



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

Date: February 18, 2021

Time: 7:00 PM

**This month's Board Meeting will be conducted
via Zoom conference call.**

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
BOARD OF COMMISSIONERS
MONTHLY MEETING – FEBRUARY 18, 2021
ZOOM MEETING
AGENDA

I. ROLL CALL

II. TENANTS' COMMENTS AND CONCERNS

III. ATTORNEY INTRODUCTION

IV. APPROVAL OF PREVIOUS MONTHS MINUTES:

- a) Resolution – 02/01/2021 – January 21, 2021 - Regular Meeting Minutes

V. CORRESPONDENCE: None

VI. EXECUTIVE DIRECTOR'S REPORT:

- a) Monthly Report – February 2021
- b) Financial Report – January 2021

VII. COUNCIL'S REPORT

VIII. UNFINISHED BUSINESS

- a) Resolution – 01/06/2021 – Approving Wait List Distribution to Commissioners
- b) Garbage Collection Update
- c) Update on Kiley/Boys & Girls Club

IX. NEW BUSINESS

- a) Resolution – 02/02/2021 – January Monthly Bills
- b) Resolution – 02/03/2021 – Five Year Capital Fund Action Plan 2019 - 2023
- c) Resolution – 02/04/2021 – Five Year Capital Fund Action Plan 2020 - 2024
- d) BT Exterior Rodent Reduction Maintenance Plan
- e) Update on contractors to do tenant move in repairs
- f) Results of Tenant Survey

X. TENANTS' COMMENTS AND CONCERNS

XI. ADJOURNMENT

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING
JANUARY 21, 2021 BOARD MEETING MINUTES
REGULAR SESSION**

WHEREAS, The Board of Commissioners have reviewed the minutes of January 21, 2021 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 January 21, 2021 public meeting.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Luis A. Segarra				
Vice Chairman Alexandra Hanson				
Commissioner Dwight H. Douglas				
Commissioner Kimm McNeil				
Commissioner Jacqueline Simpkins				

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

Effective: February 18, 2021

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
Fax: 914-739-1787

PEEKSKILL HOUSING AUTHORITY BOARD OF COMMISSIONERS MONTHLY MEETING MINUTES JANUARY 21, 2021 – ZOOM MEETING

ROLL CALL:

Commissioner Segarra, Chairman - Absent
Commissioner Hanson, Vice Chairman
Commissioner Douglas
Commissioner McNeil - Absent
Commissioner Simpkins

P Holden Croslan, Executive Director

Tenants Comments and Concerns

Beth Wooton stated that she was in attendance and asked for confirmation that she'd be able to ask questions later in the meeting, the response was yes.

Resolution 01/01/2021 – November 19, 2020 – Regular Meeting Minutes

Vice Chairman Hanson noted that Chairman Segarra would like the minutes to reflect his statement that PHA does not have to pay for garbage collection. Ms. Croslan responded, it will be noted in the next month's minutes.

Vice Chairman Hanson asked if there were any other comments on the minutes, the response was no. Vice Chairman Hanson asked for a motion to approve 01/01/2021 – November 19, 2020 – Regular Meeting Minutes. Commissioner Douglas made a motion and Commissioner Simpkins seconded the motion. The vote was as follows: Vice Chairman Hanson – Aye; Commissioner Douglas – Aye; Commissioner Simpkins – Aye.

EXECUTIVE DIRECTOR'S REPORT

Revenue – HUD subsidy for November \$116,303; December \$127,626.

Other Revenue – November \$2,505; December \$4,148.

Tenant Charges

Rent Charges for November, \$131,816; December, \$140,193.

Total tenant charges for November \$133,951 December \$142,283.

Charges collected through November 5th \$55,808; December 5th, \$73,592

Total Collected for November \$96,331; December \$125,707.

All Outstanding Tenant Charges, November \$344,447, December \$337,057.

Bills Paid –The Executive Director reviewed the November and December bills.

Total expenses for November, \$252,156; December \$274,742.

The significant difference between November and December bills reflects retirement contribution, insurance and gas.

Court Proceedings – There were no court proceeding for November and December due to the moratorium regarding evictions still being in effect.

Repayment Agreements – PHA currently has 24 active repayment agreements; balance \$57,925.

Work Orders – November 117; December 115; total outstanding at the end of the month; 6.

Unit Turnovers – There were 16 vacancies at the end of December, tenants are moving due to Section 8 Vouchers issued, a tenant purchased a home as well as several transfers processed. Note that when a transfer is processed it doesn't change the vacancy numbers.

Exterminations – There were a total of 5 bed bug exterminations performed in 2020; cost \$1,075.

Tenants Account Receivable (TAR) – At the end of November, 73 Bohlmann Towers residents owed \$175,144; 50 Dunbar Heights residents owed \$108,074; 20 Turnkey residents owed \$61,229.

Total past due for November, 143 residents (53%) owed \$344,447.

At the end of December 78 Bohlmann Towers residents owed \$178,916; 49 Dunbar Heights residents owed \$116,872; 17 Turnkey residents owed \$41,268.

Total past due for December, 144 residents (51%) owed \$317,057.

Police Report

Police Activity PHA 12/05 – 12/11 - 37 visits to Bohlmann Towers, 35 routine, 2 others (domestic, investigation); 29 visits to Dunbar Heights; 28 routine; 1 other (investigation).

Police Activity PHA 12/19 – 12/25 – 36 visits to Bohlmann Towers, 27 routine, 9 others (noise complaint, medical aid, 2 parking complaints; suspicious activity, 2 domestic, investigation, dispute); 40 visits to Dunbar Heights, 35 routine, 2 parking, unwanted party, domestic, unauthorized use of MV).

PROPOSED BUDGET – 2022

Income

Current budget for 2021, \$3,278,120; Proposed budget for 2022, \$3,257,800.

The Executive Director noted that once capital funds have been committed for 2019 and 2020 the projected transfer to operating will be \$310,000.

Expenditures

Current budget for 2021, 3,434,779, Deficit (\$156,659); Proposed budget for 2022, \$3,362,354, Deficit (\$104,554).

The Executive Director noted that Protective Services are not included in the budget for 2022 and legal fees will be significantly higher as well.

Utilities

Current budget for 2021, \$710,000; Proposed budget for 2022, \$697,500.

Contract Costs

The Executive Director reviewed the contract costs.

It was noted that the exterminating budget was significantly higher due to Vice Chairman Segarra's request for a mouse consultant, increased legal fees and unit turnover cost; a contractor will be hired to help turnovers.

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 APPROV FISCAL YEAR 2022 BUDGET

The Executive Director reviewed the following budget deficits and surpluses from the following years:

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:

Catania, Mahon & Rider, PLLC a large, diverse firm with extensive experience in Towns, Villages, and Public Housing Authorities. Excellent public housing references.

Monthly Fee \$4,000 - \$6,000; Annual 48,000- \$72,000

Sullivan & Klein - NO public housing experience and website states, "practice is concentrated primarily on complex insurance defense and coverage litigation..."

Monthly Fee \$ 4,000; Annual \$ 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.

Resolution Required

PHA WAIT LIST MADE AVAILABLE TO COMMISSIONERS

Chairman Segarra requested that a copy the PHA wait list be made available to the Board. Although there is no law prohibiting me to do so, applicants have a right to privacy and are subject to HIPAA laws. The Board will have to decide what need you have for this information.

Resolution Required

EXTERMINATOR ASSESSMENT

PHAs current exterminator, Pestech, performed an evaluation and assessment of an Exclusion Program to address the mouse issues at Dunbar Heights. The assessment is more focused on physical modifications to deter mice rather than exterminate them. If the contract is put out to bid it will include general contractors to make those physical modifications. Pestech is aware that requests for proposals to eradicate mice will be publicly solicited if PHA is approved to go this route.

TENANT COMMISSIONER RE-ELECTION

There were no timely responses to the notice for Tenant Commissioners. Tenants were notified that the process will be starting again and notices will go out next Friday giving instruction.

PHA LOCAL BANK CONSIDERATION

Chairman Segarra suggested that PHA consider using a local bank. Financial staff spoke to Chairman Segarra's bank contact, she has no prior housing authority experience or knowledge but stated she would research the financial requirements mandated by HUD and the federal government and get back to us.

Vice Chairman Hanson asked if there were any questions on the Executive Directors Report. Commissioner Douglas asked Ms. Croslan to give the Board an account balance projection through 2021 at the next meeting so that the board can be aware of PHA's funds in order to determine what projects PHA can do. Commissioner Douglas recalled, that there should be approximately \$700,000 - \$1,000,000. Ms. Croslan responded, yes and noted that 20% of capital funds can be added to the operating account once those funds are committed.

Chairman Douglas stated that he did reach out to Chairman Segarra regarding the wait list information and explained, speaking for himself, wouldn't be interested in that information. Commissioner Douglas stated that Chairman Segarra expressed he receives complaints and suggested he alone receive a copy of the list. Ms. Croslan responded that all complaints should come directly to the housing authority, there are different dynamics that PHA staff are aware of that she and the Board are not.

The Board collectively agreed that even one board member having that information due to confidentiality issues and not knowing the specifics of each case, has the potential to cause confusion; handling questions regarding the waitlist should continue to be handled by the office. The Board did agree to hear Chairman Segarra's reasoning at the next meeting.

Vice Chairman Hanson asked Ms. Croslan if there was a typical timeframe for getting units turned. Ms. Croslan responded that, due to the increase in vacancies and the conditions of the units, there is no typical time frame. Currently we are canvassing contractors to assist maintenance with vacancy turnovers.

The Board also discussed the mouse issue at Dunbar Heights and whether it would be cost effective to have maintenance continue to tackle the issue as work orders come in, removing cabinets and sealing up entry points, hire a contractor to do the work, or wait until we have a repositing contract although that would take a few years.

Due to the significant increase to the extermination budget, it was determined that that once PHA hires a contractor to help with the vacancies, it will free up maintenance to continue to work on mice issues. The line item for on the budget will be reduced to include regular extermination service only.

FINANCIAL REPORT

The Executive Director reviewed the Financial report.

NEW BUSINESS

Resolution – 01/02/2021 – Resolution to Approve November 2020 Monthly Bills

Vice Chairman Hanson asked if there were any comments or a motion to approve November 2020 Monthly Bills. Commissioner Douglas made a motion and Commissioner Simpkins second the motion. The vote was as follows: Vice Chairman Hanson – Aye; Commissioner Douglas – Aye; Commissioner Simpkins – Aye.

Resolution – 01/03/2021 – Resolution to Approve December 2020 Monthly Bills

Vice Chairman Hanson asked if there were any comments or a motion to approve December 2020 Monthly Bills. Commissioner Douglas made a motion and Commissioner Simpkins second the motion. The vote was as follows: Vice Chairman Hanson – Aye; Commissioner Douglas – Aye; Commissioner Simpkins – Aye.

Resolution 01/04/2021 – Approving Operating Budget for the Fiscal Year April 2021 to March 2022

Commissioner Douglas asked that the line for extermination be amended as discussed and made a motion to approve Resolution 01/04/2021 as amended. Commissioner Simpkins seconded the motion. The vote was as follows: Vice Chairman Hanson – Aye; Commissioner Douglas – Aye; Commissioner Simpkins – Aye.

Resolution 01/05/2021 – Approving Legal Services of Catania, Mahon & Rider, PLLC

Commissioner Douglas made a motion to approve legal services of Catania, Mahon & Rider, PLLC as recommended by the Executive Director. Commissioner Simpkins seconded the motion. The vote was as follows: Vice Chairman Hanson – Aye; Commissioner Douglas – Aye; Commissioner Simpkins – Aye.

Resolution 01/06/2021 – Approving Board Request for PHA Waiting List on a Monthly Basis

Resolution has been tabled until the next meeting in order to give Chairman Segarra the opportunity to voice his opinion on the matter.

Vice Chairman Hanson asked for a motion to table, so moved by Commissioner Douglas and seconded by Commissioner Simpkins. The vote was as follows: Vice Chairman Hanson – Aye; Commissioner Douglas – Aye; Commissioner Simpkins – Aye.

Resolution 01/07/2021 – Resolution Approving Repositioning Consultant.

Vice Chairman Hanson asked for a discussion on the 4 Repositioning Consultants submitted.

Commissioner Douglas suggested that the consultants be narrowed down to two, and those two be given a copy of the previous consultant's report to review, and request an amended proposal based on the information in that report. This way, we wouldn't have to pay for retraced steps that have already been laid out by the previous consultant. Vice Chairman Hanson asked Ms. Croslan if this was an allowable protocol and was there anything that would bar us from doing that? Ms. Croslan responded, I'm not aware of anything.

It was determined that EJP and Gonzalez Advisory are the most qualified consultants and come highly recommended by other housing authorities. They will both receive the previous consultant's report and the Board looks forward to hearing their strategies and feedback for PHA based on that information.

Vice Chairman Hanson asked for a motion to move forward with EJP and Gonzalez Advisory as it pertains to sharing the consultant report and requesting additional information. Commissioner Douglas made the motion and Commissioner Simpkins seconded the motion. The vote was as follows: Vice Chairman Hanson – Aye; Commissioner Douglas – Aye; Commissioner Simpkins – Aye.

ETERMINATOR ASSESSMENT

Previously discussed and determination made, no further discussion needed.

UPDATE ON KILEY/BOYS AND GIRLS CLUB

Commissioner Douglas recapped the history of the Kiley Center, how it came to be owned by PHA since 2002 and the progress on turning it into a Boys and Girls Club.

Funds Awarded for Renovations

\$2.5 Million from the county has been awarded for renovations and \$1.5 Million from the State Program Downtown Revitalization Initiative Program has yet to be awarded.

In addition to funds needed, HUD will need to agree to dispose the piece of land that was incorrectly built on that belongs to Bohlmann Tower's property line. Once this is done, PHA can enter into a 50 lease with the Boys and Girls Club, releasing PHA of approximately \$40,000 a year expended to maintain the building.

Commissioner Simpkins asked if the Boys and Girls Club would work together with the Youth Bureau. Commissioner Douglas responded that they would have to work together to mesh with the existing programs they offer, the benefit to our youth would be substantial, we have to move forward with this opportunity.

Vice Chairman Hanson thanked Commissioner Douglas and Ms. Croslan for all their hard work on the Boys and Girls Club Project.

TENANTS COMMENTS AND CONCERNS

Vice Chairman Hanson read the question:

1. What method was used to inform tenants of the Tenant Commissioner Elections.

Ms. Croslan responded that a notice went out to every single household, explaining the election process, when petitions could be picked up, the date to be returned and the election date. The same process was followed this time as well, a notice went out to every door yesterday informing tenants that they will get additional information this Friday, information was also put-on Facebook.

2. Caller commented on keeping the rodents out as opposed to exterminating them. Ms. Croslan stated that Maintenance does not exterminate, there are rules and regulations that have to be abided by that we are not aware of. Vice Chairman Hanson reiterated that maintenance will be doing the work as opposed to hiring an outside contractor.
3. What happens with mold? Ms. Croslan responded, call in a work order.
4. How is the ombudsman contacted? Ms. Croslan stated she doesn't know who that is. Vice Chairman Hanson responded that it's a point of contact, and suggested that if there's an issue, call the office and you will be directed to the correct person.

Beth Wooton

1. Expressed her concerns to the Board regarding participating in the RAD program and suggested two websites that the Board can access for more information, the National Housing Website and the NYCHA website and Vice Chairman Hanson stated that they Board was looking at all options.

Vice Chairman Hanson responded that the repositioning Consultant is not being brought on specifically for RAD, all options will be explored. The Consultant will help us determine what will be best for our community and our tenants and our mission.

Adjourned

Vice Chairman Hanson asked for a motion to adjourn. Commissioner Simpkins made a motion and Commissioner Douglas seconded the motion. The vote was as follows: Vice Chairman Hanson – Aye; Commissioner Douglas – Aye; Commissioner Simpkins – Aye.

Meeting ended at 8:28 PM

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

FINANCIAL

Revenue	December	January
HUD Subsidy – Bohlmann (AMP 1))	63,470	56,165
HUD Subsidy – All other sites (AMP 2)	64,156	55,461
Total HUD Operating Subsidy	127,626	111,626
COVID Funding AMP1	0	0
COVID Funding AMP2	0	0
Other Revenue– Non-Federal		
Laundry Commissions	2,353	2,807
CAP Office	900	1,800
Health Center	740	740
Verizon	149	121
Interest	6	6
Total	4,148	5,474
TENANT CHARGES	December	January
Rent	140,193	141,818
Retro Rent (unreported income)/adjustment	0	0
Parking	1,710	1,680
Late Fees	0	0
Misc. (key cards, maintenance charges, legal fees)	380	518
Air Conditioners	0	0
TOTAL TENANT CHARGES	142,283	144,016
Collected from Tenants thru 5th	73,592	37,711
Total Collected	125,707	112,568
Unpaid Tenant Balance	16,576	31,448
Reclassification from TAR to Vacated TAR	(26,723)	(300)
Change in Prepaid rent	2,757	(5,201)
All Outstanding Tenant Charges	337,057	363,004

BILLS PAID

	December	January
Payroll (M)	78,836	85,309
Elevator (Q)	0	0
Exterminator (M)	1,969	2,197
Trash – Dumpsters	0	0
City Trash Collection (Q)	21,060	0
City Water (Q)	0	62,602
Sewer Tax (Semi-Annual)	0	0
Robison Fuel Oil (M)	11,176	16,403
Electric (M)	11,697	15,623
Gas (M)	12,612	19,453
Propane (M)	1,087	0
Legal – PHA Attorney (M)	3,000	0
Legal – Labor Attorney	1,564	0
Lawsuit Deductibles	0	1,234
Health Insurance/Dental Insurance(M)	28,641	27,142
Process Server – Evictions (M)	0	0
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	9,670	2,800
Credit Card (M)	4,942	2,456
Maintenance Supplies/Contracts(M)	7,235	18,308
Office Expenses (M)	2,266	4,272
PILOT	0	44,964
NYS Retirement Contribution (A)	77,252	0
Medicare Part B Reimbursement	1,735	0
TOTAL EXPENSES	\$274,742	\$302,763
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	27,561	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	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	
January 2021	0	0	0	0	
TOTAL	311	492,263	288	458,127	Outstanding Balance 34,136
					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	8,792	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	5,145	
April	0	0	0	0	
May	2	8,164	2	6,686	
June	0		0	0	
July	2	13,388	1	1,343	1 Default – 11,453
August	5	18,177	5	5,831	
September	8	25,629	8	17,657	
October	3	4,090	3	2,473	
November	1	2,779	1	2,379	
December	2	3,598	2	3,010	
January 2021	1	3,087	1	2,787	
TOTALS	46	166,665	27	58,767	

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	

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-M	1	01/08/21			
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 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-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	01/29/21		
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-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	18				

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		
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 Dec. 2020	Past Due Jan. 2021
Bohlmann Towers	144	(69) 72	(30) 25	78 owed \$178,916	76 owed \$192,345
Dunbar Heights	96	(54) 39	(27) 23	49 owed \$116,872	47 owed \$127,853
Turnkey	33	(14) 20	(4) 3	17 owed \$41,268	17 owed \$42,806
Totals	273	(137) 131	(61) 51	144 (53%) - \$337,057	140 (52%) - \$363,004

Parenthesis () represents the previous month

PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS

PHA Activity Jan 1-8, 2021	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	29	22	7*
Dunbar Heights	30	30	0*
*BT – Other (2 domestics, man down, suspicious activity, 3 medical aids)			
*DH – Other (NA)			
PHA Activity Jan16-22, 2021	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	32	29	3*
Dunbar Heights	34	30	4*
*BT – Other (2 medical aids, parking complaint)			
*DH – Other (parking, suspicious activity, domestic, noise)			

CAPITAL FUND PROGRAM - FIVE YEAR ACTION PLAN

Annually, PHA receives formula driven Capital Funds for such things as: management, deferred maintenance, development, modernization, etc.

Related to the funding, PHA must prepare a Five-Year Plan (which was previously approved, submitted and accepted by HUD) and a Five-Year Action Plan, which has to be rolled over each year, as a summary of PHAs anticipated expenditures.

August 20, 2020 the Board approved, by resolution, the five-year action plan for the following years: 2018,2019,2020,2021, and 2022.

CAPITAL FUND ACTION PLAN

2018 PROJECTS

Operations	\$146,000
RAD Consultant	8,450
Computer Upgrade	6,715
Dunbar Propane Conversion	217,758
Dunbar Boiler Conversion	51,158
Dunbar Boiler Work	9,958
Dunbar Architect 2020	6,250
Bohlmann Intercom	5,895

Funds for these projects, approximately \$452,284, were drawn down from HUD and already expended. The balance (\$282,000) will be re distributed to Dunbar Heights project. This year, 2018, is removed from the 5-year Action Plan and 2023 is added.

CAPITAL FUND 5 YEAR ACTION PLAN - 2019 thru 2023

2019 ANTICIPATED PROJECTS - YEAR 1

Operations \$154,000

Dunbar:

Front and Rear Doors 308,587

Rear Porches 308,587

Anticipated Costs: \$771,174

The design phase of this work was completed as well as request proposals advertised and accepted. As most of you are aware, one bid was rejected as non-compliant and the accepted proposals were significantly higher than available funds.

2020 ANTICIPATED PROJECTS – Year 2

Operations \$165,000

RAD Consultants 50,000

Dunbar:

Front and Rear Doors 305,897

Rear Porches 305,897

Anticipated Costs: \$826,794

NOTE: 2020 funds are re allocated to complete the above referenced project.

Requests for Proposals will be solicited shortly in anticipation of work beginning in the spring.

2021 ANTICIPATED PROJECTS – Year 3

Operations \$165,000

RAD Consultants 20,000

Dunbar:

Bathrooms 316,794

Kitchens 250,000

Bohlmann Towers:

Unit Painting 75,000

Anticipated Costs: \$826,794

2022 ANTICIPATED PROJECTS- Year 4

Operations \$165,000

Architect 88,013

Bohlmann:

Parking Lots 50,000

Turnkey:

Siding 198,781

Dunbar:

Parking Lot Replacement 50,000

Dunbar and Turnkeys:

Unit Painting 75,000

Anticipated Costs: \$826,794

2023 ANTICIPATED PROJECTS – Year 5

Operations \$165,000

Dunbar:

Erosion 138,124

Kitchens 250,000

Bohlmann:

Trash Compactor and Chute 273,670

Anticipated Costs: \$826,794

BOARD RESOLUTION REQUIRED

CAPITAL FUND 5 YEAR ACTION PLAN - 2020 thru 2024

2020 ANTICIPATED PROJECTS – Year 1

Operations \$165,000

RAD Consultants 50,000

Dunbar:

Front and Rear Doors 305,897

Rear Porches 305,897

Anticipated Costs: \$826,794

NOTE: 2020 funds are re allocated to complete the above referenced project.

Requests for Proposals will be solicited shortly in anticipation of work beginning in the spring.

2021 ANTICIPATED PROJECTS – Year 2

Operations \$165,000

RAD Consultants 20,000

Dunbar:

Bathrooms 316,794

Kitchens 250,000

Bohlmann Towers:

Unit Painting 75,000

Anticipated Costs: \$826,794

2022 ANTICIPATED PROJECTS- Year 3

Operations \$165,000

Architect 88,013

Bohlmann:

Parking Lots 50,000

Turnkey:

Siding 198,781

Dunbar:

Parking Lot Replacement 50,000

Dunbar and Turnkeys:

Unit Painting 75,000

Anticipated Costs: \$826,794

2023 ANTICIPATED PROJECTS – Year 4

Operations \$165,000

Dunbar:

Erosion 138,124

Kitchens 250,000

Bohlmann:

Trash Compactor and Chute 273,670

Anticipated Costs: \$826,794

2024 ANTICIPATED PROJECTS – Year 5

Operations \$165,000

Agency Wide:

Computer Software Upgrade 20,000

Skid Steer 20,000

Rodent/Weatherization upgrades 60,000

BT:

Elevator Replacement/Repair 400,000

Roof repair 161,794

Anticipated Cost 826,794

BOARD RESOLUTION REQUIRED

BANK BALANCES

The following are end of fiscal year bank balances:

3/31/13 - \$2,784
3/31/14 - \$22,832
3/31/15 - \$71,318
3/31/16 - \$704,382
3/31/17 - 1,018,537
3/31/18 - 1,048,161
3/31/19 - 745,211
3/31/20 - 782,392

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. Monthly Financial Statement – Operating
4. Summary of Tenant Account Receivables
5. Balance Sheet
6. Profit & Loss – Operating

PEEKSKILL HOUSING AUTHORITY



Shawn 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 – January 2021

Year-to-Date Financials –

Dwelling rents are under budget as tenants have most likely lost income due to the coronavirus. Other income is under budget due to no late fees. Operating subsidy is under budget even with the extra COVID funding in the amount of \$81,185. This year has been much lower than expected. CFP operations will be under budget until PHA obligates 2019 and 2020 capital funds. Then we will be able to draw down the operating portion.

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

Tenant services are under budget.

Water and sewer are over budget due to quarterly water bills that are much higher than expected. Electricity continues to be under budget which is a good sign. Gas and oil are still under budget. With only two more months left in the fiscal year, gas and oil should be under budget.

Maintenance labor and contracts are under budget. PHA has not had contractors turn units over which has kept contracts to a minimum. Materials are slightly over budget but are offset by the additional subsidy received for COVID related expenses.

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

Insurance is under budget. PILOT is over budget due to the second half payment made in December but will even out the next few months. Employee benefits are slightly over budget due to the retirement contribution made in December. Collection losses will be under budget until they are written off at year end. Currently vacated tenant receivables are \$48,438 which is slightly under budget.

January Financial –

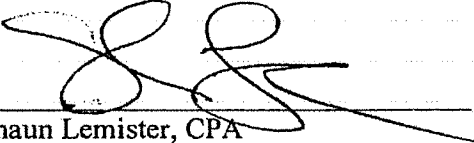
Both tenant rents and operating subsidy were better than budget for the month of January. Other income is under budget since we are still not charging late fees. Admin expenses are better than budget. Utilities are all over budget due to the time of year. Maintenance costs are under budget. All general expenses are under budget due to the time of year.

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 December were \$142,283. Total collected for December was \$125,707.24 which is a monthly cash flow deficit of \$16,575.76.
2. Two units became vacant in January.
3. Number of tenants who paid late and not at all:
 - A. Bohlmann – 72 late/25 not at all
 - B. Dunbar Heights – 39 late/23 not at all
 - C. Turnkey – 20 late/3 not at all
4. 131 out of 273 (48%) paid late and 51 out of 273 (19%) did not pay at all.
5. Number of units that owe money at the end of the month:
 - A. Bohlmann – 76 out of 144 units (\$192,344.87)
 - B. Dunbar Heights – 47 out of 96 units (\$127,852.64)
 - C. Turnkey – 17 out of 33 units (\$42,806.12)
6. This means 140 units out of 273 (52%) still owes \$363,003.63 at the end of the month.

Even when bad debts are factored in, PHA is still showing a surplus. There are only two months left in the fiscal year. PHA was able to draw down additional COVID funds in February which should ensure a surplus at year end. PHA should be able to continue this trend with CFP operating funds available in the future and no security contract.


Shaun Lemister, CPA

Peekskill Housing Authority
Summary Operating Statement - Budget and Actual
Ten Months Ended January 31, 2021

	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	1,371,830	1,680,000	512.82	1,400,000	1,344,299	(55,701)
Nondwelling Rent	18,210	22,320	6.81	18,600	18,525	(75)
Interest Income	702	800	0.24	667	61	(606)
Other Income	84,518	100,000	30.53	83,333	78,805	(4,528)
HUD Operating Subsidy	1,155,155	1,335,000	407.51	1,112,500	1,101,614	(10,886)
CFP Operations Subsidy	0	140,000	42.74	116,667	0	(116,667)
Total Operating Receipts - Including HUD Contril	2,630,415	3,278,120	1,000.65	2,731,767	2,543,304	(188,462)
Expenses						
Operating Expenditures						
Administrative:						
Administrative Salaries	290,722	380,857	116.26	317,381	328,004	(10,624)
Legal Expense	40,852	43,000	13.13	35,833	48,067	(12,234)
Training	129	1,000	0.31	833	0	833
Travel	0	0	0.00	0	0	0
Accounting Fees	0	0	0.00	0	0	0
Auditing Fees	8,860	8,860	2.70	7,383	0	7,383
Telephone, Office Supplies, Miscellaneous	66,198	79,795	24.36	66,496	59,318	7,178
Total Administrative Expenses	406,761	513,512	156.75	427,927	435,390	(7,463)
Tenant Services:						
Contracts	0	0	0.00	0	0	0
Recreation	8,937	10,000	3.05	8,333	5,409	2,925
Total Tenant Services Expenses	8,937	10,000	3.05	8,333	5,409	2,925
Utilities:						
Water/Sewer	234,224	232,000	70.82	193,333	272,732	(79,398)
Electricity	135,281	185,000	56.47	154,167	138,014	16,152
Gas	95,440	160,000	48.84	133,333	91,664	41,670
Fuel	6,033	170,000	51.89	141,667	76,867	64,800
Total Utilities Expenses	470,978	747,000	228.02	622,500	579,276	43,224
Ordinary Maintenance & Operation:						
Labor-Maintenance	550,839	592,391	180.83	493,659	456,736	36,923
Materials - Maintenance	96,310	115,000	35.10	95,833	101,219	(5,385)
Maint Contract Costs	394,813	331,540	101.20	276,283	169,645	106,639
Total Maintenance Expenses	1,041,962	1,038,931	317.13	865,776	727,599	138,177
Protective Services:						
Contracts	166,071	205,000	62.58	170,833	18,372	152,461
Total Protective Services	166,071	205,000	62.58	170,833	18,372	152,461
General Expense:						
Insurance	174,363	238,800	72.89	199,000	187,256	11,744
Payments in Lieu of Taxes	76,557	95,530	29.16	79,608	89,928	(10,320)
Employee Benefit Contributions	406,429	526,006	160.56	438,338	437,739	599
Collection Losses	(1,914)	60,000	18.32	50,000	82	49,919
Total General Expenses	655,435	920,336	280.93	766,947	715,005	51,942
Nonroutine Items:						
Extraordinary Items	99,900	0	0.00	0	0	0
Total Operating Expenses	2,850,044	3,434,779	1,048	2,862,316	2,481,050	228,805
Net Income/(Loss)	(219,629)	(156,659)	(47.82)	(130,549)	62,255	192,804

Peekskill Housing Authority
Summary Operating Statement - Monthly Budget and Actual
January 2021

Revenue	Prior Year Month Actual	Annual Monthly Budget (Dollars)	Monthly Actual	Variance - Favorable (Unfavorable)
Operating Receipts				
Dwelling Rentals	143,620	140,000	141,818	1,818
Excess Utilities	0	0	0	0
Nondwelling Rent	1,860	1,860	1,680	(180)
Interest Income	59	67	6	(61)
Other Income	5,975	8,333	5,986	(2,348)
HUD Operating Subsidy	153,499	111,250	111,626	376
CFP Operations Subsidy	0	11,667	0	(11,667)
Total Operating Receipts - Including HUD Contril	305,013	273,177	261,115	(12,062)
Expenses				
Operating Expenditures				
Administrative:				
Administrative Salaries	27,004	31,738	29,297	2,441
Legal Expense	10,123	3,583	1,234	2,349
Training	0	83	0	83
Travel	0	0	0	0
Accounting Fees	0	0	0	0
Auditing Fees	0	738	0	738
Telephone, Office Supplies, Miscellaneous	5,425	6,650	9,307	(2,657)
Total Administrative Expenses	42,552	42,793	39,838	2,955
Tenant Services:				
Contracts	0	0	0	0
Recreation	620	833	0	833
	620	833	0	833
Utilities:				
Water/Sewer	55,519	19,333	62,602	(43,269)
Electricity	13,141	15,417	15,705	(288)
Gas	20,315	13,333	20,611	(7,278)
Fuel	36,069	14,167	14,558	(392)
Total Utilities Expenses	125,045	62,250	113,476	(51,227)
Ordinary Maintenance & Operation:				
Labor-Maintenance	42,419	49,367	49,949	(582)
Materials - Maintenance	9,700	9,583	2,406	7,177
Maint Contract Costs	33,568	27,628	7,309	20,319
Total Maintenance Expenses	85,688	86,578	59,664	26,914
Protective Services:				
Labor	15,193	0	0	0
Contracts	0	17,083	0	17,083
Total Protective Services	15,193	17,083	0	17,083
General Expense:				
Insurance	1,269	19,900	2,504	17,396
Payments in Lieu of Taxes	0	7,961	0	7,961
Employee Benefit Contributions	41,264	43,835	38,752	5,083
Collection Losses	298	5,000	(65)	5,065
Total General Expenses	42,831	76,696	41,191	35,505
Nonroutine Maintenance:				
Extra Ordinary Maintenance and Equipment	39,960	0	0	0
Total Operating Expenses	351,888	286,232	254,169	32,064
Net Income/(Loss)	(46,875)	(13,055)	6,947	20,002

Peekskill Housing Authority
 Tenant Charges
 January 2021

	Rent	Parking	Late Fees	AC	Other Charges	Prior AR	Total Charges	Amount Paid	W/O's, AJE's Moveouts	Current AR
Bohlmann	75,807.00	720.00			330.00	171,300.03	76,857.00	(61,332.53)	(299.50)	186,525.00
Dunbar	48,914.00	735.00			84.00	110,518.84	49,733.00	(35,332.25)		124,919.59
Turnkey	17,097.00	225.00			104.00	39,430.32	17,426.00	(15,903.00)		40,953.32
Totals	141,818.00	1,680.00	0.00	0.00	518.00	321,249.19	144,016.00	(112,567.78)	(299.50)	352,397.91

See Individual property sheets for details

Total Tenant Charges for January	144,016.00
Total Received from Reconciliation	(112,567.78)
Total Write-offs, Move outs & Adj.	(299.50)
Change in TAR for January	<u>31,148.72</u>

Prepaid

Bohlman	5,819.87
Dunbar	2,933.05
Turnkey	<u>1,852.80</u>
	10,605.72

Total TAR	352,397.91
Prepaid	<u>10,605.72</u>

TAR	<u>363,003.63</u>
-----	-------------------

Prior Vacted TAR	48,483.17
Less anticipated write off	
Less Payments Received	(345.00)
Current Vacated TAR	299.50
Total Vacated TAR	<u>48,437.67</u>

Peekskill Housing Authority
Balance Sheet
 As of January 31, 2021

	<u>Jan 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1111.2 Cash - Operating Account	25,969.02
1111.5 Cash - Payroll Account	20,576.67
1112 Chase - Nonfederal	567,152.09
1114 Security Deposit Fund	75,343.20
1117 Petty Cash Fund	1,000.00
Total Checking/Savings	<u>690,040.98</u>
Other Current Assets	
1122 TAR	363,003.63
1122.1 Vacated TAR	48,437.67
1123 Allowance for Doubt. Accts	-203,437.67
1125 AR HUD	20,800.03
1211 Prepaid Insurance	45,140.25
1260 Material Inventory	37,414.32
1261 Obsolete Inventory	-1,351.64
Total Other Current Assets	<u>310,006.59</u>
Total Current Assets	<u>1,000,047.57</u>
Fixed Assets	
1400.10 Leasehold Improvements	3,318,689.76
1400.12 Building Improvements	2,826,518.82
1400.3 CFP Unallocated	70,645.98
1400.5 Accumulated Depreciation	-21,699,290.81
1400.6 Land	131,611.00
1400.7 Buildings	20,428,882.13
1400.8 Equipment - Dwellings	2,272.00
1400.9 Equipment - Admin	911,327.67
Total Fixed Assets	<u>5,990,656.55</u>
Other Assets	
1420 Deferred Outflow of Resour	144,030.00
Total Other Assets	<u>144,030.00</u>
TOTAL ASSETS	<u><u>7,134,734.12</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	29,885.50
Total Accounts Payable	<u>29,885.50</u>
Other Current Liabilities	
2111 Accounts Payable	77,171.49
2114 Tenant Security Deposits	77,927.49
2135 Accrued Payroll	34,975.05
2136 Accrued Pension	20,618.00
2137 Payments in Lieu of Taxes	89,928.00
2138 Accrued Comp. Absences	73,077.35
2240 Tenant Prepaid Rents	10,605.72
Total Other Current Liabilities	<u>384,303.10</u>
Total Current Liabilities	<u>414,188.60</u>

Peekskill Housing Authority
Balance Sheet
As of January 31, 2021

	<u>Jan 31, 21</u>
Long Term Liabilities	
2134 Acrued OPEB	6,779,002.00
2140 Net Pension Liability	152,273.00
2400 Deferred Inflow of Resourc	85,188.00
	<hr/>
Total Long Term Liabilities	7,016,463.00
	<hr/>
Total Liabilities	7,430,651.60
	<hr/>
Equity	
2803 Invested in Capital Assets	6,267,274.55
2807 Unrestricted Net Assets	-4,543,394.57
32000 · Retained Earnings	-2,112,499.99
Net Income	92,702.53
	<hr/>
Total Equity	-295,917.48
	<hr/>
TOTAL LIABILITIES & EQUITY	7,134,734.12
	<hr/> <hr/>

Peekskill Housing Authority
Profit & Loss
 April 2020 through January 2021

	<u>Apr '20 - Jan 21</u>
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	669,119.83
3110.2 Dunbar Heights	476,499.30
3110.4 Turnkey	198,680.00
Total 3110 Dwelling Rental	1,344,299.13
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	8,070.00
3190.2 Dunbar Heights	8,055.00
3190.4 Turnkey	2,400.00
Total 3190 Nondwelling Rental	18,525.00
3610 Interest on Gen. Fund Inv.	61.16
3690 Other Income	
3690.1 Laundry Room Income	24,819.89
3690.2 CAP Office Rent	9,000.00
3690.3 Health Center Rent	7,401.60
3690.4 Verizon Commission	1,361.30
3690.6 Late Fees	
Bohlmann Towers	-14.10
Dunbar Heights	-300.10
Turnkey	-2.50
Total 3690.6 Late Fees	-316.70
3690.7 Keycard BT	275.00
3690.8 Work Orders	
Bohlmann Towers	2,004.34
Dunbar Heights	965.00
Turnkey	234.00
Total 3690.8 Work Orders	3,203.34
3690.9 AC - BT	9,285.00
3690.9 Ac - TK	3,030.00
3690 Other Income - Other	20,745.67
Total 3690 Other Income	78,805.10
8020 Operating Subsidy	
8020.1 AMP 1	553,019.06
8020.2 AMP2	548,594.75
Total 8020 Operating Subsidy	1,101,613.81
Total Income	2,543,304.20
Expense	
4110 Administrative Salaries	328,004.45
4130 Legal Expense	48,067.46
4190.2 Membership Dues & Fees	1,570.00
4190.3 Telephone	4,140.41
4190.4 Collection Fees/Court Co	690.00
4190.5 Forms, Station. & Office	22,999.86
4190.6 All Other Sundry	15,707.55
4190.7 Admin. Service Contracts	11,709.85
4190.8 Bank Fees	2,500.00
4220.01 Other Tenant Services	5,408.52
4310 Water & Sewer	234,428.04
4310.9 Sewer Taxes	38,303.66
4320 Electricity	138,014.20
4330 Gas	86,194.67
4335 Propane	5,468.87
4340 Fuel	76,866.56
4410 Labor	456,735.77

Peekskill Housing Authority
Profit & Loss
April 2020 through January 2021

	Apr '20 - Jan 21
4420 Materials	
4420.01 Supplies - Grounds	99,090.65
4420 Materials - Other	2,128.02
Total 4420 Materials	101,218.67
4430.1 Garbage & Trash Removal	64,450.00
4430.10 Alarm/Extinguish Contra	3,402.87
4430.11 Routine Maint Contracts	10,517.14
4430.12 Other Maint Contracts	25,055.00
4430.2 Heating & Cooling Contra	9,683.20
4430.4 Elevator Contracts	10,088.44
4430.5 Landscaping Contracts	23,050.00
4430.8 Plumbing Contracts	500.00
4430.9 Exterminating Contracts	22,897.87
4480 Contract Costs - Security	17,622.00
4481 Security Camera Expense	750.00
4510.1 Insurance - Property	61,168.87
4510.2 Insurance - Liability	98,270.66
4510.3 Insurance - WC	23,268.54
4510.4 Insurance - Other	4,548.00
4520 Payments in Lieu of Taxes	89,928.00
4540.1 Employee Ben - Admin	145,632.75
4540.2 Employee Ben - Maint	292,106.29
4570 Collection Losses	117.50
66900 - Reconciliation Discrepancies	-36.00
Total Expense	2,481,049.67
Net Ordinary Income	62,254.53
Other Income/Expense	
Other Income	
8029.48 Capital Fund Grant 2018	30,448.00
Total Other Income	30,448.00
Net Other Income	30,448.00
Net Income	92,702.53

**PEEKSKILL HOUSING AUTHORITY
BOARD REQUESTS PHA WAITING LIST ON A
MONTHLY BASIS**

WHEREAS, The Peekskill Housing Authority accepts applicants for the PHA waiting list for housing, and

WHEREAS, The waiting list is confidential and information therein is subject to Privacy and HIPAA Laws, which would include sharing information without permission and,

WHEREAS, The Board of Commissioners have been made fully aware of the confidentiality of the waiting list,

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Peekskill Housing Authority request a copy of the PHA wait list on a monthly basis.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Luis A. Segarra				
Vice Chairman Alexandra Hanson				
Commissioner Dwight H. Douglas				
Commissioner Kimm McNeil				
Commissioner Jacqueline Simpkins				

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

Effective: February 18, 2021

P. Holden Croslan, Executive Director

Date:

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING THE
PAYMENT OF MONTHLY BILLS AS LISTED
JANUARY 2021**

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 January 2021 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 January 2021.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Luis A. Segarra				
Vice Chairman Alexandra Hanson				
Commissioner Dwight H. Douglas				
Commissioner Kimm McNeil				
Commissioner Jacqueline Simpkins				

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

Effective: February 18, 2021

P. Holden Croslan, Executive Director

Date:

Peekskill Housing Authority
Check Detail
January 2021

Num	Date	Name	Memo	Account	Original Amount
ACH	01/06/2021	Con Edison	807 Main Heat	1111.2 Cash - Operating Account	-12,436.39
			807 Main Heat	4330 Gas	12,436.39
TOTAL					12,436.39
ACH	01/06/2021	Con Edison	1719 Park	1111.2 Cash - Operating Account	-1,548.67
			1719 Park	4330 Gas	1,548.67
TOTAL					1,548.67
ACH	01/06/2021	Con Edison	1431 Park	1111.2 Cash - Operating Account	-1,451.13
			1431 Park	4330 Gas	1,451.13
TOTAL					1,451.13
ACH	01/06/2021	Con Edison	807 Main Ent	1111.2 Cash - Operating Account	-955.76
			807 Main Ent	4330 Gas	955.76
TOTAL					955.76
ACH	01/06/2021	Con Edison	1227 Howard	1111.2 Cash - Operating Account	-466.98
			1227 Howard	4330 Gas	466.98
TOTAL					466.98
16007	01/07/2021	ADT Commercial	fire alarm inspection	1111.2 Cash - Operating Account	-1,877.06
137515500	12/04/2020		fire alarm inspection	4430.10 Alarm/Extinguish Contra	1,877.06
TOTAL					1,877.06
16008	01/07/2021	Avaya Financial Services	phone system	1111.2 Cash - Operating Account	-135.27
36876733	12/22/2020		phone system	4190.5 Forms, Station. & Office	135.27
TOTAL					135.27
16009	01/07/2021	City of Peekskill Finance Department	2nd half PILOT 2020	1111.2 Cash - Operating Account	-44,964.00
2020-1	12/10/2020		2nd half PILOT 2020	4520 Payments in Lieu of Taxes	44,964.00
TOTAL					44,964.00
16010	01/07/2021	Con Edison		1111.2 Cash - Operating Account	-272.33
49061 11/18-12/21/20	12/22/2020		DH 2A	4320 Electricity	53.91
18041 11/18-12/21/20	12/22/2020		DH 7A	4320 Electricity	41.88
39070 11/18-12/21/20	12/22/2020		DH 13E	4320 Electricity	105.64
00066 12/3-12/21/20	12/22/2020		DH 22D	4320 Electricity	23.60
00040 11/18-12/21/20	12/22/2020		DH 31A	4320 Electricity	47.30
TOTAL					272.33
16011	01/07/2021	CSEA	union dues	1111.2 Cash - Operating Account	-319.73
1/6/21	01/06/2021		union dues	2117.7 CSEA Dues	319.73
TOTAL					319.73
16012	01/07/2021	DEC Office Solutions, Inc.	copier maint	1111.2 Cash - Operating Account	-47.46
184729	12/30/2020		copier maint	4190.5 Forms, Station. & Office	47.46
TOTAL					47.46
16013	01/07/2021	Disrupt 2 Create	quarterly web hosting	1111.2 Cash - Operating Account	-450.00
208	12/29/2020		quarterly web hosting	4190.7 Admin. Service Contracts	450.00
TOTAL					450.00

Peekskill Housing Authority

Check Detail

January 2021

Num	Date	Name	Memo	Account	Original Amount
16014	01/07/2021	Employee Benefits Division	FEB 2021 HI	1111.2 Cash - Operating Account	-27,142.08
560	01/04/2021		Feb 2021 HI Feb 2021 HI	4540.1 Employee Ben - Admin 4540.2 Employee Ben - Maint	8,645.83 18,496.25
TOTAL					27,142.08
16015	01/07/2021	Endicott Comm, Inc.	answering service	1111.2 Cash - Operating Account	-293.12
201200522102	12/29/2020		answering service	4190.5 Forms, Station. & Office	293.12
TOTAL					293.12
16016	01/07/2021	Gallinger Environmental Mgmt Corp	1719A 3L post mold inspection	1111.2 Cash - Operating Account	-725.00
3230	12/26/2020		1719A 3L post mold inspection	4430.11 Routine Maint Contracts	725.00
TOTAL					725.00
16017	01/07/2021	Home Depot Credit Services	maint supplies	1111.2 Cash - Operating Account	-6,557.08
11/24/20-12/25/20	12/26/2020		maint supplies	4420.01 Supplies - Grounds	6,557.08
TOTAL					6,557.08
16018	01/07/2021	Mc Caffrey Signs Inc.	12 signs	1111.2 Cash - Operating Account	-420.00
5337	12/22/2020		12 signs	4420.01 Supplies - Grounds	420.00
TOTAL					420.00
16019	01/07/2021	Pestech		1111.2 Cash - Operating Account	-802.96
863405	12/04/2020		rat bait stations	4430.9 Exterminating Contracts	150.00
858972	12/18/2020		bedbugs/mattress covers	4430.9 Exterminating Contracts	352.96
858973	12/18/2020		roaches	4430.9 Exterminating Contracts	100.00
858974	12/18/2020		roaches and mice	4430.9 Exterminating Contracts	100.00
858976	12/18/2020		roaches	4430.9 Exterminating Contracts	100.00
TOTAL					802.96
16020	01/07/2021	Ready Refresh	office	1111.2 Cash - Operating Account	-103.77
20L	12/22/2020		office	4190.6 All Other Sundry	103.77
TOTAL					103.77
16021	01/07/2021	Robison Oil		1111.2 Cash - Operating Account	-7,402.14
1464698	12/10/2020		696 Highland Ave	4340 Fuel	4,438.60
1468107	12/14/2020		696 Highland Ave	4340 Fuel	2,963.54
TOTAL					7,402.14
16022	01/07/2021	Sun-Dance Energy Contractors Inc.	TK boiler repair	1111.2 Cash - Operating Account	-1,653.48
8831	12/22/2020		Tk boiler repair	4430.2 Heating & Cooling Contra	1,653.48
TOTAL					1,653.48
16023	01/07/2021	The Journal News	RFQ repositioning ad	1111.2 Cash - Operating Account	-258.00
4492930	12/20/2020		RFQ repositioning ad	4190.6 All Other Sundry	258.00
TOTAL					258.00
16024	01/07/2021	Travelers Insurance	B&M insurance	1111.2 Cash - Operating Account	-296.00
2021-1	12/14/2020		B&M insurance	4510.1 Insurance - Property	296.00
TOTAL					296.00
ACH	01/07/2021	IRS	1/7/21 payroll	1111.5 Cash - Payroll Account	-10,996.42
			1/7/21 payroll	2117.4 FICA Payable	10,996.42
TOTAL					10,996.42

Peekskill Housing Authority

Check Detail

January 2021

Num	Date	Name	Memo	Account	Original Amount
ACH	01/07/2021	NYS Income Tax	1/7/21 payroll	1111.5 Cash - Payroll Account	-1,935.19
			1/7/21 payroll	2117.2 NY State W/H	1,935.19
TOTAL					1,935.19
ACH	01/14/2021	Con Edison	709 Main St	1111.2 Cash - Operating Account	-2,593.63
			709 Main St	4330 Gas	2,593.63
TOTAL					2,593.63
	01/15/2021		Service Charge	1111.2 Cash - Operating Account	-2,500.00
			Service Charge	4190.8 Bank Fees	2,500.00
TOTAL					2,500.00
ACH	01/20/2021	IRS	123120 941	1111.5 Cash - Payroll Account	-41.42
			123120 941	2117.4 FICA Payable	41.42
TOTAL					41.42
16025	01/21/2021	Ace Computer Services Corp.	tech support	1111.2 Cash - Operating Account	-305.30
5728	01/06/2021		tech support	4190.7 Admin. Service Contracts	305.30
TOTAL					305.30
16026	01/21/2021	ADT Commercial	Kiley fire monitoring	1111.2 Cash - Operating Account	-410.80
137619138	12/09/2020		Kiley fire monitoring	4430.10 Alarm/Extinguish Contra	410.80
TOTAL					410.80
16027	01/21/2021	Chase Card	credit card	1111.2 Cash - Operating Account	-2,455.94
12/19/20-1/18/21	01/19/2021		cablevision phone	4190.3 Telephone	401.89
			cablevision internet	4190.6 All Other Sundry	873.49
			maint supplies	4420.01 Supplies - Grounds	626.63
			office/zoom setup	4190.6 All Other Sundry	257.93
			BT keyfob software	4190.7 Admin. Service Contracts	296.00
TOTAL					2,455.94
16028	01/21/2021	City of Peekskill (cpw)		1111.2 Cash - Operating Account	-32,601.72
4722 9/13-12/15/20	01/01/2021		1431 Park	4310 Water & Sewer	2,607.57
4723 9/13-12/15/20	01/01/2021		807 Main	4310 Water & Sewer	31,548.46
4724 9/13-12/15/20	01/01/2021		696 Highland Ave	4310 Water & Sewer	21,458.88
4764 9/13-12/15/20	01/01/2021		1719 Park	4310 Water & Sewer	5,886.91
4765 9/13-12/15/20	01/01/2021		1227 Howard	4310 Water & Sewer	899.90
TOTAL					62,601.72
16029	01/21/2021	City of Peekskill (Gas)	Dec gas usage	1111.2 Cash - Operating Account	-199.71
DEC20	01/04/2021		Dec gas usage	4420.01 Supplies - Grounds	199.71
TOTAL					199.71
16030	01/21/2021	CSEA	union dues	1111.2 Cash - Operating Account	-319.73
1/20/21	01/20/2021		union dues	2117.7 CSEA Dues	319.73
TOTAL					319.73
16031	01/21/2021	DEC Office Leasing	copier lease	1111.2 Cash - Operating Account	-114.00
70933071	01/09/2021		copier lease	4190.5 Forms, Station. & Office	114.00
TOTAL					114.00
16032	01/21/2021	Disrupt 2 Create	down pymt website upgrade	1111.2 Cash - Operating Account	-1,000.00
210	01/06/2021		down pymt website upgrade	4190.7 Admin. Service Contracts	1,000.00
TOTAL					1,000.00

Peekskill Housing Authority

Check Detail

January 2021

Num	Date	Name	Memo	Account	Original Amount
16033	01/21/2021	Equifax Verification Services	applicant credit checks	1111.2 Cash - Operating Account	-253.78
2321366	01/08/2021		applicant credit checks	4190.6 All Other Sundry	253.78
TOTAL					253.78
16034	01/21/2021	Housing Authority Risk Retention Group	lawsuit deductibles	1111.2 Cash - Operating Account	-1,233.80
655123120	01/04/2021		lawsuit deductibles	4130 Legal Expense	1,233.80
TOTAL					1,233.80
16035	01/21/2021	New York Power Authority	Dec 2020	1111.2 Cash - Operating Account	-15,350.73
92372	01/12/2021		Dec 2020	4320 Electricity	15,350.73
TOTAL					15,350.73
16036	01/21/2021	NYSIF	workers comp	1111.2 Cash - Operating Account	-2,503.99
59455367	01/01/2021		workers comp	4510.3 Insurance - WC	2,503.99
TOTAL					2,503.99
16037	01/21/2021	Pestech		1111.2 Cash - Operating Account	-1,394.00
863523	12/31/2020		drain flies/roaches	4430.9 Exterminating Contracts	200.00
863859	01/07/2021		roaches	4430.9 Exterminating Contracts	100.00
863860	01/07/2021		roaches	4430.9 Exterminating Contracts	100.00
863862	01/07/2021		roaches	4430.9 Exterminating Contracts	100.00
863863	01/07/2021		bedbugs	4430.9 Exterminating Contracts	100.00
861599	01/25/2021		monthly	4430.9 Exterminating Contracts	794.00
TOTAL					1,394.00
16038	01/21/2021	Petty Cash		1111.2 Cash - Operating Account	-112.90
20-7	12/08/2020		Christmas cards for residents	4220.01 Other Tenant Services	54.08
20-8	12/10/2020		decorating security booth	4220.01 Other Tenant Services	32.47
20-9	12/28/2020		postage	4190.5 Forms, Station, & Office	26.35
TOTAL					112.90
16039	01/21/2021	Pitney Bowes Purchase Power	postage	1111.2 Cash - Operating Account	-700.00
1/3/21	01/03/2021		postage	4190.5 Forms, Station, & Office	700.00
TOTAL					700.00
16040	01/21/2021	Rivera's Landscaping and Construction Inc	Nov lawn maintenance	1111.2 Cash - Operating Account	-3,150.00
NOV20	12/22/2020		Nov lawn maintenance	4430.5 Landscaping Contracts	3,150.00
TOTAL					3,150.00
16041	01/21/2021	Robison Oil		1111.2 Cash - Operating Account	-9,001.29
1469929	12/22/2020		696 Highland Ave	4340 Fuel	5,159.82
1473585	12/29/2020		696 Highland Ave	4340 Fuel	3,841.47
TOTAL					9,001.29
16042	01/21/2021	Staples Advantage	office supplies	1111.2 Cash - Operating Account	-498.47
8060833273	01/02/2021		office supplies	4190.5 Forms, Station, & Office	498.47
TOTAL					498.47
16043	01/21/2021	Sun-Dance Energy Contractors Inc.	BT water line/DH boilers	1111.2 Cash - Operating Account	-1,580.26
8836	01/04/2021		BT water line	4430.2 Heating & Cooling Contra	1,070.26
			DH boiler	4430.2 Heating & Cooling Contra	510.00
TOTAL					1,580.26
16044	01/21/2021	Sun-Dance Energy Contractors Inc.	Park st leak	1111.2 Cash - Operating Account	-1,360.00
8838	01/11/2021		Park St leak	4430.2 Heating & Cooling Contra	1,360.00
TOTAL					1,360.00

Peekskill Housing Authority
Check Detail
January 2021

Num	Date	Name	Memo	Account	Original Amount
16045	01/21/2021	Tyrone Weich	security deposit refund	1111.2 Cash - Operating Account	-100.00
1/19/21	01/19/2021		security deposit refund	2114 Tenant Security Deposits	100.00
TOTAL					100.00
16046	01/21/2021	U.S Tank Tech	DH oil tank test	1111.2 Cash - Operating Account	-375.00
23861	01/08/2021		DH oil tank test	4430.11 Routine Maint Contracts	375.00
TOTAL					375.00
ACH	01/21/2021	IRS	1/21/21 payroll	1111.5 Cash - Payroll Account	-12,135.30
			1/21/21 payroll	2117.4 FICA Payable	12,135.30
TOTAL					12,135.30
ACH	01/21/2021	NYS Income Tax	1/21/21 payroll	1111.5 Cash - Payroll Account	-2,182.50
			1/21/21 payroll	2117.2 NY State W/H	2,182.50
TOTAL					2,182.50
ACH	01/21/2021	NYS Income Tax	123120 NYS45	1111.5 Cash - Payroll Account	-361.57
			123120 NYS45	2117.2 NY State W/H	361.57
TOTAL					361.57
ACH	01/25/2021	NYS and Local Retirement Systems	Jan.21 cont & loan pymts	1111.2 Cash - Operating Account	-2,614.50
			Jan 21 cont & loan pymts	2117.3 Pension Payable	2,614.50
TOTAL					2,614.50

**PEEKSKILL HOUSING AUTHORITY
FIVE-YEAR CAPITAL FUND ACTION PLAN**

WHEREAS, The Peekskill Housing Authority is required by the Department of Housing and Urban Development (HUD) to submit a 5-Year Capital Fund Action Plan, and

WHEREAS, The Board of Commissioners of the Peekskill Housing Authority have reviewed and discussed Five-Year Capital Fund Action Plan for 2019-2023,

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Peekskill Housing Authority hereby approve and accept the 5-Year Capital Fund Action Plan for 2019-2023.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Luis A. Segarra				
Vice Chairman Alexandra Hanson				
Commissioner Dwight H. Douglas				
Commissioner Kimm McNeil				
Commissioner Jacqueline Simpkins				

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

Effective: February 18, 2021

P. Holden Croslan, Executive Director

Date:

Capital Fund Program - Five-Year Action Plan

Status: Approved Approval Date: 02/10/2021

Approved By: YIP, SUEN PING

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part I: Summary

PHA Name : Peekskill Housing Authority

Locality (City/County & State)

Original 5-Year Plan

Revised 5-Year Plan (Revision No:)

PHA Number: NY082

A. Development Number and Name	Work Statement for					Work Statement for Year 5 2023
	Year 1 2019	Year 2 2020	Year 3 2021	Year 4 2022	Year 5 2023	
AUTHORITY-WIDE	\$154,000.00	\$215,000.00	\$185,000.00	\$165,000.00	\$165,000.00	
BOHLMANN TOWER/DUNBAR HGT (NY082000002)	\$617,174.00	\$611,794.00	\$566,794.00	\$611,794.00	\$388,124.00	
BOHLMANN TOWER/DUNBAR HGT (NY082000001)			\$75,000.00	\$50,000.00	\$273,670.00	

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 1 2019

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	BOHLMANN TOWER/DUNBAR HGT (NY082000002)			\$617,174.00
ID0034	DH Exterior Front Door Replacement(Dwelling Unit-Exterior (1480)-Exterior Doors)	replace all front doors - 696 Highland Avenue 96 units		\$308,587.00
ID0036	DH Rear Porch Replacement(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc)	replace all rear porches - 696 Highland Ave 96 units		\$308,587.00
	AUTHORITY-WIDE (NAWASD)			\$154,000.00
ID0002	Operations(Operations (1406))	Operations		\$154,000.00
	Subtotal of Estimated Cost			\$771,174.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 2 2020

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$215,000.00
ID0004	Operations(Operations (1406))	Operations		\$165,000.00
ID0029	RAD Consultant(RAD Funds Pre Closing (1480))	Consultant to help PHA through the RAD conversion. Spread over 4 years		\$50,000.00
	BOHLMANN TOWER/DUNBAR HGT (NY082000002)			\$611,794.00
ID0041	DH Rear Porch Replacement(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc)	replace all rear porches - 696 Highland Ave 96 units		\$305,897.00
ID0042	DH Exterior Front Door Replacement(Dwelling Unit-Exterior (1480)-Exterior Doors)	replace all front doors - 696 Highland Avenue 96 units		\$305,897.00
	Subtotal of Estimated Cost			\$826,794.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 3 2021

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$185,000.00
ID0005	Operations(Operations (1406))	Operations		\$165,000.00
ID0030	RAD Consultant(RAD Funds Pre Closing (1480))	Consultant to help PHA through the RAD conversion. Spread over 4 years		\$20,000.00
	BOHLMANN TOWER/DUNBAR HGT (NY082000002)			\$566,794.00
ID0019	Dunbar Heights bathroom replacement(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cycical),Dwelling Unit-Interior (1480)-Tubs and Showers)	Update all bathrooms at Dunbar Heights in phases based on available CFP funds		\$316,794.00
ID0023	Dunbar Heights kitchen replacement(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets)	Modernization of all Dunbar Heights kitchens done in phases based on available CFP funds		\$250,000.00
	BOHLMANN TOWER/DUNBAR HGT (NY082000001)			\$75,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 3 2021

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0037	BT Unit Painting(Dwelling Unit-Interior (1480)-Interior Painting (non routine))	paint all units in Behlmann Towers - 807 Main Street all 144 units		\$75,000.00
	Subtotal of Estimated Cost			\$826,794.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2-577-0274
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 4		2022		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	BOHLMANN TOWER/DUNBAR HGT (NY082000002)			\$611,794.00
ID0012	A/E Turnkey Siding replacement(Contract Administration (1480)-Other Fees and Costs)	Architectural design for replacement of vinyl siding at all Turnkey locations		\$2,042.00
ID0016	DH Parking lot replacement(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Replacement of both parking lots at Dunbar Heights		\$250,000.00
ID0018	A/E Dunbar Heights bathroom replacement(Contract Administration (1480)-Other Fees and Costs)	Architectural design for modernization of all bathrooms at Dunbar Heights		\$25,971.22
ID0021	A/E Dunbar Heights kitchen replacement(Contract Administration (1480)-Other Fees and Costs)	Architectural design for kitchen modernization		\$60,000.00
ID0027	TK siding replacement(Dwelling Unit-Exterior (1480)-Siding)	Replace siding at the Turnkey sites		\$198,780.78
ID0038	DH & TK Unit Painting(Dwelling Unit-Interior (1480)-Interior Painting (non routine))	paint all unit at Dunbar Heights and Turnkey sites: 696 Highland Ave - 96 units, 1227 Howard St S - 5 units, 1431 Park St - 14 units, 1719 Park St - 12 units.		\$75,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 4 2022

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0025	BOHLMANN TOWER/DUNBAR HGT (NY082000001)			\$50,000.00
ID0025	BT Parking lot seal and line(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Seal the parking lot at Bohlmann Towers and paint new parking lines		\$50,000.00
	AUTHORITY-WIDE (NAWASD)			\$165,000.00
ID0040	Operations(Operations (1406))	Operating portion of CFP		\$165,000.00
	Subtotal of Estimated Cost			\$826,794.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 5 2023

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	BOHLMANN TOWER/DUNBAR HGT (NY082000002)			\$388,124.00
ID0022	Dunbar Heights kitchen replacement(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Kitchens Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets)	Modernization of all kitchens at Dunbar Heights done in phases based on available CFP funds		\$250,000.00
ID0039	DH Erosion Site work(Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Storm Drainage)	erosion site work at Dunbar Heights - 696 Highland Ave needs drainage work. PHA will work with the Architects/Engineers to design this when available.		\$138,124.00
	AUTHORITY-WIDE (NAWASD)			\$165,000.00
ID0043	Operations(Operations (1406))	Operations		\$165,000.00
	BOHLMANN TOWER/DUNBAR HGT (NY082000001)			\$273,670.00
ID0044	Compactor/Chute System(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Replace compactor and chute system at BT		\$273,670.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2023		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Subtotal of Estimated Cost			\$826,794.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 1	2019
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Operations(Operations (1406))	\$154,000.00
Subtotal of Estimated Cost	\$154,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 2	2020
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Operations(Operations (1406))	\$165,000.00
RAD Consultant(RAD Funds Pre Closing (1480))	\$50,000.00
Subtotal of Estimated Cost	\$215,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year	2021
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Operations(Operations (1406))	\$165,000.00
RAD Consultant(RAD Funds Pre Closing (1480))	\$20,000.00
Subtotal of Estimated Cost	\$185,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year	2022
Development Number/Name	Estimated Cost
General Description of Major Work Categories	
Housing Authority Wide	
Operations(Operations (1406))	\$165,000.00
Subtotal of Estimated Cost	\$165,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part III: Supporting Pages - Management Needs Work Statements (\$)

Work Statement for Year	5	2023	
Development Number/Name		Estimated Cost	
General Description of Major Work Categories			
Housing Authority Wide			
Operations(Operations (1406))		\$165,000.00	
Subtotal of Estimated Cost		\$165,000.00	

**PEEKSKILL HOUSING AUTHORITY
FIVE-YEAR CAPITAL FUND ACTION PLAN**

WHEREAS, The Peekskill Housing Authority is required by the Department of Housing and Urban Development (HUD) to submit a 5-Year Capital Fund Action Plan, and

WHEREAS, The Board of Commissioners of the Peekskill Housing Authority have reviewed and discussed Five-Year Capital Fund Action Plan for 2020-2024,

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Peekskill Housing Authority hereby approve and accept the 5-Year Capital Fund Action Plan for 2020-2024.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Luis A. Segarra				
Vice Chairman Alexandra Hanson				
Commissioner Dwight H. Douglas				
Commissioner Kimm McNeil				
Commissioner Jacqueline Simpkins				

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

Effective: February 18, 2021

P. Holden Croslan, Executive Director

Date:

Capital Fund Program - Five-Year Action Plan

Status: Under Review

Approval Date:

Approved By:

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part I: Summary

PHA Name : Peekskill Housing Authority

Locality (City/County & State)
 Original 5-Year Plan

Revised 5-Year Plan (Revision No:)

PHA Number: NY082

A.	Development Number and Name	Work Statement for				
		Year 1 2020	Year 2 2021	Year 3 2022	Year 4 2023	Year 5 2024
	AUTHORITY-WIDE	\$215,000.00	\$185,000.00	\$165,000.00	\$165,000.00	\$265,000.00
	BOHLMANN TOWER/DUNBAR HGT (NY082000002)	\$611,794.00	\$566,794.00	\$611,794.00	\$388,124.00	
	BOHLMANN TOWER/DUNBAR HGT (NY082000001)		\$75,000.00	\$50,000.00	\$273,670.00	\$561,794.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1		2020		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAVASD)			\$215,000.00
ID0004	Operations(Operations (1406))	Operations		\$165,000.00
ID0029	RAD Consultant(RAD Funds Pre Closing (1480))	Consultant to help PHA through the RAD conversion. Spread over 4 years		\$50,000.00
	BOHLMANN TOWER/DUNBAR HGT (NY082000002)			\$611,794.00
ID0041	DH Rear Porch Replacement(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc)	replace all rear porches - 696 Highland Ave 96 units		\$305,897.00
ID0042	DH Exterior Front Door Replacement(Dwelling Unit-Exterior (1480)-Exterior Doors)	replace all front doors - 696 Highland Avenue 96 units		\$305,897.00
	Subtotal of Estimated Cost			\$826,794.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 2 2021

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$185,000.00
ID0005	Operations(Operations (1406))	Operations		\$165,000.00
ID0030	RAD Consultant(RAD Funds Pre Closing (1480))	Consultant to help PHA through the RAD conversion. Spread over 4 years		\$20,000.00
	BOHLMANN TOWER/DUNBAR HGT (NY082000002)			\$566,794.00
ID0019	Dunbar Heights bathroom replacement(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Tubs and Showers)	Update all bathrooms at Dunbar Heights in phases based on available CFP funds		\$316,794.00
ID0023	Dunbar Heights kitchen replacement(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets)	Modernization of all Dunbar Heights kitchens done in phases based on available CFP funds		\$250,000.00
	BOHLMANN TOWER/DUNBAR HGT (NY082000001)			\$75,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (S)

Work Statement for Year		2021		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0037	BT Unit Painting(Dwelling Unit-Interior (1480)-Interior Painting (non routine))	paint all units in Bohmann Towers - 807 Main Street all 144 units		\$75,000.00
	Subtotal of Estimated Cost			\$826,794.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3		2022		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	BOHLMANN TOWER/DUNBAR HGT (NY082000002)			\$611,794.00
ID0012	A/E Turnkey Siding replacement(Contract Administration (1480)-Other Fees and Costs)	Architectural design for replacement of vinyl siding at all Turnkey locations		\$2,042.00
ID0016	DH Parking lot replacement(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Replacement of both parking lots at Dunbar Heights		\$250,000.00
ID0018	A/E Dunbar Heights bathroom replacement(Contract Administration (1480)-Other Fees and Costs)	Architectural design for modernization of all bathrooms at Dunbar Heights		\$25,971.22
ID0021	A/E Dunbar Heights kitchen replacement(Contract Administration (1480)-Other Fees and Costs)	Architectural design for kitchen modernization		\$60,000.00
ID0027	TK siding replacement(Dwelling Unit-Exterior (1480)-Siding)	Replace siding at the Turnkey sites		\$198,780.78
ID0038	DH & TK Unit Painting(Dwelling Unit-Interior (1480)-Interior Painting (non routine))	paint all unit at Dunbar Heights and Turnkey sites, 696 Highland Ave - 96 units, 1227 Howard St - 5 units, 1431 Park St - 14 units, 1719 Park St - 12 units.		\$75,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 3 2022

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0025	BOHLMANN TOWER/DUNBAR HGT (NY082000001)			\$50,000.00
ID0025	BT Parking lot seal and line(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Seal the parking lot at Bohlmann Towers and paint new parking lines		\$50,000.00
	AUTHORITY-WIDE (NAWASD)			\$165,000.00
ID0040	Operations(Operations (1406))	Operating portion of CFP		\$165,000.00
	Subtotal of Estimated Cost			\$826,794.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (S)

Work Statement for Year 4 2023

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	BOHLMANN TOWER/DUNBAR HGT (NY082000002)			\$388,124.00
ID0022	Dunbar Heights kitchen replacement(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets)	Modernization of all kitchens at Dunbar Heights done in phases based on available CPP funds		\$250,000.00
ID0039	DH Erosion Site work(Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Storm Drainage)	erosion site work at Dunbar Heights - 696 Highland Ave needs drainage work. PRA will work with the Architects/Engineers to design this when available.		\$138,124.00
	AUTHORITY-WIDE (NA/WASD)			\$165,000.00
ID0043	Operations(Operations (1406))	Operations		\$165,000.00
	BOHLMANN TOWER/DUNBAR HGT (NY082000001)			\$273,670.00
ID0044	Compactor/Chute System(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Replace compactor and chute system at BT		\$273,670.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2023		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Subtotal of Estimated Cost			\$826,794.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (S)

Work Statement for Year 5 2024

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0045	Computer Software Upgrades(Management Improvement (1408)-System Improvements)	New YARDI modules to include tenant portals and hand held devices for maintenance work orders		\$20,000.00
ID0046	Operations(Operations (1406))	operations		\$165,000.00
ID0047	Skid Steer(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Skid steer to help with snow removal		\$20,000.00
ID0048	Rodent Weatherization upgrades(Non-Dwelling Exterior (1480)-Other)	Assess all buildings to identify gaps, leaks and openings. Fix and repair all items found to help with heat loss and rodent access		\$60,000.00
	BOHLMANN TOWER/DUNBAR HGT (NY082000001)			\$561,794.00
ID0049	BT Elevator Replacement/Repair(Non-Dwelling Construction - Mechanical (1480)-Elevator)	Replace or upgrade current elevator system at BT		\$400,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 5 2024

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0050	BT roof repair(Dwelling Unit-Exterior (1480)-Roofs)	BT roof repair or replacement		\$161,794.00
	Subtotal of Estimated Cost			\$826,794.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part III: Supporting Pages - Management Needs Work Statements (S)	
Work Statement for Year 1	2020
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Operations(Operations (1406))	\$165,000.00
RAD Consultant(RAD Funds Pre Closing (1480))	\$50,000.00
Subtotal of Estimated Cost	\$215,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 2	2021
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Operations(Operations (1406))	\$165,000.00
RAD Consultant(RAD Funds Pre Closing (1480))	\$20,000.00
Subtotal of Estimated Cost	\$185,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part III: Supporting Pages - Management Needs Work Statements (\$)	
Work Statement for Year	2022
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Operations(Operations (146))	\$165,000.00
Subtotal of Estimated Cost	\$165,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year	2023
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Operations(Operations (1406))	\$165,000.00
Subtotal of Estimated Cost	\$165,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 5	2024
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Computer Software Upgrades(Management Improvement (1408)-System Improvements)	\$20,000.00
Operations(Operations (1406))	\$165,000.00
Skid Steer(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	\$20,000.00
Rodent Weatherization upgrades(Non-Dwelling Exterior (1480)-Other)	\$60,000.00
Subtotal of Estimated Cost	\$265,000.00