

# PEEKSKILL HOUSING AUTHORITY



P. Holden Croslan  
Executive Director

807 Main Street  
Peekskill, New York 10566  
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PEEKSKILL HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MONTHLY MEETING  
March 21, 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 03/01/2019 – February 21, 2019 - Regular Meeting Minutes

IV. CORRESPONDENCE: None

V. EXECUTIVE DIRECTOR'S REPORT:

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

VI. COUNSEL'S REPORT

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS:

- a. Resolution 03/02/2019 – Approval of February 2019 Monthly Bills

IX. TENANTS' COMMENTS AND CONCERNS:

X. ADJOURNMENT

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

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

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

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

Commissioner \_\_\_\_\_ motioned to vote and Commissioner \_\_\_\_\_ seconded.

The vote is as follows:

<b>VOTE</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
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: March 21, 2019

\_\_\_\_\_  
P. Holden Croslan, Executive Director

Date:

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## PEEKSKILL HOUSING AUTHORITY BOARD OF COMMISSIONERS MONTHLY BOARD MEETING MINUTES FEBRUARY 21, 2019

### ROLL CALL:

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

P Holden Croslan, Executive Director  
Gerald Klein, PHA Counsel - **Absent**

### TENANTS COMMENTS AND CONCERNS:

#### **Ethel Hinton – Dunbar Heights 696 Highland Avenue**

1. Asked what was on the agenda for this evening. **Chairman Vann reviewed the agenda and gave an update on Dunbar Heights.**
2. Will the tanks be fenced in? **Ms. Croslan responded, yes. Chairman Vann asked if the remaining three buildings would be finished within the next week. Ms. Croslan stated, she did not know.**

**Vice Chairman Kane asked if Building H was the only building that was complete. Ms. Croslan responded, yes. Commissioner Schuder asked if tenants could be informed when the fencing will go up and a completion date. Ms. Croslan responded, yes. Commissioner Douglas asked if all the propane tanks were on site for all the buildings. Ms. Croslan responded, yes. Commissioner Douglas asked if maintenance installed the pads. Ms. Croslan responded, the contractor installed the pads.**

3. Asked if the holes made behind the stove due to pipe installation would be plugged up. **Chairman Vann stated it has been added to the list.**

#### **Pauline Gilchrist – Dunbar Heights 696 Highland Avenue**

1. The contractor stated the pipes behind the stove would be removed; the pipes were cut but not plugged.
2. Smells gas in the apartment and it gives her a headache.

**There was a detailed discussion regarding the holes behind the stoves, Chairman Vann stated it would be checked.**

3. Called the office for a carbon monoxide smoke detector; it was installed.
4. Commented on the two stoves being replaced.
5. Contractor left screws on top of her stove which caused her to question if the installation was being done correctly.
6. Would prefer a new stove instead of the conversion.

**Vice Chairman Kane asked Ms. Gilchrist to send him a picture of the screws.**

#### **Mayor Rainey**

1. Asked for an update on Dunbar Heights.
2. Asked for a small Town Hall Meeting to explain the conversion process. Chairman Vann responded that there was a meeting with tenants and the contractor.
3. Asked for an estimate for a new playground or a basketball court.

**Chairman Vann asked Mayor Rainey about a \$50,000 grant received for the Kiley Center. Mayor Rainey responded, it was for the Youth Bureau.**

**Chairman Vann introduced Mayor Rainey to the representatives from Congresswomen Anita Lowey's Office.**

#### **Councilwoman Vanessa Agudelo**

1. Asked if the three buildings with replaced piping have gas. Chairman Vann responded they have only been piped.

**Vice Chairman Kane asked if the plan was to inspect the stoves again when the gas is connected. Ms. Croslan answered, that is correct.**

#### **Nicole Dabbs – 696 Highland Avenue**

1. Asked if the fencing will go up after all the tanks are hooked up. The response was, upon completion.

#### **APPROVAL OF MINUTES**

#### **Resolution No. 02/01/2019 – Approval of Regular Meeting Minutes – January 17, 2019**

**Chairman Vann asked if everyone read the previous month's minutes, the response was yes. Commissioner Douglas commented that Kristine did a great job on the minutes.**

**Chairman Vann stated that on the first page of the minutes, comment #2, her response was, "she was not the person who said that." In addition, on the second page of the minutes, comment #4, her response was, "the heat and hot water were on the next day." Commissioner Douglas made a motion to approve Resolution 02/01/2019, January 17, 2019 - Regular Meeting Minutes as amended. Vice Chairman Kane seconded the motion. The vote was as follows: Chairman Vann, Aye, Vice Chairman Kane, Aye, Commissioner Schuder, Aye, Commissioner Taylor, Aye, Commissioner Douglas, Aye, Commissioner Timms, Aye.**

**CORRESPONDENCE** - None

**EXECUTIVE DIRECTOR'S REPORT**

**Revenue** – HUD subsidy for December, \$112,569; January, \$91,611.

Chairman Vann asked the Executive Director if decrease in subsidy was permanent. Ms. Croslan stated, she did not know.

**Other Revenue** – December, \$1,564; January, \$3,053.

**Tenant Charges**

Total rent charges for December \$132,491; January \$133,477.

Retro Rent (unreported income) for December \$0; January \$0

Total tenant charges for December \$138,543; January \$137,379.

Charges collected through December 5<sup>th</sup>, \$57,410; January 5<sup>th</sup>, \$63,404.

Total charges collected for December \$124,875; January \$127,057.

Unpaid tenant balance, December \$13,668; January \$10,322.

Reclassification from TAR to Vacated TAR, December (\$4,580); January (\$2,314).

All Outstanding Tenant Charges, December \$276,393; January; \$280,006.

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

Total expenses for December, \$231,797; January \$309,852.

**Chairman Vann asked why there were no process server charges in January. Ms. Croslan stated that a staff member was on jury duty for the month, therefore, no court paperwork was processed.**

**Capital Fund Projects** – Dunbar Heights Gas Lines for buildings A, B and C. December, \$37,562; January \$0.

**Repayment Agreement** – A total of 18 repayment agreements since 2017 totaling \$72,225; 5 remaining totaling \$21,574.

**Work Orders** - December 118, Outstanding 1; January 119; Outstanding 0.

**Unit Turnovers** – At the end of January there were 14 vacancies; two will be leased by 02/15/2019 for a total of 12 vacancies at this time. The current vacancies represent 4 tenants who received Section 8 vouchers, 3 transfers, 2 move outs and 4 evictions.

**Exterminations** – Three bed bug exterminations in January, total cost \$1,111.

**Tenants Account Receivable (TAR)** – Bohlmann Towers 33 tenants paid late; 24 not at all; 84 tenants owe \$121,444 by the end of January. Dunbar Heights 49 tenants paid late; 32 not at all; 59 tenants owe \$104,259 by the end of January. Turnkey 12 tenants paid late; 3 not at all; 21 tenants owed \$54,303 by the end of January.

Total past due for January, 164 residents (60%) owed \$280,006.

### **Police Report**

**Police Activity PHA 01/12 – 01/18** - 40 visits to Bohlmann Towers, 30 routine; 34 visits to Dunbar Heights, 31 routine.

**Police Activity PHA 01/19 – 01/25** - 42 visits to Bohlmann Towers, 31 routine; 24 visits to Dunbar Heights; 21 routine.

Commissioner Schuder commented that there were a fair amount of calls and asked if those categorized calls included EMT calls. The police chief stated that some are included, however not all medical calls come through the police station; roughly 15% of all calls go directly to EMS.

Commissioner Schuder asked if the response times were calculated. The police chief stated that all response times are calculated. The average response time is approximately three minutes; most of the calls are routine checks.

Commissioner Schuder stated he was interested in the medical and safety response times and would like to get into it at some point.

### **DUNBAR HEIGHTS GAS EXPENSES**

Actual and anticipated gas charges; \$276,266.28.

An additional \$5,500 has been added for concrete pads and 10 new stoves for a total of \$281,766.28.

### **TOP WORK ORDERS FOR PHA DEVELOPMENTS**

The Executive Director summarized the most requested work orders between January 1, 2018 through December 31, 2018.

**Chairman Vann asked if there have been any calls regarding the electric stoves at Dunbar. Ms. Croslan responded, there may have been.**

**Commissioner Taylor asked if 133 represented the number of apartments and if all other apartments fine. Ms. Croslan explained that there were 133 work orders for that category; tenants may have had multiple leaks within the year.**

### **TRANSFERS**

PHA has completed eleven transfers:  
2 were income driven so tenants could pay flat rent  
5 were under-housed  
3 were over-housed  
1 was a reasonable accommodation  
(Currently there are 2 reasonable accommodation transfer request)

## **RAD AND REPOSITIONION CONSULTANT**

PHA solicited proposals for a RAD and Relocation Consultant. Seven proposals were received and will be reviewed in Executive Session.

## **FINANCIAL REPORT**

Chairman Vann asked if everyone had a chance to review the Financial Report and asked if there were any questions or anything the Executive Director wanted to point out.

Ms. Crosland stated that there was one month left in this fiscal year ending March 31<sup>st</sup>; PHA would be over budget due to security and the unexpected gas issue at Dunbar Heights.

Commissioner Douglas commented that due to security and the issue at Dunbar Heights, PHA budget could be over at least \$100,000. Ms. Crosland responded that HUD allows a percentage of capital funds to be put into our operating account. PHA will be able to move approximately \$100,000 to help offset some of those costs.

Commissioner Douglas stated that as of April 1<sup>st</sup>, we have two additional costs, security and oil at Dunbar Heights. Ms. Crosland responded that she is not sure how much the additional costs will be between natural gas and propane, we haven't done that yet. Chairman Vann commented that this something we need to talk about and further stated that Dunbar Heights is outside of the moratorium area so that's not something we have to worry about before March 15<sup>th</sup>.

Commissioner Schuder asked if the moratorium can be imposed on a repair issue versus a new installation. Chairman Vann stated that Con Edison seems to be trying to impose some very unfair procedures, this is still something we need keep our eye on.

## **NEW BUSINESS**

### **Resolution 02/02/2019 – Approval of January 2019 Monthly Bills**

Commissioner Taylor made a motion to approve Resolution 02/02/2019 - Approval of January 2019 Monthly Bills. Commissioner Schuder seconded the motion. Chairman Vann asked if everyone reviewed the monthly bills, the response was yes. Chairman Vann asked if there were any questions, the response was, no. The vote was as follows: Chairman Vann, Aye, Vice Chairman Kane, Aye, Commissioner Schuder, Aye, Commissioner Douglas, Aye, Commissioner Taylor, Aye, Commissioner Timms, Aye.

## **TENANTS COMMENTS AND CONCERNS:**

Nicole Dabbs – 696 Highland Avenue

1. Asked if the use of propane was permanent. **Chairman Vann stated that the Board will consider converting the boiler to natural gas in the future. Commissioner Schuder stated that safety must be considered.**

Dianne Hines – 696 Highland Ave

1. Ms. Vann told the tenants everyone was getting a new stove. **Ms. Vann responded that she stated it was being considered.**
2. Stoves were going in too fast, the Board doesn't know what the contractors are doing in these homes. **Chairman Vann stated that professionals are doing the work.**

3. No Carbon monoxide smoke detectors in the apartments.
4. Propane tanks are out in the open, it's a safety hazard.
5. Housing Authorities are receiving money, where's the money for Peekskill Housing. **Ms. Croslan responded that it will be decided in Executive Session if the Board wants to go that way.**
6. How long does it take to have the propane refilled when it runs out? **The tanks will be auto refilled. Commissioner Douglas stated that they are looking into grants to switch from propane to natural gas.**
7. Tile floors in her apartment need repair. **Advised to call in a work order.**
8. Her electric stove doesn't work properly and would like it replaced. **Advised to call in a work order.**

Ms. Hines had several complaints regarding the condition of Dunbar Heights apartments. **Commissioner Douglas stated that in Executive Session they will discuss bringing on a consultant to help the housing authority obtain significant monies to address all these things.**

**Commissioner Taylor asked Ms. Hines if it would be helpful to have a tenant meeting before the board meeting.** Ms. Hines responded, she didn't think there would be a significant turnout; most tenants are content with their situation.

#### **Sholanda Robinson – 696 Highland Avenue**

1. When will the tanks be covered up? **Commissioner Douglas responded, once the job is complete.**

**Commissioner Douglas, gave a review of the tenant meeting with the contractor. Commissioner Douglas also commented that it was decided, at a Board meeting, that only inoperable stoves would be replaced; no limit. Chairman Vann added that only two stoves have been replaced so far.**

2. What's the time frame for competition? **Chairman Vann stated that all but three buildings have had the pipes replaced. Commissioner Douglas stated that at the rate it's going a ball park figure would be within one month.**
3. Asked why the contractor's are not working together and fencing the tanks as the building is complete, it's dangerous. **Ms. Croslan responded, the fencing will be installed once the job is completed.**
4. Stated the tile floors in her apartment need repair. **Advised to call in a work order.**
5. Is there any money in the budget to replace the playground so the kids can have something to do? **Chairman Vann stated that they are trying to find money to address that. Vice Chairman Kane stated that it is a concern. An engineer was hired to look into getting some things done, however we had an emergency. Chairman Vann stated that now that we are out of troubled status we are moving ahead.**
6. When are the Board Meetings? **Chairman Vann responded every third Thursday except for August and December.**

**There was a detailed discussion between the Board, Tenants, Executive Director and Councilwomen Vanessa Agudelo on how to better distribute information regarding Board Meetings to encourage a better turnout.**

**Vice Chairman Kane asked if the propane tanks that are not in use, empty. Ms. Croslan responded, yes.**



Vice Chairman Kane asked Ms. Croslan to confirm with the contractor that the propane tanks, not in use, are empty.

**Pauline Gilchrist – 696 Highland Avenue**

1. How will the credit be determined for the Con Edison bill because I'm on a 12 month payment plan. **Chairman Vann stated it will be determined by the kilowatt hours used and to bring the bills to the office. Vice Chairman Kane stated that tenants can set up an account online to view statements.**
2. What is the 5 year plan, when will apartments be fixed up, floors ect. **Chairman Vann stated the 5 year plan will be discussed tonight in Executive Session.**
3. Asked when maintenance comes back to fix the issues written down at the annual inspection. Ms. Croslan responded, again, all work orders should be called in. When annual inspections are completed, all work orders needed are noted; however, health and safety violations are taken care of immediately. PHA does not have the man power to take care of all work orders found in one day after annual inspections.

**Councilwoman Vanessa Agudelo**

1. Asked if there was only one propane tank filled. **Ms. Croslan responded there are two; one for the boiler as well.**
2. Asked if there was a reason why the contractors couldn't provide a more solid timeline for completion. **Vice Chairman Kane responded that as Commissioner Douglas stated, it's building by building, more specifically stove by stove. It is taking a little longer than first anticipated because they are finding that it's not as easy as they thought it was going to be, these are old building and each may have a little complication which cannot be anticipated until its being worked on.**
3. Asked for clarity on the work order report; the completed column. **The response was, clerical error.**
4. Stated it's very hard for her to believe that all work orders are actually being completed, after talking to many tenants and asked if there was a way to relay to tenants the proper way to put in work orders. **Ms. Croslan responded that work orders are being completed and it's documented, maintenance signs off on every one.**

**Commissioner Taylor asked if the maintenance report cards were still being implemented. Ms. Croslan responded, not currently. Vice Chairman Kane stated if a work order wasn't completed, tenants need to call and suggested Councilwoman Agudelo, let tenants us her cell phone to call to check work orders. Councilwoman Agudelo responded that she speaks to tenants after office hours and the answering service cannot give information on work orders. Vice Chairman Kane stated that the answering service can take the information for a work order. Councilwomen Agudelo responded that she has been told that information given to the answering service has not been followed up on. Vice Chairman Kane responded, that needs to be verified and if there is a problem with the answering service it needs to be corrected. Councilwoman asked how the tenant has accountability for work orders being completed. Vice Chairman Kane was under the impression that work orders were still being signed by the tenants and suggested going back to that policy.**

5. Stated that converting PHA to the RAD Program would mean there would be some level of privatization. **Vice Chairman Kane stated that there are different ways of doing RAD, which will be discussed in Executive Session.**

6. Stated that there are tenants rights built into the RAD Program, however, there have been a lot of articles written regarding little oversight after the transition and tenants rights not being enforced. **Chairman Vann responded that the Board has turned down the RAD Program for years because they couldn't get assurances, and further stated that a consultant is being hired so that PHA can do RAD the correct way as not to put the tenants at risk.**

**The Board summarized several RAD intent options on the table to be discussed in Executive Session.**

**Chairman Vann thanked the representatives from Congresswomen Anita Lowey's Office for coming and asked if they had any questions; no questions asked.**

**Executive Session:**

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

**Regular Meeting:** Ended at 8:58 pm.

**Adjournment**

The vote was as follows: Chairman Vann, Aye; Vice Chairman Kane, Aye; Commissioner Schuder, Aye; Commissioner Douglas, Aye; Commissioner Taylor, Aye, Commissioner Timms, Aye.

Executive Session ended at 9:46 pm.

**PEEKSKILL HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
March 21, 2019**

**EXECUTIVE DIRECTOR'S REPORT**

**FINANCIAL**

<b>Revenue</b>	<b>January</b>	<b>February</b>
HUD Subsidy – Bohlmann (AMP 1))	42,752	42,751
HUD Subsidy – All other sites (AMP 2)	48,859	48,859
<b>Total HUD Operating Subsidy</b>	<b>91,611</b>	<b>91,610</b>
<b>Other Revenue– Non-Federal</b>		
Laundry Commissions	1,953	2,289
CAP Office	0	3,600
Health Center	740	740
Verizon	267	139
Community Room Rental	0	0
Interest	93	75
<b>Total</b>	<b>3,053</b>	<b>6,843</b>

<b>TENANT CHARGES</b>	<b>January</b>	<b>February</b>
Rent	133,477	127,893
Retro Rent (unreported income)	0	5,604
Parking	1,823	1,815
Late Fees	2,820	3,570
Misc ( key cards, maintenance charges)	(66)	499
Air Conditioners	(675)	0
<b>TOTAL TENANT CHARGES</b>	<b>137,379</b>	<b>139,381</b>
<b>Collected from Tenants thru 5th</b>	<b>63,404</b>	<b>62,299</b>
<b>Total Collected</b>	<b>127,057</b>	<b>138,614</b>
<b>Unpaid Tenant Balance</b>	<b>10,322</b>	<b>767</b>
<b>Reclassification from TAR to Vacated TAR</b>	<b>(2,314)</b>	<b>(18,066)</b>
<b>Change in Prepaid rent</b>	<b>(4,395)</b>	<b>2,861</b>
<b>All Outstanding Tenant Charges</b>	<b>280,006</b>	<b>265,568</b>

**BILLS PAID**

	<b>January</b>	<b>February</b>
Payroll (M)	85,245	75,375
Elevator (Q)	1,923	5,975
Unemployment (Q))	89	0
Exterminator (M)	4,112	2,436
Trash – Dumpsters	0	0
City Trash Collection (Q)	0	0
City Water (Q)	43,993	0
Sewer Tax (Semi-Annual)	0	0
Robison Fuel Oil (M)	19,698	14,598
Electric (M)	17,536	19,064
Gas (M)	19,865	26,607
Propane (M)	0	984
Legal – PHA Attorney (M)	4,910	3,210
Health Insurance/Dental Insurance(M)	50,251	27,480
Process Server – Evictions (M)	0	765
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	7,507	51,326
Credit Card (M)	5,369	0
Maintenance Supplies/Contracts(M)	22,032	26,122
Office Expenses (M)	6,073	1,471
PILOT	0	0
Lawsuit Deductibles	813	0
Security	9,968	14,952
Retirement Contribution (A)	0	0
Medicare Part B Reimbursement	1,608	7,312
Audit (A)	8,860	0
CAP rent refund due to no lease	0	3,600
<b>TOTAL EXPENSES</b>	<b>\$309,852</b>	<b>\$281,277</b>
<b>CAPITAL FUND PROJECTS</b>		
<b>Dunbar Heights Propane Conversion</b>	<b>\$0</b>	<b>\$86,308</b>

**COURT PROCEEDINGS**

MONTH	# RESIDENTS	BALANCE	# PAID	AMOUNT PAID	COURT STIPS/COMMENTS
January -2016	10	23,569	09	16,631	1 Eviction - 11,583
February	10	17,283	09	15,991	1 Eviction - 3,230
March	10	13,351	10	13,351	
April	09	17,086	07	16,726	2 Broken Stipulations (Court 12/2016)
May	11	24,643	10	22,361	1 Skipped - 5,705
June	10	14,263	09	13,037	1 Skipped - 3,191
July	09	11,895	09	11,895	
August	08	22,384	07	18,963	1 Skipped - 7,279
September	10	18,116	10	18,116	
October	09	16,726	09	16,726	
November	11	12,881	10	9,705	1 Eviction 6,067
December	13	27,789	11	21,915	1 Court, 1 Eviction – 6,279
January 2017	13	22,394	11	17,118	1 Eviction 6,204 - 1 Skip 4,406
February	11	24,300	10	20,101	1 Skipped 8,549
March	11	24,585	10	22,469	1 Skip - 2,808
April	09	10,053	09	10,053	
May	12	13,626	11	12,302	1 Eviction - 8,340
June	11	24,340	09	20,711	2 Evictions- 8,254
July	13	22,057	11	18,309	2 Evictions - 11,648
August	12	12,224	12	12,224	
September	10	21,416	10	21,416	
October	10	16,083	09	14,528	1 Eviction - 3,945
November	11	27,203	10	23,468	1 Skip - 3,735
December	13	16,117	13	16,117	
January 2018	12	25,031	09	16,832	1 Stip, 1 Skip - 8,062, 1 Eviction 7,222
February	11	17,110	10	16,842	1 Stipulation
March	11	22,437	11	22,437	
April	11	11,874	08	11,067	1 Court, 1 Stipulation, 1 Eviction 7,485
May	13	28,201	10	23,182	3 Stipulations
June	08	7,809	05	6,716	2 Stipulations, 1 Eviction – 4,478
July	09	14,375	09	14,375	
August	10	13,088	10	13,088	
September	12	26,403	10	21,928	1 Court, 1 Eviction – 4,595
October	11	15,709	10	12,128	1 Stipulation
November	11	18,102	10	14,836	1 Court
December	11	21,571	06	13,239	3 Court, 1 Stipulation, 1 Skipped 999
January 2019	0	0	0	0	0
February	12	34,017	10	28,103	2 – 3 Day Notices
<b>TOTAL</b>	<b>398</b>	<b>710,111</b>	<b>353</b>	<b>619,006</b>	<b>Outstanding Balance 91,105</b> <b>Skip/Evicted Balance 134,064</b>

**REPAYMENT AGREEMENTS**

<b>MONTH</b>	<b>AGREEMENTS</b>	<b>TOTAL AMOUNT</b>	<b>REMAINING AGREEMENTS</b>	<b>BALANCE</b>	<b>COMMENT</b>
<b>2017 January</b>	2	8,929	1	108	
February	2	3,795	0	0	
March	1	2,112	0	0	
April	3	5,092	0	0	
May	0	0	0	0	
June	0	0	0	0	
July	1	1,344	0	0	
August	0	0	0	0	
September	0	0	0	0	
October	1	6,138	0	0	1 Court Stip - 4,658
November	3	8,664	1	219	
December	0	0	0	0	
<b>2018 January</b>	0	0	0	0	
February - June	0	0	0	0	
July	2	8,301	1	3,219	1 Court - 1,709
August	3	27,850	2	15,712	1 Court - 1,161
September	0	0	0	0	
October	0	0	0	0	
November	0	0	0	0	
December	1	4,775	1	1,583	
<b>2019 January</b>				0	
February				0	
<b>TOTALS</b>	<b>19</b>	<b>77,000</b>	<b>6</b>	<b>\$20,841</b>	

**WORK ORDERS**

<b>MONTH</b>	<b>CALLS</b>	<b>COMPLETE</b>	<b>OUTSTANDING OR COMMENTS</b>
<b>January - 2018</b>	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	
<b>January - 2019</b>	119	119	
February	88	82	6

**UNIT TURNOVER**

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

**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		
April	0	1	0	2	0		
May	1	0	1	1	0		
June	2	2	2	0	0		
July	0	0	2	1	1		
August	0	0	3	4	3		
September	0	4	2	3	0		
October	0	0	3	1	0		
November	0	0	0	1	1		
December	0	0	1	1	0		
<b>TOTAL</b>	<b>9</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>9</b>		
<b>COST</b>	<b>\$2,950</b>	<b>\$4,860</b>	<b>\$4,841</b>	<b>\$9,880</b>	<b>\$2,980</b>	<b>\$2,304</b>	

**TENANT ACCOUNTS RECEIVABLE - LATE OR NO RENT PAYMENT**

SITE	# Units	Late	Not At All	Past Due JAN 2019	Past Due FEB 2019
Bohlmann Towers	144	(33) 55	(24) 26	84 owed \$121,444	82 owed \$123,645
Dunbar Heights	96	(49) 47	(32) 22	59 owed \$104,259	57 owed \$105,090
Turnkey	33	(12) 17	( 3) 7	21 owed \$54,303	19 owed \$36,833
Totals	273	(94) 119	(59) 55	164 (60%) - \$280,006	158 (58%) - \$265,568

Parenthesis ( ) represents the previous month

**PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS**

PHA Activity Feb 2-8, 2019	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	42	34	8*
Dunbar Heights	33	29	4*
*BT – Other (parking complaint, medical aid, 3 disputes, disorderly group, 2 suspicious activities)			
*DH – Other (traffic stop, 2 medical aids, agency assist)			
PHA Activity Feb 16-22, 2019	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	44	34	10 *
Dunbar Heights	33	29	4*
*BT – Other (fire, traffic stop, 2 suspicious activities, 2 medical aids, 4 parking complaints)			
*DH – Other ( noise complaint, 3 parking complaints)			

Respectfully Submitted,

P Holden Croslan

*Pat C*

Executive Director



# PEEKSKILL HOUSING AUTHORITY



Sham Lenister, 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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# PEEKSKILL HOUSING AUTHORITY



Shaun Lenister, CPA  
Chief Financial Officer

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

## Chief Financial Officer's Report – February 2019

### Year-to-Date Financials –

Dwelling rents are over budget due to multiple large retro charges for failure to report income. Other income is over budget due to the donations from Wheelabrator and various other people for the Kiley gym floor but is partially offset by maintenance contracts being over budget for the payment of the Kiley floors. Operating subsidy is much greater than expected. Each year Congress is late passing the federal budget. Due to this, a continuing resolution is passed which keeps subsidy even more conservative than the prior year. When the budget was finally passed and our operating subsidy was allocated, we were underpaid for six months and it was reconciled during April 2018 and continues to be over budget. CFP operations 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 next month. Office expenses went over budget due to unexpected server issues, new computers, increased office supplies and postage.

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

Electricity has been extremely high this year due to cost, not amount used. Gas and fuel expenses are close to budget but will probably be over for the fiscal year.

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

Protective services are over budget due to the security contract.

Insurance is over budget due to the increase in liability and property insurance. PILOT is close to budget. Employee benefits are still under budget after the retirement contribution. Collection losses are written off during year end. Vacated tenant arrears on the TAR worksheet is an

indicator of collection losses until they are written off and is currently at \$67,159 which is over budget.

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

### **February Financial –**


Rents are over budget due to a retro charge of \$5,604 for unreported income. Most utilities were over budget due to the time of year. Maintenance labor was over budget due to snow storms. Materials were over budget due to the purchase of 10 new stoves. Quarterly liability and property insurance payments were due causing the large variance. All other line items were normal for the month of February.

### **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 February were \$133,777. In addition, one tenant was charged \$5,604 for unreported income. Total collected for February was \$138,614 which is a monthly cash flow surplus of \$4,837 not including the retro rent.
2. 4 units became vacant in February.
3. Number of tenants who paid late and not at all:
  - A. Bohlmann – 55 late/26 not at all
  - B. Dunbar Heights – 47 late/22 not at all
  - C. Turnkey – 17 late/7 not at all
4. 119 out of 273 (44%) paid late and 55 out of 273 (21%) did not pay at all.
5. Number of units that owe money at the end of the month:
  - A. Bohlmann – 82 out of 144 units (\$123,645.38)
  - B. Dunbar Heights – 57 out of 96 units (\$105,090.35)
  - C. Turnkey – 19 out of 33 units (\$36,832.47)
6. This means 158 units out of 273 (58%) still owes \$265,568.20 at the end of the month.

PHA is in the final month of the fiscal year. Even factoring in the bad debt expense and not receiving the 2018 CFP portion for operations, PHA looks like it will end with another fiscal operating surplus. This fiscal year has been full of unexpected expenses related to fire, the gas lines and unexpected projects but due to the large increase in subsidy from the previous year, PHA was able to stay in the black. Now that PHA is exploring the RAD program, hopefully we will be able to modernize our properties in the future rather than just repairing them.

  
\_\_\_\_\_  
Shaun Lemister, CPA

**Peekskill Housing Authority**  
**Summary Operating Statement - Budget and Actual**  
**Eleven Months Ended February 28, 2019**

	Prior Year Year-to-Date Actual	Annual Budget (Dollars)	Annual Budget (PUM)	Year-to-Date Budget	Year-to-Date Actual	Variance - Favorable (Unfavorable)
<b>Revenue</b>						
Operating Receipts						
Dwelling Rentals	1,415,234	1,528,284	466.51	1,400,927	1,475,243	74,316
Nondwelling Rent	20,495	21,600	6.59	19,800	20,108	308
Interest Income	942	800	0.24	733	1,044	311
Other Income	101,682	105,000	32.05	96,250	118,016	21,766
HUD Operating Subsidy	902,509	1,074,812	328.09	985,244	1,167,275	182,031
CFP Operations Subsidy	95,000	95,000	29.00	87,083	0	(87,083)
Total Operating Receipts - Including HUD Contril	2,535,862	2,825,496	862.48	2,590,038	2,781,686	191,648
<b>Expenses</b>						
Operating Expenditures						
Administrative:						
Administrative Salaries	296,908	352,646	107.65	323,259	313,555	9,704
Legal Expense	42,205	48,000	14.65	44,000	41,688	2,312
Training	0	1,000	0.31	917	900	17
Travel	0	0	0.00	0	0	0
Accounting Fees	0	0	0.00	0	0	0
Auditing Fees	8,860	8,860	2.70	8,122	8,860	(738)
Telephone, Office Supplies, Miscellaneous	65,373	68,889	21.03	63,148	66,959	(3,811)
Total Administrative Expenses	413,346	479,395	146.34	439,445	431,962	7,484
Tenant Services:						
Contracts	0	0	0.00	0	0	0
Recreation	1,962	2,500	0.76	2,292	12,648	(10,357)
Total Tenant Services Expenses	1,962	2,500	0.76	2,292	12,648	(10,357)
Utilities:						
Water/Sewer	194,430	221,000	67.46	202,583	199,727	2,857
Electricity	181,903	200,000	61.05	183,333	194,008	(10,674)
Gas	103,205	125,000	38.16	114,583	125,259	(10,676)
Fuel	123,076	125,000	38.16	114,583	119,518	(4,934)
Total Utilities Expenses	602,614	671,000	204.82	615,083	638,511	(23,428)
Ordinary Maintenance & Operation:						
Labor-Maintenance	453,973	487,915	148.94	447,255	442,791	4,464
Materials - Maintenance	103,811	100,000	30.53	91,667	117,970	(26,304)
Maint Contract Costs	185,423	199,150	60.79	182,554	263,831	(81,276)
Total Maintenance Expenses	743,207	787,065	240.25	721,476	824,592	(103,116)
Protective Services:						
Contracts	0	0	0.00	0	33,384	(33,384)
Total Protective Services	0	0	0	0	33,384	(33,384)
General Expense:						
Insurance	198,356	212,100	64.74	194,425	213,456	(19,031)
Payments in Lieu of Taxes	70,570	87,890	26.83	80,566	81,042	(476)
Employee Benefit Contributions	385,063	514,405	157.02	471,538	426,413	45,124
Collection Losses	(3,310)	50,000	15.26	45,833	(914)	46,748
Total General Expenses	650,679	864,395	263.86	792,362	719,997	72,365
Nonroutine Items:						
Extraordinary Items	2,524	0	0.00	0	2,500	(2,500)
Total Operating Expenses	2,414,332	2,804,355	856	2,570,659	2,663,594	(59,551)
Net Income/(Loss)	121,530	21,141	6.45	19,379	118,093	98,713

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

<b>Revenue</b>	Prior Year Month Actual	Annual Monthly Budget (Dollars)	Monthly Actual	Variance - Favorable (Unfavorable)
Operating Receipts				
Dwelling Rentals	126,530	127,357	133,497	6,140
Excess Utilities	0	0	0	0
Nondwelling Rent	1,830	1,800	1,815	15
Interest Income	136	67	75	9
Other Income	17,724	8,750	7,237	(1,513)
HUD Operating Subsidy	73,587	89,568	91,610	2,042
CFP Operations Subsidy	0	7,917	0	(7,917)
Total Operating Receipts - Including HUD Contril	219,807	235,458	234,234	(1,224)
<b>Expenses</b>				
Operating Expenditures				
Administrative:				
Administrative Salaries	25,570	29,387	26,901	2,486
Legal Expense	3,415	4,000	3,920	81
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	4,966	5,741	3,646	2,095
Total Administrative Expenses	33,950	39,950	34,466	5,483
Tenant Services:				
Contracts	0	0	0	0
Recreation	0	208	0	208
	0	208	0	208
Utilities:				
Water/Sewer	0	18,417	0	18,417
Electricity	18,862	16,667	19,065	(2,398)
Gas	20,602	10,417	28,458	(18,041)
Fuel	21,337	10,417	15,333	(4,916)
Total Utilities Expenses	60,801	55,917	62,855	(6,938)
Ordinary Maintenance & Operation:				
Labor-Maintenance	33,821	40,660	43,117	(2,458)
Materials - Maintenance	12,243	8,333	16,596	(8,263)
Maint Contract Costs	5,728	16,596	18,042	(1,446)
Total Maintenance Expenses	51,792	65,589	77,755	(12,167)
Protective Services:				
Labor	0	0	0	0
Contracts	0	0	15,219	(15,219)
Total Protective Services	0	0	15,219	(15,219)
General Expense:				
Insurance	45,071	17,675	51,500	(33,825)
Payments in Lieu of Taxes	0	7,324	0	7,324
Employee Benefit Contributions	37,052	42,867	35,086	7,781
Collection Losses	(715)	4,167	(50)	4,217
Total General Expenses	81,408	72,033	86,537	(14,504)
Nonroutine Maintenance:				
Extra Ordinary Maintenance and Equipment	(64,196)	0	0	0
Total Operating Expenses	163,755	233,696	276,832	(43,136)
Net Income/(Loss)	56,052	1,762	(42,598)	(44,360)

Peekskill Housing Authority  
 Tenant Charges  
 February 2019

	Rent	Parking	Late Fees	AC	Other Charges	Prior AR	Total Charges	Amount Paid	W/O's, AJE's Moveouts	Current AR
Bohlmann	66,875.00	840.00	1,650.00		398.72	120,326.30	69,763.72	(70,032.00)		120,058.02
Dunbar	43,781.00	735.00	1,410.00			102,134.70	45,926.00	(50,650.00)	4,638.50	102,049.20
Turnkey	17,237.00	240.00	510.00		100.00	52,713.94	18,087.00	(17,932.00)	(17,100.47)	35,768.47
<b>Totals</b>	<b>127,893.00</b>	<b>1,815.00</b>	<b>3,570.00</b>	<b>0.00</b>	<b>498.72</b>	<b>275,174.94</b>	<b>133,776.72</b>	<b>(138,614.00)</b>	<b>(12,461.97)</b>	<b>257,875.69</b>

See Individual property sheets for details

Total Tenant Charges for February	133,776.72
Total Received from Reconciliation	(138,614.00)
Total Write-offs, Move outs & Adj.	(12,461.97)
Change in TAR for February	<u>(17,299.25)</u>

Prepaid

Bohlman	3,587.36
Dunbar	3,041.15
Turnkey	<u>1,064.00</u>
	7,692.51
Total TAR	257,875.69
Prepaid	<u>7,692.51</u>
TAR	<u>265,568.20</u>

Prior Vacted TAR	49,093.52
Less write off	
Less Payments Received	
Current Vacated TAR	<u>18,065.97</u>
Total Vacated TAR	<u>67,159.49</u>

**Peekskill Housing Authority**  
**Balance Sheet**  
As of February 28, 2019

	Feb 28, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1111.2 Cash - Operating Account	35,867.51
1111.5 Cash - Payroll Account	20,594.26
1112 Chase - Nonfederal	875,285.28
1114 Security Deposit Fund	69,476.79
1117 Petty Cash Fund	1,000.00
<b>Total Checking/Savings</b>	1,002,223.84
<b>Other Current Assets</b>	
1122 TAR	265,568.20
1122.1 Vacated TAR	67,159.49
1123 Allowance for Doubt. Accts	-145,695.63
1211 Prepaid Insurance	42,163.59
1260 Material Inventory	56,883.90
1261 Obsolete Inventory	-1,820.97
<b>Total Other Current Assets</b>	284,258.58
<b>Total Current Assets</b>	1,286,482.42
<b>Fixed Assets</b>	
1400.10 Leasehold Improvements	3,064,287.33
1400.12 Building Improvements	2,826,518.82
1400.3 CFP Unallocated	87,225.96
1400.38 CFP 2017	62,615.35
1400.5 Accumulated Depreciation	-20,669,151.20
1400.6 Land	131,611.00
1400.7 Buildings	20,363,001.13
1400.8 Equipment - Dwellings	2,272.00
1400.9 Equipment - Admin	862,234.72
<b>Total Fixed Assets</b>	6,730,615.11
<b>Other Assets</b>	
1420 Deferred Outflow of Resour	108,980.00
<b>Total Other Assets</b>	108,980.00
<b>TOTAL ASSETS</b>	<b>8,126,077.53</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 - Accounts Payable	40,339.96
<b>Total Accounts Payable</b>	40,339.96
<b>Other Current Liabilities</b>	
2111 Accounts Payable	103,811.24
2114 Tenant Security Deposits	76,721.97
2117.3 Pension Payable	2,395.98
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	7,692.51
<b>Total Other Current Liabilities</b>	386,660.87
<b>Total Current Liabilities</b>	427,000.83



**Peekskill Housing Authority**  
**Balance Sheet**  
As of February 28, 2019

	<u>Feb 28, 19</u>
<b>Long Term Liabilities</b>	
2134 Accrued OPEB	676,872.00
2140 Net Pension Liability	192,397.00
2400 Deferred Inflow of Resourc	85,668.00
	<hr/>
<b>Total Long Term Liabilities</b>	<b>954,937.00</b>
	<hr/>
<b>Total Liabilities</b>	<b>1,381,937.83</b>
	<hr/>
<b>Equity</b>	
2803 Invested in Capital Assets	5,845,187.12
2807 Unrestricted Net Assets	104,429.55
32000 · Retained Earnings	613,814.94
Net Income	180,708.09
	<hr/>
<b>Total Equity</b>	<b>6,744,139.70</b>
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,126,077.53</b>
	<hr/> <hr/>



**Peekskill Housing Authority**  
**Profit & Loss**  
 April 2018 through February 2019

Apr '18 - Feb 19

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	737,917.00
3110.2 Dunbar Heights	491,377.00
3110.4 Turnkey	245,949.00
<b>Total 3110 Dwelling Rental</b>	<b>1,475,243.00</b>
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	8,933.00
3190.2 Dunbar Heights	8,130.00
3190.4 Turnkey	3,045.00
<b>Total 3190 Nondwelling Rental</b>	<b>20,108.00</b>
3610 Interest on Gen. Fund Inv.	1,044.17
3690 Other Income	
3690.1 Laundry Room Income	19,526.14
3690.2 CAP Office Rent	9,900.00
3690.3 Health Center Rent	8,056.35
3690.4 Verizon Commission	1,671.20
3690.5 Comm. Room Rental	405.00
3690.6 Late Fees	
Bohlmann Towers	18,201.00
Dunbar Heights	13,880.00
Turnkey	5,340.00
<b>Total 3690.6 Late Fees</b>	<b>37,421.00</b>
3690.7 Keycard BT	375.00
3690.8 Work Orders	
Bohlmann Towers	2,551.72
Dunbar Heights	1,474.80
Turnkey	40.00
3690.8 Work Orders - Other	215.00
<b>Total 3690.8 Work Orders</b>	<b>4,281.52</b>
3690.9 AC - BT	8,955.00
3690.9 Ac - TK	3,525.00
3690 Other Income - Other	23,900.01
<b>Total 3690 Other Income</b>	<b>118,016.22</b>
8020 Operating Subsidy	
8020.1 AMP 1	556,859.00
8020.2 AMP2	610,416.00
<b>Total 8020 Operating Subsidy</b>	<b>1,167,275.00</b>
<b>Total Income</b>	<b>2,781,686.39</b>
<b>Expense</b>	
4110 Administrative Salaries	313,554.61
4130 Legal Expense	41,687.80
4140 Staff Training	900.00
4171 Auditing Fees	8,860.00
4190.2 Membership Dues & Fees	2,605.96
4190.3 Telephone	7,023.25
4190.4 Collection Fees/Court Co	9,623.00
4190.5 Forms, Station. & Office	15,334.10
4190.6 All Other Sundry	16,741.53
4190.7 Admin. Service Contracts	13,731.26
4190.8 Bank Fees	1,900.37
4220.01 Other Tenant Services	12,648.46
4310 Water & Sewer	164,846.38
4310.9 Sewer Taxes	34,880.17
4320 Electricity	194,007.55

Peekskill Housing Authority  
Profit & Loss  
April 2018 through February 2019

	<u>Apr '18 - Feb 19</u>
4330 Gas	123,331.27
4335 Propane	1,928.14
4340 Fuel	119,517.66
4410 Labor	442,790.94
4420 Materials	
4420.01 Supplies - Grounds	117,970.40
<b>Total 4420 Materials</b>	<b>117,970.40</b>
4430.1 Garbage & Trash Removal	66,505.00
4430.10 Alarm/Extinguish Contra	9,111.13
4430.11 Routine Maint Contracts	13,752.04
4430.12 Other Maint Contracts	52,611.00
4430.2 Heating & Cooling Contra	14,370.60
4430.4 Elevator Contracts	16,165.34
4430.5 Landscaping Contracts	27,100.00
4430.6 Unit Turnaround Contract	35,125.00
4430.8 Plumbing Contracts	400.00
4430.9 Exterminating Contracts	28,690.50
4480 Contract Costs - Security	32,488.25
4481 Security Camera Expense	895.30
4510.1 Insurance - Property	69,068.00
4510.2 Insurance - Liability	120,247.00
4510.3 Insurance - WC	20,577.55
4510.4 Insurance - Other	3,563.00
4520 Payments in Lieu of Taxes	81,042.00
4540.1 Employee Ben - Admin	149,291.99
4540.2 Employee Ben - Maint	277,121.50
4570 Collection Losses	-914.40
4620 Casualty Losses	2,500.00
<b>Total Expense</b>	<b>2,663,593.65</b>
<b>Net Ordinary Income</b>	<b>118,092.74</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
8029.47 Capital Fund Grant 2017	62,615.35
<b>Total Other Income</b>	<b>62,615.35</b>
<b>Net Other Income</b>	<b>62,615.35</b>
<b>Net Income</b>	<b>180,708.09</b>

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

**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 February 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 February 2019.

Commissioner \_\_\_\_\_ motioned to vote and Commissioner \_\_\_\_\_ seconded.

The vote is as follows:

<b>VOTE</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
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: March 21, 2019

\_\_\_\_\_  
P. Holden Croslan, Executive Director

Date:

Peekskill Housing Authority  
Check Detail  
February 2019

Num	Date	Name	Memo	Account	Original Amount
ACH	02/05/2019	Con Edison	807 Main Heat	1111.2 Cash - Operating Account	-17,367.67
			807 Main Heat	4330 Gas	17,367.67
TOTAL					17,367.67
ACH	02/05/2019	Con Edison	1719 Park	1111.2 Cash - Operating Account	-2,249.31
			1719 Park	4330 Gas	2,249.31
TOTAL					2,249.31
ACH	02/05/2019	Con Edison	1431 Park	1111.2 Cash - Operating Account	-2,094.44
			1431 Park	4330 Gas	2,094.44
TOTAL					2,094.44
ACH	02/05/2019	Con Edison	807 Main Ent	1111.2 Cash - Operating Account	-1,357.79
			807 Main Ent	4330 Gas	1,357.79
TOTAL					1,357.79
ACH	02/05/2019	Con Edison	1227 Howard	1111.2 Cash - Operating Account	-640.56
			1227 Howard	4330 Gas	640.56
TOTAL					640.56
ACH	02/05/2019	Con Edison	709 Main	1111.2 Cash - Operating Account	-2,897.38
			709 Main	4330 Gas	2,897.38
TOTAL					2,897.38
14967	02/07/2019	All County Lock & Safe Corp.	rekeys	1111.2 Cash - Operating Account	-70.00
28679	01/21/2019		rekeys	4420.01 Supplies - Grounds	70.00
TOTAL					70.00
14968	02/07/2019	American Cycles & Tires		1111.2 Cash - Operating Account	-3,423.00
14836	11/12/2018		truck service	4430.12 Other Maint Contracts	1,576.00
16108	11/20/2018		inspection	4430.12 Other Maint Contracts	26.00
19808	02/01/2019		rear brakes	4430.12 Other Maint Contracts	1,821.00
TOTAL					3,423.00
14969	02/07/2019	Arthur J McDonough	med part b reimburse	1111.2 Cash - Operating Account	-3,168.00
2018	01/31/2019		med part b spouse med part b	4540.2 Employee Ben - Maint 4540.2 Employee Ben - Maint	1,608.00 1,560.00
TOTAL					3,168.00
14970	02/07/2019	Avaya Financial Services	phone system	1111.2 Cash - Operating Account	-138.23
33042187	02/03/2019		phone system	4190.5 Forms, Station. & Office	138.23
TOTAL					138.23
14971	02/07/2019	Carquest	maint supplies	1111.2 Cash - Operating Account	-349.90
381220	01/23/2019		maint supplies	4420.01 Supplies - Grounds	349.90
TOTAL					349.90
14972	02/07/2019	Central Voice	answering service	1111.2 Cash - Operating Account	-264.40
190100522102	01/28/2019		answering service	4190.3 Telephone	264.40
TOTAL					264.40
14973	02/07/2019	Con Edison	DH 18A	1111.2 Cash - Operating Account	-35.57
00059 12/20-1/22/19	01/23/2019		DH 18A	4320 Electricity	35.57
TOTAL					35.57

Peekskill Housing Authority  
Check Detail  
February 2019

Num	Date	Name	Memo	Account	Original Amount
14974	02/07/2019	CSEA	W/E 2/6/19	1111.2 Cash - Operating Account	-291.83
2/6/19	02/06/2019		W/E 2/6/19	2117.7 CSEA Dues	291.83
TOTAL					291.83
14975	02/07/2019	CSEA Employee Benefit Fund	dental/vision	1111.2 Cash - Operating Account	-1,395.02
FEB19	01/15/2019		dental/vision	4540.1 Employee Ben - Admin	507.28
			dental/vision	4540.2 Employee Ben - Maint	887.74
TOTAL					1,395.02
14976	02/07/2019	DEC Office Solutions, Inc.	copier maint	1111.2 Cash - Operating Account	-30.45
128065	01/29/2019		copier maint	4190.5 Forms, Station. & Office	30.45
TOTAL					30.45
14977	02/07/2019	Eddie Cureton (snow)	snow help	1111.2 Cash - Operating Account	-24.00
2/5/19	02/05/2019		snow help	4430.11 Routine Maint Contracts	24.00
TOTAL					24.00
14978	02/07/2019	HD Supply Facilities Maintenance Ltd.	maint supplies	1111.2 Cash - Operating Account	-2,327.70
9169670171	01/29/2019		maint supplies	4420.01 Supplies - Grounds	2,327.70
TOTAL					2,327.70
14979	02/07/2019	Home Depot Credit Services	maint supplies	1111.2 Cash - Operating Account	-1,131.71
12/26/18-1/25/19	01/26/2019		maint supplies	4420.01 Supplies - Grounds	1,131.71
TOTAL					1,131.71
14980	02/07/2019	Katz & Klein, Esqs.	January 2019	1111.2 Cash - Operating Account	-3,210.00
JAN19	02/04/2019		January 2019	4130 Legal Expense	3,210.00
TOTAL					3,210.00
14981	02/07/2019	Loretta Male	med part b	1111.2 Cash - Operating Account	-2,536.00
2018	01/31/2019		med part b	4540.2 Employee Ben - Maint	1,072.00
			spouse med part b	4540.2 Employee Ben - Maint	1,464.00
TOTAL					2,536.00
14982	02/07/2019	Martin Lichtig	4 NOP's, 7 3 day notices	1111.2 Cash - Operating Account	-765.00
37585	01/28/2019		4 NOP's, 7 3 day notices	4190.4 Collection Fees/Court Co	765.00
TOTAL					765.00
14983	02/07/2019	Otis Elevator Company		1111.2 Cash - Operating Account	-5,405.00
16085001	01/25/2019		optliguard	4430.4 Elevator Contracts	3,925.00
16092001	01/30/2019		elevator work	4430.4 Elevator Contracts	1,480.00
TOTAL					5,405.00
14984	02/07/2019	Otis N. Lowery	snow removal	1111.2 Cash - Operating Account	-66.00
1/30/19	01/30/2019		snow removal	4430.11 Routine Maint Contracts	66.00
TOTAL					66.00
14985	02/07/2019	Postech		1111.2 Cash - Operating Account	-1,092.00
715359	01/24/2019		bedbugs	4430.9 Exterminating Contracts	100.00
715530	01/24/2019		bedbugs	4430.9 Exterminating Contracts	467.00
715776	01/24/2019		roaches	4430.9 Exterminating Contracts	100.00
715777	01/24/2019		roaches	4430.9 Exterminating Contracts	100.00
715778	01/24/2019		roaches	4430.9 Exterminating Contracts	100.00
719579	01/31/2019		bedbugs	4430.9 Exterminating Contracts	125.00
720219	01/31/2019		roaches	4430.9 Exterminating Contracts	100.00
TOTAL					1,092.00

Peekskill Housing Authority  
Check Detail  
February 2019

Num	Date	Name	Memo	Account	Original Amount
14986	02/07/2019	Ready Refresh	12/19/18 - 1/18/19	1111.2 Cash - Operating Account	-92.86
19A	01/22/2019		12/19/18 - 1/18/19	4190.6 All Other Sundry	92.86
TOTAL					92.86
14987	02/07/2019	Red Hawk Fire & Security		1111.2 Cash - Operating Account	-2,267.20
3371280	01/23/2019		kiley alarm	4430.10 Alarm/Extinguish Contra	260.00
3374115	01/30/2019		kiley alarm	4430.10 Alarm/Extinguish Contra	2,007.20
TOTAL					2,267.20
14988	02/07/2019	Robison Oil		1111.2 Cash - Operating Account	-9,894.20
1314484	01/22/2019		696 Highland Ave	4340 Fuel	4,176.10
1319729	01/29/2019		696 Highland Ave	4340 Fuel	5,718.10
TOTAL					9,894.20
14989	02/07/2019	Security King International		1111.2 Cash - Operating Account	-7,476.00
198	01/28/2019		1/21/19-1/27/19	4480 Contract Costs - Security	3,738.00
199	02/04/2019		1/28/19-2/3/19	4480 Contract Costs - Security	3,738.00
TOTAL					7,476.00
14990	02/07/2019	Sun-Dance Energy Contractors Inc.		1111.2 Cash - Operating Account	-2,622.28
8610	01/22/2019		DH boiler issues	4430.2 Heating & Cooling Contra	2,163.10
8617	02/05/2019		LCD display for DH boiler	4430.2 Heating & Cooling Contra	459.18
TOTAL					2,622.28
14991	02/07/2019	Willie Godbee	med part b	1111.2 Cash - Operating Account	-1,608.00
2018	01/29/2019		med part b	4540.2 Employee Ben - Maint	1,608.00
TOTAL					1,608.00
14992	02/07/2019	Sun-Dance Energy Contractors Inc.		1111.2 Cash - Operating Account	-86,307.72
8616	02/01/2019		DH bldg B conversion	1400.3 CFP Unallocated	14,384.62
8619	02/05/2019		DH bldg A, D, F, H & J conversion	1400.3 CFP Unallocated	71,923.10
TOTAL					86,307.72
ACH	02/07/2019	IRS	2/7/19 payroll	1111.5 Cash - Payroll Account	-9,950.60
			2/7/19 payroll	2117.4 FICA Paysble	9,950.60
TOTAL					9,950.60
ACH	02/07/2019	NYS Income Tax	2/7/19 payroll	1111.5 Cash - Payroll Account	-1,774.80
			2/7/19 payroll	2117.2 NY State W/H	1,774.80
TOTAL					1,774.80
14993	02/21/2019	All County Lock & Safe Corp.	DH 1C rekey	1111.2 Cash - Operating Account	-140.00
28685	02/07/2019		DH 1C rekey	4420.01 Supplies - Grounds	140.00
TOTAL					140.00
14994	02/21/2019	City of Peekskill (Gas)	January gas usage	1111.2 Cash - Operating Account	-117.69
JAN19	02/04/2019		January gas usage	4420.01 Supplies - Grounds	117.69
TOTAL					117.69
14995	02/21/2019	CSEA	W/E 2/20/19	1111.2 Cash - Operating Account	-291.83
2/19/19	02/19/2019		W/E 2/20/19	2117.7 CSEA Dues	291.83
TOTAL					291.83

Peekskill Housing Authority  
Check Detail  
February 2019

Num	Date	Name	Memo	Account	Original Amount
14986	02/21/2019	DEC Office Leasing	copier lease	1111.2 Cash - Operating Account	-114.00
62493202	02/09/2019		copier lease	4190.5 Forms, Station. & Office	114.00
TOTAL					114.00
14987	02/21/2019	Eddie Cureton (snow)	snow removal	1111.2 Cash - Operating Account	-42.00
2/12/19	02/12/2019		snow removal	4430.11 Routine Maint Contracts	42.00
TOTAL					42.00
14988	02/21/2019	Employee Benefits Division		1111.2 Cash - Operating Account	-26,084.87
537	02/04/2019		March HI March HI	4540.1 Employee Ben - Admin 4540.2 Employee Ben - Maint	8,577.36 17,507.51
TOTAL					26,084.87
14989	02/21/2019	Home Mason Supply Corp.		1111.2 Cash - Operating Account	-197.00
198643	02/05/2019		concrete	4420.01 Supplies - Grounds	147.00
198673	02/06/2019		concrete	4420.01 Supplies - Grounds	50.00
TOTAL					197.00
15000	02/21/2019	Housing Authority Risk Retention Group	liab. install 2 of 4	1111.2 Cash - Operating Account	-31,799.00
HG97358	02/01/2019		liab. install 2 of 4	4510.2 Insurance - Liability	31,799.00
TOTAL					31,799.00
15001	02/21/2019	Housing Insurance Services Inc.	commercial install 2 of 4	1111.2 Cash - Operating Account	-15,863.00
HP91445	02/01/2019		commercial install 2 of 4	4510.1 Insurance - Property	15,863.00
TOTAL					15,863.00
15002	02/21/2019	New York Power Authority	January 2019	1111.2 Cash - Operating Account	-19,028.12
73502	02/11/2019		January 2019	4320 Electricity	19,028.12
TOTAL					19,028.12
15003	02/21/2019	NYSIF	workers comp	1111.2 Cash - Operating Account	-3,664.41
56385358	02/01/2019		workers comp	4510.3 Insurance - WC	3,664.41
TOTAL					3,664.41
15004	02/21/2019	Otis Elevator Company	service call	1111.2 Cash - Operating Account	-570.00
16084001	01/31/2019		service call	4430.4 Elevator Contracts	570.00
TOTAL					570.00
15005	02/21/2019	Pestech		1111.2 Cash - Operating Account	-1,344.00
715358	02/07/2019		roaches	4430.9 Exterminating Contracts	100.00
715775	02/07/2019		bedbugs	4430.9 Exterminating Contracts	125.00
720489	02/07/2019		bedbugs	4430.9 Exterminating Contracts	125.00
720490	02/07/2019		roaches	4430.9 Exterminating Contracts	100.00
720491	02/07/2019		roaches	4430.9 Exterminating Contracts	100.00
719213	02/15/2019		monthly	4430.9 Exterminating Contracts	794.00
TOTAL					1,344.00
15006	02/21/2019	Pitney Bowes Purchase Power	postage meter	1111.2 Cash - Operating Account	-50.61
2/3/19	02/03/2019		postage meter	4190.5 Forms, Station. & Office	50.61
TOTAL					50.61
15007	02/21/2019	Recovery Associates, Inc.		1111.2 Cash - Operating Account	-375.00
2/19/19	02/19/2019		legal Bailey	4190.4 Collection Fees/Court Co	175.00
2/19/19-1	02/19/2019		legal - Boyd	4190.4 Collection Fees/Court Co	200.00
TOTAL					375.00

Peekskill Housing Authority  
Check Detail  
February 2019

Num	Date	Name	Memo	Account	Original Amount
15008	02/21/2019	Roblson Oil	686 Highland Ave	1111.2 Cash - Operating Account	-4,703.54
1323443	02/04/2019		696 Highland Ave	4340 Fuel	4,703.54
TOTAL					4,703.54
15009	02/21/2019	Sam Jones (1099)	snow removal	1111.2 Cash - Operating Account	-54.00
2/13/19	02/13/2019		snow removal	4430.11 Routine Maint Contracts	54.00
TOTAL					54.00
15010	02/21/2019	Sani Environmental Services	garbage chute cleaning	1111.2 Cash - Operating Account	-695.00
323347	02/05/2019		garbage chute cleaning	4430.11 Routine Maint Contracts	695.00
TOTAL					695.00
15011	02/21/2019	Security King International		1111.2 Cash - Operating Account	-7,476.00
200	02/11/2019		2/4/19-2/10/19	4480 Contract Costs - Security	3,738.00
201	02/18/2019		2/11/19 - 2/17/19	4480 Contract Costs - Security	3,738.00
TOTAL					7,476.00
15012	02/21/2019	Sherwin-Williams Co.	apt. paint	1111.2 Cash - Operating Account	-1,169.50
0496-9	02/06/2019		apt. paint	4420.01 Supplies - Grounds	1,169.50
TOTAL					1,169.50
15013	02/21/2019	Suburban Propane	696 Highland Ave	1111.2 Cash - Operating Account	-983.58
241563	02/11/2019		696 Highland Ave	4335 Propane	983.58
TOTAL					983.58
15014	02/21/2019	Superior Press	checks	1111.2 Cash - Operating Account	-330.12
3938404	02/08/2019		checks	4190.5 Forms, Station. & Office	330.12
TOTAL					330.12
15015	02/21/2019	Verizon	914 737 7022 698 69 1	1111.2 Cash - Operating Account	-75.37
2/4-3/3/19	02/04/2019		914-788-0450	4190.3 Telephone	75.37
TOTAL					75.37
15016	02/21/2019	Westchester Comm. Opportunity Progra...	rent check refund	1111.2 Cash - Operating Account	-3,600.00
2/7/19	02/07/2019		rent check refund	3690.2 CAP Office Rent	3,600.00
TOTAL					3,600.00
15017	02/21/2019	HPM Craftsmen Inc	unit turnover down pymt	1111.2 Cash - Operating Account	-3,550.00
2C	02/14/2019		unit turnover down pymt	4430.6 Unit Turnaround Contract	3,550.00
TOTAL					3,550.00
15018	02/21/2019	HPM Craftsmen Inc	unit turnover down pymt	1111.2 Cash - Operating Account	-3,625.00
11B	02/14/2019		unit turnover down pymt	4430.6 Unit Turnaround Contract	3,625.00
TOTAL					3,625.00
15019	02/21/2019	HPM Craftsmen Inc	unit turnover down pymt	1111.2 Cash - Operating Account	-4,250.00
3D	02/14/2019		unit turnover down pymt	4430.6 Unit Turnaround Contract	4,250.00
TOTAL					4,250.00
ACH	02/21/2019	IRS	2/21/19 payroll	1111.5 Cash - Payroll Account	-10,550.20
			2/21/19 payroll	2117.4 FICA Payable	10,550.20
TOTAL					10,550.20



8:04 AM  
03/12/19

Peekskill Housing Authority  
**Check Detail**  
February 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
ACH	02/21/2019	NYS Income Tax	2/21/19 payroll	1111.5 Cash - Payroll Account	-1,878.11
			2/21/19 payroll	2117.2 NY State W/H	1,878.11
TOTAL					1,878.11