

**HOUSING AUTHORITY OF NEWPORT
BOARD OF COMMISSIONERS
MEETING MINUTES
FEBRUARY 14, 2022**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **February 14, 2022** at 5:00 p.m. with the following members present, Michael Chalk, Richard Buechel Jr., Joseph Mumper and Mayor Thomas L. Guidugli Jr. Carolyn Duff were absent. Thomas Guidugli Sr., Executive Director, Linda Fields, Deputy Director, Tom 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 adoption of the meeting minutes from the **January 10, 2022** Board Meeting. The following action was taken:

MOTION: Richard Buechel Jr., made a motion to adopt the **January 10, 2022 Board Meeting minutes** and Joseph Mumper seconded the motion.

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

NAYES: None. Motion carried.

NEW BUSINESS

- A. **TO RATIFY Resolution 2022-02 – Approving a Joint Cooperative Program for Self-Insurance, Insurance and the Investment of Public Funds Among Various Cities, and Other Public Agencies within the Commonwealth of Kentucky; Authorizing the Execution of the “Interlocal Cooperation Agreement to Establish the Kentucky League of Cities Insurance Services”.**

This Resolution, issued by KLC, was created to cover all the entities controlled by the Housing Authority of Newport rather than creating individual resolutions for each entity as their insurance renewal dates came due. The Resolution was approved and signed on January 20, 2022 in order to submit to the insurance company before the renewal date.

The following action was taken:

MOTION: Richard Buechel, Jr., made a motion to adopt **Resolution 2022-02** and Joseph Mumper seconded the motion.

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

NAYES: None. Motion carried.

NEW BUSINESS Cont'd

B. Resolution 2022-03 – To Approve Revisions to the Admissions and Continued Occupancy Policy (ACOP)

This was a result of a desk review and some changes were recommended. The most significant being if someone requests a transfer to a handicap unit, we are responsible to pay for the move.

The following action was taken:

MOTION: Richard Buechel, Jr., made a motion to adopt **Resolution 2022-03** and Joseph Mumper seconded the motion.

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

NAYES: None. Motion carried.

C. Resolution 2022-04 – To Approve Revisions to the Family Self Sufficiency (FSS) Action Plan

HUD published a FSS Action Plan checklist last year and we were missing a couple of items so this Resolution was to correct our FSS Action Plan.

The following action was taken:

MOTION: Richard Buechel, Jr., made a motion to adopt **Resolution 2022-04** and Joseph Mumper seconded the motion.

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

NAYES: None. Motion carried.

D. Resolution 2022-05 – To Approve the Section 8 Management Assessment Program (SEMAP) Certification for Fiscal Year Ending 12/31/2021

This was a result of a desk review and self-auditing process to make sure our files are in order. We made some changes to reflect the 2022 Fair Market Rent and Payment Standards.

The following action was taken:

MOTION: Joseph Mumper made a motion to adopt **Resolution 2022-05** and Richard Buechel Jr., seconded the motion.

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

NAYES: None. Motion carried.

E. Resolution 2022-06 – To Approve the Operating Budget for the PHA Fiscal Year Beginning 01/01/2022

The following action was taken:

MOTION: Richard Buechel, Jr., made a motion to adopt **Resolution 2022-06** and Joseph Mumper seconded the motion.

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

NAYES: None. Motion carried.

F. Resolution 2022-07 – Authorizing the Housing Authority of Newport to Enter into a Rooftop Access and Marketing Agreement Program for Grand Towers Limited Partnership

After some negotiation with Crown Castle, an agreement for marketing and rooftop access for wireless communication carriers was created. This is for the placement of equipment only and no advertising or signage will be displayed.

The following action was taken:

MOTION: Richard Buechel, Jr., made a motion to adopt **Resolution 2022-07** and Joseph Mumper seconded the motion.

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

NAYES: None. Motion carried.

Executive Director's Report

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

CDBG: 2018

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.

- Plumbing rough in and HVAC rough in are complete. Electric rough in is in process. NKWD replaced the lead line from the main to the curb. Windows should be installed next week.

1142 Columbia – This property will be a one-bedroom single-family unit with one bathroom that will be offered for sale when the renovations are complete.

- Tile installation is complete. Cabinets are installed and the measuring for the counter tops will happen next week. Trim, base and casing installation is in process. **This property is listed with Sibcy Cline.**

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

- Countertops have been installed. The casing, base and trim installation is complete. Plumbing, electric and HVAC are finishing up. **This property is listed with Sibcy Cline.**

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.

- Exterior painting is complete. Spray foam, fire caulking and insulation is complete. Drywall is hung, finished and primed. Ceilings are painted and the hardwood flooring installation is in process.

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** – Cabinets, flooring, etc are stored on site. **814 Ann** – Concrete for stairs and sidewalks is in process.
- **830 Ann** – The interested buyer is pre-approved with a first mortgage lender and the purchase contract will be signed at the end of February.
- **838 Ann** – The interested buyer is pre-approved with a first mortgage lender and the purchase contract has been signed. Scheduled to close March 1st.
- **846 Ann** – SOLD

- **844 Ann – SOLD**
- **842 Ann – SOLD**

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.

- **28 W 9th Street** –Interior demo is complete. The demo for the rear addition will be starting soon.

ENTRYWAY INC – HOME -2022

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

Scattered Sites

- Exterior painting on 712 Isabella and 907 Hamlet is completed and 1026 Columbia should be by the end of the year.
- We are purchasing some refrigerators, stoves, flooring and water heaters for Liberty Housing through tax credit funds.

Grand Towers

- The new flooring is being installed in the hallways on all floors. This is still in process along with the drywall and painting. We are also looking into new artwork for the hallways by the elevators on each floor.
- Copier was replaced in the manager’s office.

Highland Village Senior Housing Development

- No new items at this time.

Scholar House

- No new items at this time.

Clifton Hills

- No new items at this time.

Corpus Christi

- We will be working on flooring, painting and ceiling tile replacement in the common area in the next few months. Roof repair is completed.

Administration:

- ✓ Overall leasing is at 98%
- ✓ Highland Village waiting list continues to be open and applications are coming in gradually. Section 8 waiting list opened February 1st for online applications only. Clifton

Hills, Corpus Christi and Grand Towers lists remain open. Scattered Sites closed their list on January 27th.

- ✓ Linda Fields and Tracie Joyner met with the Brighton Properties team to finalize the procedures for applicants for Opportunity House. We will be providing Section 8 Project Based Assistance for sixteen efficiencies set aside for youth aging out of foster care.
- ✓ Ron Rawe and I attended the KHA Mid-Year Conference, which was February 6th through the 9th.

Homeownership

- ✓ **CDBG 2020/2021**

New Construction

318 Lindsey Street
320 Lindsey Street
1001 Central Avenue
327 W 10th Street
333 W 10th Street

Rehab

1027 Ann Street
1130 Liberty Street
(1128 Liberty – off street parking for 1130)

The CDBG Grant amount is \$999,352.00.

We have received bids for foundations for the new construction buildings and the contract and requirements were sent to the bidder for review.

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.

Ron Rawe, Finance Director, went over the finance report highlighting the allocation of Capital Funds as well as any Covid funds that were left over.

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

Executive Session

None

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 Richard Buechel Jr., seconded the motion.

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

NAYES: None. Motion carried.

The Board adjourned at approximately 5:42pm.

These minutes are duly adopted on this 9th day of May, 2022.

Michael Chalk, Chairperson

Thomas L. Guidugli Sr., Executive Director