



BOARD OF COMMISSIONERS MEETING

MARCH 20, 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 – MARCH 20th, 2025 BOHLMANN TOWERS AGENDA

- I. ROLL CALL
- II. APPROVAL OF MINUTES:
 - a. Resolution – 03/01/2025 – February 27, 2025 – Regular Meeting Minutes
- III. CORRESPONDENCE: None
- IV. EXECUTIVE DIRECTOR'S REPORT:
 - a) Monthly Report – March 2025
 - b) Financial Report – February 2025
- V. COUNSEL'S REPORT
- VI. FISCAL YEAR 2026 BUDGET REVIEW
 - a. John Cruikshank-CPA
- VII. UNFINISHED BUSINESS: None
- VIII. NEW BUSINESS:
 - a) Resolution – 03/02/2025 – January Monthly Bills
 - b) Resolution – 03/03/2025 -- Approving Operating Budget for the Fiscal Year April 1, 2025 to March 31, 2026
- IX. TENANTS' COMMENTS AND CONCERNS
- X. ADJOURNMENT

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING
FEBRUARY 27th, 2025 BOARD MEETING MINUTES
REGULAR SESSION**

WHEREAS, The Board of Commissioners have reviewed the minutes of February 27, 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 February 27, 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: March 20, 2025

J. Phalen, Executive Director



PEEKSKILL HOUSING AUTHORITY

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PEEKSKILL HOUSING AUTHORITY MONTHLY BOARD OF COMMISSIONERS REGULAR MEETING MINUTES FEBRUARY 27, 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 February 27, 2025 Monthly Board of Commissioners Meeting.

Resolution – 02/01/2025 – Regular Meeting Minutes

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

Resolution – 02/02/2025 – Special Meeting Minutes

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

EXECUTIVE DIRECTOR'S REPORT

Revenue – HUD subsidy for January \$187,365

Other Revenue – January \$4,200

Tenant Charges

Executive Director Phalen explained the Rent Charges, Total tenant charges, Total Collected, Unpaid Tenant Balance for January 2025.

Bills Paid –The Executive Director reviewed the January bills.

Total expenses for January 2025 \$371,400

Court Proceedings – 3 Adjourned

Tenant Payment Agreements- TPA

Total of 65 residents have payment agreements with a remaining balance of \$558,824.21

Work Orders – January 127, 6 outstanding as January 31st.

Unit Turnovers – 3 vacancies as of January 31st.

Extermination- 1 bedbug treatment in January 2025.

Tenants Account Receivable (TAR)

Total past due for January 2025- 147 tenants (54%) owed \$983,179

Police Reports

Police Activity PHA January 7- January 13, 2025, -Bohlmann Towers had 25 visits (20 patrol/follow-up, 5 other), and Dunbar Heights had 32 visits (30 patrol/follow-up, 2 other).

Police Activity PHA January 21- January 27, 2025, -Bohlmann Towers had 27 visits (22 patrol/follow-up, 5 other), and Dunbar Heights had 30 visits (28 patrol/follow-up, 2 other).

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.

GrantsPending

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.

Commissioner Smith-Defreitas: Who's monitoring BABA?

Executive Director Phalen: HUD.

Commissioner Smith-Defreitas: In regards to the Section 504 suggested improvements, are we out of compliance?

Executive Director Phalen: No, we are not.

Commissioner Smith-Defreitas: Who determines compliance?

Executive Director Phalen: HUD.

Commissioner Smith-Defreitas: Is the building concrete?

Executive Director Phalen: Yes, Bohlman Towers is concrete.

Chairman Simpkins: The only thing you have to do for the scholarship is fill out the application?

Executive Director Phalen: Yes.

COUNSEL'S REPORT

Attorney Kamensky: I continue to work through non-payments. I have been working on a few things. HUD has finalized a rule changing the notice period required before initiating a nonpayment proceeding from 14 days to 30 days. The revised notices will include additional information for tenants and will be updated accordingly. The other thing I have been asked to prepare is some guidelines for dealing with ICE as it has come up in other organizations. The guidelines for Housing Authority employees regarding ICE visits outline that agents are not permitted to enter non-public areas without a valid warrant or obtain personal information without a valid subpoena or warrant. Employees are advised to verify any documents presented without questioning their validity and report the matter to management immediately. They are also instructed to document the encounter by recording details of the ICE agent and making copies of any presented documents. Additionally, employees are cautioned against assisting anyone in evading ICE, as this could lead to personal consequences. All incidents are to be promptly reported to management to ensure proper handling and compliance.

Commissioner Smith-Defreitas: Is the memo to staff going to be a policy?

Attorney Kamensky: It's instructions to the employees on how to deal with ICE. It's not a policy, it's just stating what the law is.

Commissioner Smith-Defreitas: How will it be distributed to staff?

Executive Director Phalen: We have the space in the office where HR forms are posted. It'll go in there, and it will be posted in the maintenance shops as well.

Vice Chairman Houston: Do you have meetings with the staff?

Executive Director Phalen: Daily meeting with office staff and weekly meeting with maintenance

UNFINISHED BUSINESS – None

NEW BUSINESS

Resolution – 02/03/2025 – January Monthly Bills

Chairman Simpkins asked for a motion to pass Resolution 02/03/2025. 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-Aye: Commissioner Benson-Aye: Resolution passes.

TENANTS QUESTIONS COMMENTS AND CONCERNS:

Pauline G: Any updates on the kitchen and bathrooms?

Executive Director Phalen: The bidding process for the bathroom renovations is expected to start in March, possibly moving to early April. Kitchen appliance orders have been placed, with work beginning at the third court. A schedule will be created to ensure not all units are addressed simultaneously, and residents will receive notices at least one week before work begins.

Pauline G: I want to keep my cabinets. They are beautiful. I'm willing to help you save money, because I need my floors done.

Executive Director Phalen: Not all cabinets are in good condition, but that's not a part of the of what we are currently doing.

Commissioner Simmons: Can we identify which apartments have wood cabinets and try to save what we can?

Executive Director Phalen: They all do. When we get to that portion of it, each unit will be assessed individually.

Layla F: My mom lives in Dunbar and dogs are constantly off their leash and they use the fence behind the building as a dog park.

Vice Chairman Houston: Can we send notices about cleaning up after dogs?

Commissioner Simmons: What are the steps when people don't clean up after their dogs?

Attorney Kamensky: All answers lead to eviction

Commissioner Defreitas: Is that currently a lease violation?

Executive Director Phalen: Yes

Attorney Kamensky: I would also add that if someone has an emotional support animal and it meets the requirements of showing that it is, you cannot impose for that animal the requirements of the pet policy.

Commissioner Benson: I can't handle it. It's just too much baby stuff going on. We're grown people.
(Commissioner Benson left the meeting at 7:48 pm)

Beth W.: I'm Beth Woogen, and though I'm not a Peekskill resident, I want this on record. Peekskill Public Housing is a public social service, and I care about residents' quality of life. The back porches are not just amenities. New stairs installed in 2021 failed to meet ADA standards, and while some fixes were made, funding ran out before the work was completed. This is a serious safety issue, if injuries occur, the Housing Authority is liable. The stair treads are unsuitable for residential use, and temporary fixes won't cut it. Proper, lasting corrections are needed.

Commissioner Defreitas: Janneyn, were permits issued for these stairs? If so, how were they approved if they weren't compliant? What is the real situation? Are the stairs up to code, or is there a violation? Everyone dislikes them, but we need facts, not speculation, so we can move forward.

Executive Director Phalen: The Peekskill Housing Authority has never received any code violations from the city of Peekskill or any other entity regarding the stairs not being compliant with ADA.

Commissioner Smith-Defreitas: And is the official function of the stairs?

Executive Director Phalen: They are emergency exits

Commissioner Smith-Defreitas: That's all I wanted to know. Just so when we are all on the same page. I'm not saying that adjustments won't be done, but what I'm saying is call it what it is. It is not a violation. We have not been cited by any entity.

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 8:27 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 Simmons seconded.

The meeting adjourned at 8:56 PM

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

Revenue	February
HUD Subsidy – Bohlmann (AMP 1)	65,292
HUD Subsidy – All other sites (AMP 2)	69,054
Proceeds from Capital Funds/ROSS Grant	344,309
Total HUD Revenue	144,345
Other Revenue– Non-Federal	
Laundry Commissions	2,644
CAP Office	0
Health Center	740
Interest	505
Total	3,889
TENANT CHARGES	February
	178,363
Rent	
Parking	1,845
Late Fees	1,518
Misc. (key cards, maintenance charges, legal fees)	135
Air Conditioners	415
TOTAL TENANT CHARGES	182,276
Total Collected	156,163
Unpaid Tenant Balance for the month	26,113
Write offs, AJE's, Move outs	0
All Outstanding Tenant Charges	\$1,009,293

Financial

BILLS PAID

	February
Payroll (M)	81,210
Elevator (Q)	0
Exterminator (M)	858
Trash – Dumpsters	0
City Trash Collection (Q)	0
City Water (Q)	0
Sewer Tax (Semi-Annual)	0
Robison Fuel Oil (M)	17,497
Electric (M)	22,603
Gas (M)	50,421
Propane (M)	4,631
Legal – PHA Attorney (M)	3,200
Legal – Labor Attorney	391
Lawsuit Deductibles	408
Health Insurance/Dental Insurance(M)	34,642
Process Server – Evictions (M)	110
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	46,287
Credit Card (M)-Maintenance Supplies, Office Expenses, Tenant Services	0
Other Maintenance Supplies and Contracts (M)	11,922
Other Office Expenses and Contracts (M)	6,024
PILOT (SA)	0
NYS Retirement Contribution (A)	0
Medicare Part B Reimbursement	2,825
Unit Turnaround Contracts	7,600
TOTAL EXPENSES	\$290,620
ROSS Grant (Salary, expenses and training)	5,710
CAPITAL FUND PROJECTS (construction and architect fees)	239,849

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	4	113,055	0	0	3-Adjourned 1-Eviction
February 2025	5	160,307	0	0	5-Adjourned

WORK ORDERS

MONTH	CALLS	COMPLETE	OUTSTANDING OR COMMENTS
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	127	
February	122	122	

TENANT PAYMENT AGREEMENT LISTING

Tenant Code	Start Month	End Month	Agreement Amount	Received Amount	Remaining Amount	Comments
Bohlmann						
t0001245	07/2023	12/31/2045	7,718.66	1,250.00	6,468.66	
p00117	07/2023	12/31/2058	22,425.06	1,839.00	20,586.06	
t0001162	12/2024	12/31/2058	10,457.95	33.00	10,424.95	
t0001120	12/2024	12/31/2036	4,030.10	606.30	3,423.80	
p00103	11/2024	12/31/2093	20,904.70	40.00	20,864.70	
t0000214	08/2023	12/31/2038	5,701.80	1,375.00	4,326.80	
t0001195	08/2023	12/31/2028	2,189.70	524.00	1,665.70	
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	1,550.00	32,771.20	
t0000176	06/2023	12/31/2031	5,799.00	1,148.00	4,651.00	
u0001117	12/2023	12/31/2038	4,773.80	614.40	4,159.40	
t0001121	06/2023	12/31/2031	2,605.85	528.00	2,077.85	
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	2,000.00	3,203.30	
t0000495	08/2023	12/31/2039	5,894.05	4,433.40	1,460.65	
t0000979	05/2024	12/31/2045	7,868.80	300.00	7,568.80	
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	
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	
t0001253	11/2023	12/31/2029	2,205.10	1,851.00	354.10	
t0000213	05/2023	12/31/2035	18,603.00	4,400.00	14,203.00	
t0000269	01/2025	12/31/2251	68,703.30	425.00	68,278.30	
t0000395	02/2023	12/31/2025	909.30	611.00	298.30	
t0000372	02/2024	12/31/2055	10,430.80	1,076.20	9,354.60	
t0001610	06/2023	12/31/2026	4,721.19	1,434.00	3,287.19	
t0000193	10/2024	12/31/2071	5,669.00	60.00	5,609.00	
Total Bohlmann (32)			374,277.99	75,043.06	299,234.93	

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	7,866.00	5,073.00	
t0001613	11/2023	12/31/2034	13,591.80	1,600.00	11,991.80	
t0001237	11/2024	12/31/2037	5,655.00	1,572.00	4,083.00	
t0000059	02/2024	12/31/2093	20,999.90	325.00	20,674.90	
t0000765	03/2025	12/31/2033	3,309.20	500.00	2,809.20	
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	125.00	8,453.47	
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	5,466.20	8,838.20	
t0001930	01/2025	12/31/2035	4,011.00	546.00	3,465.00	
t0000022	06/2023	12/31/2027	2,286.00	1,098.00	1,188.00	
t0001652	11/2023	12/31/2058	10,767.00	50.00	10,717.00	
t0000154	06/2021	12/31/2041	6,257.25	1,123.00	5,134.25	
p00088	12/2022	12/31/2023	5,434.12	3,674.00	1,760.12	
t0001635	07/2023	12/31/2030	4,058.00	900.00	3,158.00	
p00003	11/2024	12/31/2057	10,434.65	389.00	10,045.65	
t0000033	09/2024	12/31/2123	30,211.25	500.00	29,711.25	
t0001248	11/2023	12/31/2029	2,756.00	2,697.00	59.00	
t0001659	09/2023	12/31/2043	6,741.70	950.00	5,791.70	
t0000904	05/2023	12/31/2030	8,402.10	2,231.00	6,171.10	
Total Dunbar (23)			223,584.74	48,097.80	175,486.94	

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	1,793.00	7,882.48	
t0000063	02/2025	12/31/2036	9,717.00	2,528.00	7,189.00	
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	1,588.00	5,410.50	
t0001627	08/2023	12/31/2028	2,038.05	625.00	1,413.05	
Total Turnkey (10)			92,975.40	34,796.00	58,179.40	
			Agreement	Received	Remaining	
PHA TOTAL (65)			690,838.13	157,936.86	532,901.27	

UNIT TURNOVER

SITE/UNIT	SIZE	VACANT	COMPLETE	LEASED	COMMENT
BT 1-G	1	12/01/24	01/24/24		LEASE 3/3/25
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 10-B	3	1/16/25	2/20/25		LEASE 3/3/25
DH 11-B	1	11/15/24	01/7/25	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 4/1/25
TOTAL VACANT	3				

VACANCIES

	TOTAL UNITS	HUD APPROVED OFFLINE	VACANT UNITS	ACTIVE UNITS AS OF FEB 28
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				99% (270)

EXTERMINATION SUMMARY – BEDBUGS - # Treatments

	2023	2024	2025	Comment
January	0	0	1	
February	0	2	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	3	
COST	\$2,340	\$2,267	\$674	

TENANT ACCOUNTS RECEIVABLE - LATE OR NO PAYMENT

SITE	# Units	No Payment	Past Due through February 28,2025
Bohlmann Towers	144	(28) 30	90 owed \$521,481 (503,828)
Dunbar Heights	96	(18) 20	48 owed \$344,029 (337,977)
Turnkey	33	(9) 11	20 owed \$143,809 (141,374)
Totals	273	(55) 61	158- 57% - \$1,009,293 (\$983,179)

Parenthesis () represents the previous month.

PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS

PHA Activity 2/4-2/10/25	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	44	32	12*
Dunbar Heights	40	35	5*
*BT – Other (id theft, investigation, park walk and talk, disorderly group, altercation, parking complaint, welfare check)			
*DH – Other (traffic stop, agency assist)			
PHA Activity 2/18-2/24/25	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	34	31	3*
Dunbar Heights	39	35	4*
*BT – Other (agency assist, parking complaint)			
*DH – Other (larceny, medical, susp activity, park walk and talk)			

Proposed Budget 2026

The anticipated 2026 budget has been prepared for the fiscal year April 1, 2025, through March 31, 2026. This budget reflects our ongoing commitment to financial stability while addressing key operational needs, tenant services, and infrastructure improvements.

Each board member has received a copy of the proposed budget, along with a detailed breakdown of projected income and expenditures. John Cruikshank, PHA fee accountant, will present the budget during this meeting, providing an overview of key allocations and responding to any questions.

A board resolution is requested for approval to ensure the timely implementation of the budget for the upcoming fiscal year.

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.

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.
3. **Emergency Safety and Security Grant Application 2025:** Seeking \$250,000
PHA is applying for Emergency Safety and Security Grant (ESSG) funding to address NSPIRE deficiency-related hazards across Bohlmann Towers, Dunbar Heights, and Turnkey properties. This funding will support critical safety upgrades, including ventilation improvements, electrical repairs (GFCI), roofing fixes, and moisture control measures to mitigate mold risks. These improvements are essential to ensuring compliance with NSPIRE standards and creating safer, healthier living conditions for all residents.

Awarded (pending receipt)

1. **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 is out now and due back April 4th, 2025 at 2pm.
 - Legal Services- The initial January 6 deadline was extended to January 31, but with only two responses, PHA is rebidding the RFP soon to encourage more proposals and ensure a competitive selection.
 - Fence Repairs (2024 Safety and Security Grant): \$83,000 for PHA-wide repairs (springtime bid).
 - Landscaping: The bid was published on the Housing Marketplace on March 11, with all questions due by March 20. A pre-bid conference is scheduled for March 21, providing an opportunity for interested parties to seek clarification. Final submissions are due by April 1 at 12:00 PM.
-

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.
- Due to security concerns, the laundry rooms at 1431 Park Street and 1719 Park Street will now be open daily from 7:30 AM to 9:30 PM. The door will be locked at 9:30 PM each evening. Signs will be posted, and a flyer has been distributed to residents informing them of the new schedule.
- 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.
- The 2025 HAI Group Resident Scholarship Program offers 20 scholarships of \$6,000 each to eligible residents pursuing higher education. Applications are due by May 30, 2025, at 3:30 PM ET. Residents can apply online at www.haigroup.com/scholarships or pick up an application at the PHA office.

Respectfully Submitted,

Janneyn 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

03/05/25

Accrual Basis

Peekskill Housing Authority
Balance Sheet
As of February 28, 2025

	Feb 28, 25
ASSETS	
Current Assets	
Checking/Savings	
1111.2 Cash - Operating Account	286,428.73
1111.5 Cash - Payroll Account	35,501.24
1112 Chase - Nonfederal	599,520.74
1114 Security Deposit Fund	86,131.66
1117 Petty Cash Fund	1,000.00
Total Checking/Savings	1,008,582.37
Other Current Assets	
1123 Allowance for Doubt. Accts	-690,470.63
1125 AR HUD	268,886.24
1211 Prepaid Insurance	64,590.72
1260 Material Inventory	53,180.00
1261 Obsolete Inventory	-2,659.00
1122.1 · 1122.1 TAR Bohlmann	246,240.93
1122.2 · 1122.2 TAR Dunbar	121,980.54
1122.3 · 1122.3 TAR Turnkey	92,738.91
1122.7 · 1122.7 TAR Repays Bohlmann	286,826.16
1122.8 · 1122.8 TAR Repays Dunbar	171,133.34
1122.9 · 1122.9 TAR Repays Turnkey	48,825.52
1262 · 1262 Fuel Oil Inventory	27,374.00
Total Other Current Assets	688,646.73
Total Current Assets	1,697,229.10
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	573,995.92
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	6,084,212.35
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	8,991,290.45

Peekskill Housing Authority
Balance Sheet
As of February 28, 2025

	Feb 28, 25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2111 Accounts Payable	67,947.05
2114 Tenant Security Deposits	85,531.63
2117.3 Pension Payable	2,080.72
2117.5 Group Insurance	2,536.20
2117.7 CSEA Dues	-114.36
2133 Accrued utilities	122,539.63
2135 Accrued Payroll	7,211.36
2136 Accrued Pension	-6,477.01
2137 Payments in Lieu of Taxes	101,570.00
2138 Accrued Comp. Absences	150,982.00
2146 Lease Payable	7,338.13
2240.1 - Prepaid Rent Bohlmann	1,826.37
2240.2 - Prepaid Rent Dunbar	3,275.74
2240.3 - Prepaid Rent Turnkey	1,908.77
Total Other Current Liabilities	548,156.23
Total Current Liabilities	548,156.23
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	6,938,944.23
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	1,077,300.12
Total Equity	2,052,346.22
TOTAL LIABILITIES & EQUITY	8,991,290.45

Peekskill Housing Authority
Profit & Loss
February 2025

	Feb 25
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	95,415.00
3110.2 Dunbar Heights	56,633.00
3110.4 Turnkey	26,315.00
Total 3110 Dwelling Rental	178,363.00
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	900.00
3190.2 Dunbar Heights	720.00
3190.4 Turnkey	225.00
Total 3190 Nondwelling Rental	1,845.00
3610 Interest on Gen. Fund Inv.	505.25
3690 Other Income	
3690.1 Laundry Room Income	2,643.75
3690.3 Health Center Rent	740.16
3690.6 Late Fees	
Bohlmann Towers	1,159.65
Dunbar Heights	241.30
Turnkey	117.25
Total 3690.6 Late Fees	1,518.20
3690.8 Work Orders	
Bohlmann Towers	135.00
Total 3690.8 Work Orders	135.00
3690.9 AC - BT	385.00
3690.9 Ac - TK	30.00
Total 3690 Other Income	5,452.11
3691 Other Income CFP Subsidy	16,666.67
8020 Operating Subsidy	
8020.1 AMP 1	65,291.66
8020.2 AMP2	69,054.48
8020.5 Shortfall Funds	9,999.00
Total 8020 Operating Subsidy	144,345.14
Total Income	347,177.17
Gross Profit	347,177.17
Expense	
4110 Administrative Salaries	27,304.29
4130 Legal Expense	3,591.00
4170 Accounting Fees	2,400.00
4171 Auditing Fees	875.00
4190.2 Membership Dues & Fees	442.26
4190.3 Telephone	847.61
4190.4 Collection Fees/Court Co	110.00
4190.6 All Other Sundry	2,515.53
4190.7 Admin. Service Contracts	-125.91
4190.71 Leases	1,065.39
4190.9 Advertising	1,153.20
4320 Electricity	22,603.17
4330 Gas	50,421.45
4335 Propane	4,631.29
4340 Fuel	17,497.43
4410 Labor	53,906.10

4:08 PM

03/05/25

Accrual Basis

Peekskill Housing Authority
Profit & Loss
February 2025

	Feb 25
4420 Materials	
4420.01 Supplies - Grounds	9,518.43
Total 4420 Materials	9,518.43
4430.11 Routine Maint Contracts	11,922.25
4430.12 Other Maint Contracts	31,064.00
4430.3 Snow Removal	360.00
4430.6 Unit Turnaround Contract	7,600.00
4430.9 Exterminating Contracts	857.52
4510 Insurance Expense	18,745.00
4520 Payments in Lieu of Taxes	8,547.00
4540 Employee Benefits	
4540.1 Employee Ben - Admin	17,417.65
4540.2 Employee Ben - Maint	25,932.29
4540.6 GASB-68 Admin	6,477.00
Total 4540 Employee Benefits	49,826.94
4570 Collection Losses	8,333.33
4190.72 - 4190.73 IT Services	750.00
Total Expense	336,762.28
Net Ordinary Income	10,414.89
Other Income/Expense	
Other Income	
8029.51 Capital Fund Grant 2021	341,340.08
8029.53 ROSS Grant	2,969.16
Total Other Income	344,309.24
Other Expense	
4805 ROSS 2022 Expenses	5,710.00
Total Other Expense	5,710.00
Net Other Income	338,599.24
Net Income	349,014.13

4:10 PM

03/05/25

Accrual Basis

Peekskill Housing Authority
Profit & Loss
 April 2024 through February 2025

	Apr '24 - Feb 25
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	1,036,486.18
3110.2 Dunbar Heights	578,782.00
3110.4 Turnkey	294,596.02
Total 3110 Dwelling Rental	1,909,864.20
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	9,830.85
3190.2 Dunbar Heights	8,160.00
3190.4 Turnkey	2,572.00
Total 3190 Nondwelling Rental	20,562.85
3610 Interest on Gen. Fund Inv.	6,705.82
3690 Other Income	
3690.1 Laundry Room Income	23,709.97
3690.3 Health Center Rent	8,141.76
3690.6 Late Fees	
Bohlmann Towers	-669.85
Dunbar Heights	222.35
Turnkey	47.15
Total 3690.6 Late Fees	-400.35
3690.8 Work Orders	
Bohlmann Towers	2,730.38
Dunbar Heights	818.44
Turnkey	25.00
Total 3690.8 Work Orders	3,573.82
3690.9 AC - BT	6,646.91
3690.9 Ac - TK	500.48
3690 Other Income - Other	8,076.15
Total 3690 Other Income	50,248.74
3691 Other Income CFP Subsidy	190,715.37
8020 Operating Subsidy	
8020.1 AMP 1	905,223.06
8020.2 AMP2	927,029.88
8020.5 Shortfall Funds	9,999.00
Total 8020 Operating Subsidy	1,842,251.94
Total Income	4,020,348.92
Gross Profit	4,020,348.92
Expense	
4110 Administrative Salaries	284,293.33
4130 Legal Expense	43,399.31
4140 Staff Training	8,352.59
4170 Accounting Fees	27,900.00
4171 Auditing Fees	9,625.00
4190.15 Cell Phones/Pagers	61.64
4190.2 Membership Dues & Fees	1,847.26
4190.3 Telephone	2,950.94
4190.4 Collection Fees/Court Co	770.00
4190.5 Forms, Station. & Office	35,410.84
4190.6 All Other Sundry	31,568.26
4190.7 Admin. Service Contracts	40,239.51
4190.71 Leases	4,965.28
4190.72 Payroll Fees	685.79
4190.8 Bank Fees	95.14
4190.9 Advertising	4,420.00

4:10 PM

03/05/25

Accrual Basis

Peekskill Housing Authority
Profit & Loss
 April 2024 through February 2025

	Apr '24 - Feb 25
4220 Recreation, Publications	2,154.33
4220.01 Other Tenant Services	8,809.43
4310 Water & Sewer	217,689.40
4310.9 Sewer Taxes	48,820.84
4320 Electricity	236,725.87
4330 Gas	245,712.87
4335 Propane	20,735.88
4340 Fuel	152,188.33
4410 Labor	582,295.04
4420 Materials	
4420.01 Supplies - Grounds	154,101.43
4420 Materials - Other	7,341.61
Total 4420 Materials	161,443.04
4430.1 Garbage & Trash Removal	42,860.00
4430.10 Alarm/Extinguish Contra	3,302.02
4430.11 Routine Maint Contracts	39,929.26
4430.12 Other Maint Contracts	50,563.36
4430.2 Heating & Cooling Contr	36,679.66
4430.3 Snow Removal	610.00
4430.4 Elevator Contracts	38,050.86
4430.5 Landscaping Contracts	75,249.88
4430.6 Unit Turnaround Contract	166,848.00
4430.7 Electrical Contracts	60,828.44
4430.9 Exterminating Contracts	14,837.72
4481 Security Camera Expense	400.00
4510 Insurance Expense	186,366.00
4510.4 Insurance - Other	5,484.59
4520 Payments in Lieu of Taxes	101,570.00
4540 Employee Benefits	
4540.1 Employee Ben - Admin	150,284.39
4540.2 Employee Ben - Maint	274,145.89
4540.6 GASB-68 Admin	85,815.99
Total 4540 Employee Benefits	510,246.27
4570 Collection Losses	91,666.63
4870 Extraordinary Items	1,500.00
4190.72 - 4190.73 IT Services	4,143.50
7520 - 7520 Equipment Purchases	72,860.00
Total Expense	3,677,156.11
Net Ordinary Income	343,192.81
Other Income/Expense	
Other Income	
8027 CDBG Funds	91,455.22
8029.51 Capital Fund Grant 2021	481,907.05
8029.52 Capital Fund Grant 2022	162,820.00
8029.53 ROSS Grant	60,056.01
8029.54 Capital Fund Grant 2023	8,666.45
Total Other Income	804,904.73
Other Expense	
4805 ROSS 2022 Expenses	70,797.42
Total Other Expense	70,797.42
Net Other Income	734,107.31
Net Income	1,077,300.12

Peekskill Housing Authority
Summary Operating Statement - Budget and Actual
Eleven Months Ended February 28, 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	1,717,184	1,835,950	1,682,954	1,909,864	226,910
Nondwelling Rent	19,221	20,700	18,975	20,563	1,588
Interest Income	6,225	6,500	5,958	6,706	748
Other Income	49,710	56,000	51,333	50,248	(1,085)
HUD Operating Subsidy	1,563,697	1,770,000	1,622,500	1,842,252	219,752
CFP Operations Subsidy	202,185	200,000	183,333	190,715	7,382
Total Operating Receipts - Including HUD Contril	3,558,222	3,889,150	3,565,054	4,020,348	455,294
Expenses					
Operating Expenditures					
Administrative:					
Administrative Salaries	225,645	330,080	302,573	284,293	18,280
Legal Expense	50,667	45,000	41,250	43,399	(2,149)
Training	2,970	5,000	4,583	8,353	(3,770)
Travel	0	5,000	4,583	0	4,583
Accounting Fees	24,600	30,000	27,500	27,900	(400)
Auditing Fees	8,580	10,500	9,625	9,625	0
Telephone, Office Supplies, Miscellaneous	123,500	107,500	98,542	127,158	(28,616)
Total Administrative Expenses	435,962	533,080	488,657	500,728	(12,071)
Tenant Services:					
Contracts	0	0	0	0	0
Relocation and other	23,987	20,000	18,333	10,964	7,369
Total Tenant Services Expenses	23,987	20,000	18,333	10,964	7,369
Utilities:					
Water/Sewer	276,730	300,000	275,000	266,510	8,490
Electricity	172,970	225,000	206,250	236,726	(30,476)
Gas	270,733	295,000	270,417	245,713	24,704
Fuel	264,582	305,000	279,583	172,924	106,659
Total Utilities Expenses	985,015	1,125,000	1,031,250	921,873	109,377
Ordinary Maintenance & Operation:					
Labor-Maintenance	547,741	640,940	587,528	582,295	5,233
Materials - Maintenance	132,679	125,000	114,583	161,443	(46,860)
Maint Contract Costs	422,451	358,500	328,625	529,759	(201,134)
Total Maintenance Expenses	1,102,871	1,124,440	1,030,737	1,273,497	(242,760)
Protective Services:					
Contracts	975	5,000	4,583	400	4,183
Total Protective Services	975	5,000	4,583	400	4,183
General Expense:					
Insurance	228,009	255,200	233,933	186,366	47,567
Payments in Lieu of Taxes	75,686	73,770	67,623	101,570	(33,948)
Employee Benefit Contributions	494,568	620,780	569,048	515,731	53,317
Collection Losses	91,468	100,000	91,667	91,667	(0)
Total General Expenses	889,731	1,049,750	962,271	895,334	66,937
Nonroutine Items:					
Extraordinary Items	28,171	10,000	9,167	74,360	(65,193)
Total Operating Expenses	3,466,712	3,867,270	3,544,998	3,677,156	(66,965)
Net Income/(Loss)	91,510	21,880	20,057	343,192	323,135

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING THE
REVIEW OF MONTHLY BILLS AS LISTED
FEBRUARY 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 February 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 February 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: March 20th, 2025

J. Phalen, Executive Director

8:27 AM

03/14/25

Peekskill Housing Authority Transaction List by Vendor February 2025

Type	Date	Memo	Amount
Aflac New York			
Bill	02/18/2025	Aflac Insurance ...	-332.10
Bill Pmt -Check	02/18/2025	Aflac Insurance ...	-332.10
Bill	02/25/2025	Monthly Insuranc...	-331.44
Bill Pmt -Check	02/25/2025	Monthly Insuranc...	-331.44
All County Lock & Safe Corp.			
Bill	02/25/2025	UNIT KEY and C...	-684.00
Bill Pmt -Check	02/25/2025	UNIT KEY and C...	-684.00
Avaya Financial Services			
Bill	02/25/2025	Avaya IP Office P...	-135.27
Bill Pmt -Check	02/25/2025	Avaya IP Office P...	-135.27
Bond, Schoeneck & King, PLLC			
Bill	02/11/2025	Client ID 070796,...	-253.00
Bill Pmt -Check	02/11/2025	Client ID 070796,...	-253.00
Bill	02/25/2025	Bill # 20065850, ...	-138.00
Bill Pmt -Check	02/25/2025	Bill # 20065850, ...	-138.00
Brooklyn Mechanical HTG Corp			
Bill	02/11/2025	Invoice no. 4440,...	-30,380.00
Bill Pmt -Check	02/11/2025	Invoice no. 4440,...	-30,380.00
Carahsoft Technology Corp.			
Bill	02/11/2025	PHA019, IN1879...	-233.89
Bill Pmt -Check	02/11/2025	PHA019, IN1879...	-233.89
Comprehensive Grants Management			
General Journal	02/28/2025	Void #17850, Co...	4,500.00
Con Edison			
General Journal	02/07/2025	807 Main St heat	32,257.38
General Journal	02/18/2025	Kiley Ctr	6,655.85
CSEA			
Bill	02/11/2025	Union Dues Payr...	-336.98
Bill Pmt -Check	02/11/2025	Union Dues Payr...	-336.98
Bill	02/25/2025	SCEA Union Dues	-336.98
Bill Pmt -Check	02/25/2025	SCEA Union Dues	-336.98
CSEA Employee Benefit Fund			
Bill	02/25/2025	CSEA EBF Billin...	-1,732.17
Bill Pmt -Check	02/25/2025	CSEA EBF Billin...	-1,732.17
DEC COPIERS LEASING			
Bill	02/25/2025	Lease of copysta...	-149.00
Bill Pmt -Check	02/25/2025	Lease of copysta...	-149.00
DEC Office Solutions, Inc.			
Bill	02/11/2025	9662; IN316875	-437.59
Bill Pmt -Check	02/11/2025	9662; IN316875	-437.59
Eileen Pareti			
Bill	02/25/2025	2024 Medicare P...	-2,825.80
Bill Pmt -Check	02/25/2025	2024 Medicare P...	-2,825.80
Gannett New York-New Jersey LocalIQ			
Bill	02/11/2025	Account 1183939...	-1,153.20
Bill Pmt -Check	02/11/2025	Account 1183939...	-1,153.20
Home Depot Credit Services			
Bill	02/11/2025	Account number ...	-9,531.41
Bill Pmt -Check	02/11/2025	Account number ...	-9,531.41
Home Improvement St. John's			
Bill	02/11/2025	Unit Turnaround ...	-7,600.00
Bill Pmt -Check	02/11/2025	Unit Turnaround ...	-7,600.00
Housing Authority Risk Retention Group			
Bill Pmt -Check	02/11/2025	VOID: Customer ...	0.00
Bill	02/11/2025	ID#655, HG0012...	-27,226.50
Bill Pmt -Check	02/11/2025	ID#655, HG0012...	-27,226.50
Housing Insurance Services Inc.			
Bill	02/11/2025	ID#655, HP0013...	-18,492.00
Bill Pmt -Check	02/11/2025	ID#655, HP0013...	-18,492.00
Jerry Best			
Bill	02/11/2025	Snow Removal 2....	-90.00
Bill Pmt -Check	02/11/2025	Snow Removal 2....	-90.00
John G. Cruikshank			
Bill	02/11/2025	Accounting Servi...	-2,400.00
Bill Pmt -Check	02/11/2025	Accounting Servi...	-2,400.00

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03/14/25

Peekskill Housing Authority Transaction List by Vendor February 2025

Type	Date	Memo	Amount
Keith Staton			
Bill	02/03/2025	Serving Of Warra...	-110.00
Bill Pmt -Check	02/03/2025	Serving Of Warra...	-110.00
Kimberlyn McIver			
Bill	02/11/2025	ROSS Coordinat...	-2,855.00
Bill Pmt -Check	02/11/2025	ROSS Coordinat...	-2,855.00
Bill	02/25/2025	ROSS COORDIN...	-2,855.00
Bill Pmt -Check	02/25/2025	ROSS COORDIN...	-2,855.00
Kinsley Group, Inc.			
Bill	02/11/2025	svc000212098	-592.25
Bill Pmt -Check	02/11/2025	PEEHOU	-592.25
Kristopher J. Travis			
Bill	02/11/2025	Snow Removal 2....	-270.00
Bill Pmt -Check	02/11/2025	Snow Removal 2....	-270.00
Language Line Services, Inc			
Bill	02/11/2025	Acc#9022006502...	-11.98
Bill Pmt -Check	02/11/2025	9022006502	-11.98
NAHRO			
Bill	02/11/2025	INV-32142-P7G1J9	-442.26
Bill Pmt -Check	02/11/2025	INV-32142-P7G1J9	-442.26
New York Power Authority			
Bill	02/11/2025	Invoice 61001321...	-22,603.17
Bill Pmt -Check	02/11/2025	Invoice 61001321...	-22,603.17
NYS and Local Retirement Systems			
General Journal	02/10/2025	February ERS pa...	3,342.48
NYS Employees' Health Insurance Pending A			
Bill	02/11/2025	Agency Code 03...	-32,910.35
Bill Pmt -Check	02/11/2025	Agency Code 03...	-32,910.35
NYSIF			
Bill	02/11/2025	Z 237 752-1, 658...	-977.04
Bill Pmt -Check	02/11/2025	Z 237 752-1, 658...	-977.04
P.C. Richard & Son			
Bill	02/19/2025	Dunbar Heights K...	-238,849.00
Bill Pmt -Check	02/19/2025	Dunbar Heights K...	-238,849.00
Paychex			
General Journal	02/13/2025	Paychex invoice	161.06
General Journal	02/27/2025	Paychex invoice	161.06
Pestech			
Bill	02/25/2025	Monthly Extermin...	-857.52
Bill Pmt -Check	02/25/2025	Monthly Extermin...	-857.52
Pierro & Kamensky			
Bill	02/11/2025	Legal Services	-3,200.00
Bill Pmt -Check	02/11/2025	Legal Services	-3,200.00
Pitney Bowes Global Financial Serv. LLC			
Bill	02/25/2025	Postage Stamp ...	-478.80
Bill Pmt -Check	02/25/2025	Postage Stamp ...	-478.80
Ready Refresh			
Bill	02/11/2025	Account number ...	-368.86
Bill Pmt -Check	02/11/2025	Account number ...	-368.86
Right-Trak Design Inc.			
Bill	02/11/2025	Invoice no. 22057...	-2,146.67
Bill Pmt -Check	02/11/2025	Invoice no. 22057...	-2,146.67
Robison Oil			
General Journal	02/28/2025	Robison invoice	17,497.43
Safe Cloud, Inc.			
Bill	02/11/2025	Monthly IT Servic...	-750.00
Bill Pmt -Check	02/11/2025	Monthly IT Servic...	-750.00
Stericycle, Inc			
Bill	02/25/2025	Invoice # 800990...	-87.00
Bill Pmt -Check	02/25/2025	Invoice # 800990...	-87.00
Suburban Propane			
Bill	02/11/2025	Account number ...	-1,855.83
Bill Pmt -Check	02/11/2025	Account number ...	-1,855.83
Bill	02/25/2025	91144241569021...	-2,775.46
Bill Pmt -Check	02/25/2025	91144241569021...	-2,775.46

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03/14/25

Peekskill Housing Authority
Transaction List by Vendor
February 2025

Type	Date	Memo	Amount
US Housing Consultants LLC			
Bill	02/11/2025	Invoice no. 75808...	-12,000.00
Bill Pmt -Check	02/11/2025	Invoice no. 75808...	-12,000.00
Verizon Wireless			
Bill	02/25/2025	Verizon Invoice #...	-712.34
Bill Pmt -Check	02/25/2025	Verizon Invoice #...	-712.34
Yardi Systems			
Bill	02/11/2025	Client 100005111...	-3,719.10
Bill Pmt -Check	02/11/2025	Client 100005111...	-3,719.10

PEEKSKILL HOUSING AUTHORITY
Resolution Approving Operating Budget for the Fiscal Year
April 1, 2025 to March 31, 2026

WHEREAS, The Peekskill Authority Board of commissioners have reviewed the proposed Annual Operating Budget for submission to HUD for the fiscal year April 1, 2025 to March 31, 2026 and

WHEREAS, The PHA Proposed Budget expenditures are based on the past experience and the planned expenditures necessary for the efficient and economical operation of the Housing Authority in order to serve the Peekskill Housing Authority's low-income families for the fiscal year 2026, reflect a surplus of \$1,060.

NOW, THEREFORE BE IT RESOLVED that the Peekskill Housing Authority Board of Commissioners approved the Operating Budget for submission to HUD for the fiscal year April 1, 2025 to March 31, 2026.

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 Alicia Simmons				
Commissioner Dawn Benson				

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

Effective: March 20th, 2024

J. Phalen, Executive Director

PROPOSED BUDGET 2026

In your package is the proposed budget for Federal Fiscal Year ending 3/31/2026. Summary follows:

	Proposed	Budget	Actual
	2026	2025	2024
INCOME			
Rental	\$2,126,740	\$1,862,650	\$1,771,168
Investment	7,000	6,500	6,566
HUD Subsidy	1,650,000	1,770,000	2,016,888
CFP Operating	200,000	200,000	200,473
Other*	35,000	50,000	46,678
TOTAL INCOME	4,018,740	3,889,150	\$4,041,773
EXPENDITURES			
Administration	583,460	533,080	\$501,056
Tenant Services	20,000	20,000	23,901
Utilities	1,072,000	1,125,000	1,024,842
Maintenance, Operations	1,297,480	1,124,440	1,161,717
Protective Services	5,000	5,000	975
General Expenses	1,029,740	1,049,750	786,905

	Proposed	Budget	Actual
	2026	2025	2024
Non-routine, Equipment	10,000	10,000	(3,415)
TOTAL EXPENDITURES	\$4,017,680	\$3,867,270	\$3,495,981
SURPLUS (DEFICIT)	\$1,060	\$21,880	\$545,792
BUDGET HIGHLIGHTS			
	Proposed	Budget	Actual
	2026	2025	2024
Water/Sewer	\$290,000	\$300,000	\$265,176
Electric	290,000	225,000	198,247
Gas/Propane	272,000	315,000	284,341
Fuel	220,000	285,000	277,079
TOTAL	\$1,072,000	\$1,125,000	\$1,024,843

	Proposed	Budget	Actual
	2026	2025	2024
CONTRACT COSTS			
Garbage Removal	\$75,000	\$90,000	\$84,240
Elevator	50,000	50,000	24,961
Alarm/Fire Extinguishers	6,000	6,000	0
Exterminating	20,000	20,000	12,836
Auditor	10,765	10,350	10,350
Legal	45,000	45,000	66,000
Unit Turnover	100,000	100,000	162,005
Misc./Other Contracts**	60,000	60,000	31,010

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

Misc. Contracts and Other Costs: Web hosting, office equipment, bank fees, GASB45, computer services, water coolers, postage, advertising, membership dues, court costs, office supplies, etc.

INSURANCE

Commercial Liability - \$130,000 / Property - \$80,000 Auto – \$8,000 Boiler and Machinery – \$7,500
Workman's Comp-20,000 Deductibles - \$10,000 Fidelity- \$5,000

TOTAL \$260,500

EMPLOYEE BENEFITS

FICA - \$83,839 Health - \$335,000 Retirement - \$120,000 Dental/Optical - \$20,000
Retiree Medical - \$16,000 Unemployment- \$20,000 Uniform Allowance (maintenance) - \$3,500

TOTAL \$598,339

A BOARD RESOLUTION IS REQUIRED TO APPROVE THE FEDERAL FISCAL YEAR 2026 BUDGET

Operating Budget for the Fiscal Year April 1, 2025 to March 31, 2026

Peekskill Housing Authority
Proposed Budget Executive Summary
March 31, 2026

	<u>Actual 3/31/23</u>	<u>Last Year's Actual 3/31/24</u>	<u>Current Budget 3/31/25</u>	<u>Proposed Budget 3/31/26</u>
Income				
Rental income	1,833,395	1,771,168	1,862,650	2,126,740
Investment income	2,676	6,566	6,500	7,000
Other income	108,075	46,678	50,000	35,000
CFP operating	199,000	200,473	200,000	200,000
Operating subsidy	<u>1,733,827</u>	<u>2,016,888</u>	<u>1,770,000</u>	<u>1,650,000</u>
Total Income	<u>3,876,973</u>	<u>4,041,773</u>	<u>3,889,150</u>	<u>4,018,740</u>
Expenditures				
Administration	551,597	501,056	533,080	583,460
Tenant services	4,657	23,901	20,000	20,000
Utilities	1,027,787	1,024,842	1,125,000	1,072,000
Maintenance & operation	1,014,049	1,161,717	1,124,440	1,297,480
Protective services	2,625	975	5,000	5,000
General expense	997,912	786,905	1,049,750	1,029,740
Nonroutine & equipment	9,600	(3,415)	10,000	10,000
Prior year adjustments				
Total Expenditures	<u>3,608,227</u>	<u>3,495,981</u>	<u>3,867,270</u>	<u>4,017,680</u>
Net Surplus (Deficit)	<u><u>268,746</u></u>	<u><u>545,792</u></u>	<u><u>21,880</u></u>	<u><u>1,060</u></u>

Operating Budget

U.S. Department of Housing and Urban Development Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Public reporting burden for this collection of information is estimated to average 116 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.		b. Fiscal Year Ending March 31, 2026	c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify)	d. Type of HUD assisted project(s)	
e. Name of Public Housing Agency / Indian Housing Authority (PHA/IHA) Peekskill Housing Authority			01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing 02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership 03 <input type="checkbox"/> PHA/IHA Leased Rental Housing 04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership 05 <input type="checkbox"/> PHA/IHA Leased Homeownership		
f. Address (city, state, zip code) 807 Main Street Peekskill, N.Y. 10566					

g. ACC Number NY 611		h. PAS / LOCCS Project No. NY082 002 26M		i. HUD Field Office New York, N.Y.	
j. No. of Dwelling Units 273		k. No. of Unit Months Available 3,276		m. No. of Projects 3	

			Actuals	[X] Estimates	Requested Budget Estimates			
			Last Fiscal	[] or Actual	PHA/IHA Estimates		HUD Modifications	
			Year	Current Budget		Amount		Amount
			2024	Yr. 2025		(to nearest \$10)		(to nearest \$10)
Line	Acct.	Description	PUM	PUM	PUM		PUM	
No.	No.	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Homebuyers Monthly Payments for:								
010	7710	Operating Expense						
020	7712	Earned Home Payments						
030	7714	Nonroutine Maintenance Reserve						
040	Total Break-Even Amount (sum of lines 010, 020, and 030)							
050	7716	Excess (or deficit) in Break-Even						
060	7790	Homebuyers Monthly Payments - Contra						
Operating Receipts								
070	3110	Dwelling Rental	532.46	560.42	545.28	2,113,940		
080	3120	Excess Utilities	1.78	1.83	2.44	8,000		
090	3190	Nondwelling Rental	6.41	6.32	1.47	4,800		
100	Total Rental Income (sum of lines 070, 080, and 090)		540.65	568.57	649.19	2,126,740		
110	3610	Interest on General Fund Investments	2.00	1.98	2.14	7,000		
120	3690	Other Income	75.44	76.31	71.73	235,000		
130	Total Operating Income (sum of lines 100, 110, and 120)		618.09	646.86	723.06	2,368,740		
Operating Expenditures - Administration:								
140	4110	Administrative Salaries	85.86	100.76	111.71	365,960		
150	4130	Legal Expense	16.81	13.74	13.74	45,000		
160	4140	Staff Training	0.91	1.53	1.53	5,000		
170	4150	Travel		1.53	1.53	5,000		
180	4170	Accounting Fees	9.04	9.16	9.16	30,000		
190	4171	Auditing Fees	3.16	3.21	7.63	25,000		
200	4190	Other Administrative Expenses	37.18	32.81	32.81	107,500		
210	Total Administrative Expense (sum of line 140 thru line 200)		152.96	162.74	178.10	583,460		
Tenant Services:								
220	4210	Salaries						
230	4220	Recreation, Publications and Other Services	7.30	6.11	6.11	20,000		
240	4230	Contract Costs, Training and Other						
250	Total Tenant Services Expense (sum of lines 220, 230, and 240)		7.30	6.11	6.11	20,000		
Utilities:								
260	4310	Water	66.72	76.31	73.26	240,000		
270	4320	Electricity	60.51	68.68	68.52	290,000		
280	4330	Gas	81.87	90.05	76.31	250,000		
290	4340	Fuel	89.51	93.10	73.87	242,000		
300	4350	Labor						
310	4390	Other utilities expense	14.23	15.26	15.26	50,000		
320	Total Utilities Expense (sum of line 260 thru line 310)		312.84	343.40	327.23	1,072,000		

Line No.	Acct. No.	Description (1)	Actuals	[X] Estimates	Requested Budget Estimates			
			Last Fiscal Year 2024 PUM	[] or Actual Current Budget Yr. 2025 PUM	PHA/IHA Estimates		HUD Modifications	
					PUM	Amount (to nearest \$10)	PUM	Amount (to nearest \$10)
(1)			(2)	(3)	(4)	(5)	(6)	(7)
Ordinary Maintenance and Operation:								
330	4410	Labor	177.73	195.65	212.91	697,480		
340	4420	Materials	41.58	38.16	51.89	170,000		
350	4430	Contract Costs	135.30	109.43	131.26	430,000		
360	Total Ordinary Maintenance & Operation Expense (lines 330 to 350)		354.61	343.24	396.06	1,297,480		
Protective Services:								
370	4460	Labor						
380	4470	Materials						
390	4480	Contract Costs	0.30	1.53	1.53	5,000		
400	Total Protective Services Expense (sum of lines 370 to 390)		0.30	1.53	1.53	5,000		
General Expense:								
410	4510	Insurance	75.27	77.90	79.52	260,500		
420	4520	Payments in Lieu of Taxes	22.78	22.52	32.19	105,470		
430	4530	Terminal Leave Payments						
440	4540	Employee Benefit Contributions	154.49	189.49	179.72	588,770		
450	4570	Collection Losses	(12.34)	30.53	22.89	75,000		
460	4590	Other General Expense						
470	Total General Expense (sum of lines 410 to 460)		240.20	320.44	314.33	1,029,740		
480	Total Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)		1,068.21	1,177.46	1,223.35	4,007,680		
Rent for Leased Dwellings:								
490	4710	Rents to Owners of Leased Dwellings						
500	Total Operating Expense (sum of lines 480 and 490)		1,068.21	1,177.46	1,223.35	4,007,680		
Nonroutine Expenditures:								
510	4610	Extraordinary Maintenance	(1.04)	3.05	3.05	10,000		
520	7520	Replacement of Nonexpendable Equipment						
530	7540	Property Betterments and Additions						
540	Total Nonroutine Expenditures (sum of lines 510, 520, and 530)		(1.04)	3.05	3.05	10,000		
550	Total Operating Expenditures (sum of lines 500 and 540)		1,067.17	1,180.51	1,226.40	4,017,680		
Prior Year Adjustments:								
560	6010	Prior Year Adjustments Affecting Residual Receipts						
Other Expenditures:								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Year						
580	Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)	1,067.17	1,180.51	1,226.40	4,017,680		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(449.08)	(533.65)	(503.34)	(1,648,940)		
HUD Contributions:								
600	8010	Basic Annual Contribution Earned - Leased Projects, Current Year						
610	8011	Prior Year Adjustments - (Debit) Credit						
620	Total	Basic Annual Contribution (line 600 plus or minus line 610)						
630	8020	Contributions Earned - Operating Subsidy, Current Year (before year-end adjustments)	615.66	540.29	503.66	1,650,000		
640		Mandatory PFS Adjustments (net):						
650		Other (specify):						
660		Other (specify):						
670		Total Year-end Adjustments/Other (plus or minus lines 640 thru 660)						
680	8020	Total Operating Subsidy - current year (line 630 plus or minus line 670)	615.66	540.29	503.66	1,650,000		
690	Total	HUD Contributions (sum of lines 620 and 680)	615.66	540.29	503.66	1,650,000		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)						
		Enter here and on line 810	166.58	6.64	0.32	1,060		

Name of PHA/IHA Peekskill Housing Authority		Fiscal Year Ending March 31, 2026	
	Operating Reserve	PHA/IHA Estimates	HUD Modifications
Part I - Maximum Operating Reserve - End of Current Budget Year			
740	2821 PHA/IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564		

Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End			
780	Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date): March 31, 2024	(4,370,486)	
790	Provision for Operating Reserve - Current Budget Year (check one) [X] Estimated for FYE 3/31/2025 [] Actual for FYE	21,880	
800	Operating Reserve at End of Current Budget Year (check one) [X] Estimated for FYE 3/31/2025 [] Actual for FYE	(4,348,606)	
810	Provision for Operating Reserve - Requested Budget Year Estimated for FYE 3/31/2026 Enter Amount from line 700	1,060	
820	Operating Reserve at End of Requested Budget Year Estimated for FYE 3/31/2026 (Sum of lines 800 and 810)	(4,347,546)	
830	Cash Reserve Requirement - 50% of line 480	2,003,840	

Comments:

PHA/IHA Approval Name Janneyn Phalen
 Title Executive Director
 Signature _____

Date _____

Field Office Approval Name _____
 Title _____
 Signature _____

Date _____

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

CMES Approval No. 2577-0026 (exp. 10/31/97)

Name of Housing Authority Peekskill Housing Authority			Locality Peekskill, NY		Fiscal Year End March 31, 2026							
Position Title and Name By Organizational Unit and Function			Present Salary Rate As of (date) 1/1/25	Requested Budget Year			Allocation of Salaries by Program					Method of Allocation
				Salary Rate	No. Months	Estimated Payment Amount	Management	Modernization	Development	Section 8 Programs	Tenant Services	
(1)	(1a)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
ADMINISTRATION												
Executive Director	AN-T	118,000		12	122,720	105,220	17,500					
Assistant Director	AN-T	78,000		12	81,120	76,120	5,000					
TRA	AN-T	72,803		12	78,086	78,086						
Sr. Office Asst	AN-T	81,440		12	86,530	86,530						
Overtime, out of life pay, health buyout Compensated absences	AN-T			12	10,000	10,000						
					388,456	365,956	22,500					
MAINTENANCE												
Maintenance Foreperson	M	105,990		12	110,230	100,230	10,000					
Maintenance Laborer	M	82,187		12	87,612	87,612						
Maintenance Laborer	M	54,948		12	62,971	62,971						
Maintenance Laborer	M	84,653		12	84,653	84,653						
Maintenance Laborer	M	85,342		12	87,612	87,612						
Maintenance Mechanic	M	104,282		12	106,890	106,890						
Laborer	M	70,897		12	83,515	83,515						
Laborer	M	\$17/hr		12	13,000	13,000						
Cleaner	M	\$16.50/hr		12	13,000	13,000						
Cleaner	M	\$17/hr		12	13,000	13,000						
Overtime, out of life pay, health buyout Compensated absences	M	\$18.50/hr		12	20,000	25,000						
					707,483	697,483	10,000					
Executive Director or Designated Official												Costs

Operating Budget Schedule of Nonroutine Expenditures

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0028 (Exp. 10/31/87)

Public Reporting Burden for this collection of information is estimated to average 0.75 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Reports Management Office, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3000 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0028), Washington, D.C. 20503. Do not send this completed form to either of the above addresses.

Local Housing Agency

Peabody Housing Authority

Peabody, NY

Fiscal Year Ending
March 31, 2028

Extraordinary Maintenance and Replacements and Additions (Including Equipment Additions)					Equipment Replacements					
Work Project Number (1)	Description of Work Project (Last Extraordinary Maintenance and Replacements and Additions separately) (2)	Housing Project Number (3)	Total Estimated Cost (4)	Percent Complete		Description of Equipment Items (Last Replacements and Additions separately) (5)	Requested Budget			
				Current Budget Year End (6)	Estimated Expenditure in Year (8)		Percent Complete Year End (7)	No. of Items (9)	Item Cost (10)	Estimated Expenditure in Year (11)
	Unanticipated expenditures				10,000					

Warning: HUD will prosecute false claims and statements. Completion may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)
Page 1 of 2
Form HUD-52967 (2007)
ref Handbook 7475.1

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Operating Budget
Schedule of Administration
Expense Other Than Salary

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp. 10/31/97)

Public Reporting Burden for this collection of information is estimated to average 1.0 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3800 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D.C. 20503. Do not send the completed form to either of the above addressees.

Name of Housing Authority: Peekskill Housing Authority		Locality: Peekskill, NY		Fiscal Year End: March 31, 2026	
(1) Description	(2) Total	(3) Management	(4) Development	(5) Section 8	(6) Other
1 Legal Expense (see Special Note in Instructions)	45,000	45,000			
2 Training (list and provide justification)	5,000	5,000			
3 Travel					
Trips To Conventions and Meetings (list and provide justification)	5,000	5,000			
4 Other Travel:					
Outside Area of Jurisdiction					
5 Within Area of Jurisdiction					
6 Total Travel	5,000	5,000			
7 Accounting	30,000	30,000			
8 Auditing	25,000	25,000			
9 Sundry					
Rental of Office Space					
10 Publications					
11 Membership Dues and Fees (list organization and amount)	2,000	2,000			
12 Telephone, Fax, Electronic Communications	7,000	7,000			
13 Collection Agent Fees and Court Costs	5,000	5,000			
14 Administrative Services Contracts (list and provide justification)	38,500	38,500			
15 Forms, Stationary and Office Supplies	25,000	25,000			
16 Other Sundry Expense (provide breakdown)	30,000	30,000			
17 Total Sundry	107,500	107,500			
18 Total Administration Expense Other Than Salaries	217,500	217,500			

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
 (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative & Date:

X

Justification/Breakdown:

	No. of Persons Attending All Staff/Comm.	Aggregate Days of Travel	Total Cost of Each Trip	Total Cost
2. Training:				
Accounting and tenant trainings				5,000
3. Travel - Trips to conventions and meetings:				
NAHRO and other conventions / training				5,000
11. Membership Dues and Fees:				
NAHRO				650
PHADA				650
NYS PHADA				300
HVAHA				200
Chase Mastercard				200
				2,000
14. Administrative Service Contracts:				
Computer software				16,000
Computer maintenance				6,000
BT intercom, keyfob				1,500
Website hosting				6,000
OPEB report				3,000
Grant writing				2,500
eProcurement System annual fee				1,500
Shredding				500
Other				1,500
				38,500
16. Other Sundry Expense:				
Classified advertising				4,000
Water cooler				2,000
Postage & overnight service				7,500
All other - sundry				19,500
				33,000

Instructions for Preparation of Form HUD-52571

Prepare this form to reflect detailed estimates of Administration Expense, other than salaries, and the distribution to all programs administered by the Housing Authority.

The identification boxes in the upper right hand corner are self-explanatory.

1. Legal Expense: Enter in Column (2), Line 1 the estimated cost of legal service. Enter in Columns (3) through (6) the pro rata shares of amounts in Column (2) chargeable to programs administered by the Housing Authority.

Special Note: The amount entered on Form HUD-52564 should also include salaries of Staff Attorneys as shown on Form HUD-52566 and included on line for "Other" in the Summary of Staffing and Salary Data section of Form HUD-52573.

2. Training: List and provide justification for all training.

Travel Expense: Justification must be provided for travel.

3. Trips to Conventions and Meetings: Under Justification/Breakdown, List each convention and meeting to be attended by commissioners and staff, with the location. Enter the number of persons expected to attend and show the aggregate number of travel days and the estimated total cost of each trip including subsistence allowance, cost of transportation, and reimbursable miscellaneous expenses. Enter the sum of the total costs of all trips in Column (2). Enter in Columns (3) through (6) the pro rata shares of amounts in Column (2) chargeable to programs administered by the Housing Authority.

4. Other Travel Outside Area of Jurisdiction: Enter in Column (2), Line 4 the estimated cost for travel by commissioners and staff, including subsistence, transportation, and reimbursable miscellaneous expenses. Follow instructions 3 above for columns (3) through (6).

5. Other Travel: Within Area of Jurisdiction: Enter in Column (2), Line 5 the estimated cost for travel, including fixed monthly allowances for reimbursement on a mileage basis for use of privately owned automobiles, and reimbursement for authorized use of local public transportation. Follow instructions 3 above for columns (3) through (6).

6. Total Travel: Sum Lines 3, 4 and 5 for Columns (2) through (7) and enter total for each on line 6 "Total Travel."

7 thru 16. Accounting, Auditing and Sundry: Enter the estimated total for all programs in Column (2) for each item of expense in Lines 7 through 16. In Columns (3) through (6) enter the pro rata share of amounts show in Column (2) chargeable to all programs administered by the Housing Authority.

14. Administrative Services Contracts: List and provide justification for all contracts (excluding accounting contracts).

16. All Other Sundry Expense: List all items identified under this expense.

18. Total Administration Expense Other Than Salaries

Add the amounts on the following Lines:

Line 1	Legal Expense
Line 2	Training
Line 6	Total Travel
Line 7	Accounting
Line 8	Auditing
Line 17	Total Sundry

On Line 18 enter the appropriate totals in Columns (2) through (6). The amount shown in Column (3), lines 1, 2, 6, 7, 8 and 17 should be carried forward to Lines 150 through 200 of Form HUD-52564, Operating Budget.

Operating Budget

Summary of Budget Data and Justifications

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp. 10/31/97)

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Name of Local Housing Authority:	Locality:	Fiscal Year Ending:
Peekskill Housing Authority	Peekskill, NY	March 31, 2026

Operating Receipts

Dwelling Rental: Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total HA monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment at utility costs by HA and/or tenant.

December 2024 rent roll	176,162
X	12
	<u>2,113,944</u>

Excess Utilities: (Not for Section 23 Leased housing.) Check appropriate spaces in item 1, and explain "Other." Under item 2, explain basis for determining excess utility consumption. For example, Gas: individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged: Gas ☐ Electricity ☐ Other ☐ (Specify) _____

2. Comments

Estimated, charged during the summer	<u>8,000</u>
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Nondwelling Rent: (Not for Section 23 Leased housing.) Complete item 1, specifying each space rented, to whom, and the rental terms. For example: Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

1.	Space Rented	To Whom	Rental Terms
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

2. Comments

December 2024 rent roll	parking	400
		X 12
		<u>4,800</u>

Interest on General Fund Investments: State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distribution of interest income between housing programs.

Estimated investment income 7,000

Other Comments on Estimates of Operating Receipts: Give comments on all other significant sources of income which will present a clear understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate of utility charges to tenants.

Capital Fund "subsidy" 200,000
Charges to tenants and miscellaneous income - commissions (laundry, telephone), etc. 35,000
235,000

Operating Expenditures

Summary of Staffing and Salary Data

Complete the summary below on the basis of information shown on form HUD-52566, Schedule of All Positions and Salaries, as follows:

- Column (1) Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.
Column (2) Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to such housing at the rate of 80%, 70%, and 50%, respectively. Thus, the equivalent full-time positions is two. (8/10+7/10+5/10).
Column (3) Enter the portion of total salary expense shown in Column (5) or Column (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing.
Column (4) Enter the portion of total salary expense shown in Column (5) or Column (10), form HUD-52566, allocable to Section 23 Leased housing in management.
Column (5) Enter the portion of total salary expense shown in Column (5) or Column (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or Comprehensive Grant Program).
Column (6) Enter the portion of total salary expense shown in Column (5) or Column (9), form HUD-52566, allocable to Section 8 Programs.

Note: The number of equivalent full-time positions and the amount of salary expense for all positions designated "M" on form HUD-52566 must be equitably distributed to account lines Ordinary Maintenance and Operation-Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.

Account Line	Total Number of Positions (1)	HUD-Aided Management Program				
		Equivalent Full-Time Positions (2)	Management (3)	Sec 23 Leased Housing Only (4)	Modernization Programs (5)	Section 8 Program (6)
Administration - Nontechnical Salaries 1	4	4	365,956		22,500	
Administration - Technical Salaries 1						
Ordinary Maintenance and Operation - Labor 1	10	8	697,483			
Utilities - Labor 1						
Other (Specify) - Tenant Services 1			0			
Extraordinary Maintenance Work Project 2						
Betterments and Additions Work Project 2						

1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in Column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget), the amount of salary expense shown in Column (4) on the corresponding line above.

2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA staff, as shown on form HUD-52567.

Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite prior HUD concurrence in proposed staffing changes or present justification for such changes. Cite prior HUD concurrence in proposed salary increases for Administration Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rates (form HUD-52158) and justify all deviations from these rates.

Increases provided per contract.

Travel, Publications, Membership Dues and Fees, Telephone and Telegraph, and Sundry: In addition to "Justification for Travel to Conventions and Meetings" shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each element of these expenses.

Increased audit cost	<u>217,500</u>	203,000
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Utilities: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utilities Expense."

Water	240,000	250,000
Electricity	290,000	225,000
Gas	250,000	295,000
Propane	22,000	20,000
Fuel	220,000	285,000
Sewer tax	50,000	50,000
	<u>1,072,000</u>	1,125,000

Ordinary Maintenance & Operation - Materials: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for materials in the Current Budget Year.

Increased for higher costs	<u>170,000</u>	125,000
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Ordinary Maintenance & Operation - Contract Costs: List each ordinary maintenance and operation service contracted for and give the estimated cost for each. Cite and justify new contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Year increases over the PUM rate of expenditure for Contract Services in the Current Budget Year. If LHA has contract for maintenance of elevator cabs, give contract cost per cab.

Garbage & trash removal	75,000		
Heating & cooling	35,000	Alarm/extinguisher	6,000
Snow removal	2,000		
Elevator	50,000	Routine maintenance contracts	60,000
Landscaping & grounds	50,000		
Unit turnaround	100,000		
Electrical	30,000		
Plumbing	2,000		
Exterminating	20,000		
	<u>430,000</u>		358,500

Insurance: Give an explanation of substantial Requested Budget Year estimated increases in the PUM rate of expenditures for insurance over the Current Budget Year. Cite changes in coverage, premium rates, etc.

Commercial property	80,000	80,000
Commercial liability	130,000	130,000
Deductibles	10,000	10,000
Auto	8,000	6,000
Workers compensation	20,000	20,000
Boiler & machinery	7,500	7,200
Fidelity	5,000	2,000
	<u>260,500</u>	255,200

Employee Benefit Contributions: List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given.

FICA	83,839	74,283
Health insurance	335,000	400,000
Employee contribution		(45,000)
Retirement	120,000	136,000
Dental & optical insurance	20,000	20,000
Retirees' medicare	16,000	12,000
Unemployment	20,000	20,000
Uniform allowance (\$500 per maintenance employee)	3,500	3,500
Allocation to CFP	(9,574)	
	<u>588,765</u>	620,783

Collection Losses: State the number of tenants accounts receivable to be written off and the number and total amount of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed.

Anticipated write-off of vacated arrears and adjust allowance for doubtful accounts	<u>75,000</u>
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Extraordinary Maintenance, Replacement of Equipment, and Betterments Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to form HUD-52567 need not be repeated here.

See HUD-52567.	Extraordinary maintenance	<u>10,000</u>
	Replacement of equipment	<u> </u>
	Betterments and additions	<u> </u>

Contracts: List all contracts, other than those listed on page 3 of this form under Ordinary Maintenance & Operation (OMO). Cite the name of the contractor, type of contract, cost of contract, and contract period. Justification must be provided for all contract services proposed for the Requested Budget Year (RBY). Explain substantial RBY increases over the PUM rate of expenditure for these contracts in the Current Budget Year.

None.