

**HOUSING AUTHORITY OF NEWPORT
BOARD OF COMMISSIONERS
MEETING MINUTES
OCTOBER 14, 2024**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **October 14, 2024**, at 5:00pm with the following members present; Michael Chalk, Mayor Thomas L. Guidugli, Jr, Richard Buechel Jr., Carolyn Duff and Joseph Mumper. Thomas L. Guidugli Sr., Executive Director, Tracie Joyner, Deputy Director, Thomas Fisher, Attorney, Ron Rawe, Finance Director and Gina Schneider were also present.

Michael Chalk called the meeting to order and took attendance.

OLD BUSINESS

The first item on the agenda was the adoption of the HAN meeting minutes from the **September 9, 2024**, Board Meeting. The following action was taken:

MOTION: Joseph Mumper made a motion to adopt the **September 9, 2024, HAN meeting minutes** and Carolyn Duff seconded the motion.

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

NAYES: None. Motion carried.

NEW BUSINESS

A. Resolution 2024-08 – To Approve the Annual Plan for Fiscal Year beginning January 1, 2025, and the PHA and Capital Fund Five Year Plan

After no further discussion the following action was taken:

MOTION: Joseph Mumper made a motion to adopt Resolution **2024-08** and Carolyn Duff seconded the motion.

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

NAYES: None. Motion carried.

NEW BUSINESS CONT'D

B. Resolution 2024-09 – Resolution of Appreciation for Chuck Meyers in Recognition of his 30 years of Service

After no further discussion the following action was taken:

MOTION: Richard Buechel Jr. made a motion to adopt Resolution **2024-09** and Carolyn Duff seconded the motion.

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

NAYES: None. Motion carried.

C. Resolution 2024-10 - To Approve Flat Rents for Public Housing Developments to be Effective January 1, 2025

After no further discussion the following action was taken:

MOTION: Carolyn Duff made a motion to adopt Resolution **2024-10** and Joseph Mumper seconded the motion.

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

NAYES: None. Motion carried.

D. Resolution 2024-11 - Authorizing the Housing Authority of Newport to authorize the Submission of a Disposition Application for 231 Main Street and 2125-2127 Joyce Avenue to NMHC III

Thomas L. Guidugli Sr. explained that both properties were originally part of the HOPE VI grant program but were never developed. HOPE VI has been closed out and now we would like to move the property from HAN to NMHC III for sale or development. The property will not be transferred until HUD approves.

After no further discussion the following action was taken:

MOTION: Richard Buechel Jr., made a motion to adopt Resolution **2024-11** and Joseph Mumper seconded the motion.

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

NAYES: None. Motion carried.

E. Carol Spencer – Public Housing Director – HUD Louisville – Presentation of Large Public Housing of the Year Award

Carol Spencer was unable to attend the meeting so Thomas L. Guidugli Sr., presented the Large Public Housing of the Year Award to the Board. HAN was presented this award during the KHA Annual Conference in September.

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: 2023/2024

The CDBG Grant amount is \$996,526.

We are working on the application for the next grant for 7 homes (5 new construction and 2 rehabs). Building permits have been received. The bid request for foundations has been advertised.

- 49 19th Street – Rehab – Interior demo has begun.
- 1112 Ann Street – Rehab – Interior demo is complete.
- 708-710 Columbia – combined lots – New Construction
- 319 W 8th – New Construction
- 320 W 8th – New Construction
- 324 W 8th – New Construction
- 417 W 9th – New Construction

CDBG: 2020/2021

The CDBG Grant amount is \$999,352.

New Construction

All the new construction properties will be three-bedroom single-family units with two full bathrooms that will be offered for sale when completed.

320 Lindsey Street

- The home is completed.
- The buyer's financing fell through, so we now have a new buyer who has been approved. The purchase contract has been signed and we should close by the end of October.

NMHC III

828 Isabella – This will be a rental property, four (4) rental units on 1st, 2nd and 3rd floor and commercial space on the 1st floor.

- Fire caulking, insulation, etc. has been completed.
- The drywall is hung and finished.
- The exterior is being prepped for painting.

409-413 W 8th Street – This will be rental property, four one-bedroom units and will be funded through our Capital Funding.

NSP FUNDS

823 Brighton Street (Part NSP) – This will be a two-bedroom single-family unit with one full bathroom and a powder room that will be offered for sale when renovations are complete.

The balance of funds from NSP, in the amount of \$115,251.00, will be used and the remaining funds will come from NMHC III.

- Masonry work is completed.
- Roofing and most windows have been replaced.
- Basement floor has been poured
- HVAC and plumbing rough-in is complete.
- Electrical rough-in and concrete are in process.

ENTRYWAY INC – HOME -2022

Blueprints and designs are complete. Asbestos and lead testing reports are complete. We have applied for building permits. The HOME Consortium has approved our grant request.

12 W 10th Street – This property will be a two-bedroom single-family unit with one full bathroom that will be offered for sale when renovations are complete.

- Interior door units, casing and base trim are complete.
- Finishes and accessories are being installed.
- We have an interested buyer. Just waiting on their application to be approved.

337 Keturah Street – This property will be a two-bedroom single-family unit with one full bathroom and one-half bathroom that will be offered for sale when renovations are complete.

- Interior finishes, plumbing and electric are complete.
- CO, lead clearance work and testing will begin this week.
- We have a purchase contract in place and the closing should take place by the middle of October.

418 Elm Street – This property will be a one-bedroom single-family unit with one full bathroom that will be offered for sale when renovations are complete.

- Property sold on September 24, 2024.

ENTRYWAY INC – HOME - 2024

We have been approved for the next Entryway project which will be 708 Isabella, 737 Patterson and 1146 Columbia.

- Working on blueprints and permits.
- Working on cleaning out trash and debris and will move to interior demo.

Scattered Sites

- Working on Capital Fund upgrades at all the sites.
- HVAC replacement for London Acres is complete and has been inspected.
- Replacing fencing around 1500 London Acres and creating trash corral at 900/1100/1300 London Acres is complete.
- 314 and 316 Keturah are having exterior painting done.
- Working on deck, stairs and porch repairs on several units.

Grand Towers

- Both elevators are now in service. The interior cab finishes to the elevator are scheduled for next week.

Highland Village Senior Housing Development

- Working on Capital Fund items.

Scholar House

- Nothing new at this time.

Clifton Hills

- Working on repairs to the east stairwell from the recent sprinkler system break.

Corpus Christi

- HVAC replacement in ten units is complete and will be inspected.
- HVAC replacement in the rest of the building should be complete in two weeks.

Administration:

- ✓ Overall leasing is at 97.9%
- ✓ Ohio Capital Corporation for Housing (OCCH) is completing a remote file audit of Highland Village and Clifton Hills. We are waiting for the official notification from OCCH to confirm the outcome of both audits. City Wide's desk audit and physical inspections are scheduled for the month of November.
- ✓ HUD presents significant awards to PHA's every year at the Kentucky Housing Association Annual Conference. This year, the Housing Authority of Newport was the proud recipient of the Large PHA of the Year Award.

- ✓ Meeting with the City of Newport regarding a facade grant for 700 Monmouth Street.
- ✓ Meeting with Scott Clark from the City of Newport to discuss renting the 1st floor of 700 Monmouth Street.
- ✓ We will continue to offer landlords a \$500 incentive to place new units on the Section 8 program. We have issued 130 incentive checks since August of 2022.

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

Linda Hess, Jean Brenning and Anna Stidham from Grand Towers were present.

Linda Hess questioned if the Flat Rent increases go into effect for everyone on January 1, 2025. Tracie Joyner explained that Flat Rent increases will go into effect on January 1st but it only applies to those residents who pay a flat rent, and it will go into effect during their annual certification. It's effective January 1st because some residents have their annual certifications in January.

Other Business

None

Executive Session

None

Adjourn

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

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

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

NAYES: None. Motion carried.

The Board adjourned at approximately 5:22pm.

These minutes are duly adopted on this 9th day of December 2024.

Michael Chalk, Chairperson

ATTEST:

Thomas L. Guidugli Sr., Executive Director

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