

Minutes of the Dudley Housing Authority Meeting May 13th 2025

1. **Roll Call:**

The meeting was called to order at 6:03 PM by Chairman, Daniel Jachimczyk. Members present in addition to Daniel Jachimczyk, were Donald Cristina, Thomas Placzek and Colin Humphries. Also Present was Jeremiah Blankenbaker and Eric Reardon. Lynn Millette was absent.

2. **Acceptance of Minutes:**

The minutes of the regular meeting of April were presented to the Board for approval. Motion: Donald Cristina motioned¹ to accept the minutes of the regular meeting of May 13th, 2025. The motion was seconded by Thomas Placzek, which upon being put to a vote was passed unanimously.

3. **New Business**

Jeremiah Blankenbaker presented the status of active Capital Projects

- 080054 Joshua Place Water Infiltration
 - Jeremiah Blankenbaker reported that work was restarted and completed for all items but the installation of the benches in front of Bld 6 and 8. The benches were installed on Monday and Tuesday prior to the meeting
- 080059 Roll-in Shower Unit A & B Crawford
 - Work has started and the Demo was completed for A-side
 - CO2- Wall stud replacement and repair
 - During the demolition process, the contractor found that the wall studs in the shower stall were rotted due to water damage and will need to be replaced. The cost added to the project will be \$1,975.00
 - Motion to approve Change Order #2 for Project #080059. Donald Cristina motioned² to approve Change Order #2 for Project #080059. The motion was seconded by Daniel Jachimczyk, which upon being put to a vote was passed unanimously
- 080057 Flooring Replacement – Crawford
 - Work started on June 9th to accommodate the Roll-Shower Project
- 080060 Water Damage in Building 15 Units 1B & 3B
 - The Contracts are signed and NTP was issued on June 5th, with work expected to start July 2025
- ADA Compliance Upgrades to the Community Building Entry Ways
 - RFQs have sent out, two contractors responded, and needed additional time to prepare their proposals
 - Jeremiah Blankenbaker requested Board approval for the lowest qualified proposal. If the proposal costs are higher than the \$10K procurement threshold, Jeremiah requests that the project be modified only to replace the front entry and breezeways
 - Motion to approve the lowest qualified quote for to Upgrade the Community Building Entryways. Donald Cristina motioned³ to approve qualified quote for to Upgrade the Community Building Entryways. The motion was seconded by Thomas Placzek, which upon being put to a vote was passed unanimously.

FYE 2024 Unpublished LHA PMR

- Jeremiah Blankenbaker reported on the Board the results of the Authority's unpublished Performance Management Review.
- There were two corrective actions where the Authority needs to address:
 - Tenant Accounts Receivable: The Authority failed to certify the TAR reporting for the Quarters ending Dec 2024 and March 2025. Jeremiah Blankenbaker received additional guidance from the Authority's Housing Management Specialist to complete the certification process moving forward.
 - Board Member Training: The Board has not completed the training and certification process required by EOHLA. Jeremiah Blankenbaker will coordinate with the Board Chairman to notify and assist commissioners in completing the required trainings

Write off Former Resident Account Balance

- Jeremiah Blankenbaker requested Board Approval to write off the balanced owed by a former resident: Christopher R. Reich with a current balance of \$1,151.81.
- Mr. Reich had vacated his unit in Jan 2025 due to severe health issues and has been unable to issue payment for his rent balance.
- Motion to approve Write off Former Resident Account Balance. Donald Cristina motioned⁴ to approve Write off Former Resident Account Balance. The motion was seconded by Colin Humphries, which upon being put to a vote was passed unanimously.

First Quarter Admin Fee Disbursement

- Jeremiah Blankenbaker reported that he distributed the First Quarter CIP/MOD Project Admin Fee in the May 2nd payroll period, totaling \$2,000.
- Jeremiah Presented the remaining balances of the Admin Fees Collected from the Completed CIP/Mod projects:

Project	Total Admin Fee Amount	Distributed	Date of Disto	Balance
80050	\$ 4,000.00	\$ 2,000.00	12/27/2024	\$ 2,000.00
80058	\$ 1,500.00	\$ 1,000.00	4/30/2025	\$ 500.00
80049	\$ 1,800.00			\$ 1,800.00
80054	\$ 1,000.00	\$ 1,000.00	4/30/2025	\$ -
			Total remaining	\$ 4,300.00

- The Board requested information on the purpose and process of the Admin Fee Distribution.
 - Jeremiah Blankenbaker confirmed with the Authority's accountant on the purpose and process for distribution of the Capital Improvement Projects Administration Fees.
 - Their purpose is to cover costs and time incurred by LHA management staff while executing work associated with Capital Improvement projects.
 - These fees are not recognized in the LHA's annual budget but are included in the budgets for the CIP projects.
 - Budget & funds from the Admin Fees are typically distributed to LHA management at the discretion of the Executive Director, with notification to the Board of Commissioners of the distribution.
 - The Board has requested the Jeremiah provide further information on the Admin Fee Process from EOHLIC to confirm the payout process. Jeremiah confirmed that he will work to provide the requested information to the Board at the July meeting.

4. Old Business

Discussion to initiate the formation of a long-term strategic plan for the Dudley Housing Authority:

- Jeremiah Blankenbaker initiated a discussion with the Board on how/if the Authority will work to address the increased need for housing in the Local Community
 - Jeremiah presented several options that the Authority could investigate along with what road blocks the options the Authority would have to overcome.
 - Expansion of Current Public Housing, the State is opposed to expanding the current inventory of Public Housing due to initial stand-up costs, and current statewide inventory of units that are out-service due to LHA maintenance issues.
 - Issuing of State and HUD Housing Vouchers: Sec 8, AHP & ect, The State has halted issuing vouchers due budget constraints.
 - Initiating HUD housing Programs, the current reliability of Federal funding would pose challenges moving forward. If any programs were started, funding could be pulled, leaving the program unfunded.
 - The Authority would stand up housing on its own or with private investment/partnerships, standing units with investment/partnerships would require significant investment from the Authority and would require the Authority to take on debt.
 - The Board recognizes that the need for housing in the Dudley Community is significant and has requested that Jeremiah further investigate options for funding and additional strategies that would assist in meeting this need. Jeremiah will work to develop a strategic plan over the next fiscal year.

5. Director's Report

Vacancies

The Executive Director reported that currently there are two vacancies.

- Bld 15 1B
- Bld 15 3B
- Bld 4 1D

Treasurer's Report

The Executive Director presented the Monthly Treasurer's Report

6. Any Unknown Business that May be Missing to Come Before the Board

7. General Discussion

8. Vouchers, Bills, Warrants and Communications

Vouchers were examined, checks and warrants were signed.

9. Adjournment:

Motion: Donald Cristina motioned⁵ at 6:45 p.m. there being no further business to come before the Board, that the meeting be adjourned. The motion was seconded by Daniel Jachimczyk which upon being put to a vote was passed unanimously and the meeting was adjourned. (The next regular meeting is scheduled for **Tuesday, July 8th, 2025 at 6:00 p.m.**)

Respectfully submitted,

Jeremiah Blankenbaker
Executive Director