

**HOUSING AUTHORITY OF NEWPORT
BOARD OF COMMISSIONERS
MEETING MINUTES
FEBRUARY 8, 2021**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **February 8, 2021** at 5:00 p.m. with the following members present, Michael Chalk, Richard Buechel Jr., Carolyn Duff, Mayor Thomas L. Guidugli, Jr., and Joseph Mumper. Thomas Guidugli, Executive Director, Linda Fields, Deputy Director, Tom Fisher, Attorney 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 **December 14, 2020** Board Meeting. The following action was taken:

MOTION: Richard Buechel Jr., made a motion to adopt the **December 14 2020 Board Meeting minutes** and Carolyn Duff seconded the motion.

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

NAYES: None. Motion carried.

NEW BUSINESS

- A. Resolution 2021-01 – To Approve Reinstating the Working Family Requirement for Admission and Continued Occupancy in the Mixed Finance Developments**

Due to the pandemic, we suspended the Working Family Requirement back in June and now that most of our residents are back to work we are going to reinstate the requirement starting June 1, 2021. The resident is required to work a minimum of 20 hours a week unless they meet one of the approved exemptions.

The following action was taken:

MOTION: Richard Buechel Jr. made a motion to adopt the **Resolution 2021-01** and Carolyn Duff seconded the motion.

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

NAYES: None. Motion carried.

NEW BUSINESS (CONT'D)

A. Resolution 2021-02 – To Approve Certain Revisions to the Attendance and Leave Policy for All Employees

Employees are allowed 40 hours of sick leave per year. The current policy contains inconsistencies with regard to how the employee may utilize their sick and annual leave. There has been some misuse of this policy wherein annual leave has been used to cover time off after sick leave has been exhausted. Annual leave requires a request two days prior to the day of annual leave. This Resolution is to clarify the manner in which employees are permitted to use annual leave in lieu of sick leave.

The following action was taken:

MOTION: Joseph Mumper. made a motion to adopt the **Resolution 2021-02** and Carolyn Duff seconded the motion.

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

NAYES: None. Motion carried.

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

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.

- Countertops were installed this past week. The window trim out, base, casing, etc. is being installed.

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.

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.

- Countertops have been installed.

1020 Columbia – This property will be a two or three-bedroom single family unit with two full bathrooms that will be offered for sale when the renovations are complete.

- Tuck pointing and masonry is almost done. Designs are complete.

CDBG: 2018 CONT'D

1142 Columbia – This property will be a one-bedroom single family unit with one bathroom that will be offered for sale when the renovations are complete.

- Dumpster and lumber package has been set for roof tear off and rebuild.

324 W. 9th Street – This property will be a two-bedroom single family unit with one bathroom that will be offered for sale when the renovations are complete.

- Structural and interior framing is working.

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.

- Interior demo is in process.

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.

- We are currently in a lease negotiation for the 1st floor commercial space with The Baker's Table Bakery, LLC.

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 now that renovations are complete.

- 1st floor Commercial space – The drywall is hung and finished. Finish materials have arrived and we are waiting on the flooring.
- 2nd floor Apartment – We have leased up this apartment and the tenant will be moving in on February 10th.

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.

- All ten buildings are framed to the roofs and shingled. Exterior soffits and trim are finishing up on four of the 10 buildings. The windows are complete on all ten. The plumbers have completed rough on six buildings. HVAC rough in is complete on all ten. Electrical rough in is complete on five buildings and they are working on the sixth. Insulation is complete on five buildings. Drywall is hung on the fourth building and

mudding has begun. Hardie siding has been installed on six buildings. Flooring has been ordered for four buildings, Masonry split face has been installed on four buildings and the brick work is moving forward. The brick is complete on 846 Ann Street.

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.

ENTRYWAY INC (HOME 2018)

71 Parkview Avenue - This property will be a three-bedroom single family unit with a study and two full bathrooms.

- This property has been sold.

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.

- Addition has been rebuilt. Entry door units and windows are installed.

London Acres, 70 18th Street and 230 Main (Scattered Sites)

- Pricing camera systems for buildings.

Grand Towers

- We are completing and programming the new camera system the week of February 1, 2021.
- We will be upgrading electrical panels in storage areas, etc. this spring.
- We have received new flooring materials for halls. We are pricing materials and labor to upgrade hallway painting with our Capital Fund program.
- The exterior table shades will be painted to match the awnings in the spring.

Highland Village Senior Housing Development

- No updates at this time.

Scholar House

- No updates at this time.

Clifton Hills

- No updates at this time.

Corpus Christi

- No updates at this time.

Administration:

- ✓ Overall leasing is at 98%
- ✓ We have received final HUD approval for the Project Based Voucher HAP Contract for Basin (Corpus Christi). We will execute the final contract to be effective March 1st to give ample time to notify the resident currently occupying those units. This will be a twenty-year contract with one additional renewal option of 20 years.
- ✓ We have completed an analysis of capital needs at Grand Towers. We have 34 residents who have resided in their unit for over 10 years and 14 of these residents will need to have their flooring replaced. We will be using capital funds to complete this work within the next twelve months.
- ✓ 71 Parkview closed on January 15, 2021.
- ✓ **CDBG 2020**

<u>New Construction</u>	<u>Rehab</u>
318 Lindsey Street	1027 Ann Street
320 Lindsey Street	1130 Liberty Street
1001 Central Avenue	(1128 Liberty – off street parking for 1130)
327 W 10 th Street	
333 W 10 th Street	

On January 27, 2021, the Board of Commissioners of the City of Newport approved Mayor Thomas L. Guidugli Jr. to execute and submit to the Kentucky Department for Local Government an application for CDBG Funds for Single Family Housing in the City of Newport. The application has been submitted.

Public Housing Report

Reviewed by Board members there was no action taken.

Section 8 Report

Reviewed by Board members there was no action taken.

Since our last inspector left Neighborhood Foundations, we have been talking with the City of Newport regarding a contract to have a city employee do our inspections. Currently, a city employee is doing inspections for us about 16 hours per week and it's been working out well. This will also give the City of Newport an opportunity to do inspections for licensing fees as well. Tom Guidugli will be contacting Tom Fromme at the City of Newport to follow up on this arrangement and on finalize the contract.

Procurement Report

Reviewed by Board members there was no action taken.

Finance Report

Reviewed by Board member there was no action taken.

Ron Rawe was not at the meeting to go over the report, however Tom Guidugli discussed the report. The funds that were moved into several developments had to do with COVID-19 funds, other completed project/development funds and Capital funds that had not been allocated/moved for some time. This has been in discussion with our auditors and it just happen to take place all at once.

Senior Sites Services Coordinator Report

Reviewed by Board members there was no action taken.

There was a question regarding COVID and if we were tracking the cases in our developments and we are tracking this.

Public Comments

No one from the public was present.

Other Business

None

Executive Session

This took place after the NMHC III Board Meeting.

The HAN Board Meeting was Temporarily Adjourned at 5:35 to enter into the NMCH III Board Meeting.

The HAN Board Meeting resumed at 5:37.

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 Thomas L. Guidugli Jr.

NAYES: None. Motion carried.

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

Executive Session ended at 5:41 and no final action was taken.

Adjourn

There being no further business before the Board the following action was taken:

The following action was taken:

MOTION: Richard Buechel Jr., made a motion to **adjourn the HAN Board Meeting** and Mayor Thomas L. Guidugli, Jr., seconded the motion.

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

NAYES: None. Motion carried.

The Board adjourned at approximately 5:42 pm.

These minutes are duly adopted this 12th day of April, 2021.

Michael Chalk, Chairperson

Thomas L. Guidugli, Executive Director