

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 14, 2021, 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 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: None

ALSO, PRESENT: Dennis Green, Executive Director

Chairman Karl Jordan requested the approval of the minutes of the November 9, 2021, Regular Meeting.

MOTION: By Commissioner Ann Trumpy, Second by Commissioner Dave Volz, to approve the minutes of the November 9, 2021, Regular Meeting, as amended.

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 approved

The Chairman next called for a motion to approve the bills for payment for the Public Housing program in the amount of \$98,848.62, as amended.

MOTION: By: Commissioner Ann Trumpy, Second by Commissioner Dave Volz to approve the bills for payment for the public housing program in the amount of \$98,848.62, 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 approved

The Chairman next requested a motion to approve the bills for payment for the Green Valley Apartments in the amount of \$2,514.53, as amended.

MOTION: By Commissioner Mary Beth Roffman, Second by Commissioner Ann Trumpy to approve the bills for payment for the Green Valley Apartments in the amount of \$2,514.53, 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 approved

The Chairman next requested a motion to approve the bills for payment for the Meadow View Apartments in the amount of \$4,020.83, as amended

MOTION: By Commissioner Sharron Church, Second by Commissioner Ann Trumpy to approve the bills for payment for the Meadowview Apartments in the amount of \$4,020.83, 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 approved

A motion was then requested to approve the Mackinaw Apartments bills for payment in the amount of \$4,363.91

MOTION: By Commissioner Dave Volz, Second by Commissioner Ann Trumpy to approve

the bills for payment for the Mackinaw Apartments in the amount of \$4,363.91.  
AYES: Commissioner Sharron Church, Commissioner, Commissioner Ann Trumpy,  
Commissioner Mary Beth Roffman and Chairman Karl Jordan

NAYS: None

ABSENT: None

Motion approved

A motion was then requested to approve the Delavan Apartments bills for payment in the amount of \$2,801.63, as amended.

MOTION: By Commissioner Dave Volz, Second by Commissioner Ann Trumpy to approve the bills for payment for the Delavan Apartments in the amount of \$2,801.63, 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 approved

A motion was then requested to approve the Business Activity bills for payment in the amount of \$24,030.84.

MOTION: By Commissioner Mary Beth Roffman, Second by Commissioner Sharron Church to approve the bills for payment for the Business Activity in the amount of \$24,030.84.

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

NAYS: None

ABSENT: None

Motion approved

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

MOTION: By Commissioner Ann Trumpy, Second by Commissioner Mary Beth Roffman to review and file the September Financial Statements for the Public Housing, Green Valley, Meadowview, and Mackinaw Apartments and the October Financial Reports for the Delavan Apartments.

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

NAYS: None

ABSENT: None

Motion approved

**Public Presentation:**

There was no one present from the public.

**Commissioners Training:**

NONE

**Old Business:**

A. Resolution No.2666 - Request Authorization to Award a Contract in the Amount of \$425.00 per occurrence, to Green Fox Lawn Maintenance for Snow Removal at the Broadway, Park Ridge Estates and Mackinaw Apartments

MOTION: By Commissioner Sharron Church, Second by Commissioner Ann Trumpy to award the snow removal contract to Green Fox Maintenance for the Broadway, Park Ridge Estates 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 approved

B. Resolution No.2667 - Request Authorization to Award a Contract in the Amount of \$65.00per occurrence, to David Burling Excavating Inc for Snow Removal at Golden Arms Apartments

MOTION: By Commissioner Sharron Church, Second by Commissioner Ann Trumpy to award the snow removal contract to Dave Burling Excavating Inc. for the Golden Arms Apartments

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

NAYS: None

ABSENT: None

Motion approved

C. Resolution No.2668 - Request Authorization to Award a Contract in the Amount of \$255.00 per occurrence, to Backwoods Tree Services for Snow Removal at the Green Valley, Meadowview and Delavan Apartments.

MOTION: By Commissioner Sharron Church, Second by Commissioner Ann Trumpy to award the snow removal contract to Backwoods Tree Services at the Green Valley, Meadowview and Delavan Apartments.

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

NAYS: None

ABSENT: None

Motion approved

**New Business:**

NONE

**CONSENT AGENDA**

1. Resolution No. 2669-Authorization to Write Off Items in The Fixed Asset Inventory for Public Housing in The Amount of \$ 1,113.00
2. Resolution No. 2670 – Authorization to Write Off Past Due Accounts for the Delavan Apartments in the amount of \$ \$105.00
3. Resolution No. 2671– Authorization to Charge Off Past Due Tenant Accounts for Public Housing in the amount of \$22,680.78
4. Resolution No. 2672– Authorization to Write Off Past Due Accounts for Green Valley Apartments in the amount of \$3,952.00
5. Resolution No. 2673– Request for Payment No. 1, To Alliance Architecture in the Amount of \$2,635.50,for The Payment of Professional Services for the Replacement of 28 apartments at the Broadway Apartments Under CFP Grant II06P044 501-21, Account No. 1480 fees and costs
6. Resolution No. 2674– Request for Payment No. 1, To Alliance Architecture in the Amount of \$3,284.35, for The Payment of Professional Services for the Replacement of A-coils & Condensing Units at the Mackinaw Apartments to be paid from the Capital Reserve Account.
7. Resolution No. 2675– 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 January through April 2022
8. Resolution No. 2676– Request for Payment to Assisted Housing Risk Management Association in The Amount Of \$19,195.58 For Property, Liability, Auto, And Workmen’s Compensation Coverage for Public Housing for January Through April 2022
9. Resolution No. 2677– Request for Payment to Assisted Housing Risk Management Association in The Amount Of \$935.52 For Property, Liability, And Workmen’s Compensation Coverage for The Green Valley Apartments from January through April

2022

10. Resolution No. 2678– Request for Payment to Assisted Housing Risk Management Association in The Amount Of \$985.66 For Property, Liability, And Workmen’s Compensation Coverage for The Meadow View Apartments from January Through April 2022
11. Resolution No. 2679– Request for Payment to Assisted Housing Risk Management Association in The Amount Of \$645.24 For Property, Liability, And Workmen’s Compensation Coverage for The Mackinaw Apartments from January through April 2022
12. Resolution No. 2680 – Request to Retain and Roll Over Certificate of Deposit at First Pekin Savings Bank in the amount of \$100,065.26 with a Term of 12 Months At .20%
13. Resolution No. 2681– Authorization to Renew the Contract with J. Scott Kriegsman for Legal Services, for an additional One Year Term
14. Resolution No. 2682 – Request to Renew the Contract with Truegreen Commercial for application of Fertilizer/Herbicide/ Pesticide, for One-Year at the General Office, Golden Arms Apartments, Park Ridge Estates, Green Valley Apartments, Meadow View Apartments, and Mackinaw Apartments in the amount of \$3,394.52

MOTION: By Commissioner Ann Trumpy, Second by Commissioner Sharron Church to approve the Consent Agenda.

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

NAYS: None

ABSENT: None

Motion approved

**General**

1. Receive and file the Executive Director’s report for December
2. Receive and file the vacancy report as of November 30, 2021, for Public Housing, Green Valley, Meadow View, and Mackinaw Apartments.

A motion was made by Commissioner Ann Trumpy, seconded by Commissioner Mary Beth Roffman, to Receive and file the Executive Director’s December Board Report and the November vacancy report for Public Housing, Green Valley, Meadow View, and the Mackinaw Apartments. Roll call vote was taken. The Motion carried unanimously. Chairman Karl Jordan then requested a motion to move into Closed Session for the “semi-annual review of the minutes and the discussion of Personnel Matters as mandated by Section 2.06” per 5ILCS 12/02, section (2)©(21). The motion was made by Commissioner Dave Volz and second by Commissioner Mary Beth Roffman to move into Closed Session at 5:24 P.M. The motion carried unanimously. The Board returned from Closed Session at 5:31P.M. Attorney Scott Kreigsman being unable to attend the meeting due to illness, called and recommended to Executive Director Dennis Green that none of the Closed Session minutes be released. Motion by Commissioner Dave Volz and second by Commissioner Ann Trumpy to Retain the closed session minutes. Motion passed unanimously. A motion to authorize the buy back of up to 120 hours of vacation time from Patrick O’Neal maintenance mechanic. On the basis the Housing Authority could not allow him to schedule his time due to a labor shortage. This motion is presented as a one-time waiver to the Housing Authority’s personnel policy which limits vacation time carryover to 240 hours and is not intended to modify the Housing Authority’s vacation time policy. Motion by Commissioner Ann Trumpy, second Commissioner Sharron Church. Motion passed unanimously.

Having completed all business for the evening, the Chairman called for a motion to adjourn. A motion was made by Commissioner Mary Beth Roffman, seconded by Commissioner Ann Trumpy, to adjourn the meeting. Roll call vote taken. Motion carried unanimously. The meeting adjourned at 5:34 PM.

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Karl Jordan, Chairman

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Dennis D. Green, Secretary/Treasurer