

**HOUSING AUTHORITY OF NEWPORT
BOARD OF COMMISSIONERS
MEETING MINUTES
JUNE 9, 2025**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **June 9, 2025**, at 5:00pm with the following members present; Richard Buechel Jr., Carolyn Duff, and Mayor Thomas L. Guidugli Jr. Thomas L. Guidugli Sr., Executive Director, Tracie Joyner, Deputy Director, Thomas Fisher, Attorney and Gina Schneider were also present.

Richard Buechel Jr., called the meeting to order and took attendance, noting that Michael Chalk and Joe Mumper were absent.

OLD BUSINESS

The first item on the agenda was the adoption of the HAN meeting minutes from the **May 12, 2025**, Board Meeting. The following action was taken:

MOTION: Carolyn Duff made a motion to adopt the **May 12, 2025, HAN meeting minutes** and Mayor Thomas L. Guidugli Jr., seconded the motion.

AYES: Richard Buechel Jr., Carolyn Duff, and Mayor Thomas L. Guidugli

NAYES: None. Motion carried.

Thomas Fisher, Attorney, stated that due to time constraints, a Consent Agenda will be used for the following items:

- *Newport Millennium Housing Corp. – Meeting Minutes from June 10, 2024, and Resolution 2025-01 – To Appoint Officers of NMHC.*
- *Neighborhood Foundations, Inc – Meeting Minutes from Oct 14, 2024, and Resolution 2025-01 – To Appoint Officers of NF, Inc.*
- *Newport Millennium Housing Corp. III – Meeting Minutes from May 12, 2025, and Resolution 2025-03 – Authorizing Certain Officers to Execute Deeds, Agreements and Document for the Sale of Homeownership Homes on Behalf of NMHC III.*
- *Newport Millennium Housing Corp. – Meeting Minutes from June 10, 2024, and Resolution 2025-01 – To Appoint Officers of NMHC IV.*

After no further discussion the following action was taken:

MOTION: Mayor Thomas L. Guidugli Jr. made a motion to adopt **Meeting Minutes and Resolutions under the Consent Agenda** and Carolyn Duff seconded the motion.

AYES: Richard Buechel Jr., Carolyn Duff and Mayor Thomas L. Guidugli Jr.

NAYES: None. Motion carried.

NEW BUSINESS

For Discussion: Salary Increases

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 19th Street – This will be a newly renovated two-level single-family home with two bedrooms and two full bathrooms that will be offered for sale when completed.

- Structural repairs, windows and siding are finishing.
- Concrete repairs in the basement are finishing.
- Damaged concrete stairs are being torn out and replaced.
- Plumbing and HVAC rough-in are complete.
- Electrical rough-in is in process.

1112 Ann Street – This will be a newly renovated one-story single-family home with two bedrooms and one full bathroom that will be offered for sale when completed.

- Drywall has been hung, finished and primed.
- The garage door has been installed.

708 Columbia – This will be a newly constructed two-story single-family home with three bedrooms and two full bathrooms that will be offered for sale when construction is completed.

- The building is framed through the rough and dried in.

319 W 8th – This will be a newly constructed two-story single-family home with three bedrooms and two full bathrooms that will be offered for sale when construction is completed.

- The building is framed through the rough and dried in.
- Windows and entry door units with dummy doors are installed.
- Split face block is installed so stairs can be poured.
- Plumbing rough-in has begun.

320 W 8th – This will be a newly constructed two-story single-family home with three bedrooms and two full bathrooms that will be offered for sale when construction is completed.

- The building is framed through the rough and dried in.
- Windows and entry door units with dummy doors are installed.
- Hardie siding and corbels/trim installed.
- Split face block is installed so stairs can be poured.
- HVAC and plumbing rough-in has begun.

CDBG: 2023/2024 (Cont'd)

324 W 8th - This will be a newly constructed two-story single-family home with three bedrooms and two full bathrooms that will be offered for sale when construction is completed.

- The building is framed through the rough and dried in.
- Windows and entry door units with dummy doors are installed.
- Hardie siding and corbels/trim installed.
- Split face block is installed so stairs can be poured.
- HVAC and plumbing rough-in has begun.

417 W 9th – This will be a newly constructed two-story single-family home with three bedrooms and two full bathrooms that will be offered for sale when construction is completed.

- The building is framed through the rough and dried in.
- Windows and entry door units with dummy doors are installed.
- Split face block is installed so stairs can be poured.
- Plumbing rough-in has begun.

NMHC III

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

- Unit 1 – cabinets are installed. Measuring for the countertops. Interior doors, trim, casing and base are being installed.
- Unit 2 – Receiving final inspections and final cleaning. We have an interested renter once it's completed.
- Unit 3 and Unit 4 are complete. Unit 3 has been leased up and Unit 4 will lease up on July 1st.

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

- Flooring installation has started.
- Front porch construction is complete.
- Cabinets, interior door units, casing, trim and base installation are in process.
- Finishing materials for units have been ordered.
- Appliances are received and stored.

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.
- The COO has been received.
- We have an approved buyer. The closing date will be on or before June 30th.

ENTRYWAY INC – HOME -2022

12 W 10th Street – Property sold on April 24th.

337 Keturah Street – Property sold on October 15th.

418 Elm Street – Property sold on September 24th.

ENTRYWAY INC – HOME - 2024

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

708 Isabella – This property will be a one-bedroom single family home with one full bathroom that will be offered for sale when renovations are complete.

- Plans have been approved by the City of Newport's Historic Preservation office and the plans have been submitted to the Building Dept for a permit.

737 Patterson – This property will be a two-bedroom single family home with one full bathroom and one-half bathroom that will be offered for sale when renovations are complete.

- Plans have been approved by the City of Newport's Historic Preservation office and the plans have been submitted to the Building Dept for a permit.
- Interior demo has begun.

1146 Columbia – This property will be a one-bedroom single family home with one full bathroom that will be offered for sale when renovations are complete.

- Plans have been approved by the City of Newport's Historic Preservation office.
- The plans were submitted to the Building Dept, and a permit has been issued.

Scattered Sites

- Working on Capital Fund upgrades at all the sites.
- A new landing & sidewalk at 335 W 8th along with countertop installation are complete.
- 431 Lindsey and 335 W 8th will be getting the gutters cleaned and leaf guards installed.
- 316 Keturah had the HVAC system replaced.

Grand Towers

- The circular pump on the boiler has been replaced.
- New lighting for the parking lot has been ordered.
- The pool table is being recovered next month.

Highland Village Senior Housing Development

- The new sidewalk at the garden boxes is completed.
- Working on planting replacement, trimming and mulching this month.

Scholar House

- We are recovering all refrigerant insulation on heat pump units.

Clifton Hills

- Stairwell work is finishing up.
- The handrails are done.
- Cove base, new light fixture and exit light are being installed.

Corpus Christi

- The new television and support bracket have arrived. The system will be installed in the sitting area shortly.

Administration:

- ✓ Overall leasing is at 97.7%
- ✓ **AUDITS:** Ohio Capital Corporation for Housing (OCCH) will be completing an online desk review, auditing Highland Village tenant files, in June 2025. We have not yet received notification of an onsite inspection.

Kentucky Housing Corporation (KHC) will be onsite at Highland Village on June 17, 2025, to audit tenant files and perform inspections.

- ✓ **SECTION 8:** We continue to work diligently with HUD to monitor shortfall funding for the Section 8 program. Anticipated government cutbacks will potentially 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. HUD notified us of new funding provisions for the HCV program, and we will apply for the funding to assist with the current funding shortfall.
- ✓ **CAPITAL FUND GRANTS:** We are waiting for notification of our 2025 Capital Fund Grant award. In anticipation of the 2025 award, we will soon begin the process of identifying capital improvements needed at each of the public housing sites.
- ✓ **NORTHERN KENTUCKY SCHOLAR HOUSE:** An application was submitted to National Equity Fund (NEF) to extend the internet grant for Northern Kentucky Scholar House residents for the next five years.
- ✓ We met with the Historic Preservation Board on May 28th regarding the new construction home located at 708 Columbia and we were granted the Certificate of Appropriateness.

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 and Kyle Randall were present. No Public Comments

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 Richard Buechel Jr., seconded the motion.

AYES: Richard Buechel Jr., Carolyn Duff and Mayor Thomas L. Guidugli Jr.

NAYES: None. Motion carried.

The Board adjourned at approximately 5:21pm.

These minutes are duly adopted on this 11th day of August 2025.

Michael Chalk, Chairperson

ATTEST:

Thomas L. Guidugli Sr., Executive Director