

**HOUSING AUTHORITY OF NEWPORT
BOARD OF COMMISSIONERS
MEETING MINUTES
MAY 13, 2024**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **May 13, 2024**, at 5:12pm with the following members present; Michael Chalk, Richard Buechel Jr., Carolyn Duff and Joseph Mumper and Mayor Thomas L. Guidugli Jr. Thomas L. Guidugli Sr., Executive Director, Thomas Fisher, Attorney, Tracie Joyner, Deputy 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 the adoption of the HAN meeting minutes from the **April 8, 2024**, Board Meeting. The following action was taken:

MOTION: Richard Buechel Jr., made a motion to adopt the **April 8, 2024, HAN 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 2024-03 – To Authorize West 8th Street Development

- **Exhibit A – Project Financing**
- **Exhibit B – Purchase Agreement**
- **Exhibit C – Construction Management Agreement**
- **Declaration of Trust – to be recorded.**

Thomas L. Guidugli, Sr, Executive Director, discussed the project details which will be a multi-unit building consisting of four (4) one-bedroom units for rental. We have been in discussions with HUD to allow us to use Capital Funds for the project. They have approved the project, and the development will be through NMHC III.

After no further discussion the following action was taken:

MOTION: Richard Buechel, Jr. made a motion to adopt Resolution **2024-03** 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.

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

We are working on the application for the next grant for 7 homes (5 new construction and 2 rehabs). Building permits have been filed.

- 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 \$999,352.00.

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.

320 Lindsey Street

- The home is completed. Received COO and working on final clean.
- We have an interested buyer. They are looking into preapproval from a lender.

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.

- Structural and masonry repairs are in process.
- Rough-in plumbing is in process in some of the units.

NSP FUNDS

823 Brighton Street (Part NSP) – This will be a single-family unit that will be offered for sale when construction is 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.
- Waiting for structural repairs.

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 offered for sale when renovations are complete.

- The concrete work is complete.
- Roofing is complete.
- Fire caulk, spray foam and installation are complete.
- Drywall is hung and in the finish process.
- Yard restoration and sod 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 door units, base, casing and trim installation in process.
- Cabinets are installed and countertops have been measured.

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.

- Final touch up painting is finishing.
- Final clean and final testing will begin soon.

Scattered Sites

- Working on Capital Fund upgrades at all the sites.
- We will be accepting bids for HVAC replacement for the London Acres sites.
- Fencing on Central and Washington completed.
- Exterior painting at 810-812 Washington is finishing.

Grand Towers

- Elevator #1 has received the state inspection and is up and running.
- Elevator #2 will be taken out of service and expected to be completed by July 30th.

Highland Village Senior Housing Development

- Nothing new currently.

Scholar House

- Wall repairs and painting in the daycare are in process.
- The grounds are being trimmed and weeded, getting ready for mulching.

Clifton Hills

- The grounds are being trimmed and weeded, getting ready for mulching.

Corpus Christi

- Stoves and refrigerators for the remaining units have been installed.

- Ceiling repairs and painting in the main entry area are complete. Moving to halls and stairwells.
- We will be bidding for HVAC replacements this month.

Administration:

- ✓ Overall leasing is at 99.2%.
- ✓ All waiting lists will be open effective April 8, 2024, except for Highland Village.
- ✓ We received notification of our 2024 Capital Fund grant award. We are in the process of identifying capital improvements needed at each of the public housing sites. Once completed, a new Annual Plan will be drafted for review.
- ✓ We will be submitting a request to HUD to utilize Capital Funds for the development of affordable housing which would consist of a four-plex consisting of four one-bedroom units and a duplex consisting of two one-bedroom units.
- ✓ I'm working with City of Covington and the HOME Consortium for the next Entryway project; three (3) rehabs for Homeownership. Properties are located at 737 Patterson, 1146 Columbia and 708 Isabella.
- ✓ I've been in discussions with the City of Newport about a CDBG Grant for Homeownership.
- ✓ Staff training: Managers and office staff attended HUD's Fair Housing training on April 24th and maintenance staff attended the KHA Maintenance Conference on April 15th and 16th which covered HVAC with EPA Certification, appliance and water heater repair, plumbing fundamental and make ready maintenance. In May, new hires will be attending training for Public Housing Occupancy, Family Self-Sufficiency and Low-Income Housing Tax Credit.
- ✓ We will continue to offer landlords a \$500 incentive to place new units on the Section 8 program. We have issued 101 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

Residents from Grand Towers (Barbara Brixey, Anna Stidham, Lisa Carmichael and Michael Davis) were in attendance.

The new elevator project was discussed and since one of the elevators has been replaced there have been a few times the new elevator has been out of service for a couple of hours. The residents questioned if there was a required response time from the elevator company to fix any problems. Thomas L. Guidugli, Sr., responded that we do not have anything in our contract regarding response times for repairs, but we have been fortunate that any problems that have arisen have been addressed in a timely manner.

There was a question regarding rent increases and in the last three years, the residents' rents have increased every year. Tracie Joyner, Deputy Director, explained that HUD issues the Fair Market Rents every year and if they increase, the rents for residents will increase because the flat rents charged must be 80% of the Fair Market Rent.

A few residents have inquired about volunteering to clean Grand Towers since one of our part time employees has left the company. Tom Guidugli responded that we are possibly looking into hiring someone to replace that employee, but no decision has been made.

There was a question as to whether we owned the Grand Towers building or if we just managed the property. Tom Fisher, Attorney, explained that the building is owned by the Housing Authority of Newport, but HUD has a restriction that we cannot transfer the property without their consent.

There was a concern with cars being tampered with, especially if the cars are parked closer to the visitors parking lot. We were aware of a few cars that had catalytic converters stolen and we upgraded the cameras in the parking lot. The police were also made aware of the issue.

Other Business

None

Executive Session

None

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 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.

The Board adjourned at approximately 5:44pm.

These minutes are duly adopted on this 10th day of June 2024.

Michael Chalk, Chairperson

ATTEST:

Thomas L. Guidugli Sr., Executive Director

DRAFT