

**HOUSING AUTHORITY OF NEWPORT  
BOARD OF COMMISSIONERS  
MEETING MINUTES  
MARCH 10, 2025**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **March 10, 2024**, at 5:01pm with the following members present; Richard Buechel Jr., Carolyn Duff and Joseph Mumper. Thomas L. Guidugli Sr., Executive Director, Tracie Joyner, Deputy Director, Thomas Fisher, Attorney, Ron Rawe, Finance Director and Gina Schneider were also present.

Richard Buechel Jr., called the meeting to order and took attendance noting that Michael Chalk and Mayor Thomas L. Guidugli, Jr. were absent.

**OLD BUSINESS**

The first item on the agenda was the adoption of the HAN meeting minutes from the **December 9, 2024**, Board Meeting. The following action was taken:

**MOTION:** Carolyn Duff made a motion to adopt the **December 9, 2024, HAN meeting minutes** and Joseph Mumper seconded the motion.

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

**NAYES:** None. Motion carried.

**NEW BUSINESS**

**A. Resolution 2025-01 – To Approve Revisions to the Family Self Sufficiency (FSS) Action Plan**

*Tracie Joyner explained that the only change was an increase to the escrow cap from \$500.00 to \$600.00.*

After no further discussion the following action was taken:

**MOTION:** Joseph Mumper made a motion to adopt **Resolution 2025-01** and Carolyn Duff seconded the motion.

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

**NAYES:** None. Motion carried.

## **NEW BUSINESS CONT'D**

### **B. Resolution 2025-02 – To Approve the Section 8 Management Assessment Program (SEMAP) Certification for Fiscal Year Ending December 31, 2024**

*This is an annual evaluation and reporting process required by HUD.*

After no further discussion the following action was taken:

**MOTION:** Carolyn Duff made a motion to adopt Resolution **2025-02** and Joseph Mumper seconded the motion.

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

**NAYES:** None. Motion carried.

### **C. Resolution 2025-03 – To Approve Revisions to the Admissions and Continued Occupancy Policy (ACOP)**

*HUD issued new guidelines regarding the Housing Opportunity through Modernization Act (HOTMA) which required us to update this policy.*

After no further discussion the following action was taken:

**MOTION:** Joseph Mumper made a motion to adopt Resolution **2025-03** and Carolyn Duff seconded the motion.

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

**NAYES:** None. Motion carried.

### **D. Resolution 2025-04 – To Approve Revisions to the Section 8 Administrative Plan**

*The revision to this policy is to include guidance regarding HOTMA and to remain in compliance with HUD rules and regulations.*

After no further discussion the following action was taken:

**MOTION:** Joseph Mumper made a motion to adopt Resolution **2025-04** and Carolyn Duff seconded the motion.

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

**NAYES:** None. Motion carried.

- **For Discussion – Section 8 Voucher Program**

*Thomas L. Guidugli, Sr. explained that due to the rent increases, the Section 8 Voucher Program is facing a shortfall. HUD funding has not increased enough to cover the higher rents. We have been meeting with HUD to discuss the shortfall issue and how to address it going forward.*

**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: 2023/2024**

The CDBG Grant amount is \$996,526.

We are working on the application for the next grant for 7 homes (5 new construction and 2 rehabs). Building permits have been received.

- 49 19<sup>th</sup> Street – Rehab – Interior demo is complete.
- 1112 Ann Street – Rehab – Interior demo is complete. Foundation for rear addition is complete. The building is rough framed and windows are installed.
- 708-710 Columbia – combined lots – New Construction – Foundation installation is finishing.
- 319 W 8<sup>th</sup> – New Construction – Foundation installation is finishing.
- 320 W 8<sup>th</sup> – New Construction – Foundation installation is finishing.
- 324 W 8<sup>th</sup> – New Construction – Foundation installation is finishing.
- 417 W 9<sup>th</sup> – New Construction - Foundation installation is finishing.

**NMHC III**

**828 Isabella** – This will be a rental property, four (4) rental units on 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floor and commercial space on the 1<sup>st</sup> floor.

- Cabinets are on site and being installed.
- Purchasing finish materials and storing on site.
- Unit 3 and Unit 4 are completing and will be ready for rental soon.

**409-413 W 8<sup>th</sup> Street** – This will be rental property, four one-bedroom units and will be funded through our Capital Funding.

- Plumbing and electrical rough in are completed.
- Masonry should be on site soon and the installation will start next week.
- Bids for drywall and painting have been received.
- Shingle roofing has been installed.
- Front porch, stairs and sidewalks have been poured.

## **NSP FUNDS**

**823 Brighton Street (Part NSP)** – This will be a two-bedroom single-family unit with one full bathroom and a powder room that will be offered for sale when renovations are complete.

The balance of funds from NSP, in the amount of \$115,251.00, will be used and the remaining funds will come from NMHC III.

- NSP draw has been received.
- Home is moving to final finishes, appliances, punch work, etc.
- We have an interested buyer. They have turned in their application and working on getting a preapproval letter from a lender.

## **ENTRYWAY INC – HOME -2022**

Blueprints and designs are complete. Asbestos and lead testing reports are complete. We have applied for building permits. The HOME Consortium has approved our grant request.

**12 W 10<sup>th</sup> Street** – This property will be a two-bedroom single-family unit with one full bathroom that will be offered for sale when renovations are complete.

- This home is complete, and the COO has been received.
- We have an interested buyer. They have a preapproval letter from a lender.

**337 Keturah Street** – This property will be a two-bedroom single-family unit with one full bathroom and one-half bathroom that will be offered for sale when renovations are complete.

- This home was sold on October 15<sup>th</sup>.

**418 Elm Street** – This property will be a one-bedroom single-family unit with one full bathroom that will be offered for sale when renovations are complete.

- Property sold on September 24, 2024.

## **ENTRYWAY INC – HOME - 2024**

We have been approved for the next Entryway project which will be 708 Isabella, 737 Patterson and 1146 Columbia.

- Working on blueprints and permits.
- Working on cleaning out trash and debris and will move to interior demo.

## **Scattered Sites**

- Working on Capital Fund upgrades at all the sites.
- Replacements of 21 HVAC systems have been completed and paid out.

## **Grand Towers**

- Completed repairs to the back up boiler.
- Working on ballast & bulb replacement & clean up of storage areas.

### **Highland Village Senior Housing Development**

- Maintenance upgrades to general generator and annual service has been completed.

### **Scholar House**

- The drive exit gate has been repaired. Truck transmission has been rebuilt.

### **Clifton Hills**

- Sprinkler upgrades are completing. Drywall hang and finish has begun in stairwell.

### **Corpus Christi**

- Nothing new currently.

### **Administration:**

- ✓ Overall leasing is at 98.7%
- ✓ **SECTION 8:** Each year, HUD determines the Fair Market Rent for the Section 8 program. The cost of rent has increased substantially since 2020. For the past five years, we have been able to keep up with the rising rents by utilizing a higher payment standard and our reserve funds. This led us to a point where we had to use all our reserves and apply for shortfall funding from HUD. A shortfall occurs when the PHA's total funding available is insufficient to support the project HAP expenses at year-end. We are currently working with HUD's Shortfall Prevention Team to develop an Action Plan that will document cost-saving measures.  
  
In addition, we anticipate government cutbacks will reduce the amount of HAP funding we expect to receive this year. We continue to meet with HUD every 1-2 months to monitor the budget and make necessary adjustments.
- ✓ We will continue to offer landlords a \$500 incentive to place new units on the Section 8 program. We have issued 147 incentive checks totaling \$73,500 since August of 2022. Due to the current funding shortfall, we have decided to discontinue this incentive until further notice.

### **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**

Linda Hess from Grand Towers was present.

*Linda Hess stated that the smoking issue at Grand Towers is getting worse. She is also noticing a problem with roaches despite regular extermination. She is not having a problem in her unit but she's aware of other units with roaches. She has seen them in the hallways and in the community room. She is also concerned with HVAC filters being changed in the units. They are supposed to change them when they do extermination, but she does not see the filters being changed. Tom and Tracie will be meeting with Peggy Bramble, Housing Manager at Grand Towers, to discuss the issues.*

### **Other Business**

None

### **Executive Session**

None

### **Adjourn**

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

**MOTION:** Carolyn Duff made a motion to **adjourn the HAN Board Meeting** and Joseph Mumper seconded the motion.

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

**NAYES:** None. Motion carried.

**The Board adjourned at approximately 5:37pm.**

These minutes are duly adopted on this 12th day of May 2025.

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Michael Chalk, Chairperson

ATTEST:

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Thomas L. Guidugli Sr., Executive Director