

PEEKSKILL HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
January 21, 2021
EXECUTIVE DIRECTOR'S REPORT

FINANCIAL

Revenue	November	December
HUD Subsidy – Bohlmann (AMP 1))	57,839	63,470
HUD Subsidy – All other sites (AMP 2)	58,464	64,156
Total HUD Operating Subsidy	116,303	127,626
COVID Funding AMP1	0	0
COVID Funding AMP2	0	0
Other Revenue– Non-Federal		
Laundry Commissions	1,636	2,353
CAP Office	0	900
Health Center	740	740
Verizon	122	149
Interest	7	6
Total	2,505	4,148
TENANT CHARGES	November	December
Rent	131,816	140,193
Retro Rent (unreported income)/adjustment	0	0
Parking	1,905	1,710
Late Fees	0	0
Misc. (key cards, maintenance charges, legal fees)	230	380
Air Conditioners	0	0
TOTAL TENANT CHARGES	133,951	142,283
Collected from Tenants thru 5th	55,808	73,592
Total Collected	96,331	125,707
Unpaid Tenant Balance	37,620	16,576
Reclassification from TAR to Vacated TAR	(2,277)	(26,723)
Change in Prepaid rent	(6,729)	2,757
All Outstanding Tenant Charges	344,447	337,057

BILLS PAID

	November	December
Payroll (M)	81,130	78,836
Elevator (Q)	0	0
Exterminator (M)	4,094	1,969
Trash – Dumpsters	0	0
City Trash Collection (Q)	0	21,060
City Water (Q)	0	0
Sewer Tax (Semi-Annual)	0	0
Robison Fuel Oil (M)	7,459	11,176
Electric (M)	13,530	11,697
Gas (M)	6,254	12,612
Propane (M)	375	1,087
Legal – PHA Attorney (M)	3,000	3,000
Legal – Labor Attorney	1,656	1,564
Section 75 Hearing Officer	1,200	0
Lawsuit Deductibles	5,461	0
Health Insurance/Dental Insurance(M)	28,293	28,641
Process Server – Evictions (M)	0	0
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	60,901	9,670
Credit Card (M)	15,563	4,942
Maintenance Supplies/Contracts(M)	13,163	7,235
Office Expenses (M)	3,762	2,266
PILOT	0	0
Mold Remediation	6,315	0
NYS Retirement Contribution (A)	0	77,252
Medicare Part B Reimbursement	0	1,735
TOTAL EXPENSES	\$252,156	\$274,742
CAPITAL FUND PROJECTS		
DH A/E	\$18,392	\$0

COURT PROCEEDINGS

MONTH	# RESIDENTS	BALANCE	# PAID	AMOUNT PAID	COURT STIPS/COMMENTS
January 2018	12	25,031	10	20,266	1 Skipped - 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	27,423	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
January 2019	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	40,308	2 – Court, 1 Skipped 18,956
August	8	11,367	8	11,367	
September	4	1,639	4	1,639	
October	45	64,700	39	53,609	4 - Court, 1-Skip 5,841, 1-Eviction 4,309
November	15	18,117	14	16,354	1 - Skipped 4,296
December	19	17,976	18	15,788	1 – Skipped (See July 2019)
January 2020	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	
September	0	0	0	0	
October	0	0	0	0	
November	0	0	0	0	
December	0	0	0	0	
TOTAL	311	492,263	288	458,049	Outstanding Balance 34,214
					Skip/Evicted Balance 103,846

REPAYMENT AGREEMENTS

MONTH	AGREEMENTS	TOTAL AMOUNT	REMAINING AGREEMENTS	BALANCE	COMMENT
2018 January - June	0	0	0	0	
May	2	8,301	1	1,289	1 Court – 1,709
July	3	27,850	1	9,137	1 Court – 1,161
September-November	0	0	0	0	
December	1	4,775	0	0	1 Court - 586
2019 January - February	0	0	0	0	
March	2	2,996	0	0	
April	0	0	0	0	
May	4	6,175	0	0	1 Court - 923, 1 Default
June	1	562	0	0	
July	0	0	0	0	
August	2	9,166	0	0	1 Court – 5,037, 1 – 30 Day Notice
September	1	4,170	0	0	1 Court – 2,881
October	0	0	0	0	
November	3	8,148	0	0	1 Default – 4,490
December	1	4,005	1	1,375	
2020 January	1	4,460	0	0	1 Default – 2,646
February	0	0	0	0	
March	1	7,145	1	5,345	
April	0	0	0	0	
May	2	8,164	2	6,936	
June	0		0	0	
July	2	13,388	1	1,468	1 Default – 11,453
August	5	18,177	5	6,286	
September	8	25,629	8	17,857	
October	3	4,090	3	2,723	
November	1	2,779	1	2,399	
December	2	3,598	2	3,110	
TOTALS	45	163,578	24	57,925	

WORK ORDERS

MONTH	CALLS	COMPLETE	OUTSTANDING OR COMMENTS
January 2020	94	94	
February	103	103	
March	114	114	
April	89	89	
May	139	139	
June	140	140	
July	158	158	
August	112	112	
September	127	127	
October	114	114	
November	117	115	2
December	115	111	5

UNIT TURNOVER

SITE/UNIT	SIZE	VACANT	COMPLETE	LEASED	COMMENT
BT 1-B	1	05/05/20	09/23/20	09/25/20	
BT 1-S	0	12/31/20			
BT 2-A	0	04/08/20	06/26/20	08/01/20	
BT 2-R	3	11/09/20			
BT 4-E	3	01/16/20	03/12/20	08/01/20	
BT 4-L	1	06/10/20	10/05/20	11/06/20	
BT 5-A	0	09/28/20	10/03/20	11/06/20	
BT 5-J	4	01/31/20	07/13/20	09/01/20	
BT 6-D	4	02/27/20	08/14/20	09/22/20	
BT 6-J	4	11/06/20			
BT 7-A	0	07/08/20	07/30/20	08/01/20	
BT 7-G	3	11/02/20			
DH 2-A	2	09/14/20			
DH 2-C	2	11/30/20			
DH 4-A	0	11/09/20			
DH 6-A	0	12/31/20			
DH 7-A	2	08/05/20			
DH 11-A	2	04/01/20	09/29/20	10/01/20	
DH 13-E	2	06/02/20	10/04/20	11/06/20	
DH 22-B	2	02/20/20			
DH 31-A	2	09/08/20			
TK 1227-2M	3	12/04/20			
TK 1431A-1M	3	09/03/20			
TK 1431A-5M	4	06/05/20	09/28/20	11/02/20	
TK 1431B-3M	1	07/15/20	07/15/20	11/17/20	
TK 1431B-5M	4	12/24/20			
TK 1719A-1L	3	09/04/20			
TK 1719B-1M	3	07/15/20			
TOTAL VACANT	16				

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	3	
October	0	0	3	1	0	1	0	
November	0	0	0	1	1	1	0	
December	0	0	1	1	0	0	0	
TOTAL	9	13	14	15	9	10	5	
COST	\$2,950	\$4,860	\$4,841	\$9,880	\$2,980	\$6,086	\$1,075	

TENANT ACCOUNTS RECEIVABLE - LATE OR NO RENT PAYMENT

SITE	# Units	Late	Not At All	Past Due Nov. 2020	Past Due Dec. 2020
Bohlmann Towers	144	(72) 69	(23) 30	73 owed \$175,144	78 owed \$178,916
Dunbar Heights	96	(51) 54	(28) 27	50 owed \$108,074	49 owed \$116,872
Turnkey	33	(17) 14	(11) 4	20 owed \$61,229	17 owed \$41,268
Totals	273	(140) 137	(72) 61	143 (53%) - \$344,447	144 (51%) - \$337,057

Parenthesis () represents the previous month

PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS

PHA Activity Dec 5-11, 2020	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	37	35	2*
Dunbar Heights	29	28	1*
*BT – Other (domestic, investigation) *DH – Other (investigation)			
PHA Activity Dec19-25, 2020	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	36	27	9*
Dunbar Heights	40	35	5*
*BT – Other (noise complaint, medical aid, 2 parking complaints, suspicious activity, 2 domestics, investigation, dispute) *DH – Other (2 parking, unwanted party, domestic, unauthorized use of MV)			

PROPOSED BUDGET 2022

In your package is the proposed budget for Federal Fiscal Year ending 3/31/2022. Summary follows:

	Proposed 2022	Budget 2021	Actual 2020	Actual 2019	Actual 2018
INCOME					
Rental	\$1,655,700	\$1,702,320	\$1,674,110	\$1,627,295	\$1,563,829
Investment	100	800	785	1,117	1,025
HUD Subsidy	1,212,000	1,335,000	1,333,074	1,256,680	976,095
CFP Operating	310,000	140,000	146,000	0	95,000
Other*	80,000	100,000	109,070	131,806	115,560
TOTAL INCOME	3,257,800	\$3,278,120	\$3,263,039	\$3,016,898	\$2,751,509
EXPENDITURES					
Administration	\$580,549	513,512	\$499,551	\$469,630	\$460,681

Tenant Services	10,000	10,000	8,937	13,110	1,962
Utilities	736,500	747,000	703,091	724,657	673,607
Maintenance, Operations	1,057,347	1,038,931	1,065,156	973,805	809,256
Protective Services	-0-	205,000	197,899	51,112	1,113
General Expenses	977,958	920,336	822,063	883,713	771,778
Non-routine, Equipment				2,500	5,000
TOTAL EXPENDITURES	3,362,354	\$3,434,779	\$3,296,697	\$3,118,527	\$2,713,397
SURPLUS (DEFICIT)	(104,554)	(\$156,659)	(\$33,658)	(\$101,629)	\$38,112
BUDGET HIGHLIGHTS					
UTILITIES					
Water	235,000	\$195,000	\$175,000	\$185,000	\$130,000
Electric	165,000	185,000	220,000	200,000	185,000
Gas	142,500	160,000	135,000	125,000	120,000
Fuel	155,000	170,000	170,000	125,000	160,000
TOTAL	\$697,500	\$710,000	\$700,000	\$635,000	\$595,000
CONTRACT COSTS					
Garbage Removal	\$87,740	\$87,740	\$87,740	\$91,000	\$90,000
Elevator	18,500	23,000	13,000	12,500	12,200
Alarm/Fire Extinguishers	6,000	10,000	6,000	7,000	6,000
Exterminating	90,200	34,200	25,200	22,200	20,200
Auditor	9,860	8,860	8,860	8,860	8,860
Legal	72,000	43,000	47,000	48,000	48,000
Unit Turnover	100,000	70,000			
Misc/Other Contracts**	40,000	60,000	25,000	45,450	30,000

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

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

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

INSURANCE

Commercial - \$225,000 Auto – \$4,800 WC – \$33,000 Boiler and Machinery – \$6,600

TOTAL \$269,400

EMPLOYEE BENEFITS

FICA - \$71,138 Health - \$310,000 Retirement - \$75,000 Dental/Optical - \$18,500

Retiree Medical - \$18,500 Clothing Allowance (maintenance) - \$3,500

TOTAL \$496,638

A BOARD RESOLUTION IS REQUIRED TO APPROVE THE FEDERAL FISCAL YEAR 2022 BUDGET

BUDGET DEFICITS

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

BUDGET SURPLUS

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

BUDGET DEFICIT

- **2019 \$ 101, 629 ACTUAL DEFICIT**
- **2020 \$33,658 ACTUAL DEFICIT**

FYI - BAD DEBT WRITE-OFFS

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

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

History of PHA rent write-offs:

- ✓ 2011 \$197,062
- ✓ 2012 15,905
- ✓ 2013 130,789
- ✓ 2014 44,298
- ✓ 2015 44,586
- ✓ 2016 26,122
- ✓ 2017 59,664
- ✓ 2018 77,406
- ✓ 2019 89,541
- ✓ 2020 50,724

TOTAL \$736,097

LEGAL SERVICES

PHA solicited Requests for Proposals for Legal Services. Three were received as follows:

RESPONDENT	MONTHLY	ANNUAL
Catania, Mahon & Rider, PLLC Large, diverse firm with extensive experience in Towns, Villages, and Public Housing Authorities. Excellent public housing references.	4,000 - \$6,000	48,000- \$72,000
Sullivan & Klein NO public housing experience and website states, "practice is concentrated primarily on complex insurance defense and coverage litigation..."	\$ 4,000	\$ 48,000
Di Ma Solo practitioner with no support staff	Only Quoted Hourly Rate	

Recommendation is to accept Catania, Mahon & Rider, PLLC for a one-year contract with the option to renew annually for two additional years at the discretion of the PHA.

THE LEGAL SERVICES RECOMMENDATION REQUIRES A BOARD RESOLUTION

PHA WAIT LIST MADE AVAILABLE TO COMISSIONERS

Chairman Segarra requested that the PHA wait list be provided to Commissioners monthly. I explained that, information received from individuals is confidential and only released with written (preferred) request from the individual. Therefore, I was not comfortable releasing such information. I also advised that the Board, by consensus, could overrule any advice or decision recommended by me.

Chairman Segarra asked to have his request put on the agenda for board vote.

In general, when individuals apply for government benefits, the information is subject to Privacy and HIPAA laws which would include sharing information without permission.

If you are interested in this, may I suggest the Board send a letter to HUD for direction.

Otherwise, A BOARD RESOLUTION IS REQUIRED TO APPROVE WAIT LIST AVAILABILITY TO COMMISSIONERS

EXTERMINATOR ASSESSMENT

Chairman Segarra engaged an exterminator to provide a price to assess rodent extermination at Dunbar Heights. He was advised that PHA does not pay for contract estimates.

PHAs current extermination contractor, Pestech, dispatched a team of technicians over several weeks to conduct an evaluation and assessment of an Exclusion Program to address mouse issues at Dunbar Heights. This service was no cost to PHA. Recommended measures for the DH Exclusion Program are enclosed for your review. Pestech understands that requests for proposals to eradicate mice will be publicly solicited, at which time a cost for services will be requested.

Additionally, the assessment is more focused on physical modifications to deter mice rather than “extermination”. Consequently, if the contract is bid it will include general contractors as well as extermination companies. Current budget has \$60,00 for this service

TENANT COMMISSIONER RE-ELECTION

As you are aware, on October 18, 2020, all tenants were notified of upcoming Tenant Commissioner elections. The election was scheduled for December 29, 2020. No tenant picked up the required petition except the previous tenant commissioner. He returned it one week after it was due which disqualified him. Chairman Segarra directed me to immediately start the process again. It will be done as soon as it is timely for staff.

PHA LOCAL BANK CONSIDERATION

Chairman Segarra suggested that PHA consider using a local bank.

Staff spoke to the Chairman’s bank contact and highlights of the conversation follow:

- Discussed nature of the Housing Authority and the banks philosophies. She did not have prior housing authority experience or knowledge but stated that she researched exactly what a Housing Authority was and determined we would be considered a municipality client.
- Discussed PHAs current services such as withdrawals, deposit history, bank balances, Positive Pay to help prevent check fraud and lastly fees. She stated our prior years bank fee was not very high but thought maybe they could beat it. PHA will receive our annual fee this month.
- She said they could set up online payments for our residents. I told her that the majority of our residents pay with money orders. She stated they would be willing to try to meet with them to explain the benefits of online payments. She stated we would probably be charged \$1.25 per transaction.
- Staff stated that HUD requires form 51999, General Depository Agreement, to be accepted and signed by the bank. She was not familiar with the form but has heard of it, but she would have someone review this.

PHA will email copies of the last two months bank statements with the account numbers removed and the Depository Agreement for her review. She will then get back to PHA after she has had time to analyze the information.

Respectfully Submitted,

P Holden Croslan



Executive Director