

PEEKSKILL HOUSING AUTHORITY



P. Holden Croslan
Executive Director

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

Peekskill Housing Authority Board of Commissioners Monthly Meeting and Public Hearing

Date: March 16, 2023

Time: 7:00 PM

In person meeting will be held at:

**Bohlmann Towers Community Room
807 Main Street
Peekskill, NY 10566**

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PEEKSKILL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
PUBLIC HEARING – MARCH 16th, 2023
BOHLMANN TOWERS
AGENDA

I. ROLL CALL

II. APPROVING UPDATED PROCUREMENT POLICY

III. PUBLIC COMMENTS

IV. VOTE

a) Resolution - 03/04/2023 – Approving the updated Procurement Policy

V. ADJOURNMENT

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING
THE UPDATED PROCUREMENT POLICY**

WHEREAS, The Procurement Policy has been updated to comply with HUD’s Annual Contribution Contract (ACC), HUD Handbook 7460.8 “Procurement Handbook for Public Housing Agencies,” and the procurement standards of 24 CFR 85.36, and

WHEREAS, The purpose of the Procurement Policy is to provide a procurement system of quality and integrity; to assure that the Peekskill Housing Authority procures supplies, service and construction effectively, efficiently and at the most favorable prices; and to assure that Peekskill Housing Authority purchasing actions are in full compliance with applicable Federal standards, HUD regulations, and State and local laws, and

WHEREAS, It is the intent of the Board of Commissioners of Peekskill Housing Authority to provide the PHA Board and Staff with policies and procedures consistent with HUD regulations; and

WHEREAS, The policy in regards to uniform administrative small purchases threshold that was \$150,000 has been updated to reflect the small purchases threshold increase to \$250,000;

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Peekskill Housing Authority approve the updated Procurement Policy increasing the small purchases threshold to \$250,000.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Luis A. Segarra				
Vice Chairman Jacqueline Simpkins				
Commissioner Nicole Smith-Defreitas				
Commissioner Yvette Houston				
Commissioner Jessica Martinez				
Commissioner Robert Scott				

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 16, 2023

P. Holden Croslan, Executive Director

PEEKSKILL HOUSING AUTHORITY



P. Holden Croslan
Executive Director

807 Main Street
Peekskill, New York 10566
Phone: 914-739-1700
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TO: ALL RESIDENTS

FROM: PEEKSKILL HOUSING AUTHORITY

DATE: FEBRUARY 14,2023

SUBJECT: PROCUREMENT POLICY UPDATE

In accordance with HUD regulations, Peekskill Housing Authority has adopted changes to requirements on small purchase thresholds in the procurement policy.

The requirements on small purchases went from \$150,000 to \$250,000 and the PHA has reflected this pending change in its Procurement Policy.

The policy will be available for public review and comment at 807 Main Street office Peekskill, NY 10566 for 30 days beginning February 10th, 2023.

Affirmative vote to implement changes to follow at next board meeting on March 16th,2023.

Peekskill Housing Authority
Proposed Budget Executive Summary
March 31, 2024

	Actual 3/31/21	Actual 3/31/22	Budget 3/31/23	Proposed Budget 3/31/24
Income				
Rental income	1,675,036	1,652,013	1,732,840	1,895,610
Investment income	75	83	100	2,000
Other income	71,808	69,775	60,000	60,000
CFP operating	319,000	165,000	160,000	200,000
Operating subsidy	1,450,294	1,286,516	1,400,000	1,600,000
Total Income	3,516,213	3,173,387	3,352,940	3,757,610
Expenditures				
Administration	626,451	516,522	549,400	583,590
Tenant services	5,409	2,906	5,000	5,000
Utilities	710,514	869,780	785,000	1,110,000
Maintenance & operation	977,666	1,063,195	1,033,610	1,075,160
Protective services	17,304	4,630		
General expense	1,109,587	806,590	966,920	948,770
Nonroutine & equipment		2,261		
Prior year adjustments				
Total Expenditures	3,446,931	3,265,884	3,339,930	3,722,520
Net Surplus (Deficit)	69,282	(92,497)	13,010	35,090

Operating Budget

U.S. Department of Housing and Urban Development Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp 9/30/2006)

Public reporting burden for this collection of information is estimated to average 116 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.	b. Fiscal Year Ending March 31, 2024	c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify)	d. Type of HUD assisted project(s)
e. Name of Public Housing Agency / Indian Housing Authority (PHA/IHA) Peekskill Housing Authority			01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing
f. Address (city, State, zip code) 807 Main Street Peekskill, N.Y. 10566			02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership
			03 <input type="checkbox"/> PHA/IHA Leased Rental Housing
			04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership
			05 <input type="checkbox"/> PHA/IHA Leased Homeownership

g. ACC Number NY 611	h. PAS / LOCCS Project No. NY082 002 24M	i. HUD Field Office New York, N.Y.
j. No. of Dwelling Units 273	k. No. of Unit Months Available 3,276	m. No. of Projects 3

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Year 2022 PUM (2)	[X] Estimates [] or Actual Current Budget Yr. 2023 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Homebuyers Monthly Payments for:								
010	7710	Operating Expense						
020	7712	Earned Home Payments						
030	7714	Nonroutine Maintenance Reserve						
040	Total Break-Even Amount (sum of lines 010, 020, and 030)							
050	7716	Excess (or deficit) in Break-Even						
060	7790	Homebuyers Monthly Payments - Contra						
Operating Receipts								
070	3110	Dwelling Rental	493.92	502.43	568.57	1,862,650		
080	3120	Excess Utilities	3.58	3.25	3.36	11,000		
090	3190	Nondwelling Rental	6.78	6.38	6.70	21,960		
100	Total Rental Income (sum of lines 070, 080, and 090)		504.28	512.06	578.64	1,895,610		
110	3610	Interest on General Fund Investments	0.03	0.03	0.61	2,000		
120	3690	Other Income	71.67	65.01	79.37	260,000		
130	Total Operating Income (sum of lines 100, 110, and 120)		575.98	577.10	658.61	2,157,610		
Operating Expenditures - Administration:								
140	4110	Administrative Salaries	101.03	105.72	119.64	391,940		
150	4130	Legal Expense	15.11	19.50	20.15	66,000		
160	4140	Staff Training						
170	4150	Travel						
180	4170	Accounting Fees	6.59	6.38	6.59	21,600		
190	4171	Auditing Fees	2.86	2.77	2.86	9,360		
200	4190	Other Administrative Expenses	32.08	27.98	28.90	94,690		
210	Total Administrative Expense (sum of line 140 thru line 200)		157.67	162.35	178.14	583,590		
Tenant Services:								
220	4210	Salaries						
230	4220	Recreation, Publications and Other Services	0.89	1.48	1.53	5,000		
240	4230	Contract Costs, Training and Other						
250	Total Tenant Services Expense (sum of lines 220, 230, and 240)		0.89	1.48	1.53	5,000		
Utilities:								
260	4310	Water	66.89	67.97	83.94	275,000		
270	4320	Electricity	68.99	62.06	83.94	275,000		
280	4330	Gas	61.13	41.37	61.05	200,000		
290	4340	Fuel	59.48	45.80	93.10	305,000		
300	4350	Labor						
310	4390	Other utilities expense	9.02	14.78	16.79	55,000		
320	Total Utilities Expense (sum of line 260 thru line 310)		265.51	231.98	338.83	1,110,000		



Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Year 2022 PUM (2)	[X] Estimates [] or Actual Current Budget Yr. 2023 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Ordinary Maintenance and Operation:								
330	4410	Labor	160.81	165.52	183.66	601,660		
340	4420	Materials	43.73	36.94	38.16	125,000		
350	4430	Contract Costs	120.00	102.98	106.38	348,500		
360	Total Ordinary Maintenance & Operation Expense (lines 330 to 350)		324.54	305.44	328.19	1,075,160		
Protective Services:								
370	4460	Labor						
380	4470	Materials						
390	4480	Contract Costs	1.41					
400	Total Protective Services Expense (sum of lines 370 to 390)		1.41					
General Expense:								
410	4510	Insurance	87.86	89.89	90.11	295,200		
420	4520	Payments in Lieu of Taxes	23.88	28.01	23.98	78,560		
430	4530	Terminal Leave Payments		5.91	6.11	20,000		
440	4540	Employee Benefit Contributions	89.21	132.37	138.89	455,010		
450	4570	Collection Losses	45.27	29.55	30.53	100,000		
460	4590	Other General Expense						
470	Total General Expense (sum of lines 410 to 460)		246.22	285.73	289.61	948,770		
480	Total Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)		996.24	986.98	1,136.30	3,722,520		
Rent for Leased Dwellings:								
490	4710	Rents to Owners of Leased Dwellings						
500	Total Operating Expense (sum of lines 480 and 490)		996.24	986.98	1,136.30	3,722,520		
Nonroutine Expenditures:								
510	4610	Extraordinary Maintenance	0.69					
520	7520	Replacement of Nonexpendable Equipment						
530	7540	Property Betterments and Additions						
540	Total Nonroutine Expenditures (sum of lines 510, 520, and 530)		0.69					
550	Total Operating Expenditures (sum of lines 500 and 540)		996.93	986.98	1,136.30	3,722,520		
Prior Year Adjustments:								
560	6010	Prior Year Adjustments Affecting Residual Receipts						
Other Expenditures:								
570	Deficiency in Residual Receipts at End of Preceding Fiscal Year							
580	Total Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)		996.93	986.98	1,136.30	3,722,520		
590	Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)		(420.95)	(409.88)	(477.69)	(1,564,910)		
HUD Contributions:								
600	8010	Basic Annual Contribution Earned - Leased Projects: Current Year						
610	8011	Prior Year Adjustments - (Debit) Credit						
620	Total Basic Annual Contribution (line 600 plus or minus line 610)							
630	8020	Contributions Earned - Operating Subsidy: Current Year (before year-end adjustments)	392.71	413.71	488.40	1,600,000		
640	Mandatory PFS Adjustments (net):							
650	Other (specify):							
660	Other (specify):							
670	Total Year-end Adjustments/Other (plus or minus lines 640 thru 660)							
680	8020	Total Operating Subsidy - current year (line 630 plus or minus line 670)	392.71	413.71	488.40	1,600,000		
690	Total HUD Contributions (sum of lines 620 and 680)		392.71	413.71	488.40	1,600,000		
700	Residual Receipts (or Deficit) (sum of line 590 plus line 690)							
	Enter here and on line 810		(28.24)	3.83	10.71	35,090		

		Operating Reserve	PHA/IHA Estimates	HUD Modifications
		Part I - Maximum Operating Reserve - End of Current Budget Year		
740	2821	PHA/IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564		

		Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End	PHA/IHA Estimates	HUD Modifications
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date): March 31, 2022	(5,071,671)	
790		Provision for Operating Reserve - Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE 3/31/2023 <input type="checkbox"/> Actual for FYE	13,010	
800		Operating Reserve at End of Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE 3/31/2023 <input type="checkbox"/> Actual for FYE	(5,058,661)	
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE 3/31/2024 Enter Amount from line 700	35,090	
820		Operating Reserve at End of Requested Budget Year Estimated for FYE 3/31/2024 (Sum of lines 800 and 810)	(5,023,571)	
830		Cash Reserve Requirement - 50% of line 480	1,861,260	

Comments

PHA/IHA Approval Name P. Holden Croslan
 Title Executive Director
 Signature _____ Date _____

Field Office Approval Name _____
 Title _____
 Signature _____ Date _____

Name of Housing Authority Peekskill Housing Authority			Locality Peekskill, NY				Fiscal Year End March 31, 2024					
Position Title and Name By Organizational Unit and Function	Present Salary Rate As of (date) 11/1/23	Requested Budget Year				Allocation of Salaries by Program						
		Salary Rate	Estimated Payment		Management	Modernization	Development	Section 8 Programs	Tenant Services	Other	Method of Allocation	
			No. Months	Amount								
(1)	(2a)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
ADMINISTRATION												
Executive Director	PHC	AN-T	167,646	12	167,646	167,646						
Assistant Director	Jannelyn Phalen	AN-T	69,395	12	73,559	73,559						
TRA	Kisha Williams	AN-T	59,730	12	65,213	65,213						
Sr. Office Asst	Tatum Williams	AN-T	66,531	12	70,523	70,523						
Overtime, out of title pay, health buyout		AN-T			10,000	10,000						
Compensated absences		AN-T		12	5,000	5,000						
					391,941	391,941						
MAINTENANCE												
Maintenance Foreperson	Krstopher Travis	M	97,993	12	98,993	98,993						
Maintenance Laborer	Michael Belanich	M	75,987	12	77,887	77,887						
Maintenance Laborer	Gerardo Pizzaro	M	78,267	12	80,615	80,615						
Maintenance Laborer	Stephen Hamilton	M	74,244	12	75,987	75,987						
Maintenance Laborer	Michael Anderson	M	68,567	12	74,244	74,244						
Maintenance Laborer	Dylan Turner	M	65,421	12	68,567	68,567						
Laborer	Preston Whidbee	M	65,547	12	66,547	66,547						
Laborer P/T	Sharon Vogt	M		12	8,272	8,272						
Cleaner P/T	Jacqueline Lawrence	M		12	10,543	10,543						
Overtime, out of title pay, health buyout		M		12	25,000	25,000						
Compensated absences		M		12	15,000	15,000						
					601,655	601,655						
To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.							Executive Director or Designated Official			Date		

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

(7)

Operating Budget
Schedule of Administration
Expense Other Than Salary

U.S. Department of Housing
and Urban Development
 Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp. 10/31/97)

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Name of Housing Authority Peekskill Housing Authority		Locality Peekskill, NY			Fiscal Year End March 31, 2024	
(1) Description	(2) Total	(3) Management	(4) Development	(5) Section 8	(6) Other	
1 Legal Expense (see Special Note in Instructions)	66,000	66,000				
2 Training (list and provide justification)						
3 Travel						
Trips To Conventions and Meetings (list and provide justification)						
4 Other Travel:						
Outside Area of Jurisdiction						
5 Within Area of Jurisdiction						
6 Total Travel						
7 Accounting	21,600	21,600				
8 Auditing	9,360	9,360				
9 Sundry						
Rental of Office Space						
10 Publications						
11 Membership Dues and Fees (list organization and amount)	2,890	2,890				
12 Telephone, Fax, Electronic Communications	12,000	12,000				
13 Collection Agent Fees and Court Costs	12,000	12,000				
14 Administrative Services Contracts (list and provide justification)	14,300	14,300				
15 Forms, Stationary and Office Supplies	25,000	25,000				
16 Other Sundry Expense (provide breakdown)	28,500	28,500				
17 Total Sundry	94,690	94,690				
18 Total Administration Expense Other Than Salaries	191,650	191,650				

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
 (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative & Date:

X

5

Justification/Breakdown:

	No. of Persons Attending All Staff/Comm	Aggregate Days of Travel	Total Cost of Each Trip	Total Cost
2. Training:				
Accounting				
UPC Training	7			
3. Travel - Trips to conventions and meetings:				
NAHRO and other conventions / training				
Various HUD seminars & workshops				
11. Membership Dues and Fees:				
NAHRO				600
PHADA				600
AICPA				515
NYSSCPA				480
NYSPHADA				300
HVAHA				200
Chase Mastercard				195
				<u>2,890</u>
14. Administrative Service Contracts:				
Computer equipment				3,000
Computer software				5,000
BT intercom				1,500
Website hosting				1,800
OPEB report				3,000
				<u>14,300</u>
16. Other Sundry Expense:				
Bank fees				3,000
Classified advertising				3,000
Water cooler				1,500
Postage & overnight service				6,000
All other - sundry				15,000
				<u>28,500</u>

Instructions for Preparation of Form HUD-52571

Prepare this form to reflect detailed estimates of Administration Expense, other than salaries, and the distribution to all programs administered by the Housing Authority.

The identification boxes in the upper right hand corner are self-explanatory.

1. Legal Expense: Enter in Column (2), Line 1 the estimated cost of legal service. Enter in Columns (3) through (6) the pro rata shares of amounts in Column (2) chargeable to programs administered by the Housing Authority.

Special Note: The amount entered on Form HUD-52564 should also include salaries of Staff Attorneys as shown on Form HUD-52566 and included on line for "Other" in the Summary of Staffing and Salary Data section of Form HUD-52573.

2. Training: List and provide justification for all training.

Travel Expense: Justification must be provided for travel.

3. Trips to Conventions and Meetings: Under Justification/Breakdown, List each convention and meeting to be attended by commissioners and staff, with the location. Enter the number of persons expected to attend and show the aggregate number of travel days and the estimated total cost of each trip including subsistence allowance, cost of transportation, and reimbursable miscellaneous expenses. Enter the sum of the total costs of all trips in Column (2). Enter in Columns (3) through (6) the pro rata shares of amounts in Column (2) chargeable to programs administered by the Housing Authority.

4. Other Travel Outside Area of Jurisdiction: Enter in Column (2), Line 4 the estimated cost for travel by commissioners and staff, including subsistence, transportation, and reimbursable miscellaneous expenses. Follow instructions 3 above for columns (3) through (6).

5. Other Travel: Within Area of Jurisdiction: Enter in Column (2), Line 5 the estimated cost for travel, including fixed monthly allowances for reimbursement on a mileage basis for use of privately owned automobiles; and reimbursement for authorized use of local public transportation. Follow instructions 3 above for columns (3) through (6).

6. Total Travel: Sum Lines 3, 4 and 5 for Columns (2) through (7) and enter total for each on line 6 "Total Travel."

7 thru 16. Accounting, Auditing and Sundry: Enter the estimated total for all programs in Column (2) for each item of expense in Lines 7 through 16. In Columns (3) through (6) enter the pro rata share of amounts show in Column (2) chargeable to all programs administered by the Housing Authority.

14. Administrative Services Contracts: List and provide justification for all contracts (excluding accounting contracts).

16. All Other Sundry Expense: List all items identified under this expense.

18. Total Administration Expense Other Than Salaries:

Add the amounts on the following Lines:

Line 1	Legal Expense
Line 2	Training
Line 6	Total Travel
Line 7	Accounting
Line 8	Auditing
Line 17	Total Sundry

On Line 18 enter the appropriate totals in Columns (2) through (6). The amount shown in Column (3), lines 1, 2, 6, 7, 8 and 17 should be carried forward to Lines 150 through 200 of Form HUD-52564, Operating Budget.

Operating Budget

Summary of Budget Data and Justifications

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp. 10/31/97)

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Name of Local Housing Authority:	Locality:	Fiscal Year Ending:
Peekskill Housing Authority	Peekskill, NY	March 31, 2024

Operating Receipts

Dwelling Rental: Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total HA monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment at utility costs by HA and/or tenant.

January 2023 rent roll	155,221
	X _____ 12
	<u>1,862,652</u>

Excess Utilities: (Not for Section 23 Leased housing.) Check appropriate spaces in item 1, and explain "Other." Under item 2, explain basis for determining excess utility consumption. For example, Gas: individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged: Gas [] Electricity [] Other [] (Specify) _____

2. Comments

Estimated, charged during the summer	<u>11,000</u>
--------------------------------------	---------------

Non-dwelling Rent: (Not for Section 23 Leased housing.) Complete item 1, specifying each space rented, to whom, and the rental terms. For example: Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

1.	Space Rented	To Whom	Rental Terms
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

2. Comments

January 2023 rent roll	parking	1,830
		X _____ 12
		<u>21,960</u>

Interest on General Fund Investments: State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distribution of interest income between housing programs.

Estimated investment income 2,000

Other Comments on Estimates of Operating Receipts: Give comments on all other significant sources of income which will present a clear understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate of utility charges to tenants.

Capital Fund "subsidy" 200,000
 Charges to tenants and miscellaneous income - commissions (laundry, telephone), etc. 60,000
260,000

Operating Expenditures

Summary of Staffing and Salary Data

Complete the summary below on the basis of information shown on form HUD-52566, Schedule of All Positions and Salaries, as follows:

- Column (1)** Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.
- Column (2)** Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to such housing at the rate of 80%, 70%, and 50%, respectively. Thus, the equivalent full-time positions is two. $(8/10+7/10+5/10)$.
- Column (3)** Enter the portion of total salary expense shown in Column (5) or Column (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing.
- Column (4)** Enter the portion of total salary expense shown in Column (5) or Column (10), form HUD-52566, allocable to Section 23 Leased housing in management.
- Column (5)** Enter the portion of total salary expense shown in Column (5) or Column (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or Comprehensive Grant Program).
- Column (6)** Enter the portion of total salary expense shown in Column (5) or Column (9), form HUD-52566, allocable to Section 8 Programs.

Note: The number of equivalent full-time positions and the amount of salary expense for all positions designated "M" on form HUD-52566 must be equitably distributed to account lines **Ordinary Maintenance and Operation-Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.**

Account Line	Total Number of Positions (1)	Equivalent Full-Time Positions (2)	HUD-Aided Management Program			
			Management (3)	Sec 23 Leased Housing Only (4)	Modernization Programs (5)	Section 8 Program (6)
Administration - Nontechnical Salaries 1	4	4	391,941		0	
Administration - Technical Salaries 1						
Ordinary Maintenance and Operation - Labor 1	9	7	601,655			
Utilities - Labor 1			0			
Other (Specify) - Tenant Services 1			0			
Extraordinary Maintenance Work Project 2						
Betterments and Additions Work Project: 2						

- 1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in Column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget), the amount of salary expense shown in Column (4) on the corresponding line above.
- 2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA staff, as shown on form HUD-52567.

Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite prior HUD concurrence in proposed staffing changes or present justification for such changes. Cite prior HUD concurrence in proposed salary increases for Administration Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rates (form HUD-52158) and justify all deviations from these rates.

Increases provided per contract: 3% step plus 3% raise.

Travel, Publications, Membership Dues and Fees, Telephone and Telegraph, and Sundry: In addition to "Justification for Travel to Conventions and Meetings" shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each element of these expenses.

Unchanged 191,650

Utilities: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utilities Expense."

Water	275,000	230,000
Electricity	275,000	210,000
Gas	200,000	140,000
Propane	20,000	20,000
Fuel	285,000	135,000
Sewer tax	55,000	50,000
	<u>1,110,000</u>	785,000

Ordinary Maintenance & Operation - Materials: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for materials in the Current Budget Year.

Unchanged 125,000

Ordinary Maintenance & Operation - Contract Costs: List each ordinary maintenance and operation service contracted for and give the estimated cost for each. Cite and justify new contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Year increases over the PUM rate of expenditure for Contract Services in the Current Budget Year. If LHA has contract for maintenance of elevator cabs, give contract cost per cab.

Garbage & trash removal	90,000		
Heating & cooling	10,000	Alarm/extinguisher	6,000
Snow removal	2,000		
Elevator	18,500	Routine maintenance contracts	20,000
Landscaping & grounds	30,000	Other misc. contracts	40,000
Unit turnaround	100,000		
Electrical	0		
Plumbing	2,000		
Exterminating	30,000		
			<u>348,500</u>

Insurance: Give an explanation of substantial Requested Budget Year estimated increases in the PUM rate of expenditures for insurance over the Current Budget Year. Cite changes in coverage, premium rates, etc.

Commercial property	85,000	97,000
Commercial liability	165,000	155,000
Deductibles	10,000	10,000
Auto	6,000	5,000
Workers compensation	20,000	30,000
Boiler & machinery	7,200	7,200
Fidelity	2,000	
	<u>295,200</u>	

Employee Benefit Contributions: List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given.

FICA	76,010
Health insurance	240,000
Retirement	95,000
Dental & optical insurance	22,000
Retirees' medicare	18,500
Unemployment	0
Uniform allowance (\$500 per maintenance employee)	3,500
	<u>455,010</u>

Collection Losses: State the number of tenants accounts receivable to be written off and the number and total amount of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed.

Anticipated write-off of vacated arrears, adjust allowance for doubtful accounts	<u>100,000</u>
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Extraordinary Maintenance, Replacement of Equipment, and Betterments Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to form HUD-52567 need not be repeated here.

See HUD-52567.	Extraordinary maintenance	_____
	Replacement of equipment	_____
	Betterments and additions	_____

Contracts: List all contracts, other than those listed on page 3 of this form under Ordinary Maintenance & Operation (OMO). Cite the name of the contractor, type of contract, cost of contract, and contract period. Justification must be provided for all contract services proposed for the Requested Budget Year (RBY). Explain substantial RBY increases over the PUM rate of expenditure for these contracts in the Current Budget Year.

None.

PEEKSKILL HOUSING AUTHORITY



P. Holden Croslan
Executive Director

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

PEEKSKILL HOUSING AUTHORITY
MONTHLY BOARD OF COMMISSIONERS
MEETING – MARCH 16TH, 2023
BOHLMANN TOWERS
AGENDA

I. ROLL CALL

II. APPROVAL OF MINUTES:

- a) Resolution – 03/01/2023 – February 16th, 2023 – Regular Meeting Minutes

III. CORRESPONDENCE: None

IV. EXECUTIVE DIRECTOR'S REPORT:

- a) Monthly Report – March 2023
- b) Financial Report – February 2023

V. COUNSEL'S REPORT

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

- a) Resolution -- 03/02/2023 – February Monthly Bills
- b) Resolution – 03/03/2023 – Approving Operating Budget for the Fiscal Year April 1, 2023 to March 1, 2024

VIII. TENANTS' COMMENTS AND CONCERNS

IX. ADJOURNMENT

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING
FEBRUARY 16, 2023 BOARD MEETING MINUTES**

WHEREAS, The Board of Commissioners have reviewed the minutes of February 16, 2023 monthly Board of Commissioners 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 16, 2023 Board of Commissioners meeting.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Luis A. Segarra				
Vice Chairman Jacqueline Simpkins				
Commissioner Nicola Smith-DeFreitas				
Commissioner Yvette Houston				
Commissioner Jessica Martinez				
Commissioner Robert Scott				

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 16th, 2023

P. Holden Croslan, Executive Director



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
MONTHLY MEETING MINUTES
February 16, 2023**

ROLL CALL:

Commissioner Segarra, Chairman
Commissioner Simpkins, Vice Chair
Commissioner Smith-DeFreitas-Absent
Tenant Commissioner Houston
Tenant Commissioner Martinez

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

Chairman Segarra: Welcome everyone to the February 16, 2023 Board of Commissioners Meeting. We do not have quorum, so we will start with the executive directors' report.

EXECUTIVE DIRECTOR'S REPORT

Revenue – HUD subsidy for December \$837,510; January \$894,434.

Other Revenue –December \$5,131; January \$3,923.

Tenant Charges

Rent Charges for December \$154,148; January \$155,221.

Total tenant charges for December \$158,419; January \$160,413.

Total Collected for November December \$114,715; January \$160,413.

Unpaid Tenant Balance for December \$39,433; January \$56,924.

All Outstanding Tenant Charges as of December \$837,510; January \$894,434.

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

Total expenses for November December \$313,367; January \$283,559.

Court Proceedings –4

Tenant Payment Agreements- TPA

Total of 32 residents have payment agreements with a remaining balance of \$112,836.60

Work Orders –December 129 calls, all completed; January 124 calls, all completed.

Unit Turnovers –5 vacancies on December 30th.

Tenants Account Receivable (TAR)

Total past due for December -254 residents (93%) owed \$894,433.

Police Reports

Police Activity PHA January 10 – January 16 2023 --27visits to Bohlmann Towers, 24 routine, 3 others (parking complaint, dispute, larceny); 30 visits to Dunbar Heights, 27 routine, 3 other (dispute, unwanted party).

Police Activity PHA January 24– January 30 --27 visits to Bohlmann Towers, 20 routine, 7 others (3 medicals, dispute, noise complaint) 29 to Dunbar Heights, 26 routine, 3 other (traffic stop, EDP, suspicious activity)

PROCUREMENT POLICY UPDATE

According to the updated HUD 2 CFR 200.317-326 Uniform administrative requirements on small purchase thresholds, the PHA has reflected this change in its Procurement Policy.

Previous small purchase threshold was \$150,000; Updated Small Purchases threshold to \$250,000.

The Policy is enclosed for your review and is advertised for public comment for 30 days beginning February 10th, 2023.

Affirmative vote to implement changes to follow at next board meeting

CONTRACTS / SERVICE REQUESTS SCHEDULED

- Fee Accountant
- Answering Service
- Lead Based Paint Testing
- Admissions and Occupancy Policy Update
- Elevator Replacement
- Dunbar Heights Oil Tank Replacement
- Bohlmann Towers Partial Boiler Replacement
- Administration Office Air Conditioner Replacement

Emergency Solutions Grant (ESG) Public Housing Authority Eviction Prevention

Human Development Services of Westchester, Inc. (HDSW) is will administer a back rent payment program for eligible tenants. 134 households that were eligible. Fifty-two (52) responded and returned the release of information forms.

RENTCAFE CONTEST

Beginning January 1, 2023, new & existing tenants using RentCafe will be entered to win a \$50 gift card. A total of 85 tenants were in the drawing for February.

FINANCIAL HIGHLIGHTS 2022/2023

	DECEMBER	JANUARY
<u>PHA REVENUE</u>		
Tenant Rent Charged	\$154,148	\$155,221
Tenant Rent Collected	\$114,715	\$103,489
<u>HUD REVENUE</u>		
Operating Subsidy	116,666 budgeted for January	123,694 received in January
Capital Funds		
Dunbar/Turnkey Architect & Construction costs	0	0
Legal Repositioning fees	0	1,613
ROSS Grant Administrative & Expense Costs	11,425	14,407
Shortfall Funds	0	26,755
Total Hud Revenue	144,061	166,469
OTHER INCOME	5,131	3,923

(Double rent paid-Health Center in December)

EXPENSES

Administrative expenses are under budget due to lower staff salaries

Utilities-Monthly budget \$65,416 JANUARY Actual \$141,606
January included Water and Sewer quarterly payment (\$51,562).
PHA continues to utilize HUD Shortfall Grant funds to offset extraordinary utility costs

Maintenance costs are under budget

Extraordinary Items:

Park Street channel drain, \$6,030;

Bohlmann Towers boiler valve replacement and rebuilt leaking copper pipeline, \$5,739;

Dunbar Heights oil tank rental deposit, \$3,750.

Total: \$15,519

Although there is an unfavorable budget variance currently, PHA is hoping to have a year-to-date budget surplus due to strong HUD funding by the end of the fiscal year.

PENDING GRANTS

Dunbar Heights bathrooms: CDBG \$200,000 for each of 3 years. Total \$600,000- Environmental review is completed and PHA is awaiting the contract from the county to begin next phase.

Dunbar Heights kitchens: State Funding: \$310,000. Environmental review is completed and PHA is awaiting HUD approval to begin the next phase.

TENANT PORTAL (RENT CAFÉ) UPDATE

Registered in January	2
Rent Café payments	36
Amount paid	\$18,175

Registered in December	2
Rent Café payments	30
Amount paid	\$14,799

Registered by site to date:	
BT	31
DH	29
1431 Park St.	15
1719 Park St.	8
1227 Howard St.	2
Total	85

Wait List Applicants Registered	69
---------------------------------	----

Activity to date:

Eight (8) work orders have been placed

Three Hundred and thirty-four (334) requests for balances due

One Hundred and fifteen (115) updated personal information (including waiting list)

No activity for:

- Uploaded recertification documents
- Communication with staff

Chairman Segarra: Thank you Ms. Croslan. Does anyone have any questions about the report?

Vice Chair Simpkins: For unit turnovers, the people that are looking at the units, is that only seniors or disabled individuals?

Executive Director Croslan: No. Those are people that have been on the waiting list.

Vice Chair Simpkins: When the system was broken, and Dunbar didn't have heat for a couple of days, is that oil tank expense calculated in your expenses? You didn't have propane.

Executive Director Croslan: That is not true. We did have propane. Once maintenance found the problem, they took care of it.

Vice Chair Simpkins: I don't know if it was two days or not, but there should be a contingency plan for that. It's obvious if something is above ground it will freeze.

Executive Director Croslan: I'm telling you; it was two days. It's not obvious to us, because we've never had an above ground tank before.

Commissioner Martinez: Why did the we only score a 28 in the inspection?

Executive Director Croslan: It could be a variety of things. Everything is taken into consideration.

Commissioner Martinez: Why isn't anything being done at Bohlman Towers?

Executive Director Croslan: The money that is being used for the projects at Dunbar was offered specifically for that purpose.

Commissioner Martinez: When you say there's been no communication with staff through rent café, I think that a problem that needs to be addressed.

Executive Director Croslan: That means that the tenants have not used rent café to communicate with staff. I cannot make them.

Commissioner Martinez: Are all the doors marked for senior citizens and disabled tenants?

Executive Director Croslan: The doors are marked for the individuals that want them.

Commissioner Martinez: My point is, I'm handicapped and I don't have one.

Executive Director Croslan: If you want one, call the office and we'll give it to you.

Commissioner Houston: Can a notice be sent to all handicapped tenants?

Executive Director Croslan: It's posted in the newsletter.

Commissioner Martinez: Can you post a notice on the laundry machines? We only have two working machines.

Executive Director Croslan: We can certainly call on the tenants' behalf, but we do not fix the laundry machines.

Commissioner Houston: Do you get revenue for the laundromat?

Executive Director Croslan: Yes.

Chairman Segarra: Is there a contract that goes out for laundry service?

Executive Director Croslan: Yes.

Vice Chair Simpkins: How was the information for ESG distributed? 94% of tenants are behind on their rent and you only had a couple of people apply.

Executive Director Croslan: Not everyone qualified for the program.

Commissioner Houston: Did you go through everyone's file to determine if they were eligible?

Executive Director Croslan: We used computer software, based on the criteria that was given to us.

Commissioner Martinez: Is your report saying there were no extermination services in January?

Executive Director Croslan: No. The reports says there were no bedbug treatments in January.

Resolution- 02/01/2023- January Board Meeting Minutes

Chairman Segarra asked for a motion to pass Resolution 02/01/2023. Vice Chair Simpkins made the motion and Commissioner Houston seconded. Chairman Segarra asked if there were any comments, concerns or questions. There were none. The vote was as follows: Chairman Segarra-Aye: Vice Chairman Simpkins -Aye: Commissioner Houston-Aye: Commissioner Martinez-Aye: Commissioner Smith-Defreitas-absent: Resolution passes.

COUNSEL'S REPORT

Attorney Kamensky: The ERAP portal closed on 1/20/2023.

Vice Chair Simpkins: Shouldn't the tenants that qualified for ERAP automatically qualify for ESG?

Attorney Kamensky: ESG has their own criteria for who qualifies.

UNFINISHED BUSINESS-None

NEW BUSINESS

Resolution- 02/02/2023- January Monthly Bills

Chairman Segarra asked for a motion to pass Resolution 02/02/2023. Vice Chair Simpkins made the motion and Commissioner Houston seconded. Chairman Segarra asked if there were any comments, concerns or questions. There were none. The vote was as follows: Chairman Segarra-Aye: Vice Chairman Simpkins -Aye: Commissioner Houston-Aye: Commissioner Martinez-Aye: Commissioner Smith-Defreitas – Absent. Resolution passes.

Resolution- 02/03/2023- Pestech Pest Solutions for Pest Control Services

Chairman Segarra asked for a motion to pass Resolution 02/03/2023. Vice Chair Simpkins made the motion and Commissioner Houston seconded. Chairman Segarra asked if there were any comments, concerns or questions. There were none. The vote was as follows: Chairman Segarra-Aye: Vice Chairman Simpkins -Aye: Commissioner Houston-Aye: Commissioner Martinez-Aye: Commissioner Smith-Defreitas – Absent. Resolution passes.

Resolution- 02/04/2023- Malcolm Johnson, CPA for Audit Services

Chairman Segarra asked for a motion to pass Resolution 02/04/2023. Commissioner Houston made the motion and Vice Chair Simpkins seconded. Chairman Segarra asked if there were any comments, concerns or questions.

Commissioner Martinez: When you have a troubled authority, you pick a different auditor that's going to look for grants. Why wasn't Zimmerman Group chosen?

Executive Director Croslan: We are not a trouble authority.

Commissioner Martinez: We have so much debt. Why aren't we a troubled authority?

Executive Director Croslan: Only HUD makes that designation.

The vote was as follows: Chairman Segarra-Aye: Vice Chairman Simpkins -Aye: Commissioner Houston-Aye: Commissioner Martinez-Abstain: Commissioner Smith-Defreitas – Absent. Resolution passes.

TENANTS QUESTIONS COMMENTS AND CONCERNS

Diane Hines

1. I have 18 holes in my ceiling, why are they still there? Housing blocks my calls.

Chairman Segarra: It will be fixed.

2. Why does 6-b have to pay for a new door when it was kicked in

Valerie Scott

1. Can we schedule a day to have the radiators bled?

Executive Director Croslan: Tenants can make a work order for it.

2. Can the ROSS Coordinator assist with completing benefit paperwork?

Executive Director Croslan: No

3. What is her job?

Executive Director Croslan: To assist tenants with becoming self-sufficient.

Commissioner Houston: Who's going to inspect the back porches?

Executive Director Croslan: The Bond Company.

Rochelle Bonner

1. What's the alternative for people that are behind on their rent if there is no ERAP?

Vice Chair Simpkins: What does \$5800 cover for unit turnovers?

Executive Director Croslan: Repairing the unit.

Vice Chair Simpkins: So, you repair the unit and give the new tenant a 20-year-old stove.

Executive Director Croslan: If the appliances do not need to be replaced, they are not.

Diane Hines: When she leaves, she needs to take all her people with her. I'm wearing this glove because I brought some nasty s**t to throw on Tatum. Jackie and the mayor told me not to do it, but I won't hesitate to take one of them out.

Commissioner Houston: someone repair the ceiling for Ms. Hines.

Chairman Segarra: Yes

Motion to adjourn the meeting made by Vice Chair Simpkins and seconded by Commissioner Houston.

Meeting adjourns at 8:42 pm

PEEKSKILL HOUSING AUTHORITY
 BOARD OF COMMISSIONERS MEETING
 March 16, 2023
 EXECUTIVE DIRECTOR'S REPORT

Revenue	January	February
HUD Subsidy – Bohlmann (AMP 1)	68,615	68,615
HUD Subsidy – All other sites (AMP 2)	55,080	55,049
Proceeds from Capital Funds/ROSS Grant	16,020	461,703
Shortfall Funds	26,755	84,219
Total HUD Revenue	166,469	669,586
Other Revenue– Non-Federal		
Laundry Commissions	2,390	2,446
CAP Office	900	1,800
Health Center	0	740
Verizon	300	211
Interest	333	411
Total	3,923	5,608
TENANT CHARGES	January	February
Rent	155,221	160,492
Retro Rent (unreported income)/adjustment	0	0
Parking	1,875	1,830
Late Fees	2,372	2,637
Misc. (key cards, maintenance charges, legal fees)	755	781
Air Conditioners	190	130
Write offs, AJE's, Move outs	0	0
TOTAL TENANT CHARGES	160,413	165,870
Collected from Tenants thru 5th	77,056	85,086
Total Collected	103,489	133,370
Prepaid Rent	6,435	6,863
Change in Prepaid rent	(1,018)	(428)
Unpaid Tenant Balance	56,924	32,500
Reclassification from TAR to Vacated TAR	(0)	(0)
All Outstanding Tenant Charges	894,433	926,933

Financial

BILLS PAID

	January	February
Payroll (M)	70,617	71,505
Elevator (Q)	0	2,638
Exterminator (M)	94	0
Trash – Dumpsters	0	0
City Trash Collection (Q)	0	0
City Water (Q)	51,562	0
Sewer Tax (Semi-Annual)	0	0
Robison Fuel Oil (M)	27,078	15,391
Electric (M)	19,465	21,840
Gas (M)	40,865	39,439
Propane (M)	2,635	1,518
Legal – PHA Attorney (M)	0	3,200
Legal – Labor Attorney	220	184
Lawsuit Deductibles	0	280
Health Insurance/Dental Insurance(M)	26,995	26,995
Process Server – Evictions (M)	0	0
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	20,341	57,286
Credit Card (M)	10,235	5,518
Maintenance Supplies/Contracts(M)	2,401	5,818
Office Expenses (M)	1,169	1,072
PILOT (SA)	0	0
NYS Retirement Contribution (A)	0	0
Medicare Part B Reimbursement	4,082	0
Unit Turnaround Contracts	5,800	0
TOTAL EXPENSES	\$283,559	\$252,684
ROSS Grant (Salary, expenses and training)	14,408	11,894
CAPITAL FUND PROJECTS – Dunbar Heights & Turnkeys Exterior (Architect, Construction & Repositioning Attorney fees)	1,613	449,809

COURT PROCEEDINGS

MONTH	# RESIDENTS	BALANCE	# PAID	AMOUNT PAID	COURT STIPS/COMMENTS
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 - December	0	0	0	0	
January 2022	0	0	0	0	
February	0	0	0	0	
March	0	0	0	0	
April	0	0	0	0	
May	0	0	0	0	
June	0	0	0	0	
July	0	0	0	0	
August	0	0	0	0	
September	0	0	0	0	
October	0	0	0	0	
November	0	0	0	0	
December	23	46,628	0	0	5-Court 2-Evictions 1-Stipulation
January 2023	4	60,069	0	0	4-Court 1-Eviction
February	3	18,956	0	0	
TOTAL	338	570,042	289	472,046	Outstanding Balance 97,996
					Skip/Evicted Balance 103,846

TENANT PAYMENT AGREEMENT LISTING

Tenant Code	Start Month	End Month	Agreement Amount	Received Amount	Remaining Amount	Comments
BOHLMANN						
p00117	06/2021	12/31/2022	3,093.34	1,166.00	1,927.34	
t0000138	04/2022	12/31/2024	918.00	275.00	643.00	
t0000035	05/2021	12/31/2024	2,524.05	100.00	2,424.05	
t0000186	05/2021	12/31/2022	424.25	170.00	254.25	
t0001284	11/2021	12/31/2022	613.00	539.00	74.00	
t0000243	11/2021	12/31/2022	2,718.80	2,571.00	147.80	
t0000795	05/2021	12/31/2030	3,067.00	1,028.00	2,039.00	
t0000270	05/2021	12/31/2022	7,757.00	6,258.00	1,499.00	
t0000176	05/2021	12/31/2026	5,302.92	140.00	5,162.92	
t0000835	10/2022	12/31/2026	4,251.00	450.00	3,801.00	
t0000674	08/2022	12/31/2022	2,158.00	425.00	1,733.00	
t0000275	05/2021	12/31/2023	2,083.00	1,550.00	533.00	
t0000259	09/2021	12/31/2022	646.00	508.00	138.00	
t0000390	10/2022	01/31/2067	28,105.00	1,200.00	26,905.00	
t0001273	01/2023	12/31/2027	1,860.12	150.00	1,710.12	
t0001253	06/2021	12/31/2022	2,050.00	1,900.00	150.00	
t0000739	05/2021	12/31/2024	13,971.00	550.00	13,421.00	
p00121	05/2021	12/31/2024	2,561.20	386.00	2,175.20	
t0000970	05/2021	12/31/2022	4,539.00	2,250.00	2,289.00	
T0000395	02/2023	12/31/2025	909.30	25.00	859.30	
Total Bohlmann			89,551.98	21,641.00	67,885.98	
DUNBAR						
t0000107	07/2021	12/31/2028	12,939.00	5,966.00	6,042.00	
t0000230	05/2021	12/31/2023	3,953.00	1,700.00	2,253.00	
t0000042	08/2021	12/31/2023	4,669.00	1,295.00	3,374.00	
t0000165	02/2022	12/31/2022	1,617.70	650.00	967.70	
t0000022	05/2021	12/31/2023	1,800.00	1100.00	700.00	
t0000134	08/2022	12/31/2023	1,463.00	463.00	1,000.00	
p00088	12/2022	12/31/2023	5,434.12	3,374.00	2,060.12	
t0000154	06/2021	12/31/2041	6,257.25	451.00	5,806.25	
t0000493	08/2021	12/31/2025	6,053.00	601.00	5,452.00	
Total Dunbar			44,186.07	15,600.00	28,586.07	

TURNKEY						
b0000026	06/2021	12/31/2029	11,118.96	400.00	10,718.96	Stipulation
t0000082	07/2021	12/31/2022	2,581.00	2,500.00	81.00	
t0000027	09/2021	12/31/2024	2,364.02	900.00	1,464.02	
Total Turnkey			16,063.98	3,800.00	12,263.98	
			149,802.03	41,041.00	108,761.03	

WORK ORDERS

MONTH	CALLS	COMPLETE	OUTSTANDING OR COMMENTS
January 2021	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	105	
October	125	125	
November	127	127	
December	129	129	
January 2022	123	123	
February	81	81	
March	112	112	
April	104	104	
May	114	114	
June	117	117	
July	113	113	
August	109	109	
September	91	91	
October	105	105	
November	126	126	
December	129	129	
January 2023	124	124	
February	83	83	

UNIT TURNOVER

SITE/UNIT	SIZE	VACANT	COMPLETE	LEASED	COMMENT
BT 1-J	1	02/28/22	03/25/22	04/01/22	
BT 1-L	1	03/24/21	08/03/21	08/03/21	
BT 1-P	1	02/28/22	03/09/22	03/14/22	
BT 1-U	1	01/11/23	02/27/23		LEASE 3/1/23
BT 1-W	1	10/01/21	01/14/22	01/21/22	
BT 2-A	0	08/01/22	9/2/2022	12/01/22	
BT 3-B	3	04/16/21	06/02/21	06/08/21	
BT 3-M	1	02/23/22	04/27/22	06/06/22	
BT 4-A	0	03/15/22	05/19/22	09/02/22	
BT 4-L	1	01/21/22	04/19/22	10/17/22	
BT 4-R	3	10/17/22	01/20/23	01/24/23	
BT 5-G	3	01/10/23			
BT 5-L	1	01/19/21	04/06/21	05/24/21	
BT 6-U	2	06/01/22	06/06/22	10/14/22	
BT 6-V	1	04/30/21	08/12/21	09/01/21	
BT 7-D	4	12/21/22			LEASE 4/1/23
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		LEASE 3/1/23
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-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 3-B	3	10/14/22	02/23/23		LEASE 3/1/23
DH 7-C	2	12/01/22	02/20/23		LEASE 3/15/23
DH 8-D	2	11/18/21	03/03/22	04/01/22	
DH 13-C	2	02/10/21	06/28/21	08/09/21	
DH 13-F	2	04/27/22	05/19/22	06/06/22	
DH 24-B	2	02/11/21	06/18/21	06/25/21	
TK 1431A-3M	1	03/31/22	04/19/22	05/03/22	
TK 1719A-1M	4	08/09/21	10/29/21	11/19/21	
TK 1719A-5M	4	07/06/22	07/22/22	08/15/22	
TOTAL VACANT	6				

EXTERMINATION SUMMARY – BEDBUGS - # Treatments

	2016	2017	2018	2019	2020	2021	2022	2023	Comment
January	0	1	0	3	0	0	0	0	
February	0	0	1	1	0	0	0	0	
March	0	0	3	0	0	1	0		
April	0	2	0	0	0	0	0		
May	1	1	0	2	0	0	0		
June	2	0	0	0	0	1	0		
July	2	1	1	0	1	0	0		
August	3	4	3	1	1	1	0		
September	2	3	0	1	3	0	0		
October	3	1	0	1	0	0	0		
November	0	1	1	1	0	2	0		
December	1	1	0	0	0	1	0		
TOTAL	14	15	9	10	5	6	0	0	
COST	\$4,841	\$9,880	\$2,980	\$6,086	\$1,075	\$2,245	\$0	\$0	

TENANT ACCOUNTS RECEIVABLE - LATE OR NO RENT PAYMENT

SITE	# Units	Late	Not At All	Past Due January 2023	Past Due February 2023
Bohlmann Towers	144	(36) 42	(41) 36	137 owed \$431,033	139 owed \$450,960
Dunbar Heights	96	(29) 37	(38) 30	91 owed \$332,052	91 owed \$338,845
Turnkey	33	(8) 10	(9) 8	26 owed \$131,348	27 owed \$137,128
Totals	273	(73) 89	(88) 74	254 (93%) - \$894,433	257 (94%) - \$926,933

Parenthesis () represents the previous month.

PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS

PHA Activity Feb 7-14,2023	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	27	22	5*
Dunbar Heights	26	22	4*
*BT – Other (2 parking complaints, criminal mischief, susp activity, medical aid)			
*DH – Other (2 medical aids, traffic stop, welfare check)			
PHA Activity Feb 14-21,2023	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	30	25	5*
Dunbar Heights	29	27	2*
*BT – Other (3 Disputes, medical aid, noise complaint)			
*DH – Other (Criminal Mischief, medical aid)			

PROPOSED BUDGET 2024

In your package is the proposed budget for Federal Fiscal Year ending 3/31/2024. Summary follows:

	Proposed	Budget	Actual	Actual	Actual	Actual
	2024	2023	2022	2021	2020	2019
INCOME						
Rental	\$1,895,610	\$1,732,840	\$1,652,13	\$1,675,036	\$1,674,110	\$1,627,295
Investment	2,000	100	83	75	785	1,117
HUD Subsidy	1,600,000	1,400,000	1,286,516	1,450,294	1,333,074	1,256,680
CFP Operating	200,000	160,000	165,000	319,000	146,000	0
Other*	60,000	60,000	69,775	71,808	109,070	131,806
TOTAL INCOME	3,757,610	3,352,940	\$3,173,387	\$3,516,213	\$3,263,039	\$3,016,898
EXPENDITURES						
Administration	583,590	\$557,710	516,522	\$626,451	\$499,551	\$469,630
Tenant Services	5,000	5,000	2,906	5,409	8,937	13,110
Utilities	1,110,000	785,000	869,780	710,514	703,091	724,657
Maintenance, Operations	1,075,160	1,033,610	1,063,195	977,666	1,065,156	973,805
Protective Services	0	0	4,630	17,304	197,899	51,112
General Expenses	948,7700	966,920	806,590	1,109,587	822,063	883,713
Non-routine, Equipment	0	0	2,261	0	0	2,500
TOTAL EXPENDITURES	3,722,520	3,339,930	\$3,265,884	\$3,446,931	\$3,296,697	\$3,118,527
SURPLUS (DEFICIT)	\$35,090	\$13,010	(\$92,497)	\$69,282	(\$33,658)	(\$101,629)
BUDGET HIGHLIGHTS						
UTILITIES						
Water/Sewer	\$330,000	\$280,000	\$219,135	\$268,808	\$175,000	\$185,000
Electric	275,000	210,000	225,996	170,931	220,000	200,000
Gas/Propane	220,000	140,000	221,933	142,201	135,000	125,000
Fuel	285,000	135,000	173,172	128,575	170,000	125,000
TOTAL	\$1,110,000	\$785,000	\$869,780	\$710,514	\$700,000	\$635,000

PROPOSED BUDGET 2024 CONT'D

	Proposed 2024	Budget 2023	Actual 2022	Actual 2021	Actual 2020	Actual 2019
CONTRACT COSTS						
Garbage Removal	\$90,000	\$90,000	\$84,240	\$87,415	\$87,740	\$91,000
Elevator	18,500	18,500	12,889	10,088	13,000	12,500
Alarm/Fire Extinguishers	6,000	6,000	620	3,663	6,000	7,000
Exterminating	30,000	30,000	25,154	30,049	25,200	22,200
Auditor	9,360	9,360	9,360	9,360	8,860	8,860
Legal	66,000	66,000	49,450	52,096	47,000	48,000
Unit Turnover	100,000	100,000	185,450	31,960		
Misc./Other Contracts**	40,000	40,000	19,440	51,200	25,000	45,450

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

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

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

INSURANCE

Commercial Liability - \$165,000 / Property - \$85,000 Auto – \$6,000 Boiler and Machinery – \$7,200
Workman’s Comp-20,000 Deductibles - \$10,000 Fidelity- \$2,000

TOTAL \$295,200

EMPLOYEE BENEFITS

FICA - \$76,010 Health - \$240,000 Retirement - \$95,000 Dental/Optical - \$22,000
Retiree Medical - \$18,500 Clothing Allowance (maintenance) - \$3,500

TOTAL \$455,010

A BOARD RESOLUTION IS REQUIRED TO APPROVE THE FEDERAL FISCAL YEAR 2024 BUDGET

PROCUREMENT POLICY UPDATE

According to the updated HUD 2 CFR 200.317-326, Uniform administrative requirements on small purchase thresholds, the PHA has reflected this change in its Procurement Policy.

Previous small purchase threshold was \$150,000; Updated Small Purchases threshold to \$250,000.

The pending revised policy has been out for public comment for 30 days (February 10th-March 10th).

Public hearing will be held before this month’s board meeting.

A BOARD RESOLUTION IS REQUIRED TO APPROVE THE UPDATED PROCUREMENT POLICY




CONTRACTS / SERVICE REQUESTS SCHEDULED

Fee Accountant
Answering Service
Lead Based Paint Testing
Admissions and Occupancy Policy Update
Elevator Replacement
Dunbar Heights Oil Tank Replacement
Bohlmann Towers Partial Boiler Replacement
Administration Office Air Conditioner Replacement

Emergency Solutions Grant (ESG) Public Housing Authority Eviction Prevention

Human Development Services of Westchester, Inc. (HDSW) is a Westchester County based Not-for-Profit agency, which was designated by Westchester County to assist Tenants to determine eligibility, establish payment plans with the Public Housing Authority and support Tenants throughout the Repayment Plan. This program is time limited and has limited funding.

The program was initially slated to assist with three months of rent arrears. That amount has been increased to six months of rent arrears.



PHA sent notices of eligibility and release of information forms to the 134 households that are eligible for the program. Fifty-two (52) households responded and returned the release of information forms last month. PHA staff reached out to the remaining eligible families with a second notice. One (1) additional household responded, bringing the total respondents to 53.

RENTCAFE CONTEST

Beginning January 1, 2023, new & existing tenants using RentCafe will be entered to win a \$50 gift card. One resident from each development; Bohlmann, Dunbar and Turnkeys will be in the drawing.

ROSS Coordinator, Kim McIver drew names for the raffle at the tenant meeting at Dunbar on February 8th and Bohlmann Towers on February 22nd.

At the Dunbar Heights tenant meeting February 8th, the winners were:

Dunbar- Washeka Staggers

Turnkey- Yanessa Wilson

At Bohlmann Towers tenant meeting held February 22nd, the winner was Crystal Scott.

Next drawings will be held in March and April. Tenants do not have to be present to win.

FINANCIAL HIGHLIGHTS**JANUARY****FEBRUARY****PHA REVENUE**

Tenant Rent Charged	\$155,221	\$165,870
Tenant Rent Collected	\$103,489	\$133,370

HUD REVENUE

Operating Subsidy 116,667 budgeted for February 123,664 received in February

Capital Funds

Dunbar/Turnkey Architect & Construction costs	0	449,209
Legal Repositioning fees	1,613	600
ROSS Grant Administrative & Expense Costs	14,407	11,894
Shortfall Funds	26,755	84,219
Total Hud Revenue	166,469	669,586

OTHER INCOME

3,923	5,278
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Rent, laundry commissions, interest, Verizon

EXPENSES

Administrative expenses are under budget due to lower staff salaries

Utilities-Monthly budget	\$65,417	Monthly Actual	\$87,751
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PHA continues to utilize HUD Shortfall Grant funds to offset extraordinary utility costs

Maintenance costs are under budget

Extraordinary Items:

Park Street channel drain, \$6,030;

Bohlmann Towers boiler valve replacement and rebuilt leaking copper pipe line, \$5,739

Dunbar Heights oil tank rental deposit, \$3,750

Total: \$15,519

Although utility costs continue to rise higher than the anticipated budget, strong HUD funding has helped reflect a year to date surplus.

PENDING GRANTS

Dunbar Heights bathrooms: CDBG \$200,000 for each of 3 years. Total \$600,000

Dunbar Heights kitchens: State Funding: \$310,000-PHA is awaiting HUD approval

TENANT PORTAL (RENTCAFE) UPDATE

Registered in February	1
RentCafe payments	35
Amount paid	\$19,646
Registered in January	2
RentCafe payments	36
Amount paid	\$18,175

TENANT PORTAL (RENTCAFE) UPDATE CONT'D

Registered by site to date:

BT	31
DH	29
1431 Park St.	16
1719 Park St.	8
1227 Howard St.	2
Total	86

Wait List Applicants Registered 72

Activity to date:

Eleven (11) work orders have been placed

Four Hundred and Forty-Two (442) requests for balances due

One Hundred Twenty-Four (124) updated personal information (including waiting list)

No activity for:

- Uploaded recertification documents
- Communication with staff

WAITLIST

Peekskill Housing Authority has opened its waiting list for all bedroom sizes from March 3, 2023 – March 23, 2023.

This was advertised with/in:

The Journal News	PHA Facebook Page	PHADA/NYSPHADA	PHA Newsletter
PHA Website	PHA bulletin boards	Peekskill City Hall	Peekskill Field Library
Westchester County Department of Social Services (each district in Westchester)	Westcop (Peekskill, Ossining & Mt. Vernon)	Jan Peek House (CHHOP)	SunRiver Health
The Preservation Company	ISCA of NY	Westchester Residential Opportunities (WRO)	

The waiting list currently has 106 applicants and as of this report, 35 new applications were received.

Applications can be obtained at the office and on the PHA website. All applications must be returned by the end of business (3:00pm) on March 23rd.

Respectfully Submitted,

P Holden Croslan

P Croslan

Executive Director



FINANCIAL

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1. Year-to-Date Financial Statement-Operating
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, 2023

	Prior Year Year-to-Date Actual	Annual Budget (Dollars)	Year-to-Date Budget	Year-to-Date Actual	Variance - Favorable (Unfavorable)
Revenue					
Operating Receipts					
Dwelling Rentals	1,478,248	1,700,240	1,558,553	1,608,061	49,508
Nondwelling Rent	20,473	21,600	19,800	21,032	1,232
Interest Income	76	100	92	2,156	2,064
Other Income	72,192	71,000	65,083	110,354	45,271
HUD Operating Subsidy	1,166,940	1,400,000	1,283,333	1,610,163	326,830
CFP Operations Subsidy	165,000	160,000	146,667	199,000	52,333
Total Operating Receipts - Including HUD Contril	2,902,929	3,352,940	3,073,528	3,550,766	477,238
Expenses					
Operating Expenditures					
Administrative:					
Administrative Salaries	315,085	357,750	327,938	310,103	17,835
Legal Expense	50,125	66,000	60,500	33,830	26,670
Training	0	0	0	0	0
Travel	0	0	0	0	0
Accounting Fees	19,800	21,600	19,800	19,800	0
Auditing Fees	9,038	9,360	8,580	8,620	(40)
Telephone, Office Supplies, Miscellaneous	120,638	94,690	86,799	83,236	3,563
Total Administrative Expenses	514,686	549,400	503,617	455,589	48,028
Tenant Services:					
Contracts	2,237	0	0	0	0
Relocation and other	669	5,000	4,583	4,207	376
Total Tenant Services Expenses	2,906	5,000	4,583	4,207	376
Utilities:					
Water/Sewer	236,412	280,000	256,667	268,710	(12,043)
Electricity	195,569	210,000	192,500	248,336	(55,836)
Gas	173,208	140,000	128,333	200,870	(72,537)
Fuel	101,852	155,000	142,083	247,349	(105,266)
Total Utilities Expenses	707,041	785,000	719,583	965,265	(245,682)
Ordinary Maintenance & Operation:					
Labor-Maintenance	472,953	560,110	513,434	485,341	28,093
Materials - Maintenance	140,855	125,000	114,583	91,922	22,661
Maint Contract Costs	342,819	348,500	319,458	209,744	109,714
Total Maintenance Expenses	956,627	1,033,610	947,476	787,007	160,469
Protective Services:					
Contracts	6,048	0	0	2,625	(2,625)
Total Protective Services	6,048	0	0	2,625	(2,625)
General Expense:					
Insurance	270,939	304,200	278,850	254,519	24,331
Payments in Lieu of Taxes	79,363	94,780	86,882	90,779	(3,897)
Employee Benefit Contributions	414,508	467,940	428,945	402,288	26,657
Collection Losses	91,368	100,000	91,667	91,322	345
Total General Expenses	856,178	966,920	886,343	838,908	47,435
Nonroutine Items:					
Extraordinary Items	52,942	0	0	15,519	(15,519)
Total Operating Expenses	3,096,428	3,339,930	3,061,603	3,069,120	8,001
Net Income/(Loss)	(193,499)	13,010	11,926	481,646	469,720

Peekskill Housing Authority
Balance Sheet
As of February 28, 2023

	Feb 28, 23
ASSETS	
Current Assets	
Checking/Savings	
1111.2 Cash - Operating Account	348,482.61
1111.5 Cash - Payroll Account	30,835.30
1112 Chase - Nonfederal	438,639.42
1114 Security Deposit Fund	76,543.20
1117 Petty Cash Fund	1,000.00
Total Checking/Savings	895,500.53
Other Current Assets	
1123 Allowance for Doubt. Accts	-493,845.73
1211 Prepaid Insurance	70,774.14
1260 Material Inventory	27,033.00
1261 Obsolete Inventory	-1,352.00
1122.1 · 1122.1 TAR Bohlmann	400,550.27
1122.2 · 1122.2 TAR Dunbar	298,451.54
1122.3 · 1122.3 TAR Turnkey	116,212.22
1122.7 · 1122.7 TAR Repays Bohlmann	65,087.69
1122.8 · 1122.8 TAR Repays Dunbar	25,699.47
1122.9 · 1122.9 TAR Repays Turnkey	16,140.02
1262 · 1262 Fuel Oil Inventory	30,710.00
Total Other Current Assets	555,460.62
Total Current Assets	1,450,961.15
Fixed Assets	
1400.10 Leasehold Improvements	3,318,689.76
1400.12 Building Improvements	2,826,518.82
1400.39 CFP 2018	183,003.72
1400.41 CFP 2019	620,987.75
1400.42 CFP 2020	297,657.76
1400.44 CFP 2022	199,000.00
1400.5 Accumulated Depreciation	-22,884,354.56
1400.6 Land	131,611.00
1400.7 Buildings	20,572,145.37
1400.8 Equipment - Dwellings	2,272.00
1400.9 Equipment - Admin	913,607.67
Total Fixed Assets	6,181,139.29
Other Assets	
1420 · 1420 Deferred Outflows GASB-68	600,001.00
1421 · 1421 Deferred Outflows OPEB	1,102,973.00
Total Other Assets	1,702,974.00
TOTAL ASSETS	9,335,074.44
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2111 Accounts Payable	15,139.40
2114 Tenant Security Deposits	75,943.20
2117.3 Pension Payable	2,237.78
2117.4 FICA Payable	-105.04
2117.7 CSEA Dues	3.82
2133 Accrued utilities	206,002.67
2137 Payments in Lieu of Taxes	90,779.21
2138 Accrued Comp. Absences	238,024.00
2240 Tenant Prepaid Rents	-31.70
2117.1 · Federal W/H	1,028.89
2240.1 · Prepaid Rent Bohlmann	2,173.92

Peekskill Housing Authority
Balance Sheet
As of February 28, 2023

	<u>Feb 28, 23</u>
2240.2 · Prepaid Rent Dunbar	3,563.61
2240.3 · Prepaid Rent Turnkey	1,125.26
Total Other Current Liabilities	<u>635,885.02</u>
Total Current Liabilities	635,885.02
Long Term Liabilities	
2134 Acrued OPEB	4,039,346.00
2140 Net Pension Liability	2,473.00
2400 Deferred Inflows GASB-68	758,227.00
2410 Deferred Inflows OPEB	2,306,077.00
Total Long Term Liabilities	<u>7,106,123.00</u>
Total Liabilities	7,742,008.02
Equity	
2803 Invested in Capital Assets	5,391,894.76
2807 Unrestricted Net Assets	-4,931,492.19
32000 · Retained Earnings	-651,583.25
Net Income	1,784,247.10
Total Equity	<u>1,593,066.42</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,335,074.44</u></u>

Peekskill Housing Authority
Profit & Loss
February 2023

	<u>Feb 23</u>
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	81,415.00
3110.2 Dunbar Heights	52,466.00
3110.4 Turnkey	26,611.00
Total 3110 Dwelling Rental	<u>160,492.00</u>
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	810.00
3190.2 Dunbar Heights	765.00
3190.4 Turnkey	255.00
Total 3190 Nondwelling Rental	<u>1,830.00</u>
3610 Interest on Gen. Fund Inv.	411.32
3690 Other Income	
3690.1 Laundry Room Income	2,445.60
3690.2 CAP Office Rent	1,800.00
3690.3 Health Center Rent	740.16
3690.4 Verizon Commission	289.01
3690.6 Late Fees	
Bohlmann Towers	1,089.25
Dunbar Heights	1,336.00
Turnkey	211.41
Total 3690.6 Late Fees	<u>2,636.66</u>
3690.8 Work Orders	
Bohlmann Towers	525.00
Dunbar Heights	221.12
Turnkey	35.00
Total 3690.8 Work Orders	<u>781.12</u>
3690.9 AC - BT	85.00
3690.9 Ac - TK	45.00
Total 3690 Other Income	<u>8,822.55</u>
8020 Operating Subsidy	
8020.1 AMP 1	68,614.80
8020.2 AMP2	55,049.60
8020.5 Shortfall Funds	84,219.00
Total 8020 Operating Subsidy	<u>207,883.40</u>
Total Income	<u>379,439.27</u>
Expense	
4110 Administrative Salaries	29,555.94
4130 Legal Expense	3,384.00
4170 Accounting Fees	1,800.00
4171 Auditing Fees	780.00
4190.5 Forms, Station. & Office	3,406.70
4190.6 All Other Sundry	6,198.19
4190.7 Admin. Service Contracts	299.98
4220.01 Other Tenant Services	546.84
4320 Electricity	21,840.19
4330 Gas	39,439.13
4335 Propane	1,517.50
4410 Labor	46,948.60
4420 Materials	
4420.01 Supplies - Grounds	8,230.39
4420 Materials - Other	2,412.88
Total 4420 Materials	<u>10,643.27</u>

Peekskill Housing Authority
Profit & Loss
February 2023

	<u>Feb 23</u>
4430.4 Elevator Contracts	2,638.41
4510 Insurance Expense	20,481.00
4520 Payments in Lieu of Taxes	33,119.23
4540 Employee Benefits	
4540.1 Employee Ben - Admin	18,648.58
4540.2 Employee Ben - Maint	20,744.45
Total 4540 Employee Benefits	<u>39,393.03</u>
4570 Collection Losses	8,268.34
Total Expense	<u>270,260.35</u>
Net Ordinary Income	109,178.92
Other Income/Expense	
Other Income	
8029.53 ROSS Grant	5,940.06
8029.49 · 8029.49 Capital Fund Grant 2019	157,341.34
8029.50 · 8029.50 Capital Fund Grant 2020	292,467.76
Total Other Income	<u>455,749.16</u>
Other Expense	
4805 ROSS 2022 Expenses	5,954.28
Total Other Expense	<u>5,954.28</u>
Net Other Income	<u>449,794.88</u>
Net Income	<u><u>558,973.80</u></u>

Peekskill Housing Authority
Profit & Loss
 April 2022 through February 2023

	Apr '22 - Feb 23
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	821,933.39
3110.2 Dunbar Heights	532,669.73
3110.4 Turnkey	253,458.00
	1,608,061.12
Total 3110 Dwelling Rental	1,608,061.12
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	9,258.38
3190.2 Dunbar Heights	8,998.50
3190.4 Turnkey	2,775.00
	21,031.88
Total 3190 Nondwelling Rental	21,031.88
3610 Interest on Gen. Fund Inv.	2,155.50
3690 Other Income	
3690.1 Laundry Room Income	31,293.02
3690.2 CAP Office Rent	8,100.00
3690.3 Health Center Rent	8,141.76
3690.4 Verizon Commission	2,777.01
3690.6 Late Fees	
Bohlmann Towers	15,131.66
Dunbar Heights	15,094.36
Turnkey	4,563.48
	34,789.50
Total 3690.6 Late Fees	34,789.50
3690.8 Work Orders	
Bohlmann Towers	4,128.30
Dunbar Heights	2,911.12
Turnkey	355.00
	7,394.42
Total 3690.8 Work Orders	7,394.42
3690.9 AC - BT	9,689.20
3690.9 Ac - TK	2,741.03
3690 Other Income - Other	5,428.53
	110,354.47
Total 3690 Other Income	110,354.47
3691 Other Income CFP Subsidy	199,000.00
8020 Operating Subsidy	
8020.1 AMP 1	736,416.60
8020.2 AMP2	676,248.20
8020.5 Shortfall Funds	197,498.00
	1,610,162.80
Total 8020 Operating Subsidy	1,610,162.80
Total Income	3,550,765.77
Expense	
4110 Administrative Salaries	310,102.67
4130 Legal Expense	33,830.00
4170 Accounting Fees	19,800.00
4171 Auditing Fees	8,620.00
4190.2 Membership Dues & Fees	1,863.34
4190.3 Telephone	5,726.91
4190.4 Collection Fees/Court Co	220.00
4190.5 Forms, Station, & Office	30,509.40
4190.6 All Other Sundry	10,550.71
4190.7 Admin. Service Contracts	21,687.79
4190.9 Advertising	12,678.00
4220 Recreation, Publications	250.00
4220.01 Other Tenant Services	3,957.45
4310 Water & Sewer	223,699.60
4310.9 Sewer Taxes	45,009.84
4320 Electricity	248,335.85

Peekskill Housing Authority
Profit & Loss
 April 2022 through February 2023

	Apr '22 - Feb 23
4330 Gas	200,869.98
4335 Propane	15,815.66
4340 Fuel	231,533.32
4410 Labor	485,341.46
4420 Materials	
4420.01 Supplies - Grounds	89,214.93
4420 Materials - Other	2,706.88
Total 4420 Materials	91,921.81
4430.1 Garbage & Trash Removal	64,092.50
4430.10 Alarm/Extinguish Contra	7,854.90
4430.11 Routine Maint Contracts	6,078.01
4430.12 Other Maint Contracts	18,969.37
4430.2 Heating & Cooling Contra	840.00
4430.4 Elevator Contracts	31,891.02
4430.5 Landscaping Contracts	29,900.00
4430.6 Unit Turnaround Contract	41,900.00
4430.8 Plumbing Contracts	269.80
4430.9 Exterminating Contracts	7,947.50
4481 Security Camera Expense	2,625.00
4510 Insurance Expense	254,519.00
4520 Payments in Lieu of Taxes	90,779.23
4540 Employee Benefits	
4540.1 Employee Ben - Admin	149,798.07
4540.2 Employee Ben - Maint	192,515.05
4540.6 GASB-68 Admin	59,975.00
Total 4540 Employee Benefits	402,288.12
4570 Collection Losses	91,322.23
4870 Extraordinary Items	3,750.00
Total Expense	3,057,350.47
Net Ordinary Income	493,415.30
Other Income/Expense	
Other Income	
8029.48 Capital Fund Grant 2018	183,003.72
8029.52 Capital Fund Grant 2022	199,000.00
8029.53 ROSS Grant	57,403.57
8029.49 - 8029.49 Capital Fund Grant 2019	617,174.00
8029.50 - 8029.50 Capital Fund Grant 2020	298,520.26
Total Other Income	1,355,101.55
Other Expense	
4610 Extraordinary Maintenance	11,769.44
4805 ROSS 2022 Expenses	52,500.31
Total Other Expense	64,269.75
Net Other Income	1,290,831.80
Net Income	1,784,247.10

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING THE
PAYMENT OF MONTHLY BILLS AS LISTED
February 2023**

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 2023 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 2023.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Luis A. Segarra				
Vice Chairman Jacqueline Simpkins				
Commissioner Nicola Smith-DeFreitas				
Commissioner Yvette Houston				
Commissioner Jessica Martinez				
Commissioner Robert Scott				

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 16th, 2023

P. Holden Croslan, Executive Director

Peekskill Housing Authority
Transaction List by Vendor
February 2023

Type	Date	Num	Memo	Amount
Ace Computer Services Corp.				
Bill	02/16/2023	6327	Monthly IT services	-299.98
Bill Pmt -Check	02/16/2023	17079	Monthly IT services	-299.98
Audrey J Peterson				
Bill	02/02/2023		Medicare Part B Reimbursement	-2,041.20
Bill Pmt -Check	02/02/2023	17054	Medicare Part B Reimbursement	-2,041.20
Bond, Schoeneck & King, PLLC				
Bill	02/16/2023		Invoice#19951431 & 19952618	-184.00
Bill Pmt -Check	02/16/2023	17080	Invoice#19951431 & 19952618	-184.00
Carahsoft Technology Corp.				
Bill	02/16/2023	1328506	Equifax service renewal	-895.58
Bill Pmt -Check	02/16/2023	17081	Equifax service renewal	-895.58
Chase Card				
Bill	02/02/2023		Credit Card Charges	-5,518.34
Bill Pmt -Check	02/02/2023	17055	Credit Card Charges	-5,518.34
City of Peekskill (Gas)				
Bill	02/16/2023		Gasoline for maintenance	-171.60
Bill Pmt -Check	02/16/2023	17082	Gasoline for maintenance	-171.60
Con Edison				
Bill	02/02/2023		DH 3B & 7C electric 58-8915-6475-...	-434.45
Bill Pmt -Check	02/02/2023	17056	DH 3B & 7C electric 58-8915-6475-...	-434.45
General Journal	02/06/2023		Gas 807 Main St heat	27,927.80
CSEA				
Bill	02/02/2023		CSEA Bi-weekly dues	-296.09
Bill Pmt -Check	02/02/2023	17057	CSEA Bi-weekly dues	-296.09
Bill	02/16/2023		Bi-weekly union dues	-296.09
Bill Pmt -Check	02/16/2023	17083	Bi-weekly union dues	-296.09
CSEA Employee Benefit Fund				
Bill	02/02/2023		Dental and Vision	-1,703.24
Bill Pmt -Check	02/02/2023	17058	Dental and Vision	-1,703.24
DEC Office Solutions, Inc.				
Bill	02/02/2023	248159	Copier Toner (freight)	-21.00
Bill Pmt -Check	02/02/2023	17059	Copier Toner (freight)	-21.00
Bill	02/16/2023	249983	Copier Meter Overage	-343.56
Bill Pmt -Check	02/16/2023	17084	Copier Meter Overage	-343.56
Dylan Turner				
Bill	02/02/2023		Staff Bonus	-500.00
Bill Pmt -Check	02/02/2023	17067	Staff Bonus	-500.00
Eileen Pareti				
Bill	02/02/2023		Medicare Part B Reimbursement	-6,531.60
Bill Pmt -Check	02/02/2023	17060	Medicare Part B Reimbursement	-6,531.60
Employee Benefits Division				
Bill	02/16/2023	586	Employee Health Benefits	-26,995.20
Bill Pmt -Check	02/16/2023	17085	Employee Health Benefits	-26,995.20
Fox Rothschild, LLP.				
Bill	02/16/2023		PHA Board Training	-5,000.00
Bill Pmt -Check	02/16/2023	17086	PHA Board Training	-5,000.00
Gerardo Pizarro				
Bill	02/02/2023		Staff Bonus	-500.00
Bill Pmt -Check	02/02/2023	17068	Staff Bonus	-500.00
HD Supply Facilities Maintenance Ltd.				
Bill	02/02/2023	92107...	Maintenance Supplies	-2,183.44
Bill Pmt -Check	02/02/2023	17061	Maintenance Supplies	-2,183.44
Home Depot Credit Services				
Bill	02/16/2023		Maintenance Supplies	-5,581.94
Bill Pmt -Check	02/16/2023	17087	Maintenance Supplies	-5,581.94
Housing Authority Risk Retention Group				
Bill	02/16/2023		Property and Liability Insurance pa...	-57,286.00
Bill	02/16/2023	65501...	Reimbursable Deductible - A. Fra...	-280.25
Bill Pmt -Check	02/16/2023	17088		-57,566.25
IRS				
General Journal	02/03/2023	EFTPS	EFTPS	4,372.00
General Journal	02/16/2023	EFTPS	EFTPS	4,436.00
Janneyn Phalen				
Bill	02/02/2023		Staff Bonus	-500.00
Bill Pmt -Check	02/02/2023	17069	Staff Bonus	-500.00

Peekskill Housing Authority Transaction List by Vendor February 2023

Type	Date	Num	Memo	Amount
John G. Cruikshank				
Bill	02/16/2023	4956	Fee Accountant Services January 2...	-1,800.00
Bill Pmt -Check	02/16/2023	17089	Fee Accountant Services January 2...	-1,800.00
Kimberlyn Mclver				
Bill	02/02/2023	014	Ross Coordinator Fees	-2,855.00
Bill Pmt -Check	02/02/2023	17062	Ross Coordinator Fees	-2,855.00
Bill	02/16/2023	015	ROSS Coordinator Fees	-2,855.00
Bill Pmt -Check	02/16/2023	17090	ROSS Coordinator Fees	-2,855.00
Kisha Williams emp				
Bill	02/02/2023		Staff Bonus	-500.00
Bill Pmt -Check	02/02/2023	17070	Staff Bonus	-500.00
Kristopher Travis				
Bill	02/02/2023		Staff Bonus	-500.00
Bill Pmt -Check	02/02/2023	17071	Staff Bonus	-500.00
LAN Associates LLP.				
Bill	02/02/2023	28022	Exterior Site Work at Dunbar Heigh...	-8,741.25
Bill Pmt -Check	02/02/2023	17077	Exterior Site Work at Dunbar Heigh...	-8,741.25
Michael Anderson				
Bill	02/02/2023		Staff Bonus	-500.00
Bill Pmt -Check	02/02/2023	17072	Staff Bonus	-500.00
Michael Belanich				
Bill	02/02/2023		Staff Bonus	-500.00
Bill Pmt -Check	02/02/2023	17073	Staff Bonus	-500.00
MOY Construction Corporation				
Bill	02/02/2023		ConstructionExterior Site Work at ...	-214,358.00
Bill Pmt -Check	02/02/2023	17078	ConstructionExterior Site Work at ...	-214,358.00
Bill	02/16/2023		Exterior Site Work at Dunbar Heigh...	-224,497.35
Bill Pmt -Check	02/16/2023	17096	Exterior Site Work at Dunbar Heigh...	-224,497.35
New York Power Authority				
Bill	02/16/2023	61001...	Electricity Charges-All Sites	-21,405.74
Bill Pmt -Check	02/16/2023	17091	Electricity Charges-All Sites	-21,405.74
NYS and Local Retirement Systems				
General Journal	02/01/2023	ERS	January ERS payment	4,109.61
NYS Income Tax				
General Journal	02/06/2023	NYS-1	NYS-1	1,625.50
General Journal	02/16/2023	NYS-1	NYS-1	1,640.21
NYSIF				
Bill	02/16/2023	62749...	Policy Renewal-Reissued	-6,037.50
Bill Pmt -Check	02/16/2023	17092	Policy Renewal-Reissued	-6,037.50
Otis Elevator Company				
Bill	02/02/2023		Fuel and service contract 2/23-4/23...	-2,638.41
Bill Pmt -Check	02/02/2023	17063	Fuel and service contract 2/23-4/23...	-2,638.41
Pierro & Kamensky				
Bill	02/02/2023		Dec '22 Legal Retainer	-3,200.00
Bill Pmt -Check	02/02/2023	17064	Dec '22 Legal Retainer	-3,200.00
Pitney Bowes Purchase Power				
Bill	02/16/2023		Postage Fees	-707.60
Bill Pmt -Check	02/16/2023	17093	Postage Fees	-707.60
Preston Whidbee				
Bill	02/02/2023		Staff Bonus	-500.00
Bill Pmt -Check	02/02/2023	17074	Staff Bonus	-500.00
Ready Refresh				
Bill	02/02/2023	23A06...	Water Cooler	-197.68
Bill Pmt -Check	02/02/2023	17065	Water Cooler	-197.68
Robison Oil				
General Journal	02/01/2023	OilR	Reverse of GJE Oil -- Fuel oil accru...	-9,283.61
General Journal	02/01/2023	Oil	EFT payment	17,794.70
Sav-Mor Discount Auto Parts				
Bill	02/16/2023	687416	Maintenance Supplies	-293.41
Bill Pmt -Check	02/16/2023	17094	Maintenance Supplies	-293.41
Stephen Hamilton				
Bill	02/02/2023		Staff Bonus	-500.00
Bill Pmt -Check	02/02/2023	17075	Staff Bonus	-500.00
Suburban Propane				
Bill	02/16/2023		Propane delivery 1/26/23	-1,517.50
Bill Pmt -Check	02/16/2023	17095	Propane delivery 1/26/23	-1,517.50

Peekskill Housing Authority Transaction List by Vendor February 2023

Type	Date	Num	Memo	Amount
Tatum Williams emp				
Bill	02/02/2023		Staff Bonus	-500.00
Bill Pmt -Check	02/02/2023	17076	Staff Bonus	-500.00
Verizon Wireless				
Bill	02/02/2023	99254...	Ross Coordinator Cell Phone	-125.13
Bill Pmt -Check	02/02/2023	17066	Ross Coordinator Cell Phone	-125.13
Whiteman, Osterman and Hanna LLP.				
Bill	02/16/2023	619490	Repositioning Legal Fees	-600.00
Bill Pmt -Check	02/16/2023	17097	Repositioning Legal Fees	-600.00

PEEKSKILL HOUSING AUTHORITY
Resolution Approving Operating Budget for the Fiscal Year
April 1, 2023 to March 31, 2024

WHEREAS, The Peekskill Authority Board of commissioners have reviewed the proposed Annual Operating Budget for submission to HUD for the fiscal year April 1, 2023 to March 31, 2024 and

WHEREAS, The PHA Proposed Budget expenditures are based on the past experience and the planned expenditures necessary for the efficient and economical operation of the Housing Authority in order to serve the Peekskill Housing Authority’s low-income families for the fiscal year 2024, reflect a surplus of 35,090.

NOW, THEREFORE BE IT RESOLVED that the Peekskill Housing Authority Board of Commissioners approved the Operating Budget for submission to HUD for the fiscal year April 1, 2023 to March 31, 2024.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Luis A. Segarra				
Vice Chairman Jacqueline Simpkins				
Commissioner Nicola Smith-Defreitas				
Commissioner Yvette Houston				
Commissioner Jessica Martinez				
Commissioner Robert Scott				

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 16, 2023

P. Holden Croslan, Executive Director



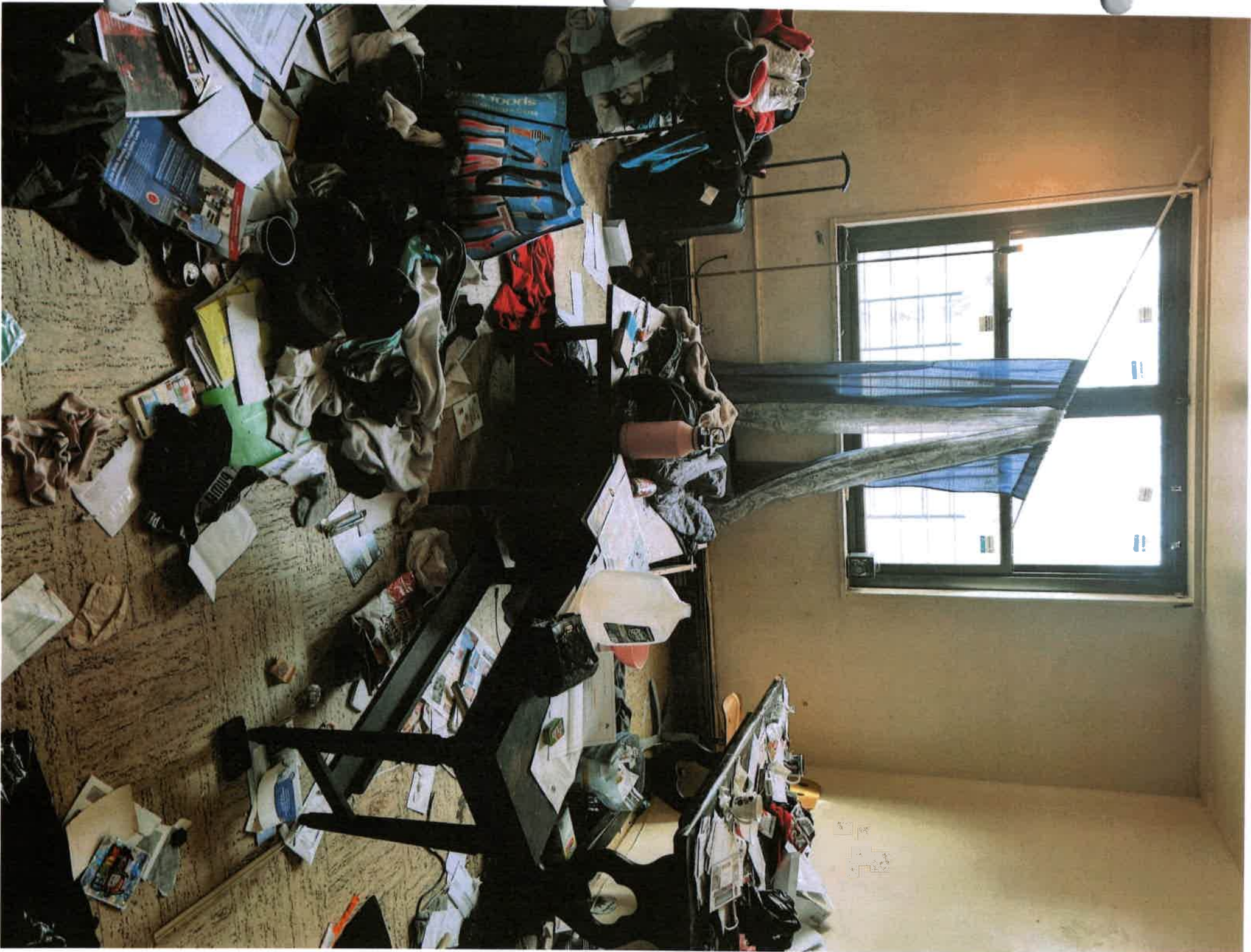




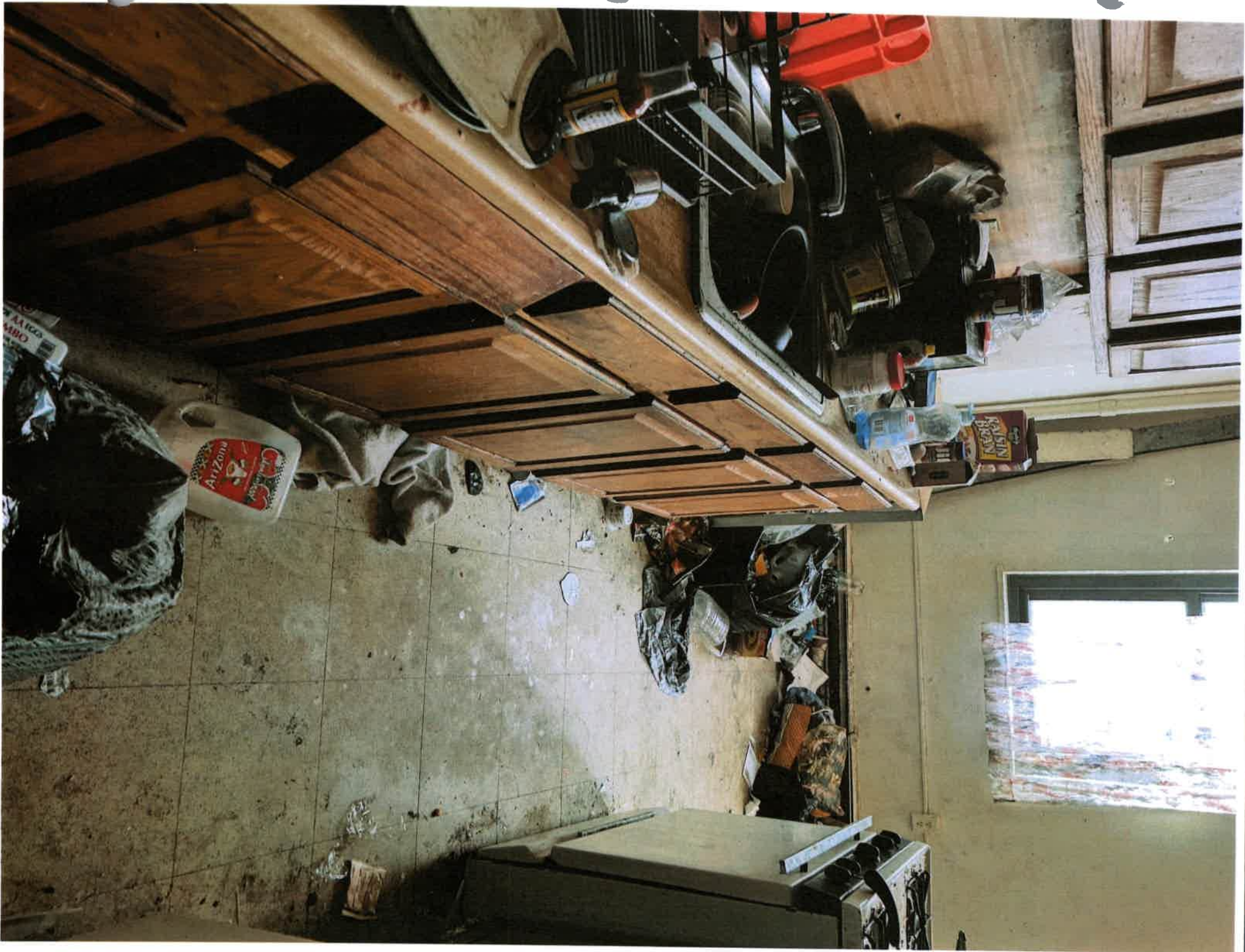


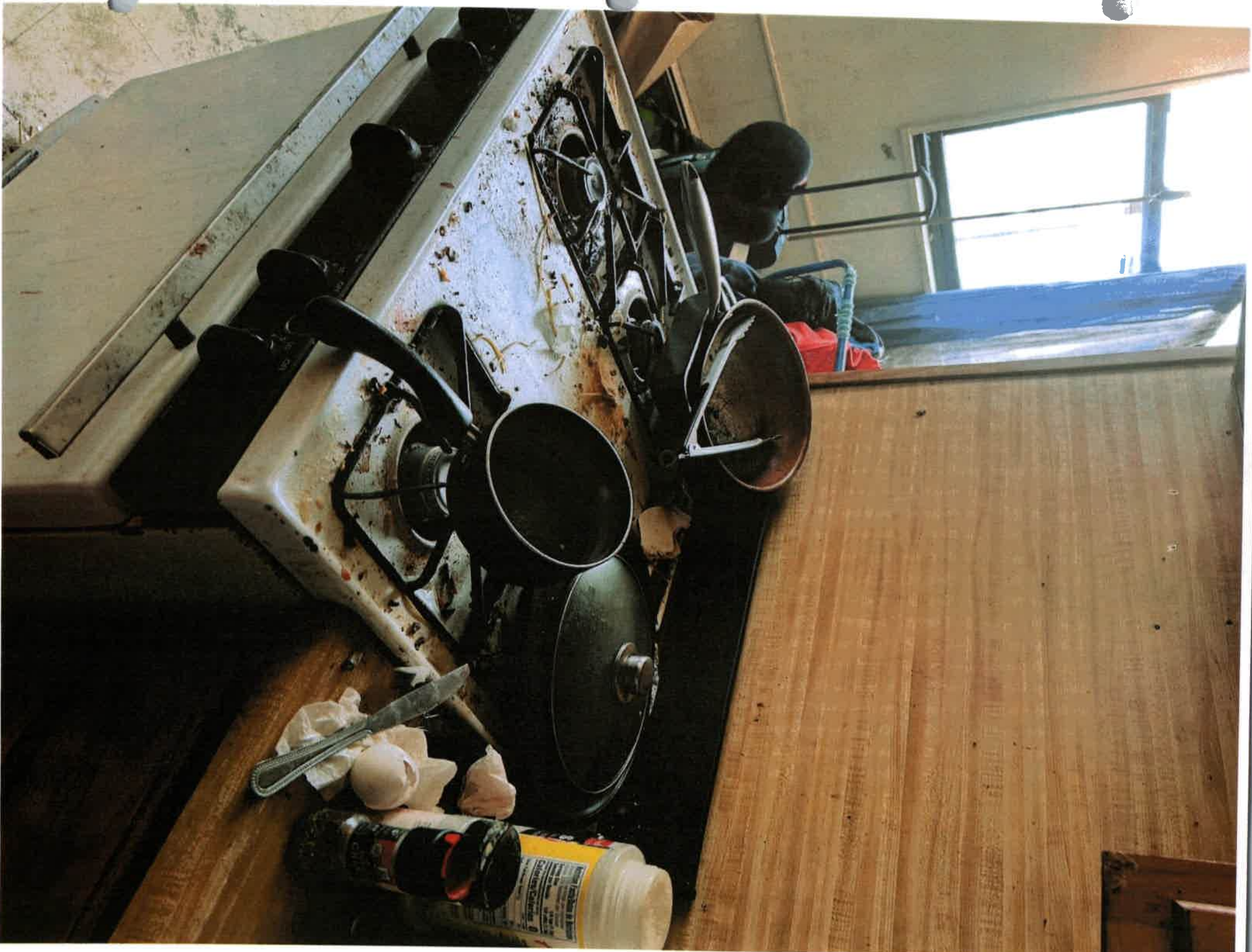




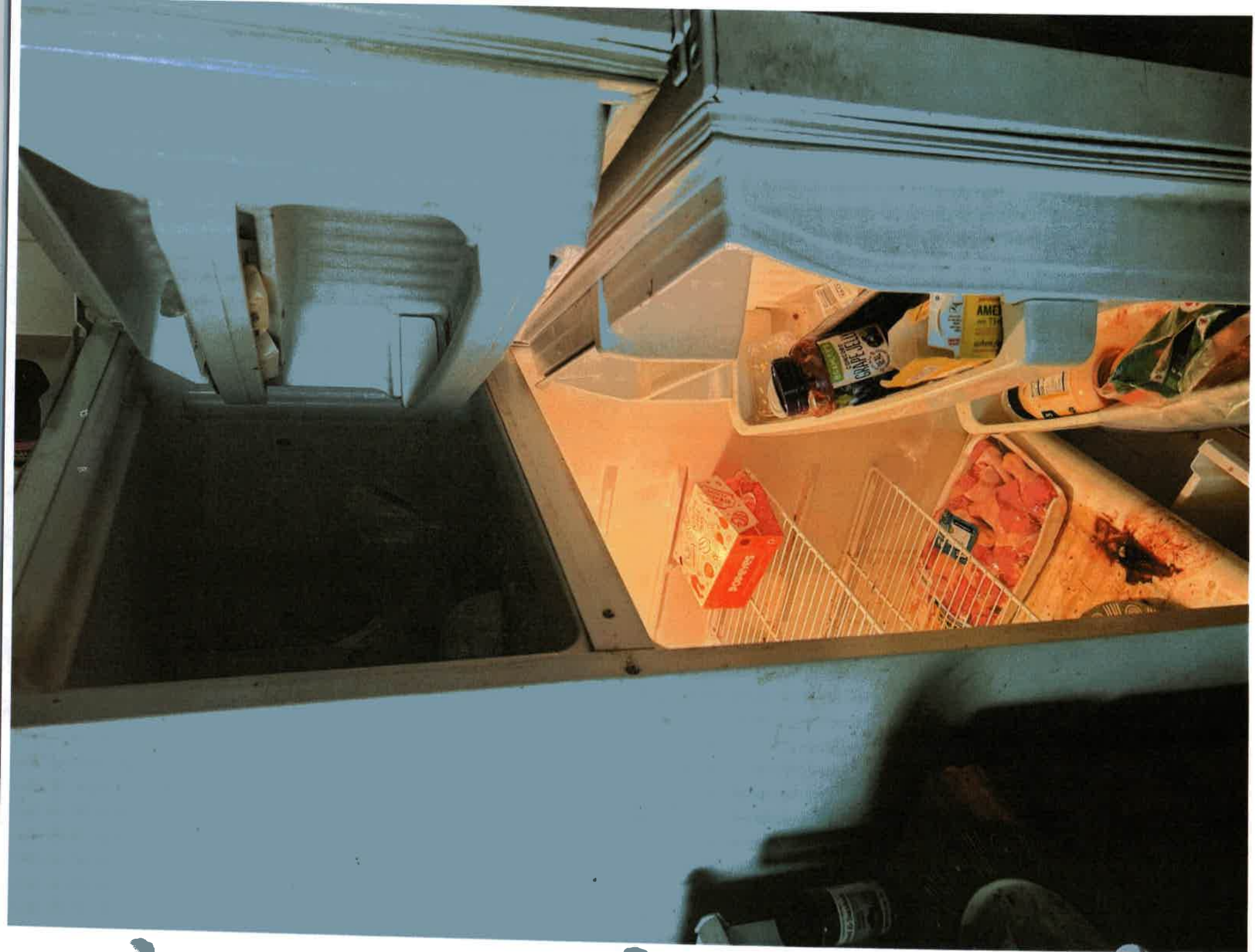






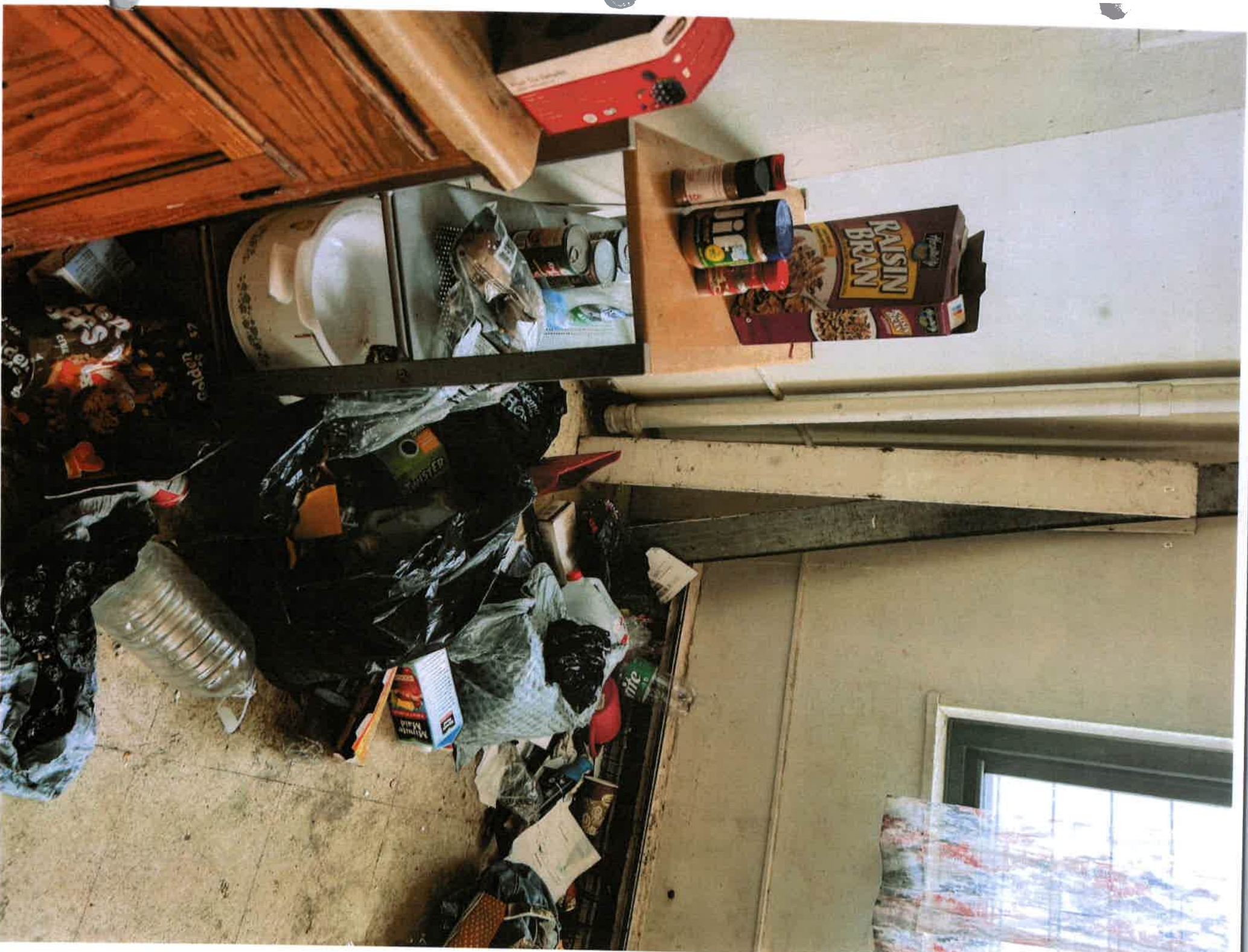


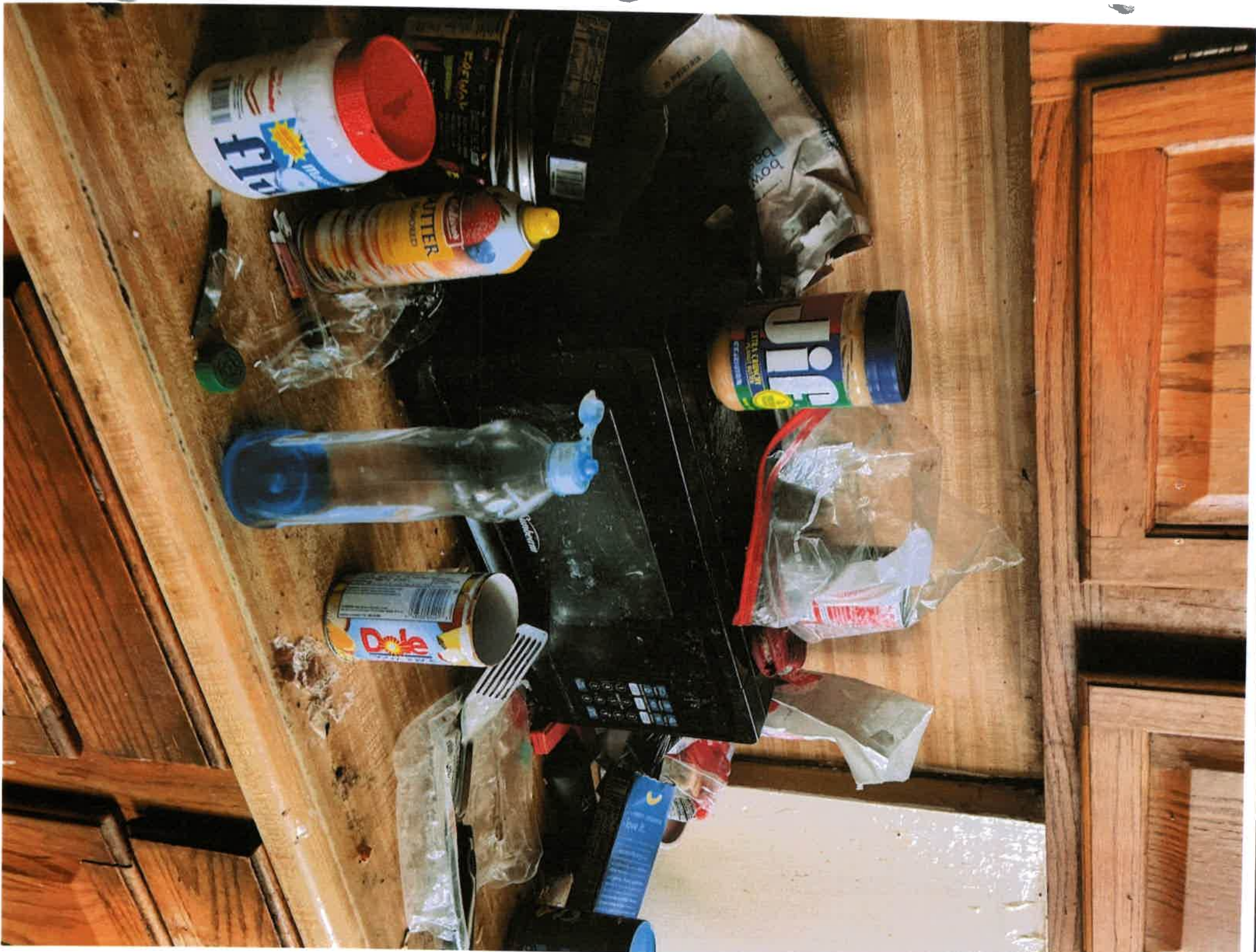




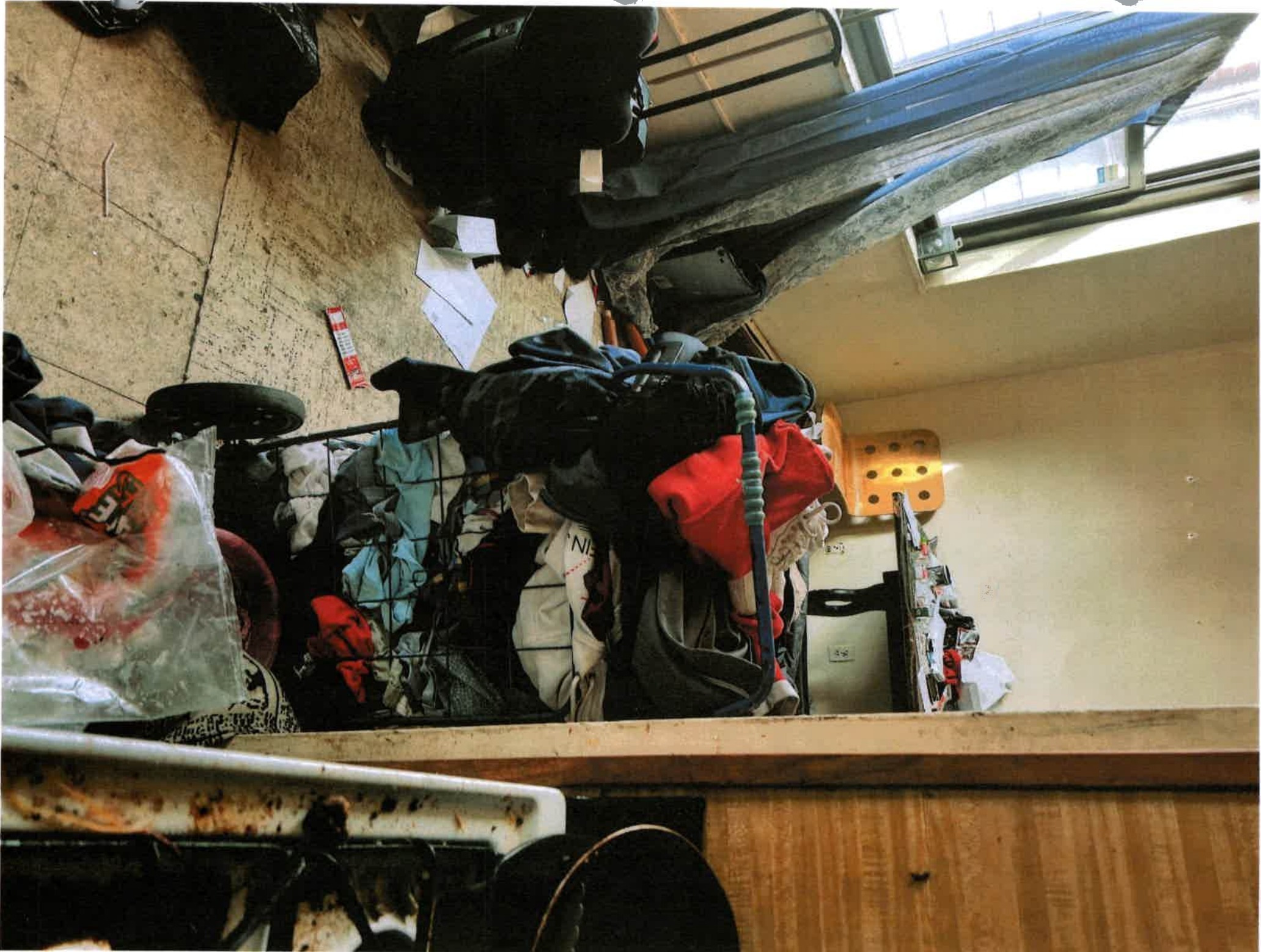








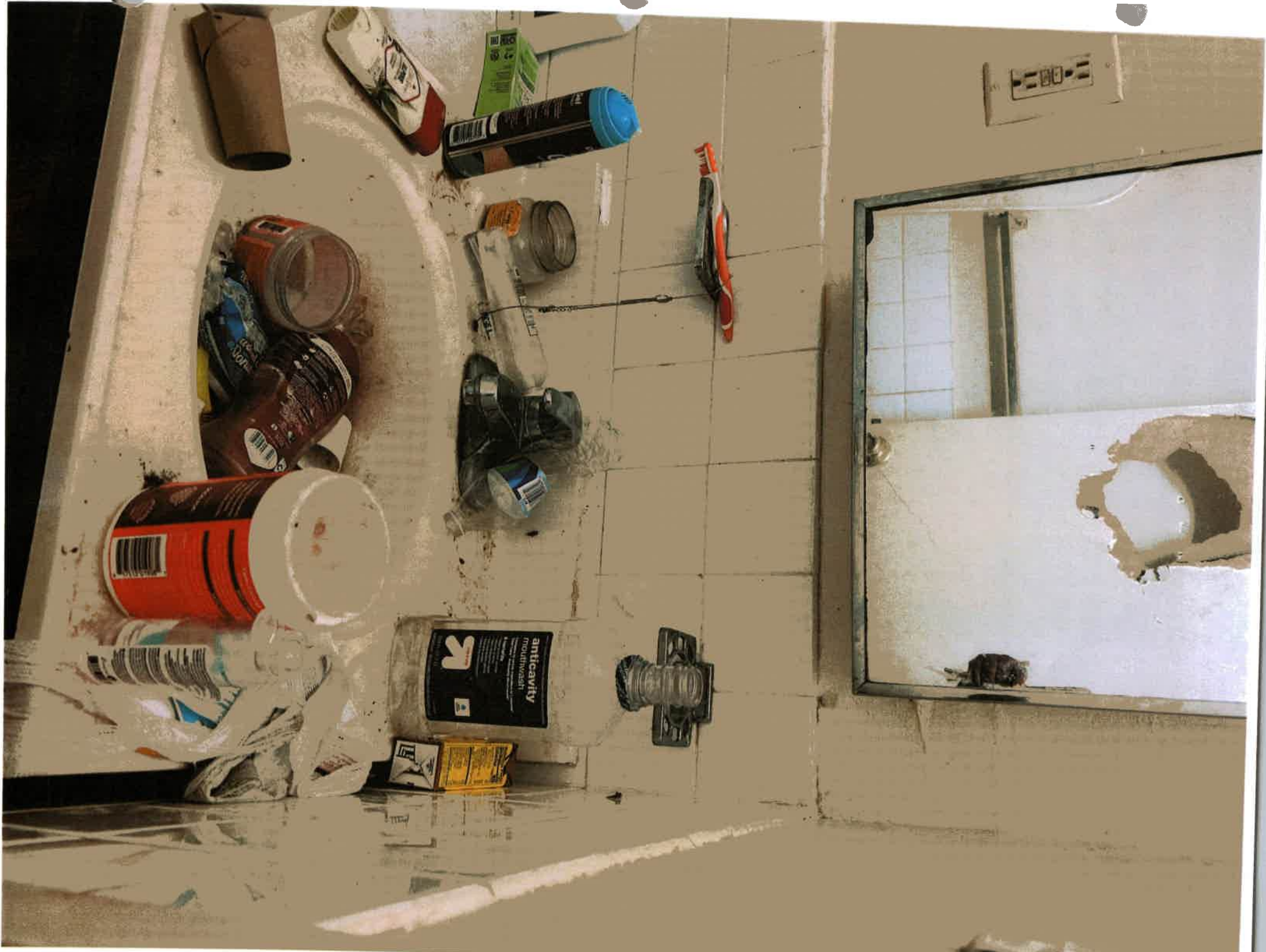






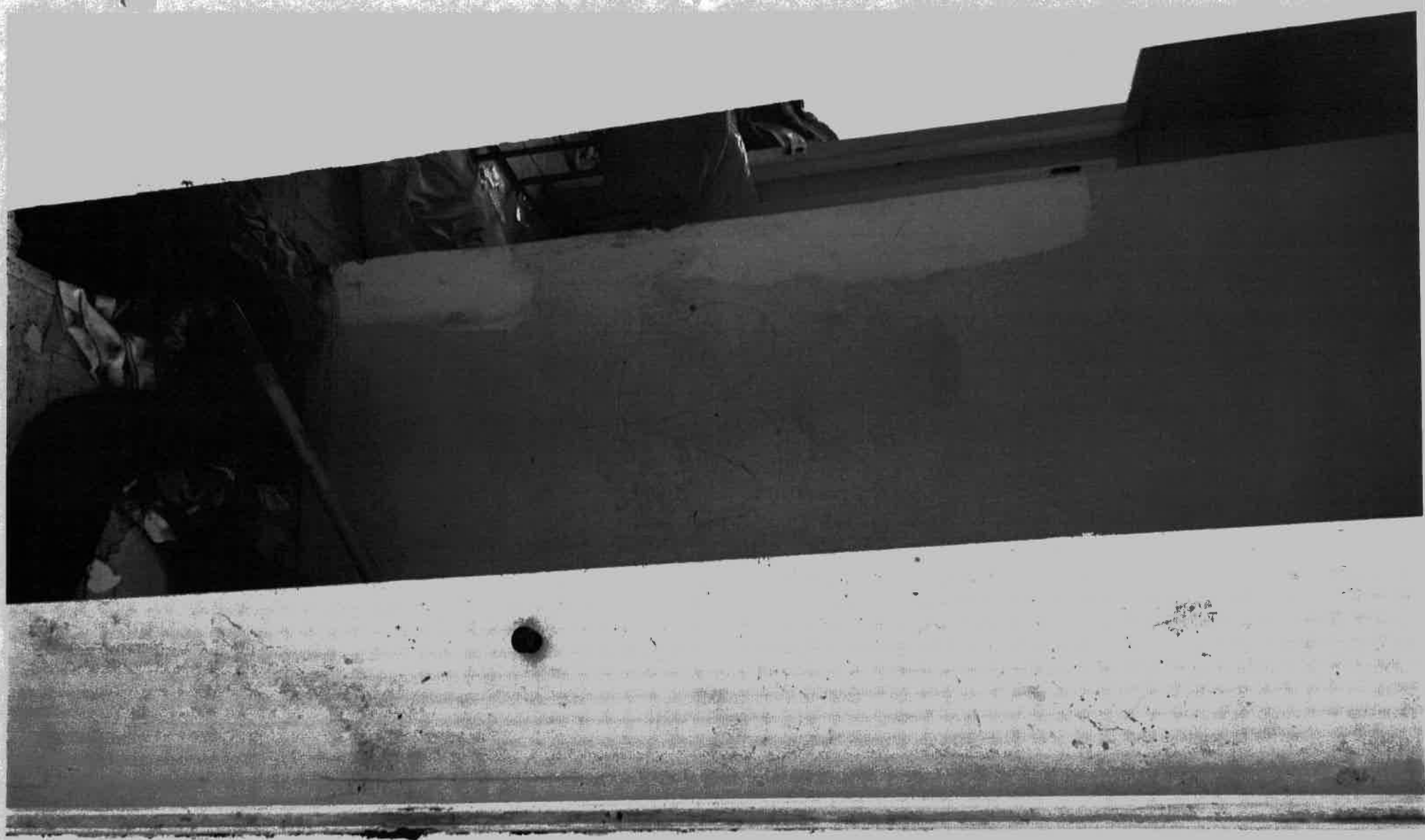




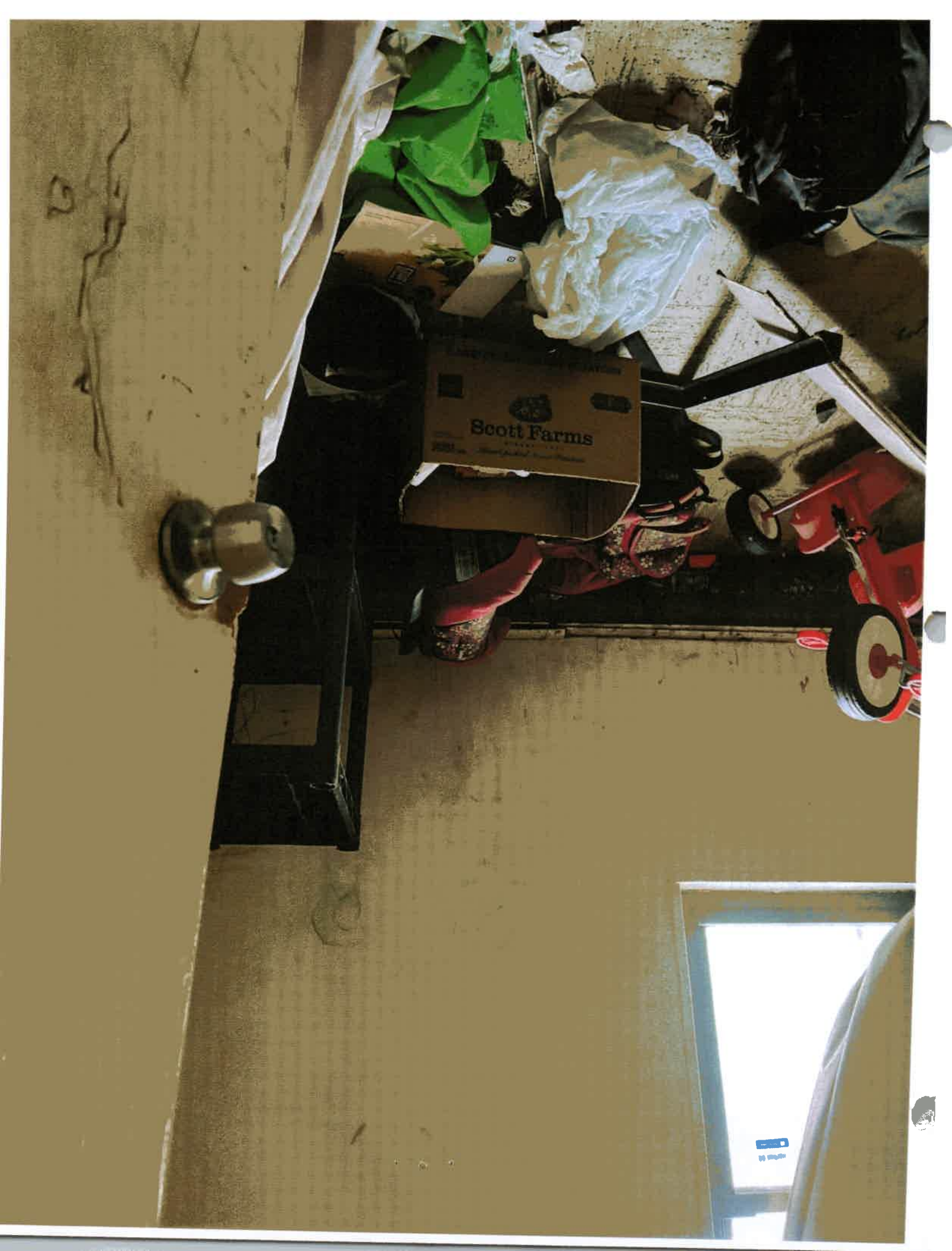










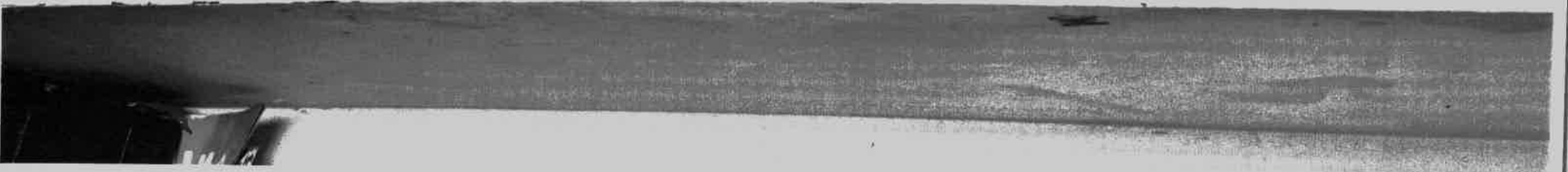


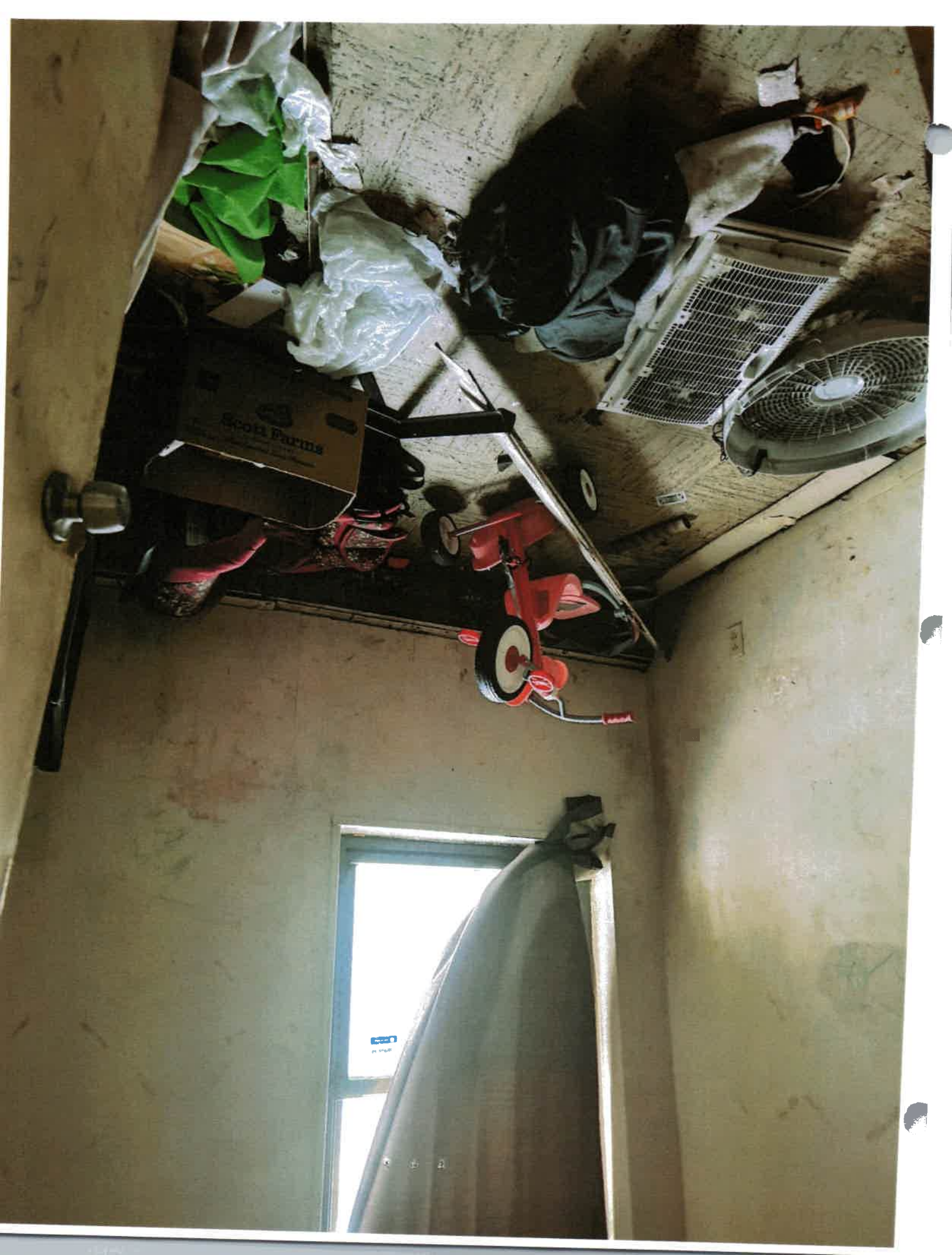
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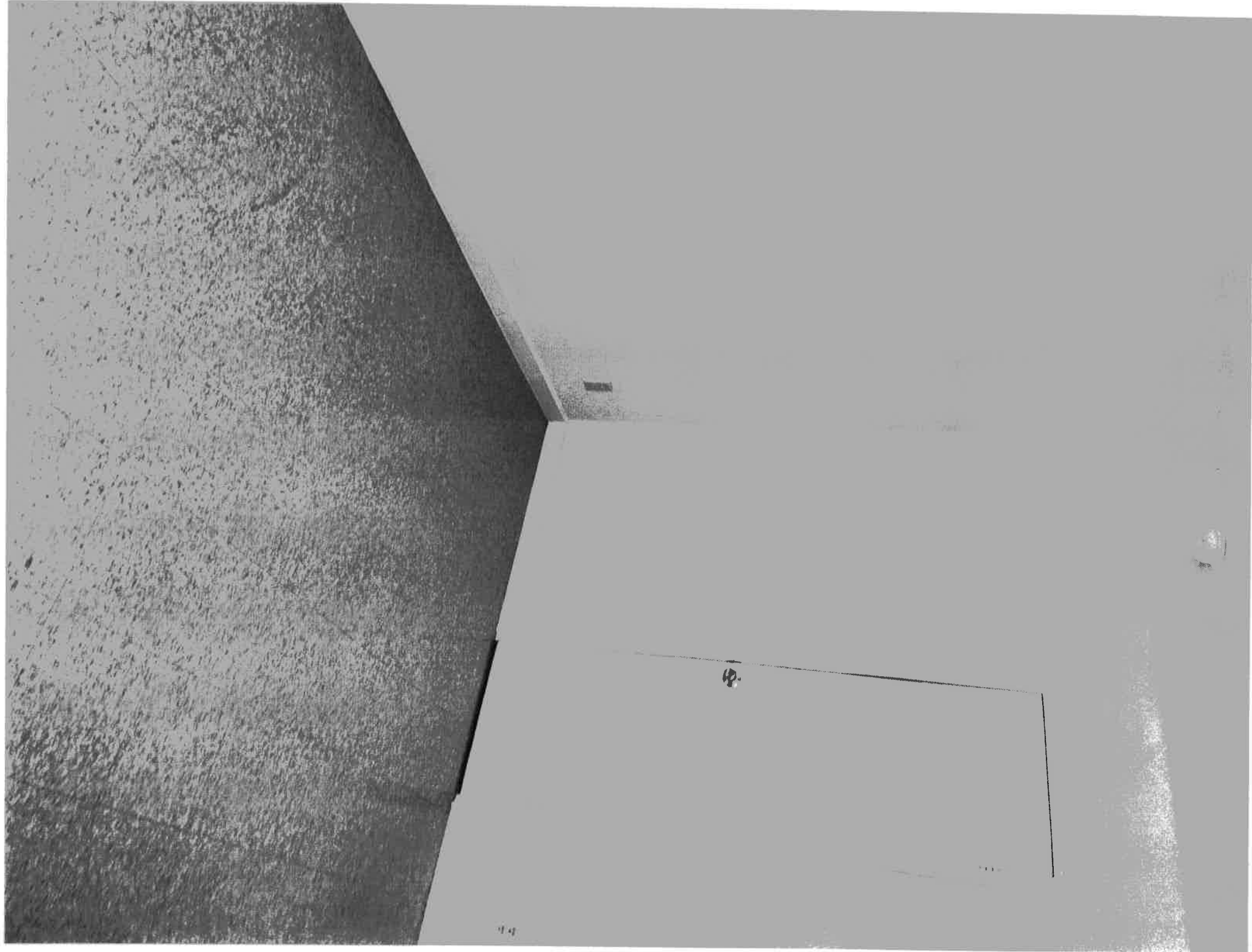
















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