Fees	2.70	2.70	2.70	8,860		
200	4190	Other Administrative Expenses	21.62	21.03	23.15	75,835		
210	Total Administrative Expense (sum of line 140 thru line 200)		136.62	146.34	150.42	492,760		
Tenant Services:								
220	4210	Salaries						
230	4220	Recreation, Publications and Other Services	0.60	0.76	1.53	5,000		
240	4230	Contract Costs, Training and Other						
250	Total Tenant Services Expense (sum of lines 220, 230, and 240)		0.60	0.76	1.53	5,000		
Utilities:								
260	4310	Water	49.87	56.47	53.42	175,000		
270	4320	Electricity	62.13	61.05	67.16	220,000		
280	4330	Gas	38.24	38.16	41.21	135,000		
290	4340	Fuel	44.73	38.16	51.89	170,000		
300	4350	Labor						
310	4390	Other utilities expense	10.65	10.99	10.99	36,000		
320	Total Utilities Expense (sum of line 260 thru line 310)		205.62	204.83	224.67	736,000		

Line No.	Acct No.	Description (1)	Actuals Last Fiscal Year 2018 PUM (2)	[X] Estimates [] or Actual Current Budget Yr. 2019 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Ordinary Maintenance and Operation:								
330	4410	Labor	148.86	148.94	173.14	567,196		
340	4420	Materials	30.91	30.53	35.10	115,000		
350	4430	Contract Costs	67.25	60.79	62.59	205,040		
360		Total Ordinary Maintenance & Operation Expense (lines 330 to 350)	247.02	240.26	270.83	887,236		
Protective Services:								
370	4460	Labor						
380	4470	Materials						
390	4480	Contract Costs	0.34		61.05	200,000		
400		Total Protective Services Expense (sum of lines 370 to 390)	0.34		61.05	200,000		
General Expense:								
410	4510	Insurance	60.21	64.74	71.92	235,600		
420	4520	Payments in Lieu of Taxes	24.74	26.83	27.69	90,710		
430	4530	Terminal Leave Payments	(0.53)	6.11	6.11	20,000		
440	4540	Employee Benefit Contributions	166.50	150.92	150.03	491,488		
450	4570	Collection Losses	23.97	15.26	18.32	60,000		
460	4590	Other General Expense						
470		Total General Expense (sum of lines 410 to 460)	274.89	263.86	274.05	897,798		
480		Total Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)	865.09	856.05	982.54	3,218,794		
Rent for Leased Dwellings:								
490	4710	Rents to Owners of Leased Dwellings						
500		Total Operating Expense (sum of lines 480 and 490)	865.09	856.05	982.54	3,218,794		
Nonroutine Expenditures:								
510	4610	Extraordinary Maintenance	1.53					
520	7520	Replacement of Nonexpendable Equipment						
530	7540	Property Betterments and Additions						
540		Total Nonroutine Expenditures (sum of lines 510, 520, and 530)	1.53					
550		Total Operating Expenditures (sum of lines 500 and 540)	866.62	856.05	982.54	3,218,794		
Prior Year Adjustments:								
560	6010	Prior Year Adjustments Affecting Residual Receipts						
Other Expenditures:								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Year						
680		Total Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)	866.62	856.05	982.54	3,218,794		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(324.68)	(321.66)	(413.51)	(1,354,646)		
HUD Contributions:								
600	8010	Basic Annual Contribution Earned - Leased Projects: Current Year						
610	8011	Prior Year Adjustments - (Debit) Credit						
620		Total Basic Annual Contribution (line 600 plus or minus line 610)						
630	8020	Contributions Earned - Operating Subsidy: Current Year (before year-end adjustments)	297.95	328.09	362.64	1,188,000		
640		Mandatory PFS Adjustments (net):						
650		Other (specify):						
660		Other (specify):						
670		Total Year-end Adjustments/Other (plus or minus lines 640 thru 660)						
680	8020	Total Operating Subsidy - current year (line 630 plus or minus line 670)	297.95	328.09	362.64	1,188,000		
690		Total HUD Contributions (sum of lines 620 and 680)	297.95	328.09	362.64	1,188,000		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)						
		Enter here and on line 810	(26.73)	6.43	(50.87)	(166,646)		

Name of PHA/IHA Peekskill Housing Authority	Fiscal Year Ending March 31, 2020
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		Operating Reserve	PHA/IHA Estimates	HUD Modifications
		Part I - Maximum Operating Reserve - End of Current Budget Year		
740	2821	PHA/IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564		

		Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End		
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date March 31, 2018)	(17,342)	
790		Provision for Operating Reserve - Current Budget Year (check one) [X] Estimated for FYE 3/31/2019 [] Actual for FYE	21,141	
800		Operating Reserve at End of Current Budget Year (check one) [X] Estimated for FYE 3/31/2019 [] Actual for FYE	3,799	
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE 3/31/2020 Enter Amount from line 700	(166,646)	
820		Operating Reserve at End of Requested Budget Year Estimated for FYE 3/31/2020 (Sum of lines 800 and 810)	(162,847)	
830		Cash Reserve Requirement - 50% of line 480	1,609,397	

Comments:

PHA/IHA Approval Name Nancy Vann
 Title Board Chairperson
 Signature _____ Date _____

Field Office Approval Name _____
 Title _____
 Signature _____ Date _____

Operating Budget Schedule of All Positions and Salaries

U.S. Department of Housing and Urban Development Office of Public and Indian Housing

OMB Approval No. 2577-0026 (exp. 10/31/97)

Name of Housing Authority Peekskill Housing Authority		Locality Peekskill, NY		Fiscal Year End March 31, 2020							
Position Title and Name By Organizational Unit and Function	Present Salary Rate As of (date) 01/01/2019	Requested Budget Year		Allocation of Salaries by Program				Date			
		Salary Rate	Estimated Payment No. Months	Management	Modernization	Development	Section 8 Programs		Tenant Services	Longevity	Method of Allocation
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
ADMINISTRATION											
Executive Director	147,058	150,000	12	150,000	150,000						
Chief Financial Officer	99,725	100,473	12	100,473	100,473						
Senior Office Assistant	66,899	68,861	12	68,861	68,861						
Receptionist	30,900	33,731	12	33,731	33,731						
Overtime, out of title pay, HI buyout			12	2,000	2,000						
Compensated absences				5,000	5,000						
				360,065	360,065	0					
MAINTENANCE											
Maintenance Foreperson	83,454	85,644	12	85,644	85,644						
Maintenance Mechanic	84,429	85,062	12	85,062	85,062						
Maintenance Laborer	55,327	56,463	12	56,463	56,463						
Maintenance Laborer	55,327	56,463	12	56,463	56,463						
Maintenance Laborer	52,534	56,463	12	56,463	56,463						
Maintenance Laborer	49,738	52,928	12	52,928	52,928						
Maintenance Laborer	46,942	50,111	12	50,111	50,111						
Maintenance Laborer	56,816	56,872	12	56,872	56,872						
Maintenance Laborer	6,240	6,240	12	6,240	6,240						
Cleaner	10,950	10,950	12	10,950	10,950						
Cleaner			12								
Overtime, out of title, HI buyout			12	517,196	517,196						
Utility Labor Allocation				35,000	35,000						
Compensated absences				15,000	15,000						
				557,196	557,196						

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompanying herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

Executive Director or Designated Official _____ Date _____

Operating Budget
Schedule of Administration
Expense Other Than Salary

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp. 10/31/97)

Public Reporting Burden for this collection of information is estimated to average 1.0 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D.C. 20503. Do not send the completed form to either of the above addressees.

Name of Housing Authority: Peekskill Housing Authority		Locality: Peekskill, NY		Fiscal Year End: March 31, 2020	
(1) Description	(2) Total	(3) Management	(4) Development	(5) Section 8	(6) Other
1 Legal Expense (see Special Note in Instructions)	47,000	47,000			
2 Training (list and provide justification)	1,000	1,000			
3 Travel					
Trips To Conventions and Meetings (list and provide justification)					
4 Other Travel:					
Outside Area of Jurisdiction					
5 Within Area of Jurisdiction					
6 Total Travel					
7 Accounting					
8 Auditing	8,860	8,860			
9 Sundry					
Rental of Office Space					
10 Publications					
11 Membership Dues and Fees (list organization and amount)	2,635	2,635			
12 Telephone, Fax, Electronic Communications	10,000	10,000			
13 Collection Agent Fees and Court Costs	12,000	12,000			
14 Administrative Services Contract (list and provide justification)	14,000	14,000			
15 Forms, Stationary and Office Supplies	15,000	15,000			
16 Other Sundry Expense (provide breakdown)	22,200	22,200			
17 Total Sundry	75,835	75,835			
18 Total Administration Expense Other Than Salaries	132,695	132,695			

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
 (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative & Date:

X

Justification/Breakdown:

	No. of Persons Attending All Staff/Comm.	Aggregate Days of Travel	Total Cost of Each Trip	Total Cost
2. Training:				
Accounting				
UPC Training	8			1000
				<u>1000</u>
3. Travel - Trips to conventions and meetings:				
NAHRO and other conventions / training				
Various HUD seminars & workshops				
				<u> </u>
11. Membership Dues and Fees:				
NAHRO				575
PHADA				525
AICPA				425
NYSSCPA				465
NYSPPHADA				250
Nelrod				200
HVAHA				195
Chase Mastercard				<u> </u>
				<u>2,635</u>
14. Administrative Service Contracts:				
Computer equipment				5,200
Computer Software				5,000
Website Hosting				1,800
GASB45				2,000
				<u> </u>
				<u>14,000</u>
16. Other Sundry Expense:				
Bank Fees				2,200
Classified advertising				3,000
Water cooler				1,500
Postage & overnight service				3,500
All other - sundry				<u> </u>
				<u>12,000</u>
				<u>22,200</u>

Instructions for Preparation of Form HUD-52571

Prepare this form to reflect detailed estimates of Administration Expense, other than salaries, and the distribution to all programs administered by the Housing Authority.

The identification boxes in the upper right hand corner are self-explanatory.

1. Legal Expense: Enter in Column (2), Line 1 the estimated cost of legal service. Enter in Columns (3) through (6) the pro rata shares of amounts in Column (2) chargeable to programs administered by the Housing Authority.

Special Note: The amount entered on Form HUD-52564 should also include salaries of Staff Attorneys as shown on Form HUD-52566 and included on line for "Other" in the Summary of Staffing and Salary Data section of Form HUD-52573.

2. Training: List and provide justification for all training.

Travel Expense: Justification must be provided for travel.

3. Trips to Conventions and Meetings: Under Justification/Breakdown, List each convention and meeting to be attended by commissioners and staff, with the location. Enter the number of persons expected to attend and show the aggregate number of travel days and the estimated total cost of each trip including subsistence allowance, cost of transportation, and reimbursable miscellaneous expenses. Enter the sum of the total costs of all trips in Column (2). Enter in Columns (3) through (6) the pro rata shares of amounts in Column (2) chargeable to programs administered by the Housing Authority.

4. Other Travel Outside Area of Jurisdiction: Enter in Column (2), Line 4 the estimated cost for travel by commissioners and staff, including subsistence, transportation, and reimbursable miscellaneous expenses. Follow instructions 3 above for columns (3) through (6).

5. Other Travel: Within Area of Jurisdiction: Enter in Column (2), Line 5 the estimated cost for travel, including fixed monthly allowances for reimbursement on a mileage basis for use of privately owned automobiles; and reimbursement for authorized use of local public transportation. Follow instructions 3 above for columns (3) through (6).

6. Total Travel: Sum Lines 3, 4 and 5 for Columns (2) through (7) and enter total for each on line 6 "Total Travel."

7 thru 16. Accounting, Auditing and Sundry: Enter the estimated total for all programs in Column (2) for each item of expense in Lines 7 through 16. In Columns (3) through (6) enter the pro rata share of amounts show in Column (2) chargeable to all programs administered by the Housing Authority.

14. Administrative Services Contracts: List and provide justification for all contracts (excluding accounting contracts).

16. All Other Sundry Expense: List all items identified under this expense.

18. Total Administration Expense Other Than Salaries:

Add the amounts on the following Lines:

Line 1	Legal Expense
Line 2	Training
Line 6	Total Travel
Line 7	Accounting
Line 8	Auditing
Line 17	Total Sundry

On Line 18 enter the appropriate totals in Columns (2) through (6). The amount shown in Column (3), lines 1, 2, 6, 7, 8 and 17 should be carried forward to Lines 150 through 200 of Form HUD-52564, Operating Budget.

Operating Budget
 Summary of Budget Data
 and Justifications

**U.S. Department of Housing
 and Urban Development**

Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp. 10/31/97)

Public Reporting Burden for this collection of information is estimated to average 0.75 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D.C. 20503. Do not send the completed form to either of the above addressees.

Name of Local Housing Authority: Peekskill Housing Authority	Locality: Peekskill, NY	Fiscal Year Ending: March 31, 2020
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Operating Receipts

Dwelling Rental: Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total HA monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment of utility costs by HA and/or tenant.

January 2019 rent roll	135,009
	X <u>12</u>
	<u>1,620,108</u>

Excess Utilities: (Not for Section 23 Leased housing.) Check appropriate spaces in item 1, and explain "Other." Under item 2, explain basis for determining excess utility consumption. For example, Gas: individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged: Gas [] Electricity [] Other [] (Specify) _____
2. Comments

Nondwelling Rent: (Not for Section 23 Leased housing.) Complete item 1, specifying each space rented, to whom, and the rental terms. For example: Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental income.

1.	Space Rented	To Whom	Rental Terms
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

2. Comments

January 2019 rent roll	parking	1,920
		X <u>12</u>
		<u>23,040</u>

Interest on General Fund Investments: State the amount of present General Fund investment and the percentage of the General Fund It represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distribution of interest income between housing programs.

Estimated investment income 1,000

Other Comments on Estimates of Operating Receipts: Give comments on all other significant sources of income which will present a clear understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate of utility charges to tenants.

Capital Fund "subsidy" 120,000
 Charges to tenants and miscellaneous income - commissions (laundry, telephone), etc. 100,000
220,000

Operating Expenditures

Summary of Staffing and Salary Data

Complete the summary below on the basis of information shown on form HUD-52566, Schedule of All Positions and Salaries, as follows:
Column (1) Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.
Column (2) Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to such housing at the rate of 80%, 70%, and 50%, respectively. Thus, the equivalent full-time positions is two. (8/10+7/10+5/10).
Column (3) Enter the portion of total salary expense shown in Column (5) or Column (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing.
Column (4) Enter the portion of total salary expense shown in Column (5) or Column (10), form HUD-52566, allocable to Section 23 Leased housing in management.
Column (5) Enter the portion of total salary expense shown in Column (5) or Column (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or Comprehensive Grant Program).
Column (6) Enter the portion of total salary expense shown in Column (5) or Column (9), form HUD-52566, allocable to Section 8 Programs.

Note: The number of equivalent full-time positions and the amount of salary expense for all positions designated "M" on form HUD-52566 must be equitably distributed to account lines Ordinary Maintenance and Operation-Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.

Account Line	Total Number of Positions (1)	Equivalent Full-Time Positions (2)	HUD-Aided Management Program			
			Management (3)	Sec 23 Leased Housing Only (4)	Modernization Programs (5)	Section 8 Program (6)
Administration - Nontechnical Salaries 1	4	4	360,065		0	
Administration - Technical Salaries 1						
Ordinary Maintenance and Operation - Labor 1	7	6	567,196			
Utilities - Labor 1		1	0			
Other (Specify) - Tenant Services 1						
Extraordinary Maintenance Work Project 2						
Betterments and Additions Work Project 2						

1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in Column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget), the amount of salary expense shown in Column (4) on the corresponding line above.
 2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA staff, as shown on form HUD-52567.

Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite prior HUD concurrence in proposed staffing changes or present justification for such changes. Cite prior HUD concurrence in proposed salary increases for Administration Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rates (form HUD-52158) and justify all deviations from these rates.

Travel, Publications, Membership Dues and Fees, Telephone and Telegraph, and Sundry: In addition to "Justification for Travel to Conventions and Meetings" shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each element of these expenses.

Remained consistent

Utilities: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utilities Expense."

Water	175,000
Electricity	220,000
Gas	135,000
Fuel	170,000
Sewer	36,000
	<u>736,000</u>

Ordinary Maintenance & Operation - Materials: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for materials in the Current Budget Year.

Maintenance staff performing more work

115,000

Ordinary Maintenance & Operation - Contract Costs: List each ordinary maintenance and operation service contracted for and give the estimated cost for each. Cite and justify new contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Year increases over the PUM rate of expenditure for Contract Services in the Current Budget Year. If LHA has contract for maintenance of elevator cabs, give contract cost per cab.

Garbage & trash removal	87,740
Heating & cooling	8,000
Snow Removal	2,000
Alarm/Extinguisher	6,000
Unit Turnaround	0
Elevator	13,000
Electrical	1,000
Plumbing	2,000
Exterminating	25,200
Landscaping	27,100
Routine maint contracts	8,000
Other misc. contracts	25,000
	<u>205,040</u>

Insurance: Give an explanation of substantial Requested Budget Year estimated increases in the PUM rate of expenditures for insurance over the Current Budget Year. Cite changes in coverage, premium rates, etc.

Commercial package	195,000
Auto	4,000
Workers compensation	30,800
Boiler & machinery	<u>5,800</u>
	<u>235,600</u>

Employee Benefit Contributions: List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given.

FICA	69,788
Health insurance	305,000
Retirement	75,000
Dental & optical insurance	17,500
Retirees' medicare	21,000
Clothing / uniform allowance (\$400 per maintenance employee)	3,200
Unemployment Insurance	<u> </u>
	<u>491,488</u>

Collection Losses: State the number of tenants accounts receivable to be written off and the number and total amount of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed.

Anticipated write-off of vacated arrears.	<u>60,000</u>
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Extraordinary Maintenance, Replacement of Equipment, and Betterment Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to form HUD-52567 need not be repeated here.

See HUD-52567.	Extraordinary maintenance	<u> </u>
	Replacement of equipment	<u> </u>
	Betterments and additions	<u> </u>

Contracts: List all contracts, other than those listed on page 3 of this form under Ordinary Maintenance & Operation (OMO). Cite the name of the contractor, type of contract, cost of contract, and contract period. Justification must be provided for all contract services proposed for the Requested Budget Year (RBY). Explain substantial RBY increases over the PUM rate of expenditure for these contracts in the Current Budget Year.

Security Contract	<u>200,000</u>
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