

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS  
FOR THE HOUSING AUTHORITY OF THE CITY OF PEKIN

The Board of Commissioners for the Housing Authority of the City of Pekin met on Tuesday June 13, 2023, in the boardroom of the Housing Authority's general office at 1901 Broadway in Pekin, Illinois. The meeting was called to order at 4:30 P.M. by Chairman Dave Volz with roll call taken and those present as follows:

PRESENT: Chairman Dave Volz, Commissioner Sharron Church, and Commissioner Jill Davis

ABSENT: Vice-Chairman Mary Beth Roffman, Commissioner Ann Trumpy

ALSO, PRESENT: Dennis Green, Executive Director, Attorney Scott Kriegsman,

Chairman Dave Volz requested the approval of the minutes of the May 9<sup>th</sup>, 2023, Regular Meeting.

MOTION: By Commissioner Sharron Church, Second by Commissioner Jill Davis, to approve the minutes of the May 9<sup>th</sup>, 2023, Regular Meeting.

Roll call vote as follows:

AYES: Commissioner Sharron Church, Commissioner Jill Davis, and Chairman Dave Volz.

NAYS: None

ABSENT: Commissioner Ann Trumpy, Vice-Chairman Mary Beth Roffman

Motion approved

The Chairman next called for a motion to approve the bills for payment for the Public Housing program in the amount of \$109,629.26, as amended.

MOTION: By: Commissioner Jill Davis, Second by Commissioner Sharron Church to approve the bills for payment for the public housing program in the amount of \$109,629.26, as amended.

AYES: Commissioner Sharron Church, Commissioner Jill Davis, and Chairman Dave Volz.

NAYS: None

ABSENT: Commissioner Ann Trumpy, Vice-Chairman Mary Beth Roffman

Motion approved

The Chairman next requested a motion to approve the bills for payment for the Green Valley Apartments in the amount of \$5,936.50.

MOTION: By Commissioner Sharron Church, Second by Commissioner Jill Davis to approve the bills for payment for the Green Valley Apartments in the amount of \$5,936.50.

AYES: Commissioner Sharron Church, Commissioner Jill Davis, and Chairman Dave Volz.

NAYS: None

ABSENT: Commissioner Ann Trumpy, Vice-Chairman Mary Beth Roffman

Motion approved

The Chairman next requested a motion to approve the bills for payment for the Meadow View Apartments in the amount of \$4,016.17.

MOTION: By Commissioner Sharron Church, Second by Commissioner Jill Davis to approve the bills for payment for the Meadowview Apartments in the amount of \$4,016.17.

AYES: Commissioner Sharron Church, Commissioner Jill Davis, and Chairman Dave Volz.

NAYS: None

ABSENT: Commissioner Ann Trumpy, Vice-Chairman Mary Beth Roffman

Motion approved

A motion was then requested to approve the Mackinaw Apartments bills for payment in the amount of \$2,232.32, as amended

MOTION: By Commissioner Sharron Church, Second by Commissioner Jill Davis to approve the bills for payment for the Mackinaw Apartments in the amount of \$2,232.32, as amended

AYES: Commissioner Sharron Church, Commissioner Jill Davis, and Chairman Dave Volz.

NAYS: None

ABSENT: Commissioner Ann Trumpy, Vice-Chairman Mary Beth Roffman

Motion approved

A motion was then requested to approve the Delavan Apartments bills for payment in the amount of \$5,463.18, as amended.

**MOTION:** By Commissioner Jill Davis, Second by Commissioner Sharron Church to approve the bills for payment for the Delavan Apartments in the amount of \$5,463.18, as amended

**AYES:** Commissioner Sharron Church, Commissioner Jill Davis, and Chairman Dave Volz.

**NAYS:** None

**ABSENT:** Commissioner Ann Trumpy, Vice-Chairman Mary Beth Roffman

Motion approved

A motion was then requested to approve the Business Activity bills for payment in the amount of \$1,005.24.

**MOTION:** By Commissioner Sharron Church, Second by Commissioner Jill Davis to approve the bills for payment for the Business Activity in the amount of \$1,005.24

**AYES:** Commissioner Sharron Church, Commissioner Jill Davis, and Chairman Dave Volz.

**NAYS:** None

**ABSENT:** Commissioner Ann Trumpy, Vice-Chairman Mary Beth Roffman

Motion approved

Chairman Dave Volz then requested a motion to review and file the March Financial Statements for the Public Housing, Green Valley, Meadowview, and Mackinaw Apartments.

**MOTION:** By Commissioner Jill Davis, Second by Commissioner Sharron Church to review and file the March Financial Statements for the Public Housing, Green Valley, Meadowview, and Mackinaw Apartments.

**AYES:** Commissioner Sharron Church, Commissioner Jill Davis, and Chairman Dave Volz.

**NAYS:** None

**ABSENT:** Commissioner Ann Trumpy, Vice-Chairman Mary Beth Roffman

Motion approved

**Public Presentation:**

No one from the Public was present

**Commissioners Training:**

None

**Old Business:**

None

Chairman Dave Volz requested a motion move into closed session for the purpose of the “semi-annual review of the minutes as mandated by Section 2.06” per 5ILCS 12/02, section (2)(c)(21) and “The Purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired”, By Section 2, Item 5 5ILCS 120.

**MOTION:** By Commissioner Jill Davis, Second by Commissioner Sharron Church to review the closed session minutes and discuss “The Purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired”, By Section 2, Item 5 5ILCS 120.

**AYES:** Commissioner Sharron Church, Commissioner Jill Davis, and Chairman Dave Volz.

**NAYS:** None

**ABSENT:** Commissioner Ann Trumpy, Vice-Chairman Mary Beth Roffman

Motion approved

Moved to closed session at 4:48PM

Upon the return to open session at 4:54PM Commissioner Jill Davis made a motion that the minutes remain closed as recommended by Attorney Scott Kriegsman, Commissioner Sharron Church seconded the motion.

**AYES:** Commissioner Sharron Church, Commissioner Jill Davis, and Chairman Dave Volz.

**NAYS:** None

ABSENT: Commissioner Ann Trumpy, Vice-Chairman Mary Beth Roffman

Motion approved

Attorney Scott Kriegsman left the meeting at 5:15PM

**New Business:**

- A. Resolution No. 2806- Update to the Pekin Housing Authority Grievance Procedure Policy effective July 5, 2023.

MOTION: By Commissioner Sharron Church, Second by Commissioner Jill Davis to Update the Pekin Housing Authority Grievance Procedure Policy effective July 5, 2023.

AYES: Commissioner Sharron Church, Commissioner Jill Davis, and Chairman Dave Volz.

NAYS: None

ABSENT: Commissioner Ann Trumpy, Vice-Chairman Mary Beth Roffman

Motion approved

- B. Resolution No. 2807- Update to the Pekin Housing Authority Pet Policy effective July 5, 2023.

MOTION: By Commissioner Sharron Church, Second by Commissioner Jill Davis to Update the Pekin Housing Authority Pet Policy Policy effective July 5, 2023.

AYES: Commissioner Sharron Church, Commissioner Jill Davis, and Chairman Dave Volz.

NAYS: None

ABSENT: Commissioner Ann Trumpy, Vice-Chairman Mary Beth Roffman

Motion approved

- C. Resolution No. 2808- Update to the Pekin Housing Authority Rent Collection Policy effective July 5, 2023.

MOTION: MOTION: By Commissioner Sharron Church, Second by Commissioner Jill Davis to Update the Pekin Housing Authority Rent Collection Policy effective July 5, 2023.

AYES: Commissioner Sharron Church, Commissioner Jill Davis, and Chairman Dave Volz.

NAYS: None

ABSENT: Commissioner Ann Trumpy, Vice-Chairman Mary Beth Roffman

Motion approved

- D. Resolution No. 2809- Update to the Pekin Housing Authority Lease effective July 5, 2023.

MOTION: By Commissioner Sharron Church, Second by Commissioner Jill Davis to Update the Pekin Housing Authority Lease effective July 5, 2023.

AYES: Commissioner Sharron Church, Commissioner Jill Davis, and Chairman Dave Volz.

NAYS: None

ABSENT: Commissioner Ann Trumpy, Vice-Chairman Mary Beth Roffman

Motion approved

- E. Resolution No. 2810- Update to the Pekin Housing Authority Resident Handbook effective July 5, 2023

MOTION: By Commissioner Sharron Church, Second by Commissioner Jill Davis to Update the Pekin Housing Authority Resident Handbook effective July 5, 2023.

AYES: Commissioner Sharron Church, Commissioner Jill Davis, and Chairman Dave Volz.

NAYS: None

ABSENT: Commissioner Ann Trumpy, Vice-Chairman Mary Beth Roffman

Motion approved

- F. Discussion on bids received for the repairs and mold remediation work in one unit at the Broadway Apartments.

MOTION: By Commissioner Jill Davis, Second by Commissioner Sharron Church to Table the discussion for further review of options.

AYES: Commissioner Sharron Church, Commissioner Jill Davis, and Chairman Dave Volz.

NAYS: None

ABSENT: Commissioner Ann Trumpy, Vice-Chairman Mary Beth Roffman

Motion approved

## **CONSENT AGENDA**

1. Resolution No. 2811 -Authorization to Write Off Items in the Fixed Asset Inventory for Public Housing in the amount of \$3,631.31
  2. Resolution No. 2812-Request for Payment to Assisted Housing Risk Management Association in the Amount of \$21,260.31 for Property, Liability, Auto, And Workmen's Compensation Coverage for Public Housing for July Through September 2023
  3. Resolution No. 2813-Request for Payment to Assisted Housing Risk Management Association in the amount of \$1,000.08 for Property, Liability, and Workmen's Compensation Coverage for the Green Valley Apartments from July through September 2023
  4. Resolution No. 2814- Request for Payment to Assisted Housing Risk Management Association in the amount of \$1,024.83 for Property, Liability, and Workmen's Compensation Coverage for the Meadow View Apartments from July Through September 2023
  5. Resolution No. 2815-Request for Payment to Assisted Housing Risk Management Association in the amount of \$758.51 for Property, Liability, and Workmen's Compensation Coverage for the Mackinaw Apartments from July through September 2023
- Resolution No. 2816 – Request for Payment to Assisted Housing Risk Management Association in the Amount of \$200.00 for General and Public Official's Liability Coverage for the Delavan Apartments from July through September 2023

MOTION: By Commissioner Jill Davis, Second by Commissioner Sharron Church to approve the Consent Agenda items 1-6.

AYES: Commissioner Sharron Church, Commissioner Jill Davis, and Chairman Dave Volz.

NAYS: None

ABSENT: Commissioner Ann Trumpy, Vice-Chairman Mary Beth Roffman

Motion approved

## **General**

1. Receive and file the Executive Director's report for June 2023
2. Receive and file the vacancy report as of May 31, 2023, for Public Housing, Green Valley, Meadow View, Delavan, and Mackinaw Apartments.
3. Closed Session for the "semi-annual review of the minutes as mandated by Section 2.06" per 5ILCS 12/02, section (2)(c)(21) and "The Purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired", By Section 2, Item 5 5ILCS 120.

MOTION: By Sharron Church, Second by Commissioner Jill Davis to approve the Executive Director's and vacancy report.

AYES: Commissioner Sharron Church, Commissioner Jill Davis, and Chairman Dave Volz.

NAYS: None

ABSENT: Commissioner Ann Trumpy, Vice-Chairman Mary Beth Roffman

Motion approved

Having completed all business for the evening, the Chairman called for a motion to adjourn. A motion was made by Commissioner Sharron Church, seconded by Commissioner Jill Davis, to adjourn the meeting. Roll call vote taken. Motion carried unanimously. The meeting adjourned at 6:13 PM.

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Dave Volz, Chairman

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Dennis D. Green, Secretary/Treasurer