

PEEKSKILL HOUSING AUTHORITY



P. Holden Croslan
Executive Director

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PEEKSKILL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONTHLY MEETING
JULY 28, 2019

Bohlmann Towers – Community Room
807 Main Street, Peekskill, NY 10566

AGENDA

I. ROLL CALL

II. TENANTS' COMMENTS AND CONCERNS

III. APPROVAL OF PREVIOUS MONTHS MINUTES:

- a. Resolution 07/01/2019 – June 20, 2019 - Regular Meeting Minutes

IV. CORRESPONDENCE: None

V. EXECUTIVE DIRECTOR'S REPORT:

- a. Monthly Report – July 2019
- b. Financial Report – June 2019

VI. COUNSEL'S REPORT - None

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS:

- a. Resolution 07/02/2019 – Approval of June 2019 Monthly Bills

IX. TENANTS' COMMENTS AND CONCERNS:

X. ADJOURNMENT

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING
JUNE 20, 2019 BOARD MEETING MINUTES
REGULAR SESSION**

WHEREAS, The Board of Commissioners have reviewed the minutes of June 20, 2019 public meeting; and

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

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Peekskill Housing Authority approve the minutes of June 20, 2019 public meeting.

Commissioner _____ motioned to vote and Commissioner _____.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Michael Kane				
Vice-Chairman Dwight H. Douglas				
Commissioner Cynthia B. Knox, Esq.				
Commissioner Joseph Schuder				
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: July 25, 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
JUNE 20, 2019**

ROLL CALL:

Commissioner Kane, Chairman
Commissioner Douglas, Vice Chairman
Commissioner Knox, Esq.
Commissioner Schuder
Commissioner Taylor, Tenant - **Absent**
Commissioner Timms, Tenant

P Holden Croslan, Executive Director
Gerald Klein, PHA Counsel

TENANTS COMMENTS AND CONCERNS:

Commissioner Timms – Bohlmann Towers

1. There are ten dryers in laundry mat, this weekend two were not working and five had clothes in them for two hours. Elderly tenants were afraid to remove the clothes from the dryer, and there were no baskets to put the clothes in. Chairman Kane asked that signs be put in the laundry mat stating that if clothes are left in the dryer, they will be put in a basket. Ms. Croslan responded that the baskets are in tenants' units; a letter has gone out asking that the baskets be returned. Commissioner Knox asked if the baskets can be replaced. Commissioner Schuder suggested a basket leash. Ms. Croslan responded that baskets have been replaced several times and that attaching something that trails across the floor would be a trip hazard; there are signs posted regarding taking the baskets out of the laundry room.

Dianne Hines – Dunbar Heights

1. Ms. Croslan never returns her calls, she's in a meeting from 8am – 3pm every day of the week.
2. Received a letter from her lawyer directing her to pay June rent, Kristine shouldn't have asked me for my paperwork, you have a lawyer. On June 1st, June's rent and it was refused by Kristine.
3. Glad Kristine refused her rent because she's tiered Frick and Frack (Referring to Ms. Croslan and Kristine Sajous) with their shit when they get together.
4. You will not get back rent because of the months of violations, but you should have taken June because my lawyer told me to pay it. The Board knows she should have taken it.
5. Stop sending 14-Day notices to her house, go through her lawyer, you're not putting me out, you're not evicting me, I've been living her longer than she's been working there (referring to Kristine Sajous).
6. Never been late with rent and has a good record.
7. This lady (referring to Ms. Croslan) only talks when she comes to a meeting.
8. Frick and Frack (Referring to Ms. Croslan and Kristine Sajous) stick together, I'm tired of them, I want them removed, and I want them removed NOW.

9. Called City Hall and was given the number to Albany to complain about having a landlord that you can't speak to. **Ms. Croslan responded, this is why (referring to the yelling and disrespect).** Ms. Hines began yelling, don't talk to me know! You make me this way, I try to be civilized. **Ms. Croslan responded, this is the reason (referring to the yelling and disrespect).** Ms. Hines responded, Croslan go head with yourself and began to address Mr. Kane. **Ms. Croslan respond, look at this, who wants to deal with this (referring to the yelling and disrespect).**
10. Work order was put in on May 29th with Kristine to fixed my door, because there was a meeting tonight, and I have been getting in there ass telling them, yeah I'm waiting for you to take me to court, I can't wait to get up in front of the Judge, now you fix my door today. It takes for me to go to a meeting for you to fix my door. **Mr. Kane asked Ms. Hines if she was done.** Ms. Hines responded, I'm not done because I'm tired of Frick and Frack (referring to Ms. Croslan and Kristine Sajous) **Mr. Kane asked if the rent was in escrow.** Ms. Hines responded, yes, it is, you know I got a lawyer. **Chairman Kane stated this has happened before when tenants came to pay rent, they were turned away, and at that time we said it wasn't going to happen again, so it should not have happened. (Note that Dianne Hines began yelling at Kristine Sajous in a taunting manner while Chairman Kane was speaking).** **Ms. Croslan explained the court process to Chairman Kane and why the rent was refused.** Ms. Hines again started yelling in response to Ms. Croslan's statement, reiterating her rent should have been taken and that Frick and Frack (referring to Ms. Croslan and Kristine Sajous) always got something going on. Commissioner Knox asked Mr. Klein if this was a potential holdover. Attorney Klein responded, no, non-payment of rent and to be clear, we must abide by the statute when it comes to issues of non-payment. To say not to send letters would mean that we would be out of compliance, there are procedural aspects that must be followed, and Ms. Hines is being treated the way anyone else would be treated, regardless of whether she as a lawyer or not, she's entitled to have a lawyer represent her. Ms. Hines began yelling reiterating that her lawyer sent her paperwork; we should have copies, that's why she came to pay, and that Mr. Klein sounds crazy, further stating that he's your lawyer and he doesn't even know what's going on with Frick and Frack (referring to Ms. Croslan and Kristine Sajous). Ms. Hines stated that Mr. Klein doesn't know what's going on because the 14-day notice came from Frick and Frack (referring to Ms. Croslan and Kristine Sajous) not the lawyer's office. **Mr. Klein responded, you don't want to listen but I'm trying to explain to you that we have a requirement to send you a 14-day notice, followed by a three-day notice, followed by a notice of petition to come to court.** Ms. Hines responded your name should be on it because you're their lawyer, you don't know what's going on in the process. Frick and Frack (referring to Ms. Croslan and Kristine Sajous) haven't told you shit. **Attorney Klein responded you're wrong.** Ms. Hines asked Attorney Klein if he knew that Frick and Frack (referring to Ms. Croslan and Kristine Sajous) turned away her check; and then stated this is the first time the Board was hearing about Frick and Frack's (referring to Ms. Croslan and Kristine Sajous) dirty work. Ms. Hines addressed Kristine Sajous, stating that you look real stupid right now, this man said you're not supposed to turn away no checks, Kristine, why you turned away my check; I can't wait to get to court. I'm tired of the two charcoal people (referring to Ms. Croslan and Kristine Sajous) acting like they don't know any better and you as their lawyer, you call yourself, should know better. Ms. Hines further stated that she also stopped Mr. Timms to discuss the matter; all three of you (referring to Ms. Croslan, Kristine Sajous and Attorney Klein) need to get up out of here because y'all don't know nothing, and you're not telling the board members anything. I try to talk to Kristine nicely three times but I get upset, I'm bipolar and you don't want to listen to a sister like me y'all stress me out, now what you gonna do? **Chairman Kane stated that he's heard all that she has to say and we will discuss it in Executive Session. Chairman Kane asked Ms. Hines if she had anything else to say besides the two points that she made.** Ms. Hines reiterated that she wants them out of here (referring to Ms. Croslan and Kristine Sajous) the officer is here because she gets upset (referring to the Police Chief), and it takes her to get upset and tell them I'm going to beat your ass (referring to Kristine Sajous & Staff), that's when they listen; I get upset because they don't listen. Chairman Kane didn't respond and asked if any other tenants had something they would like to discuss tonight. Commissioner Schuder asked Ms. Hines for her unit number.

11. Exterminator's spray can should be labeled with the product being used. I asked the exterminator what he's spraying, and he told me to call housing, Frick and Frack (referring to Ms. Croslan and Kristine Sajous) don't know what's in there. The exterminator can no longer come to her house. **Mr. Kane asked Ms. Croslan to find out what products they use and make sure that the cans are labeled. Ms. Croslan responded that the spray cans are labeled, and tenants have called and asked what's being used and the information was sent out. The exterminator will say he can use jell if you don't want the spray. Mr. Kane stated that a complaint should be called into the extermination company, it's a part of his license that he should be able to state what he's spraying. Mr. Kane told Ms. Hines that she could call the office and request that the information be mailed to her.**
12. Different exterminator every month, must not be paying the bill
13. Housing should know if a special extermination is needed. **Chairman Kane responded, you would need to call the office and request a special.**

Pauline Gilchrist – Dunbar Heights

1. Is the exterminator supposed to spray the kitchen and the bathrooms automatically, is it a part of their contract? **Ms. Croslan responded yes, but if they don't, you can ask them.**
2. She has water bugs. **Ms. Croslan suggested she request a special.**
3. Smell coming from the basement. **Chairman Kane asked if she reported it to the office.**
Ms. Gilchrist responded, she hasn't yet but she will because it smells in the summer, they have taken care of it in the past.
4. A copy of the work orders were being left in the apartment, thank you.

Ruth Hinton – Dunbar Heights

1. Car was ticketed when she was only unloading her groceries. She further stated that she has told the police that she's only taking food into her apartment but they refuse to take the ticket back. **The Police Chief responded that his office receives calls that cars are parked in the circle or along the side for extended periods of time. There's no way to know if someone is going in and out for five minutes and suggested leaving the blinkers on. He will reach out to the officers to give courtesy for unloading.**

APPROVAL OF MINUTES

Resolution No. 06/01/2019 – Approval of May 16, 2019 – Regular Meeting Minutes

Chairman Kane asked for a motion to approve the previous month's minutes. Commissioner Knox motioned to approve Resolution 06/01/2019 – May 16, 2019 - Regular Meeting Minutes. Commissioner Schuder seconded the motion. Chairman Kane asked if any discussion was needed on the minutes, the response was no. The vote was as follows: Chairman Kane – Aye, Vice Chairman Douglas, Aye, Commissioner Schuder - Aye, Commissioner Knox – Aye, Commissioner Timms, Aye.

CORRESPONDENCE - None

EXECUTIVE DIRECTOR'S REPORT

Revenue – HUD subsidy for April \$89,406; May \$89,405.

Commissioner Schuder asked if PHA receives a yearly subsidy projection from HUD. Ms. Croslan stated that HUD subsidy changes month to month and is reconciled at the end of the year, it's close.

Other Revenue – April \$3,505; May \$221.

Tenant Charges

Retro Rent (Unreported Income) for April (\$2,955); May \$0.

Total rent charges for April \$123,661; May \$131,102.

Total tenant charges for April \$125,182; May \$137,567.

Charges collected through April 5th \$73,072; May 5th \$68,420.

Total charges collected for April \$130,886; May \$145,072.

Unpaid tenant balance April (\$5,704); May (\$7,505).

Reclassification from TAR to Vacated TAR April (\$7,174); May (\$0).

Change in prepaid rent April (\$1,253); May \$9,464.

All Outstanding Tenant Charges April \$216,487; May \$218,447

Bills Paid –The Executive Director reviewed the April and May bills.

Total expenses for April \$285,751; May \$292,438.

Capital Fund Projects – Repositioning Task Order 1, May \$4,000; Technology Upgrade (new computers & software) \$6,715; BT Intercom, \$2,948.

Vice Chairman Douglas asked if repositioning payment was for the RAD Consultants. Ms. Croslan responded, yes, that was the first payment to get them started.

Court Proceedings – A total of 10 were processed for May totaling \$13,059; 6 paid totaling \$7,667. Outstanding balance, \$88,753; skipped/evicted balance, \$155,548.

Repayment Agreements – A total of 4 repayment agreements for May totaling \$6,175; balance of repayment agreements owed total \$24,729.

Work Orders – April 119, Outstanding 1; May 147, Outstanding 0.

Unit Turnovers – At the end of May there were 10 vacancies; 1 leased this month and 2 will be leased July 1st. Contractors are currently working in three units to help with turnovers.

Vice Chairman Douglas stated that 18-A was vacant 9/2018, work completed 12/2018 but wasn't leased until 04/2019, how did that happen. Ms. Croslan responded that there are a pool of people waiting to get units, however some cannot take the unit at the last minute, and we move on to the next person; most people need to give 30 days' notice. (Additionally, units could not be rented while gas/stove issues were being addressed.)

Bed Bug Extermination – Two bed bug exterminations in May.

Tenants Account Receivable (TAR) – Bohlmann Towers 55 tenants paid late; 22 not at all; 80 tenants owe \$107,770 by the end of May. Dunbar Heights 41 tenants paid late; 17 not at all; 53 tenants owe \$87,077 by the end of May. Turnkey 16 tenants paid late; 7 not at all; 20 tenants owed \$23,599 by the end of May. Total past due for May, 152 residents (56%) owed \$218,446.

Police Report

Police Activity PHA 5/04 - 5/10 - 31 visits to Bohlmann Towers, 25 routine; 24 visits to Dunbar Heights, 19 routine.

Police Activity PHA 5/11 - 5/17 - 40 visits to Bohlmann Towers, 29 routine; 21 visits to Dunbar Heights; 20 routine.

Vice Chairman Douglas asked if a welfare check meant that someone was missing a check. The Police Chief responded, if someone calls and says they haven't seen someone in a long period of time, we check on them.

NANCY VANN RESOLUTION

Resolution for Nancy Vann is attached for your review, comments, ect. and requires a vote.

WATER TESTING

A complaint was made regarding a problem with the water at Bohlmann Towers and as a result the water was tested. Testing was completed at all PHA Developments; no issues found with bacteria or lead. Completed Reports of Analysis are included with the Board Report.

Chairman Kane asked that the reports be put on the website.

COMMISSIONER COMMITTEES FOR DISCUSSION

For discussion, information has been included in the Board Report regarding Commissioner Committees.

GRIEVANCE PROCEDURES/HEARING OFFICERS

The Executive Director reviewed the Grievance Procedures and the appointing of Hearing Officers.

GREIVANCE PROCEDURE (POLICY)

The Grievance Procedure Policy is included with the Board Report for information purposes. Chairman Kane asked if the Grievance Procedure Policy was on the website. Ms. Croslan responded, yes.

MAY 2019 WORK ORDER LIST

A request was made for more information regarding the work orders; an itemized work order list for May 2019 is included with your Board Report for your review. Commissioner Knox stated the list was very helpful.

PHA YOUTH – AGES BY DEVELOPMENT

Requested age information was presented to the Board.

Resolution to negotiation with Boys and Girls Club regarding administration of Kiley Center is attached and requires a vote.

PET POLICY

Pet policy revisions have been made and passed out for the Board to review. A resolution can be voted on tonight or at a later date.

FINANCIAL REPORT

The Executive Director reviewed the Financial Report

UNFINISHED BUSINESS

Resolution 05/03/2019 – Approval of the Pet Policy

Chairman Kane asked if everyone had a chance to read the pet policy and were prepared to vote today or if it should be tabled until next month. Ms. Croslan suggested that Commissioner Knox review the changes that she made to the Pet Policy. Commissioner Knox reviewed the changes and it was clarified that “commercial” means that you cannot raise pets for profit. Chairman Kane asked Commissioner Schuder if he was comfortable voting on the policy, the answer was yes. Chairman Kane asked for a motion. Vice Chairman Douglas made a motion to approve Resolution 05/03/2019 – Approval of the Pet Policy and Commissioner Schuder seconded the motion. Chairman Kane asked if there was any discussion on the motion, the answer was no. The vote was as follows: Chairman Kane – Aye, Vice Chairman Douglas, Commissioner Schuder – Aye, Commissioner Knox – Aye, Commissioner Timms - Aye.

Discussion of Late Fees

Attorney Klein stated that he has prepared a memo for the Board to review and suggested discussing it in Executive Session.

NEW BUSINESS

Resolution 06/02/2019 – Approval of May 2019 Monthly Bills

Chairman Kane asked for a motion to approve May’s Monthly Bills. Commissioner Knox made a motion and Commissioner Schuder seconded the motion. Chairman Kane asked if a discussion was needed on the motion to approve May’s monthly bills, the response was no. The vote was as follows: Chairman Kane – Aye, Vice Chairman Douglas, Commissioner Schuder – Aye, Commissioner Knox – Aye, Commissioner Timms - Aye.

Resolution 06/03/2019 – Expressing Gratitude and Appreciation for Nancy Vann

Chairman Kane asked for a motion. Vice Chairman Douglas made a motion to approve Resolution 06/03/2019 – Expressing Gratitude and Appreciation for Nancy Vann and Commissioner Schuder seconded the motion. Chairman Kane asked if a discussion was needed and if everyone looked at the resolution. Commissioner Knox thanked Vice Chairman Douglas for writing the resolution. Commissioner Schuder stated that it expresses the contributions that she has made over many years and was appropriate. Chairman Kane asked if there were any other comments, the answer was no. The vote was as follows: Chairman Kane – Aye, Vice Chairman Douglas – Aye, Commissioner Schuder – Aye, Commissioner Knox – Aye, Commissioner Timms - Aye.

Resolution 06/04/2019 – Authorizing Negotiations with Boys and Girls Club Lease at Kiley Center

Chairman Kane asked for a motion. Vice Chairman Doulas made a motion to approve Resolution 06/04/2019 - Authorizing Negotiations with Boys and Girls Club Lease at Kiley Center. Commissioner Schuder seconded the motion and added that the resolution was for negotiations only, not a lease or sale. Chairman Douglas asked that the word “make” in the second bullet point be removed. Chairman Kane asked if there were any other comments, the answer was, no. The vote was as follows: Chairman Kane – Aye, Vice Chairman Douglas – Aye, Commissioner Schuder – Aye, Commissioner Knox – Aye, Commissioner Timms - Aye.

Discussion of Commissioner Committees

Chairman Kane stated that he and Vice Chairman Douglas met with the Executive Director to discussed creating committees, and asked if everyone had a chance to look at them. Chairman Kane stated that only two commissioners can serve on each committee otherwise it would be considered a quorum. It was also determined that Chairman Kane would serve as an adhoc member of each committee. Commissioner Schuder asked if an expert were to meet with the committee to give advice, would they have to become a member or adhoc. Chairman Kane answered they would be adhoc.

Chairman Kane asked if there was any interest in serving on the committees, the results were as follows:

Communications: Commissioner Schuder volunteered and stated that he would like to create better communication with tenants and transparency.

Ms. Hines interrupted to say that this has been discussed in several meetings and nothing has been done. Frick and Frack (referring to Ms. Croslan and Kristine Sajous) do not pick up the phones and that communications should begin with the landlord. **Chairman Kane responded, this is not tenants' comments and concerns, please wait.** Ms. Hines replied that the Board should sit in the office to see what's going on.

Chairman Kane also stated he was interested in communications and would be more than just ad hoc on that committee.

Redevelopment: Vice Chairman Douglas and Commissioner Knox volunteered.

Residential Life: Chairman Knox Volunteered and stated it would be good to have residents involved, Chairman Kane agreed.

Finance: No volunteers at this time.

Kiley Center: Commissioner Schuder and Commissioner Timms volunteered.

Chairman Kane sated that he would be in touch via email regarding setting up the first meeting and noted that in the future, one member from each committee would act as “Chair.”

Commissioner Schuder asked what the dividing line is as to what the committees can do on its own and what needs to be discussed with the commission. Chairman Kane responded that these are fact finding committees and all information comes back to the commissioners.

Chairman Kane stated that there were no volunteers for finance and asked the Board to let him know if they knew of CPA or anyone that may be interested.

Chairman Kane asked if there were any other new business issues that the Board would like to discuss. Vice Chairman Douglas stated that the July meeting needs to be moved because the Executive Director will

be away. Chairman Kane stated a resolution was needed and asked for a motion. Vice Chairman Douglas made a motion to move the July meeting to July 25th. Commissioner Knox seconded the motion. Chairman Kane asked if a discussion was needed, the answer was, no. The vote was as follows: Chairman Kane – Aye, Vice Chairman Douglas – Aye, Commissioner Schuder – Aye, Commissioner Knox – Aye, Commissioner Timms - Aye.

Tenants Comments and Concerns:

Helena Travis – Bohlmann Towers

1. She had an appointment with Ms. Croslan, but her grandson was sick.
2. Was told at the office that she had a 14-day notice that she knew nothing about and was given a copy when she came to the office.
3. The notice was issued June 12th and she wouldn't take my rent (referring to Kristine Sajous). Why didn't I receive the notice on June 12th if it was issued on June 12th.
4. Not going back to court because Mr. Klein doesn't know how to talk to people.
5. Gave Kristine a letter from her son's job that was addressed to Ms. Croslan and she opened it.
6. Kristine refused to adjust her rent based on the letter stating her son was laid off.
7. She's calling me a liar sitting there whispering (referring to Kristine Sajous) say that to my face come outside and call me a liar. Ms. Hines commented that she wishes she would talk to her like that (referring to Kristine Sajous), she not gonna say that to me (referring to Kristine Sajous).
8. Requested that the trees in front of the building be sprayed, you can't sit outside. **Ms. Croslan stated they could do that and further stated that all the landscape work usually done at this time has been pushed back because of the excessive rain.**

A disagreement between Ms. Travis and Ms. Sajous regarding, the comments Ms. Travis made to the Board. Ms. Sajous tried to defend herself, stating that the comments were untrue and or half-truths.

There was a discussion between the Board, Executive Director and Tenants regarding issues with the post office and slow service, as it related to the 14 day Ms. Travis' statement regarding the mailing of her 14 day notice.

Dianne Hines – Dunbar Heights

1. You are looking stupid (referring to Kristine Sajous) not accepting rent.
2. Reiterated she shouldn't be sent a 14-day notice.
3. Addressed Chairman Kane regarding the timing she received 14-day notices. **Vice Chairman Douglas stated that there is an issue with the mail and there have been complaints to congress. Chairman Kane stated the issue is with the post office.**
4. Showed pictures to Kristine of mold in her living room and kitchen caused by the rain creating a mudslide and was given a dehumidifier.
5. Asked the Board to look around the property to see how they live.
6. Floor in her apartment is cold.
7. Jerry the maintenance man saw the mold in the kitchen and living room.
8. Maintenance knows about the issues, they need their job they don't want to stand up to her (referring to Ms. Croslan).
9. Mudslide by the propane tank, asked the Board to come and see it after the meeting.
10. Apartment is sinking that's why she has mold.

Ms. Gilchrist – Dunbar Heights

1. Sidewalks were repaired, but they are cracking again. **Ms. Croslan stated that was because of the rain, they will come back to repair.**

2. Rain washes the dirt away in front of the door, there was a board place there but it's too small and the rain washes over it.
3. Asked if consultants were hired. **Chairman Kane answered they were hired to help find financing for gas and erosion.**
4. Asked if anything was being done inside the apartments at this time. **Chairman Kane responded, no but there is a needs assessment you can look at on our website.**
5. Asked if floors are still on the back burner. **Chairman Kane answered, yes.**

Executive Session

Chairman Kane asked for a motion to move into Executive Session. Commissioner Knox made the motion and Vice Chairman Douglas seconded the motion. The vote was as follows: Chairman Kane – Aye, Vice Chairman Douglas – Aye, Commissioner Schuder – Aye, Commissioner Knox – Aye, Commissioner Timms - Aye.

Regular Meeting: Ended at 8:15 pm.

Adjournment

Vice Chairman Douglas made a motion to end Executive Session and Commissioner Knox seconded the motion. The vote was as follows: Chairman Kane – Aye, Vice Chairman Douglas – Aye, Commissioner Schuder – Aye, Commissioner Knox – Aye, Commissioner Timms - Aye.

Executive Session: Ended at 9:05 PM

PEEKSKILL HOUSING AUTHORITY
 BOARD OF COMMISSIONERS MEETING
 July 25, 2019

EXECUTIVE DIRECTOR'S REPORT

FINANCIAL

Revenue	May	June
HUD Subsidy – Bohlmann (AMP 1))	41,722	51,664
HUD Subsidy – All other sites (AMP 2)	47,683	42,145
Total HUD Operating Subsidy	89,405	93,809
Other Revenue– Non-Federal		
Laundry Commissions	0	3,842
CAP Office	0	9,000
Health Center	0	1,480
Verizon	143	143
Community Room Rental	0	0
Interest	78	75
Total	221	14,540

TENANT CHARGES	May	June
Rent	131,102	129,048
Retro Rent (unreported income)/adjustment	0	0
Parking	1,845	1,845
Late Fees	3,360	3,450
Misc (key cards, maintenance charges, legal fees)	1,260	640
Air Conditioners	0	2,865
TOTAL TENANT CHARGES	137,567	137,848
Collected from Tenants thru 5th	68,420	60,742
Total Collected	145,072	129,958
Unpaid Tenant Balance	(7,505)	7,890
Reclassification from TAR to Vacated TAR	0	0
Change in Prepaid rent	9,464	(6,814)
All Outstanding Tenant Charges	218,447	219,523

BILLS PAID

	May	June
Payroll (M)	105,001	77,013
Elevator (Q)	1,986	
Unemployment (Q))	0	
Exterminator (M)	2,913	2,855
Trash – Dumpsters	0	635
City Trash Collection (Q)	0	21,060
City Water (Q)	0	
Sewer Tax (Semi-Annual)	0	
Robison Fuel Oil (M)	27,755	
Electric (M)	10,731	10,651
Gas (M)	13,930	8,061
Propane (M)	563	799
Legal – PHA Attorney (M)	3,070	3,000
Legal – Labor Attorney	0	
Health Insurance/Dental Insurance(M)	25,057	30,085
Process Server – Evictions (M)	1,340	796
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	53,377	2,086
Credit Card (M)	12,272	5,301
Maintenance Supplies/Contracts(M)	10,421	23,045
Office Expenses (M)	4,463	2,275
PILOT	0	38,279
Lawsuit Deductibles	869	
Security	18,690	18,957
Unit Turnover	0	23,835
TOTAL EXPENSES	\$285,751	\$268,733
CAPITAL FUND PROJECTS		
Repositioning Task Order 1	\$4,000	\$0
Technology Upgrade (new computers & software)	\$6,715	\$0
BT Intercom	\$2,948	\$0

COURT PROCEEDINGS

MONTH	# RESIDENTS	BALANCE	# PAID	AMOUNT PAID	COURT STIPS/COMMENTS
January -2016	10	23,569	09	16,631	1 Eviction - 11,583
February	10	17,283	09	15,991	1 Eviction - 3,230
March	10	13,351	10	13,351	
April	09	17,086	07	16,726	2 Broken Stipulations (Court 12/2016)
May	11	24,643	10	22,361	1 Skipped - 5,705
June	10	14,263	09	13,037	1 Skipped - 3,191
July	09	11,895	09	11,895	
August	08	22,384	07	18,963	1 Skipped - 7,279
September	10	18,116	10	18,116	
October	09	16,726	09	16,726	
November	11	12,881	10	9,705	1 Eviction 6,067
December	13	27,789	11	21,915	1 Court, 1 Eviction - 6,279
January 2017	13	22,394	11	17,118	1 Eviction 6,204 - 1 Skip 4,406
February	11	24,300	10	20,101	1 Skipped 8,549
March	11	24,585	10	22,469	1 Skip - 2,808
April	09	10,053	09	10,053	
May	12	13,626	11	12,302	1 Eviction - 8,340
June	11	24,340	09	20,711	2 Evictions- 8,254
July	13	22,057	11	18,309	2 Evictions - 11,648
August	12	12,224	12	12,224	
September	10	21,416	10	21,416	
October	10	16,083	09	14,528	1 Eviction - 3,945
November	11	27,203	10	23,468	1 Skip - 3,735
December	13	16,117	13	16,117	
January 2018	12	25,031	09	16,832	1 Stip, 1 Skip - 8,062, 1 Eviction 7,222
February	11	24,937	10	18,290	1 Stipulation
March	11	22,437	11	22,437	
April	11	11,874	09	7,754	2 Eviction 24,854
May	13	28,201	10	25,715	3 Stipulations
June	08	7,809	07	6,510	1 Eviction - 4,478
July	09	14,375	09	14,375	
August	10	13,088	10	13,088	
September	12	26,403	11	24,793	1 Eviction - 4,595
October	11	15,709	10	26,877	
November	11	18,102	11	18,102	
December	11	21,571	10	19,051	1 - Skipped 5,114
January 2019	0	0	0	0	0
February	12	34,017	11	30,876	1 - Stipulation
March	10	12,158	09	10,479	1 - Court
April	10	15,472	07	12,583	3 - Court
May	10	13,059	06	7,667	
June	10	20,776	01	2,463	
TOTAL	438	779,403	386	682,125	Outstanding Balance 97,278 Skip/Evicted Balance 155,548

REPAYMENT AGREEMENTS

MONTH	AGREEMENTS	TOTAL AMOUNT	REMAINING AGREEMENTS	BALANCE	COMMENT
2017 January	2	8,929	0	0	
February	2	3,795	0	0	
March	1	2,112	0	0	
April	3	5,092	0	0	
May -June	0	0	0	0	
July	1	1,344	0	0	
August - September	0	0	0	0	
October	1	6,138	0	0	1 Court Stip - 4,658
November	3	8,664	1	219	
December	0	0	0	0	
2018 January	0	0	0	0	
February - June	0	0	0	0	
July	2	8,301	1	2,823	1 Court – 1,709
August	3	27,850	2	14,612	1 Court – 1,161
September-November	0	0	0	0	
December	1	4,775	1	1,172	
2019 January	0	0	0	0	
February	0	0	0	0	
March	2	2,996	2	53	
April	0	0	0	0	
May	4	6,175	4	4,796	
June	1	562	1	522	
TOTALS	26	86,733	12	\$24,197	

WORK ORDERS

MONTH	CALLS	COMPLETE	OUTSTANDING OR COMMENTS
January - 2018	129	129	
February	113	113	
March	112	112	
April	117	117	
May	129	129	
June	125	125	
July	127	127	
August	137	137	
September	88	88	
October	128	128	
November	114	114	
December	118	118	
January - 2019	119	119	
February	88	88	
March	146	146	
April	119	119	
May	147	147	
June	155	143	12

UNIT TURNOVER

SITE/UNIT	SIZE	VACANT	COMPLETE	LEASED	COMMENT
BT 1-Y	1	04/03/19	05/13/19	05/20/19	
BT 2-F	5	06/03/19			
BT 3-D	4	01/24/19	04/05/19	04/08/19	
BT 4-D	4	06/19/19			
BT 4-R	3	12/04/18	06/19/19	07/01/19	
BT 5-G	3	05/01/18	11/30/18	12/04/18	
BT 6-A	0	02/01/19			
BT 6-H	3	05/09/19			
BT 6-T	4	12/02/18	04/12/19	04/15/19	
BT 7-B	3	01/31/19	04/18/19	06/17/19	
BT 7-C	3	04/06/19			
BT 7-F	5	05/28/18	09/05/18	11/27/18	
BT 8-B	3	11/05/18	04/19/19	05/03/19	
BT 8-G	3	04/01/19	06/26/19		Leased 7/15
BT 8-H	3	09/17/18	02/01/19	02/15/19	
BT 8-M	1	06/14/19			
DH 2-C	3	09/12/18	03/29/19	04/01/19	
DH 3-D	2	11/01/18	04/27/19	05/01/19	
DH 5-C	3	02/04/19			
DH 6-B	4	03/08/19			
DH 11-B	1	12/04/18	03/22/19	07/01/19	
DH 18-A	2	09/07/18	12/07/18	04/03/19	
DH 22-C	2	11/21/18	03/20/19	05/01/19	
DH 23-A	2	09/21/18	03/11/19	05/01/19	
TK 1431A-3M	1	11/21/18	01/31/19	02/01/19	
TK 1431B-4M	4	02/09/19	05/14/19	05/15/19	
TK 1719A-5M	4	01/07/19			
TOTAL VACANT	10				

EXTERMINATION SUMMARY – BEDBUGS - # Treatments

	2014	2015	2016	2017	2018	2019	Comments
January	0	2	0	1	0	3	
February	6	3	0	0	1	1	
March	0	1	0	0	3	0	
April	0	1	0	2	0	0	
May	1	0	1	1	0	2	
June	2	2	2	0	0		
July	0	0	2	1	1		
August	0	0	3	4	3		
September	0	4	2	3	0		
October	0	0	3	1	0		
November	0	0	0	1	1		
December	0	0	1	1	0		
TOTAL	9	13	14	15	9		
COST	\$2,950	\$4,860	\$4,841	\$9,880	\$2,980	\$3,940	

TENANT ACCOUNTS RECEIVABLE - LATE OR NO RENT PAYMENT

SITE	# Units	Late	Not At All	Past Due MAY 2019	Past Due JUN 2019
Bohlmann Towers	144	(55) 55	(22) 29	80 owed \$107,770	81 owed \$116,480
Dunbar Heights	96	(41) 43	(17) 22	53 owed \$87,077	55 owed \$77,828
Turnkey	33	(16) 17	(7) 7	19 owed \$23,599	22 owed \$25,214
Totals	273	(112) 115	(46) 58	152 (56%) - \$218,446	158 (58%) - \$219,522

Parenthesis () represents the previous month

PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS

PHA Activity June 1-7, 2019	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	33	30	3*
Dunbar Heights	42	40	2*
*BT – Other (parking complaint, service call, traffic stop)			
*DH – Other (suspicious activity, criminal mischief)			
PHA Activity June 15-21, 2019	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	33	30	3*
Dunbar Heights	33	29	41*
*BT – Other (parking complaint, unwanted party, noise complaint)			
*DH – Other (animal complaint, unwanted party, traffic stop, medical aid)			

HUDs REAL ESTATE ASSESSMENT CENTER (REAC) INSPECTIONS

REAC Inspections were conducted for Dunbar Heights on July 2ND and for Bohlmann Towers July 3rd.
 Passing score is 60. Results follow.

AREAS INSPECTED	AMP1 BT POSSIBLE POINTS	AMP 1 BT TOTAL POINTS	AMP 2 DH/TK POSSIBLE POINTS	AMP 2 DH/TK TOTAL POINTS
SITE	14.09	11.83	20.26	9.91
BUILDING EXTERIA	16.11	16.11	18	10.19
BUILDINGSYSTEMS	21.47	21.47	13.79	12/53
COMMON AREAS	13.69	3.73	2.19	1.38
UNITS	34.64	17.06	45.76	33.72
TOTAL	100	(70.19) 70	100	(67.71) 68
OCCUPANCY		95%		98%
# INSPECTED		23		22

The REAC inspection included the unit of the tenant with continuous complaints of mold, humidity and mud slides. The inspector does not engage tenants but made the following comments to me:

“I did not observe any mold or evidence of recent mold in the unit.”

"I did not observe evidence of excessive humidity and in fact observed a dehumidifier (provided by PHA) that was not plugged into an outlet."

"I did not observe or see evidence of any recent mud slides at the building."

HUD GUIDELINES REGARDING IMPLEMENTATION OF PUBLIC HOUSING OVER INCOME LIMITS

"On July 26, 2018, HUD posted a notice in the Federal Register implementing Public Housing income limits as required by HOTMA. HOTMA places the threshold for over-income families as those with incomes over 120 percent of area median income (AMI) for the most recent two consecutive years. If a family meets this threshold, public housing authorities (PHAs) have the option of either charging the higher of the fair market rent for the unit or the monthly subsidy (operating and capital fund), or terminating the tenancy within 6 months. Language in HOTMA also provides the Secretary the discretion to establish different income limitations based on local construction costs or unusually high or low incomes, vacancy rates, or rents.

HUD's new notice provides additional background on the methodology used to calculate the over-income limit.

The notice also provides guidance on how to implement the new statutory income limit for continued occupancy in public housing including the new documentation, notification, and tracking requirements. If a PHA discovers through an annual reexamination or an interim reexamination that a family's income exceeds the applicable over-income limit, the PHA must document that the family exceeds the threshold and make a note in the tenant file to compare it with the family's income a year later. PHAs must provide written notification to the family if the family's income continues to exceed the over-income limit one year after the initial over-income finding by the PHA. This notification must inform the family that their income has exceeded the over-income limit for one year, and if the family's income continues to exceed the over-income limit for the next 12 consecutive months, the family will be subject to either a higher rent or termination based on the PHA's policies. If the initial over income determination was made during an interim reexamination, the PHA must conduct a second interim income reexamination on that date one year later. However, if a PHA discovers through an annual or interim reexamination that a previously over-income family has income that is now below the over-income limit, the family is no longer subject to these provisions. A previously over-income family would be entitled to a new two-year grace period if the family's income once again exceeds the over-income limit.

The notice **does not** address how a PHA should set rents for over-income families that the PHA has allowed to remain in public housing. HUD plans to issue a proposed rule in the coming months addressing rent setting for over income residents."

This information is for your consideration as you will have to decide if over income families will be terminated within six months after two years of over income status, allowed to continue occupancy and pay the higher of 120% of area median income or the monthly operating and capital fund subsidy.

"Final Implementation of Public Housing Over-Income Limit Under the Housing Opportunity Through Modernization Act of 2016 (HOTMA)."

Respectfully Submitted,

P Holden Croslan

Pat C

Executive Director



Shaun Lemister, CPA
Chief Financial Officer

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

FINANCIAL REPORT

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- 3. Monthly Financial Statement – Operating**
- 4. Summary of Tenant Account Receivables**
- 5. Balance Sheet**
- 6. Profit & Loss – Operating**

PEEKSKILL HOUSING AUTHORITY



Sham Lenister, CPA
Chief Financial Officer

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Chief Financial Officer's Report – June 2019

Year-to-Date Financials –

Dwelling rents are under budget. A large retro rent reduction and high number of vacancies contributed to the variance. Other income is over budget due to WestCop paying a large amount of back rent. Operating subsidy is under budget but we received a reconciliation amount for July which will put PHA back in line with the budget next month. CFP operations will be under budget until we are able to draw down the funds.

Admin salaries are over budget due to May being a three pay period month. All other administrative expenses are under budget.

Tenant Services is a small expense line and is currently under budget.

Water and sewer is over budget. Quarterly water bills and annual sewer tax bills were paid in April. This will even out during the fiscal year. Electricity is under budget but will increase during the summer months due to air conditioning. Gas is over budget but expenses will reduce as we head into the warmer months. Oil should be under budget until the winter months.

Maintenance labor is close to budget. Materials are over budget due to a large purchase of more smoke/carbon monoxide detectors, preparing for REAC and unit turnovers. Contract costs are over budget due to quarterly trash collection and unit turnover.

Protective services are close to budget.

Insurance is close to budget. PILOT is over budget due to the first half of 2019 payment. Employee benefits will remain under budget until the retirement contribution is made in December. Collection losses will be written off at year end. Currently vacated TAR is \$7,174 which is under budget.

June Financial –

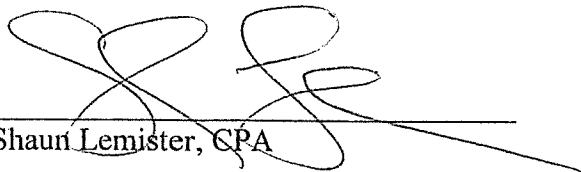
Vacancies are the reason for lower rental income. Back rent from WestCop is the reason for other income being over budget. Materials for REAC caused the variance and trash collection and unit turnover is the reason contracts are over budget for the month. The first half PILOT payment was made in June.

Tenant Accounts Receivable –

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

1. Total tenant charges for June were \$137,848. Total collected for June was \$129,958 which is a monthly cash flow deficit of \$7,890.
2. 3 units became vacant in June.
3. Number of tenants who paid late and not at all:
 - A. Bohlmann – 55 late/29 not at all
 - B. Dunbar Heights – 43 late/22 not at all
 - C. Turnkey – 17 late/7 not at all
4. 115 out of 273 (43%) paid late and 58 out of 273 (22%) did not pay at all.
5. Number of units that owe money at the end of the month:
 - A. Bohlmann – 81 out of 144 units (\$116,479.61)
 - B. Dunbar Heights – 55 out of 96 units (\$77,828.37)
 - C. Turnkey – 22 out of 33 units (\$25,214.47)
6. This means 158 units out of 273 (58%) still owes \$219,522.45 at the end of the month.

Currently PHA is extremely under budget for the fiscal year but with the increase in subsidy for the month of July and the fact that we are waiting to draw down CFP operations for both 2018 and 2019 until we figure out what we are using the CFP funds for, the variance is not as large as it seems.


Shaun Lemister, CPA

Peekskill Housing Authority
Summary Operating Statement - Budget and Actual
Three Months Ended June 30, 2019

	Prior Year Year-to-Date Actual	Annual Budget (Dollars)	Annual Budget (PUM)	Year-to-Date Budget	Year-to-Date Actual	Variance - Favorable (Unfavorable)
Revenue						
Operating Receipts						
Dwelling Rentals	409,268	1,620,108	494.54	405,027	380,856	(24,171)
Nondwelling Rent	5,415	23,040	7.03	5,760	5,490	(270)
Interest Income	277	1,000	0.31	250	227	(23)
Other Income	44,958	100,000	30.53	25,000	32,290	7,290
HUD Operating Subsidy	371,801	1,188,000	362.64	297,000	272,620	(24,380)
CFP Operations Subsidy	0	120,000	36.63	30,000	0	(30,000)
Total Operating Receipts - Including HUD Contril	831,719	3,052,148	931.67	763,037	691,483	(71,554)
Expenses						
Operating Expenditures						
Administrative:						
Administrative Salaries	90,178	360,065	109.91	90,016	92,267	(2,250)
Legal Expense	9,622	47,000	14.35	11,750	10,370	1,381
Training	0	1,000	0.31	250	0	250
Travel	0	0	0.00	0	0	0
Accounting Fees	0	0	0.00	0	0	0
Auditing Fees	0	8,860	2.70	2,215	0	2,215
Telephone, Office Supplies, Miscellaneous	19,094	75,835	23.15	18,959	16,503	2,456
Total Administrative Expenses	118,894	492,760	150.42	123,190	119,139	4,051
Tenant Services:						
Contracts	0	0	0.00	0	0	0
Recreation	131	5,000	1.53	1,250	81	1,169
Total Tenant Services Expenses	131	5,000	1.53	1,250	81	1,169
Utilities:						
Water/Sewer	57,748	211,000	64.41	52,750	80,193	(27,443)
Electricity	42,962	220,000	67.16	55,000	34,564	20,436
Gas	37,735	135,000	41.21	33,750	43,153	(9,403)
Fuel	0	170,000	51.89	42,500	27,755	14,745
Total Utilities Expenses	138,445	736,000	224.66	184,000	185,665	(1,665)
Ordinary Maintenance & Operation:						
Labor-Maintenance	142,314	567,196	173.14	141,799	140,803	996
Materials - Maintenance	36,293	115,000	35.10	28,750	45,117	(16,367)
Maint Contract Costs	68,346	205,040	62.59	51,260	68,760	(17,500)
Total Maintenance Expenses	246,953	887,236	270.83	221,809	254,681	(32,872)
Protective Services:						
Contracts	1,198	200,000	61.05	50,000	48,861	1,139
Total Protective Services	1,198	200,000	61.05	50,000	48,861	1,139
General Expense:						
Insurance	48,003	235,600	71.92	58,900	57,550	1,350
Payments in Lieu of Taxes	40,521	90,710	27.69	22,678	38,279	(15,601)
Employee Benefit Contributions	96,457	511,488	156.13	127,872	102,400	25,472
Collection Losses	(299)	60,000	18.32	15,000	(2,049)	17,049
Total General Expenses	184,682	897,798	274.05	224,450	196,180	28,269
Nonroutine Items:						
Extraordinary Items	8,461	0	0.00	0	0	0
Total Operating Expenses	698,764	3,218,794	983	804,699	804,608	(1,048)
Net Income/(Loss)	132,955	(166,646)	(50.87)	(41,662)	(113,125)	(71,464)

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

Revenue	Prior Year Month Actual	Annual Monthly Budget (Dollars)	Monthly Actual	Variance - Favorable (Unfavorable)
Operating Receipts				
Dwelling Rentals	136,236	135,009	129,048	(5,961)
Excess Utilities	0	0	0	0
Nondwelling Rent	1,845	1,920	1,845	(75)
Interest Income	94	83	75	(9)
Other Income	17,504	8,333	21,420	13,087
HUD Operating Subsidy	98,707	99,000	93,809	(5,191)
CFP Operations Subsidy	0	10,000	0	(10,000)
Total Operating Receipts - Including HUD Contrib	254,387	254,346	246,197	(8,149)
Expenses				
Operating Expenditures				
Administrative:				
Administrative Salaries	25,890	30,005	26,761	3,244
Legal Expense	3,000	3,917	3,000	917
Training	0	83	0	83
Travel	0	0	0	0
Accounting Fees	0	0	0	0
Auditing Fees	0	738	0	738
Telephone, Office Supplies, Miscellaneous	5,661	6,320	5,403	917
Total Administrative Expenses	34,550	41,063	35,164	5,899
Tenant Services:				
Contracts	0	0	0	0
Recreation	64	417	0	417
	64	417	0	417
Utilities:				
Water/Sewer	0	17,583	0	17,583
Electricity	12,032	18,333	10,859	7,474
Gas	8,871	11,250	8,861	2,389
Fuel	3,846	14,167	0	14,167
Total Utilities Expenses	24,750	61,333	19,720	41,614
Ordinary Maintenance & Operation:				
Labor-Maintenance	37,869	47,266	44,779	2,487
Materials - Maintenance	9,202	9,583	23,618	(14,035)
Maint Contract Costs	33,423	17,087	48,164	(31,077)
Total Maintenance Expenses	80,494	73,936	116,561	(42,625)
Protective Services:				
Labor	0	0	0	0
Contracts	0	16,667	15,219	1,448
Total Protective Services	0	16,667	15,219	1,448
General Expense:				
Insurance	1,187	19,633	2,086	17,547
Payments in Lieu of Taxes	40,521	7,559	38,279	(30,719)
Employee Benefit Contributions	29,296	42,624	35,462	7,162
Collection Losses	(50)	5,000	(1,781)	6,781
Total General Expenses	70,954	74,817	74,046	771
Nonroutine Maintenance:				
Extra Ordinary Maintenance and Equipment	8,134	0	0	0
Total Operating Expenses	218,946	268,233	260,710	7,523
Net Income/(Loss)	35,440	(13,887)	(14,513)	(626)

Peekskill Housing Authority
 Tenant Charges
 June 2019

	Rent	Parking	Late Fees	AC	Other Charges	Prior AR	Total Charges	Amount Paid	W/O's, AJE's Moveouts	Current AR
Bohlmann	63,475.00	840.00	1,650.00	2,265.00	375.00	100,405.00	68,605.00	(55,030.00)		113,980.00
Dunbar	45,067.00	750.00	1,290.00		85.00	80,038.35	47,192.00	(54,939.00)		72,291.35
Turnkey	20,506.00	255.00	510.00	600.00	180.00	21,738.47	22,051.00	(19,989.00)		23,800.47
Totals	129,048.00	1,845.00	3,450.00	2,865.00	640.00	202,181.82	137,848.00	(129,958.00)	0.00	210,071.82

See Individual property sheets for details

Total Tenant Charges for June	137,848.00
Total Received from Reconciliation	(129,958.00)
Total Write-offs, Move outs & Adj.	
Change in TAR for June	<u>7,890.00</u>

Prepaid

Bohlman	2,499.61
Dunbar	5,537.02
Turnkey	<u>1,414.00</u>
	9,450.63
Total TAR	210,071.82
Prepaid	<u>9,450.63</u>
TAR	<u>219,522.45</u>

Prior Vacted TAR	7,174.00
Less write off	
Less Payments Received	
Current Vacated TAR	
Total Vacated TAR	<u>7,174.00</u>

Peekskill Housing Authority
Balance Sheet
 As of June 30, 2019

	<u>Jun 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1111.2 Cash - Operating Account	42,500.23
1111.5 Cash - Payroll Account	20,594.82
1112 Chase - Nonfederal	741,844.54
1114 Security Deposit Fund	72,370.70
1117 Petty Cash Fund	1,000.00
Total Checking/Savings	<u>878,309.73</u>
Other Current Assets	
1122 TAR	219,522.45
1122.1 Vacated TAR	7,174.00
1123 Allowance for Doubt. Accts	-184,494.76
1211 Prepaid Insurance	47,452.24
1260 Material Inventory	41,825.10
1261 Obsolete Inventory	-1,444.69
Total Other Current Assets	<u>130,034.34</u>
Total Current Assets	<u>1,008,344.07</u>
Fixed Assets	
1400.10 Leasehold Improvements	3,318,689.76
1400.12 Building Improvements	2,826,518.82
1400.3 CFP Unallocated	54,862.50
1400.5 Accumulated Depreciation	-21,237,052.88
1400.6 Land	131,611.00
1400.7 Buildings	20,363,001.13
1400.8 Equipment - Dwellings	2,272.00
1400.9 Equipment - Admin	862,234.72
Total Fixed Assets	<u>6,322,137.05</u>
Other Assets	
1420 Deferred Outflow of Resour	75,299.00
Total Other Assets	<u>75,299.00</u>
TOTAL ASSETS	<u><u>7,405,780.12</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	55,309.67
Total Accounts Payable	<u>55,309.67</u>
Other Current Liabilities	
2111 Accounts Payable	100,037.38
2114 Tenant Security Deposits	74,870.70
2117.3 Pension Payable	2,448.79
2135 Accrued Payroll	23,980.43
2136 Accrued Pension	18,965.00
2137 Payments in Lieu of Taxes	76,557.00
2138 Accrued Comp. Absences	87,727.59
2240 Tenant Prepaid Rents	9,450.63
Total Other Current Liabilities	<u>394,037.52</u>
Total Current Liabilities	<u>449,347.19</u>

Peekskill Housing Authority
Balance Sheet
As of June 30, 2019

	<u>Jun 30, 19</u>
Long Term Liabilities	
2134 Acrued OPEB	5,185,693.00
2140 Net Pension Liability	69,403.00
2400 Deferred Inflow of Resourc	186,262.00
	<hr/>
Total Long Term Liabilities	5,441,358.00
	<hr/>
Total Liabilities	5,890,705.19
	<hr/>
Equity	
2803 Invested in Capital Assets	6,580,773.80
2807 Unrestricted Net Assets	-17,342.19
32000 Retained Earnings	-4,935,231.63
Net Income	-113,125.05
	<hr/>
Total Equity	1,515,074.93
	<hr/>
TOTAL LIABILITIES & EQUITY	<u><u>7,405,780.12</u></u>

Peekskill Housing Authority

Profit & Loss

April through June 2019

	Apr - Jun 19
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	188,472.00
3110.2 Dunbar Heights	130,623.00
3110.4 Turnkey	61,761.00
Total 3110 Dwelling Rental	380,856.00
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	2,505.00
3190.2 Dunbar Heights	2,235.00
3190.4 Turnkey	750.00
Total 3190 Nondwelling Rental	5,490.00
3610 Interest on Gen. Fund Inv.	226.68
3690 Other Income	
3690.1 Laundry Room Income	6,271.55
3690.2 CAP Office Rent	9,000.00
3690.3 Health Center Rent	2,220.48
3690.4 Verizon Commission	427.29
3690.5 Comm. Room Rental	120.00
3690.6 Late Fees	
Bohlmann Towers	4,440.00
Dunbar Heights	3,510.00
Turnkey	1,350.00
Total 3690.6 Late Fees	9,300.00
3690.8 Work Orders	
Bohlmann Towers	1,055.78
Dunbar Heights	490.00
Turnkey	180.00
Total 3690.8 Work Orders	1,725.78
3690.9 AC - BT	2,265.00
3690.9 Ac - TK	600.00
3690 Other Income - Other	360.00
Total 3690 Other Income	32,290.10
8020 Operating Subsidy	
8020.1 AMP 1	135,109.00
8020.2 AMP2	137,511.00
Total 8020 Operating Subsidy	272,620.00
Total Income	691,482.78
Expense	
4110 Administrative Salaries	92,266.50
4130 Legal Expense	10,369.50
4190.2 Membership Dues & Fees	635.00
4190.3 Telephone	1,789.36
4190.4 Collection Fees/Court Co	2,136.00
4190.5 Forms, Station. & Office	5,894.45
4190.6 All Other Sundry	4,382.45
4190.7 Admin. Service Contracts	1,380.00
4190.8 Bank Fees	285.93
4220.01 Other Tenant Services	81.16
4310 Water & Sewer	43,872.29
4310.9 Sewer Taxes	36,321.17
4320 Electricity	34,564.18
4330 Gas	41,790.60
4335 Propane	1,362.11
4340 Fuel	27,755.04
4410 Labor	140,803.14

Peekskill Housing Authority
Profit & Loss
April through June 2019

	<u>Apr - Jun 19</u>
4420 Materials	
4420.01 Supplies - Grounds	45,117.24
Total 4420 Materials	45,117.24
4430.1 Garbage & Trash Removal	21,695.00
4430.10 Alarm/Extinguish Contra	310.99
4430.11 Routine Maint Contracts	600.00
4430.12 Other Maint Contracts	5,950.00
4430.4 Elevator Contracts	1,986.39
4430.5 Landscaping Contracts	8,015.00
4430.6 Unit Turnaround Contract	23,835.00
4430.9 Exterminating Contracts	6,368.00
4480 Contract Costs - Security	48,861.12
4510.1 Insurance - Property	15,863.00
4510.2 Insurance - Liability	31,799.00
4510.3 Insurance - WC	6,259.26
4510.4 Insurance - Other	3,629.00
4520 Payments in Lieu of Taxes	38,278.50
4540.1 Employee Ben - Admin	36,129.32
4540.2 Employee Ben - Maint	66,271.13
4570 Collection Losses	-2,049.00
Total Expense	804,607.83
Net Ordinary Income	-113,125.05
Net Income	-113,125.05

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

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

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

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

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

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

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Michael Kane				
Vice Chairman Dwight H. Douglas				
Commissioner Cynthia B. Knox, Esq.				
Commissioner Joseph Schuder				
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: July 25, 2019

P. Holden Croslan, Executive Director

Date:

8:11 AM
07/11/19

Peekskill Housing Authority
Check Detail
June 2019

Num	Date	Name	Memo	Account	Original Amount
15188	06/03/2019	MGR Restoration	down payment unit turnover BT 6H	1111.2 Cash - Operating Account	-3,860.00
BT 6H	06/03/2019		down payment unit turnover BT 6H	4430.6 Unit Turnaround Contract	3,060.00
TOTAL					3,860.00
15189	06/03/2019	MGR Restoration	VOID: down payment unit turnover BT 7B	1111.2 Cash - Operating Account	0.00
TOTAL					0.00
15190	06/03/2019	MGR Restoration	down payment unit turnover BT 7C	1111.2 Cash - Operating Account	-3,400.00
BT 7C	06/03/2019		down payment unit turnover BT 7C	4430.6 Unit Turnaround Contract	3,400.00
TOTAL					3,400.00
15191	06/03/2019	MGR Restoration	down payment unit turnover DH 5C	1111.2 Cash - Operating Account	-3,500.00
DH 5C	06/03/2019		down payment unit turnover DH 5C	4430.6 Unit Turnaround Contract	3,500.00
TOTAL					3,500.00
15192	06/03/2019	MGR Restoration	down payment unit turnover DH 6B	1111.2 Cash - Operating Account	-3,075.00
DH 6B	06/03/2019		down payment unit turnover DH 6B	4430.6 Unit Turnaround Contract	3,075.00
TOTAL					3,075.00
ACH	06/05/2019	Con Edison	807 Main Heat	1111.2 Cash - Operating Account	-4,956.72
			807 Main Heat	4330 Gas	4,956.72
TOTAL					4,956.72
ACH	06/05/2019	Con Edison	1719 Park	1111.2 Cash - Operating Account	-1,111.20
			1719 Park	4330 Gas	1,111.20
TOTAL					1,111.20
ACH	06/05/2019	Con Edison	1431 Park	1111.2 Cash - Operating Account	-871.13
			1431 Park	4330 Gas	871.13
TOTAL					871.13
ACH	06/05/2019	Con Edison	807 Main Ent	1111.2 Cash - Operating Account	-570.98
			807 Main Ent	4330 Gas	570.98
TOTAL					570.98
ACH	06/05/2019	Con Edison	1227 Howard	1111.2 Cash - Operating Account	-217.12
			1227 Howard	4330 Gas	217.12
TOTAL					217.12
ACH	06/10/2019	NYS and Local Retirement Systems	May cont. & loan pymts	1111.2 Cash - Operating Account	-3,361.12
			May cont. & loan pymts	2117.3 Pension Payable	3,361.12
TOTAL					3,361.12
15193	06/13/2019	AAA Carting & Rubbish Removal	30 yd dumpster	1111.2 Cash - Operating Account	-635.00
454238	05/29/2019		30 yd dumpster	4430.1 Garbage & Trash Removal	635.00
TOTAL					635.00
15194	06/13/2019	Ace Computer Services Corp.	camera issue	1111.2 Cash - Operating Account	-110.00
5257	05/29/2019		camera issue	4190.7 Admin. Service Contracts	110.00
TOTAL					110.00
15195	06/13/2019	Avaya Financial Services	phone system	1111.2 Cash - Operating Account	-138.23
33503008	06/05/2019		phone system	4190.5 Forms, Station. & Office	138.23
TOTAL					138.23
15196	06/13/2019	City of Peekskill (cop)		1111.2 Cash - Operating Account	-21,060.00
20193QBT	06/05/2019		BT trash	4430.1 Garbage & Trash Removal	6,064.00
20193QDH	06/05/2019		DH trash	4430.1 Garbage & Trash Removal	11,700.00
20193QTK	06/05/2019		TKtrash	4430.1 Garbage & Trash Removal	3,276.00
TOTAL					21,060.00
15197	06/13/2019	City of Peekskill (Gas)	May gas usage	1111.2 Cash - Operating Account	-88.87
MAY19	06/03/2019		May gas usage	4420.01 Supplies - Grounds	88.87
TOTAL					88.87

Peekskill Housing Authority
Check Detail
June 2019

Num	Date	Name	Memo	Account	Original Amount
15198	06/13/2019	CSEA	union dues	1111.2 Cash - Operating Account	-291.83
6/12/19	06/12/2019		union dues	2117.7 CSEA Dues	291.83
TOTAL					291.83
15199	06/13/2019	CSEA Employee Benefit Fund	June dental/vision	1111.2 Cash - Operating Account	-1,395.02
JUNE19	05/15/2019		June dental/vision	4540.1 Employee Ben - Admin	507.28
			June dental/vision	4540.2 Employee Ben - Maint	887.74
TOTAL					1,395.02
15200	06/13/2019	DEC Office Solutions, Inc.	copier maintenance	1111.2 Cash - Operating Account	-38.43
138331	05/28/2019		copier maintenance	4190.5 Forms, Station. & Office	38.43
TOTAL					38.43
15201	06/13/2019	Home Depot Credit Services	maint supplies	1111.2 Cash - Operating Account	-8,199.53
4/25/19 - 5/24/19	08/25/2019		maint supplies	4420.01 Supplies - Grounds	8,199.53
TOTAL					8,199.53
15202	06/13/2019	Home Improvement St. John's	BT 8G unit turnover	1111.2 Cash - Operating Account	-5,200.00
BT8G	06/10/2019		BT 8G unit turnover	4430.6 Unit Turnaround Contract	5,200.00
TOTAL					5,200.00
15203	06/13/2019	Katz & Klein, Esqs.	May 2019	1111.2 Cash - Operating Account	-3,000.00
MAY19	06/04/2019		May 2019	4130 Legal Expense	3,000.00
TOTAL					3,000.00
15204	06/13/2019	Kristopher Travis	maintenance equipment reimbursement	1111.2 Cash - Operating Account	-250.00
5/30/19	05/30/2019		maintenance equipment reimbursement	4420.01 Supplies - Grounds	250.00
TOTAL					250.00
15205	06/13/2019	Martin Lichtig	5 NOP's, 7 3 day notices	1111.2 Cash - Operating Account	-796.00
38073	06/11/2019		5 NOP's, 7 3 day notices	4190.4 Collection Fees/Court Co	796.00
TOTAL					796.00
15206	06/13/2019	NYSIF	workers comp	1111.2 Cash - Operating Account	-2,086.42
56896852	06/01/2019		wrkers comp	4510.3 Insurance - WC	2,086.42
TOTAL					2,086.42
15207	06/13/2019	Pestech		1111.2 Cash - Operating Account	-1,036.00
744011	05/25/2019		bedbugs	4430.9 Exterminating Contracts	100.00
744012	05/25/2019		bedbugs	4430.9 Exterminating Contracts	100.00
744703	05/30/2019		bedbugs & mattress covers	4430.9 Exterminating Contracts	531.00
744704	05/30/2019		bedbugs & mattress cover	4430.9 Exterminating Contracts	205.00
744705	05/30/2019		bedbugs	4430.9 Exterminating Contracts	100.00
TOTAL					1,036.00
15208	06/13/2019	Petty Cash		1111.2 Cash - Operating Account	-393.12
19-8	04/25/2019		tip for staff lunch	4190.6 All Other Sundry	5.00
19-9	05/22/2019		key for tenant on a weekend	4420.01 Supplies - Grounds	13.00
9-10	05/22/2019		desert & tip for staff lunch	4190.6 All Other Sundry	11.99
9-11	06/06/2019		water test	4190.6 All Other Sundry	115.00
9-12	06/11/2019		water test	4190.6 All Other Sundry	248.13
TOTAL					393.12
15209	06/13/2019	Pitney Bowes Purchase Power	postage	1111.2 Cash - Operating Account	-503.50
6/3/19	06/03/2019		postage	4190.5 Forms, Station. & Office	503.50
TOTAL					503.50
15210	06/13/2019	Security King International		1111.2 Cash - Operating Account	-7,743.12
231	05/27/2019		5/20/19 - 5/26/19	4480 Contract Costs - Security	3,738.00
234	06/03/2019		5/27/19 - 6/2/19	4480 Contract Costs - Security	4,005.12
TOTAL					7,743.12
15211	06/13/2019	DEC Office Leasing	copier lease	1111.2 Cash - Operating Account	-114.00
63873987	06/08/2019		copier lease	4190.5 Forms, Station. & Office	114.00
TOTAL					114.00
ACH	06/13/2019	IRS		1111.5 Cash - Payroll Account	-11,242.64
				2117.4 FICA Payable	11,242.64
TOTAL					11,242.64

Peekskill Housing Authority
Check Detail

June 2019

Num	Date	Name	Memo	Account	Original Amount
ACH	06/13/2019	NYS Income Tax	6/13/19 payroll	1111.5 Cash - Payroll Account	-2,054.36
			6/13/19 payroll	2117.2 NY State W/H	2,054.36
TOTAL					2,054.36
ACH	06/13/2019	Con Edison	709 Main	1111.2 Cash - Operating Account	-334.34
			709 Main	4330 Gas	334.34
TOTAL					334.34
	06/15/2019		Service Charge	1111.2 Cash - Operating Account	-46.69
			Service Charge	4190.8 Bank Fees	46.69
TOTAL					46.69
15212	06/27/2019	Ace Computer Services Corp.	tech support	1111.2 Cash - Operating Account	-110.00
5280	06/22/2019		tech support	4190.7 Admin. Service Contracts	110.00
TOTAL					110.00
15213	06/27/2019	Central Voice	answering service	1111.2 Cash - Operating Account	-80.44
190600522101	06/18/2019		answering service	4190.3 Telephone	80.44
TOTAL					80.44
15214	06/27/2019	Chase Card		1111.2 Cash - Operating Account	-5,300.90
5/19/19 - 6/18/19	06/19/2019		cablevision phone	4190.3 Telephone	397.89
			cablevision internet	4190.6 All Other Sundry	794.44
			office	4190.5 Forms, Station, & Office	760.85
			maint supplies	4420.01 Supplies - Grounds	2,947.75
			staff lunch/misc	4190.6 All Other Sundry	399.97
TOTAL					5,300.90
15215	06/27/2019	City of Peekskill Finance Department	1st half PILOT 2019	1111.2 Cash - Operating Account	-38,278.50
1Q2Q2019	06/19/2019		1st half PILOT 2019	4520 Payments in Lieu of Taxes	38,278.50
TOTAL					38,278.50
15216	06/27/2019	City of Peekskill Police Dept.	annual alarm permit	1111.2 Cash - Operating Account	-65.00
2020	06/06/2019		annual alarm permit	4190.6 All Other Sundry	65.00
TOTAL					65.00
15217	06/27/2019	CSEA	W/E 6/26/19	1111.2 Cash - Operating Account	-291.83
6/26/19	06/26/2019		W/E 6/26/19	2117.7 CSEA Dues	291.83
TOTAL					291.83
15218	06/27/2019	Employee Benefits Division	July HI	1111.2 Cash - Operating Account	-28,690.25
541	06/10/2019		July HI	4540.1 Employee Ben - Admin	12,360.05
			July HI	4540.2 Employee Ben - Maint	16,330.20
TOTAL					28,690.25
15219	06/27/2019	Expert Drain Cleaning & Jet Services LLC	BT drain cleaning	1111.2 Cash - Operating Account	-2,250.00
3777	06/21/2019		BT drain cleaning	4430.12 Other Maint Contracts	2,250.00
TOTAL					2,250.00
15220	06/27/2019	Hudson Valley Fire Protection Co., Inc.	sprinkler inspection	1111.2 Cash - Operating Account	-310.99
18155	05/28/2019		sprinkler inspection	4430.10 Alarm/Extinguish Contra	310.99
TOTAL					310.99
15221	06/27/2019	JW&P Construction LLC	lawn maintenance	1111.2 Cash - Operating Account	-8,015.00
5/30/19	05/30/2019		lawn maintenance	4430.5 Landscaping Contracts	8,015.00
TOTAL					8,015.00
15222	06/27/2019	Kristopher Travis	maint supply reimbursement	1111.2 Cash - Operating Account	-165.96
6/7/19	06/07/2019		maint supply reimbursement	4420.01 Supplies - Grounds	165.96
TOTAL					165.96
15223	06/27/2019	New York Power Authority	May 2019	1111.2 Cash - Operating Account	-10,650.79
6177115	06/14/2019		May 2019	4320 Electricity	10,650.79
TOTAL					10,650.79

Peekskill Housing Authority
Check Detail
 June 2019

Num	Date	Name	Memo	Account	Original Amount
15224	06/27/2019	Pestech		1111.2 Cash - Operating Account	-1,819.00
745581	06/06/2019		bedbugs	4430.9 Exterminating Contracts	100.00
745582	06/06/2019		bedbugs	4430.9 Exterminating Contracts	100.00
745583	06/06/2019		bedbugs	4430.9 Exterminating Contracts	100.00
745584	06/06/2019		mice	4430.9 Exterminating Contracts	100.00
745586	06/06/2019		mice	4430.9 Exterminating Contracts	125.00
745910	06/13/2019		roaches	4430.9 Exterminating Contracts	100.00
745911	06/13/2019		rats Kiley	4430.9 Exterminating Contracts	100.00
746286	06/20/2019		roaches	4430.9 Exterminating Contracts	100.00
746299	06/20/2019		roaches	4430.9 Exterminating Contracts	100.00
746300	06/20/2019		roaches	4430.9 Exterminating Contracts	100.00
743463	06/24/2019		monthly	4430.9 Exterminating Contracts	794.00
TOTAL					1,819.00
15225	06/27/2019	Pitney Bowes, Inc.	postage meter lease	1111.2 Cash - Operating Account	-105.00
1013030756	06/14/2019		postage meter lease	4190.5 Forms, Station, & Office	105.00
TOTAL					105.00
15226	06/27/2019	Rivera's Landscaping and Construction Inc	BT 4R unit turnover	1111.2 Cash - Operating Account	-4,800.00
BT4R	05/13/2019		BT 4R unit turnover	4430.6 Unit Turnaround Contract	4,800.00
TOTAL					4,800.00
15227	06/27/2019	Rivera's Landscaping and Construction Inc	DH retaining wall	1111.2 Cash - Operating Account	-3,700.00
6/2/19	06/02/2019		DH retaining wall	4430.12 Other Maint Contracts	3,700.00
TOTAL					3,700.00
15228	06/27/2019	Security King International		1111.2 Cash - Operating Account	-11,214.00
235	06/10/2019		6/3/19 - 6/9/19	4480 Contract Costs - Security	3,738.00
236	06/17/2019		6/10/19 - 6/16/19	4480 Contract Costs - Security	3,738.00
239	06/24/2019		6/17/19 - 6/23/19	4480 Contract Costs - Security	3,738.00
TOTAL					11,214.00
15229	06/27/2019	Staples Advantage	office supplies	1111.2 Cash - Operating Account	-616.19
8054693471	06/15/2019		office supplies	4190.5 Forms, Station, & Office	616.19
TOTAL					616.19
15230	06/27/2019	Suburban Propane	DH propane	1111.2 Cash - Operating Account	-799.17
6/14/19	06/14/2019		DH propane	4355 Propane	799.17
TOTAL					799.17
15231	06/27/2019	Verizon	914 737 7022 696 69 1	1111.2 Cash - Operating Account	-66.52
6/4/19 - 7/3/19	06/03/2019		914-788-0450	4190.3 Telephone	66.52
TOTAL					66.52
ACH	06/27/2019	IRS	6/27/19 payroll	1111.5 Cash - Payroll Account	-9,293.00
			6/27/19 payroll	2117.4 FICA Payable	9,293.00
TOTAL					9,293.00
ACH	06/27/2019	NYS Income Tax	6/27/19 payroll	1111.5 Cash - Payroll Account	-1,636.63
			6/27/19 payroll	2117.2 NY State WH	1,636.63
TOTAL					1,636.63