

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 April 14, 2020, in the boardroom of the Housing Authority's general office at 1901 Broadway in Pekin, Illinois. The meeting was called to order at 4:36 P.M. by Chairman Karl Jordan with roll call taken and those present as follows:

PRESENT: Commissioner Sharron Church, Commissioner Dave Volz, Commissioner Ann Trumpy, Commissioner Mary Beth Roffman and Chairman Karl Jordan

ABSENT: Attorney Scott Kriegsman

ALSO PRESENT: Executive Director, Dennis Green

Due to the COVID-19 Pandemic and social distancing the Board meeting was held using Free-Conference Call.com conference calling. The Board Chairman and the Executive Director were in the Board Room during the entire meeting and the remaining members participated by phone. Because of the special circumstances the Board unanimously agreed to hold the election of officers at the May meeting or as soon as reasonably possible.

Chairman Karl Jordan requested approval of the 2020-2021 Holiday Schedule.

MOTION: By Commissioner Mary Beth Roffman, Second by Commissioner Ann Trumpy, to approve the Holiday Schedule for 2020-2021.

Roll call vote as follows:

AYES: Commissioner Sharron Church, Commissioner Dave Volz, Commissioner Ann Trumpy, Commissioner Mary Beth Roffman and Chairman Karl Jordan

NAYS: None

ABSENT: None

Motion passed

Chairman Karl Jordan requested the approval of the minutes of the March 10, 2020 Regular Meeting.

MOTION: By Commissioner Dave Volz, Second by Commissioner Ann Trumpy, to approve the minutes, of the March 10, 2020 regular Meeting.

Roll call vote as follows:

AYES: Commissioner Sharron Church, Commissioner Dave Volz, Commissioner Ann Trumpy, Commissioner Mary Beth Roffman and Chairman Karl Jordan

NAYS: None

ABSENT: None

Motion passed

The Chairman next called for a motion to approve the bills for payment for the Public Housing program in the amount of \$73,016.01, as amended.

MOTION: By: Commissioner Maary Beth Roffman, Second by Commissioner Ann Trumpy to approve the bills for payment for the public housing program in the amount of \$73,016.01, as amended.

AYES: Commissioner Sharron Church, Commissioner Dave Volz, Commissioner Ann Trumpy, Commissioner Mary Beth Roffman and Chairman Karl Jordan

NAYS: None

ABSENT: None

Motion passed

The Chairman next requested a motion to approve the bills for payment for the Green Valley Apartments in the amount of \$6,503.00.

MOTION: By Commissioner Dave Volz, Second by Commissioner Ann Trumpy to approve the bills for payment for the Green Valley Apartments in the amount of \$6,503.00.

AYES: Commissioner Sharron Church, Commissioner Dave Volz, Commissioner Ann Trumpy, Commissioner Mary Beth Roffman and Chairman Karl Jordan

NAYS: None

ABSENT: None

Motion passed

The Chairman next requested a motion to approve the bills for payment for the Meadow View Apartments in the amount of \$5,698.16.

MOTION: By Commissioner Sharron Church, Second by Commissioner Ann Trumpy to approve the bills for payment for the Meadowview Apartments in the amount of \$5,698.16.

AYES: Commissioner Sharron Church, Commissioner Dave Volz, Commissioner Ann Trumpy, Commissioner Mary Beth Roffman and Chairman Karl Jordan

NAYS: None

ABSENT: None

Motion passed

A motion was then requested to approve the Mackinaw Apartments bills for payment in the amount of \$2,767.08.

MOTION: By Commissioner Ann Trumpy, Second by Commissioner Mary Beth Roffman to approve the bills for payment for the Mackinaw Apartments in the amount of \$2,767.08.

AYES: Commissioner Sharron Church, Commissioner Dave Volz, Commissioner Ann Trumpy, Commissioner Mary Beth Roffman and Chairman Karl Jordan

NAYS: None

ABSENT: None

Motion passed

A motion was then requested to approve the Delavan Apartments bills for payment in the amount of \$6,297.20, as amended.

MOTION: By Commissioner Ann Trumpy, Second by Commissioner Dave Volz to approve the bills for payment for the Delavan Apartments in the amount of \$6,297.20, as amended

AYES: Commissioner Sharron Church, Commissioner Dave Volz, Commissioner Ann Trumpy, Commissioner Mary Beth Roffman and Chairman Karl Jordan

NAYS: None

ABSENT: None

Motion passed

Chairman Karl Jordan then requested a motion to review and file the February Financial Statements for the Delavan Apartments and the December Financial Statements for Public Housing, Green Valley, Meadowview and Mackinaw Apartments.

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

AYES: Commissioner Sharron Church, Commissioner Dave Volz, Commissioner Ann Trumpy, Commissioner Mary Beth Roffman and Chairman Karl Jordan

NAYS: None

ABSENT: None

Motion passed

Public Presentation:

No One Present

Commissioners Training:

Delavan Proposal: The Executive Director reported that Board Attorney, Scott Kriegsman, has received a response from the attorney for the Jefferson Trust, owners of the Delavan Apartments, regarding transfer of the property. He is expecting to receive a written proposal which he will share with the Commissioners for future discussion.

Old Business:

Request to Amend Resolution No. 2491, Request for Payment No. 1 to Rody Exteriors in the amount of \$70,580.70. Due to a misunderstanding in how to complete the HUD pay request forms. Pay request No. 1 in the amount of \$75,924.90, paid in February, should have been \$70,580.70. This amendment will correct the first pay request along with all subsequent pay

requests.

MOTION: By Commissioner Dave Volz, Second by Commissioner Ann Trumpy to amend Resolution No. 2491, Request for Payment No. 1 to Roady Exteriors... in the amount of \$70,580.70.

AYES: Commissioner Sharron Church, Commissioner Dave Volz, Commissioner Ann Trumpy, Commissioner Mary Beth Roffman and Chairman Karl Jordan

NAYS: None

ABSENT: None

Motion passed

New Business:

Resolution No. 2500- Request For Payment No. 4, To Alliance Architecture In the Amount Of \$1,118.55 For The Payment Of Professional Services For the Exterior Remodel Of The Park Ridge Estates Apartments Under CFP Grant I106P044 501-19, Account No. 1480 Fees And Costs.

MOTION: By Commissioner Mary Beth Roffman, Second by Commissioner Sharron Church to approve Payment to Alliance Architecture for Professional Services performed on the Exterior Remodel of the Park Ridge Estates Apartments Under CFP Grant I106P044 501-19, Account No. 1480 Fees And Costs.

AYES: Commissioner Sharron Church, Commissioner Dave Volz, Commissioner Ann Trumpy, Commissioner Mary Beth Roffman and Chairman Karl Jordan

NAYS: None

ABSENT: None

Motion passed

Resolution No. 2501-Request for Payment No. 3, to Otto Baum Co., Inc in the Amount of \$14,844.00 for the Masonry Work Completed at Park Ridge Estates Apartments Under CFP Grant I106P044 501-18, Account No. 1480 Dwelling Structures

MOTION: By Commissioner Mary Beth Roffman, Second by Commissioner Ann Trumpy to approve payment to Otto Baum Co., Inc in the Amount of \$14,844.00 for the Masonry Work Completed at Park Ridge Estates Apartments Under CFP Grant I106P044 501-18, Account No. 1480 Dwelling Structures

AYES: Commissioner Sharron Church, Commissioner Dave Volz, Commissioner Ann Trumpy, Commissioner Mary Beth Roffman and Chairman Karl Jordan

NAYS: None

ABSENT: None

Motion passed

C. Request For Authorization To Award A Contract To The Lowest Responsive Bidder For The 2020 Mowing Season For The Delavan Apartments.

D. Request For Authorization To Award A Contract To The Lowest Responsive Bidder For The 2020 Mowing Season For The Broadway, Golden Arms, Park Ridge, Green Valley And Meadowview Apartments. The Housing Authority sent out bid packets for the 2020 Lawn Mowing Season for the Delavan, PHA, Golden Arms, Park Ridge Estates, Green Valley, and the Meadowview Apartments. Delavan bids are due back in office on April 17th and the other properties are due in office on April 24th. Due to the COVID-19 circumstances and the weather getting warmer the Housing Authority Director requested the Board for Authorization to award the contracts to the lowest and most responsive bidder upon receipt of the bids. They will then be presented to the Board for ratification at the May Board Meeting.

MOTION: By Commissioner Ann Trumpy, Second by Commissioner Dave Volz to award a contract to the lowest responsive bidder for the 2020 mowing season for the Delavan, Broadway, Golden Arms, Park Ridge, Green Valley and Meadowview Apartments

AYES: Commissioner Sharron Church, Commissioner Dave Volz, Commissioner Ann Trumpy, Commissioner Mary Beth Roffman and Chairman Karl Jordan

NAYS: None

ABSENT: None

Motion passed

Resolution No. 2502 – Request To Award A Contract To The Pipco Companies, Ltd For The Replacement Of The 4” Ames 3000ss Backflow, Gate Valves And Inspection Of The System, At The Golden Arms Apartments For An Amount Of \$6,875.00 To Be Paid Out Of The Housing Authority Operating Account

MOTION: By Commissioner Ann Trumpy, Second by Commissioner Mary Beth Roffman to Award A Contract to the Pipco Companies, Ltd For The Replacement Of The 4” Ames 3000ss Backflow, Gate Valves And Inspection Of The System, At The Golden Arms Apartments For An Amount Of \$6,875.00 To Be Paid Out Of The Housing Authority Operating Account.

AYES: Commissioner Sharron Church, Commissioner Dave Volz, Commissioner Ann Trumpy, Commissioner Mary Beth Roffman and Chairman Karl Jordan

NAYS: None

ABSENT: None

Motion passed

Resolution No.2503- Request for Payment No. 2, to Roady Exteriors LLC, In the Amount Of \$72,824.40 for work completed through March 30, 2020 for the Exterior Remodeling at the Park Ridge Estates Apartments Under CFP Grant II06P044 501-18, Account No. 1480 Dwelling Structures.

MOTION: By Commissioner Mary Beth Roffman, Second by Commissioner Ann Trumpy to approve payment to Roady Exteriors LLC, In the Amount Of \$72,824.40 for the Payment of the for work completed through March 30, 2020 for the Exterior Remodeling at the Park Ridge Estates Apartments Under CFP Grant II06P044 501-18, Account No. 1480 Dwelling Structures

AYES: Commissioner Sharron Church, Commissioner Dave Volz, Commissioner Ann Trumpy, Commissioner Mary Beth Roffman and Chairman Karl Jordan

NAYS: None

ABSENT: None

Motion passed

Review and Possible Action of the Employee Handbook Proposal By AAIM

The options for review of the employee handbook presented by AAIM were reviewed and discussed and the motion was made by Ann Trumpy to approve option number 3 in the amount of \$1,800.

MOTION: By Commissioner Ann Trumpy, Second by Commissioner Mary Beth Roffman to approve the option #3 of the AAIM proposal to review and update the Employee Handbook

AYES: Commissioner Sharron Church, Commissioner Dave Volz, Commissioner Ann Trumpy, Commissioner Mary Beth Roffman and Chairman Karl Jordan

NAYS: None

ABSENT: None

Motion passed

Discussion of The CARES ACT as it Pertains to Retirement Plans and Participants.

The Executive Director reported on special provisions that grant access to pension funds for those affected by the COVID-19 pandemic. Implementation of the provisions would require Board approval. He recommended taking no action at this time since no PHA employee has been impacted by the virus to date.

Chairman Karl Jordan then addressed the Consent Agenda asking if there were any items to be pulled for discussion. None were pulled for discussion

The Chairman requested a motion to approve Item(s) No.1 of the Consent Agenda.

1. Receive and file the vacancy report as of March 31, 2020 for Public Housing, Green Valley, Meadow View, and Mackinaw Apartments.

MOTION: By Commissioner Dave Volz, Second by Commissioner Sharron Church to approve item(s) 1 of the Consent Agenda

AYES: Commissioner Dave Volz, Commissioner Sharron Church, Commissioner Ann Trumpy
Commissioner Mary Beth Roffman and Chairman Karl Jordan

NAYS: None

ABSENT: None

Motion passed

The Executive Director reviewed his April report for the Board.

He explained how the PHA had modified operations to address the COVID-19 pandemic in an effort to keep residents and staff safe and in compliance with the Governor's Executive Order.

He also provided an update on personnel and a progress report on the Capital Fund Project at Park Ridge Estates.

A motion was made by Commissioner Dave Volz, seconded by Commissioner Sharron Church, to receive and file the Executive Director's April report. Roll call vote was taken. Motion carried unanimously. 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 Ann Trumpy, to adjourn the meeting. Roll call vote was taken. Motion carried unanimously. The meeting was adjourned at 5:57 PM.

Dennis D. Green, Secretary/Treasurer

Karl Jordan, Chairman