

PEEKSKILL HOUSING AUTHORITY



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P. Holden Croslan  
Executive Director

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

**Monthly Board Meeting**

**October 17, 2019**

**Bohlmann Towers Community Room**

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PEEKSKILL HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MONTHLY MEETING  
OCTOBER 17, 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 10/01/2019 – September 19, 2019 - Regular Meeting Minutes

### IV. CORRESPONDENCE: None

### V. EXECUTIVE DIRECTOR'S REPORT:

- a. Monthly Report – October 2019
- b. Financial Report – September 2019

### VI. COUNSEL'S REPORT - None

### VII. UNFINISHED BUSINESS

- a. Recovery Collection Agency – Regarding Delinquent Rent Calls

### VIII. NEW BUSINESS:

- a. Resolution 10/02/2019 – Approval of September 2019 Monthly Bills
- b. Resolution 10/03/2019 – Approval of Hearing Officers
- c. Resolution 10/04/2019 – Security Surveillance System
- d. Resolution 10/05/2019 – Architectural/Engineering Services
- e. Resolution 10/06/2019 – Revised 5-Year Administrative Plan

### IX. TENANTS' COMMENTS AND CONCERNS:

### X. EXECUTIVE SESSION

### XI. ADJOURNMENT

**PEEKSKILL HOUSING AUTHORITY  
RESOLUTION APPROVING  
SEPTEMBER 19, 2019 BOARD MEETING MINUTES  
REGULAR SESSION**

**WHEREAS**, The Board of Commissioners have reviewed the minutes of September 19, 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 September 19, 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 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: October 17, 2019

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

Date:



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**PEEKSKILL HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MONTHLY BOARD MEETING MINUTES  
SEPTEMBER 19, 2019**

**ROLL CALL:**

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

P Holden Croslan, Executive Director  
Gerald Klein, PHA Counsel

**TENANTS COMMENTS AND CONCERNS:** No tenants in attendance at this time.

**APPROVAL OF MINUTES**

**Resolution No. 09/01/2019 – Approval of July 25, 2019 – Regular Meeting Minutes**

Vice Chairman Douglas asked for a motion. Commissioner Knox made a motion and Commissioner Schuder seconded the motion. Vice Chairman Douglas asked if anyone had any questions or comments on the minutes. The answer was no. The vote was as follows: Vice Chairman Douglas, Aye; Commissioner Schuder, Aye; Commissioner Taylor, Aye; Commissioner Knox, Aye; Commissioner Timms, Aye.

**CORRESPONDENCE** - None

**EXECUTIVE DIRECTOR'S REPORT**

**Revenue** – HUD subsidy for July, \$137,516; August \$137,515.

**Other Revenue** – July, \$2,899; August, \$1,846.

Decrease in other revenue due to August laundry commissions not received.

**Tenant Charges**

Total tenant charges for July, \$149,900; August, \$140,395.

Charges collected through July 5<sup>th</sup>, \$53,367; August 5<sup>th</sup>, \$67,950.

Total charges collected for July, \$132,006; August, \$140,310.

Unpaid tenant balance, July, \$17,894; August, \$85.

Change in prepaid rent, July, (\$127), August (\$6,273).

All Outstanding Tenant Charges, July, \$237,290; August, \$234,932.

Vice Chairman Douglas asked how we were able to get the unpaid tenant balance so low. Ms. Croslan responded, more tenant payments.

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

Total expenses for July, \$305,122; August, \$221,975.

The Executive Director stated that the significant difference in expenses for July and August were city water, paid quarterly; unit turnovers and concrete/landscaping repair work in preparation for REAC.

Vice Chairman Douglas asked where the concrete work was done. Ms. Croslan responded, all sites.

**Capital Fund Projects** – BT Boiler Repair, July, \$41,200; August, \$0. BT Intercom, July, \$0; August \$2,948.

**Court Proceedings** – A total of 21 families have been processed for July and 8 processed for August. Total outstanding balance, \$69,893; skipped/evicted balance, \$115,371.

**Repayment Agreement** – Two repayment agreements added for August totaling \$9,166; \$8,284 remaining. Total outstanding balance for repayment agreements; \$29,620.

**Work Orders** – July 147, Outstanding 0; August 161, Outstanding 5.

**Unit Turnovers** – 10 vacancies at the end of August, 3 leased by September 9<sup>th</sup>.

As of September 19<sup>th</sup>; 7 Vacancies.

**Exterminations** – One bed bug extermination in August, total of \$4,434 to date.

**Tenants Account Receivable (TAR)** – At the end of August, 86 Bohlmann Towers residents owe \$127,146; 54 Dunbar Heights residents owe \$79,701; 24 Turnkey residents owe \$35,850.

Total past due for August, 166 residents (61%) owed \$234,932.

### **Police Report**

**Police Activity PHA 08/03-08/09** – 37 visits to Bohlmann Towers, 30 routine; 32 visits to Dunbar Heights, 27 routine.

**Police Activity PHA 08/17-08/23** - 33 visits to Bohlmann Towers, 29 routine; 36 visits to Dunbar Heights; 31 routine.

### **REAL ESTATE ASSESSMENT CENTER (REAC) INSPECTIONS**

REAC Inspections were conducted for Dunbar Heights on July 18<sup>th</sup> and Bohlmann Towers on August 13<sup>th</sup>. Passing score is 60. PHA scored 68 at Dunbar Heights/Turnkeys and 70 at Bohlmann Towers resulting in an average score of 69.

**PHA Designation: Standard Performer**

### **DELINQUENT RENT PROCESS:**

Currently PHA processes at least ten (10) delinquent rent tenants for court each month. The Board has suggested processing all delinquencies, two months or more.

The Executive Director provided the Board with a summary of the current court process for review.

A resolution is requested to adopt the Board's suggested change.

Commissioner Taylor asked to be notified of the next court date so that she may attend. Attorney Klein responded; he would let her know.

### **REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECT/ENGINEERING SERVICES**

PHA is soliciting A/E services to obligate and expend HUDs allotment of PHA Capital Funds for fiscal years 2018 and 2019. Advertisements were placed in the Public Housing Authorities Directors Association (PHADA) publication, Journal News, and PHA website.

Vice Chairman Douglas asked if the Board would receive recommendations for architects in October. Ms. Crosland responded yes, however, we can do a telephone poll and ratify if necessary.

### **COMMUNITY SERVICE**

The Executive Director reviewed the Community Service Policy. Currently a total of 52 residents are non-compliant. PHA residents are reminded of mandatory participation annually and, for the most part, continue to ignore the requirement. They will receive another notice that includes the non-compliant household member, a statement that PHA will not renew their lease unless the tenant enters into a work-out agreement with PHA and the tenants right to a grievance hearing.

The Executive Director suggested that the Commissioners volunteer for the grievance committee.

Vice Chairman Douglas asked what time a day would Grievance Hearings be heard. Ms. Crosland responded, that would be up to the hearing panel or hearing officer.

Vice Chairman Douglas asked Ms. Crosland if she needs to attend the grievance hearing. Ms. Crosland responded, I do not.

Vice Chairman Douglas, Commissioner Knox, Commissioner Taylor and Commissioner Timms volunteered to be on the panel.

There was a discussion regarding how many people would need to hear the grievance. Attorney Klein suggested an odd number of people to prevent a split decision.

Commissioner Knox asked if the hearing should be recorded. Ms. Crosland responded, no, the previous person kept notes and put the results in writing, but you may record if you like.

Ms. Crosland noted that this would not be right away, tenants will need to be notified of proposed grievance committee members and given time to comment.

## **PHA EFFORTS TO ENGAGE TENANTS**

### **FAMILY SELF-SUFFICIENCY PROGRAM (FSS)**

PHA was administering a HUD Funded Family Self Sufficiency program in 2014.

The objective of the program was to reduce dependency of low-income families on welfare assistance and rent subsidies. Participating families were offered the opportunity for education, job training, counseling and other forms of social service assistance, while living in assisted housing, so they could attain the skills necessary to achieve self-sufficiency.

PHA applied for and received a \$69,000 grant to continue the HUD funded FSS program. The funding was for an FSS Coordinator's salary and benefits only. The intent was to re-energize the 25 tenants who previously signed up for the FSS and engage additional participants. The award funded a one-year Program Coordinator's salary and benefits.

By mid-year the Program Coordinator had no active program participants and left the position.

Commissioner Knox asked Ms. Croslan if the funding for the FSS Program still exists. Ms. Croslan responded, no not for us. Commissioner Knox asked if HUD was still funding the program. Ms. Croslan responded yes, the funding is for the FSS Coordinator.

Commissioner Taylor asked if there was a second opportunity. Ms. Croslan responded, we exhausted our second opportunity

### **EMPLOYEE TENANTS**

Additionally PHA employed:

- ✓ a tenant to assist with maintenance related work at DH
- ✓ a tenant to maintain the laundry room at BT
- ✓ recommended and have a tenant working full time with PHA security
- ✓ tenant contractor for total landscape services for three years (lost to a lower bidder last year)
- ✓ same tenant contractor for site work, unit turnover, and various other contracts
- ✓ annually offer tenants the opportunity to assist with snow removal
- ✓ previously engaged a tenant to clean BT halls and common areas

### **FINANCIAL REPORT**

The Executive Director referred to the handout reviewing Recovery Collection Agency's procedure and cost to proceed with the Board's suggestion to call all delinquent tenants to recover outstanding balances.

Commissioner Taylor asked if the cost was \$7.00 per person or \$7.00 per call. Ms. Croslan responded \$7.00 per person.

Commissioner Knox suggested starting out with a smaller number as a pilot program to see what the results are.

Vice Chairman Douglas asked Ms. Croslan what she needed from the Board. Ms. Croslan responded, a resolution directing me to move forward.

Commissioner Taylor asked if PHA had the finances to move forward. Ms. Crosland responded, the Board decided that it was worth the expense.

Vice Chairman Douglas asked that the matter be placed on the October agenda. The Board agreed.

The Executive Director reviewed the Financial Report.

## **COUNCIL REPORT - None**

### **New Business**

#### **Resolution 09/02/2019 – July 2019 Monthly Bills**

Vice Chairman Douglas asked if the temporary solution regarding the boiler at Dunbar Heights had been resolved. Ms. Crosland responded, no, it's still a temporary solution, we are soliciting prices for the repair. Commissioner Douglas asked for a motion to approve July 2019 Monthly Bills. Commissioner Knox made a motion and Commissioner Taylor seconded the motion. The vote was as follows: Vice Chairman Douglas, Aye; Commissioner Schuder, Aye; Commissioner Taylor, Aye; Commissioner Knox, Aye; Commissioner Timms, Aye.

#### **Resolution 9/03/2019 – August 2019 Monthly Bills**

Vice Chairman Douglas asked Ms. Crosland if the August bills were standard. Ms. Crosland responded, yes. Vice Chairman Douglas asked for a motion to approve August Monthly Bills. Commissioner Knox made a motion and Commissioner Schuder seconded the motion. The vote was as follows: Vice Chairman Douglas, Aye; Commissioner Schuder, Aye; Commissioner Taylor, Aye; Commissioner Knox, Aye; Commissioner Timms, Aye.

Commissioner Taylor asked for clarification of U.S. Department of Housing and Urban Development Office of Public and Indian Housing Real Estate Assessment Center; is this considered Indian Housing, and if it is, does that mean indigenous to the land Indian or by blood Indian? Vice Chairman Douglas responded, HUD covers more than just Public Housing, they also deal with Indian Housing. Commissioner Taylor asked, who classifies as Indian. Vice Chairman Douglas responded; Indian reservations I would guess. Ms. Crosland responded, some tribes receive funding for Indian Housing, it's all one funding source. Commissioner Taylor responded, we're separate but together? Ms. Crosland responded, that is correct. Commissioner Douglas responded, Indian owned land has Indian Public Housing. Commissioner Knox suggested checking the website.

Commissioner Knox asked if there was a plan to refurbish the washers and dryers at the Turnkey locations. Ms. Crosland responded, the laundry owns the machines, our contract should have that information. Commissioner Taylor asked if there have been complaints. Ms. Crosland responded, no.

### **Delinquent Rent Process**

There was a discussion between the Board and the Executive Director regarding changing the court process. It was determined that all tenants, two or more months delinquent, will be processed for court. Commissioner Knox made a motion that effective October 1, 2019, the administration and Attorney Klein will begin the eviction process for tenants who are two or more months delinquent. Vice Chairman Douglas seconded the motion. Vice Chairman Douglas asked if there was a discussion needed regarding amending the eviction process. Commissioner Taylor vigorously disagreed stating that the process should be three months, this would give people time to get back on track. Commissioner Knox and Vice Chairman Douglas disagreed. There was a brief discussion regarding the benefits of changing the policy in an



attempt to collect much needed delinquent rents. Vice Chairman Douglas suggested amending the resolution reflect a six-month trial period. If results are not seen in six months, the old policy will be reinstated. The vote was as follows: Vice Chairman Douglas – Aye, Commissioner Knox – Aye, Commissioner Schuder – Aye, Commissioner Taylor – Abstain, Commissioner Times – No.

### **Tenants Comments and Concerns**

#### **Dianne Hines – 696 Highland Ave, 10-A**

1. Discussed a petition to vote Ms. Croslan and Ms. Sajous out.
2. Tenants do not have an advocate.
3. Tenants would pay rent if they could communicate with Ms. Croslan and Kristine.
4. Linda Murray needs a new door because her hands are messed up.
5. How many times will maintenance clean the mold from my floor before they replace it.
6. Mold in the apartment is causing health issues, an air quality test is needed.

Commissioner Taylor asked Ms. Croslan if Ms. Hines could have the air quality tested in her unit. Ms. Croslan responded that the Building Department directed PHA to do what was necessary in that unit; those things were completed. The Building Department did not direct PHA to do an air quality test. Commissioner Taylor stated that the City of Peekskill does not have jurisdiction over PHA and asked again if Ms. Hines could have an air quality test. Ms. Croslan responded, if the Board directs me to do so.

#### **Sandy Allen – 696 Highland Ave, 7-D**

1. Tenants should pay rent when rent is due, there is no excuse, two months is enough.
2. Children are playing outside all hours of the night; police are doing nothing about it and the judge doesn't evict.
3. All radiators should be bled at the beginning of the season. **Commissioner Knox asked the Executive Director if bleeding the radiators was a part of regular maintenance duties. Ms. Croslan responded it's a work order process. Commissioner Taylor stated, that wasn't always the case. Ms. Croslan responded, it's been that way since before I arrived. Commissioner Knox asked Ms. Croslan if PHA had enough staff, would the radiators be bled on an annual basis. Ms. Croslan responded, everywhere I've worked, tenants called in non-working radiators as a work order. Vice Chairman Douglas commented that we have a recommendation from the tenants to bleed the radiators before the season starts. We will get input from maintenance and the Executive Director and get back to you.**
4. The exterminator has not been in my home to exterminate since June because of an altercation. He called me names and broke my cabinet. Ms. Bauer added that she had the exterminator on tape being disrespectful. **Commissioner Knox asked if the office was notified. Ms. Croslan responded that maintenance and another tenant told a different story. Vice Chairman Douglas asked Ms. Bauer to please share the recording with the office. Ms. Bauer responded that she would. It was decided by the Board that the exterminator should be replaced.**

#### **Pauline Gilchrist – 696 Highland Ave, 26-B**

1. Bleeding one radiator doesn't help, there is still air in the line, the radiators are connected. There should be preventive measures taken.
2. We are not getting a call back from maintenance when we call the answering service and the answering service does not know who's on call.
3. The hot water wasn't working, and the answering service could not get in touch with maintenance.
4. The back-porch grate needs to be replaced as well as the kitchen sub-floor.

**Sheena Bauer – 696 Highland Ave, 9-A**

1. If you call any heating company, they will tell you that radiators should be bled before the heat is turned on, maintenance did it years ago.
2. Smoking policy is not been abided by.
3. The back porch is rotting and needs to be redone.
4. Bedroom floor was recently replaced and coming up again.
5. Sections of the kitchen floor were also repaired and is now coming up again. My foot has horrible sores and infections because of the damaged floor.
6. One heater in the bedroom does not work.
7. AT&T Box in front of Building E is broken, please contact them and let them know. **Ms. Croslan responded, that the person who has the service should call. Ms. Bauer responded that no one has AT&T.**

**Debra Dunn – 696 Highland Ave,**

1. I have asthma and COPD, my neighbors are smoking in the apartment and it's affecting my health, housing will receive a letter from my doctor.

**There was a discussion regarding the no smoking policy and moving forward with lease violations/eviction for those who are in violation.**

**Ta-Zhaeit Barnes – 696 Highland Ave, 8-D**

1. Having an issue with mice, nothing seems to be working. Exterminator threw the glue traps on the counter, we didn't know he was coming.

**Commissioner Knox asked if maintenance could check for a rodent highway connected to that particular unit. Ms. Croslan responded, maintenance does check for holes and fills them. There was also an issue in the unit with trash that needed to be discarded.**

**Commissioner Taylor asked if the tenant supplies the foam to fill the holes. Ms. Croslan responded, PHA supplies it.**

**Creation and Distribution of the Comm Page**

The Board discussed the creation, content and distribution of the Com Page.

Vice Chairman Douglas volunteered to be the creator of the Com Page. Once the Comm Page is complete, it will be emailed to Executive Director for distribution by maintenance the Monday before the board meeting.

Vice Chairman Douglas made a motion to create a Comm Page for the October Board Meeting. The Comm Page will include the agenda, information about the four committees, and a request for tenant participation. Commissioner Knox seconded the motion. Vice Chairman Douglas asked if there was a discussion needed, the answer was no. The vote was as follows: Vice Chairman Douglas, Aye; Commissioner Schuder, Aye; Commissioner Taylor, Aye; Commissioner Knox, Aye; Commissioner Timms, Aye.

**Executive Session**

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

**Regular Meeting:** Ended at 8:36 pm.

**Adjournment**

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

**Executive Session:** Ended at 9:01 pm.

The Board came out of Executive Session and then voted on a resolution to refurbish the Kiley Center. Commissioner Knox made the motion and Commissioner Taylor seconded. The vote was as follows: Vice Chairman Douglas, Aye; Commissioner Schuder, Aye; Commissioner Knox, Aye; Commissioner Taylor, Aye; Commissioner Timms, Aye.

PEEKSKILL HOUSING AUTHORITY  
 BOARD OF COMMISSIONERS MEETING  
 October 17, 2019

EXECUTIVE DIRECTOR'S REPORT

FINANCIAL

Revenue	August	September
HUD Subsidy – Bohlmann (AMP 1))	69,425	69,425
HUD Subsidy – All other sites (AMP 2)	68,090	68,090
<b>Total HUD Operating Subsidy</b>	<b>137,515</b>	<b>137,515</b>
<b>Other Revenue– Non-Federal</b>		
Laundry Commissions	0	238
CAP Office	900	900
Health Center	740	0
Verizon	137	158
Community Room Rental	0	0
Interest	69	71
<b>Total</b>	<b>1,846</b>	<b>1,367</b>

TENANT CHARGES	August	September
Rent	134,451	136,077
Retro Rent (unreported income)/adjustment	0	0
Parking	1,740	1,710
Late Fees	(333)	3,043
Misc ( key cards, maintenance charges, legal fees)	502	825
Air Conditioners	4,035	0
<b>TOTAL TENANT CHARGES</b>	<b>140,395</b>	<b>141,655</b>
<b>Collected from Tenants thru 5th</b>	<b>67,950</b>	<b>63,827</b>
<b>Total Collected</b>	<b>140,310</b>	<b>130,428</b>
<b>Unpaid Tenant Balance</b>	<b>85</b>	<b>11,227</b>
<b>Reclassification from TAR to Vacated TAR</b>	<b>(6,273)</b>	<b>0</b>
<b>Change in Prepaid rent</b>	<b>3,830</b>	<b>1,477</b>
<b>All Outstanding Tenant Charges</b>	<b>234,932</b>	<b>247,636</b>

**BILLS PAID**

	August	September
Payroll (M)	68,739	67,170
Elevator (Q)	948	1,447
Unemployment (Q))	0	0
Exterminator (M)	1,694	3,588
Trash – Dumpsters	0	0
City Trash Collection (Q)	0	21,060
City Water (Q)	0	0
Sewer Tax (Semi-Annual)	0	0
Robison Fuel Oil (M)	0	4,199
Electric (M)	18,915	15,775
Gas (M)	3,557	3,148
Propane (M)	636	560
Legal – PHA Attorney (M)	3,140	3,070
Legal – Labor Attorney	0	0
Health Insurance/Dental Insurance(M)	27,889	27,633
Process Server – Evictions (M)	0	1,734
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	51,820	0
Credit Card (M)	9,193	0
Maintenance Supplies/Contracts(M)	10,844	18,295
Office Expenses (M)	1,618	2,400
PILOT	0	0
Lawsuit Deductibles	530	0
Security	14,952	15,219
Unit Turnover	7,500	17,825
Concrete Work (REAC)	0	0
Landscaping Repair (REAC)	0	0
<b>TOTAL EXPENSES</b>	<b>\$221,975</b>	<b>\$203,123</b>
<b>CAPITAL FUND PROJECTS</b>		
BT Boiler Repair	\$0	\$0
BT Intercom System	\$2,948	\$0

**COURT PROCEEDINGS**

MONTH	# RESIDENTS	BALANCE	# PAID	AMOUNT PAID	COURT STIPS/COMMENTS
<b>January 2017</b>	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	
<b>January 2018</b>	12	25,031	09	18,142	1 Stip, 1 Skip - 8,062, 1 Eviction 7,222
February	11	23,014	10	17,592	1 Stipulation
March	11	22,437	11	22,437	
April	11	11,874	09	7,754	2 Eviction 24,854
May	13	28,201	12	25,342	1 Stipulation
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	11	26,877	
November	11	18,102	11	18,102	
December	11	21,571	10	19,051	1 - Skipped 5,114
<b>January 2019</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
February	12	34,017	11	30,151	1 - Eviction - \$9,755
March	10	12,158	10	12,158	
April	10	15,472	09	14,256	1 - Eviction - 3,157
May	07	8,974	07	8,974	
June	01	3,061	01	3,061	
July	20	44,574	13	26,357	3 - Court, 4 Stipulations
August	08	11,367	07	10,219	1 - Court
September	10	10,154	03	1,524	7 - 14 - Day Notices
<b>TOTAL</b>	<b>344</b>	<b>601,789</b>	<b>306</b>	<b>529,579</b>	<b>Outstanding Balance 72,210</b> <b>Skip/Evicted Balance 125,126</b>

**REPAYMENT AGREEMENTS**

MONTH	AGREEMENTS	TOTAL AMOUNT	REMAINING AGREEMENTS	BALANCE	COMMENT
<b>2018 January - June</b>	0	0	0	0	
July	2	8,301	1	2,535	1 Court – 1,709
August	3	27,850	1	13,387	1 Court – 1,161
September-November	0	0	0	0	
December	1	4,775	1	586	
<b>2019 January - February</b>	0	0	0	0	
March	2	2,996	2	40	
April	0	0	0	0	
May	4	6,175	3	3,136	1 Defaulted - \$642
June	1	562	1	282	
July	0	0	0	0	
August	2	9,166	2	7,940	
September	1	4,170	1	3,466	
<b>TOTALS</b>	16	63,995	12	31,372	

**WORK ORDERS**

MONTH	CALLS	COMPLETE	OUTSTANDING OR COMMENTS
<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	88	
March	146	146	
April	119	119	
May	147	147	
June	155	155	
July	147	147	
August	161	161	
September	117	108	9

**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	07/19/19	08/01/19	
BT 3-R	3	08/26/19			
BT 3-V	1	08/22/19			
BT 4-D	4	06/19/19			
BT 4-R	3	12/04/18	06/19/19	07/01/19	
BT 6-A	0	02/01/19	07/11/19	08/01/19	
BT 6-H	3	05/09/19	07/24/19	09/09/19	
BT 6-N	3	08/09/19	09/03/19		
BT 7-B	3	01/31/19	04/18/19	06/17/19	
BT 7-C	3	04/06/19	07/24/19	09/03/19	
BT 8-B	3	11/05/18	04/19/19	05/03/19	
BT 8-G	3	04/01/19	06/26/19	07/15/19	
BT 8-M	1	06/14/19			
DH 3-D	2	11/01/18	04/27/19	05/01/19	
DH 5-C	3	02/04/19	07/23/19	09/03/19	
DH 6-B	4	03/08/19	08/30/19		
DH 7-C	2	08/26/19	09/26/19		
DH 11-B	1	12/04/18	03/22/19	07/01/19	
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 1431B-4M	4	02/09/19	05/14/19	05/15/19	
TK 1719A-5M	4	01/07/19	07/23/19	08/01/19	
<b>TOTAL VACANT</b>	<b>7</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	0	
April	0	1	0	2	0	0	
May	1	0	1	1	0	2	
June	2	2	2	0	0	0	
July	0	0	2	1	1	0	
August	0	0	3	4	3	1	
September	0	4	2	3	0	1	
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>\$4,434</b>	



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

SITE	# Units	Late	Not At All	Past Due AUG 2019	Past Due SEP 2019
Bohlmann Towers	144	(NA) 60	(28) 29	86 owed \$127,146	80 owed \$137,111
Dunbar Heights	96	(NA) 35	(14) 22	56 owed \$71,936	53 owed \$68,921
Turnkey	33	(NA) 20	( 8) 11	24 owed \$35,850	24 owed \$41,604
Totals	273	(NA) 115	(50) 62	166 (61%) - \$234,932	157 (58%) - \$247,636

Parenthesis ( ) represents the previous month

**PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS**

PHA Activity Sept 7-13, 2019	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	34	29	5*
Dunbar Heights	38	34	4*
*BT – Other (disorderly group, medical aid, parking complaint, operation safe, intoxicated person) *DH – Other (altercation, 3 traffic stops)			
PHA Activity Sept 14-20 2019	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	35	27	8*
Dunbar Heights	28	26	2*
*BT – Other (parking complaint, medical aid, 2 domestics, suspicious person, unwanted party, welfare check, repossession) *DH – Other (mva-pd, agency assist)			

**BOHLMANN TOWERS ELEVATOR**

One elevator at Bohlmann Towers has been out of service due to a broken cable. PHA has executed a contract for replacement/repair. Otis Elevator will provide labor and materials to furnish and install the cable. They “will supply a team of mechanics to repair the broken plank switch pull rope. A plank pull rope is used as a pulley for the safety brake and is carried by the guide rail of the elevator car to detect a change in safety conditions. Once the rope is replaced, Otis will test the unit to ensure proper function of the car”.  
Price: \$9,576

Related information:

PHA has already expended \$73,857 for elevator repairs. This does not include service contract costs. In 2017, a total modernization quote was \$402,000. This does not include work that would be performed by others; cutting/patching walls, beveling hoistway ledges, ventilation and HVAC of machinery spaces, electrical upgrades, remote wiring to associated systems.

**BOHLMANN TOWERS FIRE SPRINKLER SYSTEM**

Pipe corrosion was detected in the fire sprinkler system which resulted in corrective repairs by Hudson Valley Fire, Inc (HVF). During the repair, additional work items were detected; two valves were not holding and required replacement. PHA has a contract with Hudson Valley Fire to provide a team of technicians to make the repairs. We must coordinate with the City to shut off water at the street while HVF shuts down, drains and make repairs to the sprinkler system. Afterwards, the City will have to restore water service at street level.

Price  
Original Repairs: \$1,800  
  
Current Contract: \$2,827  
Total Cost: \$4,627

### **DUNBAR HEIGHTS FUEL LINE REPAIR**

PHA has a contract for a permanent fix of the fuel oil line repair. Repair will include:

- ✓ saw cutting the tank pad area
- ✓ breaking out concrete over product line entry point into containment sump
- ✓ vacuum out area to allow tech to work on line
- ✓ cut the line and remove the failed flex line between the fiberglass line and the tank top
- ✓ modify the fiberglass line to enter the sump with a new entry boot and extend the fiberglass into the tank sump
- ✓ supply and install new flex line to the tank suction stub
- ✓ test the line to confirm tightness prior to putting back in service
- ✓ backfill the excavation and patch concrete to match existing tank pad

Price: \$6,815

### **SEXUAL HARASSMENT TRAINING**

Staff completed mandatory sexual harassment on-line before the October 9<sup>th</sup> deadline.

### **GRIEVANCE PROCEDURES / HEARING OFFICERS**

According to HUD regulations, "a grievance is any dispute a tenant may have with respect to PHA action or failure to act in accordance with the individual tenant's lease or PHA regulations which adversely affects the individual tenant's rights, duties, welfare or status. "

"A grievance hearing shall be conducted by an impartial person appointed by the Housing Authority other than the person who made or approved the action under review or a subordinate of such person".

On September 23, 2019, PHA distributed a proposed list of Hearing Officers to Bohlmann Towers, Dunbar Heights and Turnkeys for tenant review and comments. A tenant responded with interest in becoming a Hearing Officer and was added to the list of proposed officers. On October 3<sup>rd</sup> the list was re-distributed to all households for review and comments. No further interest or comments were received by the closing date of October 10<sup>th</sup>. The list of proposed Hearing Officers, as follows, is presented for your approval.

Proposed Hearing Officers:

#### **COMMISSIONERS:**

Michael Kane  
Dwight Douglas  
Cynthia Knox  
Mishiba Taylor  
Duane Timms

#### **TENANT**

Rochelle Bonner

**A Resolution is required.**

**SECURITY SURVEILLANCE SYSTEM**

The outdated security surveillance system has long been problematic and it is no longer cost effective to upgrade the existing system. PHA solicited quotes for a replacement system that includes installation of 79 high resolution, vandal proof, ultra low light dome camera for Bohlmann Towers and 64 for Dunbar Heights (includes Turnkeys). Installation includes cameras, mounting hardware, junction boxes, and all other required installation material. Cameras will provide coverage consistent with the current camera configuration, including elevators.

Remote access will be set up for Peekskill Police Department and on-site training will be provided once the systems are fully installed.

Responses:

<b>Contractor</b>	<b>Quote</b>
Approved Fire and Security, Inc.	\$213,053.61
Visera Media, LLC	156,615.42
Safecloud	99,900.00

Recommendation is for a Board vote to approve Safecloud for new security system - \$99,900.

**A Resolution is required.**

**PHA DUMP TRUCK PURCHASE**

PHA solicited quotes for a dump truck. The one we currently have is old and operable but cannot pass inspection. All options exhausted in that regard. Quotes were requested for on the lot and available 2018 Dodge Ram 3500 chassis Tradesman Reg Cab 4X4 with snow plow. Quotes follow:

Suresky CDJR and Hyundai (2015)	\$80,303
Dutchess Dodge (2019)	55,897
Dutchess Dodge (2018)	49,120

PHA will purchase the 2018 model from Dutchess Dodge for \$49,120 if the vehicle is still available or the next lowest quote and available vehicle.

No Board vote is required for this purchase.

You were presented with the following information for the September meeting.

**REQUEST FOR QUALIFICATION (RFQ)**

**Architectural/Engineering Services**

The **Peekskill Housing Authority (PHA)** requested qualifications from interested Architectural/Engineering firms to perform basic Architectural/Engineering services under the HUD Capital Fund Program for fiscal years 2018 and 2019. Total remaining project costs would be approximately \$1,000,000 (one million).

**GENERAL**

Provide all Architectural/Engineering (A/E) services necessary to prepare the design, bidding, implementation and contract administration for all projects the Housing Authority requests services for. Peekskill Housing Authority does not guarantee that services will be requested and price will be negotiated. If an acceptable price cannot be negotiated for a project, PHA reserves the right to solicit other A/E proposals for the applicable project or reject the project all together.

Peekskill Housing Authority consists of:

Bohlmann Towers – Eight (8) story high-rise building with 144 apartments

Dunbar Heights – 13 townhouse style buildings with 96 apartments

Turnkeys – Three (3) separate sites of townhouse style buildings with 33 apartments

Kiley Youth Center – Community center

All properties are located in Peekskill, NY 10566.

Examples of projects may include roof replacements, boiler replacements, unit updates, siding replacements and any other project consistent with Public Housing and the style of properties listed above.

### **SCOPE OF SERVICES**

The scope of services shall include, but is not limited to the following:

1. Conduct field inspections for the development of plans and specifications.
2. Develop and prepare all bid documents, specifications and contract documents to comply with US Department of HUD procurement and any other contract administration requirements.
3. Provide professional services in a timely manner.
4. Prepare itemized cost estimate.
5. Assist in the evaluation of all construction bids.
6. Make changes or revisions to the bid documents as may be required as a result of bidding cost overruns in excess of budget.
7. Review all construction related submittals.
8. Conduct job meetings and prepare meeting reports as needed.
9. Conduct inspections during construction phase, and subsequent submittal of the inspection reports.
10. Must conduct the appropriate amount of wage rate interviews of contract employees. HUD-11 "Record of Employee Interview" must be completed by the A/E firm. HUD-11 has to be signed by the interviewer and the employee interviewed.
11. Administer the construction contract including the review of certified payrolls included in contractor's requisitions for payments by comparing the completed HUD-11 with the applicable published Davis Bacon Wage Rates.
12. Provide the Housing Authority with reproducible copies of all plans with "as built" conditions, upon completion of construction work.

### **FORM OF PROPOSAL**

Please respond with a letter of interest, which must include:

- 1) A clear indication of your understanding of the HUD Capital Fund Program.
- 2) Evidence of your firm's ability to perform the services.
- 3) Evidence that the Architect/Engineer is registered or licensed to perform the required services in the State of New York.
- 4) Evidence of Professional Liability Insurance and a certified statement that the Architect/Engineer, or firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal or State agency.

Also respond to the following:

1. Professional/technical competence and experience.
2. Capability to provide professional services in a timely manner.
3. Past performance in terms of cost control, quality control and compliance with performance schedule.
4. Knowledge of local building codes.
5. Knowledge of HUD's General Conditions and Additional Clauses, and the required contracting procedures of HUD and the Housing Authority.
6. If not from local area, your plan to operate efficiently to provide professional services in the local area.
7. Your efforts to encourage small, women-owned, and minority business participation.
8. Profiles of Firm's principals, staff and facilities.
9. Description of the management and design techniques/approach to be used under this contract.
10. References.

### **RANKING OF SELECTION CRITERIA**

The Housing Authority will use a ranking system in evaluating responses. The Housing Authority will evaluate all responses and select the three most qualified names or firms and rank them in one-two-three order. The top ranked firm will be contacted and a formal interview will be conducted so the Housing Authority can discuss future plans and gain an understanding of the A/E firm. If in the event that the Housing Authority does not feel the top ranked A/E firm is the most advantageous for the PHA, we will begin interviews with the next lower ranked firm. An evaluation panel will be established and the following selection criteria will be used to score and rank responses:

#### **Section Criteria No. 1**

Past performance in terms of control, quality of work and compliance with performance schedules.

Excellent 20 Points                                      Good 10 Points                                      Fair 5 Points

#### **Section Criteria No. 2**

Capability to provide professional services in a timely manner.

Excellent 20 Points                                      Good 10 Points                                      Fair 5 Points

#### **Selection Criteria No. 3**

Professional competence and experience with HUD projects.

Excellent 30 Points                                      Good 20 Points                                      Fair 10 Points

#### **Selection Criteria No. 4**

Knowledge of local building codes.

Excellent 10 Points                                      Good 5 Points                                      Fair 3 Points

#### **Selection Criteria No. 5**

Proposed design approach.

Excellent 20 Points                                      Good 10 Points                                      Fair 5 Points

Additional consideration will be given to small, women-owned, and minority business enterprises.

The successful A/E firm who is awarded the contract will be required to do an inspection of all properties to make recommendations of any immediate and future physical needs.

Three (3) responses were received by closing date; 11 AM, Friday, September 27, 2019. All are more than capable of performing the services requested so staff scoring is close.

Responses were e-mailed for your review, ranking, discussion and advisement. Staff ranking follows:

Responder	Criteria 1 20 Points	Criteria 2 20 Points	Criteria 3 30 Points	Criteria 4 10 Points	Criteria 5 20 Points	Total
The Chasen Company	18	18	28	10	20	94
Antonucci & Associates	20	20	28	10	20	98
Lothrop Associates	20	20	30	10	20	100

PHAs recommendation is to accept Lothrop Associates for Architectural/Engineering services.

**A Resolution is required.**

#### **PROPOSED AMENDMENT TO MODIFY PHAs 5-YEAR ADMINISTRATIVE PLAN RE: KILEY CENTER**

Peekskill Housing Authority  
5 Year Plan Amendment  
04/2015 – 05/2020

Modification for page 2

Peekskill Housing Authority intends to amend the current 5 Year Plan to include the following:

#### 5.2 – Goals and Objectives

GOAL 9: TRANSFER A SMALL PARCEL OF LAND FROM 807 MAIN STREET TO 709 MAIN STREET AND ENTER INTO A LONG TERM LEASE WITH THE BOYS AND GIRLS CLUB

Action Steps:

- PHA is looking to enter into a long term lease with the Boys and Girls Club for the Kiley Center. Currently a piece of the Kiley Center building is on 807 Main Street (Bohlmann Towers) property
- In order to enter into the ground lease with the Boys and Girls Club, PHA will try to adjust the property lines so that no part of the building remains on 807 Main Street
- Entering into this ground lease will remove PHA from further financial obligations and allow the community building to better serve the residents of Peekskill including PHA residents
- This may require PHA to submit a HUD-52860 Inventory Removal Application even though PHA will retain ownership

Modification for page 4

#### 7.0 – Demolition and/or Disposition

PHA intends to submit an application to the HUD Special Application Center (SAC) in order to transfer a small parcel of land from 807 Main Street to 709 Main Street. The land will be transferred in order to enter into a ground lease with the Boys and Girls Club for the Kiley Center. A complete summary is shown below.

#### Activity Description

1a. Development Name: Bohlmann Towers

1b. Development (project number) NY082000001

2. Activity Type: Disposition

PHA intends to dispose of a small portion of the land on 807 Main Street to 709 Main Street

3. Application status: Not submitted
4. Date Original Application Submitted: TBD
5. Number of units to be affected: 0
6. Coverage of action: Partial Development
7. Timeline for activity:
  - a. Application submitted: TBD
  - b. Application approved by SAC: TBD
  - c. Land actively on the market: N/A
  - d. Expected date of transfer: TBD

**A resolution is required to approve this proposed amendment.**

The following steps will then be concluded before the amendment is ratified.

- ✓ Assure that the amendment is consistent with the City's Consolidated Plan
- ✓ Offer the public a 45-day period to review and comment
- ✓ Have the Board adopt the amended Plan in a public meeting
- ✓ Submit to HUD for review and approval

The current 5-Year Plan is attached

**FOLLOW-UP**

- ✓ **BLEEDING DH RADIATORS**  
PHA consulted with Markley Mechanical regarding bleeding radiators before heat is turned on and was advised that we would, more than likely, have to bleed again once the heat was on. We began turning on heat October 10th while the weather was fair. If radiators needed to be bled no one would suffer from cold units.
- ✓ **TURNKEY LAUNDRIES**  
Turnkey laundry rooms are under 2013-2021 agreements that do not include replacement of machines. It includes painting the ceilings and walls during the contract period and we will request that it is done.
- ✓ **BT 6<sup>TH</sup> FLOOR ODOR**  
Ongoing complaints about odors on the 6<sup>th</sup> floor should diminish now that the responsible tenant moved. The process took more than two years.
- ✓ **EXTERMINATION, TECHNICIAN CHANGE**  
The extermination company replaced the regular technician.
- ✓ **AIR QUALITY**  
Tenants' air quality test was scheduled.
- ✓ **FLOOR PROBLEMS**  
Two flooring problems at DH will have to be addressed by an engineer to determine if there are structural issues.

✓ **SMOKING**

Tenant complaint regarding neighbors smoking that seriously affects her health. Staff contacted the smoker regarding the seriousness of the issue and after three attempts to remedy the problem without success; turned the matter over to our attorney to proceed with a 30-day notice to vacate.

✓ **BACK PORCH GRATES**

Two DH tenants complained about back porch grate replacement. One was replaced; the other was notified that the replacement is ready and advise when personal items were removed so work could be completed.

Respectfully Submitted,

P Holden Croslan

*Pat C*

Executive Director



**PHA 5-Year and Annual Plan**

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

**OMB No. 2577-0226  
Expires 4/30/2011**

<b>1.0</b>	<b>PHA Information</b> PHA Name: Peekskill Housing Authority PHA Code: NY082 PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: 04/2015				
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 282 <span style="float: right;">Number of HCV units: 0</span>				
<b>3.0</b>	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.				
<b>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:  <p style="margin-left: 40px;"><b>The Peekskill Housing Authority is a local public agency created under state law for the purpose of providing safe, decent and quality affordable housing and support services to income eligible persons through federal, state and private resources.</b></p>				
<b>5.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.  <p><b>GOAL 1: DISPOSE OF PURCHASE &amp; REHAB HOMES TO SATISFY A JUDGMENT</b></p> <p>Action Steps:</p> <ul style="list-style-type: none"> <li>- <b>Dispose of 5 homes (9 units) to pay off a discrimination judgment against the Housing Authority</b></li> </ul> <p><b>GOAL 2: DEVELOP FISCAL POLICIES TO CREATE A SOUND FINANCIAL POSITION</b></p> <p>Action Steps:</p> <ul style="list-style-type: none"> <li>- <b>Monitor expenditures and maintain revenues by producing accurate and timely monthly financial statements</b></li> <li>- <b>Create a quarterly newsletter and an agency website.</b></li> <li>- <b>Advocate at the federal, state and local level for adequate funding for the operations and expansion of affordable housing programs.</b></li> <li>- <b>Create surplus budgets to increase operating reserves</b></li> <li>- <b>Create a better rent collection policy to help with cash flow needs and reduce tenant accounts receivable</b></li> </ul> <p><b>GOAL 3: IMPROVE GOVERNANCE</b></p> <p>Action Steps:</p> <ul style="list-style-type: none"> <li>- <b>Provide Board training to strengthen their knowledge</b></li> <li>- <b>Create an environment that encourage tenants to serve on the Board</b></li> </ul>				

5.2  
cont

**GOAL 4: UTILIZE HOUSING AUTHORITY RESOURCES IN AN EFFICIENT, COORDINATED AND RESULTS-ORIENTED MANNER**

**Action Steps:**

- Establish major agency wide and departments goals with appropriate timelines
- Assess day-to-day operational procedures for improved efficiencies and service delivery
- Identify staff's talents and interests so that work is assigned in a manner that motivates staff and capitalizes on their strengths.
- Develop a "green operations" strategy to promote energy efficiency measures

**GOAL 5: FOSTER A WORK ENVIRONMENT THAT VALUES AND ENCOURAGES INDIVIDUAL AND TEAM COMMITMENT TO HOUSING AUTHORITY GOALS AND OBJECTIVES**

**Action Steps:**

- Foster improved communications, employee morale and problem solving among all staff
- Review the method and manner in which we do our work in order to accomplish our mission, embrace our vision and be open to change
- Continue to offer training and educational opportunities for staff growth.
- Involve all PHA staff in the decision making process, empower staff to assume more challenging responsibilities, reward innovation and promote team building through regular staff meetings.

**GOAL 6: UPDATE THE MAINTENANCE PLAN USING THE PUBLIC HOUSING MODERNIZATION STANDARDS HANDBOOK**

**Action Steps:**

- Review the current maintenance plan and the Public Housing Modernization Standard Handbook to identify areas for improvement
- Update the current plan to include personnel training, a vacancy reduction plan and inventory control procedures
- Implement the updates to improve maintenance operations and physical condition

**GOAL 7: IMPROVE PHAS SCORE TO REMOVE THE PHA FROM TROUBLED STATUS**

**Action Steps:**

- Sell the houses to pay the judgment which will remove a large liability from the books and improve the Housing Authority's quick ratio
- Build operating reserves through sound fiscal policies to create budget surplus to improve months expendable net assets
- Improve maintenance operations to improve physical conditions per UPCS
- Decrease the number of days for unit turnover to improve the vacancy rate and reduce TAR to improve Management operations

**GOAL 8: GOALS AND OBJECTIVES FOR THE VIOLENCE AGAINST WOMEN ACT (VAWA)**

- The Peckskill Housing Authority is fortunate to have an office of the Victims Assistance Services (VAS) located at the Bohlmann Towers Kiley Youth Center. This service is provided by the Westchester Community Opportunity Program Inc. (WestCOP). Their Mission: "To Provide Free and Comprehensive Support Services to all Crime Victims"
- VAS serves Westchester County residents whose lives have been affected by: Rape & Sexual Assault, Child Sexual Abuse, Domestic Violence, Child Abuse, Elder Abuse, Physical Assault, Robbery & Burglary, Identity Theft, and Homicide & Vehicular Homicide.
- The PHA administrative staff refers all residents who encounter abuse, to the police department and this agency. Further, the perpetrators are then "Banned" from all PHA sites. People on the "Banned List" can be arrested by the police if found on any of the PHA sites.
- Using these resources, the PHA will continue to help promote the services VAS has to offer and protect residents from any further instances of abuse through the ban policy procedures.

**PHA Plan Update**

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures:**  
No change from previous submission

2. **Financial Resources:**

The following is updated to accurately reflect the financial resources for FY 2015

Operating Subsidy:	\$1,085,220
Tenant Rents:	\$1,503,864
ROSS FSS2014	\$68,424
Safety & Security Grant 2013:	\$250,000
CFP-50113:	\$324,881
CFP-50114:	\$421,668
CFP-50115:	\$436,899

3. **Rent Determination:** No change from previous submission

4. **Operations and Management:** No change from previous submission

5. **Grievance Procedures:** No change from previous submission

6. **Designated Housing for Elderly and Disabled Families:** No change from previous submission

7. **Community Service and Self Sufficiency:** A new FSS Coordinator has been contracted

8. **Safety and Crime Prevention:** No change from previous submission

9. **Pets:** No change from previous submission

10. **Civil Rights Certification:** No change from previous submission

11. **Fiscal Year Audit:** March 31, 2014 is the most recent audited financial statements

12. **Asset Management:** No change from previous submission

13. **Violence Against Women Act (VAWA):** No change from previous submission

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA plan. For a complete list of PHA Plan elements, see section 6.0 of the instructions

Copies of the 5-Year and Annual Plans may be obtained at the Housing Authority's main office located at 807 Main Street, Peekskill, NY 10566.

6.0

	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p><b>7a. <u>Hope VI of Mixed Finance Modernization of Development</u> – N/A</b></p> <p><b>7b. <u>Disposition Plans</u> -</b></p> <p>PHA has been approved by the SAC for a partial disposition of AMP NY082000002. This partial disposition includes 5 homes, known as Purchase &amp; Rehab. The 5 homes consist of 4-2 family homes and 1-single family home for a total of 9 units. They are scattered throughout the City of Peekskill.</p> <p>The units will be disposed to satisfy a judgment against the PHA. Any additional proceeds will be used for capital improvements.</p> <p>Two homes will be purchased by residents who currently reside in them. For any residents that need to be relocated, PHA has comparable apartments located in other projects and has obligated relocation funds in the 2014 CFP budget.</p> <p>A complete summary is shown below.</p> <p><b><u>Activity Description</u></b></p> <p>1a. Development Name: Purchase &amp; Rehab  1b. Development (project number) NY082000002</p> <p>2. Activity Type: Disposition</p> <p>PHA intends to dispose of nine (9) units comprised of four two-family homes and one single family home. Due to a legal judgment, PHA intends to use the proceeds of the disposition to satisfy debt.</p> <ul style="list-style-type: none"> <li>• 205 Walnut Street, Peekskill, NY 10566. Total units – 2 (2 two bedrooms)</li> <li>• 209 Walnut Street, Peekskill, NY 10566 Total units – 2 (1 one bedroom, 1 two bedroom)</li> <li>• 1012/1014 Elm Street, Peekskill, NY 10566 Total units – 2 (2 three bedrooms)</li> <li>• 1105/1107 Elm Street, Peekskill, NY 10566 Total units – 2 (1 two bedroom, 1 three bedroom)</li> <li>• 963 Orchard Street, Peekskill, NY 10566 Single Family Home (four bedroom)</li> </ul> <p>3. Application status: Approved</p> <p>4. Date Original Application Submitted: August 28, 2014</p> <p>5. Number of units affected: 9</p> <p>6. Coverage of action: Partial Development</p> <p>7. Timeline for activity:</p> <ol style="list-style-type: none"> <li>a. Application submitted: August 28, 2014</li> <li>b. Application approved by SAC – November 28, 2014</li> <li>c. Homes actively on the market – December 1, 2014</li> <li>d. Expected date for sale of all homes – December 31, 2015</li> </ol> <p><b>7c. <u>Conversion of Public Housing</u> – N/A</b></p> <p><b>7d. <u>Homeownership Programs</u> – N/A</b></p> <p><b>7e. <u>Project Based Vouchers</u> – N/A</b></p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>PHA has attached HUD-50075.1 for CFP-50113, CFP-50114 and CFP-50115</p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>PHA has attached HUD-50075.2 for 04/2015 – 03/2020</p>

<b>8.3</b>	<p><b>Capital Fund Financing Program (CFFP).</b>  <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>																																																								
<b>9.0</b>	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>The City of Peckskill has a need for affordable housing solutions across all income ranges. The need is particularly acute for the income range which PHA serves – Households at 80% of AMI and below. Given our review of the City's Consolidated Plan, the 2010 Census data and our own waiting list data, we updated the table below with a needs assessment – 5 being the most need and 1 the least.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th colspan="8" style="text-align: center;">Housing Needs of Families in the Jurisdiction by Family Type</th> </tr> <tr> <th style="width: 25%;">Family Type</th> <th style="width: 10%;">Overall</th> <th style="width: 10%;">Affordability</th> <th style="width: 10%;">Supply</th> <th style="width: 10%;">Quality</th> <th style="width: 10%;">Accessibility</th> <th style="width: 10%;">Size</th> <th style="width: 10%;">Location</th> </tr> </thead> <tbody> <tr> <td>Income &lt; 30% AMI</td> <td style="text-align: center;">408</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Income 30%-50% AMI</td> <td style="text-align: center;">802</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Income 50%-80% AMI</td> <td style="text-align: center;">927</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Elderly</td> <td style="text-align: center;">2235</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Families with disabilities</td> <td style="text-align: center;">397 estimate</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">3</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> <p>Based on the most recent Census Bureau's information, Peckskill has an estimated 5,370 families and a median family income of \$68,859.</p>	Housing Needs of Families in the Jurisdiction by Family Type								Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location	Income < 30% AMI	408	5	5	4	4	2	1	Income 30%-50% AMI	802	5	5	3	3	2	1	Income 50%-80% AMI	927	5	5	2	2	2	1	Elderly	2235	5	5	4	4	3	1	Families with disabilities	397 estimate	5	5	4	5	3	1
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<b>Housing Needs of Families on the Waiting List – Public Housing Only</b>			
	<b># of Families</b>	<b>% of total families</b>	<b>Annual Turnover</b>
<b>Waiting List Total</b>	<b>119</b>		<b>Approx 10%</b>
<b>Extremely low income &lt; 30% AMI</b>	<b>114</b>	<b>95.8%</b>	
<b>Very low income 30%-50% AMI</b>	<b>5</b>	<b>4.2%</b>	
<b>Low income 50%-80% AMI</b>	<b>0</b>		
<b>Families with children</b>	<b>53</b>	<b>44.5%</b>	
<b>Elderly Families</b>	<b>11</b>	<b>9.2%</b>	
<b>Families with Disabilities</b>	<b>60</b>	<b>50.4%</b>	
<b>White (Non-Hispanic)</b>	<b>9</b>	<b>7.6%</b>	
<b>Hispanic</b>	<b>21</b>	<b>17.6%</b>	
<b>Black</b>	<b>89</b>	<b>74.8%</b>	
<b>Asian or Pacific Islander</b>	<b>0</b>		
<b>Needs by bedroom size</b>			
<b>Studio</b>	<b>30</b>	<b>25.2%</b>	
<b>1 BR</b>	<b>33</b>	<b>27.7%</b>	
<b>2 BR</b>	<b>43</b>	<b>36.1%</b>	
<b>3 BR</b>	<b>9</b>	<b>7.6%</b>	
<b>4 BR</b>	<b>4</b>	<b>3.4%</b>	
<b>5 BR</b>	<b>0</b>		
<b>The waiting list is currently only open to elderly and disabled.</b>			
<b>9.1</b>	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p>The PHA does not currently have plans to increase its housing stock to accommodate more of the 2,137 Peckskill families with incomes that are extremely low to low. However, the PHA currently has 119 families on its waiting list and will accommodate them as soon as the opportunity arises.</p>		

**Additional Information.** Describe the following, as well as any additional information HUD has requested.

(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

- **Reduced expenses to help balance the budget**
- **Changed rent collection policies and procured a new attorney**
- **Meet with staff on a daily/weekly basis to ensure goals are being met and employees are communicating accomplishments and concerns**
- **Procured the following contracts to comply with regulations as well as attempt to reduce expenses: legal, elevator, audit, pest control**
- **Met with Congresswoman Lowey's office to advocate for the importance of affordable housing**

10.0 (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

The Peckskill Housing Authority defines substantial deviation and significant amendment or modification as **discretionary changes** in its plans or policies which fundamentally alter the mission, goals, or objectives of the Agency and which require formal approval by the Board of Commissioners. Several examples would include:

- **Demolition or Disposition of units**
- **Designation changes (ex. Changes in Fair-Cloth Limit)**
- **Homeownership Program**
- **Conversions (unit, site, development)**
- **Addition of major work categories to a 5-Year or Annual Plan**
- **Any modification to a plan that requires public notice/comment**
- **Modification or change to the ACOP, Procurement Policy or Tenant Waiting List**
- **Application to RAD Program**
- **Application of Capital Fund Finance Program or related bond activity**

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements, such changes will not be considered significant amendments by HUD.

11.0 **Required Submission for HUD Field Office Review.** In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.

(a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)

(b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)

(c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)

(d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)

(e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)

(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.

(g) Challenged Elements

(h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)

(i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

(f) **The Peckskill Housing Authority does not have a Resident Advisory Board and therefore, received no comments.**

(g) **The Peckskill Housing Authority had no challenged elements of the Five Year and Annual plan for this submission.**

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality



Shaun Lemister, CPA  
Chief Financial Officer

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

# **FINANCIAL REPORT**

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



# PEEKSKILL HOUSING AUTHORITY



Shaun Lemister, CPA  
Chief Financial Officer

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

## Chief Financial Officer's Report – September 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 over budget due to 2019 operating subsidy submissions being processed and under payment being reconciled for July - September. CFP operations will be under budget until we are able to draw down the funds.

All administrative expenses are under budget.

Tenant Services is over budget due to hotel costs for mold remediation.

Water and sewer is over budget. Quarterly water bills were paid in July and annual sewer tax bills were paid in April. Electricity varies from year to year but is currently under budget. Gas is slightly under budget. Oil should remain under budget until the winter months arrive.

Maintenance labor is under budget. Overtime is kept to a minimum. Materials are over budget due to a large purchase of more smoke/carbon monoxide detectors, preparing for REAC inspections and unit turnovers. Contract costs are over budget due to concrete and erosion work for REAC inspections and unit turnover.

Protective services are close to budget.

Insurance is currently under budget. PILOT is close to budget. 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 \$13,447 which is under budget.

## September Financial –

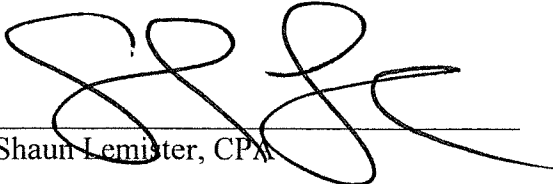
Dwelling rents were slightly over budget for the month. Other income was under budget due to low laundry commissions. Subsidy remained over budget for September. All administrative expenses remained under budget. Tenant services were over budget due to hotel costs. September is a low month for utilities. Contract costs were over budget due to City trash and unit turnover. General expenses were all under budget for the month.

## 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 September were \$141,654.75. Total collected for September was \$130,427.70 which is a monthly cash flow deficit of \$11,227.05.
2. No units became vacant in September.
3. Number of tenants who paid late and not at all:
  - A. Bohlmann – 60 late/29 not at all
  - B. Dunbar Heights – 35 late/22 not at all
  - C. Turnkey – 20 late/11 not at all
4. 115 out of 273 (42%) paid late and 62 out of 273 (23%) did not pay at all.
5. Number of units that owe money at the end of the month:
  - A. Bohlmann – 80 out of 144 units (\$137,110.49)
  - B. Dunbar Heights – 53 out of 96 units (\$68,920.66)
  - C. Turnkey – 24 out of 33 units (\$41,604.42)
6. This means 157 units out of 273 (58%) still owes \$247,635.57 at the end of the month.

PHA is now half way through the fiscal year. We are currently better than budget but the second half of the fiscal year is always more expensive due to heating costs and the retirement contribution. If we are able to continue this financial path and able to draw down the operating portion of CFP, we should be able to finish the year better than we budgeted.

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

**Peekskill Housing Authority**  
**Summary Operating Statement - Budget and Actual**  
**Six Months Ended September 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)
<b>Revenue</b>						
Operating Receipts						
Dwelling Rentals	816,812	1,620,108	494.54	810,054	791,469	(18,585)
Nondwelling Rent	10,875	23,040	7.03	11,520	10,785	(735)
Interest Income	571	1,000	0.31	500	437	(63)
Other Income	76,854	100,000	30.53	50,000	54,234	4,234
HUD Operating Subsidy	669,540	1,188,000	362.64	594,000	685,166	91,166
CFP Operations Subsidy	0	120,000	36.63	60,000	0	(60,000)
Total Operating Receipts - Including HUD Contril	1,574,652	3,052,148	931.67	1,526,074	1,542,091	16,017
<b>Expenses</b>						
Operating Expenditures						
Administrative:						
Administrative Salaries	169,687	360,065	109.91	180,033	171,635	8,397
Legal Expense	19,487	47,000	14.35	23,500	20,174	3,326
Training	900	1,000	0.31	500	0	500
Travel	0	0	0.00	0	0	0
Accounting Fees	0	0	0.00	0	0	0
Auditing Fees	0	8,860	2.70	4,430	0	4,430
Telephone, Office Supplies, Miscellaneous	36,376	75,835	23.15	37,918	31,074	6,844
Total Administrative Expenses	226,450	492,760	150.42	246,380	222,883	23,497
Tenant Services:						
Contracts	0	0	0.00	0	0	0
Recreation	131	5,000	1.53	2,500	4,852	(2,352)
Total Tenant Services Expenses	131	5,000	1.53	2,500	4,852	(2,352)
Utilities:						
Water/Sewer	91,042	211,000	64.41	105,500	130,850	(25,350)
Electricity	101,676	220,000	67.16	110,000	81,384	28,616
Gas	52,980	135,000	41.21	67,500	55,123	12,377
Fuel	0	170,000	51.89	85,000	31,954	53,046
Total Utilities Expenses	245,699	736,000	224.66	368,000	299,311	68,689
Ordinary Maintenance & Operation:						
Labor-Maintenance	252,488	567,196	173.14	283,598	253,890	29,708
Materials - Maintenance	65,973	115,000	35.10	57,500	70,752	(13,252)
Maint Contract Costs	172,593	205,040	62.59	102,520	244,219	(141,699)
Total Maintenance Expenses	491,053	887,236	270.83	443,618	568,861	(125,243)
Protective Services:						
Contracts	3,648	200,000	61.05	100,000	97,989	2,011
Total Protective Services	3,648	200,000	61.05	100,000	97,989	2,011
General Expense:						
Insurance	100,285	235,600	71.92	117,800	111,457	6,344
Payments in Lieu of Taxes	40,521	90,710	27.69	45,355	38,279	7,077
Employee Benefit Contributions	187,894	511,488	156.13	255,744	200,278	55,466
Collection Losses	(579)	60,000	18.32	30,000	(1,917)	31,917
Total General Expenses	328,121	897,798	274.05	448,899	348,096	100,803
Nonroutine Items:						
Extraordinary Items	58,981	0	0.00	0	0	0
Total Operating Expenses	1,354,082	3,218,794	983	1,609,397	1,541,993	65,393
Net Income/(Loss)	220,569	(166,646)	(50.87)	(83,323)	98	83,421

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

<b>Revenue</b>	<b>Prior Year Month Actual</b>	<b>Annual Monthly Budget (Dollars)</b>	<b>Monthly Actual</b>	<b>Variance - Favorable (Unfavorable)</b>
Operating Receipts				
Dwelling Rentals	133,218	135,009	136,077	1,068
Excess Utilities	0	0	0	0
Nondwelling Rent	1,800	1,920	1,710	(210)
Interest Income	96	83	71	(12)
Other Income	6,852	8,333	5,164	(3,169)
HUD Operating Subsidy	98,610	99,000	137,515	38,515
CFP Operations Subsidy	0	10,000	0	(10,000)
<b>Total Operating Receipts - Including HUD Contril</b>	<b>240,576</b>	<b>254,346</b>	<b>280,537</b>	<b>26,192</b>
<b>Expenses</b>				
Operating Expenditures				
Administrative:				
Administrative Salaries	27,783	30,005	26,456	3,549
Legal Expense	3,000	3,917	3,135	782
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	6,260	6,320	5,704	616
<b>Total Administrative Expenses</b>	<b>37,043</b>	<b>41,063</b>	<b>35,294</b>	<b>5,769</b>
Tenant Services:				
Contracts	0	0	0	0
Recreation	0	417	2,067	(1,650)
	0	417	2,067	(1,650)
Utilities:				
Water/Sewer	0	17,583	0	17,583
Electricity	23,732	18,333	15,657	2,676
Gas	4,807	11,250	3,707	7,543
Fuel	4,477	14,167	0	14,167
<b>Total Utilities Expenses</b>	<b>33,016</b>	<b>61,333</b>	<b>19,364</b>	<b>41,969</b>
Ordinary Maintenance & Operation:				
Labor-Maintenance	31,843	47,266	35,941	11,326
Materials - Maintenance	9,220	9,583	2,329	7,254
Maint Contract Costs	55,415	17,087	46,229	(29,142)
<b>Total Maintenance Expenses</b>	<b>96,478</b>	<b>73,936</b>	<b>84,499</b>	<b>(10,563)</b>
Protective Services:				
Labor	2,450	0	0	0
Contracts	0	16,667	15,219	1,448
<b>Total Protective Services</b>	<b>2,450</b>	<b>16,667</b>	<b>15,219</b>	<b>1,448</b>
General Expense:				
Insurance	1,745	19,633	0	19,633
Payments in Lieu of Taxes	0	7,559	0	7,559
Employee Benefit Contributions	30,138	42,624	32,406	10,218
Collection Losses	(50)	5,000	(110)	5,110
<b>Total General Expenses</b>	<b>31,832</b>	<b>74,817</b>	<b>32,296</b>	<b>42,520</b>
Nonroutine Maintenance:				
Extra Ordinary Maintenance and Equipment	2,990	0	0	0
<b>Total Operating Expenses</b>	<b>203,810</b>	<b>268,233</b>	<b>188,739</b>	<b>79,494</b>
<b>Net Income/(Loss)</b>	<b>36,767</b>	<b>(13,887)</b>	<b>91,798</b>	<b>105,685</b>

Peekskill Housing Authority  
 Tenant Charges  
 September 2019

	Rent	Parking	Late Fees	AC	Other Charges	Prior AR	Total Charges	Amount Paid	W/O's, AJE's Moveouts	Current AR
Bohlmann	67,844.00	810.00	1,419.50		330.00	121,102.58	70,403.50	(58,847.70)	(50.00)	132,608.38
Dunbar	45,095.00	705.00	772.00		395.00	67,111.58	46,967.00	(52,411.00)		61,667.58
Turnkey	23,138.00	195.00	851.25		100.00	33,563.17	24,284.25	(19,169.00)	50.00	38,728.42
Totals	136,077.00	1,710.00	3,042.75	0.00	825.00	221,777.33	141,654.75	(130,427.70)	0.00	233,004.38

See Individual property sheets for details

Total Tenant Charges for September	141,654.75
Total Received from Reconciliation	(130,427.70)
Total Write-offs, Move outs & Adj.	_____
Change in TAR for September	<u>11,227.05</u>

Prepaid

Bohlman	4,502.11
Dunbar	7,253.08
Turnkey	<u>2,876.00</u>

14,631.19

Total TAR	233,004.38
Prepaid	<u>14,631.19</u>

TAR 247,635.57

Prior Vacated TAR	13,447.00
Less write off	
Less Payments Received	
Current Vacated TAR	
Total Vacated TAR	<u>13,447.00</u>

## Peekskill Housing Authority

## Balance Sheet

10/09/19

As of September 30, 2019

Accrual Basis

	<u>Sep 30, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1111.2 Cash - Operating Account	72,764.34
1111.5 Cash - Payroll Account	20,594.26
1112 Chase - Nonfederal	758,431.26
1114 Security Deposit Fund	74,270.70
1117 Petty Cash Fund	1,000.00
<b>Total Checking/Savings</b>	<u>927,060.56</u>
<b>Other Current Assets</b>	
1122 TAR	247,635.57
1122.1 Vacated TAR	13,447.00
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
<b>Total Other Current Assets</b>	<u>164,420.46</u>
<b>Total Current Assets</b>	<u>1,091,481.02</u>
<b>Fixed Assets</b>	
1400.10 Leasehold Improvements	3,318,689.76
1400.12 Building Improvements	2,826,518.82
1400.3 CFP Unallocated	62,260.00
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
<b>Total Fixed Assets</b>	<u>6,329,534.55</u>
<b>Other Assets</b>	
1420 Deferred Outflow of Resour	251,782.00
<b>Total Other Assets</b>	<u>251,782.00</u>
<b>TOTAL ASSETS</b>	<u><u>7,672,797.57</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 - Accounts Payable	25,711.98
<b>Total Accounts Payable</b>	<u>25,711.98</u>
<b>Other Current Liabilities</b>	
2111 Accounts Payable	100,037.38
2114 Tenant Security Deposits	78,930.70
2117.3 Pension Payable	117.65
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	14,631.19
<b>Total Other Current Liabilities</b>	<u>400,946.94</u>
<b>Total Current Liabilities</b>	<u>426,658.92</u>

11:04 AM

10/09/19

Accrual Basis

Peekskill Housing Authority

Balance Sheet

As of September 30, 2019

---

	<u>Sep 30, 19</u>
Long Term Liabilities	
2134 Accrued OPEB	5,185,693.00
2140 Net Pension Liability	69,403.00
2400 Deferred Inflow of Resourc	267,065.00
	<hr/>
Total Long Term Liabilities	5,522,161.00
	<hr/>
Total Liabilities	5,948,819.92
Equity	
2803 Invested in Capital Assets	6,580,773.80
2807 Unrestricted Net Assets	-17,342.19
32000 · Retained Earnings	-4,839,551.63
Net Income	97.67
	<hr/>
Total Equity	1,723,977.65
	<hr/>
TOTAL LIABILITIES & EQUITY	<u>7,672,797.57</u>

Peekskill Housing Authority  
**Profit & Loss**  
 April through September 2019

	Apr - Sep 19
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	387,926.00
3110.2 Dunbar Heights	269,273.00
3110.4 Turnkey	134,270.00
<b>Total 3110 Dwelling Rental</b>	<b>791,469.00</b>
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	5,010.00
3190.2 Dunbar Heights	4,440.00
3190.4 Turnkey	1,335.00
<b>Total 3190 Nondwelling Rental</b>	<b>10,785.00</b>
3610 Interest on Gen. Fund Inv.	437.01
3690 Other Income	
3690.1 Laundry Room Income	8,469.83
3690.2 CAP Office Rent	10,800.00
3690.3 Health Center Rent	3,700.80
3690.4 Verizon Commission	851.11
3690.5 Comm. Room Rental	120.00
3690.6 Late Fees	
Bohlmann Towers	7,652.40
Dunbar Heights	5,098.75
Turnkey	2,498.95
<b>Total 3690.6 Late Fees</b>	<b>15,250.10</b>
3690.7 Keycard BT	175.00
3690.8 Work Orders	
Bohlmann Towers	1,800.78
Dunbar Heights	885.00
Turnkey	180.00
3690.8 Work Orders - Other	130.00
<b>Total 3690.8 Work Orders</b>	<b>2,995.78</b>
3690.9 AC - BT	8,145.00
3690.9 Ac - TK	2,745.00
3690 Other Income - Other	981.50
<b>Total 3690 Other Income</b>	<b>54,234.12</b>
8020 Operating Subsidy	
8020.1 AMP 1	343,384.00
8020.2 AMP2	341,782.00
<b>Total 8020 Operating Subsidy</b>	<b>685,166.00</b>
<b>Total Income</b>	<b>1,542,091.13</b>
<b>Expense</b>	
4110 Administrative Salaries	171,635.16
4130 Legal Expense	20,174.43
4190.2 Membership Dues & Fees	1,115.00
4190.3 Telephone	3,597.63
4190.4 Collection Fees/Court Co	3,870.00
4190.5 Forms, Station. & Office	9,867.26
4190.6 All Other Sundry	9,821.47
4190.7 Admin. Service Contracts	2,409.40
4190.8 Bank Fees	393.01
4220.01 Other Tenant Services	4,852.27
4310 Water & Sewer	94,529.13
4310.9 Sewer Taxes	36,321.17
4320 Electricity	81,383.78
4330 Gas	52,564.89
4335 Propane	2,557.84



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10/09/19

Accrual Basis

# Peekskill Housing Authority

## Profit & Loss

April through September 2019

	<u>Apr - Sep 19</u>
4340 Fuel	31,954.48
4410 Labor	253,890.00
4420 Materials	
4420.01 Supplies - Grounds	<u>70,751.85</u>
Total 4420 Materials	70,751.85
4430.1 Garbage & Trash Removal	43,390.00
4430.10 Alarm/Extinguish Contra	3,222.59
4430.11 Routine Maint Contracts	15,041.78
4430.12 Other Maint Contracts	61,788.80
4430.2 Heating & Cooling Contra	1,344.68
4430.4 Elevator Contracts	6,367.53
4430.5 Landscaping Contracts	13,275.00
4430.6 Unit Turnaround Contract	86,320.00
4430.9 Exterminating Contracts	13,469.00
4480 Contract Costs - Security	97,989.36
4510.1 Insurance - Property	31,724.00
4510.2 Insurance - Liability	63,595.00
4510.3 Insurance - WC	12,508.50
4510.4 Insurance - Other	3,629.00
4520 Payments in Lieu of Taxes	38,278.50
4540.1 Employee Ben - Admin	73,858.25
4540.2 Employee Ben - Maint	126,419.70
4570 Collection Losses	-2,214.00
66900 · Reconciliation Discrepancies	<u>297.00</u>
Total Expense	<u>1,541,993.46</u>
Net Ordinary Income	<u>97.67</u>
Net Income	<u><u>97.67</u></u>

**PEEKSKILL HOUSING AUTHORITY  
RESOLUTION APPROVING THE  
PAYMENT OF SEPTEMBER 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 September 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 September 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 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: October 17, 2019

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

Date:

Peekskill Housing Authority  
**Check Detail**  
September 2019

Num	Date	Name	Memo	Account	Original Amount
ACH	09/03/2019	NYS and Local Retirement Systems	Aug cont & loan pymts	1111.2 Cash - Operating Account	-2,276.57
			Aug cont & loan pymts	2117.3 Pension Payable	2,276.57
TOTAL					2,276.57
ACH	09/04/2019	Con Edison	807 Main Heat	1111.2 Cash - Operating Account	-2,398.87
			807 Main Heat	4330 Gas	2,398.87
TOTAL					2,398.87
ACH	09/04/2019	Con Edison	807 Main Ent	1111.2 Cash - Operating Account	-434.62
			807 Main Ent	4330 Gas	434.62
TOTAL					434.62
ACH	09/04/2019	Con Edison	1431 Park	1111.2 Cash - Operating Account	-129.88
			1431 Park	4330 Gas	129.88
TOTAL					129.88
ACH	09/04/2019	Con Edison	1227 Howard	1111.2 Cash - Operating Account	-86.84
			1227 Howard	4330 Gas	86.84
TOTAL					86.84
ACH	09/04/2019	Con Edison	1719 Park	1111.2 Cash - Operating Account	-42.71
			1719 Park	4330 Gas	42.71
TOTAL					42.71
15318	09/05/2019	Accredited Lock Supply Co.		1111.2 Cash - Operating Account	-499.58
2048205	08/21/2019		padlocks	4420.01 Supplies - Grounds	181.58
2049380	08/28/2019		key blanks	4420.01 Supplies - Grounds	318.00
TOTAL					499.58
15319	09/05/2019	Con Edison	DH 5C	1111.2 Cash - Operating Account	-36.35
00044 7/22-8/20/19	08/21/2019		DH 5C	4320 Electricity	36.35
TOTAL					36.35
15320	09/05/2019	CSEA	union dues	1111.2 Cash - Operating Account	-263.14
9/4/19	09/04/2019		union dues	2117.7 CSEA Dues	263.14
TOTAL					263.14
15321	09/05/2019	CSEA Employee Benefit Fund	Sept dental/vision	1111.2 Cash - Operating Account	-1,428.79
SEP19	08/15/2019		Sept dental/vision	4540.1 Employee Ben - Admin	519.56
			Sept dental/vision	4540.2 Employee Ben - Maint	909.23
TOTAL					1,428.79
15322	09/05/2019	Deacons Bay Ventures, LLC	BT 3B mold remediation	1111.2 Cash - Operating Account	-2,262.78
19-11133	08/20/2019		BT 3B mold remediation	4430.11 Routine Maint Contracts	2,262.78
TOTAL					2,262.78
15323	09/05/2019	JW&P Construction LLC	lawn maintenance	1111.2 Cash - Operating Account	-5,260.00
7/30/19	07/30/2019		lawn maintenance	4430.5 Landscaping Contracts	5,260.00
TOTAL					5,260.00
15324	09/05/2019	MGR Restoration	unit turnover DH 6B	1111.2 Cash - Operating Account	-3,075.00
DH6B	08/23/2019		unit turnover DH 6B	4430.6 Unit Turnaround Contract	3,075.00
TOTAL					3,075.00

Peekskill Housing Authority  
**Check Detail**  
September 2019

Num	Date	Name	Memo	Account	Original Amount
15325	09/05/2019	NYS Deferred Compensation Plan	deferred comp	1111.2 Cash - Operating Account	-730.00
823465	09/04/2019		deferred comp	2117.3 Pension Payable	730.00
TOTAL					730.00
15326	09/05/2019	Otis Elevator Company	elevator repair	1111.2 Cash - Operating Account	-1,446.75
15534001	07/19/2019		elevator repair	4430.4 Elevator Contracts	1,446.75
TOTAL					1,446.75
15327	09/05/2019	Pestech		1111.2 Cash - Operating Account	-1,294.00
759657	08/15/2019		drain flies	4430.9 Exterminating Contracts	100.00
759658	08/15/2019		roaches	4430.9 Exterminating Contracts	100.00
759659	08/15/2019		mice	4430.9 Exterminating Contracts	100.00
759660	08/15/2019		roaches	4430.9 Exterminating Contracts	100.00
760029	08/22/2019		roaches	4430.9 Exterminating Contracts	100.00
757447	08/26/2019		monthly	4430.9 Exterminating Contracts	794.00
TOTAL					1,294.00
15328	09/05/2019	Ready Refresh	7/19/19 - 8/18/19	1111.2 Cash - Operating Account	-129.88
19H	08/22/2019		7/19/19 - 8/18/19	4190.6 All Other Sundry	129.88
TOTAL					129.88
15329	09/05/2019	Robison Oil	696 Highland Ave	1111.2 Cash - Operating Account	-4,199.44
1362023	08/20/2019		696 Highland Ave	4340 Fuel	4,199.44
TOTAL					4,199.44
15330	09/05/2019	Security King International	8/19/19 - 8/25/19	1111.2 Cash - Operating Account	-3,738.00
264	08/26/2019		8/19/19 - 8/25/19	4480 Contract Costs - Security	3,738.00
TOTAL					3,738.00
15331	09/05/2019	Sherwin-Williams Co.	paint	1111.2 Cash - Operating Account	-380.94
5552-4	08/20/2019		paint	4420.01 Supplies - Grounds	380.94
TOTAL					380.94
15332	09/05/2019	Sun-Dance Energy Contractors Inc.	DN boiler	1111.2 Cash - Operating Account	-170.00
8682	08/27/2019		DH boiler	4430.2 Heating & Cooling Contra	170.00
TOTAL					170.00
15333	09/05/2019	The Journal News	7/25/19 board meeting ad	1111.2 Cash - Operating Account	-222.00
3684168	07/25/2019		7/25/19 board meeting ad	4190.6 All Other Sundry	222.00
TOTAL					222.00
15334	09/05/2019	Yonkers Housing Authority	HVAHA boat cruise	1111.2 Cash - Operating Account	-320.05
9/5/19	09/05/2019		HVAHA boat cruise	4190.6 All Other Sundry	320.05
TOTAL					320.05
ACH	09/05/2019	IRS	9/5/19 payroll	1111.5 Cash - Payroll Account	-9,167.38
			9/5/19 payroll	2117.4 FICA Payable	9,167.38
TOTAL					9,167.38
ACH	09/05/2019	NYS Income Tax	9/5/19 payroll	1111.5 Cash - Payroll Account	-1,607.95
			9/5/19 payroll	2117.2 NY State W/H	1,607.95
TOTAL					1,607.95

Peekskill Housing Authority  
Check Detail  
September 2019

Num	Date	Name	Memo	Account	Original Amount
ACH	09/12/2019	Con Edison	709 Main	1111.2 Cash - Operating Account	-54.70
			709 Main	4330 Gas	54.70
TOTAL					54.70
15335	09/19/2019	Ace Computer Services Corp.	monthly tech support	1111.2 Cash - Operating Account	-220.00
5335	09/04/2019		monthly tech support	4190.7 Admin. Service Contracts	220.00
TOTAL					220.00
15336	09/19/2019	Avaya Financial Services	phone system	1111.2 Cash - Operating Account	-138.23
33977370	09/05/2019		phone system	4190.5 Forms, Station. & Office	138.23
TOTAL					138.23
15337	09/19/2019	Central Voice	answering service	1111.2 Cash - Operating Account	-127.22
190900522101	09/10/2019		answering service	4190.3 Telephone	127.22
TOTAL					127.22
15338	09/19/2019	City of Peekskill (cop)		1111.2 Cash - Operating Account	-21,060.00
BT4Q2019	09/03/2019		BT trash pickup	4430.1 Garbage & Trash Removal	6,084.00
DH4Q2019	09/03/2019		DH trash pickup	4430.1 Garbage & Trash Removal	11,700.00
TK4Q2019	09/03/2019		TK trash pickup	4430.1 Garbage & Trash Removal	3,276.00
TOTAL					21,060.00
15339	09/19/2019	Con Edison	DH 5C	1111.2 Cash - Operating Account	-54.08
00044 7/20-9/3/19	09/05/2019		DH 5C	4320 Electricity	54.08
TOTAL					54.08
15340	09/19/2019	CSEA	union dues	1111.2 Cash - Operating Account	-263.14
9/18/19	09/18/2019		union dues	2117.7 CSEA Dues	263.14
TOTAL					263.14
15341	09/19/2019	DEC Office Leasing	copier lease	1111.2 Cash - Operating Account	-114.00
65053174	09/07/2019		copier lease	4190.5 Forms, Station. & Office	114.00
TOTAL					114.00
15342	09/19/2019	DEC Office Solutions, Inc.		1111.2 Cash - Operating Account	-90.65
143454	07/26/2019		6/30/19 - 7/29/19	4190.5 Forms, Station. & Office	34.69
146136	08/29/2019		7/30/19 - 8/29/19	4190.5 Forms, Station. & Office	36.01
147582	09/11/2019		copier ink	4190.5 Forms, Station. & Office	19.95
TOTAL					90.65
15343	09/19/2019	Employee Benefits Division	Oct HI	1111.2 Cash - Operating Account	-26,203.86
544	09/09/2019		Oct HI	4540.1 Employee Ben - Admin	9,947.28
			Oct HI	4540.2 Employee Ben - Maint	16,256.58
TOTAL					26,203.86
15344	09/19/2019	Gallinger Environmental Mgmt Corp	mold testing	1111.2 Cash - Operating Account	-625.00
3066	09/12/2019		mold testing	4430.11 Routine Maint Contracts	625.00
TOTAL					625.00
15345	09/19/2019	Home Depot Credit Services	maint supplies	1111.2 Cash - Operating Account	-6,580.39
7/25 - 8/25/19	08/26/2019		maint supplies	4420.01 Supplies - Grounds	6,580.39
TOTAL					6,580.39

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10/09/19

Peekskill Housing Authority  
Check Detail  
September 2019

Num	Date	Name	Memo	Account	Original Amount
15346	09/19/2019	Home Improvement St. John's	BT 6N unit turnover	1111.2 Cash - Operating Account	-7,500.00
BT6N	09/10/2019		BT 6N unit turnover	4430.6 Unit Turnaround Contract	7,500.00
TOTAL					7,500.00
15347	09/19/2019	Hudson Valley Fire Protection Co., Inc.	BT sprinkler system	1111.2 Cash - Operating Account	-2,516.60
19316	08/21/2019		BT sprinkler system	4430.10 Alarm/Extinguish Contra	2,516.60
TOTAL					2,516.60
15348	09/19/2019	Katz & Klein, Esqs.	August 2019	1111.2 Cash - Operating Account	-3,070.00
AUG19	09/05/2019		August 2019	4130 Legal Expense	3,070.00
TOTAL					3,070.00
15349	09/19/2019	Martin Lichtig		1111.2 Cash - Operating Account	-1,734.00
38285	08/29/2019		13 - 14 day notices	4190.4 Collection Fees/Court Co	777.00
38346	09/09/2019		9 NOP's, 5 - 14 day notices	4190.4 Collection Fees/Court Co	957.00
TOTAL					1,734.00
15350	09/19/2019	New York Power Authority	August 2019	1111.2 Cash - Operating Account	-15,684.20
79694	09/13/2019		August 2019	4320 Electricity	15,684.20
TOTAL					15,684.20
15351	09/19/2019	NYS Deferred Compensation Plan	deferred comp	1111.2 Cash - Operating Account	-730.00
9/18/19	09/18/2019		deferred comp	2117.3 Pension Payable	730.00
TOTAL					730.00
15352	09/19/2019	Pestech		1111.2 Cash - Operating Account	-2,294.00
760027	08/29/2019		roaches	4430.9 Exterminating Contracts	100.00
760030	08/29/2019		roaches	4430.9 Exterminating Contracts	100.00
764779	08/29/2019		roaches	4430.9 Exterminating Contracts	100.00
764781	08/29/2019		roaches	4430.9 Exterminating Contracts	100.00
764782	08/29/2019		roaches	4430.9 Exterminating Contracts	100.00
764783	08/29/2019		roaches	4430.9 Exterminating Contracts	100.00
764784	08/29/2019		roaches	4430.9 Exterminating Contracts	100.00
764785	08/29/2019		roaches	4430.9 Exterminating Contracts	100.00
764780	09/05/2019		roaches	4430.9 Exterminating Contracts	100.00
765322	09/05/2019		roaches	4430.9 Exterminating Contracts	100.00
765323	09/05/2019		roaches	4430.9 Exterminating Contracts	100.00
765324	09/05/2019		mice	4430.9 Exterminating Contracts	100.00
765384	09/05/2019		bedbugs	4430.9 Exterminating Contracts	100.00
765750	09/12/2019		roach and mice	4430.9 Exterminating Contracts	100.00
765752	09/12/2019		mice	4430.9 Exterminating Contracts	100.00
764212	09/23/2019		monthly	4430.9 Exterminating Contracts	794.00
TOTAL					2,294.00
15353	09/19/2019	Pitney Bowes Purchase Power	postage	1111.2 Cash - Operating Account	-503.50
9/3/19	09/03/2019		postage	4190.5 Forms, Station. & Office	503.50
TOTAL					503.50
15354	09/19/2019	Pitney Bowes, Inc.	postage machine	1111.2 Cash - Operating Account	-105.00
1013834648	09/08/2019		postage machine	4190.5 Forms, Station. & Office	105.00
TOTAL					105.00
15355	09/19/2019	Security King International		1111.2 Cash - Operating Account	-11,481.12
270	09/02/2019		8/26/19 - 9/1/19	4480 Contract Costs - Security	3,738.00
274	09/09/2019		9/2/19 - 9/8/19	4480 Contract Costs - Security	4,005.12
279	09/16/2019		9/9/19 - 9/15/19	4480 Contract Costs - Security	3,738.00
TOTAL					11,481.12

10:45 AM  
10/09/19

Peekskill Housing Authority  
**Check Detail**  
September 2019

Num	Date	Name	Memo	Account	Original Amount
15356	09/19/2019	Staples Advantage	office supplies	1111.2 Cash - Operating Account	-130.76
8055480679	08/24/2019		office supplies	4190.5 Forms, Station. & Office	130.76
TOTAL					130.76
15357	09/19/2019	Suburban Propane	DH propane	1111.2 Cash - Operating Account	-559.56
9/3/19	09/03/2019		DH propane	4335 Propane	559.56
TOTAL					559.56
15358	09/19/2019	The Journal News	A/E RFQ ad	1111.2 Cash - Operating Account	-230.00
3762283	09/09/2019		A/E RFQ ad	4190.6 All Other Sundry	230.00
TOTAL					230.00
15359	09/19/2019	Verizon	914 737 7022 696 69 1	1111.2 Cash - Operating Account	-68.96
9/4/19 - 10/3/19	09/03/2019		914-788-0450	4190.3 Telephone	68.96
TOTAL					68.96
15360	09/19/2019	MGR Restoration	DH 7C unit turnover	1111.2 Cash - Operating Account	-7,250.00
DH7C	09/16/2019		DH 7C unit turnover	4430.6 Unit Turnaround Contract	7,250.00
TOTAL					7,250.00
ACH	09/19/2019	IRS	9/19/19 payroll	1111.5 Cash - Payroll Account	-8,892.36
			9/19/19 payroll	2117.4 FICA Payable	8,892.36
TOTAL					8,892.36
ACH	09/19/2019	NYS Income Tax	9/19/19 payroll	1111.5 Cash - Payroll Account	-1,556.82
			9/19/19 payroll	2117.2 NY State W/H	1,556.82
TOTAL					1,556.82
ACH	09/26/2019	NYS and Local Retirement Systems	Sep cont & loan pymts	1111.2 Cash - Operating Account	-2,215.39
			Sep cont & loan pymts	2117.3 Pension Payable	2,215.39
TOTAL					2,215.39

**PEEKSKILL HOUSING AUTHORITY  
APPROVAL OF HEARING OFFICERS FOR GRIEVANCE HEARINGS  
OCTOBER 17, 2019**

**WHEREAS,** The Peekskill Housing Authority has a Grievance Procedure that was adopted by Board Resolution April 18, 2013 and

**WHEREAS,** Section 4.0, Sub-section 4.2, Selection of a Hearing Officer states a grievance hearing shall be conducted by an impartial person appointed by the Housing Authority other than the person who made or approved the action under review or a subordinate of such person, and

**WHEREAS,** Chairman Kane, Vice Chairman Douglas, Commissioner Knox, Commissioner Taylor, Commissioner Timms and Rochelle Bonner are all impartial persons.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Peekskill Housing Authority accept the recommendation to appoint Chairman Kane, Vice Chairman Douglas, Commissioner Knox, Commissioner Taylor, Commissioner Timms and Rochelle Bonner as Hearing Officers.

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 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: October 17, 2019

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

Date:



**PEEKSKILL HOUSING AUTHORITY  
 APPROVAL OF SECURITY SURVEILLANCE SYSTEM  
 OCTOBER 17, 2019**

**WHEREAS**, the Peekskill Housing Authority security system is in need of an upgrade, and

**WHEREAS**, it is no longer cost effective to upgrade the existing system, PHA solicited quotes for a replacement system, and

**WHEREAS**, The Peekskill Housing Authority received three bids from well qualified firms in response to that request, and

**WHEREAS**, Safeccloud was the lowest responsible bidder,

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Peekskill Housing Authority approves Safeccloud for installation of the new security system; \$99,900.

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 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: October 17, 2019

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

Date:

**PEEKSKILL HOUSING AUTHORITY  
RESOLUTION APPROVING ARCHITECTURAL AND  
ENGINEERING SERVICES**

**WHEREAS**, The Peekskill Housing Authority’s requested qualifications from Architectural/Engineering Firms to perform basic Architectural/Engineering services under the HUD Capital Fund Program for fiscal years 2018 and 2019, and

**WHEREAS**, three responses to the Requests for Qualifications were received by closing date 11AM, Friday, September 27, 2019, and

**WHEREAS**, the responses were emailed to the Board for review, ranking, discussion and advisement.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Peekskill Housing Authority accept the recommendation to enter into a contract with Lothrop Associates for Architectural/Engineering Services.

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 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: October 17, 2019

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

Date:

**PEEKSKILL HOUSING AUTHORITY  
RESOLUTION APPROVING PROPOSED AMENDMENT TO MODIFY  
5-YEAR ADMINISTRATIVE PLAN RE: KILEY CENTER FOR  
THE FISCAL YEARS OF APRIL 2015 – MAY 2020**

**WHEREAS**, The Peekskill Housing Authority is required by the Department of Housing and Urban Development (HUD) to submit a 5-Year Administrative Plan, and

**WHEREAS**, The Peekskill Housing Authority intends to amend the current 5-Year Administrative Plan to transfer a small parcel of land from 807 Main Street to 709 Main street and enter into a long-term lease with the Boys and Girls Club, and

**WHEREAS**, The Board of Commissioners of the Peekskill Housing Authority have reviewed and discussed the amendments.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Peekskill Housing Authority hereby approve and accept the amendment to the 5-Year Administrative Plan for the fiscal years of April 2015 through May 2020.

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 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: October 17, 2019

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

Date: