



PEEKSKILL HOUSING
AUTHORITY

P H A

ANNUAL BOARD OF COMMISSIONERS MEETING

APRIL 18, 2024

7:00PM AT

DUNBAR HEIGHTS

COMMUNITY ROOM

BOARD OF COMMISSIONERS

Jacqueline Simpkins, Chairman

Yvette Houston, Vice Chairman

Robert Scott

Nicola Smith-DeFrietas

Dawn Benson

Alicia Simmons

EXECUTIVE DIRECTOR

Janneyn Phalen



PEEKSKILL HOUSING AUTHORITY

J. Phalen
Executive Director

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

PEEKSKILL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
PUBLIC HEARING – APRIL 18th, 2024
DUNBAR HEIGHTS
AGENDA

I. ROLL CALL

II. APPROVING UPDATED PROCUREMENT POLICY

III. PUBLIC COMMENTS

IV. VOTE

a) Resolution - 04/04/2024 – Approving the updated Procurement Policy

V. ADJOURNMENT

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

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

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

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

WHEREAS, The update incorporates Section 3 revisions and Build America, Buy America (BABA), into the Procurement Policy.

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

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Jacqueline Simpkins				
Vice Chairman Yvette Houston				
Commissioner Nicole Smith-Defreitas				
Commissioner Alicia Simmons				
Commissioner Dawn Benson				
Commissioner Robert Scott				

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

Effective: April 18th, 2024

J. Phalen, Executive Director

PEEKSKILL HOUSING AUTHORITY



J. Phalen
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 – APRIL 18th, 2024 DUNBAR HEIGHTS AGENDA

- I. ROLL CALL
- II. APPROVAL OF MINUTES:
 - a) Resolution – 04/01/2024 – March 21st, 2024 – Regular Meeting Minutes
 - b) Resolution – 04/02/2024 – March 21st, 2024 – Executive Session Summary
- III. CORRESPONDENCE: None
- IV. EXECUTIVE DIRECTOR'S REPORT:
 - a) Monthly Report – April 2024
 - b) Financial Report – March 2024
- V. COUNSEL'S REPORT
- VI. UNFINISHED BUSINESS: None
- VII. NEW BUSINESS:
 - a) Resolution – 04/03/2024 – March Monthly Bills
 - b) Resolution -- 04/05/2024 – Approving Operating Budget for the Fiscal Year April 1, 2024 to March 31, 2025
 - c) Resolution – 04/06/2024 – Writing off Uncollectable Debt ending Fiscal Year March 31, 2024
 - d) Board of Commissioners Election of Officers
- VIII. TENANTS' COMMENTS AND CONCERNS
- IX. ADJOURNMENT

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING
MARCH 21st, 2024 BOARD MEETING MINUTES
REGULAR SESSION**

WHEREAS, The Board of Commissioners have reviewed the minutes of March 21st, 2024 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 March 21st, 2024 Board Meeting.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chair Jacqueline Simpkins				
Vice Chairman Yvette Houston				
Commissioner Nicola Smith-DeFreitas				
Commissioner Dawn Benson				
Commissioner Robert Scott				
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: April 18th, 2024

J. Phalen, Executive Director

PEEKSKILL HOUSING AUTHORITY



J. Phalen
Interim Executive Director

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

PEEKSKILL HOUSING AUTHORITY BOARD OF COMMISSIONERS MONTHLY MEETING MINUTES March 21st, 2024

ROLL CALL:

Chairman Simpkins
Vice Chairman Houston
Commissioner Smith-DeFreitas- Absent
Commissioner Scott
Commissioner Simmons
Commissioner Benson

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

Chairman Simpkins welcomed everyone to the March 21st, 2024 Board of Commissioners Meeting.

NEW BUSINESS

Resolution – 03/01/2024 – Declaring the Election of the Tenant Commissioners to the Board

Chairman Simpkins asked for a motion to pass Resolution 3/01/2024. Commissioner Scott made the motion and Commissioner Simmons seconded. Chairman Simpkins asked if there were any comments, concerns, or questions. There were none. The vote was as follows: Chairman Simpkins -Aye: Vice Chairman Houston-Aye: Commissioner Scott-Aye: Commissioner Smith-Defreitas-Absent: Commissioner Simmons-Aye: Commissioner Benson-Aye: Resolution passes.

Resolution -- 03/02/2024 – February Monthly Bills

Chairman Simpkins asked for a motion to pass Resolution 3/02/2024. Commissioner Scott made the motion and Commissioner Simmons seconded. Chairman Simpkins asked if there were any comments, concerns, or questions.

Commissioner Scott: What happens if we don't agree on the bills?

Chairman Simpkins: Questions should have been submitted 10 days ago.

Attorney Kamensky: You are not approving the bills; you are reviewing them. The Executive Director approves the bills. These bills are often routine.

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

Resolution – 03/03/2024 – February 15th, 2024 – Regular Meeting Minutes

Chairman Simpkins asked for a motion to pass Resolution 3/03/2024. Commissioner Scott made the motion and Commissioner Simmons seconded. Chairman Simpkins asked if there were any comments, concerns, or questions. There were none. The vote was as follows: Chairman Simpkins -Aye: Vice Chairman Houston-Aye: Commissioner Scott-Aye: Commissioner Smith-Defreitas-Absent: Commissioner Simmons-Aye: Commissioner Benson-Aye: Resolution passes.

INTERIM EXECUTIVE DIRECTOR’S REPORT

Revenue – HUD subsidy for February \$0.

Other Revenue – February \$3,975.

Tenant Charges

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

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

Total expenses for February \$381,462.

Court Proceedings – 11

Tenant Payment Agreements- TPA

Total of 66 residents have payment agreements with a remaining balance of \$394,370.84.

Work Orders – February 85, 2 outstanding as of February 29TH.

Unit Turnovers – 10 vacancies on February 29th 2024.

Tenants Account Receivable (TAR)

Total past due for February- 145 residents (53%) owed \$1,030,837.

Police Reports

Police Activity PHA January 31 - February 5, 2024 –37 visits to Bohlmann Towers, 36 routine, 1 other (Medical); 34 visits to Dunbar Heights, 32 routine, 2 others (Subpoena Service, Suspicious Activity).

Police Activity PHA February 20 - February 26, 2024 –33 visits to Bohlmann Towers, 33 routine, 3 others (Disorderly group, medical, ID theft); 40 visits to Dunbar Heights, 38 routine, 2 others (2 parking complaints).

ERAP UPDATE

As of February 29, 2024, PHA has received payment for 26 Households totaling \$173,872.85
The other households currently have a total balance of \$109,638.74

PROPOSED BUDGET 2025

In your package is the proposed budget for Federal Fiscal Year ending 3/31/2024. Please review and submit any questions or comments to the Chairman through email.

At the April meeting, a board resolution is required to approve the federal fiscal year 2025 budget.

UPDATE ON PROCUREMENT POLICY

The procurement policy has been updated to include language on Buy America Build America (BABA) and Section 3 PIH Notice updates. The updated language is found on page 1, paragraph 1 of the procurement policy

The policy is currently out for public comment (for 30 days) and contained in your board packets. The update will require a public meeting before the regularly scheduled April annual board meeting.

A board resolution will be requested to adopt the changes at that time.

COMMUNITY DEVELOPMENT BLOCK GRANT – DUNBAR HEIGHTS BATHROOMS-PHASE 1 & 2

Phase 1: 27 out of 32 bathrooms have been completed in Phase 1 that was started the week of February 15th. MCT has hired a customer service representative (Francisco) and a cleaning service.

Before any new units are started, Francisco and myself are requesting meetings with those residents to make sure residents are fully aware of the process and to see if anyone needs any accommodations while their unit is being worked on. Please note that MCT has not charged PHA for these additional services.

Pending Grants

Dunbar Heights kitchens: State Funding: \$310,000- The signed contract was submitted to HUD and PHA is awaiting response.

Emergency Safety and Security Grant (ESSG): \$83,104 for the purchase of new security fencing at PHA wide developments to improve the health and safety of residents. The PHA 5-year plan revision was submitted to HUD. PHA is waiting for approval.

Landlord Tenant Assistance Program Public Housing Authority (LTAP-PHA)

The program objective is to assist housing authorities to renovate available housing stock for tenancy, address health and safety needs and to make improvements that will extend the useful life of the properties for low and moderate-income households. Eligible activities include:

Dwelling Unit, Health & Safety, Building Systems, Building Exterior & Common Areas

Public Housing Authorities located within the jurisdictional boundaries of Westchester County are eligible. Application is due March 29th, 2024.

Section 3

MCT AT Service, Inc. has put out an advertisement to PHA residents for employment opportunities for the Dunbar bathroom project. Applicants must be OSHA certified and PHA has sent out notices and posted to bulletin boards along with information regarding how to receive OSHA training with PHA assistance.

American Red Cross- Sound the Alarm Event

On Saturday March 23rd, 2024, the American Red Cross is holding a "Sound the Alarm Event" throughout the county of Westchester. They have 40 teams of volunteers to go out to homes to install smoke alarms and educate families about fire safety/disaster preparedness. The American Red Cross will be holding a meeting with residents to discuss the event. This meeting will be held at Bohlmann Towers at 6pm and Dunbar Heights at 7pm on Wednesday March 20th, 2024.

Tenant Commissioner Elections

Tenant Commissioner petitions for nominations were due back to the PHA office February 15th and three qualified tenants presented nomination petitions. Being that there were only two open seats on the board, an election was held on February 29th at Bohlmann Towers and Dunbar Heights community rooms from 1pm-7pm in accordance with Appendix A of the PHA Bylaws.

On Friday, March 1st, 2024 at 12:30pm, private paper ballots from the Tenant Commissioner election held on Thursday, February 29, 2024, were counted and exchanged a total of four times by Chairman of the Board, Jacqueline Simpkins; Janneyn Phalen, Interim Executive Director; Tatum Williams, Senior Office Asst; Beth Woogen, Tenant Liaison; and witnessed by: Kisha Williams, Tenant Relations Asst. All parties' records matched that the two nominees with majority vote were: Yvette Houston of 696 Highland Avenue and Dawn Benson of 807 Main Street.

A resolution was requested at the beginning of this meeting for a two-year term effective March 17th, 2024 and ending March 16th, 2026.

Kiley Center

PHA will continue discussions with Westchester County, City of Peekskill, State of New York and The Boys and Girls Club. PHA will also review with HUD and will schedule meetings with tenants once the matter moves forward.

UNFINISHED BUSINESS

Resolution – 02/04/2024 – Executive Director Contract

Chairman Simpkins asked for a motion to pass Resolution 2/04/2024. Commissioner Simmons made the motion and Vice Chairman Houston seconded. Chairman Simpkins asked if there were any comments, concerns, or questions. There were none. The vote was as follows: Chairman Simpkins -Aye: Vice Chairman Houston-Aye: Commissioner Scott-Aye: Commissioner Smith-Defreitas-Absent: Commissioner Simmons-Aye: Commissioner Benson-Aye: Resolution passes.

Executive Director Phalen: I would like to thank you all for the opportunity and I look forward to working with you all. I am truly humbled and honored.

TENANTS QUESTIONS COMMENTS AND CONCERNS

Greta Smith: Is the current smoke alarm in my apartment also a CO2 monitor?

Executive Director Phalen: It should be, I will follow-up and get back to you.

Commissioner Scott: Are you aware that there is a company giving out free smoke detectors?

Executive Director Phalen: Yes, they are coming on Saturday to install smoke alarms in units.

Sharon Allen: I wrote a letter in support of Janneyn Phalen, and you did not share it with the Board members (to Vice Chairman Houston).

Vice Chairman Houston: I actually brought it with me tonight to share and I apologize that I did not do so before.

Tina B. I would like to make everyone aware that anyone under indictment cannot work with HUD and according to an article I just read, Walter Balter is under indictment.

Alva Francis: My neighbor walks with his boots on. I hear everything.

Executive Director Phalen: I will follow-up.

Monica Rosado: There is a strong magic marker smell on the second floor.

Executive Director Phalen: We are aware and taking care of it.

Regular Meeting adjourns at 7:46 pm.

PEEKSKILL HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
April 18th, 2024
EXECUTIVE DIRECTOR'S REPORT

Revenue	March
HUD Subsidy – Bohlmann (AMP 1)	0
HUD Subsidy – All other sites (AMP 2)	0
Proceeds from Capital Funds/ROSS Grant	0
Shortfall Funds	0
Total HUD Revenue	0
Other Revenue– Non-Federal	
Laundry Commissions	0
CAP Office	0
Health Center	740
Interest	342
Total	1,082
TENANT CHARGES	March
Rent	157,837
Parking	1,785
Late Fees	(301)
Misc. (key cards, maintenance charges, legal fees)	375
Air Conditioners	355
Write offs, AJE's, Move outs	0
TOTAL TENANT CHARGES	160,051
Total Collected	183,249
Unpaid Tenant Rent Balance for the month	(23,198)
All Outstanding Tenant Charges	\$1,007,640

Financial

BILLS PAID

	March
Payroll (M)	67,067
Elevator (Q)	11,185
Exterminator (M)	858
Trash – Dumpsters	0
City Trash Collection (Q)	21,060
City Water (Q)	0
Sewer Tax (Semi-Annual)	0
Robison Fuel Oil (M)	48,875
Electric (M)	0
Gas (M)	37,682
Propane (M)	1,382
Legal – PHA Attorney (M)	3,200
Legal – Labor Attorney	207
Lawsuit Deductibles	0
Health Insurance/Dental Insurance(M)	32,429
Process Server – Evictions (M)	580
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	18,564
Credit Card (M)	18,810
Maintenance Supplies (M)	16,099
Office Expenses (M)	1,615
PILOT (SA)	0
NYS Retirement Contribution (A)	0
Medicare Part B Reimbursement	8,309
Unit Turnaround Contracts (reimbursable by shortfall funds)	11,030
TOTAL EXPENSES	\$298,952
ROSS Grant (Salary, expenses and training)	5,835
CAPITAL FUND PROJECTS	0

COURT PROCEEDINGS

MONTH	# RESIDENTS	BALANCE	# PAID	AMOUNT PAID	RESULT/COMMENTS
April 2023	4	101,152	0	3,426	3-Adjourned 1-Eviction
May 2023	4	60,267	0	0	1-Adjourned 2-Eviction, 1 Stipulation
June 2023	5	78,227	0	0	2-Adjourned 2-Eviction 1-Stay
July 2023	1	0	0	0	1-Adjourned
August 2023	5	11,371	0	0	3-Adjourned 1-Eviction 1-Stipulation
September 2023	2	2,499	0	0	2-Adjourned
October 2023	10	387,471	0	0	2-Stay 8-Adjourned
November 2023	7	82,860	0	0	6-Adjourned 1-Eviction
December 2023	7	125,962	0	1,000	7-Adjourned
January 2024	14	227,242	0	0	13-Adjourned 1-Eviction
February 2024	11	86,655	0	0	11-Adjourned
March 2024	14	100,257	0	0	13-Adjourned 1-Eviction

WORK ORDERS

MONTH	CALLS	COMPLETE	OUTSTANDING OR COMMENTS
January 2022	123	123	
February	81	81	
March	112	112	
April	104	104	
May	114	114	
June	117	117	
July	113	113	
August	109	109	
September	91	91	
October	105	105	
November	126	126	
December	129	129	
January 2023	124	124	
February	83	83	
March	99	99	
April	88	88	
May	93	93	
June	105	105	
July	103	103	
August	114	114	
September	105	105	
October	124	124	
November	132	132	
December	92	92	
January 2024	113	113	
February	85	85	
March	91	87	4 Outstanding

TENANT PAYMENT AGREEMENT LISTING

Tenant Code	Start Month	End Month	Agreement Amount	Received Amount	Remaining Amount	Comments
Bohlmann						
t0001245	07/2023	12/31/2045	7,718.66	1,000.00	6,718.66	
t0000138	04/2022	12/31/2024	918.00	552.00	366.00	
p000117	07/2023	12/31/2058	22,425.06	1,339.00	21,086.06	
t0000214	08/2023	12/31/2038	5,701.80	1,075.00	4,626.80	
t0001195	08/2023	12/31/2028	2,189.70	360.00	1,829.70	
t0000795	06/2023	12/31/2044	7,396.70	1,065.00	6,331.70	
t0001192	06/2023	12/31/2029	2,700.00	1,660.00	1,040.00	
t0000674	08/2022	12/31/2028	2,158.00	500.00	1,658.00	
t0000273	06/2023	12/31/2023	1,650.09	932.00	718.09	
t0000176	06/2023	12/31/2031	5,799.00	598.00	5,201.00	
t0000275	05/2021	12/31/2023	2,083.00	2,000.00	83.00	
u0001117	12/2023	12/31/2038	4,773.80	539.40	4,234.40	
t0001121	06/2023	12/31/2031	2,605.85	250.00	2,355.85	
t0001181	06/2023	12/31/2041	5,897.59	5,378.76	518.83	
t0000008	07/2023	12/31/2029	5,203.30	1,400.00	3,803.30	
t0000495	08/2023	12/31/2039	5,894.05	2,639.50	3,254.55	
t0000524	05/2023	12/31/2028	4,954.00	2,000.00	2,954.00	
t0000390	10/2022	12/31/2067	28,105.00	1,550.00	26,555.00	
t0001273	01/2023	12/31/2027	1,860.12	695.00	1,165.12	
t0000788	06/2023	12/31/2028	47,355.00	35,436.00	11,919.00	
t0001253	11/2023	12/31/2029	2,205.10	485.00	1,720.10	
t0000739	04/2022	12/31/2044	13,971.00	1,200.00	12,771.00	
t0001606	03/2023	12/31/2024	1,681.25	700.00	981.25	
t0000874	04/2023	12/31/2024	7,641.00	5,399.00	2,242.00	
t0000213	05/2023	12/31/2035	18,603.00	3,900.00	14,703.00	
t0000395	02/2023	12/31/2025	909.30	375.00	534.30	
t0000372	02/2024	12/31/2055	10,430.80	876.20	9,554.60	
t0001610	06/2023	12/31/2026	4,721.19	1,200.00	3,521.19	
Total Bohlmann			227,551.36	75,104.86	152,446.50	

TENANT PAYMENT AGREEMENT LISTING cont'd

Dunbar

t0001613	11/2023	12/31/2034	13,591.80	800.00	12,791.80	
t0000708	06/2023	12/31/2024	11,891.40	11,317.00	574.40	
p00130	08/2023	12/31/2041	5,798.00	4,215.00	1,583.00	
t0000137	06/2023	12/31/2037	12,403.90	3,380.00	9,023.90	
t0001162	12/2023	12/31/2078	17,237.95	7,264.00	9,973.95	
t0000107	07/2021	12/31/2028	12,939.00	7,066.00	5,873.00	
t0000059	02/2024	12/31/2093	20,999.90	50.00	20,949.90	
t0000230	05/2021	12/31/2023	3,953.00	3,083.00	870.00	
t0000765	03/2023	12/31/2023	1,052.40	940.40	112.00	
t0000042	08/2023	12/31/2035	16,844.90	2,015.00	14,829.90	
t0000054	02/2024	12/31/2045	6,592.10	50.00	6,542.10	
t0000181	06/2023	12/31/2061	5,049.40	3,101.00	1,948.40	
t0000165	02/2022	12/31/2023	1,617.70	1,300.00	317.70	
t0000134	08/2022	12/31/2023	1,463.00	1,046.00	417.00	
p00036	08/2023	12/31/2068	14,304.40	3,166.20	11,138.20	
t0000022	06/2023	12/31/2027	2,286.00	768.00	1,518.00	
t0001652	11/2023	12/31/2058	10,767.00	50.00	10,717.00	
p00037	06/2023	12/31/2031	3,427.70	3,303.00	124.70	
t0000154	06/2021	12/31/2041	6,257.25	803.00	5,454.25	
p00088	12/2022	12/31/2023	5,434.12	3,674.00	1,760.12	
t0001635	07/2023	12/31/2030	4,058.00	460.00	3,598.00	
t0001248	11/2023	12/31/2029	2,756.00	1,034.00	1,722.00	
t0001659	09/2023	12/31/2043	6,741.70	650.00	6,091.70	
t0000904	05/2023	12/31/2030	8,402.10	1,901.00	6,501.10	
Total Dunbar			195,868.72	61,436.60	134,432.12	

Turnkey

p00070	06/2023	12/31/2080	20,280.00	19,840.00	440.00	
t0001627	08/2023	12/31/2028	2,038.05	375.00	1,663.05	
t0000256	03/2023	12/31/2030	3,220.50	3,111.00	109.50	
t0001304	06/2023	12/31/2026	5,125.85	794.00	4,331.85	
t0000026	04/2023	12/31/2030	9,675.48	0.00	9,675.48	
t0001634	03/2023	12/31/2041	11,833.50	600.00	11,233.50	
t0001261	08/2023	12/31/2041	17,310.37	450.00	16,860.37	
t0000062	06/2023	12/31/2039	6,776.15	1,720.00	5,056.15	
t0000101	07/2023	12/31/2033	6,998.50	1,038.00	5,960.50	
t0000069	05/2023	12/31/2070	33,643.00	1,342.00	32,301.00	
t0000027	09/2021	12/31/2024	2,364.02	1,550.00	814.02	
Total Turnkey			119,265.42	30,820.00	88,445.42	
			Agreement	Received	Remaining	
PHA TOTAL			542,685.50	167,361.46	375,324.04	

UNIT TURNOVER

SITE/UNIT	SIZE	VACANT	COMPLETE	LEASED	COMMENT
BT 1-R	0	11/13/23	1/25/24		LEASE 4/1/24
BT 2-K	4	10/02/23	1/25/24	2/15/24	
BT 2-V	1	02/01/24			CONTRACTOR WORKING
BT 5-A	0	06/26/23	12/28/23	2/1/24	
BT 5-U	2	09/18/23	2/15/24	3/15/24	
BT 6-C	3	10/31/23	2/15/24		LEASE 5/1/24
BT 6-F	5	09/30/23	1/25/24	2/15/24	
BT 7-E	3	06/26/23	10/31/23	1/1/24	
BT 7-K	3	06/30/23	10/31/23	3/1/24	
BT 8-H	3	10/15/23			LEASE 5/1/24
BT 8-M	1	08/24/23	1/25/24	2/1/24	
DH 1-A	1	1/29/24			CONTRACTOR WORKING
DH 2-C	3	03/01/24			CONTRACTOR WORKING
DH 5-B	1	12/11/22	1/29/24		LEASE 4/1/24
DH 5-D	2	07/31/23	1/29/24		LEASE 4/1/24
DH 8-B	2	06/26/23	3/1/24		LEASE 4/5/24
DH 10-A	0	01/29/24			CONTRACTOR WORKING
DH 16-B	3	12/30/23			CONTRACTOR WORKING
TOTAL VACANT	11				

VACANCIES

	TOTAL UNITS	HUD APPROVED OFFLINE	VACANT UNITS	ACTIVE UNITS AS OF Mar 31
Bohlmann Towers	144	0	4	140
Dunbar Heights	96	0	7	92
Turnkey	34	0	0	34
Total Units	274	0	11	263
Total Occ. Rate				96% (263)

EXTERMINATION SUMMARY – BEDBUGS - # Treatments

	2020	2021	2022	2023	2024	Comment
January	0	0	0	0	0	
February	0	0	0	0	2	
March	0	1	0	0	0	
April	0	0	0	0		
May	0	0	0	0		
June	0	1	0	0		
July	1	0	0	2		
August	1	1	0	3		
September	3	0	0	0		
October	0	0	0	0		
November	0	2	0	2		
December	0	1	0	0		
TOTAL	5	6	0	5		
COST	\$1,075	\$2,245	\$0	\$0	\$760	

TENANT ACCOUNTS RECEIVABLE - LATE OR NO RENT PAYMENT

SITE	# Units	No Payment	Past Due March 2024
Bohlmann Towers	144	(29) 24	72 owed \$519,034 (527,655)
Dunbar Heights	96	(25) 25	51 owed \$342,780 (344,755)
Turnkey	33	(7) 6	18 owed \$145,826 (158,427)
Totals	273	(61) 55	141- 52% - \$1,007,640 (\$1,030,837)

Parenthesis () represents the previous month.

PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS

PHA Activity 3/5-3/11/2024	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	44	32	12*
Dunbar Heights	29	27	2*
*BT – Other (3-traffic detail, 2-unwanted parties, disorderly person, 2-medical, 3-parking disputes and 1 suspicious activity)			
*DH – Other (Investigation and parking complaint)			
PHA Activity 3/26- 4/1/2024	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	36	32	4*
Dunbar Heights	25	24	1*
*BT – Other (service call, traffic stop, parking complaint & domestic)			
*DH – Other (agency assist)			

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	28,712.50	13,941
t0000002	PENDING	1,692.55	0
t0000029	PAID 01/2024		
t0000082	PAID 12/2023		
t0000674	PENDING	3,764.00	3,381
t0000168	PAID 9/2021		
t0000788	PAID 12/2023		
p00003	PENDING	90.65	90.65
P00036	PAID 8/2023		
t0000495	PAID 8/2023		
t0000004	PAID 01/2024		
t0000067	PENDING	671.00	0
t0000193	PAID 9/2023		
p00130	PAID 11/2023		
t0000165	PAID 12/2023		
t0000047	PAID 8/2023		
t0000427	PAID 12/2023		
t0001627	PENDING	1,944.00	1,944.00
t0001171	PAID 09/2021		
t0001618	PAID 09/2023		
t0001611	PAID 10/2021		
b0000026	PAID 02/2024		
p00117	PAID 10/2021		
t0000256	PAID 09/2023		
t0001162	PAID 12/2023		
t0000072	PENDING	36,536.60	7,920.00
t0000708	PAID 01/2024		
t0001275	PAID 10/2021		
t0000262	PAID 09/2023		
t0000235	PAID 08/2023		
t0000038	PAID 12/2023		
t0000158	PAID 12/2023		
p00016	PAID 12/2023		
t0000138	PAID 12/2023		
t0000363	PAID 01/2024		
p00070	PAID 03/2024		

As of March 31, 2024, PHA has received payment for 28 Households totaling \$192,022.85
 The other households currently have a total balance of \$95,488.74

PROPOSED BUDGET 2025

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

	Proposed	Budget	Actual	Actual
	2025	2024	2023	2022
INCOME				
Rental	\$1,862,650	\$1,895,610	\$1,833,395	\$1,652,13
Investment	6,500	2,000	2,676	83
HUD Subsidy	1,750,000	1,600,000	1,600,000	1,286,516
CFP Operating	200,000	200,000	199,000	165,000
Other*	50,000	60,000	108,075	69,775
TOTAL INCOME	3,869,150	3,757,610	\$3,876,973	\$3,173,387
EXPENDITURES				
Administration	488,080	583,590	\$551,597	516,522
Tenant Services	20,000	5,000	4,657	2,906
Utilities	1,125,000	1,110,000	1,027,787	869,780
Maintenance, Operations	1,124,440	1,075,160	1,014,049	1,063,195
Protective Services	5,000	0	2,625	4,630
General Expenses	1,049,750	948,7700	997,912	806,590
Non-routine, Equipment	10,000	0	9,600	2,261
TOTAL EXPENDITURES	3,867,270	3,722,520	\$3,608,227	\$3,265,884
SURPLUS (DEFICIT)	\$21,880	\$35,090	\$268,746	(\$92,497)
BUDGET HIGHLIGHTS				
UTILITIES				
Water/Sewer	\$300,000	\$330,000	\$268,808	\$219,135
Electric	225,000	275,000	170,931	225,996
Gas/Propane	315,000	220,000	142,201	221,933
Fuel	285,000	285,000	128,575	173,172
TOTAL	\$1,125,000	\$1,110,000	\$710,514	\$869,780

PROPOSED BUDGET 2025 CONT'D

	Proposed	Budget	Actual	Actual
	2025	2024	2023	2022
CONTRACT COSTS				
Garbage Removal	\$90,000	\$90,000	\$84,240	\$84,240
Elevator	18,500	18,500	12,889	12,889
Alarm/Fire Extinguishers	6,000	6,000	620	620
Exterminating	20,000	30,000	25,154	25,154
Auditor	10,500	9,360	9,360	9,360
Legal	45,000	66,000	49,450	49,450
Unit Turnover	100,000	100,000	185,450	185,450
Misc./Other Contracts**	40,000	40,000	19,440	19,440

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

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

Misc. Contracts and Other Costs: Web hosting, office equipment, bank fees, GASB75, computer services, water coolers, postage, advertising, membership dues, court costs, office supplies, etc.

INSURANCE

Commercial Liability - \$130,000 / Property - \$80,000 Auto – \$6,000 Boiler and Machinery – \$7,200
 Workman’s Comp-20,000 Deductibles - \$10,000 Fidelity- \$2,000

TOTAL \$255,200

EMPLOYEE BENEFITS

FICA - \$74,283 Health - \$400,000 Retirement - \$136,000 Dental/Optical - \$20,000
 Retiree Medical - \$12,000 Uniform Allowance (maintenance) - \$3,500

TOTAL \$620,783

A BOARD RESOLUTION IS REQUIRED TO APPROVE THE FEDERAL FISCAL YEAR 2025 BUDGET

UPDATE ON PROCUREMENT POLICY

The procurement policy has been updated to include language on Buy America Build America (BABA) and Section 3 PIH Notice updates. The updated language is found on page 1, paragraph 1 of the procurement policy. Public hearing was held before this meeting.

A BOARD RESOLUTION IS REQUIRED TO APPROVE THE UPDATED POLICY

COMMUNITY DEVELOPMENT BLOCK GRANT – DUNBAR HEIGHTS BATHROOMS-PHASE 1 & 2

Phase 2 began on March 25th which include buildings E, F, G, H & I. Francisco from MCT is contacting residents before the work starts on their unit to make sure they are fully aware of the process and to see if anyone needs any accommodations while their unit is being worked on. As usual, the community room facilities are open during the day and toilets are reset in each unit every evening.

Pending Grants

Dunbar Heights kitchens: State Funding: \$310,000- The signed contract was submitted to HUD and PHA is awaiting response.

Emergency Safety and Security Grant (ESSG): \$83,104 for the purchase of new security fencing at PHA wide developments to improve the health and safety of residents. The PHA 5-year plan revision was submitted to HUD. PHA is waiting for approval.

CONTRACTS / SERVICE REQUESTS SCHEDULED

Landscaper
Physical Needs Assessment (PNA)

Section 3

Flyers have been posted on bulletin boards in Bohlmann, on Facebook, PHA website, emailed to residents that use RentCafé as well as distributed to Dunbar Heights and Turnkey for residents to sign up as a Section 3 participant. The procurement website that PHA utilizes is HousingAgencyMarketplace.com. Vendors can also sign up as Section 3 compliant vendors. This will assist the PHA and our vendors in selecting and keeping track of Section 3 resident skill sets for future opportunities.

NATIONAL STANDARDS FOR THE PHYSICAL INSPECTION OF REAL ESTATE (NSPIRE)

PHA agreed for HUD NSPIRE inspection Thursday May 23rd at Bohlmann Towers. NSPIRE will inform the Authority the morning of the inspection of which units will be inspected. Notice will go out 14 days before the inspection to all the tenants of Bohlmann Towers. If your unit requires repairs, please contact the office and put in a work order.

Inspected areas included: building exteriors, building systems, common areas & units.

Kiley Center

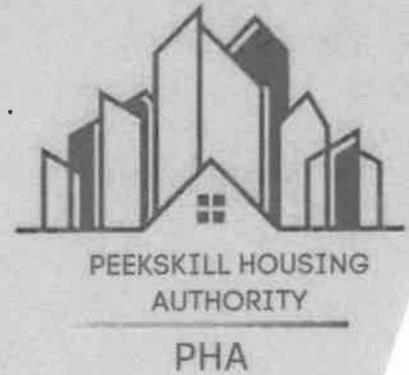
PHA will continue discussions with Westchester County, City of Peekskill, State of New York and The Boys and Girls Club. PHA will also review with HUD and will schedule meetings with tenants once the matter moves forward.

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 April 7, 2024

Apr 7, 24

ASSETS

Current Assets

Checking/Savings

1111.2 Cash - Operating Account	72,310.59
1111.5 Cash - Payroll Account	14,985.74
1112 Chase - Nonfederal	225,723.85
1114 Security Deposit Fund	87,892.39
1117 Petty Cash Fund	1,000.00

Total Checking/Savings 401,912.57

Other Current Assets

1123 Allowance for Doubt. Accts	-858,129.00
1125 AR HUD	2,087.50
1211 Prepaid Insurance	44,423.00
1260 Material Inventory	28,540.00
1261 Obsolete Inventory	-1,427.00
1290 Deferred Charges	1,328.13
1122.1 · 1122.1 TAR Bohlmann	359,816.59
1122.2 · 1122.2 TAR Dunbar	221,679.43
1122.3 · 1122.3 TAR Turnkey	48,896.02
1122.7 · 1122.7 TAR Repays Bohlmann	151,013.14
1122.8 · 1122.8 TAR Repays Dunbar	130,762.82
1122.9 · 1122.9 TAR Repays Turnkey	85,625.92
1262 · 1262 Fuel Oil Inventory	5,706.00

Total Other Current Assets 220,322.55

Total Current Assets 622,235.12

Fixed Assets

1400.10 Leasehold Improvements	3,318,689.76
1400.12 Building Improvements	2,826,518.82
1400.39 CFP 2018	145,266.22
1400.41 CFP 2019	622,855.25
1400.42 CFP 2020	320,077.01
1400.44 CFP 2022	98,942.50
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

Total Fixed Assets 5,551,721.75

Other Assets

1400.45 CFP 2023	202,185.00
1420 - 1420 Deferred Outflows GASB-68	427,235.00
1421 - 1421 Deferred Outflows OPEB	965,102.00

Total Other Assets 1,594,522.00

TOTAL ASSETS 7,768,478.87

Peekskill Housing Authority
Balance Sheet
 As of April 7, 2024

Apr 7, 24

LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2111 Accounts Payable	20,879.61
2114 Tenant Security Deposits	87,437.62
2117.3 Pension Payable	4,858.19
2117.7 CSEA Dues	-361.43
2133 Accrued utilities	148,982.69
2135 Accrued Payroll	3,808.27
2136 Accrued Pension	178.00
2137 Payments in Lieu of Taxes	82,307.00
2138 Accrued Comp. Absences	132,580.48
2146 Lease Payable	10,749.37
2240 Tenant Prepaid Rents	-31.70
2117.1 · Federal W/H	7,888.47
2240.1 · Prepaid Rent Bohlmann	4,609.37
2240.2 · Prepaid Rent Dunbar	6,145.23
2240.3 · Prepaid Rent Turnkey	2,984.49
Total Other Current Liabilities	513,015.66
Total Current Liabilities	513,015.66
Long Term Liabilities	
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
Total Long Term Liabilities	6,631,984.00
Total Liabilities	7,144,999.66
Equity	
2803 Invested in Capital Assets	5,369,215.63
2807 Unrestricted Net Assets	-4,805,902.90
32000 · Retained Earnings	11,291.98
Net Income	48,874.50
Total Equity	623,479.21
TOTAL LIABILITIES & EQUITY	7,768,478.87

Peekskill Housing Authority
Profit & Loss
March 2024

04/07/24

Accrual Basis

	Mar 24
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	84,097.00
3110.2 Dunbar Heights	47,604.00
3110.4 Turnkey	26,136.00
Total 3110 Dwelling Rental	157,837.00
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	855.00
3190.2 Dunbar Heights	705.00
3190.4 Turnkey	225.00
Total 3190 Nondwelling Rental	1,785.00
3610 Interest on Gen. Fund Inv.	341.79
3690 Other Income	
3690.3 Health Center Rent	1,480.32
3690.6 Late Fees	
Bohlmann Towers	-207.80
Dunbar Heights	-92.85
Total 3690.6 Late Fees	-300.65
3690.8 Work Orders	
Bohlmann Towers	300.00
Dunbar Heights	75.00
Total 3690.8 Work Orders	375.00
3690.9 AC - BT	310.00
3690.9 Ac - TK	45.00
3690 Other Income - Other	880.26
Total 3690 Other Income	2,789.93
Total Income	162,753.72
Gross Profit	162,753.72
Expense	
4110 Administrative Salaries	19,761.12
4130 Legal Expense	3,987.00
4170 Accounting Fees	2,900.00
4171 Auditing Fees	1,770.00
4190.2 Membership Dues & Fees	-350.00
4190.5 Forms, Station. & Office	4,229.10
4190.6 All Other Sundry	-137.03
4190.7 Admin. Service Contracts	5,255.61
4190.71 Leases	536.17
4190.72 Payroll Fees	257.48
4220.01 Other Tenant Services	-85.31
4330 Gas	37,682.22
4335 Propane	1,381.55
4340 Fuel	48,874.50
4410 Labor	47,305.82
4420 Materials	
4420.01 Supplies - Grounds	20,552.37
4420 Materials - Other	5,694.35
Total 4420 Materials	26,246.72

4:19 PM

04/07/24

Accrual Basis

Peekskill Housing Authority
Profit & Loss
March 2024

	<u>Mar 24</u>
4430.1 Garbage & Trash Removal	21,060.00
4430.10 Alarm/Extinguish Contra	409.50
4430.12 Other Maint Contracts	96,582.45
4430.6 Unit Turnaround Contract	11,030.18
4430.8 Plumbing Contracts	43,080.00
4430.9 Exterminating Contracts	857.52
4510 Insurance Expense	18,564.36
4520 Payments in Lieu of Taxes	6,621.00
4540 Employee Benefits	
4540.1 Employee Ben - Admin	30,177.84
4540.2 Employee Ben - Maint	45,936.44
4540.6 GASB-68 Admin	89.00
Total 4540 Employee Benefits	<u>76,203.28</u>
4570 Collection Losses	8,337.00
Total Expense	<u>482,360.24</u>
Net Ordinary Income	-319,606.52
Other Income/Expense	
Other Expense	
4805 ROSS 2022 Expenses	5,835.29
Total Other Expense	<u>5,835.29</u>
Net Other Income	-5,835.29
Net Income	<u><u>-325,441.81</u></u>

Peekskill Housing Authority
Profit & Loss
 April 2023 through March 2024

	Apr '23 - Mar 24
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	980,205.00
3110.2 Dunbar Heights	581,010.01
3110.4 Turnkey	313,806.00
Total 3110 Dwelling Rental	1,875,021.01
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	9,690.00
3190.2 Dunbar Heights	8,466.00
3190.4 Turnkey	2,850.00
Total 3190 Nondwelling Rental	21,006.00
3610 Interest on Gen. Fund Inv.	6,566.49
3690 Other Income	
3690.1 Laundry Room Income	22,007.04
3690.2 CAP Office Rent	1,800.00
3690.3 Health Center Rent	9,622.08
3690.6 Late Fees	
Bohlmann Towers	3,497.76
Dunbar Heights	2,448.45
Turnkey	868.67
Total 3690.6 Late Fees	6,814.88
3690.8 Work Orders	
Bohlmann Towers	3,272.00
Dunbar Heights	1,526.70
Turnkey	755.00
Total 3690.8 Work Orders	5,553.70
3690.9 AC - BT	5,251.19
3690.9 Ac - TK	570.00
3690 Other Income - Other	881.06
Total 3690 Other Income	52,499.95
3691 Other Income CFP Subsidy	202,185.00
8020 Operating Subsidy	
8020.1 AMP 1	687,971.60
8020.2 AMP2	753,146.20
8020.5 Shortfall Funds	122,579.00
Total 8020 Operating Subsidy	1,563,696.80
Total Income	3,720,975.25
Gross Profit	3,720,975.25
Expense	
4110 Administrative Salaries	245,405.95
4130 Legal Expense	54,654.00
4140 Staff Training	2,970.00
4170 Accounting Fees	27,500.00
4171 Auditing Fees	10,350.00
4190.2 Membership Dues & Fees	711.80
4190.3 Telephone	3,139.13
4190.4 Collection Fees/Court Co	2,950.39
4190.5 Forms, Station. & Office	29,287.53
4190.6 All Other Sundry	31,345.35
4190.7 Admin. Service Contracts	49,052.93
4190.71 Leases	6,608.16
4190.72 Payroll Fees	3,870.46
4190.9 Advertising	2,117.80
4220 Recreation, Publications	6,477.75

4:21 PM

04/07/24

Accrual Basis

Peekskill Housing Authority
Profit & Loss
 April 2023 through March 2024

	Apr '23 - Mar 24
4220.01 Other Tenant Services	17,423.57
4310 Water & Sewer	230,121.67
4310.9 Sewer Taxes	46,607.57
4320 Electricity	172,969.55
4330 Gas	308,415.51
4335 Propane	16,091.56
4340 Fuel	298,746.73
4410 Labor	595,046.33
4420 Materials	
4420.01 Supplies - Grounds	118,792.50
4420 Materials - Other	34,939.25
Total 4420 Materials	153,731.75
4430.1 Garbage & Trash Removal	84,240.00
4430.10 Alarm/Extinguish Contra	5,217.94
4430.11 Routine Maint Contracts	26,909.68
4430.12 Other Maint Contracts	167,462.52
4430.2 Heating & Cooling Contra	36,098.29
4430.3 Snow Removal	288.00
4430.4 Elevator Contracts	19,090.64
4430.5 Landscaping Contracts	42,384.00
4430.6 Unit Turnaround Contract	156,505.15
4430.8 Plumbing Contracts	44,204.80
4430.9 Exterminating Contracts	13,069.68
4480 Contract Costs - Security	975.00
4510 Insurance Expense	246,573.36
4520 Payments in Lieu of Taxes	82,307.00
4540 Employee Benefits	
4540.1 Employee Ben - Admin	177,753.91
4540.2 Employee Ben - Maint	287,352.02
4540.6 GASB-68 Admin	73,236.00
Total 4540 Employee Benefits	538,341.93
4570 Collection Losses	99,805.00
4620 Casualty Losses	-3,415.42
Total Expense	3,875,653.06
Net Ordinary Income	-154,677.81
Other Income/Expense	
Other Income	
8029.52 Capital Fund Grant 2022	18,000.00
8029.53 ROSS Grant	33,999.89
8029.54 Capital Fund Grant 2023	202,185.00
8029.50 · 8029.50 Capital Fund Grant 2020	20,563.00
Total Other Income	274,747.89
Other Expense	
4610 Extraordinary Maintenance	31,586.00
4805 ROSS 2022 Expenses	77,192.10
Total Other Expense	108,778.10
Net Other Income	165,969.79
Net Income	11,291.98

Peekskill Housing Authority
Summary Operating Statement - Budget and Actual
Twelve Months Ended March 31, 2024

Revenue	Prior Year Year-to-Date Actual	Annual Budget (Dollars)	Year-to-Date Budget	Year-to-Date Actual	Variance - Favorable (Unfavorable)
Operating Receipts					
Dwelling Rentals	1,771,186	1,862,650	1,862,650	1,875,021	12,371
Nondwelling Rent	23,611	21,960	21,960	21,006	(954)
Interest Income	2,676	2,000	2,000	6,566	4,566
Other Income	120,635	71,000	71,000	52,500	(18,500)
HUD Operating Subsidy	1,733,827	1,600,000	1,600,000	1,563,697	(36,303)
CFP Operations Subsidy	199,000	200,000	200,000	202,185	2,185
Total Operating Receipts - Including HUD Contril	<u>3,850,935</u>	<u>3,757,610</u>	<u>3,757,610</u>	<u>3,720,975</u>	<u>(36,635)</u>
Expenses					
Operating Expenditures					
Administrative:					
Administrative Salaries	353,099	391,940	391,940	245,406	146,534
Legal Expense	40,230	66,000	66,000	54,654	11,346
Training	0	0	0	2,970	(2,970)
Travel	0	0	0	0	0
Accounting Fees	21,600	21,600	21,600	27,500	(5,900)
Auditing Fees	9,360	9,360	9,360	10,350	(990)
Telephone, Office Supplies, Miscellaneous	96,057	94,690	94,690	129,084	(34,394)
Total Administrative Expenses	<u>520,346</u>	<u>583,590</u>	<u>583,590</u>	<u>469,964</u>	<u>113,626</u>
Tenant Services:					
Contracts	0	0	0	0	0
Relocation and other	4,657	5,000	5,000	23,901	(18,901)
Total Tenant Services Expenses	<u>4,657</u>	<u>5,000</u>	<u>5,000</u>	<u>23,901</u>	<u>(18,901)</u>
Utilities:					
Water/Sewer	268,710	275,000	275,000	276,730	(1,730)
Electricity	272,594	275,000	275,000	172,970	102,030
Gas	236,460	200,000	200,000	308,416	(108,416)
Fuel	282,041	360,000	360,000	314,839	45,161
Total Utilities Expenses	<u>1,059,805</u>	<u>1,110,000</u>	<u>1,110,000</u>	<u>1,072,955</u>	<u>37,045</u>
Ordinary Maintenance & Operation:					
Labor-Maintenance	551,090	601,660	601,660	595,046	6,614
Materials - Maintenance	102,680	125,000	125,000	153,732	(28,732)
Maint Contract Costs	331,694	348,500	348,500	595,472	(246,972)
Total Maintenance Expenses	<u>985,464</u>	<u>1,075,160</u>	<u>1,075,160</u>	<u>1,344,250</u>	<u>(269,090)</u>
Protective Services:					
Contracts	2,625	0	0	975	(975)
Total Protective Services	<u>2,625</u>	<u>0</u>	<u>0</u>	<u>975</u>	<u>(975)</u>
General Expense:					
Insurance	277,005	295,200	295,200	246,573	48,627
Payments in Lieu of Taxes	74,755	78,560	78,560	82,307	(3,747)
Employee Benefit Contributions	411,032	475,010	475,010	538,342	(63,332)
Collection Losses	99,591	100,000	100,000	99,805	195
Total General Expenses	<u>862,383</u>	<u>948,770</u>	<u>948,770</u>	<u>967,027</u>	<u>(18,257)</u>
Nonroutine Items:					
Extraordinary Items	16,869	0	0	28,171	(28,171)
Total Operating Expenses	<u>3,452,149</u>	<u>3,722,520</u>	<u>3,722,520</u>	<u>3,907,243</u>	<u>(156,552)</u>
Net Income/(Loss)	<u>398,786</u>	<u>35,090</u>	<u>35,090</u>	<u>(186,268)</u>	<u>(221,358)</u>

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING THE
REVIEW OF MONTHLY BILLS AS LISTED
MARCH 2024**

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 March 2024 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 review of the bills as listed in the Bills List March 2024.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Jacqueline Simpkins				
Vice Chairman Yvette Houston				
Commissioner Nicola Smith-DeFreitas				
Commissioner Dawn Benson				
Commissioner Robert Scott				
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: April 18th, 2024

J. Phalen, Executive Director

Peekskill Housing Authority
Transaction List by Vendor
March 2024

Type	Date	Memo	Amount
Ace Computer Services Corp.			
Bill	03/14/2024	Computer Maintenance Services	-299.98
Bill Pmt -Check	03/14/2024	Computer Maintenance Services	-299.98
All County Lock & Safe Corp.			
Bill	03/28/2024	Re-key Core Cylinders-Dunbar Heights	-68.00
Bill Pmt -Check	03/28/2024	Re-key Core Cylinders-Dunbar Heights	-68.00
Artistic Glasswork			
Bill	03/14/2024	Windows Repair	-500.00
Bill Pmt -Check	03/14/2024	Windows Repair	-500.00
Arvisse Spence			
Bill Pmt -Check	03/14/2024	VOID: Website Maintenance - March 2024	0.00
Bill	03/28/2024	Website Maintenance - March 2024	-500.00
Bill Pmt -Check	03/28/2024	Website Maintenance - March 2024	-500.00
Bond, Schoeneck & King, PLLC			
Bill	03/14/2024	Legal Services -January 2024	-207.00
Bill Pmt -Check	03/14/2024	Legal Services -January 2024	-207.00
Chase Card			
Bill	03/14/2024	Card Expenses-February 2024	-9,402.45
Bill Pmt -Check	03/14/2024	Card Expenses-February 2024	-9,402.45
Bill	03/28/2024	Card Expenses- March 2024	-20,592.95
Bill Pmt -Check	03/28/2024	Card Expenses- March 2024	-20,592.95
City of Peekskill (cop)			
Bill	03/14/2024	2nd Quarter 2024 Trash Pick Up - 807 Main Street	-6,084.00
Bill	03/14/2024	2nd Quarter 2024 Trash Pick Up - 696 Highland Ave	-11,700.00
Bill	03/14/2024	2nd Quarter 2024 Trash Pick Up - Turnkey Properti...	-3,276.00
Bill Pmt -Check	03/14/2024		-21,060.00
City of Peekskill (Gas)			
Bill	03/14/2024	Vehicle Fuel-February 2024	-190.84
Bill Pmt -Check	03/14/2024	Vehicle Fuel-February 2024	-190.84
Con Edison			
General Journal	03/11/2024	807 Main St	27,428.45
CSEA			
Bill	03/14/2024	UNION DUES	-319.86
Bill Pmt -Check	03/14/2024	UNION DUES	-319.86
Bill	03/28/2024	Union Dues	-319.86
Bill Pmt -Check	03/28/2024	Union Dues	-319.86
CSEA Employee Benefit Fund			
Bill	03/28/2024	Dental and Vision-April 2024	-1,561.50
Bill Pmt -Check	03/28/2024	Dental and Vision-April 2024	-1,561.50
DEC Office Solutions, Inc.			
Bill	03/14/2024	Office Copier Lease	-536.17
Bill Pmt -Check	03/14/2024	Office Copier Lease	-536.17
Bill	03/28/2024	Black and Cyan Toner	-21.00
Bill Pmt -Check	03/28/2024	Black and Cyan Toner	-21.00
Eileen Pareti			
Bill	03/28/2024	Medicare Part B Reimbursement	-6,330.00
Bill Pmt -Check	03/28/2024	Medicare Part B Reimbursement	-6,330.00
Employee Benefits Division			
Bill	03/14/2024	Health Insurance Premium - March 2024	-32,429.33
Bill Pmt -Check	03/14/2024	Health Insurance Premium - March 2024	-32,429.33
Bill	03/28/2024	Health Insurance Premium- March 2024	-32,429.33
Bill Pmt -Check	03/28/2024	Health Insurance Premium- March 2024	-32,429.33
Glorious Contracting, INC			
Bill	03/14/2024	Unit Turnaround- BT 6C	-10,500.00
Bill Pmt -Check	03/14/2024	Unit Turnaround- BT 6C	-10,500.00
Home Depot Credit Services			
Bill	03/14/2024	Maintenance Supplies-February 2024	-4,156.21
Bill Pmt -Check	03/14/2024	Maintenance Supplies-February 2024	-4,156.21
Hudson Valley Fire, Inc.			
Bill	03/14/2024	Sprinkler System Test	-409.50
Bill Pmt -Check	03/14/2024	Sprinkler System Test	-409.50
John G. Cruikshank			
Bill	03/14/2024	Accounting Services-February 2024	-2,900.00
Bill Pmt -Check	03/14/2024	Accounting Services-February 2024	-2,900.00

Peekskill Housing Authority
Transaction List by Vendor
March 2024

Type	Date	Memo	Amount
Kimberlyn McIver			
Bill	03/14/2024	ROSS Coordinator Fees	-2,855.00
Bill Pmt -Check	03/14/2024	ROSS Coordinator Fees	-2,855.00
Bill	03/28/2024	ROSS Coordinator Fees	-2,855.00
Bill Pmt -Check	03/28/2024	ROSS Coordinator Fees	-2,855.00
LAN Associates LLP.			
Bill	03/14/2024	Dunbar Heights Bathroom Renovations	-1,820.00
Bill Pmt -Check	03/14/2024	Dunbar Heights Bathroom Renovations	-1,820.00
Loretta Male			
Bill	03/14/2024	Medicare Part B Reimbursement	-1,978.80
Bill Pmt -Check	03/14/2024	Medicare Part B Reimbursement	-1,978.80
Malcolm Johnson & Company			
Bill	03/14/2024	Audit of Basic Financial Statements FY 3/31/23	-5,850.00
Bill Pmt -Check	03/14/2024	Audit of Basic Financial Statements FY 3/31/23	-5,850.00
MCT AT SERVICE, INC			
Bill	03/28/2024	Dunbar Heights Bathroom Revitalization Phase 1-T...	-95,637.45
Bill Pmt -Check	03/28/2024	Dunbar Heights Bathroom Revitalization Phase 1-T...	-95,637.45
NYS and Local Retirement Systems			
General Journal	03/06/2024	ERS payment	2,343.59
General Journal	03/14/2024	ERS payment	3,988.14
NYSIF			
Bill	03/14/2024	Workers' Compensation Premium	-1,125.72
Bill Pmt -Check	03/14/2024	Workers' Compensation Premium	-1,125.72
Paychex			
General Journal	03/14/2024	Paychex invoice	128.74
General Journal	03/28/2024	Paychex invoice	128.74
Pestech			
Bill	03/28/2024	Monthly Pest Control Services- March 2024	-857.52
Bill Pmt -Check	03/28/2024	Monthly Pest Control Services- March 2024	-857.52
Pierro & Kamensky			
Bill	03/28/2024	Reimbursement- Legal Fees	-580.00
Bill	03/28/2024	Legal Services-January 2024	-3,200.00
Bill Pmt -Check	03/28/2024		-3,780.00
Ready Refresh			
Bill	03/28/2024	Equipment Lease	-62.97
Bill Pmt -Check	03/28/2024	Equipment Lease	-62.97
Right-Trak Design Inc.			
Bill	03/14/2024	Revision-5 year Plan	-945.00
Bill Pmt -Check	03/14/2024	Revision-5 year Plan	-945.00
Robison Oil			
General Journal	03/01/2024	Reverse of GJE Oil -- Jan & Feb oil deliveries	-15,217.63
General Journal	03/06/2024	Robison invoice	15,448.60
General Journal	03/06/2024	Robison invoice	15,217.63
General Journal	03/31/2024	March fuel oil accrual	48,874.50
Sharon Allen			
Bill	03/14/2024	Unit Turnover-DH 2C	-530.18
Bill Pmt -Check	03/14/2024	Unit Turnover-DH 2C	-530.18
Suburban Propane			
Bill	03/14/2024	Propane Delivery-Dunbar Heights	-1,381.55
Bill Pmt -Check	03/14/2024	Propane Delivery-Dunbar Heights	-1,381.55
Sun-Dance Energy Contractors Inc.			
Bill	03/14/2024	Heat Pipes Replacement-Dunbar Heights	-43,080.00
Bill Pmt -Check	03/14/2024	Heat Pipes Replacement-Dunbar Heights	-43,080.00
Verizon Wireless			
Bill	03/28/2024	ROSS Coordinator Phone	-125.29
Bill Pmt -Check	03/28/2024	ROSS Coordinator Phone	-125.29

PEEKSKILL HOUSING AUTHORITY
Resolution Approving Operating Budget for the Fiscal Year
April 1, 2024 to March 31, 2025

WHEREAS, The Peekskill Authority Board of commissioners have reviewed the proposed Annual Operating Budget for submission to HUD for the fiscal year April 1, 2024 to March 31, 2025 and

WHEREAS, The PHA Proposed Budget expenditures are based on the past experience and the planned expenditures necessary for the efficient and economical operation of the Housing Authority in order to serve the Peekskill Housing Authority’s low-income families for the fiscal year 2025, reflect a surplus of \$21,880.

NOW, THEREFORE BE IT RESOLVED that the Peekskill Housing Authority Board of Commissioners approved the Operating Budget for submission to HUD for the fiscal year April 1, 2024 to March 31, 2025.

Commissioner _____ motioned to vote and _____ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Jacqueline Simpkins				
Vice Chairman Yvette Houston				
Commissioner Nicola Smith-Defreitas				
Commissioner Alicia Simmons				
Commissioner Dawn Benson				
Commissioner Robert Scott				

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

Effective: April 18th, 2024

J. Phalen, Executive Director

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION AUTHORIZING THE WRITE OFF OF UNCOLLECTABLE TENANTS'
ACCOUNTS RECEIVABLE FOR TENANTS WHO NO LONGER RESIDE AT THE
PEEKSKILL HOUSING AUTHORITY
APRIL 2024**

WHEREAS, The Peekskill Housing Authority is evaluated annually by HUD;

WHEREAS, one factor upon which the Peekskill Housing Authority is evaluated is the amount of Tenants Accounts Receivable outstanding; and

WHEREAS, a poor score resulting from uncollectable rent owed on vacated tenant arrears could result in reduced funding and increased oversight by HUD; and

WHEREAS, the value of vacated and/or written off as uncollectable for the fiscal year ending March 31, 2024 is \$184,220.63; and

WHEREAS, writing off vacated tenant arrears does not remove the obligation/debt of the vacated tenants, but rather changes the accounting category of the balance owed;

NOW, THEREFORE BE IT RESOLVED, that the Peekskill Housing Authority Board of Commissioners authorizes the Executive Director to write off vacated tenant uncollected accounts receivables in the amount of \$184,220.63

BE IT FURTHER RESOLVED that a copy of this Resolution becomes a permanent part of the Peekskill Housing Authority records.

Commissioner _____ motioned to vote and Commissioner _____ seconded.

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Jacqueline Simpkins				
Vice Chairman Yvette Houston				
Commissioner Nicola Smith-Defreitas				
Commissioner Alicia Simmons				
Commissioner Dawn Benson				
Commissioner Robert Scott				

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

Effective: April 18th, 2024

J. Phalen, Executive Director