



BOARD OF COMMISSIONERS MEETING

JANUARY 16, 2025
BOHLMANN TOWERS
COMMUNITY ROOM

BOARD OF COMMISSIONERS

Jacqueline Simpkins, Chairman

Yvette Houston, Vice Chairman

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
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PEEKSKILL HOUSING AUTHORITY
MONTHLY BOARD OF COMMISSIONERS
MEETING – JANUARY 16th, 2025
BOHLMANN TOWERS
AGENDA

- I. ROLL CALL
- II. APPROVAL OF MINUTES:
 - a. Resolution – 01/01/2025 – November 21, 2024 – Regular Meeting Minutes
- III. CORRESPONDENCE: None
- IV. EXECUTIVE DIRECTOR'S REPORT:
 - a) Monthly Report – January 2025
 - b) Financial Report – December 2024
- V. COUNSEL'S REPORT
- VI. UNFINISHED BUSINESS: None
- VII. NEW BUSINESS:
 - a) Resolution – 01/02/2025 – November Monthly Bills
 - b) Resolution – 01/03/2025 – December Monthly Bills
 - c) Resolution – 01/04/2025 – Kiley Center Consultant
- VIII. TENANTS' COMMENTS AND CONCERNS
- IX. ADJOURNMENT
- X. EXECUTIVE SESSION

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

WHEREAS, The Board of Commissioners have reviewed the minutes of November 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 November 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 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: January 16, 2025

J. Phalen, Executive Director

PEEKSKILL HOUSING AUTHORITY



J. Phalen
Executive Director

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

ROLL CALL:

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

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

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

Resolution – 11/01/2024 – Public Hearing Minutes

Chairman Simpkins asked for a motion to pass Resolution 11/01/2024. Vice Chairman Houston made the motion and Commissioner Smith-Defreitas 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 Smith-Defreitas-Aye: Commissioner Simmons-Aye: Commissioner Benson-Aye: Resolution passes.

Resolution – 11/02/2024 – Regular Meeting Minutes

Chairman Simpkins asked for a motion to pass Resolution 11/02/2024. Vice Chairman Houston made the motion and Commissioner Smith-Defreitas 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 Smith-Defreitas-Aye: Commissioner Simmons-Aye: Commissioner Benson-Aye: Resolution passes

EXECUTIVE DIRECTOR'S REPORT

Revenue – HUD subsidy for October \$171,761

Other Revenue – October \$3,495

Tenant Charges

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

Bills Paid –The Executive Director reviewed the October bills.

Total expenses for October \$255,072.

Court Proceedings – 3 Adjourned; 1 eviction.

Tenant Payment Agreements- TPA

Total of 63 residents have payment agreements with a remaining balance of \$397,540.44

Work Orders – October 152, 5 outstanding as of October 31st.

Unit Turnovers – 4 vacancies on October 31st.

Extermination- No bedbug exterminations in October.

Tenants Account Receivable (TAR)

Total past due for October- 139 residents (51%) owed \$889,019.

Police Reports

Police Activity PHA October 15 - October 21, 2024 –30 visits to Bohlmann Towers, 25 routine, 5 other (Park lockup-bullpen, traffic stop, 2-medical, animal complaint); 33 visits to Dunbar Heights, 31 routine, 6 others traffic stop, probation violation, investigation, domestic).

Police Activity PHA October 22 – October 28, 2024 –36 visits to Bohlmann Towers, 31 routine, 5 others (suspicious activity, agency assist, medical, park walk and talk, parking complaint); 36 visits to Dunbar Heights, 33 routine, 3 other (motor vehicle accident, service call, noise complaint).

ERAP Update

As of October 31, 2024, PHA has received payments for all 35 households that applied within the designated time frame, totaling \$251,426.85.

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

HUD has scheduled PHA for the HUD NSPIRE inspections on Friday, December 20 at Dunbar and Turnkey sites, and Monday, December 30 at Bohlmann Towers. NSPIRE will notify PHA on the morning of the inspection which units will be selected. Notices will be sent to all residents 14 days prior. If your unit needs repairs, please contact the office immediately to submit a work order.

Inspection areas include building exteriors, building systems, common areas, and individual units.

Kiley Center Consultants

The Kiley Center rehabilitation project requires an easement or lease agreement, as well as a Section 18 demolition/disposition application to HUD. To support this process, PHA will engage a consultant.

The RFP was posted on September 25, 2024, with final bid submissions due on October 25. The proposals received have been forwarded to the Board for review. My recommendation is anticipated for the January meeting, at which time a resolution will be requested.

Community Development Block Grant – Dunbar Heights Bathrooms - Phase 3

Westchester County has approved Phase 3 to move forward to the bidding stage, with the bidding process expected to begin in December.

Grants

Pending

1. ROSS Service Coordinator Program FY 2024: Request for \$272,250 submitted on September 30, 2024, for a three-year program.
2. CDBG 2025: Seeking \$800,000 (total match \$1.6 million) for renovations of 170 bathrooms at Bohlmann Towers, based on the 2018 Physical Needs Assessment.

Awarded (pending receipt)

1. Dunbar Heights Kitchens: State funding of \$310,000 has been submitted to HUD, currently under review.
2. Housing-Related Hazard Capital Fund Grant: Applied for \$811,620 to address fire hazards, including:
 - Electrical panel replacement, fire safety door installation, and spring latch window bars at Bohlmann Towers
 - Self-regulating heating control systems at Dunbar Heights and Turnkey sites

PHA is the only housing authority in New York that was awarded this grant!

Upcoming Solicitations

- Bohlmann Elevator Replacement: Bid opening November 18; submissions due December 16.
- Fence Repairs (Safety and Security Grant): \$83,000 for PHA-wide repairs.

LEP Policy

PHA is developing an LEP Policy to meet Title VI compliance. Language Line translation and ASL services are in place.

Employee Handbook

PHA is drafting a comprehensive Employee Handbook to outline policies, procedures, and workplace expectations. Once finalized, it will be submitted to the Board of Commissioners for review and approval.

This step is essential to ensure that the policies align with PHA's mission and legal requirements, and to provide a standardized framework for all employees.

Other Updates

- Scenic Window Display: Resident Jamie Johnson will decorate the security booth.
- Security Positions: Hiring for three contracted positions, including one part-time weekend shift.
- Holiday Decorating Contest: Residents that participate, will automatically be entered into the contest. Two winners from each site will be announced December 23rd and receive visa gift cards.
- Toys for Tots: PHA requested toys from Toys for Tots for the upcoming holiday season. They will let the office know how much PHA will receive in December. There is no need for tenants to sign up, PHA be giving out toys to all the children within the PHA.

Dunbar & Turnkey Updates

- American Red Cross Partnership: Smoke detectors were installed on November 13th and 20th at Dunbar and Turnkey for NSPIRE inspection readiness. This was at no cost to PHA.
- After School Program: New Era Creative Space runs Mon-Thurs, 4-6 pm.
- Utility Savings: PHA continues exploring ways to reduce electricity costs for Dunbar.
- Winter Prep: Gutter cleaning and siding power washing was completed in November. Tree trimming and debris removal are underway.

COUNSEL'S REPORT- I continue to work through the back log of non-payment proceedings.

UNFINISHED BUSINESS – None

NEW BUSINESS

Resolution – 11/03/2024 – October Monthly Bills

Chairman Simpkins asked for a motion to pass Resolution 11/03/2024. Vice Chairman Houston made the motion and Commissioner Smith-Defreitas 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 Smith-Defreitas-Aye: Commissioner Simmons-Aye: Commissioner Benson-Aye: Resolution passes

TENANTS QUESTIONS COMMENTS AND CONCERNS:

Ukima Johnson: My back light is not working.

Pauline Gilchrist: Thanks for the refreshments that were provided at the tenant meeting. Do you have any updated on the kitchen upgrades?

Executive Director Phalen: There is no update at this time.

Vice Chairman Houston: Will the stoves be electric?

Executive Director Phalen: I am unsure at this time.

Mayor McKenzie: I would like to apologize to the Board. I would also like to remind everyone that we must provide our children with opportunities and choices. Connections can be used in a non-political.

Ukima Johnson: Do you when the waitlist is going to re-open?

Executive Director Phalen: There is no date to re-open the waitlist at this time.

Pauline Gilchrist: The landscapers are blowing leaves all over my car.

Assistant Director Levin: I spoke to them yesterday. That should not happen moving forward.

Beth W.: Any update of the back porches?

Attorney Kamensky: I am currently working on termination of the contract.

Chairman Simpkins asked for a motion to close the regular meeting and open the executive session. Commissioner Benson made the motion and Vice Chairman Houston seconded.

Meeting went into executive session at 7:44 pm.

Chairman Simpkins asked for a motion to close the executive session. Commissioner Benson made the motion and Vice Chairman Houston seconded.

Chairman Simpkins motioned to adjourn the meeting. Commissioner Benson made the motion and Commissioner Smith-Defreitas seconded.

The meeting adjourned at 8:21 PM

PEEKSKILL HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
January 16th, 2025
EXECUTIVE DIRECTOR'S REPORT

Revenue	December
HUD Subsidy – Bohlmann (AMP 1)	84,481
HUD Subsidy – All other sites (AMP 2)	86,217
Proceeds from Capital Funds/ROSS Grant	16,667
Total HUD Revenue	187,365
Other Revenue– Non-Federal	
Laundry Commissions	2,146
CAP Office	0
Health Center	1,480
Interest	574
Total	4,200
TENANT CHARGES	December
Rent	176,162
Parking	1,875
Late Fees	-
Misc. (key cards, maintenance charges, legal fees)	495
Air Conditioners	415
TOTAL TENANT CHARGES	178,947
Total Collected	143,425
Unpaid Tenant Balance for the month	35,522
Write offs, AJE's, Move outs	0
All Outstanding Tenant Charges	\$966,014

Financial

BILLS PAID

	December
Payroll (M)	76,236
Elevator (Q)	2,025
Exterminator (M)	190
Trash – Dumpsters	0
City Trash Collection (Q)	0
City Water (Q)	0
Sewer Tax (Semi-Annual)	0
Robison Fuel Oil (M)	30,497
Electric (M)	15,544
Gas (M)	22,569
Propane (M)	2,845
Legal – PHA Attorney (M)	3,200
Legal – Labor Attorney	135
Lawsuit Deductibles	465
Health Insurance/Dental Insurance(M)	32,754
Process Server – Evictions (M)	110
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	2,901
Credit Card (M)-Maintenance Supplies, Office Expenses, Tenant Services	12,396
Other Maintenance Supplies and Contracts (M)	7,629
Other Office Expenses and Contracts (M)	8,667
PILOT (SA)	37,316
NYS Retirement Contribution (A)	92,293
Medicare Part B Reimbursement	2,096
Unit Turnaround Contracts	9,400
TOTAL EXPENSES	\$359,268
ROSS Grant (Salary, expenses and training)	5,822
CAPITAL FUND PROJECTS (construction and architect fees)	6,661

COURT PROCEEDINGS

MONTH	# RESIDENTS	BALANCE	# PAID	AMOUNT PAID	RESULT/COMMENTS
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
April 2024	12	104,019	0	0	11-Adjourned 1-Eviction
May 2024	8	81,829	0	0	8- Adjourned
June 2024	14	208,432	0	0	12-Adjourned 2-Stipulation
July 2024	11	136,589	0	0	9- Adjourned 3-Stipulation
August 2024	4	91,985	0	0	2 – Adjourned 1- Stipulation 1- Trial
September 2024	5	12,465	0	0	4-Adjourned 1-Warrant & Stay
October 2024	4	91,985	0	0	3-Adjourned 1-Eviction
November	1	21,095	0	0	1-Adjourned
December	3	105,095	0	0	2-Adjourned 1-Stipulation

WORK ORDERS

MONTH	CALLS	COMPLETE	OUTSTANDING OR COMMENTS
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	
April	103	103	
May	136	136	
June	135	135	
July	138	138	
August	127	127	
September	134	134	
October	152	152	
November	120	120	
December	162	160	2 Outstanding

TENANT PAYMENT AGREEMENT LISTING

Tenant Code	Start Month	End Month	Agreement Amount	Received Amount	Remaining Amount	Comments
Bohlmann						
t0001253	11/2023	12/31/2029	2,205.10	1,851.00	354.10	
t0000193	10/2024	12/31/2071	5,669.00	40.00	5,629.00	
t0001245	07/2023	12/31/2045	7,718.66	1,250.00	6,468.66	
t0000138	04/2022	12/31/2024	918.00	850.00	68.00	
p00117	07/2023	12/31/2058	22,425.06	1,674.00	20,751.06	
t0001162	12/2024	12/31/2058	10,457.95	25.00	10,432.95	
t0001120	12/2024	12/31/2036	4,030.10	560.30	3,469.80	
p00103	11/2024	12/31/2093	20,904.70	40.00	20,864.70	
t0000214	08/2023	12/31/2038	5,701.80	1,300.00	4,401.80	
t0001195	08/2023	12/31/2028	2,189.70	523.00	1,666.70	
t0000795	06/2023	12/31/2044	7,396.70	1,110.00	6,286.70	
t0001192	06/2023	12/31/2029	2,700.00	2,689.00	11.00	
t0000674	08/2022	12/31/2028	2,158.00	700.00	1,458.00	
t0000273	06/2023	12/31/2023	1,650.09	1,542.24	107.85	
t0000176	06/2023	12/31/2031	5,799.00	648.00	5,151.00	
u0001117	12/2023	12/31/2038	4,773.80	614.40	4,159.40	
t0001121	06/2023	12/31/2031	2,605.85	405.00	2,200.85	
t0001220	05/2024	12/31/2065	12,985.77	650.00	12,335.77	
t0000407	09/2024	12/31/2065	12,430.15	150.00	12,280.15	
t0001181	06/2023	12/31/2041	5,897.59	5,378.76	518.83	
t0000008	07/2023	12/31/2029	5,203.30	1,900.00	3,303.30	
t0000495	08/2023	12/31/2039	5,894.05	4,433.40	1,460.65	
t0000979	05/2024	12/31/2045	7,868.80	240.00	7,628.80	
t0000524	05/2023	12/31/2028	4,954.00	2,345.00	2,609.00	
t0000390	10/2022	12/31/2067	28,105.00	2,200.00	25,905.00	
t0001650	09/2024	12/31/2107	25,174.50	0.00	25,174.50	
t0001273	01/2023	12/31/2027	1,860.12	745.00	1,115.12	
t0000788	06/2023	12/31/2028	47,355.00	35,436.00	11,919.00	
t0001606	03/2023	12/31/2024	1,681.25	1,035.00	646.25	
t0000874	04/2023	12/31/2024	7,641.00	7,238.95	402.05	
t0000213	05/2023	12/31/2035	18,603.00	4,300.00	14,303.00	
t0000269	01/2025	12/31/2251	68,703.30	400.00	68,303.30	
t0000395	02/2023	12/31/2025	909.30	564.00	345.30	
t0000372	02/2024	12/31/2055	10,430.80	1,026.20	9,404.60	
t0001610	06/2023	12/31/2026	4,721.19	1,434.00	3,287.19	
Total Bohlmann			277,708.58	85,106.00	192,602.58	

TENANT PAYMENT AGREEMENT LISTING cont'd

Dunbar

p00130	08/2023	12/31/2041	5,798.00	4,215.00	1,583.00	
t0000022	06/2023	12/31/2027	2,286.00	1,068.00	1,218.00	
t0000033	09/2024	12/31/2123	30,211.25	475.00	29,736.25	
t0000107	07/2021	12/31/2028	12,939.00	7,566.00	5,373.00	
t0001613	11/2023	12/31/2034	13,591.80	1,600.00	11,991.80	
t0001237	11/2024	12/31/2037	5,655.00	1,547.00	4,108.00	
t0000059	02/2024	12/31/2093	20,999.90	275.00	20,724.90	
t0000708	06/2023	12/31/2024	11,891.40	11,317.00	574.40	
t0000765	03/2023	12/31/2023	1,052.40	940.40	112.00	
t0000042	08/2023	12/31/2035	16,844.90	2,915.00	13,929.90	
t0000054	02/2024	12/31/2045	6,592.10	1,948.00	4,644.10	
t0000363	09/2024	12/31/2052	8,578.47	75.00	8,503.47	
t0000181	06/2023	12/31/2061	5,049.40	5,030.60	18.80	
t0000041	11/2024	12/31/2077	17,064.50	910.00	16,154.50	
t0000134	08/2022	12/31/2023	1,463.00	1,417.00	46.00	
p00036	08/2023	12/31/2068	14,304.40	5,416.20	8,888.20	
t0001930	01/2025	12/31/2035	4,011.00	496.00	3,515.00	
t0001652	11/2023	12/31/2058	10,767.00	50.00	10,717.00	
t0000154	06/2021	12/31/2041	6,257.25	1,050.00	5,207.25	
p00088	12/2022	12/31/2023	5,434.12	3,674.00	1,760.12	
t0001635	07/2023	12/31/2030	4,058.00	820.00	3,238.00	
p00003	11/2024	12/31/2057	10,434.65	300.00	10,134.65	
t0001248	11/2023	12/31/2029	2,756.00	2,697.00	59.00	
t0001659	09/2023	12/31/2043	6,741.70	900.00	5,841.70	
t0000904	05/2023	12/31/2030	8,402.10	2,127.00	6,275.10	
Total Dunbar			218,826.84	67,770.00	151,056.84	

Turnkey

p00070	06/2023	12/31/2080	20,280.00	19,930.00	350.00	
t0000256	03/2023	12/31/2030	3,220.50	3,111.00	109.50	
t0001304	06/2023	12/31/2026	5,125.85	894.00	4,231.85	
t0000026	04/2023	12/31/2030	9,675.48	0.00	9,675.48	
t0001634	03/2023	12/31/2041	11,833.50	1,200.00	10,633.50	
t0001261	08/2023	12/31/2041	17,310.37	1,084.00	16,226.37	
t0000062	06/2023	12/31/2039	6,776.15	2,024.00	4,752.15	
t0000101	07/2023	12/31/2033	6,998.50	1,488.00	5,510.50	
t0000027	09/2021	12/31/2024	2,364.02	2,098.40	265.62	
t0001627	08/2023	12/31/2028	2,038.05	425.00	1,613.05	
Total Turnkey			85,622.42	31,741.40	53,881.02	
			Agreement	Received	Remaining	
PHA TOTAL			582,157.84	184,617.40	397,540.44	

UNIT TURNOVER

SITE/UNIT	SIZE	VACANT	COMPLETE	LEASED	COMMENT
BT 2-V	1	02/01/24	6/3/24	7/1/24	
BT 3-T		11/16/24	12/11/24		LEASE 12/16/24
BT 3-V	1	06/28/24	9/16/24	11/01/24	
BT 4-F	5	9/16/24	10/23/24	11/15/24	
BT 5-U	2	09/18/23	2/15/24	3/15/24	
BT 6-C	3	10/31/23	2/15/24	9/16/24	
BT 6-F	5	09/30/23	1/25/24	2/15/24	
BT 8-H	3	11/30/24	12/19/24		LEASE 12/16/24
BT 8-M	1	08/24/23	1/25/24	2/1/24	
DH 1-A	1	1/29/24	7/02/24	7/15/24	
DH 2-C	3	03/01/24	6/10/24	8/15/24	
DH 5-A	2	05/01/24	7/02/24	07/15/24	
DH 5-B	1	12/11/22	1/29/24	08/01/24	
DH 5-D	2	07/31/23	1/29/24	4/1/24	
DH 7-D	2	05/03/24	8/14/24	9/20/24	
DH 8-B	2	06/26/23	3/1/24	4/5/24	
DH 9-A	2	04/30/24	7/02/24	7/15/24	
DH 10-A	0	01/29/24	7/02/24	10/18/24	
DH 11-B	1	11/15/24	01/7/25		LEASE 2/01/25
DH 16-B	3	12/30/23	6/06/24	6/15/24	
DH 18-A	2				LEASE 1/02/25
DH 28-B	2	09/20/24	11/13/24		LEASE 12/16/24
DH 31-A	2	7/15/2024	9/09/24	9/16/24	
TK 1431B 3-L	3	06/10/24	8/08/24	08/15/24	
TK 1719B 1-L	3	12/16/24	01/02/25		LEASE 01/15/25
TOTAL VACANT	6				

VACANCIES

	TOTAL UNITS	HUD APPROVED OFFLINE	VACANT UNITS	ACTIVE UNITS AS OF DEC 31
Bohlmann Towers	144	0	2	142
Dunbar Heights	96	0	3	93
Turnkey	33	0	1	32
Total Units	273	0	4	267
Total Occ. Rate				97% (267)

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	2	
May	0	0	0	0	2	
June	0	1	0	0	2	
July	1	0	0	2	1	
August	1	1	0	3	0	
September	3	0	0	0	0	
October	0	0	0	0	2	
November	0	2	0	2	0	
December	0	1	0	0	0	
TOTAL	5	6	0	7	11	
COST	\$1,075	\$2,245	\$0	\$2,340	\$2,267	

TENANT ACCOUNTS RECEIVABLE - LATE OR NO PAYMENT

SITE	# Units	No Payment	Past Due through December 31,2024
Bohlmann Towers	144	(25) 26	83 owed \$498,780 (479,209)
Dunbar Heights	96	(21) 16	42 owed \$328,638 (321,525)
Turnkey	33	(9) 8	17 owed \$138,596 (129,758)
Totals	273	(55) 50	142- 52% - \$966,014 (\$930,492)

Parenthesis () represents the previous month.

PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS

PHA Activity 12/3-12/9/2024	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	29	23	6*
Dunbar Heights	26	26	0*
*BT – Other (medical, investigation, fire, suspicious activity, follow up investigation, park walk and talk) *DH – Other -none			
PHA Activity 12/24- 12/30/2024	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	29	26	3*
Dunbar Heights	36	35	1*
*BT – Other (noise, medical, parking complaint) *DH – Other (dispute)			

INDEPENDENT AUDIT

FEDERAL FISCAL YEAR (FFY) ENDING MARCH 31, 2024

PHA received the results of the most recent independent financial audit. The purpose of the audit is to ensure that the agency's financial statements are sound and to present an accurate picture of financial conditions.

OPINIONS

If the auditing firm finds no problems, they will give an "unmodified" opinion. This means they can give a firm opinion based on documentation. Any type of "modified" opinion indicates the auditor has some level of concern with the records or processes reviewed.

FINDINGS- A "finding" is a condition or monetary irregularity that is not in compliance with statutory or regulatory requirements.

Financial Highlights

Fiscal Year-End Summary (March 31, 2024)

- **Net Position:** The Authority's net position with a 73% rise to \$975,046 from \$563,313 in the prior year.
- **Cash and Investments:** Unrestricted cash and equivalents totaled \$314,020, reflecting a decrease of \$400,155 from the previous year.
- **Revenues and Expenses:** Total revenues were \$4,690,373, with total expenses of \$4,278,640, resulting in a net income of \$411,733, a decrease of \$342,761 from the prior year.
- **Capital Outlays:** Capital expenditure amounted to \$627,445, funded by HUD grants and operating funds.
- **Federal Awards:** The Authority spent \$2,822,121 in federal awards during the fiscal year.
- **Operating Expenses:** Total operating expenses were \$4,278,640, slightly lower than the \$4,294,500 in the prior year. Key changes include:
 - **Administrative:** Increased to \$669,134 (up from \$654,374), driven by higher non-cash benefits and office expenses.
 - **Tenant Services:** Increased to \$100,843 (up from \$69,310) due to expanded ROSS grant usage.
 - **Utilities:** Decreased slightly to \$1,024,843 (down from \$1,027,787) as costs stabilized.
 - **Maintenance:** Increased to \$1,461,931 (up from \$1,130,333) due to higher material, unit turnaround, and non-cash benefits costs.
 - **Protective Services:** Decreased to \$975 (down from \$2,625).
 - **Insurance:** Decreased to \$246,573 (down from \$277,004) due to lower premiums.
 - **General Expenses:** Significantly decreased to \$112,463 (down from \$518,924) due to improved collections and reduced bad debts.
 - **Net Investment in Capital Assets:** Slightly decreased to \$5,345,532 from \$5,379,965 in the prior year.

FINDINGS

SUMMARY OF AUDIT FINDINGS (Page 45-46)

Prior Years:

- 2021-1
Condition: Deficiencies Noted in Examination of Twenty-Five Tenant Files
- 2022-1
Condition: Deficiencies Noted in Examination of 15 of 30 Tenant Files selected
- 2023-1
Condition: Deficiencies Noted in Examination of 5 of 40 Tenant Files selected

2024-

There were no Basic Financial Statement Findings, no Federal Findings/Questioned Costs and no deficiencies noted in examination of low-rent public housing tenant files.

PHA is proud to say that all past findings are clear.

SUMMARY OF AUDITORS' RESULTS

OPINION

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Authority as of March 31, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.
(pg.1)

OPINION ON EACH MAJOR PROGRAM:

"In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended March 31, 2024." (page 41)

Type of report issued: UNMODIFIED (page 45)

Pha's Auditor, Malcolm Johnson, will respond to requests for clarification and answers to any questions you may have.

U.S. Housing Consultants -Section 504 Inspection

The Peekskill Housing Authority has contracted with an outside company, US Housing Consultants, to conduct a study of PHA's compliance with Uniform Federal Accessibility Standards (UFAS) as part of its efforts to ensure accessibility and compliance under Section 504 of the Rehabilitation Act.

- ◆ What is Section 504? Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities in programs and activities that receive federal financial assistance.



Inspection Details:

- Accessible and Adaptable Units: Inspections will focus on units considered accessible or adaptable for residents with disabilities.
- Small Sample of Other Units: A small number of other units also inspected.
- Inspections are minimal and do not involve testing windows, light switches, plumbing fixtures, or appliances. No data will be collected on necessary repairs for code violations.



Purpose of the Inspection: The purpose of this study is to evaluate PHA properties and create plans for future changes that enhance accessibility for current and future residents.

US Housing Consultants is a recognized industry leader in affordable housing compliance. They have inspected thousands of affordable housing units across the country.

In collaboration with U.S. Housing Consultants, inspections of accessible units were held on January 14th and 15th.

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

HUD has scheduled PHA for the HUD NSPIRE inspections on Friday, December 20 at Dunbar and Turnkey sites, and Monday, December 30 at Bohlmann Towers. NSPIRE cancelled both inspections the morning of. They will notify PHA when the rescheduled dates are.

Consultant Selection for Section 18 Disposition Services

The Kiley Center rehabilitation project requires an easement or lease agreement, as well as a Section 18 demolition/disposition application to HUD. To support this process, PHA will engage a consultant.

The Peekskill Housing Authority (PHA) issued a Request for Proposals (RFP) to identify a consulting firm for the Section 18 Disposition of the Kiley Center. Three firms—LDG, Dominion Due Diligence Group (D3G), and Fresnel—submitted proposals. The RFP was posted on September 25, 2024, with final bid submissions due on October 25. The proposals and follow-up questions and answers from the board have been forwarded to the Board for review.

EVALUATION PROCESS

The proposals were assessed based on the criteria outlined in the RFP, including:

1. Experience and Expertise
2. Technical Approach
3. Engagement with Local and Minority-Owned Businesses
4. Pricing and Cost-Effectiveness
5. Responsiveness to Questions and Clarity of Deliverables

Each criterion was weighted and normalized to a total score of 100.

SCORING SUMMARY

Firm	Experience & Expertise (30)	Technical Approach (25)	Local & M/W/DBE Engagement (15)	Pricing (20%)	Responsiveness (10%)	Total Score (100)
LDG	28	23	14	17	9	91
D3G	25	21	10	15	8	79
Fresnel	24	18	9	6	7	64

RATIONALE FOR SELECTION

1. Experience and Expertise:

LDG demonstrated extensive experience with HUD Section 18 dispositions and a strong understanding of public housing and affordable housing projects, particularly in New York. Their team includes former housing authority executives and HUD specialists, providing confidence in their ability to deliver results.

2. Technical Approach:

LDG provided a clear and detailed process for the Section 18 application, including environmental reviews, resident engagement, and HUD compliance. Their methodology aligns directly with PHA's goals and ensures the project will remain on schedule.

3. Engagement with Local and M/W/DBE Firms:

LDG committed to meaningful engagement with local and minority-owned businesses. Their plan includes subcontracting opportunities, mentorship programs, and capacity building for local firms.

4. Cost-Effectiveness:

LDG offered competitive pricing while demonstrating the value of their services. Although not the lowest bidder, their cost aligns with the quality and depth of expertise they bring to the project.

5. Responsiveness to Questions:

LDG's responses to follow-up questions were comprehensive, providing clarity on their approach and reinforcing their commitment to PHA's success.

Experience with New York HUD Office

LDG has a proven track record of successfully completing HUD-related projects in New York. Their team has worked with several public housing authorities (PHAs) in the state, demonstrating their familiarity with HUD's regulatory requirements and expectations. Notable New York-based projects include:

- Glen Cove Housing Authority (NY)
- Spring Valley Housing Authority (NY)
- Long Beach Housing Authority (NY)
- Huntington Housing Authority (NY)
- North Tarrytown Housing Authority (NY)

This experience ensures LDG's ability to navigate the specific processes and compliance standards of the New York HUD office, providing confidence in their capacity to manage the Section 18 application process effectively.

Familiarity with Westchester County

LDG's expertise extends to Westchester County, where their team has conducted market research and analyses of local housing trends. They understand the unique economic and demographic conditions of Peekskill and surrounding areas, enabling them to align the project goals with community needs. Their previous engagements with housing authorities in the region provide valuable insights into local priorities and challenges, ensuring a tailored and effective approach for PHA.

New York-Based Point Person

LDG has identified Sharlene Leroy as their local point person for the Peekskill project. Based in Rochester, NY, Ms. Leroy brings extensive knowledge of Westchester County's regulatory environment, local real estate market conditions, and community priorities. Her expertise includes:

- **HUD Regulations:** Deep understanding of HUD processes and compliance, ensuring timely and accurate application submissions.
- **Local Insights:** Experience working with New York-based PHAs, giving her a strong foundation to address Peekskill's specific needs.
- **Stakeholder Engagement:** Established connections with local organizations, stakeholders, and regulatory bodies in Westchester County.

Ms. Leroy's presence ensures that LDG maintains consistent and informed communication with HUD and local stakeholders throughout the project.

CONCLUSION AND RECOMMENDATION

Based on the evaluation criteria and scoring, my recommendation is that LDG be selected for the consulting for the Section 18 Disposition of the Kiley Center. Their qualifications, approach, and alignment with PHA's objectives make them the most capable partner for this project.

A resolution is requested at this time along with authorization for the Executive Director to negotiate and execute a contract.

Community Development Block Grant – Dunbar Heights Bathrooms - Phase 3

Westchester County has approved Phase 3 to move forward to the bidding stage. A kickoff meeting was held on January 7th with the Architect. Site visit scheduled for January 21st, the bidding process expected to begin in March.

Grants

Pending

1. **ROSS Service Coordinator Program FY 2024:** Request for \$272,250 submitted on September 30, 2024, for a three-year program. The current contract is through May 31, 2025.
2. **CDBG 2025:** Seeking \$800,000 (match total \$1.6 million) for renovations of 170 bathrooms at Bohlmann Towers, based on the 2018 Physical Needs Assessment.

Awarded (pending receipt)

1. **Dunbar Heights Kitchens:** State funding of \$310,000. The grant agreement was delivered to PHA, signed and returned. Next step is to secure an environmental review.
2. **Housing-Related Hazard Capital Fund Grant:** Applied for \$811,620 to address fire hazards, including:
 - Electrical panel replacement, fire safety door installation, and spring latch window bars at Bohlmann Towers
 - Self-regulating heating control systems at Dunbar Heights and Turnkey sites

Upcoming Solicitations

- Bohlmann Elevator Replacement: Bid opening November 18; submissions due December 16. Issued addendum to extend submission through January 31 due to the holiday season.
- Legal Services-RFP was due back on January 6th. PHA issued an addendum to extend submission through January 31 due to the holiday season.
- Fence Repairs (Safety and Security Grant): \$83,000 for PHA-wide repairs (springtime bid).

LEP Policy

PHA is developing an LEP Policy to meet Title VI compliance. Once finalized, it will be submitted to the Board of Commissioners for review and approval. Language Line translation and ASL services are in place.

Employee Handbook

PHA is drafting a comprehensive Employee Handbook to outline policies, procedures, and workplace expectations. Once finalized, it will be submitted to the Board of Commissioners for review and approval. This step is essential to ensure that the policies align with PHA's mission and legal requirements, and to provide a standardized framework for all employees.

Other Updates

- We are pleased to announce that three licensed security officer residents have been hired to provide on-site security at Bohlmann Towers. They will begin their duties as soon as the required administrative processes are finalized.
- Holiday Decorating Contest winners: BT-Kristen Williams, DH 1st-Marilyn Harriot & 2nd Hilda Ramos and Tk Regina Male.
- Toys for Tots: The Toys for Tots initiative was a resounding success, with the Peekskill Housing Authority proudly distributing hundreds of gifts to all the children in our community.

Respectfully Submitted,

Jannelyn Phalen

Executive Director

FINANCIAL REPORT



PEEKSKILL HOUSING
AUTHORITY
PHA

- 1) Balance Sheet
- 2) Profit and Loss Month
- 3) Profit and Loss Year to Date
- 3) Summary Operating Statement

4:02 PM

01/05/25

Accrual Basis

Peekskill Housing Authority
Balance Sheet
As of December 31, 2024

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1111.2 Cash - Operating Account	66,389.20
1111.5 Cash - Payroll Account	-4,659.26
1112 Chase - Nonfederal	877,068.30
1114 Security Deposit Fund	85,637.07
1117 Petty Cash Fund	1,000.00
Total Checking/Savings	1,025,435.31
Other Current Assets	
1123 Allowance for Doubt. Accts	-673,803.97
1125 AR HUD	235,552.90
1211 Prepaid Insurance	46,489.68
1260 Material Inventory	53,180.00
1261 Obsolete Inventory	-2,659.00
1290 Deferred Charges	38,944.94
1122.1 · 1122.1 TAR Bohlmann	228,393.31
1122.2 · 1122.2 TAR Dunbar	113,085.83
1122.3 · 1122.3 TAR Turnkey	87,278.93
1122.7 · 1122.7 TAR Repays Bohlmann	282,423.92
1122.8 · 1122.8 TAR Repays Dunbar	170,205.54
1122.9 · 1122.9 TAR Repays Turnkey	49,146.52
1262 · 1262 Fuel Oil Inventory	27,374.00
Total Other Current Assets	655,612.60
Total Current Assets	1,681,047.91
Fixed Assets	
1400.10 Leasehold Improvements	3,318,689.76
1400.12 Building Improvements	2,826,518.82
1400.13 Work in Progress	99,626.00
1400.41 CFP 2019	3,328.75
1400.43 CFP 2021	335,146.92
1400.44 CFP 2022	179,720.00
1400.45 CFP 2023	15,327.67
1400.5 Accumulated Depreciation	-24,143,952.81
1400.51 Accumulated Amortizatio	-10,151.34
1400.6 Land	131,611.00
1400.7 Buildings	21,807,327.63
1400.8 Equipment - Dwellings	2,272.00
1400.9 Equipment - Admin	913,607.67
1400.95 Equipment - Cap Leases	17,056.20
1401 CDBG Costs	349,235.08
Total Fixed Assets	5,845,363.35
Other Assets	
1420 · 1420 Deferred Outflows GASB-68	382,618.00
1421 · 1421 Deferred Outflows OPEB	827,231.00
Total Other Assets	1,209,849.00
TOTAL ASSETS	8,736,260.26

4:02 PM

01/05/25

Accrual Basis

Peekskill Housing Authority
Balance Sheet
As of December 31, 2024

	Dec 31, 24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2111 Accounts Payable	71,547.05
2114 Tenant Security Deposits	85,037.04
2117.3 Pension Payable	-92,311.03
2117.5 Group Insurance	-69.03
2117.7 CSEA Dues	-64.76
2133 Accrued utilities	122,539.63
2135 Accrued Payroll	7,211.36
2136 Accrued Pension	72,861.99
2137 Payments in Lieu of Taxes	91,498.00
2138 Accrued Comp. Absences	150,982.00
2146 Lease Payable	7,338.13
2117.1 · Federal W/H	6,560.34
2240.1 · Prepaid Rent Bohlmann	2,278.04
2240.2 · Prepaid Rent Dunbar	8,817.53
2240.3 · Prepaid Rent Turnkey	1,983.04
Total Other Current Liabilities	536,209.33
Total Current Liabilities	536,209.33
Long Term Liabilities	
2134 Accrued OPEB	3,684,689.00
2140 Net Pension Liability	508,165.00
2400 Deferred Inflows GASB-68	63,599.00
2410 Deferred Inflows OPEB	2,134,335.00
Total Long Term Liabilities	6,390,788.00
Total Liabilities	6,926,997.33
Equity	
2803 Invested in Capital Assets	5,369,215.63
2807 Unrestricted Net Assets	-4,805,902.90
32000 · Retained Earnings	411,733.37
Net Income	834,216.83
Total Equity	1,809,262.93
TOTAL LIABILITIES & EQUITY	8,736,260.26

4:04 PM

01/05/25

Accrual Basis

Peekskill Housing Authority
Profit & Loss
December 2024

	Dec 24
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	93,876.00
3110.2 Dunbar Heights	55,664.00
3110.4 Turnkey	26,923.00
Total 3110 Dwelling Rental	176,463.00
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	885.00
3190.2 Dunbar Heights	750.00
3190.4 Turnkey	240.00
Total 3190 Nondwelling Rental	1,875.00
3610 Interest on Gen. Fund Inv.	573.92
3690 Other Income	
3690.1 Laundry Room Income	2,145.94
3690.3 Health Center Rent	1,480.32
3690.8 Work Orders	
Bohlmann Towers	494.54
Total 3690.8 Work Orders	494.54
3690.9 AC - BT	370.00
3690.9 Ac - TK	45.00
Total 3690 Other Income	4,535.80
3691 Other Income CFP Subsidy	16,666.67
8020 Operating Subsidy	
8020.1 AMP 1	84,481.00
8020.2 AMP2	86,217.00
Total 8020 Operating Subsidy	170,698.00
Total Income	370,812.39
Gross Profit	370,812.39
Expense	
4110 Administrative Salaries	26,833.28
4130 Legal Expense	3,246.00
4140 Staff Training	728.00
4170 Accounting Fees	2,400.00
4171 Auditing Fees	875.00
4190.3 Telephone	410.54
4190.6 All Other Sundry	2,135.57
4190.7 Adm'n. Service Contracts	10,407.85
4190.9 Advertising	122.50
4220.01 Other Tenant Services	79.71
4320 Electricity	15,544.36
4330 Gas	22,568.91
4335 Propane	2,844.75
4340 Fuel	30,497.40
4410 Labor	49,402.89
4420 Materials	
4420.01 Supplies - Grounds	11,374.78
Total 4420 Materials	11,374.78

4:04 PM
01/05/25
Accrual Basis

Peekskill Housing Authority
Profit & Loss
December 2024

	Dec 24
4430.11 Routine Maint Contracts	3,636.16
4430.2 Heating & Cooling Contr	13,020.00
4430.4 Elevator Contracts	2,025.00
4430.5 Landscaping Contracts	750.00
4430.6 Unit Turnaround Contract	9,400.00
4430.7 Electrical Contracts	8,890.00
4430.9 Exterminating Contracts	190.00
4510 Insurance Expense	15,854.00
4520 Payments in Lieu of Taxes	10,730.00
4540 Employee Benefits	
4540.1 Employee Ben - Admin	14,517.22
4540.2 Employee Ben - Maint	22,333.66
4540.6 GASB-68 Admin	6,477.00
Total 4540 Employee Benefits	43,327.88
4570 Collection Losses	8,333.33
4870 Extraordinary Items	750.00
Total Expense	296,377.91
Net Ordinary Income	74,434.48
Other Income/Expense	
Other Expense	
4805 ROSS 2022 Expenses	5,822.14
Total Other Expense	5,822.14
Net Other Income	-5,822.14
Net Income	68,612.34

4:06 PM

01/05/25

Accrual Basis

Peekskill Housing Authority
Profit & Loss
 April through December 2024

	Apr - Dec 24
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	847,016.18
3110.2 Dunbar Heights	467,601.00
3110.4 Turnkey	242,107.02
Total 3110 Dwelling Rental	1,556,724.20
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	8,045.85
3190.2 Dunbar Heights	6,690.00
3190.4 Turnkey	2,122.00
Total 3190 Nondwelling Rental	16,857.85
3610 Interest on Gen. Fund Inv.	5,710.03
3690 Other Income	
3690.1 Laundry Room Income	21,066.22
3690.3 Health Center Rent	6,661.44
3690.6 Late Fees	
Bohlmann Towers	-1,829.50
Dunbar Heights	-18.95
Turnkey	-70.10
Total 3690.6 Late Fees	-1,918.55
3690.8 Work Orders	
Bohlmann Towers	2,505.38
Dunbar Heights	818.44
Turnkey	25.00
Total 3690.8 Work Orders	3,348.82
3690.9 AC - BT	5,906.91
3690.9 Ac - TK	425.48
3690 Other Income - Other	8,076.15
Total 3690 Other Income	43,566.47
3691 Other Income CFP Subsidy	157,382.03
8020 Operating Subsidy	
8020.1 AMP 1	773,044.00
8020.2 AMP2	788,921.00
Total 8020 Operating Subsidy	1,561,965.00
Total Income	3,342,205.58
Gross Profit	3,342,205.58
Expense	
4110 Administrative Salaries	216,496.11
4130 Legal Expense	32,958.31
4140 Staff Training	7,579.68
4170 Accounting Fees	23,100.00
4171 Auditing Fees	7,875.00
4190.2 Membership Dues & Fees	1,055.00
4190.3 Telephone	1,354.27
4190.4 Collection Fees/Court Co	550.00
4190.5 Forms, Station. & Office	34,956.89
4190.6 All Other Sundry	26,369.93
4190.7 Admin. Service Contracts	38,679.74
4190.71 Leases	3,437.99
4190.72 Payroll Fees	685.79
4190.8 Bank Fees	95.14
4190.9 Advertising	2,729.50
4220.01 Other Tenant Services	8,809.43
4310 Water & Sewer	157,790.33

4:06 PM

01/05/25

Accrual Basis

Peekskill Housing Authority
Profit & Loss
 April through December 2024

	Apr - Dec 24
4310.9 Sewer Taxes	48,820.84
4320 Electricity	194,785.51
4330 Gas	157,944.18
4335 Propane	12,017.62
4340 Fuel	93,574.26
4410 Labor	448,191.21
4420 Materials	
4420.01 Supplies - Grounds	132,207.74
4420 Materials - Other	7,341.61
Total 4420 Materials	139,549.35
4430.1 Garbage & Trash Removal	42,860.00
4430.10 Alarm/Extinguish Contra	3,302.02
4430.11 Routine Maint Contracts	28,007.01
4430.12 Other Maint Contracts	18,971.61
4430.2 Heating & Cooling Contr	36,679.66
4430.4 Elevator Contracts	35,707.89
4430.5 Landscaping Contracts	69,950.00
4430.6 Unit Turnaround Contract	139,250.00
4430.7 Electrical Contracts	60,828.44
4430.9 Exterminating Contracts	11,027.64
4481 Security Camera Expense	400.00
4510 Insurance Expense	148,877.00
4520 Payments in Lieu of Taxes	91,498.00
4540 Employee Benefits	
4540.1 Employee Ben - Admin	116,504.02
4540.2 Employee Ben - Maint	209,168.21
4540.6 GASB-68 Admin	72,861.99
Total 4540 Employee Benefits	398,534.22
4570 Collection Losses	74,999.97
4870 Extraordinary Items	1,500.00
4190.72 · 4190.73 IT Services	3,393.50
7520 · 7520 Equipment Purchases	72,860.00
Total Expense	2,898,053.04
Net Ordinary Income	444,152.54
Other Income/Expense	
Other Income	
8027 CDBG Funds	91,455.22
8029.51 Capital Fund Grant 2021	140,566.97
8029.52 Capital Fund Grant 2022	162,820.00
8029.53 ROSS Grant	42,364.18
8029.54 Capital Fund Grant 2023	8,666.45
Total Other Income	445,872.82
Other Expense	
4805 ROSS 2022 Expenses	55,808.53
Total Other Expense	55,808.53
Net Other Income	390,064.29
Net Income	834,216.83

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING THE
REVIEW OF MONTHLY BILLS AS LISTED
DECEMBER 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 December 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 December 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 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: January 16th, 2025

J. Phalen, Executive Director

4:06 PM
01/05/25
Accrual Basis

Peekskill Housing Authority
Profit & Loss
April through December 2024

	Apr - Dec 24
4310.9 Sewer Taxes	48,820.84
4320 Electricity	194,785.51
4330 Gas	157,944.18
4335 Propane	12,017.62
4340 Fuel	93,574.26
4410 Labor	448,191.21
4420 Materials	
4420.01 Supplies - Grounds	132,207.74
4420 Materials - Other	7,341.61
Total 4420 Materials	139,549.35
4430.1 Garbage & Trash Removal	42,860.00
4430.10 Alarm/Extinguish Contra	3,302.02
4430.11 Routine Maint Contracts	28,007.01
4430.12 Other Maint Contracts	18,971.61
4430.2 Heating & Cooling Contr	36,679.66
4430.4 Elevator Contracts	35,707.89
4430.5 Landscaping Contracts	69,950.00
4430.6 Unit Turnaround Contract	139,250.00
4430.7 Electrical Contracts	60,828.44
4430.9 Exterminating Contracts	11,027.64
4481 Security Camera Expense	400.00
4510 Insurance Expense	148,877.00
4520 Payments in Lieu of Taxes	91,498.00
4540 Employee Benefits	
4540.1 Employee Ben - Admin	116,504.02
4540.2 Employee Ben - Maint	209,168.21
4540.6 GASB-68 Admin	72,861.99
Total 4540 Employee Benefits	398,534.22
4570 Collection Losses	74,999.97
4870 Extraordinary Items	1,500.00
4190.72 - 4190.73 IT Services	3,393.50
7520 - 7520 Equipment Purchases	72,860.00
Total Expense	2,898,053.04
Net Ordinary Income	444,152.54
Other Income/Expense	
Other Income	
8027 CDBG Funds	91,455.22
8029.51 Capital Fund Grant 2021	140,566.97
8029.52 Capital Fund Grant 2022	162,820.00
8029.53 ROSS Grant	42,364.18
8029.54 Capital Fund Grant 2023	8,666.45
Total Other Income	445,872.82
Other Expense	
4805 ROSS 2022 Expenses	55,808.53
Total Other Expense	55,808.53
Net Other Income	390,064.29
Net Income	834,216.83

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01/05/25

Accrual Basis

Peekskill Housing Authority
Profit & Loss
April through December 2024

	Apr - Dec 24
4310.9 Sewer Taxes	48,820.84
4320 Electricity	194,785.51
4330 Gas	157,944.18
4335 Propane	12,017.62
4340 Fuel	93,574.26
4410 Labor	448,191.21
4420 Materials	
4420.01 Supplies - Grounds	132,207.74
4420 Materials - Other	7,341.61
Total 4420 Materials	139,549.35
4430.1 Garbage & Trash Removal	42,860.00
4430.10 Alarm/Extinguish Contra	3,302.02
4430.11 Routine Maint Contracts	28,007.01
4430.12 Other Maint Contracts	18,971.61
4430.2 Heating & Cooling Contr	36,679.66
4430.4 Elevator Contracts	35,707.89
4430.5 Landscaping Contracts	69,950.00
4430.6 Unit Turnaround Contract	139,250.00
4430.7 Electrical Contracts	60,828.44
4430.9 Exterminating Contracts	11,027.64
4481 Security Camera Expense	400.00
4510 Insurance Expense	148,877.00
4520 Payments in Lieu of Taxes	91,498.00
4540 Employee Benefits	
4540.1 Employee Ben - Admin	116,504.02
4540.2 Employee Ben - Maint	209,168.21
4540.6 GASB-68 Admin	72,861.99
Total 4540 Employee Benefits	398,534.22
4570 Collection Losses	74,999.97
4870 Extraordinary Items	1,500.00
4190.72 · 4190.73 IT Services	3,393.50
7520 · 7520 Equipment Purchases	72,860.00
Total Expense	2,898,053.04
Net Ordinary Income	444,152.54
Other Income/Expense	
Other Income	
8027 CDBG Funds	91,455.22
8029.51 Capital Fund Grant 2021	140,566.97
8029.52 Capital Fund Grant 2022	162,820.00
8029.53 ROSS Grant	42,364.18
8029.54 Capital Fund Grant 2023	8,666.45
Total Other Income	445,872.82
Other Expense	
4805 ROSS 2022 Expenses	55,808.53
Total Other Expense	55,808.53
Net Other Income	390,064.29
Net Income	834,216.83

Peekskill Housing Authority
Summary Operating Statement - Budget and Actual
Nine Months Ended December 31, 2024

	Prior Year Year-to-Date Actual	Annual Budget (Dollars)	Year-to-Date Budget	Year-to-Date Actual	Variance - Favorable (Unfavorable)
Revenue					
Operating Receipts					
Dwelling Rentals	1,406,200	1,835,950	1,376,963	1,556,724	179,762
Nondwelling Rent	15,706	20,700	15,525	16,858	1,333
Interest Income	4,834	6,500	4,875	5,710	835
Other Income	41,968	56,000	42,000	43,566	1,566
HUD Operating Subsidy	1,563,697	1,770,000	1,327,500	1,561,965	234,465
CFP Operations Subsidy	202,185	200,000	150,000	157,382	7,382
Total Operating Receipts - Including HUD Contril	3,234,590	3,889,150	2,916,863	3,342,205	425,343
Expenses					
Operating Expenditures					
Administrative:					
Administrative Salaries	175,434	330,080	247,560	216,496	31,064
Legal Expense	39,828	45,000	33,750	32,958	792
Training	2,520	5,000	3,750	7,580	(3,830)
Travel	0	5,000	3,750	0	3,750
Accounting Fees	19,800	30,000	22,500	23,100	(600)
Auditing Fees	7,020	10,500	7,875	7,875	0
Telephone, Office Supplies, Miscellaneous	102,825	107,500	80,625	113,308	(32,683)
Total Administrative Expenses	347,427	533,080	399,810	401,317	(1,507)
Tenant Services:					
Contracts	0	0	0	0	0
Relocation and other	22,658	20,000	15,000	8,809	6,191
Total Tenant Services Expenses	22,658	20,000	15,000	8,809	6,191
Utilities:					
Water/Sewer	224,483	300,000	225,000	206,611	18,389
Electricity	121,072	225,000	168,750	194,786	(26,036)
Gas	198,942	295,000	221,250	157,944	63,306
Fuel	168,029	305,000	228,750	105,592	123,158
Total Utilities Expenses	712,526	1,125,000	843,750	664,933	178,817
Ordinary Maintenance & Operation:					
Labor-Maintenance	419,102	640,940	480,705	448,191	32,514
Materials - Maintenance	105,690	125,000	93,750	139,549	(45,799)
Maint Contract Costs	313,778	358,500	268,875	446,585	(177,710)
Total Maintenance Expenses	838,570	1,124,440	843,330	1,034,325	(190,995)
Protective Services:					
Contracts	975	5,000	3,750	400	3,350
Total Protective Services	975	5,000	3,750	400	3,350
General Expense:					
Insurance	191,310	255,200	191,400	148,877	42,523
Payments in Lieu of Taxes	71,440	73,770	55,328	91,498	(36,171)
Employee Benefit Contributions	384,311	620,780	465,585	398,534	67,051
Collection Losses	74,802	100,000	75,000	75,000	0
Total General Expenses	721,863	1,049,750	787,313	713,909	73,404
Nonroutine Items:					
Extraordinary Items	35,349	10,000	7,500	74,360	(66,860)
Total Operating Expenses	2,679,368	3,867,270	2,900,453	2,898,053	69,259
Net Income/(Loss)	555,222	21,880	16,410	444,152	427,742

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING THE
REVIEW OF MONTHLY BILLS AS LISTED
NOVEMBER 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 November 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 November 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 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: January 16th, 2025

J. Phalen, Executive Director

Peekskill Housing Authority Transaction List by Vendor November 2024

Type	Date	Memo	Amount
All County Lock & Safe Corp.			
Bill	11/07/2024	Rekey Lock Cylinders	-505.00
Bill Pmt -Check	11/07/2024	Rekey Lock Cylinders	-505.00
Avaya Financial Services			
Bill	11/07/2024	Office Phones	-135.27
Bill Pmt -Check	11/07/2024	Office Phones	-135.27
Bond, Schoeneck & King, PLLC			
Bill	11/21/2024	Legal Services	-1,541.00
Bill Pmt -Check	11/21/2024	Legal Services	-1,541.00
Carahsoft Technology Corp.			
Bill	11/07/2024	Social Service Verification	-442.49
Bill Pmt -Check	11/07/2024	Social Service Verification	-442.49
Chase Card			
Bill	11/21/2024	October 2024 Expenses	-18,368.29
Bill Pmt -Check	11/21/2024	October 2024 Expenses	-18,368.29
City of Peekskill			
General Journal	11/30/2024	Void ck#17973, 8/15/24, ...	-210.00
City of Peekskill (Gas)			
Bill	11/21/2024	Vehicle Fuel- October 20...	-71.76
Bill Pmt -Check	11/21/2024	Vehicle Fuel- October 20...	-71.76
Clinton Barker			
Bill	11/07/2024	CSEA Uniform Allowanc...	-111.94
Bill Pmt -Check	11/07/2024	CSEA Uniform Allowanc...	-111.94
Con Edison			
General Journal	11/04/2024	807 Main St heat	8,167.38
General Journal	11/13/2024	Kiley Ctr	845.09
Bill	11/21/2024	Electricity-Vacant Unit	-44.74
Bill Pmt -Check	11/21/2024	Electricity-Vacant Unit	-44.74
Cornerstone Contracting			
Bill	11/07/2024	Landscaping Services- N...	-7,800.00
Bill Pmt -Check	11/07/2024	Landscaping Services- N...	-7,800.00
CSEA			
Bill	11/07/2024	Union Dues	-327.06
Bill Pmt -Check	11/07/2024	Union Dues	-327.06
Bill	11/21/2024	Union Dues	-327.06
Bill Pmt -Check	11/21/2024	Union Dues	-327.06
CSEA Employee Benefit Fund			
Bill	11/21/2024	VISION AND DENTAL D...	-2,204.58
Bill Pmt -Check	11/21/2024	VISION AND DENTAL D...	-2,204.58
DEC Office Solutions, Inc.			
Bill	11/21/2024	OFFICE COPIER-OVER...	-475.69
Bill Pmt -Check	11/21/2024	OFFICE COPIER-OVER...	-475.69
Employee Benefits Division			
Bill	11/07/2024	Health Insurance- Dece...	-30,983.67
Bill Pmt -Check	11/07/2024	Health Insurance- Dece...	-30,983.67
F.D. Security Systems			
Bill	11/07/2024	Key Fobs-Bohlmann Tow...	-518.00
Bill Pmt -Check	11/07/2024	Key Fobs-Bohlmann Tow...	-518.00
Fedex			
Bill	11/07/2024	Priority Mail	-10.43
Bill Pmt -Check	11/07/2024	Priority Mail	-10.43
Gallery Collection			
Bill	11/21/2024	Office Supplies	-818.63
Bill Pmt -Check	11/21/2024	Office Supplies	-818.63
Gannett New York-New Jersey LocalIQ			
Bill	11/21/2024	Notice Advertising	-1,148.60
Bill Pmt -Check	11/21/2024	Notice Advertising	-1,148.60
Glorious Contracting, INC			
Bill	11/21/2024	UNIT TURNAROUND D...	-6,200.00
Bill Pmt -Check	11/21/2024	UNIT TURNAROUND D...	-6,200.00
Grainger			
Bill	11/21/2024	Maintenance Materials	-137.19
Bill Pmt -Check	11/21/2024	Maintenance Materials	-137.19
Home Depot Credit Services			
Bill	11/07/2024	Maintenance Supplies- O...	-12,576.60
Bill Pmt -Check	11/07/2024	Maintenance Supplies- O...	-12,576.60

Peekskill Housing Authority Transaction List by Vendor November 2024

Type	Date	Memo	Amount
Home Improvement St. John's			
Bill	11/07/2024	Fencing-Bohlman Towers	-950.00
Bill	11/07/2024	Unit Turnover-BT 6R	-11,600.00
Bill Pmt -Check	11/07/2024		-12,550.00
Housing Authority Risk Retention Group			
Bill	11/07/2024	Commercial Liability Insu...	-26,818.00
Bill Pmt -Check	11/07/2024	Commercial Liability Insu...	-26,818.00
Housing Insurance Services Inc.			
Bill	11/21/2024	Commercial Property Ins...	-18,492.00
Bill	11/21/2024	NY Fire Surchare	-462.33
Bill Pmt -Check	11/21/2024		-18,954.33
John G. Cruikshank			
Bill	11/07/2024	Accounting Services - O...	-2,400.00
Bill Pmt -Check	11/07/2024	Accounting Services - O...	-2,400.00
Kimberlyn McIver			
Bill	11/07/2024	ROSS Coordinator Fees	-2,855.00
Bill Pmt -Check	11/07/2024	ROSS Coordinator Fees	-2,855.00
Bill	11/07/2024	Reimbursement - Event ...	-232.53
Bill Pmt -Check	11/07/2024	Reimbursement - Event ...	-232.53
Bill	11/21/2024	ROSS Coordinator Fees	-2,855.00
Bill Pmt -Check	11/21/2024	ROSS Coordinator Fees	-2,855.00
MCT AT SERVICE, INC			
Bill	11/07/2024	Dunbar Heights Bathroo...	-91,455.22
Bill Pmt -Check	11/07/2024	Dunbar Heights Bathroo...	-91,455.22
MGR 1 Restoration			
Bill	11/21/2024	Roof and Gutter Clean-U...	-11,000.00
Bill Pmt -Check	11/21/2024	Roof and Gutter Clean-...	-11,000.00
New York Power Authority			
Bill	11/07/2024	Electricity-All Sites	-16,561.54
Bill Pmt -Check	11/07/2024	Electricity-All Sites	-16,561.54
NYS and Local Retirement Systems			
General Journal	11/08/2024	Pension w/h payt	3,212.27
Otis Elevator Company			
Bill	11/07/2024	Relay Replacement- Boh...	-7,150.17
Bill Pmt -Check	11/07/2024	Relay Replacement- Boh...	-7,150.17
Paychex			
General Journal	11/06/2024	Corestream	82.43
General Journal	11/07/2024	Paychex invoice	160.65
General Journal	11/21/2024	Paychex invoice	161.06
Pestech			
Bill	11/07/2024	Bedbug Treatment-Initial	-190.00
Bill Pmt -Check	11/07/2024	Bedbug Treatment-Initial	-190.00
Pierro & Kamensky			
Bill	11/21/2024	Legal Services - October...	-3,200.00
Bill Pmt -Check	11/21/2024	Legal Services - October...	-3,200.00
Pitney Bowes Global Financial Serv. LLC			
Bill	11/21/2024	Postage Stamp Meter Le...	-478.80
Bill Pmt -Check	11/21/2024	Postage Stamp Meter Le...	-478.80
Pitney Bowes Purchase Power			
Bill	11/21/2024	Postage	-705.25
Bill Pmt -Check	11/21/2024	Postage	-705.25
Pitney Bowes, Inc.			
Bill	11/07/2024	Ink Cartridge	-100.19
Bill Pmt -Check	11/07/2024	Ink Cartridge	-100.19
Ready Refresh			
Bill	11/07/2024	Equipment Lease	-62.97
Bill Pmt -Check	11/07/2024	Equipment Lease	-62.97
Right-Trak Design Inc.			
Bill	11/07/2024	Hazards Grant-EPIC	-834.18
Bill	11/07/2024	5 Year and Annual Plan ...	-410.67
Bill Pmt -Check	11/07/2024		-1,244.85
Bill	11/21/2024	Architectural Services- El...	-3,550.00
Bill Pmt -Check	11/21/2024	Architectural Services- El...	-3,550.00
Robison Oil			
Bill	11/07/2024	1431 Park Street- Servic...	-653.00
Bill Pmt -Check	11/07/2024	1431 Park Street- Servic...	-653.00
General Journal	11/07/2024	Robison invoice	6,253.50
General Journal	11/21/2024	Robison invoice	8,364.30

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Peekskill Housing Authority
Transaction List by Vendor
November 2024

Type	Date	Memo	Amount
Safe Cloud, Inc.			
Bill	11/07/2024	Monthly IT Services	-750.00
Bill Pmt -Check	11/07/2024	Monthly IT Services	-750.00
Sarah Chambers			
Bill	11/21/2024	Security Deposit - Refund	-300.00
Bill Pmt -Check	11/21/2024	Security Deposit - Refund	-300.00
Sav-Mor Discount Auto Parts			
Bill	11/07/2024	Maintenance Supplies	-95.04
Bill Pmt -Check	11/07/2024	Maintenance Supplies	-95.04
SmartSign			
Bill	11/07/2024	Engineer Reflective Grad...	-1,044.58
Bill Pmt -Check	11/07/2024	Engineer Reflective Grad...	-1,044.58
Travelers Insurance			
Bill	11/21/2024	Boiler & Machinery Insur...	-7,218.00
Bill	11/21/2024	Liability Insurance 12/24-...	-4,233.00
Bill Pmt -Check	11/21/2024		-11,451.00

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING THE
REVIEW OF MONTHLY BILLS AS LISTED
DECEMBER 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 December 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 December 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 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: January 16th, 2025

J. Phalen, Executive Director

Peekskill Housing Authority

Transaction List by Vendor

December 2024

Type	Date	Memo	Amount
A. Oliver Shands			
Bill	12/05/2024	Medicare Part B Reimbursement	-2,096.40
Bill Pmt -Check	12/05/2024	Medicare Part B Reimbursement	-2,096.40
Avaya Financial Services			
Bill	12/05/2024	Office Phones	-135.27
Bill Pmt -Check	12/05/2024	Office Phones	-135.27
Bond, Schoeneck & King, PLLC			
Bill	12/19/2024	Legal Services	-46.00
Bill Pmt -Check	12/19/2024	Legal Services	-46.00
Brooklyn Mechanical HTG Corp			
Bill	12/06/2024	Burner Refractory Chamber Repair...	-13,020.00
Bill Pmt -Check	12/06/2024	Burner Refractory Chamber Repair...	-13,020.00
Carahsoft Technology Corp.			
Bill	12/05/2024	Social Service Verification	-590.34
Bill Pmt -Check	12/05/2024	Social Service Verification	-590.34
Chase Card			
Bill	12/19/2024	November 2024 Expenses	-12,396.36
Bill Pmt -Check	12/19/2024	November 2024 Expenses	-12,396.36
City of Peekskill Finance Department			
Bill	12/19/2024	2024 PILOT Payment - 2nd Half	-37,316.30
Bill Pmt -Check	12/19/2024	2024 PILOT Payment - 2nd Half	-37,316.30
Clinton Barker			
Bill	12/05/2024	CSEA Uniform Allowance 2024	-59.96
Bill Pmt -Check	12/05/2024	CSEA Uniform Allowance 2024	-59.96
Con Edison			
General Journal	12/04/2024	807 Main St heat	12,982.07
General Journal	12/12/2024	Kiley Ctr	2,596.57
CSEA			
Bill	12/05/2024	Union Dues	-327.06
Bill Pmt -Check	12/05/2024	Union Dues	-327.06
Bill	12/19/2024	Union Dues	-327.06
Bill Pmt -Check	12/19/2024	Union Dues	-327.06
CSEA Employee Benefit Fund			
Bill	12/19/2024	Dental and Vision January 2025	-1,732.17
Bill Pmt -Check	12/19/2024	Dental and Vision January 2025	-1,732.17
DEC Office Solutions, Inc.			
Bill	12/19/2024	OFFICE COPIER-OVERAGE	-472.96
Bill	12/19/2024	TONER	-21.00
Bill Pmt -Check	12/19/2024		-493.96
Employee Benefits Division			
Bill	12/19/2024	Health Insurance- January 2025	-31,022.08
Bill Pmt -Check	12/19/2024	Health Insurance- January 2025	-31,022.08
Gannett New York-New Jersey LocaliQ			
Bill	12/19/2024	Notice Advertising	-122.50
Bill Pmt -Check	12/19/2024	Notice Advertising	-122.50
Grainger			
Bill	12/05/2024	Maintenance Materials	-31.60
Bill Pmt -Check	12/05/2024	Maintenance Materials	-31.60
Home Depot Credit Services			
Bill	12/05/2024	Maintenance Supplies- November ...	-3,601.19
Bill Pmt -Check	12/05/2024	Maintenance Supplies- November ...	-3,601.19
Home Improvement St. John's			
Bill	12/05/2024	Unit Turnover-BT 3T	-3,800.00
Bill Pmt -Check	12/05/2024	Unit Turnover-BT 3T	-3,800.00
Bill	12/19/2024	Unit Turnover- DH 18A	-5,600.00
Bill Pmt -Check	12/19/2024	Unit Turnover- DH 18A	-5,600.00
Bill	12/19/2024	Inside Concrete Work ? Bohlmann ...	-3,000.00
Bill Pmt -Check	12/19/2024	Inside Concrete Work – Bohlmann ...	-3,000.00
Housing Authority Risk Retention Group			
Bill	12/19/2024	Legal Expense	-465.00
Bill Pmt -Check	12/19/2024	Legal Expense	-465.00
J.T.'S Trees			
Bill	12/19/2024	Tree Removal- Bohlmann Towers	-750.00
Bill Pmt -Check	12/19/2024	Tree Removal- Bohlmann Towers	-750.00
John G. Cruikshank			
Bill	12/05/2024	Accounting Services - November 2...	-2,400.00
Bill Pmt -Check	12/05/2024	Accounting Services - November 2...	-2,400.00

Peekskill Housing Authority

Transaction List by Vendor

December 2024

Type	Date	Memo	Amount
Keith Staton			
Bill	12/19/2024	Lockout BT-1G	-110.00
Bill Pmt -Check	12/19/2024	Lockout BT-1G	-110.00
Kimberlyn McIver			
Bill	12/05/2024	ROSS Coordinator Fees	-2,855.00
Bill Pmt -Check	12/05/2024	ROSS Coordinator Fees	-2,855.00
Bill	12/19/2024	ROSS Coordinator Fees	-2,855.00
Bill Pmt -Check	12/19/2024	ROSS Coordinator Fees	-2,855.00
LAN Incorporated			
Bill	12/19/2024	Construction Administrative Services	-6,661.22
Bill Pmt -Check	12/19/2024	Construction Administrative Services	-6,661.22
Naber Corp. ELECTRIC			
Bill	12/05/2024	Electrical Work Dunbar Heights	-8,890.00
Bill Pmt -Check	12/05/2024	Electrical Work Dunbar Heights	-8,890.00
Nelrod Company			
Bill	12/05/2024	Utility Allowance Survey and Study	-2,160.00
Bill Pmt -Check	12/05/2024	Utility Allowance Survey and Study	-2,160.00
New York Power Authority			
Bill	12/19/2024	Electricity-All Sites	-15,544.36
Bill Pmt -Check	12/19/2024	Electricity-All Sites	-15,544.36
NYS and Local Retirement Systems			
Bill	12/05/2024	2025 Regular Pension Contribution	-92,293.00
Bill Pmt -Check	12/05/2024	VOID: 2025 Regular Pension Contr...	0.00
Bill Pmt -Check	12/05/2024	2025 Regular Pension Contribution	-92,293.00
General Journal	12/10/2024	Pension w/h payt	3,150.66
NYSIF			
Bill	12/05/2024	Workers' Compensation Premium	-2,901.13
Bill Pmt -Check	12/05/2024	Workers' Compensation Premium	-2,901.13
Otis Elevator Company			
Bill	12/19/2024	Service 11/2024	-2,025.00
Bill Pmt -Check	12/19/2024	Service 11/2024	-2,025.00
Paychex			
General Journal	12/05/2024	Paychex invoice	161.06
General Journal	12/19/2024	Paychex invoice	161.06
Pestech			
Bill	12/05/2024	Bedbug Service 3	-190.00
Bill Pmt -Check	12/05/2024	Bedbug Service 3	-190.00
Petty Cash			
Bill	12/19/2024	PETTY CASH REPLENISHMENT	-814.42
Bill Pmt -Check	12/19/2024	PETTY CASH REPLENISHMENT	-814.42
Pierro & Kamensky			
Bill	12/19/2024	LEGAL SERVICES – NOVEMBER...	-3,200.00
Bill Pmt -Check	12/19/2024	LEGAL SERVICES – NOVEMBER...	-3,200.00
Ready Refresh			
Bill	12/05/2024	Water Supply and Delivery	-236.85
Bill Pmt -Check	12/05/2024	Water Supply and Delivery	-236.85
Right-Trak Design Inc.			
Bill	12/19/2024	5-Year and Annual Plan Updates	-526.16
Bill Pmt -Check	12/19/2024	5-Year and Annual Plan Updates	-526.16
Robison Oil			
General Journal	12/06/2024	Robison invoice	10,756.45
General Journal	12/06/2024	Robison invoice	5,975.78
General Journal	12/20/2024	Robison invoice	13,765.17
Safe Cloud, Inc.			
Bill	12/05/2024	Monthly IT Services	-750.00
Bill Pmt -Check	12/05/2024	Monthly IT Services	-750.00
Sav-Mor Discount Auto Parts			
Bill	12/05/2024	MAINTENANCE SUPPLIES	-295.00
Bill	12/05/2024	MAINTENANCE SUPPLIES	-64.97
Bill Pmt -Check	12/05/2024		-359.97
Suburban Propane			
Bill	12/19/2024	Propane Delivery	-2,844.75
Bill Pmt -Check	12/19/2024	Propane Delivery	-2,844.75
Verizon Wireless			
Bill	12/05/2024	Wireless Service	-351.40
Bill	12/05/2024	Wireless Service	-36.01
Bill Pmt -Check	12/05/2024		-387.41

1:08 PM

01/10/25

Peekskill Housing Authority
Transaction List by Vendor
December 2024

Type	Date	Memo	Amount
Yardi Systems			
Bill	12/19/2024	Yardi Q1 1/1/2025-2/28/2025	-3,719.10
Bill Pmt -Check	12/19/2024	Yardi Q1 1/1/2024-2/28/2025	-3,719.10

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING CONSULTANT FOR SECTION 18
DEMOLITION/DISPOSITION AT THE KILEY CENTER**

WHEREAS, the Housing and Urban Development (HUD) Department has recommended a qualified consultant for the Section 18 Demolition/Disposition process at the Kiley Center; and

WHEREAS, the Kiley Center plays a crucial role in our community, and it is imperative to ensure that any proposed demolition and disposition is handled efficiently and in accordance with federal regulations; and

WHEREAS, the recommended consultant, LDG, possesses the necessary expertise and experience to guide the Kiley Center through the Section 18 application process, ensuring compliance with HUD regulations and facilitating a smooth transition; and

WHEREAS, the Board of Commissioners has reviewed the credentials and proposals submitted by the recommended consultant, LDG, and finds them to be qualified and capable of fulfilling the requirements of this project; and

WHEREAS, the selection of a consultant for this project was based on a thorough evaluation of proposals according to established criteria, including relevant experience, project understanding, proposed methodology, and cost-effectiveness; and

WHEREAS, based on the evaluation criteria and scoring results, the Executive Director has recommended that LDG be selected for consulting services related to the Section 18 Disposition of the Kiley Center; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Peekskill Housing Authority accepts the recommendation of LDG for Kiley Center Section 18 application consulting.

Commissioner _____motioned to vote and Commissioner _____seconded.

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Jacqueline Simpkins				
Vice Chairman Yvette Houston				
Commissioner Nicola Smith-DeFreitas				
Commissioner Dawn Benson				
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: January 16th, 2025

J. Phalen, Executive Director