

**HOUSING AUTHORITY OF NEWPORT
BOARD OF COMMISSIONERS
MEETING MINUTES
JUNE 12, 2023**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **June 12, 2023** at 5:00 pm with the following members present; Michael Chalk, Mayor Thomas L. Guidugli, Jr, Joseph Mumper, Richard Buechel Jr., and Carolyn Duff. Thomas L. Guidugli Sr., Executive Director, Tracie Joyner, Deputy Director, Thomas Fisher, Attorney 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 **April 10, 2023** Board Meeting. The following action was taken:

MOTION: Richard Buechel Jr., made a motion to adopt the **April 10, 2023 Board Meeting minutes** and Carolyn Duff seconded the motion.

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

NAYES: None. Motion carried.

NEW BUSINESS

A. Resolution 2023-05 – To Approve a Shared Family Self-Sufficiency (FSS) Coordinator Job Description.

Tracie Joyner explained that HUD is requiring the job duties of the FSS Coordinator to be primary handled by one person. Currently the job duties of the position are being handled by a few employees of the Section 8 department, Finance and herself. Our plan is to hire a part-time position to handle the majority of FSS Program job duties pending HUD's approval.

MOTION: Richard Buechel Jr., made a motion to adopt the **Resolution 2023-05** and Joseph Mumper seconded the motion.

AYES: Michael Chalk, Richard Buechel Jr., Carolyn Duff, Joseph Mumper 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: 2020/2021

The CDBG Grant amount is \$999,352.00.

New Construction

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

318 Lindsey Street – Framing is in process.

320 Lindsey Street – Framing is in process.

1001 Central Avenue

- Siding is almost complete.
- Plumbing, HVAC & Electrical rough in are complete.
- Drywall is hung, finished and primed.
- Hardwood and vinyl flooring is stored on site and installation should start in a few days.

327 W 10th Street

- Trim work and baseboard installation is in process.
- Finish materials are in storage.
- Kitchen cabinets are installed and the stairs and handrails are finished.
- Wire shelving has been installed.
- Bricks, mortar and cast stone have been delivered and the installation should start next week.

333 W 10th Street

- Trim work and baseboard installation is in process.
- Finish materials are in storage.
- Kitchen cabinets are installed and the stairs and handrails are finished.
- Wire shelving has been installed.
- Bricks, mortar and cast stone have been delivered and the installation should start next week.

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.

- Finish material are in stock to be installed.
- Carpet and appliances will be installed shortly.

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 trim, casing, base and door units are complete.
- Final interior paint and finish will start soon.

- We have an interested buyer. They need to complete our application for the Homeownership Program.

NMHC III

825/827 Ann Street – This will be a duplex with two (2) one-bedroom units for rent.

- HVAC rough in is complete.
- Plumbing rough in is in process.
- The roof has been shingled.

1001 York Street – This will be a building with four one (1) bedroom units for rent.

- Drywall is hung and finished.
- Masonry brick work is complete.
- Cabinets have been delivered to each unit.
- Interior door units, base, casing and trim are in process.
- Tile is in process.
- Working on ordering finish materials.

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 (Part NSP) – This will be three (3) bedroom, two (2) bathroom that will be offered for sale when construction is complete.

- Insulation and framing inspections are complete.
- Concrete is in process.
- Drywall is being delivered in a week.

28 W 9th Street – This is a two-bedroom single-family unit with one full bathroom that is available for purchase.

- We closed on the sale of this property on May 18th.

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 offer for sale when renovations are complete.

- Interior demo is complete.

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 demo is almost complete.

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.

- Interior demo has begun.

Scattered Sites

- We will be painting several building exteriors in the spring and summer.
- We are working on replacing and/or installing fencing at several buildings.
- Central Housing – we will be replacing HVAC equipment, water heaters and other items.

Grand Towers

- The contract for the elevator replacement project has been signed. Contractor is working on documents for production.
- Concrete work for the new pavilion is complete. We are waiting on the production and delivery of the pavilion.
- The laundry room on the 4th, 8th and 10th floors are complete and the 6th floor will start soon.
- Upgrades to the lighting is in process.

Highland Village Senior Housing Development

- The parking lot sealcoating and striping is scheduled for the spring.
- We will be reworking the rear drive path leading to the community room.

Scholar House

- No new items at this time.

Clifton Hills

- We are getting the contract together for all units to have energy efficient items installed.

Corpus Christi

- We will be redoing seams and recoating the flat roof.
- We will be replacing water heaters and HVAC in the units.
- We are working on the manager's office, new Altafiber lines into the building and key fob system at the door.

Administration:

- ✓ Overall leasing is at 98.7%
- ✓ We recently received notification from HUD that our Public Housing and Section 8 programs received High Performer status for FY 2022. Section 8 received a score of 100% and Public Housing received a score of 98% (our highest score yet for Public Housing). We celebrated with an employee appreciation luncheon on June 6th.
- ✓ HUD has inquired about funding restrictions related to our Family Self Sufficiency (FSS) program. These restrictions do not allow housing authority staff to perform FSS activities unless they are considered to be their primary work function. To allow us time to consider other alternatives, we submitted a request to HUD for approval to continue our current business practices through the end of 2023. We are waiting on a response.

- ✓ Kentucky Housing Corporation (KHC) will be performing the annual site review of Grand Towers during the month of July, date TBD.
- ✓ Ohio Capital Corporation for Housing (OCCH) will be performing on-site inspections for City Wide, Liberty, Clifton Hills and Highland Village on June 21, 2023 as well as remote desk reviews of the resident files for these sites.
- ✓ We submitted a request to HUD for approval to continue our current FSS business practices through the end of 2023. We have are still waiting for a response from HUD. Due to the FSS funding restrictions, we felt it was appropriate to separate the FSS Coordinator function from the Section 8 Coordinator job description. A draft job description is in your board packet for review. The idea is to have the FSS Coordinator functions split between a part-time employee and the Section 8 Coordinator. If approved, a job listing will be posted for the part-time position.
- ✓ I have a meeting schedule with the Steve Pendery at the Campbell County Fiscal Court on June 13th regarding the next CDBG project/funding.
The properties selected for this project will be two rehabs located at 49 19th Street and 1112 Ann Street and six (6) new construction homes located at 319, 320 and 324 W 8th Street, 708 and 710 Columbia and 417 W 9th Street.
- ✓ Victoria Square Update: There are approximately 14 residents remaining on the property. Management (SPS) has given notice to all remaining residents to vacate no later than June 30, 2023 so they can begin renovations.
 - We continue to offer Landlords a \$500 incentive to place units on the Section 8 Program. We have issued 45 incentive checks since August.

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 attended.

Other Business

None

The HAN board meeting was temporarily adjourned at 5:31 pm to go into the NFI and NMHC III board meetings.

The HAN board meeting resumed at 5:38pm.

Executive Session

At 5:38 pm the Housing Authority of Newport went into Executive Session under KRS 61.815 to discuss possible acquisition or disposition of property and personnel matters.

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

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

NAYES: None. Motion carried.

Tracie Joyner and Gina Schneider left the board meeting.

Executive Session ended at 5:50pm and no action was taken.

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

NAYES: None. Motion carried.

The Board adjourned at approximately 5:51 pm.

These minutes are duly adopted on this 10th day of July 2023.

Richard Buechel Jr., Vice-Chairperson

ATTEST:

DRAFT