



# MONTHLY BOARD OF COMMISSIONERS MEETING

SEPTEMBER 18, 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

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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 – SEPTEMBER 18<sup>th</sup>, 2025  
DUNBAR HEIGHTS  
AGENDA

- I. ROLL CALL
- II. APPROVAL OF MINUTES:
  - a. Resolution – 09/01/2025 – July 24<sup>th</sup>, 2025 – Regular Meeting Minutes
- III. CORRESPONDENCE: None
- IV. EXECUTIVE DIRECTOR’S REPORT:
  - a) Monthly Report – September 2025
  - b) Financial Report – August 2025
- V. COUNSEL’S REPORT
- VI. UNFINISHED BUSINESS:
  - a. Resolution – 07/04/2025 -- Adoption of Video Camera Surveillance Policy
- VII. NEW BUSINESS:
  - a) Resolution – 09/02/2025 – July Monthly Bills
  - b) Resolution – 09/03/2025 – August Monthly Bills
  - c) Resolution – 09/04/2025 – Updated Employee Handbook
  - d) Resolution – 09/05/2025 – Ethics Policy
  - e) Katharine Mendez LAN Associates-Dunbar Heights Bathroom Phase Three Award Recommendation
    - a. Selection of Vendor for Phase three of Dunbar Heights Bathroom Project
  - f) Kim McIver-Update on ROSS Program and Activities

VIII. TENANTS' COMMENTS AND CONCERNS

IX. ADJOURNMENT

X. EXECUTIVE SESSION

a) Ongoing Matters



**PEEKSKILL HOUSING AUTHORITY  
RESOLUTION APPROVING  
JULY 24<sup>th</sup>, 2025 BOARD MEETING MINUTES  
REGULAR SESSION**

**WHEREAS**, The Board of Commissioners have reviewed the minutes of July 24, 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 July 24, 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: September 18<sup>th</sup>, 2025

\_\_\_\_\_  
J. Phalen, Executive Director



# PEEKSKILL HOUSING AUTHORITY

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Executive Director

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Peekskill, New York 10566  
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## PEEKSKILL HOUSING AUTHORITY MONTHLY BOARD OF COMMISSIONERS REGULAR MEETING MINUTES JULY 24 2025

### ROLL CALL:

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

M. Levin, Assistant Director  
J. Phalen, Executive Director - *Absent*  
Mark J. Kamensky Esq., Counsel - *Absent*

Chairman Simpkins welcomed everyone to the July 24, 2025 Monthly Board of Commissioners Meeting.

### Resolution – 07/01/2025 – Regular Meeting Minutes

Chairman Simpkins asked for a motion to pass Resolution 07/01/2025. 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 – 07/02/2025 – Public Hearing Minutes

Chairman Simpkins asked for a motion to pass Resolution 07/02/2025. 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 June \$182,795

**Other Revenue** – June \$4,294

## **Tenant Charges**

Assistant Director Levin reviewed the Rent Charges, Total tenant charges, Total Collected, Unpaid Tenant Balance for June 2025.

**Bills Paid** –The Assistant Director reviewed the June bills.

Total expenses for June 2025 \$262,340

**Court Proceedings** – 7 adjourned.

## **Tenant Payment Agreements- TPA**

Total of 65 residents have payment agreements with a remaining balance of \$547,206.23

**Work Orders** – July 171, 4 outstanding

**Unit Turnovers** – 4 vacant units as of June 30.

**Extermination**- 1 bedbug treatment in June 2025.

## **Tenants Account Receivable (TAR)**

**Total past due for June 2025**- 143 tenants (55%) owed \$1,067,770

## **Police Reports:**

**Police Activity PHA June 17–23, 2025** -Bohlmann Towers had 21 visits (149patrol/follow-up, 2 other), and Dunbar Heights had 19 visits (16 patrol/follow-up, 3 other).

**Police Activity PHA June 24–30, 2025**, -Bohlmann Towers had 15 visits (13 patrol/follow-up, 2 other), and Dunbar Heights had 27 visits (25 patrol/follow-up, 2 other).

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## **THUD Bill Proposal (FY2026)**

The proposed FY2026 THUD appropriations bill includes steep reductions to federal public housing funding. Most notably, New York State housing authorities stand to lose over \$4.4 billion in federal support under this proposal.

Key proposed cuts include:

- Operating Fund: Proposed at \$4.975 billion—a \$501 million cut from FY2025.
- Operating Fund Shortfall: Maintained at \$25 million, offering no increase to offset inflation or cost growth.
- Capital Fund: Proposed at \$2.286 billion—a \$914 million reduction from FY2025.

These cuts would significantly limit our ability to operate and maintain public housing, and could directly impact tenant services, maintenance, and capital improvements. Continued advocacy is essential as this bill moves through Congress.

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## Fence Replacement – Emergency Safety and Security Grant

The PHA solicited RFPs for fence replacement and received three responses. Two were fully evaluated:

- **Mancon LLC** – Scored **85/100**. Strong past performance with the City of Peekskill, full HUD/BABA compliance, and clear project timeline (30–40 days). Higher bid of **\$73,000**, but under budget and includes both Park Street and Dunbar Heights. Demonstrated strong local experience and provided a dedicated project manager.
- **WBE Site & Utilities** – Scored **80/100**. Lowest bid of **\$36,645**, but lacked BABA documentation and provided no local references. Scope covered only 1719 Park Street. While certified as WBE, concerns remain over compliance and completeness of submission.

**Recommendation:** Award contract to **Mancon LLC** due to demonstrated experience, compliance, and full project coverage.

A Board Resolution is required.

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## Camera Surveillance Policy – Board Action Requested

The Peekskill Housing Authority has developed a formal Video Camera Surveillance Policy to support the safety and security of its residents, staff, and visitors, while balancing the need for privacy in common areas. The policy outlines procedures for signage, access restrictions, recorded footage, and data retention, and identifies specific staff authorized to view camera feeds.

A resolution is requested for the Board to formally adopt this policy.

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## Grants

### Pending

1. **Emergency Safety and Security Grant Application 2025:** Seeking \$250,000 to address NSPIRE deficiency-related hazards

### 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. **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. The Assistant Director attended the CDBG town hall in which the county said they are working on executing contracts.



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## Solicitations

**Compactor System – Bohlmann Towers-** Due to frequent shutdowns and the aging condition of the compactor at 807 Main Street, PHA has issued an RFP for a full HUD- and BABA-compliant replacement, including maintenance service. Though our current provider has responded to issues, the system remains unreliable. A site visit is set for July 22, 2025, with proposals due July 29, 2025. Solicited via Journal News, Housing Marketplace, and direct outreach to vendors.

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## Other Updates

**Bohlmann Elevator Modernization Project:** PHA received the quote for architect services which will be included in the 5-year plan for 2025. PHAs NY based architect LAN are doing assessments on the elevator and working on a timeline.

**Dunbar Heights Kitchens:** PHA has secured \$310,000 in state funding for kitchen renovations at Dunbar Heights.

Next steps:

- Unit inspections will be conducted to assess the condition of each kitchen and prioritize needs.
- Based on the inspection results, a project timeline will be established.
- The bidding process will begin once the scope of work is finalized.

**Dunbar Bathroom Project – Phase 3 Update:** Architect LAN has provided PHA with Project schedule, cost estimate, drawings, and a product comparison between Phases 1 & 2 and the materials proposed for Phase 3.

Phases 1 & 2 averaged at \$340k each; with inflation and compliant materials, the cost estimate is \$489k.  
Dates:

- July 24<sup>th</sup> -post the advertisement
- August 14<sup>th</sup>- pre-bid meeting
- August 26- last day for questions
- September 2- bid opening
- September 18- board meeting
- Tentative award on 9/19

**Pool Passes:** Free 2025 Season Pool passes and discounted daily rates for PHA residents at veteran's memorial park. Sign up at Parks and Rec 1 Robin Drive. 2 proofs of residency will be required. Served on a first come, first served basis.

**Commissioner Smith-Defreitas:** Who is doing the inspections?

**Assistant Director Levin:** The maintenance staff working from a checklist provided by the architect.

**Commissioner Smith-Defreitas:** Who's the current provider for the compactor system?

**Assistant Director Levin:** Chutemaster.

**Commissioner Smith-Defreitas:** The elevator modernization, LAN is doing an assessment. That assessment wasn't already done because wasn't there already a bid proposal that went out?

**Assistant Director Levin:** The bid that went out was for the contractor, but they still required the architect to do the initial work.

**COUNSEL'S REPORT:** - *None*

#### **UNFINISHED BUSINESS - Resolution – 06/01/2025 – May 15, 2025 Regular Meeting Minutes**

Chairman Simpkins asked for a motion to pass Resolution 06/01/2025. 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.

#### **NEW BUSINESS**

##### **Resolution – 07/03/2025 – June Monthly Bills**

Chairman Simpkins asked for a motion to pass Resolution 07/03/2025. 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.

##### **Resolution – 07/04/2025 – Adoption of Video Camera Surveillance Policy**

Chairman Simpkins asked for a motion to pass Resolution 07/04/2025.

**Commissioner Smith-Defretias:** Was the revisions to the policy sent out?

**Assistant Director Levin:** Yes.

**Commissioner Smith-Defretias:** Let's table this to the next meeting so we can all have a chance to review it.

##### **Resolution – 07/05/2025 – Selection of Fencing Vendor**

Chairman Simpkins asked for a motion to pass Resolution 07/05/2025. Vice Chairman Houston made the motion and Commissioner Simmons seconded. Chairman Simpkins asked if there were any comments, concerns, or questions.

**Vice Chairman Houston:** What areas are getting new fencing?

**Assistant Director Levin:** Around the bullpen at Bohlmann Towers, the entire perimeter at Dunbar Heights and I will get back to you on Turnkey.

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

**Commissioner Smith-Defreitas:** Do you know who did the current fence?

**Assistant Director Levin:** I'll have to look into that.

**Commissioner Smith-Defreitas:** Do you know how old the current fence is?

**Tenants:** Old

#### **TENANTS QUESTIONS COMMENTS AND CONCERNS:**

**Sonja Henson:** Is the concrete going to be fixed along with the fence at Bohlmann?

**Assistant Director Levin:** We are currently discussing and looking for contractors to take care of the concrete.

**J. Bolton (Peekskill resident):** In regards to the Kiley Center. There's no air conditioning and now you don't have water fountains, why?

**Assistant Director Levin:** The ACs, they were brought to our attention late last week. We called the service provider immediately. Because of their shortages, they were only able to get a tech out early this week. As far as water goes, we just found out about it and sent someone over immediately.

**Regina Male:** We have one washer for 13 families. That's pretty hard to do.

**Chairman Simpkins:** We are still working on 'terminating the contract.'

**Ramona Searight:** The laundry room smells.

**Chairman Simpkins:** I'll follow-up with Janneyn tomorrow.

**Helena Travis:** Can you put a sign by the dumpsters to discourage outside dumping?

**Assistant Director Levin:** Yes.

**Yolanda Scott:** I got my floors re-done and 2 floor fans went missing.

**Commissioner Simmons:** Is there footage and did you review it?

**Assistant Director Levin:** Yes, I reviewed the footage and no fan was taken by maintenance from your unit.

**Beth W:** Is there a way for the tenants to pay their rent directly from the bank?

**Regina Male:** You have to set it up with your bank.

**Beth W:** Are the eviction proceedings process posted anywhere?

**Assistant Director Levin:** I'll get back to you.

**Beth W:** Does the Board know how they will advocate for tenants with all the pending changes and does the board know how they will advocate for the tenants?

**Chairman Simpkins:** I suggest that all tenants contact their congress person because all the changes will directly impact them.

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

*The meeting was adjourned at 7:47 pm.*

PEEKSKILL HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
September 18, 2025  
EXECUTIVE DIRECTOR'S REPORT

Revenue	August
HUD Subsidy – Bohlmann (AMP 1)	77,987
HUD Subsidy – All other sites (AMP 2)	82,481
Proceeds from Capital Funds/Shortfall Funds/ROSS Grant	14,027
<b>Total HUD Revenue</b>	<b>174,495</b>
<b>Other Revenue– Non-Federal</b>	
Laundry Commissions	0
CAP Office	0
Health Center	740
Interest	739
<b>Total</b>	<b>1,479</b>
<b>TENANT CHARGES</b>	<b>August</b>
Rent	182,501
Parking	1,890
Misc. (key cards, maintenance charges, legal fees)	80
Late fees	1,008
Air Conditioners	880
<b>TOTAL TENANT CHARGES</b>	<b>186,359</b>
<b>Total Collected</b>	<b>164,564</b>
<b>Unpaid Tenant Balance for the month</b>	<b>21,795</b>
<b>Write offs, AJE's, Move outs</b>	<b>0</b>
<b>All Outstanding Tenant Charges</b>	<b>1,109,109.00</b>



**Financial**

**BILLS PAID**

	<b>August</b>
Payroll (M)	73,458
Elevator (Q)	0
Exterminator (M)	0
Trash – Dumpsters	0
City Trash Collection (Q)	0
City Water (Q)	0
Sewer Tax (Semi-Annual)	0
Robison Fuel Oil (M)	8,778
Electric (M)	29,425
Gas (M)	10,351
Propane (M)	1,874
Legal – PHA Attorney (M)	3,200
Legal – Labor Attorney	0
Lawsuit Deductibles	0
Health Insurance/Dental Insurance(M)	69,000
Process Server – Evictions (M)	0
Insurance – Commercial (Q), Liability (Q), WC (M), Auto (Q)	45,306
Credit Card (M)-Maintenance Supplies, Office Expenses, Tenant Services	5,601
Other Maintenance Supplies and Contracts (M)	18,662
Other Office Expenses and Contracts (M)	13,339
PILOT (SA)	0
NYS Retirement Contribution (A)	0
Medicare Part B Reimbursement	0
Unit Turnaround Contracts	15,600
<b>TOTAL EXPENSES</b>	<b>\$294,594</b>
ROSS Grant (Salary, expenses and training)	6,454
CAPITAL FUND PROJECTS (construction and architect fees)	2,850

### COURT PROCEEDINGS

MONTH	# RESIDENTS	BALANCE	#PAID	AMOUNT PAID	RESULT/COMMENTS
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
April 2025	7	121,046	0	0	1-Warrant & Stay 4-Adjourned 2-Trial
May 2025	7	151,366	0	0	7 - Adjourned
June 2025	7	150,831	2	8,534	3 – Stipulation 4- Adjourned
July 2025	5	62,524			5 - Adjourned
August 2025	6	65,409	2	1,249	6 - Adjourned

### WORK ORDERS

MONTH	CALLS	COMPLETE	OUTSTANDING OR COMMENTS
August 2024	127	127	
September	134	134	
October	152	152	
November	120	120	
December	162	162	
January 2025	127	127	
February	122	122	
March	148	148	
April	108	108	
May	108	108	
June	171	171	
July	131	131	
August	116	112	4 Outstanding

## Tenant Payment Agreement Summary – As of August 31, 2025

### Bohlmann Towers (40 Agreements)

- Total Agreement Amount: \$415,692.69
- Total Received: \$76,991.26
- Remaining Balance: \$338,701.43

### Dunbar Heights (27 Agreements)

- Total Agreement Amount: \$266,527.68
- Total Received: \$64,252.55
- Remaining Balance: \$202,275.13

### Turnkey (13 Agreements)

- Total Agreement Amount: \$97,314.82
- Total Received: \$20,215.40
- Remaining Balance: \$77,099.42

### PHA Total (80 Agreements)

- Total Agreement Amount: \$779,535.19
- Total Received: \$161,459.21
- Remaining Balance: \$618,075.98

### UNIT TURNOVER

SITE/UNIT	SIZE	VACANT	COMPLETE	LEASED	COMMENT
BT 1-B	1	03/31/25	05/30/25	07/15/25	
BT 3-A	0	04/30/25	06/05/25	06/13/25	
BT 3-B	3	03/18/25	04/29/25	05/01/25	
BT 3-D	4	05/16/25	06/18/25		LEASE 09/02/25
BT 4-M	1	07/21/25	08/01/25		LEASE 09/02/25
BT 5-A	0	07/23/25	08/15/25		LEASE 10/15/25
BT 6-L	1	06/16/25	06/30/25	07/15/25	
BT 7-M	1	03/11/25	04/11/25	07/03/25	
DH 2-B	2	07/07/25	07/25/25		LEASE 09/02/25
TK 1431B 2-L	1	06/30/25	08/07/25		LEASE 10/15/25
<b>TOTAL VACANT</b>	<b>5</b>				
<b>OFFLINE</b>	<b>0</b>				

### ACTIVE UNITS

As of August 31st	
Bohlmann Towers	141
Dunbar Heights	96
Turnkey	32
Total Active	269
<b>Total Occupancy Rate</b>	<b>98% (269)</b>



# **EXTERMINATION SUMMARY – BEDBUGS - # Treatments**

MONTH	2023	2024	2025	Comment
January	0	0	1	
February	0	2	2	
March	0	0	17	3 confirmed 14 Preventative Services
April	0	2	2	
May	0	2	2	
June	0	2	1	
July	2	1	0	
August	3	0	0	
September	0	0		
October	0	2		
November	2	0		
December	0	0		
TOTAL	7	11	25	
COST	\$2,340	\$2,267	\$4,117	

## **TENANT ACCOUNTS RECEIVABLE - LATE OR NO PAYMENT**

SITE	# Units	No Payment	Past Due through August 31, 2025
Bohlmann Towers	144	(27) 32	88 owed \$580,915 (543,042)
Dunbar Heights	97	(15) 21	55 owed \$377,651 (375,982)
Turnkey	33	(11) 4	21 owed \$150,543 (148,162)
Totals	274	(53) 57	164- 60% - \$1,109,109 (\$1,087,314)

Parenthesis ( ) represents the previous month.

## **PEEKSKILL POLICE DEPARTMENT INCIDENT REPORTS**

PHA Activity: July 29 – Aug 4, 25	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	22	20	2*
Dunbar Heights	23	21	2*
* Bohlmann Towers – Other: 1 PWT, 1 medical			
* Dunbar Heights – Other: 1 domestic, 1 dispute			
PHA Activity: Aug 19 – 25, 2025	Total Visits	Patrol/Follow-up	Other
Bohlmann Towers	24	19	5*
Dunbar Heights	22	21	1*
* BT – Other: 1 larceny, 2 domestic, 1 fire, 1 police investigation			
* DH – Other: 1 police investigation			

## **CAPITAL FUND PROGRAM (CFP)- FIVE YEAR ACTION PLAN**

Annually, PHA receives formula driven Capital Funds for such things as: management, deferred maintenance, development, modernization, etc. A condition of the funding is that PHA prepare a Five-Year Action Plan, which has to be rolled over each year to show a summary of PHAs anticipated projects and expected expenditures for five years.

PHA was recently awarded 2024 CFP; \$1,084,311 and is removing the 2024 CFP Action Plan to add the 2029 CFP Action Plan in order to create the updated Five- Year Action Plan as follows:

### **CAPITAL FUND 5 YEAR ACTION PLAN - 2025 through 2029**

#### **2025 ANTICIPATED PROJECTS - Year 1**

Operations \$176,328

Agency Wide:

Bohlmann Towers:

Elevator Replacement \$837,983

A/E services elevator replacement \$70,000

2025 Anticipated Costs: \$1,084,311

#### **2026 ANTICIPATED PROJECTS – Year 2**

Operations \$271,077

Agency Wide:

Administration 108,431

Bohlmann Towers:

Building site sign: \$30,000

Bathroom Rehab \$389,600

Sidewalk Paving \$175,000

Stucco repair and paint \$35,203

A/E Fees \$75,000

2026 Anticipated Costs: \$1,084,311

#### **2027 ANTICIPATED PROJECTS - Year 3**

Operations \$271,077

Agency Wide:

Administration \$108,431

Bohlmann Towers:

Roof Rehab \$270,000

Bathroom renovation \$183,500

Architect costs \$74,000

Turnkey:

1227 Fence and garbage enclosure \$100,000

1719 Site flood erosion \$77,303

2027 Anticipated Costs \$1,084,311

#### **2028 ANTICIPATED PROJECTS – Year 4**

Operations \$271,077

Agency Wide:

Physical Needs Assessment \$30,000

Administration \$108,431  
Bohlmann Towers:  
Replace stoves and refrigerators \$205,548  
Bathroom renovation \$318,960  
Dunbar:  
Backdoor Awnings \$75,000  
Turnkey:  
Door and screen door replacement (1227 Howard) \$75,295  
2027 Anticipated Costs: \$1,084,311

#### 2029 ANTICIPATED PROJECTS – Year 5

Operations \$271,077  
Agency Wide:  
Administration \$108,431  
Sidewalk repair \$196,803  
Pet Waste Stations \$3,000  
New Dumpsters and co-mingled \$25,000  
Bohlmann Towers:  
Replace mailboxes \$5,000  
Construct dumpster area, concrete pad and fence \$45,000  
Replace stoves and fridges \$100,000  
Dunbar:  
Play Area and Equipment \$300,000  
2029 Anticipated Costs: \$1,084,311

The 2025-2029 Five-Year Plan is publicly noticed from August 20<sup>th</sup> to October 6<sup>th</sup>. A public hearing will be held before the regular October 16<sup>th</sup> Board meeting and a resolution will be requested at that time.

HUD regulations allow 25% of capital funds for transfer to PHA's operating budget.

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## Smart Heating Control System

### Smart Heating Control Project Update

A new smart heating control system has been installed at 1431A Park Street, designed to optimize boiler performance using outdoor, boiler, and in-unit temperature sensors. Unlike traditional systems, it targets indoor comfort directly, reducing overheating and underheating while providing real-time data and alerts. This system has already been proven effective at Bohlmann Towers.

### Next Installations

- **1431B Park** – scheduled for Sept. 15
- **1719 Park, 1227 Howard, and 696 Highland Ave** – to follow, coordinated with resident access and contractor schedules.

## **Benefits**

- Balances heat across buildings, improving resident comfort.
- Reduces fuel waste and enhances safety with alarms and diagnostics.
- Provides data for seasonal tuning and faster issue resolution.
- Minimizes resident complaints by enabling proactive adjustments.

## **Additional Notes**

- Sensors only record temperature; tenants cannot adjust settings.
  - System is staff-managed and alerts maintenance if faults occur.
  - Supported by the Housing-Related Hazard Capital Fund Grant.
  - Brief apartment access and short heat outages may be needed during installations, with notices and contingency heaters provided if needed.
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## **Ethics Policy**

Purpose: Set ethical, legal, and professional standards for all PHA board members, staff, contractors, and agents. The policy ensures integrity, transparency, accountability, and compliance with HUD and other regulations. Annual acknowledgment and periodic training are required. Once adopted, it will be added to the PHA Bylaws and Employee Handbook.

**A resolution adopting the Ethics Policy is requested at this time.**

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## **Employee Handbook**

The new Employee Handbook has been finalized and included in your board package for review. This updated handbook outlines policies, procedures, and standards that reflect current organizational practices and compliance requirements. In order to implement these updates formally, board approval is required.

**A resolution adopting the new Employee Handbook is requested at this time.**

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## **Unfinished Business-Camera Surveillance Policy – Board Action Requested**

The Peekskill Housing Authority has developed a formal Video Camera Surveillance Policy to support the safety and security of its residents, staff, and visitors, while balancing the need for privacy in common areas. The policy outlines procedures for signage, access restrictions, recorded footage, and data retention, and identifies specific staff authorized to view camera feeds. All questions from the board have been asked and answered.

**A resolution adopting the camera surveillance policy is requested at this time.**

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## Grants

### Pending

1. **Emergency Safety and Security Grant Application 2025:** Seeking \$250,000 to address NSPIRE deficiency-related hazards

### Awarded (pending receipt)

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. The Assistant Director attended the CDBG town hall in which the county said they are working on executing contracts.

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## Kiley Center

PHA received a letter of recommendation from the City of Peekskill and is awaiting the Westchester County Department of Planning to sign the Certification of Compliance with environmental review requirements. Next steps include a Public Meeting and then board resolution to submit the application.

To clarify: PHA is asking HUD for permission to take the Kiley Center out of public housing so money from the county can be used to renovate the center. PHA will create a nonprofit to keep owning the building. No developer or programs can be picked by the board until HUD says yes, and tenants will be included in the process.

If you have any questions, contact the housing authority directly. No other agency is involved with housing decisions, only the PHA board, the executive director, PHA attorney and the residents.

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## Other Updates

### Bohlmann Elevator Repair

On August 14, CBA Elevator Consultants confirmed a failed bearing in one elevator's drive assembly. That car remains out of service; the second is operational.

#### **Status:**

- Otis quote exceeded the small purchase threshold, requiring two more bids.
- Additional quotes were received the week of September 9.
- Liberty Elevator Corporation was selected; repairs will begin shortly.

### Bohlmann Elevator Modernization Project

PHA, architect LAN and CBA Elevator Consultants, LLC held a kickoff meeting on August 14<sup>th</sup>. CBA will be present at the October meeting to answer any questions followed by the design development and construction document phase. We are looking at January to begin advertising this solicitation.

### Dunbar Heights Kitchens

PHA has secured \$310,000 in state funding for kitchen renovations at Dunbar Heights.

#### **Next steps:**

- The bidding process will begin once the scope of work is finalized with HUD.



### **Dunbar Bathroom Project – Phase 3 Update:**

On September 2, LAN held the public bid opening, receiving four:

1. DiPaterio Contracting, Inc. – Base Bid \$408,000
2. Fenix Rising & Calipers, LLC – Base Bid \$468,500
3. Mt. Olympus Restoration, LLC – Base Bid \$833,000
4. Sema Contracting, LLC – Base Bid \$982,436

DiPaterio is recommended as the lowest responsible bidder, within budget, able to meet schedule, and with a proven record with the project engineer.

The bid tabulation sheet and each bid document submitted is included in your board packet.

PHA architect Katherine Mendez is present at this meeting to discuss the process and recommendation with the board.

**Recommendation:** Based on LAN's review and legal counsel review, PHA recommends awarding the Phase 3 Bathroom Revitalization contract to DiPaterio Contracting, Inc.

**This requires board resolution.**

Respectfully Submitted,

*Janneyn Phalen*

Executive Director

**Peekskill Housing Authority**  
**Profit & Loss**  
 August 2025

	Aug 25
<b>Ordinary Income/Expense</b>	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	150,863.00
3110.11 Retro Rent BT	4,940.00
3110.2 Dunbar Heights	-60.00
3110.4 Turnkey	26,698.00
Total 3110 Dwelling Rental	182,441.00
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	855.00
3190.2 Dunbar Heights	795.00
3190.4 Turnkey	240.00
Total 3190 Nondwelling Rental	1,890.00
3610 Interest on Gen. Fund Inv.	739.06
3690 Other Income	
3690.3 Health Center Rent	740.16
3690.6 Late Fees	
Bohlmann Towers	745.05
Dunbar Heights	225.05
Turnkey	37.92
Total 3690.6 Late Fees	1,008.02
3690.8 Work Orders	
Bohlmann Towers	80.00
Total 3690.8 Work Orders	80.00
3690.9 AC - BT	850.00
3690.9 Ac - TK	90.00
3690 Other Income - Other	1,596.52
Total 3690 Other Income	4,364.70
3691 Other Income CFP Subsidy	16,667.00
8020 Operating Subsidy	
8020.1 AMP 1	77,986.50
8020.2 AMP2	82,481.00
8020.5 Shortfall Funds	7,800.00
Total 8020 Operating Subsidy	168,267.50
<b>Total Income</b>	<b>374,369.26</b>
<b>Gross Profit</b>	<b>374,369.26</b>
Expense	
4110 Administrative Salaries	27,748.90
4130 Legal Expense	3,200.00
4140 Staff Training	1,110.70
4170 Accounting Fees	2,400.00
4171 Auditing Fees	2,083.00
4190.2 Membership Dues & Fees	125.00
4190.5 Forms, Station. & Office	4,123.76
4190.6 All Other Sundry	813.14
4190.7 Admin. Service Contracts	19,739.82
4190.71 Leases	472.73
4220.01 Other Tenant Services	1,719.36
4320 Electricity	29,425.17
4330 Gas	10,350.96
4335 Propane	1,874.47
4340 Fuel	8,778.49
4410 Labor	45,709.04

# FINANCIAL REPORT



PEEKSKILL HOUSING  
AUTHORITY

PHA

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



**Peekskill Housing Authority**  
**Balance Sheet**  
As of August 31, 2025

	Aug 31, 25
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1111.2 Cash - Operating Account	341,980.17
1111.5 Cash - Payroll Account	24,550.60
1112 Chase - Nonfederal	979,523.38
1114 Security Deposit Fund	80,117.18
1117 Petty Cash Fund	1,000.00
<b>Total Checking/Savings</b>	1,427,171.33
<b>Other Current Assets</b>	
1123 Allowance for Doubt. Accts	-1,091,616.00
1125 AR HUD	83,335.00
1129 AR Other	2,625.70
1211 Prepaid Insurance	62,488.61
1260 Material Inventory	37,581.00
1261 Obsolete Inventory	-1,879.00
1122.1 · 1122.1 TAR Bohlmann	358,711.49
1122.2 · 1122.2 TAR Dunbar	325,203.44
1122.3 · 1122.3 TAR Turnkey	66,661.26
1122.7 · 1122.7 TAR Repays Bohlmann	329,688.24
1122.8 · 1122.8 TAR Repays Dunbar	209,240.42
1122.9 · 1122.9 TAR Repays Turnkey	69,167.92
1262 · 1262 Fuel Oil Inventory	26,045.00
<b>Total Other Current Assets</b>	477,253.08
<b>Total Current Assets</b>	1,904,424.41
<b>Fixed Assets</b>	
1400.10 Leasehold Improvements	3,650,425.76
1400.12 Building Improvements	3,555,353.79
1400.46 CFP 2024	7,150.00
1400.5 Accumulated Depreciation	-24,931,687.44
1400.51 Accumulated Amortizatio	-13,562.58
1400.6 Land	131,611.00
1400.7 Buildings	21,807,327.63
1400.8 Equipment - Dwellings	238,849.00
1400.9 Equipment - Admin	913,607.67
1400.95 Equipment - Cap Leases	17,056.20
<b>Total Fixed Assets</b>	5,376,131.03
<b>Other Assets</b>	
1420 · 1420 Deferred Outflows GASB-68	311,799.00
1421 · 1421 Deferred Outflows OPEB	865,055.00
<b>Total Other Assets</b>	1,176,854.00
<b>TOTAL ASSETS</b>	<b>8,457,409.44</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2111 Accounts Payable	61,730.10
2114 Tenant Security Deposits	79,917.15
2117.3 Pension Payable	3,872.60
2117.5 Group Insurance	12,971.88
2117.7 CSEA Dues	-84.59
2133 Accrued utilities	138,083.70
2135 Accrued Payroll	8,199.69
2136 Accrued Pension	48,465.00
2137 Payments in Lieu of Taxes	101,090.30
2138 Accrued Comp. Absences	181,023.00
2146 Lease Payable	3,926.89
2240.1 · Prepaid Rent Bohlmann	6,307.34

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09/04/25

Accrual Basis

## Peekskill Housing Authority

**Balance Sheet**

As of August 31, 2025

	Aug 31, 25
2240.2 · Prepaid Rent Dunbar	5,473.14
2240.3 · Prepaid Rent Turnkey	2,274.52
Total Other Current Liabilities	653,250.72
Total Current Liabilities	653,250.72
Long Term Liabilities	
2134 Accrued OPEB	3,936,211.00
2140 Net Pension Liability	309,078.00
2400 Deferred Inflows GASB-68	213,824.00
2410 Deferred Inflows OPEB	1,832,537.00
Total Long Term Liabilities	6,291,650.00
Total Liabilities	6,944,900.72
Equity	
2803 Invested in Capital Assets	5,345,531.69
2807 Unrestricted Net Assets	-4,370,485.59
32000 · Retained Earnings	354,246.69
Net Income	183,215.93
Total Equity	1,512,508.72
TOTAL LIABILITIES & EQUITY	8,457,409.44

**Profit & Loss**

August 2025

	Aug 25
4420 Materials	
4420.01 Supplies - Grounds	4,080.41
Total 4420 Materials	4,080.41
4430.11 Routine Maint Contracts	8,671.00
4430.2 Heating & Cooling Contr	8,791.08
4430.6 Unit Turnaround Contract	15,600.00
4510 Insurance Expense	18,847.00
4520 Payments in Lieu of Taxes	13,484.00
4540 Employee Benefits	
4540.1 Employee Ben - Admin	24,983.50
4540.2 Employee Ben - Maint	45,500.89
4540.6 GASB-68 Admin	9,693.00
Total 4540 Employee Benefits	80,177.39
4570 Collection Losses	6,250.00
4190.72 - 4190.73 IT Services	1,500.00
Total Expense	317,075.42
Net Ordinary Income	57,293.84
Other Income/Expense	
Other Income	
8029.53 ROSS Grant	3,377.00
Total Other Income	3,377.00
Other Expense	
4610 Extraordinary Maintenance	3,392.50
4805 ROSS 2022 Expenses	6,754.00
Total Other Expense	10,146.50
Net Other Income	-6,769.50
Net Income	50,524.34

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09/04/25

Accrual Basis

**Peekskill Housing Authority**  
**Profit & Loss**  
 April through August 2025

	Apr - Aug 25
<b>Ordinary Income/Expense</b>	
Income	
3110 Dwelling Rental	
3110.1 Bohlmann Towers	533,227.98
3110.11 Retro Rent BT	4,940.00
3110.2 Dunbar Heights	218,185.00
3110.21 Retro Rent DH	6,429.00
3110.4 Turnkey	133,241.00
Total 3110 Dwelling Rental	896,022.98
3190 Nondwelling Rental	
3190.1 Bohlmann Towers	4,077.55
3190.2 Dunbar Heights	3,937.83
3190.4 Turnkey	1,170.00
Total 3190 Nondwelling Rental	9,185.38
3610 Interest on Gen. Fund Inv.	3,308.49
3690 Other Income	
3690.1 Laundry Room Income	10,624.12
3690.2 CAP Office Rent	4,500.00
3690.3 Health Center Rent	2,960.64
3690.6 Late Fees	
Bohlmann Towers	2,064.70
Dunbar Heights	761.30
Turnkey	265.67
Total 3690.6 Late Fees	3,091.67
3690.8 Work Orders	
Bohlmann Towers	682.00
Dunbar Heights	914.00
Turnkey	10.00
Total 3690.8 Work Orders	1,606.00
3690.9 AC - BT	3,198.50
3690.9 Ac - TK	380.03
3690 Other Income - Other	9,065.19
Total 3690 Other Income	35,426.15
3691 Other Income CFP Subsidy	83,335.00
8020 Operating Subsidy	
8020.1 AMP 1	370,191.00
8020.2 AMP2	391,527.00
8020.5 Shortfall Funds	40,200.00
Total 8020 Operating Subsidy	801,918.00
Total Income	1,829,196.00
Gross Profit	1,829,196.00
Expense	
4110 Administrative Salaries	151,880.74
4130 Legal Expense	19,134.00
4140 Staff Training	9,835.54
4170 Accounting Fees	12,000.00
4171 Auditing Fees	10,415.00
4190.15 Cell Phones/Pagers	575.73
4190.2 Membership Dues & Fees	250.00
4190.3 Telephone	270.54
4190.4 Collection Fees/Court Co	110.00
4190.5 Forms, Station, & Office	19,225.23
4190.6 All Other Sundry	16,476.25
4190.7 Admin. Service Contracts	37,598.17
4190.71 Leases	1,502.00

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09/04/25

Accrual Basis

## Peekskill Housing Authority

## Profit &amp; Loss

April through August 2025

	Apr - Aug 25
4190.9 Advertising	2,875.20
4220.01 Other Tenant Services	1,719.36
4310 Water & Sewer	127,902.39
4310.9 Sewer Taxes	26,684.41
4320 Electricity	116,304.45
4330 Gas	97,484.47
4335 Propane	5,791.24
4340 Fuel	59,442.74
4410 Labor	261,315.53
4420 Materials	
4420.01 Supplies - Grounds	39,769.60
Total 4420 Materials	39,769.60
4430.1 Garbage & Trash Removal	21,060.00
4430.10 Alarm/Extinguish Contra	4,162.81
4430.11 Routine Maint Contracts	33,401.48
4430.2 Heating & Cooling Contr	12,733.08
4430.4 Elevator Contracts	4,847.46
4430.5 Landscaping Contracts	18,422.19
4430.6 Unit Turnaround Contract	73,100.00
4430.9 Exterminating Contracts	11,632.60
4510 Insurance Expense	88,910.00
4520 Payments in Lieu of Taxes	47,518.00
4540 Employee Benefits	
4540.1 Employee Ben - Admin	68,284.87
4540.2 Employee Ben - Maint	125,114.96
4540.6 GASB-68 Admin	48,465.00
Total 4540 Employee Benefits	241,864.83
4570 Collection Losses	31,250.00
4620 Casualty Losses	7,390.00
4190.72 - 4190.73 IT Services	6,400.00
7520 - 7520 Equipment Purchases	8,800.00
Total Expense	1,630,055.04
Net Ordinary Income	199,140.96
Other Income/Expense	
Other Income	
8029.53 ROSS Grant	34,846.04
Total Other Income	34,846.04
Other Expense	
4610 Extraordinary Maintenance	16,612.45
4805 ROSS 2022 Expenses	34,158.62
Total Other Expense	50,771.07
Net Other Income	-15,925.03
Net Income	183,215.93

**PEEKSKILL HOUSING AUTHORITY**  
**Resolution Adoption of Video Camera Surveillance Policy**

**WHEREAS**, the Peekskill Housing Authority (PHA) is committed to maintaining a safe and secure environment for its residents, staff, visitors, and contractors; and

**WHEREAS**, the use of video surveillance cameras in and around PHA properties is an important tool in promoting safety, deterring unlawful activity; and

**WHEREAS**, the Board of Commissioners recognizes the need to balance public safety with individual privacy rights; and

**WHEREAS**, the Executive Director has presented a comprehensive Video Camera Surveillance Policy outlining authorized use, access restrictions, signage, recording retention, and other operational procedures;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Peekskill Housing Authority hereby adopts the Video Camera Surveillance Policy as presented, effective immediately;

and **BE IT FURTHER RESOLVED**, that the Executive Director or designee shall be responsible for implementation, oversight, and compliance with this policy.

Commissioner \_\_\_\_\_ motioned to vote and Commissioner \_\_\_\_\_ seconded.

The vote is as follows:

VOTE	YES	NO	ABSENT	ABSTAIN
Chairman Jacqueline Simpkins				
Vice Chairman Yvette Houston				
Commissioner 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: July 24<sup>th</sup>, 2025

\_\_\_\_\_  
J. Phalen, Executive Director

**PEEKSKILL HOUSING AUTHORITY**  
**VIDEO CAMERA SURVEILLANCE POLICY**

I. Policy Statement

The Board of Commissioners of the Peekskill Housing Authority authorizes the use of surveillance cameras in and around the Authority's property to ensure the health, welfare and safety of all residents and their visitors, employees, contractors and the like.

However, the Peekskill Housing Authority recognizes the need to strike a balance between the individual's right to be free from invasion of privacy and the Authority's responsibility to maintain a safe environment for all Peekskill Housing Authority residents, visitors, employees, contractors and affiliates.

II. Purpose

The purposes of video surveillance and access control systems installed at any Peekskill Housing Authority sites are to:

1. **Promote** a safe environment and enhance the quality of life for all Peekskill Housing Authority residents, visitors, employees', contractors and affiliates; and
2. **Assist** in the identification of individuals who engage in illegal activities on the Authority's premises and/or commit damage to Peekskill Housing Authority's property. Illegal activities, including damage to and/or theft of property, will be referred to appropriate law enforcement authorities.

III. Procedures

**Signage**

Signs will be conspicuously posted in appropriate areas to note the deployment of surveillance equipment and to inform the general public of the usage of security devices on Peekskill Housing Authority's property.

**Notifications**

Tenants, vendors, consultants and contractors will be notified about the usage of security cameras through signage on Peekskill Housing Authority's property.

**Privacy**

The Peekskill Housing Authority maintains the right to deploy any surveillance equipment or device (visible or not visible) in any public/common areas.

The focus of camera use in video surveillance on Peekskill Housing Authority's property will not cover areas where there is a reasonable expectation of privacy (e.g., inside bathrooms and residents' apartments).

Access to the camera surveillance system is restricted to the following personnel: the Executive Director of the Peekskill Housing Authority, the Tenant Relations Assistant (designated as the formal camera operator responsible for monitoring entryways, common areas, and assisting in incident response), the Maintenance Foreperson, the Maintenance Mechanic, and the Peekskill Police Department.



All other office staff will have limited access solely to surveillance of the office lobby areas, for the purpose of ensuring timely service to residents and the public.

#### Vandalism or Tampering with Security Devices

##### **A. Residents**

Any resident involved in vandalism or tampering with any Peekskill Housing Authority surveillance and/or security device or portion thereof will be subject to immediate arrest and prosecution to the full extent of the law and lease termination. In addition, this person or persons will be responsible for the financial cost of repairing and or replacing any damages to any affected property resulting from this violation in accordance with the regulation or adjudication of the courts.

##### **B. Non-Residents**

Any non-resident involved in vandalism or tampering with any Peekskill Housing Authority surveillance and/or security device or portion thereof, will be subject to immediate arrest and prosecution to the full extent of the law, and subject to being "barred-out" of the Authority's property.

##### **C. Staff**

Peekskill Housing Authority (PHA) holds all staff accountable for the ethical and lawful use of video surveillance systems. Any misuse, abuse, or unauthorized access to surveillance footage or equipment is strictly prohibited.

#### **Prohibited conduct includes, but is not limited to:**

- Accessing, reviewing, or sharing surveillance footage without proper authorization.
- Using footage for personal, retaliatory, or non-agency purposes.
- Disabling, obscuring, or otherwise tampering with cameras or recording equipment.
- Sharing passwords, login credentials, or system access with unauthorized persons.
- Retaining, copying, or distributing recordings for personal use or without proper authorization.

#### **Violations may result in:**

- Disciplinary action, up to and including termination.
- Referral to law enforcement, if applicable.
- Civil or criminal liability in cases of egregious misconduct.

Union-represented employees found to have misused surveillance footage will be subject to the agency's progressive disciplinary process in accordance with the applicable collective bargaining agreement, up to and including termination. All disciplinary action will be carried out with appropriate union representation and due process as outlined in the agreement. All staff are expected to complete training on the surveillance policy and acknowledge their understanding annually. All violations must



immediately be brought to the Executive Director and in cases that is not feasible, the board chairperson.

This policy is also included in the Peekskill Housing Authority Employee Handbook and applies to all staff.

#### Recorded Information

Only persons designated by the Peekskill Housing Authority will have access to the monitors or to the recordings made during the course of surveillance. Personal information contained on the recordings shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. All requests for surveillance footage must be submitted through a formal Freedom of Information Law (FOIL) request. The Peekskill Housing Authority reserves the right to deny such requests when appropriate, particularly in cases involving privacy concerns. Access to recorded surveillance footage is strictly limited to the Executive Director and the Peekskill Police Department.

#### Department Recording Storage

The Peekskill Housing Authority is responsible for the maintenance of all recorded images and will review, verify, erase and destroy data stored on any and all digital recording devices and associated transportable media in accordance with applicable law. Any recorded images used by the Peekskill Housing Authority to verify and substantiate any violation of any rule, regulation, guideline, policy and/or agreement will be documented by the Peekskill Housing Authority. Any recorded images used by the Peekskill Housing Authority for any purpose will be documented by the Peekskill Housing Authority. This documentation is the responsibility of the Peekskill Housing Authority's Executive Director or the Executive Director's designee(s).

The Peekskill Housing Authority will maintain authorized/official copies of digital recorded and associated transportable media in accordance with applicable law.

**PEEKSKILL HOUSING AUTHORITY  
RESOLUTION APPROVING THE  
REVIEW OF MONTHLY BILLS AS LISTED  
JULY 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 July 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 reviewed the bills as listed in the Bills List July 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: September 18<sup>th</sup>, 2025

\_\_\_\_\_  
J. Phalen, Executive Director

# Peekskill Housing Authority

## Transaction List by Vendor

### July 2025

Type	Date	Num	Memo	Amount
<b>Aflac New York</b>				
Bill	07/17/2025		Invoice; 661020, Insurance Premiums	-479.40
Bill Pmt -Check	07/17/2025	18537	Invoice; 661020, Insurance Premiums	-479.40
Bill	07/29/2025		Invoice 679053, Group Insurance	-719.10
Bill Pmt -Check	07/29/2025	18547	Invoice 679053, Group Insurance	-719.10
<b>All County Lock &amp; Safe Corp.</b>				
Bill	07/17/2025		In.31999, Cylinders and Keys for Master System	-160.00
Bill Pmt -Check	07/17/2025	18523	In.31999, Cylinders and Keys for Master System	-160.00
<b>Avaya Financial Services</b>				
Bill	07/03/2025		Invoice; 47290925 Office Telephone Service	-135.27
Bill Pmt -Check	07/03/2025	18501	Invoice; 47290925 Office Telephone Service	-135.27
Bill	07/29/2025		Office phone service	-135.27
Bill Pmt -Check	07/29/2025	18548	Office phone service	-135.27
<b>Bond, Schoeneck &amp; King, PLLC</b>				
Bill	07/03/2025		Invoice. 20086337 Legal Services	-299.00
Bill Pmt -Check	07/03/2025	18502	Invoice. 20086337 Legal Services	-299.00
<b>Carahsoft Technology Corp.</b>				
Bill	07/03/2025		In.1998578; Social Service Verification	-155.84
Bill Pmt -Check	07/03/2025	18503	In.1998578; Social Service Verification	-155.84
Bill	07/29/2025		Social Service Verification	-979.99
Bill Pmt -Check	07/29/2025	18549	Social Service Verification	-979.99
<b>Chase Card</b>				
Bill	07/17/2025		Chase Credit Card 05.19.25-06.18.25	-1,211.99
Bill Pmt -Check	07/17/2025	18539	Chase Credit Card 05.19.25-06.18.25	-1,211.99
Bill	07/29/2025		Chase Credit Card 6.19.25- 7.18.25	-6,852.63
Bill Pmt -Check	07/29/2025	18550	Chase Credit Card 6.19.25- 7.18.25	-6,852.63
<b>Chute Master</b>				
Bill	07/02/2025		VOID: Invoice 110102931R Compactor repair	0.00
Bill Pmt -Check	07/02/2025	18520	VOID: Invoice 110102931R Compactor repair	0.00
Bill	07/03/2025		VOID: 110102901R: Compactor Service Call and Repair	0.00
Bill Pmt -Check	07/03/2025	18504	VOID: 110102901R: Compactor Service Call and Repair	0.00
Bill	07/03/2025		Invoices; 110102901R, 110102931R, Compactor Repair	-2,080.00
Bill Pmt -Check	07/03/2025	18522	Invoices; 110102901R, 110102931R, Compactor Repair	-2,080.00
<b>City of Peekskill (cpw)</b>				
Bill	07/17/2025		Water Bill, All Sites	-66,273.59
Bill Pmt -Check	07/17/2025	18524	Water Bill, All Sites	-66,273.59
<b>City of Peekskill Finance Department</b>				
Bill	07/29/2025		2025 Pilot Payment, 1st half	-53,572.30
Bill Pmt -Check	07/29/2025	18551	2025 Pilot Payment, 1st half	-53,572.30
<b>Con Edison</b>				
General Journal	07/08/2025	Gas	807 Main St heat	8,130.62
Bill	07/17/2025		Gas Service for 709 Main St, GYM	-105.78
Bill Pmt -Check	07/17/2025	18525	Gas Service for 709 Main St, GYM	-105.78
<b>CSEA</b>				
Bill	07/02/2025		Monthly Union Dues	-336.98
Bill Pmt -Check	07/02/2025	18521	Monthly Union Dues	-336.98
Bill	07/29/2025		Union Dues	-673.96
Bill Pmt -Check	07/29/2025	18552	Union Dues	-673.96
<b>CSEA Employee Benefit Fund</b>				
Bill	07/03/2025		Employee Benefits, Vision and Dental	-1,746.80
Bill Pmt -Check	07/03/2025	18505	Employee Benefits, Vision and Dental	-1,746.80
Bill	07/29/2025		Vision and Dental for Admin and Maintenance	-1,746.80
Bill Pmt -Check	07/29/2025	18553	Vision and Dental for Admin and Maintenance	-1,746.80
<b>DEC COPIERS LEASING</b>				
Bill	07/03/2025		Invoice 590679169; Copystar leasing	-149.00
Bill Pmt -Check	07/03/2025	18506	Invoice 590679169; Copystar leasing	-149.00
Bill	07/29/2025		Lease of Copystar/cs3554ci	-298.00
Bill Pmt -Check	07/29/2025	18554	Lease of Copystar/cs3554ci	-298.00
<b>DEC Office Solutions, Inc.</b>				
Bill	07/17/2025		IN332328, 332041; Toner and Copy Machine	-379.82
Bill Pmt -Check	07/17/2025	18526	IN332328, 332041; Toner and Copy Machine	-379.82
<b>EnTech Boiler Controls, Inc.</b>				
Bill	07/03/2025		Invoice 134598; S2 Control system 1431A Park St	-3,942.00
Bill Pmt -Check	07/03/2025	18507	Invoice 134598; S2 Control system 1431A Park St	-3,942.00

# Peekskill Housing Authority

## Transaction List by Vendor

### July 2025

Type	Date	Num	Memo	Amount
<b>Everon, LLC</b>				
Bill	07/03/2025		Invoice; 158949778 Inspection of Fire Alarm System	-1,887.88
Bill Pmt -Check	07/03/2025	18508	Invoice; 158949778 Inspection of Fire Alarm System	-1,887.88
Bill	07/03/2025		Invoice 158884470, Fire Alarm Service, 7/1/25-6/3/26	-430.55
Bill Pmt -Check	07/03/2025	18518	Invoice 158884470, Fire Alarm Service, 7/1/25-6/3/26	-430.55
<b>Gannett New York-New Jersey LocaliQ</b>				
Bill	07/17/2025		Invoice 0007173109, Notice Advertising	-1,417.25
Bill Pmt -Check	07/17/2025	18527	Invoice 0007173109, Notice Advertising	-1,417.25
<b>Gerardo Pizarro</b>				
Bill	07/31/2025		Service Credit Purchase Refund	-150.38
Bill Pmt -Check	07/31/2025	18564	Service Credit Purchase Refund	-150.38
<b>HD Supply Facilities Maintenance Ltd.</b>				
Bill	07/03/2025		Invoices 9237946901, 9237821211 Roller Shades, Kitchen/bath mate...	-1,334.33
Bill Pmt -Check	07/03/2025	18509	Invoices 9237946901, 9237821211 Roller Shades, Kitchen/bath mate...	-1,334.33
<b>Home Depot Credit Services</b>				
Bill	07/17/2025		Home Depot Credit Card, 6035322153169242	-2,363.40
Bill Pmt -Check	07/17/2025	18528	Home Depot Credit Card, 6035322153169242	-2,363.40
<b>Home Improvement St. John's</b>				
Bill	07/03/2025		Unit Turnaround, BT 6L	-4,500.00
Bill Pmt -Check	07/03/2025	18510	Unit Turnaround, BT 6L	-4,500.00
Bill	07/29/2025		Unit Turnaround- TK, 1431B 1L	-7,800.00
Bill Pmt -Check	07/29/2025	18555	Unit Turnaround- TK, 1431B 1L	-7,800.00
<b>Hudson Valley Fire, Inc.</b>				
Bill	07/29/2025		Annual Inspection of Portable Fire extinguishers and supplies	-1,504.95
Bill Pmt -Check	07/29/2025	18556	Annual Inspection of Portable Fire extinguishers and supplies	-1,504.95
<b>Janneyn Phalen</b>				
Bill	07/21/2025		REIMBURSEMENT FOR Travel Accommodations	-58.08
Bill Pmt -Check	07/21/2025	18541	REIMBURSEMENT FOR Travel Accommodations	-58.08
<b>John G. Cruikshank</b>				
Bill	07/17/2025		Accounting Services (5077), June 2025	-2,400.00
Bill Pmt -Check	07/17/2025	18529	Accounting Services (5077), June 2025	-2,400.00
<b>Juan S Landscaping LLC</b>				
Bill	07/21/2025		Landscaping 5.9.25	-1,221.90
Bill Pmt -Check	07/21/2025	18543	Landscaping 5.9.25	-1,221.90
Bill	07/21/2025		Landscaping lawn service 5.17.25	-1,603.45
Bill Pmt -Check	07/21/2025	18544	Landscaping lawn service 5.17.25	-1,603.45
Bill	07/21/2025		Landscaping 6.9.25- 6.30.25	-4,724.98
Bill Pmt -Check	07/21/2025	18545	Landscaping 6.9.25- 6.30.25	-4,724.98
Bill	07/29/2025		Landscaping 07/07/25-07/28/25	-4,724.98
Bill Pmt -Check	07/29/2025	18557	Landscaping 07/07/25-07/28/25	-4,724.98
<b>Kimberlyn McIver</b>				
Bill	07/03/2025		ROSS COORDINATOR FEES	-3,077.00
Bill Pmt -Check	07/03/2025	18500	ROSS COORDINATOR FEES	-3,077.00
Bill	07/17/2025		ROSS Coordinator Fee	-3,077.00
Bill Pmt -Check	07/17/2025	18538	ROSS Coordinator Fee	-3,077.00
Bill	07/29/2025		ROSS Coordinator Fee	-3,077.00
Bill Pmt -Check	07/29/2025	18546	ROSS Coordinator Fee	-3,077.00
<b>Kisha Williams emp</b>				
Bill	07/29/2025		Service Credit Purchase	-82.47
Bill Pmt -Check	07/29/2025	18558	Service Credit Purchase	-82.47
<b>LAN Associates</b>				
Bill	07/29/2025		Architectural Services and Preparation of digital library	-4,300.00
Bill Pmt -Check	07/29/2025	18559	Architectural Services and Preparation of digital library	-4,300.00
<b>Michael Belanich</b>				
Bill	07/03/2025		Uniform allowance 2026	-76.50
Bill Pmt -Check	07/03/2025	18511	Uniform allowance 2026	-76.50
Bill	07/29/2025		Service Credit Purchase	-119.80
Bill Pmt -Check	07/29/2025	18560	Service Credit Purchase	-119.80
<b>New York Power Authority</b>				
Bill	07/17/2025		Electricity- All Sites	-19,968.57
Bill Pmt -Check	07/17/2025	18530	Electricity- All Sites	-19,968.57
<b>NYS and Local Retirement Systems</b>				
General Journal	07/09/2025	ERS	July ERS payt	2,961.33
<b>NYSIF</b>				
Bill	07/17/2025		Invoice 66506439, Workers' Compensation Premium	-972.04
Bill Pmt -Check	07/17/2025	18531	Invoice 66506439, Workers' Compensation Premium	-972.04





# Peekskill Housing Authority

## Transaction List by Vendor

### July 2025

Type	Date	Num	Memo	Amount
<b>Otis Elevator Company</b>				
Bill	07/29/2025		Elevator Maintenance Service 8.1.25-10.31.25	-2,423.73
Bill Pmt -Check	07/29/2025	18561	Elevator Maintenance Service 8.1.25-10.31.25	-2,423.73
<b>Paychex</b>				
General Journal	07/02/2025	Paychex	Paychex invoice	466.86
General Journal	07/07/2025	Paychex	Paychex invoice	1,550.00
General Journal	07/16/2025	Paychex	Paychex invoice	466.86
General Journal	07/30/2025	Paychex	Paychex invoice	466.86
<b>Pestech</b>				
Bill	07/29/2025		Monthly Extermination Services	-857.52
Bill Pmt -Check	07/29/2025	18562	Monthly Extermination Services	-857.52
<b>Pierro &amp; Kamensky</b>				
Bill	07/03/2025		Legal Services, disbursements	-935.00
Bill Pmt -Check	07/03/2025	18512	Legal Services, disbursements	-935.00
Bill	07/17/2025		Legal Services, June 2025	-3,200.00
Bill Pmt -Check	07/17/2025	18532	Legal Services, June 2025	-3,200.00
<b>Pitney Bowes Global Financial Serv. LLC</b>				
Bill	07/17/2025		Postage Meter Refill	-747.02
Bill Pmt -Check	07/17/2025	18533	Postage Meter Refill	-747.02
<b>Primo Brands</b>				
Bill	07/03/2025		Invoice;25F0602873333 Water Delivery Service	-61.97
Bill Pmt -Check	07/03/2025	18513	Invoice;25F0602873333 Water Delivery Service	-61.97
<b>Right-Trak Design Inc.</b>				
Bill	07/03/2025		Invoice;2540 Reconciliation of invoices 22200,22201	-835.61
Bill Pmt -Check	07/03/2025	18514	Invoice;2540 Reconciliation of invoices 22200,22201	-835.61
Bill	07/17/2025		2025 Grant Items & EPIC Review	-448.66
Bill Pmt -Check	07/17/2025	18534	2025 Grant Items & EPIC Review	-448.66
<b>Safe Cloud, Inc.</b>				
Bill	07/03/2025		Invoice 9867, 9866 (Monthly IT service + New Access Control)	-1,550.00
Bill Pmt -Check	07/03/2025	18515	Invoice 9867, 9866 (Monthly IT service + New Access Control)	-1,550.00
<b>Stephen Hamilton</b>				
Bill	07/03/2025		CSEA longevity benefit	-1,100.00
Bill Pmt -Check	07/03/2025	18516	CSEA longevity benefit	-1,100.00
<b>Stericycle, Inc</b>				
Bill	07/03/2025		Invoice; 8011133342 Secure Document Disposal, 6/12/25	-87.00
Bill Pmt -Check	07/03/2025	18519	Invoice; 8011133342 Secure Document Disposal, 6/12/25	-87.00
Bill	07/29/2025		Secure Document Disposal	-87.00
Bill Pmt -Check	07/29/2025	18563	Secure Document Disposal	-87.00
<b>Suburban Propane</b>				
Bill	07/17/2025		Propane Delivery, 06/21/25	-220.43
Bill Pmt -Check	07/17/2025	18535	Propane Delivery, 06/21/25	-220.43
<b>Sun-Dance Energy Contractors Inc.</b>				
Bill	07/17/2025		Kiley Center, Repair of DOT jurisdictional piping	-13,219.95
Bill Pmt -Check	07/17/2025	18536	Kiley Center, Repair of DOT jurisdictional piping	-13,219.95
<b>Tatum Williams emp</b>				
Bill	07/21/2025		REIMBURSEMENT FOR Travel Accommodations	-252.95
Bill Pmt -Check	07/21/2025	18542	REIMBURSEMENT FOR Travel Accommodations	-252.95
<b>Westchester County DSS</b>				
Bill	07/17/2025		Rent Return for Shannon Deleg, end of tenancy 6.30.25	-331.00
Bill Pmt -Check	07/17/2025	18540	Rent Return for Shannon Deleg, end of tenancy 6.30.25	-331.00
<b>Workwise Compliance</b>				
Bill	07/03/2025		New York Labor compliance standard membership	-226.00
Bill Pmt -Check	07/03/2025	18517	New York Labor compliance standard membership	-226.00

**PEEKSKILL HOUSING AUTHORITY  
RESOLUTION APPROVING THE  
REVIEW OF MONTHLY BILLS AS LISTED  
AUGUST 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 August 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 reviewed the bills as listed in the Bills List August 2025.

Commissioner \_\_\_\_\_ motioned to vote and Commissioner \_\_\_\_\_ seconded.

The vote is as follows:

<b>VOTE</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
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: September 18<sup>th</sup>, 2025

\_\_\_\_\_  
J. Phalen, Executive Director

# Peekskill Housing Authority Transaction List by Vendor August 2025

Type	Date	Num	Memo	Amount
<b>ABM Air Conditioning &amp; Heating Inc.</b>				
Bill	08/28/2025		Invoices; 66312, 66186 Kiley Center Air conditioner	-3,392.50
Bill Pmt -Check	08/28/2025	18599	Invoices; 66312, 66186 Kiley Center Air conditioner	-3,392.50
<b>Aflac New York</b>				
Bill	08/28/2025		Invoice; 695057, Aflac Insurance	-479.40
Bill Pmt -Check	08/28/2025	18600	Invoice; 695057, Aflac Insurance	-479.40
<b>All County Lock &amp; Safe Corp.</b>				
Bill	08/14/2025		32033, Cylinders for 1431B-2L	-80.00
Bill Pmt -Check	08/14/2025	18593	32033, Cylinders for 1431B-2L	-80.00
Bill	08/28/2025		Invoices 32232, 32233, 31463 Cylinders and Keys	-341.00
Bill Pmt -Check	08/28/2025	18601	Invoices 32232, 32233, 31463 Cylinders and Keys	-341.00
<b>Carahsoft Technology Corp.</b>				
Bill	08/28/2025		IN2052953, Social Service Verification	-813.14
Bill Pmt -Check	08/28/2025	18602	IN2052953, Social Service Verification	-813.14
<b>Chase Card</b>				
Bill	08/28/2025		Credit Card Statement 7/19/25-8/18/25	-5,600.70
Bill Pmt -Check	08/28/2025	18603	Credit Card Statement 7/19/25-8/18/25	-5,600.70
<b>Chute Master</b>				
Bill	08/14/2025		Chute Repair- Invoice 110103087R	-4,448.00
Bill Pmt -Check	08/14/2025	18594	Chute Repair- Invoice 110103087R	-4,448.00
<b>City of Peekskill (Parks &amp; Rec)</b>				
Bill	08/05/2025		PHA Season Pool Passes 2025	-1,719.36
Bill Pmt -Check	08/05/2025	18566	PHA Season Pool Passes 2025	-1,719.36
<b>Con Edison</b>				
General Journal	08/07/2025	Gas	807 Main St heat	7,067.33
Bill	08/14/2025		Gas Service, 709 Main St.	-66.97
Bill Pmt -Check	08/14/2025	18595	Gas Service, 709 Main St.	-66.97
<b>CSEA</b>				
Bill	08/14/2025		Union Dues	-336.98
Bill Pmt -Check	08/14/2025	18596	Union Dues	-336.98
<b>CSEA Employee Benefit Fund</b>				
Bill	08/28/2025		Employee Benefits Funds, Vision and Dental	-1,746.80
Bill Pmt -Check	08/28/2025	18604	Employee Benefits Funds, Vision and Dental	-1,746.80
<b>DEC Office Solutions, Inc.</b>				
Bill	08/14/2025		IN335025, Copy Machine Lease	-472.73
Bill Pmt -Check	08/14/2025	18597	IN335025, Copy Machine Lease	-472.73
<b>EnTech Boiler Controls, Inc.</b>				
Bill	08/14/2025		Final payment for 1431A & Annual Contract	-4,849.08
Bill Pmt -Check	08/14/2025	18568	Final payment for 1431A & Annual Contract	-4,849.08
General Journal	08/28/2025	Entech	Entech Boiler Controls payt	3,942.00
<b>HD Supply Facilities Maintenance Ltd.</b>				
Bill	08/28/2025		Invoice 9239932241, Multi turn angle compression	-310.20
Bill Pmt -Check	08/28/2025	18605	Invoice 9239932241, Multi turn angle compression	-310.20
<b>Home Depot Credit Services</b>				
Bill	08/14/2025		MAINTENANCE SUPPLIES- 6/25/25-7/25/25	-2,982.97
Bill Pmt -Check	08/14/2025	18569	MAINTENANCE SUPPLIES- 6/25/25-7/25/25	-2,982.97
<b>Home Improvement St. John's</b>				
Bill	08/14/2025		Unit Turnaround- Dunbar 2B	-7,400.00
Bill Pmt -Check	08/14/2025	18570	Unit Turnaround- Dunbar 2B	-7,400.00
Bill	08/28/2025		Unit turnaround, BT 4M	-8,200.00
Bill Pmt -Check	08/28/2025	18606	Unit turnaround, BT 4M	-8,200.00
<b>Housing Authority Risk Retention Group</b>				
Bill	08/14/2025		HG00132879, Liability insurance coverage	-26,816.00
Bill Pmt -Check	08/14/2025	18571	HG00132879, Liability insurance coverage	-26,816.00
<b>Housing Insurance Services Inc.</b>				
Bill	08/14/2025		Invoice HP00135473, Property Insurance Coverage	-18,490.00
Bill Pmt -Check	08/14/2025	18572	Invoice HP00135473, Property Insurance Coverage	-18,490.00
<b>John G. Cruikshank</b>				
Bill	08/14/2025		Accounting Services, July 2025	-2,400.00
Bill Pmt -Check	08/14/2025	18573	Accounting Services, July 2025	-2,400.00
<b>Kareem Williams</b>				
Bill	08/05/2025		VOID: Labor-Setting up office furniture for PHA ROSS Program	0.00
Bill Pmt -Check	08/05/2025	18565	VOID: Labor-Setting up office furniture for PHA ROSS Program	0.00



# Peekskill Housing Authority

## Transaction List by Vendor

### August 2025

Type	Date	Num	Memo	Amount
<b>Kimberlyn McIver</b>				
Bill	08/06/2025		Office Furniture Assembly- K.Williams	-300.00
Bill Pmt -Check	08/06/2025	18567	Office Furniture Assembly- K.Williams	-300.00
Bill	08/14/2025		ROSS Coordinator Fee	-3,077.00
Bill Pmt -Check	08/14/2025	18587	ROSS Coordinator Fee	-3,077.00
Bill	08/28/2025		ROSS Coordinator Fee	-3,077.00
Bill Pmt -Check	08/28/2025	18598	ROSS Coordinator Fee	-3,077.00
<b>LAN Associates</b>				
Bill	08/28/2025		Architectural services for Bathroom Revitalization Project	-2,850.00
Bill Pmt -Check	08/28/2025	18607	Architectural services for Bathroom Revitalization Project	-2,850.00
<b>LIHTC Development Group LLC</b>				
General Journal	08/28/2025	Wire tr...	Wire transfer LIHTC Dev Group	15,000.00
<b>NATIONAL CENTER FOR HOUSING MANAGEMENT</b>				
Bill	08/28/2025		RWL25-3488132, Active certification renewal- Kisha Williams	-125.00
Bill Pmt -Check	08/28/2025	18608	RWL25-3488132, Active certification renewal- Kisha Williams	-125.00
<b>New York Power Authority</b>				
Bill	08/14/2025		Invoice 6100137639, Electricity, All Sites	-29,425.17
Bill Pmt -Check	08/14/2025	18574	Invoice 6100137639, Electricity, All Sites	-29,425.17
<b>NYS and Local Retirement Systems</b>				
General Journal	08/13/2025	ERS	August pension payt	3,902.63
<b>NYS Employees' Health Insurance Pending A</b>				
Bill	08/14/2025		Health Insurance Premium	-66,774.32
Bill Pmt -Check	08/14/2025	18575	Health Insurance Premium	-66,774.32
<b>NYSIF</b>				
Bill	08/14/2025		6651159, Workers Compensation Premium	-972.04
Bill Pmt -Check	08/14/2025	18576	6651159, Workers Compensation Premium	-972.04
<b>Paychex</b>				
General Journal	08/13/2025	Paychex	Paychex invoice	466.86
General Journal	08/27/2025	Paychex	Paychex invoice	466.86
<b>Pierro &amp; Kamensky</b>				
Bill	08/28/2025		Legal services for July 2025	-3,200.00
Bill Pmt -Check	08/28/2025	18609	Legal services for July 2025	-3,200.00
<b>Preston Whidbee</b>				
Bill	08/15/2025		Employee longevity Benefit	-1,100.00
Bill Pmt -Check	08/15/2025	18588	csea contract longevity	-1,100.00
<b>Right-Trak Design Inc.</b>				
Bill	08/14/2025		Invoice 22349, CNA inspection (partial)	-3,925.00
Bill Pmt -Check	08/14/2025	18577	Invoice 22349, CNA inspection (partial)	-3,925.00
Bill	08/28/2025		Epic documents review	-298.00
Bill Pmt -Check	08/28/2025	18610	Epic documents review	-298.00
<b>Robison Oil</b>				
General Journal	08/25/2025	Oil	August oil payt	8,778.49
<b>Safe Cloud, Inc.</b>				
Bill	08/14/2025		Invoice; 9874, Monthly IT Services	-750.00
Bill Pmt -Check	08/14/2025	18578	Invoice; 9874, Monthly IT Services	-750.00
Bill	08/28/2025		New 24 port POE switch installation	-750.00
Bill Pmt -Check	08/28/2025	18611	New 24 port POE switch installation	-750.00
<b>Stericycle, Inc</b>				
Bill	08/28/2025		Invoice 8011728685, Secure Document Disposal	-87.00
Bill Pmt -Check	08/28/2025	18612	Invoice 8011728685, Secure Document Disposal	-87.00
<b>Suburban Propane</b>				
Bill	08/14/2025		91144241565080525, Propane Delivery	-1,874.47
Bill Pmt -Check	08/14/2025	18579	91144241565080525, Propane Delivery	-1,874.47
<b>Yardi Systems</b>				
Bill	08/14/2025		Invoice 4930558- Yardi Systems	-3,719.10
Bill Pmt -Check	08/14/2025	18586	Invoice 4930558- Yardi Systems	-3,719.10

**PEEKSKILL HOUSING AUTHORITY**  
**Resolution to Adopt Updated Employee Handbook**

**WHEREAS**, the Board of Commissioners of the Peekskill Housing Authority recognizes the importance of maintaining a comprehensive and up-to-date Employee Handbook to ensure clarity in policies, procedures, and organizational standards; and

**WHEREAS**, the Employee Handbook has been created to reflect current practices, regulatory compliance, and the Authority's commitment to fostering a fair and professional workplace; and

**WHEREAS**, the Employee Handbook has been presented to the Board for review and approval;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby adopts the updated Employee Handbook, effective immediately, and directs the Executive Director to distribute the handbook to all employees and ensure compliance with its provisions.

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: September 18<sup>th</sup>, 2025

\_\_\_\_\_  
J. Phalen, Executive Director

# **PEEKSKILL HOUSING AUTHORITY**

## ***EMPLOYEE HANDBOOK***

## **1.0 INTRODUCTION**

This Employee Handbook (“Handbook”) contains information about the employment policies and practices of the Peekskill Housing Authority (“PHA”). All previously issued handbooks and any inconsistent policy statements, memoranda or other PHA documents are superseded, with the exception of any written agreements signed by the Executive Director and ratified by the PHA’s Board of Commissioners.

The PHA reserves the right to unilaterally revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this Handbook or in any other document, with or without notice, subject to any applicable obligations to bargain such changes. The PHA will make reasonable efforts to notify employees when an official change in policy or procedure has been made but employees are responsible for their own up-to-date knowledge about PHA policies, procedures, benefits, and working conditions.

Nothing in this Handbook, or any other personnel document, creates, or is intended to create, a promise or representation of continued employment for any employee. **This Handbook is NOT a contract of employment.**

No rules, responsibilities or expected standards of conduct set forth in this Handbook can be waived without written permission from the Executive Director, or his/her duly authorized designee. Such a waiver, if granted, applies only to the employee for whom the waiver was granted at the time of the waiver.

Not all PHA policies and procedures are set forth in this Handbook. We have included only some of the more important ones. If you have any questions about this Handbook or any other policy or procedure, please ask the Executive Director.

## **2.0 EQUAL EMPLOYMENT OPPORTUNITY (“EEO”) PRACTICES**

The PHA is an equal opportunity employer and makes employment decisions on the basis of merit. The PHA prohibits unlawful discrimination / retaliation based on: genetic characteristics or information or carrier status; race (including traits historically associated with race such as hair texture and protective hairstyles); color, creed; sex, gender, gender identity/expression, transgender status, intersex status; religion; marital or partnership status; familial status; age; national origin or ancestry; alienage or citizenship status; pregnancy; pregnancy-related condition; disability or perceived disability; medical condition; military or veteran status; status as a victim of domestic violence, sex offenses or stalking; sexual orientation; relationship or association with a member of a protected class; criminal history (except where the PHA’s request and/or use of one’s criminal history is expressly permitted by law); salary status; sexual or reproductive health decisions; the fact that one has opposed an act or practice which he/she reasonably believed to be discriminatory; or any other basis protected by applicable federal, state or local laws (collectively and individually, “protected characteristic”). All such discrimination is prohibited and unacceptable. The PHA prohibits unlawful discrimination and harassment by

any employee of the PHA, including supervisors and co-workers, and we comply with all applicable employment laws.

To comply with applicable laws ensuring equal employment opportunities for qualified individuals with disabilities, the PHA will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability, pregnancy or pregnancy-related condition, who is an applicant or an employee unless doing so would result in undue hardship.

Any applicant or employee who requires an accommodation should contact the Executive Director to request such an accommodation, and confirm such a request in writing.

## **2.1 Accommodations for Individuals with Disabilities or Pregnancy-Related Conditions**

The PHA does not discriminate against any qualified individual with regard to any terms and/or conditions of employment because of such individual's disability, perceived disability or pregnancy-related condition so long as the employee or applicant can perform the essential functions of his/her job or the job for which he/she is applying. Consistent with this policy of non-discrimination and in accordance with applicable federal, state, county and/or local laws, the PHA will provide reasonable accommodation(s) to a qualified individual with a disability who has made the PHA aware of his/her disability or pregnancy-related condition unless doing so would result in undue hardship.

In addition, the PHA will make reasonable accommodations to a qualified employee's or applicant's known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions, absent undue hardship on the operation of the business of the covered entity.

A job applicant or employee with a disability or pregnancy-related condition who believes that he/she needs a reasonable accommodation to perform his/her job or the job for which he/she is applying should contact the Executive Director. Any request for accommodation should be submitted to the Executive Director in writing as soon as possible upon the employee or job applicant learning or becoming aware of his/her need for accommodation. Requests for accommodations will be treated as confidential to the extent practicable.

When the PHA receives a request for a reasonable accommodation, or is placed on notice that someone may need a reasonable accommodation, the individual will be expected to engage in an interactive process with the PHA to discuss and identify the precise limitation(s) resulting from his/her disability, pregnancy or pregnancy-related condition and the potential accommodation(s) that the PHA may make to help such individual overcome those limitations in order to perform his/her job or the job for which he/she is applying. The PHA will determine the reasonableness of the requested accommodation taking into consideration various factors, including but not limited to the nature and cost of the requested accommodation, the impact of the requested accommodation on the PHA's operation, and whether an accommodation other than what was requested may meet the individual's needs.



This policy is neither exhaustive nor exclusive. The PHA is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities, pregnant individuals, and those with pregnancy-related conditions in accordance with the Americans with Disabilities Act, the Pregnant Works Fairness Act, the New York State Human Rights Law, and all other applicable federal, state, and local laws.

## **2.2 Unlawful Harassment**

The PHA will take reasonable steps to prevent unlawful harassment from occurring. In addition to prohibiting other forms of unlawful discrimination, the PHA maintains a strict policy prohibiting harassment because of: genetic characteristics or information or carrier status; race (including traits historically associated with race, such as hair texture and protective hairstyles); color; creed; sex; gender; gender identity/expression; transgender status; intersex status; religion; marital or partnership status; familial status; age; national origin or ancestry; alienage or citizenship status; pregnancy; disability or perceived disability; pregnancy-related condition; medical condition; military or veteran status; status as a victim of domestic violence, sex offenses or stalking; sexual orientation; relationship or association with a member of a protected class; criminal history (except where the PHA's request and/or use of one's criminal history is expressly permitted by law); salary status; sexual or reproductive health decisions; the fact that one has opposed an act or practice which he/she reasonably believed to be discriminatory; or any other basis protected by applicable federal, state or local law (collectively and individually, "protected characteristic"). All such harassment is prohibited. The PHA's anti-harassment policy applies to all employees, interns, temporary workers and independent contractors involved in the operations of PHA and prohibits harassment by any PHA employee, including supervisors and co-workers, or independent contractors.

The PHA's anti-harassment policy also protects employees from harassment by tenants, vendors, or others doing business with the PHA. If harassment occurs on the job by someone not employed by PHA, the procedures in this policy should be followed as if the harasser were an employee of the PHA.

### **2.2.1. Sexual Harassment Prevention Policy**

The PHA is committed to maintaining a work environment free from unlawful sexual harassment, which is a form of employment discrimination. This Policy is one component of the PHA's commitment to a discrimination-free work environment. Employees are required to take a sexual harassment training once each year.

#### *Policy*

1. This Policy applies to all PHA employees, interns, temporary workers, agency workers, individuals providing services to the PHA in the workplace, as well as everyone with whom the PHA does business (e.g., outside vendors, consultants, independent contractors). All such individuals are prohibited from engaging in unlawful sexual harassment.

2. Sexual harassment is strictly prohibited and will not be tolerated by the PHA. Anyone who engages in sexual harassment in violation of this Policy will be subject to discipline or other corrective action as appropriate.

3. No person covered by this Policy shall be subject to adverse employment action because he/she makes a good faith report of an incident of sexual harassment, or provides information or otherwise assists in any investigation of a sexual harassment complaint. Any person covered by this Policy who engages in retaliation prohibited by this Policy will be subject to disciplinary or other corrective action.

4. The PHA will conduct a prompt, thorough and impartial investigation, consistent with this Policy, in response to any complaint about sexual harassment, and will take appropriate disciplinary or other corrective action against the harasser whenever prohibited sexual harassment is found to have occurred. All employees, interns, and temporary workers are required to cooperate with any investigation of sexual harassment conducted by the PHA.

#### *What Is "Sexual Harassment"?*

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

Sexual harassment includes unwelcome conduct which is of a sexual nature or directed at an individual because of that individual's sex when:

- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile work environment, even if the complaining individual is not the intended target of the sexual harassment;
- such conduct is made either explicitly or implicitly a term or condition of employment; or
- submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment; or
- such conduct has the purpose or effect of treating an individual unequally with regard to a term or condition of employment.

A sexually harassing hostile work environment can consist of unwanted sexual advances, threats, derogatory comments, signs, jokes, pranks, intimidation, physical contact, violence, or other conduct which is of a sexual nature, or which is directed at an individual because of that individual's sex such that it alters the terms of employment for the individual subject to the harassment or results in treating that individual less well than others with respect to his/her terms of employment. It makes no difference if the individual engaging in such conduct is "just joking" or "teasing" or "playful."

Sexual harassment can also occur when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

### *Examples Of Sexual Harassment*

The following is a non-exhaustive list of some of the types of acts that may constitute sexual harassment:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee’s body or poking another employee’s body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions.
- Sexually-oriented gestures, noises, remarks, jokes, or comments about a person’s sexuality or sexual experience.
- Written conduct such as authoring threatening, derogatory or offensive letters, e-mails, text messages, or social media posts.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, videos, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes sexual displays on PHA-issued or personal computers, cell phones or tablets in the workplace or to anyone covered by this Policy.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people’s ideas or perceptions about how individuals of a particular sex should act or look.
- Hostile actions taken against an individual because of that individual’s sex, sexual orientation, gender identity, or the status of being transgender.

### *Who Can Be A Target Of Sexual Harassment?*

Sexual harassment can occur between any individuals, regardless of their sex or gender. It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment is prohibited regardless of whether the person engaging in the harassing conduct is a co-worker, intern, temporary worker, agency worker, subordinate, supervisor or manager, anyone else providing services to the PHA in the workplace or anyone else with whom the PHA does business (*e.g.*, outside vendors, consultants, independent contractors).



### *Where Can Sexual Harassment Occur?*

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business, at employer-sponsored events, or other occasions outside work (i.e., not in the workplace). Calls, texts, emails, and social media usage containing inappropriate messages, language, videos or graphics may also constitute sexual harassment or contribute to unlawful workplace harassment for anyone covered by this Policy, even if such things occur away from the workplace, on personal devices, or during non-work hours.

### *What Is "Retaliation"?*

Retaliation includes any conduct, whether or not in the workplace or employment-related, which might deter a reasonable person from making or supporting a charge of discrimination or harassment and is directed at someone who engages in protected activity. Protected activity includes opposing a discriminatory practice, making a good faith report of a suspected violation of this Policy, filing a harassment complaint, participating in an investigation or proceeding of such a report or complaint, or encouraging a fellow employee to make a report.

Retaliation against an individual who makes a good-faith complaint about sexual harassment or what they believe to be a violation of this Policy, or who participates in an investigation into alleged sexual harassment is strictly prohibited and will not be tolerated. Anyone who engages in retaliation prohibited by this Policy will be subject to disciplinary or other corrective action in accordance with applicable law.

### *Reporting Sexual Harassment*

Preventing sexual harassment is everyone's responsibility. The PHA cannot prevent or remedy sexual harassment unless it knows about it. Any employee or other person covered by this Policy who has been subject to behavior that may constitute sexual harassment, or who witnesses as a bystander or becomes aware of potential instances of sexual harassment, is encouraged to do the following:

- If possible, tell the harasser that his/her actions are not welcome and must stop.
- Promptly report the harassing action(s), word(s) and/or incident(s) to your supervisor or the Executive Director.
- If you feel uncomfortable speaking with your supervisor or the Executive Director, or if you feel a complaint, you previously made has not been adequately addressed, report the harassing action(s), word(s) and/or incident(s) to Anti-Harassment & Discrimination Hotline.

Reports of sexual harassment may be made verbally or in writing. A form for submitting a written complaint is available in this Handbook's Appendix. Individuals are encouraged to use this complaint form, but using the form is not required. Regardless of whether being made verbally or in writing, a report of sexual harassment should be as detailed as possible and include the names of the individual(s) involved, any witness(es) to the harassment, direct quotes and/or evidence (e.g., notes, e-mails, digital recordings, etc.) of the harassment. Individuals who report

sexual harassment on behalf of another person should state clearly that the complaint is being made on another person's behalf.

### *Supervisory Responsibilities*

Any supervisor or manager who receives a complaint or information about suspected sexual harassment, or observes conduct that may be sexually harassing behavior is required to take appropriate steps to address the conduct and to report such suspected sexual harassment to the Executive Director.

In addition to being subject to discipline if they engaged in sexually harassing conduct or retaliation themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

### *Investigation of Sexual Harassment*

The PHA, either itself or through a delegated investigator, will investigate all reports, complaints or other information about suspected sexual harassment, regardless of whether that information was reported in verbal or written form.

Investigations will be conducted in as timely and thorough a manner as possible commensurate with the nature of the complaint, and will be confidential to the extent possible. Upon receiving a complaint, the PHA will conduct a review of the allegations and, if appropriate, put interim measures in place for the investigation. The individual bringing the complaint, and the victim if that person is not the complainant, will each be given an opportunity to present their version of events and any relevant evidence to the investigator. Anyone accused of sexual harassment will be informed of the allegations against them, and will be given an opportunity to present his/her version of events and any relevant evidence to the investigator. The investigation may also include reviewing documentation and other evidence, and interviewing other individuals identified as witnesses to the alleged harassment or who may otherwise have information relevant to the allegations being investigated. The PHA may adapt and modify the investigatory procedure, in its discretion, based on the nature of the complaint and the conduct at issue.

All employees and other individuals covered under this Policy are required to cooperate with the PHA's investigation into suspected sexual harassment, and are required to provide truthful and complete answers to questions asked of them by the investigator. Everyone involved in the reporting and investigation of sexual harassment is obligated to keep the information pertaining to the investigation confidential to the maximum extent possible, to protect the privacy of those involved in the investigation and to allow the PHA to conduct an objective and appropriate investigation.

Once the investigation is complete and a determination has been made, such determination will be communicated to the individual who complained, the victim of the harassment (if the victim is not the individual who made the complaint), and the accused harasser. As appropriate, the PHA may follow-up with the individual who complained, the victim of the harassment (if the victim is not the individual who made the complaint) and/or any individual who participated in its

investigation to ensure that the sexual harassment has not resumed and that no retaliation has occurred.

If the PHA's investigation is conclusive and prohibited sexual harassment is found to have occurred, appropriate disciplinary or other corrective action will be taken in a timely manner and appropriate measures will be taken to deter any future harassment.

### *Legal Protections and External Remedies*

Sexual harassment is not only prohibited by the PHA but is also prohibited by federal, state and, where applicable, local law.

In addition to the procedures described in this Policy, if the sexual harassment involves potential criminal conduct such as physical touching, coerced physical confinement or coerced sex acts, it may be appropriate to report such conduct to the local police department.

Individuals may also bring complaints to the U.S. Equal Employment Opportunity Commission ("EEOC") or the New York State Division of Human Rights ("NYSDHR") in court within the time periods required by law.

The NYSDHR enforces the New York State Human Rights Law (N.Y. Executive Law, art. 15, § 290 et seq.), which prohibits sexual harassment in employment in New York State and protects employees and other individuals working in an employer's workplace. A complaint alleging sexual harassment in violation of the New York State Human Rights Law may be filed either with the NYSDHR or in New York State Supreme Court within three years of the alleged sexual harassment. If unlawful discrimination is found, the NYSDHR or the court may award relief, which may include requiring the employer to take action to stop the harassment, to redress the damage caused, including reversing an unlawful employment action, and paying monetary damages, attorneys' fees, and civil fines. The NYSDHR can be contacted at (888) 392-3644 or at its website [www.dhr.ny.gov](http://www.dhr.ny.gov).

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 Civil Rights Act (42 U.S.C. § 2000e et seq.). A discrimination complaint can be filed with the EEOC within 300 days from the conduct giving rise to the complaint. The EEOC investigates complaints, and may pursue a claim in federal court on behalf of the complaining party or issue a Right to Sue Letter that allows an individual to pursue his/her claims in federal court. Federal courts may award remedies if discrimination is found to have occurred. The EEOC can be contacted by calling 1-800-669-4000 (1-800-669-6820 (TTY)) or at its website [www.eeoc.gov](http://www.eeoc.gov).

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they work to find out if such a law exists.

Individuals may also contact the sexual harassment hotline operated by New York State at 1-800-427-2773 (1-800-HARASS-3).

## *Questions*

If you have any questions about this Policy, please contact the Executive Director.

### **2.2.2 Other Forms of Discrimination / Harassment / Retaliation**

In addition to sexual harassment, discrimination / harassment / retaliation on the basis of any protected characteristic is strictly prohibited (e.g., genetic characteristics or information or carrier status; race (including traits historically associated with race, such as hair texture and protective hairstyles); color; creed; religion; marital or partnership status; familial status; age; national origin or ancestry; alienage or citizenship status; pregnancy; pregnancy-related condition; disability or perceived disability; medical condition; military or veteran status; status as a victim of domestic violence, sex offenses or stalking; relationship or association with a member of a protected class; sexual or reproductive health decisions; criminal history; the fact that one has opposed an act or practice which he/she reasonably believed to be discriminatory; or any other basis protected by applicable federal, state or local law). Such prohibited harassment includes comments, conduct and/or behavior similar to the examples of sexual harassment set forth above when such things relate to or are done because of these characteristics. It makes no difference if the conduct is “just joking” or “teasing” or “playful.” The following is a non-exhaustive list of examples of harassing conduct:

- Visual conduct such as derogatory posters, photographs, images, messages, cartoons, drawings, gestures, or computer or television broadcasts.
- Verbal conduct such as ethnic or religious jokes, or derogatory comments, slurs, innuendoes, epithets or threats (including but not limited to those uttered over radio or television or online broadcasts).
- Physical conduct such as touching, blocking movements or assault.
- Retaliation for reporting harassment or threatening to report harassment.

It is unlawful for members of the same protected group to harass each other, and for members of one protected group to harass members of another protected group. Like sexual harassment, harassment based on any other protected characteristic set forth above is unlawful, regardless of whether it involves: co-worker harassment; harassment by a supervisor, member of management or other PHA officer; or harassment by a vendor, tenant, contractor, client or persons doing business with or for the PHA. [NYS Human Rights Law].

If you believe that you have experienced or witnessed discrimination / harassment / retaliation based on a protected characteristic, please see the PHA’s Complaint Procedure below for information on how to report such discrimination / harassment / retaliation.



*PHA's Complaint Procedure for  
Other Forms of Discrimination / Harassment / Retaliation*

This complaint procedure provides for: prompt, thorough and objective investigation of any claim of unlawful discrimination / harassment / retaliation; and appropriate disciplinary action against one found to have engaged in unlawful discrimination / harassment / retaliation.

Every PHA employee, supervisor, manager, administrator, officer, as well as customers, tenants, vendors, contractors and anyone with whom the PHA does business is responsible for maintaining a workplace free from unlawful discrimination / harassment / retaliation.

Accordingly, any such person who believes the actions or words of a co-worker, supervisor, manager, administrator, officer, customer, tenant or individual with whom the PHA does business, or other incident(s) involving such individual(s), constitute unlawful discrimination / harassment / retaliation must take the following actions:

- If possible, tell the offender that his/her actions are not welcome and must stop.
- Promptly report the discriminatory / harassing / retaliatory action(s), word(s) and/or incident(s) to your supervisor or the Executive Director. If you feel uncomfortable speaking with your supervisor or the Executive Director, or feel a complaint previously made has not been adequately addressed, report the harassing action(s), words and/or incidents to the Chairman of the Board of Commissioners.

Reports of discrimination / harassment /retaliation may be made verbally or in writing. A form for submitting a written complaint is available in this Handbook's Appendix. Individuals are encouraged to use this complaint form, but using the form is not required. Regardless of whether it is being made verbally or in writing, a report of harassment should be as detailed as possible and include the names of the individual(s) involved, any witness(es) to the discrimination / harassment / retaliation, direct quotes and/or evidence (e.g., notes, e-mails, digital recordings, etc.) of the discrimination / harassment / retaliation. Individuals who report such conduct on behalf of another person should state clearly that the complaint is being made on another person's behalf.

The PHA, either itself or by a delegated investigator, will conduct a prompt and appropriate investigation into all complaints of unlawful discrimination / harassment / retaliation. The PHA is committed to investigating any instance of alleged or suspected unlawful discrimination / harassment / retaliation that comes to the PHA's attention, even if the victim does not make any complaint, and even if the victim or complainant does not want the matter pursued. The accused shall be afforded an opportunity to present his or her version of events.

All employees are hereby directed and required to cooperate with the PHA in conducting its investigation(s) into complaints of alleged unlawful discrimination / harassment / retaliation or any other instance of unlawful discrimination / harassment / retaliation that comes to its attention. All complaints of discrimination / harassment / retaliation and the investigation of complaint(s) will be kept confidential to the maximum extent practicable consistent with the law and the PHA's commitment to conduct a thorough investigation.

Once the PHA's investigation is complete and a determination has been made, such determination will be communicated to the individual who complained, the victim of the discrimination / harassment / retaliation (if the victim is not the individual who made the complaint), and the accused offender. If the PHA's investigation is conclusive, and unlawful discrimination / harassment / retaliation is found to have occurred, appropriate corrective action will be taken in a timely manner and appropriate measures will be taken to deter any future discrimination / harassment / retaliation. Appropriate disciplinary action, up to and including termination of employment, will be taken in accordance with applicable law.

ALL EMPLOYEES SHOULD NOTE THAT THE FAILURE TO USE PHA'S COMPLAINT PROCEDURE MAY RESULT IN THE DEFEAT OF ANY CLAIM OF UNLAWFUL HARASSMENT IF LITIGATED.

### **2.2.3. Liability for Unlawful Harassment**

Any PHA employee, whether co-worker, supervisor or manager, who is found to have engaged in unlawful harassment or fails to cooperate in an investigation into alleged harassment may be subject to disciplinary action, up to and including termination of employment.

Supervisory and managerial personnel who knowingly allow sexual harassment to occur will be subject to disciplinary action, up to and including termination of employment. Supervisors and managers must report sexual harassment that they observe or know of, even if no one is objecting to the harassment.

### **2.2.4. Anti-Retaliation Policy and the PHA's Complaint Procedure for Retaliation**

Retaliation against an individual who makes a good-faith complaint about discrimination / harassment / retaliation, or who participates in an investigation into alleged discrimination / harassment / retaliation is strictly prohibited and will not be tolerated. Anyone who engages in retaliation prohibited by this Policy will be subject to disciplinary or other corrective action in accordance with applicable law.

The PHA's complaint procedure provides for a thorough and objective investigation of any claim of unlawful retaliation because of opposition to alleged discrimination / harassment / retaliation or participation in a proceeding regarding alleged discrimination / harassment / retaliation. If you believe that you have been retaliated against because of your opposition to an act or practice you reasonably believe to constitute discrimination / harassment / retaliation or because of your participation in an investigation, hearing or proceeding regarding alleged unlawful discrimination / harassment / retaliation, you should provide a written or oral complaint to the Executive Director as soon as possible. If you feel that the Executive Director retaliated against you because of your opposition to an act or practice you reasonably believe to constitute discrimination / harassment / retaliation or because of your participation in an investigation, hearing or proceeding regarding alleged unlawful discrimination / harassment / retaliation, you may report the retaliatory action(s), word(s) and/or incident(s) to the Chairman of the Board of Commissioners. Your complaint should be as detailed as possible, including the names of

individuals involved, the names of any witnesses, the date(s) and time(s) of the incident(s), the location(s) of the incident(s) and any documentary evidence.

The PHA will investigate all complaints of prohibited retaliation which are reported to management. If the PHA determines that an individual has been retaliated against for opposition to alleged employment discrimination / harassment / retaliation or participation in a proceeding related to alleged employment discrimination / harassment / retaliation, the PHA will take appropriate remedial action. The PHA will also take action to deter any future retaliation. If a complaint of retaliation is substantiated, appropriate disciplinary action, up to and including termination, may be taken and the PHA will communicate to the complainant that action has been taken to prevent further retaliation.

### **2.3 Reproductive Health Decision-Making**

In accordance with NYS Labor Law Section 203-e, the PHA prohibits discrimination or retaliation against employees based on an "employee's or a dependent's reproductive health decision making," including, but not limited to, the decision to use or access a particular drug, device, or medical service related to reproductive health.

The PHA will not:

- Access an employee's personal information regarding the employee's or the employee's dependent's reproductive health decision making, including but not limited to the decision to use or access a particular drug, device or medical service, without the employee's prior informed affirmative written consent.
- Discriminate or retaliate against an employee with respect to compensation, terms, conditions or privileges of employment based on the employee's or the employee's dependent's reproductive health decision making, including but not limited to a decision to use or access a particular drug, device or medical service.
- Require an employee to sign a waiver or other document that denies the employee the right to make the employee's own reproductive health care decisions.

The law gives an employee the right to bring a civil action in any court of competent jurisdiction against an employer alleged to have violated the law. Available remedies include: (a) damages, including, but not limited to, back pay, benefits and reasonable attorneys' fees and costs; (b) injunctive relief; (c) reinstatement; and (d) liquidated damages equal to 100 percent of the award for damages, unless an employer provides a good faith basis to believe that its alleged violations were in compliance with the law.

## **3.0 EMPLOYMENT PRACTICES AND PROCEDURES**

### **3.1 Job Duties**

Each employee's job duties are established by the Westchester County Department of Human Resources ("Civil Service") and set forth in the Civil Service job description for the employee's title.



### **3.2 Performance Reviews**

The purpose of a performance review is to promote communications between the PHA and employees, encourage more effective job performance, and any address concerns. The review will address factors that reflect the employee's performance, such as the employee's work quality, job knowledge, initiative, attendance, teamwork, conduct, and communication skills. The PHA may evaluate employees' performance on an as needed basis.

### **3.3 Wages**

A PHA employee's rate of pay will be established by the PHA unless the employee is covered by the collective bargaining agreement between the PHA and the CSEA ("CBA"), in which case the employee's rate of pay will be governed by the CBA.

### **3.4 Overtime**

The PHA may require a PHA employee to work additional hours beyond the employee's normal workday and/or workweek. A PHA employee must receive prior approval from his / her supervisor before working any additional hours. Working additional hours without authorization may result in disciplinary action.

PHA employees who are classified as non-exempt under the Fair Labor Standards Act will be paid one and one-half times their regular rate of pay for all time worked in excess of forty (40) hours in a given workweek; provided, however, that if an employee is entitled to be paid two (2) times the employee's rate of pay for certain time worked under the CBA, then the employee will be paid pursuant to the CBA.

### **3.5 Pay Period and Check Distribution**

The PHA normally pays employees on a bi-weekly basis. An employee's paycheck will be based on the amount earned during the preceding payroll period. Certain employees may be paid on a different schedule as established by the PHA.

Under normal circumstances, paychecks will be issued on a Thursday. If the payday is a designated holiday, paychecks will be distributed on the previous workday

### **3.6 Payroll Deductions**

The PHA is legally required to make certain deductions from each employee's compensation. Among these deductions are applicable federal, state and local income taxes.

To ensure that you are properly paid for all time worked, and that no improper deductions are made, you should review your paycheck to make sure it is correct. If you believe an improper deduction has been made or you have any questions, you should contact your supervisor. If it is determined that an improper deduction has been made, the PHA will reimburse you and take any additional corrective action that is necessary.

The PHA will not tolerate any form of retaliation against employees who report alleged violations of this policy or who cooperate in the investigation of such reports. If you believe

that you have been retaliated against for reporting an alleged violation of this policy, you are required to report the incident to the Executive Director. If you feel uncomfortable speaking to the Executive Director, or if you feel a complaint you previously made has not been adequately addressed, you should report the incident to the Assistant Director or Chairman of the Board of Commissioners.

### **3.7 Time Records**

Upon hiring an employee, the PHA will inform the employee what his/her work schedule is and how many hours the employee is expected to and permitted to work each week. All PHA employees are required to record all time worked and leave taken, regardless of whether such leave is paid or unpaid. They should record what time they begin working and what time they stop working. If an employee takes a meal break, the employee should record what time he/she stopped working to take a meal break and the time the employee started working after the meal break.

No work may be performed for the PHA outside of the employee's regular work schedule without prior written approval from the Executive Director. If an employee does not have a regular work schedule, no work may be performed for the PHA beyond the maximum number of hours that the employee is permitted to work each week. Working without authorization will result in appropriate corrective action, including, but not limited to, discipline.

### **3.8 Personnel Records**

It is the policy of the PHA to balance its need to obtain, use and retain information about its employees with a concern for each employee's privacy. To this end, the PHA will endeavor to maintain only that personnel information which is necessary for the conduct of the PHA's business or required by federal, state or local law.

All employee medical records will be kept in a separate file apart from the employee's personnel file and treated as confidential

### **3.9 Notice of FOIL Request for Disciplinary Records**

If an employee's disciplinary records are requested as part of a Freedom of Information Law ("FOIL") request, the PHA will notify the subject employee within a reasonable amount of time after receiving the request and prior to producing that employee's disciplinary records in response to the PHA request.

### **3.9 Benefits**

Subject to applicable laws, regulations or contracts (including, but not limited to the CBA), the PHA reserves the right to establish and change what benefits it offers employees.

### **3.10 Voluntary Terminations**

If you decide to leave your employment with the PHA, it is requested that you provide at least two (2) weeks' written notice. All PHA-owned property (*e.g.*, vehicles, keys, identification badges, credit cards, cell phones, iPads, laptops, work product created during employment, etc.)

must be returned at or before the time of termination, whether the termination is voluntary or otherwise. You are not permitted to retain or take any work product or any item/records/information considered proprietary.

### **3.11 Leaves & Breaks**

#### **3.11.1 Family & Medical Leave Act (“FMLA”) Policy**

The PHA will provide unpaid family and medical leaves of absence to eligible employees in accordance with applicable law as set forth in this policy.

##### *Eligibility*

To be eligible for a leave of absence under this policy, an employee must have:

- (1) been employed by the PHA for at least twelve (12) months; and
- (2) worked at least 1,250 hours for the PHA over the twelve (12)-month period immediately preceding commencement of any leave.

Employees who do not meet these eligibility requirements may be granted leaves of absence on a case-by-case basis, as the PHA, in its discretion, deems appropriate.

##### *Length of Leave*

Eligible employees may take up to twelve (12) work weeks of unpaid, job-protected leave during a rolling twelve (12)-month period (measured backwards from the first day of a leave period) for one or more of the following reasons: (1) the birth of a child; (2) the placement of a child for adoption or foster care; (3) the care of an immediate family member (spouse, child or parent) with a serious health condition; (4) the employee’s own serious health condition that makes the employee unable to perform the duties of his/her job; or (5) a qualifying exigency arising out of the fact that an employee’s spouse, child, or parent is on covered active duty (or has been notified of an impending call or order to covered active duty) in the United States Armed Forces.

Eligible employees may also take up to twenty-six (26) work weeks of unpaid leave in a single twelve (12)-month period to care for a family member in the Armed Forces (including a member of the National Guard or Reserves, or a veteran who is the employee’s spouse, child, parent, or next of kin) who is undergoing medical treatment, recuperation, or therapy, or is otherwise temporarily disabled, for a serious injury or illness incurred or aggravated in the line of duty.

When spouses are both employed by the PHA, only a combined total twelve (12) weeks of leave due to the birth or adoption of a child may be taken by the spouses. Similarly, only a combined total of twenty-six (26) weeks of military caregiver leave may be taken by spouses when both are employed by the PHA.

For purposes of this policy, the term “serious health condition” does not apply to brief illnesses (such as a cold or the flu), which do not require the employee to be absent for more than

three (3) consecutive days, or which do not involve ongoing treatment by a physician or health care provider. The term “serious health condition” is intended to cover conditions or illnesses that: (1) require inpatient care (e.g., overnight hospitalization); or (2) that require the employee to be absent for more than three (3) consecutive days and also require continuing treatment by a health care provider.

As used in this policy, the term “covered active duty” means military service during deployment to a foreign country.

“Qualifying exigencies” may include short-notice deployment; attending certain military events and related activities; arranging for alternative childcare and attending certain PHA meetings; addressing certain financial and legal arrangements; spending time with a covered service member who is on short-term rest and recuperation leave; attending certain counseling sessions; and attending post-deployment activities that occur within ninety (90) days after the service member’s covered active duty status.

#### *Substitution of Paid Leave for Unpaid Family and Medical Leave*

An employee taking family and medical leave for his/her own serious health condition is required to use all accrued/unused sick leave, vacation, Paid Time Off (PTO), and personal leave he/she may have concurrently with any otherwise unpaid family and medical leave taken under this policy.

An employee taking family and medical leave for reasons other than an employee’s own serious health condition must use all accrued/unused PTO he/she may have concurrently with any leave taken under this policy. Any such accrued/unused leave used concurrently with leave taken under this policy will be used to pay the employee for such leave time, and will count towards the maximum of 12 weeks, or 26 weeks, of leave permitted by this policy; the remainder of the leave, if any, will be unpaid.

#### *Intermittent Leave / Reduced Schedule*

Family and medical leave time under this policy may be taken intermittently or on a reduced schedule basis as follows:

- When medically necessary for the employee to care for his/her own serious health condition or to care for child, spouse or parent with a serious health condition.
- When medically necessary to care for the employee’s military family member.
- When taken for qualifying exigencies.
- When taken by an expectant mother employee before the birth of her child for prenatal care or if her condition makes her unable to work.

Leave may not be taken intermittently or on a reduced schedule basis relating to the birth or placement of a child after the child is born or placed with the employee.



If the need for intermittent leave is foreseeable, based on planned medical treatment, the employee is responsible for scheduling the treatment in a manner that does not unduly disrupt the PHA's operations. If an employee is granted leave under this policy on an intermittent or a reduced schedule basis, the PHA may temporarily transfer the employee to an alternative position of equivalent pay and benefits, which better accommodates recurring periods of absence or a reduced schedule.

#### *Notification and Reporting Requirements*

For an employee who requests leave for qualifying exigencies, he/she must give the PHA notice of his/her need for family and medical leave as soon as possible and practical, regardless of how far in advance the need for leave is known. The employee may be required to provide the PHA with a copy of the military service member's active duty orders, or other form documentation certifying the employee's request for family and medical leave.

For an employee who requests leave for any other reason under this policy and where the need for leave is foreseeable (such as the birth or adoption of a child, or scheduled medical treatment), he/she must submit the leave request in writing to the PHA at least thirty (30) days before the date the requested leave is to begin. In an unexpected emergency where it is not possible to provide thirty (30) days' advance notice, the employee is expected to provide as much advance notice as is practicable.

If the employee's need for family and medical leave is foreseeable, the employee must make efforts to schedule leave in a manner that does not unduly disrupt the PHA's operations. The PHA reserves the right to request that such leave be rescheduled.

When leave is taken for an employee's own serious health condition, the PHA requires that the employee report periodically (generally every thirty (30) days) on his/her leave status and intention to return to work at the end of the approved leave period.

#### *Required Certification*

When an employee requests leave under this policy because of the employee's own serious health condition, or to care for a spouse, child or parent with a serious health condition, the employee must submit to the PHA written medical certification from a health care provider that states:

- (1) the date on which the serious health condition began; and
- (2) the probable duration of the serious health condition; and
- (3) appropriate medical facts within the knowledge of the health care provider regarding the condition.

When the leave is requested for the employee's own serious health condition, the medical certification must also state that the employee is unable to perform the duties of the employee's job as a result of the condition. When the leave is to care for a spouse, child or parent with a serious health condition, the medical certification must provide an estimate of how much time

the employee needs to care for that individual. When leave is requested on an intermittent or reduced schedule basis for planned medical treatment, the medical certification must also state the dates on which treatment is expected to be provided and the duration of the treatment.

The PHA may, at its discretion and at its own expense, require the employee to obtain a second opinion from a health care provider designated and approved by the PHA. If the second opinion differs from the first opinion, the PHA, again in its discretion and at its own expense, may request a third opinion from a health care provider approved by both the PHA and the employee. The third opinion will be binding on both parties. The PHA may also require an employee on family and medical leave to undergo periodic recertification.

The PHA may also require certification from an employee requesting qualifying exigency leave or leave to care for a seriously injured or ill covered service member in accordance with applicable law.

#### *Benefits Continuation During Leave*

Any employee who is granted an approved leave of absence under this policy and has elected coverage under the PHA's insurance plans, will continue to be covered under the PHA's insurance plans in effect at the time so long as the employee continues to pay whatever employee portion of the premium costs is required under PHA policy. If paid leave is used for any portion of the family and medical leave, employee premiums will be deducted from the payments in accordance with the practice applicable to active employees. Otherwise, the employee will be responsible for paying his/her portion of the monthly premium by mailing it to the Chairman of the Board of Fire Commissioners no later than the first day of each month. The employee's group medical coverage and the coverage of all his/her enrolled dependents will be terminated if the employee's portion of the premium is paid more than thirty (30) days late. The PHA will provide at least fifteen (15) days' written notice to the employee prior to terminating for non-payment.

In the event that an employee elects not to return to work upon completion of an approved unpaid family and medical leave of absence, the PHA may recover from the employee the cost of any payments made by the PHA to maintain the employee's coverage, unless the failure to return to work due to the continuation, recurrence or onset of a serious health condition, or was due to other circumstances beyond the employee's control.

Benefit entitlements based upon length of service will be calculated as of the last paid workday prior to the start of the unpaid leave of absence.

The period of time an employee is on family and medical leave will be treated as continued service for purposes of vesting and eligibility to participate under any available pension or retirement plan.

Absences due to unpaid family and medical leave will not be counted as time worked for the purpose of seniority or computing paid time off, sick leave or personal days. The employee will not be entitled to accrue seniority or earn additional employee benefits (such as vacation time) during any period of unpaid family and medical leave.



### *Job Restoration*

An employee returning to work within the approved family and medical leave period will be returned to the same job the employee had before going on leave or an equivalent position with the same pay, benefits, and working conditions which involves substantially similar duties and responsibilities and entails substantially equivalent skill, effort, responsibility, and authority. Except as may otherwise be provided for by law, any employee seeking to return to work after the approved leave period will not be entitled to return to work if the job has been filled by another employee or business conditions preclude such reinstatement.

Notwithstanding the above, under certain circumstances the PHA may deny job restoration to key employees. A key employee is a salaried employee eligible to take leave who is among the highest paid ten percent (10%) of all PHA employees. Unless otherwise prohibited by applicable law, the PHA may refuse to reinstate key employees after taking a family and medical leave under this policy if it determines that substantial and grievous economic injury would result from reinstatement. If this determination is made, the key employee will be notified in writing and given an opportunity to end the leave and return to work.

If an employee took leave under this policy because of his/her own serious health condition, when the employee is ready to return to work, he/she must provide the PHA with a certification from his/her health care provider confirming that the employee is medically able to return to work.

The employee must immediately notify the PHA when the employee is able to return to work. An employee's failure to return to work when able or a failure to return to work when his/her approved leave expires may result in termination. Any employee who secures alternative employment, or was gainfully employed elsewhere while on family and medical leave from the PHA will be deemed to have terminated his/her PHA employment as of the date when the leave began.

### *Reservation of Rights*

The PHA will comply with all applicable laws in administering this policy. To the extent the law permits employer discretion, the PHA reserves the right to modify, change or eliminate any provision of this policy subject to applicable law.

#### **3.11.2 Leave for Cancer Screening**

The PHA intends to comply with applicable law with respect to a leaves of absence for cancer screenings. State law currently provides that all full-time and part-time employees are entitled to up to four (4) hours of paid leave annually without charge to leave accruals for cancer screenings during their regular work schedules. Employees must provide at least three (3) working days' notice to the Executive Director of his/her need for cancer screening leave, and may be required to submit sufficient medical documentation that the absence was for the purpose of screening.

The PHA shall not retaliate against an employee for requesting or obtaining a leave of absence for the purpose of breast and/or prostate cancer screening.

### **3.11.3 Bone Marrow Donation Leave**

The PHA intends to comply with applicable law with respect to a leave of absence for the purpose of donating bone marrow. State law currently provides that employees who work an average of twenty (20) or more hours per week are entitled to up to twenty-four (24) work hours of paid leave without charge to their leave accruals to undergo a medical procedure to donate bone marrow.

An employee must provide at least fourteen (14) days prior written notice to Executive Director of his/her intention to use this leave, unless there is a medical emergency attested to by a physician that requires the employee to undergo the medical procedure for which leave is sought within fourteen (14) days.

This leave is available each time an employee serves as a bone marrow donor and is in addition to any other leave allowed. This leave can be used for either full or partial days while serving as either a bone marrow donor or recovering from the medical procedures involved in such donation, and includes any necessary travel time, as well as any medical testing or other procedures to determine bone marrow donation compatibility. However, an employee who undergoes bone marrow donation outside of his/her regular work schedule is not entitled to such leave if he/she undergoes bone marrow donation outside of his/her regular work schedule. Leave time will not be applied in addition to any holiday pay the employee would otherwise be entitled to if a holiday falls during his/her leave time. The employee is required to provide physician's verification regarding the purpose and length of each leave.

The PHA shall not retaliate against an employee for requesting or obtaining a leave of absence for the purpose of donating bone marrow.

### **3.11.4 Leave to Vote**

To the extent possible, employees are expected to take advantage of polling hours prior to the beginning or following the end of their workday. If an employee does not have at least four (4) hours to vote either prior to reporting to work or between the end of the workday and the time the polling places close, he/she will be permitted up to two (2) hours off with pay, either at the beginning or end of his/her shift, to vote. Employees requiring time off to vote must notify their supervisor at least two (2) days prior to the day of the election. Such written request must state the date and time (start and end time) that the employee is requesting to take this leave, and the election for which the employee is requesting to use this leave.

The PHA shall not retaliate against an employee for requesting or obtaining a leave of absence for the purpose of voting in an election.

### **3.11.5 Military Leave**

Employees who report for either reserve or active duty in the Armed Forces of the United States, National Guard or Reserves will be granted time off and reinstated in accordance with applicable federal and state laws. Employees should provide the Executive Director with a copy of any written orders as soon as they receive them.

The PHA also intends to comply with applicable law with respect to a leave of absence for a military spouse. State law currently provides for an unpaid leave of absence of up to ten (10) days for an employee who works an average of twenty (20) or more hours per week and who is the spouse of a member of the armed forces of the United States, or the National Guard or Reserves deployed during a period of military conflict to a combat theater or combat zone of operations. Such leave shall only be used when such person's spouse is on leave from the Armed Forces of the United States, National Guard or Reserves while deployed during a period of military conflict to a combat theater or combat zone of operations. The PHA will not retaliate against any employee who requests or obtains a leave of absence as a military spouse.

If you have further questions regarding leaves of absence for members of the military or military spouses, please contact the Executive Director.

### **3.11.6 Breaks for Nursing Mothers to Express Milk**

In accordance with New York Labor Law Section 206-c, the PHA provides accommodations to employees who choose to express breast milk in the workplace. Employees who need to take time during the workday to express breast milk should notify their supervisor, preferably prior to their return to work following the birth of their child. The PHA will work with the employee to provide a reasonable accommodation to express breast milk at work in accordance with applicable laws and regulations.

The PHA will permit employees to take reasonable break time or allow an employee to use other break time or mealtime to express breast milk each time such employee has reasonable need to express breast milk for up to three (3) years following the birth of their child. Such employees may take paid breaks of up to 30 minutes as reasonably needed by the employee. If an employee needs more than 30 minutes to express breast milk, she may use other paid breaks or meal breaks to do so. Employees must record the time they start and end their breaks.

Supervisors will work closely with an employee to communicate and confirm a break schedule that accommodates the employee's needs.

The PHA will designate a room or other location which will be made available for use by an employee who chooses to express breast milk in the workplace. The room or other location will be in close proximity to the work area, well lit, shielded from view, and free from intrusion from other individuals in the workplace or the public. The room or other location will not be a restroom or toilet stall. The room or other location designated shall include, at a minimum, a chair, a working surface, nearby access to clean running water, and an electrical outlet (provided that the workplace is supplied with electricity) unless doing so would impose an undue hardship on the PHA. If the sole purpose or function of the designated room or other location is not dedicated for use by employees to express breast milk, the room or other location will be made available to an employee when needed and will not be used for any other purpose or function while in use by the employee to express breast milk. The PHA will notify all other employees as soon as practicable when a room or other location is designated for use to express breast milk. Employees may use a refrigerator that is provided for employees in the workplace to store breast milk.

Prior to returning from parental leave, the PHA will send a copy of this policy to the employee (either electronically, by mail to the employee's last known address, or both ) and request information from the employee regarding the need for a reasonable accommodation to express breast milk at work. The PHA will work with the employee to identify a schedule and location for when and where the employee can express breast milk during work in accordance with this policy. Employees may also independently request a reasonable accommodation by contacting the Executive Director. Such request may be made orally or in writing. The employee should indicate the need for an accommodation to express breast milk in the workplace. The PHA will respond to a request for a lactation accommodation as quickly as possible but under no circumstances will this amount of time exceed five (5) business days. The PHA understands that an employee's needs with respect to expressing breast milk may change over time. Accordingly, an employee may request a change in any accommodation by contacting the Executive Director and expressing the need for such change. The employee should identify what the proposed change is in the request to facilitate the interactive process.

The PHA will not discharge, threaten, penalize, or in any other manner discriminate or retaliate against an employee for exercising her rights under this policy and applicable laws with respect to requesting or using reasonable accommodations related to expressing breast milk in the workplace. The PHA will not tolerate any such discrimination or retaliation. If an employee believes she has been subject to discrimination or retaliation in violation of this policy, she should promptly report it to the Executive Director, or, if the employee is not comfortable telling the Executive Director, then she should report it to the Chairman of the Board of Commissioners.

## **4.0 RULES OF CONDUCT**

### **4.1 Prohibited Misconduct**

While it is not possible to list all unacceptable behavior, the following is a non-exhaustive list of misconduct that may lead to disciplinary action:

- a) Violation of the PHA's policies against unlawful discrimination, harassment, retaliation and workplace violence prevention) and other PHA policies and procedures;
- b) Theft or unauthorized possession, use or removal of PHA property or the property of another employee, a tenant, a member of PHA's Board of Commissioners, supplier, visitor or any other person;
- c) Insubordination;
- d) Failure to cooperate with a PHA investigation;
- e) Fraud;
- f) Possession, manufacture, distribution, sale or use of any narcotic or controlled substance on PHA property, while using PHA equipment and/or while performing duties for PHA;



- g) Being impaired by the use of alcohol or an illegal drug(s) or controlled substance(s) while performing duties for the PHA and/or operating PHA equipment (including, but not limited to, any PHA vehicles);
- h) Violation of the PHA's Workplace Violence Prevention Policy; and
- i) Falsification of information;
- j) Use of excessive profanity or abusive language;
- k) Use or possession of firearms, weapons or other dangerous instruments (including knives with over a three-inch blade and explosives) on PHA property / equipment, in PHA vehicles or while performing duties for the PHA;
- l) Unauthorized use of or access to PHA property or equipment;
- m) Poor or unsatisfactory performance, including, but not limited to, unsatisfactory attitude;
- n) Violation and/or disregard of safety rules / practices, including, but not limited to, failure to wear assigned safety clothing or equipment in such a way that jeopardizes one's safety;
- o) Offensive or unprofessional behavior that is contrary to the PHA's best interest;
- p) Unauthorized expenditure of PHA funds;
- q) Negligent use or operation of PHA equipment, including vehicles;
- r) Retaliation against PHA employees for making a good faith report of a violation of a PHA policy or rule;
- s) Excessive absenteeism or tardiness;
- t) Willful, reckless or negligent damage to or defacement of PHA property or equipment;
- u) Bullying of co-workers;
- v) Use of tobacco products (including, but not limited to, smoking cigarettes, pipes and/or cigars, and the use of chewing of tobacco) and simulated smoking products (including, but not limited to, electronic cigarettes and vaping) at any time inside PHA buildings, vehicles or equipment;
- w) Solicitation of gifts, gratuities or anything of value from any tenants or member(s) of the public to whom the PHA provides services;
- x) Dishonesty regarding any aspect of employment with the PHA;
- y) Behavior that results in a breach of security of PHA property or equipment;
- z) Unauthorized discussion or disclosure of confidential information acquired in the course of one's employment with the PHA;

- aa) Violating any law that compromises or adversely effects the employee or member's fitness or ability to perform assigned job duties;
- bb) Sleeping during working time;
- cc) Violating the PHA's Procurement Policy, a copy of which can be requested from the Executive Director;
- dd) Posting, removing or defacing notices, signs or other written material without prior approval; and
- ee) Using a recording device to surreptitiously record other PHA employees and/or tenants.

## **4.2 Social Media**

Social media generally refers to Internet-based applications that allow for the creation and exchange of user-generated content. Examples of social media include, but are not limited to: Facebook, Twitter, Tumblr, LinkedIn, Instagram, Pinterest, Flickr, Snapchat, Tik Tok, YouTube, web blogs, and we-based wikis whereby users can add, modify or delete its content via a web browser.

PHA employees are responsible for exercising good judgment when using PHA-owned equipment (including, but not limited to, the PHA's Internet connection) to access social media sites. The PHA's right to monitor communication systems and equipment applies to the use of social media if PHA employees or members of the Fire Department are using PHA equipment to access social media.

The following is a non-exhaustive list of prohibited uses of social media:

- Unauthorized disclosure of confidential or proprietary information acquired in the course of one's employment with the PHA;
- Disclosure of information which may imperil others;
- Promotion or endorsement of illegal activities;
- Threatening, promoting, inciting or endorsing violence;
- Engaging in speech or sharing images that are discriminatory or insensitive to any individual or group based on race, color, religion, creed, national origin, ethnicity, gender, sex, disability, sexual orientation, gender identity, transgender status or any other characteristic protected by law;
- Engaging in conduct that violates the PHA's policies prohibiting unlawful discrimination, unlawful harassment, unlawful retaliation and/or workplace violence;
- Posting, uploading, or sharing images that have been taken while performing duties as an agent of the PHA, or while wearing clothing / gear provided by the PHA;



- Representing that an opinion or statement is the policy or view of the PHA, or of any individual acting in their capacity as a PHA employee or official, or otherwise on behalf of the PHA, when that is not the case;
- Posting anything in the name of the PHA that could reasonably be attributed to the PHA without prior written authorization from the Executive Director;
- Using the name of the PHA or a PHA email address in conjunction with a personal blog or social media account, or for any other non-PHA business.

A PHA employee's social media usage must comply with the PHA's policies. Any harassment, bullying, discrimination or retaliation that would not be permissible on PHA property or in the workplace is not permissible between PHA employees online, even if it is done after hours, outside the workplace, using computers or communication systems that are not PHA-owned.

Any PHA employee with information about a violation of this social media policy is required to report such information to the Executive Director, or, if the Executive Director is involved, to the Chairman of the Board of Commissioners. PHA employees who violate this social media policy may be subject to disciplinary action, up to and including termination of employment with the PHA.

#### **4.3 Telephone / Cell Phone Usage**

PHA employees shall limit their use of personal cellular / wireless devices at work. Such devices should generally only be used for business purposes.

While at work, PHA employees are expected to refrain from excessive personal use of cellular phones, computers, PDAs, or any other electronic device. Personal calls / texts / emails / messages / communications, social media activity and other non-work-related activities interfere with productivity and can be distracting to others. Accordingly, such non-work-related activities should be limited during working time.

To ensure a productive workday, the following uses of a personal cellular / wireless device are prohibited during working hours:

- Accessing the Internet for non-work-related purposes;
- Engaging in non-work-related social media activity;
- Playing games;
- Watching movies, television shows, sports, etc.;
- Engaging in any activity that violates the PHA's Rules and Regulations, including, but not limited to, accessing and/or distributing pornographic, discriminatory or harassing material.

#### **4.4 Unauthorized Work**

A PHA employee may not: perform work for any entity other than the PHA during the employee's working hours; or claim that the employee has performed work for the PHA when such is not the case. PHA employees shall devote their working time to PHA business.

#### **4.5 Outside Employment**

PHA employees may engage in outside employment as long as such work does not interfere with their performance, pose an actual or potential conflict of interest, or compromise the interests of the PHA. The following guidelines have been established for a PHA employee who engages in outside work:

- A PHA employee will be judged by the same performance standards and will be subject to the PHA's scheduling demands, regardless of any existing outside work requirements;
- If the PHA determines that an employee's outside work interferes with the performance or ability to meet the requirements of the PHA as they are modified from time to time, the employee may be required to terminate the outside employment if the employee wishes to remain employed by the PHA;
- No PHA equipment, supplies or other material may be used by a PHA employee for purposes other than PHA work;
- Outside employment that does or may constitute a conflict of interest is prohibited. An employee may not receive any income or material gain from any entity outside of the PHA for materials produced or services rendered while performing the employee's PHA job;
- A PHA employee may not work on outside employment during any period which the employee is being paid to perform work for the PHA.

A PHA employee who wishes to engage in outside work is responsible for complying with the above guidelines. PHA employees who fail to comply with such guidelines may be subject to disciplinary action up to and including termination

#### **4.6 Attendance**

If a PHA employee is unable to report to work on time, the employee must personally notify his / her supervisor as soon as possible that he / she will be absent or late, whatever the case may be.

Requests for scheduled time off (e.g., vacation or personal leave) must be submitted and approved by the Executive Director in advance.

If a PHA employee needs to leave work early, the employee must receive permission to do so from the Executive Director prior to leaving.

PHA employees may be required to provide appropriate documentation (*e.g.*, doctor's note) to justify absences in accordance with applicable laws and regulations. For example, PHA employees may be required to provide a doctor's note after three (3) consecutive sick days.

#### **4.7 Personal Appearance**

PHA employees shall present a position-appropriate appearance while on PHA property, engaged in PHA business and/or while representing the PHA. PHA employees should dress and groom themselves according to the requirements of their position. If you are not sure what qualifies as "position-appropriate," you should ask your supervisor. Employees who have a uniform should wear, and not modify, their uniform.

Personal appearance should be a matter of concern for each PHA employee. You should avoid wearing clothing that is too tight / loose / immodest.

If your supervisor or someone else with more authority than you feel that your attire and/or grooming is out of place, you may be asked to leave work until you are properly attired and/or groomed. PHA employees who violate these personal appearance standards may be subject to appropriate disciplinary action.

#### **4.8 Maintenance of Workspaces**

The PHA's premises must be kept safe, clean and orderly at all times. PHA employees are responsible for maintaining their workspace(s) in a safe and orderly fashion. At a minimum, each PHA employee should:

- Place coats, boots, umbrellas and other items of clothing in designated areas to avoid clutter;
- Consume food or beverages only in designated areas;
- Report any existing or potential hazards and safety violations promptly to the Executive Director;
- Clean and properly store all tools, equipment, items, papers or confidential information as directed by the Executive Director or his/her designee.

#### **4.9 Personal Property**

Each PHA employee should refrain from bringing unnecessary or inappropriate personal property to work. The PHA recognizes that a PHA employee may need to bring certain items onto PHA property. However, PHA employees should take care to ensure that personal property brought onto PHA property does not disrupt work or pose a safety risk to others.

PHA employees are expected to exercise reasonable care to safeguard personal items brought onto the PHA's premises. The PHA will not replace, repair or reimburse PHA employees for the damage or loss of their personal property. PHA employees who bring personal property onto the PHA's premises do so at their own risk.

PHA employees are prohibited from storing personal belongings on the PHA's premises while they are not at work (e.g., cars, boats, trailers, televisions, computer equipment). The PHA reserves the right to have any such items removed at the owner's expense.

#### **4.10 PHA Property / Equipment / Tools / Supplies**

Those in possession of any PHA property, equipment, tools and/or supplies shall be responsible for such items, including, but not limited to, protective equipment, keys, key fobs, uniforms, communication devices, computers and tablets, books or other reference materials.

All PHA supplies must be used efficiently and not wasted. PHA employees may not use PHA equipment / tools / supplies, including, but not limited to, postage, fax machines, copiers, computers, paper or office supplies, for personal use. PHA employees may not use gasoline, fuel oil or motor oil purchased by the PHA for personal use.

PHA employees are required to repair or replace any PHA-owned tool / equipment that is lost or damaged as a result of the employee or member's negligence, recklessness or intentional misuse.

PHA employees shall return all PHA equipment on or before their last day of employment.

#### **4.11 Information Technology Systems**

Any computers, computer files, phones / devices, e-mail systems, software and Internet access provided by the PHA-to-PHA employees are PHA property intended for business use.

While Internet usage is intended for job-related activities, incidental and occasional, brief personal use of the PHA's e-mail systems and Internet is permitted within reasonable limits, provided it does not interfere with or disrupt any employee or member's work or the business of the PHA.

All Internet data that is composed, transmitted, or received via the PHA's communications systems is considered to be part of the official records of the PHA and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, PHA employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

PHA employees must keep in mind that e-mails from the PHA are visible representations of the PHA. E-mails can be immediately broadcast worldwide and can be received by intended as well as unintended parties. PHA employees can easily misaddress e-mail, and receiving parties can forward e-mail messages to other persons without the original sender's permission or knowledge. Consequently, PHA employees should assume that whatever they write may at some time be made public. Accordingly, PHA employees must use their PHA e-mail account, if any, in a legal, professional and responsible manner. Electronic communications should be conducted with the same degree of professionalism as traditional writing, with care being taken to avoid misstatements.

While using the PHA's e-mail system, PHA employees must be courteous and professional in their dealings with vendors, other employees, and anyone with whom they interact. All PHA employees are expected to make every effort to represent the PHA in a courteous and professional manner.

The PHA will not be responsible for any damages suffered by any users of its communications systems.

The following uses of the PHA's computers, phones / devices, e-mail systems or Internet connection (collectively referred to as the PHA's "electronic equipment" for purposes of this policy) are strictly prohibited:

- The PHA's electronic equipment may not be used for any purpose or in any manner that violates the PHA's policies, or federal, state or local law, including, but not limited to, policies and laws against discrimination, harassment, defamation, invasion of privacy, obscenity and child pornography, and illegal gambling, as well as the Computer Fraud and Abuse Act, the Copyright Act of 1976, and the Electronic Communications Privacy Act. PHA employees are responsible for ascertaining, understanding and complying with the laws, rules, policies, contracts and licenses applicable to their particular use of the PHA's electronic equipment.
- The PHA's electronic equipment may not be used in such a way as to harass, intimidate, or annoy others, or to receive or disseminate information containing defamatory, profane, obscene, racist, sexist, harassing, offensive or otherwise discriminatory material.
- The PHA's electronic equipment may not be used to install, copy or use unlicensed hardware or software.
- No one may use, or aid in the unauthorized use of, another person's password.
- When using a shared computer (i.e., a computer regularly used by more than one employee), PHA employees may not save passwords or permit the computer to automatically insert user IDs and/or passwords.
- No one may access a file, or retrieve any stored communication without authorization.
- PHA employees must never misrepresent themselves while communicating on the PHA's electronic equipment.
- No one may use, install, copy or distribute copyrighted, trademarked, or patented material on the PHA's electronic equipment.
- No one may modify the hardware and/or software on any of the PHA's computers without authorization.
- No one may make unauthorized copies of PHA-owned software.



- No one may tamper with or disable Anti-Virus software on any of the PHA's computers without authorization.
- No one may use the PHA's electronic equipment to transmit, retrieve, display, print, store or otherwise disseminate any messages with derogatory or inflammatory remarks about an individual's: genetic characteristics or information or carrier status; race; color; creed; caregiver status; sex; gender; gender identity; transgender status; intersex status; religion; marital or familial status; partnership status; age; national origin or ancestry; alienage or citizenship status; pregnancy; pregnancy-related condition; disability or perceived disability; medical condition; military or veteran status; status as a victim of domestic violence, sex offenses or stalking; sexual or reproductive health decisions; sexual orientation; unemployment history; relationship or association with a member of a protected class; criminal history; credit history; or any other characteristic protected by federal, state and local laws.
- The PHA's electronic equipment may not be used to pass off personal views as representing those of the PHA.
- The PHA's electronic equipment may not be used to send anonymous e-mail messages.
- The PHA's electronic equipment may not be used to engage in any illegal activities.
- The PHA's electronic equipment may not be used for political causes or activities, religious activities, or any illegal gambling.
- The PHA's electronic equipment may not be used to jeopardize the security of the PHA's electronic communications systems.
- The PHA's electronic equipment may not be used to engage in unauthorized transactions that may incur a cost to the PHA or initiate unwanted Internet services and transmissions.
- The PHA's electronic equipment may not be used to send or post messages or material that could damage the PHA's image or reputation.
- The PHA's electronic equipment may not be used to participate in the viewing or dissemination of pornography or obscene materials.
- The PHA's electronic equipment may not be used to send or post messages that defame or slander other individuals.
- The PHA's electronic equipment may not be used to attempt to hack / break into the computer system of another organization or person.
- The PHA's electronic equipment may not be used to refuse to cooperate with an investigation.

No PHA employee shall have any expectation of privacy in any e-mail, information or data created, transmitted, stored, received or sent via the PHA's electronic equipment, except to the extent required by law. By using the PHA's electronic equipment, PHA employees waive the right to privacy in the e-mail, information or data created, stored, transmitted or received on such devices and/or systems. The PHA reserves the right to monitor, access, review, copy, or delete any message, file or document on its electronic equipment, including, but not limited to, Internet access and matter stored on PHA computers and PHA-issued phones / devices without prior notice to the PHA employee.

Confidentiality of messages stored or transmitted with a password or security code should not be assumed or relied upon. The use of passwords or security codes is intended solely for the PHA's protection and not that of the PHA employee. PHA employees may not take any steps to prevent the PHA from obtaining such access, such as changing passwords or manipulating computer programs. Routine use of "delete" or "trash" options is permitted, but employees should be aware that these options do not necessarily preclude access to the deleted content.

PHA employees must keep their passwords strictly confidential. If any employee or member becomes aware that the confidentiality of his/her password has been compromised, he/she must change his/her password immediately.

The PHA may copy PHA e-mail accounts and/or the hard drive on any PHA computer or PHA-issued cell phone / device at any time for the preservation of data or evidence without notice to the PHA employee.

The PHA reserves the right to retain copies of any message, file or document on its computers, e-mail system or PHA-issued phone / device in accordance with New York State's record retention policy or for any other purpose consistent with applicable law.

If the PHA reasonably anticipates litigation, the PHA will preserve relevant records, including files on PHA computers, PHA-issued cell phones / devices and the PHA's e-mail system which may be subject to disclosure. Any PHA employee instructed to comply with such a litigation hold instituted by the PHA must immediately stop the routine deletion of e-mail and other electronic data and records.

The PHA reserves the right to install spam, anti-malware and spyware filters and similar devices if necessary to protect the security and integrity of the PHA's computers and/or e-mail system.

Abuse of access provided by the PHA to its electronic equipment may result in disciplinary action, up to and including termination of employment.

## **5.0 ADMINISTRATION**

### **5.1 Investigations**

The PHA reserves the right to investigate matters of concern to the PHA, including, but not limited to, suspected violations of the policies set forth in this Handbook, unlawful discrimination / harassment, retaliation, disciplinary matters, and any other suspected violation of

federal, state or local law. If the PHA, or its designee, requests your participation in any such investigation, you are required to fully cooperate with the investigation and answer all questions posed to you truthfully and completely. Those who participate in such investigations are expected to maintain confidentiality to maximum extent possible and exercise their discretion to protect the integrity of the investigation and the privacy of the parties involved.

## **5.2 Discipline**

The PHA will comply with applicable law(s) before disciplining its employees. For some PHA employees, that may mean that the PHA will follow the procedures set forth in Section 75 of the New York State Civil Service Law. For other PHA employees who are not covered by Section 75 of the New York State Civil Service Law but have a constitutionally-protected property interest in their job, the PHA may be required to provide due process protections before imposing certain discipline. Alternatively, for certain probationary employees or individuals employed at-will, then the PHA can discipline that employee without providing any due process protections.

## **5.3 Reporting Improper Activities**

A PHA employee who witnesses or becomes aware of an inappropriate action, improper financial circumstance, inappropriate use of PHA funds or property, safety issue, or other matter that appears to be improper should immediately report his/her concerns to the Executive Director. However, if an employee or member does not feel comfortable reporting such concerns to the Executive Director, or the Executive Director has not handled prior reports satisfactorily, the employee or member may report his/her concerns to the Assistant Director or the Chairman of the Board of Commissioners.

## **5.4 Personal Information**

PHA employees must immediately notify the Executive Director of: a change of name, address and telephone number; and the employee's emergency contact information.

# **6.0 SAFETY & SECURITY**

## **6.1 Workplace Violence Prevention Policy**

The PHA is committed to promoting a safe and secure environment for its employees, volunteers and appointed and elected officials (collectively referred to as "PHA Personnel"). Workplace violence presents a serious occupational safety hazard to all PHA Personnel.

Workplace violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his/her employment, including, but not limited to: any attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence against any PHA Personnel arising through and in the course of one's affiliation with the PHA will be thoroughly investigated and appropriate action will be taken, including, but not limited to, involving law enforcement authorities when warranted. All PHA Personnel are responsible for helping to create an environment of mutual respect for each other as well as visitors, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

This policy statement is designed to meet the requirements of New York State Labor Law § 27-b. The process involved in complying with this law includes a workplace evaluation that is designed to identify the risks of workplace violence to which PHA Personnel could be exposed. Authorized Employee Representative(s) will, at a minimum, be involved in evaluating the physical environment and reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

All PHA Personnel will participate in annual workplace violence prevention training. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All PHA Personnel are responsible for notifying the Executive Director of any violent incidents and/or threatening behavior, including threats they have witnessed, received, or have been told that another person witnessed or received.

## **6.2 New York State Workplace Violence Prevention Act**

The New York State Workplace Violence Prevention Act was passed in 2006. The Act amended the New York State Labor Law by adding a new Section 27-b, which requires all state and local government employers to take steps to ensure that their employees are provided adequate protection from potential incidents of violence in the workplace.

Among other things, Section 27-b requires every public employer to: conduct a risk evaluation of their worksites to identify and address risk factors that may increase the possibility of workplace violence; and provide annual training. Employers with at least twenty (20) full-time employees are also required to develop and implement a written workplace violence prevention program.

### *What Is Workplace Violence?*

Workplace violence includes, but is not limited to, any act of physical violence, threats of violence, harassment, intimidation, or other threatening behavior that occurs in the workplace. Workplace violence can affect or involve PHA Personnel and/or others with whom PHA Personnel interact because of their affiliation with the PHA.

Workplace violence incidents are generally categorized as:

- Level I – Disruptive behavior such as verbal abuse
- Level II – Aggressive or threatening behavior
- Level III – Physical assault



For purposes of this policy, the workplace is defined as any location, either permanent or temporary, where PHA Personnel performs any work because of their affiliation with the PHA. This includes, but is not limited to, PHA-owned buildings, facilities, apparatus, vehicles and parking lots.

Workplace violence may occur for a number of reasons. It may be the result of non-work-related situations, such as domestic violence of “road rage.” Workplace violence can be inflicted by an abusive, employee, supervisor, member of the public, family member, or even a stranger. Whatever the cause or whoever the perpetrator, workplace violence will not be tolerated.

A workplace violence incident is one or more of the following:

- a. an attempt or threat, whether verbal or physical, to inflict injury upon another person;
- b. any intentional display of force which would give a person reason to fear or expect bodily harm;
- c. intentional and wrongful physical contact with a person without his or her consent that entails some injury;
- d. stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arising through and in the course of employment.

#### *Warning Signs*

There is no way to determine if someone will become violent. However, there are often warning signs before violence occurs. These warning signs do not mean that the individual will actually become violent but, in combination, they should be cause for concern. Such warning signs include, but are not limited to:

- Written, oral, or implied threats or intimidation
- Fascination with weaponry or acts of violence
- Theft or sabotage of projects or equipment
- Alcohol or drug abuse in the workplace
- Expressions of hopelessness or heightened anxiety
- Intention to hurt self or others
- Lack of concern for the safety of others
- Externalization of blame
- Irrational beliefs and ideas
- Romantic obsession



- Displays of excessive or unwarranted anger
- Feelings of victimization
- Inability to take criticism
- New or increased sources of stress at home
- Productivity

### *Responding to Workplace Violence*

#### During an Incident – Do's & Don'ts

- Do
  - Project calmness. Move and speak slowly, quietly and confidently.
  - Listen attentively and encourage the person to talk.
  - Let the speaker know that you are interested in what he or she is saying.
  - Maintain a relaxed yet attentive posture.
  - Acknowledge the person's feelings and indicate that you can see he or she is upset.
  - Ask for small, specific favors, such as asking the person to move to a quieter area.
  - Establish ground rules. State the consequences of violent or threatening behavior.
  - Employ delaying tactics that give the person time to calm down.
  - Be reassuring and point out choices.
  - Help the person break down big problems into smaller, more manageable problems.
  - Accept criticism. When a complaint might be true, use statements such as, "you're probably right" or "it was my fault." If the criticism seems unwarranted, ask clarifying questions.
  - Arrange yourself so that your exit is not blocked.
  - Make sure there are at least six feet between you and the other person.
  - Try to remove yourself from the threat as soon as possible.
  - Try to immediately call or alert others to call appropriate help (e.g., police, supervisor, ambulance, etc.) to obtain immediate on-site assistance.
  - Try to notify others as soon as practical to enable them to reach safety if danger is imminent and applicable to them.

- Don't
  - Don't make sudden movements that may seem threatening.
  - Don't speak rapidly, raise your volume, or use an accusatory tone.
  - Don't reject all demands.
  - Don't make physical contact, jab your finger at the other person, or use long periods of eye contact.
  - Don't pose in any challenging stances (directly across from someone, hands on hips, arms crossed).
  - Don't challenge, threaten, or dare the individual. Never belittle the other person.
  - Don't criticize or act impatient.
  - Don't attempt to bargain with a threatening individual.
  - Don't try to make the situation seem less serious than it is.
  - Don't make false statements or promises you cannot keep.
  - Don't try to impart a lot of technical or complicated information when emotions are high.
  - Don't take sides or agree with distortions.
  - Don't invade the individual's personal space.

#### Post Incident

- After a workplace violence incident, the PHA will take steps to review whether additional security measures are needed to mitigate a risk, threat or violent incident. The PHA will maintain open lines of communication to alleviate anxiety and reduce misinformation.
- If warranted, increased worksite protection will be provided when threats of violence have been made, such as police or security patrols.
- Anyone who might be affected if the threat-maker carries out his or her threat will be properly notified.
- Counseling may be provided to potential victims about options available to them, such as obtaining a restraining order.

#### *Responsibilities of PHA Personnel*

All PHA Personnel are responsible for assisting and cooperating in maintaining a safe workplace. Individuals who apply for or obtain a protective or restraining order which lists

specific workplace locations as being protected areas must provide a copy of the petition and declaration used to seek the order, and a copy of any temporary or permanent protective or restraining order to the Executive Director. The PHA will maintain the confidentiality of such documents to the maximum extent possible.

PHA Personnel with knowledge of a workplace violence incident should immediately report the incident to the Executive Director. If the Executive Director is a party to the violation, the report should be made to the Chairman of the Board of Commissioners. Such reports should be documented by using the Workplace Violence Incident Report Form attached hereto as Appendix "B."

When an individual reports a workplace violence incident, the PHA will investigate, the nature of which may differ depending on the type of incident. PHA Personnel are required and hereby directed to cooperate with any such investigation and to answer any questions posed to them by the investigator truthfully and completely.

Retaliation against anyone who reports a workplace violence incident in good faith, or participates in an investigation about a workplace violence incident, is strictly prohibited and will not be tolerated. Anyone who engages in such retaliation may be subject to disciplinary action.

### *Training*

The PHA will provide annual workplace violence prevention training. All PHA employees must attend such training. Any other training that is not required by the PHA must be approved by the Executive Director.

### **6.3 Alcohol & Substance Abuse**

The use of alcohol, illegal drugs and/or controlled substances can affect one's reliability, productivity and judgment. PHA employees who engage in any of the following conduct may be subject to disciplinary action, up to and including termination of employment with the PHA:

- Possession or use of alcohol, an illegal drug or a controlled substance during one's work hours, while on the PHA's premises or while using PHA equipment or property (unless specifically prescribed by one's physician);
- Operating a PHA vehicle, or one's own vehicle for a PHA-related purpose, while under the influence of alcohol, an illegal drug and/or a controlled substance;
- Being impaired by the use of alcohol, an illegal drug and/or a controlled substance while performing services for the PHA;
- Distributing, selling, manufacturing, purchasing or offering to sell or purchase an illegal drug or controlled substance while performing services for the PHA.

All PHA employees are responsible for enforcing this policy for their own safety and for the safety of the work environment.

#### **6.4 Smoking & Vaping**

Pursuant to the New York State Clean Indoor Air Act, the PHA prohibits smoking and vaping in the workplace, which includes all PHA buildings and vehicles. In addition, for purposes of this policy, smoking includes the use of smokeless tobacco, electronic cigarettes, vaporizers and similar products used to inhale tobacco or similar substances.

#### **6.5 Injuries & Illnesses**

PHA employees who sustain injuries or illnesses arising out of and in the course of their employment may be eligible for benefits under the New York State Workmen's Compensation Law. Upon sustaining such injuries and/or illnesses, employees and members should contact the Executive Director to report same and obtain copies of any forms that the employee / members must complete. The PHA reserves the right to investigate suspected instances of fraud.

#### **6.6 Vehicle Usage**

All PHA vehicles and related equipment are owned and maintained for the purpose of conducting official business of the PHA. Such vehicles and equipment may not be used for any purpose that is not authorized by the Executive Director. No PHA vehicle may be operated by anyone other than a duly-authorized PHA employee. No one may operate a PHA vehicle without a valid driver's license.

PHA vehicles may be assigned to specific employees for specific purposes. Such vehicles may not be used for any unauthorized purpose.

PHA employees who operate PHA vehicles must do so in a safe and responsible manner and must comply with all applicable motor vehicle and traffic laws, including, but not limited to, wearing seat belts. PHA employees who operate PHA vehicles are responsible for any driving infractions or fines that result from their operation of a PHA vehicle(s), including, but not limited to, parking infractions / tickets, and must report such infractions to the Executive Director.

PHA employees are required to immediately report: any accident involving a PHA vehicle, regardless of severity, to the Executive Director; any felony charge filed against a driver of a PHA vehicle; and any charges filed against a driver of a PHA vehicle relative to the operation of any motor vehicle.

Using a cell phone / tablet while operating a PHA vehicle is generally prohibited. If it is absolutely necessary to use a cell phone / tablet while operating a PHA vehicle, such use must be compliant with all applicable laws or regulations.

PHA vehicles and related equipment must always be maintained in a safe and secure condition, including when not in use. For example, all windows and doors on each vehicle should be closed and locked and/or under direct observation. In addition, all keys to PHA vehicles should remain under the control of the individual(s) authorized to use the vehicle.

Under no circumstances may anyone display advertisements, signs, bumper stickers or markings of a political or commercial nature on any PHA vehicle or related equipment.

PHA employees who operate PHA vehicles will be added to the PHA's insurance policy. However, if a PHA employee causes the PHA's insurance premiums to increase, then the PHA reserves the right to remove that employee from the PHA's insurance policy and prohibit that employee operating any PHA vehicle(s) until further notice.

The PHA may suspend or revoke a PHA employee's driving privileges. Such drivers whose driving privileges have been suspended or revoked by the PHA may not operate any PHA vehicle(s).

#### **6.7 Driver's License Policy**

Those operating a PHA vehicle must possess and maintain an valid New York State driver's license. Proof of such license must be on file with the PHA.

A PHA employee who must possess a driver's license to perform certain job duties and responsibilities must immediately notify the Executive Director if his / her license is suspended or revoked.

#### **6.8 Reporting of Motor Vehicle Accidents**

Any PHA employee who is involved in a motor vehicle accident with a PHA vehicle is required to report the accident to the Executive Director, no matter how minor the accident may have been, and complete an accident report form (a copy of which is attached hereto as Appendix "C") within 24 hours of the accident. Such accidents should also be reported to the appropriate law enforcement agency.

PHA employees should take the following actions at the scene of the accident:

1. Do not discuss the accident with anyone other than fire and police representatives.
2. Do not move the vehicle unless it is creating a traffic hazard.
3. If you must move the vehicle, note the position of the vehicle's tires before moving it.
4. Obtain witness' names, addresses and phone numbers.
5. Remain at the scene of the accident until police have completed their investigation.
6. Refrain from communicating with the general public, other parties involved in the accident and the media at the scene of the accident.

The PHA reserves the right to investigate the circumstances leading up to and surrounding motor vehicle accidents involving a PHA vehicle(s) and/or PHA employees who use their personal vehicle(s) while performing work for the PHA. PHA employees are required to cooperate with any such investigation(s), and failure to do so may result in disciplinary action, up to and including termination of employment.



## **6.9 Lost or Damaged Equipment**

If a PHA employee has reason to believe that any PHA property, equipment, tools and/or supplies have been lost, damaged or stolen, he / she is required to promptly report same to the Executive Director. Failure to do so may lead to disciplinary action, up to and including termination of employment.

## **7.0 ACKNOWLEDGEMENT OF RECEIPT**

Each PHA employee shall complete the Acknowledgement of Receipt form attached hereto as Appendix "~~DE~~" and promptly return same to the Executive Director.

## **APPENDIX "A"**

### ***Anti-Discrimination & Anti-Harassment Policy Complaint Form***

This form is designed to assist individuals making a report under the PHA's Anti-Discrimination & Anti-Harassment Policy. If you believe that you are, or have been, subjected to conduct in violation of the PHA's Anti-Discrimination & Anti-Harassment Policy, or witness or otherwise become aware of such conduct, you are expected to report that information either verbally or in writing.

If you wish to make a written report, you may use this form to do so. After completing this form, please submit it to your supervisor, the Executive Director or the Assistant Director. If you are more comfortable reporting verbally or in another manner, you are welcome to do so.

The PHA prohibits retaliation against any individual who: opposes a discriminatory practice; makes a good faith report of discrimination, harassment and/or retaliation; participates in an investigation or proceeding about such reports. Your cooperation in truthfully completing this form and providing as much accurate information as possible will assist us in investigating and responding to these matters.

#### **YOUR INFORMATION**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Personal Phone: \_\_\_\_\_

Title / Rank: \_\_\_\_\_

Email address: \_\_\_\_\_

Preferred Communication Method: \_\_\_\_\_

#### **INFORMATION CONCERNING SUSPECTED DISCRIMINATION / HARASSMENT / RETALIATION**

The name of the person(s) who engaged in unlawful discrimination / harassment / retaliation:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Other identifying information: \_\_\_\_\_

Relationship to you: ☐Supervisor ☐Subordinate ☐Co-Worker / Co-Member ☐Other:

\_\_\_\_\_

Please describe the conduct or incident(s) that are the basis of this report and your reasons for believing the conduct is unlawful discrimination / harassment retaliation. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

Date(s) the discrimination / harassment / retaliation occurred: \_\_\_\_\_

Is the discrimination / harassment / retaliation continuing? ☐Yes ☐No

If no, what was the last date the discrimination / harassment / retaliation occurred?

\_\_\_\_\_

Please list the name and contact information of any witnesses or individuals that may have information related to your complaint. Please use additional sheets of paper if necessary.

Have you previously complained or provided information (verbal or written) about this discrimination / harassment / retaliation? If yes, when and to whom did you complain or provide information, and what was the resolution?

*The information provided in this report is true and complete. I request that the PHA investigate this complaint in accordance with the PHA's Anti-Discrimination & Anti-Harassment Policy and advise me of the outcome of the investigation.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX "B"

### *Workplace Violence Prevention Policy*

#### Incident Report Form

*This form should be completed immediately following a workplace violence incident. The reporting individual should be given assistance to complete all fields, if required. Once completed, the original should be given to the Executive Director or, if the Executive Director is involved in the incident, to the Assistant Director.*

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Reporting Individual's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work location: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Name and title of each individual involved: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name or other identifier of each witness: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were there any injuries? \_\_\_\_ Yes \_\_\_\_ No

Extent of injuries:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was medical treatment required? \_\_\_\_ Yes \_\_\_\_ No

Explain:



\_\_\_\_\_

\_\_\_\_\_

Was anyone hospitalized? \_\_\_\_ Yes \_\_\_\_ No

Explain:

\_\_\_\_\_

\_\_\_\_\_

Description of Incident: \_\_\_\_ Physical abuse \_\_\_\_ Verbal abuse \_\_\_\_ Threat of Violence  
\_\_\_\_ Other: \_\_\_\_\_

Explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was the Assailant a: \_\_\_\_ Visitor \_\_\_\_ Co-worker \_\_\_\_ Supervisor \_\_\_\_ Spouse/Family

Member \_\_\_\_ Other: \_\_\_\_\_

Name of the Assailant: \_\_\_\_\_

Were the Police notified? \_\_\_\_ Yes \_\_\_\_ No  
When? \_\_\_\_\_ By Who? \_\_\_\_\_

Was the assailant arrested? \_\_\_\_ Yes \_\_\_\_ No

Please describe the incident in detail including the events leading up to the incident and how the incident ended:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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List / describe actions taken to prevent future incidents: (*Attach additional forms as necessary*)

## APPENDIX “C”

## **APPENDIX "D"**

### **Acknowledgement of Receipt Form**

I hereby acknowledge that I have received a copy of the Peekskill Housing Authority's Employee Handbook ("Employee Handbook") outlining the rules, policies, procedures, practices and work standards for employees of the Peekskill Housing Authority. I further acknowledge that I have read and fully understand the contents of the Employee Handbook and agree to comply therewith.

I understand that the Employee Handbook is not meant to create a contract of employment, nor should it be construed as creating a contract of employment and that the Peekskill Housing Authority reserves the right to interpret, change or modify any section of the Employee Handbook at any time.

I understand that the Employee Handbook supersedes all prior policies, rules, manuals and guidelines issued by the Peekskill Housing Authority concerning the topics covered in the Employee Handbook.

---

Employee Name (print)

---

Employee Name (signature)

---

Date

**PEEKSKILL HOUSING AUTHORITY**  
**Adoption of Code of Conduct and Ethics Policy**

**WHEREAS**, the Peekskill Housing Authority (PHA) is committed to upholding the highest standards of ethics, integrity, and accountability in the administration of public housing programs; and

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) and applicable federal and state laws require housing authorities to implement policies that prevent conflicts of interest, fraud, waste, and abuse of authority or public funds; and

**WHEREAS**, the Executive Director has presented to the Board of Commissioners a comprehensive Code of Conduct and Ethics Policy designed to provide clear standards of professional conduct, compliance requirements, and safeguards for public trust;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Peekskill Housing Authority hereby adopts the Code of Conduct and Ethics Policy as presented, effective immediately; and

**BE IT FURTHER RESOLVED**, that all PHA commissioners, officers, employees, and affiliated contractors shall receive a copy of this policy, acknowledge their understanding and acceptance, and adhere to its provisions without exception; and

**BE IT FURTHER RESOLVED**, that the Executive Director is authorized and directed to implement the policy, conduct regular trainings, and ensure ongoing compliance with applicable HUD regulations and ethical standards.

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: September 18<sup>th</sup>, 2025

\_\_\_\_\_  
J. Phalen, Executive Director





**Peekskill Housing Authority**  
**Code of Conduct and Ethics Policy**  
**Effective Date:**

## **I. Purpose**

The purpose of this Code of Conduct and Ethics Policy is to establish and promote ethical, legal, and professional standards of conduct for all Peekskill Housing Authority (PHA) board members, officers, employees, contractors, and affiliated agents. This policy ensures the integrity, transparency, and accountability of PHA operations in accordance with federal, state, and local regulations, including the U.S. Department of Housing and Urban Development (HUD) rules.

---

## **II. Applicability**

This policy applies to all:

- Commissioners of the Board
  - Executive and senior management
  - PHA employees
  - Contractors, vendors, consultants
  - Agents acting on behalf of PHA
- 

## **III. General Principles**

1. **Public Service Commitment:** All individuals must conduct PHA business with honesty, impartiality, and respect for the public trust.
  2. **Compliance with Laws:** All actions must comply with applicable laws, regulations, HUD requirements, and PHA policies.
  3. **Stewardship of Public Funds:** PHA resources must be used efficiently and only for authorized purposes.
  4. **Fairness and Equity:** PHA staff must treat applicants, residents, vendors, and colleagues without discrimination, favoritism, or bias.
- 

## **IV. Prohibited Conduct**

The following actions are strictly prohibited:

1. **Conflict of Interest** (24 CFR § 982.161 / 2 CFR § 200.318):
  - No employee or official may participate in the selection, award, or administration of contracts if there is a real or apparent conflict of interest.

- Family members and close associates of PHA staff must not benefit from PHA programs or contracts.
  - 2. **Gifts and Gratuities:**
    - No employee may solicit or accept gifts, favors, or anything of monetary value from residents, vendors, or anyone doing business with the PHA.
  - 3. **Use of Position for Personal Gain:**
    - PHA employees must not use their position to secure advantages for themselves or others.
  - 4. **Misuse of Resources:**
    - PHA funds, equipment, property, or staff time may not be used for personal activities or non-authorized purposes.
  - 5. **Fraud, Waste, and Abuse:**
    - Any form of fraud, theft, embezzlement, or abuse of resources or authority is grounds for immediate disciplinary action and possible legal referral.
- 

## **V. Confidentiality**

Employees and officials must safeguard confidential resident, financial, and operational information. This includes compliance with:

- HUD privacy regulations
  - FOIA and HIPAA where applicable
  - Resident records protection requirements
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## **VI. Outside Employment and Activities**

Employees must receive approval before engaging in outside employment that may create a conflict with PHA duties. Political activity on behalf of or using PHA resources is prohibited.

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## **VII. Reporting Violations**

1. **Duty to Report:**
  - All staff and contractors are required to report known or suspected violations of this Code to the Executive Director or Board Chair.

## 2. Whistleblower Protection:

- Retaliation against any person for reporting misconduct in good faith is strictly prohibited and subject to disciplinary action.

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## VIII. Disciplinary Actions

Violations of this policy may result in disciplinary actions up to and including:

- Termination of employment (as it pertains to section 75 of civil service law) or service
- Legal prosecution
- Restitution for losses

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## IX. Acknowledgement

All covered individuals must sign an annual acknowledgment of this Code of Conduct and Ethics Policy. Training on ethical responsibilities will be provided upon hire, appointment and periodically thereafter.

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Approved by Board Resolution No.

Date:

## Acknowledgment of Ethics Policy

I acknowledge that I have received, read, and understand the **Peekskill Housing Authority Ethics Policy**. I agree to comply with the ethical, legal, and professional standards set forth in the policy. I understand that failure to follow this policy may result in disciplinary action, up to and including termination of employment or removal from my role.

By signing below, I confirm my commitment to uphold the integrity, transparency, and accountability of Peekskill Housing Authority operations.

Name (Print) \_\_\_\_\_

Title/Role \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



Engineering,  
Planning,  
Architecture,  
Surveying LLP

September 11, 2025

Peekskill Housing Authority  
807 Main Street  
Peekskill, NY 10566

Attention: Ms. Janneyn Phalen, Executive Director

Email: [jphalen@peekskillha.com](mailto:jphalen@peekskillha.com)

Subject: Peekskill HA/PHASE 3 Bathroom Revitalization Project @ Dunbar Heights  
696 Highland Avenue Peekskill, NY  
LAN Job #4.1608.07

Ref: **Bid Recommendation**

Dear Ms. Phalen:

On September 2, 2025, LAN Associates, Engineering, Planning, Architecture, Surveying, LLP (LAN) participated in a bid opening for the Peekskill Housing Authority (PHA) for the above referenced project. The overall construction budget was known to be \$470,000.00.

The bid packages were opened, and the bid results were read out loud by Ms. Katherine Mendez of LAN, on behalf of the PHA. The bid process was competitive. Four (4) total bids were received, and a Bid Recording Form is provided as Attachment #1 for your reference.

The apparent low bid to perform the construction work was submitted by **DiPaterio Contracting Inc.** (DiPaterio) in the amount of \$408,000.00, which includes one (1) allowance. A general contingency allowance of \$15,000.00 was confirmed to be included in the bid price. LAN confirmed a discrepancy in the bid form utilized during the bidding process where the general contingency allowance was listed as \$15,000.00. This discrepancy was communicated to both the Peekskill Housing Authority's Executive Director and the apparent lowest bidder. Both parties agreed to respect the original amount of \$20,000.00 listed for the contingency allowance in specification section 012100 Allowances, bringing the contract price to \$413,000.00. Additionally, DiPaterio submitted a price of \$12,250.00 for Add Alternate No.1, removal of the existing tub and replacement with an American Standard manufactured tub in lieu of the tub specified in the base bid.

LAN called DiPaterio and verified that they can meet the project schedule, are comfortable with their bid price, and can start immediately upon award of contract. All paperwork has been submitted in their bid package (which is attached to this letter). LAN has previous successful projects with DiPaterio.

LAN recommends the Peekskill Housing Authority request their attorney review the bid recommendation before deciding to award the contract. Contingent upon a consistent evaluation of the bid packages by your legal counsel, LAN recommends awarding the contract, including Add Alternate No.1, for the above noted project to **DiPaterio Contracting, Inc.**, in the amount of \$425,250.00.

LAN Associates, Engineering, Planning,  
Architecture, Surveying, LLP

  
Katherine Mendez  
Senior Designer

KM:km:lm

Attachment: #1 - Bid Recording Form dated 9/2/25  
#2 - DiPaterio Contracting, Incorporated Bid Package

cc: File #4.1608.07, w/att.



BID RECORDING FORM  
THE PEEKSKILL HOUSING AUTHORITY  
BATHROOM REVITALIZATION PHASE 3 AT DUNBAR HEIGHTS  
(LAN # 4.1608.07)  
**TUESDAY, SEPTEMBER 2, 2025 AT 11:00 A.M.**

<b>CONTRACTOR:</b>	Di Paterio Contracting, Inc.	Fenix Rising and Calipers, LLC	Mt. Olympus Restoration, LLC
<b>(NAME &amp; ADDRESS)</b>	17 Rick Lane Cortlandt Manor, NY 10567 Costantino, President	559 West 183rd Street Suite 14, New York, NY 10033 Francisco Ventura, Principal	3910 Bayberry Lane Seaford, NY 11783 Georgios Kyntsis, Owner
<b>TELEPHONE NO.:</b>	(914) 409-7060	(646) 594-0727	(516) 396-6663
<b>EMAIL:</b>			
<b>Base Bid: Bathroom Revitalization</b>	\$408,000.00	\$468,500.00	\$833,000.00
<b>Allowance No. 1: Contingency Allowance</b>	\$20,000.00	\$20,000.00	\$20,000.00
<b>Unit Price No.1: 5/8" Gypsum Board (sf)</b>	\$9.00	\$25.00	\$100.00
<b>DEDUCT ALTERNATE #1: Tub Removal and Replacement</b>	\$21,000.00	\$24,500.00	\$113,000.00
<b>DEDUCT ALTERNATE #2: Ceramic Tile Wall Finish Removal and Replacement</b>	\$22,000.00	\$33,715.00	\$53,000.00
<b>ADD ALTERNATE #1: Tub Removal and Replacement w/ American Standard</b>	\$12,250.00	\$21,500.00	\$9,000.00

BID RECORDING FORM  
 THE PEEKSKILL HOUSING AUTHORITY  
 BATHROOM REVITALIZATION PHASE 3 AT DUNBAR HEIGHTS  
 (LAN #: 4.1608.07)  
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<b>TELEPHONE NO.:</b>	(914) 409-7060	(646) 594-0727	(516) 396-6663
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<b>DEDUCT ALTERNATE #1: Tub Removal and Replacement</b>	\$21,000.00	\$24,500.00	\$113,000.00
<b>DEDUCT ALTERNATE #2: Ceramic Tile Wall Finish Removal and Replacement</b>	\$22,000.00	\$33,715.00	\$53,000.00
<b>ADD ALTERNATE #1: Tub Removal and Replacement w/ American Standard</b>	\$12,250.00	\$21,500.00	\$9,000.00

BID RECORDING FORM  
 THE PEEKSKILL HOUSING AUTHORITY  
 BATHROOM REVITALIZATION PHASE 3 AT DUNBAR HEIGHTS  
 (LAN #: 4.1608.07)  
 TUESDAY, SEPTEMBER 2, 2025 AT 11:00 A.M.

CONTRACTOR:	Sema Contracting, LLC		
(NAME & ADDRESS)	913 Cherry Lane Franklin Square, NY 11010 Stacy Tasoulis, President		
TELEPHONE NO.:	(718) 234-4055		
EMAIL:			
Base Bid: Bathroom Revitalization	\$975,636.00		
Allowance No. 1: Contingency Allowance	\$20,000.00		
Unit Price No.1: 5/8" Gypsum Board (sf)	\$20.00		
DEDUCT ALTERNATE #1: Tub Removal and Replacement	\$675,636.00		
DEDUCT ALTERNATE #2: Ceramic Tile Wall Finish Removal and Replacement	\$762,036.00		
ADD ALTERNATE #1: Tub Removal and Replacement w/ American Standard	\$982,436.00		

**PEEKSKILL HOUSING AUTHORITY  
APPROVING DIPATERO CONTRACTING INC for PHASE Three of  
DUNBAR HEIGHTS BATHROOM PROJECT**

**WHEREAS,** The Peekskill Housing Authority solicited Requests for Proposals for Contractor services for Phase three of the Dunbar Heights Bathroom Project and

**WHEREAS,** The Peekskill Housing Authority received four (4) bids in response to the Requests for Proposals, and

**WHEREAS,** The responses were carefully reviewed, and LAN ASSOCIATES has recommended PHA to engage low bidder, DiPatero Contracting Inc for Phase Three of the Dunbar Heights Bathroom Project.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Peekskill Housing Authority accept the recommendation of DiPatero Contracting Inc, Inc for construction services for base bid #1 Bathroom Renovations.

Commissioner \_\_\_\_\_ motioned to vote and Commissioner \_\_\_\_\_ seconded.

The vote is as follows:

<b>VOTE</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
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 is adopted.

Effective: September 18<sup>th</sup>, 2025

\_\_\_\_\_  
J. Phalen, Executive Director