

**HOUSING AUTHORITY OF NEWPORT
BOARD OF COMMISSIONERS
MEETING MINUTES
DECEMBER 8, 2025**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **December 8, 2025**, at 5:00pm with the following members present; Michael Chalk, Carolyn Duff, and Joseph Mumper. Thomas L. Guidugli Sr., Executive Director, Tracie Joyner, Deputy Director, Ron Rawe, Finance Director, Thomas Fisher, Attorney and Gina Schneider were also present.

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

OLD BUSINESS

The first item on the agenda was the adoption of the HAN Public Hearing meeting minutes from **October 13, 2025**, Board Meeting. The following action was taken:

MOTION: Joseph Mumper made a motion to adopt **October 13, 2025, HAN Public Hearing meeting minutes** and Carolyn Duff seconded the motion.

AYES: Michael Chalk, Carolyn Duff and Joseph Mumper

NAYES: None. Motion carried.

The 2nd item on the agenda was the adoption of the HAN Meeting Minutes from **October 13, 2025**, Board Meeting. The following action was taken:

MOTION: Joseph Mumper made a motion to adopt **October 13, 2025, HAN meeting minutes** and Carolyn Duff seconded the motion.

AYES: Michael Chalk, Carolyn Duff and Joseph Mumper

NAYES: None. Motion carried.

The 3rd item on the agenda was the adoption of the HAN Special Call Meeting Minutes from **November 5, 2025**, Board Meeting. The following action was taken:

MOTION: Joseph Mumper made a motion to adopt the **November 5, 2025, HAN Special Call meeting minutes** and Carolyn Duff seconded the motion.

AYES: Michael Chalk, Carolyn Duff and Joseph Mumper

NAYES: None. Motion carried.

NEW BUSINESS

A. Resolution 2025-12 – To Approve Operating Budget PHA Fiscal Year January 1, 2026

Ron Rawe, Finance Director, presented the 2026 operating budgets for all entities to the Board.

After no further discussion the following action was taken:

MOTION: Joseph Mumper made a motion to adopt the **Resolution 2025-12** and Carolyn Duff seconded the motion.

AYES: Michael Chalk, 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 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.

- All the finish lighting, hardware, accessories and appliances are installed.
- Working on final items, cleaning and waiting on Certificate of Occupancy.
- We have a buyer under contract, and the appraisal has been ordered.

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 a buyer under contract.

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.

- Interior paint is in process.
- Countertops are being installed.
- All finish materials and appliances are being installed.
- We have a buyer under contract, and the appraisal has been done.

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.

- Exterior paint is completed.
- All finish materials and appliances are being installed.
- Started showing the home to interested buyers.

CDBG: 2023-052 Cont'd

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.

- All finish materials are being installed.
- We have a buyer under contract, and the appraisal has been ordered.

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.

- All finish materials are being installed.
- We have an interested buyer. Waiting on their application.

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.

- Countertops are measured.
- All finish materials are being installed.
- We have a buyer under contract, and the appraisal has been done.

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 – The unit is complete and has been leased up.
- Unit 2 – The unit is complete and has been leased up.
- Unit 3 and Unit 4 are complete. Both units are leased up.
- Commercial space is finished but has not been leased up yet.
- We received the Certificate of Occupancy.

409-413 W 8th 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.

- Working on finish items.
- Units should be ready for rental by the end of the year.

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

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

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.

- Exterior wall masonry is in process.
- Rear addition is framed; interior framing is in process.
- Plumbing and HVAC rough-in are complete. Electrical rough-in will start this week.

ENTRYWAY INC – HOME – 2024 Cont'd

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.

- Exterior grading, fence removal, and tree removal are completed.
- Porch, patio and sidewalks are installed.
- Interior door units, cabinets, base, casing and trim are in process.
- All interior finish materials and appliances have been purchased and are being 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 12th Street, 1036 Hamlet Street, 516 W 9th Street, 111 W 9th Street and 429 Hodge Street.

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

Scattered Sites

- Working on Capital Fund upgrades at all the sites.

Grand Towers

- Completed welding repairs to trash chute.

Highland Village

- Video recorder unit for the camera system has been updated.
- The training room TV is being replaced.

Scholar House

- Nothing new at this time.

Clifton Hills

- Nothing new at this time.

Corpus Christi

- Installed shed in the courtyard. Ice melt, rakes, shovels, etc. are stored in the shed.

Administration:

- ✓ Overall leasing is at 98.5%
- ✓ **AUDITS:** Ohio Capital Corporation for Housing (OCCH) completed file audits for Highland Village and Clifton Hills. We received the final closeout letters for both properties, which contained no findings.
- ✓ **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.
- ✓ **NEWLEASES:** Revisions to our market rental and public housing leases are currently in progress. A draft will be shared once it's finalized. We expect to publish the updated leases for public comment within the next month.
- ✓ **TRAINING:** Two FSS staff members recently completed a three-day Self-Sufficiency Service Coordination training course. Upon completion of the training, both staff members successfully passed the required examination and are now certified Self-Sufficiency Service Coordinators.

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

No one from the Public attended.

Other Business

Thomas Fisher updated the Board regarding the negotiation with SDI for the portion of the Peter G. Noll property for the laydown area for construction. We are still finalizing everything and should have a Resolution for review and approval soon.

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: Michael Chalk, Carolyn Duff and Joseph Mumper

NAYES: None. Motion carried.

The Board adjourned at approximately 5:40pm.

These minutes are duly adopted on this 9th day of February 2026.

Michael Chalk, Chairperson

ATTEST:

Thomas L. Guidugli Sr., Executive Director