

# PEEKSKILL HOUSING AUTHORITY



# MONTHLY BOARD OF COMMISSIONERS REPORT

JULY 20, 2023  
BOHLMANN TOWERS

## BOARD OF COMMISSIONERS

Jacqueline Simpkins, Vice Chairman

Robert Scott

Yvette Houston

Nicola Smith-DeFrietas

Jessica Martinez

Andre Rainey

INTERIM EXECUTIVE  
DIRECTOR

Janneyn Phalen

# PEEKSKILL HOUSING AUTHORITY



J. Phalen  
Interim 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 – JULY 20<sup>th</sup>, 2023  
BOHLMANN TOWERS  
AGENDA

- I. EXECUTIVE SESSION – Roundtable (6 pm)
- II. ROLL CALL
- III. APPROVAL OF MINUTES:
  - a) Resolution – 07/01/2023 – June 15<sup>th</sup>, 2023 – Regular Meeting Minutes
- IV. CORRESPONDENCE: None
- V. EXECUTIVE DIRECTOR’S REPORT:
  - a) Monthly Report – July 2023
  - b) Financial Report – June 2023
- VI. COUNSEL’S REPORT
- VII. UNFINISHED BUSINESS
- VIII. NEW BUSINESS
  - a) Resolution -- 07/02/2023 – June Monthly Bills
  - b) Presentation – Mishiba Taylor
- IX. TENANTS’ COMMENTS AND CONCERNS
- X. ADJOURNMENT

**PEEKSKILL HOUSING AUTHORITY  
RESOLUTION APPROVING  
JUNE 15<sup>th</sup>, 2023 BOARD MEETING MINUTES  
REGULAR SESSION**

**WHEREAS**, The Board of Commissioners have reviewed the minutes of June 15<sup>th</sup> 2023 Board Meeting; and

**WHEREAS**, The Board of Commissioners find the minutes to accurately reflect the comments and statements made by the public and the Commissioners.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Peekskill Housing Authority approve the minutes of June 15<sup>th</sup>, 2023 Board Meeting.

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>
Vice Chairman Jacqueline Simpkins				
Commissioner Nicola Smith-DeFreitas				
Commissioner Yvette Houston				
Commissioner Jessica Martinez				
Commissioner Robert Scott				
Commissioner Andre Rainey				

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

Effective: July 20<sup>th</sup>, 2023

\_\_\_\_\_  
Janneyn Phalen, Interim Executive Director

# PEEKSKILL HOUSING AUTHORITY



J. Phalen  
Interim Executive Director

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

## PEEKSKILL HOUSING AUTHORITY BOARD OF COMMISSIONERS ANNUAL MEETING MINUTES June 15<sup>th</sup>, 2023

### ROLL CALL:

Commissioner Simpkins, Vice Chair  
Commissioner Smith-DeFreitas  
Commissioner Robert Scott  
Tenant Commissioner Houston  
Tenant Commissioner Martinez

J. Phalen, Interim Executive Director  
Mark J. Kamensky Esq., Counsel

Vice Chair Simpkins welcomed everyone to the June 15<sup>th</sup>, 2023 Rescheduled Annual Board of Commissioners Meeting.

### Resolution- 06/01/2023- May 18<sup>th</sup> Regular Meeting Minutes

Vice Chair Simpkins asked for a motion to pass Resolution 05/01/2023. Commissioner Houston made the motion and Commissioner Scott seconded. Vice Chair Simpkins asked if there were any comments, concerns, or questions. There were none. The vote was as follows: Vice Chairman Simpkins -Aye: Commissioner Houston-Aye: Commissioner Martinez- abstain: Robert Scott-Aye: Commissioner Smith-Defreitas-Absent: Resolution passes.

### INTERIM EXECUTIVE DIRECTOR'S REPORT

**Revenue** – HUD subsidy for April \$137,878; May \$251,354.

**Other Revenue** –April \$3,518; May \$4,378.

### Tenant Charges

Interim Executive Director Phalen explained the Rent Charges, Total tenant charges, Total Collected, Unpaid Tenant Balance for April vs May.

**Bills Paid** –The Interim Executive Director reviewed the May bills

Total expenses for April \$363,607; May \$225,724.

## **Court Proceedings – 4**

### **Tenant Payment Agreements- TPA**

Total of 57 residents have payment agreements with a remaining balance of \$319,948.33

**Work Orders** –April 88, All completed; May 93 calls, 2 outstanding

**Unit Turnovers** –6 vacancies as of May 31<sup>st</sup>.

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

Total past due for May - 240 residents (88%) owed \$995,500.

### **Police Reports**

**Police Activity PHA May 9- May 15, 2023** –23 visits to Bohlmann Towers, 17 routine, 6 others (3 subpoena service, harassment, larceny, Investigation); 27 visits to Dunbar Heights, 24 routine, 3 other (Investigation, altercation, traffic stop).

### **GRADUATION 2023**

On May 12<sup>th</sup>, 2023, PHA sent out flyers to all residents asking if they have a graduate in the home to help celebrate their accomplishments. To date PHA received only 1 submission.

### **POOL PASSES 2023**

PHA is sponsoring free 2023 season pool passes and discounted daily rate for all current Peekskill Housing Authority residents at Veterans Memorial Pool once again this summer. Sign up at the Parks and Recreation office at: 1 Robin Dr. Two proofs of residency will be required\*

### **ERAP UPDATE**

On May 3<sup>rd</sup>, New York State Public Housing Authorities Directors Association (PHADA) informed its members that the Governor and Legislature have agreed to fully fund their request of \$391 million for rental arrears impacting Public Housing Authorities across New York State. This funding is for those households that had previously applied for ERAP before the program was withdrawn on January 20<sup>th</sup>, 2023.

36 Households applied for ERAP. 5 Households were paid in 2021 totaling 14,778.90. The other 31 households currently have a total balance of \$268,780. Best case scenario, PHA will receive \$118,000.00.

### **FINANCIAL HIGHLIGHTS 2023**

Interim Executive Director Phalen explained the financial highlights in April; listed in the monthly report on page 1 and 2.

**EXPENSES**

Utilities-Monthly budget            \$92,500            Monthly Actual    \$204,619

**PENDING GRANTS**

Dunbar Heights bathrooms: CDBG \$200,000 for each of 3 years. Total \$600,000- PHA is awaiting the contract to begin construction plans

Dunbar Heights kitchens: State Funding: \$310,000-PHA has submitted the executed contract and requirements in May

**TENANT PORTAL (RENT CAFÉ) UPDATE**

Registered in May	0
Rent Café payments	33
Amount paid	\$19,126

Registered to date:

Total	88
-------	----

Wait List Applicants Registered	87
---------------------------------	----

**COUNSEL’S REPORT**

**Attorney Kamensky:** We have received 3 judgements and 1 warrant since our last meeting.

**UNFINISHED BUSINESS-None**

**NEW BUSINESS**

**Resolution- 06/02/2023- May Monthly Bills**

Vice Chair Simpkins asked for a motion to pass Resolution 06/02/2023. Commissioner Scott made the motion and Commissioner Houston seconded. Vice Chair Simpkins asked if there were any comments, concerns, or questions. There were none. The vote was as follows: Vice Chairman Simpkins -Aye: Commissioner Houston-Aye: Commissioner Martinez-Aye : Robert Scott-Aye: Commissioner Smith-Defreitas-Aye: Resolution passes.

**TENANTS QUESTIONS COMMENTS AND CONCERNS**

**Commissioner Houston:** Can you find out the cost of the key fob system for the laundry room?

**Interim Executive Director:** I’ll look into the cost

**Commissioner Martinez:** Do we have a way of confirming what work orders are completed?

**Interim Executive Director:** Yes



*TENANTS QUESTIONS COMMENTS AND CONCERNS*

**Commissioner Martinez:** Bohlmann Towers infestation can only be rectified if the dumpster is outside.

**Interim Executive Director:** The dumpsters are cleared daily including the weekends. The garbage shoot is a straight line down to the compactor room. We can have the exterminator do extra spraying around the compactor shoot in the basement. If you have any other ideas please let me know.

**Rochelle Bonner:** Why do tenants have to pay to get things fixed in their unit?

**Interim Executive Director:** Tenants are only charged if it's tenant damage.

**Ethel Hinton:** Where does PHA get their light bulbs?

**Interim Executive Director:** PHA purchases supplies from different companies based on price.

**Commissioner Martinez:** Does PHA have a schedule for wear and tear?

**Interim Executive Director:** There's no schedule. It's apparent when it's wear and tear.

**Pauline Gilchrist:** Do tenants have to call in work orders after Annual Inspections?

**Interim Executive Director:** Yes

**Pauline Gilchrist:** Why do you have to call to have your radiators bled?

**Interim Executive Director:** It's the system that has been implemented.

**Pauline Gilchrist:** Can the parking spot lines be repainted?

**Interim Executive Director:** Yes. It's on the agenda to be done.

**Mary Robinson:** My stairs move up and down when you step on them.

**Interim Executive Director:** All the issues with the stairs will be corrected.

**Commissioner Defreitas:** Who is paying to get the stairs fixed?

**Interim Executive Director:** The Bonding Company.

*Regular Meeting adjourns at 8:37 pm.*

PEEKSKILL HOUSING AUTHORITY  
 BOARD OF COMMISSIONERS MEETING  
 July 20th, 2023  
 EXECUTIVE DIRECTOR'S REPORT

Revenue	May	June
HUD Subsidy – Bohlmann (AMP 1)	88,331	73,711
HUD Subsidy – All other sites (AMP 2)	153,948	75,730
Proceeds from Capital Funds/ROSS Grant	9,075	16,667
Shortfall Funds	0	0
<b>Total HUD Revenue</b>	<b>251,354</b>	<b>149,441</b>
<b>Other Revenue– Non-Federal</b>		
Laundry Commissions	2,311	1,602
CAP Office	900	0
Health Center	740	1,480
Verizon	0	0
Interest	427	410
<b>Total</b>	<b>4,378</b>	<b>3,492</b>
<b>TENANT CHARGES</b>	<b>May</b>	<b>June</b>
Rent	163,819	155,219
Retro Rent (unreported income)/adjustment	0	0
Parking	1,875	1,395
Late Fees	887	96
Misc. (key cards, maintenance charges, legal fees)	220	1,566
Air Conditioners	238	692
Write offs, AJE's, Move outs	0	0
<b>TOTAL TENANT CHARGES</b>	<b>167,039</b>	<b>158,967</b>
<b>Collected from Tenants thru 5th</b>	<b>101,078</b>	<b>83,866</b>
<b>Total Collected</b>	<b>172,335</b>	<b>135,133</b>
<b>Unpaid Tenant Rent Balance for the month</b>	<b>(5,296)</b>	<b>(20,086)</b>
<b>All Outstanding Tenant Charges</b>	<b>\$995,500</b>	<b>\$1,019,334</b>



Financial

BILLS PAID

	May	June
Payroll (M)	61,841	61,598
Elevator (Q)	0	0
Exterminator (M)	1,584	794
Trash – Dumpsters	0	0
City Trash Collection (Q)	0	21,060
City Water (Q)	0	0
Sewer Tax (Semi-Annual)	0	0
Robison Fuel Oil (M)	27,726	14,818
Electric (M)	0	23,090
Gas (M)	37,656	13,250
Propane (M)	1,696	1,390
Legal – PHA Attorney (M)	1,755	6,420
Legal – Labor Attorney	0	0
Lawsuit Deductibles	0	1,245
Health Insurance/Dental Insurance(M)	26,995	0
Process Server – Evictions (M)	330	660
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	57,286	1,202
Credit Card (M)	0	17,209
Maintenance Supplies(M)	6,568	7,809
Office Expenses (M)	2,287	2,300
PILOT (SA)	0	0
NYS Retirement Contribution (A)	0	0
Medicare Part B Reimbursement	0	0
Unit Turnaround Contracts	0	13,500
<b>TOTAL EXPENSES</b>	<b>\$225,724</b>	<b>\$186,345</b>
ROSS Grant (Salary, expenses and training)	5,835	5,960
CAPITAL FUND PROJECTS – Repositioning Attorney fees	6,095	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>January 2022</b>	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
<b>January 2023</b>	4	60,069	0	0	4-Court 1-Eviction
February	3	18,956	0	0	
March	3	57,993	0	0	3- Court
April	4	101,152	0	3,426	4-Court 1-Eviction
May	4	60,267	0	0	4-Court 2-Eviction, 1 Stipulation
June	5	78,227	0	0	5-Court 2-Eviction 1-Stay
<b>TOTAL</b>	<b>335</b>	<b>581,046</b>	<b>290</b>	<b>245,015</b>	<b>Outstanding Balance 581,046</b>

**WORK ORDERS**

<b>MONTH</b>	<b>CALLS</b>	<b>COMPLETE</b>	<b>OUTSTANDING OR COMMENTS</b>
<b>January 2022</b>	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	
<b>January 2023</b>	124	124	
February	83	83	
March	99	99	
April	88	88	
May	93	93	
June	105	100	5 Outstanding

**TENANT PAYMENT AGREEMENT LISTING**

<b>Tenant Code</b>	<b>Start Month</b>	<b>End Month</b>	<b>Agreement Amount</b>	<b>Received Amount</b>	<b>Remaining Amount</b>	<b>Comments</b>
<b>Bohlmann</b>						
t0000138	04/2022	12/31/2024	918.00	400.00	518.00	
t0000795	06/2023	12/31/2044	7,396.70	840.00	6,556.70	
t0000035	05/2021	12/31/2024	2,524.05	100.00	2,424.05	
t0001192	06/2023	12/31/2029	2,700.00	760.00	1,940.00	
t0000674	08/2022	12/31/2028	2,158.00	425.00	1,733.00	
t0000273	06/2023	12/31/2023	1,650.09	300.00	1,350.09	
t0000176	06/2023	12/31/2031	5,799.00	298.00	5,501.00	
t0001121	06/2023	12/31/2031	2,605.85	50.00	2,555.85	
t0001181	06/2023	12/31/2041	5,897.59	175.00	5,722.59	
t0000524	05/2023	12/31/2028	4,954.00	1,600.00	3,454.00	
t0001273	01/2023	12/31/2027	1,860.12	261.87	1,598.25	
t0000788	06/2023	12/31/2028	47,355.00	12,000.00	35,355.00	
t0001253	06/2021	12/31/2022	2,050.00	2,000.00	50.00	
t0000739	04/2022	12/31/2044	13,971.00	800.00	13,171.00	
t0001606	03/2023	12/31/2024	1,681.25	300.00	1,381.25	
t0000874	04/2023	12/31/2024	7,641.00	2,517.00	5,124.00	
t0000213	05/2023	12/31/2035	18,603.00	3,100.00	15,503.00	
t0000395	02/2023	12/31/2025	909.30	185.00	724.30	
t0001610	06/2023	12/31/2026	4,721.19	400.00	4,321.19	
t0000186	05/2021	12/31/2022	424.25	170.00	254.25	
t0001284	11/2021	12/31/2022	613.00	539.00	74.00	
p00103	06/2022	12/31/2050	3,487.55	25.00	3,462.55	
t0000835	10/2022	12/31/2026	4,251.00	1,305.50	2,945.50	
t0000275	05/2021	12/31/2023	2,083.00	1,700.00	383.00	
t0000259	09/2021	12/31/2022	646.00	508.00	138.00	
t0000970	05/2021	12/31/2022	4,539.00	2,250.00	2,289.00	
t0000390	10/2022	12/31/2067	28,105.00	1,300.00	26,805.00	
t0001261	06/2023	12/31/2043	23,827.01	6,392.78	17,434.23	
p00121	05/2021	12/31/2024	2,561.20	386.00	2,175.20	
<b>Total Bohlmann</b>			<b>205,932.15</b>	<b>41,088.15</b>	<b>164,844.00</b>	

**Dunbar**

t0000137	06/2023	12/31/2037	12,403.90	3,380.00	9,023.90	
t0000708	06/2023	12/31/2024	11,891.40	3,000.00	8,891.40	
t0001162	06/2023	12/31/2046	14,886.95	411.05	14,475.90	
t0000765	03/2023	12/31/2023	1,052.40	250.00	802.40	
t0000181	06/2023	12/31/2061	5,049.40	340.00	4,709.40	
t0000165	02/2022	12/31/2023	1,617.70	800.00	817.70	
t0000022	06/2023	12/31/2027	2,286.00	528.00	1,758.00	
p00037	06/2023	12/31/2031	3,427.70	713.00	2,714.70	
t0000904	05/2023	12/31/2030	8,402.10	1,521.00	6,881.10	
t0000107	07/2021	12/31/2028	12,939.00	6,366.00	6,573.00	
t0000230	05/2021	12/31/2023	3,953.00	1,901.00	2,052.00	
t0000042	08/2021	12/31/2023	4,669.00	1,295.00	3,374.00	
t0000134	08/2022	12/31/2023	1,463.00	728.00	735.00	
t0000154	06/2021	12/31/2041	6,257.25	554.00	5,703.25	
p00088	12/2022	12/31/2023	5,434.12	3,374.00	2,060.12	
<b>Total Dunbar</b>			<b>95,732.92</b>	<b>25,161.05</b>	<b>70,571.87</b>	

**Turnkey**

t0000256	03/2023	12/31/2030	3,220.50	309.00	2,911.50	
t0001304	06/2023	12/31/2026	5,125.85	395.00	4,730.85	
t0000082	07/2021	12/31/2022	2,581.00	2,500.00	81.00	
t0001634	03/2023	12/31/2041	11,833.50	500.00	11,333.50	
p00070	06/2023	12/31/2080	20,280.00	3,050.00	17,230.00	
t0000062	06/2023	12/31/2039	6,776.15	1,720.00	5,056.15	
t0000027	09/2021	12/31/2024	2,364.02	1,150.00	1,214.02	
t0000026	04/2023	12/31/2030	11,118.96	400.00	10,718.96	
t0000069	05/2023	12/31/2070	33,643.00	1,000.00	32,643.00	
<b>Total Turnkey</b>			<b>95,499.50</b>	<b>10,624.00</b>	<b>84,875.50</b>	
			<b>397,164.57</b>	<b>76,873.20</b>	<b>320,291.37</b>	

**UNIT TURNOVER**

<b>SITE/UNIT</b>	<b>SIZE</b>	<b>VACANT</b>	<b>COMPLETE</b>	<b>LEASED</b>	<b>COMMENT</b>
BT 1-U	1	01/11/23	02/27/23	03/01/23	
BT 2-J	1	05/02/22			LEASE 08/01/23
BT 3-T	4	04/03/23	06/26/23		LEASE 08/01/23
BT 4-N	3	06/30/23			
BT 4-R	3	10/17/22	01/20/23	01/24/23	
BT 5-G					
BT 7-D	4	12/21/22	02/01/23	04/01/23	
BT 7-K	3	06/30/23			
BT 7-R	3	11/19/21	01/28/22	03/01/23	
DH 3-B	3	10/14/22	02/23/23	03/01/23	
DH 7-C	2	12/01/22	02/20/23	03/15/23	
DH 14-B	2	05/31/23			
DH 15-C	1	04/01/22	06/30/2022		LEASE 07/15/22
DH 17-D	2	06/15/23			
TK 1719A-1L	3	04/17/23			LEASE 08/01/23
<b>TOTAL VACANT</b>	<b>9</b>				

**VACANCIES**

	<b>TOTAL UNITS</b>	<b>HUD APPROVED OFFLINE</b>	<b>VACANT UNITS</b>	<b>ACTIVE UNITS AS OF JUNE 30</b>
<b>Bohlmann Towers</b>	<b>143</b>	<b>1</b>	<b>5</b>	<b>137</b>
<b>Dunbar Heights</b>	<b>97</b>	<b>3</b>	<b>3</b>	<b>91</b>
<b>Turnkey</b>	<b>34</b>	<b>0</b>	<b>1</b>	<b>33</b>
<b>Total Units</b>	<b>274</b>	<b>4</b>	<b>9</b>	<b>261</b>
<b>Total Occ. Rate</b>				<b>95% (261)</b>



**EXTERMINATION SUMMARY – BEDBUGS - # Treatments**

	2020	2021	2022	2023	Comment
January	0	0	0	0	
February	0	0	0	0	
March	0	1	0	0	
April	0	0	0	0	
May	0	0	0	0	
June	0	1	0	0	
July	1	0	0		
August	1	1	0		
September	3	0	0		
October	0	0	0		
November	0	2	0		
December	0	1	0		
TOTAL	5	6	0	0	
COST	\$1,075	\$2,245	\$0	\$0	

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

SITE	# Units	No Payment	Past Due May 2023	Past Due June 2023
Bohlmann Towers	144	(31) 24	130 owed \$474,285	124 owed \$486,070
Dunbar Heights	96	(31) 21	85 owed \$358,303	75 owed \$365,856
Turnkey	33	(7) 6	25 owed \$162,912	24 owed \$167,408
Totals	273	(64) 69	240 (88%) - \$995,500	223 (82%) - \$1,019,334

Parenthesis ( ) represents the previous month.

**PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS**

PHA Activity 5/30- 6/05/2023	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	19	15	4*
Dunbar Heights	22	21	1*
*BT – Other (agency assist, disorderly person, hazardous condition, altercation)			
*DH – Other (investigation)			
PHA Activity 6/20- 6/26/2023	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	30	19	11*
Dunbar Heights	21	19	2*
*BT – Other (3-subpoena serve, intoxicated person, 2-suspicious activity, edp, 2-traffic stop, follow up, parking)			
*DH – Other (disorderly group, dispute)			



**ERAP UPDATE**

On May 3<sup>rd</sup>, New York State Public Housing Authorities Directors Association (PHADA) informed its members that the Governor and Legislature have agreed to fully fund their request of \$391 million for rental arrears impacting Public Housing Authorities across New York State. This funding is for those households that had previously applied for ERAP before the program was withdrawn on January 20<sup>th</sup>, 2023.

Below, please see a list of PHA households that have already applied along with the outstanding balance that would be covered by ERAP.

TENANT	STATUS	BALANCE	MAX. ERAP WILL PAY
t0000739	PENDING	27,289.00	13,941
t0000002	PENDING	1,692.55	0
t0000082	PENDING	936.45	823.15
t0000674	PENDING	3,681.00	3381
t0000168	<b>PAID 9/2021</b>		
t0000788	PENDING	47,355.00	18,780
p00003	PENDING	1,761.65	1761.65
P00036	PENDING	12,732.40	3,715
t0000495	PENDING	5,213.85	3400.00
t0000004	PENDING	19,352.00	9601.00
t0000067	PENDING	671.00	0
t0000193	PENDING	13,750.55	3,565.00
p00130	PENDING	5,148.00	3,565
t0000165	PENDING	2,577.00	1,467
t0000047	PENDING	1,129.00	1000.00
t0000427	PENDING	12,947.00	11,596
t0001627	PENDING	1,944.00	1,944.00
t0001171	<b>PAID 09/2021</b>		
t0001618	PENDING	603.00	549.00
t0001611	<b>PAID 10/2021</b>		
t0001657	PENDING	0	
p00117	<b>PAID 10/2021</b>		
t0000256	PENDING	3540.00	3000.00
t0001162	PENDING	14,886.95	5,400.00
t0000072	PENDING	31,130.60	7,920.00
t0000708	PENDING	9,891.00	8,100
t0001275	<b>PAID 10/2021</b>		
t0000262	PENDING	50,548	15,174

36 Households applied for ERAP. 5 Households were paid in 2021 totaling 14,778.90. The other 31 households currently have a total balance of \$268,780.

Best case scenario, PHA will receive \$118,000.00.

**Internal Control Policy**

Due to the recent changes in staffing and request from HUD, PHA has revised the Internal Control Policy to ensure compliance and consistency with HUD and New York State requirements. The policy is enclosed for your review and publicly noticed for 30 days. A public hearing will be held before the regular September 21st Board meeting and a resolution will be requested at that time.

**Public Housing Assessment System (PHAS) score and designation**

HUD recently published the PHAS scores and designations for Fiscal Year End 3/31/2023

PHAS Indicators	Score	Maximum Score
Physical	28	40
Financial	21	25
Management	19	25
Capital Fund	10	10
Late Penalty Points	0	-----
PHA Total Score	78	100
<b>PHA Designation Status:</b>		<b>Standard Performer</b>

**CAPITAL FUND PROGRAM (CFP)- FIVE YEAR ACTION PLAN**

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

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

PHA was recently awarded 2023 CFP; \$1,011,878 and is removing the 2022 CFP Action Plan to add the 2027 CFP Action Plan in order to create the updated Five- Year Action Plan as follows:

**CAPITAL FUND 5 YEAR ACTION PLAN - 2023 thru 2027**

2023 ANTICIPATED PROJECTS – Year 1

Operations \$199,000

**Agency Wide:**

Physical Needs Assessment 30,000

**Dunbar:**

Erosion 157,574

Architect 31,634

Kitchens 320,000

**Bohlmann:**

Trash Compactor and Chute 273,670

2023 Anticipated Costs: \$1,011,878

2024 ANTICIPATED PROJECTS - Year 2

Operations \$199,000

**Agency Wide:**

Computer Software Upgrade 50,000

Skid Steer 34,634

Rodent/Weatherization upgrades 86,450

**Bohlmann Towers:**

Elevator Replacement/Repair 400,000

Roof repair 241,794

2024 Anticipated Costs \$1,011,878

2025 ANTICIPATED PROJECTS – Year 3

Operations \$199,000

**Agency Wide:**

Tablets, Software and Training for Inspections and Workorders 10,069

**Bohlmann Towers:**

Two Computers for Resident Use 16,250

**Dunbar Heights:**

Backdoor Awnings 15,000

Play Area and Equipment 215,000

Energy Management System 40,000

Bathrooms 325,675

Two Computers for Resident Use 16,250

**Turnkeys:**

All Sites - Porches/Decks and Railings 109,634

1227 Howard Street - Doors and Screen Doors 65,000

2025 Anticipated Costs: \$1,011,878

2026 ANTICIPATED PROJECTS – Year 4

Operations \$199,000

**Agency Wide:**

Replace office air conditioner 40,000

Physical Needs Assessment 30,000

Repositioning Legal Services 100,000

**Bohlmann Towers:**

Kitchen Renovation 513,244

**Turnkeys:**

Kitchen Renovation 129,634

2026 Anticipated Costs: \$1,011,878

2027 ANTICIPATED PROJECTS – Year 5

Operations \$238,878

**Agency Wide:**

New Maintenance Truck 75,000

Paint all units all sites 115,000

Sidewalk Repair all sites 150,000

**Bohlmann Towers:**

Replace refrigerators and stoves 273,000

**Dunbar Heights:**

2<sup>nd</sup> play area and equipment 115,000

Backdoor Awnings 45,000

2026 Anticipated Costs: \$1,011,878

The 2023-2027 Five-Year Action Plan is enclosed for your review and publicly noticed from June 28<sup>th</sup> to July 28<sup>th</sup>. A public hearing will be held before the regular September 21<sup>st</sup> Board meeting and a resolution will be requested at that time.

**RECAP OF CAPITAL FUNDS AND PROJECTS**

2013 324,881 (DH gas line, DH roof replacement, oil tank removal, Howard Street boiler) CLOSED  
2014 421,668 (DH roof, BT re-point mortar joints, 1431&1719 boilers) CLOSED  
2015 436,899 (DH roof replacement, TK roof replacement, BT Elevator upgrade) CLOSED  
2016 454,867 (DH, TK roof replacement, Snow equipment, Elevator work) CLOSED

**RECAP OF CAPITAL FUNDS AND PROJECTS CONT'D**

- 2019 767,328 (Obligated for DH rear porches and stairs; 20% to operating) CLOSED  
 2020 822,212 (Portion will be obligated for DH completion of exterior work as needed, 20% to operating)  
 2021 826,794 (Portion will be obligated for DH completion of exterior work if needed 20% to operating)  
 2022 997,244 (Portion will be obligated to match funds for DH bathroom project and DH Kitchen project 20% to operating)

HUD regulations allow 20% of capital funds for transfer to PHA's operating budget.

**Annual financial statement**

**YEAR END FINANCIAL SUMMARY 3/31/2022 AND 3/31/2023**

<b>FINANCIAL SUMMARY</b>	<b>FY END 2022</b>	<b>FY END 2023</b>
<b>INCOME</b>		
DWELLING RENT	1,618,079	1,797,224
NON-DWELLING INCOME	22,204	23,611
Interest	83	2,676
Laundry Room	37,236	33,959
CAP Office	7,200	11,700
HRHCare	9,602	8,882
Verizon Commission	1,657	3,060
Community Room Rental		
Late Fees Bohlmann Towers	2,083	15,987
Late Fees Dunbar Heights	1,670	15,993
Late Fees Turnkeys	679	4,671
Entrance Key Cards (BT)	1,339	5,429
Work Orders Bohlmann Towers	4,208	4,510
Work Orders Dunbar Heights	2,191	3,450
Work Orders Turnkeys	430	435
AC Bohlmann Towers	9,015	9,774
AC Turnkeys	2,715	2,786
Other Income	1,339	5,429
<b>TOTALS</b>	<b>1,721,730</b>	<b>1,949,576</b>
CFP Subsidy	(2018 20,200 & 2021 165,000) 185,200	(2018 20,200 & 2021 165,000) 199,000
Operating Subsidy AMP 1 (BT)	645,551	805,031
Operating Subsidy AMP 2 (DH-TK)	631,665	731,298
Shortfall Funds 2021	9,300	197,498
<b>TOTAL HUD FUNDS</b>	<b>1,471,716</b>	<b>1,932,827</b>
<b>TOTAL INCOME</b>	<b>3,193,446</b>	<b>5,162,651</b>



EXPENSES	FY END 2022	FY END 2023
Admin Salaries	359,097	354,519
Legal Expenses	49,498	39,425
Auditing Fees	9,360	9,360
Accounting Fees	21,600	21,600
Memberships/Dues	1,166	1,863
Telephone	2,677	7,795
Collection/Court Fees	0	1,443
Forms/stationery/office	34,326	30,979
All Other Sundry	16,553	22,181
Admin Service Contracts	43,055	22,606
Bank Fees	54	0
Other Tenant Services	2,114	4,407
Water/Sewer	219,135	224,567
Sewer Taxes	29,545	33,757
Electricity	219,135	260,163
Gas	200,246	279,579
Propane	21,687	17,692
Fuel	194,860	212,029
Labor	526,803	553,207
Supplies/Grounds	143,272	101,016
Garbage/Trash Removal	84,240	85,153
Alarm/Extinguisher Contracts	620	8,772
Routine Maintenance Contracts	13,859	19,069
Other Maintenance Contracts	19,440	77,019
Heating/Cooling Contracts	9,415	2,370
Elevator Contracts	12,889	31,891
Landscaping Contracts	39,100	29,900
Unit Turn Around Contracts	185,450	68,950
Exterminator Contracts	25,154	10,730
Plumbing Contracts	2,574	6,009
Security Contracts (cameras)	4,630	2,625
Extraordinary Items	45,401	9,600
Insurance – Property, Liability, WC & Other	287,815	277,045
Payment in Lieu of Taxes	78,223	80,561
Employee Benefits - Admin	144,511	154,064
Employee Benefits - Maintenance	221,990	196,590
Collection Losses	148,315	393,220
Reconciliation Discrepancies	0	0
<b>TOTAL EXPENSES</b>	<b>3,417,809</b>	<b>3,651,756</b>

## HISTORY: BUDGET DEFICITS AND SURPLUS

### DEFICITS:

✓ 2012	\$ 427,628
✓ 2013	\$ 440,066
✓ 2014	\$ 478,792 (200,000 was interest on the judgment)
✓ 2020	\$184,896 (Security Contract)
✓ 2022	\$92,497

### SURPLUS:

✓ 2015	\$ 80,901 (20,308 was projected)
✓ 2016	\$ 299,818
✓ 2017	\$ 306,647 (69,964 Projected)
✓ 2018	\$ 38,112
✓ 2019	\$ 37,320
✓ 2021	\$ 69,282
✓ 2023	\$268,746 (13,010 was projected)

### GOING OUT TO BID

Physical Needs Assessment  
Lead Paint Testing  
Telephone  
Elevator BT  
Laundry

### PENDING GRANTS

Dunbar Heights bathrooms: CDBG \$200,000 for each of 3 years. Total \$600,000- PHA received the executed contract and will meet with the architect to start advertising for contractors. On Monday July 17<sup>th</sup>, staff and the architect assessed all bathrooms from A-D buildings to get an idea of the conditions for phase 1.

Dunbar Heights kitchens: State Funding: \$310,000-PHA is awaiting the contract from HUD to begin next steps.

Dunbar Heights Porches- Work on replacing the railings and stringers is almost complete as of this board report. The State has approved the stair treads, however, PHA is looking into alternate footing covers.

### BOHLMANN TOWERS WIFI

As part of the Peekskill Downtown Revitalization Initiative, People's Choice, a broadband delivery company is partnering with Peekskill Housing Authority to bring free and low-cost high-speed internet access to the residents of Bohlmann Towers and Bohlmann public spaces.



On Tuesday, July 11<sup>th</sup>, People's Choice Communications facilitated a site survey and it was determined that all Bohlmann Towers residents will qualify for free service through the Affordable Connectivity Program as well as the \$11 laptops that People's Choice Communications offers through it. This is through a grant secured by People's Choice, therefore there is no cost to the Housing Authority.

### **FAMILY DAY 2023**

The Peekskill Housing Authority will be having Family Day on August 18<sup>th</sup>, 2023 from 12pm-3pm at the Riverfront Green in Peekskill. All PHA residents and Board of Commissioners are welcome to come and enjoy the day. There will be food, cotton candy, popcorn, bouncy houses, and face painting. A flyer will be going out shortly and each family must obtain free wrist bands from the office for each household member. Any tenants or Board Members that would like to volunteer to help BBQ, please contact the office.

Respectfully Submitted,

Janneyn Phalen

*Janneyn Phalen*

Interim Executive Director

# FINANCIAL REPORT



- 1) Balance Sheet
- 2) Profit and Loss Month
- 3) Profit and Loss to date
- 4) Summary Operating Statement

**Peekskill Housing Authority**  
**Balance Sheet**  
 As of June 30, 2023

	Jun 30, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1111.2 Cash - Operating Account	140,176.54
1111.5 Cash - Payroll Account	48,874.22
1112 Chase - Nonfederal	481,010.23
1114 Security Deposit Fund	81,598.66
1117 Petty Cash Fund	1,000.00
	752,659.65
<b>Total Checking/Savings</b>	
<b>Other Current Assets</b>	
1123 Allowance for Doubt. Accts	-783,128.00
1125 AR HUD	58,183.50
1211 Prepaid Insurance	51,611.35
1260 Material Inventory	28,540.00
1261 Obsolete Inventory	-1,427.00
1290 Deferred Charges	337.05
1122.1 · 1122.1 TAR Bohlmann	282,038.31
1122.2 · 1122.2 TAR Dunbar	297,642.16
1122.3 · 1122.3 TAR Turnkey	63,332.13
1122.7 · 1122.7 TAR Repays Bohlmann	199,885.51
1122.8 · 1122.8 TAR Repays Dunbar	73,057.87
1122.9 · 1122.9 TAR Repays Turnkey	90,977.00
1262 · 1262 Fuel Oil Inventory	5,706.00
	366,755.88
<b>Total Other Current Assets</b>	
<b>Total Current Assets</b>	1,119,415.53
<b>Fixed Assets</b>	
1400.10 Leasehold Improvements	3,318,689.76
1400.12 Building Improvements	2,826,518.82
1400.39 CFP 2018	145,266.22
1400.41 CFP 2019	588,604.00
1400.42 CFP 2020	281,514.01
1400.44 CFP 2022	8,969.00
1400.5 Accumulated Depreciation	-23,485,486.20
1400.51 Accumulated Amortizatio	-6,740.10
1400.6 Land	131,611.00
1400.7 Buildings	20,647,051.62
1400.8 Equipment - Dwellings	2,272.00
1400.9 Equipment - Admin	913,607.67
1400.95 Equipment - Cap Leases	17,056.20
	5,388,934.00
<b>Total Fixed Assets</b>	
<b>Other Assets</b>	
1420 · 1420 Deferred Outflows GASB-68	427,235.00
1421 · 1421 Deferred Outflows OPEB	965,102.00
	1,392,337.00
<b>Total Other Assets</b>	
<b>TOTAL ASSETS</b>	<b>7,900,686.53</b>

Peekskill Housing Authority  
**Balance Sheet**  
As of June 30, 2023

	<u>Jun 30, 23</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2111 Accounts Payable	23,219.61
2114 Tenant Security Deposits	81,598.66
2117.3 Pension Payable	3,537.59
2117.7 CSEA Dues	1.54
2133 Accrued utilities	148,982.69
2135 Accrued Payroll	3,808.27
2136 Accrued Pension	20,963.00
2137 Payments in Lieu of Taxes	96,500.32
2138 Accrued Comp. Absences	154,487.54
2146 Lease Payable	10,749.37
2240 Tenant Prepaid Rents	-31.70
2290 Deferred Credits	1,730.96
2240.1 · Prepaid Rent Bohlmann	5,490.54
2240.2 · Prepaid Rent Dunbar	2,761.72
2240.3 · Prepaid Rent Turnkey	1,189.29
<b>Total Other Current Liabilities</b>	<u>554,989.40</u>
<b>Total Current Liabilities</b>	554,989.40
<b>Long Term Liabilities</b>	
2134 Acrued OPEB	3,786,956.00
2140 Net Pension Liability	-202,382.00
2400 Deferred Inflows GASB-68	728,684.00
2410 Deferred Inflows OPEB	2,318,726.00
<b>Total Long Term Liabilities</b>	<u>6,631,984.00</u>
<b>Total Liabilities</b>	7,186,973.40
<b>Equity</b>	
2803 Invested in Capital Assets	5,369,215.63
2807 Unrestricted Net Assets	-4,805,902.90
Net Income	150,400.40
<b>Total Equity</b>	<u>713,713.13</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>7,900,686.53</u></u>

Peekskill Housing Authority  
**Profit & Loss**  
 June 2023

	Jun 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	81,207.00
3110.2 Dunbar Heights	48,396.00
3110.4 Turnkey	25,616.00
	155,219.00
<b>Total 3110 Dwelling Rental</b>	
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	435.00
3190.2 Dunbar Heights	720.00
3190.4 Turnkey	240.00
	1,395.00
<b>Total 3190 Nondwelling Rental</b>	
3610 Interest on Gen. Fund Inv.	410.09
3690 Other Income	
3690.1 Laundry Room Income	1,601.58
3690.3 Health Center Rent	1,480.32
3690.6 Late Fees	
Bohlmann Towers	-56.19
Dunbar Heights	62.95
Turnkey	89.35
	96.11
<b>Total 3690.6 Late Fees</b>	
3690.8 Work Orders	
Bohlmann Towers	740.00
Dunbar Heights	160.80
Turnkey	665.00
	1,565.80
<b>Total 3690.8 Work Orders</b>	
3690.9 AC - BT	646.50
3690.9 Ac - TK	45.00
	5,435.31
<b>Total 3690 Other Income</b>	
3691 Other Income CFP Subsidy	16,667.00
8020 Operating Subsidy	
8020.1 AMP 1	73,711.00
8020.2 AMP2	75,730.00
	149,441.00
<b>Total 8020 Operating Subsidy</b>	
<b>Total Income</b>	328,567.40
<b>Expense</b>	
4110 Administrative Salaries	17,004.21
4130 Legal Expense	6,420.00
4170 Accounting Fees	1,800.00
4171 Auditing Fees	780.00
4190.4 Collection Fees/Court Co	660.00
4190.5 Forms, Station, & Office	2,288.63
4190.6 All Other Sundry	2,300.48
4190.7 Admin. Service Contracts	6,949.96
4190.72 Payroll Fees	257.48
4220.01 Other Tenant Services	110.19
4320 Electricity	23,089.74
4330 Gas	13,249.97
4335 Propane	1,390.91
4340 Fuel	25,242.46
4410 Labor	44,594.15
4420 Materials	
4420.01 Supplies - Grounds	12,489.21
	12,489.21
<b>Total 4420 Materials</b>	

4:56 PM

07/06/23

Accrual Basis

Peekskill Housing Authority  
Profit & Loss  
June 2023

	Jun 23
4430.1 Garbage & Trash Removal	21,060.00
4430.10 Alarm/Extinguish Contra	1,732.00
4430.11 Routine Maint Contracts	10,646.59
4430.12 Other Maint Contracts	1,289.16
4430.2 Heating & Cooling Contra	27,336.00
4430.5 Landscaping Contracts	7,876.00
4430.6 Unit Turnaround Contract	13,500.00
4430.9 Exterminating Contracts	794.00
4510 Insurance Expense	30,153.00
4520 Payments in Lieu of Taxes	15,939.53
4540 Employee Benefits	
4540.1 Employee Ben - Admin	647.38
4540.2 Employee Ben - Maint	2,419.17
4540.3 Employee Ben - Utilities	0.00
4540.6 GASB-68 Admin	6,523.00
Total 4540 Employee Benefits	9,589.55
4570 Collection Losses	8,333.00
66000 - Payroll Expenses	0.00
Total Expense	306,876.22
Net Ordinary Income	21,691.18
Other Income/Expense	
Other Expense	
4805 ROSS 2022 Expenses	5,960.00
Total Other Expense	5,960.00
Net Other Income	-5,960.00
Net Income	15,731.18



Peekskill Housing Authority  
**Profit & Loss**  
 April through June 2023

	Apr - Jun 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	246,512.00
3110.2 Dunbar Heights	160,301.01
3110.4 Turnkey	80,925.00
	487,738.01
<b>Total 3110 Dwelling Rental</b>	<b>487,738.01</b>
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	2,145.00
3190.2 Dunbar Heights	2,265.00
3190.4 Turnkey	750.00
	5,160.00
<b>Total 3190 Nondwelling Rental</b>	<b>5,160.00</b>
3610 Interest on Gen. Fund Inv.	1,318.20
3690 Other Income	
3690.1 Laundry Room Income	6,209.64
3690.2 CAP Office Rent	900.00
3690.3 Health Center Rent	2,960.64
3690.6 Late Fees	
Bohlmann Towers	997.26
Dunbar Heights	879.55
Turnkey	224.42
	2,101.23
<b>Total 3690.6 Late Fees</b>	<b>2,101.23</b>
3690.8 Work Orders	
Bohlmann Towers	1,265.00
Dunbar Heights	205.80
Turnkey	685.00
	2,155.80
<b>Total 3690.8 Work Orders</b>	<b>2,155.80</b>
3690.9 AC - BT	965.39
3690.9 Ac - TK	135.00
3690 Other Income - Other	0.80
	15,428.50
<b>Total 3690 Other Income</b>	<b>15,428.50</b>
3691 Other Income CFP Subsidy	50,001.00
8020 Operating Subsidy	
8020.1 AMP 1	236,959.60
8020.2 AMP2	289,783.20
	526,742.80
<b>Total 8020 Operating Subsidy</b>	<b>526,742.80</b>
<b>Total Income</b>	<b>1,086,388.51</b>
<b>Expense</b>	
4110 Administrative Salaries	63,629.20
4130 Legal Expense	11,375.00
4140 Staff Training	2,520.00
4170 Accounting Fees	5,400.00
4171 Auditing Fees	2,340.00
4190.2 Membership Dues & Fees	60.00
4190.3 Telephone	202.34
4190.4 Collection Fees/Court Co	1,650.00
4190.5 Forms, Station. & Office	2,930.71
4190.6 All Other Sundry	11,400.16
4190.7 Admin. Service Contracts	12,649.88
4190.71 Leases	865.41
4190.72 Payroll Fees	735.30
4190.9 Advertising	1,724.00
4220.01 Other Tenant Services	349.63
4310 Water & Sewer	64,283.81
4310.9 Sewer Taxes	23,303.81
4320 Electricity	36,412.19

4:58 PM  
 07/06/23  
 Accrual Basis

**Peekskill Housing Authority**  
**Profit & Loss**  
 April through June 2023

	Apr - Jun 23
4330 Gas	120,618.10
4335 Propane	4,431.91
4340 Fuel	85,553.29
4410 Labor	130,696.26
4420 Materials	
4420.01 Supplies - Grounds	25,212.99
Total 4420 Materials	25,212.99
4430.1 Garbage & Trash Removal	21,060.00
4430.10 Alarm/Extinguish Contra	2,043.40
4430.11 Routine Maint Contracts	10,896.59
4430.12 Other Maint Contracts	7,519.16
4430.2 Heating & Cooling Contra	27,336.00
4430.4 Elevator Contracts	5,664.91
4430.5 Landscaping Contracts	7,876.00
4430.6 Unit Turnaround Contract	13,500.00
4430.9 Exterminating Contracts	3,672.00
4510 Insurance Expense	65,995.00
4520 Payments in Lieu of Taxes	15,939.53
4540 Employee Benefits	
4540.1 Employee Ben - Admin	27,947.98
4540.2 Employee Ben - Maint	66,726.72
4540.6 GASB-68 Admin	20,963.00
Total 4540 Employee Benefits	115,637.70
4570 Collection Losses	24,804.00
Total Expense	930,288.28
Net Ordinary Income	156,100.23
Other Income/Expense	
Other Income	
8029.53 ROSS Grant	5,835.13
8029.50 - 8029.50 Capital Fund Grant 2020	6,095.00
Total Other Income	11,930.13
Other Expense	
4805 ROSS 2022 Expenses	17,629.96
Total Other Expense	17,629.96
Net Other Income	-5,699.83
Net Income	150,400.40

**Peekskill Housing Authority**  
**Summary Operating Statement - Budget and Actual**  
**Three Months Ended June 30, 2023**

<b>Revenue</b>	Prior Year Year-to-Date Actual	Annual Budget (Dollars)	Year-to-Date Budget	Year-to-Date Actual	Variance - Favorable (Unfavorable)
Operating Receipts					
Dwelling Rentals	417,921	1,862,650	465,663	487,738	22,076
Nondwelling Rent	5,804	21,960	5,490	5,160	(330)
Interest Income	36	2,000	500	1,318	818
Other Income	25,173	71,000	17,750	15,428	(2,322)
HUD Operating Subsidy	438,423	1,600,000	400,000	526,743	126,743
CFP Operations Subsidy	41,250	200,000	50,000	50,001	1
<b>Total Operating Receipts - Including HUD Contril</b>	<b>928,607</b>	<b>3,757,610</b>	<b>939,403</b>	<b>1,086,388</b>	<b>146,986</b>
<b>Expenses</b>					
Operating Expenditures					
Administrative:					
Administrative Salaries	79,575	391,940	97,985	63,629	34,356
Legal Expense	10,405	66,000	16,500	11,375	5,125
Training	0	0	0	2,520	(2,520)
Travel	0	0	0	0	0
Accounting Fees	5,400	21,600	5,400	5,400	0
Auditing Fees	2,380	9,360	2,340	2,340	0
Telephone, Office Supplies, Miscellaneous	15,022	94,690	23,673	32,218	(8,546)
<b>Total Administrative Expenses</b>	<b>112,782</b>	<b>583,590</b>	<b>145,898</b>	<b>117,482</b>	<b>28,416</b>
Tenant Services:					
Contracts	0	0	0	0	0
Relocation and other	250	5,000	1,250	350	900
<b>Total Tenant Services Expenses</b>	<b>250</b>	<b>5,000</b>	<b>1,250</b>	<b>350</b>	<b>900</b>
Utilities:					
Water/Sewer	108,427	275,000	68,750	87,588	(18,838)
Electricity	60,761	275,000	68,750	36,412	32,338
Gas	56,751	200,000	50,000	120,618	(70,618)
Fuel	51,109	360,000	90,000	89,985	15
<b>Total Utilities Expenses</b>	<b>277,048</b>	<b>1,110,000</b>	<b>277,500</b>	<b>334,603</b>	<b>(57,103)</b>
Ordinary Maintenance & Operation:					
Labor-Maintenance	122,852	601,660	150,415	130,696	19,719
Materials - Maintenance	26,538	125,000	31,250	25,213	6,037
Maint Contract Costs	67,036	348,500	87,125	99,568	(12,443)
<b>Total Maintenance Expenses</b>	<b>216,426</b>	<b>1,075,160</b>	<b>268,790</b>	<b>255,477</b>	<b>13,313</b>
Protective Services:					
Contracts	0	0	0	0	0
<b>Total Protective Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
General Expense:					
Insurance	69,161	295,200	73,800	65,995	7,805
Payments in Lieu of Taxes	14,767	78,560	19,640	15,940	3,700
Employee Benefit Contributions	94,471	475,010	118,753	115,638	3,115
Collection Losses	24,916	100,000	25,000	24,804	196
<b>Total General Expenses</b>	<b>203,315</b>	<b>948,770</b>	<b>237,193</b>	<b>222,377</b>	<b>14,816</b>
Nonroutine Items:					
Extraordinary Items	7,530	0	0	0	0
<b>Total Operating Expenses</b>	<b>817,351</b>	<b>3,722,520</b>	<b>930,630</b>	<b>930,289</b>	<b>341</b>
<b>Net Income/(Loss)</b>	<b>111,256</b>	<b>35,090</b>	<b>8,773</b>	<b>156,099</b>	<b>147,327</b>

**PEEKSKILL HOUSING AUTHORITY  
RESOLUTION APPROVING THE  
PAYMENT OF MONTHLY BILLS AS LISTED  
JUNE 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 June 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 June 2023.

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>
Vice Chairman Jacqueline Simpkins				
Commissioner Nicola Smith-DeFreitas				
Commissioner Yvette Houston				
Commissioner Jessica Martinez				
Commissioner Robert Scott				
Commissioner Andre Rainer				

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

Effective: July 20<sup>th</sup>, 2023

\_\_\_\_\_  
Janneyn Phalen, Interim Executive Director

**Peekskill Housing Authority**  
**Transaction List by Vendor**  
 June 2023

Type	Date	Num	Memo	Amount
<b>Ace Computer Services Corp.</b>				
Bill	06/22/2023	6441	Equipment and set up	-2,099.96
Bill Pmt -Check	06/22/2023	17270	Equipment and set up	-2,099.96
<b>ADT Commercial</b>				
Bill	06/08/2023	15065...	Fire alarm inspection Kiley	-1,732.00
Bill Pmt -Check	06/08/2023	17262	Fire alarm inspection Kiley	-1,732.00
<b>APR Electrical Solutions</b>				
Bill	06/08/2023	04132...	Troubleshoot electrical emergency call- BT	-385.00
Bill Pmt -Check	06/08/2023	17252	Troubleshoot electrical emergency call- BT	-385.00
<b>Aquarius Capital</b>				
Bill	06/08/2023	2023P...	Annual GASB valuation	-3,000.00
Bill Pmt -Check	06/08/2023	17253	Annual GASB valuation	-3,000.00
<b>Carahsoft Technology Corp.</b>				
Bill	06/22/2023	1413240	Social Service Verification	-954.69
Bill Pmt -Check	06/22/2023	17271	Social Service Verification	-954.69
<b>Central Sonitec Security Group</b>				
Bill	06/08/2023		Fob System Changes 46166,45197,45049,44303	-350.00
Bill Pmt -Check	06/08/2023	17254	Fob System Changes 46166,45197,45049,44303	-350.00
<b>Chase Card</b>				
Bill	06/08/2023		VOID: Maintenance, Office Supplies and Contracts	0.00
Bill Pmt -Check	06/08/2023	17263	VOID: Maintenance, Office Supplies and Contracts	0.00
Bill	06/08/2023		Credit Card Expenses	-7,218.76
Bill Pmt -Check	06/08/2023	17286	Credit Card Expenses	-7,218.76
Bill	06/22/2023		Credit Card	-9,991.38
Bill Pmt -Check	06/22/2023	17272	Credit Card	-9,991.38
<b>City of Peekskill</b>				
Bill	06/22/2023	100, 1...	3rd Q 2023 Trash Pick up	-21,060.00
Bill Pmt -Check	06/22/2023	17273	3rd Q 2023 Trash Pick up	-21,060.00
<b>City of Peekskill (Gas)</b>				
Bill	06/22/2023		Gas-	-80.08
Bill Pmt -Check	06/22/2023	17274	Gas-	-80.08
<b>City of Peekskill Police Dept.</b>				
Bill	06/22/2023		Alarm Permit #1175 & #798	-80.00
Bill Pmt -Check	06/22/2023	17275	Alarm Permit #1175 & #798	-80.00
<b>Con Edison</b>				
General Journal	06/05/2023	Gas	807 Main St heat	9,129.66
General Journal	06/13/2023	Gas	Kiley Ctr	167.72
<b>CSEA</b>				
Bill	06/08/2023		Union Bi-weekly dues	-297.63
Bill Pmt -Check	06/08/2023	17268	Union Bi-weekly dues	-297.63
Bill	06/22/2023		Bi-Weekly Union Dues	-297.63
Bill Pmt -Check	06/22/2023	17276	Bi-Weekly Union Dues	-297.63
<b>CSEA Employee Benefit Fund</b>				
Bill	06/22/2023		Employe Dental and Vision Benefits	-1,717.65
Bill Pmt -Check	06/22/2023	17277	Employe Dental and Vision Benefits	-1,717.65
<b>Highland Welding Service</b>				
Bill	06/22/2023	23792	Welding Service	-165.00
Bill Pmt -Check	06/22/2023	17278	Welding Service	-165.00
<b>Home Depot Credit Services</b>				
Bill	06/08/2023		Maintenance Supplies	-7,729.00
Bill Pmt -Check	06/08/2023	17264	Maintenance Supplies	-7,729.00
<b>Housing Authority Risk Retention Group</b>				
Bill	06/22/2023	65505...	Legal Defense expenses-Brown	-1,245.40
Bill Pmt -Check	06/22/2023	17279	Legal Defense expenses-Brown	-1,245.40
<b>Hudson Valley Fire, Inc.</b>				
Bill	06/22/2023	28774	Annual Fire Inspection	-600.40
Bill Pmt -Check	06/22/2023	17280	Annual Fire Inspection	-600.40
<b>International eProcurement, LLC</b>				
Bill	06/08/2023		EProcurement System annual fee	-1,500.00
Bill Pmt -Check	06/08/2023	17255	EProcurement System annual fee	-1,500.00
<b>John G. Cruikshank</b>				
Bill	06/08/2023	4977	Monthly Accounting Services-May 2023	-1,800.00
Bill Pmt -Check	06/08/2023	17256	Monthly Accounting Services-May 2023	-1,800.00



## Peekskill Housing Authority Transaction List by Vendor June 2023

Type	Date	Num	Memo	Amount
<b>Keith Staton</b>				
Bill	06/08/2023	9191	Service of Warrant and Eviction	
Bill Pmt -Check	06/08/2023	17249	Service of Warrant and Eviction	-220.00
Bill	06/08/2023		Service of Warrant & Eviction	-440.00
Bill Pmt -Check	06/08/2023	17257	Service of Warrant & Eviction	-440.00
<b>Kimberlyn McIver</b>				
Bill	06/08/2023	023	ROSS Coordinator Bi-Weekly Fees	-2,855.00
Bill Pmt -Check	06/08/2023	17251	ROSS Coordinator Bi-Weekly Fees	-2,855.00
Bill	06/22/2023		ROSS Coordinator Bi-Weekly Fees	-2,855.00
Bill Pmt -Check	06/22/2023	17269	ROSS Coordinator Bi-Weekly Fees	-2,855.00
<b>MGR Restoration</b>				
Bill	06/08/2023		Unit Turnover 3T	-13,500.00
Bill Pmt -Check	06/08/2023	17258	Unit Turnover 3T	-13,500.00
<b>New York Power Authority</b>				
Bill	06/08/2023		VOID: May 2023 Electricity	0.00
Bill Pmt -Check	06/08/2023	17265	VOID: May 2023 Electricity	0.00
Bill	06/08/2023		April Electricity all sites	-12,233.63
Bill Pmt -Check	06/08/2023	17287	April Electricity all sites	-12,233.63
Bill	06/22/2023	61001...	May Electricity all sites	-10,856.11
Bill Pmt -Check	06/22/2023	17281	May Electricity all sites	-10,856.11
<b>NYS and Local Retirement Systems</b>				
General Journal	06/14/2023	ERS	June pension payt	1,121.24
<b>NYSIF</b>				
Bill	06/22/2023	63261...	Workers Comp	-1,201.50
Bill Pmt -Check	06/22/2023	17282	Workers Comp	-1,201.50
<b>Pestech</b>				
Bill	06/22/2023	1024041	Extermination June	-794.00
Bill Pmt -Check	06/22/2023	17283	Extermination June	-794.00
<b>Pierro &amp; Kamensky</b>				
Bill	06/08/2023		Retainer for April and May 2023	-6,400.00
Bill Pmt -Check	06/08/2023	17266	VOID: Retainer for April and May 2023	0.00
Bill	06/08/2023		VOID:	0.00
Bill Pmt -Check	06/08/2023	17288	Retainer for April and May 2023	-6,400.00
Bill	06/08/2023			-20.00
Bill Pmt -Check	06/08/2023	17289		-20.00
<b>Pitney Bowes Purchase Power</b>				
Bill	06/22/2023		Postage machine refill	-1,058.33
Bill Pmt -Check	06/22/2023	17284	Postage machine refill	-1,058.33
<b>Ready Refresh</b>				
Bill	06/08/2023		Office Water	-207.46
Bill Pmt -Check	06/08/2023	17259	Office Water	-207.46
<b>Right-Trak Design Inc.</b>				
Bill	06/08/2023	20937	HUD EPIC submissions	-904.16
Bill Pmt -Check	06/08/2023	17260	HUD EPIC submissions	-904.16
<b>Rivera's Landscaping and Construction Inc</b>				
Bill	06/08/2023		April and May Landscaping all sites	-7,876.00
Bill Pmt -Check	06/08/2023	17261	April and May Landscaping all sites	-7,876.00
<b>Robison Oil</b>				
General Journal	06/16/2023	Oil	June oil payts	14,818.86
<b>Suburban Propane</b>				
Bill	06/08/2023		Temp tank rental and propane delivery	-732.91
Bill Pmt -Check	06/08/2023	17267	Temp tank rental and propane delivery	-732.91
Bill	06/22/2023		Suburban Propane delivery	-658.00
Bill Pmt -Check	06/22/2023	17285	Suburban Propane delivery	-658.00
<b>Sun-Dance Energy Contractors Inc.</b>				
Bill	06/08/2023	9098	Boiler repair Bohlmann Towers	-27,336.00
Bill Pmt -Check	06/08/2023	17250	Boiler repair Bohlmann Towers	-27,336.00



## INTRODUCTION

The purpose of this policy is to establish procedures for managing the operations and safeguarding the assets of the Peekskill Housing Authority (Housing Authority). This includes identifying Housing Authority staff responsibilities for managing the successful execution of this Internal Control policy. The Executive Director is directly responsible for carrying out all policies established by the Commissioners and has the responsibility of hiring, training and supervising all Housing Authority staff. Housing Authority staff manage the day-to-day operations of the Housing Authority to ensure compliance with federal and state laws, safeguard its assets and prevent and detect errors and fraud for all Housing Authority programs. Additionally, the Executive Director's duties include budgeting and financial planning for the Housing Authority. The Housing Authority's mission is to provide safe, affordable housing, economic opportunities and a suitable living environment free from discrimination.

- 1) Internal controls are defined by the Peekskill Housing Authority as “the plan of organization and the related processes and procedures for assuring achievement of the Housing Authority’s objectives, operational effectiveness and efficiency, reliable financial reporting and compliance with laws, regulations and policies. Adequate internal controls also reduce the risk of asset loss. Housing authorities should address financial controls through both prevention and detection. Internal controls of Peekskill Housing Authority are designed to accomplish the following:
  - a) Safeguarding resources against waste, fraud, and inefficiency
  - b) Promoting accuracy and reliability in accounting and operating data
  - c) Encouraging and measuring compliance with local agency policy
  - d) Evaluating the efficiency of financial operations in all departments of the authority.
  - e) Compliance with HUD regulations and all federal, state and local laws.
  
- 2) Peekskill Housing Authority shall maintain and periodically review (at least annually) policies related to personnel, procurement, rentals, collection, fiscal operations, and investments. All revisions shall be board approved. All policies

## PEEKSKILL HOUSING AUTHORITY INTERNAL CONTROL POLICY

are submitted to HUD for review as a part of the five year planning process.

- 3) Peekskill Housing Authority shall segregate duties to the greatest extent possible given organization size and staffing levels. Due to the small size of Peekskill Housing Authority employees may be cross trained to perform job functions in another employee's absence.
- 4) Cash is not accepted by the Peekskill Housing Authority. Rental receipts are primarily checks or money orders. Checks and money orders received via mail or in person from residents are taken by the housing staff. A batch in Yardi is equal to each deposit total. Funds are deposited periodically via electronic bank scanner. Funds not deposited are maintained in a locked file cabinet. Deposits are kept in a binder with the list of deposits from Yardi along with the deposit receipt from the bank. The Assistant Director reviews amounts deposited into Yardi and compares batches to on-line bank records. Charges other than rent are usually limited and for things like late fees. Further, rental charges and cash receipts are monitored analytically on a monthly basis.
- 5) Cash loans to employees are prohibited. This includes payroll advances. Loans against employee retirement plans are available as prescribed by New York State from the NYS Retirement System payroll deduction.
- 6) Housing Authority Insurance Coverage
  - a) An insurance schedule is to be maintained and updated annually by the Accounting Department that lists carrier, coverage limits, premiums, deductibles and expiration dates. This schedule will be reviewed by the Executive Director annually.
  - b) All Peekskill Housing Authority employees will be covered by an employee fidelity bond. This bond shall be in an amount not less than \$100,000.
  - c) All board members (including the Executive Director) are to be covered by an Errors & Omissions Policy. This coverage shall be in an amount not less than \$1,000,000.
  - d) Insurance coverage limits for property are reviewed bi-annually via an onsite review by a professional in the insurance field to ensure that coverage amounts are adequate.

## PEEKSKILL HOUSING AUTHORITY INTERNAL CONTROL POLICY

- 7) All Peekskill Housing Authority general ledger records shall be kept up to date and in accordance with the HUD system of accounts.

The Senior Office Assistant is charged with the processing of recertifications and entering the rent amounts in Yardi. The fee accountant compares balances every month. Rents are set by HUD and therefore are easily monitored since it is simply a calculation of units multiplied by the assigned rent. Tenant accounts receivable is a major component of the HUD interim Public Housing Assessment System (PHAS) scoring system, and is therefore monitored closely by all Housing Authority personnel.

- a) Control accounts (rental and security deposit accounts) shall be balanced with subsidiary accounts monthly by the fee accountant. All rent rolls are to be maintained by the Tenant Relations Assistant, Senior Office Assistant and Housing Staff and reviewed monthly by the Fee Accountant.
  - b) Journal entries shall be approved by the Fee Accountant prior to the monthly closing of the books. (Including automatic entries detailed below)
  - c) Recurring, automatic posting journal entries shall be used for repetitive items to the greatest extent possible (i.e. posting rent receivables, port-in billing, amortization, accruals, etc.). This reduces the potential for human entry error.
  - d) The fee accountant reconciles all bank accounts on a monthly basis. These are reviewed and approved by the ED.
  - e) Financial Statements including Income Statements and Balance Sheets, shall be presented to the board monthly. The Income Statement shall compare YTD expenditures to YTD budget. Any abnormalities, significant variances with the budget, or significant expenditures shall be reviewed with the board by the Executive Director.
  - f) All accounting records are backed up by the fee accountant and Assistant Director continuously to an alternate location via the internet.
- 8) Budget: The Executive Director in coordination with the fee accountant shall prepare a formal budget each year that will be presented to and approved by the board of Commissioners by



## PEEKSKILL HOUSING AUTHORITY INTERNAL CONTROL POLICY

board resolution. If necessary, interim budget revisions shall also be presented to the board for approval. The budget will be entered into the Housing Authority accounting system to allow for monthly financial review of budget versus actual expenses.

### 9) Peekskill Housing Authority Petty Cash

- a) Responsibility for petty cash is assigned to the Assistant Director who serves as the petty cash custodian.
- b) Petty cash receipts are reviewed and approved by the Executive Director.
- c) Petty cash is limited to items of limited value (i.e. less than \$500) that would not be ordered via purchase order or through direct reimbursement.
- d) Petty cash is signed for, in ink on a preprinted form, by the person receiving the cash.
- e) Valid receipts are required for the use of petty cash.
- f) Petty cash is not to be utilized for check cashing purposes.
- g) Petty cash must be reconciled by the Assistant Director and recorded on the general ledger by the fee accountant prior to replenishment. The petty cash reconciliation is reviewed and approved by the Executive Director.
- h) The petty cash lock box shall be stored in the safe as protection from misuse and fire.

### 10) Peekskill Housing Authority depository accounts

- a) All bank accounts shall be authorized by the board of Commissioners.
- b) Bank statements are obtained online and directed to the Executive Director for review and subsequently the Assistant Director. Statements are then forwarded to the Fee Accountant after review and reconciliation. This review shall include the following:
  - i) review of check numbers
  - ii) review of authorized signatures
  - iii) comparison to general ledger cash balance
  - iv) review of transfers, direct deposits, and direct drafts
  - v) review of NSF items
  - vi) comparison to cash logs
- c) All bank accounts shall have running balances available to accurately forecast cash uses, receipts and needs.

## PEEKSKILL HOUSING AUTHORITY INTERNAL CONTROL POLICY

Excess cash should be transferred to higher yield investment accounts in accordance with Peekskill Housing Authority Investment Policy.

- d) Completed bank reconciliations will be reviewed and approved monthly by the Executive Director.
- 11) Peekskill Housing Authority disbursements
- a) With the exception of petty cash and pre-authorized vendor direct drafts, all disbursements are to be made by check.
  - b) All checks are printed on pre-numbered checks by our software and issued in sequence. Cancelled or otherwise unused checks will be retained to prove sequence.
  - c) All bank, vendor and other information is printed on the checks by the software and only authorized users have password access to the software.
  - d) All vendor checks are hand signed. No signature plates are used. Checks are signed by the ED and Chairman/Vice Chairman. The Senior Office Assistant and the Tenant Relations Assistant may also sign as secondary signers in the absence of the Chairman/Vice Chairman.
  - e) All vouchers are prepared by the Assistant Director and approved by the Executive Director prior to preparation of checks. Vouchers will have the following components reviewed:
    - i) Authorization (PO, etc.)
    - ii) Receipt of goods
    - iii) Amount paid.
    - iv) Account coding
    - v) Expense reasonableness (travel and training expenses and reimbursements)
    - vi) All reimbursement transfers between accounts are approved by the Executive Director prior to the transfer.
    - vii) All vouchers are to be marked paid after a check is issued to prevent duplicate payments.
    - viii) All checks are designated for dual signatures and are encouraged but not required.
- 12) Peekskill Housing Authority Purchasing:
- a) Peekskill HA is subject to both NYS purchasing guidelines and Federal Uniform Guidance; in each case the authority will follow the most restrictive guidelines.

## PEEKSKILL HOUSING AUTHORITY INTERNAL CONTROL POLICY

- b) Purchasing transactions begin with the issuance of a purchase order by the Assistant Director and approved by the ED. All maintenance purchases require a purchase order which may only be issued by the Executive Director or the Assistant Director. All vouchers for payments must be accompanied by an approved purchase order. This includes maintenance items purchased with a credit card.
- c) All purchases are reviewed first by the Assistant Director and then by the ED prior to the issuance and signing of check payments.
- d) All items shall be procured in accordance with the pha's procurement policy and HUD regulations as outlined in this section:
  - i) Procurement by micro purchases – for supplies or services of less than \$10,000. Every attempt will be made to distribute micro purchases equitably among suppliers. No need for soliciting competitive quotations but the purchaser will document the purchase in the procurement files and make every effort to ensure that the purchase is reasonably priced.
  - ii) Procurement by Small Purchasing Procedures – simple and informal methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold as stated in section 12 (i). The agency is required to obtain prices or rate quotations from an adequate number of qualified sources. Where feasible at least three (3) quotes will be obtained and documentation included in the procurement files for that purchase.
  - iii) Procurement by Sealed Bids – Preferred for construction. The PHA will publicly bid these purchases in compliance with the Uniform Code which requires bids to be publicly solicited and a firm fixed-price contract awarded. All purchases will meet the specific conditions outlined in the code of regulations for sealed bid solicitations.
  - iv) Procurement by Competitive Proposal – may be fixed price or cost-type. Used when conditions for sealed bids are not appropriate. Request for proposal must be public with all evaluation criteria identified. Adequate number of qualified sources. Written method for evaluation.
  - v) Procurement by Noncompetitive Proposals – proposal from only one source. These purchases must meet at least one of the following criteria: available only from one source, be of an emergency nature or present a public exigency situation.



## PEEKSKILL HOUSING AUTHORITY INTERNAL CONTROL POLICY

- vi) Peekskill Housing Authority will remain in compliance with 2 CFR Part 200.313-.315, et al – Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards– Subpart D – Property Standards. The policy will be effective for all programs.
  - vii) The agency will seek prior approval from HUD to enter into any noncompetitive proposal.
  - viii) Purchasing activities shall be independent of the receiving and payment functions. All goods will be inspected to ensure that the correct quantity and quality have been provided.
- 13) **Credit Card Policy**
- a) Peekskill Housing Authority limits the use of credit cards to Home Depot cards for the purchase of routine maintenance items, and three bank issued credit cards for other limited use. Gas for Housing Authority vehicles is purchased from the City of Peekskill which tracks purchases and invoices monthly for these expenses.
  - b) The use of a Purchasing Card is a privilege granted to a limited number of employees by the Peekskill Housing Authority. It is expected that it will be used responsibly and only for purchases related to Housing Authority business. These purchases must comply with all Housing Authority purchasing policies, procedures and administrative instructions. The Housing Authority will seek reimbursement for any inappropriate charges made on the card. Fraudulent or intentional misuse of the card will result in revocation of the card and may result in disciplinary action. All transactions made against a Housing Authority issued purchasing card are public information and are subject to internal and external audit. The Housing Authority reserves the right to ask the cardholder to provide an explanation for any transaction. The cardholder is required to respond promptly to such requests for information and is required to reimburse the Housing Authority for any charges considered to be inappropriate.
  - c) **Prohibited Transactions and Activities:** All prohibited transactions and activities will be documented and certain activities may result in suspension or immediate revocation of the card. Prohibited card transactions include but are not limited to the items below:



## PEEKSKILL HOUSING AUTHORITY INTERNAL CONTROL POLICY

- i) Purchases that circumvent the Housing Authority's procurement policies and procedures.
  - ii) Routine purchases that should be paid utilizing the purchase order process.
  - iii) Purchase of IT or telecommunication equipment or related items without authorization.
  - iv) Splitting a purchase to intentionally circumvent the limitations of the purchasing card.
  - v) Allowing the card to be used by another individual without the permission of the Executive Director.
  - vi) Purchase of services.
  - vii) Purchase of alcoholic beverages or any substance or material that violates policies, laws and/or regulations pertaining to the City of Peekskill.
  - viii) Personal or unauthorized purchases.
  - ix) Any purchases associated with non-Housing Authority sponsored events (birthdays, retirements, condolences, etc.) which include, but are not limited to, the purchase of gifts, flowers, balloons, greeting cards, table settings, meals, décor, etc.
  - x) Purchase of entertainment (movies, shows, music, concerts, etc.).
  - xi) Withdrawing cash, traveler checks, or money orders.
  - xii) Accepting cash in lieu of a credit against the Purchasing Card account.
  - xiii) Card use, employee fraud.
  - xiv) Failing to provide the assigned Assistant Director with required itemized receipts.
  - xv) Failing to provide, when requested, information about any specific purchase.
- d) The Assistant Director and Executive Director review all credit card expenditures on a monthly basis.
- 14) **Travel Policy**
- i) Peekskill Housing Authority recognizes the value of training, professional conferences, seminars and meetings. The Housing Authority will reimburse employees and commissioners for the reasonable costs associated with approved attendance at training sessions, professional conferences, seminars and meetings. The employee incurring the travel or meeting cost is responsible for having travel and attendance at meetings pre-approved by the Executive Director.

## PEEKSKILL HOUSING AUTHORITY INTERNAL CONTROL POLICY

- ii) Reimbursable costs are limited to the following general classification of costs:
- iii) Transportation by air, bus, taxi or use of rental or personal vehicle reimbursed at rates not to exceed current GSA rates. Use of a rental vehicle at the destination must be pre-approved by the Executive Director and will be allowed only if it is less expensive and more practical than other available transportation. Employees shall not purchase optional insurance offered by the rental agency. Use of a Housing Authority or personal vehicle will be allowed when it is evident that transportation via other means is not practical or when it is less expensive. For example, use of a personal vehicle may be less expensive if two or more employees travel together. The owner of the personal vehicle will be reimbursed at the current per mile rate established by the Internal Revenue Service. Mileage will be calculated from the employee's residence or work to the destination, whichever is less. Mileage from home to the destination should not exceed the mileage from the employee's work location to the destination. To drive a personal vehicle on Housing Authority business, employees must possess a valid New York State driver's license and carry the minimum liability insurance required by law. Any damage to the car or repair occurring on the trip will be the individual's responsibility.
- iv) Lodging shall be at rates equal to or less than current GSA Schedule rates. The Housing Authority uses the Domestic Per Diem Rates established by the U.S. General Services Administration (GSA). The GSA rates vary by destination and are available on the GSA website. Peekskill Housing Authority will pay for a single room (including taxes) for as many nights as necessary during the conference or training.
- v) Meals and incidentals while attending meetings, seminars or conferences will also be reimbursed at current GSA per diem rates for the geographic area where the event is held.
- vi) Other travel related expenses such as registration, parking, internet and phone charges. Documentation of all expenses must be submitted to the Executive Director. If the Executive Director is the individual requesting reimbursement expenses will be authorized by a signed authorization form by the Chairman of the Board.
- vii) All employees and commissioners will use the most efficient means of conveyance.

## PEEKSKILL HOUSING AUTHORITY INTERNAL CONTROL POLICY

- viii) Reasonable charges for ground transportation (taxi, train, bus or personal vehicle) between the airport and office or home will be reimbursed. When using a personal vehicle, long-term airport parking should be used for travel exceeding 24 hours.
- ix) Use of a Housing Authority or personal vehicle will be allowed when it is evident that transportation via other means is not practical or when it is less expensive. For example, use of a personal vehicle may be less expensive if two or more employees travel together. The owner of the personal vehicle will be reimbursed at the current per mile rate established by the Internal Revenue Service. Mileage will be calculated from the employee's residence or work to the destination, whichever is less. In other words, mileage from home to the destination should not exceed the mileage from the employee's work location to the destination. To drive a personal vehicle on Housing Authority business, employees must possess a valid New York State driver's license and carry the minimum liability insurance required by law. Any damage to the car or repair occurring on the trip will be the individual's responsibility.
- x) If a credit card is needed to hold a reservation, the Assistant Director or Executive Director will use a Housing Authority card to hold the reservation.  
Other costs: Other costs incurred by an employee that may be eligible for reimbursement include, but are not limited to, registration fees, printed materials, and other costs associated with local meetings as either host or participant, and telephone or internet fees. Telephone and internet fees should be approved by the Executive Director. The Housing Authority *will not* reimburse employees for any personal purchases or fines.
- xi) Supporting documentation including a copy of the meeting agenda and itinerary, hotel bills, airline bills, certificates of attendances, receipts for reimbursement, and other documentation associated with the travel/meeting shall be prepared by the employee and submitted to the Assistant Director. This includes both when reimbursement is sought or as documentation of advanced payment of costs (i.e. per diem payment).



**PEEKSKILL HOUSING AUTHORITY INTERNAL CONTROL POLICY**

<b>Procedure</b>	<b>Responsible Party</b>
Obtain approval for travel of attendance at a meeting	Employee
Approve employee request for travel or attendance at a meeting after confirming sufficient budget is available	Assistant Director , then Executive Director
Make reservations according to policies	Employee
Maintain records for all cost incurred and obtain receipts	Employee
Prepare Travel and Meeting Expense Report and attach receipts and supporting documentation and submit to Finance	Employee
Review and approve reimbursement to employee	Assistant Director, then Executive Director

**15) Peekskill Housing Authority Payroll**

- a) **Personnel records shall be maintained in a locked area with access restricted to those payroll clerks with human resource responsibilities.**
- b) **Executive Director approval is required for both addition to and deletion of names from the payroll listing.**
- c) **All appointments of new employees require both the Board of Commissioner and County Civil Service Approval.**
- d) **Executive Director approval is required for interim changes to salary rates of employees.**
- e) **Board approval is required for annual salary schedule adoption. The salary schedule is presented to the board in an executive session during an open board meeting. Board approval is obtained through the approval of the collective bargaining agreement, contracts, resolutions, and budgets that incorporate wages as line items during the annual budget approval process.**
- f) **All data in the timesheet must be completed (either typed or printed). All eligible employees must sign all completed timecards at the end of the pay period. The Executive Directors signature must be obtained prior to submitting timecards to the Assistant Director for processing.**
- g) **Straight time, overtime, holiday, personal and major medical amounts paid are all reviewed by the Assistant**

## PEEKSKILL HOUSING AUTHORITY INTERNAL CONTROL POLICY

Director and the Executive Director prior to preparation of payroll by the PHA retained payroll service.

- h) Direct deposit is utilized for payroll accounts and does not require a signature. The Executive Director reviews and approves all payroll before it is processed.
- i) The payroll company is currently tracking all accrual time (sick, vacation, personal) for everyone in the authority.
- j) Each month, the fee accountant will reconcile the payroll bank account with the general ledger.

### 16) Tenant Accounts Receivable

- a) Amounts contained in the tenant accounts receivable are reviewed monthly by the Assistant Director, Executive Director and Fee Accountant.
- b) Past due resident accounts receivable are reviewed by the Executive Director, Assistant Director and Fee Accountant.
- c) After the 15<sup>th</sup> day of the month, the Tenant Relations Assistant will review past due tenant accounts receivable and produces a 14-day demand for payment notice. The 14-day notice and amount due is reviewed and signed by the Executive Director. The 14-day notice is sent to all adult household members via regular and certified mail.
- d) Tenant rent payments will only be accepted by check, money order, or deposited electronically via a bank app. Cash payments will not be accepted. Checks and money orders will be deposited daily.
- e) Write offs of uncollectible resident accounts receivable requires prior board approval by resolution at an open board meeting.
- f) Accounts receivable access is to be limited to housing and accounting personnel. Temporary access will be given to auditors during the annual audit period.
- g) The Peekskill Housing Authority will ensure the segregation of duties between the collection of the tenant payments and the recording of those amounts in the tenant ledger.
- h) Accounts receivable data is contained in computerized form. The computerized form is backed up continuously to an alternate location via the internet.

## PEEKSKILL HOUSING AUTHORITY INTERNAL CONTROL POLICY

### 17) Investments:

All Peekskill Housing Authority investments and pledged securities shall be obtained, recorded (including investment and interest revenue) and reviewed in accordance with the Peekskill Housing Authority Investment Policy. Investment Officer training shall also be conducted in accordance with this policy.

### 18) Physical Assets

a) Board approval is required for all real property acquisitions.

b) Real property will be used for its originally intended purpose

and at the time of disposal, the Housing Authority will obtain.

disposition instructions from the awarding agency.

c) Equipment is defined as tangible personal property (including IT systems) having a useful life of more than 1 year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization threshold for financial statement purposes or \$5,000. The Authority will use the straight-line depreciation method.

d) All computing devices will be treated as a supply if the acquisition cost is less than the lesser of the GAAP capitalization threshold or \$5,000, regardless of useful life.

e) Monitoring and management of Physical Asset;

i) The fee accountant will review all capital purchases and other purchases annually to determine if subject to capitalization.

ii) All capitalized items will be included in the Housing Authority Fixed Asset Inventory annually.

iii) Peekskill Housing Authority has adopted just-in-time supplies and materials purchasing procedures to minimize stock inventory and possible pilferage.

iv) The Housing Authority Stock Inventory: Supply minimum and maximum numbers have been developed by the maintenance staff in coordination with the Executive Director. Biweekly reorder requests will be sent to the Assistant Director for review and forwarded if the documentation is complete and accurate for approval by the Executive Director.

v) A system of checks and balances has been established to safeguard all agency assets.

## PEEKSKILL HOUSING AUTHORITY INTERNAL CONTROL POLICY

- f) **Items with a current per unit fair value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency. Items sold or disposed of with a value of over \$5,000 will be kept on a spreadsheet maintained by maintenance foreperson and given to the fee accountant at the end of the fiscal year.**
  - g) **Supplies – Supplies are defined as all personal property falling below the lesser of the housing authorities established limit for capitalization purposes or \$5,000. Title to supplies vests in the Housing Authority upon acquisition. No inventory is maintained. Purchased appliances are treated as supplies by the Housing Authority.**
- 19) **Housing Staff shall maintain occupancy records through the Housing Authority management system that indicates when each unit is vacated, how long it is in maintenance, how long it is in management for leasing and the re-rent date.**
- a) **Staff shall bring vacancy information immediately to the attention of the Executive Director. The Executive Director and/or staff will start tracking the progress of unit turnover on the designated spreadsheet.**
  - b) **Vacant unit tracking records are reviewed monthly, or more frequently if necessary, by the Executive Director with housing management and the maintenance staff.**
  - c) **Extended vacancies are reviewed in depth by the Executive Director to resolve the issues preventing the unit from being re-leased.**
- 20) **EIV Security – The Executive Director, the Assistant Director and Tenant Relations Coordinator each have access to HUD’s Enterprise Income Verification system (EIV). The EIV system allows the Authority to access income and other authority tenant data. The EIV system contains extremely sensitive personal tenant information. Authority employees that are granted access to the EIV system must follow strict security guidelines and protocols as mandated by HUD regulations. These requirements are outlined in the HUD EIV System User’s**



## PEEKSKILL HOUSING AUTHORITY INTERNAL CONTROL POLICY

Manual. All agency employees that are granted access are trained in the use and handling of protected personal information provided in the system for income verification purposes.

- a) Access to the EIV system is granted or revoked by the Executive Director who alone controls EIV system access.
- b) Authority employees will perform the required security training as outlined in the EIV manual.
- c) The Authority will obtain signed tenant consent on HUD form 9886 granting the authority access to EIV tenant data. The 9886 will be maintained in the tenant file and will be renewed every 15 months.
- d) The tenant file with the signed security agreement and related Rules of Behavior will be maintained by the Executive Director.
- e) The Executive Director may grant appropriate access to outside users such as the independent auditor and will maintain the signed Rules of Behavior provided by the user.

21) Where applicable, Peekskill Housing Authority shall bill residents in Bohlman Towers and Dunbar Heights for excess utilities for air conditioners and other appliances in compliance with HUD guidelines. Periodic inspections will be done by maintenance staff to ensure that residents are in compliance with agency rules governing the use and maintenance of the equipment.

22) Board Meetings shall be held in accordance with the agencies By-Laws and recorded by detailed minutes which are approved by the Board and maintained indefinitely.

(23) Miscellaneous Provisions:

- a) Partisan political activity is prohibited by the Personnel Policy.
- b) Davis Bacon and related acts are to be adhered to in accordance with the Procurement Policy.
- c) Civil Rights issues shall be addressed in accordance with Section 3 of the Occupancy Policy.
- d) Annual HUD required reports shall be submitted in a timely manner by the appropriately responsible staff member.

## PEEKSKILL HOUSING AUTHORITY INTERNAL CONTROL POLICY

- e) A formal cost allocation plan shall be maintained, updated and reviewed by the Executive Director annually.
- f) Public Housing Flat Rents shall be reviewed periodically and adjusted if necessary.

Capital Fund Program - Five-Year Action Plan

Status: Approved

Approval Date: 05/23/2023

Approved By: MURPHY, NORMAN

Part I: Summary						
PHA Name : Peekskill Housing Authority		Locality (City/County & State)				
PHA Number: NY082		<input checked="" type="checkbox"/> Original 5-Year Plan		<input type="checkbox"/> Revised 5-Year Plan (Revision No: )		
A.	Development Number and Name	Work Statement for Year 1 2023	Work Statement for Year 2 2024	Work Statement for Year 3 2025	Work Statement for Year 4 2026	Work Statement for Year 5 2027
	BOHLMANN TOWER/DUNBAR HGT (NY082000002)	\$509,208.00		\$770,309.00	\$129,634.00	\$160,000.00
	AUTHORITY-WIDE	\$229,000.00	\$370,084.00	\$209,069.00	\$369,000.00	\$578,878.00
	BOHLMANN TOWER/DUNBAR HGT (NY082000001)	\$273,670.00	\$641,794.00	\$32,500.00	\$513,244.00	\$273,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	BOHLMANN TOWER/DUNBAR HGT (NY082000002)			\$509,208.00
ID0022	Dunbar Heights kitchen replacement - CPF(Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets)	Modernization of all kitchens at Dunbar Heights done in phases based on available CPF funds - CPF Community Project Funding		\$320,000.00
ID0039	DH Erosion Site work(Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Storm Drainage)	Erosion site work at Dunbar Heights - 696 Highland Ave needs drainage work. PHA will work with the Architects/Engineers to design this when available.		\$157,574.00
ID0069	A/E Dunbar Heights Site Design(Contract Administration (1480)-Other Fees and Costs)	Site design for Erosion work at Dunbar Heights		\$31,634.00
	AUTHORITY-WIDE (NAWASD)			\$229,000.00
ID0043	Operations(Operations (1406))	Operations		\$199,000.00
ID0068	Complete a Physical Needs Assessment(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Procure and complete a Physical Needs Assessment, reporting on the needs of the housing units and bldgs.		\$30,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2023		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	BOHLMANN TOWER/DUNBAR HGT (NY082000001)			\$273,670.00
ID0044	Compactor/Chute System(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Replace compactor and chute system at BT		\$273,670.00
	Subtotal of Estimated Cost			\$1,011,878.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2024		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$370,084.00
ID0045	Computer Software Upgrades(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	New YARDI modules to include tenant portals and hand held devices for maintenance work orders		\$50,000.00
ID0046	Operations(Operations (1406))	operations		\$199,000.00
ID0048	Rodent Weatherization upgrades(Non-Dwelling Exterior (1480)-Other)	Assess all buildings to identify gaps, leaks and openings. Fix and repair all items found to help with heat loss and rodent access		\$86,450.00
ID0070	Purchase a skid steer(Operations (1406))	Purchase a skid steer		\$34,634.00
	BOHLMANN TOWER/DUNBAR HGT (NY082000001)			\$641,794.00
ID0049	BT Elevator Repalcement/Repair(Non-Dwelling Construction - Mechanical (1480)-Elevator)	Replace or upgrade current elevator system at BT		\$400,000.00



Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0050	BT roof repair(Dwelling Unit-Exterior (1480)-Roofs)	BT roof repair or replacement		\$241,794.00
	Subtotal of Estimated Cost			\$1,011,878.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$209,069.00
ID0051	Operations(Operations (1406))	Operations		\$199,000.00
ID0052	Provide hand held devices - Work Order tracking(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Cut down turnaround time for completed work orders that are manually entered into the system at this time. Would save the time needed to get the physical paper back to the home office, the handheld work order systems work well, there is a slight learning curve, but in the end, works fairly well and you can track things much better.		\$10,069.00
	BOHLMANN TOWER/DUNBAR HGT (NY082000001)			\$32,500.00
ID0053	Computer Hardware/Software - Provide 4 computers(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	With upcoming newly implemented tenant-friendly rent payment and reporting software, the residents will need to be trained on how to use this system in order to cut down income reporting deficiencies and late rent payments that are currently only accepted through money order or check.		\$32,500.00
	BOHLMANN TOWER/DUNBAR HGT (NY082000002)			\$770,309.00
ID0054	Dunbar Heights bathroom replacement - CDBG(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Tubs and Showers)	Update all bathrooms at Dunbar Heights in phases based on available CDBG - CDBG		\$325,675.00

Capital Fund Program - Five-Year Action Plan

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>				
<b>Work Statement for Year 3 2025</b>				
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
ID0055	Dunbar Heights Awning replacement over rear doors (Dwelling Unit-Exterior (1480)-Canopies)	replace all awnings over rear doors at Dunbar Heights, All 96 units		\$15,000.00
ID0057	Dunbar Heights Play area(Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment)	Install a play area and any necessary equipment needed at Dunbar Heights		\$215,000.00
ID0058	Dunbar Heights Energy Management System(Non-Dwelling Construction - Mechanical (1480)-Other)	Install new Energy Management system at Dunbar Heights		\$40,000.00
ID0059	TK - Railing Replacement(Dwelling Unit-Exterior (1480)-Other)	Turnkey sites - Install new railings at rear doors - 33 units		\$54,634.00
ID0060	TK - Door and screen door Replacement(Dwelling Unit-Exterior (1480)-Exterior Doors)	Turnkey sites - Install new doors and screen doors at 1227 Howard		\$65,000.00
ID0061	TK - Decks/Porch Replacement(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Decks and Patios)	Turnkey sites - Install new decks/porches - All 33 units		\$55,000.00
	Subtotal of Estimated Cost			\$1,011,878.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2026		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$369,000.00
ID0062	Operations(Operations (1406))	Operations		\$199,000.00
ID0065	Complete a Physical Needs Assessment(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Procure and complete a Physical Needs Assessment, reporting on the needs of the housing units and bldgs.		\$30,000.00
ID0066	Repositioning Legal Services(RAD Funds Pre Closing (1480))	Legal services - prepare for repositioning		\$100,000.00
ID0067	Main office AC Repairs(Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems)	Office AC repairs required		\$40,000.00
	BOHLMANN TOWER/DUNBAR HGT (NY082000002)			\$129,634.00
ID0063	Turnkey Kitchen renovation(Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing)	Renovation of Kitchens at all Turnkey locations		\$129,634.00

Capital Fund Program - Five-Year Action Plan

<b>Part II: Supporting Pages - Physical Needs Work Statements (s)</b>					
<b>Work Statement for Year</b>		<b>4</b>	<b>2026</b>		
<b>Identifier</b>	<b>Development Number/Name</b>	<b>General Description of Major Work Categories</b>		<b>Quantity</b>	<b>Estimated Cost</b>
	BOHLMANN TOWER/DUNBAR HGT (NY082000001)				\$513,244.00
ID0064	Bohlmann Towers kitchen replacement(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing)	Modernization of all kitchens at Bohlmann Towers done in phases based on available CFP funds			\$513,244.00
	Subtotal of Estimated Cost				\$1,011,878.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2027				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$578,878.00
ID0071	Operations(Operations (1406))	Operations		\$238,878.00
ID0075	Purchase Maintenance Truck(Operations (1406))	Purchase a Maintenance Truck		\$75,000.00
ID0076	Paint all units, all sites(Dwelling Unit-Interior (1480)-Interior Painting (non routine))	Painting out complete apartments, all sites		\$115,000.00
ID0077	Sidewalk repair, all sites(Dwelling Unit-Site Work (1480)-Pedestrian paving,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Repair/replace sidewalks, all sites, and all units		\$150,000.00
	BOHLMANN TOWER/DUNBAR HGT (NY082000002)			\$160,000.00
ID0072	Dunbar Heights - Play Area and Equipment(Non-Dwelling Site Work (1480)-Playground Areas - Equipment)	2nd court play area and equipment		\$115,000.00





Capital Fund Program - Five-Year Action Plan

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

<b>Part III: Supporting Pages - Management Needs Work Statements (s)</b>	
<b>Work Statement for Year</b> 1	2023
<b>Development Number/Name General Description of Major Work Categories</b>	<b>Estimated Cost</b>
Housing Authority Wide	
Operations(Operations (1406))	\$199,000.00
Complete a Physical Needs Assessment(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	\$30,000.00
Subtotal of Estimated Cost	\$229,000.00

Capital Fund Program - Five-Year Action Plan

<b>Part III: Supporting Pages - Management Needs Work Statements (s)</b>	
<b>Work Statement for Year</b> 2	2024
<b>Development Number/Name General Description of Major Work Categories</b>	<b>Estimated Cost</b>
Housing Authority Wide	
Computer Software Upgrades(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	\$50,000.00
Operations(Operations (1406))	\$199,000.00
Rodent Weatherization upgrades(Non-Dwelling Exterior (1480)-Other)	\$86,450.00
Purchase a skid steer(Operations (1406))	\$34,634.00
Subtotal of Estimated Cost	\$370,084.00

Capital Fund Program - Five-Year Action Plan

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

<b>Part III: Supporting Pages - Management Needs Work Statements (s)</b>	
<b>Work Statement for Year</b> 3	2025
<b>Development Number/Name General Description of Major Work Categories</b>	<b>Estimated Cost</b>
Housing Authority Wide	
Operations(Operations (1406))	\$199,000.00
Provide hand held devices - Work Order tracking(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	\$10,069.00
Subtotal of Estimated Cost	\$209,069.00

Capital Fund Program - Five-Year Action Plan

<b>Part III: Supporting Pages - Management Needs Work Statements (s)</b>	
<b>Work Statement for Year</b> 4	2026
<b>Development Number/Name General Description of Major Work Categories</b>	<b>Estimated Cost</b>
Housing Authority Wide	
Operations(Operations (1406))	\$199,000.00
Complete a Physical Needs Assessment(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	\$30,000.00
Repositioning Legal Services(RAD Funds Pre Closing (1480))	\$100,000.00
Main office AC Repairs(Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems)	\$40,000.00
Subtotal of Estimated Cost	\$369,000.00

Capital Fund Program - Five-Year Action Plan

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

<b>Part III: Supporting Pages - Management Needs Work Statements (s)</b>	
<b>Work Statement for Year</b> 5	2027
<b>Development Number/Name General Description of Major Work Categories</b>	<b>Estimated Cost</b>
Housing Authority Wide	
Operations(Operations (1406))	\$238,878.00
Purchase Maintenance Truck(Operations (1406))	\$75,000.00
Paint all units, all sites(Dwelling Unit-Interior (1480)-Interior Painting (non routine))	\$115,000.00
Sidewalk repair, all sites(Dwelling Unit-Site Work (1480)-Pedestrian paving,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	\$150,000.00
Subtotal of Estimated Cost	\$578,878.00