

# PEEKSKILL HOUSING AUTHORITY



P. Holden Croslan  
Executive Director

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## PEEKSKILL HOUSING AUTHORITY BOARD OF COMMISSIONERS MONTHLY MEETING – MARCH 17, 2022 HYBRID MEETING AGENDA

### I. ROLL CALL

### II. TENANTS' COMMENTS AND CONCERNS

### III. APPROVAL OF MINUTES:

- a) Resolution – 03/01/2022 – February 17, 2022 – Regular Meeting Minutes

### VI. CORRESPONDENCE: None

### V. EXECUTIVE DIRECTOR'S REPORT:

- a) Monthly Report – March 2022
- b) Financial Report – February 2022

### VI. COUNSEL'S REPORT

### VII. UNFINISHED BUSINESS

### VIII. NEW BUSINESS

- a) Resolution – 03/02/2022 – February Monthly Bills
- b) Resolution – 03/03/2022- Declaring Election of Tenant Commissioners to the Board

### XI. TENANTS' COMMENTS AND CONCERNS

### X. ADJOURNMENT

**PEEKSKILL HOUSING AUTHORITY  
RESOLUTION APPROVING  
FEBRUARY 17 2022 BOARD MEETING MINUTES  
REGULAR SESSION**

**WHEREAS**, The Board of Commissioners have reviewed the minutes of February 17, 2022 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 February 17, 2022 public meeting.

Commissioner \_\_\_\_\_ motioned to vote and Commissioner \_\_\_\_\_ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Luis A. Segarra				
Commissioner Dwight H. Douglas				
Commissioner Jacqueline Simpkins				
Commissioner Nicola Smith-DeFreitas				
Tenant Commissioner Jessica Martinez				
Tenant Commissioner Yvette Houston				

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

Effective: March 17, 2022

\_\_\_\_\_  
P. Holden Crosland, Executive Director

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## PEEKSKILL HOUSING AUTHORITY BOARD OF COMMISSIONERS MONTHLY MEETING MINUTES February, 20 2022

### ROLL CALL:

Commissioner Segarra, Chairman  
Commissioner Douglas  
Commissioner Simpkins  
Commissioner DeFreitas

P Holden Croslan, Executive Director  
Mark J. Kamensky Esq., Counsel

Chairman Segarra welcomed two new members joining the Board Meeting, PHA new legal counsel Mark. J. Kamensky and newly elected tenant commissioner Jessica Martinez. Chairman asked for a quick overview of their experience.

Counselor Kamensky responded that he has represented Housing Authorities for over 25 years and he has met with Ms. Croslan and he is currently reviewing files.

Commissioner Martinez responded that she has over 15 years experiencing working with NYCHA in the South Bronx.

### Resolution – 02/01/2022 – January 20, 2022 – Regular Meeting Minutes

Chairman Segarra asked for a motion to pass Resolution 02/01/2022. Commissioner Douglas made the motion and Commissioner Simpkins seconded. Chairman Segarra asked if there were any comments, concerns or questions.

**Commissioner Simpkins:** I do, we were going hire someone in reference to the grant money that we had gotten.

**Executive Director Croslan** responded that there are quite a few things that still need to be done before HUD gives you the grant money and before the hiring process begins, but we are in the process of working on that with HUD now.

**Commissioner Simpkins:** On hiring the person to work with Bohlman Towers?

**Executive Director Croslan:** The person will work for the Housing Authority.

**Commissioner Simpkins:** When we get all of that, will we be involved in the hiring process?

**Executive Director Croslan;** No, you will be given a recommendation from me.

**Commissioner Simpkins:** And the person will be coming from the Civil Service list, correct? I was under the impression that anyone that gets hired for Public Housing would have to come from the Civil Service list.

**Executive Director Crosland:** That would be true if there was a list and if it was employment. This is a contract position not an employee.

**Commissioner Simpkins:** Okay, so what's the criteria that you use to hire that person?

**Executive Director Crosland:** The criteria that's in the application I sent to HUD for the grant.

**Commissioner Simpkins:** Okay.

Chairman Segarra asked if there were any other comments, concerns or questions. There were none. The vote was as follows: Chairman Segarra -Aye, Commissioner Douglas – Aye: Commissioner Simpkins - Aye: Commissioner Smith-Defreitas -Aye. Resolution passes.

## **EXECUTIVE DIRECTOR'S REPORT**

**Revenue** – HUD subsidy for December \$119,195; January \$235,196.

**Other Revenue** – For December \$4,769; January \$4,942.

### **Tenant Charges**

Rent Charges for December \$141,687; January \$139,853.

Total tenant charges for December \$143,557; January \$141,768

Total Collected for December \$117,742; January \$103,451

Unpaid Tenant Balance for December \$25,815; January \$38,317.

All Outstanding Tenant Charges for December \$424,639; January \$462,956.

**Bills Paid** –The Executive Director reviewed the December and January bills

Total expenses for December \$342,466; January \$210,593.

Significant differences between the two months reflect quarterly bill payments; end of year pension contributions and unit turn around contracts to reduce vacancies to single digits.

**Court Proceedings** – The eviction moratorium ended on January 15<sup>th</sup>, 2022. Legal proceedings will resume in March.

**Work Orders** –December, 126 completed; 3 outstanding; January, 119 completed; 4 outstanding.

**Unit Turnovers** – 3 vacancies as of January 31<sup>st</sup>.

### **Tenants Account Receivable (TAR)**

Total past due for January, 240 residents (87%) owed \$462,956

## **Police Report**

**Police Activity PHA Jan 4-10, 2022**-37 visits to Bohlmann Towers, 33 routine, 4 others (medical, altercation, dispute, disorderly group); 24 visits to Dunbar Heights, 22 routine, 2 other (medical aid).

**Police Activity PHA Jan 11-17, 2022**- 32 visits to Bohlmann Towers, 28 routine, 4 others (medical, welfare check, domestic, fire); 37 visits to Dunbar Heights, 34 routine, 3 other (noise, agency assist, domestic).

### **Executive Director Summarized the Proposed Budget for fiscal year ending 3/31/2023.**

<u>Proposed Income</u>	<u>Total Expenditures</u>	<u>Surplus (Deficit)</u>
\$3,352,940	\$3,332,240	\$20,700
<u>Utilities</u>	<u>Contract Costs</u>	<u>Employee Benefits</u>
\$785,000	\$304,200	\$449,216

## **TENANT PORTAL SOFTWARE IS READY**

PHA's software upgrade has a tenant portal called Rent Café and after many months, it is ready for tenant use.

Last week, every tenant received information about how to log into the portal and register. They will have the ability to:

- pay rent online
- create maintenance requests
- check balances
- upload recertification documents
- communicate with staff

Applicants on the wait list have also been notified of how they can log in and register to use the portal for the following:

- check their status on the waitlist
- update personal contact information

If tenants have any questions, they were advised to call the office for assistance.

## **COVID 19 TEST KITS**

Peekskill City School District and Chairman Segarra distributed COVID test kits at Bohlmann Towers on January 31 and Dunbar Heights February 8.

Last week, Westchester County Department of Emergency Services supplied PHA with 600 COVID 19 test kits. They will be distributed to tenants next month

**Commissioner Douglas:** Ms. Croslan looking ahead at your budget, from what you're saying, I'm assuming that we have a deficit in total going forward this year. I'm assuming it's about a \$100,000, is that what you're seeing?

**Executive Director Croslan:** Yes, \$104,500 is the projected deficit, but we won't know that until April.

**Commissioner Douglas:** The other question is, it seems like you're kind of stuck projecting revenues versus expenses, but the expenses, we see a lot of problems with inflation, particularly with utilities; oil and gas. I know you have to make a balance budget out of it, but it looks to me like it might be worse than you're projecting in your budget.

**Executive Director Croslan:** We did apply for Short Fall Funding in the amount of \$250,000. I am providing HUD with requested documentation to secure the funds.

**Commissioner Douglas:** All the things that we have done to help our tenants, repayment agreements, partial rent payments, doesn't seem to be helping. Is there anything that you have thought of that maybe able to help the tenants catch up on rent?

**Executive Director Croslan:** The majority of tenants that were eligible to apply for ERAP, did not. There are people advocating for ERAP for the Housing Authorities, but I don't know if that's going to happen.

**Commissioner Simpkins:** Ms. Croslan, I have a few questions. Being that we have a large budget, how often is the propane delivered at Dunbar and who keeps track of that when it's running low so the tenants won't be cold at all?

**Executive Director Croslan:** It's for stoves, not heat. It's on an automatic delivery with Suburban Propane. Sometimes tenants use their stove more often. Twice a tank for a building, not the entire Dunbar, about 10 units, ran out of propane, and Suburban was very quick to respond.

**Commissioner Simpkins:** And who's our oil company? Is it suburban also?

**Executive Director Croslan:** It was Robison, but Robison was taken over by a new company. I don't recall the name of the company right now.

**Commissioner Simpkins:** When you say agency assist for Dunbar, is that ACS?

**Executive Director Croslan:** It could be the Department of Social Services or any other agency that works with the tenants if they haven't been able to make contact.

**Commissioner Simpkins:** One last question. And the fluctuation in salaries, is that because we don't have a full capacity?

**Executive Director Croslan:** We did not, but we do now.

**Commissioner Simpkins:** And those two ladies, Kisha Williams and Tatum Williams, are they related by any chance?

**Executive Director Croslan:** No, they are not.

**Commissioner Simpkins:** Okay. What are their positions.

**Executive Director Croslan:** I'll send you an email. Did you get the flowchart of staff that I already sent?

**Commissioner Simpkins:** I got the flowchart, but I didn't see their names.

**Executive Director Croslan:** Okay. I'll send you that.

**Chairman Segarra then asked if there are any additional questions regarding the report. None**

**Chairman Segarra:** I agree with Commissioner Douglas that with all the programs that have been put in place to assist the tenants with getting caught up with their rent, that it does not seem to be going the right way.

**Executive Director Croslan:** That is correct.

**Commissioner Simpkins:** Maybe now that we have two tenant commissioners on board, maybe they can come up with some ways to get tenants to pay their rent.

## **COUNSEL'S REPORT**

**Counselor Kramensky:** Not much to report. I am still in the process of getting files from the previous attorney. I have earmarked a few particular issues, then I will bring myself up to speed and start regular process once I get all the files.

**Chairman Segarra:** Has there been any updates of when we start eviction proceedings?

**Counselor Kramensky:** The moratorium that allowed tenants to get an automatic stay expired January 15<sup>th</sup> and the courts are open.

## **UNFINISHED BUSINESS-None**

## **NEW BUSINESS**

### **Resolution- 02/02/2022- January Monthly Bills**

Chairman Segarra asked for a motion to pass Resolution 02/02/2022. Commissioner Douglas made the motion and Commissioner Simpkins seconded the motion. Chairman Segarra asked if there were any comments, concerns or questions. There are none. The vote was as follows: Chairman Segarra -Aye, Commissioner Douglas – Aye: Commissioner Simpkins -Aye: Commissioner Smith-Defreitas -Aye. Resolution passes.

### **Resolution- 02/03/2022- Approval for point of contact on behalf of the board related to repositioning**

Chairman Segarra asked for a motion to pass Resolution 02/03/2022. Commissioner Douglas made the motion and Commissioner Simpkins seconded. Chairman Segarra asked if there were any comments, concerns or questions. There are none. The vote was as follows: Chairman Segarra –Aye Commissioner Douglas – Aye: Commissioner Simpkins -Aye: Commissioner Smith-Defreitas -Aye. Resolution passes.

### **Resolution- 02/04/2022- Approving Operating Budget for the Fiscal year April 1<sup>st</sup> 2022 to March 31<sup>st</sup> 2023**

Chairman Segarra asked for a motion to pass Resolution 02/04/2022. Commissioner Douglas made the motion and Commissioner Simpkins seconded. Chairman Segarra asked if there were any comments, concerns or questions. There are none. The vote was as follows: Chairman Segarra –Aye Commissioner Douglas – Aye: Commissioner Simpkins -Aye: Commissioner Smith-Defreitas -Aye. Resolution passes.

## **TENANTS QUESTIONS COMMENTS AND CONCERNS**

**Tina:** Why was she at Dunbar community room and there is no meeting? Where was this change posted?

**Executive Director Crosland:** It was posted at City Hall, the Library, PHA website, Facebook and the newsletter. The places we post the announcements.

**Tina:** The tenants need to use the stove when the Propane goes out. This happened several times.

**Executive Director Crosland:** It happened two times which was an inconvenience, but the issue was resolved within two hours. These things happen but not very often. PHA was right on top of the situation.

**Chairman Segarra:** I know once they call the office, normally you guys jump on it right away. I know it happened twice and by the time I heard about, it was already being taken care of.

Chairman Segarra reports that it is a three-minute timeline for questions

**Tina:** I'm speaking on behalf of the Dunbar Tenant's Association. They wanted to meet with Ms. Crosland and they were unable to do that. I'd like to go through this list of issues and it may take me longer than three minutes.

**Chairman Segarra:** Normally what we do is we submit that list to Ms. Crosland. She will respond to it as she did last time when she got the list from Valerie. Let's continue doing it that way, I think that worked well. Unless there is a serious issue.

**Executive Director Crosland:** And they should always call on that. Don't hold it.

**Tina:** The zoom announcement says that you're going to meet in person unless there is another announcement made and there is no other announcement made on the website. I want to go on an address some of these serious issues.

1. The executive board meeting agenda is not posted on the website or anywhere. We met with HUD and they said PHA needs to follow open meeting rules of NYS.
2. There's a bad mouse problem that's not being resolved.
3. There are termites in building G3 now in the basement.
4. Tree Maintenance. PHA should call the state and ask they trim the trees. Tenants calling hasn't worked.
5. Utility allowance from HUD. Tenants are confused about the discount calculation and would like to know when that was done.
6. Mold testing. Two tenants called the office and were told they would get back to them but no one has. Center court #2.
7. Odor from septic system has not been resolved.
8. It would be great if there were consistent hours at the housing authority. Especially during bad weather.

I'm trying to organize a tenant association to empower tenants. And I want to respond to something that Mr. Douglas said about if there is anything else that we can do. We distributed a list of services that tenants can pursue on their own and that was from the county. We received about 10 responses of people that were going to pursue those rental arrears resources through the county. Ms. Crosland pointed out that they started accepting partial rent payment in July. That's when it started. I want to change the culture to empower tenants instead of focusing on not paying rent. I can't wait for Ms. Crosland to meet with Valerie Scott and go over these issues.

**Executive Director Crosland:** We've been trying to meet with Ms. Scott. We have called her and she keeps saying she is coming. We'd be happy to see her.



**Tina:** The office is closing earlier than the posted time, that's the response that I've been getting.

**Executive Director Crosland:** No, the office is not closing earlier than it's supposed to except for the one day when it was ice.

**Tina:** It would be great if the tenants were able to reach someone at the office during bad weather.

**Commissioner Smith-Defreitas:** May, I ask a question. Tina, are you a tenant?

**Tina:** No, I'm not a tenant.

**Commissioner Smith-Defreitas:** So, do you represent an organization?

**Tina:** No, I just represent myself as a resident in the community.

**Commissioner Smith-Defreitas:** So, when you say the tenants. Who are representing? Who are you speaking for? What number of tenants in which buildings? I just a bit confused at who your issues are representing. I would just like some clarifications.

**Tina:** I assumed that you knew. I am a Democratic Party District Leader and I have been working to develop a tenant association and a tenant's board in Public Housing. We try to organize monthly meetings in each of the sites, Dunbar, Turnkey and Bohlman. I also help fill out the ERAP applications for folks.

**Commissioner Smith-Defreitas:** Are there currently any official position holders on the Tenant's Association?

**Tina:** They're not official until we can actually get the signatures of the proper number of representatives on the Board. It's kind of complicated under HUD. We've been in touch with a few people from HUD and they have been helping us with the tools and resources, basically.

**Commissioner Smith-Defreitas:** I think it would be beneficial if, as commissioners, we could hear from the actual tenants. As you're not currently a resident of any of the establishments, it's a bit difficult. It would be great if in the future, to assist the tenants, have the tenants attend these sessions and speak for themselves. I hope that the Tenant Association will actually be established and have position holders who speak on behalf of residents that live in these buildings.

**Tina:** I realize that you're new. So, the person that usually does, Valerie Scott, went out for her birthday and the other tenants were working.

**Commissioner Smith-Defreitas:** It's just better to hear from the tenants who are experiencing these situations, so that we can have full understanding straight from the tenant's side of things, rather than an outside representative. Not that you're not welcomed. It's easier for my understanding to hear from tenants directly or from a tenant's representative, for instance, our new commissioner would be great.

**Chairman Segarra:** Thank you Commissioner Defreitas. Tina, you know we always welcome your comments. We know that you speak to a lot of the tenants and bring a lot of their issues to the forefront, so we appreciate that, always. Just to touch on a couple things that you mentioned.

- In regards to partial payments. Before partial payments, we've always had a payment plan that anyone can get on. As you can see, partial payments do not make a difference in rents that are owed. It's not the big issue that you're making it out to be or it's being brought to you as. We have all these programs in place that are not being utilized. Even if we bring another program, I don't see it being used. The issue is not ways for them to pay their rent. There are more than enough ways for

them to pay their rent. Payment Plans are the easiest thing that they can do and as soon as they get on a payment plan, they are considered current, as long as they continue paying on their payment plan. It doesn't get better than that, it doesn't get easier than that. There is some responsibility on their end. We have a mold mitigation program that we are putting into place. Some of these things does cost money and we have to have rent coming in to pay for them. They have to do their part. We're not going to sit back and say it's all our fault. It goes both ways. We do everything we can, but if we don't have the funds coming in, we can't make the changes.

- On Executive sessions. There are no minutes taken in executive sessions because of the nature of what we're discussing. Counselor Kramensky, Madam Mayor any input.

**Mayor Mackenzie:** There is no minutes taken in an executive session. It is posted on the agenda in general terms of what you'll be discussing

**Counselor Kramensky:** There are no minutes taken in an executive session because of the nature of what is discussed. No decisions can be made in an executive session. If there's a vote, that there has to be a record of, but there are minutes taken or posted.

**Chairman Segarra:** Any other thoughts or comments?

*Question from chat*

**Tina:** The executive session agenda should be posted.

**Executive Director Crosland:** It's posted on our regular meeting agenda. It will say Executive Session then indicate what we're discussing.

**Chairman Segarra:** Madam Mayor do you want to say anything to say before we end the meeting

**Mayor Mackenzie:** I just want to thank you for allowing me to attend the meeting. I attended the meeting at Dunbar's Tenant Association last night. I do want to have boots on the ground and hear what the tenant's concerns. I am very clear that I do not have due process over the PHA, I just want to know what their concerns are. I made announcements about job openings at City Hall and working with one of our local banks that will do some financial literacy for tenants.

**Chairman Segarra:** We will have an in person meeting next month. It will be posted.

**Mayor Mackenzie:** Will it be hybrid or are you going back to strictly in person?

**Chairman Segarra:** It will be hybrid. The last few times that we have done in person we have done zoom as well. Any questions? None. Can I get a motion to adjourn?

Motion to end the meeting was made by Commissioner Douglas, seconded by Commissioner Smith-Defreitas. All in favor; none opposed.

The meeting adjourned at 8:03 PM

**PEEKSKILL HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
March 17, 2022  
EXECUTIVE DIRECTOR'S REPORT**

**Financial**

<b>Revenue</b>	<b>January</b>	<b>February</b>
HUD Subsidy – Bohlmann (AMP 1))	55,529	55,529
HUD Subsidy – All other sites (AMP 2)	53,667	53,667
Proceeds from Capital Funds	0	0
<b>Total HUD Revenue</b>	<b>109,196</b>	<b>109,196</b>
<b>Other Revenue– Non-Federal</b>		
Laundry Commissions	3,159	3,159
CAP Office	900	900
Health Center	740	740
Verizon	137	137
Interest	6	6
<b>Total</b>	<b>4,942</b>	<b>4,942</b>
<b>TENANT CHARGES</b>	<b>January</b>	<b>February</b>
Rent	139,853	139,283
Retro Rent (unreported income)/adjustment	0	0
Parking	1,905	1,913
Late Fees	0	0
Misc. (key cards, maintenance charges, legal fees)	0	87
Air Conditioners	10	10
Write offs, AJE's, Move outs	0	0
<b>TOTAL TENANT CHARGES</b>	<b>141,768</b>	<b>141,293</b>
<b>Collected from Tenants thru 5th</b>	<b>49,595</b>	<b>32,194</b>
<b>Total Collected</b>	<b>103,451</b>	<b>121,086</b>
<b>Prepaid Rent</b>	<b>12,802</b>	<b>4,927</b>
<b>Change in Prepaid rent</b>	<b>75</b>	<b>(7,875)</b>
<b>Unpaid Tenant Balance</b>	<b>38,317</b>	<b>20,207</b>
<b>Reclassification from TAR to Vacated TAR</b>	<b>(0)</b>	<b>(0)</b>
<b>All Outstanding Tenant Charges</b>	<b>462,956</b>	<b>483,162</b>

**BILLS PAID**

	January	February
Payroll (M)	66,060	71,140
Elevator (Q)	0	2,119
Exterminator (M)	994	794
Trash – Dumpsters	0	0
City Trash Collection (Q)	0	0
City Water (Q)	3,593	45,302
Sewer Tax (Semi-Annual)	0	0
Robison Fuel Oil (M)	12,987	17,305
Electric (M)	19,484	21,094
Gas (M)	29,187	41,486
Propane (M)	2,099	6,531
Legal – PHA Attorney (M)	0	4,061
Legal – Labor Attorney	276	161
Lawsuit Deductibles	0	0
Health Insurance/Dental Insurance(M)	33,369	40,433
Process Server – Evictions (M)	0	0
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	19,140	20,844
Credit Card (M)	3,799	4,283
Maintenance Supplies/Contracts(M)	6,563	8,946
Office Expenses (M)	2,332	2,219
PILOT (SA)	0	0
NYS Retirement Contribution (A)	0	0
Medicare Part B Reimbursement	10,710	1,782
Unit Turnaround Contracts	0	11,200
<b>TOTAL EXPENSES</b>	<b>\$210,593</b>	<b>\$299,700</b>
<b>CAPITAL FUND PROJECTS -</b>	<b>0</b>	<b>0</b>
A/E	0	0

# **COURT PROCEEDINGS**

<b>MONTH</b>	<b># RESIDENTS</b>	<b>BALANCE</b>	<b># PAID</b>	<b>AMOUNT PAID</b>	<b>COURT STIPS/COMMENTS</b>
<b>November 2013</b>	1	12,195	0	9,093	1 Stipulation
<b>January 2018</b>	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
<b>January 2019</b>	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)
<b>January 2020</b>	16	18,860	16	18,860	
February	14	13,734	13	11,848	1 – Skipped – 3,207
March-December	0	0	0	0	
<b>January 2021</b>	0	0	0	0	
February - September	0	0	0	0	
October-December	0	0	0	0	
<b>January 2022</b>	0	0	0	0	
February	0	0	0	0	
<b>TOTAL</b>	<b>312</b>	<b>504,458</b>	<b>289</b>	<b>472,046</b>	<b>Outstanding Balance 32,412</b>
					<b>Skip/Evicted Balance 103,846</b>

### Tenant Payment Agreement Listing

Tenant Code	Start Month	End Month	Agreement Amount	Received Amount	Remaining Amount	Comments
<b>BOHLMANN</b>						
p00117	06/2021	12/31/2022	3,093.34	212.00	2,881.34	
t0000035	05/2021	12/31/2024	2,524.05	100.00	2,424.05	
t0000186	05/2021	12/31/2022	424.25	120.00	304.25	
t0001284	11/2021	12/31/2022	613.00	125.00	488.00	
t0000243	11/2021	12/31/2022	2,718.80	400.00	2,318.80	
t0000795	05/2021	12/31/2030	3,067.00	1,028.00	2,039.00	
t0000270	05/2021	12/31/2022	7,757.00	2,700.00	5,057.00	
t0000176	05/2021	12/31/2026	5,302.92	140.00	5,162.92	
t0000275	05/2021	12/31/2023	2,083.00	836.00	1,247.00	
t0000259	09/2021	12/31/2022	646.00	118.00	528.00	
t0001253	06/2021	12/31/2022	2,050.00	815.00	1,235.00	
t0000739	05/2021	12/31/2024	9,396.00	0.00	9,396.00	
p00121	05/2021	12/31/2024	2,561.20	186.00	2,375.20	
t0000970	05/2021	12/31/2022	4,539.00	1,800.00	2,739.00	
t0001275	02/2022	09/30/2022	226.00	30.00	196.00	
<b>Total Bohlmann</b>			<b>47,001.56</b>	<b>10,398.00</b>	<b>36,603.56</b>	
<b>DUNBAR</b>						
t0000107	07/2021	12/31/2028	12,939.00	4,566.00	8,373.00	
t0001636	06/2021	12/31/2023	3,223.05	400.00	2,823.05	
t0000230	05/2021	12/31/2023	3,953.00	800.00	3,153.00	
b0000026	06/2021	12/31/2029	11,118.96	400.00	10,718.96	
t0000088	06/2021	12/31/2021	780.40	450.00	330.40	
t0000042	08/2021	12/31/2023	4,669.00	1,022.00	3,647.00	
p00036	05/2021	12/31/2021	218.30	150.00	68.30	
t0000165	02/2022	12/31/2022	1617.70	50.00	1567.70	
t0000022	05/2021	12/31/2023	1,800.00	450.00	1,350.00	
t0000442	10/2021	12/31/2021	724.00	200.00	524.00	
t0000154	06/2021	12/31/2041	6,257.25	153.00	6,104.25	
t0000072	05/2021	12/31/2021	2,548.00	159.00	2,389.00	
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	567.00	622.10	
t0000493	08/2021	12/31/2025	6,053.00	601.00	5,452.00	
t0000004	05/2021	12/31/2021	1,222.00	200.00	1,022.00	
t0000740	05/2021	12/31/2023	2,068.43	50.00	2,018.43	
t0000740	05/2021	12/31/2023	1,726.43	158.00	1,568.43	
<b>Total Dunbar</b>			<b>63,804.17</b>	<b>11,716.70</b>	<b>52,087.47</b>	

<b>TURNKEY</b>						
t0001031	05/2021	12/31/2021	743.20	147.00	596.20	Stipulation
t0000082	07/2021	12/31/2022	2,581.00	1,200.00	1,381.00	
b0000038	06/2021	12/31/2023	4,979.50	450.00	4,529.50	
t0000084	05/2021	12/31/2021	909.75	350.00	559.75	
t0000086	10/2021	12/31/2021	3,512.12	2,955.00	557.12	
t0000069	05/2021	08/31/2021	374.00	200.00	174.00	
t0000027	09/2021	12/31/2024	2,364.02	150.00	2,214.02	
<b>Total Turnkey</b>			<b>15,463.59</b>	<b>6,627.00</b>	<b>8,836.59</b>	
			<b>126,269.32</b>	<b>28,741.70</b>	<b>97,527.62</b>	

## WORK ORDERS

MONTH	CALLS	COMPLETE	OUTSTANDING OR COMMENTS
<b>January 2020</b>	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	
<b>January 2021</b>	110	110	
February	86	86	
March	130	130	
April	144	144	
May	140	140	
June	146	146	
July	142	142	
August	151	151	
September	105	103	
October	125	125	
November	127	127	
December	129	129	
<b>January 2022</b>	123	123	
February	81	77	4

**UNIT TURNOVER**

<b>SITE/UNIT</b>	<b>SIZE</b>	<b>VACANT</b>	<b>COMPLETE</b>	<b>LEASED</b>	<b>COMMENT</b>
BT 1-L	1	03/24/21	08/03/21	08/03/21	
BT 1-P	1	02/28/22	03/09/22		<b><i>Lease date 03/14/22</i></b>
BT 1-S	0	12/31/20	04/30/21	04/30/21	
BT 1-W	1	10/01/21	01/14/22	01/21/22	
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 3-M	1	02/23/22			
BT 4-L	1	01/21/22			
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	09/28/21	10/13/21	
BT 6-V	1	04/30/21	08/12/21	09/01/21	
BT 7-L	1	03/15/21	06/02/21	06/04/21	
BT 7-N	3	09/01/21	11/15/21	11/18/21	
BT 7-R	3	11/19/21	01/28/22		<b><i>Lease date 03/01/22</i></b>
BT 8-N	3	07/02/21	09/28/21	10/08/21	
DH 2-B	2	04/15/21	07/26/21	08/09/21	
DH 2-C	2	11/30/20	04/07/21	04/23/21	
DH 2-D	2	06/25/21	09/01/21	09/03/21	
DH 3-A	2	06/14/21	09/01/21	09/01/21	
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 8-D	2	11/18/21	03/03/22		<b><i>Lease date 04/01/22</i></b>
DH 13-C	2	02/10/21	06/28/21	08/09/21	
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	
TK 1719A-1M	4	08/09/21	10/29/21	11/19/21	
<b>TOTAL VACANT</b>	<b>5</b>				



**EXTERMINATION SUMMARY – BEDBUGS - # Treatments**

	2015	2016	2017	2018	2019	2020	2021	2022	Comment
January	2	0	1	0	3	0	0	0	
February	3	0	0	1	1	0	0	0	
March	1	0	0	3	0	0	1		
April	1	0	2	0	0	0	0		
May	0	1	1	0	2	0	0		
June	2	2	0	0	0	0	1		
July	0	2	1	1	0	1	0		
August	0	3	4	3	1	1	1		
September	4	2	3	0	1	3	0		
October	0	3	1	0	1	0	0		
November	0	0	1	1	1	0	2		
December	0	1	1	0	0	0	1		
TOTAL	13	14	15	9	10	5	6	0	
COST	\$4,860	\$4,841	\$9,880	\$2,980	\$6,086	\$1,075	\$2,245	\$0	

**TENANT ACCOUNTS RECEIVABLE - LATE OR NO RENT PAYMENT**

SITE	# Units	Late	Not At All	Past Due February 2022	Past Due March 2022
Bohlmann Towers	144	(38) 59	(42) 37	145 owed \$227,863	151 owed \$234,771
Dunbar Heights	96	(34) 32	(31) 34	69 owed \$169,942	77 owed \$181,648
Turnkey	33	(14) 17	(11) 9	26 owed \$65,181	28 owed \$66,743
Totals	273	(86) 108	(84) 80	240 (87%) - \$462,956	256 (93%) - \$483,162

Parenthesis ( ) represents the previous month

**PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS**

PHA Activity Feb 8-14, 2022	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	37	30	7*
Dunbar Heights	26	23	3*
*BT – Other (3 medicals, welfare check, person down, dispute, agency assist)			
*DH – Other (medical, domestic, parking complaint)			
PHA Activity Feb 15-21, 2022	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	37	34	3*
Dunbar Heights	34	32	2*
*BT – Other (unwanted party, escort, parking complaint)			
*DH – Other (harassment, lost property)			

## **LEAD PAINT TESTING**

On February 28, PHA began advertising for Lead Based Paint contractors to test all sites. Proposals for the following services are due at the PHA office March 28, 2022. Complete information is on the PHA website.

**PHA REQUESTS FOR QUALIFICATIONS/PROPOSALS (RFQ/RFP) for lead paint testing services:**

The Peekskill Housing Authority (PHA) is requesting qualifications and proposals from interested, licensed lead-based paint testing services. Peekskill Housing Authority consists of 273 units funded and provided oversight by the U.S. Department of Housing and Urban Development. Said testing must be performed in accordance with 24 CFR 35, HUD's Lead Safe Housing Rule, and its Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing. Peekskill Housing Authority consists of:

Bohlmann Towers – an eight (8) story high-rise building with 144 apartments

Dunbar Heights – thirteen (13) townhouse style buildings with 96 apartments

Turnkeys – three (3) separate sites of townhouse style buildings with 33 apartments

Kiley Youth Center – Community center

The properties to be inspected are occupied.

### **SCOPE OF SERVICES**

1. To conduct lead-based paint testing of all public housing units in accordance with 24 CFR 35, HUD's Lead Safe Housing Rule, and its Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing.
2. Should lead-based paint be detected, conduct a lead-based paint risk assessment.
3. Provide the PHA with complete inspection and assessment reports.

Advertisements were in:

The Journal News

On PHA's Website

New York State Public Housing Authority Directors Association (PHADA)

Direct outreach to ten (10) firms recommended by HUD and PHA's Architect

PHA solicited lead paint testing in October 2021 and did not receive any responses.

### **CAPITAL FUND PROJECT UPDATE**

Currently, PHA has about \$1.5M in Capital Funds for capital improvements. That is a small amount of funds considering the number of capital project improvements that are needed.

PHA has been working with the recently procured architect, LAN, to discuss projects that are already in the capital projects pipeline for consideration:

## ***CAPITAL FUND PROJECT UPDATE CONTINUED***

### **Dunbar Heights**

Exterior storm and main door replacements  
Exterior steel porch replacements  
Canopy roof replacements  
Walkway repairs

### **Turnkeys**

Vinyl siding replacement @ three buildings  
Concrete sidewalk & Stair repairs

Of these projects LAN recommends that PHA focus on the projects that present the greatest liability to the life, safety, and welfare of the tenants. From LAN's perspective and input it is believed that the priority ranking of the projects should be as follows:

#### **Priority One**

Dunbar Heights - Exterior steel porch replacements  
Dunbar Heights - Walkway repairs  
Turnkeys - Concrete sidewalk & Stair repairs

Based on LAN's observations, the exterior steel porches have exceeded their useful life and are at a point of critical failure. If one of the porches failed while people were using the stairs it could be a serious safety issue. The sidewalks at Turnkeys, especially the monumental stairs are deteriorating and pose a tripping/fall hazard for tenants and should be repaired.

#### **Priority Two**

Dunbar Heights - Exterior storm and main door replacements  
Dunbar Heights - Canopy roof replacements

Based on LAN's observations, Dunbar Heights' exterior storm and main doors are approaching the end of their service life but are still functional and incremental repairs can continue to be made as needed until PHA secures additional funding to replace all the doors under a single contract. The canopy roofs according to PHA maintenance foreman, are water tight and can be maintained for a couple more years until PHA secures additional funds.

#### **Priority Three**

Turnkeys - Vinyl siding replacement @ three buildings

This project, in LAN's opinion, is mostly a cosmetic one. LAN did not see an urgent need to replace the siding. There are areas where the siding should be repaired to maintain the envelope of the buildings but on the whole, it is a project that can be deferred until additional funding is secured.

Based on the above, LAN recommends that the PHA focus on allocating funds to provide capital improvements for all priority one projects. These projects can be bid individually to afford the PHA the most flexibility to award projects within the budget. LAN preliminarily estimates that the construction cost for the replacement of the exterior steel porches at Dunbar Heights alone will approach an estimated \$1.2M.

PHA concurred with this recommendation and LAN has prepared a proposal to provide architectural and engineering services to design, bid and provide construction administration for the defined scope of work.

Anticipated schedule is that the project be out for bid in April for a construction start in June.

## COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) UPDATE

Staff attended a scoping meeting to discuss next steps in the CDBG Dunbar bathroom revitalization project.

In a 50/50 match with CDBG, PHA plans to revitalize/renovate bathrooms in thirty-two (32) units at Dunbar Heights during the 2022 fiscal year.

PHA's Architect, LAN, has submitted the scope of work to the County of Westchester and a proposal to PHA for Phase 1; FY2022. The County accepted LAN's submission and their environmental staff will proceed with the environmental review. Since Congress has not approved the FFY 2022 budget, there will be a delay in a PHA/ County contract for this project; perhaps until June 15, 2022.

In the meantime, LAN will develop bid documents and be prepared to bid the project upon budget approval and an executed PHA/County contract.

This is a three-year project with an annual cost of \$400,000 per year; \$200,000 CDBG funds and a \$200,000 match from PHA's Capital Funds allotment.

LAN's submitted cost estimate to the County for Phase 1 is as follows:

Design Fee	\$28,500
Estimated Cost of Construction	350,000
Estimated Construction Administration Fee	16,000
Estimated Total	\$394,500

## TENANT PORTAL UPDATE

Update for PHA tenant portal, Rent Café.

Registered in February	23
Rent Café payments	5
Amount paid	\$1,420
Additional registrants (early March)	19
Rent Café payments	15
Amount paid	\$4,778
<b>Total Rent Café payments</b>	<b>\$6,198</b>

Registered by site:

BT	14
DH	13
1431 Park St.	7
1719 Park St.	8
1227 Howard St.	0
<b>Total</b>	<b>42</b>

To date no tenants have utilized the following on-line services:

- created an on-line maintenance request
- checked balances
- uploaded recertification documents
- communicated with staff

## **COVID 19 TEST KITS**

PHA will distribute the 600 COVID 19 test kits, provided by Westchester County Department of Emergency Services, to PHA households before the end of March.

Answers to questions from the February 17 Board meeting follow.

Respectfully Submitted,

P Holden Croslan

**Pat C**

Executive Director

## **Answers to unsubstantiated allegations from the February 17 board meeting**

1. Why was she at Dunbar community room and there is no meeting? Where was this change posted?

**The announcement for the February 17, 2022 board meeting that was being conducted via zoom in English and Spanish was posted on:**

- PHA Facebook page on February 10<sup>th</sup>
- Journal news from 2/13-2/17
- PHA website on February 10<sup>th</sup> under board meetings- February board meeting
- Posted at the library and city hall on Wednesday 2/16
- Newsletter was distributed before the decision for zoom however, information for zoom was on the newsletter in case the meeting was changed.

2. The tenants need to use the stove when the oil goes out. This happened several times.

**It had happened TWO (2) times.**

**Resulting from an inspection, gas at DH was turned off by Con Edison in October 2018.**

**The HA purchased electric stovetops and toaster oven/air fryers in November 2018 to accommodate the residents during this time. The total cost for these items was \$6,729.00.**

**Dunbar Heights was switched to propane February 2019. That means the purchased appliances were needed approximately 4 months. PHA did not recover these items; they were left with the tenants.**

**The total for the propane conversion at DH was \$187,000.**

**On January 20th, 2022, PHA received phone calls from two (2) tenants from building D about 2:10 pm stating that their stoves and ovens were not working. Neither said they could not live without a stove for even a few hours, if that had been mentioned, PHA would have made provisions to accommodate them as has been done in the past. They should presumably, still have the appliances previously provided by PHA. Staff immediately contacted the propane provider. Maintenance states that by 2:45 pm, servicer arrived and replenished the propane tank. Maintenance went to each unit to verify that stove valves were in the proper position and in doing so, reported that seven (7) tenants were not home and one (1) did not know service had been interrupted. This is a ten (10) unit building. Maintenance left the site at 4:10 pm.**

**On January 22<sup>nd</sup> at approximately 1:30, (Saturday – the office was closed) the on-call maintenance person received a call from service that a tenant in building A reported the stove did not work. Maintenance called the propane provider and responded to the site. Provider was asked to check all tanks while on the property. I was advised at 3:37 that delivery and unit checks were complete.**

**These were inconvenient, but things happen and service was restored promptly. Propane is on auto delivery and although a delivery had been made for the month, tenants obviously used ovens more than usual and depleted the propane.**

**(BEGINNING IMMEDIATELY, MAINTENANCE WILL CHECK ALL TANKS WEEKLY)**

3. The executive session board minutes agenda are not posted on the website or posted anywhere. According to HUD, PHA must follow open meetings law of NYS. It would be great that the agenda and minutes are posted on the website.

**Answered in the meeting. PHA follows the open meeting laws of NY. Executive session minutes are not posted.**

4. There's a bad mouse problem that's not being resolved. The tenants would like an exterminator to come out and address the problem in the basements.

**The problem may not be resolved but is certainly not because of PHA's inaction. Last year, there was a serious rodent issue at DH and the board received monthly reports regarding PHA efforts in the rodent matter which included; filling cracks and holes throughout units moving and treating behind appliances, cabinets and some countertops, addressing dryer vents, adding/replacing door sweeps, providing sticky pads, etc.**

**As far as basements are concerned, several months ago, maintenance placed bait boxes in every DH basement. They saw no evidence of mice; the dirt floors would show mouse droppings and mouse prints if mice were there. Maintenance sealed all visible cracks and check the bait boxes monthly. NO bait has ever been disturbed which means no mice are eating it. Maintenance periodically changes the bait in the boxes to entice mice. There has been no visible mouse activity in any DH basement to date. PHA has deduced that the real problem lies above the basements and can only be eliminated with the consistent commitment of tenants to do their part.**

**Tenants should always call the office if they are having mouse or any other issues in their units. We do have a mouse remediation program. The PHA does not know there is a problem unless advised by the tenant. This reinforces why tenants should immediately report problems to PHA rather than relying on someone to report an unknown (to the office) alleged problem at the monthly meeting.**

5. There are termites in building G3 now in the basement. That should be addressed as soon as possible

PHA records indicate that no tenant has reported a termite issue since June 2021 when the exterminator responded and reported no termite activity observed in that unit. If termites are to be addressed immediately, it can only happen when PHA is made aware of the situation, not waiting to hear it in the monthly meeting.

6. Tree Maintenance. PHA should call the state and ask they trim the trees. Tenants calling hasn't worked.

PHA works with an arborist that addresses tree issues on PHA property by PHA request. Therefore, PHA does not have to call the state unless it is determined that there is a problem tree on state property. Again, if PHA has not been made aware of a problem it cannot be addressed timely and properly; it is the tenant's responsibility to let PHA know.

7. Utility allowance from HUD. Tenants are confused about the discount calculation and would like to know when that was done. Are there minutes or a record to when this decision was made?

Utility allowance calculation comes from the County of Westchester. The County posted the 2021 utility schedule and PHA updated their software to reflect these changes. On September 3<sup>rd</sup>, 2021, the PHA sent notices to all Dunbar tenants advising them of the change. PHA gave these credits retroactively to January 2021 based on the effective date from the County. PHA heard from many tenants who were very happy about the credits; especially since it was near the holidays. We are not aware of ANY tenant that registered a complaint about the increased utility allowance which DECREASED the amount they pay for rent. If a complaint exists, again, the tenant should contact the office. The following chart was on the notice:

**UTILITY ALLOWANCE CHANGES:**

<u>Previous utility allowance (UA)</u>		<u>Current UA effective 1.1.2021</u>
Studio =	19	Studio = 42
1 bedroom =	21	1 bedroom = 50
2 bedrooms =	27	2 bedrooms = 70
3 bedrooms =	32	3 bedrooms = 90
4 bedrooms =	36	4 bedrooms = 110

This created a rent CREDIT to almost every DH tenant.



8. Mold testing. Two tenants called the office and were told they would get back to them but no one has. Center court #2.

**Again, no mold has been reported since October 2021 when it was determined that there was no mold in that unit. It was mildew, which was remediated by maintenance. The tenants referred to, since PHA does not know who they are, must contact the office.**

9. Odor from septic system has not been resolved. Maintenance told tenants it has been resolved but this is not true. This will get worse in the warmer months.

**Occasionally, there is a building back-up (usually pipe breaks) that causes odor and maintenance has to repair the problem and then address the odor. The pipes are old and need work.**

**However, the recurring septic odor at Dunbar comes from the nearby County sewage system. Tenants are aware that this odor is the responsibility of the county. The informational hotline to report these odors is posted on the PHA website. The county treatment plant odor complaint hotline is 914-862-5256.**

10. It would be great if there were consistent hours at the housing authority. Especially during bad weather.

**PHA office hours are 7:30am-3:00pm Monday-Friday; except holidays. These hours were negotiated with the union. Occasionally, the hours are modified as was the case during ONE recent instance. The office closed near noon when parking lots and cars began to freeze during an ice storm. Staff safety is of great concern. Maintenance was already addressing the ice issue and continued to do so despite the office being closed. The on-call maintenance staff is available outside normal business hours and contacted by PHA's answering service whenever the office is closed.**



# FINANCIAL

  

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2. Balance Sheet
3. Profit & Loss-Operating Current Month
4. Profit & Loss-Operating Year to date

**Peekskill Housing Authority**  
**Summary Operating Statement - Budget and Actual**  
**Eleven Months Ended February 28, 2022**

	Prior Year Year-to-Date Actual	Annual Budget (Dollars)	Year-to-Date Budget	Year-to-Date Actual	Variance - Favorable (Unfavorable)
<b>Revenue</b>					
Operating Receipts					
Dwelling Rentals	1,476,347	1,633,200	1,497,100	1,478,248	(18,852)
Nondwelling Rent	20,370	22,500	20,625	20,473	(152)
Interest Income	67	100	92	76	(16)
Other Income	78,924	80,000	73,333	72,192	(1,141)
HUD Operating Subsidy	1,320,905	1,212,000	1,111,000	1,166,940	55,940
CFP Operations Subsidy	154,000	310,000	284,167	165,000	(119,167)
Total Operating Receipts - Including HUD Contril	3,050,613	3,257,800	2,986,317	2,902,929	(83,388)
<b>Expenses</b>					
Operating Expenditures					
Administrative:					
Administrative Salaries	358,013	412,000	377,667	315,085	62,582
Legal Expense	48,342	72,000	66,000	50,125	15,875
Training	0	2,000	1,833	0	1,833
Travel	0	0	0	0	0
Accounting Fees	0	0	0	19,800	(19,800)
Auditing Fees	0	9,860	9,038	9,038	0
Telephone, Office Supplies, Miscellaneous	62,187	84,690	77,633	120,638	(43,006)
Total Administrative Expenses	468,542	580,550	532,171	514,686	17,485
Tenant Services:					
Contracts	5,409	0	0	2,237	(2,237)
Relocation and other	0	10,000	9,167	669	8,498
Total Tenant Services Expenses	5,409	10,000	9,167	2,906	6,261
Utilities:					
Water/Sewer	272,732	235,000	215,417	236,412	(20,995)
Electricity	152,607	165,000	151,250	195,569	(44,319)
Gas	112,209	142,500	130,625	173,208	(42,583)
Fuel	5,469	194,000	177,833	101,852	75,981
Total Utilities Expenses	543,017	736,500	675,125	707,041	(31,916)
Ordinary Maintenance & Operation:					
Labor-Maintenance	576,409	532,906	488,497	472,953	15,544
Materials - Maintenance	107,622	120,000	110,000	140,855	(30,855)
Maint Contract Costs	172,742	344,440	315,737	342,819	(27,082)
Total Maintenance Expenses	856,773	997,346	914,234	956,627	(42,393)
Protective Services:					
Contracts	18,372	0	0	6,048	(6,048)
Total Protective Services	18,372	0	0	6,048	(6,048)
General Expense:					
Insurance	239,506	269,400	246,950	270,939	(23,989)
Payments in Lieu of Taxes	89,928	91,920	84,260	79,363	4,897
Employee Benefit Contributions	469,705	516,638	473,585	414,508	59,077
Collection Losses	118	100,000	91,667	91,368	299
Total General Expenses	799,257	977,958	896,462	856,178	40,283
Nonroutine Items:					
Extraordinary Items	0	0	0	52,942	(52,942)
Total Operating Expenses	2,691,370	3,302,354	3,027,158	3,096,428	(16,328)
Net Income/(Loss)	359,243	(44,554)	(40,841)	(193,499)	(152,658)

2:18 PM

03/05/22

Accrual Basis

## Peekskill Housing Authority

## Balance Sheet

As of February 28, 2022

	Feb 28, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1111.2 Cash - Operating Account	61,485.85
1111.5 Cash - Payroll Account	40,888.39
1112 Chase - Nonfederal	604,234.92
1114 Security Deposit Fund	75,813.20
1117 Petty Cash Fund	1,000.00
Total Checking/Savings	783,422.36
Other Current Assets	
1122 TAR	100.00
1123 Allowance for Doubt. Accts	-387,586.72
1125 AR HUD	33,947.98
1211 Prepaid Insurance	70,685.28
1260 Material Inventory	29,793.00
1261 Obsolete Inventory	-1,490.00
1122.1 · 1122.1 TAR Bohlmann	214,692.99
1122.2 · 1122.2 TAR Dunbar	153,182.08
1122.3 · 1122.3 TAR Turnkey	68,289.40
1122.7 · 1122.7 TAR Repays Bohlmann	33,324.02
1122.8 · 1122.8 TAR Repays Dunbar	30,597.88
1122.9 · 1122.9 TAR Repays Turnkey	3,590.34
1262 · 1262 Fuel Oil Inventory	16,803.00
Total Other Current Assets	265,929.25
Total Current Assets	1,049,351.61
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	
1400.39 CFP 2018	20,200.00
1420 · 1420 Deferred Outflows GASB-68	456,881.00
1421 · 1421 Deferred Outflows OPEB	1,240,844.00
Total Other Assets	1,717,925.00
<b>TOTAL ASSETS</b>	<b>8,159,171.37</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2111 Accounts Payable	65,847.60
2114 Tenant Security Deposits	75,793.20
2117.2 NY State W/H	250.27
2117.3 Pension Payable	2,740.05
2117.4 FICA Payable	474.27
2117.5 Group Insurance	1.20
2117.7 CSEA Dues	-71.41
2117.9 Misc W/H	3,918.52
2133 Accrued utilities	109,269.25
2135 Accrued Payroll	39,971.09
2136 Accrued Pension	-7,065.00
2137 Payments in Lieu of Taxes	-0.02
2138 Accrued Comp. Absences	227,281.88
2240 Tenant Prepaid Rents	-1.70

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03/05/22

Accrual Basis

**Peekskill Housing Authority**  
**Balance Sheet**  
**As of February 28, 2022**

	Feb 28, 22
2240.1 · Prepaid Rent Bohlmann	2,373.41
2240.2 · Prepaid Rent Dunbar	2,132.00
2240.3 · Prepaid Rent Turnkey	421.65
Total Other Current Liabilities	523,336.26
Total Current Liabilities	523,336.26
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	7,792,706.26
Equity	
2803 Invested in Capital Assets	5,391,894.76
2807 Unrestricted Net Assets	-4,931,492.19
Net Income	-93,937.46
Total Equity	366,465.11
TOTAL LIABILITIES & EQUITY	8,159,171.37



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03/05/22

Accrual Basis

**Peekskill Housing Authority**  
**Profit & Loss**  
February 2022

	Feb 22
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	69,793.00
3110.2 Dunbar Heights	47,764.00
3110.4 Turnkey	21,726.00
Total 3110 Dwelling Rental	139,283.00
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	862.50
3190.2 Dunbar Heights	795.00
3190.4 Turnkey	255.00
Total 3190 Nondwelling Rental	1,912.50
3610 Interest on Gen. Fund Inv.	6.13
3690 Other Income	
3690.1 Laundry Room Income	3,158.75
3690.3 Health Center Rent	740.16
3690.4 Verizon Commission	136.68
3690.8 Work Orders	
Bohlmann Towers	177.00
Dunbar Heights	-90.00
Total 3690.8 Work Orders	87.00
3690.9 AC - BT	10.00
3690 Other Income - Other	65.00
Total 3690 Other Income	4,197.59
8020 Operating Subsidy	
8020.1 AMP 1	55,528.50
8020.2 AMP2	53,667.00
Total 8020 Operating Subsidy	109,195.50
Total Income	254,594.72
Expense	
4110 Administrative Salaries	23,338.90
4130 Legal Expense	4,221.50
4170 Accounting Fees	1,800.00
4171 Auditing Fees	821.67
4190.3 Telephone	322.58
4190.5 Forms, Station. & Office	269.09
4190.6 All Other Sundry	2,219.01
4190.7 Admin. Service Contracts	406.43
4310 Water & Sewer	45,302.29
4320 Electricity	21,093.81
4330 Gas	41,486.02
4335 Propane	6,531.36
4340 Fuel	17,035.37
4410 Labor	47,800.95
4420 Materials	
4420.01 Supplies - Grounds	6,563.38
4420 Materials - Other	2,375.47
Total 4420 Materials	8,938.85
4430.10 Alarm/Extinguish Contra	270.00
4430.12 Other Maint Contracts	6.75
4430.4 Elevator Contracts	2,118.93
4430.5 Landscaping Contracts	8,300.00
4430.6 Unit Turnaround Contract	11,200.00
4430.9 Exterminating Contracts	794.00
4510 Insurance Expense	18,945.00
4510.3 Insurance - WC	1,898.67

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03/05/22

Accrual Basis

**Peekskill Housing Authority**  
**Profit & Loss**  
February 2022

	Feb 22
4520 Payments in Lieu of Taxes	-79,363.00
4540 Employee Benefits	
4540.1 Employee Ben - Admin	8,515.39
4540.2 Employee Ben - Maint	23,291.97
4540.3 Employee Ben - Utilities	0.00
4540.6 GASB-68 Admin	8,626.00
Total 4540 Employee Benefits	40,433.36
4570 Collection Losses	8,333.34
66000 - Payroll Expenses	0.00
Total Expense	234,524.88
Net Ordinary Income	20,069.84
Other Income/Expense	
Other Expense	
4610 Extraordinary Maintenance	3,000.00
Total Other Expense	3,000.00
Net Other Income	-3,000.00
Net Income	17,069.84

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03/05/22  
Accrual Basis

Peekskill Housing Authority  
Profit & Loss  
April 2021 through February 2022

	Apr '21 - Feb 22
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	739,304.78
3110.2 Dunbar Heights	488,766.37
3110.4 Turnkey	250,176.90
Total 3110 Dwelling Rental	1,478,248.05
3120.1 Excess Utilities BT	10.00
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	9,026.50
3190.2 Dunbar Heights	8,820.50
3190.4 Turnkey	2,625.50
Total 3190 Nondwelling Rental	20,472.50
3610 Interest on Gen. Fund Inv.	76.61
3690 Other Income	
3690.1 Laundry Room Income	34,350.66
3690.2 CAP Office Rent	7,200.00
3690.3 Health Center Rent	8,861.44
3690.33 Sun River Rent	1,480.16
3690.4 Verizon Commission	1,521.12
3690.8 Work Orders	
Bohlmann Towers	3,668.04
Dunbar Heights	1,850.61
Turnkey	210.00
Total 3690.8 Work Orders	5,728.65
3690.9 AC - BT	8,995.23
3690.9 AC - TK	2,715.48
3690 Other Income - Other	1,328.89
Total 3690 Other Income	72,181.63
3691 Other Income CFP Subsidy	165,000.00
8020 Operating Subsidy	
8020.1 AMP 1	582,388.00
8020.2 AMP2	584,552.00
Total 8020 Operating Subsidy	1,166,940.00
Total Income	2,902,928.79
Expense	
4110 Administrative Salaries	315,085.11
4130 Legal Expense	50,125.38
4170 Accounting Fees	19,800.00
4171 Auditing Fees	9,038.36
4190.2 Membership Dues & Fees	1,165.88
4190.3 Telephone	2,115.00
4190.5 Forms, Station. & Office	28,954.24
4190.6 All Other Sundry	21,831.58
4190.7 Admin. Service Contracts	60,683.25
4190.8 Bank Fees	54.19
4190.9 Advertising	5,834.00
4220 Recreation, Publications	669.35
4220.01 Other Tenant Services	2,114.22
4230 Tenant Service Contracts	122.49
4310 Water & Sewer	199,829.64
4310.9 Sewer Taxes	36,582.15
4320 Electricity	195,568.75
4330 Gas	151,450.48
4335 Propane	21,758.23
4340 Fuel	101,851.61
4410 Labor	472,952.82
4420 Materials	



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03/05/22

Accrual Basis

**Peekskill Housing Authority**  
**Profit & Loss**  
 April 2021 through February 2022

	Apr '21 - Feb 22
4420.01 Supplies - Grounds	108,550.47
4420.10 · 4420.10 Materials - COVID	92.81
4420 Materials - Other	32,211.49
<b>Total 4420 Materials</b>	<b>140,854.77</b>
4430.1 Garbage & Trash Removal	63,180.00
4430.10 Alarm/Extinguish Contra	620.00
4430.11 Routine Maint Contracts	5,776.97
4430.12 Other Maint Contracts	25,264.50
4430.2 Heating & Cooling Contra	9,414.95
4430.4 Elevator Contracts	12,889.36
4430.5 Landscaping Contracts	42,300.00
4430.6 Unit Turnaround Contract	156,550.00
4430.7 Electrical Contracts	379.31
4430.8 Plumbing Contracts	2,574.40
4430.9 Exterminating Contracts	23,870.07
4480 Contract Costs - Security	6,048.46
4510 Insurance Expense	269,039.97
4510.3 Insurance - WC	1,898.67
4520 Payments in Lieu of Taxes	0.00
4540 Employee Benefits	
4540.1 Employee Ben - Admin	131,574.23
4540.2 Employee Ben - Maint	195,767.88
4540.3 Employee Ben - Utilities	0.00
4540.6 GASB-68 Admin	87,166.00
<b>Total 4540 Employee Benefits</b>	<b>414,508.11</b>
4570 Collection Losses	91,367.72
4620 Casualty Losses	2,261.00
66000 · Payroll Expenses	0.00
7520 · 7520 Equipment Purchases	2,280.00
<b>Total Expense</b>	<b>2,968,664.99</b>
<b>Net Ordinary Income</b>	<b>-65,736.20</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
8029.48 Capital Fund Grant 2018	20,200.00
<b>Total Other Income</b>	<b>20,200.00</b>
<b>Other Expense</b>	
4610 Extraordinary Maintenance	48,401.26
<b>Total Other Expense</b>	<b>48,401.26</b>
<b>Net Other Income</b>	<b>-28,201.26</b>
<b>Net Income</b>	<b>-93,937.46</b>

**PEEKSKILL HOUSING AUTHORITY  
RESOLUTION APPROVING THE  
PAYMENT OF MONTHLY BILLS AS LISTED  
FEBRUARY 2022**

**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 February 2022 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 February 2022.

Commissioner \_\_\_\_\_ motioned to vote and Commissioner \_\_\_\_\_seconded.

The vote is as follows:

<b>VOTE</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Chairman Luis A. Segarra				
Commissioner Dwight H. Douglas				
Commissioner Jacqueline Simpkins				
Commissioner Nicola Smith-DeFreitas				
Tenant Commissioner Jessica Martinez				
Tenant Commissioner Yvette Houston				

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

Effective: March 17, 2022

\_\_\_\_\_  
P. Holden Crosland, Executive Director

# Peekskill Housing Authority

## Transaction List by Vendor

February 2022

Type	Date	Memo	Amount
<b>Ace Computer Services Corp.</b>			
Bill	02/17/2022		-220.00
Bill Pmt -Check	02/17/2022		-220.00
<b>ADT Commercial</b>			
Bill	02/17/2022		-270.00
Bill Pmt -Check	02/17/2022		-270.00
<b>All County Lock &amp; Safe Corp.</b>			
Bill Pmt -Check	02/01/2022		-140.00
Bill	02/03/2022		-140.00
<b>Audrey J Peterson</b>			
Bill Pmt -Check	02/01/2022	Medicare Part B Reimbursement 2021	-1,782.00
Bill	02/03/2022	Medicare Part B Reimbursement 2021	-1,782.00
<b>Avaya Financial Services</b>			
Bill Pmt -Check	02/01/2022		-135.27
Bill	02/03/2022		-135.27
<b>Bond, Schoeneck &amp; King, PLLC</b>			
Bill Pmt -Check	02/01/2022		-161.00
Bill	02/03/2022		-161.00
<b>Carquest</b>			
Bill Pmt -Check	02/01/2022		-46.95
Bill	02/03/2022		-46.95
Bill	02/17/2022		-1,163.53
Bill Pmt -Check	02/17/2022		-1,163.53
<b>Catania, Mahon &amp; Rider PLLC.</b>			
Bill Pmt -Check	02/01/2022		-1,485.00
Bill	02/03/2022		-1,485.00
Bill	02/17/2022	124023	-2,575.50
Bill Pmt -Check	02/17/2022	124023	-2,575.50
<b>Chase Card</b>			
Bill	02/17/2022		-4,283.09
Bill Pmt -Check	02/17/2022		-4,283.09
<b>City of Peekskill (cpw)</b>			
Bill	02/17/2022	9/10/21-12/06/21 Highland Avenue and ...	-45,302.29
Bill Pmt -Check	02/17/2022	9/10/21-12/06/21 Highland Avenue and ...	-45,302.29
<b>City of Peekskill (Gas)</b>			
Bill	02/17/2022	Customer #000000028	-374.29
Bill Pmt -Check	02/17/2022	Customer #000000028	-374.29
<b>Con Edison</b>			
General Journal	02/04/2022	807 Main heat	26,305.79
General Journal	02/14/2022	Kiley Ctr	6,172.79
<b>CSEA</b>			
Bill Pmt -Check	02/01/2022		-263.76
Bill	02/03/2022		-263.76
Bill	02/17/2022		-295.29
Bill Pmt -Check	02/17/2022		-295.29
<b>DEC Office Leasing</b>			
Bill Pmt -Check	02/01/2022		-156.45
Bill	02/03/2022		-156.45
<b>DEC Office Solutions, Inc.</b>			
Bill	02/17/2022		-269.09
Bill Pmt -Check	02/17/2022		-269.09
<b>Eileen Pareti</b>			
Bill	02/17/2022		-1,782.00
Bill Pmt -Check	02/17/2022		-1,782.00
<b>Employee Benefits Division</b>			
Bill	02/17/2022		-24,741.24
Bill Pmt -Check	02/17/2022		-24,741.24
<b>Endicott Comm, Inc.</b>			
Bill Pmt -Check	02/01/2022		-187.31
Bill	02/03/2022		-187.31
<b>Equifax Verification Services</b>			
Bill	02/17/2022		-29.98
Bill Pmt -Check	02/17/2022		-29.98
<b>Home Depot Credit Services</b>			
Bill Pmt -Check	02/01/2022		-4,846.32
Bill	02/03/2022		-4,846.32

# Peekskill Housing Authority

## Transaction List by Vendor

### February 2022

Type	Date	Memo	Amount
<b>Home Improvement St. John's</b>			
Bill Pmt -Check	02/01/2022	807 Main St #7R unit turnover and 1431...	-14,200.00
Bill	02/03/2022	807 Main St #7R unit turnover and 1431...	-14,200.00
<b>Housing Insurance Services Inc.</b>			
Bill	02/17/2022	Property and Liability	-60,718.00
Bill Pmt -Check	02/17/2022	Property and Liability	-60,718.00
<b>IRS</b>			
Liability Check	02/15/2022	13-1867414	-4.20
<b>John G. Cruikshank</b>			
Bill	02/17/2022	Monthly accounting services	-1,800.00
Bill Pmt -Check	02/17/2022	Monthly accounting services	-1,800.00
<b>New York Power Authority</b>			
Bill	02/17/2022		-21,093.81
Bill Pmt -Check	02/17/2022		-21,093.81
<b>NYS and Local Retirement Systems</b>			
Bill	02/17/2022	Remainder of annual payment	-772.00
Bill Pmt -Check	02/17/2022	Remainder of annual payment	-772.00
<b>NYSIF</b>			
Bill	02/17/2022		-1,898.67
Bill Pmt -Check	02/17/2022		-1,898.67
<b>Otis Elevator Company</b>			
Bill Pmt -Check	02/01/2022		-2,118.93
Bill	02/03/2022		-2,118.93
<b>Pestech</b>			
Bill Pmt -Check	02/01/2022		-794.00
Bill	02/03/2022		-794.00
<b>Ready Refresh</b>			
Bill Pmt -Check	02/01/2022		-171.39
Bill	02/03/2022		-171.39
<b>Rivera's Landscaping and Construction Inc</b>			
Bill Pmt -Check	02/01/2022	Unit Turnover 807 Main #1W	-8,300.00
Bill	02/03/2022	Unit Turnover 807 Main #1W	-8,300.00
<b>Robison Oil</b>			
Bill Pmt -Check	02/01/2022		-8,490.25
Bill	02/03/2022		-8,490.25
Bill	02/17/2022	Oil Delivery 2/4/22	-8,545.12
Bill Pmt -Check	02/17/2022	Oil Delivery 2/4/22	-8,545.12
<b>Suburban Propane</b>			
Bill Pmt -Check	02/01/2022		-3,022.68
Bill	02/03/2022		-3,022.68
Bill	02/17/2022	1/22/22 Delivery	-3,508.68
Bill Pmt -Check	02/17/2022	1/22/22 Delivery	-3,508.68
<b>Tolls by Mail Payment Processing Center</b>			
Bill	02/17/2022		-6.75
Bill Pmt -Check	02/17/2022		-6.75
<b>United Rentals</b>			
Bill Pmt -Check	02/01/2022		-132.29
Bill	02/03/2022		-132.29

**PEEKSKILL HOUSING AUTHORITY  
RESOLUTION DECLARING ELECTION OF TENANT  
COMMISSIONERS TO THE BOARD**

**WHEREAS**, The Board of Commissioners have been notified of the Tenant Commissioners Election results; and

**WHEREAS**, The Board of Commissioners find that Jessica Martinez and Yvette Houston have been duly elected to serve in this capacity.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Peekskill Housing Authority approve the election results

Commissioner \_\_\_\_\_ motioned to vote and Commissioner \_\_\_\_\_ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Luis A. Segarra				
Commissioner Dwight H. Douglas				
Commissioner Jacqueline Simpkins				
Commissioner Nicola Smith-DeFreitas				
Tenant Commissioner Jessica Martinez				
Tenant Commissioner Yvette Houston				

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

Effective: March 17, 2022 - March 16, 2024

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P. Holden Crosland, Executive Director