

**HOUSING AUTHORITY OF NEWPORT  
BOARD OF COMMISSIONERS  
MEETING MINUTES  
AUGUST 11, 2025**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **August 11, 2025**, at 5:00pm with the following members present; Michael Chalk, 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.

Michael Chalk called the meeting to order and took attendance, noting that Mayor Thomas L. Guidugli Jr. was absent.

**OLD BUSINESS**

The first item on the agenda was the adoption of the HAN meeting minutes from **June 9, 2025**, Board Meeting. The following action was taken:

**MOTION:** Richard Buechel Jr. made a motion to adopt the **June 9, 2025, HAN meeting minutes** and Carolyn Duff seconded the motion.

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

**NAYES:** None. Motion carried.

**NEW BUSINESS**

**A. Resolution 2025-05 – To Approve Salary Increases for Employees of the Housing Authority of Newport**

After no further discussion the following action was taken:

**MOTION:** Richard Buechel Jr. made a motion to adopt the **Resolution 2025-05** and Joseph Mumper seconded the motion.

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

**NAYES:** None. Motion carried.

## **NEW BUSINESS Cont'd**

### **B. Resolution 2025-06 – Approving an Agreed Interlocutory Order and Judgment Relating to Real Property know as Peter G. Noll Homes.**

*Tom Fisher explained that an Interlocutory Order and Judgment was a temporary order until the final judgment order is entered. The Commonwealth of Kentucky Transportation Cabinet has made an offer to HAN to purchase property (a portion of Peter G. Noll) for the construction of a replacement bridge for the existing 4<sup>th</sup> Street Bridge. While there is a dispute regarding the value of the property they are requesting access to the property north of 5<sup>th</sup> Street as a laydown area for the bridge replacement. We have agreed to this request.*

After no further discussion the following action was taken:

**MOTION:** Richard Buechel Jr. made a motion to adopt the **Resolution 2025-06** and Carolyn Duff seconded the motion.

**AYES:** Michael Chalk, 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: 2023/2024**

The CDBG Grant amount is \$996,526.

We are working on the application for the next grant for 7 homes (5 new construction and 2 rehabs). Building permits have been received.

**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.

- Structural repairs, windows and siding are finishing.
- Concrete repairs in the basement are completed.
- Damaged concrete stairs are being torn out and replaced.
- Drywall is hung and finished.
- Hardwood and vinyl flooring are installed.
- Starting the installation of interior door units, base, casing and trim.

**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.

- Countertops have been installed.
- Exterior concrete, stairs & the stone wall are completed.
- Siding is completed.
- Working on interior finishes.

**CDBG: 2023/2024 (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.

- Front windows are installed.
- Fire & insulation is completed.
- Pre-drywall inspections are completed.
- Drywall is being stocked.

**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.

- HVAC and electrical rough-in is completed.
- Masonry brick & cast stones are completed.
- Building has been fire-caulked, insulated and inspected.
- Moving to drywall.
- Concrete sidewalks are in process.
- Permanent electric is complete.

**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.

- Split face block is installed so stairs can be poured.
- Drywall is hung and finished.
- Hardwood and vinyl flooring is completed.
- The parking pad and sidewalks in rear of building are completed.
- Front concrete is in process.
- Permanent electric is complete.

**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.

- Split face block is installed so stairs can be poured.
- Electrical rough-in is complete.
- Drywall is in process.
- Rear sidewalks and parking pad are completed.
- Front concrete is in process.
- Permanent electric is complete.

**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.

- Split face block is installed so stairs can be poured.
- HVAC rough-in is completed.
- Electrical rough-in will start shortly.
- Masonry brick work & cast stones are working.

### **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.

- Unit 1 – final finishes are in process.
- 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 – working on base, trim, cabinets, etc.

**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.

- Interior and exterior painting is complete until touch-up.
- Finishing materials for units are being installed.
- Heat pumps should be completed shortly.
- Appliances should be moved into units by the end of the week.

### **NSP FUNDS**

**823 Brighton Street (Part NSP)** – This will be a two-bedroom single-family unit with one full bathroom and a powder room that will be offered for sale when renovations are complete.

The balance of funds from NSP, in the amount of \$115,251.00, will be used and the remaining funds will come from NMHC III.

- The home sold on June 27<sup>th</sup>.

### **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.

- Plans have been approved by the City of Newport's Historic Preservation office, and the plans have been submitted to the Building Dept for a permit.

**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.

- Plans have been approved by the City of Newport's Historic Preservation office, and the plans have been submitted to the Building Dept for a permit.
- Structural floors, walls and supports are being rebuilt.
- Roof has been rebuilt and dried in.
- Window and stairs to 2<sup>nd</sup> floor have been installed.
- Siding, etc. is starting.

**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.

### **Scattered Sites**

- Working on Capital Fund upgrades at all the sites.

### **Grand Towers**

- New lighting for the parking lot has been ordered.
- Two new benches have been installed.
- Working on some plumbing repair quotes.

### **Highland Village**

- We will be doing planting replacement, trimming and mulching property.
- Replaced door and side windows damaged by fireworks.
- Doing HVAC repairs.
- Generator maintenance completed.
- Working on a window protection screen for the truck.

### **Scholar House**

- Continuing to recover all refrigerant insulation on heat pump units.
- Completing turns and getting ready for an inspection.

### **Clifton Hills**

- Nothing new currently.

### **Corpus Christi**

- Nothing new currently.

### **Administration:**

- ✓ Overall leasing is at 98.3%
- ✓ **AUDITS:** Ohio Capital Corporation for Housing (OCCH) is in the process of auditing tenant files for Highland Village. We have not received the audit response nor a notification of an onsite inspection. They have requested information to begin the audit process for Clifton Hills.
- ✓ **HUD:** The HOTMA changes for Sections 102 & 104 will be effective with residents' annual recertifications as of July 1, 2025. New leases for Public Housing will be updated to reflect the changes required by HUD and should be finalized by January 1, 2026.
- ✓ **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.
- ✓ **CAPITAL FUND GRANTS:** We have received the notification of our 2025 Capital Fund Grant award. We have begun the process of identifying capital improvements needed at each of the public housing sites.

- ✓ **PET POLICY UPDATE:** We are adding an additional charge against pet owners who fail to remove pet waste. This update will be implemented with the new Public Housing leases.
- ✓ On July 30, 2025, I attended the Steinhauser Ribbon Cutting with Governor Beshear where he presented a check for \$994,000 to the City of Newport for the next CDBG project. Two of our participants in the program were also present. One being an employee of Steinhauser and the other is a teacher at Newport Independent Schools.

### **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**

Five residents from Grand Towers were present.

*There was a question regarding the site inspections at the senior sites. Highland Village had an inspection that went well, and we are looking at the items they are reviewing so we can prepare for future site inspections. There was a follow-up question regarding the sprinklers in the apartments, and the amount of space items are to be away from the sprinklers. Tracie Joyner believes it to be 18 inches but will verify and get back to the residents.*

*The residents heard that there would no longer be monthly birthday parties for the residents. Tracie assured the residents that the monthly birthday parties would continue.*

*There was a question regarding the bike racks and whether mopeds can be parked there. Tracie Joyner is still reviewing the situation, and we'll get back to the residents. Also, the residents were inquiring about mopeds parking in handicapped parking spaces. If a vehicle or moped has a handicap placard they can park there. Two mopeds or motorcycles can share parking spaces, but they cannot be shared with a vehicle.*

*There was a question regarding smoking in vehicles even if they are not 25 feet from the building (i.e. people smoking in cars parked in handicapped spaces). Tracie responded that we have no say over someone smoking in their own vehicle.*

**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 Carolyn Duff seconded the motion.

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

**NAYES:** None. Motion carried.

**The Board adjourned at approximately 5:40pm.**

These minutes are duly adopted on this 8th day of September 2025.

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Michael Chalk, Chairperson

ATTEST:

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Thomas L. Guidugli Sr., Executive Director