

**HOUSING AUTHORITY OF NEWPORT
BOARD OF COMMISSIONERS
MEETING MINUTES
SEPTEMBER 9, 2024**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **September 9, 2024**, at 5:00pm with the following members present; Michael Chalk, Carolyn Duff and Joseph Mumper. Thomas L. Guidugli Sr., Executive Director, Tracie Joyner, Deputy Director, Ron Rawe, Finance Director and Gina Schneider were also present.

Michael Chalk called the meeting to order and took attendance noting that Mayor Thomas L. Guidugli, Jr, and Richard Buechel Jr., and Thomas Fisher were absent.

OLD BUSINESS

The first item on the agenda was the adoption of the HAN meeting minutes from the **June 10, 2024**, Board Meeting. The following action was taken:

MOTION: Carolyn Duff made a motion to adopt the **June 10, 2024, HAN meeting minutes** and Joseph Mumper seconded the motion.

AYES: Michael Chalk, Carolyn Duff and Joseph Mumper

NAYES: None. Motion carried.

NEW BUSINESS

A. Resolution 2024-05 – To Approve Payment Standards for the Section 8 Housing Choice Voucher (HCV) Program

Tracie Joyner, Deputy Director, explained that HUD has recently designated HAN as a Small Area Fair Market Rent (SAFMR) based on our jurisdictional area. Our fair market rents will be based on zip code which will put our rents more in line with the fair market rent. The current payment standards are based on 120% of the 2023 FMR and in January they will go to 110% of the 2025 published SAFMR.

After no further discussion the following action was taken:

MOTION: Joseph Mumper made a motion to adopt Resolution **2024-05** and Carolyn Duff seconded the motion.

AYES: Michael Chalk, Carolyn Duff and Joseph Mumper

NAYES: None. Motion carried.

NEW BUSINESS CONT'D

B. Resolution 2024-06 – To Approve an Amendment to the Employment Contract of Thomas L. Guidugli, Sr., Executive Director

After no further discussion the following action was taken:

MOTION: Joseph Mumper made a motion to adopt Resolution **2024-06** and Carolyn Duff seconded the motion.

AYES: Michael Chalk, Carolyn Duff and Joseph Mumper

NAYES: None. Motion carried.

C. Resolution 2024-07 - To Approve the Second Amendment to Purchase and Sale Agreement (Grandview Properties)

Thomas Guidugli, Sr. explained that 231 Main Street, which is part of the Grandview Properties purchase and sale agreement has a Declaration of Trust/Restrictive Covenants filed on the property from HUD. We are in touch with HUD to get a release so in the meantime we are removing that parcel from the agreement so Ashley Commercial Group LLC dba Ashley Builders Group can move forward with the project.

After no further discussion the following action was taken:

MOTION: Joseph Mumper made a motion to adopt Resolution **2024-07** and Carolyn Duff seconded the motion.

AYES: Michael Chalk, Carolyn Duff and Joseph Mumper

NAYES: None. Motion carried.

D. Auditors – GJM, LTD

Presentation of HAN/NMHC III – Fiscal Year Financial Report/Audit

The Auditors presented the reports from the recent financial audit and all audits were clean and there were no findings. After the presentation, the auditors and Ron Rawe left the meeting.

E. Discussion of the PHA Annual Plan and the 5-Year PHA Plan

Tracie Joyner explained that the plans will be posted at the sites and the main office for 45 days for review and comment. There will be a resident advisory meeting prior to passing the Resolution. The updated 5-Year Plan has been modified to use the funds from the disposition of Peter G. Noll property for future updates to other developments. It would be used to fill in the gap for Capital Funds since we have used some of the funds for development.

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 will go out once the funding requirements are in place.

- 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 closing is scheduled for September 6th.

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.

- Moving to fire caulking, insulation, etc.
- Drywall will begin shortly.

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 in process.
- Structural repairs and framing are complete.
- HVAC and plumbing rough-in is 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 offer for sale when renovations are complete.

- Interior door units, casing and base trim are almost complete.
- Interior paint is almost completed.
- We have an interested buyer. Just waiting on their paperwork.

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 end of September.

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.

- COO has been received.
- The property was listed with a real estate agent. We have an approved buyer and the purchase contract is signed. The closing should happen by the end of September.

Scattered Sites

- Working on Capital Fund upgrades at all the sites.
- HVAC replacement for London Acres should be completed soon.
- Replacing fencing around 1500 London Acres and creating trash corral at 900/1100/1300 London Acres.

Grand Towers

- Both elevators are now in service. Working to interior finishes scheduled.

Highland Village Senior Housing Development

- Working on Capital Fund items.

Scholar House

- Wall repairs and painting in the daycare are in process.
- Replaced roof top unit for lobby & daycare.

Clifton Hills

- Gutters have been cleaned.
- Sprinkler system repairs have been completed.

Corpus Christi

- HVAC replacement will start next week.
- Working on Capital Funds.

Administration:

- ✓ Overall leasing is at 98.3%
- ✓ HUD requires PHA's to update their 5-Year Plan every 5 fiscal years. This plan lists requirements concerning the PHA's operations, programs, and services, and allows the PHA to identify quantifiable goals and objectives for the next five years. In addition, we are finalizing the 2024 Capital Fund budget and working on our new Annual Plan for 2025.
- ✓ In accordance with HUD PIH Notice 2024-10, we submitted a request for additional administrative fees for HUD-VASH vouchers and received \$11,174.00 in funding. This additional funding will assist with costs associated with the day-to-day operational activities needed to support the HUD-VASH program and participants.
- ✓ Some of the staff will be attending the Kentucky Housing Association annual conference in September to learn more about the upcoming HOTMA changes.
- ✓ We will continue to offer landlords a \$500 incentive to place new units on the Section 8 program. We have issued 119 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

A resident from Grand Towers was present.

She questioned if someone could pay rent but not live in a unit. She was concerned that she had not seen anyone coming or going from the unit next to hers. Tracie Joyner responded that a person cannot be absent from their unit for more than six months and she would follow up with the property manager.

Other Business

None

Executive Session

None

Adjourn

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

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

AYES: Michael Chalk, Carolyn Duff and Joseph Mumper

NAYES: None. Motion carried.

The Board adjourned at approximately 5:50pm.

These minutes are duly adopted on this 14th day of October 2024.

Michael Chalk, Chairperson

ATTEST:

Thomas L. Guidugli Sr., Executive Director