

# PEEKSKILL HOUSING AUTHORITY

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## PEEKSKILL HOUSING AUTHORITY BOARD OF COMMISSIONERS MONTHLY BOARD MEETING MINUTES OCTOBER 18, 2018

### ROLL CALL:

Commissioner Vann, Chairman  
Commissioner Kane, Vice Chairman - Absent  
Commissioner Knox, Esq. – Absent  
Commissioner Shuder  
Commissioner Douglas  
Commissioner Taylor, Tenant

P Holden Croslan, Executive Director  
Gerald Klein, PHA Counsel

Chairman Vann introduced the new Tenant Commissioner, Mishiba Taylor and asked if Ms. Taylor had a few words she wanted to say. Ms. Taylor thanked everyone who voted for her, expressed her intention to make a difference in the community and to follow in the footsteps of her mother, a community leader.

Chairman Vann stated that two other tenants also ran for Tenant Commissioner which resulted in a tie. She further stated that the Voting Process section of By-Laws did not include tie instructions; therefore, an addendum would be adopted. Runoff date to be announced in the near future.

### Tenants comments and concerns:

Chairman Vann stated that the By-Laws were amended to allow tenants to express their concerns at the beginning of the meeting with a 5 minute limit and asked if there were any comments.

#### **Dawn Benson – Bohlmann Towers - 1-V**

1. Ms. Benson asked Chairman Vann when her term was up.
2. Asked Chairman Vann what she has done to make a difference since being on the Board.
3. Stated Chairman Vann has made no changes that affect the tenants and only cares about the pipeline.
4. Exterminator doesn't do anything.
5. It would help if the police officers knew the tenants, then they could then have a better idea of who belongs and who does not.
6. Heat continues to be an issue. Complained last year as well, feels nothing being done.

#### **Dominique Ronkonkoma – Bohlmann Towers – 4-G**

1. New doors have a 2 inch gap, PHA did not provide door sweeps; she had to buy her own.

2. Took three months before PHA could make copies of keys.
3. PHA's exterminator does not do a good job.
4. Laundry Room machines are constantly breaking down.
  
5. Security Company did nothing, demanded to know what happened.
6. Police do not get out of the car and patrol the building.
7. PHA sends her threatening letters to evict when she speaks out.
8. Daughter was stuck in the elevator for 15-30 minutes waiting for help.

**Donna Sinanan – Bohlmann Towers, 6-M**

1. Complained that there's no heat in her apartment, radiators cold; thermostat being turned down.
2. Feels that maintenance keeps the heat low on purpose; heat should remain on 24/7.
3. People are coming in off the street using the outlets to charge their phones and loitering in the halls.
4. Laundry room is being used by people who do not live in the building.
5. Building is nasty; rats and roaches in the hallways because people don't put trash incinerator; trash is left in the hall on the floor.
6. Non-tenants come in and destroy the building.
7. Called police regarding a noisy neighbor at 3:00 am, police responded, "what do you want me to do, you should move." All the police did was "shhhh" her neighbor, stayed for five minutes and left. More should be done.
8. Security never pulled up the shade or walked around the building, they did nothing, it was a joke.
9. Need new management that can get things done.

**Duanne Timms – Bohlmann Towers – 5-M**

1. What happened to security?
2. Cameras in the building should be utilized; no one is watching the cameras.
3. Smoking weed and drinking in front of the building is still an issue.

**Helena Travis – Bohlmann Towers – 3-J**

1. Two men sitting in the bull pen area watching children get on the bus.
2. Police are needed in the morning while kids are getting on the bus.
3. Concerned about a mentally ill tenant on her floor who dumps trash on the floor; she is afraid for herself and her grandchildren. What can be done about it?
4. Tenants should be made aware of new maintenance men on staff. She will not open her door for someone she doesn't know.
5. Police did not have a meet and greet this summer, spoke on it and it was never done.

**Mayor Andre Rainey**

1. Suggested coffee with cops so that tenants can get to know the officers.

**The Board discussed keeping the tenants up to date regarding building security; having a dialog with the police; scheduling a special meeting to discuss police interaction with security and tenant's safety concerns in depth.**

**APPROVAL OF MINUTES**

## **Resolution No. 09/01/2018 – Approval of July 19, 2018 – Regular Meeting Minutes**

Chairman Vann asked for a motion to approve Resolution No. 09/01/2018 – July 19, 2018 – Regular Meeting Minutes. Commissioner Douglas made the motion and Commissioner Shuder 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 Shuder, Aye; Commissioner Douglas, Aye; Commissioner Taylor - Abstain.

### **EXECUTIVE DIRECTOR’S REPORT**

**Revenue** – HUD subsidy for August, 98,957; September, \$98,610.

**Other Revenue** – August, \$3,065; September, \$2,226.

#### **Tenant Charges**

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

Total rent charges for August, \$126,317; September, \$128,298.

Total tenant charges for August, \$137,132; September, \$139,740.

Charges collected through August 5<sup>th</sup>, \$63,668; September 5<sup>th</sup>, \$51,098.

Total charges collected for August, \$135,265, September \$121,135.

Unpaid tenant balance, August, \$1,867; September, \$18,605.

All Outstanding Tenant Charges, \$252,965; September, \$265,936.

**Bills Paid** –The Executive Director reviewed the August and September bills.

Total expenses for August \$197,814; September, \$176,479.

**Capital Fund Projects** – Physical Needs Assessment – September, \$19,479.

**Open Legal Claims** – PHA Attorney will handle removing from our books in the coming months.

**Court Proceedings** – A total of 353 families have been processed since 2016 totaling \$618,712; 311 have paid \$526,523. Outstanding balance, \$95,189; skipped/evicted balance, \$113,763.

**Repayment Agreement** – A total of 18 repayment agreements since 2017 totaling \$72,225; 6 remaining totaling \$24,005.

**Work Orders**- August 137, Outstanding 1; September 88, Outstanding 1.

**Unit Turnovers** – At the end of September there were 8 vacancies in the process of unit turnover or lease.

**Exterminations** – No new bed bug activity for September; to date bed bug extermination cost, \$2005.

**Tenants Account Receivable (TAR)** – Bohlmann Towers 70 tenants paid late; 36 not at all; 86 tenants owe \$122,468 by the end of September. Dunbar Heights 51 tenants paid late; 20 not at all; 53 tenants owe \$85,346 by the end of September. Turnkey 15 tenants paid late; 10 not at all; 24 tenants owed \$58,121 by the end of September.

Total past due for September, 163 residents (60%) owed \$265,935.

## **Police Report**

**Police Activity PHA 09/01– 09/07** - 38 visits to Bohlmann Towers, 34 routine; 26 visits to Dunbar Heights; 24 routine.

**Police Activity PHA 09/15 – 09/20** - 36 visits to Bohlmann Towers, 32 routine; 24 visits to Dunbar Heights; 22 routine.

**Real Estate Assistance Demonstration Program (RAD)** – The Executive Director, on behalf of PHA, submitted a RAD letter of interest (LOI) to HUD and was informed that it is no longer required; PHA can move forward by submitting a RAD application. It is recommended that PHA solicit Request for Proposals (RFP) for a RAD consultant/firm to work with PHA from pre-application through the entire RAD process.

The advertisement and RFP documents were included in the Board Package for review and can be immediately advertised at the Boards direction.

**Sexual Harassment Prevention Policy** – NYS sexual harassment legislation became effective Tuesday, October 9, 2018. Employers' time to provide training has been extended until October 9, 2019, however the deadline for having a policy in place remains the same, October 9, 2018.

A resolution is needed to implement the policy.

**Real Estate Assessment Center (REAC) Inspections** – REAC Inspections are performed every year, a compellation of past PHAS scores are as follows: 2014, 54; 2015, 48; 2016, 77; 2017, 81. PHA's current PAS score is 86; Annual Occupancy Rate 96.34. PHA is designated a standard performer.

**Tenant Commissioners** – Three tenants submitted petitions for two tenant commissioner positions; Stephanie Dabbs, Mishiba Taylor and Dwayne Timms. Tenant elections were held on October 1<sup>st</sup> at both community rooms. Mishiba Taylor was elected to the first seat with 25 votes; Stephanie Dabbs and Dwayne Timms each received 17 votes. A run off will be held to determine the second seat in the near future.

**Wait List** - The waitlist purge is completed; 120 applicants were solicited for continued interests, 56 responded and remain on the list as well as 4 other applicants. Applications for all unit sizes were accepted from September 10<sup>th</sup> until close of business on September 24<sup>th</sup>. One hundred and two (102) new applications were submitted; current waitlist 180. The applicant breakdown is as follows:

Bedroom Size – Studio, 31; One, 48; two, 50; three, 30; four, 13; five, 8.

**Laundry Room** – Bohlmann Towers laundry room was closed from September 4<sup>th</sup> through 14<sup>th</sup> for renovation; all new machines, floor tiles and paint. Laundry room was re-opened on schedule.

**Security** – Bohlmann Towers 24 hour security lasted from Saturday, September 1<sup>st</sup> to Friday, September 7<sup>th</sup>. The contractor was unable to hire enough staff willing to work at Bohlmann Towers.

PHA has, again, solicited proposals for security services. The pre-bid meeting was held on October 17<sup>th</sup>, two security companies in attendance.

Commissioner Taylor passed information to Chairman Vann regarding a security company that was interested in servicing PHA. Ms. Crosland stated they would have to follow protocol and send in a proposal and asked Commissioner Taylor if she told the security company that. Commissioner Taylor responded, yes.

**Exterminator** – PHA advertised for extermination services on August 6<sup>th</sup>. Pre-bid meeting was scheduled for August 23 and no one attended. Bids were due at PHA office by close of business, Friday, August 31. No bids were received.

PHA has, again, solicited proposals for extermination services. The pre-bid meeting was held on October 17<sup>th</sup>, one extermination company in attendance.

**Fire Restoration – Bohlmann Towers, Unit 7-F**

Unit Restoration	\$35,200.00
Servpro Cleanup	\$17,248.61 Paid directly by insurance
Hotel	\$17,133.48
Tenant Storage Unit	\$886.47
Tenant U Haul Truck Rental	\$90.39
Food and Laundry Reimbursement	\$2,216.26
<b>Total</b>	<b>\$72,775.21</b>

PHA paid \$2,216 for non-reimbursable tenant expenses and a \$2,500 deductible.

**FINANCIAL REPORT**

The Executive Director explained the Financial Report addendum that was passed out at the beginning of the meeting.

Chairman Vann asked if everyone had a chance to review the Financial Report and if there were any questions.

Commissioner Douglas asked for clarity on Ordinary Maintenance & Operation costs located on page one of the Summary Operating Statement. Commissioner Douglas asked if PHA periodically contracts maintenance work out. Ms. Crosland stated that a contractor was hired to help prepare for REAC inspection for such things as painting the lower stucco portion of Bohlmann towers, painting the railings, as well as tree work needed due to storm damage. Commissioner Douglas asked if non-routine items were related to the same thing. Ms. Crosland responded, yes.

Commissioner Taylor asked why Protective Services was blank. Ms. Croslan stated that we didn't have any security costs, usually that would be building key fobs. Next month there will be a cost for one week of security services billed.

## **NEW BUSINESS**

### **Resolution 09/02/2018 – Approval of July 2018 Monthly Bills**

Commissioner Douglas made a motion to approve Resolution 09/02/2018 – July Monthly Bills and Commissioner Shuder seconded the motion. The vote was as follows: Chairman Vann, Aye; Commissioner Shuder, Aye; Commissioner Douglas, Aye; Commissioner Taylor - Abstain.

**There was a discussion as to whether or not Commissioner Taylor could vote at this meeting. It was concluded as well as advised by council, that Commissioner Taylor be sworn in before being allowed to vote. It was further decided that any resolution Commissioner Taylor felt strongly about, would be tabled until the next meeting so that her vote could be recorded for the record.**

### **Resolution 09/03/2018 – Approval of August 2018 Monthly Bills**

Commissioner Douglas made a motion to approve Resolution 09/03/2018 – August Monthly Bills and Commissioner Shuder second the motion. Commissioner Taylor asked if Rivera's Landscaping and Construction Inc. on Page 4 was a tenant and if they receive special benefits from PHA. Ms. Croslan responded yes, it is a tenant business and they receive nothing special. Commissioner Douglas asked if the tenant was selected through a bidding process. Ms. Croslan responded yes, and they are by far the lowest bidder. The vote was as follows: Chairman Vann, Aye; Commissioner Shuder, Aye; Commissioner Douglas, Aye; Commissioner Taylor - Abstain.

### **Resolution 10/01/2018 - Approval of September 2018 Monthly Bills**

Commissioner Douglas asked if PHA was reimbursed for the Kiley Floor. Ms. Croslan responded yes, funds were donated for the gym floor; all remaining funds went towards the common area floor and the balance was paid by PHA.

Commissioner Douglas made a motion to approve Resolution 10/01/2018 - September Monthly Bills and Commissioner Shuder second the motion. The vote was as follows: Chairman Vann, Aye; Commissioner Shuder, Aye; Commissioner Douglas, Aye; Commissioner Taylor - Abstain.

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

Chairman Van asked if everyone had a chance to look over the Sexual Harassment Prevention Policy, Commissioner Taylor specifically. Commissioner Taylor responded she had not. Chairman Vann suggested that the resolution be tabled until the next meeting, Commissioner Shuder agreed. Commissioner Douglas asked if the policy was supposed to be adopted by October 9th. Ms. Crosland responded, yes. Commissioner Douglas asked when the training would start. Ms. Croslan responded, we have one year. Chairman Vann asked if there was any penalty for not having it adopted. Ms. Croslan responded, she did not know. Chairman Vann asked for a motion to table the approval of the Sexual Harassment Prevention Policy Resolution, 10/02/2018 until next month. Commissioner Shuder made a motion and Commissioner Douglas seconded the motion. Commissioner Taylor asked, if tenants have a sexual harassment complaint against PHA staff, and the complaint is given to the Board prior to the training, how that will affect the

employee. If employee has taken the training, will the complaint be pushed under the table? Chairman Vann responded that section on investigation and legal protection and external remedies would cover the complaint, this will be the process. Commissioner Douglas clarified that this Sexual Harassment Policy is for employees only. Chairman Vann quoted “other individuals covered”, and stated this is why we need to wait until next month. Chairman Vann asked Attorney Klein if he had a chance to review the policy. Attorney Klein responded, he did not, nor did he create it. Chairman Vann stated that in order to answer Commissioner Taylor’s questions, the policy needed to be reviewed by herself and Attorney Klein. Commissioner Taylor asked Chairman Vann if she understood her question. Chairman Vann stated she understood and didn’t imagine that this policy would supersede any policy already in place pertaining to a tenant complaint. The vote to table the resolution until next month’s meeting was as follows: Chairman Vann, Aye; Commissioner Shuder, Aye; Commissioner Douglas, Aye; Commissioner Taylor - Abstain.

### **Resolution 10/03/2018 – Approval of RAD Consultant Advertisement**

Chairman Vann asked for a motion to approve Resolution 10/03/2018 – Approval of RAD Consultant Advertisement. Commissioner Douglas stated that of all the resolutions this is the most consequential, and suggested tabling the resolution until Commissioner Taylor is sworn in, Commissioner Taylor agreed. Chairman Vann stated that the resolution was to advertise for a RAD Consultant only and doesn’t commit PHA to anything, it’s the first step. Commissioner Douglas stated he feels it’s substantive, as well as it looks as if a budget is needed to bring a consultant in as well as timelines ect. Ms. Crosland stated that there can be no timelines until the Board directs her to proceed. Commissioner Shuder asked if there was guidance on where PHA can search, what vehicles can be use and the costs of those vehicles. Ms. Crosland stated that housing authorities that had a RAD Consultant incurred different costs. Ms. Crosland further stated that some housing authorities suggested using their RAD Consultant; PHA will let them know when advertised. Commissioner Douglas suggested PHA obtain a list of RAD Consultants and let them know when PHA advertises.

Commissioner Douglas commented that it looks as if consultant services will be expensive, how this gets paid for and at what point does PHA get financial assistance toward some of the cost. Ms. Crosland stated there will be no financial assistance for RAD when you are not doing RAD; this is just for someone to help get through the process the right way. Ms. Crosland further stated that an application cannot be submitted until decisions have been made; it’s a commitment that a PHA is interested in RAD, and that takes money. Chairman Vann stated to be clear, this is not hiring someone to do RAD, and this would be hiring someone to give PHA advice on how to go about it. Ms. Crosland answered, that is correct. Commissioner Shuder reiterated that a consultant would be with PHA through the whole process which would be expensive and feels we need to understand the language, level of financial commitment and financial impact.

Chairman Vann reiterated Commissioner Douglas’s motion to table Resolution 10/03/2018 and seconded the motion. Chairman Vann asked if there was any more discussion on tabling the motion. Commissioner Shuder stated he was also uncertain and needed more answers. The result was as follows: Chairman Vann, Aye; Commissioner Shuder, Aye; Commissioner Douglas, Aye; Commissioner Taylor - Abstain.

**Creation of agreement for Kiley Center Improvement** - Commissioner Shuder stated he received an E-mail from Bill Balter regarding a grant to renovate the Kiley Center. Mr. Balter has applied to the City of Peekskill to rezone the property adjacent to the Kiley center for affordable housing. In addition, has offered to apply to the State for 1.5 million dollars in financing to improve the Kiley Center. Commissioner Douglas feels it is in the best interest of PHA to empower Mr. Balter to seek the funds to improve the Kiley, at no cost to PHA. If funds are required to be matched, Mr. Balter will do so. Commissioner Douglas also stated that he and Commissioner Shuder have met with Mr. Balter for discussion and have also seen some

of his work. Chairman Vann added that she and Vice Chairman Kane have also met with Mr. Balter as well.

Chairman Vann made a motion to have Mr. Balter explore getting the grant for the Kiley Center according to the provisions he has laid out in the October 15<sup>th</sup> email and Commissioner Douglas second the motion. Chairman Vann asked if there was any discussion. Commissioner Shuder commented that it was a good concept and PHA should pursue getting the funding. Commissioner Douglas added that there is a special funding that the state has set aside to support new affordable housing projects by providing monies toward recreational facilities, which piggybacks with Mr. Balter's 82 unit facility. Chairman Vann agreed that it was presented to her that way as well. The vote was as follows: Chairman Vann, Aye; Commissioner Shuder, Aye; Commissioner Douglas, Aye; Commissioner Taylor - Abstain.

### **By-Law Addition of Section III (g) to Appendix A**

Commissioner Douglas explained that the addition to the By-Laws was needed in order to incorporate a process for Tenant Elections in the event of a tie.

Chairman Vann read the addition to the By-Law. (See Attached)

Attorney Klein commented that the current By-Laws state that in order to make an amendment, there must be a written notice to all Board members along with copies of the amendment, at least 10 days prior; Article VI, Section IV. Attorney Klein further stated that since that hasn't been done, he suggest waiting until the next meeting. Chairman Vann agreed and stated everyone has copies, we will make a formal notice before the next meeting.

### **Tenants Comments and Concerns:**

#### **Karen Denison – Bohlmann Towers – 1-J**

1. Complained about non residents fighting and getting high underneath her window in the back of the building. Stated she called the police.
2. Complained to the office that a non resident urinates by the incinerator which runs under her door, nothing has been done.
3. Roaches from the incinerator come under her door; door sweep needed.
4. Odor coming from the rugs in the main lobby and bull pen entrance; often uses her own "I Love My Carpet" rug deodorizer to mask the smell.
5. Maintenance needs to sweep and mop the floors every day.
6. Incinerator is constantly backed up often goes to the second or third floor to throw out her trash.

#### **Dwane Timms – Bohlmann Towers – 5-M**

1. Kids spill things on the floor by the incinerator and leave it there.

#### **Mayor Rainey - Peekskill, NY**

1. Thanked the Board for tabling the RAD Application and suggested an outreach to explain RAD to tenants.
2. Stated that the Kiley Floors look great.



3. Inquired about CAP Program staying at the Kiley.
4. Asked for the Banning Protocol
5. Read a letter of apology addressed to Housing Authority and Housing Authority Board – See Attached.

**Chairman Vann thanked everyone for coming and stated the Board needed to go into Executive session to discuss the event at the Kiley Center.**

**Executive Session:**

Commissioner Douglas made a motion to adjourn and Commissioner Shuder seconded the motion. The vote was as follows: Chairman Vann, Aye; Commissioner Shuder, Aye; Commissioner Douglas, Aye; Commissioner Taylor, Abstain.

**Regular Meeting:** Ended at 8:40 pm.

**Adjournment**

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

Executive Session ended at 9:00 pm.