

# PEEKSKILL HOUSING AUTHORITY



# MONTHLY BOARD OF COMMISSIONERS REPORT

OCTOBER 19, 2023  
BOHLMANN TOWERS

## 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  
ANNUAL BOARD OF COMMISSIONERS  
MEETING – OCTOBER 19<sup>th</sup>, 2023  
BOHLMANN TOWERS  
AGENDA

I. ROLL CALL

II. APPROVAL OF MINUTES:

- a) Resolution – 10/01/2023 – September 21<sup>st</sup>, 2023 – Regular Meeting Minutes
- b) Resolution – 10/02/2023 – September 21<sup>st</sup>, 2023 – Public Hearing

III. CORRESPONDENCE: None

IV. EXECUTIVE DIRECTOR'S REPORT:

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

V. COUNSEL'S REPORT

VI. UNFINISHED BUSINESS

- a) Resolution – 09/05/2023 – Approval of the updated Internal Control Policy
- b) Board of Commissioners Election of Officials

VII. NEW BUSINESS

- a) Resolution -- 10/03/2023 – September Monthly Bills
- b) Resolution – 10/04/2023 – Approval of Hercules Corp for Laundry Services

VIII. TENANTS' COMMENTS AND CONCERNS

IX. ADJOURNMENT

**PEEKSKILL HOUSING AUTHORITY  
RESOLUTION APPROVING  
September 21<sup>st</sup>, 2023 BOARD MEETING MINUTES  
REGULAR SESSION**

**WHEREAS**, The Board of Commissioners have reviewed the minutes of September 21<sup>st</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 September 21<sup>st</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				
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: October 19<sup>th</sup>, 2023

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

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Interim Executive Director

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## PEEKSKILL HOUSING AUTHORITY BOARD OF COMMISSIONERS MONTHLY MEETING MINUTES September 21<sup>st</sup>, 2023

### ROLL CALL:

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

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

Vice Chair Simpkins welcomed everyone to the September 21<sup>st</sup>, 2023 Board of Commissioners Meeting.

### Resolution- 09/01/2023- July 20<sup>th</sup> Regular Meeting Minutes

Vice Chair Simpkins asked for a motion to pass Resolution 09/01/2023. Commissioner Houston made the motion and Commissioner Smith-Defreitas 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: Scott-Aye: Commissioner Smith-Defreitas-Aye: Commissioner Rainey- Aye. Resolution passes.

### INTERIM EXECUTIVE DIRECTOR'S REPORT

**Revenue** – HUD subsidy for August \$164,821.

**Other Revenue** –August \$3,980.

### 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 August bills.

Total expenses for August \$265,486.

**Court Proceedings – 5**

**Tenant Payment Agreements- TPA**

Total of 63 residents have payment agreements with a remaining balance of \$380,978.83

**Work Orders** – August 114 calls, 5 outstanding.

**Unit Turnovers** –9 vacancies on August 31<sup>st</sup>.

**Tenants Account Receivable (TAR)**

Total past due for June- 230 residents (84%) owed \$1,074.002.

**Police Reports**

**Police Activity PHA August 1 - August 8, 2023** –29 visits to Bohlmann Towers, 24 routine, 5 others (domestic, 3 welfare checks, disorderly person); 32 visits to Dunbar Heights, 25 routine, 7 other (Investigation, harassment, 2 domestics, 2 disputes, and subpoena service).

**Police Activity PHA August 15 - August 21, 2023** –21 visits to Bohlmann Towers, 11 routine, 10 others (PWT, 2 suspicious activities, noise complaint, unwanted party, overdose, medical, disorderly group service call and larceny); 19 visits to Dunbar Heights, 18 routine, 1 other (disabled vehicle).

**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

36 Households applied for ERAP. 8 Households were paid totaling \$27,242.05. The other 28 households currently have a total balance of \$290,720.95. Best case scenario, PHA will receive \$118,000.00.

**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.

\*The 2023-2027 Five-Year Action Plan was publicly noticed from June 28th to July 28th. A public hearing was held before this meeting and a resolution was passed.

### **New Staff**

PHA welcomes Mr. Lovell Collins as the new office staff member and Mr. Laz Rodriguez as the new maintenance laborer. Mr. Collins will soon have Dunbar office hours to take rent payments, offer assistance in getting leases signed, hands on assistance with Rent Café, head tenant meetings and offer any help tenants may need. He can be reached at the office number.

### **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 was publicly noticed for 30 days. A public hearing was held before this meeting and due to changes requested, a resolution will be requested at the next meeting with those changes.

### **New Answering Service**

PHA has implemented a new answering service SAS. Callers will speak with a live person either if the office misses your call or for after hour emergencies. All calls are recorded for quality assurance along with dates and times. All of this information is recorded on their portal for review by management to ensure proper smoother call back times and attention to each caller.

### **Language Line**

PHA has entered into a contract with Language Line service. This certified service offers video and audio translation in real time using an iPad or through telephone in as many as 260+ languages. This service will assist staff in effective communication with non-English speakers to be compliant in all PHA matters.

### **Out to Bid**

- Laundry (Turnkey and Bohlmann)

Proposals are due October 2, 2023 and the contract is set to be awarded November 1, 2023 after a board resolution at the October 19<sup>th</sup> board meeting.

### **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.

### **FY23 Emergency Safety and Security Grant**

In May of 2023, on behalf of the PHA, I applied for HUD's Safety and Security grant. On September 14<sup>th</sup>, 2023 PHA was notified that HUD intends to award FY23 Emergency Safety and Security grant to the Peekskill Housing Authority. The total grant amount is \$83,104 for the purchase of surveillance cameras and fencing at PHA wide developments to improve the health and safety of residents.

**Commissioner Smith-Defreitas:** Why are there outstanding work orders?

**Interim Executive Director Phalen:** Sometimes tenants call at the end of the month.

**Commissioner Martinez:** What is the turnaround time for vacancies?

**Interim Executive Director Phalen:** It is longer than we would like due o trouble getting contractors, but we just hired a new contractor, so I'm hoping it goes well.

**Commissioner Smith-Defreitas:** Who monitors the cameras?

**Interim Executive Director Phalen:** The police and PHA staff.

**Commissioner Houston:** Where will Mr. Collins' office be?

**Interim Executive Director Phalen:** Mr. Collins will have an office here in the community room.

**COUNSEL'S REPORT-** Counsel reports that he continues to bring a wave of nonpayment cases for termination and oftentimes to favorable results.

**UNFINISHED BUSINESS-None**

### **NEW BUSINESS**

#### **Resolution- 09/02/2023- July Monthly Bills**

Vice Chair Simpkins asked for a motion to pass Resolution 09/02/2023. Commissioner Rainey 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-Aye: Scott-Aye: Commissioner Smith-Defreitas-Aye: Commissioner Rainey-Aye: Resolution passes.

#### **Resolution- 09/03/2023- August Monthly Bills**

Vice Chair Simpkins asked for a motion to pass Resolution 09/03/2023. Commissioner Rainey 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: Scott-Aye: Commissioner Smith-Defreitas-Aye: Commissioner Rainey-Aye: Resolution passes.

## **Resolution- 09/06/2023- Civil Service Appointment of Assistant Director**

Vice Chair Simpkins asked for a motion to pass Resolution 09/06/2023. Commissioner Scott 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 Martinez-Aye: Scott-Aye: Commissioner Smith-Defreitas-Aye: Commissioner Rainey-Aye: Resolution passes.

**People's Choice WIFI made a presentation on bringing low-cost Wi-Fi to all PHA tenants.**

### **TENANTS QUESTIONS COMMENTS AND CONCERNS**

**Ernest Letsinger:** I have a few things. The water heater is broken, and the laundry machines have been out of order for over a month. There's poor insulation at Turnkey. When will this be fixed?

**Interim Executive Director Phalen:** The laundry contract is out for bid. Proposals are due by 10/2/2023. I'm changing the company that provides laundry services.

**Commissioner Martinez:** Is the current laundry contract an at-will contract?

**Interim Executive Director Phalen:** Yes

**Commissioner Simmons:** What happens in the interim without the washing machines? Is it possible for tenants to go to another site for laundry?

**Interim Executive Director Phalen:** Yes, they can.

**Commissioner Simmons:** Is the laundry facility at the other sites open 24hrs?

**Interim Executive Director Phalen:** No, it isn't.

**Vice Chairperson Simpkins:** Can you create some signs to be posted regarding the water heater and laundry facility at Turnkey?

**Interim Executive Director Phalen:** Yes, we can.

**Commissioner Martinez:** Does Maintenance do routine work on the boilers?

**Interim Executive Director Phalen:** I'll get back to you on that.

**Ernest Letsinger:** Are the security cameras working at Turnkey? There are people smoking and hanging out late at night.

**Interim Executive Director Phalen:** Yes, they are.

**Commissioner Houston:** Is there an update on the surface covering of the stairs?

**Interim Executive Director Phalen:** Yes. We have to get measurements of the stairs so that we can get appropriate size covering.



**Stephanie Derosiers:** What about the smoking?

**Interim Executive Director Phalen:** PHA has a smoking policy that we follow.

Soccer League made a presentation regarding forming a Soccer team that will begin practice 11/2023. There is no set fee.

*Regular Meeting adjourns at 8:41 pm.*

**PEEKSKILL HOUSING AUTHORITY  
RESOLUTION APPROVING  
SEPTEMBER 21<sup>st</sup>, 2023 PUBLIC HEARING MINUTES**

**WHEREAS**, The Board of Commissioners have reviewed the minutes of September 21<sup>st</sup>, 2023 Public Hearing; 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 September 21<sup>st</sup>, 2023 Public Hearing.

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				
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: October 19<sup>th</sup>, 2023

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



J. Phalen  
Interim Executive Director

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**PEEKSKILL HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
PUBLIC HEARING  
SEPTEMBER 21<sup>ST</sup>, 2023**

**ROLL CALL:**

Commissioner Simpkins, Vice Chairman  
Commissioner Smith-Defreitas  
Commissioner Scott  
Commissioner Rainey  
Commissioner Simmons  
Tenant Commissioner Houston  
Tenant Commissioner Martinez

Janneyn Phalen, Interim Executive Director  
Mark Kamensky, Esq., Council

Vice Chairman Simpkins welcomed everyone to the September 21, 2023 Public Hearing regarding the 5 Year and Annual Plan as well as the Internal Control Policy asked Interim Executive Director Janneyn Phalen for a brief update on the plan.

**2023 – 2027 – 5 YEAR AND ANNUAL PLAN**

Annually, PHA submits a Five-Year Action Plan to HUD, removing one year and adding one year. PHA was recently awarded 2023 CFP; \$1,011,878; is removing 2022 CFP Action Plan and adding the 2027 CFP Action Plan:

**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:**

2nd play area and equipment 115,000

Backdoor Awnings 45,000

**Anticipated Costs: \$1,011,878**

**Public Meeting Comments- None**

**Public Hearing Comment Section Closed.**

Vice Chair Simpkins asked for a motion to pass Resolution 09/04/2023. Commissioner Houston made a motion to approve the 2023 – 2027 – 5 Year and Annual Plan and Commissioner Rainey seconded the motion. Vice Chairman Simpkins asked if there were any questions, comments or further discussion needed, the answer was no. The vote was as follows: Vice Chairman Simpkins– Aye, Commissioner Smith-Defreitas– Aye; Commissioner Houston – Aye; Commissioner Martinez – Aye; Commissioner Rainey – Aye; Commissioner Scott – Aye Commissioner Simmons – Aye.

**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.

**Public Meeting Comments**

**Commissioner Smith-Defreitas:** Regarding the Internal Control Policy, in the second paragraph, what specific policy will be removed?

**Interim Executive Director:** It is an update the current policy.

**Commissioner Smith-Defreitas:** How old is the policy?

**Interim Executive Director:** 2014

**Commissioner Smith-Defreitas:** What does the policy specifically address?

**Interim Executive Director:** Employees responsibilities.

**Commissioner Smith-Defreitas:** Do you currently have job specific descriptions?

**Interim Executive Director:** Yes

**Commissioner Smith-Defreitas:** How does an employee know what to follow?

**Vice Chairman Simpkins:** We will table this resolution for the next meeting.

**Public Hearing Comment Section Closed.**

Commissioner Houston made a motion to close the Public Hearing and Commissioner Rainey seconded the motion. Vice Chairman Simpkins asked if there were any questions, comments or further discussion needed, the answer was no. The vote was as follows: Vice Chairman Simpkins – Aye, Commissioner Smith-Defreitas – Aye; Commissioner Houston– Aye; Commissioner Martinez – Aye; Commissioner Scott – Aye; Commissioner Rainey – Aye; Commissioner Simmons – Aye.

**Meeting ended at 7:15 PM**

PEEKSKILL HOUSING AUTHORITY  
 BOARD OF COMMISSIONERS MEETING  
 October 19,2023  
 EXECUTIVE DIRECTOR'S REPORT

Revenue	August	September
HUD Subsidy – Bohlmann (AMP 1)	76,718	76,718
HUD Subsidy – All other sites (AMP 2)	78,818	78,818
Proceeds from Capital Funds/ROSS Grant	9,285	24,210
Shortfall Funds	0	43,847
<b>Total HUD Revenue</b>	<b>164,821</b>	<b>223,593</b>
<b>Other Revenue– Non-Federal</b>		
Laundry Commissions	2,769	2,204
CAP Office	0	0
Health Center	740	740
Interest	471	546
<b>Total</b>	<b>3,980</b>	<b>3,490</b>
<b>TENANT CHARGES</b>	<b>August</b>	<b>September</b>
Rent	154,206	158,828
Parking	1,770	1,755
Late Fees	1,181	509
Misc. (key cards, maintenance charges, legal fees)	220	350
Air Conditioners	941	662
Write offs, AJE's, Move outs	0	0
<b>TOTAL TENANT CHARGES</b>	<b>158,318</b>	<b>162,104</b>
<b>Total Collected</b>	<b>140,645</b>	<b>158,939</b>
<b>Unpaid Tenant Rent Balance for the month</b>	<b>(20,086)</b>	<b>3,165</b>
<b>All Outstanding Tenant Charges</b>	<b>\$1,074,002</b>	<b>\$1,077,168</b>

**Financial**

**BILLS PAID**

	August	September
Payroll (M)	86,950	61,289
Elevator (Q)	2,265	1,681
Exterminator (M)	0	1,715
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)	9,441	9,335
Electric (M)	17,168	19,772
Gas (M)	10,240	8,459
Propane (M)	858	661
Legal – PHA Attorney (M)	8,419	3,200
Legal – Labor Attorney	69	0
Lawsuit Deductibles	0	1,763
Health Insurance/Dental Insurance(M)	26,258	52,606
Process Server – Evictions (M)	330	0
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	21,831	21,595
Credit Card (M)	28,191	0
Maintenance Supplies(M)	5,475	7,748
Office Expenses (M)	1,511	4,187
PILOT (SA)	40,280	0
NYS Retirement Contribution (A)	0	0
Medicare Part B Reimbursement	0	0
Unit Turnaround Contracts	6,200	9,700
<b>TOTAL EXPENSES</b>	<b>\$265,486</b>	<b>\$224,771</b>
ROSS Grant (Salary, expenses and training)	9,285	5,835
CAPITAL FUND PROJECTS – Architect fees DH bathrooms	18,000	18,375

**COURT PROCEEDINGS**

<b>MONTH</b>	<b># RESIDENTS</b>	<b>BALANCE</b>	<b># PAID</b>	<b>AMOUNT PAID</b>	<b>COURT STIPS/COMMENTS</b>
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
<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
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
<b>TOTAL</b>	<b>54</b>	<b>440,661</b>	<b>0</b>	<b>3,426</b>	<b>Outstanding Balance 444,087</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	105	
July	103	103	
August	114	114	
September	105	103	2 Outstanding

TENANT PAYMENT AGREEMENT LISTING

Tenant Code	Start Month	End Month	Agreement Amount	Received Amount	Remaining Amount	Comments
<b>Bohlmann</b>						
t0001245	07/2023	12/31/2045	7,718.66	1,000.00	1,000.00	
t0000214	08/2023	12/31/2038	5,701.80	950.00	950.00	
t0000795	05/2021	12/31/2030	3,067.00	1,028.00	1,024.00	
t0000674	08/2022	12/31/2028	2,158.00	425.00	425.00	
t0000176	06/2023	12/31/2031	5,799.00	448.00	448.00	
t0001253	06/2021	12/31/2022	2,050.00	2,000.00	2,000.00	
t0000739	04/2022	12/31/2044	13,971.00	950.00	950.00	
t0000874	05/2021	12/31/2021	3,302.00	3,290.00	3,290.00	
t0000138	04/2022	12/31/2024	918.00	451.00	500.00	
p00117	07/2023	12/31/2058	22,425.06	989.00	1,089.00	
p00103	06/2022	12/31/2050	3,487.55	25.00	170.00	
t0001195	08/2023	12/31/2028	2,189.70	325.00	375.00	
t0000795	06/2023	12/31/2044	7,396.70	878.00	940.00	
t0001192	06/2023	12/31/2029	2,700.00	785.00	835.00	
t0000273	06/2023	12/31/2023	1,650.09	500.00	700.00	
t0000176	05/2021	12/31/2026	5,302.92	1,820.00	2,170.00	
t0000275	05/2021	12/31/2023	2,083.00	1,750.00	1,850.00	
t0000259	09/2021	12/31/2022	646.00	508.00	630.00	
t0001121	06/2023	12/31/2031	2,605.85	100.00	150.00	
t0001181	06/2023	12/31/2041	5,897.59	225.00	275.00	
t0000008	07/2023	12/31/2029	5,203.30	1,150.00	1,200.00	
t0000495	08/2023	12/31/2039	5,894.05	2,539.50	4,025.15	
t0000524	05/2023	12/31/2028	4,954.00	1,750.00	1,800.00	
t0000390	10/2022	12/31/2067	28,105.00	1,450.00	1,650.00	
t0001273	01/2023	12/31/2027	1,860.12	300.00	350.00	
t0000788	06/2023	12/31/2028	47,355.00	12,000.00	14,500.00	
t0001606	03/2023	12/31/2024	1,681.25	450.00	500.00	
t0000874	04/2023	12/31/2024	7,641.00	3,599.00	4,385.00	
t0000213	05/2023	12/31/2035	18,603.00	3,500.00	3,600.00	
t0000395	02/2023	12/31/2025	909.30	265.00	275.00	
t0001610	06/2023	12/31/2026	4,721.19	700.00	4,201.19	
<b>Total Bohlmann</b>			<b>227,997.13</b>	<b>46,150.50</b>	<b>181,846.63</b>	



TENANT PAYMENT AGREEMENT LISTING cont'd

**Dunbar**

t0000708	06/2023	12/31/2024	11,891.40	4,500.00	7,391.40	
p00130	08/2023	12/31/2041	5,798.00	125.00	5,673.00	
t0000181	06/2023	12/31/2061	5,049.40	370.00	4,679.40	
t0000022	06/2023	12/31/2027	2,286.00	618.00	1,668.00	
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	
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	
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	
t0000042	08/2023	12/31/2035	16,844.90	1,220.00	15,624.90	
t0000165	02/2022	12/31/2023	1,617.70	1,000.00	617.70	
t0000134	07/2023	12/31/2029	2,044.00	75.00	1,969.00	
p00036	08/2023	12/31/2068	14,304.40	3,016.20	11,288.20	
p00037	06/2023	12/31/2031	3,427.70	813.00	2,614.70	
t0000154	06/2021	12/31/2041	6,257.25	629.00	5,628.25	
p00088	12/2022	12/31/2023	5,434.12	3,374.00	2,060.12	
t0001635	07/2023	12/31/2030	4,058.00	220.00	3,838.00	
<b>Total Dunbar</b>			<b>139,391.92</b>	<b>31,489.25</b>	<b>107,902.67</b>	

**Turnkey**

	03/2023	12/31/2030				
t0000101	06/2023	12/31/2026	6,998.50	764.00	6,234.50	
t0001627	07/2021	12/31/2022	2,038.05	225.00	1,813.05	
t0001304	03/2023	12/31/2041	5,125.85	694.00	4,431.85	
t0000026	06/2023	12/31/2080	9,675.48	0.00	9,675.48	
t0001634	08/2023	12/31/2041	11,833.50	600.00	11,233.50	
p00070	06/2023	12/31/2039	20,280.00	3,100.00	17,180.00	
t0001261	09/2021	12/31/2024	17,310.37	0.80	17,309.57	
t0000062	07/2023	13/31/2041	6,776.15	1,720.00	5,056.15	
t0000069	08/2023	12/31/2028	33,643.00	1,228.00	32,415.00	
t0000027	05/2023	12/31/2070	2,364.02	1,250.00	1,114.02	
<b>Total Turnkey</b>			<b>118,625.92</b>	<b>12,081.80</b>	<b>106,544.12</b>	
			<b>486,014.97</b>	<b>89,721.55</b>	<b>396,293.42</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	4	05/03/23	09/04/23	09/15/23	
BT 3-T	4	04/03/23	06/26/23	08/01/23	
BT 4-N	3	06/30/23	In process		<b>LEASE 11/1/23</b>
BT 5-A	0	06/26/23	In process		
BT 5-G	3	01/10/23	02/17/23	08/15/23	
BT 5-M	1	09/06/23			<b>Showed contractor</b>
BT 5-U	2	09/18/23			<b>In process of clearing out</b>
BT 6-F	5	09/30/23			<b>Showed contractor</b>
BT 7-D	4	12/21/22	02/01/23	04/01/23	
BT 7-E	3	06/26/23	10/13/23		<b>LEASE 11/1/23</b>
BT 7-K	3	06/30/23	10/13/23		<b>LEASE 11/1/23</b>
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			<b>Cleared out-Contractor working</b>
DH 8-B	2	06/26/23			<b>Cleared out-Contractor working</b>
DH 14-B	2	05/31/23	10/10/23		<b>LEASE 10/16/23</b>
DH 15-C	1	04/01/23	06/30/23	07/15/23	<b>Contractor working</b>
DH 17-D	2	06/15/23	In process		<b>LEASE 11/1/23</b>
TK 1719A-1L	3	04/17/23	08/17/23	08/21/23	
<b>TOTAL VACANT</b>	<b>11</b>				

**VACANCIES**

	<b>TOTAL UNITS</b>	<b>HUD APPROVED OFFLINE</b>	<b>VACANT UNITS</b>	<b>ACTIVE UNITS AS OF SEPT. 30</b>
<b>Bohlmann Towers</b>	<b>144</b>	<b>2</b>	<b>7</b>	<b>135</b>
<b>Dunbar Heights</b>	<b>96</b>	<b>4</b>	<b>4</b>	<b>88</b>
<b>Turnkey</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>34</b>
<b>Total Units</b>	<b>274</b>	<b>6</b>	<b>11</b>	<b>257</b>
<b>Total Occ. Rate</b>				<b>94% (257)</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	2	
August	1	1	0	3	
September	3	0	0	0	
October	0	0	0		
November	0	2	0		
December	0	1	0		
<b>TOTAL</b>	5	6	0	5	
<b>COST</b>	\$1,075	\$2,245	\$0	\$0	

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

SITE	# Units	No Payment	Past Due September 2023
Bohlmann Towers	144	(27) 28	81 owed \$497,729
Dunbar Heights	96	(20) 22	63 owed \$399,327
Turnkey	33	(6) 6	20 owed \$180,111
Totals	273	(53) 56	164 (60%) - \$1,077,168

Parenthesis () represents the previous month.

**PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS**

PHA Activity 9/5-9/11/2023	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	31	26	5*
Dunbar Heights	19	17	2*
*BT – Other (2 parking complaints, welfare check, school crossing and investigation)			
*DH – Other (welfare check and medical)			
PHA Activity 9/19- 9/25/2023	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	27	23	4*
Dunbar Heights	25	19	6*
*BT – Other (ID theft, unwanted party, medical and parking complaint)			
*DH – Other (subpoena service, harassment, parking complaint, 2 domestic and investigation)			

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

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.

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

	<u>Sep 23</u>
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	81,532.00
3110.2 Dunbar Heights	49,816.00
3110.4 Turnkey	27,480.00
	<hr/>
Total 3110 Dwelling Rental	158,828.00
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	810.00
3190.2 Dunbar Heights	720.00
3190.4 Turnkey	225.00
	<hr/>
Total 3190 Nondwelling Rental	1,755.00
3610 Interest on Gen. Fund Inv.	546.23
3690 Other Income	
3690.1 Laundry Room Income	2,203.58
3690.3 Health Center Rent	740.16
3690.6 Late Fees	
Bohlmann Towers	87.50
Dunbar Heights	315.95
Turnkey	105.80
	<hr/>
Total 3690.6 Late Fees	509.25
3690.8 Work Orders	
Bohlmann Towers	220.00
Dunbar Heights	130.00
	<hr/>
Total 3690.8 Work Orders	350.00
3690.9 AC - BT	617.00
3690.9 Ac - TK	45.00
	<hr/>
Total 3690 Other Income	4,464.99
3691 Other Income CFP Subsidy	16,667.00
8020 Operating Subsidy	
8020.1 AMP 1	76,717.50
8020.2 AMP2	78,818.00
8020.5 Shortfall Funds	43,846.78
	<hr/>
Total 8020 Operating Subsidy	199,382.28
Total Income	<hr/> <hr/> 381,643.50
Gross Profit	381,643.50
Expense	
4110 Administrative Salaries	17,312.72
4130 Legal Expense	3,200.00
4170 Accounting Fees	2,400.00
4171 Auditing Fees	780.00
4190.5 Forms, Station. & Office	292.36
4190.6 All Other Sundry	1,779.32
4190.7 Admin. Service Contracts	2,115.83
4190.71 Leases	1,284.69
4190.72 Payroll Fees	235.72
4220.01 Other Tenant Services	1,760.00
4320 Electricity	16,408.20
4330 Gas	8,459.55
4335 Propane	660.98
4340 Fuel	9,334.79
4410 Labor	43,976.10

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

	Sep 23
4420 Materials	
4420.01 Supplies - Grounds	7,748.28
<b>Total 4420 Materials</b>	<b>7,748.28</b>
4430,1 Garbage & Trash Removal	21,060.00
4430.10 Alarm/Extinguish Contra	800.04
4430,12 Other Maint Contracts	777.98
4430.4 Elevator Contracts	1,681.00
4430.5 Landscaping Contracts	5,500.00
4430.6 Unit Turnaround Contract	9,700.00
4430.9 Exterminating Contracts	1,715.04
4510 Insurance Expense	21,595.00
4520 Payments in Lieu of Taxes	22,717.00
4540 Employee Benefits	
4540.1 Employee Ben - Admin	21,771.27
4540.2 Employee Ben - Maint	34,682.31
4540.6 GASB-68 Admin	6,523.00
<b>Total 4540 Employee Benefits</b>	<b>62,976.58</b>
4570 Collection Losses	8,333.00
<b>Total Expense</b>	<b>274,604.18</b>
<b>Net Ordinary Income</b>	<b>107,039.32</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
8029.52 Capital Fund Grant 2022	18,000.00
8029.53 ROSS Grant	5,835.04
8029.50 - 8029.50 Capital Fund Grant 2020	375.00
<b>Total Other Income</b>	<b>24,210.04</b>
<b>Other Expense</b>	
4805 ROSS 2022 Expenses	5,960.17
<b>Total Other Expense</b>	<b>5,960.17</b>
<b>Net Other Income</b>	<b>18,249.87</b>
<b>Net Income</b>	<b>125,289.19</b>

Peekskill Housing Authority  
Profit & Loss  
April through September 2023

	Apr - Sep 23
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	487,418.00
3110.2 Dunbar Heights	304,336.01
3110.4 Turnkey	161,547.00
Total 3110 Dwelling Rental	953,301.01
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	4,590.00
3190.2 Dunbar Heights	4,455.00
3190.4 Turnkey	1,425.00
Total 3190 Nondwelling Rental	10,470.00
3610 Interest on Gen. Fund Inv.	2,793.53
3690 Other Income	
3690.1 Laundry Room Income	13,715.38
3690.2 CAP Office Rent	1,800.00
3690.3 Health Center Rent	4,440.96
3690.6 Late Fees	
Bohlmann Towers	1,631.66
Dunbar Heights	1,433.35
Turnkey	382.06
Total 3690.6 Late Fees	3,447.07
3690.8 Work Orders	
Bohlmann Towers	1,780.00
Dunbar Heights	570.80
Turnkey	705.00
Total 3690.8 Work Orders	3,055.80
3690.9 AC - BT	3,247.06
3690.9 Ac - TK	300.00
3690 Other Income - Other	0.80
Total 3690 Other Income	30,007.07
3691 Other Income CFP Subsidy	100,002.00
8020 Operating Subsidy	
8020.1 AMP 1	464,105.60
8020.2 AMP2	523,149.20
8020.5 Shortfall Funds	43,846.78
Total 8020 Operating Subsidy	1,031,101.58
Total Income	2,127,675.19
Gross Profit	2,127,675.19
Expense	
4110 Administrative Salaries	123,463.82
4130 Legal Expense	22,994.00
4140 Staff Training	2,520.00
4170 Accounting Fees	12,600.00
4171 Auditing Fees	4,680.00
4190.3 Telephone	2,124.40
4190.4 Collection Fees/Court Co	1,650.00
4190.5 Forms, Station. & Office	11,567.44
4190.6 All Other Sundry	16,887.15
4190.7 Admin. Service Contracts	19,514.26
4190.71 Leases	2,864.90
4190.72 Payroll Fees	1,744.97
4190.9 Advertising	1,810.00
4220 Recreation, Publications	93.72
4220.01 Other Tenant Services	10,769.69

**PEEKSKILL HOUSING AUTHORITY  
RESOLUTION APPROVING UPDATED INTERNAL CONTROL POLICY**

**WHEREAS**, the Peekskill Housing Authority has updated the Internal Control Policy; and

**WHEREAS**, the Peekskill Housing Authority advertised in the local paper that the copy of the Internal Control Policy was available for public review from July 20, 2023 through August 19, 2023 and a copy could be obtained in the main office at Bohlmann Towers, 807 Main Street, Peekskill, NY, Monday through Friday, from 7:30 a.m. until 3:00 p.m.; and

**WHEREAS**, the Peekskill Housing Authority held a public hearing on September 21, 2023 to discuss the updated Internal Control Policy; and

**WHEREAS**, additional information was requested and discussed at the October 19, 2023 Board of Commissioners Meeting;

**WHEREAS**, the Peekskill Housing Authority has revised the Internal Control Policy to reflect said changes

**NOW, THEREFORE BE IT RESOLVED**, the Peekskill Housing Authority approve the updated Internal Control Policy.

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 Chair Jacqueline Simpkins				
Commissioner Nicola Smith-Defreitas				
Commissioner Jessica Martinez				
Commissioner Yvette Houston				
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: October 19<sup>th</sup>, 2023

\_\_\_\_\_  
J. Phalen, Interim Executive Director

Date: October 19<sup>th</sup>, 2023



# PEEKSKILL HOUSING AUTHORITY INTERNAL CONTROL POLICY

## 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 to work in conjunction with the existing Westchester County job descriptions 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 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.

Peekskill Housing Authority  
Transaction List by Vendor  
September 2023

Type	Date	Num	Memo	Amount
<b>Ace Computer Services Corp.</b>				
Bill	09/14/2023	6502	Computer Maintenance Services	-299.98
Bill Pmt -Check	09/14/2023	17405	Computer Maintenance Services	-299.98
<b>ADT Commercial</b>				
Bill	09/28/2023	15200...	Fire Monitoring - 9/1/2023-8/31/2024	-800.04
Bill Pmt -Check	09/28/2023	17428	Fire Monitoring - 9/1/2023-8/31/2024	-800.04

Resolution No. 10/03/2023

**PEEKSKILL HOUSING AUTHORITY  
RESOLUTION APPROVING THE  
PAYMENT OF MONTHLY BILLS AS LISTED  
SEPTEMBER 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 September 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 September 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: October 19<sup>th</sup>, 2023

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

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

Type	Date	Num	Memo	Amount
<b>Innov8tive Environmental Services, Inc.</b>				
Bill	09/28/2023	1628	Tank Rental September 2023	-450.00
Bill Pmt -Check	09/28/2023	17440	Tank Rental September 2023	-450.00
<b>John G. Cruikshank</b>				
Bill	09/28/2023	4992	CPA Services-August 2023	-2,400.00
Bill Pmt -Check	09/28/2023	17441	CPA Services-August 2023	-2,400.00
<b>Kimberlyn Mclver</b>				
Bill	09/14/2023	030	ROSS Coordinator fees	-2,855.00
Bill Pmt -Check	09/14/2023	17403	ROSS Coordinator fees	-2,855.00
Bill	09/28/2023	031	ROSS Coordinator Fees	-2,855.00
Bill Pmt -Check	09/28/2023	17426	ROSS Coordinator Fees	-2,855.00
<b>Language Line Services, Inc</b>				
Bill	09/28/2023	11096...	Interpretation Services-August 2023	-26.83
Bill Pmt -Check	09/28/2023	17442	9022006502	-26.83
<b>Lazurus Rodriguez</b>				
Bill	09/14/2023		Net Pay	-1,653.81
Bill	09/14/2023		CSEA uniform allowance	-500.00
Bill Pmt -Check	09/14/2023	17425		-2,153.81
<b>New York Power Authority</b>				
Bill	09/14/2023	61001...	Electricity-All Sites	-19,772.23
Bill Pmt -Check	09/14/2023	17412	Electricity-All Sites	-19,772.23
<b>NYS and Local Retirement Systems</b>				
General Journal	09/05/2023	ERS	September ERS payment	3,304.39
<b>NYSIF</b>				
Bill	09/14/2023		Workers' Compensation Insurance	-1,201.50
Bill Pmt -Check	09/14/2023	17413	Workers' Compensation Insurance	-1,201.50
<b>Otis Elevator Company</b>				
Bill	09/14/2023		Logistics and Fuel fee	-300.00
Bill Pmt -Check	09/14/2023	17414	Logistics and Fuel fee	-300.00
Bill	09/28/2023	NF158...	Elevator Service	-1,381.00
Bill Pmt -Check	09/28/2023	17443	Elevator Service	-1,381.00
<b>Paychex</b>				
General Journal	09/14/2023	Paychex	Paychex invoice	105.94
General Journal	09/28/2023	Paychex	Paychex invoice	129.78
<b>Personnel Concepts</b>				
Bill	09/14/2023		VOID: Compliance Assurance Renewal	0.00
Bill Pmt -Check	09/14/2023	17415	VOID: Compliance Assurance Renewal	0.00
General Journal	09/19/2023	AJE	Ck# 17415 voided but cleared	204.95
<b>Pestech</b>				
Bill	09/01/2023			0.00
Bill	09/14/2023	1034040	Pest Control Services	-857.52
Bill Pmt -Check	09/14/2023	17416	Pest Control Services	-857.52
Bill	09/28/2023	1038669	Pest Control Services	-857.52
Bill Pmt -Check	09/28/2023	17444	Pest Control Services	-857.52
<b>Pierro &amp; Kamensky</b>				
Bill	09/28/2023		Attorney Services- August 2023	-3,200.00
Bill Pmt -Check	09/28/2023	17445	Attorney Services- August 2023	-3,200.00
<b>Pitney Bowes Global Financial Serv. LLC</b>				
Bill	09/14/2023	33179...	Meter Leasing	-478.80
Bill Pmt -Check	09/14/2023	17417	Meter Leasing	-478.80
<b>Pitney Bowes Purchase Power</b>				
Bill	09/14/2023		Postage August 2023	-705.50
Bill Pmt -Check	09/14/2023	17418	Postage August 2023	-705.50
<b>Public Housing Authorities Directors Ass.</b>				
Bill	09/28/2023	36092	Membership Renewal	-635.00
Bill Pmt -Check	09/28/2023	17446	Membership Renewal	-635.00
<b>Ready Refresh</b>				
Bill	09/28/2023		Water Delivery	-233.87
Bill Pmt -Check	09/28/2023	17448	Water Delivery	-233.87
<b>Right-Trak Design Inc.</b>				
Bill	09/14/2023	21146	Grant Review Close Out	-38.33
Bill	09/14/2023	21147	Budget Draft	-287.50
Bill Pmt -Check	09/14/2023	17424		-325.83
<b>Rivera's Landscaping and Construction Inc</b>				
Bill	09/28/2023	0000235	Garden Beds Bohlmann Towers	-5,500.00
Bill Pmt -Check	09/28/2023	17450	Garden Beds Bohlmann Towers	-5,500.00

**PEEKSKILL HOUSING AUTHORITY  
RESOLUTION APPROVING THE  
PAYMENT OF MONTHLY BILLS AS LISTED  
SEPTEMBER 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 September 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 September 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 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: October 19<sup>th</sup>, 2023

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

## Peekskill Housing Authority Transaction List by Vendor September 2023

Type	Date	Num	Memo	Amount
<b>Ace Computer Services Corp.</b>				
Bill	09/14/2023	6502	Computer Maintenance Services	-299.98
Bill Pmt -Check	09/14/2023	17405	Computer Maintenance Services	-299.98
<b>ADT Commercial</b>				
Bill	09/28/2023	15200...	Fire Monitoring - 9/1/2023-8/31/2024	-800.04
Bill Pmt -Check	09/28/2023	17428	Fire Monitoring - 9/1/2023-8/31/2024	-800.04
<b>Arvisse Spence</b>				
Bill	09/28/2023	3031	Website Maintenance August and September 2023	-1,000.00
Bill Pmt -Check	09/28/2023	17429	Website Maintenance August and September 2023	-1,000.00
<b>Avaya Financial Services</b>				
Bill	09/28/2023	43043...	Office Phone	-135.27
Bill Pmt -Check	09/28/2023	17430	Office Phone	-135.27
<b>Banksystems Marketing Inc.</b>				
Bill	09/28/2023	126613	Bank Check Scanner 10/5/2023-10/4/024	-136.09
Bill Pmt -Check	09/28/2023	17431	Bank Check Scanner 10/5/2023-10/4/024	-136.09
<b>Carahsoft Technology Corp.</b>				
Bill	09/28/2023	IN149...	Verification Services-August 2023	-789.02
Bill Pmt -Check	09/28/2023	17432	Verification Services-August 2023	-789.02
<b>City of Peekskill</b>				
Bill	09/14/2023		4th Quarter Trash Pick Up	-21,060.00
Bill Pmt -Check	09/14/2023	17406	4th Quarter Trash Pick Up	-21,060.00
<b>City of Peekskill (Gas)</b>				
Bill	09/28/2023		Gas-August 2023	-245.18
Bill Pmt -Check	09/28/2023	17433	Gas-August 2023	-245.18
<b>City of Peekskill (Parks &amp; Rec)</b>				
Bill	09/14/2023		Pool Passes	-60.00
Bill Pmt -Check	09/14/2023	17422	Pool Passes	-60.00
<b>Con Edison</b>				
General Journal	09/01/2023	Gas	807 Main St heat	5,767.60
Bill	09/28/2023		DH 17D-Vacant	-285.00
Bill Pmt -Check	09/28/2023	17434	DH 17D-Vacant	-285.00
<b>CSEA</b>				
Bill	09/14/2023		Union Dues	-345.62
Bill Pmt -Check	09/14/2023	17423	Union Dues	-345.62
Bill	09/28/2023		Union Dues	-345.62
Bill Pmt -Check	09/28/2023	17435	Union Dues	-345.62
<b>CSEA Employee Benefit Fund</b>				
Bill	09/28/2023		Dental and Vision 10/2023	-1,717.65
Bill Pmt -Check	09/28/2023	17436	Dental and Vision 10/2023	-1,717.65
<b>DEC Office Leasing</b>				
Bill	09/14/2023	80451...	Office Equipment	-305.45
Bill Pmt -Check	09/14/2023	17407	Office Equipment	-305.45
Bill	09/28/2023	81021...	Office Copier Lease	-156.45
Bill Pmt -Check	09/28/2023	17449	Office Copier Lease	-156.45
<b>DEC Office Solutions, Inc.</b>				
Bill	09/14/2023	IN267...	Toner Replacement	-21.00
Bill Pmt -Check	09/14/2023	17408	Toner Replacement	-21.00
Bill	09/28/2023	IN267...	Equipment Rental	-343.99
Bill Pmt -Check	09/28/2023	17437	Equipment Rental	-343.99
<b>Employee Benefits Division</b>				
Bill	09/14/2023	597	Health Benefits August & September 2023	-52,605.99
Bill Pmt -Check	09/14/2023	17404	Health Benefits August & September 2023	-52,605.99
<b>Glorious Contracting, INC</b>				
Bill	09/14/2023		Unit Turnovers	-9,700.00
Bill Pmt -Check	09/14/2023	17409	Unit Turnovers	-9,700.00
<b>HD Supply Facilities Maintenance Ltd.</b>				
Bill	09/28/2023	92186...	Maintenance Supplies	-895.19
Bill Pmt -Check	09/28/2023	17438	Maintenance Supplies	-895.19
<b>Home Depot Credit Services</b>				
Bill	09/14/2023		Maintenance Supplies	-6,533.07
Bill Pmt -Check	09/14/2023	17410	Maintenance Supplies	-6,533.07
<b>Home Mason Supply Corp.</b>				
Bill	09/14/2023		Maintenance Materials	-65.85
Bill Pmt -Check	09/14/2023	17411	Maintenance Materials	-65.85
<b>Housing Authority Risk Retention Group</b>				
Bill	09/28/2023	65508...	Deductible- Legal Expenses	-1,762.81
Bill Pmt -Check	09/28/2023	17439	Deductible- Legal Expenses	-1,762.81

## Peekskill Housing Authority Transaction List by Vendor September 2023

Type	Date	Num	Memo	Amount
<b>Innov8tive Environmental Services, Inc.</b>				
Bill	09/28/2023	1628	Tank Rental September 2023	-450.00
Bill Pmt -Check	09/28/2023	17440	Tank Rental September 2023	-450.00
<b>John G. Cruikshank</b>				
Bill	09/28/2023	4992	CPA Services-August 2023	-2,400.00
Bill Pmt -Check	09/28/2023	17441	CPA Services-August 2023	-2,400.00
<b>Kimberlyn Mclver</b>				
Bill	09/14/2023	030	ROSS Coordinator fees	-2,855.00
Bill Pmt -Check	09/14/2023	17403	ROSS Coordinator fees	-2,855.00
Bill	09/28/2023	031	ROSS Coordinator Fees	-2,855.00
Bill Pmt -Check	09/28/2023	17426	ROSS Coordinator Fees	-2,855.00
<b>Language Line Services, Inc</b>				
Bill	09/28/2023	11096...	Interpretation Services-August 2023	-26.83
Bill Pmt -Check	09/28/2023	17442	9022006502	-26.83
<b>Lazurus Rodriguez</b>				
Bill	09/14/2023		Net Pay	-1,653.81
Bill	09/14/2023		CSEA uniform allowance	-500.00
Bill Pmt -Check	09/14/2023	17425		-2,153.81
<b>New York Power Authority</b>				
Bill	09/14/2023	61001...	Electricity-All Sites	-19,772.23
Bill Pmt -Check	09/14/2023	17412	Electricity-All Sites	-19,772.23
<b>NYS and Local Retirement Systems</b>				
General Journal	09/05/2023	ERS	September ERS payment	3,304.39
<b>NYSIF</b>				
Bill	09/14/2023		Workers' Compensation Insurance	-1,201.50
Bill Pmt -Check	09/14/2023	17413	Workers' Compensation Insurance	-1,201.50
<b>Otis Elevator Company</b>				
Bill	09/14/2023		Logistics and Fuel fee	-300.00
Bill Pmt -Check	09/14/2023	17414	Logistics and Fuel fee	-300.00
Bill	09/28/2023	NF158...	Elevator Service	-1,381.00
Bill Pmt -Check	09/28/2023	17443	Elevator Service	-1,381.00
<b>Paychex</b>				
General Journal	09/14/2023	Paychex	Paychex invoice	105.94
General Journal	09/28/2023	Paychex	Paychex invoice	129.78
<b>Personnel Concepts</b>				
Bill	09/14/2023		VOID: Compliance Assurance Renewal	0.00
Bill Pmt -Check	09/14/2023	17415	VOID: Compliance Assurance Renewal	0.00
General Journal	09/19/2023	AJE	Ck# 17415 voided but cleared	204.95
<b>Pestech</b>				
Bill	09/01/2023			0.00
Bill	09/14/2023	1034040	Pest Control Services	-857.52
Bill Pmt -Check	09/14/2023	17416	Pest Control Services	-857.52
Bill	09/28/2023	1038669	Pest Control Services	-857.52
Bill Pmt -Check	09/28/2023	17444	Pest Control Services	-857.52
<b>Pierro &amp; Kamensky</b>				
Bill	09/28/2023		Attorney Services- August 2023	-3,200.00
Bill Pmt -Check	09/28/2023	17445	Attorney Services- August 2023	-3,200.00
<b>Pitney Bowes Global Financial Serv. LLC</b>				
Bill	09/14/2023	33179...	Meter Leasing	-478.80
Bill Pmt -Check	09/14/2023	17417	Meter Leasing	-478.80
<b>Pitney Bowes Purchase Power</b>				
Bill	09/14/2023		Postage August 2023	-705.50
Bill Pmt -Check	09/14/2023	17418	Postage August 2023	-705.50
<b>Public Housing Authorities Directors Ass.</b>				
Bill	09/28/2023	36092	Membership Renewal	-635.00
Bill Pmt -Check	09/28/2023	17446	Membership Renewal	-635.00
<b>Ready Refresh</b>				
Bill	09/28/2023		Water Delivery	-233.87
Bill Pmt -Check	09/28/2023	17448	Water Delivery	-233.87
<b>Right-Trak Design Inc.</b>				
Bill	09/14/2023	21146	Grant Review Close Out	-38.33
Bill	09/14/2023	21147	Budget Draft	-287.50
Bill Pmt -Check	09/14/2023	17424		-325.83
<b>Rivera's Landscaping and Construction Inc</b>				
Bill	09/28/2023	0000235	Garden Beds Bohlmann Towers	-5,500.00
Bill Pmt -Check	09/28/2023	17450	Garden Beds Bohlmann Towers	-5,500.00

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

Type	Date	Num	Memo	Amount
<b>Robison Oil</b>				
General Journal	09/21/2023	Oil	September Robison	9,334.79
<b>Sav-Mor Discount Auto Parts</b>				
Bill	09/14/2023	ID740...	Materials-Bohlman Towers	-8.99
Bill Pmt -Check	09/14/2023	17419	Materials-Bohlman Towers	-8.99
<b>Suburban Propane</b>				
Bill	09/14/2023		Propane Delivery	-660.98
Bill Pmt -Check	09/14/2023	17420	Propane Delivery	-660.98
<b>The NY Mover</b>				
Bill	09/14/2023	333-1	Moving Services	-1,700.00
Bill Pmt -Check	09/14/2023	17421	Moving Services	-1,700.00
<b>Tolls by Mail Payment Processing Center</b>				
Bill	09/28/2023	17976...	Toll Bill	-2.15
Bill Pmt -Check	09/28/2023	17447	Toll Bill	-2.15
<b>Verizon Wireless</b>				
General Journal	09/07/2023	AJE	Ck# 17397 cleared 9/7	125.04
Bill	09/26/2023	99444...	ROSS Coordinator phone	-125.13
Bill Pmt -Check	09/28/2023	17427	ROSS Coordinator phone	-125.13

**PEEKSKILL HOUSING AUTHORITY  
APPROVING HERCULES CORP FOR  
LAUNDRY SERVICES**

**WHEREAS**, The Peekskill Housing Authority solicited Requests for Proposals for Laundry services, and

**WHEREAS**, The Peekskill Housing Authority received one bid in response to the Requests for Proposals, and

**WHEREAS**, The response was carefully reviewed, and Hercules Corp is a qualified respondent;

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Peekskill Housing Authority accept the recommendation of Hercules Corp for Laundry services for a 5-year contract.

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

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Vice Chair Jacqueline Simpkins				
Commissioner Nicola Smith-Defreitas				
Commissioner Jessica Martinez				
Commissioner Yvette Houston				
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: October 19<sup>th</sup>, 2023

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



**HERCULES CORP. PROPOSAL**  
AND SUPPORTING DOCUMENTATION

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**PEEKSKILL HOUSING AUTHORITY**

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Request for Proposal  
Laundry Services  
Dated: August 31, 2023

Due: October 1, 2023



**HERCULES CORPORATION**  
550 WEST JOHN STREET  
HICKSVILLE, NY 11801  
Tax ID# 11-1956918  
Contact: Tom Jeppestol, Senior Account Manager  
(Cell) 516-417-3740 (Fax) 516-822-9338  
(Email) [tom.jeppestol@hercnet.com](mailto:tom.jeppestol@hercnet.com)

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[516] 822-9300  
[800] 526-5760  
FAX: [516] 822-9543

550 West John Street  
Hicksville, NY 11801-1039

October 1, 2023

PEEKSKILL HOUSING AUTHORITY  
Attn: Janneyn Phalen, Interim Executive  
807 Main Street  
Peekskill, NY 10566

Dear Ms. Phalen:

I would like to take this opportunity to personally thank the Peekskill Housing Authority for inviting Hercules Corp. to submit this Proposal for the operation of its laundry facilities. We greatly appreciate the time and attention that you have extended, to both review the RFP and enabling us to conduct an On-Site Visit. The following Proposal for laundry service has been prepared using the Authorities' Request for Proposal, dated August 31, 2023, as a guide.

Our company is ideally suited to operate the Peekskill Housing Authority's laundry facilities by virtue of our extensive experience operating the laundry facilities for White Plains Housing Authority, Cohoes Housing Authority, Yonkers Housing Authority, as well as Tioga/Bradford Housing Authorities, among others.

We greatly appreciate your consideration and look forward to the possibility of servicing your residences. Tom Jeppistol, Hercules' Senior Account Manager, will be your primary contact and can be reached at: 516-417-3740.

Sincerely,

HERCULES CORP.

A handwritten signature in black ink, appearing to read "Andrew May", written in a cursive style.

Andrew May  
President

AM/tr

## II. DESCRIPTION OF SERVICES

Hercules Corp. is offering the following Equipment installations:

### **BOHLMANN TOWERS**

**807 Main Street**

**Peekskill, NY 10566**

**144 Apts. – 1 Laundry Room**

- **Two (2) New Wascomat triple-load rigid-mount washers, 4.6 cu. ft. capacity, Model WLD730, initially metered at \$3.00 per wash cycle.**  
*Additional Wascomat Washer Features and Costs:*
  - Heavy Soil - additional \$0.25 – additional 5 minutes during wash cycle.*
  - Extra Rinse - additional \$0.25 – additional rinse.*
  - Heavy Soil plus Extra Rinse – additional \$0.50 for both above mentioned features.**Features are pre-set from factory but can be disabled if desired prior to installation.*
- **Nine (9) New Speed Queen high-efficiency front-load, Energy Star rated washers, 3.42 cu. ft. capacity, Model SFNNYASP116TW01 (Pump Drain), initially metered at \$2.35 per wash cycle.**  
*Additional Speed Queen Front Load Features and Costs:*
  - Medium Option - additional \$0.25 - additional 3 minutes during wash cycle.*
  - Heavy Option - additional \$0.50 - additional 3 minutes during wash cycle plus extra rinse.**Features are pre-set from factory, but can be disabled if desired, prior to installation.*
- **Five (5) New Speed Queen stack multi-load tumbler dryers, 30lb. capacity, Model STT30; (total of ten drying pockets), initially metered at \$1.25 per 16-minute dry cycle.**
- **One (1) Kiosoft AVU Credit Kiosk (credit/debit card to Smart Card) with CleanPay Mobile App Technology (Pay by Phone).**

#### **LEASEHOLD IMPROVEMENTS:**

- The dryer vents will be cleaned at installation and bi-annually, thereafter.

#### **AMENITIES:**

- Four (4) laundry carts with hanging racks.
- New instruction and refunds signs with Hercules' toll-free telephone number and email address.

### **TURNKEY**

**1431 Park Street**

**Peekskill, NY 10566**

**15 Apts. – 1 Laundry Room**

- **Two (2) New Speed Queen high-efficiency front-load, Energy Star rated washers, 3.42 cu. ft. capacity, Model SFNNYASG115TW01 (Pump Drain), initially metered at \$1.85 per wash cycle.**  
*Additional Speed Queen Top Load Features and Costs:*
  - Medium Option - additional \$0.25 - additional 3 minutes during wash cycle.*
  - Heavy Option - additional \$0.50 - additional 3 minutes during wash cycle plus extra rinse.**Features are pre-set from factory, but can be disabled if desired, prior to installation.*
- **Two (2) New Maytag single-load super-capacity gas dryers, Model MDG20PR, initially metered at \$1.85 per 54-minute dry cycle.**

- One (1) Kiosoft Value Code Machine (credit/debit card to Smart Card) with CleanPay Mobile App Technology (Pay by Phone).

**LEASEHOLD IMPROVEMENTS:**

- The dryer vents will be cleaned at installation and bi-annually, thereafter.

**AMENITIES:**

- One (1) Maywood brand folding table.
- New instruction and refunds signs with Hercules' toll-free telephone number and email address.

**TURNKEY**

**1719 Park Street**

**Peekskill, NY 10566**

**12 Apts. – 1 Laundry Room**

- Two (2) New Speed Queen high-efficiency front-load, Energy Star rated washers, 3.42 cu. ft. capacity, Model SFNNYASG115TW01 (Pump Drain), initially metered at \$1.75 per wash cycle.

*Additional Speed Queen Top Load Features and Costs:*

*Medium Option - additional \$0.25 - additional 3 minutes during wash cycle.*

*Heavy Option - additional \$0.50 - additional 3 minutes during wash cycle plus extra rinse.*

*Features are pre-set from factory, but can be disabled if desired, prior to installation.*

- Two (2) New Maytag single-load super-capacity gas dryers, Model MDG20PR, initially metered at \$2.00 per 54-minute dry cycle.
- One (1) Kiosoft Value Code Machine (credit/debit card to Smart Card) with CleanPay Mobile App Technology (Pay by Phone).

**LEASEHOLD IMPROVEMENTS:**

- The dryer vents will be cleaned at installation and bi-annually, thereafter.

**AMENITIES:**

- One (1) Maywood brand folding table.
- New instruction and refunds signs with Hercules' toll-free telephone number and email address.

**PLEASE NOTE:** For all Housing Authority locations, commencing Year 3, Hercules will increase the cycle charges of its washers and single-load dryers by \$0.25 per machine, per cycle and its 30lb. stack dryers by \$0.15 per machine, per cycle.

**SMART CARD SYSTEM – KIOSOFT AVU CREDIT KIOSK**

All of the machines will operate with the use of a Hercules "Smart Card". The Kiosoft AVU Credit Kiosk will allow residents easy access to add value to, or purchase additional Smart Cards, if necessary. It will accept Visa, Mastercard and American Express credit cards and only debit cards with the Visa/Mastercard logo on them. The Credit Kiosk also has a coded value feature that will allow the residents easy access to add value to their cards, when necessary, via the internet through the Hercules website. **Hercules will provide one (1) Smart Card Kit for each apartment which includes a complimentary Smart Card programmed with \$5.00 of value and an**

**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 was publicly noticed for 30 days. A public hearing was held before the September 21<sup>st</sup> 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.

**Procurement Policy**

As part of the HUD review, PHA has updated its procurement policy to ensure the Authority complies with current regulations. This is being advertised for 30 days beginning October 13. Following this time period, a public hearing will be held in November and a board resolution approving the policy will be submitted at that time

**New Laundry Contract**

On August 31<sup>st</sup>, PHA began advertising for laundry services for 807 Main Street, 1431 Park and 1719 Park Street. Proposals were due at the PHA office October 2<sup>nd</sup>, 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 at 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 5<sup>th</sup>, 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.

As detailed in the report, the review team identified areas in which the PHA can improve its performance, including:

- Procurement: The PHA shall update its procurement policies to include NYS thresholds and develop a process by which the status, identification, and location of all units in HUD Secure Systems (PIC) is updated regularly.
- Lead Based Paint (LBP): The PHA shall complete LBP testing at its properties and include LBP Disclosure Forms in its tenant files.
- Section 3: The PHA shall maintain documentation required through PIH Notices.

The report was received on September 29<sup>th</sup>, 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.

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.

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. PHA is testing grinding the sharp edges of the stair treads as coverings would cause pooling and rust the stairs.

**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.

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 September 30, 2023

	<u>Sep 30, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1111.2 Cash - Operating Account	121,045.44
1111.5 Cash - Payroll Account	20,643.93
1112 Chase - Nonfederal	631,168.97
1114 Security Deposit Fund	81,598.66
1117 Petty Cash Fund	1,000.00
	<hr/>
<b>Total Checking/Savings</b>	855,457.00
<b>Other Current Assets</b>	
1123 Allowance for Doubt. Accts	-808,127.00
1125 AR HUD	102,089.50
1211 Prepaid Insurance	43,625.74
1260 Material Inventory	28,540.00
1261 Obsolete Inventory	-1,427.00
1290 Deferred Charges	1,328.13
1122.1 · 1122.1 TAR Bohlmann	314,671.88
1122.2 · 1122.2 TAR Dunbar	298,541.26
1122.3 · 1122.3 TAR Turnkey	61,028.39
1122.7 · 1122.7 TAR Repays Bohlmann	177,311.78
1122.8 · 1122.8 TAR Repays Dunbar	105,834.87
1122.9 · 1122.9 TAR Repays Turnkey	105,662.92
1262 · 1262 Fuel Oil Inventory	5,706.00
	<hr/>
<b>Total Other Current Assets</b>	434,786.47
	<hr/>
<b>Total Current Assets</b>	1,290,243.47
<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	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/>
<b>Total Fixed Assets</b>	5,418,528.00
<b>Other Assets</b>	
1420 · 1420 Deferred Outflows GASB-68	427,235.00
1421 · 1421 Deferred Outflows OPEB	965,102.00
	<hr/>
<b>Total Other Assets</b>	1,392,337.00
	<hr/>
<b>TOTAL ASSETS</b>	<b>8,101,108.47</b>
	<hr/> <hr/>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 · Accounts Payable	-80,560.79
	<hr/>
<b>Total Accounts Payable</b>	-80,560.79

10:47 PM

10/09/23

Accrual Basis

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

	<u>Sep 30, 23</u>
<b>Other Current Liabilities</b>	
2111 Accounts Payable	21,059.61
2114 Tenant Security Deposits	81,598.66
2117.3 Pension Payable	3,475.30
2117.7 CSEA Dues	183.41
2133 Accrued utilities	148,982.69
2135 Accrued Payroll	3,808.27
2136 Accrued Pension	40,532.00
2137 Payments in Lieu of Taxes	97,985.40
2138 Accrued Comp. Absences	154,487.54
2146 Lease Payable	10,749.37
2240 Tenant Prepaid Rents	-31.70
2290 Deferred Credits	8,149.96
2240.1 · Prepaid Rent Bohlmann	3,890.85
2240.2 · Prepaid Rent Dunbar	2,967.22
2240.3 · Prepaid Rent Turnkey	868.38
<b>Total Other Current Liabilities</b>	<u>578,706.96</u>
<b>Total Current Liabilities</b>	498,146.17
<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>	7,130,130.17
<b>Equity</b>	
2803 Invested in Capital Assets	5,369,215.63
2807 Unrestricted Net Assets	-4,805,902.90
Net Income	407,665.57
<b>Total Equity</b>	<u>970,978.30</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>8,101,108.47</u></u>

**Instructional Brochure.** Hercules will be responsible for the internet installation and monthly service costs to enable usage of the system.

### **SMART CARD SYSTEM – KIOSOFT CLEANPAY VALUE CODE MACHINE**

All of the machines will operate with the use of a Hercules "Smart Card". Each machine will have its own individual card reader instead of the coin slide. The Kiosoft CleanPay Value Code Machine will allow the residents easy access to add value to their cards, when necessary, via the internet through the Hercules Web Site. **Hercules will provide one (1) Smart Card Kit for each apartment which includes a complimentary Smart Card programmed with \$5.00 of value and an Instructional Brochure.**

### **KIOSOFT CLEANPAY MOBILE APP**

The CleanPay Mobile App, a new Smart Phone app, will allow building residents to start laundry room washers and dryers with the use of a Smart Phone. Residents can download the phone app from the App Store or Google Play and, functioning like a mobile wallet, value can be added with a credit or debit card over the internet. Residents will then scan the QR Code located on the laundry machine to start the cycle. Other features of the CleanPay Mobile App include the capability of requesting service, requesting refunds, checking account balance, viewing transaction history (refill history, usage history, and refund history) and purchasing additional laundry credit.

(See attached Manufacturer's Specification Sheets)

### **LAUNDRY ROOM UTILITY COSTS**

Hercules estimates the yearly utility costs to be \$750.00 per month.

Hercules estimates the water consumption per cycle to be: Speed Queen front-load washer – 14 gallons per load, Speed Queen top-load washer - 28 gallons per load and Wascomat 30lb. front-load washer - 18 gallons per load.

### **PREVENTIVE MAINTENANCE**

Hercules technicians go through an extensive training program to ensure they're well prepared to solve your washer and dryer maintenance issues. Our Customer Service Representatives are also prepared to assist your onsite staff with resolving common operational issues that may not require an onsite visit, as well as handle reimbursement and other concerns.

Hercules' service allows for the quick dispatch of technicians in response to both computer-generated (for preventive maintenance) and customer-generated service calls. The ability to reduce machine down time, especially during peak usage, enhances revenue and improves Hercules' reputation with its customers.

In a business that emphasizes prompt and efficient service, Hercules believes the systems we have in place, provide a significant competitive advantage in terms of responding promptly to customer needs. Service calls for preventive maintenance are based on previous service history, repeat service call analysis and monitoring of service areas. These operations coordinate Hercules' radio-equipped service vehicles and allow Hercules to address customer needs quickly and efficiently.

## CONTRACTOR QUALIFICATIONS

Hercules Corp. is a family-operated business since its inception in 1959. Originally located in a Brooklyn store-front; early success quickly required a move to a larger facility in Inwood, New York. In 1994, the company, still growing, relocated again to a modern 40,000 square foot facility in Hicksville, NY. Today, Hercules is an equal opportunity employer, with over 150 service and support personnel enabling it to maintain its equipment in over 6,000 locations in the greater metropolitan tri-state area, as far south as Delaware and as far north as Buffalo. With a fully stocked parts department and over 57 field technicians servicing our market, Hercules has become the premiere company in customer satisfaction.

Hercules Corp. will be completely responsible for all delivery, receiving, storage and security of all equipment and parts and laundry room supplies provided under the terms of the Agreement resulting from the RFP and Hercules Corp. proposal.

All washers and dryers will have clearly posted instructions on the machines, as well as clearly posted instruction signs throughout each room and will address the most common questions. All signs will be subject to the approval of the Housing Authority, prior to posting.

The equipment recommendation and installation in this Proposal includes Speed Queen washers and dryers, all of which have a proven dependability track record which is based on both industry standards and Hercules' own experience in installing and servicing these laundry equipment models. The equipment will be "user friendly" and will feature clear and easily readable user interface panels. All of the equipment will also feature a variety of settings for the students and residents' use, accordingly.

We are confident that the equipment in this Proposal will adequately serve the needs and exceed performance expectations. The equipment proposed will serve to maximize the available space within each laundry facility and will easily accommodate the laundry load needs of the residents using them.

All equipment will be precisely installed to manufacturers' requirements and specifications in an effort to further enhance the equipment capabilities and accessibility.

It is understood and accepted that all equipment and the overall installation plan will be subject to the prior written approval of the Housing Authority.

All machines will be set to the manufacturer's specifications and requirements, which will serve to adequately achieve drying per dry cycle, with proper use.

Hercules Corp. will provide and affix a printed tag on all laundry equipment bearing a number for the laundry equipment and a clearly displayed identification number. In addition, Hercules Corp.'s telephone and e-mail contact information will be clearly displayed on signs, for customer service and in the event residents require repair services. Hercules Corp. will be responsible for the cost, design and printing of the tags, stickers and signage, accordingly.

The installations, which are proposed by Hercules, will replace the existing equipment and provide, in each location, new equipment. The proposed mix of equipment is intended to and will provide a comfortable and efficient laundry facility.

Hercules Corp. will coordinate the removal of the existing equipment, installation under a planned schedule and in coordination with the Housing Authority. Once the dates for removal are determined, Hercules Corp. will provide the Housing Authority with an exact schedule, well in advance, which outlines the dates and provides all further details of the new laundry equipment installation. Hercules Corp. will commence the installation as directed

by the Housing Authority. The installation and laundry room closures will be tiered and conducted in a fashion, which will minimize inconvenience to the residents.

Upon completion of all of the initial contract work, listed above, Hercules Corp. will complete the equipment installation, using our "in-house" installers, inclusive of all brand-new laundry equipment, installation of any needed card readers. Again, the removal and installation of the new equipment and all laundry room closures will be coordinated with the Housing Authority in a manner which will accommodate and allow for significant advanced notice of room closures dates and openings.

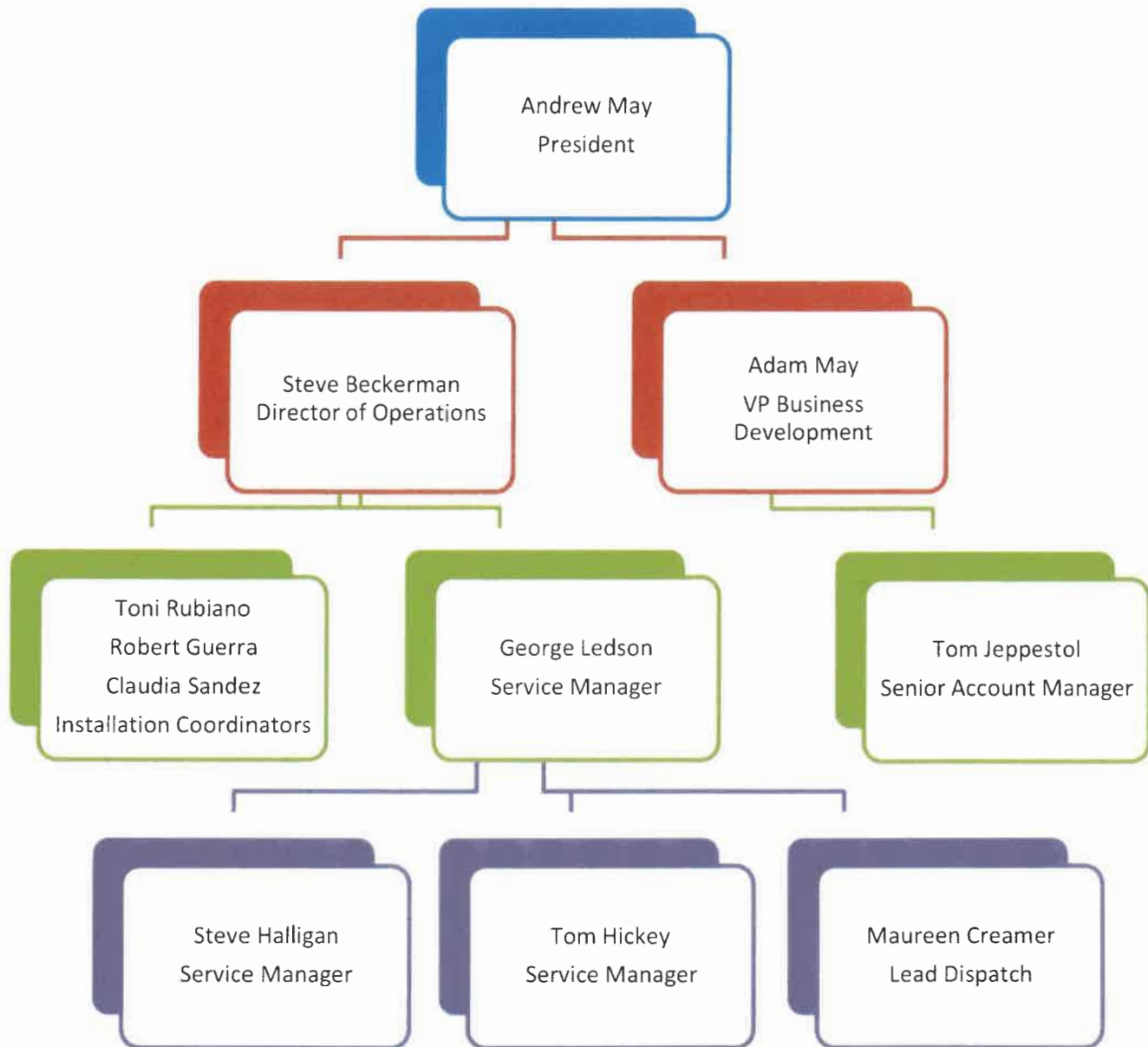
In addition, Hercules Corp. will bear responsibility for all costs required for transition to the new equipment installation.

Hercules Corp. accepts responsibility for the operation, routine repairs and maintenance of the laundry facilities, service, parts, refunds etc.

Hercules Corp. will ensure proper operation and availability of the laundry facilities during normal hours of operation. It is understood and agreed that all proposed laundry equipment is subject to the approval and acceptance of the Housing Authority.

Our Service Department maintains historical data on all dispatched service calls, response time, repairs and the parts utilized in the service and repair of equipment. This information is available upon request. Service Manager, Mr. George Ledson or Tom Jeppetol, your Senior Account Manager, will be available to attend meetings, as required, and provide explanation and insight into the reporting.

The organizational chart below highlights the key personnel and outlines the chain of command for the installation services personnel responsible for all of the service and installation needs for the Housing Authority's locations.



All of the Installation Services personnel possess years of individual experience in the area of laundry equipment installation; and together, their expertise combines to ensure a trouble-free installation of the new equipment and the services needed to operate them. These individuals work together every day, they consult and share their own personal technical knowledge for equipment installations and coordinate hundreds of problem-free laundry equipment installations for Hercules Corp. every year. Their expertise and proven track record will guarantee a successful installation for each of the laundry rooms.

In addition, the Senior Installation and Service Personnel will be on-site for each and every installation and will personally oversee all aspects of the equipment installation to ensure that the work is proper and completed in a timely fashion.

Steve Beckerman, Director of Operations, will be primarily responsible for the overall installation, final authority and subsequent service:

**Steve Beckerman, Director of Operations**  
516-822-9000 – Main No.

516-870-3854 – Direct Line  
516-270-5217 – Cell No.  
[steve.beckerman@hercnet.com](mailto:steve.beckerman@hercnet.com)

In addition, your Account Manager, is always available to answer questions and escalate any service or installation issue:

**Tom Jeppestol, Senior Account Manager**  
516-417-3740 – Cell No.  
[tom.jeppestol@hercnet.com](mailto:tom.jeppestol@hercnet.com)

## **EQUIPMENT MAINTENANCE/REPAIR**

Hercules' technicians go through an extensive training program to ensure they're well prepared to solve your washer and dryer maintenance issues. Our Customer Service Representatives are also prepared to assist your onsite staff with resolving common operational issues that may not require an onsite visit, as well as handle reimbursement and other concerns.

Hercules' service allows for the quick dispatch of technicians in response to both computer-generated (for preventive maintenance) and customer-generated service calls. The ability to reduce machine down time, especially during peak usage, enhances revenue and improves Hercules' reputation with its customers.

In a business that emphasizes prompt and efficient service, Hercules believes the systems we have in place provide a significant competitive advantage in terms of responding promptly to customer needs. Service calls for preventive maintenance are based on previous service history, repeat service call analysis and monitoring of service areas. These operations coordinate Hercules' radio-equipped service vehicles and allow Hercules to address customer needs quickly and efficiently.

## **REPAIR/REPLACEMENT OF MACHINES**

Residents may request service or refunds using any of the following options:

- Telephone – 24/7 live Hercules operator – 1-800-526-5760
- Hercules website ([www.hercnet.com](http://www.hercnet.com))
- Email – [service@hercnet.com](mailto:service@hercnet.com)
- Mobile App

All service calls for laundry equipment repair will have 9-business hour service response, this to mean, that all calls for service will be immediately dispatched and addressed within 9 business hours in which the call is received. From 8:00 AM – 6:00 PM, Monday – Friday and 8 AM – 5 PM Saturday, Sunday and Holidays, there are in-house customer service representatives available to receive service calls and dispatch technicians. All others hours, calls are received by live answering service personnel who immediately text Hercules dispatch coordinators.

Hercules Corp. maintains a fully comprehensive database where incoming service calls are logged upon receipt, and records are maintained regarding dispatch, execution of the service call, including replacement parts installed.

Hercules Corp. will affix a printed tag on all laundry equipment bearing a number for the laundry equipment and a clearly displayed identification number.



In addition, Hercules will put in place an equipment replacement program, wherein, machines will be systematically replaced with like machines, once it is determined that the machine is unable to be repaired. If the same service problem occurs four (4) times on the same machine for the same problem, during a one-month period, Hercules will replace the machine at no cost to the Housing Authority, utility failure and/or user errors excluded.

## REFUND POLICY

Our policy includes arrangements for the refund of any monies lost by the residents attributed to the malfunction of the machines.

Residents are encouraged to either call or email Hercules Corp. with the amount of money lost and the # of the machine involved. Hercules will enter a service call and send a technician to service the machine. Refunds are typically processed the same day they are received, and a refund check is mailed 7-10 days thereafter.

## REFERENCES

**WHITE PLAINS HOUSING AUTHORITY**  
223 Dr. Martin Luther King Blvd.  
White Plains, NY 10601  
Denise Brooks  
914-949-6462

Winbrook Apartments  
11 Fisher Court  
White Plains, NY 10601  
450 Apts.

Hercules also operates two additional locations that were part of WPHA and were privatized.

## COHOES HOUSING AUTHORITY

100 Manor Sites  
Cohoes, NY 12047  
Dan Rigney  
518-235-4500

[drigney@cohoeshousing.org](mailto:drigney@cohoeshousing.org)

Manor Sites  
100 Manor Sites  
Cohoes, NY 12047  
95 Apts.

Saratoga Sites  
71 Saratoga Sites  
Cohoes, NY 12047  
70 Apts.

Roulier Heights  
51 Roulier Heights  
Cohoes, NY 12407  
50 Apts.

Dr. J. McDonald Towers  
19 Remsen Street  
Cohoes, NY 12407  
93 Apts.

**TIOGA/BRADFORD HOUSING AUTHORITIES**

112 Dorsett Heights  
Mansfield, PA 16933

Sean Sember

570-368-2151

[ssemer@tbhra.org](mailto:ssemer@tbhra.org)

**16 LOCATIONS**

**VILLAGE OF NYACK HOUSING AUTHORITY**

15 Highview Court  
Nyack, NY 10960

136 Apts.

Toni Keys

845-358-2476

[toni.keys@vonha.org](mailto:toni.keys@vonha.org)

**MUNICIPAL HOUSING AUTHORITY OF THE CITY OF YONKERS**

1511 Central Park Avenue  
Yonkers, NY 10710

Juaquin Padilla

814-793-8400

[jpadilla@mhacy.org](mailto:jpadilla@mhacy.org)

**10 LOCATIONS**

**AMSTERDAM HOUSING AUTHORITY**

52 Division Street  
Amsterdam, NY 12010

Damaris Carbone

518-842-2894

[dcarbone@amsterdamhousingauthority.org](mailto:dcarbone@amsterdamhousingauthority.org)

26 Wall Street  
Amsterdam, NY 12010  
195 Apts.

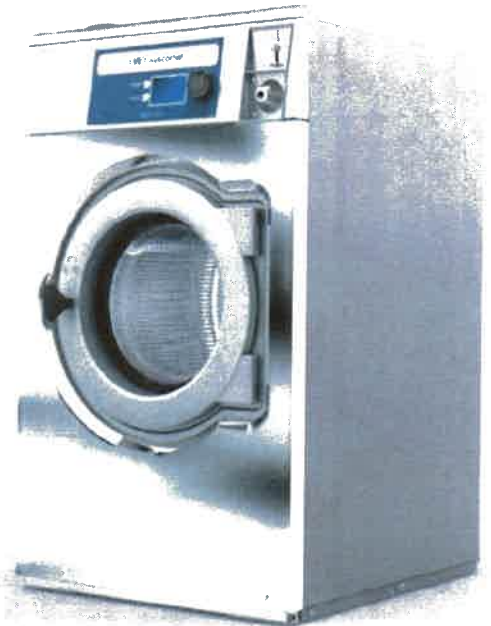


WASCOMAT SOLID MOUNT

VENDED WASHER

# Washer Light Dry WASCOMAT WLD SERIES

Combining world-class reliability with innovative features and programmability, Wascomat washers are designed to work as a system with Wascomat dryers. The washer initiates the drying process which means, the higher the G-force, the more water is extracted from the laundry. This speeds up the drying process, saving energy, time, and money.



Wascomat WLD Washers continue a long tradition of excellence in technology, design, and quality.

- Compass Pro lets you control important functions such as exact water levels, wash times and number of rinses — with a simple turn of the dial
- Robust door handle — durable in any environment
- Door unlocks immediately at the end of final cycle — no delays
- Unique 4-compartment supply dispenser
- Extended machine life with Super Balance
- Sanitizing Rinse generates customer loyalty, gives customers peace of mind
- Text messaging and voice guidance features (optional)
- Innovative LaundryPulse and LaundryPay (optional)
- Interchangeable parts from one machine size to another

### Features and Benefits

Wascomat Compass Pro provides the ultimate in flexibility:

- Create fully customized wash programs to lower costs and meet customer demands for your specific market
- Cycle upgrade options increase store revenue and boost customer satisfaction
- Display wash program information in multiple languages
- Real-time clock for happy hour, promotional pricing

### Eco-Friendly Solutions

Wascomat products are engineered for quality, energy savings, and water efficiency. When you buy Wascomat, you are truly investing in the future of your business.

### Latest Styling

Choose from standard white or NEW shiny stainless steel front panels. New upgraded, scratch- and stain-resistant stainless steel.

### Perfect Fit

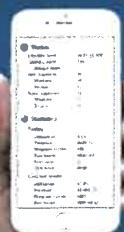
Most sizes available in 220 or 120 volt, single phase. Now it's easy to replace old, inefficient top-load or front-load washers with new Wascomat equipment.

### LaundryPay Transforms the Laundry Experience for Your Customers

Attract new customers and build loyalty by providing the most convenient laundry service available. With our LaundryPay App, your customers can pay through their smartphone, view machine availability and receive a notification when their wash cycle is complete.

### Ultimate Control with LaundryPulse

Remotely monitor, manage, and control your business — from anywhere at any time with LaundryPulse. Get instant service alerts, performance data, real-time revenue and utilization reports, diagnostic info, and more delivered right to your phone. You can even remotely adjust pricing and create promotional campaigns to generate business on slower days.



Wascomat "WLD" Series Washers	WLD720		WLD725		WLD730		WLD745		WLD762		WLD777	
Capacity (lb/kg)	20	9	25	11	30	14	45	20	62	28	77	35
Width (in/mm)	26	660	28 3/8	720	28 3/8	720	29 1/2	750	32 11/16	830	35 13/16	910
Depth (overall) (in/mm)	28 7/16	722	27 7/16	697	31	787	36	914	40 1/2	1029	43 7/8	1114
Height (in/mm)	44 5/8	1133	47 15/16	1217	47 7/8	1216	52 15/16	1345	56 1/8	1426	57 11/16	1465
Height to bottom of door (in/mm)	14	355	14 3/8	365	14 3/8	365	17 1/8	435	18 1/2	470	19 11/16	500
Door opening diameter (in/mm)	12 1/4	310	14 3/8	365	14 3/8	365	15 9/16	395	17 1/8	435	17 1/8	435
Cylinder volume (ft <sup>3</sup> /l)	3	85	3.7	105	4.6	130	6.4	180	8.8	250	11.7	330
Drain outlet diameter (in/mm)	3	75	3	75	3	75	3	75	3	75	3	75
Height to centerline of drain (in/mm)	4 1/16	103	4 1/16	103	4 1/16	103	4 1/16	103	4 1/16	103	4 1/16	103
Extract (rpm/G-Force)	587/100		548/100		548/100		525/100		497/100		474/100	
Dynamic load (lb/kN)	382 +/- 697	1.7+/-3.1	427+/-562	1.9+/-2.5	540+/-697	2.4+/-3.1	652+/-877	2.9+/-3.9	854+/- 1102	3.8+/-4.9	1034+/- 1259	4.6+/-5.6
Dynamic frequency (Hz)	9.3		9.1		9.1		8.8		8.3		7.9	
Noise level (dBA)	<70		<70		<70		<72		<71		<74	
Crated width (in/mm)	27 3/16	690	29 1/2	750	29 1/2	750	30 11/16	780	33 7/8	860	37	940
Crated depth (in/mm)	32 11/16	830	35 1/16	890	37 3/8	950	39 3/16	995	43 11/16	1110	47 1/16	1195
Crated height (in/mm)	48	1219	53 1/8	1350	53 1/8	1350	56 7/16	1434	61 1/4	1556	62 7/16	1586
Crated weight (lb/kg)	276	126	364	166	432	169	522	238	615	280	717	326
<b>Electrical Requirements (standard)</b>												
Voltage/frequency/phase	208-240/60/1 or 3~		208-240/60/1 or 3~		208-240/60/1 or 3~		208-240/60/1 or 3~		208-240/60/1 or 3~		208-240/60/1 or 3~	
Power (kW) / Full-load current (A) / Ckt breaker (A)	0.5 / 2.4 / 15		0.7 / 3.4 / 15		0.8 / 3.9 / 15		0.9 / 4.3 / 15		1.1 / 5.3 / 15		1.2 / 5.8 / 15	
Voltage/frequency/phase	120/60/1		120/60/1		120/60/1		120/60/1		120/60/1		120/60/1	
Power (kW) / Full-load current (A) / Ckt breaker (A)	0.6 / 5.0 / 15		0.8 / 5.8 / 15		0.9 / 7.5 / 15		1.0 / 8.3 / 15		1.2 / 10.0 / 15		1.3 / 10.8 / 15	
<b>Water Information</b>												
Inlet fittings (* = 3 inlets)	3/4	DN20	3/4	DN20	3/4	DN20	3/4*	DN20*	3/4*	DN20*	3/4*	DN20*
Flow (gpm/lpm @45 psi) (each inlet)	5	20	5	20	5	20	5	20	16	60	16	60
Recommended water pressure (psi/kPa)	30-90	200-600	30-90	200-600	30-90	200-600	30-90	200-600	30-90	200-600	30-90	200-600
Approx Water usage (gal / liters @ full load)	12.9	49	16.3	61.7	20.9	79	30.4	115	42.8	162	53.6	203
Modified Energy Factor	n/a											
Water Factor (Gal per cycle/drum volume)	4.3		4.4		4.5		4.8		4.8		4.6	

Refer installation and servicing to qualified, licensed personnel. Always read installation and operating manuals and consult local codes before installation. Protect machines with properly rated, common-trip, circuit breakers ONLY. Warranty void if not properly installed. Solid-mount machines require a concrete foundation, and are not suitable for upper-floor or above-basement installations. Contact Laundrylux for more information and for availability of machines for electric services not listed. Specifications subject to change without notice. Laundrylux assumes no responsibility for errors or omissions in this information.

**Contact us today to learn more about  
our new products and technologies.**

#### Front Panel Options



White  
Standard



NEW Shiny Stainless Steel  
Optional Upgrade



**Laundrylux**

**800.645.2204 • laundrylux.com**

Laundrylux • 461 Doughty Blvd., Inwood, NY 11096-0338

Sales & Administration: 516-371-4400 • F 516-371-4204 • sales@laundrylux.com

Parts: 516-371-2000 • F 516-371-4029 • parts@laundrylux.com

Tech Support: 516-371-0700 • F 516-371-4029 • service@laundrylux.com

En Mexico: Llame gratis a este numero 001-800-010-1010



SPEED QUEEN® MULTI-HOUSING LAUNDRY SOLUTIONS  
**Front Control Front Load Washer**

**Quantum® Gold Pro**

Prep for Card | Coin Drop Installed

**Built for Reliable Performance**

Engineered and built like no other, the Speed Queen® front load washer is designed to be everything people thought a washer couldn't be, beginning with its revolutionary suspension and sensing technology. This groundbreaking innovation manages and redistributes out-of-balance loads to deliver uninterrupted cycles, virtually eliminate vibration and operate so quietly neighboring residents won't even know it's running. It also touts an incredible 440 G-Force extraction speed to maximize moisture removal, reduce dry times and minimize utility costs. And as if that's not game-changing enough, this smooth-running, laundry-optimizing machine delivers increased water efficiency. It's everything you never knew it could be. Front controlled products have met every design standard to be 100% ADA compliant.

- Revolutionary balancing technology
- Industry leading 1200 RPM spin speed exerts 440 G-force extraction
- Integrated meter case
- Extra-wide 15.5" door opening and 180° door swing
- Rugged suspension system
- Easy-to-read digital display
- Large capacity meter case standard
- Multi-level vend pricing
- Individual cycle modifier keys
- Durable stainless steel tub standard
- Four-compartment soap dispenser
- Wash Alert™ capability







**Quantum® Gold Pro Control**

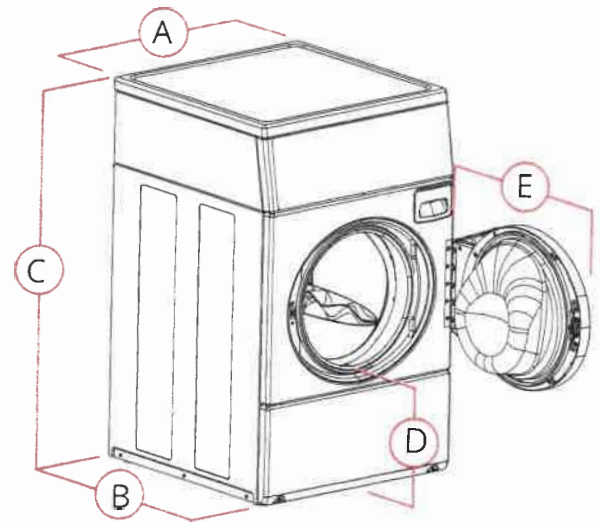
The Quantum® Gold Pro control delivers a truly premium experience to residents. From intuitive soft touch buttons that walk them through cycle options to multiple actuations (coin, card, mobile) for payment flexibility, this control gives residents the wash and dry options they want, and the revenue potential managers desire.

# Front Control Front Load Washer

## Quantum® Gold Pro

Specifications	
Control Option	Quantum Gold Pro
Color	White
Capacity - lb (kg)	21.5 (9.5)
Overall Width - in (mm)	26.875 (683)
Overall Depth - in (mm)	27.73 (704)
Overall Height - in (mm)	44.34 (1126)
Cylinder Volume - cu. ft. (liters)	3.42 (96.8)
Spin Speed G-Force (RPM)	440 (1200)
Motor Size - HP (kw)	0.9 (0.67)
Water Consumption Per Cycle - g (liter)**	13.68 (51.8)
IWF (Water Factor) - gal/ft <sup>3</sup> (liters/liter/cycle)**	4.0 (0.53)
MEF <sub>2</sub> (Modified Energy Factor) ft <sup>3</sup> /kWh/cycle (Liters/kWh/cycle)**	2.20 (62.3)
Available Water Temperatures	Cold, Warm, Hot
Available Cycles	Normal, Synthetic, Delicate
Electrical Requirements (v/Hz/Ph-Amp)	120/60/1 - 15 Amp
Water Pressure - p.s.i. (bar)	20-120 (1.4/8.3)
Cylinder Finish	Stainless Steel
Net Weight - lb (kg)	260 (118)
Shipping Weight - lb (kg)	270 (122.5)
Shipping Dimensions Approx. - in (mm)	Width 34 (864)
	Depth 30 (762)
	Height 44.5 (1130)
Agency Approvals	cULus

Models	Drain	Actuation
SFNNCASP116TW01	Pump	Coin Drop Installed 
SFNNCASG116TW01	Gravity	
SFNNYASP116TW01	Pump	Prep for Card 
SFNNYASG116TW01	Gravity	



A. Overall Width - in (mm)	26.875 (683)
B. Overall Depth - in (mm)	27.73 (704)
C. Overall Height - in (mm)	44.34 (1126)
D. Floor To Door Opening - in (mm)	14.6 (371)*
E. Door Swing - in (mm)	24 (610)

\* For ADA compliance turn legs out from base 0.5 inches

Supply inject kits available.

\*\* Average usage based on multiple load sizes and current DOE test protocol. Real usage will vary depending on load size, composition and cycle selectivity.

For the most accurate information, the installation guide should be used for all design and construction purposes. Due to continuous product improvements, design and specifications subject to change without notice. The quality management systems at Alliance Laundry Systems are registered to ISO 9001.

# Classic Stack & Single Tumble Dryers

		STT30	STT45	ST050	ST075	
Control Option		Quantum Gold/MDC	Quantum Gold/MDC	Quantum Gold, MDC	Quantum Gold, MDC	
Capacity - lb (kg)		30 (14) x 2	45 (20) x 2	50 (22.7)	75 (34)	
Overall Width - in (mm)		31.5 (800)	34.5 (875)	38.6 (981)	38.6 (981)	
Overall Depth - in (mm)		42.75 (1086)	48.6 (1235)	48.25 (1226)	54.25 (1378)	
Overall Height - in (mm)		76.25 (1937)	81 (2059)	76.6 (1946)	76.6 (1946)	
Cylinder Diameter - in (mm)		30 (762)	33 (838)	37 (939)	37 (939)	
Cylinder Depth - in (mm)		26 (660)	30 (762)	30 (762)	36 (914)	
Cylinder Volume - cu. ft (liters)		10.6 (300)	14.8 (420)	18.6 (528)	22.4 (634)	
Door Opening Size - in (mm)		22.7 (576)	26.9 (683)	26.9 (683)	26.9 (683)	
Heat Input Power		146,000 Btu/hr	50 Hz - 174,000 Btu/hr 60 Hz - 190,000 Btu/hr	130,000 Btu/hr	165,000 Btu/hr	
Gas Connections - in (npt)		0.5	0.5	0.5	0.5	
Air Outlet - in (mm)		1 x 8 (200) oval	1 x 10 (250) oval	8 (203)	8 (203)	
Motor - HP		Fan 0.5 Cylinder 0.5	0.5	0.5	0.75	
Airflow - cfm		50 Hz 340 (160) 60 Hz 400 (189)	500 (236) 600 (283)	750 (354) 750 (354)	750 (354) 920 (434)	
Electrical Specs - amps	B1	120V/60Hz/1Ph - 2W (L1,N)	-	9.3	13.8	
	B2	120/208-240V/60Hz/1Ph - 2/3W (L1,N and L1,N,L2)	16	9.3	13.8	
	F3	200-208/240V/60Hz/1Ph - 2W (L1,L2 or L1,N)	-	5.1	7.6	
	F6	200-208/240V/60Hz/3Ph - 3W (L1,L2,L3)	6.4	9.6	2.8	3.8
	G2	208-240/60/1Ph - 3W (L1, N, L2)	-	12.0	-	-
	Q1	460-480V/60Hz/3Ph - 3W (L1,L2,L3)	-	-	1.4	1.9
Shipping Dimensions Approx. - in (mm)	Width	32.5 (830)	35.5 (900)	41.5 (1054)	41.5 (1054)	
	Depth	47 (1190)	54 (1370)	52.1 (1323)	56.4 (1433)	
	Height	81 (2057)	85 (2159)	81 (2057)	81 (2057)	
Net Weight - lb (kg)		544 (247)	673 (305)	545 (247)	615 (279)	
Shipping Weight - lb (kg)		582 (264)	718 (326)	602 (273)	677 (307)	
Agency Approvals		CSA	CSA	CSA	CSA	



# Classic Single Tumble Dryers

		ST030	ST055
Control Option		Quantum Gold, MDC	Quantum Gold, MDC
Capacity - lb (kg)		30 (14)	55 (25)
Overall Width - in (mm)		28 (711)	34.5 (876)
Overall Depth - in (mm)		46.9 (1191)	53.6 (1362)
Overall Height - in (mm)		63.9 (1625)	66.75 (1695)
Cylinder Diameter - in (mm)		26.5 (673)	33 (838)
Cylinder Depth - in (mm)		30 (762)	35 (889)
Cylinder Volume - cu. ft (liters)		9.6 (270)	17.3 (490)
Door Opening Size - in (mm)		22.7 (576)	26.9 (683)
Heat Input Power		73,000 Btu/hr	50 Hz - 102,000 Btu/hr 60 Hz - 112,000 Btu/hr
Gas Connections - in (npt)		0.5	0.5
Air Outlet - in (mm)		6 (152)	8 (200)
Motor - HP		Fan 0.25 Cylinder 0.25	0.5 0.5
Airflow - cfm		50 Hz 430 (283) 60 Hz 500 (236)	600 (283) 700 (330)
Electrical Specs - amps	B1	120V/60Hz/1Ph - 2W (L1,N)	-
	B2	120/208-240V/60Hz/1Ph - 2/3W (L1,N and L1,N,L2)	12
	F3	200-208/240V/60Hz/1Ph - 2W (L1,L2 or L1,N)	-
	F6	200-208/240V/60Hz/3Ph - 3W (L1,L2,L3)	3.2
	G2	208-240/60/1Ph - 3W (L1, N, L2)	-
	Q1	460-480V/60Hz/3Ph - 3W (L1,L2,L3)	1.6
Shipping Dimensions Approx. - in (mm)		Width 30 (760) Depth 49 (1240) Height 69 (1753)	35.5 (900) 59 (1489) 72 (1829)
Net Weight - lb (kg)		331 (150)	435 (197)
Shipping Weight - lb (kg)		364 (165)	476 (216)
Agency Approvals		CSA	CSA

Tumble dryer models are made to suit a variety of electrical service characteristics. See your Speed Queen distributor for specifications. For further details on installation, refer to Installation, Operation and Maintenance instructions supplied with the tumble dryer. Amperage ratings available in Installation Manual. For the most accurate information, the installation guide should be used for all design and construction purposes. Due to continuous product improvements, design and specifications subject to change without notice. The quality management systems of Alliance Laundry Systems are registered to ISO 9001.

# MDE/MDG20PR SUPER-CAPACITY DRYER

**MAYTAG**  
COMMERCIAL



## EXTRA-LARGE CAPACITY

- 7.4-cu.-ft. capacity allows for large loads to be dried effectively and efficiently.
- Optimal drying experience maximizes facility productivity.



## INTELLIGENT CONTROLS WITH M-SERIES TECHNOLOGY

- Simple programming and set-up options that allow adjustable cycle prices, cycle times, and vend counts put owners in charge of profits.
- Engineered with intuitive diagnostics for streamlined service.



## FOUR ROLLER SUSPENSION WITH PERMANENTLY LUBRICATED BEARINGS

- Designed to provide consistent and dependable drying, cycle after cycle.



## PORCELAIN-ENAMEL TOP

- Possesses the strength and craftsmanship required for the traffic of a commercial laundry environment.
- Boosts durability and aesthetics.



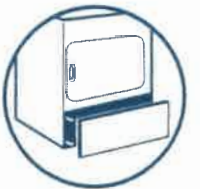
## FULL-WRAP CONSOLE

- Sleek, one-piece full-metal console is robust and easy to clean.
- Protects internal components from unexpected liquids or vapors.



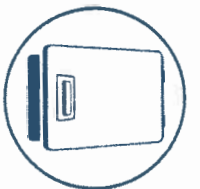
## FRONT ACCESS PANEL

- Easy to remove, streamlining service by providing fast access to internal components.



## EXTRA-LARGE REVERSIBLE DOOR

- Provides users unhindered access while loading and unloading clothes.
- Offers convenience and optimal flexibility for a given space.



Visit [maytagcommerciallaundry.com](http://maytagcommerciallaundry.com) or call 800-662-3587

MY170016

## OUR COMMITMENT TO DEPENDABLE QUALITY

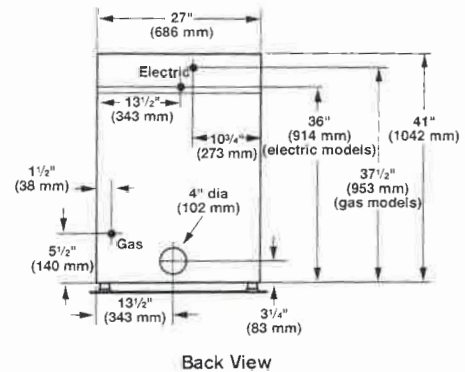
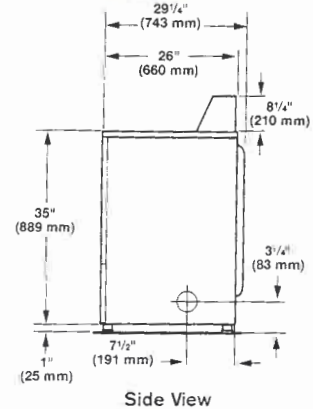
We understand what dependability means to your owners. That's why we use sturdy components and engineer our products to withstand tough commercial laundry environments for years. Our machines deliver consistent results, powerfully cleaning loads of varying sizes with ease. And because we trust our machines to perform, we back them with exceptional warranties. That's what reliability means to Maytag.

## MAYTAG® COMMERCIAL SUPER-CAPACITY DRYER INTELLIGENT CONTROLS, CARD READER-READY OR NON-COIN OPERATION

DRYER SPECIFICATIONS	
MODELS	MDE/MDG20PRAYW/DOMESTIC MDE/MDG20PRAZW/CANADA
MOTOR SIZE—HP (KW)	1/3 (.25)
AIRFLOW—CFM MDE/MDG MODEL	178/183
ELECTRIC HEATING ELEMENT (WATTS) DOMESTIC/CANADA	5,600/5,250
GAS RATING—BTU/HR. (KCAL/HR.)	22,000 (5,544)
GAS INLET SIZE	3/8 N.P.T.
CAPACITY	
Cylinder volume—cu. ft. (liters)	7.4 (210)
Cylinder diameter—in. (mm)	26.26 (667)
Cylinder depth—in. (mm)	23.2 (590)
DIMENSIONS	
Width—in. (mm)	27 (686)
Depth—in. (mm)	29.25 (743)
Height—in. (mm)	41 (1,042)
Door opening—in. (mm)	20.25 (514)
Exhaust duct diameter—in. (mm)	4 (101.6)
CRATED DIMENSIONS	
Width—in. (mm)	28.8 (731)
Depth—in. (mm)	30.8 (782)
Height—in. (mm)	44.65 (1,134)
APPROXIMATE WEIGHT	
Uncrated—lbs. (kg) MDE/MDG model	115 (52.2)/120 (54.4)
Crated—lbs. (kg) MDE/MDG model	125 (56.7)/130 (59)
ELECTRICAL REQUIREMENTS	
Electrical rating—voltage/HZ MDE/MDG model	240V/60Hz/120V/60Hz
Breaker/Fuse—amps MDE/MDG model	30/15
WARRANTY	
	5-Year Limited
<small>Dimensions are for planning purposes only. See specific instructions for proper installation. Because of continuous product improvement, Maytag reserves the right to change specifications without notice.</small>	

# MDE/MDG20PR SUPER-CAPACITY DRYER

**MAYTAG**  
COMMERCIAL



### 5-YEAR LIMITED WARRANTY ALL PARTS COVERED

See [maytagcommerciallaundry.com](http://maytagcommerciallaundry.com) for complete warranty details.

### MAXIMUM EXHAUST DUCT LENGTH PER NUMBER OF TURNS

Number Of 90° Turns	Rigid Metal Vent	
	Box Hood and Louvered Style	Angled Hood Style
0	64 ft. (19.5 m)	58 ft. (17.7 m)
1	54 ft. (16.5 m)	48 ft. (14.6 m)
2	44 ft. (13.4 m)	38 ft. (11.6 m)
3	35 ft. (10.7 m)	29 ft. (8.8 m)
4	27 ft. (8.2 m)	21 ft. (6.4 m)

# AVU Credit

## Add Value Kiosk

Offer customers the option to pay for services via value card with KioSoft's AVU Credit kiosk. This kiosk is the secure way for your customers to seamlessly add funds or purchase a value card using credit card or Value Code.

The AVU Kiosk Series utilizes leading technology including KioSoft's Ultra VXT Pro payment terminal, featuring a full color, multilingual touchscreen user interface. Contactless is built into the VXT Pro allowing for NFC acceptance, so no additional card reader component is required.

This AVU not only meets the demand of convenience and flexible payment options from customers, it also meets the demands of Operators such as:

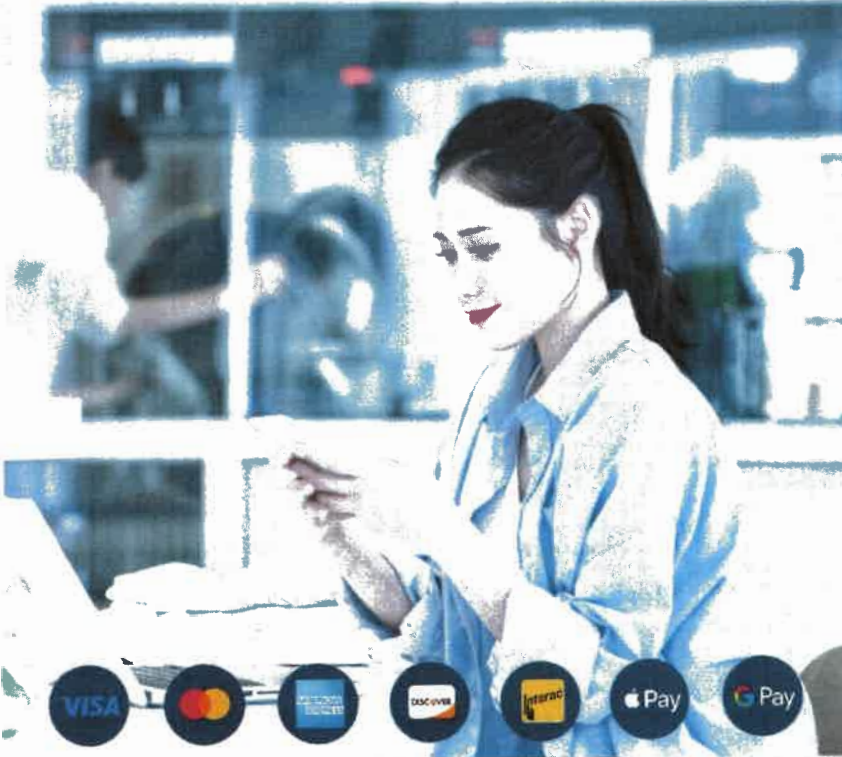
- Reduce or eliminate the cost of coin collection
- Payment Flexibility to customers without increasing costs
- VXT Pro meets IP56 Waterproof & Dust and IK09 Vandal Resistance Ruggedized standards
- Network ready - Ethernet & 4G modem (optional)
- Washboard compatibility





 **Acceptance**


 **Choice**

 **Security**



 AVU Credit Dimensions:  
8.75 (W) x 9.1 (D) x 11 (H) in

 AVU Credit Weight: 19 lbs

 Payment Reader: Ultra VXT Pro  
*\*Tap, swipe, and chip accepted*

 Mounting: Pedestal, Surface

 Access: Front

 Languages: English, Spanish, French

 Card Dispenser: Yes

\*\*\*\* Value Code Capability: Yes

 Reporting Server Capability: Yes



[www.kiosoft.com](http://www.kiosoft.com)

USA: 2035 High Ridge Road, Box 3  
Boynton Beach, FL 33426

[sales@kiosoft.com](mailto:sales@kiosoft.com)

Canada: 165 Galaxy Blvd, Suite 101  
Toronto, ON M9W 0C8

+1 888.503.5988

# Pay Value Code Revalue Kiosks



Imagine a better technology.

At KioSoft, great ideas have a way of becoming great products. The innovative Pay Value Laundry Kiosk Solutions provide you with more flexibility, better uptime, and instant access to vital information.

## Pay Value Code

Value Code is the answer for the cash-free laundry room. Residents purchase Value Codes on a website and then add that value to their laundry card at the kiosk. The laundry card is then used at the washer or dryer to start the machine.

Offline. No connectivity required.

Ability to purchase new cards (with dispensing option)

Metal construction provides protection against harsh usage or vandalism

Easy to read LCD display for clear customer communication



Pay Value Code



Pay Value Code with Dispenser



Pay Value Code



*Our Business is Self Serving*

[www.kiosoft.com](http://www.kiosoft.com)

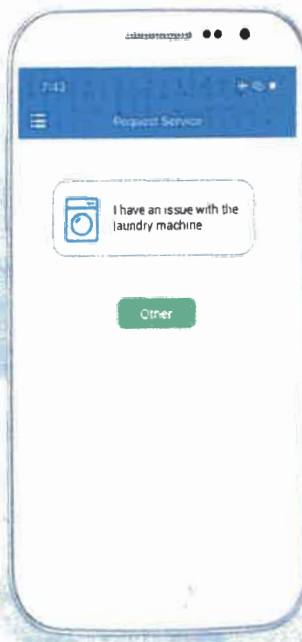
# Hercules

The Smart Choice in Laundry

## Hercules CP Mobile App

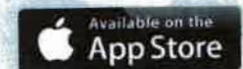
Residents now have everything at their fingertips

After downloading the **Hercules CP Mobile App** from the **App Store** or **Google Play**, residents can use their smart phone to scan the QR Code located on the laundry machine to start the cycle.



Residents can also use the **Hercules CP Mobile App** to

- Check their account balance
- Purchase laundry credit
- Request Service
- Login with Facebook / Google / Apple



### III. COMPENSATION & CONTRACT DURATION

#### **OPTION #1: 5-YR TERM**

Based on a five (5) year operating agreement, Hercules will pay 45% of all gross receipts collected. (Gross receipts are all the receipts from the value added to the Smart Cards/App by the residents excluding receipts from card/app sales, less i) merchant service fees, ii) credit card fees, iii) internet fees, iv) utility fees, if any and v) refunds made to the residents and/or vi) building management personnel usage, if any.)

#### **OPTION #2: 7-YR TERM**

Based on a seven (7) year operating agreement, Hercules will pay 50% of all gross receipts collected. (Gross receipts are all the receipts from the value added to the Smart Cards/App by the residents excluding receipts from card/app sales, less i) merchant service fees, ii) credit card fees, iii) internet fees, iv) utility fees, if any and v) refunds made to the residents and/or vi) building management personnel usage, if any.)

**For both Options offered, Hercules will pay a one-time Decorating Allowance in the amount of \$5,000.00.**

**IV. INSURANCE**

(See Attached Sample COI)





# CERTIFICATE OF LIABILITY INSURANCE

9/30/2024

DATE (MM/DD/YYYY)

9/21/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies 1185 Avenue of the Americas, Suite 2010 New York NY 10036 646-572-7300	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Zurich American Insurance Company		16535
INSURER B : American Guarantee and Liab. Ins. Co.		26247
INSURER C : American Zurich Insurance Company		40142
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES CERTIFICATE NUMBER: 19737149 REVISION NUMBER: XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SIR: \$500,000 GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER	N	N	GLO 5833456-11	9/30/2023	9/30/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	BAP-6665877-03	9/30/2023	9/30/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 3,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	N	N	AUC 8674229-02	9/30/2023	9/30/2024	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC 5833454-11 (AOS) WC 5833455-11 (WI)	9/30/2023 9/30/2023	9/30/2024 9/30/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Evidence only

CERTIFICATE HOLDER	CANCELLATION See Attachments
19737149 Evidence of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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# QuES&T

Quality Environmental Solutions & Technologies, Inc.

October 4, 2023

Peekskill Housing Authority  
807 Main Street  
Peekskill, NY 10566

**ATTN: Janneyn Phalen**

Via E-mail: [jphalen@peekskillha.com](mailto:jphalen@peekskillha.com)

Re.: Peekskill Housing Authority – Multiple Buildings/Developments  
Request for Proposal – XRF Lead-based Paint Survey and Lead-dust Wipes

Dear Ms. Phalen,

Thank you for the opportunity to discuss the needs of Peekskill Housing Authority in the environmental consulting and remediation services area. **Quality Environmental Solutions & Technologies, Inc. (QuES&T)** is pleased to submit the attached proposal to perform an XRF lead-based paint survey and targeted lead-dust wipes sampling throughout the apartment and townhouse complexes managed by the Peekskill Housing Authority.

**QuES&T** is a NYS Certified Minority Business Enterprise committed to remaining a leader in the environmental training and technical consulting industry. **QuES&T's** extensive Nuclear Power Industry experience makes us uniquely qualified to provide technical support in state-of-the-art techniques for engineering and contamination control. Additionally, this experience enables us to integrate the essential concepts of "critical path" schedules and minimizing personnel exposures while maintaining a high level of attention to the specific details of each project. **QuES&T** personnel satisfy numerous ANSI and NUREG experience requirements of the Nuclear Regulatory Commission. Our staff has served in various capacities in the Health Physics and Nuclear Engineering disciplines in operational power reactors, nuclear powered vessels, radio-pharmaceuticals and government prototypes.

We are confident you recognize that selection of a qualified technical consultant for professional services, such as pre-construction inspection, project design, project management and air monitoring, represents a step as critical as selecting a reputable environmental remediation contractor. **QuES&T** feels strongly that the success of any remediation project is defined primarily in the planning and design phase. A technically sound project design combined with proper oversight provides the most cost-effective solution and ensures the gains recognized are not at the expense of future liability to Poughkeepsie Housing Authority.

In this regard, **QuES&T** has successfully completed remediation projects, for our client companies, in support of Nuclear and Fossil commercial power plant maintenance outages, facility renovation and demolition, cGMP facility upgrades, recovery from contamination following catastrophic events (e.g. steam line explosions, fires), school building renovations, Corporate asbestos management programs, facility Operations & Maintenance (O&M) programs, UST removals, sub-surface investigations, contaminated soil remediation, LBP stabilization and commercial/residential asbestos & lead abatements.

---

1376 Route 9, Wappingers Falls, NY 12590 Phone (845) 298-6031 Fax (845) 298-6251

NYS MWBD MBE Cert # 49952-2006 NYSUCP DBE Certified NJUCP DBE Certified [www.Qualityenv.com](http://www.Qualityenv.com)

Technical consulting services are available in the area of regulatory compliance audits, OSHA safety, air monitoring, respiratory protection, laboratory services, building hazard assessments (EPA, HUD, commercial), LBP Risk Assessments, management plans, NYS/NESHAP pre-demolition inspections and full scope project management; including development of remediation response actions and management of all required project and personnel records. Our staff of experienced environmental professionals can prepare all required specifications and procedures to ensure your programs comply with federal, state and municipal regulatory requirements.

**QuES&T** offers a wide range of OSHA and environmental safety training. Our full range of asbestos safety certification training ensures that our client's employees receive the appropriate training to maximize their safety and minimize your liability. **QuES&T** offers accredited initial and refresher training programs for Operations & Maintenance (O&M), Asbestos Abatement Workers and Supervisors, Project Monitors, Asbestos Project Sampling Technicians (RH-II), Asbestos Project Designers, Asbestos Inspectors (RH-III) and Management Planners. Our accredited training facility (EPA, NYS) contains the most modern equipment to support the hands-on portion of each training program. On-site training services are available for groups of at least twenty-five students and can be tailored to meet the specific needs of Poughkeepsie Housing Authority.

**QuES&T** provides a full range of services in the area of Respiratory Protection. Our technical staff has extensive experience in the development of regulatory compliance programs for NUREG 0041 and OSHA 1910.134 Respiratory Protection Programs. Quantitative or qualitative respirator fit services can be provided at **QuES&T's** facility or yours.

For additional information concerning this submittal, please contact us at (845) 298-6031. We look forward to working with Poughkeepsie Housing Authority in the environmental consulting and remediation services area.

Sincerely,



**Todd McAfee**  
**Project Manager**



NYS/AHERA Inspector/Project Designer  
Cert. #AH 12-10881  
EPA Lead Risk Assessor / Inspector

**XRF LEAD-BASED PAINT SURVEY  
AND  
TARGETED LEAD-DUST WIPE TESTING  
for  
PEEKSKILL HOUSING AUTHORITY  
807 Main Street  
Peekskill, NY 10566  
at  
PEEKSKILL HOUSING AUTHORITY  
Multiple Buildings / Housing Developments**

*QuES&T agrees to provide the following services:*

**XRF Lead-Based Paint Inspection**

- Provide Niton-certified XRF Technician(s) and/or EPA Lead Risk Assessor/Inspector to perform an EPA / HUD compliant XRF Lead-Testing survey throughout randomly chosen units throughout the apartment and townhouse units managed by the Peekskill Housing Authority. Based on the total housing units present and age of the structures to be surveyed, approximately 122 units and all common areas will be required to surveyed by US EPA protocols. Please see the last page for a breakdown of units per complex to be surveyed.
- Perform representative In-Situ measurements using a Niton XLp Model 300A XRF Meter. Locations and quantity of representative In-Situ measurements will be based on the observed homogeneity of painted surfaces.
- Sequential and summary reports will be provided of all surfaces tested.
- Provide a summary of identified lead-based paint(s) and/or lead-containing materials for inclusion in the environmental survey report.

**Lead-dust Wipe Sampling**

- Provide EPA Lead Risk Assessor/Inspector to perform targeted Lead-dust Wipe Testing as per EPA testing guidelines in child-occupied units if lead-based paint is identified.
- Collect, document, and submit lead-dust wipe samples of representative floors, window sills and/or window troughs to a NYSDOH and EPA certified laboratory.
- Provide a summary of results and recommendations for possible remediation in the environmental survey report.
- Perform follow up testing of areas/surfaces that do not EPA threshold for lead-dust contamination if requested.

**XRF LEAD-BASED PAINT SURVEY  
AND  
TARGETED LEAD-DUST WIPE TESTING  
for  
PEEKSKILL HOUSING AUTHORITY  
807 Main Street  
Peekskill, NY 10566  
at  
PEEKSKILL HOUSING AUTHORITY  
Multiple Buildings / Housing Developments**

**COST ESTIMATE**

➤ <b><u>XRF Lead Paint and Lead-dust Wipe Sampling Survey</u></b>	
Inspector Labor (13 Shifts, 2 Inspectors/Shift)	\$ 14,560.00
XRF Rental (13 Shifts)	\$ 2,275.00
Lead-dust Wipe Analysis (approximately 250 samples)	\$ 5,000.00*
1 – Combined Lead Paint / Lead-dust Wipe Report	\$ 1,000.00
Misc./Travel	\$ 850.00
<b>Estimated Costs with Dust-wipe Testing:</b>	<b>\$ 23,685.00*</b>

- 1) *Assuming approximately 20% of units surveyed have a child occupant under 6, lead dust wipe testing will be conducted in 25 units for an estimated sample count of 250 samples, assuming 10 samples per unit.*
- 2) *Client will be charged for actual samples analyzed.*
- 3) *If lead-dust wipe sample results are above EPA clearance thresholds, additional samples and labor will be charged at standard rates if re-testing is desired.*
- 4) *Turnaround time begins when samples are received at the laboratory and does not include weekends or holidays.*

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**ACCEPTANCE OF PROPOSAL #P23-8535**  
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*To Execute This Agreement, Please Review, Sign, Date & Return to QuES&T.*

**Payment Shall Be Net 60 Days; Following Delivery Of Final Report; Late Payments Shall Be Assessed a Penalty of 1.5% per Month.**

**Peekskill Housing Authority – Authorized Representative:**

By  Janneyn Phalen-Interim Executive Director 10/12/2023  
Signature Print Name & Title Date

*This proposal is based on the following assumptions:*

- **QuES&T** shall perform all inspections visually; using reasonable care and judgment. *Client/Representatives* recognize & agree that LBP concealed within structural components & accessible only through extensive mechanical or structural demolition may not be identified as part of this survey.
- **QuES&T** shall not be responsible for damage caused to building finishes, surfaces or equipment by sampling. The cost for repair of damaged building finishes, surfaces and equipment shall be the responsibility of the *Client / Representatives*.
- **QuES&T** will exercise reasonable caution to minimize disturbance of LBP during the inspection process. However, clean-up of LBP disturbed or dislodged during the inspection process shall be the responsibility of the *Client / Representatives*.
- *Client / Representatives* shall be responsible for providing immediate access into all inspection areas and securing same upon completion of inspection activities.
- Inspection work to be conducted upon receipt of written Notice to Proceed and/or associated Purchase Order Number.
- Inspection work to be conducted during normal weekday hours (Mon–Fri, 9AM-5PM).
- The following number of units per housing complex will be surveyed, based on EPA guidelines for Lead-based Paint Testing in multi-family housing. EPA guidance states that “multi-family housing is defined as any group of more than four units that are similar in construction from unit to unit.”
  - 1) Bohlman Towers (Pre-1960, 144 units): 48 randomly selected units to be surveyed
  - 2) Dunbar (Pre-1960, 96 units): 43 randomly selected units to be surveyed
  - 3) Turnkey Townhouse Groups: 21 randomly selected units (broken up below)
    - a) 1227 (Post-1960, 5 units): All 5 units to be surveyed
    - b) 1431 (Pre-1960, 16 units): All 16 units to be surveyed
    - c) 1719 (Post-1960, 12 units): 10 randomly selected units to be surveyed

*Similar Recent Lead Surveys:*

- 1) *Full HUD survey of all buildings managed by the Poughkeepsie Housing Authority in 2023.*
- 2) *Multiple IPNA Assessments through Michael Shilale Architects for Kingston Housing Authority and Nyack Housing Authority throughout multiple housing complexes in 2020. – Well over 100 Units surveyed.*
- 3) *Urban Park Towers in Rochester, NY for Nova Group BDC, just completed August 2022. – 30 Units Surveyed.*

# PEEKSKILL HOUSING AUTHORITY PROCUREMENT POLICY

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The Peekskill Housing Authorities Procurement Policy complies with HUD's Annual Contributions Contract (ACC), HUD Handbook 7460.8, Rev. 2 of the "Procurement Handbook for Public Housing Agencies," Federal procurement standards of 2 CFR 200 and the procurement guidelines for the NY State Public Housing Law Chapter 44-A, Article 8, PBG § 151.1. The Authority is required to follow the most stringent of these requirements.

## 1.0 GENERAL PROVISIONS

### 1.1 PURPOSE

The purpose of this Procurement Policy is to provide a procurement system of quality and integrity; to assure that the Village of Great Neck Housing Authority (Authority) procures supplies, service and constructs effectively, efficiently and at the most favorable prices; and to assure that the Authority's purchasing actions are in full compliance with applicable Federal and State regulation(s). Also incorporated into the Authority's Procurement Policy are **Notice PIH 2009-31 (HA), Notice PIH 2022-10 and Notice PIH 2022-38**. To the extent possible and in the best interests of the Authority, American-made equipment and products shall be purchased with Federal funds and Section 3 Notices implemented where applicable.

### 1.2 APPLICATION

This Procurement Policy applies to all contracts for the procurement of supplies, services, and construction entered in to by the Authority after the effective date of this Policy. It shall apply to every expenditure of Federal funds by the Authority for public purchasing, irrespective of the source of funds, including contracts that do not involve an obligation of funds (such as concession contracts).

Nothing in this Policy, however, shall prevent the Authority from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with NY and Federal law. The term "procurement," as used in this Policy includes both contracts and modifications (including change orders) for the acquisition of consulting services, construction activities, repositioning efforts, and includes the purchase, lease or rental of materials, supplies and equipment.

### 1.3 PUBLIC ACCESS TO PROCUREMENT INFORMATION

Procurement information shall be a matter of public record to the extent provided by NY State Public Housing Law Chapter 44-A, Article 8, PBG § 151.1 and all materials shall be available to the public as required by law.

#### **1.4 EXECUTIVE DIRECTOR'S RESPONSIBILITIES**

The Approving Official shall administer all procurement transactions. The Approving Official shall be the Executive Director or any other individual so designated by the Executive Director. Any delegations of contracting authority must be documented in writing. The Contracting Officer shall ensure that the following occur:

- i. Procurement requirements shall be subject to a planning process to assure efficient and economical purchasing;
- ii. Contracts and modifications shall be in writing and clearly specify the desired supplies, services, or construction; are supported by sufficient documentation regarding the history of the procurement, including as a minimum the method of procurement chosen, the selection of the contract type, the rationale for selecting or rejecting offers, and the basis for the contract price; and that contracts and modifications are awarded only by the Authority employees designated in writing as having such authority;
- iii. For procurements other than micro and small purchases, public notice shall be given of each upcoming procurement, an adequate time period as provided for by law in preparation for and submission of bids or proposals, and notice of contract awards is made available to the public;
- iv. Solicitation procedures are conducted in full compliance with current Federal regulation 2 CFR (200.317-.327), NY State Public Housing Law Chapter 44-A, Article 8, PBG § 151.1 and local laws, whichever is more stringent;
- v. An independent cost estimate (ICE) shall be prepared before solicitation and shall be appropriately safeguarded for each procurement above the micro-purchase threshold; a cost analysis shall be conducted with each responses received;
- vi. Contract award is made to the responsive and responsible bidder offering the lowest price (for sealed bid contracts) or contract award is made to the offeror whose proposal offers the greatest value to the Authority, considering price, technical, and other factors as specified in the solicitation (for contracts awarded based on competitive proposals); unsuccessful firms are notified within ten days following contract award;
- vii. Work is inspected before payment, and payment is made promptly for contract work performed and accepted; and
- viii. The Authority shall comply with applicable HUD review requirements and includes all federal, state and/or local procedures required.



## **1.5 CONTRACTOR RESPONSIBILITY**

Procurements shall be conducted with responsible contractors, i.e., those who have the technical and financial competence to perform the work described in the contract documents and who have a satisfactory record of integrity. The Authority shall review each proposed contractor's ability to perform the contract successfully, considering factors such as full compliance with applicable Federal standards: 1) **Notice PIH 2009-31 (HA)** "PIH Implementation Guidance for Buy American Requirements of the American Recovery and Reinvestment Act of 2009 including Process for Applying Exceptions", 2) **HUD Section 3** requirements as stipulated in **24 CFR Part 75 Subpart B** "Additional Provisions for Public Housing Financial Assistance" and **Notice PIH 2022-10 & Notice PIH 2022-38**, 3) Contractor's integrity (including a review of the List of Parties Excluded from Federal Procurement and Non-procurement Programs as published by the U.S. General Services Administration), and 4) compliance with public policy, record of past performance (including contacting previous clients of the contractor, such as other Housing Authorities), and 3) financial and technical resources. Contracts shall not be awarded by the Authority to debarred, suspended, or ineligible contractors.

## **1.6 QUALIFIED BIDDER'S LISTS**

Interested businesses shall be given an opportunity to be included on a qualified bidder's lists. Any pre-qualified lists of persons, firms, or products, which are used in the procurement of supplies and services, shall be kept current and shall include enough qualified sources to ensure competition. Firms shall not be precluded from qualifying during the solicitation period. Solicitation mailing lists of potential contractors shall include, but not be limited to, such pre-qualified suppliers.

## **1.7 COMPETITIVE SPECIFICATIONS**

The Authority shall seek full and open competition in all procurement transactions. All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying the Authority's needs. Specifications shall be reviewed prior to solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Functional or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

## **1.8 LIMITATIONS ON COMPETITION**

The following specification limitations shall be avoided: geographic restrictions not mandated or encouraged by applicable Federal law (except for architect-engineer contracts, which may include geographic location as a selection factor if adequate competition is available); unnecessary bonding or experience requirements; brand name specifications (unless a written determination is made that only the identified item will satisfy the

Authority's needs); and brand name or equal specifications (unless they list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use). Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be scrutinized to ensure that organizational conflicts of interest do not occur (for example, having a consultant perform a study of the Authority's computer needs and then allowing that consultant to compete for the subsequent contract for the computers).

## **1.9 COOPERATIVE PURCHASING**

The Authority may enter into State and local intergovernmental agreements to purchase or use common goods and services. The decision to use an intergovernmental agreement or conduct a direct procurement shall be based on economy and efficiency. If used, the intergovernmental agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. The Authority shall use Federal or State excess and surplus property instead of purchasing new equipment and property whenever such use is feasible and reduces project costs; and to assure that Authority purchasing actions are in full compliance with applicable Federal standards, **NOTICE: PIH 2009-31 (HA) “PIH Implementation Guidance for Buy American Requirements of the American Recovery and Reinvestment Act of 2009 including Process for Applying Exceptions”**.

## **2.0 PROCUREMENT METHODS**

### **2.1 Peekskill Housing Authority Purchasing Categories**

Each local government must establish its own policies and procedures for procurement of goods and services not required by law. Procurement policies and procedures generally ensure that competition is sought in a reasonable and cost-effective manner for procurements below the bidding thresholds and for other contracts to be exempt from bidding.

### **2.2 New York State and Federal Monetary Thresholds**

**Monetary Thresholds** – Generally, local governments and school districts are required to advertise for competitive bids when procurements exceed certain dollar thresholds. Purchase contracts involving expenditures in excess of \$25,000 for supplies and materials and \$50,000 for any other contract for public work are generally subject to competitive bidding. When using competitive bidding, contracts are awarded to the “lowest responsible bidder” after public advertisement for sealed bids. As further discussed below, local governments and school districts may elect to award “purchase contracts,” which exceed the monetary threshold, on the basis of “best value,” as an alternative to awarding contracts to the “lowest responsible bidder.”

There are several exceptions to the competitive bidding and competitive offering (“best value”) requirements, such as purchases made through the New York State Office of General Services, purchases made through certain county and federal contracts, purchases made through the use of certain contracts let by other states or political subdivisions, emergency purchases, professional

services and purchases from a legitimate sole source. In addition, procurements of commodities and services may be required to be made from preferred sources. Exceptions and purchases from preferred sources are discussed later in this guide.

### 2.3 *Uniform Purchasing Guidelines*

- i. **General** - Contract requirements shall not be artificially divided so as to constitute a small purchase under this section (except as may be reasonably necessary to comply with Section 5.0 of this Policy).
- ii. **Petty Cash Purchases** - Purchases less than One Thousand Dollars (\$1,000.00) which can be satisfied by local sources may be processed through the use of a petty cash account. The Approving Official shall ensure that the account is established in an amount sufficient to cover small purchases made during a reasonable period (e.g., one month), security is maintained, and only authorized individuals have access to the account. The account shall be periodically reconciled and replenished by submission of a voucher to the Peekskill Housing Authority's Finance Director and periodically audited by the Finance Director or designee to validate proper use and to verify that the account total equals cash on hand plus the total of accumulated vouchers.
- iii. **Informal procurement methods** - When the value of the procurement for property or services under a Federal award does not exceed the Simplified Acquisition Threshold (SAT), as defined in §200.1, or a lower threshold established by the Authority, formal procurement methods are not required. The Authority may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the Simple Acquisition Threshold (SAT) include:

**(1) Micro-purchases; \$10k < small purchase / (SAT) < \$25K / \$50k**

**(i) General.** Federal Micro-purchase threshold refers to the Federal Acquisition Regulation (FAR) and is \$10,000. NY State Public Housing Law Chapter 44-A, Article 8, PBG § 151.1 does not specify a Micro-Purchase threshold.

(a) \$10k is the established threshold for micro-purchases.

**(ii) Distribution.** The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of micro-purchase in § 200.1). To the maximum extent practicable, the Authority should distribute micro-purchases equitably among qualified suppliers.

**(iii) Thresholds.** The Authority is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the Authority must be authorized or not prohibited under State, local, or tribal laws or regulations.

**(iv) Awards.** Micro-purchases may be awarded without soliciting competitive price or rate quotations if the Authority considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented.

**(2) Small purchases; \$10k < small purchase / (SAT) < \$25K / \$50k**

(i) **General.** The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold.

(ii) **Distribution.** Small purchases in excess of \$10k but less than \$25,000 for supplies/materials and \$50,000 for all other contracts shall follow the small purchase procedures outlined in 2 CFR 200.317-200.327.

(a) Price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the Authority.

(b) Quotes may be obtained orally, by telephone, or in writing, as allowed by State or local laws.

(iii) **Thresholds.** The Authority is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR\*. When applicable, a lower simplified acquisition threshold used by the Authority must be authorized or not prohibited under State, local, or tribal laws or regulations.

(iv) **Award.** A contract shall be awarded to the offeror providing the lowest acceptable quote, unless justified in writing why the contract is not based on price and specify the other factors considered. If non-price factors are used, they shall be disclosed to all those solicited. The names, addresses, and/or telephone numbers of the offerors and persons contacted, and the date and amount of each quotation shall be recorded and maintained as a public record (unless otherwise provided in State or local law).

**iv. Formal procurement methods** - When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by the Authority, formal procurement methods are required. Formal procurement methods require the Authority to follow documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with § 200.319.

**(1) Materials & Supplies; \$10k < small purchase / (SAT) < \$25K / \$50k**

**(2) All other Contracts; \$10k < small purchase / (SAT) < \$25K / \$50k**

(i) **General** - The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the Authority determines to be appropriate:

(1) **Sealed bids.** A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions.

(i) In order for sealed bidding to be feasible, the following conditions should be present:

- (A) A complete, adequate, and realistic specification or purchase description is available;
- (B) Two or more responsible bidders are willing and able to compete effectively for the business; and
- (C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(ii) If sealed bids are used, the following requirements apply:

- (A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;
- (B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- (C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
- (D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- (E) Any or all bids may be rejected if there is a sound documented reason.

As per NY State Public Housing Law Chapter 44-A, Article 8, PBG § 151.1, the threshold for contracts that involve the acquisition of supplies and materials, exceeding \$25k must be as follows:

**– Require Sealed Bids > \$25k**

Contracts for the purchase of materials or supplies in excess of twenty-five thousand dollars, *the period of advertisement shall be not less than ten days before the date set for the receipt of bids.*

As per NY State Public Housing Law Chapter 44-A, Article 8, PBG § 151.1, the threshold for contracts involving Architectural, Consulting, Construction, Demolition, Excavation, Alteration, Renovation that do not involve the acquisition of supplies and materials, exceeding \$50k must be as follows:

**– Require Sealed Bids > \$50k**

All contracts, except contracts for the purchase of materials or supplies, in excess of fifty thousand dollars shall be made on sealed bids, in compliance with a public notice *advertised at least once, not less than twenty days before the date set for the receipt of bids, in the official publication of the municipality, or if none exists, in a newspaper circulating in the municipality.*

\*\*\*As per the HUD Handbook 7460.8, Rev. 2 of the "Procurement Handbook for Public Housing Agencies," the following clarification for solicitations shall apply:

**Method of Solicitation.** While any of the following methods can be employed, the Approving Official should choose the method, which, considering matters of economy, provides for full and open competition.

1. Advertising in newspapers or other print mediums of local or general circulations.
2. Advertising in various trade journals or publications.
3. **E-Procurement.** Authority's may conduct their public procurements through the internet using E-procurement systems. However, all E-procurements must otherwise be in compliance with HUD Handbook 7460.8, Rev. 2 of the "Procurement Handbook for Public Housing Agencies," Federal procurement standards of 2 CFR 200 and the procurement guidelines for the NY State Public Housing Law Chapter 44-A, Article 8, PBG § 151.1., and the Authority's own procurement policy. Steps must be taken to meet the requirements for full and open competition to avoid potential protests.

**Time Period for Solicitation.** The solicitation must be run for a period sufficient to achieve effective competition, which, in the case of paid advertisements, *should generally be run not less than once each week for two consecutive weeks.*

### 2.3 *Uniform Bid / Proposal Review and Award Guidelines*

- i. **Solicitation and Receipt of Bids** - An invitation for bids shall be issued including specifications and all contractual terms and conditions applicable to the procurement, including a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the invitation for bids. The invitation for bids shall state the time and place for both the receipt of bids and the public bid opening. All bids received shall be time- stamped but not opened and shall be stored in a secure place until bid opening. A bidder may withdraw its bid at any time prior to bid opening.
- v. **Bid Opening and Award** - Bids shall be opened publicly, an abstract of bids shall be recorded, and the bids shall be available for public inspection. If equal low bids are received from responsible bidders, award shall be made by drawing lots or similar random method, unless otherwise provided in State or local law and stated in the invitation for bids. If only one responsive bid is received from a responsible bidder, award shall not be made unless a cost or price analysis verifies the reasonableness of the price.
- vi. **Mistakes in Bids** –
  1. Correction or withdrawal of inadvertently erroneous bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only if the bidder can

show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document, but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made.

2. All decisions to allow correction or withdrawal of bid mistakes shall be supported by a written determination signed by the Contracting Officer. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the Authority or fair competition shall be permitted.

v. **Bonds** - In addition to this Policy, the following requirements apply:

- a. For construction contracts exceeding \$50,000, other than those specified in 3b and 3c below, contractors shall be required to submit the following, unless otherwise required by State or local laws or regulations:
  1. a bid guarantee from each bidder equivalent to 5% of the bid price; and
  2. a performance bond for 100% of the contract price; and
  3. a payment bond for 100% of the contract price.
- b. In the case of construction of conventional development projects funded pursuant to the U.S. Housing Act of 1937, the contractor shall be required to submit the following, unless otherwise required by State or local laws or regulations:
  1. A bid guarantee equivalent to 5% of the bid price; and
  2. One of the following:
    - c. Payment & Performance bond of 100% of contract price; or
    - d. 20% cash escrow; or
    - e. 25% irrevocable letter of credit.
- f. In the case of construction under the Comprehensive Grant Program or the Capital Fund Program funded pursuant to the U.S. Housing Act of 1937, for any contract over \$25,000, the contractor shall be required to submit the following, unless otherwise required by State or local laws or regulations:
  1. A bid guarantee equivalent to 5% of the bid price; and
  2. One of the following:
    - g. Payment & Performance bond of 100% of contract price; or
    - h. 20% cash escrow; or
    - i. 25% irrevocable letter of credit.

c. **COMPETITIVE PROPOSALS**

- ii. **Conditions for Use** - Competitive proposals (including turnkey proposals for development) may be used if there is an adequate method of evaluating technical

proposals and where the Authority determines that conditions are not appropriate for the use of sealed bids. An adequate number of qualified sources shall be solicited (normally, at least 3).

- iii. **Solicitation** - The request for proposals (RFP) shall clearly identify the relative importance of price and other evaluation factors and sub factors, including the weight given to each technical factor and sub factor. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals. The proposals shall be evaluated only on the criteria stated in the request for proposals.
- iv. **Negotiations** - Unless there is no need for negotiations with any of the offerors, negotiations shall be conducted with offerors who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation against the technical and price factors as specified in the RFP. Such offerors shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to and advise offerors of the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of and conformance to the solicitation requirements. No offeror shall be provided information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. Offerors shall not be directed to reduce their proposed prices to a specific amount in order to be considered for award. A common deadline shall be established for receipt of proposal revisions based on negotiations.
- v. **Award** - After evaluation of proposal revisions, if any, the contract shall be awarded to the responsible firm whose qualifications, price and other factors considered are the most advantageous to the Authority.
- vi. **Architect/Engineer Services** - Architect/engineer services in the excess of the small purchase limitation (or less if required by State or local law) may be obtained by either the competitive proposals method or qualifications-based selection procedures, unless State law mandates a specific method. Sealed bidding, however, shall not be used to obtain architect/engineer services. Under qualifications-based selection procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to the negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. Qualifications-based selection procedures shall not be used to purchase other types of services even though architect-engineer firms are potential sources.

***d. NONCOMPETITIVE PROPOSALS***

- vii. **Conditions for Use** - Procurements shall be conducted competitively to the maximum extent possible. Procurement by noncompetitive proposals may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, or competitive proposals, and one of the following



applies:

1. The item is available only from a single source, based on a good faith review of available sources;
  2. An emergency exists that seriously threatens the public health, welfare, or safety; endangers property; or would otherwise cause serious injury to the Authority, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary to meet the emergency;
  3. HUD authorizes the use of noncompetitive proposals; or
  4. After solicitation of a number of sources, competition is determined inadequate.
- viii. **Justification** - Each procurement based on noncompetitive proposals shall be supported by a written justification for using such procedures.
- ix. **Price Reasonableness** - The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing a cost analysis, as described in section 2.5 below.

*e. COST AND PRICE ANALYSIS*

- x. **General** - Some form of cost or price analysis shall be performed for all procurement actions, including contract modifications, using the procedures described in HUD Handbook 7460.8, Rev. 2 of the "Procurement Handbook for Public Housing Agencies. The degree of analysis shall depend on the facts surrounding each procurement.
- xi. **Submission of Cost or Pricing Information** - If the procurement is based on noncompetitive proposals, or when only one offer is received, or for other procurements as deemed necessary by the Authority (e.g., when contracting for professional, consulting, or architect/engineer services) the offeror shall be required to submit:
  1. A cost breakdown showing projected costs and profit;
  2. Commercial pricing and sales information, sufficient to enable the Authority to verify the reasonableness of the proposed price as a catalog or market price of a commercial product sold in substantial quantities to the general public; or
  3. Documentation showing that the offered price is set by law or regulation.
- xii. **Cost Analysis** - Cost analysis shall be performed if an offeror/contractor is

required to submit a cost breakdown as part of its proposal. When a cost breakdown is submitted a cost analysis shall be performed of the individual cost elements, the Authority shall have a right to audit the contractor's books and records pertinent to such costs, and profit shall be analyzed separately. Costs shall be allowable only to the extent that they are consistent with applicable Federal cost principles (for commercial firms, Subpart 31.2 of the Federal Acquisition Regulation, 48 CFR Chapter 1). In establishing profit, the Authority shall consider factors such as the complexity and risk of the work involved, the contractor's investment and productivity, the amount of subcontracting, the quality of past performance, and industry profit rates in the area for similar work.

- xiii. **Price Analysis** - For competitive procurements in which cost or pricing information is not required of contractors, the Authority shall perform a comparison of prices received in relation to the independent cost estimate, to ensure that the price being paid is reasonable.

#### *f. CANCELLATION OF SOLICITATIONS*

An invitation for bids, request for proposals, or other solicitation may be cancelled before offers are due if the Authority no longer requires the supplies, services or construction; the Authority can no longer reasonably expect to fund the procurement; proposed amendments to the solicitation would be of such magnitude that a new solicitation would be desirable; or similar reasons. The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request to any offeror solicited.

### **3.0 TYPES OF CONTRACTS, CLAUSES, AND CONTRACT ADMINISTRATION**

#### **3.1 CONTRACT TYPES**

Any type of contract which is appropriate to the procurement and which will promote the best interests of the Authority may be used, provided that the cost plus a percentage of cost and percentage of construction cost methods are prohibited. All procurements shall include the clauses and provisions necessary to define the rights and responsibilities of the parties. A cost reimbursement contract shall not be used unless it is likely to be less costly or it is impracticable to satisfy the Authority's needs otherwise; the proposed contractor's accounting system is adequate to allocate costs in accordance with applicable cost principles (for commercial firms, see HUD Handbook 2210.18); and the contractor is paid only allowable costs. A time and material contract may be used only if a written determination is made that no other contract type is suitable, and the contract includes a ceiling price that the contractor exceeds at its own risk.

### **3.2    *OPTIONS***

Options for additional quantities or performance periods may be included in contracts, provided that (i) the option is contained in the solicitation; (ii) the option is a unilateral right of the Authority; (iii) the contract states a limit on the additional quantities and the overall term of the contract; (iv) the options are evaluated as part of the initial competition; (v) the contract states the period within which the options may be exercised; (vi) the options may be exercised only at the price specified in or reasonably determinable from the contract; and (vii) the options may be exercised only if determined to be more advantageous to the Authority than conducting a new procurement.

### **3.3    *CONTRACT CLAUSES***

In addition to containing a clause identifying the contract type, all contracts shall include any clauses required by Federal statutes, executive orders, and their implementing regulations, as provided in 24 CFR 85.36(i), such as the following:

- A.    Termination for convenience
- B.    Termination for default
- C.    Equal Employment Opportunity
- D.    Anti-Kickback Act
- E.    Davis-Bacon Act
- F.    Contract Work Hours and Safety Standards Act
- G.    Reporting requirements
- H.    Patent rights
- I.    Rights in data
- J.    Examination of records by Comptroller General, and retention of records for three years after closeout
- K.    Clean air and water
- L.    Energy efficiency standards
- M.    Bid protests and contract claims
- N.    Value engineering
- O.    Payment of funds to influence certain Federal transactions.

### **3.4 CONTRACT ADMINISTRATION**

A contract administration system designed to ensure that contractors perform in accordance with their contracts shall be maintained. The system shall include procedures for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on construction contracts, and similar matters.

## **4.0 APPEALS AND REMEDIES**

### **4.1 GENERAL**

It is the Authority's policy to resolve all contractual issues informally at the Authority level, without litigation. Disputes shall not be referred to HUD until all administrative remedies have been exhausted at the Authority level. When appropriate, the Authority may consider the use of informal discussions between the parties by individuals who did not participate substantially in the matter in dispute to help resolve the differences. HUD will only review protests in cases of violations of Federal law or regulations and failure of the Authority to review a complaint or protest.

### **4.2 BID PROTESTS**

Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after contract award, or the protest will not be considered. All bid protests shall be in writing and submitted to the Approving Official or designee, who shall issue a written decision on the matter. The Approving Official may, at his or her discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented.

### **4.3 CONTRACT CLAIMS**

All claims by a contractor relating to performance of a contract shall be submitted in writing to the Approving Official, or designee, for a written decision. The contractor may request a conference on the claim. The Approving Official decision shall inform the contractor of its appeal rights to the Executive Director.

## **5.0 ASSISTANCE TO SMALL AND OTHER BUSINESSES**

### **5.1 REQUIRED EFFORTS**

Consistent with Presidential Executive Orders 11625, 12138, 12432, and Section 3 of the HUD Act of 1968, 24 CFR Part 75, Notice PIH 2022-10 and Notice PIH 2022-38, the Authority shall make efforts to ensure that small and minority-owned businesses, women's business enterprises, and individuals or firms located in or owned in substantial part by persons residing in the area of an Authority development are used when possible.

Such efforts shall include, but shall not be limited to the following:

- A. Including such firms, when qualified, on solicitation mailing lists;
- B. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- E. Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce;
- F. Including in contracts a clause requiring contractors, to the greatest extent feasible, to provide opportunities for training and employment for lower income residents of the development area and to award subcontracts for work in connection with the project to business concerns which are located in, or owned in substantial part by persons residing in the area of the development, as described in 24 CFR 135; and
- G. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed in A through F above.

## **5.2 DEFINITIONS**

A small business is defined as a business that is independently owned, not dominant in its field of operation, and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR 121 shall be used, unless the Authority determines that their use is inappropriate.

A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to, Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans and Asian Indian Americans, and Hasidic Jewish Americans.

A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who also control or operate the business.

A business concern located in the area of the development is defined as an individual or firm located within the relevant **Section 3 covered development area, as determined pursuant to 24 CFR 135.15, 24 CFR Part 75, Notice PIH 2022-10 and Notice PIH 2022-38; and be listed on**

HUD's registry of eligible business concerns and meeting the definition of small business above. A business concern owned in substantial part by persons residing in the area of the development is defined as a business concern which is 51% or more owned by persons residing within the Section 3 covered project, owned by persons considered by the U.S. Small Business Administration to be socially or economically disadvantaged, listed on HUD's registry of eligible business concerns, and meeting the definition of small business above.

## **6.0 ETHICS IN PUBLIC CONTRACTING**

### **6.1 GENERAL**

The Authority shall adhere to the following code of conduct and shall establish a system of sanctions for violations consistent with applicable State or local law.

### **6.2 CONFLICT OF INTEREST**

No employee, officer or agent of this Authority shall participate directly or indirectly in the selection or in the award or administration of any contract if a conflict, real or apparent, would be involved. Such conflict would arise when a financial or other interest in a firm selected for award is held by:

- A. An employee, officer or agent involved in making the award;
- B. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister);
- C. His/her partner; or,
- D. An organization which employs, is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

### **6.3 GRATUITIES, KICKBACKS, AND USE OF CONFIDENTIAL INFORMATION**

Authority officers, employees or agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts and shall not knowingly use confidential information for actual or anticipated personal gain.

### **6.4 PROHIBITION AGAINST CONTINGENT FEES**

Contractors shall not retain a person to solicit or secure an Authority contract for a commission, percentage, brokerage, or contingent fee, except for bona fide employees or bona fide established commercial selling agencies.

**AUTHORITY**  
**PROCEDURE FOR PROCESSING PURCHASE ORDERS, ACCOUNTS PAYABLE,**  
**AND AUTHORIZATION FOR PAYMENT**

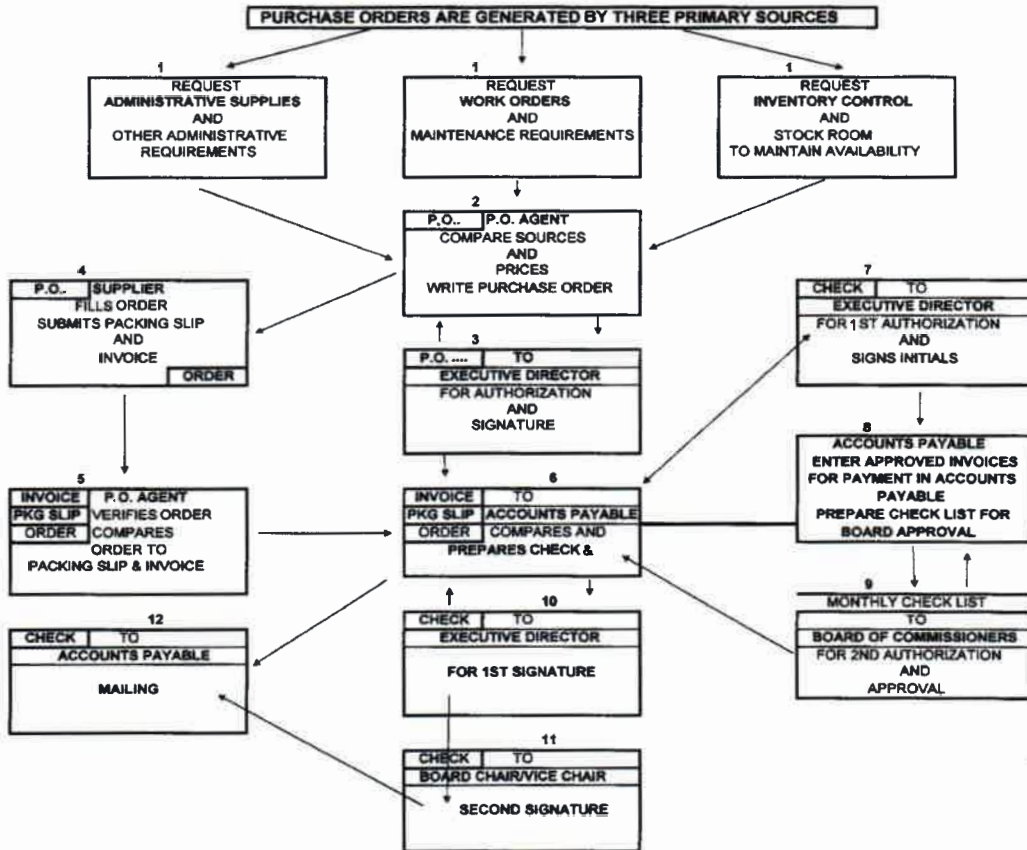
The primary purpose of this procedure for processing purchase orders and authorizing payment is to assure that the Board of Commissioners authorizes all PHA expenditures and that all PHA purchases are authorized by the Executive Director. This procedure supports Section 2.1 SMALL PURCHASE PROCEDURES of HUD Handbook 7460.8, Rev. 2, Federal procurement standards of 2 CFR 200 and the procurement guidelines for the NY State Public Housing Law Chapter 44-A, Article 8, PBG § 151.1.

It contains provisions for the Executive Director to supervise small purchases by requiring the Executive Director to authorize and sign all purchase orders before they are sent to the supplier for processing; and to authorize accounts payable and all checks for payment before they are presented to the Board of Commissioners for final approval before payment. The increments of the procedure are as follows:

1. Request for purchases stem from three primary sources: a) Work Orders and maintenance requirements, b) The need to replenish stock room items (common supply and replacement items), and c) Request for administrative supplies and equipment;
2. The purchasing agent, after comparing sources of supply and prices, prepares the purchase order request for the Executive Director's authorization;
3. The Executive Director discusses the need, the source of supply, and the price before authorizing the purchase;
4. Supplier fills order and delivers items with invoices;
5. The purchasing agent verifies order, compares to invoice and submits invoices to accounts payable;
6. Accounts payable prepares checks for Executive Director's authorization;
7. Executive Director signs and/or initials checks;
8. Accounts payable enters approved invoices for payment in the accounts payable account, and prepares check list for Board approval;
9. 10, and 11 The Executive Director, Chairman, Vice Chairperson or any other authorized bank signer signs the checks; accounts payable mails the checks.



## PEEKSKILL HOUSING AUTHORITY PURCHASE ORDER AND ACCOUNTS PAYABLE FLOW CHART



**NOTE: NOT ALL BILLS ARE PRESENTED TO THE BOARD FOR APPROVAL. BILLS PAID SUBSEQUENT TO THE LAST BOARD MEETING BUT NOT ON THE BILL LIST I.E. EMPLOYEE BENEFIT PAYMENTS: HEALTH/DENTAL, UTILITIES, AND SMALL EXPENDITURES; ARE PRESENTED TO THE BOARD ON "BILLS PAID SUBSEQUENT TO LAST BOARD MEETING BUT NOT ON BILL LIST". THIS DISCLOSURE PROVIDES ALL BOARD MEMBERS WITH THE OPPORTUNITY TO SEE AND QUESTION ALL PHA CASH DISBURSEMENTS.**



U.S. Department of Housing and Urban Development  
New York Office of Public Housing  
Jacob K. Javits Federal Building  
26 Federal Plaza, Suite 32-116  
New York, NY 10278-0068  
[https://www.hud.gov/states/new\\_york](https://www.hud.gov/states/new_york)

September 29, 2023

Ms. Janneyn Phalen  
Interim Executive Director  
Peekskill Housing Authority  
807 Main Street  
Peekskill, New York 10566

VIA ELECTRONIC MAIL ONLY: [jphalen@peekskillha.com](mailto:jphalen@peekskillha.com)

Subject: PIH Compliance Monitoring Review Report Transmittal  
PIH Status Number: 23-07250756

Dear Ms. Phalen:

This letter transmits the results of the compliance monitoring review conducted by the HUD New York Field Office (NYFO) on June 5-8, 2023. Office of Public and Indian Housing (PIH) staff reviewed the performance of the Peekskill Housing Authority (PHA) compliance with U.S. Department of Housing and Urban Development (HUD) program requirements and regulations.

While this report may note performance issues, the primary focus is compliance. Rather than exhaustively examining any area, this review touches on multiple areas of compliance to provide the public housing authority with meaningful feedback for sustained compliance.

The monitoring review team reviewed materials from all the housing authority's primary program areas and interviewed housing authority staff members to understand better the housing authority's efforts to comply with HUD regulatory and statutory requirements.

The attached report includes the review results, a discussion of areas where the housing authority's performance and compliance are strong, and recommendations for ongoing improvement. Please review the report in detail and respond within **60 calendar days**.

If you have questions, please contact me at [Luigi.Dancona@hud.gov](mailto:Luigi.Dancona@hud.gov). We appreciate your cooperation.

Sincerely,

Luigi D'Ancona  
Director  
Office of Public Housing

**LUIGI  
D'ANCONA**

Digitally signed by  
LUIGI D'ANCONA  
Date: 2023.09.29  
12:15:31 -04'00'

Attachment(s): Compliance Monitor Review Report

**COMPREHENSIVE COMPLIANCE  
MONITORING REVIEW REPORT  
of the**

**PEEKSKILL  
HOUSING AUTHORITY**



*New York Office of Public Housing*

*September 29, 2023*

# Comprehensive Compliance Monitoring Review Report

Peekskill Housing Authority (PHA) NY082

On-site Compliance Review dates: June 5<sup>th</sup> through June 8<sup>th</sup>, 2023

## *Executive Summary*

The Peekskill Housing Authority (PHA) was one of the housing authorities that was selected for a Comprehensive Compliance Monitoring Review (CCMR) by HUD's New York Office of Public Housing (NYFO) in 2023. The CCMR is authorized by the U.S. Housing Act of 1937 Public Law 75-412, Title 24 of the CFR, HUD Handbook 1840.1: Departmental Management Control Program, Monitoring of PHAs Guidebook (7460.7), and other Public and Indian Housing (PIH) guidance. The NYFO review team objectives were to determine the PHAs programs for performance in compliance with HUD program requirements and regulations.

Monitoring included both remote and on-site methods to review the PHAs operations, management, financial condition, and governance. The review team believes that the information obtained through this CCMR is sufficient and appropriate to provide the details in this report.

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.

As detailed in this report, the review team identified areas in which the PHA can improve its performance, including:

- Procurement: The PHA shall update its procurement policies to include NYS thresholds and develop a process by which the status, identification, and location of all units in HUD Secure Systems (PIC) is updated regularly.
- Lead Based Paint (LBP): The PHA shall complete LBP testing at its properties and include LBP Disclosure Forms in its tenant files.
- Section 3: The PHA shall maintain documentation required through PIH Notices highlighted below.

## *Background*

The PHA is located in the City of Peekskill. The City of Peekskill is in Westchester County, New York. The PHA operates a Public Housing Program with 273 public housing units. PHA is governed by a Board of Commissioners.

On June 15, 2023, the PHA was designated as a Standard Performer by HUD based on their Public Housing Assessment System (PHAS) physical score of 28 (out of 40), financial score of 21 (out of 25), management score of 19 (out of 25), capital fund score of 10 (out of 10), with an overall score of 78 (out of 100) for their fiscal year ending March 31, 2022.

## *Results*

Detailed results of the PIH Compliance Monitoring Review are presented below, by area and program.

## *Governance*

The NYFO team reviewed PHA's bylaws, board minutes, PHA's Administrative Plan, Five-Year PHA plan, ACOP, board approval documents, insurance policies, procurement policy, internal control, PHA organizational chart, policies, and supporting materials.

Based on this review, the NYFO team reports the following findings and/or observations:

**FINDING 1:** PHA Procurement Policy was last updated March 2023.

- **REGULATORY CITATION:** 2 CFR 200.318(a)
- **CORRECTIVE ACTION:** Update Procurement Policy to include the more stringent NY State Public Housing Law CHAPTER 44-A, ARTICLE 8, PBG § 151.1. Please see summary of NYS requirements below:

Micro-purchase 10k < small purchase < 25k/50k formal procurement:

\$50k < All contracts, except contracts for the purchase of materials or supplies, in excess of fifty thousand dollars shall be made on sealed bids, in compliance with a public notice advertised at least once, not less than twenty days before the date set for the receipt of bids, in the official publication of the municipality, or if none exists, in a newspaper circulating in the municipality.

\$25k < Contracts for the purchase of materials or supplies in excess of twenty-five thousand dollars, the period of advertisement shall be not less than ten days before the date set for the receipt of bids.

**OBSERVATION 1:** The PHA's inventory control system for maintenance department supplies, equipment and vehicles is a manual system. It is recommended that the PHA update to an electronic system to manage its resources more effectively.

### *Public Housing (PH) Program*

The NYFO team reviewed PHA's Public Housing occupancy, year-to-date financial statements, lead-based paint testing results, work orders, tenant accounts receivable, unit/development conditions, and (wherever possible) supporting materials.

Based on this review, the NYFO team reports the following findings and/or observations:

**FINDING 2:** No Lead-Based Paint (LBP) Summary Report on file; PHAs building portfolio was constructed pre-1978; BOHLMAN TOWERS constructed in 1958; Kiley Youth Center in 1959. Dunbar Heights has multiple building years dating from 1951 to 1973.

- **REGULATORY CITATION(S):** 24 CFR 35, Subpart L
- **CORRECTIVE ACTION:** Have LBP testing performed at each of the two AMPs, Bohlmann and Dunbar / Turnkey. Testing and LBP Paint Inspection Summary Report must be performed in accordance with 24 CFR 35 and Chapter 7 for the Evaluation and Control of Lead-Based Paint Hazards in Housing.

**FINDING 3:** LBP Disclosure Forms were not found in one of the tenant files and Disclosure forms in the other four files were not filled out correctly.

- **REGULATORY CITATION(S):** 24 CFR 35, Subpart A
- **CORRECTIVE ACTION:** The PHA must place a copy of the executed Lead Disclosure form in the tenant file for any residential properties that meet the requirements under 24 CFR 35.115. Once the Lead Based Paint Summary Report is received by the PHA it is recommended that new disclosure forms be executed at lease-up and/or annual recertification.

### *Section 3*

The NYFO team reviewed PHA's procurement policy, procurement records, construction contracts, capital fund program, and work order system. In addition, any other supporting documents provided during our review.

Based on this review, the NYFO team reports the following findings and/or observations:

**FINDING 4:** The PHA has been reporting Section 3 through SPEARS, however the PHA has not updated their policies, processes, and systems to in accordance with the final rule, 24 CFR Part 75, Notice PIH 2022-10, and Notice PIH 2022-38/FPM-19-2022.

- **REGULATORY CITATION(S):** 24 CFR Part 75
- **CORRECTIVE ACTION:** Develop a Section 3 compliance methodology in accordance with 24 CFR Part 75 as implemented by Notice PIH 2022-10 and Notice PIH 2022-38/FPM-19-2022. The PHA should incorporate language when updating their procurement policy to include reference to Section 3 requirements for the PHA and its Contractors. Also add Section 3 language to each solicitation for goods and services (RFP and RFQ's) as well as adding a Section 3 component to each contract awarded.

### *Resident Opportunities and Self-Sufficiency (ROSS)*

The NYFO team reviewed PHA's grant management information, PIC data, eLOCCS, and financial report. In addition, any other supporting documents provided during our review.

Based on this review, the NYFO team reports no findings or observations.

### *Violence Against Women Act (VAWA) Program*

The NYFO team reviewed PHA's Admission and Continued Occupancy Policy (ACOP), and Administrative Plan. In addition, the NYFO team interviewed the PHA's staff and reviewed tenant briefing documents and tenant files.

Based on this review, the NYFO team reports no findings or observations.