

**HOUSING AUTHORITY OF NEWPORT
BOARD OF COMMISSIONERS
MEETING MINUTES
JANUARY 9, 2023**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **January 9, 2023** at 5:00 p.m. with the following members present; Richard Buechel Jr., Carolyn Duff, Joseph Mumper and Mayor Thomas L. Guidugli Jr. Thomas L. Guidugli Sr., Executive Director, Tracie Joyner, Deputy Director, Tom Fisher, Attorney, Jodie Reckers, Section 8 Manager, Dennis Elrod from Atkins and Elrod and Gina Schneider were also present.

Richard Buechel Jr., called the meeting to order and took attendance. Michael Chalk was absent.

OLD BUSINESS

The first item on the agenda was adoption of the meeting minutes from the **November 14, 2022** Board Meeting. The following action was taken:

MOTION: Joseph Mumper made a motion to adopt the **November 14, 2022 Board Meeting minutes** and Richard Buechel Jr., seconded the motion.

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

NAYES: None. Motion carried.

NEW BUSINESS

- A. Resolution 2023-01 – To Approve Thomas L. Guidugli Sr., to Enter into a Development Agreement with the City of Newport for the Development and Completion of the Grand Tower Elevator Replacement Project.**

We are moving forward with this project and it will be on the City of Newport's agenda as well. The bidding process will begin shortly.

Mayor Thomas L. Guidugli Jr., recused himself from the vote.

There being no further discussion the following action was taken:

MOTION: Joseph Mumper made a motion to adopt **Resolution 2023-01** and Carolyn Duff seconded the motion.

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

NAYES: None. Motion carried.

NEW BUSINESS Cont'd

B. Resolution 2023-02 – To Approve Payment Standards for the Section 8 Housing Choice Voucher (HCV) Program

In September, the Board approved the increase in the payment standards for the Section 8 HCV Program. With the revision of the utility allowances, which have increased significantly, it will make it difficult for the tenant to pay their portion of the rent. If we raise the payment standards to 120% we will need to get approval from HUD but we believe this will make us more competitive with the fair market rents and will open the door for more property owners to sign up their rental units on our program.

There being no further discussion the following action was taken:

MOTION: Joseph Mumper made a motion to adopt **Resolution 2023-02** and Carolyn Duff seconded the motion.

AYES: 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: 2018

918 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.

- Inspections are finishing up and the CO will be issued shortly.
- The purchase contract has been signed with a closing date set for January 16th.

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.

- This home is complete and the CO has been issued
- We have a purchase contract in place and the closing will take place on or before January 31st.

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 materials package is out for bid.

327 W 10th Street – Electrical rough-in is complete. The concrete work is complete. Framing and pre-drywall inspections are completed.

333 W 10th Street – HVAC and Electrical rough-in are complete. Framing and pre-drywall inspections are completed.

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.

- Hardwood and vinyl flooring is completed.
- Cabinets have been delivered.
- Concrete board installation for tile is complete.
- Getting ready for interior door units, trim, casing and baseboard installation.

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.

- Drywall is hung and finished.
- Interior prime, exterior paint, hardwood flooring and tile installation will be next.

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.

- **822 Ann – This property was sold on December 21st.**
- **824 Ann – SOLD**
- **805 Ann – SOLD**
- **807 Ann – SOLD**
- **814 Ann - SOLD (NSP)**
- **830 Ann – SOLD**
- **838 Ann – SOLD**
- **846 Ann – SOLD**
- **844 Ann – SOLD**
- **842 Ann – SOLD**

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

NMHC III – Cont’d

1001 York Street – This will be a building with four one (1) bedroom units for rent.
- Rough framing of exterior walls and roof is complete.
- Windows are being installed and interior framing is in process.

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 - The foundation is complete.

28 W 9th Street – This will be a two-bedroom single-family unit with one full bathroom that will be offered for sale when renovations are complete.
- The finishes are in process now.
- We are getting ready to show this house to interested buyers.

ENTRYWAY INC – HOME -2022

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

Scattered Sites

- REAC Inspections are complete.
- Working on year-end material inventory.
- Central Housing – 816 Washington exterior painting will be complete as the weather permits.

Grand Towers

- Working on the grant, specifications and bidding for the elevator equipment.
- Working on year-end material inventory.

Highland Village Senior Housing Development

- Working on year-end material inventory.

Scholar House

- Working on year-end material inventory.

Clifton Hills

- Working on year-end material inventory.
- Met with Duke Energy to discuss their Energy Efficiency Program for multi-family buildings. They will provide us with suggestions to make the units more energy efficient.

Corpus Christi

- Working on year-end material inventory.

Administration:

- ✓ Overall leasing is at 99.4%
- ✓ HUD REAC Inspections were completed in December and the scores are:
 - Grand Towers – 98%
 - Liberty Housing – 94%
 - Central Housing – 93%
 - Corpus Christi – 99%
 - Highland Village (inspected in Oct, 2022) – 99%
 - City Wide Housing (inspected in Oct, 2022) – 91%

Thanks to the hard work of our maintenance staff and contractors, all developments received high scores and since they all were 90% or above, we will have inspections every three years. This is the first time all of our developments have scored a 90% or above.

- ✓ The required corrections from an annual compliance review for City Wide, Liberty, Clifton Hills and Highland Village were submitted to Ohio Capital.
- ✓ National Equity Fund (NEF) performed a compliance review of NKSH on August 4th and we have since received the close out letter with no findings. They also requested a virtual inspection of the building and units. The inspection reports and pictures were submitted to NEF for review. We are waiting on the results from NEF.
- ✓ The Family Self Sufficiency (FSS) Grant application for 2023 was approved for the full amount requested which is \$70,908.
- ✓ We are continuing to meet with our community partners regarding Victoria Square Apartments residents and assisting them in finding housing. There are approximately 76 residents remaining on the property with a move out date of January 31, 2023.
 - We are offering Landlords a \$500 incentive to place units on the Section 8 Program. Twelve (12) 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.

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

None

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 Carolyn Duff seconded the motion.

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

NAYES: None. Motion carried.

The Board adjourned at approximately 5:29 pm.

These minutes are duly adopted on this 13th day of March, 2023.

Michael Chalk, Chairperson

Thomas L. Guidugli Sr., Executive Director