

## *Minutes of the Dudley Housing Authority Meeting August 12 2025*

### 1. **Roll Call:**

The meeting was called to order at 6:10 PM by Chairman, Daniel Jachimczyk. Members present in addition to Daniel Jachimczyk, were Donald Cristina, Thomas Placzek and Megan Carey. Also, Present was Jeremiah Blankenbaker and Eric Reardon. Lynn Millette was absent.

### 2. **Acceptance of Minutes:**

The minutes of the regular meeting for June were presented to the Board for approval. Motion: Donald Cristina motioned<sup>1</sup> to accept the minutes of the regular meeting of June 10<sup>th</sup>, 2025. The motion was seconded by Thomas Placzek, which upon being put to a vote was passed unanimously.

### 3. **New Business**

#### **Board to Vote on Board Positions**

- The Board Nominated and unanimously approved the following Board Positions:
  - Board Chairperson: Mr. Donald Cristina
  - Vice Chairperson: Daniel Jachimczyk
  - Treasurer: Thomas Placzek

#### **Jeremiah Blankenbaker presented the status of active Capital Projects**

- 080054 Joshua Place Water Infiltration
  - Jeremiah Blankenbaker reported to the Board that the work for CO#3 was still pending approval from EOHCL because the total charge in the cost of the project was over \$10k.
- 080059 Roll-in Shower Unit A & B Crawford
  - Work has been completed. Project is current wrapping up items on the punch list and the Certificate for Final Completion has been issued
  - Motion to approve the CFC for Project #080059 Roll-in Shower Unit A & B Crawford. Donald Cristina motioned<sup>2</sup> to approve the CFC for Project #080059 Roll-in Shower Unit A & B Crawford. The motion was seconded by Daniel Jachimczyk, which upon being put to a vote was passed unanimously.
- 080057 Flooring Replacement – Crawford
  - Work has been completed on the project; the Certificate for Final Completion has been issued.
  - Jeremiah Blankenbaker requested Board approval of the project's Final Completion, and issue final payments.
  - Motion to approve the CFC for Project #080057 Flooring Replacement. Daniel Jachimczyk motioned<sup>3</sup> to approve the CFC for Project #080057 Flooring Replacement. The motion was seconded by Donald Cristina, which upon being put to a vote was passed unanimously.
- 080060 Water Damage in Building 15 Units 1B & 3B
  - Work has been completed on the project; the Certificate for Final Completion has been issued.
  - Jeremiah Blankenbaker requested Board approval of the project's Final Completion, and issue final payments.
  - Motion to approve the CFC for Project #080060 Water Damage in Building 15 Units 1B & 3B. Daniel Jachimczyk motioned<sup>4</sup> to approve the CFC for Project #080060 Water Damage in Building 15 Units 1B & 3B. The motion was seconded by Thomas Placzek, which upon being put to a vote was passed unanimously.
- ADA Compliance Upgrades to the Community Building Entry Ways
  - The Authority did not receive a quote from P&P that was less than the \$10K threshold to avoid the requirement to bid the project.
  - The Project has been added to the 2026 Capital Improvement Plan as priority item

#### **2026 Capital Improvement plan**

- Jeremiah Blankenbaker presented the 2026 Capital Improvement Plan for Board approval.
- Motion to approve the 2026 Capital Improvement plan. Donald Cristina motioned<sup>5</sup> to approve the 2026 Capital Improvement Plan. The motion was seconded by Daniel Jachimczyk, which upon being put to a vote was passed unanimously

#### **Kitchen Cabinets Quotes**

- On July 16th, Jeremiah Blankenbaker requested informal approval of the Board to move forward on a quote provided by MassCor for new kitchen cabinets for Bld 15-unit 4b due to their poor condition. The expected cost of the new cabinets is \$2,361.78 per unit. Authority maintenance staff will install the cabinets once they are delivered.
- The Board provided unanimous approval via email on July 16th .

## **2024 FY AUP Audit**

- Jeremiah Blankenbaker reported to the Board the outcome of the Authority's AUP Audit for 2024 fiscal year
  - Payroll: wages paid to the part-time worker were under the budgeted amount by 87.16% in the 2024 FY.
    - Corrective action: The Executive Director is expected to review the burndown of the payroll budget lines and update the spend rate as needed. If the Authority finds that the budget line is going to be +/- 5% after the 2nd fiscal quarter, a budget revision will be requested.
  - Payroll: discrepancy of \$390.57 between the Maintenance Mechanic's wages reported on the Top 5 and WR-1.
    - Corrective action: It is the Executive Director's responsibility to review all reporting statements to ensure the accuracy of the Authority's reporting. The Executive Director will be required to review all submitted reports that are completed and submitted by an outside party prior to their certification.
  - Eligibility Compliance: tenant files did not contain a copy of the 60-day notice of rent re-determination or documentation that they were sent.
    - Corrective action: Prior to the audit, the Executive Director did not retain the letters that requested documents needed for and notification of the residents' rent re-determination. The Executive Director has included a copy of the original letter/notification sent in the residents' files as part of the rent re-determination process.

## **4. Old Business**

- Updated Personal Policy:
  - Jeremiah Blankenbaker presented the updated Authority Personal Policy to include the following updates:
    - Mod Project Admin fee distribution process for Housing Authority staff.
    - Drug and Alcohol-Free Workplace
    - Internet/Technology policies
    - Travel Policy
    - Addition of paid organization holidays for PT staff.
  - Motion to approve the Updated Personal Policy. Donald Cristina motioned<sup>6</sup> to approve the 2026 Updated Personal Policy. The motion was seconded by Daniel Jachimczyk, which upon being put to a vote was passed unanimously
- Material purchase at auction
  - Jeremiah Blankenbaker reported on the procurement of the lumber needed to complete the replacement of the decking on the resident building balconies and landscape upgrades at a cost of \$3,308.64 and realizing a saving of \$2,924.96 from retail procurement costs.

## **5. Director's Report**

### **Vacancies**

The Executive Director reported that currently there is one vacancy.

- Bld 15 4B

### **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**

### **Executive Director Admin Fee disbursement**

- Jeremiah Blankenbaker requested Board Approval for the second Quarter of 2025. The request for the Admin Fee Disbursement was inadvertently not included in the post meeting agenda
- Jeremiah Blankenbaker requested a disbursement of \$2,000 from projects 080049 & 080054.
- Motion to approve Executive Director Admin Fee disbursement for the 2<sup>nd</sup> Quarter of 2025. Daniel Jachimczyk motioned<sup>7</sup> to approve the Executive Director Admin Fee disbursement for the 2nd Quarter of 2025. The motion was seconded by Megan Carey, which upon being put to a vote was passed unanimously

## **7. General Discussion**

## **8. Vouchers, Bills, Warrants and Communications**

Vouchers were examined; checks and warrants were signed.

## **9. Adjournment:**

**Motion:** Donald Cristina motioned<sup>8</sup> at 6:40 p.m. there being no further business to come before the Board, that the meeting be adjourned. The motion was seconded by Thomas Placzek which upon being put to a vote was passed unanimously and the meeting was adjourned. (The next regular meeting is scheduled for **Tuesday, Sept 9<sup>th</sup>, 2025 at 6:00 p.m.**)

Respectfully submitted,  
Jeremiah Blankenbaker  
Executive Director