HOUSING AUTHORITY OF NEWPORT
BOARD OF COMMISSIONERS
MEETING MINUTES
AUGUST 10, 2020

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **August 10, 2020** at 5:00 p.m. with the following members present, Michael Chalk, Richard Buechel Jr., Carolyn Duff, Mayor Jerry Peluso and Joseph Mumper. Thomas Guidugli, Executive Director, Linda Fields, Deputy Director, 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 **June 8, 2020** Board Meeting. The following action was taken:

MOTION: Richard Buechel Jr., made a motion to adopt the **June 8, 2020 Board Meeting minutes** and Carolyn Duff seconded the motion.

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

NAYES: None. Motion carried.

NEW BUSINESS

A. Resolution 2020-05 – To Approve a Revision to the Homeownership Fee Schedule

This was to increase the document preparation fees from Thomas Fisher's office associated with the closing on properties sold for homeownership. Most of the fees are charged to the buyer except for the deed preparation. These fees have not been increased in ten (10) years.

The following action was taken:

MOTION: Joseph Mumper made a motion to adopt the **Resolution 2020-05** and Carolyn Duff seconded the motion.

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

NAYES: None. Motion carried.

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Executive Director's Report
Thomas Guidugli provided the following information in addition to his written report. Reviewed by Board Members and there was no action taken.

CDBG:2017
224 W 10th – This property is a three-bedroom single family unit with two full bathrooms that will be offered for sale when renovations are complete.

- We are moving to the final paint, accessories, etc. now and potential buyers have been looking at the house.

910 Columbia – This property is a three-bedroom single family unit with two full bathrooms and a powder room that will be offered for sale when the renovations are complete.

- Rough plumbing is almost complete and the HVAC has started. Electrical rough in will follow.

925 Columbia– This property will be a newly constructed two story single family house with three bedrooms and two full bathrooms that will be offered for sale when construction is complete.

- This house is completed and we have a buyer currently going through the process to purchase.

934 Columbia – This property is a four-bedroom single family unit with two full bathrooms that will be offered for sale when renovations are complete.

- The black iron fence has been installed and painted. We have an approved buyer and should be closing shortly.

This property closed on July 31, 2020.

CDBG: 2018
912, 918, 1020, 1142 Columbia, 936 Patterson and 324 W 9th Street – The lead and asbestos testing is complete. PCA Architects are working on construction drawings for all the properties.

- Lead and asbestos testing is complete and the asbestos items have been removed.

912 Columbia – This property is a three-bedroom single family unit with two full bathrooms and a powder room that will be offered for sale when renovations are complete.

- Structural repairs have been made and the interior and porch framing are in process. Chimneys are repaired and the trees are removed. Currently working on mechanical proposals.

1020 Columbia – the interior demo is completed.

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NMHC III
1001 Monmouth Street
This property will contain a commercial use on the first floor, two and a half residential rental units on the second floor and one and a half residential rental units on the third floor for a total of four residential units.

- All of the apartments have been leased up. The lease for the 1st floor commercial space was in the works but was put on hold due to Covid-19. Hopefully this lease negotiation will be moving forward shortly.

1015 Monmouth Street – This property will contain a commercial space on the first floor and a one-bedroom, one-bathroom unit on the second floor that will be offered for rent when renovations are complete.

- Plumbing rough in is complete. Electrical rough in is complete and we are waiting on the inspection. Getting ready for spray foam and insulation. HVAC should start in the next two weeks. Working on drywall hang and finish, interior and exterior paint companies on proposals.

1017 Monmouth Street – This property will contain a commercial space on the first floor that will offered for rent when renovations are complete.

- HVAC rough in is complete. Electrical rough in is complete and waiting on inspection. Working on drywall and paint proposals. The lease for the salon has been finalized and the new tenant should be signing next week.

1010 Orchard Street
This property will be a one-bedroom rental under Newport Millennium.

- This property has been demoed.

1007 Brighton Street
This property is a one-bedroom single family unit with one full bathroom that will be offered for rent when renovations are complete.

- The flooring and most of the tile is complete. The doors and trim are installed.
- The kitchen cabinets are in the process of being installed.
- The painting will begin shortly.

ENTRYWAY INC (HOME 2018)
71 Parkview Avenue - This property will be a three-bedroom single family unit with a study and two full bathrooms that will be offered for sale when renovations are complete.

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- Electrical rough in and insulation is completed. We received the framing inspection from the city. Drywall will start by the end of the week. The funding provider has done a walk through and we do have an interested buyer.

ENTRYWAY INC (HOME 2018) CONT'D

715 Saratoga Street - This property will be a two-bedroom single family unit with one full bathroom, one powder room and a first floor study that will be offered for sale when renovations are complete.

- We have received the lumber to begin the structural repairs.

800 Block of Ann Street – Buena Vista New Addition Project

- Foundations have begun with McD Concrete. There will be a total of ten. Eight are out of the ground and the other two are in process and should be completed within the next two weeks. Working on certified payrolls and draws.

Highland Village Senior Housing Development

- We will be working on sprinkler, back flow and fire alarm system annual testing.

Grand Towers

- The new hot water storage tank has been ordered. This replacement project will be completed by Geiler Company. This is in the process of being scheduled.

- The awning covering replacement project will be completed by Tri-State Awnings. The first set of awnings have been taken down and are in the process of being recovered. Once these are complete, the second set will follow.

- With all the lighting and HVAC upgrades the past few years, we can now add the community room HVAC into the backup generator. We have signed SECO Electric with Buckeye Power to complete this project. We are waiting for switches and parts to be received and then this will be completed.

- We are completing and programming the new camera system now.

- We have received the new bollard covers for the concrete pillars around the front door and they will be installed in the next two weeks.

- We received pricing for the dog park fencing. We will be placing the order with Mill's Fence this week.

- Completed sprinkler, hood and backflow testing this week. We are scheduling the fire panel testing.

Scholar House

Rizzo Brothers has completed the prep and painting of metal roofing at the Community Center. Certified payroll and contract closeout is now complete.

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Clifton Hills
Working on the annual fire alarm, sprinkler and backflow testing.

Corpus Christi
Due to a lightning strike, the rear entry call box and door equipment has been replaced. The fire alarm system and all devices in the building have been replaced as well. Everything has been tested.

There is a agreement in the works between us and the tax credit entity which will allow us to have full control of the property.

Administration:
Overall leasing is at 98%

- ✓ We continue to work on the on-line application software and implementation. We hope to have that up and running by the first part of September.

- ✓ We have once again reduced the number of residents permitted to 'gather' back to 10 at a time, with masks and social distancing required. We have posted additional information at all sites related to masks, sanitization, social distancing, etc… We continue to have reports of residents testing positive. Without exception, they have been informed by the Health Department and/or their physician on what to do after testing positive, and without exception they are following that advice. Others who have traveled out of state have been referred to the Health Department of the KY COVID19 site for information on what they should be doing as far as isolation. At some point, we have to trust residents to do the right things. We continue to require masks in common areas, and we are preventing gatherings of more than 10 people in common areas, but aside from that, residents have to assume responsibility. However, we will address any reports of residents not following the rules we have posted.

- ✓ Eviction Court has resumed for residents violating lease provisions other than non-payment of rent. The staff has done an excellent job working out issues with residents, especially during this pandemic, so we only pursued evictions on two residents, both of whom continued to commit very serious lease violations over the past 4 months.

- ✓ Ohio Capital will be conducting their annual Tax Credit Compliance reviews electronically this year, with no physical inspection scheduled. The reviews will be conducted on: City Wide; Clifton Hills; Highland Village; and Liberty Housing.

- ✓ We closed the Ann Street development and the closing documents have been sent to HUD. We have already begun drawing funds from the Capital Fund account.

- ✓ **Homeownership:**
  - We closed on the home located at 934 Columbia on July 31st.
  - We have preapproved a buyer for the home located at 224 W. 10th Street.

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- We are working on pre-approval of an applicant for the 925 Columbia. They have until August 7th to provide additional documentation.
- We have shown the homes located at 71 Parkview and 910 Columbia and I have interested buyers for both. We also have a prospective buyer specifically interested in one of the new homes being built on Ann Street.

Public Housing Report
Reviewed by Board members there was no action taken.

Section 8 Report
Reviewed by Board members there was no action taken.

Procurement Report
Reviewed by Board members there was no action taken.

Finance Report
Reviewed by Board member there was no action taken.

Senior Sites Services Coordinator Report
Reviewed by Board members there was no action taken.

We had to scale back on the activities due to the rise in Covid-19 cases in the State of KY.

Public Comments
No one from the public was present.

Other Business
None

The board went directly into the NMHC III meeting at 5:35 pm.

Executive Session
The HAN Board Meeting resumed at 5:38
Executive Session was held to discuss personnel issues.

The following action was taken:

MOTION: Joseph Mumper made a motion to go into **temporarily adjourn the HAN Board Meeting and to into Executive Session** and Carolyn Duff seconded the motion.

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

NAYES: None. Motion carried.

Gina Schneider, Ron Rawe and Linda Fields left the meeting at this time.

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Executive Session ended at 5:59 and no final action was taken.

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, Carolyn Duff, Mayor Jerry Peluso and Joseph Mumper.

NAYES: None. Motion carried.

The Board adjourned at approximately 6:00 pm.

These minutes are duly adopted this 14th[h] day of September, 2020.

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Michael Chalk, Chairperson

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Thomas L. Guidugli, Executive Director

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