

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

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **September 8, 2025**, at 5:00pm with the following members present; Michael Chalk, Richard Buechel Jr., Carolyn Duff, Joseph Mumper and Mayor Thomas L. Guidugli, Jr. 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 and took attendance.

OLD BUSINESS

The first item on the agenda was the adoption of the HAN meeting minutes from **August 11, 2025**, Board Meeting. The following action was taken:

MOTION: Richard Buechel Jr. made a motion to adopt the **August 11, 2025, HAN meeting minutes** and Carolyn Duff seconded the motion.

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

NAYES: None. Motion carried.

NEW BUSINESS

A. Resolution 2025-07 – To Approve Payment Standards for the Section 8 Housing Choice Voucher (HCV) Program

This is to reflect the 2026 payment standards set by HUD and will go into effect October 1, 2025.

After no further discussion the following action was taken:

MOTION: Richard Buechel Jr. made a motion to adopt the **Resolution 2025-07** and Joseph Mumper seconded the motion.

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

NAYES: None. Motion carried.

NEW BUSINESS Cont'd

B. Auditors – CLA (Clifton Larsen Allen, LLP) – Presentation of HAN/NMHC III – Fiscal Year Financial Report/Audit

Ken Saggese with Clifton Larson Allen LLP presented the financial statements and audit reports for the fiscal year ending December 31, 2024. All audits were clean and there were no findings.

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.

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.

- The installation of interior door units, base, casing and trim is completed.
- Decks are being completed.
- Cabinets and countertops are installed.
- We have some interested buyers for this home and have started to show it.

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.

- Working on final finishes and cleaning.
- We have some interested buyers and have been showing this home.

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.

- Drywall is hung and finished.
- The mason is working on the brick.

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.

- Concrete sidewalks and rear pad are complete.
- Hardwood and vinyl flooring are installed.

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.

- Front concrete is in process.
- Interior doors, trim, base and casing are finishing.
- Cabinets are delivered.

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.

- Hardwood and vinyl flooring are complete.
- Interior doors, trim, base and casing are in process.

CDBG: 2023/2024 – Cont’d

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.

- Masonry brick work and cast stones are complete.
- Fire caulk and insulation are complete.
- Electrical rough-in is complete.
- Drywall is on site to install.
- Sidewalks, the parking pad, etc. are complete.

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 – We did have an interested tenant, but they decided not to lease up. Working on finding another tenant.
- Unit 2 – The unit is complete and have been leased up.
- Unit 3 and Unit 4 are complete. Both units are leased up.
- Commercial space – Cabinets and countertop are installed. The plumber, electrician and staff are working on finishes.

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

- Interior and exterior painting is complete until touch-up.
- Finishing materials for units are being installed.
- Heat pumps are completed.
- Moving to finishes, parking area and site restoration.

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.

- Permit received.
- Demo has begun.

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.

- The Harding siding has been installed.
- Plumbing rough-in is complete.
- HVAC rough-in is in process.
- Electrical rough-in will follow.

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.

Scattered Sites

- Working on Capital Fund upgrades at all the sites.

Grand Towers

- Updating camera system.
- Working on miscellaneous repairs and upgrades.

Highland Village

- State inspection of the elevators has been completed.
- Doing an annual inspection with TK elevators next week.

Scholar House

- Continuing to recover all refrigerant insulation on heat pump units.
- Cleaning interior and exterior of the HVAC units.
- Completing turns.

Clifton Hills

- State inspection of the elevators has been completed.

Corpus Christi

- State inspection of the elevators has been completed.
- Trimming and cleaning of the courtyard is in process.

Administration:

- ✓ Overall leasing is at 98.1%
- ✓ **AUDITS:** Ohio Capital Corporation for Housing (OCCH) is auditing tenant files for Highland Village and Clifton Hills. We recently received notification of on-site inspections for both developments on September 30, 2025. We have not yet received the audit responses for the tenant files.
- ✓ **HUD:** The 2026 Fair Market Rents (FMRs) and Small Area Fair Market Rents (SAFMRs) have been published by HUD and are effective October 1, 2025. Based on these new figures, we are requesting Board approval to increase the Payment Standards for the Section 8 Program. There is a Resolution in your packets reflecting the requested rent amounts.

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 lesser of published FMRs or SAFMRs. The analysis in your board packet indicates 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 are currently posted for the mandatory 30-day comment period. A Resolution will be presented at the October meeting.

- ✓ **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 make adjustments 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 is included in your board packet for your review. A Resolution will be presented at the October meeting.
- ✓ **TRAINING:** Staff will be attending the Kentucky Housing Association (KHA) annual conference in September. Some topics include: 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

Other Business

None

Executive Session

None

Update on the bridge project: The judge would not sign the agreed order until there was a phone call to the named parties; the city and the county as they were served by KYTC but did not respond. That phone call took place, and we should be receiving a copy of the signed agreed order.

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

NAYES: None. Motion carried.

The Board adjourned at approximately 5:36pm.

These minutes are duly adopted on this 13th day of October 2025.

Richard Buechel Jr., Vice-Chairperson

ATTEST:

Thomas L. Guidugli Sr., Executive Director