

PEEKSKILL HOUSING AUTHORITY



P. Holden Croslan
Executive Director

807 Main Street
Peekskill, New York 10566
Phone: 914-739-1700
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PEEKSKILL HOUSING AUTHORITY BOARD OF COMMISSIONERS PUBLIC HEARING

July 15, 2021
Dunbar Heights – Community Room
696 Highland Ave, Peekskill, NY 10566

AGENDA

- I. ROLL CALL
- II. 2021 – 2025 - 5 YEAR AND ANNUAL PLAN
- III. PUBLIC COMMENTS
- IV. VOTE
 - a) Resolution – 07/04/2021 – Approval of the 2021 - 2025 – 5 Year and Annual Plan
- V. ADJOURNMENT

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING 5-YEAR AND ANNUAL PLAN FOR THE
FISCAL YEARS OF APRIL 2021 – MARCH 2025**

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

WHEREAS, The Peekskill Housing Authority has prepared this 5-Year and Annual Plan in compliance with the Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirement, and

WHEREAS, The Peekskill Housing Authority advertised in one local newspaper and made the 5-Year and Annual Plan available for public review, and

WHEREAS, The Board of Commissioners for the Peekskill Housing Authority have reviewed discussed, and approved the 5-Year and Annual Plan

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Peekskill Housing Authority hereby approve and accept the 5-Year and Annual Plan for the five fiscal years of 2021 through 2025 and the annual portion of this fiscal year ending March 31, 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				
Commissioner Duane Timms				

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

Effective: July 15, 2021

P. Holden Croslan, Executive Director

Date:

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PEEKSKILL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MONTHLY MEETING – JULY 15, 2021
Dunbar Heights - Community Room
696 Highland Avenue, Peekskill, NY 10566
AGENDA

I. ROLL CALL

II. TENANTS' COMMENTS AND CONCERNS

III. APPROVAL OF MINUTES:

- a) Resolution – 07/01/2021 – June 17, 2021 - Regular Meeting Minutes

VI. CORRESPONDENCE: None

V. EXECUTIVE DIRECTOR'S REPORT:

- a) Monthly Report – July 2021
- b) Financial Report – June 2021

VI. COUNCIL'S REPORT

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

- a) Resolution – 07/02/2021 – June Monthly Bills
- b) Resolution – 07/03/2021 – Written Off Uncollectable Debt ending Fiscal Year March 31, 2021

XI. TENANTS' COMMENTS AND CONCERNS

X. ADJOURNMENT

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING
JUNE 17, 2021 BOARD MEETING MINUTES
REGULAR SESSION**

WHEREAS, The Board of Commissioners have reviewed the minutes of June 17, 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 June 17, 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				
Commissioner Duane Timms				

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

Effective: July 15, 2021

P. Holden Croslan, Executive Director

Date:

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PEEKSKILL HOUSING AUTHORITY BOARD OF COMMISSIONERS MONTHLY MEETING MINUTES JUNE 17, 2021 – ZOOM MEETING

ROLL CALL:

Commissioner Segarra, Chairman
Commissioner Hanson, Vice Chairman - Absent
Commissioner Douglas
Commissioner McNeil – Late Arrival
Commissioner Simpkins
Commissioner Timms - Absent

P Holden Croslan, Executive Director
John W. Furst, Esq., Council

TENANTS COMMENTS AND CONCERNS

Lauren Suchic – Cortland-Peekskill Anti-racial Coalition (C-PARC)

1. Since the governor has lifted most of the requirements around COVID safety, will you be meeting in the future in person? Chairman Segarra responded that depending on the CDC and State requirements, we are looking to meet in person for our July meeting, we will have a better answer one week before the meeting is scheduled. It is our goal to meet in person before our August recess.

EXECUTIVE DIRECTOR'S REPORT

Revenue – HUD subsidy for April \$129,389; May \$82,429 which reflects \$50,00 less than last month which should be made up in July.

Other Revenue – April \$4,939; May \$4,428.

Tenant Charges

Rent Charges for April \$152,636; May \$140,558.

Total tenant charges for April \$156,417; May \$143,514.

Charges collected through 5th April \$83,112; May \$50,433.

Total Collected for April \$135,881; May \$120,469.

Unpaid Tenant Balance for April \$20,536; May \$23,045.

Change in Prepaid Rent – April (\$1,208); May (\$1,415).

All Outstanding Tenant Charges for April \$357,141; May \$380,186.

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

Total expenses for April \$259,615; May \$204,477.

The difference between April and May bills reflects an increase in unit turn around contracts, decrease in Sewer Tax, paid semi-annually, decrease in City Water paid quarterly, decreased in gas due to warmer weather and credit card bill increase due to charged oil bill and supplies purchased at Home Depot.

Court Proceedings – There were no court proceeding for May as the eviction moratorium is still in effect.

Repayment Agreements – PHA continues to offer repayment agreements to residents. May 2021, 2 new repayment agreements were added totaling 35 active agreements; balance \$70,507.

Work Orders – May, 140 work orders; 139 completed; 1 outstanding work order was received at the end of the month.

Unit Turnovers – 12 vacancies in May, anticipate single digits by end of June to be reflected on the next report.

Exterminations – No bedbug exterminations for May.

Tenants Account Receivable (TAR)

At the end of April, 70 Bohlmann Towers residents owed \$153,517; 54 Dunbar Heights residents owed \$115,425; 19 Turnkey residents owed \$45,085.

Total past due for April, 143 residents (52%) owed \$314,027.

At the end of May, 85 Bohlmann Towers residents owed \$197,344; 39 Dunbar Heights residents owed \$33,663; 11 Turnkey residents owed \$49,179.

Total past due for May, 135 residents (49%) owed \$380,186.

Police Report

Police Activity PHA 05/22 – 05/28 - 31 visits to Bohlmann Towers, 20 routine, 11 others (2 parking complaint, medical, noise, criminal mischief, 6 domestic disputes); 31 visits to Dunbar Heights, 29 routine, 2 others (parking complaint, domestic).

Police Activity PHA 5/15 – 05/21 – 29 visits to Bohlmann Towers, 21 routine, 8 others (2 parking complaint, 2 disputes, domestic, medical, traffic stop, escort); 25 visits to Dunbar Heights, 24 routine, 1 other (traffic investigation).

CAPITAL FUND PROGRAM (CFP) – FIVE YEAR ACTION PLAN

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

A condition of the funding is that PHA prepare a Five-Year Action Plan, which has to be rolled over each annually to show a summary of PHAs anticipated projects and expected expenditures for five years. PHA was recently awarded 2021 CFP; \$837,675 and is removing the 2020 CFP Action Plan to add the 2025 CFP Action Plan in order to create the updated Five- Year Action Plan.

The Executive Director reviewed 2025 CFP Action Plan:

2025 ANTICIPATED PROJECTS – Year 5

Operations \$167,000

Agency Wide:

Tablets, Software and Training for Inspections and Workorders 10,000

Bohlmann Towers:

Two Computers for Resident Use 22,500

Dunbar Heights:

Backdoor Awnings 15,000

Play Area and Equipment 215,000

Energy Management System 20,000

Bathrooms 275,675

Two Computers for Resident Use 22,500

Turnkeys:

All Sites - Porches/Decks and Railings 65,000

1227 Howard Street - Doors and Screen Doors 25,000

2015 Anticipated Costs: \$837,675

The 2021-2025 Five-Year Action Plan has been publicly noticed for the required 45 days, from June 3 to July 15th. A public hearing will be held before the regularly scheduled July 15th Board meeting and a resolution will be requested at that time.

RODENT ACTION PLAN UPDATE

Updated rodent action plan was included with the board package for review.

The Executive Director stated that the rodent action plan overall, continues to be a great success. One particular unit is still having difficulties and we are continuing to address the issue.

FINANCIAL REPORT

The Executive Director reviewed the Financial Report

Revenue is down by \$50,000 which reflects the decrease in funds received from HUD this period; \$165,000 drawdown from capital funds into our operating account will take care of the shortfall.

We are over budget for this month and will most likely continue because as funds are allotted each month, and go over or under budget, that sets the pace. Net Income/(loss) for May 31, 2021, (\$74,846) which will be taken care of when capital funds are drawn down into the operating account.

ERAP

The Executive Director stated that PHA has started working with the ERAP Program which is available to help tenants who are delinquent, repay back rent. There are organizations helping tenants with applications; however, PHA has not received any yet. Once the application is completed by the tenant,

ERAP will inform PHA and staff will upload information to complete the process. ERAP will inform PHA which tenants are approved and those funds will come directly to the Housing Authority. The complete process could take approximately 4-6 weeks. So far, we have one application completed which was a PHA test application.

Chairman Segarra thanked the Executive Director and noted that he was glad to see that the vacant units were being leased and will soon be in the single digits. Chairman Segarra further stated that he was glad to see that the TAR was below 50% which was a great improvement and heading in the right direction.

COUNCIL'S REPORT

- Attorney Scully has been working with the Executive Director and her staff on a few tenant issues.
- Helping with a reasonable accommodation request.
- Updating and summarizing the ERAP application process.
- Reviewed documentation for the Kiley Center lot line.
- Various communications between Ms. Croslan and myself regarding minor legal questions.

Chairman Segarra stated that the approval of resolutions would be held to the end due to not having a quorum at this time. Commission Douglas stated that the applications for CDGB funds needed to be in before the end of June and if there was a reason why board members were not in attendance. Chairman Segarra stated that he was aware that Vice Chairman Hanson was not available but didn't know why Commissioner McNeil and Commissioner Timms were absent. Attorney Scully suggested calling them.

Commissioner McNeil joined the meeting late, making a quorum; resolutions were voted on after tenant's questions comments and concerns.

TENANTS QUESTIONS COMMENTS AND CONCERNS

Tina – (C-PARC)

1. Regarding the \$320,000 appropriations for Dunbar Heights Kitchens, is there an update on that?
Ms. Croslan responded that she hasn't received any feedback since she advised the board of the process.
2. I have volunteered with C-PARC to help tenants fill out ERAP applications by using my iPhone as a hotspot to access the internet via my laptop. I'm very concerned about the seniors and whether or not it would be possible to aid them in filling out these applications. I want to make it clear that I'm entering information that they are giving me so I'm not technically assisting them with their application. I'm a little distressed to hear Ms. Croslan say that there's only one application in because we have assisted 20 people who have received their application #'s back from the state and a letter that says we are contacting the PHA now, thank you for applying.
Ms. Croslan responded that the state informed us that it may be 4-6 weeks before the housing authority receives the application, then we have our portion to fill out.
3. It's my understanding that there is a work shop on the ERAP on June 22nd, which may be helpful for people in public housing.
4. I want to ask Ms. Croslan and the Board if it's possible to do concerted outreach to tenants regarding ERAP so that they can get the help they need, especially those that don't have internet. If so that we can help them with these applications; we only have another 17 days and would like public housing residents to be prioritized for the funding.
5. The flyers that were sent out by PHA confused the tenants because it stated NYC residents. I think the flyer that was sent out to the residents should be changed to NYS. Mr. Segarra, can we figure out a strategy for outreach to let tenants know about the program? **Chairman Segarra stated that we outreach through our website, Facebook and it's dropped off to all apartments.**

Ms. Croslan, can we send them out again to make sure it says NYS? And Tina would you mind if we put your contact information as well as C-PARC information on the flyer for those that need assistance filling out the application? Tina responded that she wouldn't mind at all. **Chairman Segarra stated that the flyer could be forward to staff at the Senior Center.**

6. I was going to ask if you can advocate the city regarding getting access to the library for computer access, but I was told they have a power outage at this time. **Chairman Segarra stated that he would make his office available, he has computer access there, and his door is always open.**
7. Is it a conflict of interest for the housing authority to publicize this, Mr. Segarra? **Chairman Segarra deferred to council on that question. Attorney Furst responded that, he didn't believe so but he would double check the guidelines but the PHA has to work in conjunction with the tenant, there's information needed from both sides.**

Chairman Segarra thanked Tina and C-PARC for their help, time and effort which benefits the tenants greatly and asked that she send him the contact information that she would like put on the flyer. Chairman Segarra also thanked Ms. Croslan and her staff for making this a priority.

Beth Dewitt – C-PARC

1. I want to reiterate that we have 13 days remaining for people who are in the priority portion of the funding available, and I appreciate Mr. Segarra offering use of his office. I wasn't able to tether my phone to my iPad, so this will make it possible to work on more than one application at a time.

Beth Woogan – C-PARC

1. On Memorial Day weekend, we blanketed the housing authority with flyers regarding ERAP and it's been called into question whether that was appropriate, why would distributing flyers be inappropriate? Ms. Croslan stated it would be appropriate to let the housing authority know so that we are aware of what's going on. I also spoke with Commissioner McNeil about the flyers and a good way to distribute them. Commissioner McNeil stated that we spoke about it from the perspective of Project Hope being of assistance to the residents, not C-PARC, I was inquiring about the crisis counselors being available to help residents.
2. I understand that there's someone at Bohlmann Towers who's interested in becoming a Tenant Commissioner, how should that person proceed. **Ms. Croslan stated that an election was held recently and a new Tenant Commissioner came on board three months ago. Our By-laws state that there's an election every two years, however the board can possibly modify the by-laws to have an election possibly next year rather than wait another two years. Commissioner McNeil inquired as to how many Tenant Commissioners PHA should have. Ms. Croslan responded two and we only have one.**
3. Can an appeal to be made to HUD to have another election? **Ms. Croslan responded that it's not HUD it's PHA By-laws. The Board, and Attorney Furst discussed reviewing the by-laws and the current election procedure and possibly amending them to support a special election to fill the current vacancy.**

Chairman Segarra asked that Ms. Woogan please make the Executive Director aware of what C-PARC is doing or would like do because she knows the procedures and the by-laws of the Housing Authority. This way we can work in collaboration to give the tenants as much information as possible, and let them know that C-PARC is an organization that can help.

NEW BUSINESS

Resolution 06/01/2021 – May 20, 2021 – Regular Meeting Minutes

Chairman Segarra asked for a motion to approve Resolution 06/01/2021 – May 20, 2021 – Regular Meeting Minutes. Commissioner Douglas made a motion and Commissioner Simpkins seconded the motion. Chairman Segarra asked if there were any comments or concerns, the response was no. The vote was as follows: Chairman Segarra – Aye; Commissioner Douglas – Aye; Commissioner Simpkins – Aye, Commissioner McNeil – Aye.

Resolution 06/02/2021 – May 20, 2021 – Public Hearing Minutes

Chairman Segarra asked for a motion to approve Resolution 06/02/2021 – May 20, 2021 – Public Meeting Minutes. Commissioner Simpkins made a motion and Commissioner McNeil seconded the motion. Chairman Segarra asked if there were any comments or concerns, the response was no. The vote was as follows: Chairman Segarra – Aye; Commissioner Douglas – Aye; Commissioner Simpkins – Aye, Commissioner McNeil – Aye.

Resolution – 06/03/2021 – Resolution to Approve May 2021 Monthly Bills

Chairman Segarra asked for a motion to approve Resolution 06/03/2021 – Resolution to Approve May 2021 Monthly Bills. Commissioner Douglas made a motion and Commissioner Simpkins seconded the motion. Chairman Segarra asked if there were any comments or concerns, the response was no. The vote was as follows: Chairman Segarra – Aye, Commissioner Douglas – Aye; Commissioner Simpkins – Aye; Commissioner McNeil – Aye.

Resolution – 06/04/2021 – Application to Westchester County requesting FY 2022 CDBG

Chairman Segarra asked for a motion to approve Resolution 06/04/2021 – Resolution to Approve Application to Westchester County requesting FY 2022 CDBG. Commissioner Simpkins made a motion and Commissioner McNeil seconded the motion. Chairman Segarra asked if there were any comments or concerns, the response was no. The vote was as follows: Chairman Segarra – Aye, Commissioner Douglas – Aye; Commissioner Simpkins – Aye; Commissioner McNeil – Aye.

Resolution – 06/05/2021 – Application to Westchester County requesting FY 2023 CDBG

Chairman Segarra asked for a motion to approve Resolution 06/04/2021 – Resolution to Approve Application to Westchester County requesting FY 2023 CDBG. Commissioner Simpkins made a motion and Commissioner Douglas seconded the motion. Chairman Segarra asked if there were any comments or concerns, the response was no. The vote was as follows: Chairman Segarra – Aye, Commissioner Douglas – Aye; Commissioner Simpkins – Aye; Commissioner McNeil – Aye.

Resolution – 06/06/2021 – Application to Westchester County requesting FY 2024 CDBG

Chairman Segarra asked for a motion to approve Resolution 06/04/2021 – Resolution to Approve Application to Westchester County requesting FY 2024 CDBG. Commissioner Simpkins made a motion and Commissioner Douglas seconded the motion. Chairman Segarra asked if there were any comments or concerns, the response was no. The vote was as follows: Chairman Segarra – Aye, Commissioner Douglas – Aye; Commissioner Simpkins – Aye; Commissioner McNeil – Aye.

Adjourned

Chairman Segarra asked for a motion to adjourn the meeting. Commissioner Douglas made a motion and Commissioner Simpkins seconded the motion. Chairman Segarra asked if there were any comments, concerns or discussions, the answer was no. The vote was as follows: Chairman Segarra – Aye, Commissioner Douglas – Aye; Commissioner Simpkins – Aye; Commissioner McNeil – Aye.

Meeting ended at 8:02 PM

PEEKSKILL HOUSING AUTHORITY
 BOARD OF COMMISSIONERS MEETING
 July 15, 2021
 EXECUTIVE DIRECTOR'S REPORT

FINANCIAL

Revenue	May	June
HUD Subsidy – Bohlmann (AMP 1))	40,679	40,679
HUD Subsidy – All other sites (AMP 2)	41,750	41,750
Proceeds from Capital Funds	0	0
COVID Funding AMP1	0	0
COVID Funding AMP2	0	0
Total HUD Revenue	82,429	82,429
Other Revenue– Non-Federal		
Laundry Commissions	3,159	3,159
CAP Office	400	0
Health Center	740	740
Verizon	122	135
Interest	7	7
Total	4,428	4,041
TENANT CHARGES	May	June
Rent	140,558	109,532
Retro Rent (unreported income)/adjustment	0	0
Parking	1,635	1,950
Late Fees	0	0
Misc. (key cards, maintenance charges, legal fees)	1,320	1,129
Air Conditioners	0	0
Write offs, AJE's, Move outs		28,927
TOTAL TENANT CHARGES	143,514	141,539
Collected from Tenants thru 5th	50,433	90,029
Total Collected	120,469	134,141
Unpaid Tenant Balance	23,045	7,398
Reclassification from TAR to Vacated TAR	(0)	(0)
All Outstanding Tenant Charges	380,186	387,584

BILLS PAID

	May	June
Payroll (M)	65,614	70,613
Elevator (Q)	0	0
Exterminator (M)	2,688	1,519
Trash – Dumpsters	0	0
City Trash Collection (Q)	0	21,060
City Water (Q)	0	0
Sewer Tax (Semi-Annual)	0	0
Robison Fuel Oil (M)	5,155	9,555
Electric (M)	14,834	12,110
Gas (M)	11,432	6,302
Propane (M)	1,458	1,494
Legal – PHA Attorney (M)	8,017	5,273
Legal – Labor Attorney	0	0
Lawsuit Deductibles	0	0
Health Insurance/Dental Insurance(M)	21,874	23,229
Process Server – Evictions (M)	0	0
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	2,688	2,504
Credit Card (M)	20,801	6,632
Maintenance Supplies/Contracts(M)	24,848	23,635
Office Expenses (M)	2,768	2,168
PILOT	0	0
NYS Retirement Contribution (A)	0	0
Medicare Part B Reimbursement	0	0
Unit Turnaround Contracts	22,300	37,300
TOTAL EXPENSES	\$204,477	\$223,394
CAPITAL FUND PROJECTS		
DH A/E	\$0	\$0

COURT PROCEEDINGS

MONTH	# RESIDENTS	BALANCE	# PAID	AMOUNT PAID	COURT STIPS/COMMENTS
November 2013	1	12,195	0	9,093	1 Stipulation
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	28,111	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	18	41,466	1 – Court, 1 Skipped 18,956
August	8	11,367	8	11,367	
September	4	1,639	4	1,639	
October	45	64,700	39	56,667	3 - 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-June	0	0	0	0	
TOTAL	312	504,458	289	472,046	Outstanding Balance 32,412
					Skip/Evicted Balance 103,846

Tenant Repayment Agreement Listing

Tenant Code	Start Month	End Month	Agreement Amt.	Received Amt.	Remaining Amt.
BOHLMANN TOWERS					
t0000256	05/2021	12/31/2021	1,793.00	200.00	1,593.00
p00117	06/2021	12/31/2022	3,093.34	0.00	3,093.34
t0000035	05/2021	12/31/2024	2,524.05	50.00	2,474.05
t0000186	05/2021	12/31/2022	424.25	40.00	384.25
t0000243	05/2021	12/31/2021	4,444.80	703.00	3,741.80
t0001277	05/2021	10/31/2021	378.83	150.00	228.83
t0000795	05/2021	12/31/2030	3,067.00	1,028.00	2,039.00
t0000674	05/2021	12/31/2021	428.00	100.00	328.00
t0000273	05/2021	08/31/2021	774.74	400.00	374.74
t0000270	05/2021	12/31/2022	7,757.00	600.00	7,157.00
t0000176	05/2021	12/31/2026	5,302.92	140.00	5,162.92
t0000275	05/2021	12/31/2023	2,083.00	270.00	1,813.00
t0000047	05/2021	12/31/2021	915.00	165.00	750.00
t0000267	05/2021	12/31/2024	2,441.00	100.00	2,341.00
t0001253	06/2021	12/31/2022	2,050.00	200.00	1,850.00
t0000739	05/2021	12/31/2024	9,396.00	0.00	9,396.00
t0000874	05/2021	12/31/2021	3,302.00	1,190.00	2,112.00
p00121	05/2021	12/31/2024	2,561.20	136.00	2,425.20
t0000395	05/2021	10/31/2021	139.00	50.00	89.00
t0000970	05/2021	12/31/2022	4,539.00	400.00	4,139.00
Total			54,320.79	5,922.00	48,398.79

DUNBAR HEIGHTS

t0001636	06/2021	12/31/2023	3,223.05	300.00	2,923.05
t0000230	05/2021	12/31/2023	3,953.00	200.00	3,753.00
t0000765	05/2021	09/30/2021	246.00	100.00	146.00
b0000026	06/2021	12/31/2029	11,118.96	100.00	11,018.96
p00130	05/2021	12/31/2021	968.00	250.00	718.00
t0000088	06/2021	12/31/2021	780.40	75.00	705.40
t0000134	05/2021	12/31/2021	333.00	152.00	181.00
p00036	05/2021	12/31/2021	218.30	0.00	218.30
t0000022	05/2021	12/31/2023	1,800.00	100.00	1,700.00
t0000154	06/2021	12/31/2041	6,257.25	25.00	6,232.25
t0000072	05/2021	12/31/2021	2,548.00	0.00	2,548.00
t0000072	05/2021	10/31/2021	1,302.00	0.00	1,302.00
p00032	05/2021	05/31/2021	30.00	0.00	30.00
p00032	05/2021	07/31/2021	364.55	0.00	364.55
t0000158	05/2021	12/31/2021	1,189.10	200.00	989.10
t0000004	05/2021	12/31/2021	1,222.00	100.00	1,122.00
t0000740	05/2021	12/31/2023	1,726.43	0.00	1,726.43
Total			37,280.04	1,602.00	35,678.04

TURNKEYS

t0001031	05/2021	12/31/2021	743.20	48.00	695.20
t0000038	06/2021	12/31/2023	4,979.50	150.00	4,829.50
t0000084	05/2021	12/31/2021	909.75	50.00	859.75
t0000069	05/2021	08/31/2021	374.00	100.00	274.00
Total			7,006.45	348.00	6,658.45

Combined Total

98,607.28 7,872.00 90,735.28

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	86	
March	130	130	
April	144	144	
May	140	139	
June	144	146	2

UNIT TURNOVER

SITE/UNIT	SIZE	VACANT	COMPLETE	LEASED	COMMENT
BT 1-L	1	03/24/21			
BT 1-P	1	04/30/21			
BT 1-S	0	12/31/20	04/30/21	04/30/21	
BT 2-A	0	05/24/20	06/30/21	06/30/21	
BT 3-B	3	04/16/21	06/02/21	06/08/21	
BT 5-L	1	01/19/21	04/06/21	05/24/21	
BT 6-J	4	11/06/20	06/02/21	06/25/21	
BT 6-U	2	06/23/21			
BT 6-V	1	04/30/21			
BT 7-L	1	03/15/21	06/02/21	06/04/21	
DH 2-B	2	04/15/21			
DH 2-C	2	11/30/20	04/07/21	04/23/21	
DH 2-D	2	06/25/21			
DH 3-A	2	06/14/21			

DH 4-A	0	11/09/20	05/04/21	05/14/21	
DH 6-A	0	12/31/20	03/16/21	04/15/21	
DH 7-A	2	08/05/20	04/09/21	04/09/21	
DH 13-C	2	02/10/21	06/28/21		
DH 22-B	2	02/20/20	04/07/21	04/16/21	
DH 24-B	2	02/11/21	06/18/21	06/25/21	
DH 31-A	2	09/08/20	03/31/21	04/01/21	
TK 1227-2M	3	12/04/20	05/18/21	05/24/21	
TK 1431A-1M	3	09/03/20	06/18/21	06/24/21	
TK 1431B-5M	4	12/24/20	05/10/21	06/14/21	
TK 1719A-1L	3	09/04/20	04/16/21	04/22/21	
TOTAL VACANT	8				

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	1	
April	0	1	0	2	0	0	0	0	
May	1	0	1	1	0	2	0	0	
June	2	2	2	0	0	0	0	1	
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	\$615	

TENANT ACCOUNTS RECEIVABLE - LATE OR NO RENT PAYMENT

SITE	# Units	Late	Not At All	Past Due May 2021	Past Due June 2021
Bohlmann Towers	144	(59) 81	(24) 22	85 owed \$197,344	62 owed \$190,912
Dunbar Heights	96	(36) 54	(26) 25	39 owed \$133,663	53 owed \$142,517
Turnkey	33	(19) 18	(3) 10	11 owed \$49,179	25 owed \$54,155
Totals	273	(114) 153	(53) 57	135 (49%) - \$380,186	140 (52%) - \$387,584

Parenthesis () represents the previous month

PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS

PHA Activity June 5-11, 2021	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	31	26	5*
Dunbar Heights	24	22	2*
*BT – Other (3 medicals, police investigation, motor vehicle - leaving the scene)			
*DH – Other (fireworks, noise)			
PHA Activity June 12-18, 2021	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	26	21	5*
Dunbar Heights	31	26	5*
*BT – Other (parking complaint, noise, welfare check, dispute, motor vehicle)			
*DH – Other (3 noise complaints, domestic, medical)			

CAPITAL FUND PROGRAM (CFP)- FIVE YEAR ACTION PLAN

Annually, PHA receives formula driven Capital Funds for:

Management, deferred maintenance, development, modernization, etc.

A condition of the funding is that PHA prepare a Five-Year Action Plan, which has to be rolled over annually to show a summary of PHAs anticipated projects and expected expenditures.

PHA was recently awarded 2021 CFP, \$837,675; is removing the 2020 CFP Action Plan and adding the 2025 CFP Action Plan:

2025 ANTICIPATED PROJECTS – Year 5

Operations \$167,000

Agency Wide:

Tablets, Software and Training for Inspections and Workorders 10,000

Bohlmann Towers:

Two Computers for Resident Use 22,500

Dunbar Heights:

Backdoor Awnings 15,000

Play Area and Equipment 215,000

Energy Management System 20,000

Bathrooms 275,675

Two Computers for Resident Use 22,500

Turnkeys:

All Sites - Porches/Decks and Railings 65,000

1227 Howard Street - Doors and Screen Doors 25,000

Anticipated Costs: \$837,675

The 2021-2025 Five-Year Action Plan was previously provided for your review. It was publicly noticed from June 3 to July 15th. A public hearing will be held before the regular July 15th Board meeting and a **Board resolution will be requested at that time.**

RECAP OF CAPITAL FUNDS AND PROJECTS

2013 324,881 (DH gas line, DH roof replacement, oil tank removal, Howard Street boiler) CLOSED
 2014 421,668 (DH roof, BT re-point mortar joints, 1431&1719 boilers) CLOSED
 2015 436,899 (DH roof replacement, TK roof replacement, BT Elevator upgrade) CLOSED
 2016 454,867 (DH, TK roof replacement, Snow equipment, Elevator work) CLOSED
 2017 476,315 (A&E Fees, TK Boiler, BT Unit doors, DH gas line, Physical Needs Assessment) CLOSED
 2018 734,124 (A&E Fees, Dunbar Heights gas work; 20% to operating account) \$452,284 EXPENDED
 2019 767,328 (Obligated for DH rear porches and stairs; front and rear exterior doors, 20% to operating)
 2020 822,212 (Portion will be obligated for DH completion if needed, 20% to operating)

MARCH 2021 YEAR-END FINANCIAL SUMMARY

INCOME		TOTALS
DWELLING RENT		
Bohlmann Towers (BT)	832,833	
Dunbar Heights (DH)	573,284	
Turnkeys (TK)	234,719	
		1,640,837
NON-DWELLING RENT		
Bohlmann Towers	9,769	
Dunbar Heights	9,570	
Turnkeys	2,505	
		21,844
Interest		75
Laundry Room		26,155
CAP Office		10,800
HRHCare		8,882
Verizon Commission		1,619
Community Room Rental		0
Late Fees Bohlmann Towers	(14)	
Late Fees Dunbar Heights	(300)	
Late Fees Turnkeys	(2)	
		(316)
Entrance Key Cards (BT)		275
Work Orders Bohlmann Towers	2,099	
Work Orders Dunbar Heights	1,015	
Work Orders Turnkeys	259	
Work Orders - Other	0	
		3,373
AC Bohlmann Towers	9,325	
AC Turnkeys	3,030	
Other Income	21,021	
		33,376

		84,164
CFP Subsidy (2019 154,000 & 2020 165,000)	319,000	
Operating Subsidy AMP 1 (BT)	630,499	
Operating Subsidy AMP 2 (DH-TK)	630,944	
COVID AMP 1	93,918	
COVID AMP 2	94,933	
		1,769,294
TOTAL INCOME		3,516,214
EXPENSES		TOTALS
Admin Salaries		464,468
Legal Expenses		52,096
Staff Training		0
Auditing Fees		9,360
Accounting Fees		1,800
Memberships/Dues		2,432
Telephone		4,364
Collection/Court Fees		690
Forms/stationery/office		27,415
All Other Sundry		22,097
Admin Service Contracts		39,227
Bank Fees		2,500
Other Tenant Services		5,409
Water/Sewer		221,789
Sewer Taxes		47,019
Electricity		170,931
Gas		135,187
Propane		7,014
Fuel		128,575
Labor		576,518
Supplies/Grounds		140,790
Garbage/Trash Removal		87,415
Alarm/Extinguisher Contracts		3,663
Routine Maintenance Contracts		11,880
Other Maintenance Contracts		51,220
Heating/Cooling Contracts		10,553
Elevator Contracts		10,088
Landscaping Contracts		31,960
Unit Turn Around Contracts		31,960
Exterminator Contracts		30,050
Plumbing Contracts		500
Security Contracts(cameras)		750
Extraordinary Items		0
Insurance - Property		70,079
Insurance - Liability		130,416
Insurance -WC		20,306

Insurance -Other		12,349
Payment in Lieu of Taxes		96,452
Employee Benefits - Admin		175,724
Employee Benefits - Maintenance		318,111
Collection Losses		152,483
Reconciliation Discrepancies		0
TOTAL EXPENSES		3,305,640

HISTORY: BUDGET DEFICITS AND SURPLUS

DEFICITS:

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

SURPLUS:

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

DECIFIT:

- **2020** **184,896** (Security Contract)

SURPLUS

- **69,282**

BAD DEBT (UNCOLLECTABLE RENT) WRITE-OFFS

PHA writes off bad debt after the end of each fiscal year.

The debts are unpaid balances of tenants who no longer reside in PHA. These debts are deemed uncollectable when the debtor cannot be located or the cost of recovery will come close to or exceed the anticipated recovery cost. All debtors are turned over to a collection agency.

History of PHA rent write-offs:

- ✓ 2011 \$197,062
- ✓ 2012 15,905
- ✓ 2013 130,789
- ✓ 2014 44,298
- ✓ 2015 44,586
- ✓ 2016 26,122
- ✓ 2017 59,664
- ✓ 2018 77,406
- ✓ 2019 89,541
- ✓ **2020** **60,078** (50,724 was anticipated)

TOTAL \$ 745,451

A Board resolution is required to write off uncollectable debt for fiscal year ending March 31, 2021; \$60,078

HISTORY OF FISCAL YEAR ENDING 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
3/31/21 - 1,030,555

Financial

Operating Funds:

Since February, PHA obligated 2020 CFP funds and added \$165,000 to the operating budget on March 1st. This bolstered PHA's financial position significantly for end of the fiscal year; March 31, 2021. To the greatest extent possible, a generous surplus should be retained against uncertainties in the future.

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

RODENT ACTION PLAN UPDATE

The update is attached to this report.

Respectfully Submitted,

P Holden Croslan

Pat C

Executive Director

DUNBAR HEIGHTS
SPECIAL SERVICES FOR MICE

WORK COMPLETED BY MAINTENANCE – Client#: t0000228

6/21/21

- Removed existing countertops in kitchen.
- Pulled base cabinets.
- Plugged holes for mice.
- Put down mouse bait under cabinets.
- Replaced base cabinets and new countertops.
- Plugged pipe holes in sink cabinet.

WORK COMPLETED BY MAINTENANCE – Client#: t0000228

6/22/21

- Checked entire kitchen for holes.
- Set live mouse trap box in kitchen, mice can get in the trap but cannot get out.

AFTER WORK WAS COMPLETED

6/30/21

- Management called the tenant that had work completed and the tenant reported that since the work was completed by maintenance, there have been no signs of mice in her apartment.

PREPARED BY D. BEARD



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

FINANCIAL

TABLE OF CONTENTS

1. Fiscal Year to Date
2. Balance Sheet
3. Profit & Loss-Operating

Peekskill Housing Authority
Summary Operating Statement - Budget and Actual
Three Months Ended June 30, 2021

Revenue	Prior Year Year-to-Date Actual	Annual Budget (Dollars)	Year-to-Date Budget	Year-to-Date Actual	Variance - Favorable (Unfavorable)
Operating Receipts					
Dwelling Rentals	408,769	1,633,200	408,300	402,727	(5,573)
Nondwelling Rent	5,700	22,500	5,625	5,610	(15)
Interest Income	18	100	25	22	(3)
Other Income	17,317	80,000	20,000	17,753	(2,247)
HUD Operating Subsidy	292,117	1,212,000	303,000	294,245	(8,755)
CFP Operations Subsidy	0	310,000	77,500	77,500	0
Total Operating Receipts - Including HUD Contril	723,921	3,257,800	814,450	797,857	(16,593)
Expenses					
Operating Expenditures					
Administrative:					
Administrative Salaries	104,756	412,000	103,000	101,974	1,026
Legal Expense	15,202	72,000	18,000	13,290	4,710
Training	0	2,000	500	0	500
Travel	0	0	0	0	0
Accounting Fees	0	0	0	5,400	(5,400)
Auditing Fees	0	9,860	2,465	2,465	0
Telephone, Office Supplies, Miscellaneous	15,066	84,690	21,173	53,726	(32,554)
Total Administrative Expenses	135,024	580,550	145,138	176,855	(31,718)
Tenant Services:					
Contracts	0	0	0	0	0
Recreation	100	10,000	2,500	0	2,500
Total Tenant Services Expenses	100	10,000	2,500	0	2,500
Utilities:					
Water/Sewer	75,903	235,000	58,750	62,402	(3,652)
Electricity	32,700	165,000	41,250	41,454	(204)
Gas	32,358	142,500	35,625	42,046	(6,421)
Fuel	1,089	194,000	48,500	34,396	14,104
Total Utilities Expenses	142,050	736,500	184,125	180,298	3,827
Ordinary Maintenance & Operation:					
Labor-Maintenance	153,904	532,906	133,227	131,115	2,112
Materials - Maintenance	27,865	120,000	30,000	45,459	(15,459)
Maint Contract Costs	43,119	344,440	86,110	121,825	(35,715)
Total Maintenance Expenses	224,888	997,346	249,337	298,399	(49,063)
Protective Services:					
Contracts	17,622	0	0	0	0
Total Protective Services	17,622	0	0	0	0
General Expense:					
Insurance	58,329	269,400	67,350	68,057	(707)
Payments in Lieu of Taxes	0	91,920	22,980	22,804	176
Employee Benefit Contributions	113,627	516,638	129,160	115,416	13,744
Collection Losses	(200)	100,000	25,000	25,000	0
Total General Expenses	171,756	977,958	244,490	231,277	13,213
Nonroutine Items:					
Extraordinary Items	0	0	0	(24,950)	24,950
Total Operating Expenses	691,440	3,302,354	825,589	861,879	(61,241)
Net Income/(Loss)	32,481	(44,554)	(11,139)	(64,022)	(52,884)

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07/05/21

Accrual Basis

Peekskill Housing Authority
Balance Sheet
As of June 30, 2021

	Jun 30, 21
ASSETS	
Current Assets	
Checking/Savings	
1111.2 Cash - Operating Account	140,533.92
1111.5 Cash - Payroll Account	40,044.32
1112 Chase - Nonfederal	713,392.50
1114 Security Deposit Fund	75,943.20
1117 Petty Cash Fund	1,000.00
Total Checking/Savings	970,913.94
Other Current Assets	
1122 TAR	100.00
1123 Allowance for Doubt. Accts	-320,920.00
1125 AR HUD	111,447.98
1211 Prepaid Insurance	53,347.46
1260 Material Inventory	29,793.00
1261 Obsolete Inventory	-1,490.00
1122.1 · 1122.1 TAR Bohlmann	140,156.43
1122.2 · 1122.2 TAR Dunbar	112,294.28
1122.3 · 1122.3 TAR Turnkey	46,526.92
1122.7 · 1122.7 TAR Repays Bohlmann	50,755.85
1122.8 · 1122.8 TAR Repays Dunbar	30,223.03
1122.9 · 1122.9 TAR Repays Turnkey	7,627.70
1262 · 1262 Fuel Oil Inventory	16,803.00
Total Other Current Assets	276,665.65
Total Current Assets	1,247,579.59
Fixed Assets	
1400.10 Leasehold Improvements	3,318,689.76
1400.12 Building Improvements	2,826,518.82
1400.5 Accumulated Depreciation	-22,289,598.60
1400.6 Land	131,611.00
1400.7 Buildings	20,491,074.11
1400.8 Equipment - Dwellings	2,272.00
1400.9 Equipment - Admin	911,327.67
Total Fixed Assets	5,391,894.76
Other Assets	
1420 · 1420 Deferred Outflows GASB-68	456,881.00
1421 · 1421 Deferred Outflows OPEB	1,240,844.00
Total Other Assets	1,697,725.00
TOTAL ASSETS	8,337,199.35
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2111 Accounts Payable	59,274.24
2114 Tenant Security Deposits	75,943.20
2117.2 NY State W/H	-1,539.90
2117.3 Pension Payable	2,322.27
2117.4 FICA Payable	-0.25
2117.7 CSEA Dues	287.45
2133 Accrued utilities	109,269.25
2135 Accrued Payroll	39,971.09
2136 Accrued Pension	23,562.00
2137 Payments in Lieu of Taxes	119,255.99
2138 Accrued Comp. Absences	227,281.88
2240 Tenant Prepaid Rents	-1.70
2240.1 · Prepaid Rent Bohlmann	7,595.29
2240.2 · Prepaid Rent Dunbar	5,428.84
2240.3 · Prepaid Rent Turnkey	2,799.78

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07/05/21
Accrual Basis

Peekskill Housing Authority
Balance Sheet
As of June 30, 2021

	<u>Jun 30, 21</u>
Total Other Current Liabilities	671,449.43
Total Current Liabilities	671,449.43
Long Term Liabilities	
2134 Accrued OPEB	4,698,212.00
2140 Net Pension Liability	621,300.00
2400 Deferred Inflows GASB-68	45,524.00
2410 Deferred Inflows OPEB	1,904,334.00
Total Long Term Liabilities	7,269,370.00
Total Liabilities	7,940,819.43
Equity	
2803 Invested in Capital Assets	5,391,894.76
2807 Unrestricted Net Assets	-4,931,492.19
Net Income	-64,022.65
Total Equity	396,379.92
TOTAL LIABILITIES & EQUITY	<u><u>8,337,199.35</u></u>

2:47 PM
 07/05/21
 Accrual Basis

Peekskill Housing Authority
Profit & Loss
 June 2021

	<u>Jun 21</u>
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	53,276.84
3110.2 Dunbar Heights	35,884.70
3110.4 Turnkey	20,370.95
Total 3110 Dwelling Rental	<u>109,532.49</u>
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	885.00
3190.2 Dunbar Heights	810.00
3190.4 Turnkey	255.00
Total 3190 Nondwelling Rental	<u>1,950.00</u>
3610 Interest on Gen. Fund Inv.	7.11
3690 Other Income	
3690.1 Laundry Room Income	3,158.75
3690.3 Health Center Rent	740.16
3690.4 Verizon Commission	134.89
3690.8 Work Orders	
Bohlmann Towers	633.64
Dunbar Heights	385.40
Turnkey	80.00
Total 3690.8 Work Orders	<u>1,099.04</u>
3690 Other Income - Other	<u>95.00</u>
Total 3690 Other Income	5,227.84
3691 Other Income CFP Subsidy	77,500.00
8020 Operating Subsidy	
8020.1 AMP 1	40,678.50
8020.2 AMP2	41,750.00
Total 8020 Operating Subsidy	<u>82,428.50</u>
Total Income	276,645.94
Expense	
4110 Administrative Salaries	33.51
4130 Legal Expense	5,273.11
4170 Accounting Fees	1,800.00
4171 Auditing Fees	-6,895.00
4190.5 Forms, Station. & Office	2,167.76
4190.6 All Other Sundry	6,591.67
4190.7 Admin. Service Contracts	3,827.39
4320 Electricity	12,110.16
4330 Gas	6,302.20
4335 Propane	1,493.85
4340 Fuel	9,554.76
4410 Labor	37,949.58
4420 Materials	
4420.01 Supplies - Grounds	11,501.78
4420 Materials - Other	3,358.04
Total 4420 Materials	<u>14,859.82</u>
4430.1 Garbage & Trash Removal	21,060.00
4430.12 Other Maint Contracts	8,775.00
4430.6 Unit Turnaround Contract	37,300.00
4430.8 Plumbing Contracts	2,574.40
4430.9 Exterminating Contracts	1,519.99
4510 Insurance Expense	21,873.51
4520 Payments in Lieu of Taxes	22,803.87
4540 Employee Benefits	
4540.1 Employee Ben - Admin	7,043.92

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07/05/21

Accrual Basis

Peekskill Housing Authority
Profit & Loss
June 2021

	<u>Jun 21</u>
4540.2 Employee Ben - Maint	16,766.41
4540.3 Employee Ben - Utilities	0.00
4540.6 GASB-68 Admin	<u>7,854.00</u>
Total 4540 Employee Benefits	31,664.33
4570 Collection Losses	8,333.34
4620 Casualty Losses	-24,950.20
66000 - Payroll Expenses	<u>0.00</u>
Total Expense	<u>226,023.05</u>
Net Ordinary Income	<u>50,622.89</u>
Net Income	<u><u>50,622.89</u></u>

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING THE
PAYMENT OF MONTHLY BILLS AS LISTED
JUNE 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 June 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 June 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				
Commissioner Duane Timms				

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

Effective: July 15, 2021

P. Holden Croslan, Executive Director

Date:

Peekskill Housing Authority
Check Detail
June 2021

Type	Num	Date	Name	Account	Paid Amount	Original Am...
Bill Pmt -Check	16239	06/10/2021	Ace Computer Ser...	1111.2 Cash - Operating Account		-220.00
Bill	Inv#5...	06/10/2021		4190.7 Admin. Service Contracts	-220.00	220.00
TOTAL					-220.00	220.00
Bill Pmt -Check	16240	06/10/2021	Arvisse Spence	1111.2 Cash - Operating Account		-500.00
Bill	3	06/10/2021		4190.7 Admin. Service Contracts	-500.00	500.00
TOTAL					-500.00	500.00
Bill Pmt -Check	16241	06/10/2021	Bond, Schoeneck ...	1111.2 Cash - Operating Account		-69.00
Bill		06/10/2021		4130 Legal Expense	-69.00	69.00
TOTAL					-69.00	69.00
Bill Pmt -Check	16242	06/10/2021	Catania, Mahon & ...	1111.2 Cash - Operating Account		-5,204.11
Bill	120809	06/10/2021		4130 Legal Expense	-5,204.11	5,204.11
TOTAL					-5,204.11	5,204.11
Bill Pmt -Check	16243	06/10/2021	City of Peekskill (...)	1111.2 Cash - Operating Account		-21,060.00
Bill	Trash...	06/10/2021		4430.1 Garbage & Trash Removal	-11,700.00	11,700.00
				4430.1 Garbage & Trash Removal	-6,084.00	6,084.00
				4430.1 Garbage & Trash Removal	-3,276.00	3,276.00
TOTAL					-21,060.00	21,060.00
Bill Pmt -Check	16244	06/10/2021	Con Edison	1111.2 Cash - Operating Account		-103.61
Bill	696 H...	06/10/2021		4320 Electricity	-103.61	103.61
TOTAL					-103.61	103.61
Bill Pmt -Check	16245	06/10/2021	CSEA	1111.2 Cash - Operating Account		-322.71
Bill		06/10/2021		2117.7 CSEA Dues	-322.71	322.71
TOTAL					-322.71	322.71
Bill Pmt -Check	16246	06/10/2021	DEC Office Leasing	1111.2 Cash - Operating Account		-114.00
Bill	72642...	06/10/2021		4190.5 Forms, Station. & Office	-114.00	114.00
TOTAL					-114.00	114.00
Bill Pmt -Check	16247	06/10/2021	DEC Office Soluti...	1111.2 Cash - Operating Account		-24.17
Bill	196871	06/10/2021		4190.5 Forms, Station. & Office	-24.17	24.17
TOTAL					-24.17	24.17

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Peekskill Housing Authority
Check Detail
June 2021

Type	Num	Date	Name	Account	Paid Amount	Original Am...
Bill Pmt -Check	16248	06/10/2021	HD Supply Faciliti...	1111.2 Cash - Operating Account		-905.60
Bill	Inv#9...	06/10/2021		4420.01 Supplies - Grounds	-905.60	905.60
TOTAL					-905.60	905.60
Bill Pmt -Check	16249	06/10/2021	Home Depot Credi...	1111.2 Cash - Operating Account		-9,404.06
Bill		06/10/2021		4420.01 Supplies - Grounds	-9,404.06	9,404.06
TOTAL					-9,404.06	9,404.06
Bill Pmt -Check	16250	06/10/2021	Home Improveme...	1111.2 Cash - Operating Account		-9,600.00
Bill	Unit T...	06/10/2021		4430.6 Unit Turnaround Contract	-9,600.00	9,600.00
TOTAL					-9,600.00	9,600.00
Bill Pmt -Check	16251	06/10/2021	John G. Cruikshank	1111.2 Cash - Operating Account		-1,800.00
Bill	Inv#4...	06/10/2021		4170 Accounting Fees	-1,800.00	1,800.00
TOTAL					-1,800.00	1,800.00
Bill Pmt -Check	16252	06/10/2021	NYS Assessment ...	1111.2 Cash - Operating Account		-1,455.78
Bill	Case...	06/10/2021		2117.2 NY State W/H	-1,455.78	1,455.78
TOTAL					-1,455.78	1,455.78
Bill Pmt -Check	16253	06/10/2021	NYSIF	1111.2 Cash - Operating Account		-2,503.99
Bill	Inv #6...	06/10/2021		1211 Prepaid Insurance	-2,503.99	2,503.99
TOTAL					-2,503.99	2,503.99
Bill Pmt -Check	16254	06/10/2021	Pestech	1111.2 Cash - Operating Account		-200.00
Bill	88175...	06/10/2021		4430.9 Exterminating Contracts	-100.00	100.00
				4430.9 Exterminating Contracts	-100.00	100.00
TOTAL					-200.00	200.00
Bill Pmt -Check	16255	06/10/2021	Ready Refresh	1111.2 Cash - Operating Account		-145.78
Bill	21E0...	06/10/2021		4190.6 All Other Sundry	-145.78	145.78
TOTAL					-145.78	145.78
Bill Pmt -Check	16256	06/10/2021	Robison Oil	1111.2 Cash - Operating Account		-9,554.76
Bill	Inv#7...	06/10/2021		4340 Fuel	-9,554.76	9,554.76
TOTAL					-9,554.76	9,554.76
Bill Pmt -Check	16257	06/10/2021	Staples Advantage	1111.2 Cash - Operating Account		-721.10
Bill	80623...	06/10/2021		4190.5 Forms, Station. & Office	-721.10	721.10
TOTAL					-721.10	721.10

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Peekskill Housing Authority
Check Detail
 June 2021

Type	Num	Date	Name	Account	Paid Amount	Original Am...
Bill Pmt -Check	16258	06/10/2021	Barbara Tilly	1111.2 Cash - Operating Account		-1.70
Bill	Move ...	06/10/2021		2240 Tenant Prepaid Rents	-1.70	1.70
TOTAL					-1.70	1.70
Bill Pmt -Check	16259	06/10/2021	City of Peekskill (...)	1111.2 Cash - Operating Account		-61.52
Bill		06/10/2021		4420.01 Supplies - Grounds	-61.52	61.52
TOTAL					-61.52	61.52
Bill Pmt -Check	16260	06/10/2021	Pestech	1111.2 Cash - Operating Account		-300.00
Bill	89340...	06/10/2021		4430.9 Exterminating Contracts	-100.00	100.00
				4430.9 Exterminating Contracts	-100.00	100.00
				4430.9 Exterminating Contracts	-100.00	100.00
TOTAL					-300.00	300.00
Bill Pmt -Check	16261	06/10/2021	Rivera's Landscap...	1111.2 Cash - Operating Account		-5,100.00
Bill	May L...	06/10/2021		4430.12 Other Maint Contracts	-5,100.00	5,100.00
TOTAL					-5,100.00	5,100.00
Bill Pmt -Check	16262	06/10/2021	Suburban Propane	1111.2 Cash - Operating Account		-1,306.75
Bill		06/10/2021		4335 Propane	-1,306.75	1,306.75
TOTAL					-1,306.75	1,306.75
Bill Pmt -Check	16263	06/10/2021	Employee Benefit...	1111.2 Cash - Operating Account		-21,632.60
Bill	stmt #...	06/10/2021		4540.1 Employee Ben - Admin	-7,268.46	7,268.46
				4540.2 Employee Ben - Maint	-14,364.14	14,364.14
TOTAL					-21,632.60	21,632.60
Bill Pmt -Check	16264	06/10/2021	New York Power ...	1111.2 Cash - Operating Account		-11,881.55
Bill	61000...	06/10/2021		4320 Electricity	-11,881.55	11,881.55
TOTAL					-11,881.55	11,881.55
Bill Pmt -Check	16265	06/24/2021	Aquarius Capital	1111.2 Cash - Operating Account		-3,000.00
Bill	2021...	06/24/2021		4190.7 Admin. Service Contracts	-3,000.00	3,000.00
TOTAL					-3,000.00	3,000.00
Bill Pmt -Check	16266	06/24/2021	Artistic Glasswork	1111.2 Cash - Operating Account		-225.00
Bill	61121	06/24/2021		4420.01 Supplies - Grounds	-225.00	225.00
TOTAL					-225.00	225.00

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Peekskill Housing Authority
Check Detail
June 2021

Type	Num	Date	Name	Account	Paid Amount	Original Am...
Bill Pmt -Check	16267	06/24/2021	Avaya Financial S...	1111.2 Cash - Operating Account		-135.27
Bill	37995...	06/24/2021		4190.5 Forms, Station. & Office	-135.27	135.27
TOTAL					-135.27	135.27
Bill Pmt -Check	16268	06/24/2021	Chase Card	1111.2 Cash - Operating Account		-6,631.93
Bill	June ...	06/24/2021		4420 Materials	-3,358.04	3,358.04
				4190.6 All Other Sundry	-3,273.89	3,273.89
TOTAL					-6,631.93	6,631.93
Bill Pmt -Check	16269	06/24/2021	Con Edison	1111.2 Cash - Operating Account		-125.00
Bill		06/24/2021		4330 Gas	-125.00	125.00
TOTAL					-125.00	125.00
Bill Pmt -Check	16270	06/24/2021	CSEA	1111.2 Cash - Operating Account		-322.71
Bill	June ...	06/24/2021		2117.7 CSEA Dues	-322.71	322.71
TOTAL					-322.71	322.71
Bill Pmt -Check	16271	06/24/2021	CSEA Employee B...	1111.2 Cash - Operating Account		-1,596.87
Bill	June ...	06/24/2021		4540.1 Employee Ben - Admin	-580.68	580.68
				4540.2 Employee Ben - Maint	-1,016.19	1,016.19
TOTAL					-1,596.87	1,596.87
Bill Pmt -Check	16272	06/24/2021	Endicott Comm, I...	1111.2 Cash - Operating Account		-138.85
Bill	21060...	06/24/2021		4190.5 Forms, Station. & Office	-138.85	138.85
TOTAL					-138.85	138.85
Bill Pmt -Check	16273	06/24/2021	Equifax Verificatio...	1111.2 Cash - Operating Account		-107.39
Bill	90007...	06/24/2021		4190.7 Admin. Service Contracts	-107.39	107.39
TOTAL					-107.39	107.39
Bill Pmt -Check	16274	06/24/2021	Federal Express	1111.2 Cash - Operating Account		-36.02
Bill	74028...	06/24/2021		4190.5 Forms, Station. & Office	-36.02	36.02
TOTAL					-36.02	36.02
Bill Pmt -Check	16275	06/24/2021	HD Supply Faciliti...	1111.2 Cash - Operating Account		-905.60
Bill	91919...	06/24/2021		4420.01 Supplies - Grounds	-905.60	905.60
TOTAL					-905.60	905.60

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Peekskill Housing Authority
Check Detail
June 2021

Type	Num	Date	Name	Account	Paid Amount	Original Am...
Bill Pmt -Check	16276	06/24/2021	Highland Welding...	1111.2 Cash - Operating Account		-3,400.00
Bill	22488	06/24/2021		4430.12 Other Maint Contracts	-3,400.00	3,400.00
TOTAL					-3,400.00	3,400.00
Bill Pmt -Check	16277	06/24/2021	Home Improveme...	1111.2 Cash - Operating Account		-17,900.00
Bill	#24B ...	06/24/2021		4430.6 Unit Turnaround Contract	-7,400.00	7,400.00
				4430.6 Unit Turnaround Contract	-700.00	700.00
				4430.6 Unit Turnaround Contract	-9,800.00	9,800.00
TOTAL					-17,900.00	17,900.00
Bill Pmt -Check	16278	06/24/2021	MGR Restoration	1111.2 Cash - Operating Account		-9,800.00
Bill	Unit T...	06/24/2021		4430.6 Unit Turnaround Contract	-9,800.00	9,800.00
TOTAL					-9,800.00	9,800.00
Bill Pmt -Check	16279	06/24/2021	Pestech	1111.2 Cash - Operating Account		-1,019.99
Bill		06/24/2021		4430.9 Exterminating Contracts	-1,019.99	1,019.99
TOTAL					-1,019.99	1,019.99
Bill Pmt -Check	16280	06/24/2021	Pitney Bowes, Inc.	1111.2 Cash - Operating Account		-105.00
Bill	10182...	06/24/2021		4190.5 Forms, Station. & Office	-105.00	105.00
TOTAL					-105.00	105.00
Bill Pmt -Check	16281	06/24/2021	Right-Trak Design...	1111.2 Cash - Operating Account		-275.00
Bill	20086	06/24/2021		4430.12 Other Maint Contracts	-275.00	275.00
TOTAL					-275.00	275.00
Bill Pmt -Check	16282	06/24/2021	Staples Advantage	1111.2 Cash - Operating Account		-893.35
Bill	Office...	06/24/2021		4190.5 Forms, Station. & Office	-893.35	893.35
TOTAL					-893.35	893.35
Bill Pmt -Check	16283	06/24/2021	Suburban Propane	1111.2 Cash - Operating Account		-187.10
Bill	283063	06/24/2021		4335 Propane	-187.10	187.10
TOTAL					-187.10	187.10
Bill Pmt -Check	16284	06/24/2021	Sun-Dance Energ...	1111.2 Cash - Operating Account		-2,574.40
Bill	Invoic...	06/24/2021		4430.8 Plumbing Contracts	-2,574.40	2,574.40
TOTAL					-2,574.40	2,574.40

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Peekskill Housing Authority
Check Detail
June 2021

Type	Num	Date	Name	Account	Paid Amount	Original Am...
Bill Pmt -Check	16285	06/24/2021	The Journal News	1111.2 Cash - Operating Account		-3,172.00
Bill	38890...	06/24/2021		4190.6 All Other Sundry	-3,172.00	3,172.00
TOTAL					-3,172.00	3,172.00

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

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

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

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

WHEREAS, the value of vacated and/or written off as uncollectable for the fiscal year ending March 31, 2021 is \$60,078; and

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

NOW, THEREFORE BE IT RESOLVED, that the Peekskill Housing Authority Board of Commissioners authorizes the Executive Director to write off vacated tenant uncollected accounts receivables in the amount of \$60,078.

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

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

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

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

Effective: July 15, 2021

P. Holden Croslan, Executive Director

Date: