

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 December 12, 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 Ann Trumpy Commissioner Jill Davis, and Vice-Chairman Mary Beth Roffman

ABSENT: None

ALSO, PRESENT: Dennis Green, Executive Director, Attorney Scott Kriegsman, Chairman Dave Volz requested a motion to approve the minutes of the November 14, 2023, Regular Meeting.

MOTION: By Vice Chairman Mary Beth Roffman, Second by Commissioner Jill Davis, to approve the minutes of the November 14, 2023, Regular Meeting.

Roll call vote as follows:

AYES: Commissioner Sharron Church, Commissioner Ann Trumpy, and Chairman Dave Volz. Commissioner Jill Davis, and Vice-Chairman Mary Beth Roffman

NAYS: None

ABSENT: None

Motion approved

The Chairman next called for a motion to approve the bills for payment for the Public Housing program in the amount of \$106,180.20, as amended.

MOTION: By: Commissioner Ann Trumpy, Second by Commissioner Sharron Church to approve the bills for payment for the public housing program in the amount of \$106,180.20, as amended.

Roll call vote as follows:

AYES: Commissioner Sharron Church, Commissioner Ann Trumpy, and Chairman Dave Volz. Commissioner Jill Davis, and Vice-Chairman Mary Beth Roffman

NAYS: None

ABSENT: None

Motion approved

The Chairman next requested a motion to approve the bills for payment for the Green Valley Apartments in the amount of \$2,432.47, as amended.

MOTION: By Commissioner Sharron Church, Second by Commissioner Ann Trumpy to approve the bills for payment for the Green Valley Apartments in the amount of \$2,432.47.

Roll call vote as follows:

AYES: Commissioner Ann Trumpy, Commissioner Sharron Church, and Chairman Dave Volz. Commissioner Jill Davis, and Vice-Chairman Mary Beth Roffman

NAYS: None

ABSENT: None

Motion approved

The Chairman next requested a motion to approve the bills for payment for the Meadow View Apartments in the amount of \$2,907.61, as amended.

MOTION: By Vice Chairman Mary Beth Roffman, Second by Commissioner Jill Davis to approve the bills for payment for the Meadowview Apartments in the amount of \$2,907.61.

Roll call vote as follows:

AYES: Commissioner Sharron Church, Commissioner Ann Trumpy, and Chairman Dave Volz. Commissioner Jill Davis, and Vice-Chairman Mary Beth Roffman

NAYS: None

ABSENT: None

Motion approved

A motion was then requested to approve the Mackinaw Apartments bills for payment in the

amount of \$2,249.87.

MOTION: By Commissioner Ann Trumpy, Second by Commissioner Jill Davis to approve the bills for payment for the Mackinaw Apartments in the amount of \$2,249.87.

AYES: Commissioner Sharron Church, Commissioner Ann Trumpy, and Chairman Dave Volz. Commissioner Jill Davis, and Vice-Chairman Mary Beth Roffman

NAYS: None

ABSENT: None

Motion approved

A motion was then requested to approve the Delavan Apartments bills for payment in the amount of \$2,302.67, as amended.

MOTION: By Vice-Chairman Mary Beth Roffman, Second by Commissioner Jill Davis to approve the bills for payment for the Delavan Apartments in the amount of \$2,302.67, as amended

AYES: Commissioner Sharron Church, Commissioner Ann Trumpy, and Chairman Dave Volz. Commissioner Jill Davis, and Vice-Chairman Mary Beth Roffman

NAYS: None

ABSENT: None

Motion approved

A motion was then requested to approve the Business Activity bills for payment in the amount of \$1,033.56.

MOTION: By Commissioner Sharron Church, Second by Commissioner Ann Trumpy to approve the bills for payment for the Business Activity in the amount of \$911.41, as amended

AYES: Commissioner Sharron Church, Commissioner Ann Trumpy, and Chairman Dave Volz. Commissioner Jill Davis, and Vice-Chairman Mary Beth Roffman

NAYS: None

ABSENT: None

Motion approved

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

MOTION: By Commissioner Ann Trumpy, Second by Commissioner Sharron Church to review and file the September/October Financial Statements for the Public Housing, Green Valley, Meadowview, and Mackinaw Apartments and the October financials for the Delavan Apartments.

Roll call vote as follows:

AYES: Commissioner Sharron Church, Commissioner Ann Trumpy, and Chairman Dave Volz. Commissioner Jill Davis, and Vice-Chairman Mary Beth Roffman

NAYS: None

ABSENT: None

Motion approved

Public Presentation:

No one from the Public was present

Commissioners Training: None

Old Business:

Continued discussion on the Board Room Furniture: The Executive Director described his efforts to obtain quotes for new boardroom chairs. He reported that he hoped to have options available for consideration at the January meeting.

New Business:

- A. Resolution No.2854- Request Authorization to negotiate a contract with 1919 Architects to perform Professional Services for two years under the Capital Fund Program Account No. 1480 Fees and Costs.

MOTION: By Vice Chairman Mary Beth Roffman, Second by Commissioner Ann Trumpy to authorize the PHA to negotiate a contract with 1919 Architects to perform

Professional Services for two years under the Capital Fund Program Account No. 1480
Fees and Costs.

Roll Call vote as follows:

AYES: Commissioner Sharron Church, Commissioner Ann Trumpy, and Chairman Dave Volz.
Commissioner Jill Davis, and Vice-Chairman Mary Beth Roffman

NAYS: None

ABSENT: None

Motion approved

- B.** Resolution No. 2855 – Review and Approval of the revised Mackinaw Apartments
Operating Budget for Fiscal Year 2024

MOTION: By Commissioner Ann Trumpy, Second by Commissioner Sharron Church to
Review and Approve the revised Mackinaw Apartments Operating Budget for Fiscal Year
2024

Roll Call vote as follows:

AYES: Commissioner Sharron Church, Commissioner Ann Trumpy, and Chairman Dave
Volz. Commissioner Jill Davis, and Vice-Chairman Mary Beth Roffman

NAYS: None

ABSENT: None

Motion approved

- C.** Resolution No. 2856 – Review and Approval of the revised Meadowview Apartments
Operating Budget for Fiscal Year 2024

MOTION: By Commissioner Ann Trumpy, Second by Commissioner Sharron Church to
Review and Approve the revised Meadowview Apartments Operating Budget for Fiscal
Year 2024

Roll Call vote as follows:

AYES: Commissioner Sharron Church, Commissioner Ann Trumpy, and Chairman Dave
Volz. Commissioner Jill Davis, and Vice-Chairman Mary Beth Roffman

NAYS: None

ABSENT: None

Motion approved

- D.** Resolution No. 2857 – Review and Approval of the Revised Green Valley Operating
Budget for Fiscal Year 2024

MOTION: By Commissioner Ann Trumpy, Second by Commissioner Sharron Church to
Review and Approve the revised Green Valley Apartments Operating Budget for Fiscal
Year 2024

Roll Call vote as follows:

AYES: Commissioner Sharron Church, Commissioner Ann Trumpy, and Chairman Dave
Volz. Commissioner Jill Davis, and Vice-Chairman Mary Beth Roffman

NAYS: None

ABSENT: None

Motion approved

- E.** Resolution No. 2858-Amendment to the PHA Personnel Policy regarding part-time
employee paid time off as required by the new Paid Leave for Workers Act effective
1/1/2024.

- F.** MOTION: By Commissioner Jill Davis, Second by Vice Chairman Mary Beth
Roffman to Review and Approve Amendment to the PHA Personnel Policy regarding
part-time employee paid time off as required by the new Paid Leave for Workers Act
effective 1/1/2024.

Roll Call vote as follows:

AYES: Commissioner Sharron Church, Commissioner Ann Trumpy, and Chairman Dave
Volz, Commissioner Jill Davis, and Vice-Chairman Mary Beth Roffman

NAYS: None

ABSENT: None

Motion approved

G. Discussion and possible action regarding a management liability policy for the Delavan Apartments.

The Executive Director reported that AHRMA has notified the agency they will no longer provide a separate Liability Insurance policy for managing non-owned property. Initially AHRMA insisted on having the policy in place with the requirement they write the policy. The Director has the agency's broker searching for another carrier.

CONSENT AGENDA

1. Resolution No.2859 - 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 January through March 2024
2. Resolution No.2860- Request for Payment to Assisted Housing Risk Management Association in the amount of \$1,103.97 for Property, Liability, and Workmen's Compensation Coverage for the Green Valley Apartments from January through March 2024
3. Resolution No. 2861-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 January through March 2024
4. Resolution No.2862- Request for Payment to Assisted Housing Risk Management Association in the amount of \$808.58 for Property, Liability, and Workmen's Compensation Coverage for the Mackinaw Apartments from January through March 2024
5. Resolution No.2863- Request to renew the contract with GFL services Inc. for trash removal at the Broadway, Golden arms, and Park Ridge Apartments, for an additional term of one-year in the amount of \$1,250.20 per month
6. Resolution No.2864- Request to renew the contract with GFL services Inc. for trash removal at the Delavan Apartments, for an additional term of one-year in the amount of \$110 per month
7. Resolution No.2865- Authorization to Renew the Contract with J. Scott Kriegsman Attorney at Law, for Legal Services, for an additional One Year Term, from 1/1/2024 through 12/31/2024
8. Resolution No.2866- Request to renew the contract to Dave Burling Excavating, Inc., for snow removal during the 2023-2024 Season, at the Golden Arms Apartments, in the amount of \$65.00 per occurrence
9. Resolution No.2867- Authorization to Write Off Items in the Fixed Asset Inventory for Public Housing in the amount of \$7,350.61
- 10.Resolution No.2868- Authorization to Write Off Items in the Fixed Asset Inventory for Meadowview Apartments in the amount of \$404.00
- 11.Resolution No.2869- Request to Review and Approve the Maintenance Wage Rate Recommendation, effective January 1, 2024
- 12.Resolution No. 2870 – Request for payment No. two to Commercial Mechanical, Inc. in the amount of \$8,182.30 for Phase I of the Boiler and Ventilation Project at the Golden Arms Apartments, to be paid from CFP 2021 and CFP 2022, 1480 Dwelling Equipment, Non-Dwelling Construction, Mechanical
- 13.Resolution No. 2871 – Request for payment No. One to Bieneman Construction for the construction and installation of three exterior sheds for the Meadowview Apartments, in the amount of \$14,775.00 to be paid from the Meadowview reserve account
- 14.Resolution No. 2872 – Request to renew the contract with Hawkins Ash CPA's for Fee Accounting Services, for the term of one year beginning January 1, 2024, and ending December 31, 2024 in the amount of: \$907/mth for Public Housing, \$170/mth for Green Valley Apartments, \$170/mth for Meadow View Apartments, and \$165/mth for the Mackinaw Apartments
- 15.Resolution No. -2873 Request to review and approve the modification to the PHA tenant lease to reflect the removal of the Earned Income Disallowance Policy as part of the HOTMA provisions required by HUD.

16. Resolution No. 2874– Request to renew the contract for snow removal during the 2023-2024 season to Green Fox Lawn Maintenance, at the Broadway, Park Ridge, and Mackinaw apartments, in the amount of \$192.00/ per occurrence for the first 2”-5” of snow, \$331.00/per occurrence for 6”-10” of snow, and \$441.00/per occurrence for 10” and above at the Broadway and Park Ridge Estates Property. \$84.00/occurrence for the first 2”-5” of snow, \$147.00/per occurrence for 6”-10” of snow, and \$221.00/occurrence for 10” and above at the Mackinaw Apartments
17. Resolution No. 2875 – Approval of the Request for Payment No. 4, to Tri-County Regional Planning Commission in the amount of \$280.00 for the payment of Professional Services for the Housing Authority Environmental Review, to be paid from IL-044 CFP 2023, 1480 fees and costs
18. Resolution No. 2876- Approval of the Request to extend the snow removal contract with Backwoods Tree Service for snow removal at the Green Valley, Meadowview, and Delavan apartments for the 2023-2024 season.
19. Resolution No. 2877 – Authorization to Charge off Past Due Tenant Accounts for Public Housing in the amount of \$11,614.00
20. Resolution No. 2878 – Authorization to Write Off Past Due Tenant Accounts for the Delavan Apartments in the amount of \$760.00
21. Resolution No. 2879 – Authorization to Write Off Past Due Tenant Accounts for the Green Valley Apartments in the amount of \$84.00
22. Resolution No. 2880 – Authorization to Write Off Past Due Tenant Accounts for the Mackinaw Apartments in the amount of \$263.00

MOTION: By, Commissioner Jill Davis, Vice Chairman Mary Beth Roffman to approve the consent agenda.

Roll Call vote as follows:

AYES: Commissioner Sharron Church, Commissioner Ann Trumpy, and Chairman Dave Volz. Commissioner Jill Davis, and Vice-Chairman Mary Beth Roffman

NAYS: None

ABSENT: None

Motion approved

General

1. Receive and file the Executive Director’s report for December 2023
2. Receive and file the vacancy report as of November 2023, for Public Housing, Green Valley, Meadow View, Delavan, and Mackinaw Apartments.

MOTION: By Vice-Chairman Mary Beth Roffman, Second by Commissioner Sharron Church to receive and file the Executive Director’s and vacancy report.

AYES: Commissioner Sharron Church, Commissioner Ann Trumpy, and Chairman Dave Volz. Commissioner Jill Davis, and Vice-Chairman Mary Beth Roffman

NAYS: None

ABSENT: none

Motion approved

Having completed all business for the evening, the Chairman called for a motion to adjourn. A motion was made by Commissioner Ann Trumpy, seconded by Vice Chairman Mary Beth Roffman, to adjourn the meeting. Roll call vote taken. Motion carried unanimously. The meeting adjourned at 6:08 PM.

Dave Volz, Chairman

Dennis D. Green, Secretary/Treasurer