

**HOUSING AUTHORITY OF NEWPORT
BOARD OF COMMISSIONERS
MEETING MINUTES
SEPTEMBER 12, 2022**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **September 12, 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, Tom Fisher, Attorney, Ron Rawe 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 adoption of the **meeting minutes from the July 11, 2022** Board Meeting. The following action was taken:

MOTION: Richard Buechel Jr., made a motion to adopt the **July 11, 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. Auditors – GJM, LTD
Presentation of HAN/NMHC III – Fiscal Year Financial Report/Audit**

The Auditors discussed the Report to the Board of Directors, the Financial Analysis and the Consolidated Financial Statements. There were no findings.

After the presentation, there were no questions and/or comments. The Auditors and Ron Rawe left the board meeting at this time.

B. Resolution 2022-11 – To Approve Payment Standard for the Section 8 Housing Choice Voucher (HVC) Program

HUD publishes their Fair Market Rents every year and we can set our payment standards between 90% and 110% of the published fair market rents. To maintain effective operations

and ensure maximum leasing in a competitive leasing market we recommend increasing the payments standards 110% of the fair market rent.

There being no further discussion the following action was taken:

MOTION: Richard Buechel Jr., made a motion to **adopt Resolution 2022-11** 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.

C. Resolution 2022-12 – To Approve Revisions to the Family Self Sufficiency (FSS) Action Plan

These were regulatory changes in addition to the change in February of 2022. Tracie Joyner went over some of the significant changes.

There being no further discussion the following action was taken:

MOTION: Richard Buechel Jr., made a motion to **adopt Resolution 2022-12** 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.

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.

- Cabinets are onsite.
- Tile installation is complete.
- Interior doors units are on site.
- The person on our list that was interested was not ready to purchase yet, but we have another interested buyer. Waiting on their application to be submitted.

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.

- Interior and exterior painting is complete.
- Light fixtures, electrical devices and final finish material installation is in process.
- We are going back to our list to find a buyer.

936 Patterson – This property is a three-bedroom single-family unit with two bathrooms that is for sale.

- This home is finished and ready to sell.
- We have an approved buyer and will be signing a purchase contract soon.

CDBG: 2020/2021

The CDBG Grant amount is \$999,352.00.

New Construction

318 Lindsey Street – Foundation is complete. Sanitary tap and water line installed.

320 Lindsey Street – Foundation is complete. Sanitary tap and water line installation in process.

1001 Central Avenue - Foundation is complete. Sanitary and water line installation to start soon.

327 W 10th Street – Foundation is complete. Sanitary tap and water line installed. Framing package is on site.

333 W 10th Street – Foundation is complete. Sanitary tap and water line installed. Framing package is on site.

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.

- Exterior framing has begun. Waiting on exterior door unit.
- Windows are installed
- Plumbing rough in is complete. HVAC rough in will start next.

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.

- Structural framing and repairs are complete.
- Exterior framing and trim are in process.
- Roofing work is ready to start.

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, 822 Ann and 824 Ann Street** – All are in the process of finishing.
- **805 Ann – Purchase Contract has been signed**
- **807 Ann – Purchase Contract has been signed.**

- **822 Ann – Purchase Contract has been signed.**
- **814 Ann - SOLD**
- **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 for rent. The foundation is complete.

1001 York Street – This will be a building with four one (1) bedroom units for rent. The foundation is complete. The sanitary tap and water line installation is in process.

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.

- **813 Ann Street** - The foundation is complete.

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.

- Drywall has been hung and finished. Concrete work is in process. Hardwood, vinyl and tile are on order along with the finish materials.

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.
- Crews are getting ready for KHC inspection on Liberty Housing.

Grand Towers

- The painting, cove base and new carpet squares have been completed in the 11th floor sitting room.
- All PTAC units in the apartments have been pulled and cleaned.
- We are working on updating all laundry equipment.

Highland Village Senior Housing Development

- General cleanout, trimming and mulching of the property is complete.

Scholar House

- Sealcoating and stripping of the lot is complete.
- The dumpster corral has been scrapped, pressured washed and painted.

Clifton Hills

- Sealcoating and stripping of the lot is complete.
- The dumpster corral has been scrapped, pressured washed and painted.
- All PTAC units in the apartments have been pulled and cleaned.

Corpus Christi

- We are working on flooring, painting and ceiling tile replacement in the 1st floor hall. Maintenance has started on the tiles.
- Waiting on carpet and cove base for the hallway work.
- We are pricing sealcoating and striping of the lot.
- The stone wall repairs have begun.

Administration:

- ✓ Overall leasing is at 99.6%
- ✓ Opportunity House – On August 1st and August 2nd, 15 out of the 16 project based units were leased up. The Ribbon Cutting & Open House for Opportunity House will be Wednesday, September 14th at 12:30. Tours of the facility will be available until 5:00pm. Our HAP contract with Opportunity Housing will provide \$119,808 per year over 20 years for a total of \$2,396,160.
- ✓ National Equity Fund (NEF) performed a compliance review of Northern Kentucky Scholar House on August 4th. We are waiting for the official notification from NEF to confirm the outcome of the audit.
- ✓ Kentucky Housing Corporation (KHC) will be conducting a site review of Highland Village and Liberty Housing on September 12, 2022. This review will include both file audits and physical inspections.
- ✓ Ohio Capital conducted an annual compliance review of Clifton Hills and Highland Village on July 26th. Due to time constraints, the auditor only performed physical unit inspections at both properties. The file audits for these properties will take place on September 27, 2022.
- ✓ Sunset Property Solutions acquired the property formerly known as Victoria Square Apartments in July 2022. All 232 residents were given notice to move. Phase I residents are required to vacate by October 31st and Phase II residents have until January 31st, 2023 to move. We have been working diligently with other social service agencies and community partners to assist in locating available resources for these residents. We are offering funding from the KHC ERA Grant to expedite assistance for eligible families. To further assist these families, we opened all of our waiting lists and have received approximately 66 applications thus far. We are also offering a \$500 incentive to landlords to place units on the Section 8 program as well as proposing an increase to the Section 8 payment standards.

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

None

At 5:55 pm, the HAN meeting was temporarily Adjourned to go into the NMHC III meeting.

Executive Session

The HAN Board Meeting resumed at 6:01 pm.

At 6:01 pm, 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 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.

Tracie Joyner and Gina Schneider left the board meeting

Executive Session ended at 6:05 p.m. and no decisions were made.

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., Joseph Mumper, Carolyn Duff and Mayor Thomas L. Guidugli, Jr.

NAYES: None. Motion carried.

The Board adjourned at approximately 6:05 pm.

These minutes are duly adopted on this 14th day of November, 2022.

Michael Chalk, Chairperson

Thomas L. Guidugli Sr., Executive Director