



MONTHLY BOARD OF COMMISSIONERS MEETING

RESCHEDULED DATE

**FEBRUARY 27, 2025
7:00PM AT
DUNBAR HEIGHTS
COMMUNITY ROOM**

BOARD OF COMMISSIONERS

Jacqueline Simpkins, Chairman
Yvette Houston, Vice Chairman
Nicola Smith-DeFrietas
Dawn Benson
Alicia Simmons

**EXECUTIVE DIRECTOR
Janney 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 MONTHLY BOARD OF COMMISSIONERS MEETING – FEBRUARY 27th, 2025 DUNBAR HEIGHTS AGENDA

- I. ROLL CALL
- II. APPROVAL OF MINUTES:
 - a. Resolution – 02/01/2025 – January 16, 2025 – Regular Meeting Minutes
 - b. Resolution – 02/02/2025 – January 30, 2025 – Special Meeting Minutes
- III. CORRESPONDENCE: None
- IV. EXECUTIVE DIRECTOR'S REPORT:
 - a) Monthly Report – February 2025
 - b) Financial Report – January 2025
- V. COUNSEL'S REPORT
- VI. UNFINISHED BUSINESS: None
- VII. NEW BUSINESS:
 - a) Resolution – 02/03/2025 – January Monthly Bills
- VIII. TENANTS' COMMENTS AND CONCERNS
- IX. ADJOURNMENT
- X. EXECUTIVE SESSION

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING
JANUARY 16th, 2025 BOARD MEETING MINUTES
REGULAR SESSION**

WHEREAS, The Board of Commissioners have reviewed the minutes of January 16, 2025 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 January 16, 2025 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: February 27, 2025

J. Phalen, Executive Director

PEEKSKILL HOUSING AUTHORITY



J. Phalen
Executive Director

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PEEKSKILL HOUSING AUTHORITY MONTHLY BOARD OF COMMISSIONERS REGULAR MEETING MINUTES JANUARY 16, 2025

ROLL CALL:

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

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

Chairman Simpkins: Good evening and Happy New Year. I'd like to welcome everyone to the January 2025 Monthly Board of Commissioners Meeting.

Resolution – 01/01/2025 – Regular Meeting Minutes

Chairman Simpkins asked for a motion to pass Resolution 01/01/2025. 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-Absent: Commissioner Benson-Aye: Resolution passes.

EXECUTIVE DIRECTOR'S REPORT

Revenue – HUD subsidy for December \$187,365

Other Revenue – December \$4,200

Tenant Charges

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

Bills Paid –The Executive Director reviewed the December bills.

Total expenses for December \$359,268

Court Proceedings – 2 Adjourned; 1 Stipulation.

Tenant Payment Agreements- TPA

Total of 70 residents have payment agreements with a remaining balance of \$397,540.44

Commissioner Smith-Defreitas: I have a question. I was just looking through the list and I think we had touched on this once before and I just want to see if we can circle back. There's some of these repayments, for instance, that the end of the repayment is 2107, like none of us will be alive. How many times are they allowed to miss payments?

Executive Director Phalen: With repayment agreements, you are not allowed to miss one month.

Attorney Kamensky: If I may. The office often makes repayment agreements. There are limitations as to how much someone is allowed to pay every month. Sometimes they have agreements and if the tenants are paying, then fine. There's a provision in there that if they don't, they're in violation, it then comes to my office, and we start a proceeding. Once we bring a proceeding, we'll often enter a stipulation. And the stipulation basically says they're going to follow that agreement. The reason you do that is once you're in court and you get that stipulation you have a provision that if a tenant misses a payment there's a standard form notice of default, just a letter saying you haven't made that payment, 10 days usually. And then if not, I can simply submit a judgment of warrant to the court for the unpaid balance.

Executive Director Phalen: As it stands right now there's no minimum payment for a repayment agreement.

Commissioner Smith-Defreitas: Do you anticipate revisiting that at some point?

Executive Director Phalen: If the board's interested.

Work Orders – December 162, 2 outstanding as of December 31st.

Unit Turnovers – 6 vacancies on December 31st.

Extermination- No bedbug exterminations in December.

Tenants Account Receivable (TAR)

Total past due for December- 142 residents (52%) owed \$930,492.

Police Reports

Police Activity PHA December 3 - December 9, 2024 –29 visits to Bohlmann Towers, 23 routine, 6 other (medical, investigation, fire, suspicious activity, follow up investigation, park walk and talk); 26 visits to Dunbar Heights, 26 routine, 0 other.

Police Activity PHA December 24 – December 30, 2024 –29 visits to Bohlmann Towers, 26 routine, 4 others (noise, medical, parking complaint); 36 visits to Dunbar Heights, 35 routine, 1 other (dispute).

INDEPENDENT AUDIT

Federal Fiscal Year Ending March 31, 2024

PHA received its latest independent financial audit, confirming the accuracy of its financial statements.

Audit Opinion

- **Unmodified Opinion** – No issues found; financial records deemed sound.

Financial Highlights

- Net Position: Increased 73% to \$975,046 (from \$563,313).
- Cash & Investments: \$314,020 (down \$400,155 from last year).
- Revenues & Expenses: \$4,690,373 in revenues, \$4,278,640 in expenses, with a net income of \$411,733 (down \$342,761).
- Capital Outlays: \$627,445 funded by HUD grants and operating funds.
- Federal Awards: \$2,822,121 in federal funding spent.

Operating Expenses

- Administrative: \$669,134 (↑ due to non-cash benefits and office costs).
- Tenant Services: \$100,843 (↑ due to expanded ROSS grant usage).
- Utilities: \$1,024,843 (slight decrease).
- Maintenance: \$1,461,931 (↑ due to material, unit turnaround, and benefits costs).
- Insurance: \$246,573 (↓ due to lower premiums).
- General Expenses: \$112,463 (↓ due to improved collections & lower bad debts).

Audit Findings

- **Prior Years:** Tenant file deficiencies noted (2021–2023).
- **2024: No findings** – No financial statement issues, no federal compliance concerns and no deficiencies noted in tenant files.

Final Auditor's Opinion

The financial statements **fairly present** PHA's financial position, and compliance with federal program requirements was **fully met**.

For questions, contact **PHA Auditor Malcolm Johnson**.

U.S. HOUSING CONSULTANTS -SECTION 504 INSPECTION

The Peekskill Housing Authority (PHA) has hired US Housing Consultants to assess its compliance with Uniform Federal Accessibility Standards (UFAS) as part of efforts to meet Section 504 of the Rehabilitation Act, which prohibits disability discrimination in federally funded programs.

Inspection Overview

- **Focus:** Accessible and adaptable units for residents with disabilities.
- **Additional Units:** A small sample of other units included.
- **Scope:** Minimal inspections without testing fixtures or appliances; no code violation data collected.

The study aims to evaluate PHA properties and develop future accessibility improvement plans.

Inspections were conducted on January 14–15 in partnership with **US Housing Consultants**.

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.

KILEY CENTER CONSULTANTS

PHA issued an **RFP** for a consultant to assist with the **Section 18 Disposition** of the Kiley Center. Three firms—**LDG, D3G, and Fresnel**—submitted bids, evaluated on experience, technical approach, local engagement, pricing, and responsiveness.

Top Scoring Firm: LDG (91/100)

- Extensive **HUD Section 18** experience, especially in **New York**.
- Clear plan for compliance, environmental reviews, and resident engagement.
- Strong commitment to **local and minority-owned businesses**.
- Competitive pricing with high-quality service.
- **New York-based expert, Sharlene Leroy**, to lead local efforts.

Executive Director's Recommendation

LDG is the **preferred consultant**. A resolution is requested to authorize contract negotiations.

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 is expected to begin in March 2025.

2021 FIVE-YEAR ACTION PLAN AMENDMENT

PHA proposes reallocating \$341,340.08 in its 2021 Five-Year Action Plan to align with priorities and HUD compliance:

- \$84,148.70 → Administrative Expenses

- \$215,631.63 → Dunbar Heights Kitchen Upgrades
- \$41,559.75 → Operations

All funds must be spent by February 22, 2025. Upon approval, the amendment will be submitted to HUD for implementation.

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. The 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.

COUNSEL'S REPORT- I continue to work through non-payments. There are some sizable amounts, so we are working on those.

UNFINISHED BUSINESS – None

NEW BUSINESS

Resolution – 01/02/2025 – November Monthly Bills

Chairman Simpkins asked for a motion to pass Resolution 01/02/2025. 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-Absent: Commissioner Benson-Aye: Resolution passes

Resolution – 01/03/2025 – December Monthly Bills

Chairman Simpkins asked for a motion to pass Resolution 01/03/2025. 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-Absent: Commissioner Benson-Aye: Resolution passes

Commissioner Smith-Defreitas: Selecting a consultant, what does that mean?

Executive Director Phalen: Any decision that's made regarding the Kiley Center, a consultant will be needed.

Chairman Simpkins: I think when we say demolition we confuse tenants, can we use a different word?

Executive Director Phalen: I have to call it what it is.

Resolution – 01/03/2025 – Kiley Center Consultant

Chairman Simpkins asked for a motion to pass Resolution 01/04/2025. Commissioner Smith-Defreitas made the motion Vice Chairman Houston and 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-Absent: Commissioner Benson-Aye: Resolution passes

Resolution – 01/05/2025 – Amendment to the 2021 Five-Year Action Plan

Chairman Simpkins asked for a motion to pass Resolution 01/05/2025. Vice Chairman Houston made the motion and Commissioner Smith-Defreitas seconded. Chairman Simpkins asked if there were any comments, concerns, or questions.

Commissioner Smith-Defreitas: These funds are being reallocated from where?

Executive Director Phalen: We have \$341,000 that needs to be spent by February 22nd. We had \$250,000 for upgrades in Dunbar Heights as well as \$75,000 for unit painting at Dunbar in our 2021 five-year plan. We can put in 25% for operation cost and we previously had only put in 19%.

Commissioner Benson: No money for Bohlmann?

Executive Director Phalen: Not from 2021

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

TENANTS QUESTIONS COMMENTS AND CONCERNS:

Ross Coordinator Kim McIver: I wanted to share some updates on upcoming ROSS program initiatives. We're collaborating with Mid-Hudson Valley Credit Union to develop a first-time homebuyer's program, offering down payment assistance and FHA loans—many tenants may qualify.

New Era is eager to engage Bohlmann Towers youth through a mixed multimedia program, potentially including dinner. A tenant meeting will help tailor the program to their interests.

Additionally, Sports Cares, a nonprofit supporting kids with developmental disabilities and mental health challenges through sports, is looking to bring activities directly to our community. More details to come as we finalize plans!

Commissioner Benson: The turnout for Christmas was incredible, with a packed house. We had to bring in families in small groups, and most kids received multiple gifts since we had so many to give. We even made the Peekskill Herald.

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

The meeting went into executive session at 8:07 pm.

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

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

The meeting adjourned at 8:43 PM

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING
JANAURY 30th, 2025 SPECIAL MEETING MINUTES**

WHEREAS, The Board of Commissioners have reviewed the minutes of January 30, 2025 Public Hearing; and

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

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Peekskill Housing Authority approve the minutes of January 30, 2025 Public Hearing.

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: February 27th, 2025

J. Phalen, Executive Director

PEEKSKILL HOUSING AUTHORITY



J. Phalen
Executive Director

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Phone: 914-739-1700
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PEEKSKILL HOUSING AUTHORITY BOARD OF COMMISSIONERS SPECIAL MEETING JANUARY 30, 2025

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 January 30, 2025 special meeting regarding selection of a wholesaler for Dunbar Heights appliances.

SELECTION OF WHOLESALER FOR DUNBAR HEIGHTS APPLIANCES

Executive Director: The Peekskill Housing Authority (PHA) has conducted a competitive bidding process to procure appliances for the Dunbar Heights housing property in an effort to enhance the quality of living for its residents. After careful review, the bid submitted by P.C. Richard and Son for \$191,160.62 was found to meet all necessary specifications and requirements. As a result, my recommendation to the board is that PHA accepts P.C. Richard and Son as the selected wholesaler for the appliance upgrade at Dunbar Heights.

Commissioner Smith-Defreitas: I thought the amount was \$136 something.

Executive Director: The amount is \$136,614 with the extended service contracts totaling \$54,546.62 for a total of \$191,160.62.

Vice Chairman Houston: Are the stoves going to be electric?

Executive Director: So, we have not selected any appliances as of yet. This is only selecting who we purchase appliances from. Also, only ADA units have electric stoves.

Commissioner Simmons: Where are you getting the additional \$54,000.

Executive Director: That's the cost of the extended warranty.

Public Comments or Concerns:

Tina B.: I applied for this grant. Why the reduction in the budget. It was \$310,000.

Executive Director: This is not the funds from Mondaire Jones. This money is from PHA's 2021 5 year and Annual plan.

Tina B.: Oh. Does it usually take this long?

Executive Director: When HUD is involved, things go a little slower.

Chairman Simpkins: I remember when the environmental study needed to be done. It took a long time.

Executive Director: The environmental study still needs to be done.

Commissioner Smith-Defreitas: It's good to get this done. Who knows what's to come.

Executive Director: Exactly. We have to be a bit more conservative in our spending.

Resolution – 01/06/2025 – Selection of Wholesaler for Dunbar Heights Appliances

Chairman Simpkins asked for a motion to pass Resolution 01/06/2025. Vice Chairman Houston 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 Smith-Defreitas-Aye: Commissioner Simmons-Aye: Commissioner Benson-Aye: Resolution passes.

Chairman Simpkins motioned to adjourn the meeting. Vice Chairman Houston made the motion and Commissioner Simmons seconded.

Meeting ended at 6:48 PM

PEEKSKILL HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
February 20th, 2025
EXECUTIVE DIRECTOR'S REPORT

Revenue	January
HUD Subsidy – Bohlmann (AMP 1)	66,887
HUD Subsidy – All other sites (AMP 2)	69,054
Proceeds from Capital Funds/ROSS Grant	16,667
Total HUD Revenue	152,608
Other Revenue– Non-Federal	
Laundry Commissions	0
CAP Office	0
Health Center	740
Interest	491
Total	1,231
TENANT CHARGES	January
Rent	174,777
Parking	1,860
Late Fees	-
Misc. (key cards, maintenance charges, legal fees)	90
Air Conditioners	400
TOTAL TENANT CHARGES	177,127
Total Collected	159,962
Unpaid Tenant Balance for the month	17,165
Write offs, AJE's, Move outs	0
All Outstanding Tenant Charges	\$983,179

Financial

BILLS PAID

	January (3 pay periods)
Payroll (M)	80,192
Elevator (Q)	2,343
Exterminator (M)	2,953
Trash – Dumpsters	0
City Trash Collection (Q)	0
City Water (Q)	59,899
Sewer Tax (Semi-Annual)	0
Robison Fuel Oil (M)	41,117
Electric (M)	19,337
Gas (M)	37,347
Propane (M)	4,087
Legal – PHA Attorney (M)	6,850
Legal – Labor Attorney	0
Lawsuit Deductibles	6,542
Health Insurance/Dental Insurance(M)	32,910
Process Server – Evictions (M)	110
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	24,229
Credit Card (M)-Maintenance Supplies, Office Expenses, Tenant Services	10,054
Other Maintenance Supplies and Contracts (M)	6,227
Other Office Expenses and Contracts (M)	4,627
PILOT (SA)	0
NYS Retirement Contribution (A)	0
Medicare Part B Reimbursement	12,578
Unit Turnaround Contracts	19,998
TOTAL EXPENSES	\$371,400
ROSS Grant (Salary, expenses and training)	10,486
CAPITAL FUND PROJECTS (construction and architect fees)	0

COURT PROCEEDINGS

MONTH	# RESIDENTS	BALANCE	# PAID	AMOUNT PAID	RESULT/COMMENTS
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 2024	1	21,095	0	0	1-Adjourned
December 2024	3	105,095	0	0	2-Adjourned 1-Stipulation
January 2025	3	85,096	0	0	3-Adjourned

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	162	
January 2025	127	121	6 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	
t0001245	07/2023	12/31/2045	7,718.66	1,250.00	6,468.66	
p00117	07/2023	12/31/2058	22,425.06	1,724.00	20,701.06	
t0001162	12/2024	12/31/2058	10,457.95	33.00	10,424.95	
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	1,325.00	4,376.80	
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	
t0000674	08/2022	12/31/2028	2,158.00	775.00	1,383.00	
t0000273	02/2025	12/31/2078	34,321.20	1,500.00	32,821.20	
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	525.00	2,080.85	
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	270.00	7,598.80	
t0000524	05/2023	12/31/2028	4,954.00	2,500.00	2,454.00	
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	
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	585.00	324.30	
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	
t0000193	10/2024	12/31/2071	5,669.00	40.00	5,629.00	
Total Bohlmann (31)			399,452.49	73,927.06	325,525.43	

TENANT PAYMENT AGREEMENT LISTING cont'd

Dunbar

p00130	08/2023	12/31/2041	5,798.00	4,215.00	1,583.00	
t0000107	07/2021	12/31/2028	12,939.00	7,766.00	5,173.00	
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	300.00	20,699.90	
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	100.00	8,478.47	
t0000181	06/2023	12/31/2061	5,049.40	5,030.60	18.80	
t0000041	11/2024	12/31/2077	17,064.50	960.00	16,104.50	
t0000134	08/2022	12/31/2023	1,463.00	1,417.00	46.00	
p00036	08/2023	12/31/2068	14,304.40	5,438.20	8,866.20	
t0001930	01/2025	12/31/2035	4,011.00	521.00	3,490.00	
t0000022	06/2023	12/31/2027	2,286.00	1,068.00	1,218.00	
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	860.00	3,198.00	
p00003	11/2024	12/31/2057	10,434.65	300.00	10,134.65	
t0000033	09/2024	12/31/2123	30,211.25	475.00	29,736.25	
t0001248	11/2023	12/31/2029	2,756.00	2,697.00	59.00	
t0001659	09/2023	12/31/2043	6,741.70	925.00	5,816.70	
t0000904	05/2023	12/31/2030	8,402.10	2,231.00	6,171.10	
Total Dunbar (23)			220,239.54	47,087.80	173,151.74	

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	
t0000063	02/2025	12/31/2036	9,717.00	2,428.00	7,289.00	
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	2,043.00	4,733.15	
t0000101	07/2023	12/31/2033	6,998.50	1,538.00	5,460.50	
t0001627	08/2023	12/31/2028	2,038.05	600.00	1,438.05	
Total Turnkey (22)			92,975.40	32,828.00	60,147.04	
			Agreement	Received	Remaining	
PHA TOTAL (76)			712,667.43	153,842.86	558,824.21	

UNIT TURNOVER

SITE/UNIT	SIZE	VACANT	COMPLETE	LEASED	COMMENT
BT 1-G	1	12/01/24	01/24/24		LEASE 3/1/25
BT 2-V	1	02/01/24	6/03/24	7/1/24	
BT 3-T	4	11/16/24	12/11/24	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	12/9/24	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 2/03/25
DH 16-B	3	12/30/23	6/06/24	6/15/24	
DH 18-A	2	11/30/24	12/9/24	12/16/24	
DH 28-B	2	09/20/24	11/13/24	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	3				

VACANCIES

	TOTAL UNITS	HUD APPROVED OFFLINE	VACANT UNITS	ACTIVE UNITS AS OF JAN 31
Bohlmann Towers	144	0	1	143
Dunbar Heights	96	0	1	95
Turnkey	33	0	1	32
Total Units	273	0	3	270
Total Occ. Rate				97% (270)

EXTERMINATION SUMMARY – BEDBUGS - # Treatments

	2023	2024	2025	Comment
January	0	0	1	
February	0	2		
March	0	0		
April	0	2		
May	0	2		
June	0	2		
July	2	1		
August	3	0		
September	0	0		
October	0	2		
November	2	0		
December	0	0		
TOTAL	7	11	1	
COST	\$2,340	\$2,267	\$337	

TENANT ACCOUNTS RECEIVABLE - LATE OR NO PAYMENT

SITE	# Units	No Payment	Past Due through January 30,2025
Bohlmann Towers	144	(26) 28	85 owed \$503,828 (498,780)
Dunbar Heights	96	(16) 18	44 owed \$337,977 (328,638)
Turnkey	33	(8) 9	18 owed \$141,374 (138,596)
Totals	273	(50) 55	147- 54% - \$983,179 (\$966,014)

Parenthesis () represents the previous month.

PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS

PHA Activity 1/7-1/13/25	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	25	20	5*
Dunbar Heights	32	30	2*
*BT – Other (medical, noise, parking complaints)			
*DH – Other (medical issues and dispute)			
PHA Activity 1/21-1/27/25	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	27	22	5*
Dunbar Heights	30	28	2*
*BT – Other (special checks, noise complaints)			
*DH – Other (follow-up and dispute)			

U.S. Housing Consultants -Section 504 Inspection Summary

Overview

The Peekskill Housing Authority contracted with US Housing Consultants, to assess suggested improvements based on the Rehabilitation Act of 1973 and UFAS (uniform federal accessibility standards).

Key Findings:

- Suggested improvements include wider doorways, grab bars, accessible fixtures, additional designated parking, and improved pathways.

Next Steps:

- Prioritize modifications.
- Develop a phased plan focusing on critical areas.
- Secure grant funding for necessary upgrades.

Further discussions will determine funding and implementation strategies.

Consultant Selection for Section 18 Disposition Services

HUD is currently reviewing the procurement file and contract for the consultant before we proceed with signing. This review ensures compliance with federal procurement regulations. Once HUD completes its review and approval, PHA will move forward with engaging the selected consultant for the Section 18 Disposition of the Kiley Center.

Community Development Block Grant – Dunbar Heights Bathrooms - Phase 3

Westchester County has approved Phase 3 to move forward to the bidding stage. The Site was visited by the architect on 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: The initial bid deadline of December 16 was extended to January 31, but PHA received only one over-budget bid from OTIS. To attract more competitive bids, I am working with the architect to separate the project into two bid packages, one for each elevator. While this will extend the completion date, it is necessary to secure cost-effective proposals.
- Legal Services- The initial deadline for submissions was January 6, but an addendum extended it through January 31. Since PHA only received two responses, I am putting the RFP out for bid again to encourage additional proposals and ensure a competitive selection process.
- 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.

Late Fee Analysis Summary

The Late Fee Statistical Report evaluates the impact of charging vs. not charging late fees on Tenant Accounts Receivable (TAR) and collection rates from December 2023 to January 2025. PHA discontinued late fees in July 2024 and has tracked collection trends over the past six months to assess their effect.

Key Findings:

- **TAR decreased from \$1,049,822 (Dec 2023) to \$798,597 (June 2024),** mainly due to ERAP payments.
- **After late fees were discontinued (July 2024), TAR increased, reaching \$983,179 (Jan 2025), a rise of \$180,788.**
- **Collection rates remained stable (90-95%),** indicating that stopping late fees had no significant impact on rent payments.
- **Late fees historically contributed <1% of total collections** and did not improve payment behavior.

Recommendation:

The Board should determine whether to reinstate them or focus on alternative collection strategies such as payment plans, proactive outreach, and eviction prevention efforts.

Other Updates

- Dunbar appliance choices were discussed last week with the Dunbar kitchen committee and purchased before February 22nd. PHA will set up a schedule of installation. The appliances include new stoves and refrigerators.
- Scholarship Opportunity: High school seniors living in public or assisted housing through a NYSPHADA member agency, including PHA, are eligible to apply! Scholarship Awards: \$2,500 for the winner \$1,000 for the runner-up. Deadline to Apply: April 9, 2025. The application is available at the office and on PHA's Facebook page.

Respectfully Submitted,

Janneyn Phalen

Executive Director

FINANCIAL REPORT



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

Peekskill Housing Authority
Balance Sheet
As of January 31, 2025

	Jan 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1111.2 Cash - Operating Account	299,846.99
1111.5 Cash - Payroll Account	14,729.82
1112 Chase - Nonfederal	539,701.74
1114 Security Deposit Fund	85,831.34
1117 Petty Cash Fund	1,000.00
Total Checking/Savings	941,109.89
Other Current Assets	
1123 Allowance for Doubt. Accts	-682,137.30
1125 AR HUD	252,219.57
1211 Prepaid Insurance	36,640.18
1260 Material Inventory	53,180.00
1261 Obsolete Inventory	-2,659.00
1122.1 - 1122.1 TAR Bohlmann	197,386.88
1122.2 - 1122.2 TAR Dunbar	118,068.41
1122.3 - 1122.3 TAR Turnkey	81,750.97
1122.7 - 1122.7 TAR Repays Bohlmann	318,156.79
1122.8 - 1122.8 TAR Repays Dunbar	169,069.14
1122.9 - 1122.9 TAR Repays Turnkey	57,404.48
1262 - 1262 Fuel Oil Inventory	27,374.00
Total Other Current Assets	626,454.12
Total Current Assets	1,567,564.01
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	8,622,776.36

Peekskill Housing Authority
Balance Sheet
As of January 31, 2025

	Jan 31, 25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2111 Accounts Payable	67,072.05
2114 Tenant Security Deposits	85,231.31
2117.3 Pension Payable	1,929.15
2117.5 Group Insurance	-837.64
2117.7 CSEA Dues	-94.52
2133 Accrued utilities	122,539.63
2135 Accrued Payroll	7,211.36
2136 Accrued Pension	-12,954.01
2137 Payments in Lieu of Taxes	93,023.00
2138 Accrued Comp. Absences	150,982.00
2146 Lease Payable	7,338.13
2240.1 · Prepaid Rent Bohmann	1,956.06
2240.2 · Prepaid Rent Dunbar	3,324.71
2240.3 · Prepaid Rent Turnkey	1,935.04
Total Other Current Liabilities	528,656.27
Total Current Liabilities	528,656.27
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	6,919,444.27
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	728,285.99
Total Equity	1,703,332.09
TOTAL LIABILITIES & EQUITY	8,622,776.36

Peekskill Housing Authority

Profit & Loss

January 2025

	Jan 25
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	94,055.00
3110.2 Dunbar Heights	54,548.00
3110.4 Turnkey	26,174.00
Total 3110 Dwelling Rental	174,777.00
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	885.00
3190.2 Dunbar Heights	750.00
3190.4 Turnkey	225.00
Total 3190 Nondwelling Rental	1,860.00
3610 Interest on Gen. Fund Inv.	490.54
3690 Other Income	
3690.3 Health Center Rent	740.16
3690.8 Work Orders	
Bohlmann Towers	90.00
Total 3690.8 Work Orders	90.00
3690.9 AC - BT	355.00
3690.9 Ac - TK	45.00
Total 3690 Other Income	1,230.16
3691 Other Income CFP Subsidy	16,666.67
8020 Operating Subsidy	
8020.1 AMP 1	66,887.40
8020.2 AMP2	69,054.40
Total 8020 Operating Subsidy	135,941.80
Total Income	330,966.17
Gross Profit	330,966.17
Expense	
4110 Administrative Salaries	40,492.93
4130 Legal Expense	6,850.00
4140 Staff Training	487.19
4170 Accounting Fees	2,400.00
4171 Auditing Fees	875.00
4190.15 Cell Phones/Pagers	61.64
4190.2 Membership Dues & Fees	350.00
4190.3 Telephone	749.06
4190.4 Collection Fees/Court Co	110.00
4190.5 Forms, Station. & Office	453.95
4190.6 All Other Sundry	2,829.27
4190.7 Admin. Service Contracts	1,685.68
4190.71 Leases	461.90
4190.9 Advertising	537.30
4310 Water & Sewer	59,899.07
4320 Electricity	19,337.19
4330 Gas	37,347.24
4335 Propane	4,086.97
4340 Fuel	41,116.64
4410 Labor	80,197.73
4420 Materials	
4420.01 Supplies - Grounds	13,461.64
Total 4420 Materials	13,461.64

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02/07/25

Accrual Basis

Peekskill Housing Authority
Profit & Loss
 January 2025

	Jan 25
4430.12 Other Maint Contracts	527.75
4430.3 Snow Removal	250.00
4430.4 Elevator Contracts	2,342.97
4430.5 Landscaping Contracts	5,299.88
4430.6 Unit Turnaround Contract	19,998.00
4430.9 Exterminating Contracts	2,952.56
4510 Insurance Expense	18,744.00
4510.4 Insurance - Other	5,484.59
4520 Payments in Lieu of Taxes	1,525.00
4540 Employee Benefits	
4540.1 Employee Ben - Admin	16,362.72
4540.2 Employee Ben - Maint	39,045.39
4540.6 GASB-68 Admin	6,477.00
Total 4540 Employee Benefits	61,885.11
4570 Collection Losses	8,333.33
Total Expense	441,133.59
Net Ordinary Income	-110,167.42
Other Income/Expense	
Other Income	
8029.53 ROSS Grant	14,722.67
Total Other Income	14,722.67
Other Expense	
4805 ROSS 2022 Expenses	10,486.09
Total Other Expense	10,486.09
Net Other Income	4,236.58
Net Income	-105,930.84

Peekskill Housing Authority
Profit & Loss
April 2024 through January 2025

	Apr '24 - Jan 25
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	941,071.18
3110.2 Dunbar Heights	522,149.00
3110.4 Turnkey	268,281.02
Total 3110 Dwelling Rental	1,731,501.20
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	8,930.85
3190.2 Dunbar Heights	7,440.00
3190.4 Turnkey	2,347.00
Total 3190 Nondwelling Rental	18,717.85
3610 Interest on Gen. Fund Inv.	6,200.57
3690 Other Income	
3690.1 Laundry Room Income	21,066.22
3690.3 Health Center Rent	7,401.60
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	2,595.38
Dunbar Heights	818.44
Turnkey	25.00
Total 3690.8 Work Orders	3,438.82
3690.9 AC - BT	6,261.91
3690.9 Ac - TK	470.48
3690 Other Income - Other	8,076.15
Total 3690 Other Income	44,796.63
3691 Other Income CFP Subsidy	174,048.70
8020 Operating Subsidy	
8020.1 AMP 1	839,931.40
8020.2 AMP2	857,975.40
Total 8020 Operating Subsidy	1,697,906.80
Total Income	3,673,171.75
Gross Profit	3,673,171.75
Expense	
4110 Administrative Salaries	256,989.04
4130 Legal Expense	39,808.31
4140 Staff Training	8,066.87
4170 Accounting Fees	25,500.00
4171 Auditing Fees	8,750.00
4190.15 Cell Phones/Pagers	61.64
4190.2 Membership Dues & Fees	1,405.00
4190.3 Telephone	2,103.33
4190.4 Collection Fees/Court Co	660.00
4190.5 Forms, Station. & Office	35,410.84
4190.6 All Other Sundry	29,199.20
4190.7 Admin. Service Contracts	40,365.42
4190.71 Leases	3,899.89
4190.72 Payroll Fees	685.79
4190.8 Bank Fees	95.14
4190.9 Advertising	3,266.80
4220.01 Other Tenant Services	8,809.43

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02/07/25

Accrual Basis

Peekskill Housing Authority
Profit & Loss
 April 2024 through January 2025

	Apr '24 - Jan 25
4310 Water & Sewer	217,689.40
4310.9 Sewer Taxes	48,820.84
4320 Electricity	214,122.70
4330 Gas	195,291.42
4335 Propane	16,104.59
4340 Fuel	134,690.90
4410 Labor	528,388.94
4420 Materials	
4420.01 Supplies - Grounds	145,669.38
4420 Materials - Other	7,341.61
Total 4420 Materials	153,010.99
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	19,499.36
4430.2 Heating & Cooling Contr	36,679.66
4430.3 Snow Removal	250.00
4430.4 Elevator Contracts	38,050.86
4430.5 Landscaping Contracts	75,249.88
4430.6 Unit Turnaround Contract	159,248.00
4430.7 Electrical Contracts	60,828.44
4430.9 Exterminating Contracts	13,980.20
4481 Security Camera Expense	400.00
4510 Insurance Expense	167,621.00
4510.4 Insurance - Other	5,484.59
4520 Payments in Lieu of Taxes	93,023.00
4540 Employee Benefits	
4540.1 Employee Ben - Admin	132,866.74
4540.2 Employee Ben - Maint	248,213.60
4540.6 GASB-68 Admin	79,338.99
Total 4540 Employee Benefits	460,419.33
4570 Collection Losses	83,333.30
4870 Extraordinary Items	1,500.00
4190.72 - 4190.73 IT Services	3,393.50
7520 - 7520 Equipment Purchases	72,860.00
Total Expense	3,339,186.63
Net Ordinary Income	333,985.12
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	57,086.85
8029.54 Capital Fund Grant 2023	8,666.45
Total Other Income	460,595.49
Other Expense	
4805 ROSS 2022 Expenses	66,294.62
Total Other Expense	66,294.62
Net Other Income	394,300.87
Net Income	728,285.99

Peekskill Housing Authority
Summary Operating Statement - Budget and Actual
Ten Months Ended January 31, 2025

	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	1,560,463	1,835,950	1,529,958	1,731,501	201,543
Nondwelling Rent	17,430	20,700	17,250	18,718	1,468
Interest Income	5,767	6,500	5,417	6,201	784
Other Income	45,972	56,000	46,667	44,796	(1,871)
HUD Operating Subsidy	1,563,697	1,770,000	1,475,000	1,697,907	222,907
CFP Operations Subsidy	202,185	200,000	166,667	174,049	7,382
Total Operating Receipts - Including HUD Contril	3,395,514	3,889,150	3,240,958	3,673,172	432,214
Expenses					
Operating Expenditures					
Administrative:					
Administrative Salaries	198,016	330,080	275,067	256,989	18,078
Legal Expense	47,467	45,000	37,500	39,808	(2,308)
Training	2,520	5,000	4,167	8,067	(3,900)
Travel	0	5,000	4,167	0	4,167
Accounting Fees	22,200	30,000	25,000	25,500	(500)
Auditing Fees	7,800	10,500	8,750	8,750	0
Telephone, Office Supplies, Miscellaneous	106,420	107,500	89,583	120,546	(30,963)
Total Administrative Expenses	384,423	533,080	444,233	459,660	(15,427)
Tenant Services:					
Contracts	0	0	0	0	0
Relocation and other	22,988	20,000	16,667	8,809	7,858
Total Tenant Services Expenses	22,988	20,000	16,667	8,809	7,858
Utilities:					
Water/Sewer	276,730	300,000	250,000	266,510	(16,510)
Electricity	154,429	225,000	187,500	214,123	(26,623)
Gas	233,035	295,000	245,833	195,291	50,542
Fuel	231,092	305,000	254,167	150,796	103,371
Total Utilities Expenses	895,286	1,125,000	937,500	826,720	110,780
Ordinary Maintenance & Operation:					
Labor-Maintenance	470,654	640,940	534,117	528,389	5,728
Materials - Maintenance	118,614	125,000	104,167	153,011	(48,844)
Maint Contract Costs	354,527	358,500	298,750	477,955	(179,205)
Total Maintenance Expenses	943,795	1,124,440	937,033	1,159,355	(222,322)
Protective Services:					
Contracts	975	5,000	4,167	400	3,767
Total Protective Services	975	5,000	4,167	400	3,767
General Expense:					
Insurance	209,414	255,200	212,667	167,621	45,046
Payments in Lieu of Taxes	68,799	73,770	61,475	93,023	(31,548)
Employee Benefit Contributions	446,295	620,780	517,317	465,904	51,413
Collection Losses	83,135	100,000	83,333	83,333	0
Total General Expenses	807,643	1,049,750	874,792	809,881	64,911
Nonroutine Items:					
Extraordinary Items	35,349	10,000	8,333	74,360	(66,027)
Total Operating Expenses	3,090,459	3,867,270	3,222,725	3,339,185	(50,433)
Net Income/(Loss)	305,055	21,880	18,233	333,987	315,754

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING THE
REVIEW OF MONTHLY BILLS AS LISTED
JANUARY 2025**

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 January 2025 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 January 2025.

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: February 27th, 2025

J. Phalen, Executive Director

Peekskill Housing Authority

Transaction List by Vendor

January 2025

Type	Date	Memo	Amount
Arthur J McDonough			
Bill	01/28/2025	MEDICARE PART B REIMB...	-2,096.40
Bill Pmt -Check	01/29/2025	MEDICARE PART B REIMB...	-2,096.40
Audrey J Peterson			
Bill	01/28/2025	MEDICARE PART B REIMB...	-2,096.40
Bill Pmt -Check	01/29/2025	MEDICARE PART B REIMB...	-2,096.40
Avaya Financial Services			
Bill	01/02/2025	Office Phones	-135.27
Bill Pmt -Check	01/02/2025	Office Phones	-135.27
Bill	01/28/2025	Financial Services	-135.27
Bill Pmt -Check	01/29/2025	Financial Services	-135.27
Brenda Godbee			
Bill	01/29/2025	Medicare Part B premiums	-2,096.40
Bill Pmt -Check	01/29/2025	Medicare Part B premiums	-2,096.40
Chase Card			
Bill	01/29/2025	Chase Account ending in 55...	-10,054.12
Bill Pmt -Check	01/29/2025	Chase Account ending in 55...	-10,054.12
City of Peekskill (cpw)			
Bill	01/16/2025	Water bill	-59,899.07
Bill Pmt -Check	01/16/2025	Water bill	-59,899.07
City of Peekskill (Gas)			
Bill	01/16/2025	Vehicle fuel	-182.52
Bill Pmt -Check	01/16/2025	Vehicle fuel	-182.52
Con Edison			
General Journal	01/06/2025	807 Main St heat	22,805.19
General Journal	01/15/2025	Kiley Ctr	5,214.31
Crown Trophy			
Bill	01/16/2025	Engraved Plate	-22.50
Bill Pmt -Check	01/16/2025	Engraved Plate	-22.50
CSEA			
Bill	01/02/2025	Union Dues	-336.98
Bill Pmt -Check	01/02/2025	Union Dues	-336.98
Bill	01/16/2025	Union Dues	-336.98
Bill	01/16/2025	Agency union dues	-336.98
Bill Pmt -Check	01/16/2025		-673.96
CSEA Employee Benefit Fund			
Bill	01/28/2025	CSEA EBF Dental & Vision	-1,732.17
Bill Pmt -Check	01/29/2025	CSEA EBF Dental & Vision	-1,732.17
DEC COPIERS LEASING			
Bill	01/28/2025	Copier Leasing	-149.00
Bill Pmt -Check	01/29/2025	Copier Leasing	-149.00
DEC Office Leasing			
Bill	01/02/2025	Office Copier Lease	-312.90
Bill Pmt -Check	01/02/2025	Office Copier Lease	-312.90
DEC Office Solutions, Inc.			
Bill	01/16/2025	Toner	-432.20
Bill Pmt -Check	01/16/2025	Toner	-432.20
Bill	01/28/2025	Toner Delivery Charge	-21.75
Bill Pmt -Check	01/29/2025	Toner Delivery Charge	-21.75
DJM Tree Service Inc.			
Bill	01/27/2025	Tree cutting service	-3,784.38
Bill Pmt -Check	01/29/2025	Tree cutting service	-3,784.38
Eileen McDonough			
Bill	01/28/2025	MEDICARE PART B REIMB...	-2,096.40
Bill Pmt -Check	01/29/2025	MEDICARE PART B REIMB...	-2,096.40
Flanders Group			
Bill	01/16/2025	Worker's Compensation NY ...	-1,486.52
Bill Pmt -Check	01/16/2025	Worker's Compensation NY ...	-1,486.52
Bill	01/28/2025	Safety Group 512 Renewal ...	-1,486.52
Bill Pmt -Check	01/29/2025	Safety Group 512 Renewal ...	-1,486.52
Gannett New York-New Jersey LocalIQ			
Bill	01/16/2025	Notice Advertising	-537.30
Bill Pmt -Check	01/16/2025	Notice Advertising	-537.30
Gerardo Pizarro			
Bill	01/16/2025	uniform allowance reimburs...	-311.59
Bill Pmt -Check	01/16/2025	uniform allowance reimburs...	-311.59
Bill	01/27/2025	longevity	-1,100.00
Bill Pmt -Check	01/29/2025	longevity	-1,100.00

Peekskill Housing Authority

Transaction List by Vendor

January 2025

Type	Date	Memo	Amount
Grainger			
Bill	01/02/2025	Maintenance Materials	-2,137.71
Bill Pmt -Check	01/02/2025	Maintenance Materials	-2,137.71
Home Depot Credit Services			
Bill	01/02/2025	Maintenance Supplies- Dec...	-3,081.55
Bill Pmt -Check	01/02/2025	Maintenance Supplies- Dec...	-3,081.55
Home Improvement St. John's			
Bill	01/02/2025	Unit Turnaround-1719B-1L	-10,252.80
Bill Pmt -Check	01/02/2025	Unit Turnaround-1719B-1L	-10,252.80
Bill	01/30/2025	Unit Turnaround at 1719B, ...	-9,999.00
Bill Pmt -Check	01/30/2025	Unit Turnaround at 1719B, ...	-9,999.00
Housing Authority Risk Retention Group			
Bill	01/16/2025	Legal Expense	-6,541.50
Bill Pmt -Check	01/16/2025	Legal Expense	-6,541.50
IRS			
Bill	01/02/2025	Employer ID#13-1867414, J...	-8,572.91
Bill Pmt -Check	01/02/2025	Employer ID#13-1867414, J...	-8,572.91
Jerry Best			
Bill	01/06/2025	Snow Removal	-50.00
Bill Pmt -Check	01/06/2025	Snow Removal	-50.00
Bill	01/06/2025		0.00
John G. Cruikshank			
Bill	01/02/2025	Accounting Services - Dece...	-2,400.00
Bill Pmt -Check	01/02/2025	Accounting Services - Dece...	-2,400.00
Juan Salazar			
Bill	01/16/2025	Disposal of leaves	-1,515.50
Bill Pmt -Check	01/16/2025	Disposal of leaves	-1,515.50
Kimberlyn McIver			
Bill	01/02/2025	ROSS Coordinator Fees	-2,855.00
Bill Pmt -Check	01/02/2025	ROSS Coordinator Fees	-2,855.00
Bill	01/16/2025	ROSS Coordinator Fees	-2,855.00
Bill Pmt -Check	01/16/2025	ROSS Coordinator Fees	-2,855.00
Bill	01/28/2025	Ross Coordinator Fees	-2,855.00
Bill Pmt -Check	01/29/2025	Ross Coordinator Fees	-2,855.00
Kisha Williams emp			
Bill	01/27/2025	retirement reimbursement	-82.47
Bill Pmt -Check	01/29/2025	retirement reimbursement	-82.47
Kristopher Travis (PT)			
Bill	01/02/2025	Snow Removal	-200.00
Bill Pmt -Check	01/02/2025	Snow Removal	-200.00
LAN Associates LLP.			
Bill	01/28/2025	Preparation of Digital Library...	-350.00
Bill Pmt -Check	01/29/2025	Preparation of Digital Library...	-350.00
Loretta Male			
Bill	01/28/2025	Medicare Part B Reimburse...	-2,096.40
Bill Pmt -Check	01/29/2025	Medicare Part B Reimburse...	-2,096.40
Malcolm Johnson & Company			
Bill	01/02/2025	Audit of Basic Financial Stat...	-5,350.00
Bill Pmt -Check	01/02/2025	Audit of Basic Financial Stat...	-5,350.00
Michael Belanich			
Bill	01/28/2025	Service Credit Purchase Ref...	-1,171.44
Bill Pmt -Check	01/29/2025	Service Credit Purchase Ref...	-1,171.44
New York Power Authority			
Bill	01/16/2025	Electricity- All sites	-19,337.19
Bill Pmt -Check	01/16/2025	Electricity- All sites	-19,337.19
NYS and Local Retirement Systems			
General Journal	01/06/2025	January ERS payt	3,245.85
NYS Employees' Health Insurance Pending A			
Bill	01/16/2025	Health Insurance	-32,910.35
Bill Pmt -Check	01/16/2025	Health Insurance	-32,910.35
NYS Unemployment Insurance			
Bill	01/28/2025	04-640175 Unemployment I...	-5,484.59
Bill Pmt -Check	01/29/2025	04-640175 Unemployment I...	-5,484.59
NYSIF			
Bill	01/16/2025	New York State Insurance F...	-977.04
Bill Pmt -Check	01/16/2025	New York State Insurance F...	-977.04

Peekskill Housing Authority Transaction List by Vendor January 2025

Type	Date	Memo	Amount
NYS PHADA			
Bill	01/16/2025	Directors Association Memb...	-350.00
Bill Pmt -Check	01/16/2025	Directors Association Memb...	-350.00
Otis Elevator Company			
Bill	01/28/2025	100401814523 - Maintenanc...	-2,342.97
Bill Pmt -Check	01/29/2025	100401814523 - Maintenanc...	-2,342.97
Paychex			
General Journal	01/02/2025	Paychex invoice	161.06
General Journal	01/15/2025	Corestream	68.96
General Journal	01/16/2025	Paychex invoice	439.56
General Journal	01/29/2025	Corestream	68.96
General Journal	01/30/2025	Paychex invoice	161.06
Peekskill City Marshal			
Bill	01/28/2025	Serving Warrant	-110.00
Bill Pmt -Check	01/29/2025	Serving Warrant	-110.00
Peekskill Electric Motor			
Bill	01/02/2025	Maintenance Materials	-175.60
Bill	01/02/2025	Maintenance Materials	-1,309.90
Bill Pmt -Check	01/02/2025		-1,485.50
Pestech			
Bill	01/16/2025	Extermination Services	-2,095.04
Bill Pmt -Check	01/16/2025	Extermination Services	-2,095.04
Bill	01/28/2025	Monthly Exterminator Service	-857.52
Bill Pmt -Check	01/29/2025	Monthly Exterminator Service	-857.52
Pierro & Kamensky			
Bill	01/02/2025	Legal Reimbursement	-3,160.00
Bill Pmt -Check	01/02/2025	Legal Reimbursement	-3,160.00
Bill	01/16/2025	Legal Services	-3,690.00
Bill Pmt -Check	01/16/2025	Legal Services	-3,690.00
Purchase Power			
Bill	01/16/2025	8000-9090-0055-6733 (Post...	-705.25
Bill Pmt -Check	01/16/2025	8000-9090-0055-6733 (Post...	-705.25
Ready Refresh			
Bill	01/02/2025	Equipment Lease/Cleaning	-138.97
Bill Pmt -Check	01/02/2025	Equipment Lease/Cleaning	-138.97
Right-Trak Design Inc.			
Bill	01/16/2025	Bid package and CFP FY24	-527.75
Bill Pmt -Check	01/16/2025	Bid package and CFP FY24	-527.75
Robison Oil			
General Journal	01/02/2025	Robison invoice	8,004.40
General Journal	01/16/2025	Robison invoice	14,771.85
General Journal	01/30/2025	Robison invoice	18,340.39
Safe Cloud, Inc.			
Bill	01/16/2025	Safe Cloud Inc, IT services	-750.00
Bill Pmt -Check	01/16/2025	Safe Cloud Inc, IT services	-750.00
Sam Bailey			
Bill	01/28/2025	MEDICARE PART B REIMB...	-2,096.40
Bill Pmt -Check	01/29/2025	MEDICARE PART B REIMB...	-2,096.40
Sav-Mor Discount Auto Parts			
Bill	01/02/2025	Maintenance Supplies	-15.99
Bill	01/02/2025	Maintenance Supplies	-44.98
Bill Pmt -Check	01/02/2025		-60.97
Stericycle, Inc			
Bill	01/02/2025	Secure Document Disposal	-87.00
Bill Pmt -Check	01/02/2025	Secure Document Disposal	-87.00
Bill	01/28/2025	1000899111 SECURE DOC...	-87.00
Bill Pmt -Check	01/29/2025	1000899111 SECURE DOC...	-87.00
Suburban Propane			
Bill	01/16/2025	Propane Delivery	-2,844.75
Bill Pmt -Check	01/16/2025	Propane Delivery	-2,844.75
Bill	01/29/2025	Propane Delivery 696 highla...	-1,242.22
Bill Pmt -Check	01/29/2025	Propane Delivery 696 highla...	-1,242.22
Verizon Wireless			
Bill	01/02/2025	Wireless Service	-351.40
Bill	01/02/2025	Wireless Service	-30.82
Bill Pmt -Check	01/02/2025		-382.22
Bill	01/29/2025	invoice numbers 610365382...	-384.24
Bill Pmt -Check	01/29/2025	invoice numbers 610365382...	-384.24