

**HOUSING AUTHORITY OF NEWPORT
BOARD OF COMMISSIONERS
MEETING MINUTES
MAY 9, 2022**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **May 9, 2022** at 5:02 p.m. with the following members present; Michael Chalk, Richard Buechel Jr., Joseph Mumper and Carolyn Duff. Mayor Thomas L. Guidugli Jr. was excused. Thomas Guidugli Sr., Executive Director, Tracie Joyner, Deputy Director, Tom Fisher, Attorney, Ron Rawe, Finance 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 adoption of the meeting minutes from the **February 14, 2022** Board Meeting. The following action was taken:

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

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

NAYES: None. Motion carried.

NEW BUSINESS

Thomas L. Guidugli Sr. introduced Tracie Joyner as the new Deputy Director replacing Linda Fields. Linda retired at the end of April, after 43 years of service.

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.

- Roofing and box gutters are in process. Plumbing and HVAC rough-in are completed. Moving to electrical rough-in.

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.

- Drywall has been hung and finished. Prep work for tile will start shortly. Tile, vinyl and hardwood flooring are on order.

1142 Columbia – This property is a one-bedroom single-family unit with one bathroom that is for sale.

- **This property closed on April 22nd.**

324 W. 9th Street – This property is a one-bedroom single-family unit with one bathroom is for sale.

- **This property closed on March 24th.**

936 Patterson – This property will be a three-bedroom single-family unit with two bathrooms that will be offered for sale when the renovations are complete.

- Kitchen counter is installed. Toilets, water heater and faucets are installed. Moving to trim, baseboards and casing.
- This property was shown on Beyond the Curb on April 24th.

We have an interested buyer who will be viewing 1020 Columbia and 936 Patterson next week. We also have an interested buyer in 918 Columbia. Once we are closer to completion of the properties, we will start the qualifying process.

CDBG: 2020/2021

New Construction

318 Lindsey Street

320 Lindsey Street

1001 Central Avenue

327 W 10th Street

333 W 10th Street

The CDBG Grant amount is \$999,352.00.

We have signed the contract for the foundations. The start date was delayed from April 18th but should be starting within the week.

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.

- Interior rough framing has begun. Structural repairs are being made where needed.

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.

- Interior demo complete.

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.

- **805 Ann, 807 Ann, 814 Ann, 822 Ann and 824 Ann Street** – Concrete is complete. Exterior caulking is completed. Interior door units are installed in all remaining houses. Cabinets are set in 814, 822 & 824 Ann. Exterior paint is finishing up. **814 Ann** will be the next one to sell and we have an interested buyer.
- **830 Ann** –Purchase contract was extended to close on or before May 13th. The house is complete except for the final clean. Waiting on the buyer’s lender to finalize everything on their end.
- **838 Ann – SOLD**
- **846 Ann – SOLD**
- **844 Ann – SOLD**
- **842 Ann – SOLD**

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.

- **28 W 9th Street** –Interior demo is complete. The demo for the rear addition will be starting soon. Glass block windows have been installed in the basement. Sanitary lines have been checked with a camera.

ENTRYWAY INC – HOME -2022

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

Scattered Sites

- We are pricing seal coating and striping for the parking lots.

Grand Towers

- We are down to the final touch ups on the hallways. The 11th floor is finishing up on the flooring.
- We have met with one vendor so far to go over scope of work.

Highland Village Senior Housing Development

- No new items at this time.

Scholar House

- We are meeting with companies on site to go over Scope of Work for sealcoating and striping for the lot. We have signed the contract to have the dumpster corral scrapped, pressured washed and painted.
- Landscaping cleanup and mulching is complete.
- Small concrete repairs have been done.

Clifton Hills

- We are pricing sealcoating and striping for the lot. We have signed the contract to have the dumpster corral scrapped, pressured washed and painted.
- Landscaping cleanup and mulching is in process.
- Rebuilding planting box and repairing block around trees on hillside.

Corpus Christi

- We are working on flooring, painting and ceiling tile replacement in the common area. The wallpaper has been removed and the drywall is skimmed and primed in the 1st floor hallway. Painting is finishing.
- We are pricing sealcoating and striping of the lot.
- Landscape clean up and mulching is in process.
- Stone wall repairs will begin in June.

Administration:

- ✓ Overall leasing is at 99%
 - Highland Village waiting list closed effective April 28th
 - The Section 8 waiting list is still open and accepting online applications only.
 - Clifton Hills, Corpus Christi and Grand Towers lists remain open.
- ✓ Opportunity House – This development, located in Highland Heights, is on schedule to be finished in June. Brighton Properties has pre-approved 10 out of the 16 needed application. We will be providing the Section 8 Project Based assistance.
- ✓ Kentucky Housing Corporation conducted a site review and inspections at Northern Kentucky Scholar House on April 26th. The verbal feedback from KHC is the file review had no finding and the site inspection resulted in one finding which we corrected the same day. We are just waiting on the written confirmation from KHC which should be coming shortly.
- ✓ Linda Fields retired on April 29th after 43 years of service and Tracie Joyner will be taking her place as Deputy Director.
- ✓ Ashley Skirvin will be returning to Neighborhood Foundations to take Tracie Joyner's position in the Section 8 department. She was the Scattered Sites Property Manager prior to Amy Sabin and we welcome her back!

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

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

NAYES: None. Motion carried.

The Board adjourned at approximately 5:24 pm.

These minutes are duly adopted on this 11th day of July 2022.

Michael Chalk, Chairperson

Thomas L. Guidugli Sr., Executive Director