

PEEKSKILL HOUSING AUTHORITY



P. Holden Croslan
Executive Director

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PEEKSKILL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONTHLY MEETING – MARCH 19, 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 03/01/2020 – February 20, 2020 - Regular Meeting Minutes

IV. CORRESPONDENCE: None

V. EXECUTIVE DIRECTOR'S REPORT:

- a) Monthly Report – March 2020
- b) Financial Report – February 2020

VI. COUNSEL'S REPORT - None

VII. UNFINISHED BUSINESS - None

VIII. NEW BUSINESS

- a) Resolution – 03/03/2020 – Five-Year Capital Fund Action Plan

IX. TENANTS' COMMENTS AND CONCERNS:

X. ADJOURNMENT

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING
FEBRUARY 20, 2020 BOARD MEETING MINUTES
REGULAR SESSION**

WHEREAS, The Board of Commissioners have reviewed the minutes of February 20, 2020 public meeting; and

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

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Peekskill Housing Authority approve the minutes of February, 2020 public meeting.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Michael Kane				
Commissioner Dwight H. Douglas				
Commissioner Alexandra Hanson				
Tenant Commissioner Duane Timms				
Commissioner Luis A. Segarra				
Commissioner Kimm McNeil				

I hereby certify that the above resolution is as the Board of Commissioners of the Housing Authority of the City of Peekskill adopted.

Effective: March 19, 2020

P. Holden Croslan, Executive Director

Date:



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Executive Director

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**PEEKSKILL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONTHLY MEETING MINUTES
FEBRUARY 20, 2020**

ROLL CALL:

Commissioner Kane, Chairman
Commissioner Douglas
Commissioner Timms, Tenant
Commissioner Hanson

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

Tenants Comments and Concerns

No tenants in attendance at this time.

Resolution 02/01/2020 – January 16, 2020 – Public Hearing Minutes

Chairman Kane asked for a motion. Commissioner Douglas made a motion to approve Resolution 02/01/2020 and Commissioner Hanson seconded the motion. Chairman Kane asked if there were any comments on the minutes, the response was no. The vote was as follows: Chairman Kane – Aye; Commissioner Douglas – Aye; Commissioner Timms – Aye; Commissioner Hanson – Aye.

Resolution 02/02/2020 – January 16, 2020 – Regular Meeting Minutes

Chairman Kane asked for a motion. Commissioner Douglas made a motion to approve Resolution 02/02/2020 and Commissioner Hanson seconded the motion. Chairman Kane asked if there were any comments on the minutes, the response was no. The vote was as follows: Chairman Kane – Aye; Commissioner Douglas – Aye; Commissioner Timms – Aye; Commissioner Hanson – Aye.

EXECUTIVE DIRECTOR’S REPORT

Revenue – HUD subsidy for December, \$107,069; January, \$153,499.

Significant increase for January due to HUD reconciliation.

Other Revenue – December, \$4,356; January, \$3,319.

Tenant Charges

Rent Charges for December, \$143,903; January, \$143,620

Retro Rent (Unreported Income)/Adjustment, December, \$6,543; January, \$0

Total tenant charges for December, \$155,001; January, \$148,195.

Charges collected through December 5th, \$96,305; January 5th, \$60,177.

Total charges collected for December, \$149,830; January \$145,874.

All Outstanding Tenant Charges, December, \$259,388; January \$259,866.

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

Total expenses for December, \$247,669; January, \$429,351.

The Executive Director stated that the significant difference in expenses for December and January were due to city water, fuel oil, attorney fees; health insurance; and camera upgrade.

Court Proceedings – There are 16 families in the court process for January owing an outstanding balance of \$18,860; 11 paid, \$8,137.

Repayment Agreements – One repayment agreement for January; \$4,460, remaining; \$3,845.

Work Orders – November and December, outstanding 2; January 94, Outstanding 5.

Unit Turnovers – There were 8 vacancies at the end of January; 2 leased February 17th; 1 scheduled to be leased on March 2nd; 5 vacancies remaining.

Commissioner Douglas asked for a status of the waitlist. Ms. Croslan responded that the waitlist was recently open and we are currently in the process of reconciling the applications. Commissioner Douglas asked if we typically receive over 100 applicants. Mr. Croslan responded, yes.

Tenants Account Receivable (TAR) – At the end of January, 70 Bohlmann Towers residents owe \$124,335; 46 Dunbar Heights residents owe \$80,060; 22 Turnkey residents owe \$55,471.

Total past due for January, 138 residents (51%) owed \$259,866.

Police Report

Police Activity PHA 1/04 - 01/10 - 29 visits to Bohlmann Towers, 26 routine; 25 visits to Dunbar Heights; 24 routine.

Police Activity PHA 1/11 - 1/17 – 41 visits to Bohlmann Towers, 32 routine; 38 visits to Dunbar Heights, 36 routine.

REPOSITIONING CONSULTANTS

Fresnal/LouWalt Consultants provided the final document that was previously presented to the Board in draft form. No changes were made to the draft.

Chairman Kane asked if it would be put on the website. Ms. Croslan responded, yes.

TENANT COMPLAINT

The Executive Director updated the board on the status of a complaint received regarding an unclean unit. The tenant complained that her neighbor's unit was not maintained, causing discomfort to her household. A detailed timeline was included with the Board Report; and documentation was sent to our attorney to get this family back into court.

FINANCIAL REPORT

March 31st will be the end of the fiscal year. HUD allows 20% of Capital Funds to be deposited into the operating account, this will help balance the budget.

Commissioner Douglas commented that even though we have projected a deficit, the budget may balance. Ms. Croslan responded, it may but keep in mind we are still over budget.

UNFINISHED BUSINESS

Commissioner Douglas stated that he has met with the new City Manager to discuss the RAD consultant's suggestion to combine the Cities Section 8 Program with the Housing Authority.

Commissioner Douglas also suggested setting up a meeting with an expert on the RAD program to come and educate the Board on how the program would work. Ms. Croslan responded that once the Board determines some dates, she will contact the Executive Director of Yonkers Housing Authority. Chairman Kane asked Commissioner Timms if he had any comments regarding RAD. Commissioner Timms responded, no.

NEW BUSINESS

Resolution 02/03/2020 – January 2020 – Monthly Bills

Commissioner Timms made a motion to approve January Monthly Bills. Commissioner Douglas seconded the motion. Chairman Kane asked if there were any comments, the response was no. The vote was as follows: Chairman Kane – Aye; Commissioner Douglas – Aye; Commissioner Timms – Aye; Commissioner Hanson – Aye.

TENANTS COMMENTS AND CONCERNS

Pauline Gilchrist – 696 Highland Avenue

1. How do you prove that someone is actually smoking in the unit?

Commissioner Douglas suggested taking a picture. Chairman Kane stated that the best person to ask would be Attorney Klein but since he is absent, that question will be answered at the next Board Meeting.

2. When will work start inside the apartments?

Ms. Croslan responded, not immediately. The next capital fund project will be front and back steps because they are a hazard, and then painting the units. In order to do kitchens and bathrooms timely, RAD or a similar program will need to be considered.

3. When the hot water went out a few weeks ago, maintenance should have called to let her know the situation was rectified. I didn't know the hot water was back on until the next day.
4. Maintenance did a great job on her ceiling and bathroom. They cleaned up their mess and left a note stating what they did and when they were coming back.

Adjournment

Chairman Kane made a motion to adjourn and Commissioner Douglas seconded the motion. The vote was as follows: Chairman Kane – Aye; Commissioner Douglas – Aye; Commissioner Timms – Aye; Commissioner Hanson – Aye.

Meeting Ended 7:30 PM

PEEKSKILL HOUSING AUTHORITY
 BOARD OF COMMISSIONERS MEETING
 March 19, 2020

EXECUTIVE DIRECTOR'S REPORT

FINANCIAL

Revenue	January	February
HUD Subsidy – Bohlmann (AMP 1))	75,422	68,957
HUD Subsidy – All other sites (AMP 2)	78,077	71,386
Total HUD Operating Subsidy	153,499	140,343
Other Revenue– Non-Federal		
Laundry Commissions	1,468	1,008
CAP Office	900	0
Health Center	740	0
Verizon	152	141
Community Room Rental	0	0
Interest	59	47
Total	3,319	1,196

TENANT CHARGES	January	February
Rent	143,620	140,744
Retro Rent (unreported income)/adjustment	0	0
Parking	1,860	1,875
Late Fees	2,615	2,317
Misc (key cards, maintenance charges, legal fees)	220	519
Air Conditioners	(120)	0
TOTAL TENANT CHARGES	148,195	145,455
Collected from Tenants thru 5th	60,177	72,082
Total Collected	145,874	141,004
Unpaid Tenant Balance	2,321	4,451
Reclassification from TAR to Vacated TAR	(4,568)	0
Change in Prepaid rent	2,725	(5,425)
All Outstanding Tenant Charges	259,866	258,892

BILLS PAID

	January	February
Payroll (M)	74,734	74,538
Elevator (Q)	0	11,832
Exterminator (M)	2,194	1,294
Trash – Dumpsters	0	635
City Trash Collection (Q)	0	
City Water (Q)	55,519	
Sewer Tax (Semi-Annual)	0	
Robison Fuel Oil (M)	44,261	22,951
Electric (M)	13,270	12,888
Gas (M)	19,554	22,691
Propane (M)	687	761
Legal – PHA Attorney (M)	9,290	7,500
Legal – Labor Attorney	0	
Health Insurance/Dental Insurance(M)	52,824	27,062
Process Server – Evictions (M)	1,152	1,721
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	58,029	51,039
Credit Card (M)	5,664	
Maintenance Supplies/Contracts(M)	11,795	6,201
Office Expenses (M)	3,610	2,735
PILOT	0	
Lawsuit Deductibles	832	
Security	19,204	11,196
Unit Turnover	0	17,000
Camera Upgrade	39,960	
ACOP Update	6,286	
Medicare Part B Reimbursement	1,626	6,504
Audit (A)	8,860	
TOTAL EXPENSES	\$429,351	\$278,548
CAPITAL FUND PROJECTS		
A/E Dunbar Heights Rear Porches/Entry Doors	\$0	\$0

COURT PROCEEDINGS

MONTH	# RESIDENTS	BALANCE	# PAID	AMOUNT PAID	COURT STIPS/COMMENTS
January 2018	12	25,031	09	20,021	1 Stip, 1 Skip - 8,062, 1 Eviction 7,222
February	11	23,014	10	19,000	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	26,032	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	16	39,972	4 - Court
August	08	11,367	08	11,367	
September	04	1,639	04	1,639	
October	45	64,700	30	31,480	12 - Court, 1 - Skipped 5,841
November	15	18,117	11	12,814	1 - Skipped 4,296
December	19	17,976	17	15,788	
January 2020	16	18,860	16	18,860	
February	15	19,961	09	6,565	1 - Skipped - 3,207
TOTAL	312	498,490	269	425,125	Outstanding Balance 73,365 Skip/Evicted Balance 80,581

REPAYMENT AGREEMENTS

MONTH	AGREEMENTS	TOTAL AMOUNT	REMAINING AGREEMENTS	BALANCE	COMMENT
2018 January - June	0	0	0	0	
July	2	8,301	1	2,145	1 Court - 1,709
August	3	27,850	1	12,457	1 Court - 1,161
September-November	0	0	0	0	
December	1	4,775	0	0	1 Court - 586
2019 January - February	0	0	0	0	
March	2	2,996	0	0	
April	0	0	0	0	
May	4	6,175	0	0	1 Court, 1 Default
June	1	562	0	0	
July	0	0	0	0	
August	2	9,166	1	2,639	1 Court - 5,037
September	1	4,170	0	0	1 Court - 2,881
October	0	0	0	0	
November	3	8,148	2	6,210	
December	1	4,005	1	3,405	
January	1	4,460	1	3,446	
TOTALS	21	80,608	7	30,302	

WORK ORDERS

MONTH	CALLS	COMPLETE	OUTSTANDING OR COMMENTS
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	117	
October	144	144	
November	126	125	
December	98	98	
January 2020	94	94	
February	103	100	3

UNIT TURNOVER

SITE/UNIT	SIZE	VACANT	COMPLETE	LEASED	COMMENT
BT 1-H	0	01/27/20			
BT 2-F	5	06/03/19	07/19/19	08/01/19	
BT 3-R	3	08/26/19	10/09/19		LEASED 03/04/2020
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-E	3	01/16/20			
BT 4-R	3	12/04/18	06/19/19	07/01/19	
BT 5-J	4	01/31/20			
BT 6-A	0	02/01/19	07/11/19	08/01/19	
BT 6-D	4	02/27/20			
BT 6-E	3	10/30/19	02/14/20	02/17/20	
BT 6-F	5	10/06/19	02/07/20	02/17/20	
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-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 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 17-A	2	11/04/19			
DH 22-B	2	02/20/20			
DH 23-A	2	09/21/18	03/11/19	05/01/19	
TK 1719A-5M	4	01/07/19	07/23/19	08/01/19	
TOTAL VACANT	8				

EXTERMINATION SUMMARY – BEDBUGS - # Treatments

	2014	2015	2016	2017	2018	2019	2020	Comments
January	0	2	0	1	0	3	0	
February	6	3	0	0	1	1	0	
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	\$0	

TENANT ACCOUNTS RECEIVABLE - LATE OR NO RENT PAYMENT

SITE	# Units	Late	Not At All	Past Due JAN 2020	Past Due FEB 2020
Bohlmann Towers	144	(60) 53	(25) 28	70 owed \$124,335	71 owed \$128,743
Dunbar Heights	96	(44) 40	(15) 16	46 owed \$80,060	48 owed \$78,739
Turnkey	33	(17) 16	(9) 6	22 owed \$55,471	22 owed \$51,410
Totals	273	(121) 109	(49) 50	138 (51%) - \$259,866	141 (52%) - \$258,892

Parenthesis () represents the previous month

PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS

PHA Activity Feb 8-14, 2020	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	31	28	3*
Dunbar Heights	34	30	4*
*BT – Other (sex offender check, 2 noise complaints)			
*DH – Other (fire, parking complaint, animal complaint, unwanted party)			
PHA Activity Feb 15-21, 2020	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	33	27	6*
Dunbar Heights	31	26	5*
*BT – Other (parking complaint, disorderly person, EDP, domestic, dispute, medical)			
*DH – Other (medical aid, 2 agency assists, welfare check, special check)			

CAPITAL FUND PROGRAM - FIVE YEAR ACTION PLAN

Annually, PHA receives formula driven Capital Funds for such things as: management, deferred maintenance, development, modernization, etc.

Related to the funding, PHA must prepare a Five Year Plan (which was recently submitted) and a Five Year Action Plan, which is attached for your review and Board Resolution.

ACTION PLAN SUMMARY

2018 PROJECTS

Operations	\$146,000
RAD Consultant	8,450
Computer Upgrade	6,715
Dunbar Propane Conversion	217,758
Dunbar Boiler Conversion	51,158
Dunbar Boiler Work	9,958
Dunbar Architect 2020	6,250
Bohlmann Intercom	5,895

Funds for these projects, approximately \$735,000, were drawn down from HUD and already expended.

2019 ANTICIPATED PROJECTS

Operations	\$146,000
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Dunbar:	
Rear Exterior Doors	\$192,000
Front Doors	192,000
Rear Porches	204,124

Anticipated Costs: \$734,124

2020 ANTICIPATED PROJECTS

Operations	\$146,000
RAD Consultants	50,000
Dunbar Modernize Kitchens	250,000
Dunbar & Turnkeys Paint Units	75,000
Dunbar Site work – Erosion/Storm Drains	138,000
Bohlmann Paint Units	75,000

Anticipated Costs: \$734,124

2021 ANTICIPATED PROJECTS

Operations	\$146,000
RAD Consultants	20,000
Dunbar Bathrooms	318,124
Dunbar Kitchens	250,000

Anticipated Costs: \$734,124

2021 ANTICIPATED PROJECTS

Operations	\$146,000
RAD Consultant	20,000
Dunbar Bathrooms	318,124
Dunbar Kitchens	250,000

Anticipated Costs: \$734,124

2022 ANTICIPATED PROJECTS

Operations	\$146,000
Architect	88,000
Dunbar & Bohlmann Parking Lots	300,000
Turnkey Siding	200,000

Anticipated Costs: \$734,124

Board resolution required

PHA WAIT LIST

Last month PHA received applications for three, four and five bedroom units.

	Bedroom Sizes						
	Studio	One	Two	Three	Four	Five	Total
Previously on the Wait List:	32	53	31	4	5	4	129
Number Received:	2	20	6	18	5	0	51
Current Total:	34	73	37	22	10	4	180

Respectfully Submitted,

P Holden Croslan

Pat C

Executive Director

PEEKSKILL HOUSING AUTHORITY



Shaun Lemister, CPA
Chief Financial Officer

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FINANCIAL REPORT

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1. Chief Financial Officer's Report
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4. Summary of Tenant Account Receivables
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PEEKSKILL HOUSING AUTHORITY



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Chief Financial Officer's Report – February 2020

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 continues to be over budget. It is hard to predict what allocation PHA will get each year for subsidy. CFP Operations is under budget but we were able to draw down the funds in March. The amount available was \$146,000 which will be over budget.

Administrative salaries are under budget. Legal expenses are over budget due one case being appealed and extra cases that were sent to the attorney. Auditing fees were due in December but will even out over the next few months. Office expenses are over budget due to updating the ACOP.

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

Water and sewer is over budget. Quarterly invoices were paid in January and have been greater than budgeted. Electricity varies from year to year but is currently under budget. Gas is close to budget and oil is slightly under budget with one month left in 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. PILOT is under budget for the fiscal year. 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 \$47,286 which is slightly under budget.

The extraordinary items are a new dump truck and trailer, a pallet jack and the security camera upgrade.

February Financial –

Rents were over budget. Subsidy was very high for the month of February but PHA learned that HUD included half of March in February until the operating subsidy submissions are processed so this will cause March to be under budget. Legal was over budget due to extra cases for 2019. Gas and fuel are over budget but that is to be expected for February. All maintenance costs were under budget. Quarterly property and liability insurance payments were made causing the large variance. All other expense categories were expected.

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 February were \$145,455.17. Total collected for February was \$141,004.05 which is a monthly cash flow deficit of \$4,451.12.
2. 2 units became vacant in February.
3. Number of tenants who paid late and not at all:
 - A. Bohlmann – 53 late/28 not at all
 - B. Dunbar Heights – 40 late/16 not at all
 - C. Turnkey – 16 late/6 not at all
4. 109 out of 273 (40%) paid late and 50 out of 273 (18%) 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 (\$128,742.97)
 - B. Dunbar Heights – 48 out of 96 units (\$78,738.92)
 - C. Turnkey – 22 out of 33 units (\$51,409.62)
6. This means 141 units out of 273 (52%) still owes \$258,891.51 at the end of the month.

PHA is almost done with the fiscal year. Due to security costs, PHA adopted a budget with a large deficit. PHA will not be able to sustain this for too many years. During the current year, PHA experienced a high amount of unit turnover that maintenance staff was unable to keep up with. PHA contracted most of this work which caused a large variance for maintenance contract costs but this was offset by the increase in operating subsidy. Favorable variances in salaries, electricity and employee benefits were offset by the need to replace the camera system and purchase new maintenance equipment. PHA should end the year close to the annual budget.



Shaun Lemister, CPA

Peekskill Housing Authority
Summary Operating Statement - Budget and Actual
Eleven Months Ended February 29, 2020

	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	1,475,243	1,620,108	494.54	1,485,099	1,512,574	27,475
Nondwelling Rent	20,108	23,040	7.03	21,120	20,085	(1,035)
Interest Income	1,044	1,000	0.31	917	749	(168)
Other Income	118,016	100,000	30.53	91,667	88,453	(3,213)
HUD Operating Subsidy	1,167,275	1,188,000	362.64	1,089,000	1,295,498	206,498
CFP Operations Subsidy	0	120,000	36.63	110,000	0	(110,000)
Total Operating Receipts - Including HUD Contri	2,781,686	3,052,148	931.67	2,797,802	2,917,359	119,557
Expenses						
Operating Expenditures						
Administrative:						
Administrative Salaries	313,555	360,065	109.91	330,060	317,378	12,681
Legal Expense	41,688	47,000	14.35	43,083	48,973	(5,890)
Training	900	1,000	0.31	917	129	788
Travel	0	0	0.00	0	0	0
Accounting Fees	0	0	0.00	0	0	0
Auditing Fees	8,860	8,860	2.70	8,122	8,860	(738)
Telephone, Office Supplies, Miscellaneous	68,046	75,835	23.15	69,515	71,791	(2,275)
Total Administrative Expenses	433,049	492,760	150.42	451,697	447,131	4,566
Tenant Services:						
Contracts	0	0	0.00	0	0	0
Recreation	12,648	5,000	1.53	4,583	8,937	(4,354)
Total Tenant Services Expenses	12,648	5,000	1.53	4,583	8,937	(4,354)
Utilities:						
Water/Sewer	199,727	211,000	64.41	193,417	234,224	(40,808)
Electricity	194,008	220,000	67.16	201,667	148,169	53,498
Gas	123,331	135,000	41.21	123,750	124,686	(936)
Fuel	1,928	170,000	51.89	155,833	141,009	14,824
Total Utilities Expenses	518,994	736,000	224.66	674,667	648,088	26,579
Ordinary Maintenance & Operation:						
Labor-Maintenance	562,309	567,196	173.14	519,930	475,573	44,357
Materials - Maintenance	117,970	115,000	35.10	105,417	102,494	2,923
Maint Contract Costs	272,106	205,040	62.59	187,953	397,721	(209,767)
Total Maintenance Expenses	952,385	887,236	270.83	813,300	975,787	(162,488)
Protective Services:						
Contracts	33,384	200,000	61.05	183,333	181,005	2,328
Total Protective Services	33,384	200,000	61.05	183,333	181,005	2,328
General Expense:						
Insurance	213,456	235,600	71.92	215,967	225,403	(9,436)
Payments in Lieu of Taxes	81,042	90,710	27.69	83,151	76,557	6,594
Employee Benefit Contributions	426,413	511,488	156.13	468,864	440,413	28,451
Collection Losses	(914)	60,000	18.32	55,000	(1,964)	56,964
Total General Expenses	719,997	897,798	274.05	822,982	740,409	82,573
Nonroutine Items:						
Extraordinary Items	2,500	0	0.00	0	157,774	(157,774)
Total Operating Expenses	2,672,956	3,218,794	983	2,950,561	3,159,132	(210,899)
Net Income/(Loss)	108,730	(166,646)	(50.87)	(152,759)	(241,773)	(89,014)

Peekskill Housing Authority
Summary Operating Statement - Monthly Budget and Actual
February 2020

Revenue	Prior Year Month Actual	Annual Monthly Budget (Dollars)	Monthly Actual	Variance - Favorable (Unfavorable)
Operating Receipts				
Dwelling Rentals	133,497	135,009	140,744	5,735
Excess Utilities	0	0	0	0
Nondwelling Rent	1,815	1,920	1,875	(45)
Interest Income	75	83	47	(36)
Other Income	7,237	8,333	3,935	(4,398)
HUD Operating Subsidy	91,610	99,000	140,343	41,343
CFP Operations Subsidy	0	10,000	0	(10,000)
Total Operating Receipts - Including HUD Contril	234,234	254,346	286,945	32,599
Expenses				
Operating Expenditures				
Administrative:				
Administrative Salaries	26,901	30,005	26,656	3,349
Legal Expense	3,920	3,917	8,121	(4,204)
Training	0	83	0	83
Travel	0	0	0	0
Accounting Fees	0	0	0	0
Auditing Fees	0	738	0	738
Telephone, Office Supplies, Miscellaneous	4,733	6,320	5,598	722
Total Administrative Expenses	35,553	41,063	40,375	688
Tenant Services:				
Contracts	0	0	0	0
Recreation	0	417	0	417
	0	417	0	417
Utilities:				
Water/Sewer	0	17,583	0	17,583
Electricity	19,065	18,333	12,888	5,445
Gas	28,458	11,250	23,213	(11,963)
Fuel	15,333	14,167	23,157	(8,991)
Total Utilities Expenses	62,855	61,333	59,259	2,075
Ordinary Maintenance & Operation:				
Labor-Maintenance	43,117	47,266	42,585	4,681
Materials - Maintenance	16,596	9,583	7,389	2,194
Maint Contract Costs	25,436	17,087	2,908	14,179
Total Maintenance Expenses	85,149	73,936	52,882	21,054
Protective Services:				
Labor	15,219	0	0	0
Contracts	0	16,667	14,934	1,733
Total Protective Services	15,219	16,667	14,934	1,733
General Expense:				
Insurance	51,500	19,633	51,039	(31,406)
Payments in Lieu of Taxes	0	7,559	0	7,559
Employee Benefit Contributions	35,086	42,624	33,985	8,639
Collection Losses	(50)	5,000	(50)	5,050
Total General Expenses	86,537	74,817	84,974	(10,157)
Nonroutine Maintenance:				
Extra Ordinary Maintenance and Equipment	0	0	0	0
Total Operating Expenses	285,313	268,233	252,424	15,809
Net Income/(Loss)	(51,079)	(13,887)	34,521	48,408

Peekskill Housing Authority
 Tenant Charges
 February 2020

	Rent	Parking	Late Fees	AC	Other Charges	Prior AR	Total Charges	Amount Paid	W/O's, AJE's Moveouts	Current AR
Bohlmann	69,328.00	825.00	1,155.79		323.90	117,129.04	71,632.69	(64,838.05)		123,923.68
Dunbar	48,572.83	795.00	813.35		195.00	74,545.14	50,376.18	(50,627.00)		74,294.32
Turnkey	22,843.00	255.00	348.30			52,220.62	23,446.30	(25,539.00)		50,127.92
Totals	140,743.83	1,875.00	2,317.44	0.00	518.90	243,894.80	145,455.17	(141,004.05)	0.00	248,345.92

See Individual property sheets for details

Total Tenant Charges for February	145,455.17
Total Received from Reconciliation	(141,004.05)
Total Wire-offs, Move outs & Adj.	<u> </u>
Change in TAR for February	<u><u>4,451.12</u></u>

<u>Prepaid</u>	
Bohlman	4,819.29
Dunbar	4,444.60
Turnkey	<u>1,281.70</u>
	10,545.59
Total TAR	248,345.92
Prepaid	<u>10,545.59</u>
TAR	<u><u>258,891.51</u></u>

Prior Vacated TAR	47,286.49
Less write off	
Less Payments Received	
Current Vacated TAR	
Total Vacated TAR	<u><u>47,286.49</u></u>

Peekskill Housing Authority

Balance Sheet

03/11/20

As of February 29, 2020

Accrual Basis

	<u>Feb 29, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1111.2 Cash - Operating Account	27,797.37
1111.5 Cash - Payroll Account	20,594.26
1112 Chase - Nonfederal	518,149.69
1114 Security Deposit Fund	78,070.70
1117 Petty Cash Fund	1,000.00
	<hr/>
Total Checking/Savings	645,612.02
Other Current Assets	
1122 TAR	258,891.51
1122.1 Vacated TAR	47,286.49
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
	<hr/>
Total Other Current Assets	209,515.89
Total Current Assets	<hr/> 855,127.91
Fixed Assets	
1400.10 Leasehold Improvements	3,318,689.76
1400.12 Building Improvements	2,826,518.82
1400.3 CFP Unallocated	87,296.00
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
	<hr/>
Total Fixed Assets	6,354,570.55
Other Assets	
1420 Deferred Outflow of Resour	251,782.00
	<hr/>
Total Other Assets	251,782.00
TOTAL ASSETS	<hr/> 7,461,480.46 <hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	51,088.50
	<hr/>
Total Accounts Payable	51,088.50
Other Current Liabilities	
2111 Accounts Payable	100,037.38
2114 Tenant Security Deposits	81,310.70
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	10,545.59
	<hr/>
Total Other Current Liabilities	399,123.69
Total Current Liabilities	<hr/> 450,212.19

Peekskill Housing Authority
Balance Sheet
As of February 29, 2020

	<u>Feb 29, 20</u>
Long Term Liabilities	
2134 Accrued OPEB	5,185,693.00
2140 Net Pension Liability	69,403.00
2400 Deferred Inflow of Resourc	267,065.00
	<hr/>
Total Long Term Liabilities	5,522,161.00
	<hr/>
Total Liabilities	5,972,373.19
	<hr/>
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	-234,772.71
	<hr/>
Total Equity	1,489,107.27
	<hr/>
TOTAL LIABILITIES & EQUITY	7,461,480.46
	<hr/> <hr/>

Peekskill Housing Authority

Profit & Loss

April 2019 through February 2020

Apr '19 - Feb 20

Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	743,110.00
3110.2 Dunbar Heights	518,436.83
3110.4 Turnkey	251,027.00
Total 3110 Dwelling Rental	1,512,573.83
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	9,060.00
3190.2 Dunbar Heights	8,325.00
3190.4 Turnkey	2,700.00
Total 3190 Nondwelling Rental	20,085.00
3610 Interest on Gen. Fund Inv.	749.06
3690 Other Income	
3690.1 Laundry Room Income	17,197.83
3690.2 CAP Office Rent	14,400.00
3690.3 Health Center Rent	7,401.60
3690.4 Verizon Commission	1,667.54
3690.5 Comm. Room Rental	290.00
3690.6 Late Fees	
Bohlmann Towers	13,927.49
Dunbar Heights	9,270.95
Turnkey	4,486.45
Total 3690.6 Late Fees	27,684.89
3690.7 Keycard BT	325.00
3690.8 Work Orders	
Bohlmann Towers	2,661.68
Dunbar Heights	1,425.00
Turnkey	190.00
3690.8 Work Orders - Other	130.00
Total 3690.8 Work Orders	4,406.68
3690.9 AC - BT	8,085.00
3690.9 Ac - TK	2,625.00
3690 Other Income - Other	4,369.71
Total 3690 Other Income	88,453.25
8020 Operating Subsidy	
8020.1 AMP 1	643,233.00
8020.2 AMP2	652,265.00
Total 8020 Operating Subsidy	1,295,498.00
Total Income	2,917,359.14
Expense	
4110 Administrative Salaries	317,378.13
4130 Legal Expense	48,973.31
4140 Staff Training	129.00
4171 Auditing Fees	8,860.00
4190.2 Membership Dues & Fees	2,493.96
4190.3 Telephone	6,586.21
4190.4 Collection Fees/Court Co	7,058.00
4190.5 Forms, Station. & Office	18,434.37
4190.6 All Other Sundry	23,952.66
4190.7 Admin. Service Contracts	11,215.48
4190.8 Bank Fees	2,049.87
4220.01 Other Tenant Services	8,937.45
4310 Water & Sewer	197,903.21
4310.9 Sewer Taxes	36,321.17
4320 Electricity	148,168.87

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03/11/20

Accrual Basis

Peekskill Housing Authority

Profit & Loss

April 2019 through February 2020

	<u>Apr '19 - Feb 20</u>
4330 Gas	118,403.94
4335 Propane	6,281.77
4340 Fuel	141,008.91
4410 Labor	475,572.71
4420 Materials	
4420.01 Supplies - Grounds	102,493.88
Total 4420 Materials	102,493.88
4430.1 Garbage & Trash Removal	66,355.00
4430.10 Alarm/Extinguish Contra	7,464.64
4430.11 Routine Maint Contracts	17,615.78
4430.12 Other Maint Contracts	92,497.76
4430.2 Heating & Cooling Contra	9,888.48
4430.4 Elevator Contracts	29,762.94
4430.5 Landscaping Contracts	34,600.00
4430.6 Unit Turnaround Contract	111,220.00
4430.9 Exterminating Contracts	28,316.00
4480 Contract Costs - Security	181,004.97
4510.1 Insurance - Property	73,808.00
4510.2 Insurance - Liability	126,754.16
4510.3 Insurance - WC	20,714.44
4510.4 Insurance - Other	4,126.00
4520 Payments in Lieu of Taxes	76,557.00
4540.1 Employee Ben - Admin	145,833.51
4540.2 Employee Ben - Maint	294,579.82
4570 Collection Losses	-2,677.00
4870 Extraordinary Items	157,774.45
66900 - Reconciliation Discrepancies	713.00
Total Expense	3,159,131.85
Net Ordinary Income	-241,772.71
Net Income	-241,772.71

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING THE
PAYMENT OF MONTHLY BILLS AS LISTED
FEBRUARY 2020**

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

WHEREAS, The bills for the period February 2020 are listed in the Bills List (attached); and

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

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

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Peekskill Housing Authority approve payment of the bills as listed in the Bills List February 2020.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Michael Kane				
Commissioner Dwight H. Douglas				
Commissioner Alexandra Hanson				
Tenant Commissioner Duane Timms				
Commissioner Luis A. Segarra				
Commissioner Kimm McNeil				

I hereby certify that the above resolution is as the Board of Commissioners of the Housing Authority of the City of Peekskill adopted.

Effective: March 19, 2020

P. Holden Croslan, Executive Director

Date:

10:49 AM
03/10/20

Peekskill Housing Authority
Check Detail
February 2020

Num	Date	Name	Memo	Account	Original Amount
ACH	02/05/2020	Con Edison	807 Main Heat	1111.2 Cash - Operating Account	-15,375.05
			807 Main Heat	4330 Gas	15,375.05
TOTAL					15,375.05
ACH	02/05/2020	Con Edison	1719 Park	1111.2 Cash - Operating Account	-1,893.00
			1719 Park	4330 Gas	1,893.00
TOTAL					1,893.00
ACH	02/05/2020	Con Edison	1431 Park	1111.2 Cash - Operating Account	-1,760.41
			1431 Park	4330 Gas	1,760.41
TOTAL					1,760.41
ACH	02/05/2020	Con Edison	807 Main Ent	1111.2 Cash - Operating Account	-858.22
			807 Main Ent	4330 Gas	858.22
TOTAL					858.22
ACH	02/05/2020	Con Edison	1227 Howard	1111.2 Cash - Operating Account	-598.39
			1227 Howard	4330 Gas	598.39
TOTAL					598.39
15562	02/06/2020	Arthur J McDonough	med part b	1111.2 Cash - Operating Account	-3,252.00
2019	01/28/2020		med part b	4540.2 Employee Ben - Maint	1,626.00
			spouse med part b	4540.2 Employee Ben - Maint	1,626.00
TOTAL					3,252.00
15563	02/06/2020	Central Voice	answering service	1111.2 Cash - Operating Account	-126.40
200100522101	01/28/2020		answering service	4190.3 Telephone	126.40
TOTAL					126.40
15564	02/06/2020	CSEA	union dues	1111.2 Cash - Operating Account	-247.40
2/5/20	02/05/2020		union dues	2117.7 CSEA Dues	247.40
TOTAL					247.40
15565	02/06/2020	CSEA Employee Benefit Fund	Feb dental/vision	1111.2 Cash - Operating Account	-1,298.90
FEB20	01/15/2020		Feb dental/vision	4540.1 Employee Ben - Admin	389.67
			Feb dental/vision	4540.2 Employee Ben - Maint	909.23
TOTAL					1,298.90
15566	02/06/2020	DEC Office Solutions, Inc.	copier maint	1111.2 Cash - Operating Account	-39.81
158995	01/29/2020		copier maint	4190.5 Forms, Station. & Office	39.81
TOTAL					39.81
15567	02/06/2020	HD Supply Facilities Maintenance Ltd.		1111.2 Cash - Operating Account	-1,147.31
9178837516	01/22/2020		maint supplies	4420.01 Supplies - Grounds	952.23
9178911228	01/24/2020		maint supplies	4420.01 Supplies - Grounds	195.08
TOTAL					1,147.31
15568	02/06/2020	Highland Welding Service	steel plate	1111.2 Cash - Operating Account	-65.00
21556	01/31/2020		steel plate	4420.01 Supplies - Grounds	65.00
TOTAL					65.00
15569	02/06/2020	Home Depot Credit Services	maint supplies	1111.2 Cash - Operating Account	-3,229.68
12/25/19 - 1/24/20	01/25/2020		maint supplies	4420.01 Supplies - Grounds	3,229.68
TOTAL					3,229.68

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Peekskill Housing Authority
Check Detail
February 2020

Num	Date	Name	Memo	Account	Original Amount
15570	02/06/2020	Home Improvement St. John's	BT 6F unit turnover	1111.2 Cash - Operating Account	-9,800.00
BT6F	01/14/2020		BT 6F unit turnover	4430.6 Unit Turnaround Contract	9,800.00
TOTAL					9,800.00
15571	02/06/2020	Katz & Klein, Esqs.	30 extra cases for 2019	1111.2 Cash - Operating Account	-4,500.00
2019	02/04/2020		30 extra cases for 2019	4130 Legal Expense	4,500.00
TOTAL					4,500.00
15572	02/06/2020	Loretta Male	spouse med part b	1111.2 Cash - Operating Account	-1,626.00
2019	01/24/2020		spouse med part b	4540.2 Employee Ben - Maint	1,626.00
TOTAL					1,626.00
15573	02/06/2020	MGR Restoration	DH 17A unit turnover	1111.2 Cash - Operating Account	-7,200.00
DH 17A	01/28/2020		DH 17A unit turnover	4430.6 Unit Turnaround Contract	7,200.00
TOTAL					7,200.00
15574	02/06/2020	Ola Mae Session	comm room refund	1111.2 Cash - Operating Account	-50.00
2/4/20	02/04/2020		comm room refund	3690.5 Comm. Room Rental	50.00
TOTAL					50.00
15575	02/06/2020	Otis Elevator Company	2/1/20 - 4/30/20	1111.2 Cash - Operating Account	-1,986.39
04003220	01/20/2020		2/1/20 - 4/30/20	4430.4 Elevator Contracts	1,986.39
TOTAL					1,986.39
15576	02/06/2020	Otis Elevator Company	closed loop door operator	1111.2 Cash - Operating Account	-9,846.02
15611001	01/23/2020		closed loop door operator	4430.4 Elevator Contracts	9,846.02
TOTAL					9,846.02
15577	02/06/2020	Pestech		1111.2 Cash - Operating Account	-300.00
787964	01/16/2020		roaches	4430.9 Exterminating Contracts	100.00
788209	01/16/2020		roaches	4430.9 Exterminating Contracts	100.00
791914	01/23/2020		roaches	4430.9 Exterminating Contracts	100.00
TOTAL					300.00
15578	02/06/2020	Ready Refresh	12/19/19 - 1/18/20	1111.2 Cash - Operating Account	-170.80
10A	01/21/2020		12/19/19 - 1/18/20	4190.6 All Other Sundry	170.80
TOTAL					170.80
15579	02/06/2020	Security King International	1/20/20 - 1/26/20	1111.2 Cash - Operating Account	-3,732.00
371	01/27/2020		1/20/20 - 1/26/20	4480 Contract Costs - Security	3,732.00
TOTAL					3,732.00
15580	02/06/2020	Suburban Propane	DH propane	1111.2 Cash - Operating Account	-761.16
1/24/20	01/24/2020		DH propane	4335 Propane	761.16
TOTAL					761.16
15581	02/06/2020	Sun-Dance Energy Contractors Inc.	BT boiler repair	1111.2 Cash - Operating Account	-1,113.80
8741	02/03/2020		BT boiler repair	4430.2 Heating & Cooling Contra	1,113.80
TOTAL					1,113.80
15582	02/06/2020	The Journal News	waiting list ad	1111.2 Cash - Operating Account	-150.00
4000513	01/26/2020		waiting list ad	4190.6 All Other Sundry	150.00
TOTAL					150.00

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**Peekskill Housing Authority
Check Detail
February 2020**

Num	Date	Name	Memo	Account	Original Amount
15583	02/06/2020	Willie Godbee	med part b	1111.2 Cash - Operating Account	-1,626.00
2019	02/03/2020		med part b	4540.2 Employee Ben - Maint	1,626.00
TOTAL					1,626.00
15584	02/06/2020	Martin Lichtig	15 NOP's	1111.2 Cash - Operating Account	-1,037.00
38742	12/24/2019		15 NOP's	4190.4 Collection Fees/Court Co	1,037.00
TOTAL					1,037.00
ACH	02/06/2020	IRS	2/6/20 payroll	1111.5 Cash - Payroll Account	-9,312.98
			2/6/20 payroll	2117.4 FICA Payable	9,312.98
TOTAL					9,312.98
ACH	02/06/2020	NYS Income Tax	2/6/20 payroll	1111.5 Cash - Payroll Account	-1,630.94
			2/6/20 payroll	2117.2 NY State W/H	1,630.94
TOTAL					1,630.94
ACH	02/13/2020	Con Edison	709 Main	1111.2 Cash - Operating Account	-2,478.84
			709 Main	4330 Gas	2,478.84
TOTAL					2,478.84
15585	02/20/2020	AAA Carting & Rubbish Removal	30 yd dumpster	1111.2 Cash - Operating Account	-635.00
484276	01/02/2020		30 yd dumpster	4430.1 Garbage & Trash Removal	635.00
TOTAL					635.00
15586	02/20/2020	Ace Computer Services Corp.		1111.2 Cash - Operating Account	-969.98
5468	02/05/2020		setup	4190.7 Admin. Service Contracts	220.00
5473	02/11/2020		scanner/printer/monitor	4190.5 Forms, Station, & Office	639.98
			DH computer setup	4190.7 Admin. Service Contracts	110.00
TOTAL					969.98
15587	02/20/2020	Artistic Glasswork		1111.2 Cash - Operating Account	-645.00
613120	02/05/2020		window repair	4420.01 Supplies - Grounds	445.00
021020	02/14/2020		window repair	4420.01 Supplies - Grounds	200.00
TOTAL					645.00
15588	02/20/2020	Avaya Financial Services	phone system	1111.2 Cash - Operating Account	-138.23
34861064	02/04/2020		phone system	4190.5 Forms, Station, & Office	138.23
TOTAL					138.23
15589	02/20/2020	CSEA	union dues	1111.2 Cash - Operating Account	-279.08
/19/20	02/19/2020		union dues	2117.7 CSEA Dues	279.08
TOTAL					279.08
15590	02/20/2020	DEC Office Leasing	copier lease	1111.2 Cash - Operating Account	-114.00
66871983	02/08/2020		copier lease	4190.5 Forms, Station, & Office	114.00
TOTAL					114.00
15591	02/20/2020	Employee Benefits Division	March HI	1111.2 Cash - Operating Account	-25,762.73
549	02/10/2020		March HI	4540.1 Employee Ben - Admin	7,361.38
			March HI	4540.2 Employee Ben - Maint	18,401.35
TOTAL					25,762.73
15592	02/20/2020	Housing Authority Risk Retention Group	liability insurance	1111.2 Cash - Operating Account	-32,162.00
HG103020	02/01/2020		liability insurance	4510.2 Insurance - Liability	32,162.00
TOTAL					32,162.00

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**Peekskill Housing Authority
Check Detail
February 2020**

Num	Date	Name	Memo	Account	Original Amount
15593	02/20/2020	Housing Insurance Services Inc.	property insurance	1111.2 Cash - Operating Account	-16,784.00
HP990004	02/01/2020		property insurance	4510.1 Insurance - Property	16,784.00
TOTAL					16,784.00
15594	02/20/2020	Katz & Klein, Esqs.	January 2020	1111.2 Cash - Operating Account	-3,000.00
JAN20	02/07/2020		January 2020	4130 Legal Expense	3,000.00
TOTAL					3,000.00
15595	02/20/2020	Martin Lichtig	11 14 day notices	1111.2 Cash - Operating Account	-684.00
38783	02/05/2020		11 14 day notices	4190.4 Collection Fees/Court Co	684.00
TOTAL					684.00
15596	02/20/2020	New York Power Authority	Jan 2020	1111.2 Cash - Operating Account	-12,888.32
83578	02/12/2020		Jan 2020	4320 Electricity	12,888.32
TOTAL					12,888.32
15597	02/20/2020	NYSIF	workers comp	1111.2 Cash - Operating Account	-2,093.13
57945450	02/01/2020		workers comp	4510.3 Insurance - WC	2,093.13
TOTAL					2,093.13
15598	02/20/2020	Pestech		1111.2 Cash - Operating Account	-994.00
792615	01/30/2020		roaches	4430.9 Exterminating Contracts	100.00
791913	02/06/2020		roaches	4430.9 Exterminating Contracts	100.00
791242	02/24/2020		monthly	4430.9 Exterminating Contracts	794.00
TOTAL					994.00
15599	02/20/2020	Pitney Bowes Purchase Power	postage	1111.2 Cash - Operating Account	-503.50
2/3/20	02/03/2020		postage	4190.5 Forms, Station. & Office	503.50
TOTAL					503.50
15600	02/20/2020	Robison Oil		1111.2 Cash - Operating Account	-22,951.05
1402477	01/21/2020		696 Highland Ave	4340 Fuel	12,067.39
1407121	01/31/2020		696 Highland Ave	4340 Fuel	10,883.66
TOTAL					22,951.05
15601	02/20/2020	Security King International		1111.2 Cash - Operating Account	-7,464.00
377	02/03/2020		1/27/20 - 2/2/20	4480 Contract Costs - Security	3,732.00
380	02/10/2020		2/3/20 - 2/9/20	4480 Contract Costs - Security	3,732.00
TOTAL					7,464.00
15602	02/20/2020	Staples Advantage	office supplies	1111.2 Cash - Operating Account	-522.42
8057420424	02/08/2020		office supplies	4190.5 Forms, Station. & Office	522.42
TOTAL					522.42
ACH	02/20/2020	IRS	2/20/20 payroll	1111.5 Cash - Payroll Account	-11,215.92
			2/20/20 payroll	2117.4 FICA Payable	11,215.92
TOTAL					11,215.92
ACH	02/20/2020	NYS Income Tax	2/20/20 payroll	1111.5 Cash - Payroll Account	-1,955.42
			2/20/20 payroll	2117.2 NY State W/H	1,955.42
TOTAL					1,955.42
ACH	02/24/2020	NYS and Local Retirement Systems	Feb20 cont & loan pymts	1111.2 Cash - Operating Account	-2,070.80
			Feb20 cont & loan pymts	2117.3 Pension Payable	2,070.80
TOTAL					2,070.80

**PEEKSKILL HOUSING AUTHORITY
FIVE-YEAR CAPITAL FUND ACTION PLAN**

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

WHEREAS, The Board of Commissioners of the Peekskill Housing Authority have reviewed and discussed Five-Year Capital Fund Action Plan,

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Peekskill Housing Authority hereby approve and accept the 5-Year Capital Fund Action Plan.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Michael Kane				
Commissioner Dwight H. Douglas				
Commissioner Alexandra Hanson				
Tenant Commissioner Duane Timms				
Commissioner Luis A. Segarra				
Commissioner Kimm McNeil				

I hereby certify that the above resolution is as the Board of Commissioners of the Housing Authority of the City of Peekskill adopted.

Effective: March 19, 2020

P. Holden Croslan, Executive Director

Date:

Capital Fund Program - Five-Year Action Plan

Status: Submitted

Approval Date:

Approved By:

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 07/31/2017

Part I: Summary

PHA Name : Peekskill Housing Authority

Locality (City/County & State)

Original 5-Year Plan

Revised 5-Year Plan (Revision No:)

PHA Number: NY082

A. Development Number and Name	Work Statement for Year 1 2018	Work Statement for Year 2 2019	Work Statement for Year 3 2020	Work Statement for Year 4 2021	Work Statement for Year 5 2022
AUTHORITY-WIDE	\$161,165.00	\$146,000.00	\$196,000.00	\$166,000.00	\$146,000.00
BOHLMANN TOWER/DUNBAR HGT (NY082000002)	\$567,064.00	\$588,124.00	\$463,124.00	\$568,124.00	\$538,124.00
BOHLMANN TOWER/DUNBAR HGT (NY082000001)	\$5,895.00		\$75,000.00		\$50,000.00

Capital Fund Program - Five-Year Action Plan

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Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 1 2018

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0002	AUTHORITY-WIDE (NAWASD) Operations(Operations (1406))	Operations		\$146,000.00
ID0024	RAD Consultant(RAD Funds Pre Closing (1480))	Hire a consultant to help PHA through the RAD process. Total cost to be spread out over 4 years		\$8,450.00
ID0032	Computer Equipment(Management Improvement (1408)-System Improvements)	Computer Equipment Upgrade		\$6,715.00
	BOHLMANN TOWER/DUNBAR HGT (NY082000002)			\$567,064.00
ID0011	DH rear porch replacement(Dwelling Unit-Exterior (1480)-Other)	Replace the rear metal porches at Dunbar Heights		\$216,147.76
ID0013	Propane Conversion at Dunbar Heights(Dwelling Unit-Interior (1480)-Other)	to convert all stoves from gas to propane due to gas lines		\$217,758.24

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Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 1 2018

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0026	BT Boilers(Non-Dwelling Construction - Mechanical (1480)-Central Boiler)	Repair or replace boiler at Bollmann Towers		\$51,158.00
ID0033	A/E DH Rear Porch and Door Replacement(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc;Dwelling Unit-Exterior (1480)-Exterior Doors)	A/E Rear Porch and Door Replacement		\$82,000.00
	BOHLMANN TOWER/DUNBAR HGT (NY082000001)			\$5,895.00
ID0031	BT Intercom System(Non-Dwelling Interior (1480)-Other)	BT Intercom System		\$5,895.00
	Subtotal of Estimated Cost			\$734,124.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 2 2019

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$146,000.00
ID0003	Operations(Operations (1406))	Operations		\$146,000.00
	BOHLMANN TOWER/DUNBAR HGT (NY082000002)			\$588,124.00
ID0034	DH Exterior Front Door Replacement(Dwelling Unit-Exterior (1480)-Exterior Doors)	replace all front doors		\$192,000.00
ID0035	DH Exterior Rear Door Replacement(Dwelling Unit-Exterior (1480)-Exterior Doors)	replace all rear exterior doors		\$192,000.00
ID0036	DH Rear Porch Replacement(Dwelling Unit-Exterior (1480)-Balconies-Fenciles-Railings-etc)	replace all rear porches		\$204,124.00
	Subtotal of Estimated Cost			\$734,124.00

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Part II: Supporting Pages - Physical Needs Work Statements (S)				
Work Statement for Year	3	2020		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$196,000.00
ID0004	Operations(Operations (1406))	Operations		\$146,000.00
ID0029	RAD Consultant(RAD Funds Pre Closing (1480))	Consultant to help PHA through the RAD conversion. Spread over 4 years		\$50,000.00
	BOHLMANN TOWER/DUNBAR HGT (NY082000002)			\$463,124.00
ID0022	Dunbar Heights kitchen replacement(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets)	Modernization of all kitchens at Dunbar Heights done in phases based on available CFP funds		\$250,000.00
ID0038	DH & TK Unit Painting(Dwelling Unit-Interior (1480)-Interior Painting (non routine))	paint all unit at Dunbar Heights and Turnkey sites		\$75,000.00
ID0039	DH Erosion Site work(Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Storm Drainage)	erosion site work at Dunbar Heights		\$138,124.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 3 2020

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	BOHLMANN TOWER/DUNBAR HGT (NY082000001)			\$75,000.00
ID0037	BT Unit Painting(Dwelling Unit-Interior (1480)-Interior Painting (non routine))	paint all units in Bohmann Towers		\$75,000.00
	Subtotal of Estimated Cost			\$734,124.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2021		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAVASD)			\$166,000.00
ID0005	Operations(Operations (1406))	Operations		\$146,000.00
ID0030	RAD Consultant(RAD Funds Pre-Closing (1480))	Consultant to help PHA through the RAD conversion. Spread over 4 years		\$20,000.00
	BOHLMANN TOWER/DUNBAR HGT (NY082000002)			\$568,124.00
ID0019	Dunbar Heights bathroom replacement(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Tubs and Showers)	Update all bathrooms at Dunbar Heights in phases based on available CFP funds		\$318,124.00
ID0023	Dunbar Heights kitchen replacement(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets)	Modernization of all Dunbar Heights kitchens done in phases based on available CFP funds		\$230,000.00
	Subtotal of Estimated Cost			\$734,124.00

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Part II: Supporting Pages - Physical Needs Work Statements (S)

Work Statement for Year	5	2022		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	BOHLMANN TOWER/DUNBAR HGT (NY082000002)			\$338,124.00
ID0012	A/E Turnkey Siding replacement(Contract Administration (1480)-Other Fees and Costs)	Architectural design for replacement of vinyl siding at all Turnkey locations		\$2,042.00
ID0016	DH Parking lot replacement(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Replacement of both parking lots at Dunbar Heights		\$250,000.00
ID0018	A/E Dunbar Heights bathroom replacement(Contract Administration (1480)-Other Fees and Costs)	Architectural design for modernization of all bathrooms at Dunbar Heights		\$25,971.22
ID0021	A/E Dunbar Heights kitchen replacement(Contract Administration (1480)-Other Fees and Costs)	Architectural design for kitchen modernization		\$60,000.00
ID0027	TK siding replacement(Dwelling Unit-Exterior (1480)-Siding)	Replace siding at the Turnkey sites		\$200,110.78
	BOHLMANN TOWER/DUNBAR HGT (NY082000001)			\$50,000.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 5 2022

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0025	BT Parking lot seal and line(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Seal the parking lot at Bohmann Towers and paint new parking lines		\$50,000.00
	AUTHORITY-WIDE (NAWASD)			\$146,000.00
ID0040	Operations(Operations (1406))	Operating portion of CFP		\$146,000.00
	Subtotal of Estimated Cost			\$734,124.00

Capital Fund Program - Five-Year Action Plan

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Part III: Supporting Pages - Management Needs Work Statements (s)

Work Statement for Year	1	2018	
Development Number/Name		Estimated Cost	
General Description of Major Work Categories			
Housing Authority Wide			
Operations(Operations (1406))		\$146,000.00	
RAD Consultant(RAD Funds Pre Closing (1480))		\$8,450.00	
Computer Equipment(Management Improvement (1408)-System Improvements)		\$6,715.00	
Subtotal of Estimated Cost		\$161,165.00	

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Part III: Supporting Pages - Management Needs Work Statements (s)

Work Statement for Year	2	2019	
Development Number/Name		Estimated Cost	
General Description of Major Work Categories			
Housing Authority Wide			
Operations(Operations (1406))		\$146,000.00	
Subtotal of Estimated Cost		\$146,000.00	

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Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year	2020
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Operations(Operations (1406))	\$146,000.00
RAD Consultant(RAD Funds Pre Closing (1480))	\$50,000.00
Subtotal of Estimated Cost	\$196,000.00

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Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year	2021
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Operations(Operations (1406))	\$146,000.00
RAD Consultant(RAD Funds Pre Closing (1480))	\$20,000.00
Subtotal of Estimated Cost	\$166,000.00

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Part III: Supporting Pages - Management Needs Work Statements (S)	
Work Statement for Year	2022
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Operations(Operations (1406))	\$146,000.00
Subtotal of Estimated Cost	\$146,000.00