

**HOUSING AUTHORITY OF NEWPORT  
BOARD OF COMMISSIONERS  
MEETING MINUTES  
DECEMBER 9, 2019**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on December 9 at 5:02 p.m. with the following members present, Michael Chalk, Richard Buechel Jr., Mayor Jerry Peluso. Thomas Guidugli, Executive Director, Thomas Fisher, Attorney, Gina Schneider and Dennis Elrod from Atkins & Elrod; were also present.

Michael Chalk called the meeting to order and took attendance. Joseph Mumper was running late and was not present during attendance but entered the meeting at 5:14.

**OLD BUSINESS**

The first item on the agenda was adoption of the meeting minutes from the **October 14, 2019** Board Meeting. The following action was taken:

**MOTION:** Richard Buechel Jr. made a motion to adopt the **October 14, 2019 Board Meeting minutes** and Mayor Jerry Peluso seconded the motion.

**AYES:** Michael Chalk, Richard Buechel Jr. and Mayor Jerry Peluso.

**NAYES:** None. Motion carried.

**NEW BUSINESS**

No new business.

**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: 2015**

**PHASE II**

**901 Central**

This property will be a newly constructed two story, three-bedroom single family unit with two full bathrooms that will be offered for sale when construction is complete.

- Porcelain tile is complete Cabinets are being installed. The exterior finishing and painting has begun.

## **901 Central Cont'd**

- A new exterior concrete landing and associated walkways and steps have been added for access to the rear entry door. A new concrete parking pad including a patio extension was also added at the rear of the building. New concrete steps, associated walkways and porch slab were poured for access to the main side entry door. The public concrete sidewalk across the front of the building along Central Avenue as well as the public walkway along 9<sup>th</sup> Street were also removed and replaced. New green space was added along the curb lines of both frontages.

## **CDBG:2017**

**224 W 10<sup>th</sup>** – This property is a three-bedroom single family unit with two full bathrooms that will be offered for sale when renovations are complete.

- Interior framing is complete. Masonry repairs are in process. Glass block windows are installed in rear of basement. New vinyl windows have been ordered and are currently being fabricated. Replacement of the lead water line is complete. Plumbing, electrical and HVAC rough-in will follow.

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

Cabinets have been installed and the counter tops are measured and being made. HVAC is complete. The carpenter is currently installing the interior doors and associated trim. Working on finishing materials.

**910 Columbia** – Interior demo and cleanup is complete. Rough framing will start shortly.

**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.

- The masonry and Hardie siding is complete. The carpenters are currently building the front entry portico. Drywall is hung and being finished. The walls and ceilings are ready to be primed. The flooring will follow the drywall.
- Installation of the new HVAC system and all associated ductwork is also complete.

**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.

- Drywall has been hung, finished and primed. Permanent power has been installed. Hardwood flooring has been installed in the living room, kitchen and upstairs hallway. The carpenters have completed the installation of the kitchen cabinetry.
- A new concrete patio as well as associated concrete walkways and steps are currently being poured in the side and rear yards. New concrete walkways will be added in the

front yard as well. The public concrete sidewalk across the front of the building will also be removed and replaced. New green space will be added along the curb line.

### **934 Columbia Cont'd:**

- The exterior paint contract is signed. Tile installation will begin shortly and we are working on finish materials.

### **NMHC III**

#### **1001 Monmouth Street**

This property is anticipated to 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.

- Renovation of this property is complete and the four apartment units and the first floor commercial space are currently being actively marketed for rent. We will be scheduling the Open House shortly.

**1015 Monmouth Street** – The store front rebuild has been completed. New windows and doors have been installed. The roofing has been completed.

**1017 Monmouth Street** – Interior has been gutted to studs to allow for upgrades and repairs. Roofing replacement is complete.

#### **1010 Orchard Street**

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

- We are currently working on the interior demo.

### **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.

- Interior demolition is complete. Awaiting structural repairs and framing.

#### **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.

- Still waiting on the 106 Review to be completed and approved. The interior demolition is on its second dumpster.

*There was a request from Mike Chalk to explain the 106 Review. It is a review that is required from the Historic Preservation specifying actions federal agencies (using federal dollars) must take to meet their legal obligations. 106 is referencing the Section or Code.*

## **NSP 1**

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

- Cabinets have been installed and counter tops are being made. All casing, trim and baseboards have been installed. HVAC has been completed. The exterior painting is finishing up and we are working on ordering finish materials.
- A new concrete parking pad was added in the rear of the property. The old concrete sidewalks were removed and new concrete walkways were installed along both frontages. New green space was created along the curb lines of both Patterson Street and West 10<sup>th</sup> Street.

## **Highland Village Senior Housing Development**

We have signed a contract with Bath Fitter for tub to shower conversions in units. The first is to be completed on December 4<sup>th</sup>. The other six units have been scheduled throughout the month of December and the first part of January.

## **Grand Towers**

Replacement of tiling in front of the elevators is scheduled before the end of the year.

We have received final pricing and are working on the final contract for the door directory and digital signage.

We are updating key switches on the elevators for fire service, etc.

## **Scholar House**

Nothing new at this time.

## **Clifton Hills**

The elevator repairs have been completed.

## **Corpus Christi**

Nothing new at this time.

## **Public Housing Report**

Our overall leasing rate is 98%.

## **Administration:**

- ✓ **Highland Village** – Linda has continued to train Kelly Speier on the compliance end of tax credit and public housing management. She is familiarizing herself with the building

and its residents and is learning very quickly our processes and procedures. Linda has reduced her time at this site to a few half days per week.

- ✓ **Scholar House** – There will be an article in Campbell County Fiscal Courts next county-wide newsletter about the NKSH to help with recruitment in the Campbell County area.

#### **Administration Cont'd:**

- ✓ **Homeownership:** We have submitted the Mixed-Finance Homeownership proposal to the HUD team at both headquarters and the field office. The proposal includes the use of Capital Funds, NSP Funds, and Developer Fee. We have had multiple conversations with this team and they are fully aware of the concept and the basic outline of our proposal, so for this reason, we are hopeful the review won't take too long.

Linda met with a prospective buyer for the home located at 940 Patterson Street on Wednesday, December 4<sup>th</sup> and will work through the sales/underwriting process with Department for Local Government since this is an NSP sale. If the buyer is eligible and wants the home, we will execute a Sales Contract soon.

The home at 901 Central is listed with a real estate agent. To date, we have no prospective buyers.

- ✓ Tom will be attending the Kentucky Housing Association Executive Conference on December 10<sup>th</sup> and 11<sup>th</sup> in Lexington.
- ✓ We are working on painting plan for the exterior painting on Scattered Sites buildings.

#### **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**

*Mike Chalk had a question regarding the bottom line item on each page - the Net Income Loss. After some discussion/explanation Mike Chalk commented that he will meet with Ron Rawe, Finance Director, to get a better understanding of how the report reads.*

#### **Senior Sites Service Coordinator Report**

Reviewed by Board members 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:** 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 Jerry Peluso.

**NAYES:** None. Motion carried.

The Board adjourned at approximately 5:37 pm.

These minutes are duly adopted this 13th day of January, 2020.

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Richard Buechel Jr., Vice Chairperson

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Thomas L. Guidugli, Executive Director