

**HOUSING AUTHORITY OF NEWPORT
BOARD OF COMMISSIONERS
MEETING MINUTES
MARCH 13, 2023**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **March 13, 2023** at 5:00 p.m. with the following members present; Michael Chalk, Richard Buechel Jr., Carolyn Duff and Joseph Mumper. Thomas L. Guidugli Sr., Executive Director, Tracie Joyner, Deputy Director, Tom Fisher, Attorney and Gina Schneider were also present.

Michael Chalk called the meeting to order and took attendance; noting that Mayor Thomas L. Guidugli, Jr., was absent.

OLD BUSINESS

The first item on the agenda was adoption of the meeting minutes from the **January 9, 2023** Board Meeting. The following action was taken:

MOTION: Richard Buechel Jr., made a motion to adopt the **January 9, 2023 Board Meeting minutes** and Carolyn Duff seconded the motion.

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

NAYES: None. Motion carried.

The second item on the agenda was adoption of the Special Call meeting minutes from the **March 1, 2023** Board Meeting. The following action was taken:

MOTION: Joseph Mumper made a motion to adopt the **March 1, 2023 Special Call Meeting minutes** and Carolyn Duff seconded the motion.

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

NAYES: None. Motion carried.

NEW BUSINESS

None

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

All of the homes in CDBG 2018 have been sold and we will be closing out this grant.

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 – Foundation is complete. Sanitary tap and water line installed.

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

1001 Central Avenue

- Foundation is complete. Sanitary and water line installed.
- Framing is complete.
- Siding and plumbing rough-in is in process.

327 W 10th Street

- Split face block is installed.
- Tile is complete.
- Hardwood floor installation is in process.
- Pricing and purchasing finish materials is in process.

333 W 10th Street

- Split face block is installed.
- Tile is complete.
- Hardwood floor installation is in process.
- Pricing and purchasing finish materials is in process.

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.

- Installation of interior doors, trim, casing, base and cabinets is complete.
- Pricing and purchasing finish materials is complete.
- Counter tops will be measured next week.
- Moving to interior prep and paint.

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.

- Tile is complete.
- Pricing and purchasing finish materials is complete.
- Cabinet installation has begun.

NMHC III

Buena Vista New Addition Project - 800 Block of Ann Street – All of the new construction homes for this project have been sold.

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

- The foundation is complete.
- The framing contract is complete and will begin when 813 Ann is complete.

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

- Plumbing rough-in is complete.
- Electrical rough-in is complete.
- HVAC rough-in is complete.
- Split face block is complete and brick installation is in process.
- Front entry porch has been poured.

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-bedroom single family unit with two full bathrooms that will be offered for sale when completed.

- Foundation installation is complete.
- Framing is in process.

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

- Working on drawing down the funds.
- An interested buyer has looked at the house and they are checking into financing.

ENTRYWAY INC – HOME -2022

Blueprints and designs are complete. Asbestos and lead testing reports are complete.

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

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.
- 70 18th Street - Replacement of retaining wall is in process.
- 820 Saratoga – The shingle roof has been replaced.
- 807 Saratoga – The front millwork and corbels have been replaced and the box gutter has been relined.

Grand Towers

- Bids for the elevator upgrades are under review.
- Pricing a new concrete pad, wall and pavilion have been reviewed and will start in the Spring.
- Working on replacing laundry equipment and flooring in the laundry rooms.
- We are preparing to repair and recoat the roof.
- We are also replacing rotten cast iron drain piping in the building.

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

- Nothing new at this time.

Clifton Hills

- Met with Duke Energy to discuss their Energy Efficiency Program for multi-family buildings. We are going to install the sample replacement equipment they gave us in one of the units and monitor it for a few weeks to see there are any issues before moving forward with all the units.

Corpus Christi

- We will be redoing seams and recoating the flat roof.
- We will be replacing water heaters and HVAC in the units.
- We will be replacing bad concrete and working on more masonry repairs.

Administration:

- ✓ Overall leasing is at 98.9%
- ✓ All waiting lists, other than NKY Scholar House, will be closing effective March 1, 2023.

- ✓ We are currently waiting on HUD’s response to the requested regulatory waiver to increase our Section 8 payment standards to 120% of the Fair Market Rents
- ✓ We are continuing to approve applications for the KHC Emergency Rental Assistance grant to help with past due rent and security deposits until the remaining \$10,000 expended. We have until June 30, 2023 to use the funds.
- ✓ Victoria Square Update: There are approximately 30 residents remaining on the property with a move out date of March 31, 2023. Management has offered to work with residents needing more time as long as they are current on rent.
 - We continue to offer Landlords a \$500 incentive to place units on the Section 8 Program. Nineteen (19) incentive checks have been issued since August.
 - We have also processed multiple applications for the KHC Emergency Rental Assistance Grant. The funds issued have been mostly for security deposit assistance.
- ✓ Our Public Housing Manager and Maintenance Manager will be attending an education seminar on unit turns through the Greater Cincinnati Northern Kentucky Apartment Association on March 14th.

Public Housing Report

Reviewed by Board members and there was no action taken.

The expedited waiver we submitted to HUD to increase the payment standards to 120% of the Fair Market Rents was approved on 3-13-2023. This will hopefully increase the number of landlord participants in the Section 8 program and allow more vouchers to be utilized.

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, a resident from Grand Towers, was present. She expressed some concerns she had with maintenance at Grand Towers. The concerns have been addressed and resolved.

Other Business

None

Executive Session

At 5:27p.m., the Housing Authority of Newport Board Meeting was Temporarily Adjourned to go into Executive Session under KRS 61.815 to discuss acquisition or sale of property.

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., Carolyn Duff and Joseph Mumper.

NAYES: None. Motion carried.

Tracie Joyner, Gina Schneider and Linda Hess left the board meeting.

Executive Session ended at 5:37p.m. 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 Carolyn Duff seconded the motion.

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

NAYES: None. Motion carried.

The Board adjourned at approximately 5:39p.m.

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

Michael Chalk, Chairperson

Thomas L. Guidugli Sr., Executive Director