

**HOUSING AUTHORITY OF NEWPORT  
BOARD OF COMMISSIONERS  
MEETING MINUTES  
OCTOBER 9, 2023**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **October 9, 2023** at 5:02pm with the following members present; Michael Chalk, Richard Buechel Jr., Mayor Thomas L. Guidugli, 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.

Michael Chalk called the meeting to order and took attendance.

**OLD BUSINESS**

The first item on the agenda was adoption of the meeting minutes from the **September 11, 2023** Board Meeting. The following action was taken:

**MOTION:** Richard Buechel Jr., made a motion to adopt the **September 11, 2023 Board Meeting minutes** and Joseph Mumper seconded the motion.

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

**NAYES:** None. Motion carried.

**NEW BUSINESS**

**A. Resolution 2023-07 – To Approve the Annual Plan for Fiscal Year Beginning January 1, 2024 and the Capital Fund Five Year Plan 2023-2027.**

*The plans were available for review at the September 11, 2023 board meeting and there have been no changes to the Annual Plan or Capital Five Year Plan 2023-2027.*

After no further discussion the following action was taken:

**MOTION:** Joseph Mumper made a motion to adopt the **Resolution 2023-07** and Carolyn Duff seconded the motion.

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

**NAYES:** None. Motion carried.

## NEW BUSINESS (Cont'd)

### **B. Resolution 2023-08 – Resolution Authorizing Sale of Real Estate (Grandview Property)**

*We have a purchase agreement with Ashley Commercial Group LLC. They will be building single-family homes for homeownership. There was a question to the Mayor regarding the City's position on the sale and use of this site. The Mayor explained that over the years, many developers have been interested but the current plan presented seems to be the best option and use for this site.*

After no further discussion, the following action was taken:

**MOTION:** Richard Buechel, Jr., made a motion to adopt the **Resolution 2023-08** and Carolyn Duff seconded the motion.

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

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**

- Windows and exterior doors are installed.
- Rough electrical and insulation is complete.
- Drywall will start shortly.

### **320 Lindsey Street**

- Windows and exterior doors are installed
- Rough plumbing is in process.
- HVAC rough-in is complete.
- Rough electrical and insulation is complete.
- Drywall will start shortly.

## **CDBG: 2020/2021 – Rehab Cont'd**

### **1001 Central Avenue**

- Siding is almost complete.
- Cabinets, interior trim, casing, base and door units are being installed.
- Masonry work in in process.
- We have an interested buyer.

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

- The property is in the final stages of completion.
- We have a purchase contract in place and the closing will take place by the end of October.

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

- The property is in the final stages of completion.
- We have an interested buyer. Purchase contract has been signed and the closing will take place by the end of October.

## **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.

- Cabinets are installed and measured for the countertops.
- Concrete is working.

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

- Rough cleaning is in process.
- Installing accessories, hardware, etc.
- We have the first rental application.

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

- Working on interior demo.

**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.

- Porch has been built.

- Interior painting is complete.
- Lighting/electrical fixtures are being installed.

### **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.

**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.

- Interior demo is complete.

**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.

- Structural framing and siding the addition is complete.
- Electrical and plumbing rough-in is in process.
- New roof has been installed.

### **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**

- The contractor is working on production of the new elevators.
- The new picnic tables for the pavilion and in the front of the building have arrived and will be assembled soon.
- Upgrades to the lighting is complete.
- We have begun upgrading paint and flooring in trash rooms.
- The upgrades to hallway breaker panels are in process and the 1<sup>st</sup> and 2<sup>nd</sup> floors are complete.
- We have the new equipment to repair the key fob and directory systems.

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

- The parking lot sealcoating and striping has been scheduled.
- We will be reworking the rear drive path leading to the community room.
- Working on other Capital Fund upgrades.

### **Scholar House**

- We have repaired the drive gate that was damaged a few months ago.
- We have repaired some electrical issues in the daycare computer lab.

### **Clifton Hills**

- No new items at this time.

### **Corpus Christi**

- The replacement of water heaters are complete.

### **Administration:**

- ✓ Overall leasing is at 98.5%
- ✓ The 2024 Fair Market Rents have been published by HUD and are effective October 1, 2023. We are currently under a regulatory waiver from HUD that allowed us to increase our Section 8 payment standards to 120% of the 2023 Fair Market Rents. HUD has not confirmed if the waiver will be extended for the 2024 FMRs. The decision to increase the payment standards is currently on hold.
- ✓ In addition to the Payment Standards, the Flat Rent schedule for public housing will also need to be revised to comply with HUD's rule that Flat Rents be set at no less than 80% of the published Fair Market Rents. A draft analysis is attached for your review. The new Flat Rent schedule requires a 30-day comment period so that Resolution will be presented at the November meeting. The non-public housing units will be increased as well.
- ✓ The HOTMA final rule effective date is January 1, 2024. HUD recently determined that PHAs need time to understand the system and program changes and implement them. To comply with HOTMA, PHAs must be able to submit transactions to the Housing Information Portal (HIP). This requires the PHA's software vendor to make system updates and fully convert to making all submissions to HIP. Each PHA will set its own compliance date as early as January 1, 2024, but no later than January 1, 2025. Prior to implementation, updates to the Admin Plan and Admissions and Continued Occupancy Policy will be required.
- ✓ HUD recently released a notice extending the Section 8 HQS inspections standards. The NSPIRE final rule for the Section 8 program will now be effective October 1, 2024.
- ✓ Ohio Capital Corporation for Housing (OCCH) is completing the remote file audit for Highland Village and Clifton Hills. We are waiting for the official notification from OCCH on the outcome of the audits. They will be performing the same for City Wide in October.
- ✓ Our Section 8 and Public Housing programs received High Performer status from HUD for the fiscal year ending December 31, 2022 and were presented to us at this year's KHA/TAHRA Annual Conference that was held in September.
- ✓ We will continue to offer landlords a \$500 incentive to place new units on the Section 8 program. We have issued 61 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**

*Linda Hess, a resident at Grand Towers, was present. She stated that one of the dryers is still not working in the 10<sup>th</sup> floor laundry room. It has been down since before the remodel of the laundry rooms. We will follow up with maintenance.*

**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., Carolyn Duff and Joseph Mumper

**NAYES:** None. Motion carried.

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

These minutes are duly adopted on this 13<sup>th</sup> day of November 2023.

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Michael Chalk, Chairperson

ATTEST:

DRAFT