

**HOUSING AUTHORITY OF NEWPORT
BOARD OF COMMISSIONERS
MEETING MINUTES
NOVEMBER 14, 2022**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **November 14, 2022** at 5:01 p.m. with the following members present; Michael Chalk, Richard Buechel Jr., Joseph Mumper and Mayor Thomas L. Guidugli Jr. Thomas L. Guidugli Sr., Executive Director, Tracie Joyner, Deputy Director, Tom Fisher, Attorney, Ron Rawe and Gina Schneider were also present.

Michael Chalk called the meeting to order and took attendance. Carolyn Duff was absent.

OLD BUSINESS

The first item on the agenda was adoption of the **meeting minutes from the September 12, 2022** Board Meeting. The following action was taken:

MOTION: Richard Buechel Jr., made a motion to adopt the **September 12, 2022 Board Meeting minutes** and Joseph Mumper seconded the motion.

AYES: Michael Chalk, Richard Buechel Jr., Joseph Mumper and Mayor Thomas L. Guidugli, Jr.

NAYES: None. Motion carried.

The second item on the agenda was adoption of the **Public Hearing meeting minutes from September 19, 2022** Board Meeting. The following action was taken:

MOTION: Richard Buechel Jr., made a motion to adopt the **September 19, 2022 Public Hearing meeting minutes** and Joseph Mumper seconded the motion.

AYES: Michael Chalk, Richard Buechel Jr., Joseph Mumper and Mayor Thomas L. Guidugli, Jr.

NAYES: None. Motion carried.

NEW BUSINESS

A. Resolution 2022-15 – To Approve Flat Rents for Public Housing Developments to be Effective January 1, 2023

Tracie Joyner explain that every year HUD publishes the Fair Market Rents and we need to adjust our flat rents to be no less than 80% of the fair market rent. Some of the tax credit properties/units are slightly less than 80% due to the restrictions on those units.

There being no further discussion the following action was taken:

MOTION: Richard Buechel Jr., made a motion to **adopt Resolution 2022-15** and Joseph Mumper seconded the motion.

AYES: Michael Chalk, Richard Buechel Jr., Joseph Mumper and Mayor Thomas L. Guidugli, Jr.

NAYES: None. Motion carried.

B. Resolution 2022-16 – To Approve Security Deposit Increase for All Housing Developments to be Effective January 1, 2023.

We have been discussing the security deposits for a few years now and as the deposits stand now, when a tenant moves out and there is damage to the unit the current deposit is not enough to cover the cost of the repairs. We have not increased our security deposits in about 18 years.

There being no further discussion the following action was taken:

MOTION: Richard Buechel Jr., made a motion to **adopt Resolution 2022-16** and Joseph Mumper seconded the motion.

AYES: Michael Chalk, Richard Buechel Jr., 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.

- Cabinets are installed and countertops are being measured.
- Interior doors units, casing, trim and handrails are installed.
- Interior painting will begin shortly.
- We have an approved buyer for this property we will be signing a purchase contract soon.

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.

- Light fixtures, electrical devices and final finish material installation is in process.

- Final finish material installation will be completed next week.
- Started showing this property.

CDBG: 2018 Cont'd

936 Patterson – This property is a three-bedroom single-family unit with two bathrooms that is for sale.

- This home is finished and ready to sell.
- This property is under contract and is set to close by **November 14th**.

CDBG: 2020/2021

The CDBG Grant amount is \$999,352.00.

New Construction

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.

327 W 10th Street –Framing through the roof is complete. Hardie siding and trim is in process. Plumbing rough in is in process. HVAC will be next.

333 W 10th Street – Framing through the roof is complete. Hardie siding and trim is in process. Plumbing rough in is in process. HVAC will be next.

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.

- Electrical rough in is complete.
- Hardwood and vinyl flooring is in storage. Cabinets are ordered.
- Concrete is complete.
- Siding and exterior painting is complete.
- Insulation is complete and drywall is stocked inside.

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.

- Roofing is complete.
- Plumbing, HVAC and Electrical rough in is complete.
- Concrete is in process.

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 and 824 Ann Street** – Are in the process of finishing.

- **822 Ann – Purchase Contract has been signed.**
- **824 Ann – Purchase Contract has been signed. Closing by November 30th.**

NMHC III Cont'd

- **805 Ann – SOLD**
- **807 Ann – SOLD**
- **814 Ann - SOLD**
- **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.

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

- The sanitary tap and water line installation is installed.
- Fire dividing wall is complete.
- Framing materials will be delivered next week.

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.

- Tile is on site for installation.
- Cabinets are installed and the countertops will be measured next week.
- Trim, casing and base should start next week.

ENTRYWAY INC – HOME -2022

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

Scattered Sites

- Liberty Housing - HVAC unit replacement will start shortly.
- Central Housing – We will be painting the exteriors of 1136 Central and 816 Washsing by the end of the year. Working on all buildings for the REAC Inspection.

Grand Towers

- New laundry equipment is on order.
- Parking lot cleaning, sealcoating and stripping is complete.
- Mailboxes and new address plates are being added by the entry doors of the apartments.

Highland Village Senior Housing Development

- Nothing new at this time.

Scholar House

- Nothing new at this time.

Clifton Hills

- New copier was delivered and set up.

Corpus Christi

- Flooring, painting and ceiling tile replacement in the 1st floor hall should be completed next week.
- The sealcoating and striping of the lot is complete.
- The stone wall repairs should be finished by next week.
- Getting ready for REAC inspection in December.

Administration:

- ✓ Overall leasing is at 99.6%
- ✓ On November 1st Governor Beshear was at Holmes High School to award funds for infrastructure and education in Northern Kentucky. The grant for the elevator replacement at Grand Towers was part of that funding.
- ✓ The HAN Annual Plan and 5-Year Capital Fund Plan has been approved by HUD.
- ✓ The Family Self Sufficiency (FSS) Action Plan was submitted to HUD and approved.
- ✓ HUD recently performed REAC inspections for Highland Village and City Wide. Highland Village received a score of 99 and City Wide received a score of 91.
- ✓ All maintenance employees attended a UPCS/REAC Inspection training on November 8-9, 2022. The following developments are scheduled for upcoming REAC Inspections:
 - Grand Towers – December 6th
 - Liberty Housing – December 7th
 - Central Housing – December 8th
 - Corpus Christi – December 9th
- ✓ Ohio Capital conducted a file audit for the annual compliance review of Clifton Hills and Highland Village on September 27, 2022. We are waiting on the close out letter from OCCH.
- ✓ National Equity Fund (NEF) performed a compliance review of Northern KY Scholar House on August 4th. We are waiting on the close out letter. They did notify us of an upcoming virtual inspection; which will be conducted by our maintenance staff and reports and pictures will be submitted to them for review.

- ✓ We are continuing to meet with our community partners regarding Victoria Square Apartments residents and assisting them in finding housing.

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

No one from the public was present.

Other Business

Thomas L. Guidugli Sr. discussed using the rebates we receive from US Bank based on the amount NMHC III spends on materials (building supplies, appliances, etc) towards gift cards for the employees. The board had no objections.

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 Joseph Mumper seconded the motion.

AYES: Michael Chalk, Richard Buechel Jr., Joseph Mumper and Mayor Thomas L. Guidugli, Jr.

NAYES: None. Motion carried.

The Board adjourned at approximately 5:31 pm.

These minutes are duly adopted on this 9th day of January, 2023.

Richard Buechel Jr., Vice Chairperson

Thomas L. Guidugli Sr., Executive Director

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