

PEEKSKILL HOUSING AUTHORITY
 BOARD OF COMMISSIONERS MEETING
 June 20, 2019

EXECUTIVE DIRECTOR'S REPORT

FINANCIAL

Revenue	April	May
HUD Subsidy – Bohlmann (AMP 1))	41,723	41,722
HUD Subsidy – All other sites (AMP 2)	47,683	47,683
Total HUD Operating Subsidy	89,406	89,405
Other Revenue– Non-Federal		
Laundry Commissions	2,430	0
CAP Office	0	0
Health Center	740	0
Verizon	141	143
Community Room Rental	120	0
Interest	74	78
Total	3,505	221

TENANT CHARGES	April	May
Rent	123,661	131,102
Retro Rent (unreported income)/adjustment	(2,955)	0
Parking	1,800	1,845
Late Fees	2,490	3,360
Misc (key cards, maintenance charges, legal fees)	186	1,260
Air Conditioners	0	0
TOTAL TENANT CHARGES	125,182	137,567
Collected from Tenants thru 5th	73,072	68,420
Total Collected	130,886	145,072
Unpaid Tenant Balance	(5,704)	(7,505)
Reclassification from TAR to Vacated TAR	(7,174)	0
Change in Prepaid rent	(1,253)	9,464
All Outstanding Tenant Charges	216,487	218,447

BILLS PAID

	April	May
Payroll (M)	68,885	105,001
Elevator (Q)	0	1,986
Unemployment (Q))	0	0
Exterminator (M)	800	2,913
Trash – Dumpsters	0	0
City Trash Collection (Q)	21,060	0
City Water (Q)	43,872	0
Sewer Tax (Semi-Annual)	36,321	0
Robison Fuel Oil (M)	14,297	27,755
Electric (M)	14,153	10,731
Gas (M)	19,799	13,930
Propane (M)	2,711	563
Legal – PHA Attorney (M)	3,755	3,070
Legal – Labor Attorney	301	0
Health Insurance/Dental Insurance(M)	24,930	25,057
Process Server – Evictions (M)	0	1,340
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	2,086	53,377
Credit Card (M)	0	12,272
Maintenance Supplies/Contracts(M)	10,605	10,421
Office Expenses (M)	2,824	4,463
PILOT	0	0
Lawsuit Deductibles	0	869
Security	14,952	18,690
Employee Medical Review	1,200	0
Work Clothes (A)	3,200	0
Unit Turnover	0	0
TOTAL EXPENSES	\$285,751	\$292,438
CAPITAL FUND PROJECTS		
Repositioning Task Order 1	\$0	\$4,000
Technology Upgrade (new computers & software)	\$0	\$6,715
BT Intercom	\$0	\$2,948

COURT PROCEEDINGS

MONTH	# RESIDENTS	BALANCE	# PAID	AMOUNT PAID	COURT STIPS/COMMENTS
January -2016	10	23,569	09	16,631	1 Eviction - 11,583
February	10	17,283	09	15,991	1 Eviction - 3,230
March	10	13,351	10	13,351	
April	09	17,086	07	16,726	2 Broken Stipulations (Court 12/2016)
May	11	24,643	10	22,361	1 Skipped - 5,705
June	10	14,263	09	13,037	1 Skipped - 3,191
July	09	11,895	09	11,895	
August	08	22,384	07	18,963	1 Skipped - 7,279
September	10	18,116	10	18,116	
October	09	16,726	09	16,726	
November	11	12,881	10	9,705	1 Eviction 6,067
December	13	27,789	11	21,915	1 Court, 1 Eviction – 6,279
January 2017	13	22,394	11	17,118	1 Eviction 6,204 - 1 Skip 4,406
February	11	24,300	10	20,101	1 Skipped 8,549
March	11	24,585	10	22,469	1 Skip - 2,808
April	09	10,053	09	10,053	
May	12	13,626	11	12,302	1 Eviction - 8,340
June	11	24,340	09	20,711	2 Evictions- 8,254
July	13	22,057	11	18,309	2 Evictions - 11,648
August	12	12,224	12	12,224	
September	10	21,416	10	21,416	
October	10	16,083	09	14,528	1 Eviction - 3,945
November	11	27,203	10	23,468	1 Skip - 3,735
December	13	16,117	13	16,117	
January 2018	12	25,031	09	16,632	1 Stip, 1 Skip - 8,062, 1 Eviction 7,222
February	11	24,937	10	18,290	1 Stipulation
March	11	22,437	11	22,437	
April	11	11,874	09	7,754	2 Eviction 24,854
May	13	28,201	10	24,802	3 Stipulations
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	10	20,877	1 – Court
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	30,876	1 – Stipulation
March	10	12,158	09	10,479	1 – Court
April	10	15,472	07	9,908	3 – Court
May	10	13,059	06	7,667	4 – 3 Day Notices
TOTAL	428	758,627	385	669,874	Outstanding Balance 88,753

REPAYMENT AGREEMENTS

MONTH	AGREEMENTS	TOTAL AMOUNT	REMAINING AGREEMENTS	BALANCE	COMMENT
2017 January	2	8,929	0	0	
February	2	3,795	0	0	
March	1	2,112	0	0	
April	3	5,092	0	0	
May	0	0	0	0	
June	0	0	0	0	
July	1	1,344	0	0	
August	0	0	0	0	
September	0	0	0	0	
October	1	6,138	0	0	1 Court Stip - 4,658
November	3	8,664	1	219	
December	0	0	0	0	
2018 January	0	0	0	0	
February - June	0	0	0	0	
July	2	8,301	1	2,919	1 Court – 1,709
August	3	27,850	2	14,612	1 Court – 1,161
September-November	0	0	0	0	
December	1	4,775	1	1,383	
2019 January	0	0	0	0	
February	0	0	0	0	
March	2	2,996	2	396	
April	0	0	0	0	
May	4	6,175	4	5,200	
TOTALS	25	86,171	11	\$24,729	

WORK ORDERS

MONTH	CALLS	COMPLETE	OUTSTANDING OR COMMENTS
January - 2018	129	129	
February	113	113	
March	112	112	
April	117	117	
May	129	129	
June	125	125	
July	127	127	
August	137	137	
September	88	88	
October	128	128	
November	114	114	
December	118	118	
January - 2019	119	119	
February	88	88	
March	146	146	
April	119	118	1

May	147	147	
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UNIT TURNOVER

SITE/UNIT	SIZE	VACANT	COMPLETE	LEASED	COMMENT
BT 1-R	0	07/31/18	10/02/18	10/04/18	
BT 1-Y	1	04/03/19	05/13/19	05/20/19	
BT 3-A	0	09/13/18	10/25/18	11/01/18	
BT 3-D	4	01/24/19	04/05/19	04/08/19	
BT 4-R	3	12/04/18			
BT 5-G	3	05/01/18	11/30/18	12/04/18	
BT 6-A	0	02/01/19			
BT 6-H	3	05/09/19			
BT 6-T	4	12/02/18	04/12/19	04/15/19	
BT 7-B	3	01/31/19	04/18/19		
BT 7-C	3	04/06/19			
BT 7-F	5	05/28/18	09/05/18	11/27/18	
BT 8-B	3	11/05/18	04/19/19	05/03/19	
BT 8-G	3	04/01/19			
BT 8-H	3	09/17/18	02/01/19	02/15/19	
DH 2-C	3	09/12/18	03/29/19	04/01/19	
DH 3-D	2	11/01/18	04/27/19	05/01/19	
DH 5-C	3	02/04/19			
DH 6-B	4	03/08/19			
DH 11-B	1	12/04/18	03/22/19		
DH 18-A	2	09/07/18	12/07/18	04/03/19	
DH 22-C	2	11/21/18	03/20/19	05/01/19	
DH 23-A	2	09/21/18	03/11/19	05/01/19	
TK 1431A-3M	1	11/21/18	01/31/19	02/01/19	
TK 1431B-4M	4	02/09/19	05/14/19	05/15/19	
TK 1719A-5M	4	01/07/19			
TOTAL VACANT	10				

EXTERMINATION SUMMARY – BEDBUGS - # Treatments

	2014	2015	2016	2017	2018	2019	Comments
January	0	2	0	1	0	3	
February	6	3	0	0	1	1	
March	0	1	0	0	3	0	
April	0	1	0	2	0	0	
May	1	0	1	1	0	2	
June	2	2	2	0	0		
July	0	0	2	1	1		
August	0	0	3	4	3		
September	0	4	2	3	0		
October	0	0	3	1	0		
November	0	0	0	1	1		
December	0	0	1	1	0		
TOTAL	9	13	14	15	9		
COST	\$2,950	\$4,860	\$4,841	\$9,880	\$2,980	\$3,640	

TENANT ACCOUNTS RECEIVABLE - LATE OR NO RENT PAYMENT

SITE	# Units	Late	Not At All	Past Due APR 2019	Past Due MAY 2019
Bohlmann Towers	144	(38) 55	(23) 22	75 owed \$114,322	80 owed \$107,770
Dunbar Heights	96	(33) 41	(22) 17	53 owed \$82,205	53 owed \$87,077
Turnkey	33	(12) 16	(5) 7	20 owed \$34,091	19 owed \$23,599
Totals	273	(83) 112	(50) 46	148 (55%) - \$216,487	152 (56%) - \$218,446

Parenthesis () represents the previous month

PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS

PHA Activity May 4-10, 2019	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	31	25	6*
Dunbar Heights	24	19	5*
*BT – Other (medical aid, altercation, dispute, escort, EDP, man down) *DH – Other (harassment, 2 motor vehicle incidents, 2 medical aids)			
PHA Activity May11-17, 2019	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	40	29	11 *
Dunbar Heights	21	20	1*
*BT – Other (2 domestics, dispute, 4 parking complaints, service call, welfare check, disorderly group, noise complaint) *DH – Other (parking complaint)			

NANCY VANN RESOLUTION

Resolution is attached for your review, comments, etc. and requires a vote. (ATTACHMENT 1)

WATER TESTING

An allegation was made that there was a problem with the water at Bohlmann Towers. I was asked to have the water tested. We contacted Westchester County Department of Labs and Research and were advised that city water was tested annually which was a good indicator that water past the curb is satisfactory. Owner testing was usually generated by an illness as there are numerous testings available. Since our testing request was not generated by any evidence that a problem existed, I requested testing for lead and the most common bacteriasar. Testings were conducted for all sites and the results follow:

“Attached are Lab Reports for potable water recently submitted to our laboratory. Your results are well below the lead action level of 15ug/L as established by the New York State Department of Health. A result of < LOQ indicates that no lead was detected in your sample.”

Attached are Lab Reports for potable water recently submitted to our laboratory. Results are absent/satisfactory for Total Coliform Bacteria. If you have any questions or need any other testing just let us know.

Complete Reports of Analysis are included for you information. (ATTACHMENT 2)

COMMISSIONER COMMITTEES FOR DISCUSSION

For discussion only; information is included regarding Commissioner Committees. (ATTACHMENT 3)

GRIEVANCE PROCEDURES / HEARING OFFICERS

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

PHA has a Grievance Procedure that was adopted by Board Resolution April 18, 2013. Section 4.0, Sub-section 4.2, Selection of a Hearing Officer states the following:

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

The Housing Authority shall submit a list of prospective hearing officers. This list shall be provided to any existing resident organization(s) for such organization’s comments or recommendations. The Housing Authority shall consider any comments or recommendations by a resident organization.”

Persons appointed as Hearing Officers may be an officer of the PHA or an employee of the PHA. A Resident is not precluded from being a Hearing Officer.

PHA is required to have an approved list of Hearing Officers to settle disputes. I, as Executive Director, can conduct informal Settlement of Grievance meetings in order to close disputes without a hearing but I cannot act as Hearing Officer for formal grievances when I make or approve the decision that generates the complaint.

Opinion from PHA’s attorney determined that no PHA staff should be a Hearing Officer

GREIVANCE PROCEDURE (POLICY)

Policy is posted on PHA’s website and is attached for you information. (ATTACHMENT 4)

MAY 2019 WORK ORDER LIST

A request was made for more information regarding work orders that might impact capital improvements. An itemized work order list for May 2019 is included for your review. (ATTACHMENT 5)

PHA YOUTH - AGES BY DEVELOPMENT

This information was requested regarding possibility of Boys and Girls Clubs’ administration of Kiley Center

Ages	Bohlmann	Dunbar	Turnkeys	Total
4-9	31	25	11	67
9-15	46	26	11	83
15-18	24	14	7	45
Totals	101	65	29	195

Resolution to negotiate with Boys and Girls Club regarding administration of Kiley Center requires a vote. (ATTACHMENT 6)

Respectfully Submitted,

P Holden Croslan

Pat C

Executive Director