

**HOUSING AUTHORITY OF NEWPORT  
BOARD OF COMMISSIONERS  
MEETING MINUTES  
OCTOBER 13, 2025**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **October 13, 2025**, at 5:05pm 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 and Gina Schneider were also present.

Richard Buechel Jr. called the meeting to order noting the attendance was the same as stated for the Public Hearing.

**OLD BUSINESS**

The first item on the agenda was the adoption of the HAN meeting minutes from **September 8, 2025**, Board Meeting. The following action was taken:

**MOTION:** Joseph Mumper made a motion to adopt the **September 8, 2025, HAN meeting minutes** and Carolyn Duff seconded the motion.

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

**NAYES:** None. Motion carried.

The 2<sup>nd</sup> item on the agenda was the adoption of the HAN Special Call Meeting Minutes from **October 1, 2025**, Board Meeting. The following action was taken:

**MOTION:** Joseph Mumper made a motion to adopt the **September 8, 2025, HAN meeting minutes** and Richard Buechel Jr. seconded the motion.

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

**NAYES:** None. Motion carried.

**NEW BUSINESS**

**A. Resolution 2025-09 – To Approve Payment Flat Rents for Public Housing Developments to be Effective January 1, 2026**

*A draft of this plan was submitted previously for review. HUD publishes the Fair Market Rents and Small Area Fair Market Rents every year which requires us to set flat rents at no less than the lower of 80%.*

After no further discussion the following action was taken:

**MOTION:** Joseph Mumper made a motion to adopt the **Resolution 2025-09** and Carolyn Duff seconded the motion.

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

**NAYES:** None. Motion carried.

**B. Resolution 2025-10 – To Approve the Annual Plan for Fiscal Year Beginning January 1, 2026, and the Capital Fund Five- Year Plan**

*A draft of this was submitted previously for review. A Resident Advisory Board Meeting was held on October 9, 2025, and there were no comments.*

After no further discussion the following action was taken:

**MOTION:** Joseph Mumper made a motion to adopt the **Resolution 2025-10** and Carolyn Duff seconded the motion.

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

**NAYES:** None. Motion carried.

**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: 2023-052**

The CDBG Grant amount is \$996,526.

**49 19<sup>th</sup> 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.

- All the finish lighting, hardware, accessories and appliances are being installed.
- We have an interested buyer, and they have submitted an application.

**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.

- Certificate of Occupancy has been received.
- We have an interested buyer, and they have submitted an application.

### **CDBG: 2023-052 CONT'D**

**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 mason has completed the brick work.
- Sidewalks and driveway are completed.
- Cabinets, interior doors, casing, base and trim are being installed.
- All finish materials and appliances are purchased and stored.
- We have an interested buyer and they have submitted an application.

**319 W 8<sup>th</sup>** – 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.

- Cabinets, interior doors, base, trim and casing are installed.
- Stair handrails are being installed.
- Countertops are being measured this week.
- Exterior paint is complete.
- All finish materials and appliances are purchased and stored.

**320 W 8<sup>th</sup>** – 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.

- Front concrete is in process.
- Interior doors, trim, base and casing are installed.
- Cabinets and countertops are installed.
- Exterior paint is complete, and interior paint is in process.
- All finish materials and appliances are purchased and stored.
- We have an interested buyer and they are working with a lender on preapproval.

**324 W 8<sup>th</sup>** - 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.

- Interior doors, trim, base and casing are in process.
- Stair handrails and spindles are being installed.
- Exterior painting is finishing up.
- All finish materials and appliances are purchased and stored.

**417 W 9<sup>th</sup>** – 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.

- Drywall is complete.
- Hardwood and vinyl flooring are complete.
- Cabinets, interior door units, casing, trim and base installation is in process.
- All finish materials and appliances are purchased and stored.

### **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.

- All rental units have been leased up.
- Commercial space is finished. Working on final clean.
- We had a final Certificate of Occupancy inspection. Waiting for the certificate.

### **NMHC III Cont'd**

**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. They will be part of our Public Housing (Scattered Sites) Program.

- Interior and exterior paint is complete until touch-ups are needed.
- Moving to finishes, parking area and site restoration.

**700 Monmouth Street** – This will be a rental property, four (4) one-bedroom rental units on the 2<sup>nd</sup> and 3<sup>rd</sup> floors and commercial space on the 1<sup>st</sup> floor.

- Thirty-two (32) replacement windows were ordered, delivered and installed last week.

### **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.

- Completed the demo of additions and structural items.
- Rebuilding structural items and pouring footers for foundation of new addition.

**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.

- Plumbing, HVAC and electrical rough-in are complete.
- Insulation and inspections are complete.
- Moving to drywall hang and finish.
- Purchasing all interior finish materials and appliances to be stored.

**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.

### **CDBG 2025**

The CDBG Grant amount is \$994,000

We are working on site layouts, design plans and sound testing for five (5) new construction homes located at 208 W 12<sup>th</sup> Street, 1036 Hamlet Street, 516 W 9<sup>th</sup> Street, 111 W 9<sup>th</sup> Street and 429 Hodge Street.

- Completed sound studies on 207 W 12<sup>th</sup> and 1036 Hamlet. Lots passed and are acceptable to build on.

### **Scattered Sites**

- Working on Capital Fund upgrades at all the sites.

## **Grand Towers**

- Replaced the storage shed.
- Working on plumbing and boiler repairs.

*Linda Hess, Grand Towers, questioned if the plumbing issues were due to the drainage problem in the laundry room. Tom Guidugli confirmed that was one of the issues and they are trying to determine what is causing the issue.*

## **Highland Village**

- Having the gator repaired and serviced for upcoming winter season.
- We will be working on fall trimming & cleanup of grounds.

## **Scholar House**

- Continuing to recover all refrigerant insulation on heat pump units.
- Cleaning interior and exterior of the HVAC units.
- Working on property for upcoming inspection.

## **Clifton Hills**

- Trimming, weeding and mulching have been completed.
- Maintenance is working on workorder items.

## **Corpus Christi**

- Nothing new at this time.

## **Administration:**

- ✓ Overall leasing is at 98.3%
- ✓ **AUDITS:** Ohio Capital Corporation for Housing (OCCH) has completed an audit of tenant files for Highland Village and Clifton Hills. The required responses and corrections will be submitted in October 2025. Unit and building inspections were performed for both developments on September 30, 2025. Highland Village had one housekeeping issue. Clifton Hills had two health and safety issues for smoke detector batteries and three housekeeping issues. All health and safety issues were corrected within 24 hours.

Kentucky Housing Corporation (KHC) will be on-site at Northern KY Scholar House on October 21, 2025, to audit tenant files and perform inspections.

- ✓ **HUD:** The 2026 Fair Market Rents (FMRs) and Small Area Fair Market Rents (SAFMRs) have been published by HUD. HUD mandates that PHAs set their flat rents at no less than 80% of the lesser of published FMRs or SAFMRs. The analysis in your board packets last month indicated that all flat rents need to be increased to comply with HUD's mandate. The non-public housing units will be increased as well. All proposed rents were posted for the mandatory 30-day comment period.

- ✓ **NEW LEASES:** As previously mentioned, the new HOTMA regulations were effective July 1, 2025. Due to the nature of the changes required by HUD, our Public Housing leases will need to be updated to coincide with these new regulations. HUD plans to issue an interim final rule to rescind the 30-day notice for non-payment of rent later this year. As such, the new lease updates will be put on hold until that time.
- ✓ **SECTION 8:** The funding for the Section 8 program continues to be monitored. We continue to meet with HUD every 1-2 months to monitor the Section 8 budget and adjust when necessary.
- ✓ **PHA Annual Plan & Capital Fund 5-Year Plan:** HUD requires PHAs to update their Annual Plan every fiscal year. This plan lists requirements concerning the PHA's operations, programs, and services, and also allows the PHA to identify quantifiable goals and objectives for the next year. In addition, we are finalizing the 2025 Capital Fund budget. A draft of the Annual Plan was provided last month for review.
- ✓ **TRAINING:** Staff attended the Kentucky Housing Association (KHA) annual conference in September. Some topics included: HOTMA, NSPIRE, Maximizing HCV Utilization, Waitlist Management, Fair Housing and Navigating Lease Violations, Terminations and Evictions.

#### **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**

*A resident from Grand Towers commented that the WIFI in the community room doesn't allow for multiple people to connect to the WIFI. Tracie said that we would investigate getting broader bandwidth with our internet service provider.*

*Another resident from Grand Towers commented that the smell of marijuana is very strong in the building on multiple floors, especially on the weekends. It was very strong on the main floor on the previous Sunday. The windows in the hallways and stairways are being left open, and the smell of smoke is present.*

*Another resident from Grand Towers commented that she had to go to the hospital on a Sunday around 11:30am and returned at 4:30pm. Someone had been in her apartment and left a bag of candy on her counter. She requested that the staff review the cameras to see who had entered her apartment. She stated that the employee reviewing the cameras had not seen anyone enter her apartment, but she felt as if she was being dismissed by the staff.*

*There was also a complaint of a truck taking up two parking spaces and it has a flat tire.*

*Tracie Joyner is going to investigate these issues and discuss them with the staff. She is also looking into technology that will detect smoke from cigarettes and marijuana in the apartments.*

**Other Business**

None

**Executive Session**

None

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

**NAYES:** None. Motion carried.

**The Board adjourned at approximately 5:38pm.**

These minutes are duly adopted on this 8<sup>th</sup> day of December 2025.

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Michael Chalk, Chairperson

ATTEST:

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Thomas L. Guidugli Sr., Executive Director