

**HOUSING AUTHORITY OF NEWPORT  
BOARD OF COMMISSIONERS  
MEETING MINUTES  
NOVEMBER 13, 2023**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **November 13, 2023** at 5:00pm with the following members present; Michael Chalk, Richard Buechel Jr., Mayor Thomas L. Guidugli, Jr., and Joseph Mumper. Thomas L. Guidugli Sr., Executive Director, Tracie Joyner, Deputy Director, Thomas Fisher, Attorney, Gina Schneider and Dennis Elrod, Atkins & Elrod were also present.

Michael Chalk called the meeting to order and took attendance; noting that Carolyn Duff was absent.

**OLD BUSINESS**

The first item on the agenda was adoption of the HAN Public Hearing meeting minutes from the **October 9, 2023** Board Meeting. The following action was taken:

**MOTION:** Richard Buechel Jr., made a motion to adopt the **October 9, 2023 Public Hearing meeting minutes** and Joseph Mumper seconded the motion.

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

**NAYES:** None. Motion carried.

The second item on the agenda was adoption of the meeting minutes from the **October 9, 2023** Board Meeting. The following action was taken:

**MOTION:** Richard Buechel Jr., made a motion to adopt the **October 9, 2023 meeting minutes** and Joseph Mumper seconded the motion.

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

**NAYES:** None. Motion carried.

## NEW BUSINESS

### **A. Resolution 2023-09 – To Approve Flat Rents for Public Housing Development to be Effective January 1, 2024**

*Tracie Joyner explained that the fair market rents are published every year and go into effective January 1<sup>st</sup>, and we make the adjustments based on the published rents.*

After no further discussion the following action was taken:

**MOTION:** Richard Buechel, Jr. made a motion to adopt the **Resolution 2023-09** and Joseph Mumper seconded the motion.

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

**NAYES:** None. Motion carried.

### **B. Resolution 2023-10 – To Approve Payment Standards for the Section 8 Housing Choice Voucher (HCV) Program**

*Tracie Joyner explained that HUD will allow us to go up to 110% of the FMR but since our rents were already much lower, we requested a waiver to go up to 120% of the FMR. The waiver was approved but is only good through the end of 2023. This resolution will be the first step in getting HUD to approve another waiver for the 120% for 2024.*

After no further discussion, the following action was taken:

**MOTION:** Richard Buechel, Jr., made a motion to adopt the **Resolution 2023-10** and Joseph Mumper seconded the motion.

**AYES:** Michael Chalk, Richard Buechel Jr., Mayor Thomas L. Guidugli, Jr., 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: 2023/2024**

We are working on the application for the next grant for 7 homes (5 new construction and 2 rehabs)

**CDBG: 2020/2021**

The CDBG Grant amount is \$999,352.00.

**New Construction**

All of the new construction properties will be three-bedroom single-family units with two full bathrooms that will be offered for sale when complete.

**318 Lindsey Street**

- Drywall hang and finish is complete.
- Moving on to masonry, hardwood and vinyl flooring installation.
- Concrete work is in process.
- We have an interested buyer. Waiting on their application.

**320 Lindsey Street**

- Rough plumbing is in process.
- Moving on to masonry, hardwood and vinyl flooring installation.
- Concrete work is in process.

**1001 Central Avenue**

- Masonry work is complete.
- The porch build is in process.
- Interior finishing is in process.
- We have an interested buyer but no purchase contract has been signed yet.

**327 W 10<sup>th</sup> Street**

- This property was sold on October 17<sup>th</sup>.

**333 W 10<sup>th</sup> Street**

- This property was sold on October 12<sup>th</sup>.

**Rehab**

**1027 Ann Street** – This property will be a three-bedroom single-family unit with two full bathrooms.

- This property was sold on August 31<sup>st</sup>.

**1130 Liberty Street (1128 Liberty – off street parking for 1130)** – This property will be a three-bedroom single-family unit with two full bathrooms.

- This property sold on September 27, 2023

**NMHC III**

**825/827 Ann Street** – This will be a duplex with two (2) one-bedroom units for rent.

- Concrete and landscaping is complete.
- Electrical and plumbing finish is in process.

**1001 York Street** – This will be a building with four one (1) bedroom units for rent.

- We have two units rented.

### **NMHC III – Cont’d**

**828 Isabella** – This will be a rental property, residential upstairs and commercial space on the 1<sup>st</sup> floor.

- Interior demo is completed.

**NSP FUNDS** – We currently have \$500,000 available for 813 and 814 Ann Street and we have \$160,000 available for 28 W 9<sup>th</sup> Street.

**813 Ann Street (Part NSP)** – This will be three (3) bedroom, two (2) bathroom that will be offered for sale when construction is complete.

- This home is in the final stages of completion.
- We have a buyer and a purchase contract is signed. The closing will take place in early to mid-December.

### **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 offer for sale when renovations are complete.

- Interior demo is complete.
- The foundation to the addition is complete.

**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.

- Structural and framing repairs are in finishing up.

**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.

- Electrical and plumbing rough-in is in process.
- New windows have been installed.
- Gutters have been relined.
- Moving to insulation and drywall next.

### **Scattered Sites**

- We will be painting several building exteriors in the summer and fall.
- We are working on replacing and/or installing fencing at several buildings.
- Central Housing – we will be replacing HVAC equipment, water heaters and other items.
- Working on Capital Fund upgrades at all the sites.

### **Grand Towers**

- Contractors have begun the work on the elevator upgrades.
- The trash room paint and flooring upgrades are complete.
- New key fob equipment is in place and Peggy is working on new fobs for the residents.
- Entry door repair is complete.
- Storage Room clean-up is in process and we are working on adding more storage lockers.

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

- The parking lot sealcoating and striping is completed.
- The reworking of the rear path leading to the community room is complete.
- Working on other Capital Fund upgrades.

### **Scholar House**

- No new items at this time.

### **Clifton Hills**

- New camera system installation is in process.

### **Corpus Christi**

- The replacement of stoves and refrigerators will be complete by the end of the year.

### **Administration:**

- ✓ Overall leasing is at 98.5%
- ✓ Ohio Capital Corporation for Housing (OCCH) is currently auditing Highland Village, City Wide, Clifton Hills, and Liberty Housing. We received the audit reports for Highland Village and City Wide and are in the process of submitting the required corrections. We are still waiting for the official report for the other developments to confirm the outcome of those audits.
- ✓ I had a discussion with the City of Wilder on the possibility of building affordable housing.
- ✓ We will continue to offer landlords a \$500 incentive to place new units on the Section 8 program. We have issued 69 incentive checks since August of 2022.

### **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**

None

**Executive Session**

None

**Adjourn**

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

**MOTION:** Richard Buechel Jr., made a motion to **adjourn the HAN Board Meeting** and Joseph Mumper seconded the motion.

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

**NAYES:** None. Motion carried.

**The Board adjourned at approximately 5:21pm.**

These minutes are duly adopted on this 11th day of December 2023.

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Michael Chalk, Chairperson

ATTEST:

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Thomas L. Guidugli Sr., Executive Director