



P. Holden Croslan  
Executive Director

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**Peekskill Housing Authority  
Board of Commissioners  
Monthly Board Meeting**

**September 17, 2020  
Dunbar Heights Community Room**

**Social Distancing regulations will be followed which will result in limited seating, mask will be required.**

# PEEKSKILL HOUSING AUTHORITY



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PEEKSKILL HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MONTHLY MEETING – September 17, 2020  
Dunbar Heights – Community Room  
696 Highland Avenue, Peekskill, NY 10566

## AGENDA

### I. ROLL CALL

### II. TENANTS' COMMENTS AND CONCERNS

### III. APPROVAL OF PREVIOUS MONTHS MINUTES:

- a) Resolution – 09/01/2020 – August 20, 2020 - Regular Meeting Minutes

### IV. CORRESPONDENCE: None

### V. EXECUTIVE DIRECTOR'S REPORT:

- a) Monthly Report – September 2020
- b) Financial Report – August 2020

### VI. COUNSEL'S REPORT

### VII. UNFINISHED BUSINESS - None

### VIII. NEW BUSINESS

- a) Resolution – 09/02/2020 – August Monthly Bills
- b) Election of Chairman and Vice Chairman

### IX. TENANTS' COMMENTS AND CONCERNS

### X. EXECUTIVE SESSION – Personnel

### XI. ADJOURNMENT

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

**WHEREAS**, The Board of Commissioners have reviewed the minutes of August 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 August, 2020 public meeting.

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

The vote is as follows:

<b>VOTE</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Chairman Michael Kane				
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: September 17, 2020

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

Date:

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## PEEKSKILL HOUSING AUTHORITY BOARD OF COMMISSIONERS MONTHLY MEETING MINUTES AUGUST 20, 2020

### ROLL CALL:

Commissioner Kane, Chairman  
Commissioner Douglas - Absent  
Commissioner Timms, Tenant  
Commissioner Hanson  
Commissioner McNeil  
Commissioner Segarra

P Holden Croslan, Executive Director  
Gerald Klein, PHA Counsel

### Tenants Comments and Concerns

No tenants in attendance at this time.

### Resolution 03/01/2020 – February 20, 2020 – Regular Meeting Minutes

Chairman Kane asked for a motion to approve Resolution 03/01/2020 – February 20, 2020 – Regular Meeting Minutes. Chairman Kane asked if there were any comments on the minutes, the response was no. Commissioner Hanson made a motion and Commissioner Timms seconded. The vote was as follows: Chairman Kane – Aye; Commissioner Timms – Aye; Commissioner Hanson – Aye; Commissioner McNeil – Abstain; Commissioner Segarra – Abstain.

### EXECUTIVE DIRECTOR'S REPORT

**Revenue** – HUD subsidy for July, \$85,107; June, \$96,058.

### COVID Funding

PHA requested and received more than \$76,000 from HUD's Public Housing COVID funds in July.

AMP1-BT - \$40,468; AMP2 – DH/TK - \$35,887

- Approximately \$8,000 was used to purchase supplies for tenants, as well as PHA: hand soap, sanitizer, masks, shields, cleaning products, air purifiers, etc.
- Reimbursement for 50% of maintenance salaries while they were not working; 30-40 business days per person; \$68,840.

PHA still has available money in the Covid Funding for use.

**Other Revenue** – July, \$3,591; June, \$3,591.

**Tenant Charges**

Rent Charges for July, \$138,625; June, \$127,193.

Retro Rent (Unreported Income)/Adjustment, July, \$0; June, \$8,164.

Late Charges for July \$0; June, (\$2,546) – Credited for April

Total tenant charges for July, \$145,441; June, \$139,006.

Charges collected through July 5<sup>th</sup>, \$72,722; June 5<sup>th</sup>, \$81,821.

Total Collected for July \$130,278; June \$125,807.

Unpaid Tenant Balance for July \$15,163; June \$13,199.

All Outstanding Tenant Charges, July, \$345,921; June \$319,014.

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

Total expenses for June, \$210,446; July, \$270,988.

**Court Proceedings** – There were no court proceeding for March 2020 through July 2020 due to federal regulations regarding COVID-19. PHA does not expect court proceedings to commence this year due to the pandemic. Repayment agreements have been offered to 116 tenants, 6 responded and 3 have entered into a repayment agreement so far.

**Work Orders** – July 158, outstanding 2.

**Unit Turnovers** – There were 13 vacancies at the end of July; 3 leased August 1<sup>st</sup>; 10 remaining.

**Exterminations** – One bedbug extermination in July. The Executive Director gave a brief summation of the reasoning behind PHA keeping yearly records of bedbug exterminations.

**Tenants Account Receivable (TAR)** – At the end of July, 64 Bohlmann Towers residents owe \$171,469; 49 Dunbar Heights residents owe \$97,330; 20 Turnkey residents owe \$77,122.

Total past due for July, 138 residents (51%) owed \$345,921.

**Police Report**

**Police Activity PHA 7/04 - 07/10** - 36 visits to Bohlmann Towers, 23 routine; 41 visits to Dunbar Heights; 37 routine.

**Police Activity PHA 7/11 - 7/17** – 32 visits to Bohlmann Towers, 29 routine; 38 visits to Dunbar Heights, 36 routine.

**BOARD RESOLUTIONS** - Outstanding Board Resolutions for your consideration; Approval of February 2020 minutes; Approval of monthly bills February 2020 – June 2020.

The Executive Director gave a summation on why checks are signed by herself and a member of PHA staff. Chairman Kane agreed that paying bills/check signing should not be delayed.

**CAPITAL FUND PROGRAM – FIVE YEAR ACTION PLAN** – PHA has already submitted a Five-Year Plan which was previously Board approved, submitted and accepted by HUD. After the Five-Year Plan is accepted, HUD requires a Five-Year Action Plan summarizing PHAs anticipated expenditures of the 5 years of funding.

Chairman Kane asked if there were any questions on the Capital Fund Action Plan. The Board and the Executive Director discussed the 2020 anticipated projects, specifically the line item regarding the RAD Consultant and the future development of the sites.

Chairman Kane requested that a copy of the RAD report be sent to the new commissioners for review.

**Board Resolution Required.**

**BAD DEBT WRITE-OFFS**

PHA writes off bad debts at the end of each fiscal year. The debts are usually left by residents who are evicted, skipped or move out leaving a balance. All debtors are turned over to the collection agency.

**Board Resolution is required to write off \$89,541 for 2019.**

**DUNBAR HEIGHTS (DH) EXTERIOR BUILDING IMPROVEMENTS**

On July 7<sup>th</sup> the DH – Exterior Building Improvement project was advertised.

The results of the bids were as follows:

APS Constructing, Patterson, NJ	\$2,229,000; alternate bid \$360,000
Con-Tech Construction Carmel, NY	\$2,835,385; alternate bid \$367,700
King’s Capital Construction, Tarrytown, NY	\$3,306,513; alternate bid \$404,470

All bids were much higher than anticipated. PHA does not have enough funds to proceed. The architect is reviewing the bids and it is expected that PHA will have to modify the RFP and re-bid a portion of the intended project.

**RENT AND OTHER CHARGES**

Tenant rents continue to be adjusted according to reduced, lack or increased income due to returning to work. Even with stimulus checks and increased unemployment benefits, outstanding rent and other tenant charges increased dramatically in April and May. June’s outstanding balance was significantly lower although it still increased the outstanding rent bottom line.

Total outstanding balance:

November 2019	\$247,599
December 2019	259,388
January 2020	259,866
February 2020	258,892

March 2020	254,297
April 2020	274,326 Balance unpaid in April was \$20,565
May 2020	308,027 Balance unpaid in May was \$30,719
June 2020	319,014 Balance unpaid in June was \$13,199
<b>July 2020</b>	<b>345,921 Balance unpaid in July was \$15,163</b>

Total outstanding amount represents 138 households or 51% of PHA's total portfolio

Chairman Kane asked if there were any questions. Commissioner McNeil asked what happened to security. Ms. Croslan responded that the security company lost its insurance coverage for Bohlmann Towers, therefore could no longer provided services. The Board and the Executive Director further discussed the need for security and the cost it incurs.

Commissioner Segarra asked what guidelines there are for bringing in new tenants, are their finances looked into? Ms. Croslan responded that several things are checked, landlord references, work verification, HUD Debt Owed database (Employee Income Verification) as well as the recently obtained Work Number which is linked to Equifax for credit history. Ms. Croslan stated that the biggest obstacle in collecting delinquent rent is that the judge doesn't evict and tenants are aware of that.

Chairman Kane asked if there were any more questions regarding the Executive Directors report, the answer was no.

### **COUNSEL'S REPORT**

Attorney Klein stated that the court shut down in March, however daily directives are received either from the legislature, the governor, or the office of court administration regarding what we can and cannot do. At this time courts are assigned to be reopened. There was a statute passed a couple of months ago that stated courts were prohibited from evicting tenants during the Covid period which started in March and until the period ends. For those tenants that owed monies prior to the start of the period, we are still entitled to proceed. Example, if the tenant owed January and February and we were in court already, when courts open we are entitled to continue with our remedy for those periods of time even though they have not paid rent for the months after as well. I anticipate that the courts will be opening for landlord tenant in September for those pending cases.

I have spoken to the court and there are some problematic rules regarding filing paperwork with the court, verses servicing the tenant. I was told that they are not ready to deal with that aspect yet because they were still dealing with how to go about starting new cases. We do have a few cases that will need to be rescheduled in September from before the shut down and I anticipate hearing from the court as to how we are to deal with new cases going forward. There will be no evictions for people who haven't paid their rent during the covered period. This would apply to holdover cases as well which deal with lease violations. This could holdover till next year.

Commissioner McNeil asked what the Board can do to help tenants realize the importance of paying their rent. Is there an activity we can do, sending letters to educate the tenant? Chairman Kane responded that there's noting that the Board can do that he's aware of. HUD has programs regarding learning and understanding financial (Family Self Sufficiency) starting with paying your rent and you can grow and actually move out of here. The last time we offered it there was no takers at all. Keep in mind that there's a percentage of tenants that are out of work, that were working. We are in very new territory, we just have to wait and see what's actually going to happen on some of these things, I don't expect the courts to open up for tenant issues this year at all. From what I'm reading from other places may not be until October of next year. I'm open to listening to any ideas that would improve conditions for all of the tenants, Ms. Croslan is as well.

Commissioner Timms commented that he's been trying to get the tenants together to express issues and bring those issues to the Board, but he hasn't had any luck getting the tenants together.

Commissioner Hanson asked if tenants who lost some or all income have the ability to adjust their rent. Ms. Croslan responded, absolutely. Commissioner Hanson further stated that it seems like there's two issues, tenants not paying their rent and tenants who have the option to adjust the rent. Ms. Croslan responded, that is correct. Chairman Hansen asked are people not doing this? Ms. Croslan responded; they do and often still don't pay. Chairman Kane stated that makes it a smaller amount that they owe and it will increase when they go back to work. What's the percentage of tenants that have asked for an adjustment? Ms. Croslan responded, everyone eligible. Tenants know to come in for an adjustment; however, they may not come in when they go back to work which would lead to rent increase. Commissioner McNeil asked how many of those people were able to collect unemployment as a supplement. Ms. Croslan responded, if they weren't working, they're able to collect, but PHA couldn't include extra \$600 given by the government in the rent calculation. Commissioner McNeil asked if tenants who received a reduction and an extra \$600 a week still didn't pay? Ms. Croslan responded, that is correct, and they received a \$1200 stimulus check. Commissioner McNeil asked Commissioner Timms if they could possibly work together on a Tenant Association virtually? Chairman Kane stated that as Board members, we cannot create a Tenant's Association. Commissioner McNeil asked if Commissioner Timms could create a Tenants Association. Chairman Kane responded, Commissioner Timms is a member of the Board, and as far as he was concerned, he could not. Attorney Klein stated that Commissioner Timms could be a facilitator in no official capacity. Chairman Kane stated that we did have a Tenant's Association at one time and it was a wonderful thing, very helpful, I would like to see it again. Commissioner Hanson asked Commissioner McNeil if she was trying to create a civic responsibility around paying your rent, is that the idea? Commissioner McNeil responded, yes. Chairman Kane stated that the previous Board had plans to work on that and other things got in the way of doing it including Covid. Commissioner Hanson stated it seems like this is something worth pursuing, to your point, how can that be done in this particular moment in time because you can't have a big gathering of people, it seems like a big challenge. Ms. Croslan added that that's why HUD delayed the Tenant Commissioner election because you have to come into contact with people. Commissioner Hanson stated that we certainly could look in to what types of things could be successful in that realm so that we can have a sense of what needs to be put in place when we can start to gather people again. We can't do anything right now but we can plan. Chairman Kane stated that one of Commissioner Timms plans was to have a barbeque with the tenants which we never got off the ground, but that was a way of getting tenants together.

## **UNFINISHED BUISNESS**

**Chairman Kane asked Attorney Klein if the monthly bills March through June can be approved in one motion. Attorney Klein explained the process for doing so.**

### **Resolution 03/02/2020 – February 2020 – Monthly Bills**

Chairman Kane asked for a motion to vote for the approval of February Monthly Bills. Commissioner Timms made a motion and Commissioner McNeil seconded the motion. Chairman Kane asked if any discussion needed on the resolution, the response was no. The vote was as follows: Chairman Kane – Aye; Commissioner Timms – Aye; Commissioner Hanson – Aye; Commissioner McNeil – Aye; Commissioner Segarra – Aye.



### **Resolution C, D, E & F - Monthly Bills March 2020 through June 2020**

Chairman Kane asked for a motion to vote for C, D, E & F - Monthly Bills March 2020 through June 2020. Commissioner Segarra made a motion and Commissioner McNeil seconded the motion. Chairman Kane asked if there were any comments or concerns on the monthly bills, the response was no. The vote was as follows: Chairman Kane – Aye; Commissioner Timms – Aye; Commissioner Hanson – Aye; Commissioner McNeil – Aye; Commissioner Segarra – Aye.

### **Resolution B - Five-Year Capital Fund Action Plan**

Chairman Kane asked for a motion for Resolution B – Five-Year Capital Fund Action Plan. Commissioner Hanson made a motion and Commissioner McNeil seconded the motion. Chairman Kane asked if there were any comments or concerns on the Five-Year Capital Fund Action Plan, the response was no. The vote was as follows: Chairman Kane – Aye; Commissioner Timms – Aye; Commissioner Hanson – Aye; Commissioner McNeil – Aye; Commissioner Segarra – Aye.

### **NEW BUSINESS**

#### **Resolution 08/01/2020 – July 2020 – Monthly Bills**

Chairman Kane asked for a motion for Resolution 08/01/2020 – July Monthly Bills. Commissioner Segarra made the motion and Commissioner Hanson seconded the motion. Chairman Kane asked if there were any comments or concerns on the monthly bills for July, the response was no. The vote was as follows: Chairman Kane – Aye; Commissioner Timms – Aye; Commissioner Hanson – Aye; Commissioner McNeil – Aye; Commissioner Segarra – Aye.

#### **Resolution 08/02/2020 – Write off of uncollectable Tenants' Accounts Receivable Debt**

Chairman Kane asked for a motion to approve Resolution 08/02/2020 – Write off of uncollectable Tenants' Accounts Receivable Debt. Commissioner Segarra made a motion to approve as written and Commissioner McNeil seconded. Chairman Kane asked if there were any comments or concerns, the answer was no. The vote was as follows: Chairman Kane – Aye; Commissioner Timms – Aye; Commissioner Hanson – Aye; Commissioner McNeil – Aye; Commissioner Segarra – Aye.

### **TENANTS COMMENTS AND CONCERNS:**

Beth Woogan

1. Regarding RAD Consultant, I understood you to say that PHA isn't eligible is that correct?

**Chairman Kane stated, more specifically they (RAD Consultant) stated we wouldn't get anyone interested in doing it with us because of our financial situation; tenants not paying.**

2. In terms of security, was that Dunbar Heights as well or only Bohlmann Towers.

**Chairman Kane responded, only Bohlmann Towers, there's never been security at Dunbar Heights.**

3. What kind of security is available for Dunbar Heights, are there cameras?

**Chairman Kane responded, yes, we have cameras.**

4. When tenants are brought to court, are court fees attached to tenants rent to be paid.

**Attorney Klein responded that only rent is recoverable in a non-payment proceeding. Additional things such as, late charges and fees are not a basis for warrant of eviction.**

5. Have you been able to move people in since COVID-19 started?

**Ms. Croslan responded, yes.**

Robin Alpern

1. What is being done to find someone to fill the vacant tenant seat on the Board.

**Chairman Kane responded, presently nothing, we've been directed by HUD not to do anything for six months.**

2. Regarding security, at a previous meeting questions were raised that residents prefer a strong police presence and I'm happy to hear that residents say yes, we want that, however, I personally know who would not like to have a strong police presence. I remember the Board saying we can look into getting the tenants feelings on this and I get a strong feeling that never happened. I also want to point out as a community member, one of the larger issues here is that we live in a society that's a dangerous place. We have a huge problem in our country that those that are black and brown are perceived as criminals and dangerous. So, when you have this pattern of police frequently passing by, that communicates to our town that those are dangerous places. So, I think that for everybody's wellbeing, it bares looking into a way for the tenants to feel safe without being frequented by the police. I'm not asking you to answer I just wanted to offer those reflections.

**Chairman Kane responded that when you were here a year ago, the police chief did state that it was not that they were getting more visits, it was just that patrols were being reported to the Executive Director. If you were to count the number of times patrol cars went through Society Hill, that number would be the same. There was also talk of enforcing the marijuana laws at that meeting as well.** Ms. Alpern responded that she's hearing that the Board wanted a strong presence at the meeting a year ago and today. **Commissioner Kane responded, that's not what the Board is saying, you misunderstood.**

3. There's an activist group that is very concerned with the lack of PHA Board Meetings. In our investigations it didn't seem like there was any reason that the meetings couldn't be held virtually. I don't know that tenants would attend a virtual meeting but perhaps they would. We were told by the Board that HUD doesn't allow it, however when we looked into it, we couldn't find any sign that HUD would not permit it. That's water under the bridge, however, what concerns me is that we are still in this particular time. Is the Board making accommodations for tenants who would like to participate and share their concerns and questions but do not want to be in this room.

**Chairman Kane responded that there's been no publication of accommodations but I can tell you personally that the tenants don't have an issue calling me and letting me know what their concerns are and shouldn't have a problem going to the office and expressing their concerns as well. The staff knows what their concerns are. That's something that we can look into and consider for next month's meeting.**

**Commissioner McNeil stated that we should probably come up with a plan in case everything does shut down again, HUD is not in disagreement with virtual meetings. I know for myself**

having to be apart for 5-6 months is a bit much. If we could have something in place that would be good. Tenants cannot call me because they don't know who I am. Chairman Kane responded you are listed on the website. Commissioner McNeil asked if her phone number was listed there. Chairman Kane responded, no but they do know that you're a commissioner. Chairman Kane further stated that HUD did not say that they did not want virtual meetings, they said they wanted it to be available for the majority. The fact is the majority will not be able to attend a virtual meeting, that's just the facts. Commissioner McNeil responded how do we know that unless we try. Ms. Alpern added that, even tenants who are income compromised manage to have phones that would accommodate Zoom. I'm curious to know why you think the majority would not attend.

Attorney Klein stated that part of the issue is that HUD stated they would be setting up guidelines for the purpose of having meetings. We asked them to provide those guidelines and received no response. That doesn't mean that the Board can't see about the possibilities of having a virtual meeting at this point.

Commissioner Segarra stated that Rotary Meetings are all virtual and could work but we need the proper platform in place to have it work properly.

Chairman Kane stated that the majority of the tenants that come to our meetings do not have the ability to go on Zoom. We don't have these meetings for tenants to attend that are happy. We have our meetings for the tenants to attend that are not happy or having an issue. We are supposed to be serving the tenants who need our help not the ones who are paying their bills on time, and are able to grow further from debt. When City Hall has zoom meetings, the council are on those meetings. There are very few people attending those meetings, you know this, you pay attention.

Commissioner McNeil stated she'd like to see for herself. If there's a shut down again something should be in place to make an effort and not just assume that we can't help someone navigate or that they aren't savvy enough to do so. I'd rather empower someone than assume based on where they are living. Chairman Kane responded it's not based on where they are living, I know these tenants and I've served on this Board, I know them. When they come in it's not the first time I've met them. Commissioner Hanson added that if it's a choice of doing Zoom or not meeting at all, we should try to have a meeting and help those who cannot access if they want to attend. Another thing about Zoom is that you can actually just call in and listen, that would be the other option for someone who cannot figure out the video portion of it. Anyone barring a hearing disability can call in and listen.

4. The suspension for bringing in a Tenant Commissioner, is that for anyone applying or just tenants.

Ms. Crosland responded that the City Manager appoints the Board Members, there's no election. It only applied to Tenant Commissioners. Chairman Kane added, it's because they would need to go out and petition. It's an elected position not appointed.

Chairman Kane asked if there were any other questions or concerns, the response was no.

#### **Adjournment:**

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

Meeting Ended at 8:13 PM

PEEKSKILL HOUSING AUTHORITY  
 BOARD OF COMMISSIONERS MEETING  
 September 17, 2020  
 EXECUTIVE DIRECTOR'S REPORT

FINANCIAL

Revenue	July	August
HUD Subsidy – Bohlmann (AMP 1))	42,325	42,325
HUD Subsidy – All other sites (AMP 2)	42,782	42,783
<b>Total HUD Operating Subsidy</b>	<b>85,107</b>	<b>85,108</b>
COVID Funding AMP1	40,468	0
COVID Funding AMP2	35,887	0
<b>Other Revenue– Non-Federal</b>		
Laundry Commissions	2,169	1,937
CAP Office	900	0
Health Center	740	740
Verizon	133	151
Refund from workers comp for injured worker payments	0	20,281
Interest	6	6
<b>Total</b>	<b>3,948</b>	<b>23,115</b>
<b>TENANT CHARGES</b>	<b>July</b>	<b>August</b>
Rent	138,625	126,641
Retro Rent (unreported income)/adjustment	0	3,456
Parking	1,890	1,890
Late Fees	0	0
Misc. (key cards, maintenance charges, legal fees)	801	55
Air Conditioners	4,125	4,290
<b>TOTAL TENANT CHARGES</b>	<b>145,441</b>	<b>136,332</b>
Collected from Tenants thru 5th	72,722	47,729
<b>Total Collected</b>	<b>130,278</b>	<b>147,702</b>
Unpaid Tenant Balance	15,163	(11,370)
Reclassification from TAR to Vacated TAR	507	0
Change in Prepaid rent	11,237	(8,541)
<b>All Outstanding Tenant Charges</b>	<b>345,921</b>	<b>326,010</b>

**BILLS PAID**

	July	August
Payroll (M)	76,695	75,910
Elevator (Q)	3,934	0
Exterminator (M)	1,599	2,494
Trash – Dumpsters	0	0
City Trash Collection (Q)	0	0
City Water (Q)	60,686	0
Sewer Tax (Semi-Annual)	0	0
Robison Fuel Oil (M)	2,319	3,256
Electric (M)	12,072	18,404
Gas (M)	4,468	3,783
Propane (M)	503	0
Legal – PHA Attorney (M)	3,000	3,000
Legal – Labor Attorney	0	0
Health Insurance/Dental Insurance(M)	29,579	27,451
Process Server – Evictions (M)	0	57
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	2,083	51,022
Credit Card (M)	4,333	0
Maintenance Supplies/Contracts(M)	10,983	14,043
Office Expenses (M)	2,290	4,980
PILOT	44,964	0
Lawsuit Deductibles	0	2,743
Security	0	0
Unit Turnover	0	0
Work Clothes Allowance	0	0
DH Parking Lot Repairs	11,480	0
<b>TOTAL EXPENSES</b>	<b>\$270,988</b>	<b>\$207,143</b>
<b>CAPITAL FUND PROJECTS</b>		
A/E Dunbar Heights Rear Porches/Entry Doors	\$0	\$21,000

**COURT PROCEEDINGS**

MONTH	# RESIDENTS	BALANCE	# PAID	AMOUNT PAID	COURT STIPS/COMMENTS
<b>January 2018</b>	12	25,031	10	20,266	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	9	7,754	2 Eviction 24,854
May	13	28,201	12	26,733	1 Stipulation
June	8	7,809	7	6,510	1 Eviction - 4,478
July	9	14,375	9	14,375	
August	10	13,088	10	13,088	
September	12	26,403	11	24,793	1 Eviction - 4,595
October	11	15,709	11	26,877	
November	11	18,102	11	18,102	
December	11	21,571	10	19,051	1 - Skipped 5,114
<b>January 2019</b>	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	9	14,256	1 - Eviction - 3,157
May	7	8,974	7	8,974	
June	1	3,061	1	3,061	
July	20	44,574	17	40,008	3 - Court
August	8	11,367	8	11,367	
September	4	1,639	4	1,639	
October	45	64,700	35	41,640	9 - Court, 1 - Skip 5,841
November	15	18,117	14	16,354	1 - Skipped 4,296
December	19	17,976	18	15,788	1 - Court
<b>January 2020</b>	16	18,860	16	18,860	
February	14	13,734	13	11,848	1 - Skipped - 3,207
March	0	0	0	0	
April	0	0	0	0	
May	0	0	0	0	
June	0	0	0	0	
July	0	0	0	0	
August	0	0	0	0	
<b>TOTAL</b>	<b>311</b>	<b>492,263</b>	<b>284</b>	<b>445,090</b>	<b>Outstanding Balance 47,173</b>
					<b>Skip/Evicted Balance 80,581</b>

**REPAYMENT AGREEMENTS**

<b>MONTH</b>	<b>AGREEMENTS</b>	<b>TOTAL AMOUNT</b>	<b>REMAINING AGREEMENTS</b>	<b>BALANCE</b>	<b>COMMENT</b>
<b>2018 January - June</b>	0	0	0	0	
July	2	8,301	1	1,689	1 Court - 1,709
August	3	27,850	1	10,487	1 Court - 1,161
September-November	0	0	0	0	
December	1	4,775	0	0	1 Court - 586
<b>2019 January - February</b>	0	0	0	0	
March	2	2,996	0	0	
April	0	0	0	0	
May	4	6,175	0	0	1 Court - 923, 1 Default
June	1	562	0	0	
July	0	0	0	0	
August	2	9,166	1	1,344	1 Court - 5,037
September	1	4,170	0	0	1 Court - 2,881
October	0	0	0	0	
November	3	8,148	1	4,490	
December	1	4,005	1	2,175	
<b>2020 January</b>	1	4,460	1	2,646	
February - March	0	0	0	0	
April	1	7,145	1	6,145	
May	2	8,164	2	7,558	
June - July	0	0	0	0	
August	1	11,953	1	11,453	
<b>TOTALS</b>	25	107,870	10	47,987	

**WORK ORDERS**

<b>MONTH</b>	<b>CALLS</b>	<b>COMPLETE</b>	<b>OUTSTANDING OR COMMENTS</b>
<b>January - 2019</b>	119	119	
February	88	88	
March	146	146	
April	119	119	
May	147	147	
June	155	155	
July	147	147	
August	161	161	
September	117	117	
October	144	144	
November	126	126	
December	98	98	
<b>January 2020</b>	94	94	
February	103	103	
March	114	114	
April	89	89	
May	139	139	
June	140	140	
July	158	158	
August	112	109	3

**UNIT TURNOVER**

SITE/UNIT	SIZE	VACANT	COMPLETE	LEASED	COMMENT
BT 1-B	1	05/05/20			
BT 1-H	0	01/27/20	03/25/20	04/01/20	
BT 2-A	0	04/08/20	06/26/20	08/01/20	
BT 3-R	3	08/26/19	10/09/19	03/04/20	
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	03/12/20	08/01/20	
BT 4-L	1	06/10/20			
BT 5-J	4	01/31/20	07/13/20		Leased 09/01/20
BT 6-D	4	02/27/20	08/14/20		
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-A	0	07/08/20	07/30/20	08/01/20	
BT 7-C	3	04/06/19	07/24/19	09/03/19	
BT 8-M	1	05/18/19	05/22/20	06/01/20	
BT 8-R	3	10/01/19	02/15/20	03/27/20	
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-A	2	08/05/20			
DH 7-C	2	08/26/19	09/26/19	11/20/19	
DH 11-A	2	04/01/20			
DH 13-E	2	06/02/20			
DH 17-A	2	11/04/19	02/06/19	03/27/20	
DH 22-B	2	02/20/20			
TK 1431A-5M	4	06/05/20			
TK 1431B-3M	1	07/15/20			
TK 1719B-1M	3	07/15/20			
<b>TOTAL VACANT</b>	<b>11</b>				

**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	0	
April	0	1	0	2	0	0	0	
May	1	0	1	1	0	2	0	
June	2	2	2	0	0	0	0	
July	0	0	2	1	1	0	1	
August	0	0	3	4	3	1	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	0		
<b>TOTAL</b>	<b>9</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>9</b>	<b>10</b>		
<b>COST</b>	<b>\$2,950</b>	<b>\$4,860</b>	<b>\$4,841</b>	<b>\$9,880</b>	<b>\$2,980</b>	<b>\$6,086</b>	<b>\$700</b>	



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

SITE	# Units	Late	Not At All	Past Due July 2020	Past Due Aug. 2020
Bohlmann Towers	144	(58) 61	(25) 25	67 owed \$171,469	70 owed \$174,371
Dunbar Heights	96	(49) 55	(22) 25	51 owed \$97,330	53 owed \$87,094
Turnkey	33	(23) 16	(11) 6	20 owed \$77,122	19 owed \$64,545
Totals	273	(130) 132	(58) 56	138 (51%) - \$345,921	142 (52%) - \$326,010

Parenthesis ( ) represents the previous month

**PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS**

PHA Activity Aug. 1-8, 2020	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	30	25	5*
Dunbar Heights	32	29	3*
*BT – Other (2 parking complaints, domestic, dispute, disorderly group)			
*DH – Other (domestic, investigation, wires down)			
PHA Activity Aug 22-28, 2020	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	34	29	5*
Dunbar Heights	31	28	3*
*BT – Other (2 noise complaints, 3 medical aids)			
*DH – Other (unwanted party, parking complaint, welfare check)			

**CAPITAL FUND SUMMARY**

Recap of Capital Funds for recently appointed Board members.

- 2013 324,881 (DH gas line, DH roof replacement, oil tank removal, Howard Street boiler)
- 2014 421,668 (DH roof, BT re-point mortar joints, 1431&1719 boilers)
- 2015 436,899 (DH roof replacement, TK roof replacement, BT Elevator upgrade)
- 2016 454,867 (DH, TK roof replacement, Snow equipment, Elevator work)
- 2017 476,315 (A&E Fees, TK Boiler, BT Unit doors, DH gas line, Physical Needs Assessment)
- 2018 734,124 (A&E Fees, Dunbar Heights gas work)
- 2019 771,174 (Obligated for DH rear porches and stairs; front and rear exterior doors)
- 2020 822,212 (Portion will be obligated for DH rear porches and stairs)

HUD regulations allow up to 20% of total capital funds for PHA’s operating budget which is transferred annually

**CAPITAL FUNDS CURRENTLY AVAILABLE**

Funding Year	Available Amount	Minus the Following	Available for Projects
2018	283,070	A&E 40,000	243,070
2019	771,174	Operating 154,230	616,944
2020	822,212	Operating 164,440	657,772
<b>TOTALS</b>	<b>\$1,876,456</b>	<b>\$358,670</b>	<b>\$1,517,786</b>

## PHA COMPLETED PROJECTS – ALL FUNDING SOURCES

### Bohlmann Towers

- ✓ replaced one set of kitchen cabinets (\$2,100)
- ✓ oil to gas conversion (\$46,106)
- ✓ energy management system (\$22,660)
- ✓ elevator brake coil (\$8,320)
- ✓ elevator interface board (\$6,879)
- ✓ elevator interface board (\$6,879) car two
- ✓ elevator full drive (\$21,485)
- ✓ apartment doors and exterior lighting (\$400,835)
- ✓ intercom system (\$5,895)
- ✓ boiler repairs (\$51,158)

**Total \$572,317**

### Dunbar Heights

- ✓ unit renovation (\$23,900)
- ✓ boiler replacement (\$340,000)
- ✓ roofs buildings A-J (\$640,883)
- ✓ exterior lighting (\$189,117)
- ✓ cathodic bags for oil tank (\$3,788)
- ✓ roofs buildings K,L,M (\$216,789)
- ✓ boiler repair (\$8,828)

**Total \$1,423,305**

### Turnkeys

- ✓ hot water heater, 1227 (\$2,825)
- ✓ boiler, 1227 (\$20,105)
- ✓ site improvements, 1431 & 1719 (\$725,707)
- ✓ playground surface, 1431 (\$24,965)
- ✓ roofs, all buildings (\$347,991)
- ✓ new boilers, 1431 & 1719 (\$271,596)

**Total \$1,393,189**

### PHA-wide

- ✓ security camera upgrade (\$44,804)
- ✓ New security camera surveillance system (\$99,900)
- ✓ Computer upgrades (\$6,715)
- ✓ Maintenance vehicles (\$56,675)

**Total \$208,094**

**GRAND TOTAL \$3,596,905**

PHA received supplemental funding from City of Peekskill's CDBG program, HUD's Safety and Security grants, Con Edison's rebate program, Westchester County Weatherization Program

**TOTAL \$929,345**

#### **HISTORY: BUDGET DEFICITS AND SURPLUS**

##### **DEFICITS:**

- 2012           \$ 427,628
- 2013           \$ 440,066
- 2014           \$ 478,792,321W (200,000 was interest on the \$1,087,000 judgement)

##### **SURPLUS:**

- 2015           \$ 80,901
- 2016           \$ 299,818
- 2017           \$ 306,647
- 2018           \$ 38,112

##### **DEFICIT:**

- 2019           \$ 101,629 (Security Contract, Unit Turnover Contract)
- 2020           \$190,232 (Security Contract)

#### **CHANGE IN HUD INSPECTION PROTOCOL**

For twenty years, HUD has inspected every asset management property in its portfolio using the Real Estate Assessment Center's (REACs) Uniform Physical Condition Standards (UPCS) program. HUD trains and contracts individuals/companies to perform the inspections.

The existing program is in the process of being overhauled and replaced by National Standards for the Physical Inspection of Real Estate (NSPIRE). HUD encouraged housing agencies to apply to participate in a 4,500 property-demonstration program to assist with creating new inspection standards for NSPIRE. PHA applied for and is accepted to participate in the demonstration program.

Why did we want to participate? HUD says it is because we are S.M.A.R.T.

##### **Set the standard**

- Collaborate with HUD to shape the new inspection standard through feedback and direct access to HUD decision makers

##### **Maintain our current score**

- No UPCS inspection during the demonstration, NSPIRE inspection score will be advisory

##### **Act now to get ahead**

- Be informed of the latest protocol while developing the model

##### **Retain current score**

- Current UPCS inspection score will be carried forward during the demonstration as we prepare for the new inspection and one NSPIRE inspection

##### **Train for the future**

- Focus groups, listening sessions, feedback directly to and from HUD, learn the new inspection software

HUD's goal is to simplify the inspection process and accurately reflect the physical conditions of "tax payer supported housing".

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

PHAS INDICATORS:

<b>Category</b>	<b>Max Score</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Financial	25	0	2	23	25	24	23
Physical	40	27	19	23	25	31	28
Management	25	17	17	21	21	21	17
Capital Fund	10	10	10	10	10	10	7
<b>PHAS Total Score</b>	<b>100</b>	<b>54</b>	<b>48</b>	<b>77</b>	<b>81</b>	<b>86</b>	<b>75</b>

**PHA Designation: STANDARD PERFORMER**

Respectfully Submitted,

P Holden Croslan

*Pat C*

Executive Director

# PEEKSKILL HOUSING AUTHORITY



Shaun Lemister, CPA  
Chief Financial Officer

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

## FINANCIAL REPORT

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5. Balance Sheet
6. Profit & Loss – Operating

# PEEKSKILL HOUSING AUTHORITY



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Chief Financial Officer

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## Chief Financial Officer's Report – August 2020

### Year-to-Date Financials –

Dwelling rents are under budget as tenants have most likely lost income due to the coronavirus. Other income is over budget due to a check from NYSIF (workers comp) for reimbursement for an employee using their sick time while out in the amount of \$20,280. Without this, other income would be under budget due to no late fees. Operating subsidy is under budget even with the extra COVID funding. This year has been much lower than expected. CFP operations will be under budget until PHA obligates 2020 capital funds. Then we will be able to draw down the operating portion.

Administrative salaries are over budget because of overtime to thoroughly review and update tenant files for compliance. Legal expenses are over budget due to lawsuit deductibles and labor issues.

Water and sewer are extremely over budget due to higher than expected quarterly water bills. Electricity is under budget so far during the summer months which is a good sign. Gas and oil are under budget due to the warmer months.

Maintenance labor and contracts are under budget. Materials are slightly over budget but are offset by the additional subsidy received for COVID related expenses.

Protective services are better than budgeted. The loss of the security contract will really help the current fiscal year. Due to security costs, PHA has adopted large budget deficits the last two years. HUD does not fund PHA's for security costs and we do not have a large enough surplus to absorb the costs.

Insurance is currently under budget. PILOT is over budget because PHA paid the first half of 2020 in July. Employee benefits should be under budget until December when the retirement contribution is paid. Collection losses will be under budget until they are written off at year end. Currently vacated tenant receivables are \$2,729 which is under budget.

## August Financial –

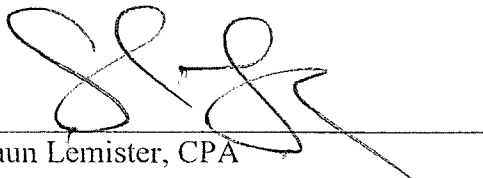
Rents and subsidy are extremely under budget for the month of August. Other income is over budget due to the NYSIF refund mentioned earlier. Legal expenses are over budget due to a lawsuit deductible. Electricity is over budget due to air conditioning. Overall, maintenance expenses are under budget. Insurance is over budget due to quarterly property and liability payments.

## 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 August were \$132,876. Total collected for August was \$147,701.98 which is a monthly cash flow surplus of \$14,825.98. In addition, two tenants were charged back rent for unreported income of \$3,455.83. Although it seems like a good collection month, three tenants paid a total of \$26,077 so rent was still underpaid for PHA as a whole.
2. One unit became vacant in August.
3. Number of tenants who paid late and not at all:
  - A. Bohlmann – 61 late/25 not at all
  - B. Dunbar Heights – 55 late/25 not at all
  - C. Turnkey – 16 late/6 not at all
4. 132 out of 273 (49%) paid late and 56 out of 273 (21%) did not pay at all.
5. Number of units that owe money at the end of the month:
  - A. Bohlmann – 70 out of 144 units (\$174,371.48)
  - B. Dunbar Heights – 53 out of 96 units (\$87,093.59)
  - C. Turnkey – 19 out of 33 units (\$64,544.97)
6. This means 142 units out of 273 (52%) still owes \$326,010.04 at the end of the month.

As of right now, PHA is having a favorable fiscal year due to the security contract being canceled and the extra coronavirus subsidy. The second half of the fiscal year always has greater expenses. The retirement contribution is due in December, heating costs increase and snow removal can get expensive with overtime. We will continue to monitor our expenses and hope our fiscal position stays on track.

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

**Peekskill Housing Authority**  
**Summary Operating Statement - Budget and Actual**  
**Five Months Ended August 31, 2020**

	Prior Year Year-to-Date Actual	Annual Budget (Dollars)	Annual Budget (PUM)	Year-to-Date Budget	Year-to-Date Actual	Variance - Favorable (Unfavorable)
<b>Revenue</b>						
Operating Receipts						
Dwelling Rentals	655,392	1,680,000	512.82	700,000	677,491	(22,509)
Nondwelling Rent	9,075	22,320	6.81	9,300	9,480	180
Interest Income	366	800	0.24	333	30	(304)
Other Income	49,070	100,000	30.53	41,667	53,639	11,972
HUD Operating Subsidy	547,651	1,335,000	407.51	556,250	538,687	(17,563)
CFP Operations Subsidy	0	140,000	42.74	58,333	0	(58,333)
Total Operating Receipts - Including HUD Contril	1,261,554	3,278,120	1,000.65	1,365,883	1,279,326	(86,557)
<b>Expenses</b>						
Operating Expenditures						
Administrative:						
Administrative Salaries	145,179	380,857	116.26	158,690	164,361	(5,671)
Legal Expense	17,040	43,000	13.13	17,917	23,945	(6,028)
Training	0	1,000	0.31	417	0	417
Travel	0	0	0.00	0	0	0
Accounting Fees	0	0	0.00	0	0	0
Auditing Fees	0	8,860	2.70	3,692	0	3,692
Telephone, Office Supplies, Miscellaneous	25,395	79,795	24.36	33,248	25,016	8,232
Total Administrative Expenses	187,614	513,512	156.75	213,963	213,323	641
Tenant Services:						
Contracts	0	0	0.00	0	0	0
Recreation	2,836	10,000	3.05	4,167	951	3,215
Total Tenant Services Expenses	2,836	10,000	3.05	4,167	951	3,215
Utilities:						
Water/Sewer	130,850	232,000	70.82	96,667	136,589	(39,922)
Electricity	65,727	185,000	56.47	77,083	63,176	13,907
Gas	49,417	160,000	48.84	66,667	42,382	24,284
Fuel	1,998	170,000	51.89	70,833	20,030	50,804
Total Utilities Expenses	247,993	747,000	228.02	311,250	262,177	49,073
Ordinary Maintenance & Operation:						
Labor-Maintenance	249,904	592,391	180.83	246,830	219,287	27,543
Materials - Maintenance	68,423	115,000	35.10	47,917	52,048	(4,132)
Maint Contract Costs	198,385	331,540	101.20	138,142	70,896	67,246
Total Maintenance Expenses	516,712	1,038,931	317.13	432,888	342,231	90,657
Protective Services:						
Contracts	82,770	205,000	62.58	85,417	18,372	67,045
Total Protective Services	82,770	205,000	62.58	85,417	18,372	67,045
General Expense:						
Insurance	111,457	238,800	72.89	99,500	111,434	(11,934)
Payments in Lieu of Taxes	38,279	95,530	29.16	39,804	44,964	(5,160)
Employee Benefit Contributions	167,872	526,006	160.56	219,169	182,530	36,640
Collection Losses	(1,807)	60,000	18.32	25,000	430	24,570
Total General Expenses	315,800	920,336	280.93	383,473	339,358	44,115
Nonroutine Items:						
Extraordinary Items	0	0	0.00	0	0	0
Total Operating Expenses	1,353,724	3,434,779	1,048	1,431,158	1,176,412	187,701
Net Income/(Loss)	(92,171)	(156,659)	(47.82)	(65,275)	102,914	168,189



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

<b>Revenue</b>	<b>Prior Year Month Actual</b>	<b>Annual Monthly Budget (Dollars)</b>	<b>Monthly Actual</b>	<b>Variance - Favorable (Unfavorable)</b>
Operating Receipts				
Dwelling Rentals	134,451	140,000	130,097	(9,903)
Excess Utilities	0	0	0	0
Nondwelling Rent	1,740	1,860	1,890	30
Interest Income	69	67	6	(61)
Other Income	5,981	8,333	27,454	19,120
HUD Operating Subsidy	137,515	111,250	85,108	(26,142)
CFP Operations Subsidy	0	11,667	0	(11,667)
<b>Total Operating Receipts - Including HUD Contril</b>	<b>279,756</b>	<b>273,177</b>	<b>244,555</b>	<b>(28,623)</b>
<b>Expenses</b>				
Operating Expenditures				
Administrative:				
Administrative Salaries	26,456	31,738	29,391	2,347
Legal Expense	3,670	3,583	5,743	(2,160)
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	4,701	6,650	6,432	218
<b>Total Administrative Expenses</b>	<b>34,828</b>	<b>42,793</b>	<b>41,566</b>	<b>1,227</b>
Tenant Services:				
Contracts	0	0	0	0
Recreation	2,704	833	0	833
	<b>2,704</b>	<b>833</b>	<b>0</b>	<b>833</b>
Utilities:				
Water/Sewer	0	19,333	0	19,333
Electricity	18,832	15,417	18,404	(2,987)
Gas	3,557	13,333	4,069	9,264
Fuel	4,199	14,167	0	14,167
<b>Total Utilities Expenses</b>	<b>26,588</b>	<b>62,250</b>	<b>22,473</b>	<b>39,777</b>
Ordinary Maintenance & Operation:				
Labor-Maintenance	37,398	49,367	41,125	8,242
Materials - Maintenance	11,965	9,583	10,597	(1,014)
Maint Contract Costs	13,819	27,628	4,620	23,008
<b>Total Maintenance Expenses</b>	<b>63,182</b>	<b>86,578</b>	<b>56,342</b>	<b>30,236</b>
Protective Services:				
Labor	14,952	0	0	0
Contracts	0	17,083	0	17,083
<b>Total Protective Services</b>	<b>14,952</b>	<b>17,083</b>	<b>0</b>	<b>17,083</b>
General Expense:				
Insurance	51,820	19,900	51,022	(31,122)
Payments in Lieu of Taxes	0	7,961	0	7,961
Employee Benefit Contributions	32,518	43,835	34,274	9,561
Collection Losses	(100)	5,000	(65)	5,065
<b>Total General Expenses</b>	<b>84,237</b>	<b>76,696</b>	<b>85,231</b>	<b>(8,535)</b>
Nonroutine Maintenance:				
Extra Ordinary Maintenance and Equipment	0	0	0	0
<b>Total Operating Expenses</b>	<b>226,491</b>	<b>286,232</b>	<b>205,612</b>	<b>80,620</b>
<b>Net Income/(Loss)</b>	<b>53,265</b>	<b>(13,055)</b>	<b>38,942</b>	<b>51,997</b>

Peekskill Housing Authority  
 Tenant Charges  
 August 2020

	Rent	Parking	Late Fees	AC	Other Charges	Prior AR	Total Charges	Amount Paid	W/O's, AJE's Moveouts	Current AR
Bohlmann	61,734.00	840.00		3,300.00	25.00	158,300.96	65,899.00	(58,933.90)	1,487.83	166,753.89
Dunbar	42,733.00	810.00			30.00	89,845.32	43,573.00	(53,909.08)	2,036.00	81,545.24
Turnkey	22,174.00	240.00		990.00		73,522.77	23,404.00	(34,859.00)		62,067.77
Totals	126,641.00	1,890.00	0.00	4,290.00	55.00	321,669.05	132,876.00	(147,701.98)	3,523.83	310,366.90

See Individual property sheets for details

Total Tenant Charges for August	132,786.00
Total Received from Reconciliation	(147,701.98)
Total Write-offs, Move outs & Adj.	<u>3,523.83</u>
Change in TAR for August	<u>(11,392.15)</u>

Prepaid

Bohlman	7,617.59
Dunbar	5,548.35
Turnkey	<u>2,477.20</u>

15,643.14

Total TAR	310,366.90
Prepaid	<u>15,643.14</u>

TAR 326,010.04

Prior Vacated TAR	2,729.32
Less anticipated write off	
Less Payments Received	
Current Vacated TAR	
Total Vacated TAR	<u><u>2,729.32</u></u>

**Peekskill Housing Authority**  
**Balance Sheet**  
 As of August 31, 2020

	Aug 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1111.2 Cash - Operating Account	47,138.60
1111.5 Cash - Payroll Account	8,979.68
1112 Chase - Nonfederal	667,269.46
1114 Security Deposit Fund	72,243.20
1117 Petty Cash Fund	1,000.00
<b>Total Checking/Savings</b>	796,630.94
<b>Other Current Assets</b>	
1122 TAR	326,010.04
1122.1 Vacated TAR	2,729.32
1123 Allowance for Doubt. Accts	-203,437.67
1125 AR HUD	20,800.03
1211 Prepaid Insurance	45,140.25
1260 Material Inventory	37,414.32
1261 Obsolete Inventory	-1,351.64
<b>Total Other Current Assets</b>	227,304.65
<b>Total Current Assets</b>	1,023,935.59
<b>Fixed Assets</b>	
1400.10 Leasehold Improvements	3,318,689.76
1400.12 Building Improvements	2,826,518.82
1400.3 CFP Unallocated	51,248.03
1400.5 Accumulated Depreciation	-21,699,290.81
1400.6 Land	131,611.00
1400.7 Buildings	20,428,882.13
1400.8 Equipment - Dwellings	2,272.00
1400.9 Equipment - Admin	911,327.67
<b>Total Fixed Assets</b>	5,971,258.60
<b>Other Assets</b>	
1420 Deferred Outflow of Resour	144,030.00
<b>Total Other Assets</b>	144,030.00
<b>TOTAL ASSETS</b>	<b>7,139,224.19</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	18,381.60
<b>Total Accounts Payable</b>	18,381.60
<b>Other Current Liabilities</b>	
2111 Accounts Payable	77,171.49
2114 Tenant Security Deposits	76,177.49
2117.3 Pension Payable	2,494.76
2135 Accrued Payroll	34,975.05
2136 Accrued Pension	20,618.00
2137 Payments in Lieu of Taxes	89,928.00
2138 Accrued Comp. Absences	73,077.35
2240 Tenant Prepaid Rents	15,643.14
<b>Total Other Current Liabilities</b>	390,085.28
<b>Total Current Liabilities</b>	408,466.88

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Accrual Basis

Peekskill Housing Authority

Balance Sheet

As of August 31, 2020

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	<u>Aug 31, 20</u>
Long Term Liabilities	
2134 Accrued OPEB	6,779,002.00
2140 Net Pension Liability	152,273.00
2400 Deferred Inflow of Resourc	85,188.00
	<hr/>
Total Long Term Liabilities	7,016,463.00
	<hr/>
Total Liabilities	7,424,929.88
Equity	
2803 Invested in Capital Assets	6,267,274.55
2807 Unrestricted Net Assets	-4,543,394.57
32000 Retained Earnings	-2,112,499.99
Net Income	102,914.32
	<hr/>
Total Equity	-285,705.69
	<hr/>
TOTAL LIABILITIES & EQUITY	<u>7,139,224.19</u>

**Peekskill Housing Authority**  
**Profit & Loss**  
 April through August 2020

	Apr - Aug 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	335,844.83
3110.2 Dunbar Heights	237,208.90
3110.4 Turnkey	104,437.00
<b>Total 3110 Dwelling Rental</b>	<b>677,490.73</b>
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	4,125.00
3190.2 Dunbar Heights	4,080.00
3190.4 Turnkey	1,275.00
<b>Total 3190 Nondwelling Rental</b>	<b>9,480.00</b>
3610 Interest on Gen. Fund Inv.	29.73
3690 Other Income	
3690.1 Laundry Room Income	11,363.53
3690.2 CAP Office Rent	3,600.00
3690.3 Health Center Rent	3,700.80
3690.4 Verizon Commission	686.36
3690.6 Late Fees	
Bohlmann Towers	-14.10
Dunbar Heights	-300.10
Turnkey	-2.50
<b>Total 3690.6 Late Fees</b>	<b>-316.70</b>
3690.7 Keycard BT	100.00
3690.8 Work Orders	
Bohlmann Towers	1,193.00
Dunbar Heights	596.00
Turnkey	110.00
<b>Total 3690.8 Work Orders</b>	<b>1,899.00</b>
3690.9 AC - BT	9,240.00
3690.9 Ac - TK	3,030.00
3690 Other Income - Other	20,335.67
<b>Total 3690 Other Income</b>	<b>53,638.66</b>
8020 Operating Subsidy	
8020.1 AMP 1	272,409.16
8020.2 AMP2	266,277.86
<b>Total 8020 Operating Subsidy</b>	<b>538,687.02</b>
<b>Total Income</b>	<b>1,279,326.14</b>
<b>Expense</b>	
4110 Administrative Salaries	164,361.10
4130 Legal Expense	23,945.16
4190.2 Membership Dues & Fees	995.00
4190.3 Telephone	2,159.99
4190.4 Collection Fees/Court Co	457.00
4190.5 Forms, Station. & Office	12,179.21
4190.6 All Other Sundry	5,477.81
4190.7 Admin. Service Contracts	3,747.40
4220.01 Other Tenant Services	951.48
4310 Water & Sewer	117,436.98
4310.9 Sewer Taxes	19,151.81
4320 Electricity	63,175.93
4330 Gas	40,608.90
4335 Propane	1,773.54
4340 Fuel	20,029.81
4410 Labor	219,286.66

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Accrual Basis

Peekskill Housing Authority

Profit & Loss

April through August 2020

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	Apr - Aug 20
4420 Materials	
4420.01 Supplies - Grounds	52,048.29
<b>Total 4420 Materials</b>	<b>52,048.29</b>
4430.1 Garbage & Trash Removal	21,695.00
4430.10 Alarm/Extinguish Contra	719.97
4430.11 Routine Maint Contracts	749.00
4430.12 Other Maint Contracts	20,180.00
4430.2 Heating & Cooling Contra	2,641.51
4430.4 Elevator Contracts	5,985.22
4430.5 Landscaping Contracts	9,450.00
4430.9 Exterminating Contracts	9,474.95
4480 Contract Costs - Security	17,622.00
4481 Security Camera Expense	750.00
4510.1 Insurance - Property	33,564.00
4510.2 Insurance - Liability	64,321.00
4510.3 Insurance - WC	9,001.46
4510.4 Insurance - Other	4,548.00
4520 Payments in Lieu of Taxes	44,964.00
4540.1 Employee Ben - Admin	63,520.91
4540.2 Employee Ben - Maint	119,008.73
4570 Collection Losses	430.00
<b>Total Expense</b>	<b>1,176,411.82</b>
<b>Net Ordinary Income</b>	<b>102,914.32</b>
<b>Net Income</b>	<b>102,914.32</b>

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**PEEKSKILL HOUSING AUTHORITY  
RESOLUTION APPROVING THE  
PAYMENT OF MONTHLY BILLS AS LISTED  
AUGUST 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 August 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 August 2020.

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

The vote is as follows:

<b>VOTE</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Chairman Michael Kane				
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: September 17, 2020

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

Date:

Peekskill Housing Authority  
Check Detail  
August 2020

Num	Date	Name	Memo	Account	Original Amount
ACH	08/04/2020	Con Edison	807 Main Heat	1111.2 Cash - Operating Account	-3,105.26
			807 Main Heat	4330 Gas	3,105.26
TOTAL					3,105.26
ACH	08/04/2020	Con Edison	807 Main Ent	1111.2 Cash - Operating Account	-494.83
			807 Main Ent	4330 Gas	494.83
TOTAL					494.83
ACH	08/04/2020	Con Edison	1227 Howard	1111.2 Cash - Operating Account	-113.22
			1227 Howard	4330 Gas	113.22
TOTAL					113.22
ACH	08/04/2020	Con Edison	1431 Park	1111.2 Cash - Operating Account	-34.70
			1431 Park	4330 Gas	34.70
TOTAL					34.70
ACH	08/04/2020	Con Edison	1719 Park	1111.2 Cash - Operating Account	-34.70
			1719 Park	4330 Gas	34.70
TOTAL					34.70
15807	08/06/2020	CSEA	union dues	1111.2 Cash - Operating Account	-308.56
8/5/20	08/04/2020		union dues	2117.7 CSEA Dues	308.56
TOTAL					308.56
15808	08/06/2020	DEC Office Solutions, Inc.	copier maint	1111.2 Cash - Operating Account	-39.63
172567	07/29/2020		copier maint	4190.5 Forms, Station. & Office	39.63
TOTAL					39.63
15809	08/06/2020	HD Supply Facilities Maintenance Ltd.	maint supplies	1111.2 Cash - Operating Account	-1,359.51
9183416993	07/21/2020		maint supplies	4420.01 Supplies - Grounds	1,359.51
TOTAL					1,359.51
15810	08/06/2020	Home Depot Credit Services	maint supplies	1111.2 Cash - Operating Account	-9,391.95
6/25/20-7/24/20	07/25/2020		maint supplies	4420.01 Supplies - Grounds	9,391.95
TOTAL					9,391.95
15811	08/06/2020	Katz & Klein, Esqs.	July 2020	1111.2 Cash - Operating Account	-3,000.00
JUL20	08/03/2020		July 2020	4130 Legal Expense	3,000.00
TOTAL					3,000.00
15812	08/06/2020	Lothrop Associates	A/E DH project	1111.2 Cash - Operating Account	-21,000.00
2263-015	06/30/2020		A/E DH project	1400.3 CFP Unallocated	21,000.00
TOTAL					21,000.00
15813	08/06/2020	Martin Lichtig	30 day notice	1111.2 Cash - Operating Account	-57.00
38832	07/24/2020		30 day notice	4190.4 Collection Fees/Court Co	57.00
TOTAL					57.00



Peekskill Housing Authority  
Check Detail  
August 2020

Num	Date	Name	Memo	Account	Original Amount
15814	08/06/2020	Pestech		1111.2 Cash - Operating Account	-600.00
826336	07/17/2020		roaches	4430.9 Exterminating Contracts	100.00
826346	07/17/2020		roaches	4430.9 Exterminating Contracts	100.00
526342	07/17/2020		roaches	4430.9 Exterminating Contracts	100.00
826465	07/17/2020		roaches	4430.9 Exterminating Contracts	100.00
826338	07/23/2020		bedbugs	4430.9 Exterminating Contracts	100.00
826925	07/23/2020		roaches	4430.9 Exterminating Contracts	100.00
TOTAL					600.00
15815	08/06/2020	Ready Refresh	office supplies	1111.2 Cash - Operating Account	-127.86
20G	07/21/2020		office supplies	4190.6 All Other Sundry	127.86
TOTAL					127.86
15816	08/06/2020	Robison Oil	696 Highland Ave	1111.2 Cash - Operating Account	-1,557.78
1443571	07/10/2020		696 Highland Ave	4340 Fuel	1,557.78
TOTAL					1,557.78
15817	08/06/2020	Staples Advantage		1111.2 Cash - Operating Account	-1,178.25
8059038600	07/18/2020		office supplies	4190.5 Forms, Station. & Office	889.98
8059107378	07/25/2020		office supplies	4190.5 Forms, Station. & Office	288.27
TOTAL					1,178.25
15818	08/06/2020	The Journal News	DH RFP Ad	1111.2 Cash - Operating Account	-1,198.00
4281447	07/26/2020		DH RFP Ad	1400.3 CFP Unallocated	1,198.00
TOTAL					1,198.00
ACH	08/06/2020	IRS	8/6/20 payroll	1111.5 Cash - Payroll Account	-10,199.60
			8/6/20 payroll	2117.4 FICA Payable	10,199.60
TOTAL					10,199.60
ACH	08/06/2020	NYS Income Tax	8/6/20 payroll	1111.5 Cash - Payroll Account	-1,808.21
			8/6/20 payroll	2117.2 NY State W/H	1,808.21
TOTAL					1,808.21
ACH	08/06/2020	NYS and Local Retirement Systems	July cont. and loan payments	1111.2 Cash - Operating Account	-2,524.62
			July cont. and loan payments	2117.3 Pension Payable	2,524.62
TOTAL					2,524.62
15819	08/20/2020	Ace Computer Services Corp.	tech support	1111.2 Cash - Operating Account	-330.00
5616	08/13/2020		tech support	4190.7 Admin. Service Contracts	330.00
TOTAL					330.00
15820	08/20/2020	Avaya Financial Services	phone system	1111.2 Cash - Operating Account	-138.23
36019467	08/05/2020		phone system	4190.5 Forms, Station. & Office	138.23
TOTAL					138.23
15821	08/20/2020	Central Sonitec Security Group	BT intercom system	1111.2 Cash - Operating Account	-1,247.40
35258	08/01/2020		BT intercom system	4190.7 Admin. Service Contracts	1,247.40
TOTAL					1,247.40
15822	08/20/2020	ChutePlus	BT chute cleaning	1111.2 Cash - Operating Account	-749.00
27734	07/17/2020		BT chute cleaning	4430.11 Routine Maint Contracts	749.00
TOTAL					749.00

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Peekskill Housing Authority  
Check Detail  
August 2020

Num	Date	Name	Memo	Account	Original Amount
15823	08/20/2020	CSEA	union dues	1111.2 Cash - Operating Account	-308.56
8/19/20	08/19/2020		union dues	2117.7 CSEA Dues	308.56
TOTAL					308.56
15824	08/20/2020	DEC Office Leasing	copier lease	1111.2 Cash - Operating Account	-114.00
69000200	08/08/2020		copier lease	4190.5 Forms, Station. & Office	114.00
TOTAL					114.00
15825	08/20/2020	Employee Benefits Division	Sept HI	1111.2 Cash - Operating Account	-27,450.70
555	08/10/2020		Sept HI	4540.1 Employee Ben - Admin	8,704.21
			Sept HI	4540.2 Employee Ben - Maint	18,746.49
TOTAL					27,450.70
15826	08/20/2020	Endicott Comm, Inc.	answering service	1111.2 Cash - Operating Account	-97.80
800522101	08/11/2020		answering service	4190.5 Forms, Station. & Office	97.80
TOTAL					97.80
15827	08/20/2020	HD Supply Facilities Maintenance Ltd.	maint supplies	1111.2 Cash - Operating Account	-317.00
9183888147	08/06/2020		maint supplies	4420.01 Supplies - Grounds	317.00
TOTAL					317.00
15828	08/20/2020	Housing Authority Risk Retention Group	liability insurance	1111.2 Cash - Operating Account	-32,159.00
HG105625	08/01/2020		liability insurance	4510.2 Insurance - Liability	32,159.00
TOTAL					32,159.00
15829	08/20/2020	Housing Authority Risk Retention Group	lawsuit deductibles	1111.2 Cash - Operating Account	-2,743.45
555073120	08/03/2020		lawsuit deductibles	4130 Legal Expense	2,743.45
TOTAL					2,743.45
15830	08/20/2020	Housing Insurance Services Inc.	property insurance	1111.2 Cash - Operating Account	-16,780.00
HP102463	08/01/2020		property insurance	4510.1 Insurance - Property	16,780.00
TOTAL					16,780.00
15831	08/20/2020	New York Power Authority	July 2020	1111.2 Cash - Operating Account	-18,404.46
88233	08/14/2020		July 2020	4320 Electricity	18,404.46
TOTAL					18,404.46
15832	08/20/2020	NYSIF	workers comp	1111.2 Cash - Operating Account	-2,083.13
58776339	08/01/2020		workers comp	4510.3 Insurance - WC	2,083.13
TOTAL					2,083.13
15833	08/20/2020	Peekskill Electric Motor	boiler motor	1111.2 Cash - Operating Account	-514.50
118405	07/28/2020		boiler motor	4420.01 Supplies - Grounds	514.50
TOTAL					514.50

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Peekskill Housing Authority  
Check Detail  
August 2020

Num	Date	Name	Memo	Account	Original Amount
15034	08/20/2020	Pestech		1111.2 Cash - Operating Account	-1,894.00
826927	07/30/2020		roaches	4430.9 Exterminating Contracts	100.00
831518	07/30/2020		roaches/mice	4430.9 Exterminating Contracts	100.00
831519	07/30/2020		roaches/mice	4430.9 Exterminating Contracts	100.00
831520	07/30/2020		roaches/mice	4430.9 Exterminating Contracts	100.00
831521	07/30/2020		bait boxes	4430.9 Exterminating Contracts	100.00
831762	07/30/2020		roaches/mice	4430.9 Exterminating Contracts	100.00
831768	07/30/2020		bait boxes	4430.9 Exterminating Contracts	100.00
831769	07/30/2020		bait boxes	4430.9 Exterminating Contracts	100.00
832478	08/06/2020		roaches/mice	4430.9 Exterminating Contracts	100.00
832479	08/06/2020		roaches/mice	4430.9 Exterminating Contracts	100.00
832480	08/06/2020		roaches/mice	4430.9 Exterminating Contracts	100.00
830001	08/24/2020		monthly	4430.9 Exterminating Contracts	794.00
TOTAL					1,894.00
15835	08/20/2020	Pitney Bowes Purchase Power	postage	1111.2 Cash - Operating Account	-1,756.50
8/3/20	08/03/2020		postage	4190.5 Forms, Station. & Office	1,756.50
TOTAL					1,756.50
15836	08/20/2020	Red Hawk Fire & Security	annual monitoring	1111.2 Cash - Operating Account	-395.00
3615725	07/06/2020		annual monitoring	4430.10 Alarm/Extinguish Contra	395.00
TOTAL					395.00
15837	08/20/2020	Robison Oil	696 Highland Ave	1111.2 Cash - Operating Account	-1,698.71
1445808	07/27/2020		696 Highland Ave	4340 Fuel	1,698.71
TOTAL					1,698.71
15838	08/20/2020	Sav-Mor Discount Auto Parts		1111.2 Cash - Operating Account	-68.66
476622	07/23/2020		equipment parts	4420.01 Supplies - Grounds	57.38
477597	07/28/2020		equipment parts	4420.01 Supplies - Grounds	11.28
TOTAL					68.66
ACH	08/20/2020	IRS	8/20/20 payroll	1111.5 Cash - Payroll Account	-10,054.30
			8/20/20 payroll	2117.4 FICA Payable	10,054.30
TOTAL					10,054.30
ACH	08/20/2020	NYS Income Tax	8/20/20 payroll	1111.5 Cash - Payroll Account	-1,770.28
			8/20/20 payroll	2117.2 NY State W/H	1,770.28
TOTAL					1,770.28