

PEEKSKILL HOUSING AUTHORITY



MONTHLY BOARD OF COMMISSIONERS REPORT

NOVEMBER 16, 2023
DUNBAR HEIGHTS

BOARD OF COMMISSIONERS

Jacqueline Simpkins, Vice Chairman

Robert Scott

Yvette Houston

Nicola Smith-DeFrietas

Jessica Martinez

Andre Rainey

Alicia Simmons

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
BOARD OF COMMISSIONERS
PUBLIC HEARING –NOVEMBER 16th, 2023
DUNBAR HEIGHTS
AGENDA

I. ROLL CALL

II. APPROVING UPDATED PROCUREMENT POLICY

III. PUBLIC COMMENTS

IV. VOTE

a) Resolution - 11/04/2023 – Approving the updated Procurement Policy

V. ADJOURNMENT

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

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

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

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

WHEREAS, The policy is updated to include NYS thresholds and the process by which the status, identification, and location of all units in HUD Secure Systems (PIC) is updated regularly.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Peekskill Housing Authority approve the updated Procurement Policy.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Vice Chairman Jacqueline Simpkins				
Commissioner Nicole Smith-Defreitas				
Commissioner Alicia Simmons				
Commissioner Andre Rainey				
Commissioner Yvette Houston				
Commissioner Jessica Martinez				
Commissioner Robert Scott				

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

Effective: November 16, 2023

J. 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 ANNUAL BOARD OF COMMISSIONERS MEETING – NOVEMBER 16th, 2023 DUNBAR HEIGHTS AGENDA

I. ROLL CALL

II. APPROVAL OF MINUTES:

- a) Resolution – 11/02/2023 – October 19th, 2023 – Regular Meeting Minutes

III. CORRESPONDENCE: None

IV. EXECUTIVE DIRECTOR'S REPORT:

- a) Monthly Report – November 2023
- b) Financial Report – October 2023

V. COUNSEL'S REPORT

VI. UNFINISHED BUSINESS

- a) Board of Commissioners Election of Officials

VII. NEW BUSINESS

- a) Resolution -- 11/03/2023 – October Monthly Bills
- b) Resolution -- 11/05/2023 – Approval of MCT at Services, INC for Phase one of the Dunbar Heights Bathroom Project

VIII. TENANTS' COMMENTS AND CONCERNS

IX. ADJOURNMENT

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING
October 19th, 2023 BOARD MEETING MINUTES
REGULAR SESSION**

WHEREAS, The Board of Commissioners have reviewed the minutes of October 19th, 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 October 19th, 2023 Board Meeting.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Vice Chairman Jacqueline Simpkins				
Commissioner Nicola Smith-DeFreitas				
Commissioner Yvette Houston				
Commissioner Jessica Martinez				
Commissioner Robert Scott				
Commissioner Andre Rainey				
Commissioner Alicia Simmons				

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

Effective: November 16th, 2023

J. Phalen, Interim Executive Director



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
MONTHLY MEETING MINUTES
October 19th, 2023**

ROLL CALL:

Vice Chair Simpkins
Commissioner Smith-DeFreitas
Commissioner Scott
Commissioner Rainey
Commissioner Simmons
Tenant Commissioner Houston
Tenant Commissioner Martinez-Absent

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

Vice Chair Simpkins welcomed everyone to the October 19th, 2023 Board of Commissioners Meeting.

Resolution- 10/01/2023- September 21st, Regular Meeting Minutes

Vice Chair Simpkins asked for a motion to pass Resolution 10/01/2023. 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 Scott-Aye: Commissioner Smith-Defreitas-Aye: Commissioner Rainey- Aye. Commissioner Simmons-Aye: Commissioner Martinez-Absent: Resolution passes.

Resolution- 10/02/2023- September 21st, Public Hearing Meeting Minutes

Vice Chair Simpkins asked for a motion to pass Resolution 10/02/2023. Commissioner Houston made the motion and Commissioner Rainey 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 Scott-Aye: Commissioner Smith-Defreitas-Aye: Commissioner Rainey- Aye: Commissioner Simmons-Aye: Commissioner Martinez-Absent: Resolution passes.

INTERIM EXECUTIVE DIRECTOR'S REPORT

Revenue – HUD subsidy for September \$223,593.

Other Revenue – September \$3,490.

Tenant Charges

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

Bills Paid –The Interim Executive Director reviewed the September bills.

Total expenses for September \$224,771.

Court Proceedings – 5

Tenant Payment Agreements- TPA

Total of 61 residents have payment agreements with a remaining balance of \$396,293.42

Work Orders – September 105 calls, 2 outstanding.

Unit Turnovers – 11 vacancies on September 30th.

Tenants Account Receivable (TAR)

Total past due for September- 164 residents (60%) owed \$1,077,168.

Police Reports

Police Activity PHA September 5 - September 11, 2023 –31 visits to Bohlmann Towers, 26 routine, 5 others (2 parking complaints, welfare check, school crossing and investigation); 19 visits to Dunbar Heights, 17 routine, 2 other (Welfare Check, Medical).

Police Activity PHA September 19 -September 25, 2023 –27 visits to Bohlmann Towers, 23 routine, 4 others (ID theft, unwanted party, medical and parking complaint); 25 visits to Dunbar Heights, 19 routine, 6 other (subpoena service, harassment, parking complaint, 2 domestic and investigation).

ERAP UPDATE

On May 3rd, 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

As of September 30, 2023, PHA has received payment for 13 Households totaling \$54,812.05. The other households currently have a total balance of \$263,478.90

Shortfall for CY 2023

2023 Consolidated Appropriations Act (Public Law P.L. 117-103) referred to hereafter as “the Act,” which provides for a \$25 million set-aside in the Public Housing Fund to assist Public Housing Agencies experiencing or at risk of financial shortfalls. PHA applied for and was approved an additional shortfall funding for the current year and was awarded \$595,232.00. These funds help offset the cost of unit turnovers and any operational expense to assist in the risk of a financial shortfall.

Internal Control Policy

Due to the recent changes in staffing and requests from HUD, PHA has revised the Internal Control Policy to ensure compliance and consistency with HUD and New York State requirements. The policy was publicly noticed for 30 days. A public hearing was held before the September 21st meeting.

At the public hearing, it was requested to revise the policy to state that the policy will work in conjunction with the existing Westchester County job descriptions to provide a comprehensive understanding of the roles and duties associated with each position named within the policy. By incorporating this change to the policy, we aim to foster a clear and consistent understanding of the standards and requirements expected from civil service employees, ensuring a unified approach towards achieving organizational goals and objectives.

A resolution is requested at this time.

New Laundry Contract

On August 31st, PHA began advertising for laundry services for 807 Main Street, 1431 Park and 1719 Park Street. Proposals were due at the PHA office October 2nd, 2023.

Only one response was received as follows:

RESPONDENT	TERM & STIPEND
Hercules	5 Year Term-45% of gross receipts with a one-time allowance of \$5,000. 7 Year Term- 50% of gross receipts with a one-time allowance of \$5,000.

Although there was only one respondent, normally PHA would put this back out to bid for more responses; however, PHA would like to recommend a Board Resolution awarding this contract due to the urgency of need at the 5 Year term of 45%.

The proposal is included in your board package for review and a resolution is requested at this time.

Lead Paint Testing

PHA has secured contractor Quality Environmental Solutions & Technologies, Inc. (QUES&T) for Lead Paint Testing. A flyer notifying residents when the testing will start will be sent out soon.

HUD Compliance Monitoring Review

The week of June 5th, 2023, HUD visited PHA to conduct a compliance review. Monitoring included both remote and on-site methods to review the PHAs operations, management, financial condition, and governance.

The review team found the PHA to be strong in several areas, including:

- PHA Interim Executive Director and Staff demonstrate foundational knowledge of HUD regulations and requirements.
- PHA maintains strong internal controls related to procurement activities.
- PHA maintains extremely organized and complete tenant file records which supports compliance with rent calculation requirements and fair housing regulations.
- PHA has made positive improvements to their properties like roof replacements and new stairs and decks to the backdoor egress to improve safety.
- PHA Maintenance Staff has effectively maintained the sites in impeccable condition.

The report was received on September 29th, 2023 and PHA has 60 days to respond to the findings listed. As of this report, PHA has responded with the following updates:

- Updated the procurement policy based on compliance with recent HUD regulations
- Secured a lead paint testing contractor
- Created a file to maintain documentation that is regularly submitted to HUD regarding Section 3

A copy of the report is in your board packet.

PENDING GRANTS

Dunbar Heights bathrooms: CDBG \$200,000 for each of 3 years. Total \$600,000- Architects and Environmentalists are doing sample tests of all bathroom floors and walls as part of the preconstruction. The timeline for this first phase is to go out to bid in November and bring the recommended construction company to the board in January.

Dunbar Heights kitchens: State Funding: \$310,000-PHA is awaiting the contract from HUD to begin next steps. I have reached out to our HUD rep designated specifically for this project and have not received a response as of the date of this report.

Dunbar Heights Porches- Work on replacing the railings and stringers with the current company is completed. All punch items still outstanding will be credited back to PHA in order to complete.

Scenic window painting

PHA has put flyers around Bohlmann Towers searching for resident artists that are interested in painting seasonal displays at the front entrance window at Bohlmann Towers. If anyone is interested, please let the office know. If multiple artists are interested, they will have a choice at which season to display their work.

COUNSEL'S REPORT- Counsel reports that he continues to serve notices for termination nonpayment, and for failure to Recertify.

UNFINISHED BUSINESS

Resolution – 09/05/2023 – Approval of the updated Internal Control Policy

Vice Chair Simpkins asked for a motion to pass Resolution 09/05/2023. 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-Absent: Commissioner Scott-Aye: Commissioner Smith-Defreitas-Aye: Commissioner Simmons-Aye: Commissioner Rainey-Aye: Resolution passes

Vice Chair Simpkins suggested that Election of Officials be tabled for the next meeting.

NEW BUSINESS

Resolution- 10/03/2023- September Monthly Bills

Vice Chair Simpkins asked for a motion to pass Resolution 10/03/2023. Commissioner Rainey made the motion and Commissioner Houston seconded. Vice Chair Simpkins asked if there were any comments, concerns, or questions.

Commissioner Houston: What are Garden Beds listed in the bills?

Interim Executive Director Phalen: The entrance landscaping garden that was made at Bohlman Towers and Dunbar Heights.

The vote was as follows: Vice Chairman Simpkins -Aye: Commissioner Houston-Aye: Commissioner Martinez-Absent: Commissioner Scott-Aye: Commissioner Smith-Defreitas-Aye: Commissioner Rainey-Aye: Commissioner Simmons - Aye: Resolution passes.

Resolution -- 10/04/2023 – Approval of Hercules Corp for Laundry Services

Commissioner Smith-Defreitas: I think you should put the contract out for bid again. Have you read the reviews? They are horrible. What assurances do we have that this laundry service will be better?

Interim Executive Director Phalen: Under normal circumstances, I would put the bid out again, but because of the urgency, I have provided you all with the information to make a decision. The contract is not written yet.

Commissioner Scott: How long was it out for bidding?

Interim Executive Director Phalen: 30 days.

Commissioner Scott: It says 9 hours response time. Is that 9 hours to have someone on the premises fixing the issue or is that 9 hours to acknowledge that they have received notice of the issue?

Interim Executive Director Phalen: I will have that clarified.

Commissioner Smith-Defreitas: I just don't like that it was one response and the reviews aren't good.

Attorney Kamensky: Might I suggest that you have some safeguards written into the contract such as a trial period or contract cancellation if things are not resolved in a certain amount of time.

Commissioner Simmons: How was it advertised?

Interim Executive Director Phalen: It was advertised on our website in addition to the Housing Agency Marketplace online procurement website. It was sent to over 300 vendors, 46 vendors viewed the proposal, 2 vendors responded and only Hercules put in a bid.

Commissioner Scott: I'm in favor of this company.

Commissioner Simmons: I don't think we should sacrifice the quality of service due to the time frame. It should go back out for bid.

Vice Chair Simpkins: Let's table the Resolution.

Commissioner Rainey: Are you suggesting that we are going to get different response?

Commissioner Smith-Defreitas: I cannot vote for this contract.

Attorney Kamensky: Maybe we can go back to the company with some of the concerns

Commissioner Rainey: I will support this resolution being tabled for a Special Meeting. I suggest that we get all our questions or concerns to the Executive Director by 10 am tomorrow so that she can follow up with the company.

TENANTS QUESTIONS COMMENTS AND CONCERNS

Dawn Benson: Do you wear your hat in city hall (to Commissioner Scott)? I think you should take it off. What are you going to do differently from when you were mayor (to Commissioner Rainey)?

Vice Chair Simpkins: I don't want any personal attacks.

Beth W.: Will the new employee have office space at Dunbar? The after-school program wanted use of the office space to separate age groups.

Interim Executive Director Phalen: The office will be Mr. Collins' working space. Maybe the After-School program can use dividers to separate the age groups.

Michelle Stokes: When is Janneyn going to be made permanent?

Commissioner Houston: That's a personnel issue and we can't discuss it right now.

Regular Meeting adjourns at 8:27 pm.

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

Revenue	September	October
HUD Subsidy – Bohlmann (AMP 1)	76,718	74,737
HUD Subsidy – All other sites (AMP 2)	78,818	76,784
Proceeds from Capital Funds/ROSS Grant	24,210	23,694
Shortfall Funds	43,847	78,732
Total HUD Revenue	223,593	253,947
Other Revenue– Non-Federal		
Laundry Commissions	2,204	1,556
CAP Office	0	0
Health Center	740	1,480
Interest	546	584
Total	3,490	3,620
TENANT CHARGES	September	October
Rent	158,828	147,916
Parking	1,755	1,785
Late Fees	509	1022
Misc. (key cards, maintenance charges, legal fees)	350	636
Air Conditioners	662	595
Write offs, AJE's, Move outs	0	0
TOTAL TENANT CHARGES	162,104	151,954
Total Collected	158,939	138,991
Unpaid Tenant Rent Balance for the month	3,165	12,963
All Outstanding Tenant Charges	\$1,077,168	\$1,090,131

Financial

BILLS PAID

	September	October
Payroll (M)	61,289	64,082
Elevator (Q)	1,681	2,265
Exterminator (M)	1,715	858
Trash – Dumpsters	0	0
City Trash Collection (Q)	21,060	0
City Water (Q)	0	57,021
Sewer Tax (Semi-Annual)	0	23,304
Robison Fuel Oil (M)	9,335	12,887
Electric (M)	19,772	22,780
Gas (M)	8,459	9,861
Propane (M)	661	1,329
Legal – PHA Attorney (M)	3,200	3,923
Legal – Labor Attorney	0	23
Lawsuit Deductibles	1,763	0
Health Insurance/Dental Insurance(M)	52,606	28,506
Process Server – Evictions (M)	0	770
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	21,595	0
Credit Card (M)	0	14,470
Maintenance Supplies(M)	7,748	5,224
Office Expenses (M)	4,187	3,494
PILOT (SA)	0	0
NYS Retirement Contribution (A)	0	0
Medicare Part B Reimbursement	0	0
Unit Turnaround Contracts (reimbursable by shortfall funds)	9,700	26,200
TOTAL EXPENSES	\$224,771	\$276,997
ROSS Grant (Salary, expenses and training)	5,835	6,075
CAPITAL FUND PROJECTS – Architect fees DH bathrooms	18,375	0

COURT PROCEEDINGS

MONTH	# RESIDENTS	BALANCE	# PAID	AMOUNT PAID	COURT STIPS/COMMENTS
August 2022	0	0	0	0	
September	0	0	0	0	
October	0	0	0	0	
November	0	0	0	0	
December	23	46,628	0	0	5-Court 2-Evictions 1-Stipulation
January 2023	4	60,069	0	0	4-Court 1-Eviction
February	3	18,956	0	0	
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
July	1	0	0	0	1-Court
August	5	11,371	0	0	5-Court 1-Eviction 1-Stipulation
September	2	2,499	0	0	2-Court
October	10	387,471	0	0	10-Court 2-Stay 8-Adjourned
TOTAL	64	828,132	0	3,426	Outstanding Balance 824,706

WORK ORDERS

MONTH	CALLS	COMPLETE	OUTSTANDING OR COMMENTS
January 2022	123	123	
February	81	81	
March	112	112	
April	104	104	
May	114	114	
June	117	117	
July	113	113	
August	109	109	
September	91	91	
October	105	105	
November	126	126	
December	129	129	
January 2023	124	124	
February	83	83	
March	99	99	
April	88	88	
May	93	93	
June	105	105	
July	103	103	
August	114	114	
September	105	105	
October	124	122	2 Outstanding

TENANT PAYMENT AGREEMENT LISTING

Tenant Code	Start Month	End Month	Agreement Amount	Received Amount	Remaining Amount	Comments
Bohlmann						
t0000795	05/2021	12/31/2030	3,067.00	1,028.00	2,039.00	
t0000674	08/2022	12/31/2028	2,158.00	425.00	1,733.00	
t0000739	04/2022	12/31/2044	13,971.00	1,000.00	12,971.00	
t0001610	06/2023	12/31/2026	4,721.19	900.00	3,821.19	
t0001245	07/2023	12/31/2045	7,718.66	1,000.00	6,718.66	
t0000138	04/2022	12/31/2024	918.00	476.00	442.00	
p00117	07/2023	12/31/2058	22,425.06	1,039.00	21,386.06	
p00103	06/2022	12/31/2050	3,487.55	25.00	3,462.55	
t0000214	08/2023	12/31/2038	5,701.80	950.00	4,751.80	
t0001195	08/2023	12/31/2028	2,189.70	325.00	1,864.70	
t0000795	06/2023	12/31/2044	7,396.70	890.00	6,506.70	
t0001192	06/2023	12/31/2029	2,700.00	835.00	1,865.00	
t0000273	06/2023	12/31/2023	1,650.09	600.00	1,050.09	
t0000176	06/2023	12/31/2031	5,799.00	448.00	5,351.00	
t0000275	05/2021	12/31/2023	2,083.00	1,750.00	333.00	
t0001121	06/2023	12/31/2031	2,605.85	100.00	2,505.85	
t0001181	06/2023	12/31/2041	5,897.59	250.00	5,647.59	
t0000008	07/2023	12/31/2029	5,203.30	1,200.00	4,003.30	
t0000495	08/2023	12/31/2039	5,894.05	2,564.50	3,329.55	
t0000524	05/2023	12/31/2028	4,954.00	1,800.00	3,154.00	
t0000390	10/2022	12/31/2067	28,105.00	1,450.00	26,655.00	
t0001273	01/2023	12/31/2027	1,860.12	350.00	1,510.12	
t0000788	06/2023	12/31/2028	47,355.00	12,000.00	35,355.00	
t0001606	03/2023	12/31/2024	1,681.25	500.00	1,181.25	
t0000874	04/2023	12/31/2024	7,641.00	3,599.00	4,042.00	
t0000213	05/2023	12/31/2035	18,603.00	3,500.00	15,103.00	
t0000395	02/2023	12/31/2025	909.30	265.00	644.30	
Total Bohlmann			216,696.21	39,269.50	177,426.71	

Dunbar

t0000137	06/2023	12/31/2037	12,403.90	3,380.00	9,023.90	
t0001162	06/2023	12/31/2046	14,886.95	411.05	14,475.90	
t0000107	07/2021	12/31/2028	12,939.00	6,666.00	6,273.00	
t0000708	06/2023	12/31/2024	11,891.40	4,500.00	7,391.40	
t0000230	05/2021	12/31/2023	3,953.00	2,301.00	1,652.00	
t0000765	03/2023	12/31/2023	1,052.40	400.00	652.40	
p00130	08/2023	12/31/2041	5,798.00	125.00	5,673.00	
t0000042	08/2023	12/31/2035	16,844.90	1,220.00	15,624.90	
t0000181	06/2023	12/31/2061	5,049.40	370.00	4,679.40	
t0000165	02/2022	12/31/2023	1,617.70	1,050.00	567.70	
t0000134	07/2023	12/31/2029	2,044.00	75.00	1,969.00	
p00036	08/2023	12/31/2068	14,304.40	3,042.20	11,262.20	
t0000022	06/2023	12/31/2027	2,286.00	618.00	1,668.00	
p00037	06/2023	12/31/2031	3,427.70	3,303.00	124.70	
t0000154	06/2021	12/31/2041	6,257.25	678.00	5,579.25	
p00088	12/2022	12/31/2023	5,434.12	3,374.00	2,060.12	
t0001635	07/2023	12/31/2030	4,058.00	260.00	3,798.00	
t0001248	11/2023	12/31/2029	2,756.00	909.00	1,847.00	
t0001659	09/2023	12/31/2043	6,741.70	550.00	6,191.70	
t0000904	05/2023	12/31/2030	8,402.10	1,821.00	6,581.10	
Total Dunbar			142,147.92	35,053.25	107,094.67	

Turnkey

t0001304	06/2023	12/31/2026	5,125.85	794.00	4,331.85	
t0000026	04/2023	12/31/2030	9,675.48	0.00	9,675.48	
t0001634	03/2023	12/31/2041	11,833.50	600.00	11,233.50	
p00070	06/2023	12/31/2080	20,280.00	3,100.00	17,180.00	
t0001261	08/2023	12/31/2041	17,310.37	150.00	17,160.37	
t0000062	06/2023	12/31/2039	6,776.15	1,720.00	5,056.15	
t0000101	07/2023	12/31/2033	6,998.50	764.00	6,234.50	
t0000069	05/2023	12/31/2070	33,643.00	1,228.00	32,415.00	
t0000027	09/2021	12/31/2024	2,364.02	1,300.00	1,064.02	
t0001627	08/2023	12/31/2028	2,038.05	225.00	1,813.05	
Total Turnkey			116,044.92	9,881.00	106,163.92	
			474,889.05	84,203.75	390,685.30	

UNIT TURNOVER

SITE/UNIT	SIZE	VACANT	COMPLETE	LEASED	COMMENT
BT 1-U	1	01/11/23	02/27/23	03/01/23	
BT 2-J	4	05/10/22	08/01/22	08/15/22	
BT 2-K	3	10/02/23			
BT 3-T	4	04/03/23	06/26/23	08/01/23	
BT 4-N	3	06/30/23	In process		LEASE 11/6/23
BT 5-A					
BT 5-G	3	01/10/23	02/17/23	08/15/23	
BT 5-M	1	09/06/23			Showed contractor
BT 5-U	2	09/18/23			Showed contractor
BT 6-F	5	09/30/23			Showed contractor
BT 7-D	4	12/21/22	02/01/23	04/01/23	
BT 7-E	3	06/26/23	10/31/23		LEASE 11/15/23
BT 7-K	2	06/20/22	10/21/22		LEASE 11/15/22
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 5-D	2	07/31/23			Contractor working
DH 8-B	-	---			
DH 14-B	2	05/31/23	10/10/23	10/16/23	
DH 15-C	1	04/01/23	06/30/23	07/15/23	
DH 17-D	2	06/15/23	10/31/23		LEASE 11/15/23
TK 1719A-1L	3	04/17/23	08/17/23	08/21/23	
TOTAL VACANT	11				

VACANCIES

	TOTAL UNITS	HUD APPROVED OFFLINE	VACANT UNITS	ACTIVE UNITS AS OF OCT 30
Bohlmann Towers	144	2	8	134
Dunbar Heights	96	2	4	90
Turnkey	34	0	0	34
Total Units	274	6	11	259
Total Occ. Rate				94% (259)

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	2	
August	1	1	0	3	
September	3	0	0	0	
October	0	0	0	0	
November	0	2	0		
December	0	1	0		
TOTAL	5	6	0	5	
COST	\$1,075	\$2,245	\$0	\$0	

TENANT ACCOUNTS RECEIVABLE - LATE OR NO RENT PAYMENT

SITE	# Units	No Payment	Past Due October 2023
Bohlmann Towers	144	(28) 35	80 owed \$505,415
Dunbar Heights	96	(22) 37	62 owed \$401,382
Turnkey	33	(6) 5	22 owed \$183,334
Totals	273	(53) 56	164 (60%) - \$1,090,131

Parenthesis () represents the previous month.

PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS

PHA Activity 10/10-10/16/2023	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	29	25	4*
Dunbar Heights	24	22	2*
*BT – Other (harassment, parking complaint, missing person & medical) *DH – Other (investigation and domestic)			
PHA Activity 10/24- 10/30/2023	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	29	20	9*
Dunbar Heights	38	34	4*
*BT – Other (EDP, 2 parking complaints, 2 disorderly groups, 2 unwanted party, suspicious activity and investigation) *DH – Other (subpoena service, medical, alarm and dispute)			

ERAP UPDATE

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	28712.50	13,941
t0000002	PENDING	1,692.55	0
t0000082	PENDING	1289.60	823.15
t0000674	PENDING	3,681.00	3381
t0000168	PAID 9/2021		
t0000788	PENDING	42,677.00	18,780
p00003	PENDING	90.65	90.65
P00036	PAID 8/2023		
t0000495	PAID 8/2023		
t0000004	PENDING	22,282.00	9601.00
t0000067	PENDING	671.00	0
t0000193	PAID 9/2023		
p00130	PENDING	5,148.00	3,565
t0000165	PENDING	2,577.00	1,467
t0000047	PAID 8/2023		2,738
t0000427	PENDING	18,469.00	11,596
t0001627	PENDING	1,944.00	1,944.00
t0001171	PAID 09/2021		
t0001618	PAID 09/2023		260.00
t0001611	PAID 10/2021		
t0001657	PENDING	0	
p00117	PAID 10/2021		
t0000256	PAID 09/2023		
t0001162	PENDING	16,401.95	5,400.00
t0000072	PENDING	33,838.60	7,920.00
t0000708	PENDING	9,891.00	8,100
t0001275	PAID 10/2021		
t0000262	PAID 09/2023		
t0000235	PAID 08/2023		
t0000038	PENDING	10,206.20	8,100.00

As of October 31, 2023, PHA has received payment for 13 Households totaling \$54,812.05.

No payments received in October

The other households currently have a total balance of \$263,478.90

Procurement Policy

As part of the HUD review, PHA has updated its procurement policy to ensure the Authority complies with current regulations. This was for 30 days beginning October 13. A public hearing was held before this regular meeting and resolution was presented for a board vote.

COMMUNITY DEVELOPMENT BLOCK GRANT – DUNBAR HEIGHTS BATHROOMS-PHASE 1

On September 25th, PHA received the grant agreement for the Community Development Block Grant (CDBG) for Dunbar Heights Bathroom Revitalization Project. This project is split into 3 phases with \$200,000 for each phase. Total \$600,000 with PHA match.

Beginning in August, Quality Environmental started the pre-construction hazardous material sampling. Their sampling for phase 1 did not show any hazardous material in the bathrooms tested.

The cost for the first phase including a match and minus the architect and the hazardous material testing fees is \$340,000.

This project was out for bid October 24th. A pre bid meeting was held October 31st and delivery of proposals and bid openings was November 7.

Placement of notice for proposals were as follows:

PHA 's Website

Direct contact with potential responders

HousingMarketplace.com

Complements to LAN, PHA's architectural firm, PHA received two (2) responses. Results for the base bid #1, DH Bathroom Revitalization follow.

	Total
MCT AT SERVICE, INC.	\$345,638
DiPaterio Contracting	\$444,250

Complete bids including alternates is attached to this report.

The recommendation is for PHA to engage low bidder, MCT at Service, Inc. for Dunbar Heights Bathroom Revitalization \$345,638 which is closest to the \$340,000 budget.

Selection requires a Board Resolution.

Anticipated schedule for construction start for Phase 1 is December 2023.

The 2nd Phase is set to go out to bid in January.

Lead Paint Testing

The week of November 7th, QUES&T started testing within the Turnkey sites. As of November 9th, that testing is complete and I'm pleased to report that no signs of lead paint were detected. The next round of testing will begin Tuesday November 14th at Bohlmann Towers.

Pending Grants

Dunbar Heights kitchens: State Funding: \$310,000-PHA received the contract from HUD to begin next steps. The contract is being completed and will be submitted shortly.

Emergency Safety and Security Grant: \$83,104 for the purchase of surveillance cameras and fencing at PHA wide developments to improve the health and safety of residents. PHA is in the process of revising the 5-year action plan to include the funding. Once completed, a new budget will be submitted to HUD for approval.

Waiting List

The PHA will be accepting all applications for 2, 3, 4, and 5 bedrooms starting on January 5th through January 26th, 2024.

Holiday Decorating Contest

Residents that participate, will automatically be entered into the contest. Two winners from each site will be announced December 23rd and receive visa gift cards.

Toys for Tots

PHA requested toys from Toys for Tots for the upcoming holiday season. They will let the office know how much PHA will receive in December. There is no need for tenants to sign up, PHA be giving out toys to all the children within the PHA.

Respectfully Submitted,

Janneyn Phalen

Janneyn Phalen

Interim Executive Director



FINANCIAL

TABLE OF CONTENTS

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

Peekskill Housing Authority
Summary Operating Statement - Budget and Actual
Seven Months Ended October 31, 2023

	Prior Year Year-to-Date Actual	Annual Budget (Dollars)	Year-to-Date Budget	Year-to-Date Actual	Variance - Favorable (Unfavorable)
Revenue					
Operating Receipts					
Dwelling Rentals	987,882	1,862,650	1,086,546	1,101,217	14,671
Nondwelling Rent	13,677	21,960	12,810	12,255	(555)
Interest Income	758	2,000	1,167	3,378	2,211
Other Income	75,548	71,000	41,417	35,296	(6,121)
HUD Operating Subsidy	952,758	1,600,000	933,333	1,261,354	328,021
CFP Operations Subsidy	96,250	200,000	116,667	116,669	2
Total Operating Receipts - Including HUD Contril	2,126,873	3,757,610	2,191,939	2,530,169	338,230
Expenses					
Operating Expenditures					
Administrative:					
Administrative Salaries	199,715	391,940	228,632	140,914	87,718
Legal Expense	23,826	66,000	38,500	26,917	11,583
Training	0	0	0	2,520	(2,520)
Travel	0	0	0	0	0
Accounting Fees	12,600	21,600	12,600	15,000	(2,400)
Auditing Fees	5,500	9,360	5,460	5,460	0
Telephone, Office Supplies, Miscellaneous	42,824	94,690	55,236	79,245	(24,009)
Total Administrative Expenses	284,465	583,590	340,428	270,056	70,372
Tenant Services:					
Contracts	0	0	0	0	0
Relocation and other	4,498	5,000	2,917	16,188	(13,271)
Total Tenant Services Expenses	4,498	5,000	2,917	16,188	(13,271)
Utilities:					
Water/Sewer	217,147	275,000	160,417	224,483	(64,066)
Electricity	160,546	275,000	160,417	106,523	53,894
Gas	88,741	200,000	116,667	162,732	(46,065)
Fuel	139,594	360,000	210,000	124,496	85,504
Total Utilities Expenses	606,028	1,110,000	647,500	618,234	29,266
Ordinary Maintenance & Operation:					
Labor-Maintenance	310,906	601,660	350,968	325,680	25,288
Materials - Maintenance	52,717	125,000	72,917	67,956	4,961
Maint Contract Costs	145,855	348,500	203,292	250,428	(47,136)
Total Maintenance Expenses	509,478	1,075,160	627,177	644,064	(16,887)
Protective Services:					
Contracts	1,500	0	0	975	(975)
Total Protective Services	1,500	0	0	975	(975)
General Expense:					
Insurance	168,887	295,200	172,200	152,046	20,154
Payments in Lieu of Taxes	40,732	78,560	45,827	49,938	(4,111)
Employee Benefit Contributions	263,304	475,010	277,089	290,744	(13,655)
Collection Losses	58,054	100,000	58,333	58,136	197
Total General Expenses	530,977	948,770	553,449	550,864	2,585
Nonroutine Items:					
Extraordinary Items	6,030	0	0	0	0
Total Operating Expenses	1,942,976	3,722,520	2,171,470	2,100,381	71,089
Net Income/(Loss)	183,897	35,090	20,469	429,788	409,319

Peekskill Housing Authority
Balance Sheet
 As of October 31, 2023

	<u>Oct 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1111.2 Cash - Operating Account	206,821.89
1111.5 Cash - Payroll Account	42,321.49
1112 Chase - Nonfederal	564,380.38
1114 Security Deposit Fund	81,598.66
1117 Petty Cash Fund	1,000.00
	<hr/>
Total Checking/Savings	896,122.42
Other Current Assets	
1123 Allowance for Doubt. Accts	-816,460.00
1125 AR HUD	118,756.50
1211 Prepaid Insurance	22,831.74
1260 Material Inventory	28,540.00
1261 Obsolete Inventory	-1,427.00
1290 Deferred Charges	1,328.13
1122.1 · 1122.1 TAR Bohlmann	324,550.91
1122.2 · 1122.2 TAR Dunbar	280,221.10
1122.3 · 1122.3 TAR Turnkey	65,054.04
1122.7 · 1122.7 TAR Repays Bohlmann	177,195.88
1122.8 · 1122.8 TAR Repays Dunbar	127,692.97
1122.9 · 1122.9 TAR Repays Turnkey	105,105.92
1262 · 1262 Fuel Oil Inventory	5,706.00
	<hr/>
Total Other Current Assets	439,096.19
	<hr/>
Total Current Assets	1,335,218.61
Fixed Assets	
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	320,077.01
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
	<hr/>
Total Fixed Assets	5,418,528.00
Other Assets	
1420 · 1420 Deferred Outflows GASB-68	427,235.00
1421 · 1421 Deferred Outflows OPEB	965,102.00
	<hr/>
Total Other Assets	1,392,337.00
	<hr/>
TOTAL ASSETS	8,146,083.61
<hr/>	
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-80,560.79
	<hr/>
Total Accounts Payable	-80,560.79

Peekskill Housing Authority
Profit & Loss
October 2023

	Oct 23
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	79,512.00
3110.2 Dunbar Heights	42,987.00
3110.4 Turnkey	25,417.00
Total 3110 Dwelling Rental	147,916.00
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	825.00
3190.2 Dunbar Heights	720.00
3190.4 Turnkey	240.00
Total 3190 Nondwelling Rental	1,785.00
3610 Interest on Gen. Fund Inv.	584.01
3690 Other Income	
3690.1 Laundry Room Income	1,556.17
3690.3 Health Center Rent	1,480.32
3690.6 Late Fees	
Bohlmann Towers	521.25
Dunbar Heights	382.05
Turnkey	119.16
Total 3690.6 Late Fees	1,022.46
3690.8 Work Orders	
Bohlmann Towers	315.00
Dunbar Heights	320.90
Total 3690.8 Work Orders	635.90
3690.9 AC - BT	550.00
3690.9 Ac - TK	45.00
Total 3690 Other Income	5,289.85
3691 Other Income CFP Subsidy	16,667.00
8020 Operating Subsidy	
8020.1 AMP 1	74,736.50
8020.2 AMP2	76,783.50
8020.5 Shortfall Funds	78,732.22
Total 8020 Operating Subsidy	230,252.22
Total Income	402,494.08
Gross Profit	402,494.08
Expense	
4110 Administrative Salaries	17,449.77
4130 Legal Expense	3,923.00
4170 Accounting Fees	2,400.00
4171 Auditing Fees	780.00
4190.3 Telephone	270.54
4190.4 Collection Fees/Court Co	770.00
4190.5 Forms, Station. & Office	3,494.04
4190.6 All Other Sundry	579.71
4190.7 Admin. Service Contracts	15,426.71
4190.71 Leases	149.00
4190.72 Payroll Fees	322.54
4190.9 Advertising	70.00
4220.01 Other Tenant Services	7,024.88
4310 Water & Sewer	57,020.59
4310.9 Sewer Taxes	23,303.76
4320 Electricity	22,779.83
4330 Gas	9,860.66
4335 Propane	1,329.32

Peekskill Housing Authority
Profit & Loss
 April through October 2023

	Apr - Oct 23
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	566,930.00
3110.2 Dunbar Heights	347,323.01
3110.4 Turnkey	186,964.00
Total 3110 Dwelling Rental	1,101,217.01
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	5,415.00
3190.2 Dunbar Heights	5,175.00
3190.4 Turnkey	1,665.00
Total 3190 Nondwelling Rental	12,255.00
3610 Interest on Gen. Fund Inv.	3,377.54
3690 Other Income	
3690.1 Laundry Room Income	15,271.55
3690.2 CAP Office Rent	1,800.00
3690.3 Health Center Rent	5,921.28
3690.6 Late Fees	
Bohlmann Towers	2,152.91
Dunbar Heights	1,815.40
Turnkey	501.22
Total 3690.6 Late Fees	4,469.53
3690.8 Work Orders	
Bohlmann Towers	2,095.00
Dunbar Heights	891.70
Turnkey	705.00
Total 3690.8 Work Orders	3,691.70
3690.9 AC - BT	3,797.06
3690.9 Ac - TK	345.00
3690 Other Income - Other	0.80
Total 3690 Other Income	35,296.92
3691 Other Income CFP Subsidy	116,669.00
8020 Operating Subsidy	
8020.1 AMP 1	538,842.10
8020.2 AMP2	599,932.70
8020.5 Shortfall Funds	122,579.00
Total 8020 Operating Subsidy	1,261,353.80
Total Income	2,530,169.27
Gross Profit	2,530,169.27
Expense	
4110 Administrative Salaries	140,913.59
4130 Legal Expense	26,917.00
4140 Staff Training	2,520.00
4170 Accounting Fees	15,000.00
4171 Auditing Fees	5,460.00
4190.3 Telephone	2,394.94
4190.4 Collection Fees/Court Co	2,420.00
4190.5 Forms, Station. & Office	15,061.48
4190.6 All Other Sundry	17,466.86
4190.7 Admin. Service Contracts	34,940.97
4190.71 Leases	3,013.90
4190.72 Payroll Fees	2,067.51
4190.9 Advertising	1,880.00
4220 Recreation, Publications	93.72
4220.01 Other Tenant Services	16,094.57

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING THE
PAYMENT OF MONTHLY BILLS AS LISTED
OCTOBER 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 October 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 October 2023.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Vice Chairman Jacqueline Simpkins				
Commissioner Nicola Smith-DeFreitas				
Commissioner Yvette Houston				
Commissioner Jessica Martinez				
Commissioner Robert Scott				
Commissioner Andre Rainey				
Commissioner Alicia Simmons				

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: November 16th, 2023

J. Phalen, Interim Executive Director

Peekskill Housing Authority
Transaction List by Vendor
October 2023

Type	Date	Num	Memo	Amount
Ace Computer Services Corp.				
Bill	10/12/2023	6527	Equipment Purchase and Computer Software Services	-1,519.98
Bill	10/12/2023	6529	Antivirus Subscription	-575.00
Bill Pmt -Check	10/12/2023	17452		-2,094.98
American Association of Coordinators				
Bill	10/12/2023	30003...	Membership Renewal	-240.00
Bill Pmt -Check	10/12/2023	17470	Membership Renewal	-240.00
Artistic Glasswork				
Bill	10/12/2023		Windows and Mirrors	-1,250.00
Bill Pmt -Check	10/12/2023	17453	Windows and Mirrors	-1,250.00
Avaya Financial Services				
Bill	10/26/2023	43419...	Office Phones	-270.54
Bill Pmt -Check	10/26/2023	17487	Office Phones	-270.54
Bond, Schoeneck & King, PLLC				
Bill	10/26/2023	19987...	Email Communications	-23.00
Bill Pmt -Check	10/26/2023	17488	Email Communications	-23.00
Bowerman Cleaning and Restoration				
Bill	10/12/2023		Mold Remediation	-5,110.65
Bill Pmt -Check	10/12/2023	17477	Mold Remediation	-5,110.65
Chase Card				
Bill	10/12/2023		September 2023 Credit Card Expenses	-14,469.81
Bill Pmt -Check	10/12/2023	17451	VOID: September 2023 Credit Card Expenses	0.00
Bill Pmt -Check	10/12/2023	17479	September 2023 Credit Card Expenses	-14,469.81
City of Peekskill (cpw)				
Bill	10/12/2023		Water-All Sites	-57,020.59
Bill Pmt -Check	10/12/2023	17454	Water-All Sites	-57,020.59
City of Peekskill (Gas)				
Bill	10/12/2023		Gas Purchase September 2023	-82.16
Bill Pmt -Check	10/12/2023	17472	Gas Purchase September 2023	-82.16
City of Peekskill Finance Department				
Bill Pmt -Check	10/12/2023	17455	VOID: PILOT-All Sites	0.00
City of Peekskill(cpt)				
Bill	10/12/2023	6384	Sewer Tax-All Sites	-23,303.76
Bill Pmt -Check	10/12/2023	17475	Sewer Tax-All Sites	-23,303.76
Commissioner of Motor Vehicles				
Bill	10/26/2023		Registration Renewal-Maintenance Vehicle	-154.25
Bill Pmt -Check	10/26/2023	17489	Registration Renewal-Maintenance Vehicle	-154.25
Con Edison				
General Journal	10/03/2023	Gas	807Main St heat	7,001.61
Bill	10/26/2023		Vacant unit DH 17-D	-49.72
Bill Pmt -Check	10/26/2023	17497	Vacant unit DH 17-D	-49.72
CSEA				
Bill	10/12/2023		Union Dues	-313.35
Bill	10/12/2023		Union Dues	-345.62
Bill Pmt -Check	10/12/2023	17456		-658.97
Bill	10/26/2023		Union Dues	-345.62
Bill Pmt -Check	10/26/2023	17490	Union Dues	-345.62
CSEA Employee Benefit Fund				
Bill	10/12/2023		VOID: Dental and Vision	0.00
Bill Pmt -Check	10/12/2023	17457	VOID: Dental and Vision	0.00
Bill	10/26/2023		Dental and Vision November 2023	-1,703.24
Bill Pmt -Check	10/26/2023	17491	Dental and Vision November 2023	-1,703.24
DEC Office Leasing				
Bill	10/26/2023	81235...	Office Copier Lease	-149.00
Bill Pmt -Check	10/26/2023	17496	Office Copier Lease	-149.00
DEC Office Solutions, Inc.				
Bill	10/12/2023		Office Copier and Overage	-445.77
Bill Pmt -Check	10/12/2023	17458	Office Copier and Overage	-445.77
Employee Benefits Division				
Bill	10/12/2023	599	Health Insurance Premium November 2023	-26,803.10
Bill Pmt -Check	10/12/2023	17473	Health Insurance Premium November 2023	-26,803.10
Glorious Contracting, INC				
Bill	10/12/2023		VOID: Unit Turnover	0.00
Bill Pmt -Check	10/12/2023	17459	VOID: Unit Turnover	0.00
Bill	10/18/2023		VOID: Unit Turnovers BT-4N, BT-7E, BT-7K, BT-5A	0.00
Bill Pmt -Check	10/18/2023	17481	VOID: Unit Turnovers BT-4N, BT-7E, BT-7K, BT-5A	0.00

Peekskill Housing Authority Transaction List by Vendor October 2023

Type	Date	Num	Memo	Amount
Home Depot Credit Services				
Bill	10/12/2023		Maintenance Supplies	-5,223.79
Bill Pmt -Check	10/12/2023	17460	Maintenance Supplies	-5,223.79
Innov8tive Environmental Services, Inc.				
Bill	10/12/2023	1670	Temporary Tank Rental October 2023	-450.00
Bill Pmt -Check	10/12/2023	17461	Temporary Tank Rental October 2023	-450.00
John G. Cruikshank				
Bill	10/12/2023	4997	Accounting Services September 2023	-2,400.00
Bill Pmt -Check	10/12/2023	17462	Accounting Services September 2023	-2,400.00
Keith Staton				
Bill	10/12/2023	9194	Serving Warrant BT-1W	-330.00
Bill	10/12/2023	9195	Serving Warrant DH-16B	-330.00
Bill Pmt -Check	10/12/2023	17476		-660.00
Bill	10/13/2023	9194	Serving Warrant- Additional Jane Doe	-110.00
Bill Pmt -Check	10/13/2023	17480	Serving Warrant- Additional Jane Doe	-110.00
Kimberlyn Mclver				
Bill	10/12/2023	032	ROSS Coordinator Fees	-2,855.00
Bill Pmt -Check	10/12/2023	17471	ROSS Coordinator Fees	-2,855.00
Bill	10/26/2023	033	ROSS Coordinator Fee	-2,855.00
Bill Pmt -Check	10/26/2023	17485	ROSS Coordinator Fee	-2,855.00
Language Line Services, Inc				
Bill	10/12/2023		Equipment Purchase	-782.08
Bill Pmt -Check	10/12/2023	17463	9022006502	-782.08
MGR Restoration				
Bill	10/18/2023		Unit Turnover BT-2J	-13,500.00
Bill	10/18/2023		Unit Turnover DH 17-D	-7,900.00
Bill Pmt -Check	10/18/2023	17482		-21,400.00
New York Power Authority				
Bill	10/12/2023	61001...	Electric- All Sites	-22,779.83
Bill Pmt -Check	10/12/2023	17464	Electric- All Sites	-22,779.83
NYS and Local Retirement Systems				
General Journal	10/17/2023	ERS	Pension payment	2,054.85
General Journal	10/31/2023	ERS	Pension payment	2,149.65
Otis Elevator Company				
Bill	10/26/2023	10040...	Maintenance Service 11/1/2023-1/31/2024	-2,264.91
Bill Pmt -Check	10/26/2023	17498	Maintenance Service 11/1/2023-1/31/2024	-2,264.91
Paychex				
General Journal	10/13/2023	Paychex	Paychex invoice 1012	191.27
General Journal	10/25/2023	Paychex	Paychex invoice 10/25	131.27
Personnel Concepts				
Bill	10/12/2023		Compliance Products	-133.94
Bill Pmt -Check	10/12/2023	17484	Compliance Products	-133.94
Bill Pmt -Check	10/18/2023	17483	VOID: Compliance Products	0.00
Pestech				
Bill	10/26/2023	1043752	Pest Control Services	-857.52
Bill Pmt -Check	10/26/2023	17492	Pest Control Services	-857.52
Pierro & Kamensky				
Bill	10/12/2023		Legal Services or September 2023 and Reimbursements	-3,900.00
Bill Pmt -Check	10/12/2023	17465	Legal Services or September 2023 and Reimbursements	-3,900.00
Right-Trak Design Inc.				
Bill	10/12/2023	21186	Budget Revisions	-517.50
Bill	10/12/2023	21187	Submission of Annual Budget	-76.67
Bill Pmt -Check	10/12/2023	17466		-594.17
Rivera's Landscaping and Construction Inc				
Bill	10/12/2023		Landscaping Landscaping August 2023 and September 202...	-11,076.00
Bill Pmt -Check	10/12/2023	17478	Landscaping	-11,076.00
Robison Oil				
General Journal	10/17/2023	Oil	October oil	12,886.84
Bill	10/26/2023	S1023...	Service Boiler 1719 Park Street	-9.70
Bill	10/26/2023	354893	Service Plan purchase 1719 Park Street	-613.40
Bill	10/26/2023	354994	Service Plan purchase 1431 Park Street	-674.09
Bill	10/26/2023	S1023...	Service Boiler 1431 Park Street	-269.80
Bill Pmt -Check	10/26/2023	17493		-1,566.99
Safe Cloud, Inc.				
Bill	10/12/2023		Replacement Cameras Bohlmann Towers	-975.00
Bill Pmt -Check	10/12/2023	17467	Replacement Cameras Bohlmann Towers	-975.00

Peekskill Housing Authority
Transaction List by Vendor
October 2023

Type	Date	Num	Memo	Amount
Sav-Mor Discount Auto Parts				
Bill	10/12/2023		Maintenance Supply	-6.99
Bill Pmt -Check	10/12/2023	17468	Maintenance Supply	-6.99
Stericycle, Inc				
Bill	10/26/2023	80050...	Secure Documents Shredding	-197.00
Bill Pmt -Check	10/26/2023	17494	Secure Documents Shredding	-197.00
Suburban Propane				
Bill	10/12/2023		Propane Delivery Dunbar Heights	-1,329.32
Bill Pmt -Check	10/12/2023	17474	Propane Delivery Dunbar Heights	-1,329.32
The Journal News				
Bill	10/26/2023	00059...	Advertising-Board Meeting	-70.00
Bill Pmt -Check	10/26/2023	17495	Advertising-Board Meeting	-70.00
The NY Mover				
Bill	10/26/2023	333-1	Moving Services	-1,700.00
Bill Pmt -Check	10/26/2023	17499	Moving Services	-1,700.00
Verizon Wireless				
Bill	10/26/2023	99469...	ROSS Coordinator Phone	-125.28
Bill Pmt -Check	10/26/2023	17486	ROSS Coordinator Phone	-125.28
Yardi Systems				
Bill	10/12/2023	4237940	Annual License Fee	-12,352.65
Bill Pmt -Check	10/12/2023	17469	Annual License Fee	-12,352.65

**PEEKSKILL HOUSING AUTHORITY
 APPROVING MCT AT SERVICES, INC for PHASE one DUNBAR
 HEIGHTS BATHROOM PROJECT**

WHEREAS, The Peekskill Housing Authority solicited Requests for Proposals for Contractor services for Phase one of the Dunbar Heights Bathroom Project and

WHEREAS, The Peekskill Housing Authority received two (2) bids in response to the Requests for Proposals, and

WHEREAS, The responses were carefully reviewed, and LAN ASSOCIATES has recommended PHA to engage low bidder, MCT at Services, Inc for Phase one of the Dunbar Heights Bathroom Project.

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Peekskill Housing Authority accept the recommendation of MCT at Services, Inc for construction services for base bid #1 Bathroom Renovations.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Vice Chairman Jacqueline Simpkins				
Commissioner Nicola Smith-DeFreitas				
Commissioner Yvette Houston				
Commissioner Jessica Martinez				
Commissioner Robert Scott				
Commissioner Andre Rainey				
Commissioner Alicia Simmons				

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: November 16th, 2023

 J. Phalen, Interim Executive Director