# AGENDA

**A Regular Meeting of the Poughkeepsie Housing Authority will be held on Wednesday, October 8, 2025, at 5:15 pm. The meeting will be held at the Administrative Office located at 4 Howard Street, Poughkeepsie, NY.**

**ROLL CALL**

**MINUTES**
**September 10, 2025/Regular Meeting**

**TENANT and PUBLIC PARTICIPATION**

**RESOLUTIONS**
**None**

**COMMITTEE REPORTS**
**A. Building and Security**
**B. Finance**
**C. Personnel**
**D. Tenant Relations**

**EXECUTIVE DIRECTOR'S REPORT**

**CHAIRMAN'S REPORT**

**COUNSEL'S REPORT**

**OLD BUSINESS**

**NEW BUSINESS**

**ADJOURNMENT**

**POUGHKEEPSIE HOUSING AUTHORITY**
**Minutes of September 10, 2025 Meeting**

| | |
|---|---|
| **Present:** | Shirley Adams, Chairman<br>Vincent Brugger, Vice-Chairman<br>Jacquetta Brown, Secretary<br>Thomas O'Neill, Assistant Secretary-Treasurer<br>Felicia Watson, Treasurer 5:27 pm<br>Terriciena Brown, Member<br>Robin Johnson, Member 5:35 pm |
| **Absent:** | Sandra Boothe, Executive Director |
| **Also Present:** | Thomas Shanley, Accountant<br>Joanna Longcore, Attorney |

The Meeting of the Poughkeepsie Housing Authority was held on September 10, 2025, at 5:18 p.m. at the Administrative Office located at 4 Howard Street, Poughkeepsie, NY 12601.

## MINUTES

**August 20, 2025/Regular Meeting:** Vice-Chairman Brugger made a motion to put the minutes on the floor. Commissioner J. Brown seconded. Motion passed unanimously. Commissioner J. Brown made a motion to accept the minutes. Commissioner O'Neill seconded. Motion passed unanimously.

## TENANT AND PUBLIC PARTICIPATION

Kedaer Parks, the Executive Director and Founder of Charlia Frank, said that they have been running programs over at Martin Luther King Jr. Chairman Adams asked if they had previously had a proposal for a daycare. Ms. Parks replied that they had but the building does not meet the current requirement to be certified through OCFS. Chairman Adams said that the Board needs to know what improvements need to be made. Ms. Parks replied that it needs to have a fully functioning kitchen with three sinks, enough prep room, and a refrigerator to hold the food. She went on the say that a wall would need to be knocked out to make kitchen the necessary size. Chairman Adams said the Board would need to discuss this in further detail. Commissioner O'Neill also inquired about insurance. She said that she has insurance. He asked if she had discussed this with the Executive Director. She said she had but she knew she was out, so she came to the meeting. Commissioner T. Brown said that we should do everything we can to have something for the children. Ms. Parks said that Ms. Boothe has been very helpful and was sure if she was here, she would have brought it up.

Zykia Davis, a tenant at Hudson Gardens, said that she has not received a rent statement. Ms. Longcore replied that the lease has been terminated effective August 14. She is currently considered a holdover tenant, and an eviction procedure would be started. The PHA would not bill them in this situation or accept rent. Syreetha Braxton, the mother of Ms. Davis, asked

about when she would be able to present her side to the judge. Ms. Longcore told her to reach out to legal services as soon as possible. Ms. Braxton said that she did reach out but no one would take her. Commissioner O'Neill asked when Hudson Valley Legal Services stopped representing PHA tenants. Ms. Longcore responded that Hudson Valley Legal Services only represents housing authority or Section 8 tenants. Ms. Braxton asked when she would be receiving the paperwork. Ms. Longcore said that the paperwork has not yet been filed but when it is it will be served. Ms. Braxton asked how they can serve her because she works 8 to 5. Chairman Adams replied that she could be served at night or on the weekend. They were given the number to Hudson Valley Legal Services and the Hudson Valley Justice Center.

## RESOLUTIONS

**Resolution 2025-08 Amendment to Asset Disposition Policy and Procedures:** Commissioner T. Brown made a motion to put the resolution on the floor. Commissioner J. Brown seconded the motion. Motion carried. Mr. Shanely presented the resolution to amend the policy to meet the HUD standards, specifically inventory standards. Commissioner O'Neill noted that on the first page under Disposition Procedures it reads " The following procedures should be adhered to". He said that it should be changed to "must be adhered to". Vice-Chairman Brugger made a motion to accept the amended resolution. Commissioner O'Neill seconded. Motion carried.

**Resolution 2025-09 Section 8 Payment Standards:** Commissioner T. Brown made a motion to put the floor. Commissioner O'Neill seconded. Mr. Shanley presented the resolution to set the payment standards at 110% of the fair market rents. Commission J. Brown made a motion to accept the resolution. Commissioner O'Neill seconded. Motion carried.

**Resolution 2025-10 Flat Rent:** Vice-Chairman Brugger made a motion to put the resolution on the floor. Commissioner J. Brown seconded the motion. Motion carried. Mr. Shanley presented the resolution to set the flat rents at 80% of the fair market rent. Vice-Chairman Brugger made a motion to accept the resolution. Commissioner O'Neill seconded the motion. Motion carried.

## COMMITTEE REPORTS

**Building and Security:** Jason Folscher reported that the main concern is vacant units. He said that HUD wants us to have 17 vacant units completed by the end of the month. Chairman Adams said she is concerned that we have people who are grounds now doing vacant units, and we are over budget due to outsourcing the landscaping. She is concerned that we may need more outside help. He said that the same contactor who is doing the apartments at MLK Jr. are also helping with the painting.

She is concerned about the rest of the work as we received a letter from a tenant saying that the building is filthy and the is a roach infestation, and she will not be paying the rent. Vice-Chairman Brugger said he immediately called about the letter and this tenant claims she has proof but has not provided any. Commissioner O'Neill said it would help if Ms. Boothe gave

us a response to this letter. He said if it is true is an abomination because there is something wrong with the way we do business. If it is not true, then that is a whole different issue. He said that when the Board receives correspondence like this, he thinks it's up to the Executive Director to give a prompt response. Vice-Chairman Brugger said that Ms. Boothe and Mr. Folscher went to the unit and while the tenant said she had proof, she did not show it. Mr. Folscher said this happens all the time. He said that yes some do have roaches but if you see the way they live and how disgusting some of the places are. This tenant refuses to allow them to spray where they are supposed to and she spread some type of powder on the floor. Commissioner Johnson said that she has issues with people in her complex that will not allow pest control workers access. Mr. Folscher said that she is also trying to transfer and feels she may be using this as an excuse. Commissioner Johnson asked if she had furniture as she stated in the letter she did not. Mr. Folscher said she had some furniture. He said that they plan to go to the apartment on Monday with the pest control person and have them look at whether there is an infestation. Commissioner J. Brown asked us to send out a notice again about allowing the pest control workers access.

Commissioner Watson said that the tenants were complaining about the laundry rooms closing early. Mr. Folscher said that he is meeting with the laundry company to see about getting fob access to the door so that we can extend the hours. Commissioner Watson said that we need to communicate this to the residents.

**Finance:** Mr. Shanley presented the financials for August. The Net Deficit for the month of August in Low Income Public Housing is $136,097.72 and the Net Surplus YTD is $514,269.30. As of August 2025, we are leased at 107 of 117 in AMP 11 and 216 of 242 for AMP 22.

For Section 8, for the month of August, the net deficit is $5,466.86. Year-to-date, our Net Surplus is $102,837.67. As of August 31, we are leased at 83 of Housing Choice Vouchers, 57 for VASH, and 9 Foster Youth to Independence.

Chairman Adams asked if we are at 31 and Mr. Shanley confirmed that was correct. Chairman Adams said that now HUD is noticing and asked how long we have to fill them. Mr. Shanley said we have until the end of the month. Chairman Adams said that we have a deficit and vacant apartments we which we are not getting subsidy. Commissioner Watson said that we have been talking about this for months and not to be condescending or negative, this is where leadership comes in. So now we are in a situation where 17 that must be done by September 30. Commissioner Johnson noted that 7 are complete. Chairman Adams did note that we had a large group of evictions this past month. She feels that the Board should not be spending this much time on day-to-day operations. Vice-Chairman Brugger said that when you are in area where we don't have a lot of leverage with people destroying apartment and having to spend so much time repairing this and we have employee vacancies we have not filled. He feels that HUD should be helping to hold these tenants accountable. Chairman Adams said that staff should be monitoring apartments of people who are up for eviction. Vice-Chairman Brugger said that the new procedure of charging for tenant caused damage has been working.

**Personnel**: Commissioner Watson said she has an evaluation and a corrective action plan. Chairman Adams suggested a zoom with a consultation with counsel to not infringe on open meeting law. Commissioner Watson also asked if we ever got to root of the thing with Geraldine. Chairman Adams said that it was settled.

**Tenant Relations:** No report.

**EXECUTIVE DIRECTOR'S REPORT**

No report.

**CHAIRMAN'S REPORT**

No report.

**COUNSEL'S REPORT**

Ms. Longcore said that her father's work will be on exhibit this upcoming weekend at the Poughkeepsie Underwear Factory.

**OLD BUSINESS**

None

**NEW BUSINESS**

Commissioner Watson spoke of The Power of Place conference that is in October in San Diego if anyone was interested.

The meeting was adjourned at 6:46 p.m.

I hereby certify that the minutes are true and correct and approved at the Meeting of October 8, 2025.

_____

Jaquetta Brown, Secretary

DRAFT

# Financial Review

# September 2025

## Low-Income Program (10)

REVENUES:

A/C 311000 Revenues- HUD PHA Grant - is **$176,164.11** for the month and **$1,031,631.00 YTD.**

## Low-Income Program (10)

EXPENSES:

- A/C 432000 **Electric–** is **over** budget for the month by **$15,074.50**.
- A/C 443004 **Unit Turnaround–** is **over** budget for the month by **$8,200.00**. We are outsourcing the turnover of apartments to supplement our manpower as we reduce our vacancies to a more acceptable level. We expect this to continue for one more month.
- A/C 457000 – **Collection Loss** YTD is **-$71,974.39**

The Net Deficit for the month of August is **$43,155.78** and Net Surplus YTD is **$471,113.52**.

Note: As of September 30, 2025, we are leased at **110 of 117 (94.0%) for AMP 11** and **221 of 242 (91.3%) for AMP 22**. Overall, we are **331 of 359 (92.2%) units** that are leased up.

## Low-Income Program (10)

## Balance Sheet (as of 9/30/25):

- Cash and Investments decreased by $63,247.44 compared to the same time last year.
- Total Accounts Receivable-Tenants increased compared to last year by $138,937.44.
- Total Accounts Receivable - Other decreased by $14,130.59.
- Total Current Assets decreased from last year by $35.90.
- Fixed Assets increased by $82,299.11.
- Accumulated Depreciation has increased by $422,996.00.
- Total Current Liabilities shows an increase of $143,685.93 as compared to the same time last year.
- Total Non-Current Liabilities have increased from last year by $8,338.81.

- Current Year Net Assets are the Net Surplus or Net Deficit for the fiscal year. Our Net Surplus for this year is $471,113.52. This is an increase in the surplus from the same time last year by $346,526.07.

## Section 8 Program (20)

## REVENUES:

- Total Revenues were **$210,006.55** for September and **$1,273,813.41 YTD**.

## EXPENSES:

- Total Expenses were **$195,622.60** for September and **$1,156,591.79 YTD**.

- For the month of September, the Net Surplus is $14,383.95. For Year to Date, our Net Surplus is $117,221.62.

## Section 8 Program (20)

## Balance Sheet as of 9/30/25:

- The Total Cash and Investments have increased by $90,079.86 over last year.
- Accounts Receivable-Other decreased by $20,435.65 against the year prior.
- Current Assets decreased by $16,743.32.
- Total Current Liabilities decreased by $1,612.09 over same time last year.
- Total Non-Current Liabilities has increased by $8,260.74.
- Current Year Net Assets have increased from last year by $83,208.12.

Note: As of September 30, we are leased at **84 of 91 for HCV; 58 of 60 for VASH; and 9 of 18 for the Foster Youth to Independence (FYI) vouchers**.

**Poughkeepsie Housing Authority**
**LIPH- (10)**
**Fiscal Year 2026-Month End September 2025**

| | | Current Month | | | | Budget | | Current | Prior Year | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Monthly Budget | Monthly Actual | $ Change over budget | % Change | YTD Budget | $ Change YTD over budget | YTD Actual | Prior Yr | $ Change over Prior Yr | % Change |
| Revenues: | | | | | | | | | | | |
| 311000.0 | Dwelling Rental Income | $ 176,444.58 | $ 183,896.00 | $ 7,451.42 | 4.2% | $ 1,058,667.50 | $ 88,367.48 | $ 1,147,034.98 | $ 1,186,898.07 | $ (39,863.09) | -3.4% |
| 311500.0 | Reinstated Tenant Rental | 583.33 | 753.28 | 169.95 | 29.1% | 3,500.00 | (2,147.84) | 1,352.16 | 1,048.26 | 303.90 | 29.0% |
| 345000.0 | Fraud Recovery | 3,500.00 | - | (3,500.00) | -100.0% | 21,000.00 | 478.00 | 21,478.00 | 5,143.00 | 16,335.00 | 317.6% |
| 345100.0 | Reinstate- Fraud Recovery | 83.33 | - | (83.33) | -100.0% | 500.00 | (500.00) | - | - | - | |
| 312000.0 | Excess Utilities - A/C | 4,166.67 | 3,860.00 | (306.67) | -7.4% | 25,000.00 | (1.00) | 24,999.00 | 20,686.15 | 4,312.85 | 20.8% |
| 312500.0 | Reinstated Excess utilities | - | 352.00 | 352.00 | | - | 352.00 | 352.00 | - | 352.00 | #DIV/0! |
| 319000.0 | Non-Dwelling Income - Rental Fees | 6,166.67 | 1,450.00 | (4,716.67) | -76.5% | 37,000.00 | (13,639.88) | 23,360.12 | 22,592.80 | 767.32 | 3.4% |
| 340100.0 | Revenues-Hud Pha Grant | 176,164.11 | 182,200.00 | 6,035.89 | 3.4% | 1,056,984.67 | (25,353.67) | 1,031,631.00 | 1,059,301.00 | (27,670.00) | -2.6% |
| 340400.0 | Revenues-Other Government | - | - | - | | - | - | - | - | - | |
| 343000.0 | Interest - unrestricted | 1,666.67 | 1,829.73 | 163.06 | 9.8% | 10,000.00 | 322.22 | 10,322.22 | 15,515.20 | (5,192.98) | -33.5% |
| 348000.0 | Insurance Proceeds | - | - | - | | - | 14,331.66 | 14,331.66 | 52,294.11 | (37,962.45) | -72.6% |
| 349000.0 | Gain or Loss on Sale of Fixed Assets | - | - | - | | - | - | - | - | - | |
| 369000.0 | Other Income- Late Fees | 3,500.00 | 4,829.80 | 1,329.80 | 38.0% | 21,000.00 | 8,054.26 | 29,054.26 | 20,170.35 | 8,883.91 | 44.0% |
| 369001.0 | Maintenance Income | 725.00 | 355.00 | (370.00) | -51.0% | 4,350.00 | 2,686.67 | 7,036.67 | 3,481.52 | 3,555.15 | 102.1% |
| 369002.0 | Capital Fund Income | 21,638.92 | - | (21,638.92) | -100.0% | 129,833.50 | 214,852.50 | 344,686.00 | - | 344,686.00 | #DIV/0! |
| 369004.0 | Laundry | 200.00 | - | (200.00) | -100.0% | 1,200.00 | (1,200.00) | - | - | - | |
| 369100.0 | Reinstated Other Income | - | 949.26 | 949.26 | | - | 949.26 | 949.26 | 486.81 | 462.45 | 95.0% |
| Total Revenues: | | $ 394,839.28 | $ 380,475.07 | $ (14,364.21) | -3.6% | $ 2,369,035.67 | $ 287,551.66 | $ 2,656,587.33 | $ 2,387,617.27 | 268,970.06 | 11.3% |
| Expenses: | | | | | | | | | | | |
| 411000.0 | Admin Salaries | $ 45,323.64 | $ 36,457.55 | $ (8,866.09) | -19.6% | $ 271,941.83 | $ (22,577.57) | $ 249,364.26 | $ 242,473.29 | 6,890.97 | 2.8% |
| 412000.0 | Compensated Absence Expense | 316.67 | - | (316.67) | -100.0% | 1,900.00 | (1,900.00) | - | - | - | |
| 413000.0 | Legal | 3,823.75 | 3,823.75 | - | 0.0% | 22,942.50 | - | 22,942.50 | 22,942.50 | - | |
| 414010.0 | Staff Training | - | - | - | | - | - | - | - | - | |
| 415000.0 | Travel | 1,000.00 | 2,774.05 | 1,774.05 | 177.4% | 6,000.00 | (3,092.89) | 2,907.11 | 11.68 | 2,895.43 | 24789.6% |
| 417100.0 | Auditing | 2,366.67 | 3,060.00 | 693.33 | 29.3% | 14,200.00 | (2,980.00) | 11,220.00 | - | 11,220.00 | #DIV/0! |
| 417200.0 | *Advertising & Marketing* | 100.00 | - | (100.00) | -100.0% | 600.00 | (600.00) | - | - | - | |
| 418200.0 | Admin Benefits | 24,438.77 | 12,200.94 | (12,237.83) | -50.1% | 146,632.61 | (58,095.57) | 88,537.04 | 68,894.61 | 19,642.43 | 28.5% |
| 419000.0 | Other Admin Exp | 258.33 | 133.16 | (125.17) | -48.5% | 1,550.00 | (139.95) | 1,410.05 | 2,244.91 | (834.86) | -37.2% |
| 419010.0 | Telephone | 1,583.33 | 280.12 | (1,303.21) | -82.3% | 9,500.00 | (977.64) | 8,522.36 | 8,629.35 | (106.99) | -1.2% |
| 419030.0 | Eviction & Collection | 5,333.33 | 6,589.00 | 1,255.67 | 23.5% | 32,000.00 | (4,649.00) | 27,351.00 | 28,200.00 | (849.00) | -3.0% |
| 419040.0 | Office Supplies | 833.33 | 728.58 | (104.75) | -12.6% | 5,000.00 | (1,271.39) | 3,728.61 | 3,112.65 | 615.96 | 19.8% |
| 419050.0 | Memberships & Publications | 166.67 | - | (166.67) | -100.0% | 1,000.00 | 632.48 | 1,632.48 | 1,064.43 | 568.05 | 53.4% |
| 419060.0 | Postage | 1,000.00 | 2,130.00 | 1,130.00 | 113.0% | 6,000.00 | 390.00 | 6,390.00 | 4,269.85 | 2,120.15 | 49.7% |
| 419070.0 | Administrative Contracts | 5,250.00 | 3,046.50 | (2,203.50) | -42.0% | 31,500.00 | (4,038.08) | 27,461.92 | 29,271.32 | (1,809.40) | -6.2% |
| 419080.0 | Bank Charges for NSF Checks | - | - | - | | - | - | - | - | - | |
| 419090.0 | Freight | 8.33 | - | (8.33) | -100.0% | 50.00 | (50.00) | - | - | - | |
| 421000.0 | Tenant Serv Salaries | - | - | - | | - | - | - | - | - | |
| 422000.0 | Tenant Serv Recreation, Pub. | - | - | - | | - | - | - | - | - | |
| 422200.0 | Tenant Serv Benefits | - | - | - | | - | - | - | - | - | |
| 423100.0 | Tenant Serv Other | 700.00 | - | (700.00) | -100.0% | 4,200.00 | (4,200.00) | - | 539.93 | (539.93) | -100.0% |
| 431000.0 | Water | 16,333.33 | 47,844.61 | 31,511.28 | 192.9% | 98,000.00 | (2,370.18) | 95,629.82 | 98,802.18 | (3,172.36) | -3.2% |
| 431100.0 | Sewer | 13,333.33 | 39,030.24 | 25,696.91 | 192.7% | 80,000.00 | (1,988.32) | 78,011.68 | 80,761.20 | (2,749.52) | -3.4% |
| 432000.0 | Electric | 40,083.33 | 55,157.83 | 15,074.50 | 37.6% | 240,500.00 | (18,853.56) | 221,646.44 | 200,847.79 | 20,798.65 | 10.4% |
| 433000.0 | Gas | 21,500.00 | 6,911.80 | (14,588.20) | -67.9% | 129,000.00 | (51,132.88) | 77,867.12 | 53,783.05 | 24,084.07 | 44.8% |
| 441000.0 | Maint Labor | 69,341.13 | 58,748.97 | (10,592.16) | -15.3% | 416,046.76 | (61,574.59) | 354,472.17 | 396,020.69 | (41,548.52) | -10.5% |
| 442000.0 | Maint Materials | 47,500.00 | 45,373.31 | (2,126.69) | -4.5% | 285,000.00 | (80,036.54) | 204,963.46 | 231,518.73 | (26,555.27) | -11.5% |
| 443000.0 | Maint Contracts | 13,333.33 | 13,029.08 | (304.25) | -2.3% | 80,000.00 | (2,325.52) | 77,674.48 | 63,689.46 | 13,985.02 | 22.0% |
| 443002.0 | Auto Maintenance | 2,000.00 | 636.79 | (1,363.21) | -68.2% | 12,000.00 | (6,089.70) | 5,910.30 | 6,145.69 | 5,910.30 | #DIV/0! |
| 443003.0 | *Landscape & Grounds* | - | - | - | | - | 18,000.00 | 18,000.00 | - | 18,000.00 | #DIV/0! |
| 443004.0 | Unit Turnaround | - | 8,200.00 | 8,200.00 | | - | 19,350.00 | 19,350.00 | - | 19,350.00 | #DIV/0! |
| 443005.0 | Extermination | 2,000.00 | 1,994.00 | (6.00) | -0.3% | 12,000.00 | (578.06) | 11,421.94 | 7,976.00 | 3,445.94 | 43.2% |
| 443006.0 | Janitorial | - | 2,180.00 | 2,180.00 | | - | 2,645.00 | 2,645.00 | - | 2,645.00 | #DIV/0! |
| 443100.0 | Garbage/ Trash Removal | 7,833.33 | 8,754.73 | 921.40 | 11.8% | 47,000.00 | (6,957.63) | 40,042.37 | 40,810.18 | (767.81) | -1.9% |
| 443300.0 | Maint Labor Benefits | 38,194.73 | 13,172.79 | (25,021.94) | -65.5% | 229,168.39 | (100,351.21) | 128,817.18 | 161,247.70 | (32,430.52) | -20.1% |
| 444001.0 | Plumbing | 3,916.67 | 2,874.95 | (1,041.72) | -26.6% | 23,500.00 | (12,223.05) | 11,276.95 | 25,606.89 | (14,329.94) | -56.0% |
| 444002.0 | Electrical | 983.33 | 2,570.87 | 1,587.54 | 161.4% | 5,900.00 | (203.06) | 5,696.94 | 4,761.43 | 935.51 | 19.6% |

**Poughkeepsie Housing Authority**
**LIPH- (10)**
**Fiscal Year 2026-Month End September 2025**

| | | Current Month | | | | Budget | | Current | Prior Year | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Monthly Budget | Monthly Actual | $ Change over budget | % Change | YTD Budget | $ Change YTD over budget | YTD Actual | Prior Yr | $ Change over Prior Yr | % Change |
| 444003.0 | Heating & Cooling | 3,333.33 | - | (3,333.33) | -100.0% | 20,000.00 | (15,545.18) | 4,454.82 | 14,189.97 | (9,735.15) | -68.6% |
| 444004.0 | Elevator Maintenance | 633.33 | 431.39 | (201.94) | -31.9% | 3,800.00 | (1,073.66) | 2,726.34 | 5,914.34 | (3,188.00) | -53.9% |
| 446000.0 | Prot Serv - Labor | - | - | - | | - | - | - | - | - | |
| 448000.0 | Prot Serv - Contract | 2,500.00 | 2,585.00 | 85.00 | 3.4% | 15,000.00 | 2,902.50 | 17,902.50 | 8,525.00 | 9,377.50 | 110.0% |
| 448200.0 | Prot Serv - Benefits | - | - | - | | - | - | - | - | - | |
| 451000.0 | All Other Insurance | 1,666.67 | - | (1,666.67) | -100.0% | 10,000.00 | 8,288.00 | 18,288.00 | 21,040.00 | (2,752.00) | -13.1% |
| 451001.0 | Property Insurance | 25,555.04 | 28,845.90 | 3,290.86 | 12.9% | 153,330.25 | 63,543.13 | 216,873.38 | 208,925.78 | 7,947.60 | 3.8% |
| 451002.0 | Liability Insurance | 10,430.19 | 12,635.10 | 2,204.91 | 21.1% | 62,581.12 | 49,295.34 | 111,876.46 | 69,690.34 | 42,186.12 | 60.5% |
| 451003.0 | Fidelity Bond | 119.25 | - | (119.25) | -100.0% | 715.50 | (715.50) | - | 702.19 | (702.19) | -100.0% |
| 451004.0 | Workmen's Comp | 2,242.65 | - | (2,242.65) | -100.0% | 13,455.91 | 12,449.10 | 25,905.01 | 24,337.94 | 1,567.07 | 6.4% |
| 452000.0 | PILOT | 8,750.00 | 8,433.00 | (317.00) | -3.6% | 52,500.00 | (1,902.00) | 50,598.00 | 52,092.00 | (1,494.00) | -2.9% |
| 454000.0 | OPEB-Admin | - | - | - | | - | - | - | - | - | |
| 454001.0 | OPEB-Maintenance | - | - | - | | - | - | - | - | - | |
| 457000.0 | Collection Loss | 17,500.00 | (7,049.51) | (24,549.51) | -140.3% | 105,000.00 | (176,974.39) | (71,974.39) | 65,537.54 | (137,511.93) | -209.8% |
| 457100.0 | Bad Debt - Other | - | - | - | | - | - | - | - | - | |
| 459000.0 | Other General Expense | 416.67 | 46.35 | (370.32) | -88.9% | 2,500.00 | (2,323.56) | 176.44 | 1,041.84 | (865.40) | -83.1% |
| 461000.0 | Extraordinary Maint | - | - | - | | - | - | - | - | - | |
| 461010.0 | Extraordinary Maint - Labor | - | - | - | | - | - | - | - | - | |
| 461020.0 | Extraordinary Maint - Materials | - | - | - | | - | - | - | - | - | |
| 461030.0 | Extraordinary Maint - Contract Costs | - | - | - | | - | - | - | - | - | |
| 462030.0 | Casualty Losses - Contract Costs | - | - | - | | - | 3,754.07 | 3,754.07 | 7,407.37 | (3,653.30) | -49.3% |
| 480000.0 | Deptreciation Expense for Enterprise | - | - | - | | - | - | - | - | - | |
| 752000.0 | Replacement | - | - | - | | - | - | - | - | - | |
| 754000.0 | Additions | - | - | - | | - | - | - | - | - | |
| Total Expenses: | | $ 442,002.48 | $ 423,630.85 | $ (18,371.63) | -4.2% | $ 2,652,014.85 | $ (466,541.04) | $ 2,185,473.81 | $ 2,263,029.82 | $ (71,410.32) | -3.2% |
| Net Surplus / (Net Deficit): | | $ (47,163.20) | $ (43,155.78) | $ 4,007.42 | | $ (282,979.19) | $ 754,092.71 | $ 471,113.52 | $ 124,587.45 | $ 340,380.38 | 273.2% |

Balance Sheet - Detail
Federal Low Income

| | | Current Year 9/30/2025 | Prior Year 9/30/2024 | Change in Position |
|---|---|---|---|---|
| | **Assets** | | | |
| **Cash & Investments** | | | | |
| 111108 | ERAP Funds | 100.00 | 100.00 | 0.00 |
| 111110 | General Fund (dev - Operation) | 87,586.48 | 81,954.28 | 5,632.20 |
| 111111 | Payroll Cash Account | (144.74) | 724.67 | (869.41) |
| 111112 | Money Market Operating Account | 194,206.67 | 194,422.21 | (215.54) |
| 111113 | Operating Money Market | 406,699.91 | 473,121.86 | (66,421.95) |
| 111400 | Tenants Security Deposit Fund | 146,039.07 | 140,949.07 | 5,090.00 |
| 111403 | Tenant Disbursement AC | 16,657.11 | 32,709.66 | (16,052.55) |
| 111700 | Petty Cash Fund | 100.00 | 100.00 | 0.00 |
| 116200 | Interfund Tranfer | 0.00 | (0.85) | 0.85 |
| 116210 | Investment-Cd | 249,014.73 | 239,425.77 | 9,588.96 |
| **Total Cash & Investements** | | **1,100,259.23** | **1,163,506.67** | **(63,247.44)** |
| **Accounts Receivable - Tenants** | | | | |
| 112200 | A/R Tenants | 756,215.61 | 614,308.81 | 141,906.80 |
| 112210 | Allowance For Doubtful Accts-Tenants | (330,935.98) | (325,956.96) | (4,979.02) |
| 112220 | Deposit Receivable | 13,513.78 | 11,503.78 | 2,010.00 |
| **Total Accounts Receivable - Tenants** | | **438,793.41** | **299,855.63** | **138,937.78** |
| **Accounts Receivable - Other** | | | | |
| 112800 | Outstanding Travel Advances | 0.00 | 0.00 | 0.00 |
| 112900 | A/R Other | 9,003.89 | 20,134.74 | (11,130.85) |
| 112912 | Allowance for Doubtful-Other | (4,949.74) | (1,950.00) | (2,999.74) |
| **Total Accounts Receivable - Other** | | **4,054.15** | **18,184.74** | **(14,130.59)** |
| **Current Assets** | | | | |
| 121100 | Prepaid Insurance | 0.00 | 0.00 | 0.00 |
| 121108 | Prepaid Exp | 0.00 | 2,195.89 | (2,195.89) |
| 126000 | Inventories - Materials | 51,553.93 | 66,959.73 | (15,405.80) |
| 127500 | Allowance For Obsolete Inventories | (1,031.08) | (1,339.19) | 308.11 |
| 129500 | Interfund Due From | (78,082.27) | (95,411.75) | 17,329.48 |
| **Total Current Assets** | | **(27,559.42)** | **(27,595.32)** | **35.90** |
| **Fixed Assets** | | | | |
| 140010 | Leasehold Improvements | 4,243,433.62 | 4,154,266.02 | 89,167.60 |
| 140060 | Land | 337,280.00 | 337,280.00 | 0.00 |
| 140070 | Buildings | 34,151,153.95 | 34,151,153.95 | 0.00 |
| 140080 | Funiture and EMDwell | 999,842.27 | 979,282.85 | 20,559.42 |
| 140090 | Furniture and EMAdmin | 963,581.14 | 996,509.05 | (32,927.91) |
| **Subtotal Fixed Assets** | | **40,695,290.98** | **40,618,491.87** | **76,799.11** |
| **Less: Accumulated Depreciation** | | **0.00** | **0.00** | **0.00** |
| **Total Fixed Assets** | | **40,695,290.98** | **40,618,491.87** | **76,799.11** |
| **Accumulated Depreciation** | | | | |
| 140050 | Accumulated Depreciation-Structures And Equipment | (38,061,430.17) | (37,638,434.17) | (422,996.00) |
| **Total Accumulated Depreciation** | | **(38,061,430.17)** | **(37,638,434.17)** | **(422,996.00)** |
| 190001 | **Deferred Outflow of Resources** | **962,244.83** | **957,846.46** | 4,398.37 |
| **Total Assets** | | **5,111,653.01** | **5,391,855.88** | **(280,202.87)** |

Balance Sheet - Detail
Federal Low Income

| | | Current Year 9/30/2025 | Prior Year 9/30/2024 | Change in Position |
|---|---|---|---|---|
| **Liabilities and Net Assets** | | | | |
| **Liability** | | | | |
| **Current Liabilities** | | | | |
| 211010 | Accounts Payable>90 Days Past Due | 0.00 | 0.00 | 0.00 |
| 211100 | A/P Vendors and Contractors | 127,489.42 | (5,263.70) | 132,753.12 |
| 211400 | Tenant Security Deposits Payable | 158,614.85 | 155,746.65 | 2,868.20 |
| 211499 | Payroll Payable | 1,837.07 | 701.94 | 1,135.13 |
| 211500 | SUI | 305.02 | (6,792.12) | 7,097.14 |
| 211710 | Federal Tax Withheld | (931.81) | (931.81) | 0.00 |
| 211720 | Social Security Withheld | (5,067.92) | (5,067.92) | 0.00 |
| 211730 | State Tax Withheld | 75.21 | 75.21 | 0.00 |
| 211741 | SEIU Union Local 74 | 0.00 | 0.00 | 0.00 |
| 211750 | ERS | 2,960.36 | 1,088.52 | 1,871.84 |
| 211751 | ERS Loan | (2,783.72) | (911.88) | (1,871.84) |
| 211753 | AFLAC | 0.00 | 0.00 | 0.00 |
| 211756 | NYS Deferred Comp | 0.00 | 0.00 | 0.00 |
| 211760 | Dutchess Scu | (1,135.13) | 0.00 | (1,135.13) |
| 211769 | Commissioner of Taxation and Finance | (1,201.94) | (1,201.94) | 0.00 |
| 211770 | PHA Rent | 5,295.00 | 5,295.00 | 0.00 |
| 211780 | United Way | 0.00 | 0.00 | 0.00 |
| 211900 | Ap Other | (4,874.19) | (4,874.19) | 0.00 |
| 212000 | Accrued Payroll | 0.00 | 0.00 | 0.00 |
| 213500 | Accrued Utilities | 0.00 | 0.00 | 0.00 |
| 213501 | Accrued Water & Sewer | 0.00 | 0.00 | 0.00 |
| 213510 | Accrued Compensated Absences-Current Portion | 9,196.17 | 8,228.70 | 967.47 |
| 220000 | Deferred Revenue | 0.00 | 0.00 | 0.00 |
| 229000 | Other Accrued Liab. | 0.00 | 0.00 | 0.00 |
| **Total Current Liabilities** | | **289,778.39** | **146,092.46** | **143,685.93** |
| **Non-Current Liabilities** | | | | |
| 213511 | Accrued Compensated Absences-Non Current | 174,727.18 | 156,345.32 | 18,381.86 |
| 213701 | Accrued Current Pilot | 50,598.00 | 52,092.00 | (1,494.00) |
| 214000 | Accrued Pension and OPEB liabilities | 2,944,639.70 | 2,953,188.75 | (8,549.05) |
| **Total Non-Current Liabilities** | | **3,169,964.88** | **3,161,626.07** | **8,338.81** |
| 290001 | **Deferred Inflow of Resources** | **1,573,652.07** | **1,332,126.32** | |
| **Total Liability** | | **5,033,395.34** | **4,639,844.85** | **393,550.49** |
| **Equity** | | | | |
| **Equity/Net Assets** | | | | |
| 271000 | Prior Years Adj | 0.00 | 0.00 | 0.00 |
| 280600 | Undesignated Fund Balance-retained Earnings | (392,855.85) | 627,423.58 | (1,020,279.43) |
| **Total: Equity/Net Assets** | | **(392,855.85)** | **627,423.58** | **(1,020,279.43)** |
| **Current Year Net Assets** | | 471,113.52 | 124,587.45 | **346,526.07** |
| **Total Equity** | | **78,257.67** | **752,011.03** | **(673,753.36)** |
| **Total Liabilities and Net Assets** | | **5,111,653.01** | **5,391,855.88** | **(280,202.87)** |

(0.00)

**Poughkeepsie Housing Authority**
**Section 8-(20)**
**Fiscal Year 2026-Month End September 2025**

| | | Current Month | | | | Budget | | Current | Prior Year | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Monthly Budget | Monthly Actual | $ Change over budget | % Change | YTD Budget | $ Change over budget | YTD Actual | Prior Yr | $ Change over Prior Yr | % Change |
| Revenues: | | | | | | | | | | | |
| 300001 | Section 8 Admin Fees | $ 16,790.00 | $ 21,369.00 | $ 4,579.00 | 27.3% | $ 100,740.00 | $ 16,066.00 | $ 116,806.00 | $ 103,722.00 | $ 13,084.00 | 11.2% |
| 340400 | Revenues-Other Government Grants | - | - | - | | - | - | - | - | - | |
| 341000 | Section 8 Income | 148,095.00 | 176,825.00 | 28,730.00 | 19.4% | 888,570.00 | 194,195.00 | 1,082,765.00 | 833,738.00 | 249,027.00 | 23.0% |
| 343000 | Investment income-Unrestricted | 3.33 | 4.66 | 1.33 | 39.8% | 20.00 | 3.84 | 23.84 | 22.21 | 1.63 | 6.8% |
| 343500 | Investment income-Restricted | - | - | - | | - | - | - | - | - | |
| 345000 | Fraud Recovery | - | - | - | | - | 189.43 | 189.43 | - | 189.43 | 100.0% |
| 369300 | Other Admin Fees | 14,957.89 | 11,807.89 | (3,150.00) | -21.1% | 89,747.36 | (15,718.22) | 74,029.14 | 84,503.60 | (10,474.46) | -14.1% |
| Total Revenues: | | $ 179,846.23 | $ 210,006.55 | $ 30,160.32 | 16.8% | $ 1,079,077.36 | $ 194,736.05 | $ 1,273,813.41 | $ 1,021,985.81 | $ 251,827.60 | 19.8% |
| Expenses: | | | | | | | | | | | |
| 411000 | Admin Salaries | $ 7,367.52 | $ 6,686.21 | $ (681.31) | -9.2% | $ 44,205.12 | $ (2,583.82) | $ 41,621.30 | $ 38,851.13 | $ 2,770.17 | 6.7% |
| 412000 | Compensated Absences | 100.00 | - | (100.00) | -100.0% | 600.00 | (600.00) | - | - | - | |
| 413000 | Legal | 225.00 | 201.25 | (23.75) | -10.6% | 1,350.00 | (343.75) | 1,006.25 | 1,207.50 | (201.25) | -20.0% |
| 414010 | Staff Training | 333.33 | - | (333.33) | -100.0% | 2,000.00 | (2,000.00) | - | - | - | |
| 415000 | Travel | 8.33 | - | (8.33) | -100.0% | 50.00 | (4.53) | 45.47 | 4.64 | 40.83 | 89.8% |
| 417100 | Auditing | 966.67 | 1,440.00 | 473.33 | 49.0% | 5,800.00 | (520.00) | 5,280.00 | - | 5,280.00 | 100.0% |
| 418200 | Admin Benefits | 4,312.78 | 2,575.74 | (1,737.04) | -40.3% | 25,876.69 | (8,213.03) | 17,663.66 | 18,812.06 | (1,148.40) | -6.5% |
| 419000 | Other Admin Exp | - | - | - | | - | - | - | - | - | |
| 419010 | Telephone | 131.67 | 152.31 | 20.64 | 15.7% | 790.00 | 124.66 | 914.66 | 902.27 | 12.39 | 1.4% |
| 419030 | Eviction & Collection | - | - | - | | - | - | - | - | - | |
| 419040 | Office Supplies | 125.00 | - | (125.00) | -100.0% | 750.00 | (673.53) | 76.47 | 29.05 | 47.42 | 62.0% |
| 419050 | Memberships & Publications | 50.00 | - | (50.00) | -100.0% | 300.00 | 488.36 | 788.36 | 1,071.46 | (283.10) | -35.9% |
| 419060 | Postage | 316.67 | 870.00 | 553.33 | 174.7% | 1,900.00 | 710.00 | 2,610.00 | 1,740.00 | 870.00 | 33.3% |
| 419070 | Administrative Contracts | 666.67 | 169.34 | (497.33) | -74.6% | 4,000.00 | 1,311.21 | 5,311.21 | 7,118.91 | (1,807.70) | -34.0% |
| 419090 | Freight | - | - | - | | - | - | - | - | - | |
| 421000 | Tenant Serv Salaries | - | - | - | | - | - | - | - | - | |
| 422000 | Tenant Serv Recreation, Pub. | - | - | - | | - | - | - | - | - | |
| 422200 | Tenant Serv Benefits | - | - | - | | - | - | - | - | - | |
| 423000 | Ten Serv Contract Costs | - | - | - | | - | - | - | - | - | |
| 423100 | Tenant Serv Other | - | - | - | | - | - | - | - | - | |
| 451000 | All Other Insurance | - | - | - | | - | - | - | - | - | |
| 451002 | Liability Insurance | 1,158.91 | 1,528.19 | 369.28 | 31.9% | 6,953.46 | 10,505.80 | 17,459.26 | 28,421.12 | (10,961.86) | -62.8% |
| 451003 | Fidelity Bond | 13.25 | - | (13.25) | -100.0% | 79.50 | (79.50) | - | 286.81 | (286.81) | #DIV/0! |
| 451004 | Workmen's Comp | - | - | - | | - | 193.26 | 193.26 | 181.57 | 11.69 | 6.0% |
| 452000 | PILOT | - | - | - | | - | - | - | - | - | |
| 454000 | OPEB-Admin | - | - | - | | - | - | - | - | - | |
| 457000 | Collection Loss | - | - | - | | - | - | - | - | - | |
| 457100 | Bad Debt-Other | - | - | - | | - | - | - | - | - | |
| 459000 | Other General Expense | 3,125.05 | 4,255.56 | 1,130.51 | 36.2% | 18,750.33 | 7,524.26 | 26,274.59 | 17,587.66 | 8,686.93 | 33.1% |
| 461000 | Extraordinary Maint | - | - | - | | - | - | - | - | - | |
| 471500 | HAP | 102,968.09 | 112,045.00 | 9,076.91 | 8.8% | 617,808.52 | 28,317.48 | 646,126.00 | 579,405.13 | 66,720.87 | 10.3% |
| 471501 | HAP - Port Outs | 39,079.83 | 54,763.00 | 15,683.17 | 40.1% | 234,479.00 | 87,903.30 | 322,382.30 | 213,067.00 | 109,315.30 | 33.9% |
| 471520 | Portability In-HAP Payment | 14,063.33 | 10,936.00 | (3,127.33) | -22.2% | 84,380.00 | (15,541.00) | 68,839.00 | 79,286.00 | (10,447.00) | -15.2% |
| 471800 | FSS Escrow | - | - | - | | - | - | - | - | - | |
| 480000 | Depreciation | - | - | - | | - | - | - | - | - | |
| 752000 | Replacement | - | - | - | | - | - | - | - | - | |
| 754000 | Additions | - | - | - | | - | - | - | - | - | |
| Total Expenses: | | $ 175,012.10 | $ 195,622.60 | $ 20,610.50 | 11.8% | $ 1,050,072.60 | $ 106,519.19 | $ 1,156,591.79 | $ 987,972.31 | $ 168,619.48 | 14.6% |
| Net Surplus / (Net Deficit): | | $ 4,834.13 | $ 14,383.95 | $ 9,549.82 | | $ 29,004.76 | $ 88,216.86 | $ 117,221.62 | $ 34,013.50 | $ 83,208.12 | |

Balance Sheet - Detail
Section 8

| | Current Year 9/30/2025 | Prior Year 9/30/2024 | Change In Position |
|---|---|---|---|
| **Assets** | | | |
| **Cash & Investments** | | | |
| 111110 General Fund (dev - Operation) | 137,172.45 | 47,132.56 | 90,039.89 |
| 111401 FSS Escrow Fund | 1,620.41 | 1,580.44 | 39.97 |
| 116200 Interfund Transfer | 0.00 | 0.00 | 0.00 |
| **Total Cash & Investements** | **138,792.86** | **48,713.00** | **90,079.86** |
| **Accounts Receivable - Tenants** | | | |
| 112100 Fraud Recovery | 17,101.00 | 17,101.00 | 0.00 |
| 112110 Allowance for Doubtful | (17,101.00) | (17,101.00) | 0.00 |
| **Total Accounts Receivable - Tenants** | **0.00** | **0.00** | **0.00** |
| **Accounts Receivable - Other** | | | |
| 112900 A/R Other | 27,678.98 | 18,534.00 | 9,144.98 |
| 112912 Allowance for Doubtful-Other | (27,642.56) | (19,129.00) | (8,513.56) |
| 113540 Accounts Receivable-PHA Projects | 26,140.06 | 47,207.13 | (21,067.07) |
| **Total Accounts Receivable - Other** | **26,176.48** | **46,612.13** | **(20,435.65)** |
| **Current Assets** | | | |
| 121100 Prepaid Insurance | 0.00 | 0.00 | 0.00 |
| 121108 Prepaid Exp | 0.00 | 183.57 | (183.57) |
| 129500 Interfund Due From | (16,141.56) | 418.19 | (16,559.75) |
| **Total Current Assets** | **(16,141.56)** | **601.76** | **(16,743.32)** |
| **Fixed Assets** | | | |
| 140090 Furniture and EMAdmin | 0.00 | 0.00 | 0.00 |
| **Subtotal Fixed Assets** | **0.00** | **0.00** | **0.00** |
| **Less: Accumulated Depreciation** | **0.00** | **0.00** | **0.00** |
| **Total Fixed Assets** | **0.00** | **0.00** | **0.00** |
| **Accumulated Depreciation** | | | |
| 140050 Accumulated Depreciation-Structures And Equipment | 0.00 | 0.00 | 0.00 |
| **Total Accumulated Depreciation** | **0.00** | **0.00** | **0.00** |
| 190001 **Deferred Outflow of Resources** | **59,439.17** | **59,241.54** | 197.63 |
| **Total Assets** | **208,266.95** | **155,168.43** | **52,900.89** |
| **Liabilities and Net Assets** | | | |
| **Liability** | | | |
| **Current Liabilities** | | | |
| 211030 A/P PHA Projects | 570.00 | 570.00 | 0.00 |
| 211040 A/P-Other Gov't | 930.85 | 890.28 | 40.57 |
| 211100 A/P Vendors and Contractors | 3,093.30 | 4,581.18 | (1,487.88) |
| 211450 Deferred Revenue | 0.00 | 0.00 | 0.00 |
| 211500 SUI | 0.00 | 0.00 | 0.00 |
| 211900 A/P Other | (31.00) | 0.00 | (31.00) |
| 211995 A/P - Section 8 | 0.00 | 539.00 | (539.00) |
| 212000 Accrued Payroll | 0.00 | 0.00 | 0.00 |
| 213510 Accrued Compensated Absences-Current Portion | 880.18 | 474.36 | 405.82 |
| 218100 FSS Escrow Payable | 0.00 | 0.60 | (0.60) |
| 229000 Other Accrued Liab. | 0.00 | 0.00 | 0.00 |
| **Total Current Liabilities** | **5,443.33** | **7,055.42** | **(1,612.09)** |
| **Non-Current Liabilities** | | | |
| 213511 Accrued Compensated Absences-Non Current | 17,723.47 | 9,012.78 | 8,710.69 |
| 214000 Accrued Pension and OPEB liabilities | 155,525.30 | 155,975.25 | (449.95) |
| **Total Non-Current Liabilities** | **173,248.77** | **164,988.03** | **8,260.74** |
| 290001 **Deferred Inflow of resources** | **79,069.93** | **68,217.68** | 10,852.25 |
| **Total Liability** | **257,762.03** | **240,261.13** | **17,500.90** |
| **Equity** | | | |
| **Equity/Net Assets** | | | |
| 280600 Undesignated Fund Balance-Retained Earnings | (412,544.02) | (364,933.52) | (47,610.50) |
| 282600 RS Operating Res - Section 8 HAP | 245,827.32 | 245,827.32 | 0.00 |
| **Total: Equity/Net Assets** | **(166,716.70)** | **(119,106.20)** | **(47,610.50)** |
| **Current Year Net Assets** | 117,221.62 | 34,013.50 | **83,208.12** |
| **Total Equity** | **(49,495.08)** | **(85,092.70)** | **35,597.62** |
| **Total Liabilities and Net Assets** | **208,266.95** | **155,168.43** | **53,098.52** |

# Poughkeepsie Housing Authority

4 Howard Street
Poughkeepsie, NY 12601
TEL (845) 485-8862
FAX (845) 485-2630

## Work Order Summary

| WO# | Urgency | Status | Assignee | Property Type | Resident & Address | Open Date | Abated Date | Close Date | Days Open | Labor Hour | Material Cost | Calc'd Charge | Actual Charge |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Open Date: 09/02/2025** | | | | | | | | | | | | | |
| 1105866 | Non-Emer | Open | Charles Newman | Unit | 120 Hudson Avenue , Suite 6A2 | 09/02/2025 | | | 34 | 0.00 | $0.00 | $0.00 | $0.00 |
| 1105867 | Non-Emer | Open | Charles Newman | Unit | 120 Hudson Avenue , Suite 4B1 | 09/02/2025 | | | 34 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1105868 | Non-Emer | Open | Charles Newman | Unit | 109 Delafield Street , Suite 21 | 09/02/2025 | | | 34 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1105869 | Non-Emer | Open | Michael Figler | Unit | 120 Hudson Avenue , Suite 10B3 | 09/02/2025 | | | 34 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Average Days to Complete and Group Totals:** | | | | | | | | | **34.00** | | **0.00** | | **0.00** |
| **Total Number of Work Orders:** | | | 4 | | | | | | | **0.00** | | **0.00** | |
| **Open Date: 09/04/2025** | | | | | | | | | | | | | |
| 1105862 | Non-Emer | Open | Charles Newman | Unit | 11 Boulevard Knolls , Suite F-1 | 09/04/2025 | | | 32 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Average Days to Complete and Group Totals:** | | | | | | | | | **32.00** | | **0.00** | | **0.00** |
| **Total Number of Work Orders:** | | | 1 | | | | | | | **0.00** | | **0.00** | |
| **Open Date: 09/05/2025** | | | | | | | | | | | | | |
| 1105863 | Non-Emer | Open | Charles Newman | Unit | 11 Boulevard Knolls , Suite D-1 | 09/05/2025 | | | 31 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Average Days to Complete and Group Totals:** | | | | | | | | | **31.00** | | **0.00** | | **0.00** |
| **Total Number of Work Orders:** | | | 1 | | | | | | | **0.00** | | **0.00** | |
| **Open Date: 09/10/2025** | | | | | | | | | | | | | |
| 1105872 | Non-Emer | Open | Pete Martinson | Unit | 120 Hudson Avenue , Suite 3C4 | 09/10/2025 | | | 26 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Average Days to Complete and Group Totals:** | | | | | | | | | **26.00** | | **0.00** | | **0.00** |
| **Total Number of Work Orders:** | | | 1 | | | | | | | **0.00** | | **0.00** | |
| **Open Date: 09/15/2025** | | | | | | | | | | | | | |
| 1105877 | Non-Emer | Open | Charles Newman | Unit | 159 Washington Street , Suite 2-4A | 09/15/2025 | | | 21 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1105878 | Non-Emer | Open | Kevin Enright | Unit | 159 Washington Street , Suite 2-4A | 09/15/2025 | | | 21 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1105879 | Non-Emer | Open | Nerec Diaz | Unit | 159 Washington Street , Suite 2-4A | 09/15/2025 | | | 21 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1105880 | Non-Emer | Open | Pete Martinson | Unit | 159 Washington Street , Suite 2-4A | 09/15/2025 | | | 21 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1105881 | Non-Emer | Open | Pete Martinson | Unit | 159 Washington Street , Suite 3-4A | 09/15/2025 | | | 21 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1105882 | Non-Emer | Open | Charles Newman | Unit | 159 Washington Street , Suite 3-4A | 09/15/2025 | | | 21 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1105883 | Non-Emer | Open | Kevin Enright | Unit | 159 Washington Street , Suite 3-4A | 09/15/2025 | | | 21 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1105884 | Non-Emer | Open | Nerec Diaz | Unit | 159 Washington Street , Suite 3-4A | 09/15/2025 | | | 21 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Average Days to Complete and Group Totals:** | | | | | | | | | **21.00** | | **0.00** | | **0.00** |
| **Total Number of Work Orders:** | | | 8 | | | | | | | **0.00** | | **0.00** | |
| **Open Date: 09/22/2025** | | | | | | | | | | | | | |

# Work Order Summary

| WO# | Urgency | Status | Assignee | Property Type | Resident & Address | Open Date | Abated Date | Close Date | Days Open | Labor Hour | Material Cost | Calc'd Charge | Actual Charge |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Open Date: 09/22/2025** | | | | | | | | | | | | | |
| 1105873 | Non-Emer | Open | Charles Newman | Unit | 159 Washington Street , Suite 7-7A | 09/22/2025 | | | 14 | 0.00 | $0.00 | $0.00 | $0.00 |
| 1105874 | Non-Emer | Open | Nerec Diaz | Unit | 159 Washington Street , Suite 7-7A | 09/22/2025 | | | 14 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1105876 | Non-Emer | Open | Pete Martinson | Unit | 159 Washington Street , Suite 7-7A | 09/22/2025 | | | 14 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Average Days to Complete and Group Totals:** | | | | | | | | | **14.00** | | **0.00** | | **0.00** |
| **Total Number of Work Orders:** 3 | | | | | | | | | | **0.00** | | **0.00** | |
| **Average Days to Complete and Grand Totals:** | | | | | | | | | **24.17** | | **0.00** | | **0.00** |
| **Work Orders Grand Total:** 18 | | | | | | | | | | **0.00** | | **0.00** | |