

PEEKSKILL HOUSING AUTHORITY



P. Holden Croslan
Executive Director

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

Monthly Board Meeting

May 16, 2019

Bohlmann Towers Community Room

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PEEKSKILL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONTHLY MEETING
May 16, 2019
Bohlmann Towers – Community Room
807 Main Street, Peekskill, NY 10566

AGENDA

I. ROLL CALL

II. TENANTS' COMMENTS AND CONCERNS

III. APPROVAL OF PREVIOUS MONTHS MINUTES:

- a. Resolution 05/01/2019 – April 18, 2019 - Regular Meeting Minutes

IV. CORRESPONDENCE: None

V. EXECUTIVE DIRECTOR'S REPORT:

- a. Monthly Report – May 2019
- b. Financial Report – April 2019

VI. COUNSEL'S REPORT - None

VII. UNFINISHED BUSINESS

- a. Annual Meeting and Election of Officers

VIII. NEW BUSINESS:

- a. Resolution 05/02/2019 – Approval of April 2019 Monthly Bills
- b. Resolution 05/03/2019 – Approval of Pet Policy
- c. Resolution 05/04/2019 – Approval of Write-off March 1, 2018 – March 31, 2019
- d. Discussion on Boys and Girls Club RE: Kiley Center

IX. TENANTS' COMMENTS AND CONCERNS:

X. ADJOURNMENT

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING
APRIL 18, 2019 BOARD MEETING MINUTES
REGULAR SESSION**

WHEREAS, The Board of Commissioners have reviewed the minutes of April 18, 2019 public meeting; and

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

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Peekskill Housing Authority approve the minutes of April 18, 2019 public meeting.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Nancy Vann				
Vice-Chairman Michael Kane				
Commissioner Cynthia B. Knox, Esq.				
Commissioner Joseph Schuder				
Commissioner Dwight H. Douglas				
Tenant Commissioner Mishiba Taylor				
Tenant Commissioner Duane Timms				

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

Effective: May 16, 2019

P. Holden Crosland, Executive Director

Date:



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Executive Director

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**PEEKSKILL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONTHLY BOARD MEETING MINUTES
APRIL 18, 2019**

ROLL CALL:

Commissioner Vann, Chairman
Commissioner Kane, Vice Chairman
Commissioner Knox, Esq.
Commissioner Schuder
Commissioner Douglas
Commissioner Taylor, Tenant – **7:13 Excused Herself**
Commissioner Timms, Tenant

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

TENANTS COMMENTS AND CONCERNS:

No Comments.

APPROVAL OF MINUTES

Resolution No. 04/01/2019 – Approval of March 21, 2019 – Regular Meeting Minutes

Chairman Vann asked if there were any questions or comments on the previous month's minutes, the response was no. Commissioner Douglas motioned to approve Resolution 04/01/2019 - March 21, 2019 - Regular Meeting Minutes. Commissioner Knox seconded the motion. The vote was as follows: Chairman Vann, Aye, Vice Chairman Kane – Abstain, Commissioner Schuder, Aye; Commissioner Taylor – Aye, Commissioner Knox – Aye, Commissioner Douglas, Aye, Commissioner Timms, Aye.

CORRESPONDENCE - None

EXECUTIVE DIRECTOR'S REPORT

Revenue – HUD subsidy for February, \$91,610; March \$89,405.

Other Revenue – February, \$6,843; March, \$2,552.

Tenant Charges

Retro Rent (Unreported Income) for February, \$5,604; March \$0.

Total rent charges for February, \$127,893, March \$130,159.

Total tenant charges for February, \$139,381, March \$136,009.

Charges collected through February 5th, \$62,299; March \$73,187.

Total charges collected for February \$138,614; March \$148,938.

Unpaid tenant balance, February, \$767; March (\$12,929).

Reclassification from TAR to Vacated TAR, February (\$18,066); March (\$22,382)

Change in prepaid rent, February, \$2,861; March \$361

All Outstanding Tenant Charges, March, \$265,568; March \$230,618

Chairman Vann ask if the increase in March rents were due to recertifications. Ms. Crosland answered, most likely.

Bills Paid –The Executive Director reviewed the February and March bills.

Total expenses for February, \$281,277; March, \$294,823.

Chairman Vann asked if the cost of propane reflected in the report would be the same every month. Ms. Crosland responded, it depends on when we get the bill. Chairman Vann asked that Ms. Crosland let her know what the monthly cost will be.

Commissioner Douglas asked if there was a reason \$0 was paid in February for the credit card. Ms. Crosland responded there was no payment for February due to the timing of bill received.

Chairman Vann requested a breakdown of the credit card charges.

Capital Fund Projects – Dunbar Heights Propane Conversion, February, \$86,308; March, \$118,642.
Dunbar Heights Fenced Propane Tanks, February, \$0; March \$11,890.

Court Proceedings – A total of 408 families have been processed since 2016 totaling \$722,269; 365 have paid \$632,734. Outstanding balance, \$89,535; skipped/evicted balance, \$155,548.

Commissioner Schuder asked if the court proceedings balance reflect the Reclassification from TAR to Vacated TAR; (\$22,382). Ms. Crosland responded, no, it reflects the skipped or evicted balance; uncollected monies.

Repayment Agreement – A total of 2 repayment agreements added for March; \$2,996.

Work Orders - March 146, Outstanding 5; February 88, Outstanding 6.

Unit Turnovers – At the end of March there were 16 vacancies; 3 were leased earlier this month; 3 completed and ready to be leased; 10 currently in the pipeline for turnover. Outside contractors have been hired to assist with vacancy turnovers.

Commissioner Knox asked what caused the recent vacancies. Ms. Crosland responded, tenants may have received Section 8 vouchers, transferred, skipped or given their 30-day notice and vacated.

Tenants Account Receivable (TAR) – Bohlmann Towers 48 tenants paid late; 19 not at all; 73 tenants owe \$114,322 by the end of March. Dunbar Heights 42 tenants paid late; 20 not at all; 553 tenants owe \$82,205 by the end of March. Turnkey 20 tenants paid late; 6 not at all; 21 tenants owed \$34,091 by the end of March. Total past due for March, 147 residents (54%) owed \$230,618.

Police Report

Police Activity PHA 3/09 - 3/15 - 29 visits to Bohlmann Towers, 23 routine; 29 visits to Dunbar Heights, 23 routine.

Police Activity PHA 3/23 – 3/29 - 34 visits to Bohlmann Towers, 31 routine; 25 visits to Dunbar Heights; 24 routine.

Commissioner Schuder asked if every call is documented. Ms. Croslan responded, yes she receives a weekly report. Commissioner Schuder asked if the housing authority is updated on how these situations were resolved. Ms. Croslan responded, no, it's not necessary.

Bohlmann Towers Boiler Repair

Quotes requested to repair BT boiler leak; the results were as follows:

Peak Performance and Services, Inc. recommended Replacement	\$132,000
Anthony M. Notaro Plumbing and Heating, Inc.	\$ 31,500
Markley Mechanical	\$ 26,700

PHA awarded the contract to Markley Mechanical for \$26,700.

Smoke/Carbon Monoxide Detectors

Smoke/Carbon monoxide detectors are installed in all Bohlmann Towers and Turnkey Units. Maintenance is currently in the process of installing Smoke/Carbon monoxide detectors in Dunbar Heights units as well. While in the units, maintenance will assure that unused gas lines behind the stoves, created during the propane conversions, are capped.

Statutory Change to PHA Procurement Policy/Procurement Policy Amendment

HUD is allowing grant recipients to implement statutory changes to Micro Purchase and Simplified Acquisition Thresholds for Financial Assistance effective June 20, 2018. Specifically, this increases PHAs micro-purchase threshold from \$3,500 (PHA is increasing from \$2,000) to \$10,000; only one quote required for procurement and the simplified acquisition threshold from \$100,000 to \$250,000; three quotes required.

A Board resolution is required.

Draft - Parking Policy

As requested by a member of the Board, a Parking Policy has been drafted for your review. If there are any additions, deletions or modifications they can be added, if there are no modifications, a Board resolution is required.

Commissioner Schuder asked how the tenants will be notified of the Parking Policy; will it be posted. Ms. Croslan responded, a copy of the Parking Policy will be mailed to each tenant.

Commissioner Douglas commented that the Parking Policy allows tenants to have more than one parking space and inquired as to how many spaces there are at the various sites. Ms. Croslan responded, she did not know and that not every tenant owns a car. Occasionally we have a waiting list for parking but not at this time. Commissioner Douglas asked Ms. Croslan to let him know the number of parking spaces at Dunbar Heights and Bohlmann Towers.

Dunbar Height Electrical Reimbursement

Four tenants submitted documentation for electric reimbursement:

- Two tenants were asked to provide additional monthly bills and have not, thus far, submitted them
- One tenant has consistent rate payment plan and PHA calculation was based on actual usage. Determined no change in usage, no reimbursement due
- One tenant's bills indicated increased usage and she will receive approximately \$20 for each month of increase due to toaster oven/dual burner electric cook top usage

Bohlmann Towers Intercom System

The intercom system at BT has been inoperable for several months. There is no repair for the current system and in order to replace what exists, the entire building would have to be rewired in order to be warranted by the installer. Additionally, this type of system is already obsolete.

A new system, currently being considered, would require a telephone (cell or land line) in order to access the intercom. In order to move forward, PHA sent notices to each tenant inquiring if they have a phone. Tenants were asked to only respond to the office if they did not have either a cell phone or land line in the unit. No tenants responded that they did not have a phone so PHA solicited quotes for a new intercom system to:

Replace existing intercom with telephone dialer entry system. This system will call the tenant on their phone; land line or cell. Quality of communication is excellent and operation to release door is identical to current system. The system is compatible with all cell, cable, Fios and land line phones. The entrance panel has an electronic name directory that is downloaded and easy to update. It displays names alphabetically with the push of a button.

Vice Chairman Kane asked what happens if the tenant has no phone. Ms. Croslan responded that not a single tenant responded that they did not have a phone and that there are agencies that will supply tenants with a phone.

Old equipment will be removed and disposed.

Quotes for this service:

Fleetwood Lock Co, Inc.	\$7,230
Talt Security	6,424
Central Sonitec Security Group	5,895

PHA accepted low-bidder, Central Sonitec Security Group, to install the new intercom system for \$5,895. Sonitec will provide digital telephone line and support for \$29.95 per month.

Commissioner Douglas asked if the Director could explain the way the system would work. Ms. Croslan asked Kristine to explain the system as it is the same system used in her building. Kristine explained that every tenant will be assigned a number, when guests enter that number, the tenant's phone will ring and caller ID displays "Lobby", tenant will then press the number 9 which will open the door to the building.

Vice Chairman Kane asked if the tenant could speak to person trying to enter the building. Kristine responded; I haven't tried that yet. **(Kristine has since tested the system, you can communicate with your guest through the phone.)**

Commissioner Schuder asked if we are sure that every has a phone. Ms. Croslan reiterated that tenants were asked to respond to the notice if they did not have a phone; no responses received. Chairman Vann stated that there are agencies that will give tenants a track phone.

Vice Chairman Kane asked what if the tenant gets a message to let someone in the building and they're not home. Ms. Croslan responded, that's up to the tenant they can let someone in from cell phone or landline.

Vice Chairman Kane asked, what if the tenant moves. Ms. Croslan responded, that their name and number would be removed from the system.

Ms. Croslan stated that Kristine likes the system very much and suggested it. Vice Chairman Kane asked Kristine if she uses the system with a landline. Kristine answered, no, I use my cell phone and further explained that the system can be used to let yourself in if you forget your keys, or your children if they forget their keys. Vice Chairman Kane commented, that was a good advantage that he didn't think about.

Commissioner Knox commented that this same system is used at Wesley Hall.

Notice That Maintenance Was In The Unit

Two work orders will be created for each request. One work order sheet will be left in the unit to serve as notification.

PHA Pet Policy

A request was made to send the Pet Policy to all tenants as a reminder of their pet ownership responsibilities. This will be a good opportunity to update the existing policy. The policy is enclosed for your review; additions, deletions, modifications and comments. All will be incorporated in the updated policy.

Commissioner Douglas suggested contacting Yonkers PHA for a copy of their Pet Policy to take a look at. Ms. Croslan stated that there is a tight Housing Authority network in this area; she can definitely call on them if need be.

Chairman Vann asked if there were any HUD requirements for the Pet Policy. Ms. Croslan responded, no.

FINANCIAL REPORT

Fiscal year ended March 31, 2019. The Executive Director made the following points:

- Utilities were higher than anticipated due to cost not usage.
- Protective services \$50,000; no budget line.
- Telephone, Office Supplies and Miscellaneous were over budget \$8,000 due to computer and software upgrades.

Commissioner Douglas confirmed that Capital Funds are not used for computers it's an expense. Ms. Croslan responded, that is correct, it's not a Capital Project.

Commissioner Douglas commented that the security cost and the DH Gas Project came from the capital budget and still PHA was over budget by \$37,320. Ms. Crosland responded, that is correct.

Ms. Crosland and Commissioner Douglas had further discussion regarding capital fund draw down as it relates to RAD, emergency projects, gas line replacement and the 5-year plan.

Commissioner Knox asked where we are in the 5-year plan. Ms. Crosland stated we are always 5 years, every year another year is added.

Commissioner Douglas asked for a copy of the 5-year plan. Ms. Crosland stated she would get the latest one to him, however we haven't updated it recently because we are considering RAD.

Commissioner Knox asked how the security firm was working out. Ms. Crosland stated that she hasn't received any serious complaints.

NEW BUSINESS

Resolution 04/02/2019 – Approval of March 2019 Monthly Bills

Commissioner Douglas made a motion to approve Resolution 04/02/2019 – March 2019 Monthly Bills and Vice Chairman Kane seconded the motion. Chairman Vann asked if there were any questions on the bills, the answer was no. The vote was as follows: Chairman Vann, Aye; Vice Chairman Kane, Aye; Commissioner Schuder, Aye; Commissioner Douglas, Aye; Commissioner Knox, Aye; Commissioner Timms, Aye; Commissioner Taylor – Absent.

Resolution 04/03/2019 – Approval of the Amendment to the Procurement Policy

Commissioner Douglas made a motion to approve Resolution 04/03/2019 – Amendment to the Procurement Policy and Vice Chairman Kane seconded the motion. Chairman Vann asked if there were any questions, the answer was no. The vote was as follows: Chairman Vann, Aye; Vice Chairman Kane, Aye; Commissioner Schuder, Aye; Commissioner Douglas, Aye; Commissioner Knox, Aye; Commissioner Taylor, Aye; Commissioner Timms, Aye; Commissioner Taylor, Absent.

Resolution 04/04/2019 – Approval of PHA Parking Policy

Chairman Vann asked for a motion to approve the Parking Policy. Commissioner Douglas made a motion to approve Resolution 04/04/2019 – Approval of PHA Parking Policy and Commissioner Schuder seconded the motion. Commissioner Douglas asked if there was a Peekskill towing company that could be used instead of Taconic Towing. Commissioner Knox responded that Taconic Towing is located in Peekskill on Highland Ave. There was further discussion between the Board, a Tenant and Ms. Crosland regarding ticketing versus towing, adequate and visible no parking signs, handicapped parking signs and no visitor parking. Chairman Vann asked if there were any further questions, the answer was no. The vote was as follows: Chairman Vann, Aye; Vice Chairman Kane, Aye; Commissioner Schuder, Aye; Commissioner Douglas, Aye; Commissioner Knox, Aye; Commissioner Timms, Aye; Commissioner Taylor, Absent.

Annual Meeting and Election of Officers

The Board had a detailed discussion regarding the Election of Officers and concluded that the vote would be postponed until the next meeting. Commissioner Schuder suggested that candidates should speak as to why they want to be elected to the position of Chairperson or Vice Chairperson so that the Board could make an informed decision before voting. Vice Chairman Kane made a motion to postpone the election until next month. Commissioner Knox seconded the motion. Commissioner Douglas suggested adding to

the motion that the current officers carry on until next month's election. Chairman Vann read Article III Section 2 of the By-Laws – Election and Term of Officers. Chairman Vann asked if there was any further discussion on the motion to postpone the election. Commissioner Schuder responded that he appreciates the postponement. Chairman Vann asked for a vote to postpone the elections until the next meeting. The vote was as follows: Chairman Vann, Aye; Vice Chairman Kane, Aye; Commissioner Schuder, Aye; Commissioner Douglas, Aye; Commissioner Knox, Aye; Commissioner Timms, Aye; Commissioner Taylor, Absent.

Commissioner Schuder asked what the Board needed to do in order to make changes in the structure of the commission, and make it a part of the next election; what would be the process if required. Chairman Vann responded that any changes in the By-Laws would have to be presented. Commissioner Douglas asked if it was the same process as the amendment made to the By-Laws for Tenant Elections. Ms. Croslan responded, yes. Chairman Vann read Article X, Amendment of the By-Laws and a portion of Article VI, Section 4, for further clarification.

Tenants Comments and Concerns:

Pauline Gilchrist

1. Clarified that HUD doesn't have a Pet Policy but PHA does. **Ms. Croslan responded, yes, we want to make the policy as clear as we can with fewer pages.**
2. Is the size and breed of dog in the policy. **Ms. Croslan responded, yes, however there's no size or breed limitation for service dogs.**
3. Screen doors and porches need to be in the 5-year plan. **Ms. Croslan responded that if we do another type of project, there will be no 5-year plan it will be rolled into the new project. Vice Chairman Kane added that PHA has been speaking with consultants and added that there are lots of different sources of money.**

Vanessa Agudelo

1. Are electric bills still being accepted and what are the specific months being considered? **Ms. Croslan responded, yes we are still accepting bills, however, she was not sure of the months. Vice Chairman Kane responded that the information was distributed and can also be found on the PHA website.**
2. Board package was not sent to her this month, can it be accessed on line. **Ms. Croslan responded that the package is on-line. Vice Chairman Kane commented that that's a great idea.**
3. Asked if she could be included on anything the Board feels would be helpful for the Council to know.

Lauren Sucich

1. The RAD consultant is to help with sources of monies. **Chairman Vann responded, yes.**

Adjournment

Chairman Vann made a motion to end the meeting and Vice Chairman Kane second the motion. The vote was as follows: Chairman Vann, Aye; Vice Chairman Kane, Aye; Commissioner Schuder, Aye; Commissioner Douglas, Aye; Commissioner Knox, Aye, Commissioner Timms, Aye. Commissioner Taylor; Absent.

Regular Meeting: Ended at 8:02 pm.

PEEKSKILL HOUSING AUTHORITY
 BOARD OF COMMISSIONERS MEETING
 May 16, 2019

EXECUTIVE DIRECTOR'S REPORT

FINANCIAL

Revenue	March	April
HUD Subsidy – Bohlmann (AMP 1))	41,722	41,723
HUD Subsidy – All other sites (AMP 2)	47,683	47,683
Total HUD Operating Subsidy	89,405	89,406
Other Revenue– Non-Federal		
Laundry Commissions	1,610	2,430
CAP Office	0	0
Health Center	740	740
Verizon	130	141
Community Room Rental	0	120
Interest	72	74
Total	2,552	3,505

TENANT CHARGES	March	April
Rent	130,159	123,661
Retro Rent (unreported income)/adjustment	0	(2,955)
Parking	1,785	1,800
Late Fees	3,300	2,490
Misc (key cards, maintenance charges, legal fees)	765	186
Air Conditioners	0	0
TOTAL TENANT CHARGES	136,009	125,182
Collected from Tenants thru 5th	73,187	73,072
Total Collected	148,938	130,886
Unpaid Tenant Balance	(12,929)	(5,704)
Reclassification from TAR to Vacated TAR	(22,382)	(7,174)
Change in Prepaid rent	361	(1,253)
All Outstanding Tenant Charges	230,618	216,487

BILLS PAID

	March	April
Payroll (M)	72,607	68,885
Elevator (Q)	0	0
Unemployment (Q))	0	0
Exterminator (M)	4,007	800
Trash – Dumpsters	635	0
City Trash Collection (Q)	0	21,060
City Water (Q)	0	43,872
Sewer Tax (Semi-Annual)	0	36,321
Robison Fuel Oil (M)	27,736	14,297
Electric (M)	14,076	14,153
Gas (M)	26,103	19,799
Propane (M)	1,502	2,711
Legal – PHA Attorney (M)	3,000	3,755
Legal – Labor Attorney	774	301
Health Insurance/Dental Insurance(M)	25,183	24,930
Process Server – Evictions (M)	765	0
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	2,260	2,086
Credit Card (M)	20,853	0
Maintenance Supplies/Contracts(M)	16,297	10,605
Office Expenses (M)	4,475	2,824
PILOT	0	0
Lawsuit Deductibles	0	0
Security	15,197	14,952
Retirement Contribution (A)	0	0
Medicare Part B Reimbursement	3,858	0
Employee Medical Review	0	1,200
Work Clothes (A)	0	3,200
GASB 75 Valuation (A)	3,000	0
Unit Turnover	52,495	0
TOTAL EXPENSES	\$294,823	\$285,751
CAPITAL FUND PROJECTS		
Dunbar Heights Propane Conversion	\$118,642	\$0
DH fence around propane tanks	\$11,890	\$0

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	17,814	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	23,968	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	17,728	1 Court
November	11	18,102	11	18,102	
December	11	21,57	08	20,387	2 Court, 1 Skipped 5,114
January 2019	0	0	0	0	0
February	12	34,017	11	30,876	1 Court
March	10	12,158	07	8,179	3 – Court
April	10	15,472	02	1,968	8 – 3 Day Notices
TOTAL	418	745,568	370	648,844	Outstanding Balance 96,724 Skip/Evicted Balance 155,548

REPAYMENT AGREEMENTS

MONTH	AGREEMENTS	TOTAL AMOUNT	REMAINING AGREEMENTS	BALANCE	COMMENT
2017 January	2	8,929	1	58	
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	3,180	1 Court – 1,709
August	3	27,850	2	14,912	1 Court – 1,161
September	0	0	0	0	
October	0	0	0	0	
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	669	
April	0	0	0	0	
TOTALS	21	79,996	8	\$20,421	

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	117	2

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			
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-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	04/20/19		Leased - 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		Leased - 05/01/19
DH 5-C	3	02/04/19			
DH 8-B	2	05/14/18	07/31/18	09/01/18	
DH 6-B	4	03/08/19			
DH 11-B	1	12/04/18	03/22/19		
DH 13-A	2	07/02/18	09/08/18	10/31/18	
DH 18-A	2	09/07/18	12/07/18	04/03/19	
DH 22-C	2	11/21/18	03/20/19		Leased - 05/01/19
DH 23-A	2	09/21/18	03/11/19		Leased - 05/01/19
TK 1431A-3M	1	11/21/18	01/31/19	02/01/19	
TK 1431B-4M	4	02/09/19			
TK 1719A-5M	4	01/07/19			
TOTAL VACANT	15				

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		
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	\$2,604	

TENANT ACCOUNTS RECEIVABLE - LATE OR NO RENT PAYMENT

SITE	# Units	Late	Not At All	Past Due MAR 2019	Past Due APR 2019
Bohlmann Towers	144	(48) 38	(19) 23	73 owed \$114,322	75 owed \$114,322
Dunbar Heights	96	(42) 33	(20) 22	53 owed \$82,205	53 owed \$82,205
Turnkey	33	(20) 12	(6) 5	21 owed \$34,091	20 owed \$34,091
Totals	273	(110) 83	(45) 50	147 (54%) - \$230,618	148 (55%) - \$216,487

Parenthesis () represents the previous month

PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS

PHA Activity April 6-12, 2019	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	36	31	5*
Dunbar Heights	25	21	4*
*BT – Other (parking complaints, domestic, missing person, larceny, medical)			
*DH – Other (dispute, disorderly, 2 noise complaints)			
PHA Activity April 20-26, 2019	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	35	29	6 *
Dunbar Heights	14	14	0*
*BT – Other (domestic, 2 medical, traffic stop, 2 disputes)			
*DH – Other (NA)			

MARCH 2019 YEAR-END FINANCIAL SUMMARY

INCOME	TOTALS
DWELLING RENT	
Bohlmann Towers (BT)	805,017
Dunbar Heights (DH)	533,897
Turnkeys (TK)	266,488
	1,605,402
NON-DWELLING RENT	
Bohlmann Towers	9,758
Dunbar Heights	8,850
Turnkeys	3,285
	21,893
Interest	1116.36
Laundry Room	21,136.19
CAP Office	9,900
HRHCare	8,796
Verizon Commission	1,882
Community Room Rental	405

Late Fees Bohlmann Towers	19,641	
Late Fees Dunbar Heights	15,140	
Late Fees Turnkeys	5,940	
		40,721
Entrance Key Cards (BT)		375
Work Orders Bohlmann Towers	2,781.72	
Work Orders Dunbar Heights	1,564.80	
Work Orders Turnkeys	160	
Work Orders - Other	215	
		4,121.52
AC Bohlmann Towers	8,955	
AC Turnkeys	3,525	
Other Income	24,225.01	
		124,561.05
Operating Subsidy AMP 1 (BT)	598,581	
Operating Subsidy AMP 2 (DH-TK)	658,099	
		1,256,680
TOTAL INCOME		3,009,652.41
EXPENSES		TOTALS
AdMin Salaries		339,197.61
Legal Expenses		45,377.30
Staff Training		900
Auditing Fees		8,860
Memberships/Dues		2,605.96
Telephone		7,599.21
Collection/Court Fees		10,062
Forms/stationery/office		17,578.05
All Other Sundry		18,530.32
Admin Service Contracts		18,611.26
Bank Fees		1,978.38
Other Tenant Services		13,110
Water/Sewer		164,846.38
Sewer Taxes		34,880.17
Electricity		209,110.48
Gas		149,549.37
Propane		5,164.38
Fuel		150,921.33
Labor		483,832.75
Supplies/Grounds		142,451.03
Garbage/Trash Removal		87,565
Alarm/Extinguisher Contracts		9,111.13
Routine Maintenance Contracts		13,926.04
Other Maintenance Contracts		52,611
Heating/Cooling Contracts		15,475.60
Elevator Contracts		16,165.34

Landscaping Contracts		27,100
Unit Turn Around Contracts		87,620
Plumbing Contracts		400
Exterminator Contracts		31,654.50
Security Contracts		47,591.70
Security Camera Expenses		895.30
Insurance - Property		69,068
Insurance - Liability		120,247
Insurance -WC		22,663.97
Insurance -Other		3,563
Payment in Lieu of Taxes		81,042
Employee Benefits - Admin		159,059.11
Employee Benefits - Maintenance		299,881.62
Collection Losses		-974.40
Casualty Losses		2,500
TOTAL EXPENSES		2,972,332.35
NET INCOME		37,320.35

CAPITAL FUNDING

2013 324,881 (DH gas line, DH roof replacement, oil tank removal, Howard Street boiler)
2014 421,668 (DH roof, BT repoint 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 Expended 217,758.30 for Dunbar Heights gas work; Balance 516,366.70
2019 767,328 New Award

Total Capital Funds available: \$1,283,665

Twenty percent of 2018 and 2019 Capital Funds (approximately \$300,290) will be transferred to PHA's operating budget.

HISTORY: BUDGET DEFICITS AND SURPLUS

DEFICITS:

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

SURPLUS:

- **2015 \$ 80,901 ACTUAL** (20,308 was projected)
- **2016 \$ 299,818 ACTUAL**
- **2017 \$ 306,647 ACTUAL** (69,964 Projected)
- **2018 \$ 38,112 ACTUAL**
- **2019 \$ 37,320 ACTUAL**

BAD DEBT WRITE-OFFS

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

The debts are left by tenants who leave the property with unpaid balances. These debts are deemed uncollectable when the debtor cannot be located or the cost of recovery will come close to or exceed the anticipated recovery cost. All debtors are turned over to a collection agency.

History of PHA rent write-offs:

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

TOTAL \$ 685,373

A Board resolution is required to write off uncollectable debt of \$89,541 for fiscal year ending March 31, 2019.

DRAFT PET POLICY AND PET REQUEST FORMS ARE INCLUDED FOR YOUR REVIEW, COMMENTS, APPROVAL AND RESOLUTION

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

TABLE OF CONTENTS

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

PEEKSKILL HOUSING AUTHORITY



Shaun Lemister, CPA
Chief Financial Officer

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

Chief Financial Officer's Report – April 2019

Year-to-Date Financials –

Dwelling rents are under budget. A large retro rent reduction and high number of vacancies contributed to the variance. Low laundry income and late fee revenue contributed to other income being under budget. PHA is waiting for the current year operating subsidy submission to be processed to see how much we will receive. For now, it is on a continuing resolution and will be conservative until 2019 subsidy is finalized.

Admin salaries are under budget. Three pay period months will even it out. All other administrative expenses are under budget for April.

Tenant Services is a small expense line and there are currently no expenses.

Water and sewer is extremely over budget. Quarterly water bills and annual sewer tax bills were paid in April. This will even out during the fiscal year. Gas expenses will reduce as we head into the warmer months.

Maintenance labor is under budget. Materials are over budget due to a large purchase of more smoke/carbon monoxide detectors. Contracts are over budget due to quarterly trash bills paid to the City of Peekskill.

Protective services are over budget due to the timing of the payments.

Insurance and PILOT are close to budget. Employee benefits are still under budget after the retirement contribution. Collection losses are written off during year end. Vacated tenant arrears on the TAR worksheet is an indicator of collection losses until they are written off and is currently at \$89,541 which is over budget.

General expenses are under budget. Insurance will be under budget until quarterly liability and property bills are paid. PILOT will be under budget until the calculation is finished and submitted to the City. Employee benefits will remain under budget until the retirement contribution is made in December. Collection losses will be written off at year end. For the month of April, PHA already had tenants vacate owing \$7,174 which would make it over budget

April Financial –

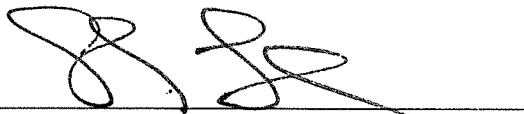
April is the first month of the fiscal year so all variance explanations are the same as the year to date.

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 April were \$128,137. Total collected for April was \$130,886 which is a monthly cash flow surplus of \$2,749. In addition, one residents account was retroactively reduced by \$2,955 due to a change in family composition.
2. 3 units became vacant in April.
3. Number of tenants who paid late and not at all:
 - A. Bohlmann – 38 late/23 not at all
 - B. Dunbar Heights – 33 late/22 not at all
 - C. Turnkey – 12 late/5 not at all
4. 83 out of 273 (31%) paid late and 50 out of 273 (19%) did not pay at all.
5. Number of units that owe money at the end of the month:
 - A. Bohlmann – 75 out of 144 units (\$108,692.91)
 - B. Dunbar Heights – 53 out of 96 units (\$83,434.35)
 - C. Turnkey – 20 out of 33 units (\$24,359.47)
6. This means 148 units out of 273 (55%) still owes \$216,486.73 at the end of the month.

April was a tough month financially. As noted earlier in the report, many expenses were due and revenue was less than expected. PHA will have the opportunity to increase revenue by drawing down two years worth of CFP operating subsidy. This will be an interesting fiscal year depending on how things work out regarding repositioning efforts.



Shaun Lemister, CPA

Peekskill Housing Authority
Summary Operating Statement - Budget and Actual
One Month Ended April 30, 2019

	Prior Year Year-to-Date Actual	Annual Budget (Dollars)	Annual Budget (PUM)	Year-to-Date Budget	Year-to-Date Actual	Variance - Favorable (Unfavorable)
Revenue						
Operating Receipts						
Dwelling Rentals	134,791	1,620,108	494.54	135,009	120,706	(14,303)
Nondwelling Rent	1,785	23,040	7.03	1,920	1,800	(120)
Interest Income	89	1,000	0.31	83	74	(9)
Other Income	7,222	100,000	30.53	8,333	6,107	(2,226)
HUD Operating Subsidy	160,430	1,188,000	362.64	99,000	89,406	(9,594)
CFP Operations Subsidy	0	120,000	36.63	10,000	0	(10,000)
Total Operating Receipts - Including HUD Contril	304,317	3,052,148	931.67	254,346	218,093	(36,252)
Expenses						
Operating Expenditures						
Administrative:						
Administrative Salaries	25,400	360,065	109.91	30,005	25,602	4,403
Legal Expense	3,230	47,000	14.35	3,917	3,431	486
Training	0	1,000	0.31	83	0	83
Travel	0	0	0.00	0	0	0
Accounting Fees	0	0	0.00	0	0	0
Auditing Fees	0	8,860	2.70	738	0	738
Telephone, Office Supplies, Miscellaneous	6,744	75,835	23.15	6,320	4,636	1,683
Total Administrative Expenses	35,374	492,760	150.42	41,063	33,670	7,393
Tenant Services:						
Contracts	0	0	0.00	0	0	0
Recreation	67	5,000	1.53	417	0	417
Total Tenant Services Expenses	67	5,000	1.53	417	0	417
Utilities:						
Water/Sewer	57,748	211,000	64.41	17,583	80,193	(62,610)
Electricity	19,245	220,000	67.16	18,333	13,201	5,132
Gas	15,750	135,000	41.21	11,250	20,222	(8,972)
Fuel	0	170,000	51.89	14,167	13,762	405
Total Utilities Expenses	92,743	736,000	224.66	61,333	127,378	(66,045)
Ordinary Maintenance & Operation:						
Labor-Maintenance	51,684	567,196	173.14	47,266	38,387	8,879
Materials - Maintenance	12,752	115,000	35.10	9,583	17,228	(7,645)
Maint Contract Costs	12,600	205,040	62.59	17,087	25,665	(8,579)
Total Maintenance Expenses	77,037	887,236	270.83	73,936	81,281	(7,345)
Protective Services:						
Contracts	1,198	200,000	61.05	16,667	18,690	(2,023)
Total Protective Services	1,198	200,000	61.05	16,667	18,690	(2,023)
General Expense:						
Insurance	1,745	235,600	71.92	19,633	2,086	17,547
Payments in Lieu of Taxes	0	90,710	27.69	7,559	0	7,559
Employee Benefit Contributions	36,131	511,488	156.13	42,624	34,293	8,331
Collection Losses	0	60,000	18.32	5,000	(268)	5,268
Total General Expenses	37,876	897,798	274.05	74,817	36,112	38,705
Nonroutine Items:						
Extraordinary Items	0	0	0.00	0	0	0
Total Operating Expenses	244,295	3,218,794	983	268,233	297,131	(26,875)
Net Income/(Loss)	60,022	(166,646)	(50.87)	(13,887)	(79,038)	(65,151)

Peekskill Housing Authority
 Tenant Charges
 April 2019

	Rent	Parking	Late Fees	AC	Other Charges	Prior AR	Total Charges	Amount Paid	W/O's, AJE's Moveouts	Current AR
Bohlmann	63,536.00	840.00	1,140.00		145.78	110,301.52	65,661.78	(60,503.00)	(10,129.00)	105,331.30
Dunbar	39,500.00	720.00	990.00		40.00	79,748.20	41,250.00	(39,330.85)		81,667.35
Turnkey	20,625.00	240.00	360.00			32,515.47	21,225.00	(31,052.00)		22,688.47
Totals	123,661.00	1,800.00	2,490.00	0.00	185.78	222,565.19	128,136.78	(130,885.85)	(10,129.00)	209,687.12

See Individual property sheets for details

Total Tenant Charges for April	128,136.78
Total Received from Reconciliation	(130,885.85)
Total Wire-offs, Move outs & Adj.	(10,129.00)
Change in TAR for April	<u>(12,878.07)</u>

<u>Prepaid</u>	
Bohlman	3,361.61
Dunbar	1,767.00
Furnkey	<u>1,671.00</u>
	6,799.61
Total TAR	209,687.12
Prepaid	<u>6,799.61</u>
TAR	<u>216,486.73</u>

Prior Vacated TAR	89,541.49	will be written off
Less write off		
Less Payments Received		
Current Vacated TAR	<u>7,174.00</u>	
Total Vacated TAR	<u>96,715.49</u>	

Peekskill Housing Authority

Balance Sheet

05/09/19

As of April 30, 2019

Accrual Basis

	<u>Apr 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1111.2 Cash - Operating Account	125,702.31
1111.5 Cash - Payroll Account	20,594.26
1112 Chase - Nonfederal	756,726.94
1114 Security Deposit Fund	72,370.70
1117 Petty Cash Fund	1,000.00
Total Checking/Savings	<u>976,394.21</u>
Other Current Assets	
1122 TAR	216,486.73
1122.1 Vacated TAR	7,174.00
1123 Allowance for Doubt. Accts	-184,494.76
1211 Prepaid Insurance	47,452.24
1260 Material Inventory	56,883.90
1261 Obsolete Inventory	-1,820.97
Total Other Current Assets	<u>141,681.14</u>
Total Current Assets	<u>1,118,075.35</u>
Fixed Assets	
1400.10 Leasehold Improvements	3,064,287.33
1400.12 Building Improvements	2,826,518.82
1400.3 CFP Unallocated	221,758.30
1400.38 CFP 2017	62,615.35
1400.5 Accumulated Depreciation	-20,669,151.20
1400.6 Land	131,611.00
1400.7 Buildings	20,363,001.13
1400.8 Equipment - Dwellings	2,272.00
1400.9 Equipment - Admin	862,234.72
Total Fixed Assets	<u>6,865,147.45</u>
Other Assets	
1420 Deferred Outflow of Resour	108,980.00
Total Other Assets	<u>108,980.00</u>
TOTAL ASSETS	<u><u>8,092,202.80</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	49,055.36
Total Accounts Payable	<u>49,055.36</u>
Other Current Liabilities	
2111 Accounts Payable	100,037.38
2114 Tenant Security Deposits	72,970.70
2117.3 Pension Payable	2,293.13
2135 Accrued Payroll	22,019.85
2136 Accrued Pension	18,905.00
2137 Payments in Lieu of Taxes	81,042.00
2138 Accrued Comp. Absences	74,072.32
2240 Tenant Prepaid Rents	6,799.61
Total Other Current Liabilities	<u>378,139.99</u>
Total Current Liabilities	<u>427,195.35</u>

6:32 AM

05/09/19

Accrual Basis

Peekskill Housing Authority

Balance Sheet

As of April 30, 2019

	<u>Apr 30, 19</u>
Long Term Liabilities	
2134 Accrued OPEB	676,872.00
2140 Net Pension Liability	192,397.00
2400 Deferred Inflow of Resourc	85,668.00
	<hr/>
Total Long Term Liabilities	954,937.00
	<hr/>
Total Liabilities	1,382,132.35
Equity	
2803 Invested in Capital Assets	5,845,187.12
2807 Unrestricted Net Assets	104,429.55
32000 Retained Earnings	839,491.58
Net Income	-79,037.80
	<hr/>
Total Equity	6,710,070.45
	<hr/>
TOTAL LIABILITIES & EQUITY	8,092,202.80
	<hr/> <hr/>

Peekskill Housing Authority

Profit & Loss

April 2019

05/09/19

Accrual Basis

	Apr 19
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	60,581.00
3110.2 Dunbar Heights	39,500.00
3110.4 Turnkey	20,625.00
Total 3110 Dwelling Rental	120,706.00
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	840.00
3190.2 Dunbar Heights	720.00
3190.4 Turnkey	240.00
Total 3190 Nondwelling Rental	1,800.00
3610 Interest on Gen. Fund Inv.	74.17
3690 Other Income	
3690.1 Laundry Room Income	2,430.10
3690.3 Health Center Rent	740.16
3690.4 Verizon Commission	141.17
3690.5 Comm. Room Rental	120.00
3690.6 Late Fees	
Bohlmann Towers	1,140.00
Dunbar Heights	990.00
Turnkey	360.00
Total 3690.6 Late Fees	2,490.00
3690.8 Work Orders	
Bohlmann Towers	120.78
Dunbar Heights	40.00
Total 3690.8 Work Orders	160.78
3690 Other Income - Other	25.00
Total 3690 Other Income	6,107.21
8020 Operating Subsidy	
8020.1 AMP 1	41,723.00
8020.2 AMP2	47,683.00
Total 8020 Operating Subsidy	89,406.00
Total Income	218,093.38
Expense	
4110 Administrative Salaries	25,602.43
4130 Legal Expense	3,431.00
4190.2 Membership Dues & Fees	200.00
4190.3 Telephone	655.61
4190.5 Forms, Station. & Office	2,103.73
4190.6 All Other Sundry	1,303.81
4190.7 Admin. Service Contracts	220.00
4190.8 Bank Fees	153.33
4310 Water & Sewer	43,872.29
4310.9 Sewer Taxes	36,321.17
4320 Electricity	13,201.44
4330 Gas	19,798.63
4335 Propane	422.94
4340 Fuel	13,762.01
4410 Labor	38,387.47
4420 Materials	
4420.01 Supplies - Grounds	17,228.26
Total 4420 Materials	17,228.26

6:32 AM

05/09/19

Accrual Basis

Peekskill Housing Authority

Profit & Loss

April 2019

	Apr 19
4430.1 Garbage & Trash Removal	21,060.00
4430.11 Routine Maint Contracts	600.00
4430.4 Elevator Contracts	1,986.39
4430.9 Exterminating Contracts	2,019.00
4480 Contract Costs - Security	18,690.00
4510.3 Insurance - WC	2,086.42
4540.1 Employee Ben - Admin	10,251.37
4540.2 Employee Ben - Maint	24,041.88
4570 Collection Losses	-268.00
Total Expense	297,131.18
Net Ordinary Income	-79,037.80
Net Income	-79,037.80

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

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

WHEREAS, The bills for the period April 2019 are listed in the Bills List (attached); and

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

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

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Peekskill Housing Authority approve payment of the bills as listed in the Bills List April 2019.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Nancy Vann				
Vice Chairman Michael Kane				
Commissioner Cynthia B. Knox, Esq.				
Commissioner Joseph Schuder				
Commissioner Dwight H. Douglas				
Tenant Commissioner Mishiba Taylor				
Tenant Commissioner Duane Timms				

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

Effective: May 16, 2019

P. Holden Croslan, Executive Director

Date:

Peekskill Housing Authority
Check Detail
April 2019

Num	Date	Name	Memo	Account	Original Amount
15083	04/04/2019	Ace Computer Services Corp.	server crash	1111.2 Cash - Operating Account	-550.00
5190	03/26/2019		server crash	4190.7 Admin. Service Contracts	550.00
TOTAL					550.00
15084	04/04/2019	Central Voice	answering service	1111.2 Cash - Operating Account	-177.36
190300522101	03/26/2019		answering service	4190.3 Telephone	177.36
TOTAL					177.36
15085	04/04/2019	City of Peekskill (cop)		1111.2 Cash - Operating Account	-21,060.00
2019341-2Q	04/01/2019		BT trash	4430.1 Garbage & Trash Removal	6,084.00
20193452Q	04/01/2019		DH trash	4430.1 Garbage & Trash Removal	11,700.00
20193472Q	04/01/2019		TK trash	4430.1 Garbage & Trash Removal	3,276.00
TOTAL					21,060.00
15086	04/04/2019	Con Edison		1111.2 Cash - Operating Account	-1,179.00
00037 9/1/18-3/27/19	03/25/2019		DH 2C	4320 Electricity	292.63
1103811/1/18-3/22/19	03/25/2019		DH 3D	4320 Electricity	168.29
000441/23/19-3/22/19	03/25/2019		DH 5C	4320 Electricity	95.71
00059 2/21-3/22/19	03/25/2019		DH 18A	4320 Electricity	39.01
0007410/1/18-3/22/19	03/25/2019		DH 22C	4320 Electricity	258.33
000369/28/18-3/22/19	03/25/2019		DH 23A	4320 Electricity	209.51
3003812/12/18-3/22/1	03/25/2019		DH 11B	4320 Electricity	115.52
TOTAL					1,179.00
15087	04/04/2019	CSEA	W/E 4/3/19	1111.2 Cash - Operating Account	-268.85
4/3/19	04/03/2019		W/E 4/3/19	2117.7 CSEA Dues	268.85
TOTAL					268.85
15088	04/04/2019	CSEA Employee Benefit Fund	dental/vision	1111.2 Cash - Operating Account	-1,141.38
APR19	04/01/2019		dental/vision	4540.1 Employee Ben - Admin	380.46
			dental/vision	4540.2 Employee Ben - Maint	760.92
TOTAL					1,141.38
15089	04/04/2019	DEC Office Solutions, Inc.	copier maintenance	1111.2 Cash - Operating Account	-38.46
133309	03/29/2019		copier maintenance	4190.5 Forms, Station. & Office	38.46
TOTAL					38.46
15090	04/04/2019	HOCON Gas	temporary propane tank DH	1111.2 Cash - Operating Account	-300.00
1022519	03/26/2019		temporary propane tank DH	4335 Propane	300.00
TOTAL					300.00
15091	04/04/2019	Home Depot Credit Services	maint supplies	1111.2 Cash - Operating Account	-6,933.16
2/25/19 - 3/25/19	03/26/2019		maint supplies	4420.01 Supplies - Grounds	6,933.16
TOTAL					6,933.16
15092	04/04/2019	Home Mason Supply Corp.		1111.2 Cash - Operating Account	-432.00
199495	03/25/2019		gravel	4420.01 Supplies - Grounds	144.00
199542	03/25/2019		gravel	4420.01 Supplies - Grounds	144.00
199537	03/25/2019		gravel	4420.01 Supplies - Grounds	144.00
TOTAL					432.00
15093	04/04/2019	Katz & Klein, Esqs.	small claims court	1111.2 Cash - Operating Account	-625.00
3/19/19	03/19/2019		small claims court	4130 Legal Expense	625.00
TOTAL					625.00

Peekskill Housing Authority
Check Detail
April 2019

Num	Date	Name	Memo	Account	Original Amount
15094	04/04/2019	Petty Cash		1111.2 Cash - Operating Account	-25.00
19-6	03/27/2019		tip for staff lunch	4190.6 All Other Sundry	5.00
19-7	03/28/2019		2 HVAHA lunches	4190.6 All Other Sundry	20.00
TOTAL					25.00
15095	04/04/2019	Security King International		1111.2 Cash - Operating Account	-7,476.00
214	03/25/2019		3/18/19 - 3/24/19	4480 Contract Costs - Security	3,738.00
215	04/01/2019		3/24/19 - 3/31/19	4480 Contract Costs - Security	3,738.00
TOTAL					7,476.00
15096	04/04/2019	Suburban Propane		1111.2 Cash - Operating Account	-2,300.80
3/14/19	03/14/2019		tank installations	4335 Propane	1,499.00
3/19/19	03/19/2019		propane	4335 Propane	801.80
TOTAL					2,300.80
15097	04/04/2019	The Journal News	3/21/19 board meeting ad	1111.2 Cash - Operating Account	-222.00
3435765	02/21/2019		3/21/19 board meeting ad	4190.6 All Other Sundry	222.00
TOTAL					222.00
15098	04/04/2019	UMC Medical	personnel issue	1111.2 Cash - Operating Account	-1,200.00
259554	03/18/2019		personnel issue	4540.2 Employee Ben - Maint	1,200.00
TOTAL					1,200.00
15099	04/04/2019	Nicole Smith	comm room refund	1111.2 Cash - Operating Account	-50.00
4/3/19	04/03/2019		comm room refund	3690.5 Comm. Room Rental	50.00
TOTAL					50.00
ACH	04/04/2019	IRS	4/4/19 payroll	1111.5 Cash - Payroll Account	-9,039.62
			4/4/19 payroll	2117.4 FICA Payable	9,039.62
TOTAL					9,039.62
ACH	04/04/2019	NYS Income Tax	4/4/19 payroll	1111.5 Cash - Payroll Account	-1,596.44
			4/4/19 payroll	2117.2 NY State WH	1,596.44
TOTAL					1,596.44
ACH	04/05/2019	Con Edison	807 Main Heat	1111.2 Cash - Operating Account	-13,366.47
			807 Main Heat	4330 Gas	13,366.47
TOTAL					13,366.47
ACH	04/05/2019	Con Edison	1719 Park	1111.2 Cash - Operating Account	-1,630.87
			1719 Park	4330 Gas	1,630.87
TOTAL					1,630.87
ACH	04/05/2019	Con Edison	1431 Park	1111.2 Cash - Operating Account	-1,474.64
			1431 Park	4330 Gas	1,474.64
TOTAL					1,474.64
ACH	04/05/2019	Con Edison	807 Main Ent	1111.2 Cash - Operating Account	-745.54
			807 Main Ent	4330 Gas	745.54
TOTAL					745.54
ACH	04/05/2019	Con Edison	1227 Howard	1111.2 Cash - Operating Account	-677.44
			1227 Howard	4330 Gas	677.44
TOTAL					677.44

Peekskill Housing Authority
Check Detail
April 2019

Num	Date	Name	Memo	Account	Original Amount
ACH	04/15/2019	Con Edison	709 Main	1111.2 Cash - Operating Account	-1,903.67
			709 Main	4330 Gas	1,903.67
TOTAL					1,903.67
	04/15/2019		Service Charge	1111.2 Cash - Operating Account	-153.33
			Service Charge	4190.8 Bank Fees	153.33
TOTAL					153.33
15100	04/18/2019	ABM Air Conditioning & Heating Inc.	Kiley heat	1111.2 Cash - Operating Account	-881.34
48338	01/29/2019		Kiley heat	4430.2 Heating & Cooling Contra	881.34
TOTAL					881.34
15101	04/18/2019	Ace Computer Services Corp.		1111.2 Cash - Operating Account	-1,165.00
5200	04/03/2019		monthly tech support	4190.7 Admin. Service Contracts	220.00
5213	04/15/2019		new computer	4190.5 Forms, Station. & Office	945.00
TOTAL					1,165.00
15102	04/18/2019	Artistic Glasswork	window repair	1111.2 Cash - Operating Account	-755.00
4/16/19	04/16/2019		window repair	4420.01 Supplies - Grounds	755.00
TOTAL					755.00
15103	04/18/2019	Avaya Financial Services	phone system	1111.2 Cash - Operating Account	-138.23
33321658	04/05/2019		phone system	4190.5 Forms, Station. & Office	138.23
TOTAL					138.23
15104	04/18/2019	Bond, Schoeneck & King, PLLC	labor issues	1111.2 Cash - Operating Account	-301.00
19775393	04/05/2019		labor issues	4130 Legal Expense	301.00
TOTAL					301.00
15105	04/18/2019	City of Peekskill (cpw)		1111.2 Cash - Operating Account	-43,872.29
472212/13-3/11/19	04/01/2019		1431 Park	4310 Water & Sewer	2,096.72
4723 12/13-3/11/19	04/01/2019		807 Main	4310 Water & Sewer	25,443.02
4724 12/13-3/11/19	04/01/2019		696 Highland Ave	4310 Water & Sewer	12,923.14
4764 12/12-3/10/19	04/01/2019		1719 Park	4310 Water & Sewer	2,043.51
4765 12/14-3/21/19	04/01/2019		1227 Howard	4310 Water & Sewer	1,365.90
TOTAL					43,872.29
15106	04/18/2019	City of Peekskill (Gas)	March gas usage	1111.2 Cash - Operating Account	-90.25
MAR19	04/03/2019		March gas usage	4420.01 Supplies - Grounds	90.25
TOTAL					90.25
15107	04/18/2019	City of Peekskill(cpt)		1111.2 Cash - Operating Account	-36,321.17
6261-2019	04/01/2019		709 Main	4310.9 Sewer Taxes	280.25
6313-2019	04/01/2019		1227 Howard	4310.9 Sewer Taxes	484.84
6321-2019	04/01/2019		1431 Park	4310.9 Sewer Taxes	1,524.59
6322-2019	04/01/2019		1719 Park	4310.9 Sewer Taxes	1,325.61
62282019	04/01/2019		696 Highland Ave	4310.9 Sewer Taxes	10,509.61
6353-2019	04/01/2019		807 Main	4310.9 Sewer Taxes	22,196.27
TOTAL					36,321.17
15108	04/18/2019	Con Edison	DH 2C	1111.2 Cash - Operating Account	-16.28
00037 3/22-4/3/19	04/04/2019		DH 2C	4320 Electricity	16.28
TOTAL					16.28
15109	04/18/2019	CSEA	W/E 4/17/19	1111.2 Cash - Operating Account	-291.83
4/17/19	04/17/2019		W/E 4/17/19	2117.7 CSEA Dues	291.83
TOTAL					291.83

**Peekskill Housing Authority
Check Detail
April 2019**

Num	Date	Name	Memo	Account	Original Amount
15110	04/18/2019	DEC Office Leasing	copier lease	1111.2 Cash - Operating Account	-114.00
63179951	04/06/2019		copier lease	4190.5 Forms, Station. & Office	114.00
TOTAL					114.00
15111	04/18/2019	Dylan Turner	work clothes allowance	1111.2 Cash - Operating Account	-400.00
2019	04/16/2019		work clothes allowance	4540.2 Employee Ben - Maint	400.00
TOTAL					400.00
15112	04/18/2019	Employee Benefits Division	May HI	1111.2 Cash - Operating Account	-23,788.44
539	04/08/2019		May HI	4540.1 Employee Ben - Admin	7,531.86
			May HI	4540.2 Employee Ben - Maint	16,256.58
TOTAL					23,788.44
15113	04/18/2019	Gerardo Pizarro	work clothes allowance	1111.2 Cash - Operating Account	-400.00
2019	04/16/2019		work clothes allowance	4540.2 Employee Ben - Maint	400.00
TOTAL					400.00
15114	04/18/2019	HD Supply Facilities Maintenance Ltd.	maint supplies	1111.2 Cash - Operating Account	-1,513.71
9171348721	04/03/2019		maint supplies	4420.01 Supplies - Grounds	1,513.71
TOTAL					1,513.71
15115	04/18/2019	Hudson Valley Assn. of Housing Authority	annual dues	1111.2 Cash - Operating Account	-200.00
2019	04/01/2019		annual dues	4190.2 Membership Dues & Fees	200.00
TOTAL					200.00
15116	04/18/2019	John Viera	work clothes allowance	1111.2 Cash - Operating Account	-400.00
2019	04/16/2019		work clothes allowance	4540.2 Employee Ben - Maint	400.00
TOTAL					400.00
15117	04/18/2019	Katz & Klein, Esqs.	March 2019	1111.2 Cash - Operating Account	-3,130.00
MAR19	04/05/2019		March 2019	4130 Legal Expense	3,130.00
TOTAL					3,130.00
15118	04/18/2019	Kristopher Travis	work clothes allowance	1111.2 Cash - Operating Account	-400.00
2019	04/16/2019		work clothes allowance	4540.2 Employee Ben - Maint	400.00
TOTAL					400.00
15119	04/18/2019	Michael Anderson	work clothes allowance	1111.2 Cash - Operating Account	-400.00
2019	04/16/2019		work clothes allowance	4540.2 Employee Ben - Maint	400.00
TOTAL					400.00
15120	04/18/2019	Michael Belanich	work clothes allowance	1111.2 Cash - Operating Account	-400.00
2019	04/16/2019		work clothes allowance	4540.2 Employee Ben - Maint	400.00
TOTAL					400.00
15121	04/18/2019	New York Power Authority	March 2019	1111.2 Cash - Operating Account	-12,958.13
75404	04/12/2019		March 2019	4320 Electricity	12,958.13
TOTAL					12,958.13
15122	04/18/2019	NYSIF	workers comp	1111.2 Cash - Operating Account	-2,086.42
56638853	04/01/2019		workers comp	4510.3 Insurance - WC	2,086.42
TOTAL					2,086.42

Peekskill Housing Authority
Check Detail
April 2019

Num	Date	Name	Memo	Account	Original Amount
15123	04/18/2019	Pestech		1111.2 Cash - Operating Account	-800.00
731684	03/28/2019		roaches	4430.9 Exterminating Contracts	100.00
731686	03/28/2019		mice	4430.9 Exterminating Contracts	100.00
731687	03/28/2019		bedbugs	4430.9 Exterminating Contracts	100.00
731688	03/28/2019		bedbugs	4430.9 Exterminating Contracts	100.00
731689	03/28/2019		roaches	4430.9 Exterminating Contracts	100.00
32062	04/04/2019		roaches	4430.9 Exterminating Contracts	100.00
732063	04/04/2019		bedbugs	4430.9 Exterminating Contracts	100.00
732068	04/04/2019		bedbugs	4430.9 Exterminating Contracts	100.00
TOTAL					800.00
15124	04/18/2019	Preston Whidbee	work clothes allowance	1111.2 Cash - Operating Account	-400.00
2019	04/16/2019		work clothes allowance	4540.2 Employee Ben - Maint	400.00
TOTAL					400.00
15125	04/18/2019	Ready Refresh	2/19/19 - 3/18/19	1111.2 Cash - Operating Account	-52.90
19C	03/20/2019		2/19/19 - 3/18/19	4190.6 All Other Sundry	52.90
TOTAL					52.90
15126	04/18/2019	Robison Oil		1111.2 Cash - Operating Account	-14,297.13
1345250	03/27/2019		696 Highland Ave	4340 Fuel	4,059.72
1345903	03/28/2019		696 Highland Ave	4340 Fuel	10,237.41
TOTAL					14,297.13
15127	04/18/2019	Security King International		1111.2 Cash - Operating Account	-7,476.00
216	04/08/2019		4/1/19 - 4/7/19	4480 Contract Costs - Security	3,738.00
219	04/15/2019		4/8/19 - 4/14/19	4480 Contract Costs - Security	3,738.00
TOTAL					7,476.00
15128	04/18/2019	Stephen Hamilton	work clothes allowance	1111.2 Cash - Operating Account	-400.00
2019	04/16/2019		work clothes allowance	4540.2 Employee Ben - Maint	400.00
TOTAL					400.00
15129	04/18/2019	Suburban Propane	DH propane	1111.2 Cash - Operating Account	-110.19
3/29/19	03/29/2019		DH propane	4335 Propane	110.19
TOTAL					110.19
15130	04/18/2019	Verizon	914 737 7022 696 69 1	1111.2 Cash - Operating Account	-141.43
3/4/19 - 5/3/19	04/04/2019		914-788-0450	4190.3 Telephone	141.43
TOTAL					141.43
15131	04/18/2019	Roxanne Reeves	security deposit refund	1111.2 Cash - Operating Account	-300.00
4/17/19	04/17/2019		security deposit refund	2114 Tenant Security Deposits	300.00
TOTAL					300.00
ACH	04/18/2019	IRS	4/18/19 payroll	1111.5 Cash - Payroll Account	-9,354.84
			4/18/19 payroll	2117.4 FICA Payable	9,354.84
TOTAL					9,354.84
ACH	04/18/2019	NYS Income Tax	4/18/19 payroll	1111.5 Cash - Payroll Account	-1,646.96
			4/18/19 payroll	2117.2 NY State W/H	1,646.96
TOTAL					1,646.96

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING
THE PEEKSKILL HOUSING AUTHORITY PET POLICY**

WHEREAS, The Board of Commissioners of the Peekskill Housing Authority adopts the PHA Pet Policy, and

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Peekskill Housing Authority approves the PHA Pet Policy as of July 1, 2019.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Nancy Vann				
Vice Chairman Michael Kane				
Commissioner Cynthia B. Knox, Esq.				
Commissioner Joseph Schuder				
Commissioner Dwight H. Douglas				
Tenant Commissioner Mishiba Taylor				
Tenant Commissioner Duane Timms				

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

Effective: May 16, 2019

P. Holden Croslan, Executive Director

Date:

PEEKSKILL HOUSING AUTHORITY



P. Holden Croslan
Executive Director

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

PEEKSKILL HOUSING AUTHORITY (PHA) PET POLICY EFFECTIVE JULY 1, 2019

This policy does not apply to assistance and service animals as they are not pets and must qualify under ADA or Fair Housing provisions of reasonable accommodations. They are allowed with no restrictions other than those imposed on all tenants to maintain units and facilities in a decent, safe and sanitary manner and refrain from disturbing the neighbors.

Tenants must have PRIOR PHA approval before moving a pet into the unit. A Pet Request Form, verification that a cat/dog has a valid license, has been neutered/spayed, appropriate certificates of inoculations against rabies and others prescribed by local ordinance and a refundable \$100.00 deposit (per pet) is required for consideration. All information will be updated during annual recertification.

Only two (2) common household pets per unit are allowed; domesticated dogs (maximum full-grown weight of 25 lbs), cats, birds, gerbils, hamsters, guinea pigs, fish in an aquarium (30 gallon maximum).

No pet may be allowed to disturb, interfere with or diminish the peaceful enjoyment of the premise or other tenants; includes but is not limited to barking, howling, biting, chasing, chirping, scratching and waste. No pet deemed potentially dangerous/harmful to the health and safety of others will be allowed, including attack and fight trained dogs. Owner will be offered the opportunity to respond to complaints and correct problems. Repeated complaints will result in pet removal by owner or local authority if a threat to health and safety is determined. For continued complaints, owner may receive a Lease Violation notice and be entitled to request an informal grievance hearing.

ALL tenants are prohibited from feeding, housing or caring for stray animals and birds and no commercial pet business is allowed; keeping, raising, training, or maintaining commercial animals.

Owned pets must live inside the unit, be leashed or contained while outside the unit and no visiting pets are allowed on the premise.

Pet owners **MUST** pick up and properly dispose of all pet waste, take necessary precautions to maintain sanitary conditions, prevent and eliminate pet odors in the unit and surrounding areas.

Pet owners are financially responsible to pay (in full) for all pet caused damages, pet waste removal and pet-related insect infestations. PHA reserves the right to exterminate the unit and charge the owner. Outstanding pet related charges will be deducted from the pet deposit when the pet no longer occupies the unit.

Dogs must be confined, crated or caged for scheduled inspections and requested work orders. PHA cannot be held responsible for pets not confined or contained.

PHA recommends that all pet owners carry Pet Liability Insurance for Renters.

PEEKSKILL HOUSING AUTHORITY



P. Holden Croslan
Executive Director

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

PEEKSKILL HOUSING AUTHORITY (PHA) PET REQUEST

TENANT: _____ DATE: _____

ADDRESS AND UNIT _____

PHONE: _____ EMERGENCY CONTACT: _____

TYPE/BREED OF PET _____

SIZE/AGE OF PET _____

CHECK REQUIRED DOCUMENTS PRESENTED – REGISTRATION PAPERS (), LICENCE (),
SPAYED/NEUTERED (), RABIES () VACCINATIONS (), OTHER _____

REFUNDABLE PET DEPOSIT: \$100.00 CHECK OR MO PAYABLE TO PEEKSKILL HA

I CERTIFY TO THE FOLLOWING:

MY DOG WILL NOT BE MORE THAN 25 LBS WHEN FULL GROWN

I AM ADVISED TO CARRY PET LIABILITY INSURANCE FOR RENTERS

I WILL HOUSE AND CARE FOR MY PET(S) PROPERLY AS STATED IN THE PET POLICY

I HAVE RECEIVED A COPY OF, READ AND AGREE TO ALL PROVISIONS IN THE PHA PET
POLICY.

SIGNATURE _____ Date: _____

TO BE COMPLETED BY PHA

APPROVED () PENDING ADDITIONAL INFORMATION () DENIED ()

YOU MAY REQUEST AN INFORMAL GRIEVANCE HEARING FOR DENIAL.

PHA SIGNATURE _____ DATE _____

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION AUTHORIZING THE WRITE OFF OF UNCOLLECTABLE TENANTS'
ACCOUNTS RECEIVABLE FOR TENANTS WHO NO LONGER RESIDE AT THE
PEEKSKILL HOUSING AUTHORITY
MAY 16, 2019**

WHEREAS, The Peekskill Housing Authority is evaluated annually by HUD;

WHEREAS, one factor upon which the Peekskill Housing Authority is evaluated is the amount of Tenants Accounts Receivable outstanding; and

WHEREAS, a poor score resulting from uncollectable rent owed on vacated tenant arrears could result in reduced funding and increased oversight by HUD; and

WHEREAS, the value of vacated and/or written off as uncollectable for the fiscal year ending March 31, 2019 is \$89,541; and

WHEREAS, writing off vacated tenant arrears does not remove the obligation/debt of the vacated tenants, but rather changes the accounting category of the balance owed;

NOW, THEREFORE BE IT RESOLVED, that the Peekskill Housing Authority Board of Commissioners authorizes the Executive Director to write off vacated tenant uncollected accounts receivables in the amount of \$89,541.

BE IT FURTHER RESOLVED that a copy of this Resolution becomes a permanent part of the Peekskill Housing Authority records.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Nancy Vann				
Vice Chairman Michael Kane				
Commissioner Cynthia B. Knox, Esq.				
Commissioner Joseph Schuder				
Commissioner Dwight H. Douglas				
Tenant Commissioner Mishiba Taylor				
Tenant Commissioner Duane Timms				

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

Effective: May 16, 2019

P. Holden Croslan, Executive Director

Date: