

**PEEKSKILL HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
March 18, 2021
EXECUTIVE DIRECTOR'S REPORT**

FINANCIAL

Revenue	January	February
HUD Subsidy – Bohlmann (AMP 1))	56,165	56,165
HUD Subsidy – All other sites (AMP 2)	55,461	55,460
Proceeds from Capital Funds	0	154,000
COVID Funding AMP1	0	51,035
COVID Funding AMP2	0	56,631
Total HUD Revenue	111,626	373,291
Other Revenue– Non-Federal		
Laundry Commissions	2,807	2,795
CAP Office	1,800	900
Health Center	740	740
Verizon	121	132
Interest	6	6
Total	5,474	4,573
TENANT CHARGES	January	February
Rent	141,818	132,048
Retro Rent (unreported income)/adjustment	0	0
Parking	1,680	1,845
Late Fees	0	0
Misc. (key cards, maintenance charges, legal fees)	518	170
Air Conditioners	0	0
TOTAL TENANT CHARGES	144,016	134,063
Collected from Tenants thru 5th	37,711	36,744
Total Collected	112,568	98,882
Unpaid Tenant Balance	31,448	35,181
Reclassification from TAR to Vacated TAR	(300)	(0)
Change in Prepaid rent	(5,201)	(3,478)
All Outstanding Tenant Charges	363,004	398,185

BILLS PAID

	January	February
Payroll (M)	85,309	78,407
Elevator (Q)	0	2,052
Exterminator (M)	2,197	1,969
Trash – Dumpsters	0	0
City Trash Collection (Q)	0	0
City Water (Q)	62,602	0
Sewer Tax (Semi-Annual)	0	0
Robison Fuel Oil (M)	16,403	16,252
Electric (M)	15,623	14,593
Gas (M)	19,453	26,014
Propane (M)	0	1,158
Legal – PHA Attorney (M)	0	275
Legal – Labor Attorney	0	0
Lawsuit Deductibles	1,234	0
Health Insurance/Dental Insurance(M)	27,142	25,708
Process Server – Evictions (M)	0	0
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	2,800	56,869
Credit Card (M)	2,456	0
Maintenance Supplies/Contracts(M)	18,308	11,548
Office Expenses (M)	4,272	3,614
PILOT	44,964	0
NYS Retirement Contribution (A)	0	0
Medicare Part B Reimbursement	0	8213
TOTAL EXPENSES	\$302,763	\$246,672
CAPITAL FUND PROJECTS		
DH A/E	\$0	\$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	27,699	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	40,248	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-December	0	0	0	0	
January 2021	0	0	0	0	
February	0	0	0	0	
TOTAL	311	492,263	288	458,265	Outstanding Balance 33,998
					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	1,189	1 Court – 1,709
July	3	27,850	1	8,447	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	975	
2020 January	1	4,460	0	0	1 Default – 2,646
February	0	0	0	0	
March	1	7,145	1	4,945	
April	0	0	0	0	
May	2	8,164	2	6,436	
June	0		0	0	
July	2	13,388	1	1,218	1 Default – 11,453
August	5	18,177	5	5,477	
September	8	25,629	8	16,742	
October	3	4,090	3	2,240	
November	1	2,779	1	2,279	
December	2	3,598	2	2,910	
January 2021	1	3,087	1	2,736	
February	0	0	0	0	
TOTALS	46	166,665	27	55,594	

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	117		
December	115	115		
January 2021	110	110		
February	86	81	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-M	1	01/08/21	02/17/21	02/18/21	
BT 2-R	3	11/09/20			
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 5-L	1	01/19/21			
BT 6-D	4	02/27/20	08/14/20	09/22/20	
BT 6-J	4	11/06/20			
BT 7-G	3	11/02/20			
DH 2-A	2	09/14/20	01/29/21	02/11/21	
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-C	2	02/10/21			
DH 13-E	2	06/02/20	10/04/20	11/06/20	
DH 22-B	2	02/20/20			
DH 24-B	2	02/11/21			
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	01/13/21	02/10/21	
TOTAL VACANT	17				

EXTERMINATION SUMMARY – BEDBUGS - # Treatments

	2014	2015	2016	2017	2018	2019	2020	2021	Comment
January	0	2	0	1	0	3	0	0	
February	6	3	0	0	1	1	0	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	\$0	

TENANT ACCOUNTS RECEIVABLE - LATE OR NO RENT PAYMENT

SITE	# Units	Late	Not At All	Past Due Jan. 2021	Past Due Feb. 2021
Bohlmann Towers	144	(72) 31	(25) 32	76 owed \$192,345	80 owed \$215,012
Dunbar Heights	96	(39) 35	(23) 26	47 owed \$127,853	56 owed \$139,728
Turnkey	33	(20) 13	(3) 8	17 owed \$42,806	19 owed \$43,444
Totals	273	(131) 79	(51) 66	140 (52%) - \$363,004	155 (57%) - \$398,185

Parenthesis () represents the previous month

PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS

PHA Activity Feb 6-12, 2021	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	33	23	10*
Dunbar Heights	35	32	3*
*BT – Other (domestic, 3 disorderly groups, dispute, traffic, parking, noise, welfare check, disorderly person) *DH – Other agency assist, Identify theft, parking complaint)			
PHA Activity Feb 13-19, 2021	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	32	23	9*
Dunbar Heights	28	27	1*
*BT – Other (medical aid, 2 parking complaints, disorderly group, EDP, 2 disorderly persons, suspicious activity, dispute) *DH – Other (suspicious activity)			

RODENT ACTION PLAN

PHA identified nine (9) units to begin an aggressive program to eradicate or greatly reduce the rodent infestation at Dunbar Heights. Of the nine, two groups of three units are located in close proximity to each other in two separate areas. These will be addressed first, along with one unit that is an extreme condition.

Staff will begin by contacting tenants and conducting an initial home visit. This is to discuss and suggest implementation of housekeeping issues, if needed, that could improve the effectiveness of work to come. At least one follow up contact will be conducted and other follow ups will be scheduled on an as needed basis. Discussions will include:

- keeping front and rear doors closed
- pet food in unit
- food left outside units for stray cats (which also feeds mice, birds, squirrels, raccoons, skunks, etc.)
- excessive uncontained garbage in units
- grease
- outside clutter, trash and shrubbery blocking vents
- general cleaning and housekeeping as needed

Maintenance will begin exterior, below building and unit strategies specified in the recent exclusion proposal conducted and presented by the exterminator and work will include:

- common structural entry points
- foundation vents
- vent mesh repair or replacement
- front and rear door seals
- door sweeps
- caulk around doors
- cellar doors sealed as needed
- repair cracked cinder blocks
- seal dryer ducts
- clean, seal, replace dryer vent caps as needed
- seal cable wire and pipe entry holes
- fill gaps around chimneys
- repair or replace fan screens

Additionally, maintenance will address the following:

- general holes in units
- inspection behind/under appliances, countertops and cabinets
- distribute mouse repellents as necessary where it is safe
- supply steel mouse trap boxes

Initial tenant contact will be made next week and required supplies are ordered.

FINANCIAL REPORT

Dwelling Rents:

Billed and collected amounts continue to be under budget for the month and year-to-date. It will more than likely continue for several months to come.

Operating Funds:

Were under budget even with the additional COVID funding in the amount of \$81,185. However, there is an increase for February due to an additional \$107,666 in COVID funds that were received from HUD and added to the operating budget; PHA obligated 2019 Capital Fund Program (CFP) funds and added \$154,000 to the operating account. Since that transaction, PHA obligated 2020 CFP funds and added \$184,000 to the operating budget on March 1st. This should bolster PHA's financial position significantly for end of the fiscal year; March 31, 2021.

Administrative Salaries:

Over budget due to overtime costs associated with the review and update of all tenant files for compliance. This is an attempt to eliminate the annual independent audit findings related to this category.

Legal Expenses:

Over budget due to lawsuit deductibles and labor law issues.

Tenant Services:

Under budget. This line item is basically for financial support to tenants who must be out of their units for various reasons, decoration contest, newsletters, etc.

Utilities

Water and sewer are over budget due to higher than expected quarterly bills.

Electricity is under budget and will probably hold through next month.

Gas and oil are under budget and with one month left in the fiscal year, it will remain so.

Labor and Contracts:

Under budget as PHA has not had contractors make vacant units ready and kept contract costs to a minimum; until recently.

Maintenance Materials:

Slightly over budget.

Protective Services:

Better than budgeted since PHA has been without the service for some time. PHA had large budget deficits for the previous two years because of security costs that were included in the budgets. HUD does not fund PHAs for security and not having to pay the contract costs was very beneficial to the agency financially.

Insurance:

Over budget due to increased premiums.

Payment in Lieu of Taxes (PILOT):

Slightly over budget. It is calculated by formular.

Collection Losses:

Are under budget until they are written off after end of fiscal year; current vacated tenant receivables are \$54,919

Consequently, even with bad debts factored in, PHA will end the fiscal year with a significant surplus.

REQUESTED CHANGES

Correction on Operating Statement – Budget to Actual, 10 Months Ended January 31, 2021

Total Operating Expenses was changed from \$228,805 to \$381,268.

Change reference of RAD to Repositioning. That can be changed in subsequent documents but not in the HUD system. It is approved and accepted by HUD as written.

Respectfully Submitted,

P Holden Croslan



Executive Director