



MONTHLY BOARD OF COMMISSIONERS MEETING

APRIL 17, 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
Janneyn Phalen



PEEKSKILL HOUSING AUTHORITY

J. Phalen
Executive Director

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

PEEKSKILL HOUSING AUTHORITY
MONTHLY BOARD OF COMMISSIONERS
MEETING – APRIL 17th, 2025
DUNBAR HEIGHTS
AGENDA

- I. ROLL CALL
- II. APPROVAL OF MINUTES:
 - a. Resolution – 04/01/2025 – March 20th, 2025 – Regular Meeting Minutes
- III. CORRESPONDENCE: None
- IV. EXECUTIVE DIRECTOR'S REPORT:
 - a) Monthly Report – April 2025
 - b) Financial Report – March 2025
- V. COUNSEL'S REPORT
- VI. UNFINISHED BUSINESS: None
- VII. NEW BUSINESS:
 - a) Resolution – 04/02/2025 – March Monthly Bills
 - b) Resolution – 04/03/2025 – Writing off Uncollectable Debt ending Fiscal Year March 31, 2025
- VIII. TENANTS' COMMENTS AND CONCERNS
- IX. ADJOURNMENT

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING
MARCH 20th, 2025 BOARD MEETING MINUTES
REGULAR SESSION**

WHEREAS, The Board of Commissioners have reviewed the minutes of March 20th, 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 March 20th, 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: April 17, 2025

J. Phalen, Executive Director

PEEKSKILL HOUSING AUTHORITY



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PEEKSKILL HOUSING AUTHORITY MONTHLY BOARD OF COMMISSIONERS REGULAR MEETING MINUTES March 20, 2025

ROLL CALL:

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

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

Chairman Simpkins welcomed everyone to the March 20, 2025 Monthly Board of Commissioners Meeting.

Resolution – 03/01/2025 – Regular Meeting Minutes

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

EXECUTIVE DIRECTOR'S REPORT

Revenue – HUD subsidy for January \$144,345

Other Revenue – February \$3,889

Tenant Charges

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

Bills Paid –The Executive Director reviewed the February bills.

Total expenses for February 2025 \$290,620

Court Proceedings – 5 Adjourned

Tenant Payment Agreements- TPA

Total of 65 residents have payment agreements with a remaining balance of \$532,901.27

Work Orders – February 122, 0 outstanding

Unit Turnovers – 3 vacancies as of February 28th.

Extermination- 2 bedbug treatments in February 2025.

Tenants Account Receivable (TAR)

Total past due for February 2025- 158 tenants (57%) owed \$1,009,293

Police Reports

Police Activity PHA February 4- February 10, 2025, -Bohlmann Towers had 44 visits (32 patrol/follow-up, 12 other), and Dunbar Heights had 40 visits (35 patrol/follow-up, 5 other).

Police Activity PHA February 18- February 24, 2025, -Bohlmann Towers had 34 visits (31 patrol/follow-up, 3 other), and Dunbar Heights had 39 visits (35 patrol/follow-up, 4 other).

Proposed Budget 2026

The proposed budget for the 2026 fiscal year (April 1, 2025 – March 31, 2026) has been presented, reflecting a focus on financial stability and key operational needs. Total projected income is \$4,018,000, with anticipated expenditures of \$4,017,000, resulting in a projected surplus of \$1,060.

Highlights include:

- **Utilities:** \$1,072,000
- **Contract Costs:**
 - Garbage removal: \$75,000
 - Elevators: \$50,000
 - Alarm/extinguishers: \$6,000
 - Exterminating: \$20,000
 - Auditor: \$10,765
 - Legal: \$45,000
 - Unit turnover: \$100,000
 - Miscellaneous contracts: \$60,000

Other Income Sources: Tenant charges, laundry, Verizon, office rentals, grants, and misc. contracts.

Other Expenses: Web hosting, office equipment, postage, advertising, court costs, supplies, etc.

Insurance: Total of \$260,500, including commercial liability, property, auto, boiler/machinery, workman's comp, and fidelity coverage.

Employee Benefits: \$598,000 covering FICA, health, retirement, dental, optical, retiree medical, unemployment, and maintenance uniform allowances.

A board resolution is requested to approve the budget for timely implementation. PHA fee accountant John Cruickshank is present to review key allocations and answer questions.

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.

Commissioner Smith-Defreitas: Is it going to be a full elevator replacement?

Executive Director Phalen: Yes.

Commissioner Simmons: Is there any updates on the Kiley Center?

Executive Director Phalen: I have a call scheduled for tomorrow with HUD.

COUNSEL'S REPORT:

Attorney Kamensky: There has been a change. HUD passed their final regulation that notice for non-payments before you start proceeding in court has now gone to a full 30 days. It used to be 14. It is now officially 30 days. There are some additional things that have to be in the notice. We've also been continuing when the office has been doing repayment agreements. They're sizable amounts but you have to be aware of what a tenant can pay. So sometimes we're talking about \$50 and sometimes even \$25 a month. We have pending matters in court as we've been reducing them to stipulations in court so that if the tenant doesn't make the payments under the agreement that we can then file a default and get a judgment and warrant without having to restart a proceeding. We had one that went to eviction and there

are three more currently where we had pending payments that have not been paid and we've sent out default notices.

Chairman Simpkins: Thank you for that. Now we're going to have the fiscal year 2026 budget review by our CPA John Cruikshank.

CPA John Cruikshank: The operating subsidy is key part of the housing authority's budget, and it's calculated annually based on two main components: rental income and utilities. Unlike the capital fund, which is a fixed annual grant from HUD, the operating subsidy varies depending on these factors. As rental income increases, the subsidy decreases, and when utility costs rise, the subsidy goes up—though utility expenses have recently stabilized, which may reduce future subsidies. Every year, housing authorities submit detailed forms to HUD to determine their subsidy eligibility. HUD then compares the total national eligibility to the amount Congress has allocated, often resulting in a shortfall known as proration. This year's proration is still uncertain due to political turmoil in Washington, adding a layer of unpredictability. For Peekskill, eligibility stands at around \$1.7 million, meaning even a 10% proration can significantly impact funding. Despite this uncertainty, Janneyn and I have worked hard on this budget the current budget is balanced with a small surplus, thanks in part to projected increases in rental income.

UNFINISHED BUSINESS – None

NEW BUSINESS

Resolution – 03/02/2025 – February Monthly Bills

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

Resolution – 03/03/2025 – Approving Operating Budget for the Fiscal Year April 1, 2025 to March 31, 2026

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

TENANTS QUESTIONS COMMENTS AND CONCERNS:

Jessica Martinez: I would like to speak to Mark about this. How do you have a quorum to pass this when you don't even have a tenant commissioner sitting on this board?

Vice Chairman Houston: Hold on a second.

Jessica Martinez: When the city appointed commissioners are 1, 2, 3, 4, and management is 1, 2, 3, 4, 5. How are you holding this? There's not a single tenant commissioner on this Board.

Attorney Kamensky: All commissioners are equal. A quorum is four members

Jessica Martinez: When I walked in here, I was the only one besides one tenant. And you're holding a board meeting, making decisions without any tenants.

Attorney Kamensky: The Board Meeting started at 7 o' clock.

Jessica Martinez: There's no tenant commissioner on the Board.

Vice Chairman Houston: I'm a tenant commissioner.

Jessica Martinez: No, you're not.

Vice Chairman Houston: Excuse me Ms. Martinez. Hold on. Bring it down. This is a conversation; you don't have to carry on like that.

Jessica Martinez: No, it's not. This is a public meeting and I will not be interrupted. I only have three minutes. You are not acknowledged. You're not acknowledged by the mayor or housing as a tenant commissioner. You are only acknowledged as the executive vice chair for the city.

Vice Chairman Houston: Gentle sister, it's okay.

Jessica Martinez: When they gave all your refrigerators and the \$330,000 that I fought for, for this building, to Dunbar. Guess what? They take somebody here and put them in Dunbar to control them. If you want to see how crazy this is because we are public housing, look at the salaries. Half of the budget that you just approved is right here. All the rent that you pay, we 96% of tenants pay every month, despite what you want to say is going to their salaries, not us. Have a good night. Thank you. You must be crazy.

Rochelle Bonner: I have mice.

Commissioner Simmons: Rochelle, just an FYI, on Amazon, they have these things that you can plug into your wall, and it sort of messes with the mice, I guess, their hearing, and it works. We used to utilize them in the city, in the shelters.

Sonya Henson: I just want to ask about the concrete in front of the building. I saw that mark certain spots with orange paint. Does that mean they are working on it?

Executive Director Phalen: Yes

Yolanda Scott: I want to thank Mike and the maintenance who did my floors. They're beautiful. Thank y'all. But I did send a request that I don't know for some reason with this building, if I send something down and I send it correctly, I go from how it's supposed to be done professionally. I never get an answer. And I think that's very unprofessional because if you tell me you want to give me an answer, I'm looking for that answer.

Rochelle Bonner: The fire department came the other day because I smelled fire coming out of the walls in my room. They said it was the heater, but I don't think it was the heater. But that's what they said. But why was ICE at my door? He was standing there and it said ICE going across his chest.

Chairman Simpkins: We don't know why ICE comes to places. But we know ICE didn't come for you. I want to go to the fire thing. You said you smell smoke in your apartment.

Rochelle Bonner: ICE was at my door.

Chairman Simpkins: Rochelle, you said the fire department came to your apartment?

Rochelle Bonner: Yea, but I don't understand why ICE came, you know what never mind.

Chairman Simpkins: I didn't get any notification that ICE was in the area but I'll check it out.

Helena Travis: The staff are disrespectful and Preston has cameras on his phone. I saw him showing it to someone in the laundry room.

Commissioner Simmons: What staff are disrespectful?

Helena Travis: That's one of them right there.

Commissioner Smith-Defreitas: Does the maintenance man have a phone that's maybe hooked up to the cameras within the building?

Executive Director Phalen: The foreman has access to the cameras on his work phone. That's used in cases of emergencies to check the status of the building.

Tina Volz-Bongar: I met a wonderful woman named Amanda from the Regeneration Farm, at the Peekskill Community Congress, where we discussed growing concerns about food scarcity due to anticipated federal budget cuts. They would be donating vegetables and providing recipes if that's something you all are open to. As a response to the anticipated food scarcity, increased gardening efforts are expected throughout Peekskill.

Chairman Simpkins: There are several active food pantries in Peekskill.

Tina Volz-Bongar: Actually, Ms. Simpkins, that during the holiday, there were no food pantries open and that was for a 10-day stretch.

Chairman Simpkins: Excuse me, Mount Lebanon is open every Friday because I'm one of the directors, and I am there every Friday. We were open, and we will be open tomorrow, definitely.

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

The meeting adjourned at 8:06 PM

PEEKSKILL HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
April 17th, 2025
EXECUTIVE DIRECTOR'S REPORT

Revenue	March
HUD Subsidy – Bohlmann (AMP 1)	71,531
HUD Subsidy – All other sites (AMP 2)	77,341
Proceeds from Capital Funds/Shortfall Funds/ROSS Grant	25,232
Total HUD Revenue	174,104
Other Revenue– Non-Federal	
Laundry Commissions	0
CAP Office	2,700
Health Center	740
Interest	529
Total	3,969
TENANT CHARGES	March
Rent	176,835
Parking	1,830
Late Fees	1,462
Misc. (key cards, maintenance charges, legal fees)	1,007
Air Conditioners	205
TOTAL TENANT CHARGES	181,340
Total Collected	174,628
Unpaid Tenant Balance for the month	26,113
Write offs, AJE's, Move outs	99,483
All Outstanding Tenant Charges	\$1,016,003

Financial

BILLS PAID

	March
Payroll (M)	77,397
Elevator (Q)	0
Exterminator (M)	2,158
Trash – Dumpsters	0
City Trash Collection (Q)	0
City Water (Q)	0
Sewer Tax (Semi-Annual)	0
Robison Fuel Oil (M)	35,254
Electric (M)	24,114
Gas (M)	46,885
Propane (M)	0
Legal – PHA Attorney (M)	3,200
Legal – Labor Attorney	0
Lawsuit Deductibles	0
Health Insurance/Dental Insurance(M)	34,642
Process Server – Evictions (M)	0
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	0
Credit Card (M)-Maintenance Supplies, Office Expenses, Tenant Services	12,061
Other Maintenance Supplies and Contracts (M)	6,609
Other Office Expenses and Contracts (M)	2,015
PILOT (SA)	0
NYS Retirement Contribution (A)	0
Medicare Part B Reimbursement	0
Unit Turnaround Contracts	11,600
TOTAL EXPENSES	\$255,935
ROSS Grant (Salary, expenses and training)	5,710
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	4	113,055	0	0	3-Adjourned 1-Eviction
February 2025	5	160,307	0	0	5-Adjourned
March 2025	7	104,666	0	0	2-Trial 1-Stay 3-Adjourned 1- Stipulation

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	
March	148	143	5 Outstanding

Tenant Payment Agreement Summary – As of March 31, 2025

Bohlmann Towers (30 Agreements)

- Total Agreement Amount: \$383,251.74
- Total Received: \$75,609.06
- Remaining Balance: \$307,642.68

Dunbar Heights (23 Agreements)

- Total Agreement Amount: \$223,144.82
- Total Received: \$44,012.80
- Remaining Balance: \$179,132.02

Turnkey (10 Agreements)

- Total Agreement Amount: \$92,975.40
- Total Received: \$35,883.00
- Remaining Balance: \$57,092.40

PHA Total (63 Agreements)

- Total Agreement Amount: \$699,371.96
- Total Received: \$155,504.86
- Remaining Balance: \$543,867.10

UNIT TURNOVER

SITE/UNIT	SIZE	VACANT	COMPLETE	LEASED	COMMENT
BT 1-B	1	3/31/25			Contractor working
BT 1-L	1	3/19/25			Contractor working
BT 1-X	1	03/14/25	4/10/25		LEASE 5/1/25
BT 3-B	3	03/18/25			Contractor working
BT 7-M	1	3/11/25	4/11/25		LEASE 5/1/25
TOTAL VACANT	5				
OFFLINE	1				

ACTIVE UNITS

As of March 31st	
Bohlmann Towers	139
Dunbar Heights	96
Turnkey	32
Total Active	267
Total Occupancy Rate	98% (267)

EXTERMINATION SUMMARY – BEDBUGS - # Treatments

	2023	2024	2025	Comment
January	0	0	1	
February	0	2	2	
March	0	0	17	3 confirmed 14 Preventative Services
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	20	
COST	\$2,340	\$2,267	\$2,859	

TENANT ACCOUNTS RECEIVABLE - LATE OR NO PAYMENT

SITE	# Units	No Payment	Past Due through March 31, 2025
Bohlmann Towers	144	(30) 22	85 owed \$519,657 (521,481)
Dunbar Heights	96	(20) 19	46 owed \$351,564 (344,029)
Turnkey	33	(11) 6	20 owed \$144,782 (143,809)
Totals	273	(61) 47	151- 55% - \$1,016,003 (\$1,009,293)

Parenthesis () represents the previous month.

PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS

PHA Activity 3/4-3/10/25	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	27	21	6*
Dunbar Heights	28	26	2*
*BT – Other (Suspicious Activity, Medical, Subpoena Service, Traffic Stop, 3 PWTs)			
*DH – Other (Traffic Stop, Unwanted Party)			
PHA Activity 3/18-3/24/25	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	34	30	4*
Dunbar Heights	30	29	1*
*BT – Other (Larceny, Parking Complaint, Subpoena Service, Suspicious Activity)			
*DH – Other (Domestic Incident)			

Consultant Selection for Section 18 Application Services

PHA is awaiting official approval from HUD on the procurement file and contract before proceeding with the execution of the agreement with the consultant.

Grants

Pending

1. **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.
2. **Emergency Safety and Security Grant Application 2025:** Seeking \$250,000 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
 2. **ROSS Service Coordinator Program FY 2024:** PHA was recently awarded this grant for a three-year program beginning June 1, 2025. Job listing will be posted soon on Linked In, Indeed, PHA website, Bulletin Boards, Rent Café tenant portal and Facebook.
 3. **Dunbar Heights Kitchens:** State funding of \$310,000. The grant agreement was delivered to PHA, signed and returned. I am in the process of updating the action plan for HUD. Once that is approved, we can start the bidding process.
-

Solicitations

- Bohlmann Elevator Replacement: Due to the type of materials needed for the project and current volatility with tariffs and pricing, I recommend postponing the elevator bid for approximately six months to allow for more stable market conditions. Delaying the bid may allow for more competitive pricing and greater stability in the supply chain, ultimately resulting in better value for the project.
- Fence Repairs (2024 Safety and Security Grant): \$83,000 for PHA-wide repairs. Soliciting proposals for Fencing and Installation services at Dunbar Heights, Turnkey Sites and Bohlmann Towers. A site walkthrough will be held on April 21, 2025 and proposals are due by April 30, 2025 at 12:00 PM.
- Landscaping: Final submissions were due April 11. PHA received three responses however, none of the bids were complete. I will put it back out and consider doing a month to month until we finalize a contract for the entire season if the board agrees.



Other Updates

- The first delivery of new stoves at Dunbar began on April 8th starting with the 3rd court. Flyers are distributed one week before delivery.
- Repairs to a closed section of outdoor stairs at 1431 Park Street are set to begin soon. Tenants have been notified.
- 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



- 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 March 31, 2025

	Mar 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1111.2 Cash - Operating Account	189,659.56
1111.5 Cash - Payroll Account	10,574.24
1112 Chase - Nonfederal	727,631.69
1114 Security Deposit Fund	86,432.28
1117 Petty Cash Fund	1,000.00
Total Checking/Savings	1,015,297.77
Other Current Assets	
1123 Allowance for Doubt. Accts	-698,804.00
1125 AR HUD	285,552.87
1211 Prepaid Insurance	46,822.41
1260 Material Inventory	53,180.00
1261 Obsolete Inventory	-2,659.00
1122.1 · 1122.1 TAR Bohlmann	248,050.52
1122.2 · 1122.2 TAR Dunbar	116,828.32
1122.3 · 1122.3 TAR Turnkey	94,835.49
1122.7 · 1122.7 TAR Repays Bohlmann	286,556.23
1122.8 · 1122.8 TAR Repays Dunbar	184,724.44
1122.9 · 1122.9 TAR Repays Turnkey	47,743.52
1262 · 1262 Fuel Oil Inventory	27,374.00
Total Other Current Assets	690,204.80
Total Current Assets	1,705,502.57
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
1400.46 CFP 2024	21,375.00
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	6,105,587.35
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	9,020,938.92

Peekskill Housing Authority
Balance Sheet
As of March 31, 2025

	<u>Mar 31, 25</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2111 Accounts Payable	68,672.05
2114 Tenant Security Deposits	85,832.25
2117.3 Pension Payable	1,881.59
2117.5 Group Insurance	7,053.46
2117.7 CSEA Dues	-134.20
2133 Accrued utilities	122,539.63
2135 Accrued Payroll	7,211.36
2138 Accrued Comp. Absences	150,982.00
2146 Lease Payable	7,338.13
2240.1 · Prepaid Rent Bohlmann	5,189.98
2240.2 · Prepaid Rent Dunbar	4,152.87
2240.3 · Prepaid Rent Turnkey	1,950.60
Total Other Current Liabilities	<u>462,669.72</u>
Total Current Liabilities	462,669.72
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	<u>6,390,788.00</u>
Total Liabilities	6,853,457.72
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	1,192,435.10
Total Equity	<u>2,167,481.20</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,020,938.92</u></u>

Peekskill Housing Authority

Profit & Loss

March 2025

	Mar 25
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	96,534.00
3110.2 Dunbar Heights	54,039.00
3110.4 Turnkey	26,262.00
Total 3110 Dwelling Rental	176,835.00
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	900.00
3190.2 Dunbar Heights	705.00
3190.4 Turnkey	225.00
Total 3190 Nondwelling Rental	1,830.00
3610 Interest on Gen. Fund Inv.	529.03
3690 Other Income	
3690.2 CAP Office Rent	2,700.00
3690.3 Health Center Rent	740.16
3690.6 Late Fees	
Bohlmann Towers	791.85
Dunbar Heights	475.80
Turnkey	194.20
Total 3690.6 Late Fees	1,461.85
3690.8 Work Orders	
Bohlmann Towers	165.00
Dunbar Heights	650.00
Turnkey	192.00
Total 3690.8 Work Orders	1,007.00
3690.9 AC - BT	175.00
3690.9 Ac - TK	30.00
Total 3690 Other Income	6,114.01
3691 Other Income CFP Subsidy	16,666.63
8020 Operating Subsidy	
8020.1 AMP 1	71,530.94
8020.2 AMP2	77,341.12
Total 8020 Operating Subsidy	148,872.06
Total Income	350,846.73
Gross Profit	350,846.73
Expense	
4110 Administrative Salaries	27,463.64
4130 Legal Expense	3,200.00
4170 Accounting Fees	2,400.00
4171 Auditing Fees	725.00
4190.2 Membership Dues & Fees	125.00
4190.6 All Other Sundry	6,376.27
4190.7 Admin. Service Contracts	411.60
4190.9 Advertising	78.25
4220 Recreation, Publications	127.66
4320 Electricity	24,113.58
4330 Gas	46,884.50
4340 Fuel	35,254.12
4410 Labor	49,932.88
4420 Materials	
4420.01 Supplies - Grounds	13,809.84
Total 4420 Materials	13,809.84

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04/06/25

Accrual Basis

Peekskill Housing Authority

Profit & Loss

March 2025

	Mar 25
4430.1 Garbage & Trash Removal	21,060.00
4430.11 Routine Maint Contracts	13,857.88
4430.5 Landscaping Contracts	5,676.57
4430.6 Unit Turnaround Contract	11,600.00
4430.9 Exterminating Contracts	2,185.00
4510 Insurance Expense	18,745.35
4520 Payments in Lieu of Taxes	-101,570.00
4540 Employee Benefits	
4540.1 Employee Ben - Admin	14,326.47
4540.2 Employee Ben - Maint	26,222.76
4540.6 GASB-68 Admin	6,477.01
Total 4540 Employee Benefits	47,026.24
4570 Collection Losses	8,333.37
4190.72 - 4190.73 IT Services	750.00
Total Expense	238,566.75
Net Ordinary Income	112,279.98
Other Income/Expense	
Other Income	
8029.53 ROSS Grant	8,565.00
Total Other Income	8,565.00
Other Expense	
4805 ROSS 2022 Expenses	5,710.00
Total Other Expense	5,710.00
Net Other Income	2,855.00
Net Income	115,134.98

Peekskill Housing Authority

Profit & Loss

April 2024 through March 2025

	Apr '24 - Mar 25
Ordinary Income/Expense	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	1,133,020.18
3110.2 Dunbar Heights	632,821.00
3110.4 Turnkey	320,858.02
Total 3110 Dwelling Rental	2,086,699.20
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	10,730.85
3190.2 Dunbar Heights	8,865.00
3190.4 Turnkey	2,797.00
Total 3190 Nondwelling Rental	22,392.85
3610 Interest on Gen. Fund Inv.	7,234.85
3690 Other Income	
3690.1 Laundry Room Income	23,709.97
3690.2 CAP Office Rent	2,700.00
3690.3 Health Center Rent	8,881.92
3690.6 Late Fees	
Bohlmann Towers	122.00
Dunbar Heights	698.15
Turnkey	241.35
Total 3690.6 Late Fees	1,061.50
3690.8 Work Orders	
Bohlmann Towers	2,895.38
Dunbar Heights	1,468.44
Turnkey	217.00
Total 3690.8 Work Orders	4,580.82
3690.9 AC - BT	6,821.91
3690.9 Ac - TK	530.48
3690 Other Income - Other	8,076.15
Total 3690 Other Income	56,362.75
3691 Other Income CFP Subsidy	207,382.00
8020 Operating Subsidy	
8020.1 AMP 1	976,754.00
8020.2 AMP2	1,004,371.00
8020.5 Shortfall Funds	9,999.00
Total 8020 Operating Subsidy	1,991,124.00
Total Income	4,371,195.65
Gross Profit	4,371,195.65
Expense	
4110 Administrative Salaries	311,756.97
4130 Legal Expense	46,599.31
4140 Staff Training	8,352.59
4170 Accounting Fees	30,300.00
4171 Auditing Fees	10,350.00
4190.15 Cell Phones/Pagers	61.64
4190.2 Membership Dues & Fees	1,972.26
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	37,944.53
4190.7 Admin. Service Contracts	40,651.11
4190.71 Leases	4,965.28
4190.72 Payroll Fees	685.79
4190.8 Bank Fees	95.14

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04/06/25

Accrual Basis

Peekskill Housing Authority
Profit & Loss
 April 2024 through March 2025

	Apr '24 - Mar 25
4190.9 Advertising	4,498.25
4220 Recreation, Publications	2,281.99
4220.01 Other Tenant Services	8,809.43
4310 Water & Sewer	217,689.40
4310.9 Sewer Taxes	48,820.84
4320 Electricity	260,839.45
4330 Gas	292,597.37
4335 Propane	20,735.88
4340 Fuel	187,442.45
4410 Labor	632,227.92
4420 Materials	
4420.01 Supplies - Grounds	175,252.88
Total 4420 Materials	175,252.88
4430.1 Garbage & Trash Removal	63,920.00
4430.10 Alarm/Extinguish Contra	3,302.02
4430.11 Routine Maint Contracts	53,787.14
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	80,926.45
4430.6 Unit Turnaround Contract	178,448.00
4430.7 Electrical Contracts	60,828.44
4430.9 Exterminating Contracts	17,022.72
4481 Security Camera Expense	400.00
4510 Insurance Expense	205,111.35
4510.4 Insurance - Other	5,484.59
4540 Employee Benefits	
4540.1 Employee Ben - Admin	164,610.86
4540.2 Employee Ben - Maint	300,368.65
4540.6 GASB-68 Admin	92,293.00
Total 4540 Employee Benefits	557,272.51
4570 Collection Losses	100,000.00
4870 Extraordinary Items	1,500.00
4190.72 · 4190.73 IT Services	4,893.50
7520 · 7520 Equipment Purchases	72,860.00
Total Expense	3,915,722.86
Net Ordinary Income	455,472.79
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	68,621.01
8029.54 Capital Fund Grant 2023	8,666.45
Total Other Income	813,469.73
Other Expense	
4805 ROSS 2022 Expenses	76,507.42
Total Other Expense	76,507.42
Net Other Income	736,962.31
Net Income	1,192,435.10

Peekskill Housing Authority
Summary Operating Statement - Budget and Actual
Twelve Months Ended March 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	1,875,021	1,835,950	1,835,950	2,086,699	250,749
Nondwelling Rent	21,006	20,700	20,700	22,393	1,693
Interest Income	6,566	6,500	6,500	7,235	735
Other Income	52,500	56,000	56,000	56,362	362
HUD Operating Subsidy	1,563,697	1,770,000	1,770,000	1,991,124	221,124
CFP Operations Subsidy	202,185	200,000	200,000	207,382	7,382
Total Operating Receipts - Including HUD Contril	3,720,975	3,889,150	3,889,150	4,371,195	482,045
Expenses					
Operating Expenditures					
Administrative:					
Administrative Salaries	245,406	330,080	330,080	311,757	18,323
Legal Expense	54,654	45,000	45,000	46,599	(1,599)
Training	2,970	5,000	5,000	8,353	(3,353)
Travel	0	5,000	5,000	0	5,000
Accounting Fees	27,500	30,000	30,000	30,300	(300)
Auditing Fees	10,350	10,500	10,500	10,350	150
Telephone, Office Supplies, Miscellaneous	129,084	107,500	107,500	134,899	(27,399)
Total Administrative Expenses	469,964	533,080	533,080	542,258	(9,178)
Tenant Services:					
Contracts	0	0	0	0	0
Relocation and other	23,901	20,000	20,000	11,091	8,909
Total Tenant Services Expenses	23,901	20,000	20,000	11,091	8,909
Utilities:					
Water/Sewer	276,730	300,000	300,000	266,510	33,490
Electricity	172,970	225,000	225,000	260,839	(35,839)
Gas	308,416	295,000	295,000	292,597	2,403
Fuel	314,839	305,000	305,000	208,178	96,822
Total Utilities Expenses	1,072,955	1,125,000	1,125,000	1,028,124	96,876
Ordinary Maintenance & Operation:					
Labor-Maintenance	595,046	640,940	640,940	632,228	8,712
Materials - Maintenance	153,732	125,000	125,000	175,253	(50,253)
Maint Contract Costs	595,472	358,500	358,500	584,138	(225,638)
Total Maintenance Expenses	1,344,250	1,124,440	1,124,440	1,391,619	(267,179)
Protective Services:					
Contracts	975	5,000	5,000	400	4,600
Total Protective Services	975	5,000	5,000	400	4,600
General Expense:					
Insurance	246,573	255,200	255,200	210,596	44,604
Payments in Lieu of Taxes	82,307	73,770	73,770	108,832	(35,062)
Employee Benefit Contributions	538,342	620,780	620,780	557,273	63,507
Collection Losses	99,805	100,000	100,000	100,000	0
Total General Expenses	967,027	1,049,750	1,049,750	976,701	73,049
Nonroutine Items:					
Extraordinary Items	28,171	10,000	10,000	74,360	(64,360)
Total Operating Expenses	3,907,243	3,867,270	3,867,270	4,024,553	(92,923)
Net Income/(Loss)	(186,268)	21,880	21,880	346,642	324,762

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION APPROVING THE
REVIEW OF MONTHLY BILLS AS LISTED
MARCH 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 March 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 March 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: April 17th, 2025

J. Phalen, Executive Director

Peekskill Housing Authority
Transaction List by Vendor
March 2025

Vendor Name	Type	Date	Memo	Amount
All County Lock & Safe Corp.	Bill	03/12/2025	Invoice 31779; Cylinders and Keys at 10B, Dunbar Heights	-195.00
	Bill Pmt -Check	03/12/2025	Invoice 31779; Cylinders and Keys at 10B, Dunbar Heights	-195.00
American Cycles & Tires	Bill	03/19/2025	Invoice 120, Truck Repair	-651.00
	Bill Pmt -Check	03/21/2025	Invoice 120, Truck Repair	-651.00
Carahsoft Technology Corp.	Bill	03/12/2025	IN1902379 & 1860836 Social Service Verification	-559.43
	Bill Pmt -Check	03/12/2025	IN1902379 & 1860836 Social Service Verification	-559.43
Chase Card	General Journal	03/13/2025	March credit card payt	7,126.38
Choice Words LLC	Bill	03/12/2025	CDBG FY 20205-2027 Application	-750.00
	Bill Pmt -Check	03/12/2025	CDBG FY 20205-2027 Application	-750.00
City of Peekskill(cpt)	Bill	03/19/2025	Trash Disposal	-21,060.00
	Bill Pmt -Check	03/21/2025	Trash Disposal	-21,060.00
Con Edison	General Journal	03/11/2025	807 Main St	30,115.11
	Bill	03/12/2025	Electricity charge, vacant unit, DB, 10B	-23.75
	Bill Pmt -Check	03/12/2025	Electricity charge, vacant unit, DB, 10B	-23.75
	Bill	03/19/2025	Acc# 45841-11187-0 (VACANT UNIT- DH 10B)	-25.39
	General Journal	03/19/2025	Kiley Ctr	6,158.70
	Bill Pmt -Check	03/21/2025	Acc# 45841-11187-0 (VACANT UNIT- DH 10B)	-25.39
CSEA	General Journal	03/31/2025	To reverse 2024 A/P	-3,214.30
	Bill	03/21/2025	CSEA Union Dues, Agency 03022	-673.96
CSEA Employee Benefit Fund	Bill Pmt -Check	03/21/2025	CSEA Union Dues, Agency 03022	-673.96
	Bill	03/19/2025	Group 087, VISION AND DENTAL BENEFITS	-1,732.17
DJM Tree Service Inc.	Bill Pmt -Check	03/21/2025	Group 087, VISION AND DENTAL BENEFITS	-1,732.17
	Bill	03/12/2025	Invoice# 2087, Landscaping at 1719 Park St	-1,892.19
Gannett New York-New Jersey LocalIQ	Bill Pmt -Check	03/12/2025	Invoice# 2087, Landscaping at 1719 Park St	-1,892.19
	Bill	03/19/2025	Invoice 2088, Tree service at 1227 Howard & 1719 Park	-3,784.38
	Bill Pmt -Check	03/21/2025	Invoice 2088, Tree service at 1227 Howard & 1719 Park	-3,784.38
HD Supply Facilities Maintenance Ltd.	Bill	03/21/2025	Account # 1183939, Westchester Journal News	-78.25
	Bill Pmt -Check	03/21/2025	Account # 1183939, Westchester Journal News	-78.25
Home Depot Credit Services	Bill	03/12/2025	Maintenance Materials	-4,543.50
	Bill Pmt -Check	03/12/2025	Maintenance Materials	-4,543.50
Home Improvement St. John's	Bill	03/12/2025	Acc #6035322153169242	-1,944.96
	Bill Pmt -Check	03/12/2025	Acc #6035322153169242	-1,944.96
John G. Cruikshank	Bill	03/12/2025	UNIT TURNAROUND- Dunbar Heights 10B	-11,600.00
	Bill Pmt -Check	03/12/2025	UNIT TURNAROUND- Dunbar Heights 10B	-11,600.00
Kimberlyn McIver	Bill	03/12/2025	Invoice: 5065, Accounting Services Feb 25	-2,400.00
	Bill Pmt -Check	03/12/2025	Invoice: 5065, Accounting Services Feb 25	-2,400.00
Kinsley Group, Inc.	Bill	03/12/2025	ROSS Coordinator Fees	-2,855.00
	Bill Pmt -Check	03/12/2025	ROSS Coordinator Fees	-2,855.00
	Bill	03/21/2025	ROSS Coordinator Fees	-2,855.00
	Bill Pmt -Check	03/21/2025	ROSS Coordinator Fees	-2,855.00
LAN Associates	Bill	03/12/2025	Invoice SVC000213488, Generator repair	-1,327.00
	Bill Pmt -Check	03/12/2025	PEEHOU	-1,327.00
	Bill	03/19/2025	Invoice SVC000214557, Generator repair at 807 Bolhmann Towers	-4,349.19
	Bill Pmt -Check	03/21/2025	PEEHOU	-4,349.19
Language Line Services, Inc	Bill	03/12/2025	Invoice 5411; Architectural Services for Bathroom Revitalization Project	-21,375.00
	Bill Pmt -Check	03/12/2025	Invoice 5411; Architectural Services for Bathroom Revitalization Project	-21,375.00
Michael Belanich	Bill	03/12/2025	Language Line Invoice:9022006502	-2.48
	Bill Pmt -Check	03/12/2025	9022006502	-2.48
NATIONAL CENTER FOR HOUSING MANAGEMENT	Bill	03/12/2025	Uniform Allowance	-232.34
	Bill Pmt -Check	03/12/2025	Uniform Allowance	-232.34
New York Power Authority	Bill	03/12/2025	Invoice RWL25-1315405 Certification Renewal	-125.00
	Bill Pmt -Check	03/12/2025	Invoice RWL25-1315405 Certification Renewal	-125.00
NYS and Local Retirement Systems	Bill	03/12/2025	Invoice 6100133025, Electricity All Sites.	-24,064.44
	Bill Pmt -Check	03/12/2025	Invoice 6100133025, Electricity All Sites.	-24,064.44
NYS Employees' Health Insurance Pending A	General Journal	03/07/2025	March ERS payt	3,493.76
	Bill	03/12/2025	HEALTH INSURANCE PREMIUMS #616	-32,910.35
	Bill Pmt -Check	03/12/2025	HEALTH INSURANCE PREMIUMS #616	-32,910.35

Peekskill Housing Authority
Transaction List by Vendor
March 2025

Vendor Name	Type	Date	Memo	Amount
NYSIF	Bill	03/12/2025	Bill Number: 85970217 Workers' Compensation Premium	-877.04
	Bill Pmt -Check	03/12/2025	Bill Number: 85970217 Workers' Compensation Premium	-877.04
NYSPHADA	Bill	03/12/2025	VOID: NYSPHDMMBRSHPF0Y000G NYSPHADA Membership	0.00
	Bill Pmt -Check	03/12/2025	VOID: NYSPHDMMBRSHPF0Y000G NYSPHADA Membership	0.00
P.C. Richard & Son	Bill	03/07/2025	APPLIANCE PURCHASE ORDER # 231 Customer ID:05521	-238,849.00
	Bill Pmt -Check	03/07/2025	APPLIANCE PURCHASE ORDER # 231 Customer ID:05521	-238,849.00
	General Journal	03/31/2025	Void #18303, 2/19/25, PC Richards	238,849.00
Paychex	General Journal	03/12/2025	Corestream 3/13	68.96
	General Journal	03/13/2025	Paychex invoice	161.06
	General Journal	03/26/2025	Corestream 3/27	68.96
	General Journal	03/27/2025	Paychex invoice	161.06
Pestech	Bill	03/12/2025	Invoice: 1107142, Pest Solution Services	-2,185.00
	Bill Pmt -Check	03/12/2025	Invoice: 1107142, Pest Solution Services	-2,185.00
Pierro & Kamensky	Bill	03/12/2025	Legal Services	-3,200.00
	Bill Pmt -Check	03/12/2025	Legal Services	-3,200.00
Purchase Power	Bill	03/12/2025	Acc # 8000-9090-0055-6733, Postage Service	-705.25
	Bill Pmt -Check	03/12/2025	Acc # 8000-9090-0055-6733, Postage Service	-705.25
Right-Trak Design Inc.	Bill	03/12/2025	Invoices: 22109 & 22110 (CFP FY24, RFP)	-5,553.33
	Bill Pmt -Check	03/12/2025	Invoices: 22109 & 22110 (CFP FY24, RFP)	-5,553.33
	Bill	03/19/2025	Invoice # 22060 Elevator RFQ	-1,227.36
	Bill Pmt -Check	03/21/2025	Invoice # 22060 Elevator RFQ	-1,227.36
Robison Oil	General Journal	03/14/2025	Robison invoice	18,943.75
	General Journal	03/24/2025	Robison invoice	16,310.37
Safe Cloud, Inc.	Bill	03/12/2025	Invoice 9159, Monthly IT Service	-750.00
	Bill Pmt -Check	03/12/2025	Invoice 9159, Monthly IT Service	-750.00
Stericycle, Inc	Bill	03/19/2025	Invoice 8010210483, DOCUMENT DISPOSAL	-87.00
	Bill Pmt -Check	03/21/2025	Invoice 8010210483, DOCUMENT DISPOSAL	-87.00

**PEEKSKILL HOUSING AUTHORITY
RESOLUTION AUTHORIZING THE WRITE OFF OF UNCOLLECTABLE TENANTS'
ACCOUNTS RECEIVABLE FOR TENANTS WHO NO LONGER RESIDE AT THE
PEEKSKILL HOUSING AUTHORITY
APRIL 2025**

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

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

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

WHEREAS, the value of vacated and/or written off as uncollectable for the fiscal year ending March 31, 2025 is \$99,482.65; and

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

NOW, THEREFORE BE IT RESOLVED, that the Peekskill Housing Authority Board of Commissioners authorizes the Executive Director to write off vacated tenant uncollected accounts receivables in the amount of \$99,482.65.

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

Commissioner _____ motioned to vote and Commissioner _____ seconded.

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

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

Effective: April 17th, 2025

J. Phalen, Executive Director