

**HOUSING AUTHORITY OF NEWPORT
BOARD OF COMMISSIONERS
MEETING MINUTES
JULY 11, 2022**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **July 11, 2022** at 5:00 p.m. with the following members present; Michael Chalk, Richard Buechel Jr., Joseph Mumper, Carolyn Duff and Mayor Thomas L. Guidugli Jr. Thomas L. Guidugli Sr., Executive Director, Tracie Joyner, Deputy Director, Ron Raw, Finance Director, Tom Fisher, Attorney and Dennis Elrod from Atkins-Elrod & Associates was also present.

Michael Chalk called the meeting to order and took attendance.

OLD BUSINESS

The first item on the agenda was adoption of the **meeting minutes from the May 9, 2022** Board Meeting. The following action was taken:

MOTION: Richard Buechel Jr., made a motion to adopt the **May 9, 2022 Board Meeting minutes** and Carolyn Duff seconded the motion.

AYES: Michael Chalk, Richard Buechel Jr., Joseph Mumper, Carolyn Duff and Mayor Thomas L. Guidugli, Jr.

NAYES: None. Motion carried.

NEW BUSINESS

A. Resolution 2022-08 – To Approve a Salary Increase for Employees of the Housing Authority of Newport.

Thomas L. Guidugli, Sr. requested to discuss this Resolution further along with some other items related to this under Executive Session.

Executive Session ended at 6:04 p.m.

There being no further discussion the following action was taken:

MOTION: Richard Buechel Jr., made a motion to **adopt Resolution 2022-08** and Carolyn Duff seconded the motion.

AYES: Michael Chalk, Richard Buechel Jr., Joseph Mumper, Carolyn Duff and Mayor Thomas L. Guidugli, Jr.

NAYES: None. Motion carried.

B. Resolution 2022-09 – Housing Authority of Newport requires Mayor Thomas L. Guidugli Jr. to recuse himself from any vote taken on matters related to projects which require partnership and/or funding from the City of Newport.

Thomas Fisher, Attorney, explained that the upcoming Resolution 2022-10 related to the Grand Towers Elevator Replacement Project is in partnership with the City of Newport and Mayor Thomas L. Guidugli Jr. serves on the City of Newport's board. Since he is the son of the Executive Director of the Housing Authority of Newport, the Mayor will recuse himself from voting.

There being no further discussion the following action was taken:

MOTION: Richard Buechel Jr., made a motion to **adopt Resolution 2022-09** and Joseph Mumper seconded the motion.

AYES: Michael Chalk, Richard Buechel Jr., Joseph Mumper and Carolyn Duff
Mayor Thomas L. Guidugli, Jr., recused himself from this motion.

NAYES: None. Motion carried.

C. Resolution 2022-10 – Housing Authority of Newport Committing to Provide Funding for Payment of Project Designs, Construction Inspection and Oversight Fees Related to Replacement of Passenger Elevators located at Grand Towers Apartments.

Dennis Elrod explained that the fees related to this project should be minimal and since they are not part of the grant funds, they will be covered by The Housing Authority of Newport.

There being no further discussion the following action was taken:

MOTION: Richard Buechel Jr., made a motion to **adopt Resolution 2022-10** and Carolyn Duff seconded the motion.

AYES: Michael Chalk, Richard Buechel Jr., Joseph Mumper and Carolyn Duff
Mayor Thomas L. Guidugli, Jr., recused himself from this motion.

NAYES: None. Motion carried.

Executive Director's Report

Thomas L. Guidugli, Sr. provided the following information in addition to his written report. Reviewed by Board Members and there was no action taken.

CDBG: 2018

918 Columbia – This property will be a three-bedroom single-family unit with two full bathrooms that will be offered for sale when the renovations are complete.

- Drywall is hung and finished.
- Interior priming and ceiling painting is in process. Exterior paint prep is in process.
- Concrete porch, sidewalks and Allen block wall are complete.
- Hardwood flooring is on site to install.
- We do have someone on our list who is interested in purchasing.

1020 Columbia – This property will be a three-bedroom single-family unit with two full bathrooms that will be offered for sale when the renovations are complete.

- Tile installation s complete.
- Interior doors are hung. Cabinets are installed. Measuring for the countertops has been done.
- Concrete contractor is on site.
- We have someone who is interested in purchasing.

936 Patterson – This property will be a three-bedroom single-family unit with two bathrooms that will be offered for sale when the renovations are complete.

- This home is in the final stage of finishing and should be completed soon.
- We have someone who is interested in purchasing.

CDBG: 2020/2021

New Construction

318 Lindsey Street – Foundation is complete.

320 Lindsey Street – Foundation is complete.

1001 Central Avenue - Foundation is complete.

327 W 10th Street – Foundation is complete. Connecting to the sanitary tap is in process.

333 W 10th Street – Foundation is complete. Connecting to the sanitary tap is in process

The CDBG Grant amount is \$999,352.00.

Rehab

1027 Ann Street – This property will be a three-bedroom single-family unit with two full bathrooms that will be offered for sale when renovations are complete.

- Interior rough framing has begun. Structural repairs are being made where needed.

CDBG: 2020/2021 Cont'd

Rehab

1130 Liberty Street (1128 Liberty – off street parking for 1130) – This property will be a three-bedroom single-family unit with two full bathrooms that will be offered for sale when renovations are complete.

- Interior demo complete.

NMHC III

Buena Vista New Addition Project - 800 Block of Ann Street – These will be newly constructed two story single family homes with three bedrooms and two full bathrooms that will be offered for sale when construction is complete.

- **805 Ann, 807 Ann, 814 Ann, 822 Ann and 824 Ann Street** – All are in the process of finishing. We have an interested buyer for **805 Ann Street and 807 Ann Street**.
- **814 Ann** - This is finishing up. A purchase contract has been signed and the closing date of June 30th may be delayed due to an issue on the buyer's side. The delay should only be a week or so.
- **830 Ann – SOLD**
- **838 Ann – SOLD**
- **846 Ann – SOLD**
- **844 Ann – SOLD**
- **842 Ann – SOLD**

825/827 Ann Street – This will be a duplex with two (2) one-bedroom units. The foundation for this property has been added to the current foundation contract.

1001 York Street – This will be a building with four (4) one-bedroom units. The foundation has begun and was added to the current foundation contract.

NSP FUNDS – We currently have \$500,000 available for 813 and 814 Ann Street and we have \$160,000 available for 28 W 9th Street. The foundation for 813 Ann Street should be starting on July 5th.

28 W 9th Street – This will be a two-bedroom single-family unit with one full bathroom that will be offered for sale when renovations are complete.

- Interior demo is complete. Rear addition is framed, wrapped and partly sided. Chimneys have been rebuilt and box gutters are being rebuilt. Roofing will follow. Plumbing rough in is complete. HVAC rough in should start shortly and electrical will follow.

ENTRYWAY INC – HOME -2022

- 12 W 10th Street
- 337 Keturah Street
- 418 Elm Street

Scattered Sites

- We are pricing seal coating and striping for the parking lots.
- Liberty Housing is have tree removal and trimming.

Grand Towers

- The 11th floor common/sitting room has been painted and the carpet squares have been chosen and ordered.
- We have met with one vendor so far to go over scope of work.

Highland Village Senior Housing Development

- No new items at this time.

Scholar House

- We are meeting with companies on site to go over Scope of Work for sealcoating and striping for the lot. We have signed the contract to have the dumpster corral scrapped, pressured washed and painted.

Clifton Hills

- We are pricing sealcoating and striping for the lot. We have signed the contract to have the dumpster corral scrapped, pressured washed and painted.
- Hallway flooring repairs are complete.
- We are doing drywall repairs and touchup for the upcoming inspection.

Corpus Christi

- We are working on flooring, painting and ceiling tile replacement in the 1st floor hall. Waiting on carpet and cove base.
- We are pricing sealcoating and striping of the lot.
- The stone wall repairs will begin in July.
- The HVAC in the lobby had to be replaced and the 3rd floor HVAC will be replaced as well.

Administration:

- ✓ Overall leasing is at 99%
- ✓ Kentucky Housing Corporation conducted a site review and inspections at Northern Kentucky Scholar House on April 26th. We received the final close out letter on June 8th and they were no findings.
- ✓ Ohio Capital notified us of the upcoming compliance review for City Wide, Liberty Housing, Highland Village and Clifton Hills. This will take place on July 8th and July 26th.

- ✓ We received the final approval from KHC regarding the \$265,000 grant for Emergency Rental Assistance. We are in the process of setting the guidelines and parameters of the program. We expect to begin utilizing the funds sometime in July.
- ✓ Working with the City of Newport and the Department of Local Government for Grand Towers elevators replacement grant.

Public Housing Report

Reviewed by Board members and there was no action taken.

Section 8 Report

Reviewed by Board members and there was no action taken.

Procurement Report

Reviewed by Board members and there was no action taken.

Finance Report

Reviewed by Board members and there was no action taken.

Senior Sites Services Coordinator Report

Reviewed by Board members and there was no action taken.

Public Comments

No one from the public was present.

Other Business

Thomas Fisher stated that the Board would conduct the other meetings for NMHC, NF, Inc., NMHC III and NMHC IV and come back to the HAN meeting for Executive Session.

Executive Session

The HAN Board Meeting resumed at 5:49 pm.

At 5:50 p.m. The Housing Authority of Newport Board Meeting was Temporarily Adjourned to go into Executive Session under KRS 61.810 to discuss personnel issues.

MOTION: Richard Buechel Jr, made a motion to **temporarily adjourn the HAN Board Meeting** and Joseph Mumper seconded the motion.

AYES: Michael Chalk, Richard Buechel Jr., Joseph Mumper, Carolyn Duff and Mayor Thomas L. Guidugli, Jr.

NAYES: None. Motion carried.

Tracie Joyner and Dennis Elrod left the meeting at this time.

Executive Session ended at 6:04 p.m. and the Board approved Resolution 2022-08.

Adjourn

There being no further business before the Board the following action was taken:

MOTION: Joseph Mumper made a motion to **adjourn the HAN Board Meeting** and Carolyn Duff seconded the motion.

AYES: Michael Chalk, Richard Buechel Jr., Joseph Mumper and Carolyn Duff

NAYES: None. Motion carried.

The Board adjourned at approximately 6:06 pm.

These minutes are duly adopted on this 12th day of September 2022.

Michael Chalk, Chairperson

Thomas L. Guidugli Sr., Executive Director