

**HOUSING AUTHORITY OF NEWPORT
BOARD OF COMMISSIONERS
MEETING MINUTES
APRIL 8, 2024**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **April 8, 2024** at 5:00pm with the following members present; Michael Chalk, Richard Buechel Jr., Carolyn Duff and Joseph Mumper. Thomas L. Guidugli Sr., Executive Director, Thomas Fisher, Attorney, 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 Tracie Joyner, Deputy Director, were absent.

OLD BUSINESS

The first item on the agenda was the adoption of the HAN meeting minutes from the **December 11, 2023** Board Meeting. The following action was taken:

MOTION: Richard Buechel Jr., made a motion to adopt the **December 11, 2023 HAN 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 the adoption of the HAN Special Call meeting minutes from the **March 25, 2024** Board Meeting. The following action was taken:

MOTION: Richard Buechel Jr., made a motion to adopt the **March 25, 2024 HAN 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

A. Resolution 2024-02 – To Approve First Amendment to Purchase and Sale Agreement (Grandview Properties)

Our original agreement was reaching the expiration date, so an extension was requested by Ashley Builders to allow them to finalize required approvals. They did put additional money in escrow and received approvals from Planning and Zoning and the Board of Adjustments.

After no further discussion the following action was taken:

MOTION: Richard Buechel, Jr. made a motion to adopt the **Resolution 2024-02** and Carolyn Duff seconded the motion.

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

NAYES: None. Motion carried.

FOR DISCUSSION:

B. Partnership Interest Purchase Agreement for City Wide Housing LTD

We are coming to the end of the 15-year tax credit agreement with Ohio Capital and they have reached out to HAN regarding an early buyout. We are discussing with the auditors to come up with an amount that is agreeable to both parties. The buyout funds would come from our operating reserves. Once we have an agreement, a resolution will be presented to the board for approval.

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)

- 49 19th Street – Rehab
- 1112 Ann Street – Rehab
- 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.

318 Lindsey Street

- The home is completed.
- The closing was April 5th.

320 Lindsey Street

- The home should be finished in the next 30 days.
- We have an interested buyer. They are looking into preapproval from a lender.

NMHC III

828 Isabella – This will be a rental property, residential upstairs and commercial space on the 1st floor.

- Interior demo is completed.
- Structural repairs are in process.

NSP FUNDS

823 Brighton Street (NEW- Part NSP) – This will be a single-family unit that will 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.
- Interior demo is completed.
- 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 offer for sale when renovations are complete.

- Tuck pointing is complete.
- Concrete work is in process.
- Roofing will start next week.
- Fire caulk, spray foam and installation will be next.

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.

- Tile installation is complete.
- Interior door units, base, casing and trim are stored on site.

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 base, casing and trim is complete.
- Finish materials have been purchase and stored.
- Interior painting is finishing up.

Scattered Sites

- Working on Capital Fund upgrades at all the sites.
- We will be accepting bids for HVAC replacement for the London Acres sites.
- Working on new fencing for units at 715-719 Ann Street, Central and Washington.

Grand Towers

- Elevator upgrades are still in process.

Highland Village Senior Housing Development

- Nothing new at this time.

Scholar House

- Wall repairs and painting in the daycare are in process.

Clifton Hills

- Nothing new at this time.

Corpus Christi

- Stoves and refrigerators for the remaining units on site are being installed.
- Working on ceiling repairs and painting in the main entry area.
- We will be bidding for HVAC replacements next month.

Administration:

- ✓ Overall leasing is at 99.2%
- ✓ We are working on a phone system and computer upgrades. The contract for the updates to the server has been signed.
- ✓ All waiting lists will be open effective April 8, 2024, except for Highland Village.
- ✓ As part of the KY 8 Bridge Replacement Project, CRAI and the KY Transportation Cabinet will be coordinating an Archaeological Survey on a section of the old Peter G. Noll property.
- ✓ 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.
- ✓ We are in the process of replacing HVAC systems in 20 units within the City Wide and Central Housing developments. Corpus Christi will be next for HVAC system replacements.
- ✓ We will be using Capital Funds to replace flooring in 10 units at Grand Towers. This will be complete within the next twelve months.
- ✓ The Northern KY Scholar House core team has been meeting regularly to strategize on marketing which includes incentivizing referrals from current and past successful residents, continual contact with partner universities and updating the participant handbook and policies.
- ✓ We will continue to offer landlords a \$500 incentive to place new units on the Section 8 program. We have issued 96 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

Linda Hess from Grand Towers was present but had no comments.

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 and Joseph Mumper

NAYES: None. Motion carried.

The Board adjourned at approximately 5:35pm.

These minutes are duly adopted on this 13th day of May 2024.

Michael Chalk, Chairperson

ATTEST:

Thomas L. Guidugli Sr., Executive Director