

PEEKSKILL HOUSING AUTHORITY



P. Holden Croslan
Executive Director

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Peekskill, New York 10566
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PEEKSKILL HOUSING AUTHORITY BOARD OF COMMISSIONERS PUBLIC HEARING

January 16, 2020
Bohlmann Towers – Community Room
807 Main Street, Peekskill, NY 10566

AGENDA

- I. ROLL CALL
- II. 2015 – 2020 - 5 YEAR AND ANNUAL PLAN AMENDMENT
- III. 2020 – 2025 - 5 YEAR AND ANNUAL PLAN
- III. PUBLIC COMMENTS
- IV. VOTE
 - a) Resolution – 01/05/2020 – Approval of the 2015-2020 – 5 Year and Annual Plan Amendment
 - b) Resolution – 01/06/2020 – Approval of the 2020-2025 – 5 Year and Annual Plan
- V. ADJOURNMENT

**PEEKSKILL HOUSING AUTHORITY
 REAFFIRM RESOLUTION APPROVING MODIFIED
 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 has amended 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 amended 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:

VOTE	YES	NO	ABSENT	NO RESPONSE
Chairman Michael Kane				
Vice Chairman Dwight H. Douglas				
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: January 16, 2020

 P. Holden Croslan, Executive Director

Date:

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**

1.0	PHA Information 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												
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 282 Number of HCV units: 0												
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only												
4.0	PHA Consortia <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 <table border="1"> <thead> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	PH	HCV						
PH	HCV												
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.												
5.1	Mission. 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>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.</p>												
5.2	Goals and Objectives. 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>GOAL 1: DISPOSE OF PURCHASE & REHAB HOMES TO SATISFY A JUDGMENT</p> <p>Action Steps:</p> <ul style="list-style-type: none"> - Dispose of 5 homes (9 units) to pay off a discrimination judgment against the Housing Authority <p>GOAL 2: DEVELOP FISCAL POLICIES TO CREATE A SOUND FINANCIAL POSITION</p> <p>Action Steps:</p> <ul style="list-style-type: none"> - Monitor expenditures and maintain revenues by producing accurate and timely monthly financial statements - Create a quarterly newsletter and an agency website. - Advocate at the federal, state and local level for adequate funding for the operations and expansion of affordable housing programs. - Create surplus budgets to increase operating reserves - Create a better rent collection policy to help with cash flow needs and reduce tenant accounts receivable <p>GOAL 3: IMPROVE GOVERNANCE</p> <p>Action Steps:</p> <ul style="list-style-type: none"> - Provide Board training to strengthen their knowledge - Create an environment that encourage tenants to serve on the Board 												

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

5.2
cont

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 Peekskill 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.

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's (Bohlmann Towers) property
- In order to enter into the ground lease with the Boys and Girls Club, PHA will try to move 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
- This may require PHA to submit a HUD-52860 Inventory Removal Application even though PHA will retain ownership

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>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>7a. <u>Hope VI of Mixed Finance Modernization of Development</u> – N/A</p> <p>7b. <u>Disposition Plans</u> -</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 & 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><u>Activity Description</u></p> <p>1a. Development Name: Purchase & Rehab 1b. Development (project number) NY082000002</p> <p>2. Activity Type: Disposition</p> <p>7.0 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"> • 205 Walnut Street, Peekskill, NY 10566. Total units – 2 (2 two bedrooms) • 209 Walnut Street, Peekskill, NY 10566 Total units – 2 (1 one bedroom, 1 two bedroom) • 1012/1014 Elm Street, Peekskill, NY 10566 Total units – 2 (2 three bedrooms) • 1105/1107 Elm Street, Peekskill, NY 10566 Total units – 2 (1 two bedroom, 1 three bedroom) • 963 Orchard Street, Peekskill, NY 10566 Single Family Home (four bedroom) <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> <p>a. Application submitted: August 28, 2014 b. Application approved by SAC – November 28, 2014 c. Homes actively on the market – December 1, 2014 d. Expected date for sale of all homes – December 31, 2015</p> <p>7c. <u>Conversion of Public Housing</u> – N/A</p> <p>7d. <u>Homeownership Programs</u> – N/A</p> <p>7e. <u>Project Based Vouchers</u> – N/A</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. 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>Capital Fund Program Five-Year Action Plan. 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>

8.3 Capital Fund Financing Program (CFFP).
 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.

Housing Needs. 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.

The City of Peekskill 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.

9.0 Housing Needs of Families in the Jurisdiction by Family Type

Family Type	Overall	Afford-ability	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

Based on the most recent Census Bureau’s information, Peekskill has an estimated 5,370 families and a median family income of \$68,859.

Housing Needs of Families on the Waiting List – Public Housing Only			
	# of Families	% of total families	Annual Turnover
Waiting List Total	119		Approx 10%
Extremely low income < 30% AMI	114	95.8%	
Very low income 30%-50% AMI	5	4.2%	
Low income 50%-80% AMI	0		
Families with children	53	44.5%	
Elderly Families	11	9.2%	
Families with Disabilities	60	50.4%	
White (Non-Hispanic)	9	7.6%	
Hispanic	21	17.6%	
Black	89	74.8%	
Asian or Pacific Islander	0		
Needs by bedroom size			
Studio	30	25.2%	
1 BR	33	27.7%	
2 BR	43	36.1%	
3 BR	9	7.6%	
4 BR	4	3.4%	
5 BR	0		
The waiting list is currently only open to elderly and disabled.			
9.1	<p>Strategy for Addressing Housing Needs. 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</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.

10.0 (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**

(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

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING 5-YEAR AND ANNUAL PLAN FOR THE
FISCAL YEARS OF APRIL 2020 – MARCH 2025**

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

WHEREAS, The Peekskill Housing Authority has prepared this 5-Year and Annual Plan in compliance with the Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirement, and

WHEREAS, The Peekskill Housing Authority advertised in one local newspaper and made the 5-Year and Annual Plan available for public review, and

WHEREAS, The Board of Commissioners for the Peekskill Housing Authority have reviewed discussed, and approved the 5-Year and Annual Plan

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Peekskill Housing Authority hereby approve and accept the 5-Year and Annual Plan for the five fiscal years of 2020 through 2025 and the annual portion of this fiscal year ending March 31, 2021.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	NO RESPONSE
Chairman Michael Kane				
Vice Chairman Dwight H. Douglas				
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: January 16, 2020

P. Holden Croslan, Executive Director

Date:

5-Year PHA Plan (for All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.																																
A.1	<p>PHA Name: Peekskill Housing Authority _____ PHA Code: NY082</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): _____</p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>Copies of the 5 Year Plan may be obtained at the Peekskill Housing Authority's main office located at 807 Main Street, Peekskill, NY 10566 or on the company website: www.peekskillhousingauthority.com. Individual policies that the 5 Year Plan covers may be obtained at the main office noted above.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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B.	5-Year Plan. Required for <u>all</u> PHAs completing this form.
B.1	<p>Mission. 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> <p>The Peekskill Housing Authority is a local public housing 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.</p>
B.2	<p>Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.</p> <p>Goal: To Explore RAD and other Repositioning programs.</p> <ul style="list-style-type: none"> • Define and meet PHA goals to allow PHA to reposition properties to improve the physical quality of these properties • Utilize all resources available to help fund major modernization of properties to include grants, loans and all other funds available • Discuss with the City of Peekskill for PHA to administer the Section 8 program to help assist residents to get PBRA or PBV vouchers • Exploring repositioning programs may include disposing or demolition of some or all of our properties <p>Goal: 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 & Girls Club</p> <ul style="list-style-type: none"> • PHA is looking to enter into a long term lease with the Boys & Girls Club for the Kiley Center. Currently a piece of the Kiley Center building is on 807 Main Street's (Bohlmann Towers) property • In order to enter into the ground lease with the Boys & Girls Club, PHA will try to move 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 our residents • This may require PHA to submit a HUD-52860 Inventory Removal Application even though PHA will retain ownership <p>Goal: To update the Admissions and Continuing Occupancy Policy (ACOP)</p> <ul style="list-style-type: none"> • This policy governs many policies that PHA follows • Needs to be updated to include recent required regulations as well as update policies specific to the needs of the residents of Peekskill Housing Authority
B.3	<p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <ol style="list-style-type: none"> 1. PHA was able to dispose of 5 homes (9 units) to satisfy a large judgment from a previous director. Two homes were sold to residents and no residents were displaced as a result. Eight of the 9 were able to stay in their units through the Section 8 program or by financial means of their own. 2. After five straight years of budget deficits, PHA was able to budget four out of the next five years with surpluses. This helped increase operating reserves as well as providing better maintenance operations. 3. PHA has been able to obtain two resident commissioners for the Board. 4. PHA has utilized resources to help make the agency more efficient. Through capital grants, all five sites have new boilers and roofs which makes heating and cooling more energy efficient. 5. Since the last 5 Year Plan, PHA has been able to assemble a staff that is able to better meet agency goals and objectives. The administrative staff has been able to improve the financial position of the PHA, respond quicker to resident needs and run more efficient board meetings. Maintenance staff has been able to improve properties, improve REAC scores and respond quicker to resident work orders. 6. PHA was removed from troubled status. PHA has been a standard performer for the last few years.
B.4	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <ul style="list-style-type: none"> • The Peekskill Housing Authority has a Victims Assistance Services office within walking distance from all of our properties. This service is provided by the Westchester Community Opportunity Inc. (WestCop). Their mission is "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 Sex Abuse, Domestic Violence, Child Abuse, Elder Abuse, Physical Assault, Robbery & Burglary and Homicide. • The PHA administrative staff works with and refers residents who encounter abuse, to the local police department as well as this agency. Further, the perpetrators are the "Banned" from all PHA sites. People on the "Banned List" can be arrested by the police if found on any of the PHA sites for any reason. • Using these resources, the PHA will continue to help promote the services VAS has to offer and to protect residents from any further instances of abuse through the ban policy procedure.

<p>B.5</p>	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>The Peekskill 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 include:</p> <ul style="list-style-type: none"> • Demolition or Disposition of units • Designation changes (Fair Cloth Limit) • Homeownership Program • Conversions • Addition of major work categories to the 5-Year or Action Plan • Any modification that requires public notice or comment • Modification or change to the ACOP, Procurement Policy or Tenant Waiting List • Application to RAD program <p>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.</p>
<p>B.6</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/> - PHA does not have a Resident Advisory Board and therefore received no comments.</p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<p>B.7</p>	<p>Certification by State or Local Officials.</p> <p><u>Form HUD 50077-SL</u>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

Monthly Board Meeting

PEEKSKILL HOUSING AUTHORITY



P. Holden Croslan
Executive Director

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

PEEKSKILL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONTHLY MEETING – JANUARY 16, 2020
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 01/01/2020 – November 21, 2019 - Regular Meeting Minutes

IV. CORRESPONDENCE: None

V. EXECUTIVE DIRECTOR'S REPORT:

- a) Monthly Report – January 2020
- b) Financial Report – December 2019

VI. COUNSEL'S REPORT - None

VII. UNFINISHED BUSINESS

- a. Rental Assistance Demonstration Program (RAD) and Repositioning Assessment Discussion, Modification or vote to accept as written

VIII. NEW BUSINESS

- a) Resolution – 01/02/2020 – Approval of November 2019 Monthly Bills
- b) Resolution – 01/03/2020 – Approval of December 2019 Monthly Bills
- c) Resolution – 01/04/2020 – Approval of Operating Budget for April 1, 2020 to March 31, 2021
- d) Nomination for Vice Chairman of the Board

IX. TENANTS' COMMENTS AND CONCERNS:

X. ADJOURNMENT

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

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

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

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

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Michael Kane				
Vice-Chairman Dwight H. Douglas				
Commissioner 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: January 16, 2020

P. Holden Crosland, Executive Director

Date:



P. Holden Croslan
Executive Director

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

**PEEKSKILL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONTHLY BOARD MEETING MINUTES
NOVEMBER 21, 2019**

ROLL CALL:

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

P Holden Croslan, Executive Director
Gerald Klein, PHA Counsel

TENANTS COMMENTS AND CONCERNS:

Dianne Hines – Dunbar Heights

I have a concern, I was telling ya'll about my mold for three years, nothing happened, and now I'm on medication, lungs gotta take charcoal and this lady (referring to Ms. Croslan) did not believe it, never sent nobody and now, look at me now. I'm on a machine and she (referring to Ms. Croslan) laughing and getting ready to retire and ya'll should have been fired her. And now I know there's NYC.com/tenants' rights and if nobody comes in there to do the job, they will get rid of them. I got everything recorded here. I don't appreciate what she (referring to Ms. Croslan) did. I've been telling her for three years. I don't smoke, I got paperwork from the hospital, don't like Cynthia or Michael Kane because they lied. I don't like Michael the maintenance man because he lied to her told her that under my house was dry. I got all the paperwork where mold had been under my house, did they show you the paper work? You need to ask them; did they show you? **Vice Chairman Douglas responded, I did hear that the mold was...Ms. Hines interrupted responding, worse, you want to see the hospital report papers? Vice Chairman Douglas responded, what I did hear was that the mold was a real problem.** Ms. Hines responded, yes, it is! Been telling her for three years, showing pictures, been sending people in there cleaning and now my shit is messed up. You think she's going to apologize? She called me yesterday while I'm at the doctor telling me while I'm up in the hotel, excuse me Mr. Dwight (Vice Chairman Douglas had tried to get a word in) while I'm up in the hotel they saying I've been having company, I got a man up in there. Which I knew she lied, I had to make the manager call Kristine and tell her, not me. I'm telling Ms. Croslan, yes, I cursed her out, the nerve of you to call me with some shit like that when I'm already going to court with y'all now! Why would you take me to court for that and I got all the mold spots on my lungs, I'm on a nebulizer and all that! You not getting Octobers rent, you're not getting Novembers rent! I'm going to stop my rent again! You can say whatever you want to. She wanna retire and she damaged a lot of people's health. Detrimental to my health for three years! Been telling them there's a smell in my house. Cynthia came to my house with Michael Kane and Mr. Timms, Mr. Kane already knew shit was molded. I told him to feel my rug, my rug stays wet, nobody believed me so all of ya'll can go to hell! Because that's detrimental to my health, I'm sick now with three years of mold. Mr. Klein wanna be in court and I hope you do beg for your money for October, I'm not giving you nothing! I'm suing ya'll asses because I'm sick now! I don't even smoke! I'm glad you smiling (referring to Ms. Croslan) because you made a lot of people sick with

mold. Ya'll buildings is molded. All of them! All of them! All of them! **Vice Chairman Douglas asked Ms. Hines what's the current situation.** Ms. Hines responded, situation?! I'm in a hotel, she calls me with some bullshit yesterday while I'm at the doctor, I'm so upset now and yeah, I cussed her out! Ms. Croslan, I'm telling you, I'm telling you something, I don't have time to lie to you, cause I don't like you so why am I gonna lie to you. I'm trying to get you up otta here, I don't like you! You never believe nothing; your maintenance men lie to you! I'm glad you don't like me because you messed up my health! Ms. Croslan, yo, if I didn't have to go to jail I'd beat the shit out of you right now! **Ms. Croslan responded, try it!** Ms. Hines responded, see how you is, you don't care, you ain't even worth my spit. I wouldn't spit on you if you were on fire! She should have been got out of here, I been telling ya'll. She ain't for the people! **Ms. Croslan responded, you're not the people.** Ms. Hines responded, keep talking! Keep talking that's what you do! That's what you do! Vice Chairman Douglas, interrupted stating, Dianne we have another tenant who would like to speak. Ms. Hines responded, alright, alright. **Vice Chairman Douglas stated, as I understand it, the cleaning is in process? When do we expect it will be done?** **Ms. Croslan responded, we don't have a date yet.**

Deborah Dunn – Dunbar Heights

1. Complained again regarding the neighbors smoking in their apartment. Stating that it did subside for a few days after Ms. Croslan's meeting with the neighbors. They do go to the circle during the day, however at night they started again smoking in the apartment. It's now affecting my grandson, the doctor says his congested as well, he has asthma. It's been 4 months.
2. Two maintenance men were sent to my apartment to see if they can smell smoke. My issue with that is, you can't send a smoker to smell smoke, they both were smokers.

Ms. Hines interrupted addressing Ms. Croslan, "I hope you recording me too bitch!" Ms. Dunn asked Ms. Hines not to speak that way in front of her grandson.

Vice Chairman Douglas asked if there was legal action taken. Attorney Klein responded, we need to have a hearing. Ms. Croslan stated, you received the information and said you could do it, it's a matter of when. Commission Knox responded, we need to schedule a hearing, is that where things stand? Attorney Klein responded, correct. Commissioner Knox asked the board if they could discuss scheduling hearing this evening. Vice Chairman Douglas responded, sure but we were aware of this for some time, we have procedures, I just assumed that the tenant would be notified that they were not in compliance with their lease. Ms. Croslan responded that she's had a meeting with them, and as I stated in the email to you and Michael Kane, she requested a formal grievance hearing.

Pauline Gilchrist – Dunbar Heights

1. After the procedure is followed for the no smoking policy and found that it's a matter of your word against theirs, what's next step, who's our advocate.

Mr. Klein explained the no smoking policy process, stating that first a notice is sent to the tenant about whom the allegation has been made. The notice states, that the tenant is entitled to a hearing, and they have a period of time to make that request. If the request is made, there can be no judicial process until the fair hearing has been completed and a decision made by the grievance panel. If the panel concludes that there was reason to believe that the tenant was in violation of the smoking policy, then there would be a proceeding in court to terminate the lease. Tenants would be allowed to testify and bring witnesses to support their position, and the judge would make a decision as to whether or not there has been a violation of the no smoking policy, and whether the lease shall or shall not be cancelled.

2. The whole premises of Dunbar are no smoking? **Mr. Klein responded, 25 feet away from the unit.** So there's no smoking on the back porch. **Mr. Klein responded, correct.**

3. Are the cameras at Dunbar working because it's difficult to get proof by taking your own pictures?
Ms. Croslan responded that PHA will be getting new cameras, most are not working at this time.

Mishiba Taylor

1. I have been harassed severely by the administration. On three occasions they've sent me certified letters in the mail regarding a rent payment that I already made. On top of the fact that when the payment was made, she overcharged me and was content with that until I recognized it and made her return the money. And that's not the first time, she's actually done that before in 2018 for November 1st rent. The she I'm referring to is Kristine, for some odd reason she miscalculates or doesn't put the check in and then it comes up as not paid and I get these notices. It doesn't matter to me that it was a mistake, my concern is I'm receiving 14 day notices and the money was in the account. This is stress full, it causes anxiety and I have problems with it, I don't feel like I should be triggered when I know that I'm taking care of my business.
2. The lockout charge is too high, I just received a bill for \$70 for being locked out of my apartment. To my understanding the lease states we have 24 hours on call maintenance. I wasn't aware that the on-call fee was higher than my rent. It's necessary to get into your apartment but it's not necessary to pay almost \$90 when they're getting paid a salary. How are we paying almost \$100 to get into your apartment in a low-income building?

Vice Chairman Douglas asked if the problem regarding the rent has been resolved or is it on going. Commissioner Taylor responded, if I didn't go downstairs the other day it would still be going on. But because I understand that there are people taking money, I made sure I got my money back.

Vice Chairman Douglas asked Ms. Croslan if maintenance is able to handle the lock out, and if they had another key. Ms. Croslan responded that there's no charge during office hours. Commissioner Taylor responded, \$70-\$80 is a strenuous amount when my rent is \$50. I'm not working and I can barely afford to pay \$50 rent, I'm getting help with that. How then can you expect me to raise \$87 to pay for a lockout the same month that I have to pay my rent. **Vice Chairman Douglas respond that the lockout is not charged if it's during business hours.** Commissioner Taylor responded, that's not the question, I understand when they work and when they don't work. **Vice Chairman Douglas asked Ms. Croslan if they have to come out is it overtime pay? Ms. Croslan stated that it's time and a half or double.** Commissioner Taylor asked if they get paid twice. **Ms. Croslan responded, they are paid to come out after business hours but tenants are responsible for something that's not maintenance's responsibility.** Commissioner Taylor responded I'll bring in my lease and read it to you next time. **Ms. Croslan responded, you do that.** Commissioner Taylor responded, I will.

Dianne Hines – Dunbar Heights

1. Asked the Board if they would be willing to listen to something on her phone regarding rent stabilization. A phone recording of the news was played regarding heat and repairs in a rent stabilized building.

Vice Chairman Douglas stated that this is not a rent stabilized building. Ms. Hine responded, we is in rent stabilized low income housing, you think I'm just going to bring this down, this right here is helping us Mr. Dwight. NYC.gov is telling us to fight against tenant protection, we have tenant protections. **Vice Chairman Douglas stated he's clarifying that there's public housing and there's rent stabilization.** Ms. Hines responded, what is we in, what is this, what is this, what is this that we in? **Vice Chairman Douglas responded, low income housing.** Commissioner Taylor stated, he doesn't have the answer, and asked Vice Chairman Douglas what he was going to do about her harassing me (referring to

Kristine)? This is three letters that caused me anxiety, when the rent was already there and then on top of that she double charged me. **Vice Chairman Douglas responded, which has been resolved.** Commissioner Taylor responded, that's not the problem, it wouldn't have been resolved if I hadn't of went downstairs. Had my mother not written a check, out of her check book, had she not put it in already, I wouldn't have got the money back, that wasn't a mistake, that was on purpose. She got the check, I took a picture of it before I gave it to her. Ms. Dunn asked, when did you give it to her? Commissioner Taylor responded, September, it was for October, September twenty something to be exact. So, how I pay my rent early and now you can't find the check, and I'm getting three notices, 14-day notices, I'm sorry, what? And ya'll have nothing to say about that because it was resolved? But I resolved the problem, it wasn't because Kristine said I made a mistake, here's your \$50 back. **Commissioner Knox asked Commissioner Taylor if she could see the papers.** Dianne Hines interrupted commenting that they're not going to say that, they're not, she (referring to Ms. Croslan) thought I had somebody in my hotel room bumping and grinding, I had the hotel call and tell them it wasn't me. **Commissioner Taylor responded, even if you did, that's your personal life.** Ms. Hines responded, since she thought I was getting laid down, I'm going to get laid down now, she (referring to Ms. Croslan) better get the same. I'm going to get laid down the weekend's coming. Commissioner Taylor showed paperwork stating this is her doing it again last year, she didn't want to take it, she was convinced that my rent was a different price, she decided not to take it but I left it underneath the window anyway so she had to mail me a receipt, you understand, she wouldn't take it but she had to because I left it there. So now she had to correct her mistake and let me know that I was right but not saying I'm sorry for doing that or apologize. She never apologizes for her misbehavior. Those three letters, I just opened them while I was here, that's very upsetting especially when I know I paid. **Commissioner Knox asked Mr. Klein if there are multiple notices on the same missed rent payment.** Commissioner Taylor interrupted, yes. Ms. Hines interrupted, they did it to me. **Vice Chairman Douglas stated, it's the new state program. Commissioner Knox responded, that's what I'm asking him. Mr. Klein responded, we have three notices....** Commissioner Taylor interrupted responding, Mr. Klein, the rent was there so how am I getting notices. **Commissioner Knox asked if she could just get a handle on the process first.** Commissioner Taylor responded, we went through the process so you know the process. **Commissioner Knox stated, I'm not going to bother asking a question, I was trying to get to the bottom of it, I'm not going to bother, I'm tired of getting yelled at all the time.** Commissioner Taylor responded, don't throw papers at me Cynthia, all I'm saying is we all read the policy so I know that you're aware of it. If you need a reminder that's different but at the end of the day, you know what the policy is because we signed off on it. **Commissioner Knox responded, Mishiba I don't remember every step of it sitting here I just wanted to see if the policy was properly addressed in your situation but nobody wants to hear it and it just extends the meeting, I'm done.** Commissioner Taylor interrupted, okay, get clarity if you need it, this is what they're supposed to do, but at the end of the day the rent was already there. I'm not extending the meeting, I'm a tenant as well, it's a concern and I don't appreciate you throwing a paper at me because you are frustrated with my question. **Commissioner Knox responded that she doesn't appreciate being interrupted every comment I make.** Commissioner Taylor responded, I'm not arguing, I'm trying to make a point about this female (referring to Kristine). **Commissioner Knox responded, I'm tired of getting yelled at month after month and I'm coming here to try to make public housing better for people, okay.** Commissioner Taylor responded okay, well, what are we going to do about that, why is that allowed, why am I allowed to get three 14 day notices on a month that I actually paid, I don't understand, somebody explain that. **Vice Chairman Douglas responded, you explained a mistake had been made.** Commissioner Taylor responded, it wasn't a mistake, that's what I'm trying to tell you, if I didn't come downstairs, to tell her to give me my check back, she wouldn't have given back. She wrote the letter, I showed it to you, it was already printed out. **Vice Chairman Douglas responded, she on purpose took your money?** Commissioner Taylor responded, yeah that's on purpose, I gave her the money and she's on purpose not putting it in, come on man, stop with that! This is proof right here I have the receipt. **Vice Chairman Douglas, stated let's see if this happens again.** Commissioner Taylor stated it happened twice, this year and last year so we gonna wait for it to happen again? **Vice Chairman Douglas stated, it's possible that people can make a mistake.** Commissioner Taylor, responded, the same mistake twice? **Vice Chairman Douglas, responded, I think it's possible.** Commissioner Taylor

responded, I don't think so, I don't think so, I'm not satisfied. Ms. Hines responded, how many mistakes, I kept telling ya'll I had mold in my house and now I'm on a machine, how many mistakes does that take to mess with my health. **Vice Chairman Douglas responded, I have no idea.** Ms. Hines responded, ya'll messing with people's health it's nothing to ya'll. **Vice Chairman Douglas stated, that at this point unless there's something new I think we should...** Ms. Hines interrupted, ya'll think my shit is over. **Vice Chairman Douglas responded, I'm talking about items that have already been discussed and if we have anything else.** Ms. Hines responded, I discuss it with you and you come back with nothing for me, you come back with nothing for me, nothing?! I don't agree, the man went under the house, Michael, one of your maintenance workers said it was dry under my house! So why he ain't fired when he lied! He lied! Why he lie? Ask your maintenance worker why he lie, why he went under there and said it was dry? **Vice Chairman Douglas asked, why are we all hear? Commissioner Knox responded, exactly.** Ms. Hines responded, you right, ya'll need to stop coming cause ya'll ain't doing shit, you right why ya'll come here you ain't solving nothing, what you solving. **Vice Chairman Douglas responded, did they attempted to solve the problem Dianne?** Ms. Hines responded, how? **Vice Chairman Douglas responded, aren't you in a hotel now because they are trying to solve the problem.** Ms. Hines, responded, do you think that makes a difference and I've been trying to get my shit done for three years? For three years! For three years I've been telling them this, seeing pictures I'm running out of breath talking to you because my lungs are hurt and my chest, you didn't listen!!! For three years! And I'm fucked up now!! My health is messed up! **Vice Chairman Douglas responded, I haven't been here for three years.** Ms. Hines responded, man, who was on the board then? Who was on the Board!! When they put you on here, they should tell you, Frick and Frack (referring to Ms. Crosland and Kristine) didn't tell you anything? I been coming to Kristine and them, been, and showed them numerous pictures I've taken and it took Mashiba to come in her to get them to do a test in my house, now I'm in a hotel on Thanksgiving, is that supposed to be nice? I can't eat no bird, because two birds (referring to Ms. Crosland and Kristine) scrambled me already. **Vice Chairman Douglas, responded, I'd like to move on in the meeting, there's other things to discuss.** Ms. Hines responded, that's all you do is move on. **Vice Chairman Douglas responded, your just one person, there are a whole lot of other people that are here.** Ms. Hines responded, see what you just said? You don't care, it takes all of ya'll against me and still ain't getting nowhere. **Vice Chairman Douglas responded, I'd like to move on with the meeting.** Ms. Hines responded, you ain't talking about nothing.

Deborah Dunn – Dunbar Heights

1. Would I be intitled to come to the grievance hearing?

Attorney Klein responded, you are entitled to be there.

APPROVAL OF MINUTES

Resolution No. 10/01/2019 – Approval of September 19, 2019 – Regular Meeting Minutes

Vice Chairman Douglas stated that the minutes were well done and asked if anyone had a question. Commissioner Taylor asked if the Board was approving a contract for Ms. Crosland and Kristine in this 5-year plan, is it this one or the next one? Vice Chairman Douglas responded that the 5 year plan does not deal with the contracts. Commissioner Taylor responded, she's just making sure because she doesn't want to be approving that. Vice Chairman Douglas responded, that's not a part of it. Ms. Crosland responded, Kristine is in the union and I have a contract. Commissioner Taylor responded, I know what you have and I know what she is too, I'm just making sure that I know what I'm doing, is that okay? Ms. Crosland responded, it's okay with me. Commissioner Taylor responded, fine then, so what was the problem, I just want to make sure I'm right before I vote. Vice Chairman Douglas Commissioner asked for a motion. Commissioner Knox made a motion and Commissioner Timms seconded the motion. Vice Chairman Douglas asked if anyone had any questions or comments on the minutes. There was no response. The vote

was as follows Vice Chairman Douglas, Aye; Commissioner Schuder, Absent; Commissioner Taylor - Nay; Commissioner Knox - Aye; Commissioner Timms - Aye, Vice Chairman Kane - Absent.

Vice Chairman Douglas stated the minutes are not approved.

CORRESPONDENCE - None

EXECUTIVE DIRECTOR'S REPORT

Revenue – HUD subsidy for September, \$137,515; October, \$108,119.

The increase for September is due to HUD reconciliation.

Other Revenue – September, \$1,367; October, \$5,188.

Tenant Charges

Total tenant charges for September, \$141,655; October, \$146,774.

Charges collected through September 5th, \$63,827; October 5th, \$78,779.

Total charges collected for September, \$130,428; October, \$142,527.

Unpaid tenant balance, September, \$11,227; October, \$4,247.

Change in prepaid rent, September, \$1,477, October (\$4,737)

All Outstanding Tenant Charges, September, \$247,636; October, \$222,263.

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

Total expenses for September, \$203,123; October, \$221,975.

The Executive Director stated that the significant difference in expenses for September and October were city water, paid quarterly; dump truck purchase; annual software license renewal; trailer purchase for maintenance and three payroll period.

Court Proceedings – Based on the Boards resolution, all tenants two or more months arrears were processed for court. A total of 45 families for October, \$67,000; 14 paid \$18,282. Outstanding Balance, \$46,418. **Commissioner Knox stated that the percentage paid was not significantly higher or lower. Ms. Croslan responded, it may be too soon to tell.**

Work Orders – September 117, Outstanding 4; October 144, Outstanding 4.

Unit Turnovers – 10 vacancies at the end of October, 4 leased by November 1st.

Exterminations – One bed bug extermination in October, total of \$5,386 to date.

Tenants Account Receivable (TAR) – At the end of October, 75 Bohlmann Towers residents owe \$106,929; 55 Dunbar Heights residents owe \$73,307; 24 Turnkey residents owe \$42,027.

Total past due for October, 153 residents (56%) owed \$222,263.

Police Report

Police Activity PHA 10/12-10/18 – 32 visits to Bohlmann Towers, 28 routine; 35 visits to Dunbar Heights, 32 routine.

Police Activity PHA 10/19-10/25 - 33 visits to Bohlmann Towers, 26 routine; 35 visits to Dunbar Heights; 33 routine.

BOHLMANN TOWERS ELEVATOR

One elevator at Bohlmann Towers was out of service for some time due to a broken cable. Repair Cost \$9,576. Shortly after another problem occurred, the closed loop door operator in both elevators needed replacement. Repair Cost \$19,692.

To date PHA has expended over \$100,000 in elevator repair cost. In 2017, the quote to replace both elevators was \$402,000.

DUNBAR HEIGHTS FUEL LINE REPAIR

Fuel line repair at Dunbar Heights has been completed; cost \$6,815.

GRIEVANCE PROCEDURES/HEARING OFFICERS

The board has approved the grievance procedure and the grievance officers.

Vice Chairman Douglas asked if a tenant was added to serve on the grievance committee. Ms. Croslan responded, yes, she volunteered.

E-mail vote for acceptance needs to be affirmed.

SECURITY SURVEILLANCE SYSTEM

PHA solicited contractors to upgrade the security surveillance system. Safeccloud was recommended to the board for approval and has been accepted; quote \$99,900. Preliminary work has begun, and a schedule has been set up for installation of the new cameras.

E-mail vote for acceptance needs to be affirmed.

ARCHITECTURAL/ENGINEERING SERVICES

PHA recommended Lothrop Associates for Architectural /Engineering Services to the board.

E-mail vote for acceptance needs to be affirmed.

PROPOSED AMENDMENT TO MODIFY PHA 5-YEAR ADMINISTRATIVE PLAN RE: KILEY CENTER.

Proposed modification to transfer a small parcel of land from 807 Main Street to 709 Main Street and enter a long-term lease with the Boys and Girls Club has been approved.

E-mail vote for acceptance needs to be affirmed.

Commissioner Taylor asked Ms. Croslan regarding the Boys and Girls Club, if it was true that persons 18 years of age or older will not be allowed at Kiley Center. Ms. Croslan responded that she's never heard that and suggested she check with The City of Peekskill.

Vice Chairman Douglas stated that when he visited the Mount Kisco Boys and Girls Club they had activities for people ages 5 – 18. They also allow for adult programs at the facility if space is available. Commissioner Taylor stated that right now, adults have the freedom to go into the Kiley Center. Vice Chairman Douglas stated that the rules will be set in the lease, right now, we are trying to get HUD to agree that the piece of land is of no great consequence so that the lease can be negotiated.

Debra Dunn asked if there would be a Boys and Girls Club right across the street from the Youth Bureau. **Vice Chairman Douglas responded that they have their own building, however, their interest would be in coordination with the Boys and Girls Club.**

RENTAL ASSISTANCE DEMONSTRATION PROGRAM (RAD) AND REPOSITIONING ASSESSMENT.

Consultants, The Fresnel Group and The Lou Walt Group, presented a draft assessment and presentation of RAD and Repositioning strategy for PHA several months ago. The Consultants are anxious to finalize the report and receive final payment for services rendered. Please immediately submit changes, comments, etc. for inclusion in the final document so they can make revisions and finalize the report. If there are no modifications, a board vote is requested to accept the report as written.

Vice Chairman Douglas asked that this item be put on the January 2020 Agenda.

PHAs FIVE – YEAR PLAN

A new 5-Year PHA plan will become effective April 2020. To meet this deadline, PHA must update the existing plan by presenting a progress report for the past 5-years and identify new goals and objectives for the 5 years; April 2020 through March 2025.

RAD has been added to the new plan for consideration by the board.

Vice Chairman Douglas asked if a resolution was needed. Ms. Croslan responded, yes, a resolution is needed to make the changes presented before the plan is made available for review. Commissioner Taylor stated that she doesn't know what the word repositioning means and asked for a definition of "RAD and other Repositioning Programs." Ms. Croslan responded, if you recall, the RAD Consultants did a presentation on exploring funds that are available and would bring in a large influx of money to complete projects that need to be done.

Vice Chairman Douglas asked the Board if they had a chance to look at the information regarding Five-Year Plan, the response was yes. Vice Chairman Douglas made a motion to move forward with the suggested modifications to the Administrative – 5-Year Plan. Commissioner Taylor seconded the motion. The vote was as follows: Vice Chairman Douglas – Aye, Commissioner Knox – Aye, Commissioner Taylor – Aye, Commissioner Timms – Aye.

FINANCIAL REPORT

PHA will use a portion of the Capital Funds to reimburse the purchase of the truck and trailer.

COUNCIL REPORT

Vice Chairman Douglas asked Attorney Klein for an update on the new court process. Attorney Klein responded that the process has been elongated and that during the month of November, court was in session for landlord tenant matters only once. Therefore, the court process for November has yet to be completed. Vice Chairman Douglas commented that tenants who have paid would be dropped from court. Attorney Klein responded, yes.

UNFINISHED BUSINESS

Delinquent Rent Calls

No decision has been made regarding using the collection agency to make monthly calls to tenants who are in arrears.

Commissioner Knox asked what the return was for former tenants sent to the collection agency owing a balance. Ms. Sajous responded, we are currently receiving approximately \$16.00 a month.

Reaffirm - Resolution 10/02/2019 – September 2019 Monthly Bills

Vice Chairman Douglas asked for motion to reaffirm Resolution 10/02/2019. Commissioner Knox made a motion and Vice Chairman Douglas seconded the motion.

Commissioner Taylor asked for an explanation of line item number 15334, Yonkers Housing Authority - Boat Cruise. Ms. Crosland responded, that is the Annual Executive Director's Housing Authority Meeting which takes place every year in September.

Commissioner Taylor asked Ms. Crosland if negative \$3,738 means Security King International was paid that amount. Ms. Crosland responded, yes.

The vote was as follows: Vice Chairman Douglas – Aye, Commissioner Knox – Aye, Commissioner Taylor - Aye, Commissioner Timms – Aye.

Commissioner Taylor asked if Bohlmann Towers would be getting a new elevator. Ms. Crosland responded, no, the estimated cost of a new elevator would be \$400,000. PHA cannot afford that cost without a program such as RAD.

Resolution 10/03/2019 – Reaffirm Approval of Hearing officers for Grievance Hearings

Vice Chairman Douglas made a motion to reaffirm approval of Resolution 10/03/2019. Commissioner Knox seconded the motion.

Commissioner Taylor asked if the Board was waiting on a resignation letter from Joseph Schuder. Vice Chairman Douglas responded, yes, we are waiting for a formal resignation letter, until the Board receives it, he's considered absent. Attorney Klein further explained that although a resignation letter would remove him right away, after three consecutive meetings missed, or four meetings missed within a year, the board could vote have him removed.

Commissioner Taylor asked if the board was looking for a new member. Vice Chairman Douglas responded, yes, but if you know of someone who would be a good candidate, let us know. Ms. Crosland noted that the name would need to be given to the City Manager. Commissioner Taylor stated that she spoke to a woman today who has already spoken to Richard, her name is Kim. Vice Chairman Douglas

asked if she has already applied. Commissioner Taylor responded, yes. Vice Chairman Douglas responded, the appointment would be made by the City Manager.

The vote was as follows: Vice Chairman Douglas – Aye, Commissioner Knox – Aye, Commissioner Taylor - Aye, Commissioner Timms – Aye.

Resolution 10/04/2019 – Reaffirm Approval of Security Surveillance System

Vice Chairman Douglas made a motion to reaffirm Resolution 10/04/2019. Commissioner Taylor seconded the motion. The vote was as follows: Vice Chairman Douglas – Aye, Commissioner Knox – Aye, Commissioner Taylor - Aye, Commissioner Timms – Aye.

Resolution 10/05/2019 – Reaffirm Approving Architectural and Engineering Services

Vice Chairman Douglas made a motion to reaffirm Resolution 10/05/2019. Commissioner Taylor seconded the motion. The vote was as follows: Vice Chairman Douglas – Aye, Commissioner Knox – Aye, Commissioner Taylor - Aye, Commissioner Timms – Aye.

Resolution 10/06/2019 – Reaffirm Approving Proposed Amendment to Modify 5-Year Admin Plan

Vice Chairman Douglas made a motion to reaffirm Resolution 10/06/2019. Commissioner Taylor seconded the motion. The vote was as follows: Vice Chairman Douglas – Aye, Commissioner Knox – Aye, Commissioner Taylor - Aye, Commissioner Timms – Aye.

New Business

Resolution – 11/01/2019 – October Monthly Bills

Vice Chairman Douglas asked the Executive Director if the bills were standard for the month. Ms. Croslan responded, yes.

Vice Chairman Douglas asked for a motion to approve Resolution 11/01/2019. Commissioner Knox made a motion and Commissioner Timms seconded the motion. The vote was as follows: Vice Chairman Douglas – Aye, Commissioner Knox – Aye, Commissioner Taylor - Aye, Commissioner Timms – Aye.

Tenants Comments and Concerns

Debra Dunn – Dunbar Heights

1. It seems that there's a lot of adversity among the board members, if you can't get along with each other, how do you expect to get along with the tenants.
2. Would like the issue she's going through, regarding the smoking next door be resolved.

Vice Chairman Douglas stated that at the end of the meeting the Board will discuss making a date for the grievance hearing.

Dianne Hines – Dunbar Heights

1. If these people haven't complained this long, and ya'll know the new tenants that were put in, then you know where it's coming from, I'm not understanding this, how do you not get that, three months? If you know the tenants, and they ain't never complained about the smoking, you got to look at the new people that just moved in. Why would she complain, she's been here six years and never complained, it's been three months.

Vice Chairman Douglas responded, we are trying to move along with the process. If they don't stop then they will have to leave.

Commissioner Taylor commented that a smoker's shelter could be a solution, similar to a bus shelter.

There was further discussion between the board and the tenants regarding the failure of the Smoking Policy put in place by HUD. The conclusion was it's not working, people continue to smoke in their units and too close to the buildings which interferes with the peaceful enjoyment of other residents.

Pauline Gilchrist – Dunbar Heights

1. Maintenance did a nice job in her kitchen, however what's the policy on painting the units. Some people can't paint their own apartments.

Commissioner Taylor stated she thought it was every 3-5 years. Ms. Croslan responded, that hasn't been the policy for many years.

2. Turnkey sites had 3-4 bathroom and kitchen remodels, how long will it be before kitchens, bathrooms and floors can be done at Dunbar Heights.

Vice Chairman Douglas stated that the buildings require a lot of work. The 5-year plan calls for looking for funds so that these repairs can be made, upwards of \$55,000,000 is needed. This would include new kitchens and new bathrooms. We are working with the Executive Director and Consultants trying to put ourselves in a position to get a substantial amount of money to really fix these things. I'm not sure how far we will get but there will be discussions on it in 2020. Ms. Hines interrupted stating, that's all it will be is discussions. Vice Chairman Douglas responded that it will take a year just to draw up the plans. Ms. Hines stated you need to check on the buildings before it gets that bad. Vice Chairman Douglas responded, we are trying to do patch work.

Dianne Hines – 696 Highland Ave

1. How people got mold and ya'll coming in their house, scraping it and painting over it? I'm not understanding that. **Vice Chairman Douglas responded, I don't think they are supposed to do that.** They're not supposed to do it and I have pictures of it right here, you're not supposed to do that, this is very disgusting if I showed it to you, it's as worse as mine. If my house was like that, what about my neighbor and he's a senior, I've been breathing it in. **Vice Chairman Douglas responded, that we are very concerned about the health issues that you have and the health issues that you have (referring to Ms. Dunn).** Do you think that someone's going to come to you about a problem just to start it and getting into it? **Vice Chairman Douglas asked, Dianne, what would you have me do?** Ms. Hines responded, if I told you the first time say, I'll check into it, not send a maintenance man to come to your house and not really fix it. And he's going back telling Ms. Croslan it's dry. If he's telling Ms. Croslan it's dry and he's working under there, when she finds out that it was damaged all along, he should be fired. Because if your not doing your job, how long you been not wanting to do your job, this is not nothing new, if you would have been checking before it got this bad, you keep wanting to pass it on, but if you go around earlier and look and stuff then you'll understand. **Vice Chairman Douglas responded, I agree with you, but people make mistakes, and this was not good that you had mold and it wasn't fixed properly the first time, now they are fixing it.**

Ms. Gilchrist asked if that's why they're putting in new grates, against the wall? Ms. Croslan responded that the grates were missing due to tenants kicking them in so that cats can go under the building. During the REAC Inspection, the missing grates were noted and we needed to replace them.

Pauline Gilchrist – 696 Highland Avenue

1. Please let the contractors know that when you move things from the yard, put it back. They took a planter and put it on my back steps and I couldn't move it. **Ms. Croslan responded, call the office and maintenance will take care of it.**

Ms. Hines interrupted stating Mike left bricks in my yard, ain't nobody said noting. Look how she looking up at the ceiling (referring to Ms. Croslan). She knows she don't give two shits about me, ask her, she might care about some of ya'll but she don't care about this black individual. This is why we get into it, this is why I talk nasty to her because look at her she look all around. **Vice Chairman Douglas responded, Dianne I would prefer that you speak politely to people and not use curse words.** Ms. Hines responded, I don't have to speak politely to you when you call me and tell me some shit and I'm telling you I don't have nobody in my hotel room, you telling that I'm a liar and she telling me, I'm telling you that she called me yesterday and said that I'm having company in the hotel, a man and all this. I'm in the doctor's office, I had the lady call Kristine and tell her nothing is on camera and it wasn't this lady. You think she apologized and I'm telling her the whole time, this is why I cussed her out cause I'm saying Ms. Croslan, it ain't me, I'm not doing nothing I don't even really want to be there, why would I bring somebody there. I live right across from the office, I live right across from the office, I kept asking her bring back the cameras. **Vice Chairman Douglas responded, Diane we are covering the same things that we've covered already.** Ms. Hines responded, see what I'm saying, cause all you want to do is keep covering it up you don't listen. **Vice Chairman Douglas responded, I'm not trying to cover it up.** Ms. Hines stated, so I don't get an apology knowing it was not me in the hotel rocking and banging and all that? **Vice Chairman Douglas responded, is there any other comments.** Ms. Hines responded, there you go.

Vice Chairman Douglas asked if an Executive Session was needed. Commissioner Taylor stated she had a question and asked what exactly is maintenance responsible for. Ms. Croslan responded, maintenance. Commissioner Taylor asked, what does that cover. Ms. Croslan responded, repairs, turning over units and to keep the buildings in good condition. They do the best they can under the circumstances. Commissioner Taylor asked if they were responsible for the grounds. Ms. Croslan responded, no we've hired someone else to do the grounds. Commissioner Taylor responded, why do you hire someone else to do the grounds. Ms. Croslan responded, maintenance cannot do the grounds as well as everything else that they need to do. Commissioner Taylor responded, that's not true I just wanted to see what you were going to say. We never used contractors before and maintenance was responsible for cleaning up and all that other stuff. I feel like we are wasting money instead of utilizing the maintenance people that we already have to do snow removal and leaf removal and stuff like that. For other big jobs and whatever else you use those people for, fine but I don't feel like they should be getting paid all that money when that's the job that maintenance was doing prior to you coming here, they were very capable of doing it before you got here. Ms. Croslan responded, as each year goes by maintenance has more repairs to do, unit turnovers and work orders, it's more efficient to have an outside contractor do the grounds because they can do it in one day. Commissioner Taylor asked about having tenant floor captains clean each floor. Ms. Croslan responded that she can't ask tenants to do that. Commissioner Taylor responded that we came up with that agreement, I'm not sure if it went through or not. Vice Chairman Douglas stated, it didn't go through.

Pauline Gilchrist continued to ask the following questions:

2. Are you allowed to refuse exterminations? **Ms. Croslan responded, not according to your lease, refusing to let the exterminator in is a lease violation.**
3. Do people refuse because they feel the products used are toxic or a health hazard? **Ms. Croslan responded that they are restricted by government regulations on what they can use.**

4. Have you been getting reports that people are refusing exterminations? **Mr. Croslan responded, yes, the exterminator and maintenance report that to the office.**
5. What happened if the same person continues to refuse an extermination. **Ms. Croslan responded, they will receive a 30 day notice to vacate.**
6. What happened to the committees that were supposed to be set up? **Vice Chairman Douglas stated, the new committees will be worked on in the new year, there has been a setback with Joe leaving and Mike absent.**

Commissioner Taylor asked why apartments only get updated when tenants move out. Ms. Croslan responded, we cannot put a new tenant in unless we upgrade the apartment; the apartments are left in bad shape. Commissioner Taylor responded, I live in one of these apartments, I don't deserve an upgrade? Ms. Croslan responded, we must upgrade the apartment before a new tenant moves in.

There was a discussion between the on the great job maintenance does when turning over units, however PHA cannot afford to turn over every unit at this time.

Commissioner Timms was advised to discuss his plans with the board before he sends out a letter to the residents.

Vice Chairman Douglas stated he would send out an email to setting up a grievance hearing for the smoking complaint. Vice Chairman Douglas asked Attorney Klein if the grievance hearing was open to the public. Attorney Klein responded, yes. Vice Chairman Douglas asked Attorney Klein if he would sit in on the hearing. Attorney Klein responded that because he would be representing the housing authority in court, he should stay out of it.

Adjournment

Commissioner Knox made a motion adjourn and Commissioner Taylor seconded the motion. The vote was as follows: Vice Chairman Douglas - Aye; Commissioner Knox - Aye; Commissioner Taylor - Aye; Commissioner Timms - Aye.

Regular Meeting: Ended at 8:26 pm.

PEEKSKILL HOUSING AUTHORITY
 BOARD OF COMMISSIONERS MEETING
 January 16, 2020

EXECUTIVE DIRECTOR'S REPORT

FINANCIAL

Revenue	November	December
HUD Subsidy – Bohlmann (AMP 1))	49,774	52,608
HUD Subsidy – All other sites (AMP 2)	51,528	54,461
Total HUD Operating Subsidy	101,302	107,069
Other Revenue– Non-Federal		
Laundry Commissions	1,440	1,721
CAP Office	900	900
Health Center	740	1,480
Verizon	169	192
Community Room Rental	0	0
Interest	69	63
Total	3,318	4,356

TENANT CHARGES	November	December
Rent	144,101	143,903
Retro Rent (unreported income)/adjustment	0	6,543
Parking	1,845	1,875
Late Fees	2,669	2,398
Misc (key cards, maintenance charges, legal fees)	335	282
Air Conditioners	0	0
TOTAL TENANT CHARGES	148,950	155,001
Collected from Tenants thru 5th	71,871	96,305
Total Collected	115,959	149,830
Unpaid Tenant Balance	32,991	5,171
Reclassification from TAR to Vacated TAR	(4,389)	0
Change in Prepaid rent	(3,266)	6,618
All Outstanding Tenant Charges	247,599	259,388

BILLS PAID

	November	December
Payroll (M)	70,749	72,248
Elevator (Q)	9,577	0
Exterminator (M)	3,094	2,594
Trash – Dumpsters	0	635
City Trash Collection (Q)	0	21,060
City Water (Q)	0	0
Sewer Tax (Semi-Annual)	0	0
Robison Fuel Oil (M)	12,937	8,127
Electric (M)	12,907	11,083
Gas (M)	6,657	12,714
Propane (M)	730	718
Legal – PHA Attorney (M)	3,195	3,000
Legal – Labor Attorney	483	0
Health Insurance/Dental Insurance(M)	25,090	1,039
Process Server – Evictions (M)	0	0
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	0	9,928
Credit Card (M)	4,673	6,105
Maintenance Supplies/Contracts(M)	17,147	14,901
Office Expenses (M)	2,696	2,161
PILOT	0	38,279
Lawsuit Deductibles	0	0
Security	14,974	11,481
Unit Turnover	7,900	0
Trailer for maintenance	0	0
Ram 3500 Dump truck	0	0
Annual YARDI license	0	0
Mold Remediation	4,824	0
Retirement Contribution (Annual)	72,376	0
Camera Upgrade	29,970	29,970
DH Oil Line Repair	6,815	0
Medicare Part B Reimbursement	0	1,626
TOTAL EXPENSES	\$306,794	\$247,669
CAPITAL FUND PROJECTS		
BT Boiler Work	\$9,958	\$0

COURT PROCEEDINGS

MONTH	# RESIDENTS	BALANCE	# PAID	AMOUNT PAID	COURT STIPS/COMMENTS
January 2017	13	22,394	11	17,118	1 Eviction 6,204 - 1 Skip 4,406
February	11	24,300	10	20,101	1 Skipped 8,549
March	11	24,585	10	22,469	1 Skip - 2,808
April	09	10,053	09	10,053	
May	12	13,626	11	12,302	1 Eviction - 8,340
June	11	24,340	09	20,711	2 Evictions- 8,254
July	13	22,057	11	18,309	2 Evictions - 11,648
August	12	12,224	12	12,224	
September	10	21,416	10	21,416	
October	10	16,083	09	14,528	1 Eviction - 3,945
November	11	27,203	10	23,468	1 Skip - 3,735
December	13	16,117	13	16,117	
January 2018	12	25,031	09	19,621	1 Stip, 1 Skip - 8,062, 1 Eviction 7,222
February	11	23,014	10	18,109	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	25,756	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
January 2019	0	0	0	0	0
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	14	43,242	3 – Court, 3 Stipulations
August	08	11,367	08	11,367	
September	04	1,639	04	1,639	
October	44	64,700	26	24,045	1 – Skipped 5,841
November	15	18,117	12	12,106	
December	19	17,976	10	7,683	
TOTAL	416	694,067	357	593,791	Outstanding Balance 94,923 Skip/Evicted Balance 100,276

REPAYMENT AGREEMENTS

MONTH	AGREEMENTS	TOTAL AMOUNT	REMAINING AGREEMENTS	BALANCE	COMMENT
2018 January - June	0	0	0	0	
July	2	8,301	1	2,341	1 Court – 1,709
August	3	27,850	1	13,087	1 Court – 1,161
September-November	0	0	0	0	
December	1	4,775	1	586	1 Court - 586
2019 January - February	0	0	0	0	
March	2	2,996	1	20	
April	0	0	0	0	
May	4	6,175	2	1,404	1 Court, 1 Default
June	1	562	0	0	
July	0	0	0	0	
August	2	9,166	1	2,979	1 Court – 5,037
September	1	4,170	1	3,085	
October	0	0	0	0	
November	3	8,148	3	7,203	
December	1	4,005	1	3,605	
TOTALS	20	7,6148	12	34,310	

WORK ORDERS

MONTH	CALLS	COMPLETE	OUTSTANDING OR COMMENTS
January - 2018	129	129	
February	113	113	
March	112	112	
April	117	117	
May	129	129	
June	125	125	
July	127	127	
August	137	137	
September	88	88	
October	128	128	
November	114	114	
December	118	118	
January - 2019	119	119	
February	88	88	
March	146	146	
April	119	119	
May	147	147	
June	155	155	
July	147	147	
August	161	161	
September	117	116	1
October	144	143	1
November	126	124	2
December	98	94	4

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	10/09/19		
BT 3-V	1	08/22/19	11/18/19	11/26/19	
BT 4-D	4	06/19/19	09/04/19	11/01/19	
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-E	3	10/30/19			
BT 6-F	5	10/06/19			
BT 6-H	3	05/09/19	07/24/19	09/09/19	
BT 6-N	3	08/09/19	09/03/19	11/01/19	
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	10/10/19	11/01/19	
BT 8-R	3	10/01/19			
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	11/01/19	
DH 7-C	2	08/26/19	09/26/19	11/20/19	
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 17-A	2	11/04/19			
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	
TOTAL VACANT	5				

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	1	
November	0	0	0	1	1	1	
December	0	0	1	1	0	1	
TOTAL	9	13	14	15	9	10	
COST	\$2,950	\$4,860	\$4,841	\$9,880	\$2,980	\$6,086	

TENANT ACCOUNTS RECEIVABLE - LATE OR NO RENT PAYMENT

SITE	# Units	Late	Not At All	Past Due NOV 2019	Past Due DEC 2019
Bohlmann Towers	144	(55) 57	(33) 25	78 owed \$120,181	71 owed \$125,160
Dunbar Heights	96	(45) 38	(22) 20	55 owed \$77,283	51 owed \$84,393
Turnkey	33	(18) 18	(11) 7	26 owed \$50,135	22 owed \$49,835
Totals	273	(118) 113	(66) 52	159 (58%) - \$247,599	144 (53%) - \$259,388

Parenthesis () represents the previous month

PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS

PHA Activity Nov30-Dec 6,2019	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	30	26	4*
Dunbar Heights	16	14	2*
*BT – Other (domestic, disorderly group, vehicle booted, suspicious activity) *DH – Other (dispute, repossession)			
PHA Activity Dec 21-27,2019	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	31	28	3*
Dunbar Heights	37	36	1*
*BT – Other (2 parking complaints, noise complaint) *DH – Other (fire call)			

PROPOSED BUDGET 2021

In your package is the proposed budget for Federal Fiscal Year ending 3/31/2021. Summary follows:

	Proposed 2021	Current 2020	Actual 2019	Actual 2018	Actual 2017
INCOME					
Rental	\$1,702,320	\$1,643,148	\$1,627,295	\$1,563,829	\$1,492,367
Investment	800	1,000	1,117	1,025	777
HUD Subsidy	1,335,000	1,188,000	1,256,680	976,095	1,107,951
CFP Operating	140,000	120,000	0	95,000	90,900
Other*	100,000	100,000	131,806	115,560	115,209
TOTAL INCOME	\$3,278,120	\$3,052,148	\$3,016,898	\$2,751,509	\$2,807,204
EXPENDITURES					
Administration	\$513,512	\$492,760	\$469,630	\$460,681	\$478,451
Tenant Services	10,000	5,000	13,110	1,962	4,150
Utilities	747,000	736,000	724,657	673,607	669,942
Maintenance, Operations	1,038,931	887,236	973,805	809,256	608,435
Protective Services	205,000	200,000	51,112	1,113	0
General Expenses	920,336	897,798	883,713	771,778	737,079
Non-routine, Equipment			2,500	5,000	2,500

TOTAL EXPENDITURES	\$3,434,779	\$3,218,794	\$3,118,527	\$2,713,397	\$2,500,557
SURPLUS (DEFICIT)	(\$156,659)	(\$166,646)	(\$101,629)	\$38,112	\$306,647
BUDGET HIGHLIGHTS					
UTILITIES					
Water	\$195,000	\$175,000	\$185,000	\$130,000	\$148,000
Electric	185,000	220,000	200,000	185,000	200,000
Gas	160,000	135,000	125,000	120,000	140,000
Fuel	170,000	170,000	125,000	160,000	200,000
TOTAL	\$710,000	\$700,000	\$635,000	\$595,000	\$688,000
CONTRACT COSTS					
Garbage Removal	\$87,740	\$87,740	\$91,000	\$90,000	\$87,000
Elevator	23,000	13,000	12,500	12,200	9,200
Alarm/Fire Extinguishers	10,000	6,000	7,000	6,000	8,000
Exterminating	34,200	25,200	22,200	20,200	51,000
Auditor	8,860	8,860	8,860	8,860	8,860
Legal	43,000	47,000	48,000	48,000	48,000
Unit Turnover	70,000				
Misc/Other Contracts**	60,000	25,000	45,450	30,000	30,000

*Other Income: tenant charges, laundry, Verizon, office rentals

**Other Contracts: Heating/cooling, landscape, snow, plumbing

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

INSURANCE

Commercial - \$200,000 Auto – \$4,200 WC – \$28,000 Boiler and Machinery – \$6,600

TOTAL \$238,800

EMPLOYEE BENEFITS

FICA - \$73,306 Health - \$320,000 Retirement - \$75,000 Dental/Optical - \$17,500

Retiree Medical - \$17,000 Clothing Allowance (maintenance) - \$3,200

TOTAL \$506,006

Board Resolution Required

BUDGET DEFICITS

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

BUDGET SURPLUS

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

BUDGET DEFICIT

- 2019 \$ 101,629 ACTUAL DEFICIT (21,141 was Projected)

FYI - BAD DEBT WRITE-OFFS

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

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

History of PHA rent write-offs:

- ✓ 2011 \$197,062
- ✓ 2012 15,905
- ✓ 2013 130,789
- ✓ 2014 44,298
- ✓ 2015 44,586
- ✓ 2016 26,122
- ✓ 2017 59,664
- ✓ 2018 77,406
- ✓ 2019 89,541

TOTAL \$ 685,373

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

FEDERAL FISCAL YEAR (FFY) ENDING MARCH 31, 2019 INDEPENDENT AUDIT

PHA received results of the most recent independent financial audit.

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

OPINIONS

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

FINDINGS

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

CONCERNS OR OBSERVATIONS

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

FINANCIAL HIGHLIGHTS

March 31, 2019

Page i

1. Reported net position was \$1,723,880 compared to \$6,563,432 last year (Prior period adjustment of future benefits; GASPB 45)
2. Unrestricted cash, cash equivalent and investment was \$745,212; last year 1,048,161, a decrease of \$302,949
3. Operating Revenues \$3,041,752; operating expenses \$3,712,333
4. Capital outlay \$254,403; (Propane Tanks)
5. Expenditures of Federal Awards \$1,537,054 (HUD operating and capital funds)
6. Operating expenses were \$3,712, 333 as follows: (last year \$3,406,059)
 - Administrative expenses increased from \$641,034 to \$646,286; office and other expenses
 - Utility expenses increased from \$673,607 to \$724,657
 - Maintenance expenses increased from \$1,166,525 to \$1,282,405 (materials, contracts)
 - Protective Services increased from \$1,113 to \$51,1129 (Security)
 - Insurance increased from \$197,237 to \$210,253
 - General expenses increased from \$157,851 to \$216,608 (\$48,837 in bad debt write off)
7. Net loss from operations before grants was \$671,964, last year \$657,390
8. Total net investment in capital assets was \$6,267,275, last year was\$6,580,774
9. Total net position decrease of \$4,839,552 from \$6,563,432 to \$1,723,880

FINDINGS

SUMMARY OF CURRENT FF YEAR (2019) AUDIT FINDINGS

Page 43

2019-1

Condition:

Deficiencies Noted in Examination of Tenant Files

- 5 files lacked income verification
- 3 files lacked Annual Inspection
- 2 files lacked accurate Rent Calculation
- 1 file lacked 214 Citizen form for all members
- 4 files lacked documented Flat Rent offer
- 2 files lacked EIV documentation
- 1 file lacked timely FY 2019 Annual Recertification

Recommendations:

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

PHA Reply:

We will review the internal control procedures over tenant file re-certifications and documents. Management has implemented procedures to clear this finding in FY 2020

SUMMARY OF AUDITORS' RESULTS

OPINION

"In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Authority as of March 31, 2019, and the respective changes in financial position and cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the USA." (Page 1)

OPINION ON EACH MAJOR PROGRAM:

"In our opinion, the Authority complied, in all material respects, with the compliance requirements referred to above that could have direct and material effect on each of its major Federal programs for the year ended March 31, 2019." (page 40)

Type of report issued: UNMODIFIED (page 38)

FINDINGS

1. There were no Basic Financial Statement Findings (page 43)
2. Deficiencies noted in the examination of Low Rent Public Housing Tenant Files. See above: Finding 2019-1. (From page 43 in the audit report))

INFORMATION FOR THE PUBLIC HEARING RESOLUTIONS

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

5 Year Plan Amendment

04/2015 – 03/2020

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 wants 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

This was presented and accepted in the November 2019 meeting and has been publically noticed for a 45-day review and comment period. During the January 16th public hearing, you are asked to adopt the amended plan. Afterwards, it will be presented to HUD for approval subject to assurance that it is consistent with the City or County Consolidated Plan.

Board Resolution Required

PHAs FIVE - YEAR PLAN 2020-2025

In addition to the amendment/modification to the existing 5-year plan, you were provided a draft of the new 5-Year PHA plan. It will become effective April 2020. To meet this deadline, PHA updated the existing plan by preparing a progress report for the past 5-years and identifying new goals and objectives for the 5 years; April 2020 through March 2025. This was presented and accepted in the November 2019 meeting and was publically noticed for a 45-day review and comment period. The information is on page 2 of the included 5-Year PHA Plan. During the January 16th public hearing, you are asked to adopt the 2020-2025 Five-Year Plan. It will be presented to HUD for approval subject to assurance that it is consistent with the City or County Consolidated Plan.

Board Resolution Required

Respectfully Submitted,

P Holden Croslan



Executive Director



Sham Lenister, CPA
Chief Financial Officer

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

FINANCIAL REPORT

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

PEEKSKILL HOUSING AUTHORITY



Shaun Lemister, CPA
Chief Financial Officer

807 Main Street
Peekskill, New York 10566
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Chief Financial Officer's Report – December 2019

Year-to-Date Financials –

Dwelling rents are over budget. Unreported income by tenants created large retro rent charges. Other income is close to budget. 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.

Administrative salaries are slightly under budget. Legal expenses are under budget due to low lawsuit deductibles. Auditing fees were due in December but will even out over the next few months. Office expenses are under budget.

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

Water and sewer is over budget. Quarterly invoices have been greater than budgeted. Electricity varies from year to year but is currently under budget. Gas and oil are under budget. This could change during the last quarter of the fiscal year.

Maintenance labor is under budget. Overtime is kept to a minimum. Materials are close to budget. 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 close to budget. The second half PILOT payment was made in December. This will even out over the next few months. Employee benefits are under budget even after the retirement contribution that was made in December. Collection losses will be written off at year end. Currently vacated TAR is \$42,719 which is slightly under budget.

The extraordinary items are a new dump truck and trailer for maintenance as well as the security camera upgrade.

December Financial –

Dwelling rents are over budget due to two large retro rents for unreported income. Operating subsidy was over budget for the month. Our annual audit was due in December. Hotel costs caused the variance for tenant services. Gas and oil expenses are increasing for the winter months. Contract costs were high for the month due to paying the quarterly trash bills to the City. Insurance is over budget due to quarterly property and liability insurance payments as well as the 25% down payment required by NYSIF for workers compensation insurance for 2020. PILOT is over budget for the month because the second half of 2019 was paid in December. The extraordinary item is a partial payment for the camera system upgrade.

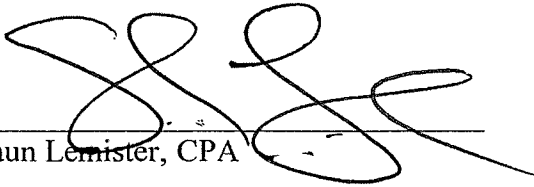
Tenant Accounts Receivable –

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

1. Total tenant charges for December were \$148,457.70. In addition, there were two retro rent charges for unreported income totaling \$6,543. Total collected for December was \$149,829.95 which is a monthly cash flow surplus of \$1,372.25 not including the retro charges.
2. No units became vacant in December.
3. Number of tenants who paid late and not at all:
 - A. Bohlmann – 57 late/25 not at all
 - B. Dunbar Heights – 38 late/20 not at all
 - C. Turnkey – 18 late/7 not at all
4. 113 out of 273 (41%) paid late and 52 out of 273 (19%) did not pay at all.
5. Number of units that owe money at the end of the month:
 - A. Bohlmann – 71 out of 144 units (\$125,160.46)
 - B. Dunbar Heights – 51 out of 96 units (\$84,392.21)
 - C. Turnkey – 22 out of 33 units (\$49,835.52)
6. This means 144 units out of 273 (53%) still owes \$259,388.19 at the end of the month.

PHA is nine months through the fiscal year. We currently have a negative variance from the approved budget but we will be drawing down the operating portion of CFP18 in the next couple months which will reduce or eliminate the variance. PHA has had a lot of unit turnover this fiscal year which has been contracted out but the increase in operating subsidy has offset this and allowed the units to be occupied by new tenants much quicker. With three months left in the fiscal year, PHA is in a position to be close to budget at year end.

Shaun Lemister, CPA



Peekskill Housing Authority
Summary Operating Statement - Budget and Actual
Nine Months Ended December 31, 2019

	Prior Year Year-to-Date Actual	Annual Budget (Dollars)	Annual Budget (PUM)	Year-to-Date Budget	Year-to-Date Actual	Variance - Favorable (Unfavorable)
Revenue						
Operating Receipts						
Dwelling Rentals	1,208,269	1,620,108	494.54	1,215,081	1,228,210	13,129
Nondwelling Rent	16,470	23,040	7.03	17,280	16,350	(930)
Interest Income	876	1,000	0.31	750	643	(107)
Other Income	105,740	100,000	30.53	75,000	78,543	3,543
HUD Operating Subsidy	984,054	1,188,000	362.64	891,000	1,001,656	110,656
CFP Operations Subsidy	0	120,000	36.63	90,000	0	(90,000)
Total Operating Receipts - Including HUD Contril	2,315,409	3,052,148	931.67	2,289,111	2,325,402	36,291
Expenses						
Operating Expenditures						
Administrative:						
Administrative Salaries	260,194	360,065	109.91	270,049	263,718	6,331
Legal Expense	32,046	47,000	14.35	35,250	30,730	4,520
Training	900	1,000	0.31	750	129	621
Travel	0	0	0.00	0	0	0
Accounting Fees	0	0	0.00	0	0	0
Auditing Fees	8,860	8,860	2.70	6,645	8,860	(2,215)
Telephone, Office Supplies, Miscellaneous	55,887	75,835	23.15	56,876	53,450	3,426
Total Administrative Expenses	357,887	492,760	150.42	369,570	356,886	12,684
Tenant Services:						
Contracts	0	0	0.00	0	0	0
Recreation	4,978	5,000	1.53	3,750	8,318	(4,568)
Total Tenant Services Expenses	4,978	5,000	1.53	3,750	8,318	(4,568)
Utilities:						
Water/Sewer	155,734	211,000	64.41	158,250	178,705	(20,455)
Electricity	157,405	220,000	67.16	165,000	122,140	42,860
Gas	76,859	135,000	41.21	101,250	81,157	20,093
Fuel	78	170,000	51.89	127,500	81,783	45,717
Total Utilities Expenses	390,076	736,000	224.66	552,000	463,785	88,215
Ordinary Maintenance & Operation:						
Labor-Maintenance	429,230	567,196	173.14	425,397	390,569	34,828
Materials - Maintenance	100,987	115,000	35.10	86,250	86,609	(359)
Maint Contract Costs	223,613	205,040	62.59	153,780	361,244	(207,464)
Total Maintenance Expenses	753,831	887,236	270.83	665,427	838,422	(172,995)
Protective Services:						
Contracts	3,648	200,000	61.05	150,000	150,878	(878)
Total Protective Services	3,648	200,000	61.05	150,000	150,878	(878)
General Expense:						
Insurance	154,448	235,600	71.92	176,700	173,095	3,605
Payments in Lieu of Taxes	81,042	90,710	27.69	68,033	76,557	(8,525)
Employee Benefit Contributions	349,068	511,488	156.13	383,616	365,165	18,451
Collection Losses	(814)	60,000	18.32	45,000	(2,212)	47,212
Total General Expenses	583,743	897,798	274.05	673,349	612,605	60,744
Nonroutine Items:						
Extraordinary Items	2,500	0	0.00	0	116,614	(116,614)
Total Operating Expenses	2,096,663	3,218,794	983	2,414,096	2,547,508	(132,534)
Net Income/(Loss)	218,746	(166,646)	(50.87)	(124,985)	(222,106)	(97,121)

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

Revenue	Prior Year Month Actual	Annual Monthly Budget (Dollars)	Monthly Actual	Variance - Favorable (Unfavorable)
Operating Receipts				
Dwelling Rentals	132,491	135,009	150,446	15,437
Excess Utilities	0	0	0	0
Nondwelling Rent	1,875	1,920	1,875	(45)
Interest Income	101	83	63	(20)
Other Income	5,640	8,333	10,206	1,873
HUD Operating Subsidy	112,569	99,000	107,069	8,069
CFP Operations Subsidy	0	10,000	0	(10,000)
Total Operating Receipts - Including HUD Contril	252,676	254,346	269,659	15,314
Expenses				
Operating Expenditures				
Administrative:				
Administrative Salaries	25,783	30,005	26,609	3,396
Legal Expense	3,155	3,917	3,000	917
Training	0	83	0	83
Travel	0	0	0	0
Accounting Fees	0	0	0	0
Auditing Fees	8,860	738	8,860	(8,122)
Telephone, Office Supplies, Miscellaneous	5,708	6,320	5,748	571
Total Administrative Expenses	43,506	41,063	44,217	(3,154)
Tenant Services:				
Contracts	0	0	0	0
Recreation	664	417	2,899	(2,482)
	664	417	2,899	(2,482)
Utilities:				
Water/Sewer	0	17,583	0	17,583
Electricity	16,782	18,333	11,080	7,253
Gas	12,901	11,250	14,120	(2,870)
Fuel	21,147	14,167	26,334	(12,167)
Total Utilities Expenses	50,831	61,333	51,533	9,800
Ordinary Maintenance & Operation:				
Labor-Maintenance	37,914	47,266	40,301	6,966
Materials - Maintenance	21,162	9,583	4,550	5,033
Maint Contract Costs	29,319	17,087	30,899	(13,812)
Total Maintenance Expenses	88,395	73,936	75,750	(1,813)
Protective Services:				
Labor	0	0	0	0
Contracts	0	16,667	19,224	(2,558)
Total Protective Services	0	16,667	19,224	(2,558)
General Expense:				
Insurance	8,814	19,633	63,205	(43,572)
Payments in Lieu of Taxes	40,521	7,559	38,279	(30,719)
Employee Benefit Contributions	30,099	42,624	30,694	11,930
Collection Losses	(70)	5,000	(115)	5,115
Total General Expenses	79,364	74,817	132,062	(57,246)
Nonroutine Maintenance:				
Extra Ordinary Maintenance and Equipment	0	0	29,970	(29,970)
Total Operating Expenses	262,760	268,233	355,656	(87,423)
Net Income/(Loss)	(10,084)	(13,887)	(85,996)	(72,109)

Peekskill Housing Authority
 Tenant Charges
 December 2019

	Rent	Parking	Late Fees	AC	Other Charges	Prior AR	Total Charges	Amount Paid	W/O's, AJE's Moveouts	Current AR
Bohlmann	69,494.00	825.00	1,228.50		167.00	116,238.68	71,714.50	(72,961.65)	4,005.00	118,996.53
Dunbar	50,690.00	780.00	757.30		115.00	75,964.90	52,342.30	(51,119.30)	2,538.00	79,725.90
Turnkey	23,719.00	270.00	411.90			48,767.17	24,400.90	(25,749.00)		47,419.07
Totals	143,903.00	1,875.00	2,397.70	0.00	282.00	240,970.75	148,457.70	(149,829.95)	6,543.00	246,141.50

See Individual property sheets for details

Total Tenant Charges for December	148,457.70
Total Received from Reconciliation	(149,829.95)
Total Wire-offs, Move outs & Adj.	<u>6,543.00</u>
Change in TAR for December	<u><u>5,170.75</u></u>

Prepaid

Bohlman	6,163.93
Dunbar	4,666.31
urnkey	<u>2,416.45</u>

13,246.69

Total TAR	246,141.50
Prepaid	<u>13,246.69</u>

TAR 259,388.19

Prior Vacated TAR	42,718.65
Less write off	
Less Payments Received	
Current Vacated TAR	
Total Vacated TAR	<u><u>42,718.65</u></u>

Peekskill Housing Authority

Balance Sheet

As of December 31, 2019

	<u>Dec 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1111.2 Cash - Operating Account	-1,014.78
1111.5 Cash - Payroll Account	20,594.26
1112 Chase - Nonfederal	657,028.75
1114 Security Deposit Fund	74,270.70
1117 Petty Cash Fund	1,000.00
Total Checking/Savings	<u>751,878.93</u>
Other Current Assets	
1122 TAR	259,388.19
1122.1 Vacated TAR	42,718.65
1123 Allowance for Doubt. Accts	-184,494.76
1211 Prepaid Insurance	47,452.24
1260 Material Inventory	41,825.10
1261 Obsolete Inventory	-1,444.69
Total Other Current Assets	<u>205,444.73</u>
Total Current Assets	<u>957,323.66</u>
Fixed Assets	
1400.10 Leasehold Improvements	3,318,689.76
1400.12 Building Improvements	2,826,518.82
1400.3 CFP Unallocated	81,046.00
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
Total Fixed Assets	<u>6,348,320.55</u>
Other Assets	
1420 Deferred Outflow of Resour	251,782.00
Total Other Assets	<u>251,782.00</u>
TOTAL ASSETS	<u><u>7,557,426.21</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	129,404.36
Total Accounts Payable	<u>129,404.36</u>
Other Current Liabilities	
2111 Accounts Payable	100,037.38
2114 Tenant Security Deposits	81,290.70
2117.3 Pension Payable	2,281.86
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	13,246.69
Total Other Current Liabilities	<u>404,086.65</u>
Total Current Liabilities	<u>533,491.01</u>

7:23 AM

01/08/20

Accrual Basis

Peekskill Housing Authority

Balance Sheet

As of December 31, 2019

	<u>Dec 31, 19</u>
Long Term Liabilities	
2134 Acrued 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	6,055,652.01
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	-222,105.78
	<hr/>
Total Equity	1,501,774.20
	<hr/>
TOTAL LIABILITIES & EQUITY	7,557,426.21
	<hr/> <hr/>

Peekskill Housing Authority
Profit & Loss
 April through December 2019

	Apr - Dec 19
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	601,089.00
3110.2 Dunbar Heights	421,574.00
3110.4 Turnkey	205,547.00
Total 3110 Dwelling Rental	1,228,210.00
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	7,425.00
3190.2 Dunbar Heights	6,750.00
3190.4 Turnkey	2,175.00
Total 3190 Nondwelling Rental	16,350.00
3610 Interest on Gen. Fund Inv.	643.21
3690 Other Income	
3690.1 Laundry Room Income	14,722.02
3690.2 CAP Office Rent	13,500.00
3690.3 Health Center Rent	6,661.44
3690.4 Verizon Commission	1,374.44
3690.5 Comm. Room Rental	340.00
3690.6 Late Fees	
Bohlmann Towers	11,420.00
Dunbar Heights	7,551.65
Turnkey	3,780.60
Total 3690.6 Late Fees	22,752.25
3690.7 Keycard BT	300.00
3690.8 Work Orders	
Bohlmann Towers	2,172.78
Dunbar Heights	1,220.00
Turnkey	190.00
3690.8 Work Orders - Other	130.00
Total 3690.8 Work Orders	3,712.78
3690.9 AC - BT	8,085.00
3690.9 Ac - TK	2,745.00
3690 Other Income - Other	4,349.71
Total 3690 Other Income	78,542.64
8020 Operating Subsidy	
8020.1 AMP 1	498,854.00
8020.2 AMP2	502,802.00
Total 8020 Operating Subsidy	1,001,656.00
Total Income	2,325,401.85
Expense	
4110 Administrative Salaries	263,717.61
4130 Legal Expense	30,729.63
4140 Staff Training	129.00
4171 Auditing Fees	8,860.00
4190.2 Membership Dues & Fees	2,239.96
4190.3 Telephone	5,597.19
4190.4 Collection Fees/Court Co	5,173.00
4190.5 Forms, Station. & Office	14,347.02
4190.6 All Other Sundry	14,924.17
4190.7 Admin. Service Contracts	10,775.48
4190.8 Bank Fees	393.01
4220.01 Other Tenant Services	8,317.70
4310 Water & Sewer	142,383.76
4310.9 Sewer Taxes	36,321.17
4320 Electricity	122,139.69

Peekskill Housing Authority

Profit & Loss

April through December 2019

	<u>Apr - Dec 19</u>
4330 Gas	75,885.81
4335 Propane	5,271.46
4340 Fuel	81,782.86
4410 Labor	390,568.51
4420 Materials	
4420.01 Supplies - Grounds	<u>86,609.34</u>
Total 4420 Materials	86,609.34
4430.1 Garbage & Trash Removal	65,720.00
4430.10 Alarm/Extinguish Contra	5,732.64
4430.11 Routine Maint Contracts	17,240.78
4430.12 Other Maint Contracts	92,497.76
4430.2 Heating & Cooling Contra	8,774.68
4430.4 Elevator Contracts	17,930.53
4430.5 Landscaping Contracts	34,600.00
4430.6 Unit Turnaround Contract	94,220.00
4430.9 Exterminating Contracts	24,528.00
4480 Contract Costs - Security	150,877.85
4510.1 Insurance - Property	57,024.00
4510.2 Insurance - Liability	94,623.76
4510.3 Insurance - WC	16,528.18
4510.4 Insurance - Other	4,919.00
4520 Payments in Lieu of Taxes	76,557.00
4540.1 Employee Ben - Admin	126,226.38
4540.2 Employee Ben - Maint	238,938.25
4570 Collection Losses	-2,509.00
4870 Extraordinary Items	116,614.45
66900 · Reconciliation Discrepancies	<u>297.00</u>
Total Expense	<u>2,547,507.63</u>
Net Ordinary Income	<u>-222,105.78</u>
Net Income	<u><u>-222,105.78</u></u>

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

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

WHEREAS, The bills for the period November 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 November 2019.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Michael Kane				
Vice Chairman Dwight H. Douglas				
Commissioner 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: January 16, 2020

P. Holden Croslan, Executive Director

Date:

Peekskill Housing Authority
Check Detail
November 2019

Num	Date	Name	Memo	Account	Original Amount
ACH	11/04/2019	Con Edison	807 Main Heat	1111.2 Cash - Operating Account	-4,390.96
			807 Main Heat	4330 Gas	4,390.96
TOTAL					4,390.96
ACH	11/04/2019	Con Edison	807 Main Ent	1111.2 Cash - Operating Account	-577.04
			807 Main Ent	4330 Gas	577.04
TOTAL					577.04
ACH	11/04/2019	Con Edison	1431 Park	1111.2 Cash - Operating Account	-502.21
			1431 Park	4330 Gas	502.21
TOTAL					502.21
ACH	11/04/2019	Con Edison	1719 Park	1111.2 Cash - Operating Account	-470.06
			1719 Park	4330 Gas	470.06
TOTAL					470.06
ACH	11/04/2019	Con Edison	1227 Howard	1111.2 Cash - Operating Account	-189.65
			1227 Howard	4330 Gas	189.65
TOTAL					189.65
ACH	11/08/2019	NYS and Local Retirement Systems	Oct contributions and loan pymts	1111.2 Cash - Operating Account	-3,413.84
			Oct contributions and loan pymts	2117.3 Pension Payable	3,413.84
TOTAL					3,413.84
ACH	11/13/2019	Con Edison	709 Main	1111.2 Cash - Operating Account	-526.74
			709 Main	4330 Gas	526.74
TOTAL					526.74
15422	11/14/2019	Ace Computer Services Corp.	monthly tech support	1111.2 Cash - Operating Account	-220.00
5401	11/07/2019		monthly tech support	4190.7 Admin. Service Contracts	220.00
TOTAL					220.00
15423	11/14/2019	Artistic Glasswork	window repair	1111.2 Cash - Operating Account	-225.00
11619	11/06/2019		window repair	4420.01 Supplies - Grounds	225.00
TOTAL					225.00
15424	11/14/2019	Bond, Schoeneck & King, PLLC	labor issues	1111.2 Cash - Operating Account	-483.00
19802030	11/05/2019		labor issues	4130 Legal Expense	483.00
TOTAL					483.00
15425	11/14/2019	Central Voice	answering service	1111.2 Cash - Operating Account	-102.38
191100522101	11/05/2019		answering service	4190.3 Telephone	102.38
TOTAL					102.38
15426	11/14/2019	City of Peekskill (Gas)	October gas usage	1111.2 Cash - Operating Account	-43.66
OCT19	11/01/2019		October gas usage	4420.01 Supplies - Grounds	43.66
TOTAL					43.66
15427	11/14/2019	CSEA	W/E 11/13/19	1111.2 Cash - Operating Account	-268.85
11/13/19	11/13/2019		W/E 11/13/19	2117.7 CSEA Dues	268.85
TOTAL					268.85

Peekskill Housing Authority
Check Detail
November 2019

Num	Date	Name	Memo	Account	Original Amount
15428	11/14/2019	CSEA Employee Benefit Fund	Nov dental/vision	1111.2 Cash - Operating Account	-1,301.97
NOV19	10/15/2019		Nov dental/vision Nov dental/vision	4540.1 Employee Ben - Admin 4540.2 Employee Ben - Maint	392.74 909.23
TOTAL					1,301.97
15429	11/14/2019	DEC Office Leasing	copier lease	1111.2 Cash - Operating Account	-114.00
65668079	11/09/2019		copier lease	4190.5 Forms, Station. & Office	114.00
TOTAL					114.00
15430	11/14/2019	DEC Office Solutions, Inc.	copier maint	1111.2 Cash - Operating Account	-39.06
151354	10/30/2019		copier maint	4190.5 Forms, Station. & Office	39.06
TOTAL					39.06
15431	11/14/2019	Employee Benefits Division	Dec HI	1111.2 Cash - Operating Account	-23,788.44
546	11/04/2019		Dec HI Dec HI	4540.1 Employee Ben - Admin 4540.2 Employee Ben - Maint	7,531.86 16,256.58
TOTAL					23,788.44
15432	11/14/2019	Home Depot Credit Services	maint supplies	1111.2 Cash - Operating Account	-1,738.56
9/25/19 - 10/25/19	10/26/2019		maint supplies	4420.01 Supplies - Grounds	1,738.56
TOTAL					1,738.56
15433	11/14/2019	Katz & Klein, Esqs.	October 2019	1111.2 Cash - Operating Account	-3,195.00
OCT19	11/07/2019		October 2019	4130 Legal Expense	3,195.00
TOTAL					3,195.00
15434	11/14/2019	Kinsley Power Systems	BT generator service	1111.2 Cash - Operating Account	-515.00
0111912	10/31/2019		BT generator service	4430.11 Routine Maint Contracts	515.00
TOTAL					515.00
15435	11/14/2019	MCM Legacy Inc.	DH 10A remediation	1111.2 Cash - Operating Account	-4,824.00
DH10A	11/13/2019		DH 10A remediation	4430.12 Other Maint Contracts	4,824.00
TOTAL					4,824.00
15436	11/14/2019	New York Power Authority	Oct 2019	1111.2 Cash - Operating Account	-12,873.34
81156	11/12/2019		Oct 2019	4320 Electricity	12,873.34
TOTAL					12,873.34
15437	11/14/2019	Pestech		1111.2 Cash - Operating Account	-700.00
777329	10/31/2019		bedbugs	4430.9 Exterminating Contracts	100.00
777331	10/31/2019		roaches	4430.9 Exterminating Contracts	100.00
777332	10/31/2019		roaches	4430.9 Exterminating Contracts	100.00
777333	10/31/2019		roaches	4430.9 Exterminating Contracts	100.00
777334	10/31/2019		roaches	4430.9 Exterminating Contracts	100.00
777335	10/31/2019		roaches	4430.9 Exterminating Contracts	100.00
777336	10/31/2019		roaches	4430.9 Exterminating Contracts	100.00
TOTAL					700.00
15438	11/14/2019	Pestech		1111.2 Cash - Operating Account	-700.00
781149	11/07/2019		roaches	4430.9 Exterminating Contracts	100.00
781150	11/07/2019		roaches, bedbugs	4430.9 Exterminating Contracts	100.00
781151	11/07/2019		roaches	4430.9 Exterminating Contracts	100.00
781152	11/07/2019		bedbugs	4430.9 Exterminating Contracts	100.00
781153	11/07/2019		roaches	4430.9 Exterminating Contracts	100.00
781154	11/07/2019		roaches	4430.9 Exterminating Contracts	100.00
781155	11/07/2019		roaches	4430.9 Exterminating Contracts	100.00
TOTAL					700.00

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Peekskill Housing Authority
Check Detail
November 2019

Num	Date	Name	Memo	Account	Original Amount
15439	11/14/2019	Pitney Bowes Purchase Power	postage	1111.2 Cash - Operating Account	-1,008.50
11/3/19	11/03/2019		postage	4190.5 Forms, Station. & Office	1,008.50
TOTAL					1,008.50
15440	11/14/2019	Red Hawk Fire & Security	alarm monitoring	1111.2 Cash - Operating Account	-395.00
3422011	07/02/2019		alarm monitoring	4430.10 Alarm/Extinguish Contra	395.00
TOTAL					395.00
15441	11/14/2019	Security King International		1111.2 Cash - Operating Account	-7,498.25
315	11/04/2019		10/28/19 - 11/3/19	4480 Contract Costs - Security	3,760.25
321	11/11/2019		11/4/19 - 11/10/19	4480 Contract Costs - Security	3,738.00
TOTAL					7,498.25
15442	11/14/2019	Suburban Propane	DH propane	1111.2 Cash - Operating Account	-700.30
11/4/19	11/04/2019		DH propane	4335 Propane	700.30
TOTAL					700.30
15443	11/14/2019	Sun-Dance Energy Contractors Inc.	BT boiler work	1111.2 Cash - Operating Account	-9,958.00
8701	11/05/2019		BT boiler work	1400.3 CFP Unallocated	9,958.00
TOTAL					9,958.00
15444	11/14/2019	The Journal News	5 year plan amendment	1111.2 Cash - Operating Account	-98.00
3870619	11/04/2019		5 year plan amendment	4190.6 All Other Sundry	98.00
TOTAL					98.00
15445	11/14/2019	Verizon	914 737 7022 696 69 1	1111.2 Cash - Operating Account	-143.45
10/4/19 - 12/3/19	11/03/2019		914-788-0450	4190.3 Telephone	143.45
TOTAL					143.45
ACH	11/14/2019	IRS	11/14/19 payroll	1111.5 Cash - Payroll Account	-9,801.60
			11/14/19 payroll	2117.4 FICA Payable	9,801.60
TOTAL					9,801.60
ACH	11/14/2019	NYS Income Tax	11/14/19 payroll	1111.5 Cash - Payroll Account	-1,726.76
			11/14/19 payroll	2117.2 NY State W/H	1,726.76
TOTAL					1,726.76
15446	11/28/2019	All County Lock & Safe Corp.	keys	1111.2 Cash - Operating Account	-35.00
28193	11/26/2019		keys	4420.01 Supplies - Grounds	35.00
TOTAL					35.00
15447	11/28/2019	American Petroleum	DH oil line repair	1111.2 Cash - Operating Account	-6,815.00
3754	11/11/2019		DH oil line repair	4430.2 Heating & Cooling Contra	6,815.00
TOTAL					6,815.00
15448	11/28/2019	Avaya Financial Services	phone system	1111.2 Cash - Operating Account	-138.23
34284844	11/05/2019		phone system	4190.5 Forms, Station. & Office	138.23
TOTAL					138.23

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Peekskill Housing Authority
Check Detail
November 2019

Num	Date	Name	Memo	Account	Original Amount
15449	11/28/2019	Chase Card		1111.2 Cash - Operating Account	-4,672.52
10/19/19-11/18/19	11/19/2019		cablevision phone cablevision internet maint supplies POD unit for DH resident truck/trailer registration staff training staff meetings/lunches	4190.3 Telephone 4190.6 All Other Sundry 4420.01 Supplies - Grounds 4220.01 Other Tenant Services 4190.6 All Other Sundry 4140 Staff Training 4190.6 All Other Sundry	363.67 659.06 2,408.70 316.50 422.25 129.00 373.34
TOTAL					4,672.52
15450	11/28/2019	Con Edison	DH 7C	1111.2 Cash - Operating Account	-33.39
20088 10/21-11/19/19	11/20/2019		DH 7C	4320 Electricity	33.39
TOTAL					33.39
15451	11/28/2019	CSEA	union dues	1111.2 Cash - Operating Account	-268.85
11/27/19	11/27/2019		union dues	2117.7 CSEA Dues	268.85
TOTAL					268.85
15452	11/28/2019	JW&P Construction LLC	Oct lawn maintenance	1111.2 Cash - Operating Account	-6,000.00
OCT19	10/30/2019		Oct lawn maintenance	4430.5 Landscaping Contracts	6,000.00
TOTAL					6,000.00
15453	11/28/2019	NAHRO	annual membership	1111.2 Cash - Operating Account	-564.96
2021	11/01/2019		annual membership	4190.2 Membership Dues & Fees	564.96
TOTAL					564.96
15454	11/28/2019	NYS and Local Retirement Systems	retirement contribution	1111.2 Cash - Operating Account	-72,376.00
2020	11/01/2019		retirement contribution retirement contribution	4540.1 Employee Ben - Admin 4540.2 Employee Ben - Maint	21,568.00 50,808.00
TOTAL					72,376.00
15455	11/28/2019	Otis Elevator Company	plank switch rope	1111.2 Cash - Operating Account	-9,576.61
15579001	11/21/2019		plank switch rope	4430.4 Elevator Contracts	9,576.61
TOTAL					9,576.61
15456	11/28/2019	Pestech		1111.2 Cash - Operating Account	-1,694.00
781382	11/14/2019		roaches	4430.9 Exterminating Contracts	100.00
781383	11/14/2019		bedbugs	4430.9 Exterminating Contracts	100.00
781384	11/14/2019		bedbugs	4430.9 Exterminating Contracts	100.00
781385	11/14/2019		roaches	4430.9 Exterminating Contracts	100.00
781386	11/14/2019		roaches	4430.9 Exterminating Contracts	100.00
781387	11/14/2019		roaches	4430.9 Exterminating Contracts	100.00
781388	11/14/2019		mice	4430.9 Exterminating Contracts	100.00
781389	11/14/2019		mice/crickets	4430.9 Exterminating Contracts	100.00
781391	11/14/2019		mice	4430.9 Exterminating Contracts	100.00
776020	11/25/2019		monthly	4430.9 Exterminating Contracts	794.00
TOTAL					1,694.00
15457	11/28/2019	Petty Cash		1111.2 Cash - Operating Account	-140.00
19-13	06/19/2019		laundry card for flood	4220.01 Other Tenant Services	50.00
19-14	06/27/2019		tip for staff lunch	4190.6 All Other Sundry	5.00
19-15	08/19/2019		2 HVVHA lunches	4190.6 All Other Sundry	20.00
19-16	09/25/2019		tip for staff lunch	4190.6 All Other Sundry	5.00
19-17	10/24/2019		tip for staff lunch	4190.6 All Other Sundry	5.00
19-18	10/31/2019		breakfast for staff	4190.6 All Other Sundry	50.00
19-19	11/14/2019		tip for staff lunch	4190.6 All Other Sundry	5.00
TOTAL					140.00
15458	11/28/2019	Ready Refresh	10/19/19 - 11/18/19	1111.2 Cash - Operating Account	-127.84
19k	11/20/2019		10/19/19 - 11/18/19	4190.6 All Other Sundry	127.84
TOTAL					127.84

Peekskill Housing Authority
Check Detail
November 2019

Num	Date	Name	Memo	Account	Original Amount
15459	11/28/2019	Red Hawk Fire & Security		1111.2 Cash - Operating Account	-275.00
3501576	11/13/2019		BT alarm	4430.10 Alarm/Extinguish Contra	130.00
3501578	11/13/2019		Kiley alarm	4430.10 Alarm/Extinguish Contra	145.00
TOTAL					275.00
15460	11/28/2019	Rivera's Landscaping and Construction Inc	DH	1111.2 Cash - Operating Account	-7,920.00
11/25/19	11/25/2019		DH vents	4430.12 Other Maint Contracts	5,070.00
			DH window wells	4430.12 Other Maint Contracts	2,850.00
TOTAL					7,920.00
15461	11/28/2019	Robison Oil		1111.2 Cash - Operating Account	-12,936.78
1372801	11/06/2019		696 Highland Ave	4340 Fuel	3,965.38
1373133	11/13/2019		696 Highland Ave	4340 Fuel	8,971.40
TOTAL					12,936.78
15462	11/28/2019	Safe Cloud, Inc.	down pymt camera upgrade	1111.2 Cash - Operating Account	-29,970.00
Pymt 1	11/26/2019		down pymt camera upgrade	4670 Extraordinary Items	29,970.00
TOTAL					29,970.00
15463	11/28/2019	Security King International		1111.2 Cash - Operating Account	-7,476.00
326	11/18/2019		11/11/19 - 11/17/19	4480 Contract Costs - Security	3,738.00
334	11/25/2019		11/18/19 - 11/24/19	4480 Contract Costs - Security	3,738.00
TOTAL					7,476.00
15464	11/28/2019	Suburban Propane	696 Highland Ave	1111.2 Cash - Operating Account	-29.39
11/11/19	11/11/2019		696 Highland Ave	4335 Propane	29.39
TOTAL					29.39
15465	11/28/2019	Home Improvement St. John's	unit turnover	1111.2 Cash - Operating Account	-7,900.00
BT6E	11/25/2019		unit turnover	4430.6 Unit Turnaround Contract	7,900.00
TOTAL					7,900.00
ACH	11/29/2019	IRS	11/28/19 payroll	1111.5 Cash - Payroll Account	-8,807.68
			11/28/19 payroll	2117.4 FICA Payable	8,807.68
TOTAL					8,807.68
ACH	11/29/2019	NYS Income Tax	11/28/19 payroll	1111.5 Cash - Payroll Account	-1,683.04
			11/28/19 payroll	2117.2 NY State W/H	1,683.04
TOTAL					1,683.04

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

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

WHEREAS, The bills for the period December 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 December 2019.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	NO RESPONSE
Chairman Michael Kane				
Vice Chairman Dwight H. Douglas				
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: January 16, 2020

P. Holden Crosland, Executive Director

Date:

2:00 PM
01/07/20

Peekskill Housing Authority
Check Detail
December 2019

Num	Date	Name	Memo	Account	Original Amount
ACH	12/05/2019	Con Edison	807 Main Heat	1111.2 Cash - Operating Account	-7,840.35
			807 Main Heat	4330 Gas	7,840.35
TOTAL					7,840.35
ACH	12/05/2019	Con Edison	1719 Park	1111.2 Cash - Operating Account	-1,204.94
			1719 Park	4330 Gas	1,204.94
TOTAL					1,204.94
ACH	12/05/2019	Con Edison	1431 Park	1111.2 Cash - Operating Account	-1,064.46
			1431 Park	4330 Gas	1,064.46
TOTAL					1,064.46
ACH	12/05/2019	Con Edison	807 Main Ent	1111.2 Cash - Operating Account	-616.77
			807 Main Ent	4330 Gas	616.77
TOTAL					616.77
ACH	12/05/2019	Con Edison	1227 Howard	1111.2 Cash - Operating Account	-318.73
			1227 Howard	4330 Gas	318.73
TOTAL					318.73
ACH	12/06/2019	NYS and Local Retirement Systems	Nov cont. and loan pymts	1111.2 Cash - Operating Account	-2,377.28
			Nov cont. and loan pymts	2117.3 Pension Payable	2,377.28
TOTAL					2,377.28
15466	12/12/2019	AAA Carting & Rubbish Removal	30 yd dumpster	1111.2 Cash - Operating Account	-635.00
477964	11/29/2019		30 yd dumpster	4430.1 Garbage & Trash Removal	635.00
TOTAL					635.00
15467	12/12/2019	ABM Air Conditioning & Heating Inc.	Kiley heat	1111.2 Cash - Operating Account	-615.00
50688	11/22/2019		Kiley heat	4430.2 Heating & Cooling Contra	615.00
TOTAL					615.00
15468	12/12/2019	Ace Computer Services Corp.	monthly tech support	1111.2 Cash - Operating Account	-220.00
5421	12/04/2019		monthly tech support	4190.7 Admin. Service Contracts	220.00
TOTAL					220.00
15469	12/12/2019	All County Lock & Safe Corp.	keys	1111.2 Cash - Operating Account	-113.00
28208	12/07/2019		keys	4420.01 Supplies - Grounds	113.00
TOTAL					113.00
15470	12/12/2019	Central Voice	answering service	1111.2 Cash - Operating Account	-123.76
191200522101	12/03/2019		answering service	4190.3 Telephone	123.76
TOTAL					123.76
15471	12/12/2019	City of Peekskill (cop)		1111.2 Cash - Operating Account	-21,060.00
BT1Q20	12/02/2019		BT trash	4430.1 Garbage & Trash Removal	6,084.00
DH1Q20	12/02/2019		DH trash	4430.1 Garbage & Trash Removal	11,700.00
TK1Q20	12/02/2019		TK trash	4430.1 Garbage & Trash Removal	3,276.00
TOTAL					21,060.00
15472	12/12/2019	Con Edison	DH 7C	1111.2 Cash - Operating Account	-3.30
20088 11/19-11/21/19	11/25/2019		DH 7C	4330 Gas	3.30
TOTAL					3.30

2:00 PM
01/07/20

Peekskill Housing Authority
Check Detail
December 2019

Num	Date	Name	Memo	Account	Original Amount
15473	12/12/2019	CSEA	W/E 12/11/19	1111.2 Cash - Operating Account	-268.85
12/11/19	12/11/2019		W/E 12/11/19	2117.7 CSEA Dues	268.85
TOTAL					268.85
15474	12/12/2019	CSEA Employee Benefit Fund	Dec dental/vision	1111.2 Cash - Operating Account	-1,039.12
DEC19	11/15/2019		Dec dental/vision	4540.1 Employee Ben - Admin	129.89
			Dec dental/vision	4540.2 Employee Ben - Maint	909.23
TOTAL					1,039.12
15475	12/12/2019	DEC Office Leasing	copier lease	1111.2 Cash - Operating Account	-114.00
66110191	12/07/2019		copier lease	4190.5 Forms, Station. & Office	114.00
TOTAL					114.00
15476	12/12/2019	DEC Office Solutions, Inc.	copier maintenance	1111.2 Cash - Operating Account	-38.28
154030	12/02/2019		copier maintenance	4190.5 Forms, Station. & Office	38.28
TOTAL					38.28
15477	12/12/2019	Gallinger Environmental Mgmt Corp	DH 10A testing	1111.2 Cash - Operating Account	-875.00
3097	12/08/2019		DH 10A testing	4430.11 Routine Maint Contracts	875.00
TOTAL					875.00
15478	12/12/2019	Home Depot Credit Services	maint supplies	1111.2 Cash - Operating Account	-2,983.00
10/25/19 - 11/24/19	11/25/2019		maint supplies	4420.01 Supplies - Grounds	2,983.00
TOTAL					2,983.00
15479	12/12/2019	Housing Insurance Services Inc.	fidelity 12/1/19 - 12/1/20	1111.2 Cash - Operating Account	-1,526.00
HP97031	11/25/2019		fidelity 12/1/19 - 12/1/20	4510.1 Insurance - Property	1,526.00
TOTAL					1,526.00
15480	12/12/2019	JW&P Construction LLC	leaf blowing	1111.2 Cash - Operating Account	-6,000.00
11/30/19	11/30/2019		leaf blowing	4430.5 Landscaping Contracts	6,000.00
TOTAL					6,000.00
15481	12/12/2019	Katz & Klein, Esqs.	Nov 2019	1111.2 Cash - Operating Account	-3,000.00
NOV19	12/03/2019		Nov 2019	4130 Legal Expense	3,000.00
TOTAL					3,000.00
15482	12/12/2019	Lonnie M Scott	snow removal	1111.2 Cash - Operating Account	-84.00
12/3/19	12/03/2019		snow removal	4430.11 Routine Maint Contracts	84.00
TOTAL					84.00
15483	12/12/2019	MCM Legacy Inc.	DH 10A mold remediation	1111.2 Cash - Operating Account	-3,439.96
600	11/12/2019		DH 10A mold remediation	4430.12 Other Maint Contracts	3,439.96
TOTAL					3,439.96
15484	12/12/2019	New York Power Authority	Nov 2019	1111.2 Cash - Operating Account	-11,080.06
81895	12/13/2019		Nov 2019	4320 Electricity	11,080.06
TOTAL					11,080.06
15485	12/12/2019	NYSIF	2020 down pymt	1111.2 Cash - Operating Account	-6,249.38
57675478	12/01/2019		2020 down pymt	4510.3 Insurance - WC	6,249.38
TOTAL					6,249.38

Peekskill Housing Authority
Check Detail
December 2019

Num	Date	Name	Memo	Account	Original Amount
15486	12/12/2019	Pestech		1111.2 Cash - Operating Account	-800.00
781390	11/21/2019		roaches	4430.9 Exterminating Contracts	100.00
781740	11/21/2019		roaches	4430.9 Exterminating Contracts	100.00
781742	11/21/2019		roaches/bedbugs	4430.9 Exterminating Contracts	100.00
781743	11/21/2019		bedbugs	4430.9 Exterminating Contracts	100.00
781744	11/21/2019		roaches	4430.9 Exterminating Contracts	100.00
781745	11/21/2019		roaches	4430.9 Exterminating Contracts	100.00
781746	11/21/2019		drain flies	4430.9 Exterminating Contracts	100.00
781747	11/21/2019		roaches	4430.9 Exterminating Contracts	100.00
TOTAL					800.00
15487	12/12/2019	Pestech		1111.2 Cash - Operating Account	-400.00
782331	11/26/2019		roaches	4430.9 Exterminating Contracts	100.00
782332	11/26/2019		roaches	4430.9 Exterminating Contracts	100.00
782333	11/26/2019		roaches	4430.9 Exterminating Contracts	100.00
782334	11/26/2019		bedbugs	4430.9 Exterminating Contracts	100.00
TOTAL					400.00
15488	12/12/2019	Robison Oil	696 Highland Ave	1111.2 Cash - Operating Account	-8,126.98
1380094	12/02/2019		696 Highland Ave	4340 Fuel	8,126.98
TOTAL					8,126.98
15489	12/12/2019	Security King International		1111.2 Cash - Operating Account	-7,743.12
337	12/02/2019		11/25/19 - 12/1/19	4480 Contract Costs - Security	4,005.12
342	12/09/2019		12/2/19 - 12/8/19	4480 Contract Costs - Security	3,738.00
TOTAL					7,743.12
15490	12/12/2019	Staples Advantage		1111.2 Cash - Operating Account	-752.05
8056550784	11/23/2019		office chairs	4190.5 Forms, Station. & Office	539.94
8056621359	11/30/2019		office supplies	4190.5 Forms, Station. & Office	212.11
TOTAL					752.05
15491	12/12/2019	Suburban Propane	DH propane	1111.2 Cash - Operating Account	-718.35
12/2/19	12/02/2019		DH propane	4335 Propane	718.35
TOTAL					718.35
15492	12/12/2019	The Journal News	11/21/19 board meeting ad	1111.2 Cash - Operating Account	-222.00
3892252	11/21/2019		11/21/19 board meeting ad	4190.6 All Other Sundry	222.00
TOTAL					222.00
15493	12/12/2019	Verizon	914 737 7022 696 69 1	1111.2 Cash - Operating Account	-69.31
10/4/19 - 11/3/19	10/03/2019		914-788-0450	4190.3 Telephone	69.31
TOTAL					69.31
ACH	12/12/2019	IRS	12/12/19 payroll	1111.5 Cash - Payroll Account	-9,224.86
			12/12/19 payroll	2117.4 FICA Payable	9,224.86
TOTAL					9,224.86
ACH	12/12/2019	NYS Income Tax	12/12/19 payroll	1111.5 Cash - Payroll Account	-1,758.96
			12/12/19 payroll	2117.2 NY State W/H	1,758.96
TOTAL					1,758.96
ACH	12/13/2019	Con Edison	709 Main	1111.2 Cash - Operating Account	-1,669.11
			709 Main	4330 Gas	1,669.11
TOTAL					1,669.11

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Peekskill Housing Authority
Check Detail
December 2019

Num	Date	Name	Memo	Account	Original Amount
15494	12/26/2019	A. Oliver Shands	med part b reimbursement	1111.2 Cash - Operating Account	-1,626.00
2019	12/11/2019		med part b reimbursement	4540.1 Employee Ben - Admin	1,626.00
TOTAL					1,626.00
15495	12/26/2019	Ace Computer Services Corp.	tech support	1111.2 Cash - Operating Account	-220.00
5434	12/12/2019		tech support	4190.7 Admin. Service Contracts	220.00
TOTAL					220.00
15496	12/26/2019	Avaya Financial Services	phone system	1111.2 Cash - Operating Account	-138.23
34477191	12/05/2019		phone system	4190.5 Forms, Station. & Office	138.23
TOTAL					138.23
15497	12/26/2019	Carquest		1111.2 Cash - Operating Account	-541.19
433988	11/06/2019		truck supplies	4420.01 Supplies - Grounds	317.39
434241	11/07/2019		truck supplies	4420.01 Supplies - Grounds	15.98
434338	11/07/2019		truck supplies	4420.01 Supplies - Grounds	58.00
437745	11/26/2019		truck supplies	4420.01 Supplies - Grounds	149.82
TOTAL					541.19
15498	12/26/2019	Chase Card		1111.2 Cash - Operating Account	-6,105.10
11/19/19 - 12/18/19	12/19/2019		cablevision phone	4190.3 Telephone	433.98
			cablevision internet	4190.6 All Other Sundry	992.89
			office	4190.5 Forms, Station. & Office	149.00
			maint supplies	4420.01 Supplies - Grounds	1,215.06
			hotel/storage fees DH 10A	4220.01 Other Tenant Services	2,748.93
			staff meetings/xmas lunches	4190.6 All Other Sundry	565.24
TOTAL					6,105.10
15499	12/26/2019	City of Peekskill Finance Department	PILOT	1111.2 Cash - Operating Account	-38,278.50
2019-2	12/03/2019		PILOT	4520 Payments in Lieu of Taxes	38,278.50
TOTAL					38,278.50
15500	12/26/2019	CSEA	W/E 12/25/19	1111.2 Cash - Operating Account	-268.85
12/25/19	12/25/2019		W/E 12/25/19	2117.7 CSEA Dues	268.85
TOTAL					268.85
15501	12/26/2019	Flanders Group	Workers comp admin fee	1111.2 Cash - Operating Account	-2,153.00
3544	12/09/2019		workers comp admin fee	4510.3 Insurance - WC	2,153.00
TOTAL					2,153.00
15502	12/26/2019	MCM Legacy Inc.	DH 10A	1111.2 Cash - Operating Account	-250.00
643	12/16/2019		DH 10A	4430.12 Other Maint Contracts	250.00
TOTAL					250.00
15503	12/26/2019	Pestech		1111.2 Cash - Operating Account	-1,394.00
780416	12/04/2019		monthly	4430.9 Exterminating Contracts	794.00
782981	12/12/2019		mice	4430.9 Exterminating Contracts	100.00
782939	12/12/2019		roaches	4430.9 Exterminating Contracts	100.00
782940	12/12/2019		roaches	4430.9 Exterminating Contracts	100.00
782941	12/12/2019		roaches	4430.9 Exterminating Contracts	100.00
782942	12/12/2019		mice	4430.9 Exterminating Contracts	100.00
782943	12/12/2019		mice	4430.9 Exterminating Contracts	100.00
TOTAL					1,394.00
15504	12/26/2019	Pitney Bowes, Inc.	postage meter lease	1111.2 Cash - Operating Account	-105.00
1014499267	12/09/2019		postage meter lease	4190.5 Forms, Station. & Office	105.00
TOTAL					105.00

Peekskill Housing Authority
Check Detail
December 2019

Num	Date	Name	Memo	Account	Original Amount
15505	12/26/2019	Safe Cloud, Inc.	camera upgrade	1111.2 Cash - Operating Account	-29,970.00
Pymt 2	12/23/2019		camera upgrade	4870 Extraordinary Items	29,970.00
TOTAL					29,970.00
15506	12/26/2019	Security King International	12/9/19 - 12/15/19	1111.2 Cash - Operating Account	-3,738.00
345	12/26/2019		12/9/19 - 12/15/19	4480 Contract Costs - Security	3,738.00
TOTAL					3,738.00
15507	12/26/2019	The Journal News	5 year plan ad	1111.2 Cash - Operating Account	-158.00
3933069	12/15/2019		5 year plan ad	4190.6 All Other Sundry	158.00
TOTAL					158.00
ACH	12/26/2019	IRS	12/26/19 payroll	1111.5 Cash - Payroll Account	-8,926.48
			12/26/19 payroll	2117.4 FICA Payable	8,926.48
TOTAL					8,926.48
ACH	12/26/2019	NYS Income Tax	12/26/19 payroll	1111.5 Cash - Payroll Account	-1,701.17
			12/26/19 payroll	2117.2 NY State W/H	1,701.17
TOTAL					1,701.17

PEEKSKILL HOUSING AUTHORITY
Resolution Approving Operating Budget Request for the Fiscal Year
April 1, 2020 to March 31, 2021

WHEREAS, The Peekskill Authority Board of commissioners have reviewed the proposed Annual Operating Budget for submission to HUD for the fiscal year April 1, 2020 to March 31, 2021 and

WHEREAS, The PHA Proposed Budget expenditures are based on the past experience and the planned expenditures necessary for the efficient and economical operation of the Housing Authority in order to serve the Peekskill Housing Authority’s low-income families for the fiscal year 2021, reflect a deficit of (\$156,659).

NOW, THEREFORE BE IT RESOLVED that the Peekskill Housing Authority Board of Commissioners approved the Operating Budget for submission to HUD for the fiscal year April 1, 2020 to March 31, 2021.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	NO RESPONSE
Chairman Michael Kane				
Vice Chairman Dwight H. Douglas				
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: January 16, 2020

P. Holden Croslan, Executive Director

Date:

Peekskill Housing Authority
Proposed Budget Executive Summary
March 31, 2021

	<u>Actual</u> 3/31/2018	<u>Actual</u> 3/31/2019	<u>Budget</u> 3/31/2020	<u>Proposed</u> <u>Budget</u> 03/31/2021	<u>Budget</u> <u>Monthly</u> 3/31/2021
Income					
Rental income	1,563,829	1,627,295	1,643,148	1,702,320	141,860
Investment income	1,025	1,117	1,000	800	67
Other income	115,560	131,806	100,000	100,000	8,333
CFP Operating	95,000		120,000	140,000	11,667
Operating subsidy	976,095	1,256,680	1,188,000	1,335,000	111,250
Total Income	<u>2,751,509</u>	<u>3,016,898</u>	<u>3,052,148</u>	<u>3,278,120</u>	<u>273,177</u>
Expenditures					
Administration	450,681	469,630	492,760	513,512	42,793
Tenant services	1,962	13,110	5,000	10,000	833
Utilities	673,607	724,657	736,000	747,000	62,250
Maintenance & operation	809,256	973,805	887,236	1,038,931	86,578
Protective services	1,113	51,112	200,000	205,000	17,083
General expense	771,778	883,713	897,798	920,336	76,695
Nonroutine & equipment	5,000	2,500			
Prior year adjustments					
Total Expenditures	<u>2,713,397</u>	<u>3,118,527</u>	<u>3,218,794</u>	<u>3,434,779</u>	<u>286,232</u>
Net Surplus (Deficit)	<u>38,112</u>	<u>(101,629)</u>	<u>(166,646)</u>	<u>(156,659)</u>	<u>(13,055)</u>

Operating Budget

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

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

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

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.		b. Fiscal Year Ending March 31, 2021	c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify)	d. Type of HUD assisted project(s)	
e. Name of Public Housing Agency / Indian Housing Authority (PHA/IHA) Peekskill Housing Authority				01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing	
f. Address (city, State, zip code) 807 Main Street Peekskill, N.Y. 10566				02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership	
g. ACC Number NY 611				03 <input type="checkbox"/> PHA/IHA Leased Rental Housing	
h. PAS / LOCCS Project No. NY082 002 11M				04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership	
i. HUD Field Office New York, N.Y.				05 <input type="checkbox"/> PHA/IHA Leased Homeownership	

j. No. of Dwelling Units 273	k. No. of Unit Months Available 3,276	m. No. of Projects 3
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Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Year 19 PUM (2)	[X] Estimates [] or Actual Current Budget Yr. 2020 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Homebuyers Monthly Payments for:								
010	7710	Operating Expense						
020	7712	Earned Home Payments						
030	7714	Nonroutine Maintenance Reserve						
040	Total Break-Even Amount (sum of lines 010, 020, and 030)							
050	7716	Excess (or deficit) in Break-Even						
060	7790	Homebuyers Monthly Payments - Contra						
Operating Receipts								
070	3110	Dwelling Rental	490.05	494.54	512.82	1,680,000		
080	3120	Excess Utilities						
090	3190	Nondwelling Rental	6.68	7.03	6.81	22,320		
100	Total Rental Income (sum of lines 070, 080, and 090)		496.73	501.57	519.63	1,702,320		
110	3610	Interest on General Fund Investments	0.34	0.31	0.24	800		
120	3690	Other Income	40.23	57.16	73.26	240,000		
130	Total Operating Income (sum of lines 100, 110, and 120)		537.30	559.04	593.13	1,943,120		
Operating Expenditures - Administration:								
140	4110	Administrative Salaries	103.39	109.91	116.26	380,857		
150	4130	Legal Expense	13.91	14.35	13.13	43,000		
160	4140	Staff Training	0.27	0.31	0.31	1,000		
170	4150	Travel						
180	4170	Accounting Fees						
190	4171	Auditing Fees	2.70	2.70	2.70	8,860		
200	4190	Other Administrative Expenses	22.28	23.15	24.36	79,795		
210	Total Administrative Expense (sum of line 140 thru line 200)		142.55	150.42	156.76	513,512		
Tenant Services:								
220	4210	Salaries						
230	4220	Recreation, Publications and Other Services	4.00	1.53	3.05	10,000		
240	4230	Contract Costs, Training and Other						
250	Total Tenant Services Expense (sum of lines 220, 230, and 240)		4.00	1.53	3.05	10,000		
Utilities:								
260	4310	Water	51.41	53.42	59.52	195,000		
270	4320	Electricity	62.09	67.16	56.47	185,000		
280	4330	Gas	48.58	41.21	48.84	160,000		
290	4340	Fuel	48.37	51.89	51.89	170,000		
300	4350	Labor						
310	4390	Other utilities expense	10.76	10.99	11.29	37,000		
320	Total Utilities Expense (sum of line 260 thru line 310)		221.21	224.67	228.01	747,000		

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Year 19 PUM (2)	[X] Estimates [] or Actual Current Budget Yr. 2020 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Ordinary Maintenance and Operation:								
330	4410	Labor	148.40	173.14	180.83	592,391		
340	4420	Materials	44.87	35.10	35.10	115,000		
350	4430	Contract Costs	103.99	62.59	101.20	331,540		
360		Total Ordinary Maintenance & Operation Expense (lines 330 to 350)	297.26	270.83	317.13	1,038,931		
Protective Services:								
370	4460	Labor						
380	4470	Materials						
390	4480	Contract Costs	15.60	61.05	62.58	205,000		
400		Total Protective Services Expense (sum of lines 370 to 390)	15.60	61.05	62.58	205,000		
General Expense:								
410	4510	Insurance	64.18	71.92	72.89	238,800		
420	4520	Payments in Lieu of Taxes	23.37	27.69	29.16	95,530		
430	4530	Terminal Leave Payments	3.87	6.11	6.11	20,000		
440	4540	Employee Benefit Contributions	140.20	150.03	154.46	506,006		
450	4570	Collection Losses	38.88	18.32	18.32	60,000		
460	4590	Other General Expense						
470		Total General Expense (sum of lines 410 to 460)	270.50	274.07	280.93	920,336		
480		Total Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)	951.12	982.57	1,048.47	3,434,779		
Rent for Leased Dwellings:								
490	4710	Rents to Owners of Leased Dwellings						
500		Total Operating Expense (sum of lines 480 and 490)	951.12	982.57	1,048.47	3,434,779		
Nonroutine Expenditures:								
510	4610	Extraordinary Maintenance	0.76					
520	7520	Replacement of Nonexpendable Equipment						
530	7540	Property Betterments and Additions						
540		Total Nonroutine Expenditures (sum of lines 510, 520, and 530)	0.76					
550		Total Operating Expenditures (sum of lines 500 and 540)	951.88	982.57	1,048.47	3,434,779		
Prior Year Adjustments:								
560	6010	Prior Year Adjustments Affecting Residual Receipts						
Other Expenditures:								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Year						
580		Total Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)	951.88	982.57	1,048.47	3,434,779		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(414.58)	(423.53)	(455.33)	(1,491,659)		
HUD Contributions:								
600	8010	Basic Annual Contribution Earned - Leased Projects: Current Year						
610	8011	Prior Year Adjustments - (Debit) Credit						
620		Total Basic Annual Contribution (line 600 plus or minus line 610)						
630	8020	Contributions Earned - Operating Subsidy: Current Year (before year-end adjustments)	383.60	362.64	407.51	1,335,000		
640		Mandatory PFS Adjustments (net):						
650		Other (specify):						
660		Other (specify):						
670		Total Year-end Adjustments/Other (plus or minus lines 640 thru 660)						
680	8020	Total Operating Subsidy - current year (line 630 plus or minus line 670)	383.60	362.64	407.51	1,335,000		
690		Total HUD Contributions (sum of lines 620 and 680)	383.60	362.64	407.51	1,335,000		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)						
		Enter here and on line 810	(30.98)	(60.89)	(47.82)	(156,659)		

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

		Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End		
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date March 31, 2019)	(4,543,395)	
790		Provision for Operating Reserve - Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE 3/31/2020 <input type="checkbox"/> Actual for FYE	(166,646)	
800		Operating Reserve at End of Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE 3/31/2020 <input type="checkbox"/> Actual for FYE	(4,710,041)	
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE 3/31/2021 Enter Amount from line 700	(156,659)	
820		Operating Reserve at End of Requested Budget Year Estimated for FYE 3/31/2021 (Sum of lines 800 and 810)	(4,866,700)	
830		Cash Reserve Requirement - 50% of line 480	1,717,389	

Comments:

PHA/IHA Approval	Name	<u>Michael Kane</u>	
	Title	<u>Board Chairperson</u>	
	Signature	_____	Date _____
Field Office Approval	Name	_____	
	Title	_____	
	Signature	_____	Date _____

Operating Budget
Schedule of All Positions and Salaries

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

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

Name of Housing Authority		Locality		Requested Budget Year		Allocation of Salaries by Program					Fiscal Year End												
Peekskill Housing Authority		Peekskill, NY									March 31, 2021												
Position Title and Name By Organizational Unit and Function	(1)	Present Salary Rate As of (date) 01/01/2020	(2)	Salary Rate	(3)	Estimated Payment No. Months	(4)	Amount	(5)	Management	(6)	Modernization	(7)	Development	(8)	Section 8 Programs	(9)	Tenant Services	(10)	Longevity	(11)	Method of Allocation	(12)
ADMINISTRATION																							
Executive Director	AN-T	152,000		156,000	12	156,000		156,000	156,000														
Chief Financial Officer	AN-T	99,725		99,725	12	99,725		99,725	99,725														
Senior Office Assistant	AN-T	70,399		70,849	12	70,849		70,849	70,849														
Resident Initiatives Coordinator	AN-T	0		47,283	12	47,283		47,283	47,283														
Overtime, out of title pay, HI buyout	AN-T				12	2,000		2,000	2,000														
Compensated absences	AN-T					5,000		5,000	5,000														
						380,857		380,857	380,857				0										
MAINTENANCE																							
Maintenance Foreperson	M	87,556		88,087	12	88,087		88,087	88,087														
Maintenance Mechanic	M	86,961		87,613	12	87,613		87,613	87,613														
Maintenance Laborer	M	59,869		60,589	12	60,589		60,589	60,589														
Maintenance Laborer	M	59,869		60,589	12	60,589		60,589	60,589														
Maintenance Laborer	M	54,110		54,829	12	54,829		54,829	54,829														
Maintenance Laborer	M	51,230		51,950	12	51,950		51,950	51,950														
Maintenance Laborer	M	59,985		60,435	12	60,435		60,435	60,435														
Maintenance Laborer	M	6,760		6,760	12	6,760		6,760	6,760														
Cleaner	M	10,950		10,950	12	10,950		10,950	10,950														
Overtime, out of title, HI buyout	M				12	542,391		542,391	542,391														
Utility Labor Allocation	M					35,000		35,000	35,000														
Compensated absences	M					15,000		15,000	15,000														
						592,391		592,391	592,391														

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompanying herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (19U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

Executive Director or Designated Official

Date

Operating Budget
Schedule of Administration
Expense Other Than Salary

U.S. Department of Housing
and Urban Development

Office of Public and Indian Housing

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

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

Name of Housing Authority: Peekskill Housing Authority		Locality: Peekskill, NY			Fiscal Year End: March 31, 2021	
(1) Description	(2) Total	(3) Management	(4) Development	(5) Section 8	(6) Other	
1 Legal Expense (see Special Note in Instructions)	43,000	43,000				
2 Training (list and provide justification)	1,000	1,000				
3 Travel						
Trips To Conventions and Meetings (list and provide justification)						
4 Other Travel:						
Outside Area of Jurisdiction						
5 Within Area of Jurisdiction						
6 Total Travel						
7 Accounting						
8 Auditing	8,860	8,860				
Sundry						
9 Rental of Office Space						
10 Publications						
11 Membership Dues and Fees (list organization and amount)	2,695	2,695				
12 Telephone, Fax, Electronic Communications	10,000	10,000				
13 Collection Agent Fees and Court Costs	12,000	12,000				
14 Administrative Services Contract (list and provide justification)	16,100	16,100				
15 Forms, Stationary and Office Supplies	18,000	18,000				
16 Other Sundry Expense (provide breakdown)	21,000	21,000				
17 Total Sundry	79,795	79,795				
18 Total Administration Expense Other Than Salaries	132,655	132,655				

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

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative & Date:

X

Justification/Breakdown:

	No. of Persons Attending	Aggregate Days of Travel	Total Cost of Each Trip	Total Cost
2. Training:				
Accounting				
UPC Training	8			1000
				<u>1000</u>
3. Travel - Trips to conventions and meetings:				
NAHRO and other conventions / training				
Various HUD seminars & workshops				
				<u> </u>
11. Membership Dues and Fees:				
NAHRO				575
PHADA				560
AICPA				435
NYSSCPA				480
NYSPHADA				250
Nelrod				
HVAHA				200
Chase Mastercard				195
				<u>2,695</u>
14. Administrative Service Contracts:				
Computer equipment				5,000
Computer Software				6,300
Website Hosting				1,800
GASB45				3,000
				<u>16,100</u>
16. Other Sundry Expense:				
Bank Fees				1,000
Classified advertising				3,000
Water cooler				1,500
Postage & overnight service				3,500
All other - sundry				12,000
				<u>21,000</u>

Instructions for Preparation of Form HUD-52571

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

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

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

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

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

Travel Expense: Justification must be provided for travel.

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

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

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

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

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

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

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

18. Total Administration Expense Other Than Salaries:

Add the amounts on the following Lines:

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

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

Operating Budget
 Summary of Budget Data
 and Justifications

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

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

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

Name of Local Housing Authority: Peekskill Housing Authority	Locality: Peekskill, NY	Fiscal Year Ending: March 31, 2021
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Operating Receipts

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

January 2020 rent roll	140,000
	X <u>12</u>
	<u>1,680,000</u>

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

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

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

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

2. Comments

January 2020 rent roll	parking	1,860
		X <u>12</u>
		<u>22,320</u>

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

Estimated investment income 800

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

Capital Fund "subsidy" 140,000
 Charges to tenants and miscellaneous income - commissions (laundry, telephone), etc. 100,000
240,000

Operating Expenditures

Summary of Staffing and Salary Data

Complete the summary below on the basis of information shown on form HUD-52566, Schedule of All Positions and Salaries, as follows:

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

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

Account Line	Total Number of Positions (1)	HUD-Aided Management Program				
		Equivalent Full-Time Positions (2)	Management (3)	Sec 23 Leased Housing Only (4)	Modernization Programs (5)	Section 8 Program (6)
Administration - Nontechnical Salaries 1	4	4	380,857		0	
Administration - Technical Salaries 1						
Ordinary Maintenance and Operation - Labor 1	7	6	592,391			
Utilities - Labor 1		1	0			
Other (Specify) - Tenant Services 1						
Extraordinary Maintenance Work Projec 2						
Betterments and Additions Work Projec 2						

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

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

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

Remained consistent

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

Water	195,000
Electricity	185,000
Gas	160,000
Fuel	170,000
Sewer	<u>37,000</u>
	<u>747,000</u>

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

Consistent

115,000

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

Garbage & trash removal	87,740
Heating & cooling	8,000
Snow Removal	2,000
Alarm/Extinguisher	10,000
Unit Turnaround	70,000
Elevator	23,000
Electrical	
Plumbing	2,000
Exterminating	34,200
Landscaping	34,600
Routine maint contracts	20,000
Other misc. contracts	<u>40,000</u>
	<u>331,540</u>

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

Commercial package	200,000
Auto	4,200
Workers compensation	28,000
Boiler & machinery	<u>6,600</u>
	<u>238,800</u>

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

FICA	73,306
Health insurance	320,000
Retirement	75,000
Dental & optical insurance	17,500
Retirees' medicare	17,000
Clothing / uniform allowance (\$400 per maintenance employee)	3,200
Unemployment Insurance	<u>506,006</u>

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

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

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

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

Security Contract	<u>205,000</u>
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