

**HOUSING AUTHORITY OF NEWPORT
BOARD OF COMMISSIONERS
MEETING MINUTES
DECEMBER 9, 2024**

The monthly meeting for the **Board of Commissioners of the Housing Authority of Newport** was called on **December 9, 2024**, at 5:00pm with the following members present; Michael Chalk, Mayor Thomas L. Guidugli, Jr, Richard Buechel Jr., Carolyn Duff and Joseph Mumper. Thomas L. Guidugli Sr., Executive Director, Tracie Joyner, Deputy Director, Thomas Fisher, Attorney, Ron Rawe, Finance Director, Gina Schneider and Dennis Elrod 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 Public Hearing meeting minutes from the **October 14, 2024**, Board Meeting. The following action was taken:

MOTION: Richard Buechel Jr. made a motion to adopt the **October 14, 2024, HAN Public Hearing meeting minutes** 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.

The second item on the agenda was the adoption of the **HAN meeting minutes** from the **October 14, 2024**, Board Meeting. The following action was taken:

MOTION: Richard Buechel Jr made a motion to adopt the **October 14, 2024, HAN meeting minutes** 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

A. Resolution 2024-12 – To Approve a Revision to the Materials and Labor Charge Policy

Tracie Joyner explained that it's been five years since the policy has been revised and due to inflation and the cost of materials, a revision to the policy was necessary.

After no further discussion the following action was taken:

MOTION: Richard Buechel Jr. made a motion to adopt Resolution **2024-12** 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.

B. Resolution 2024-13 – To Approved an Update to the Pet Ownership Policy Governing Pet Ownership in Housing

Tracie Joyner explained the changes to the policy to include increases to refundable pet deposits and to include a non-refundable pet deposit. It also includes a detail of violations related to the pet policy. Residents who own pets will have to sign the updated policy, but the new deposit amounts will apply going forward and not to current residents who own pets.

After no further discussion the following action was taken:

MOTION: Carolyn Duff made a motion to adopt Resolution **2024-13** 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 CONT'D

C. Resolution 2024-14 - To Approve a Revision to the Payment Standards for the Section 8 Housing Choice Voucher (HVC) Program (Revision to Resolution 2024-05)

Tracie Joyner explained that HUD had recently given The Housing Authority of Newport a SAFMR (Small Area Fair Market Rent) designation which will require us to provide a 12-month notice of decreased payment standards to landlords and tenants which will fall under the 110% of the 2024 SAFMR payment standards.

After no further discussion the following action was taken:

MOTION: Richard Buechel Jr. made a motion to adopt Resolution **2024-14** 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.

D. Resolution 2024-15 – To Approve a Revision to the Smoke-Free Housing Policy for all Housing Units Owned and Managed by the Housing Authority of Newport

Tracie Joyner explained that the update to the policy is to include prohibited smoking products which are electronic cigarettes, pipes, vapes, marijuana/cannabis along with tobacco products.

After no further discussion the following action was taken:

MOTION: Carolyn Duff made a motion to adopt Resolution **2024-15** 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 CONT'D

E. Resolution 2024-16 – To Approve the Operating Budget for PHA Fiscal Year beginning January 1, 2025

Ron Rawe, Finance Director, briefly discussed the Operating Budget along with any changes to individual budgets for each development.

After no further discussion the following action was taken:

MOTION: Richard Buechel Jr. made a motion to adopt Resolution **2024-16** 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

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 19th Street – Rehab – Interior demo is complete.
- 1112 Ann Street – Rehab – Interior demo is complete. Foundation for rear addition is complete.
- 708-710 Columbia – combined lots – New Construction – Excavation of the ground is in process.
- 319 W 8th – New Construction – Foundation is in process.
- 320 W 8th – New Construction – Foundation is in process.
- 324 W 8th – New Construction – Foundation is in process.
- 417 W 9th – New Construction

CDBG: 2020/2021

The CDBG Grant amount is \$999,352.

All the new construction properties and rehabbed properties have been sold. The project close out is in process.

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.

- Cabinets are being installed.
- Permanent electricity to the building is complete.
- Purchasing the finish items.

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

- Framing has begun.
- Bidding for HVAC, plumbing and electrical will begin shortly.

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.

- Hardwood flooring has been installed.
- The tile is onsite for installation.
- Purchasing the finish materials.

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 10th Street – This property will be a two-bedroom single-family unit with one full bathroom that will be offered for sale when renovations are complete.

- This home is complete, and the COO has been received.
- We have an interested buyer. Just waiting for their application to be approved.

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.

- This home was sold on October 15th.

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.

- Property sold on September 24, 2024.

ENTRYWAY INC – HOME - 2024

We have been approved for the next Entryway project which will be 708 Isabella, 737 Patterson and 1146 Columbia.

- Working on blueprints and permits.
- Working on cleaning out trash and debris and will move to interior demo.

Scattered Sites

- Working on Capital Fund upgrades at all the sites.
- 933 Saratoga – Replaced the rear deck, working on roofing, exterior paint, interior flooring, cabinets, repairs and interior painting.
- Inventory for Scattered Sites will start this month.

Grand Towers

- A new maintenance storage shed has been delivered and will be assembled shortly. Inventory will start this month.

Highland Village Senior Housing Development

- Working on Capital Fund items.

Scholar House

- No new projects currently. Inventory will start this month.

Clifton Hills

- Working on repairs to the east stairwell from the recent sprinkler system break.
- Pricing insulation, drywall hang and finishing and painting.
- Inventory will start this month.

Corpus Christi

- No new projects currently. Inventory will start this month.

Administration:

- ✓ Overall leasing is at 98.7%
- ✓ Ohio Capital Corporation for Housing (OCCH) is completing a remote file audit of Highland Village and Clifton Hills. The required response and corrections will be submitted this month. We are still waiting on the outcome of the Clifton Hills audit.
- ✓ HUD has recently made some revisions to the SAFMR process. Housing Authorities are now required to provide a 12-month notice to current tenants and landlords of decreased payment standards. A base payment standard, set at 110% of the 2024 FMRs, will be used during the transitional period. SAFMRs will be utilized for all new admissions on or after January 1, 2025.

Administration Cont'd:

- ✓ Meeting with the Newport Historic Preservation Commission Meeting on December 4th regarding 708 Columbia Street. *We did receive the Certificate of Acceptance for this property.*
- ✓ We will continue to offer landlords a \$500 incentive to place new units on the Section 8 program. We have issued 136 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 from Grand Towers was present.

Linda Hess had a question regarding debris on top of her AC unit, mainly in the bedroom. She was told it may be insulation from the wall or windows. The windows have been re-caulked but that has not solved the problem. Maintenance has been notified several times. Tom Guidugli Sr., said that he would contact the maintenance manager to discuss.

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 10th day of March 2025.

Richard Buechel, Jr., Vice-Chairperson

ATTEST:

Thomas L. Guidugli Sr., Executive Director

DRAFT