

TRUSTEES

Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER

Jeffrey D. Baker

ADMINISTRATOR

Jeff Weckbach

Code Enforcement Review Board - October 16th, 2024

1. **Opening of Meeting**

Ms. Westfall called the meeting to order at 6:00 PM.

Roll Call: Ms. Baldwin – present, Mr. Henson – absent, Mr. Schaeffer – present, Ms. Westfall – present.

Ms. Westfall explained the rules and expectations for this meeting.

2. **Pledge of Allegiance PM**

Ms. Westfall led the pledge of allegiance.

3. **Meditation (Moment of Silence)**

4. **Approval of Minutes** At this time, the board will review and approve the meeting minutes from the September 18th, 2024 meeting.

Mr. Schaeffer made a motion, Ms. Baldwin seconded.

Vote: Ms. Baldwin – yes, Mr. Henson – Yes, Mr. Schaeffer – absent, Ms. Westfall – yes

5. **Citizens Address**

Ms. Westfall asked if anyone would like to speak. Seeing none, Ms. Westfall continued to Old Business.

6. **Old Business**

a. **CERB-24-16 (7068 Memory Ln.)**

Staff recommended the Board make a motion to declare that the property at 7068 Memory Lane, Cincinnati, OH 45239 to be **Vacant**. Staff recommended the property be assessed \$500, all late fees, and administrative fees, unless registered within 7 days.

Mr. Schaeffer made a motion to extend case by 30 days, Ms. Baldwin seconded.

- i. Vote: Ms. Baldwin – yes, Mr. Henson – , Mr. Schaeffer – absent, Ms. Westfall -- yes.

b. **CERB-24-21 (3633 Blue Rock Rd.)**

Staff recommended the Board make a motion to declare that the property at 3633 Blue Rock Rd, Cincinnati, OH 45247 to be **Vacant**. Staff recommended the property be assessed \$500, all late fees, and administrative fees.

Staff informed the Board that the Property Owner is an LLC. Ms. Baldwin informed Staff that documents for this case have not been attached to the Agenda Packet. Ms. Westfall suggests extending the case for 30 days in order to get more information. Mr. Schaeffer stated the ice cream stand (property in question) appeared to be cleaned up until recently. Staff said the Property Owner informed him the property was being used as storage, which is not an appropriate use based on zoning.

Ms. Baldwin made a motion to extend, Mr. Schaeffer seconded.

- i. Vote: Ms. Baldwin – yes, Mr. Henson – Mr. Schaeffer – absent, Ms. Westfall -yes.

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A. **CERB-24-22 (2563 Niagara St.)**

Staff recommended the Board make a motion to declare that the property at 2563 Niagara St, Cincinnati, OH 45251 to be **Vacant**. Staff recommended the property be assessed \$500, all late fees, and administrative fees.

Staff said they have been unable to make contact with anyone associated with the property. Foreclosure notifications on the door posted, witnessed by Staff. Property management company not registered with Colerain Township through the Rental Registration program.

Ms. Baldwin asked if the assessed fee does get paid, Staff confirmed.

Baldwin made motion to declare property vacant, Shaeffer seconded.

i. Vote: Ms. Baldwin – yes, Mr. Henson – , Mr. Schaeffer – absent, Ms.

—— Westfall- yes.

7. **New Business**

a. **CERB-24-23 (2638 Canbrook Dr.)**

Staff recommended the Board make a motion to declare that the property at 2683 Canbrook Dr., Cincinnati, OH 45231 to be **Vacant**. Staff recommended the property be assessed \$500, all late fees, and administrative fees.

No communication from the owner until today, when Property Owner came into the Township. Promised to address neglected property maintenance. Staff recommends tabling the item until next meeting to give the Property Owner time to register with the Township.

Ms. Baldwin made a motion to extend the case until next meeting, Mr. Shaeffer seconded.

Vote: Ms. Baldwin – yes, Mr. Henson – , Mr. Schaeffer – absent, Ms. Westfall – yes.

b. **CERB-24-24 (2594 Retford Dr.)**

Staff recommended the Board make a motion to declare that the property at 2594 Retford Dr, Cincinnati, OH 45231 to be **Vacant**. Staff recommended the property be assessed \$500, all late fees, and administrative fees.

Staff informed the Board that the Property Owner is an LLC. Ms. Baldwin informed Staff that documents for this case have not been attached to the Agenda Packet. Ms. Westfall suggests extending the case for 30 days in order to get more information. Mr. Shaeffer stated the ice cream stand (property in question) appeared to be cleaned up until recently. Staff said the Property Owner informed him the property was being used as storage, which is not an appropriate use based on zoning.

Ms. Baldwin made a motion to extend, Mr. Shaeffer seconded.

Vote: Ms. Baldwin – yes, Mr. Henson – , Mr. Schaeffer – absent, Ms. Westfall – yes.

c. **CERB-24-25 (2909 Greenbrook Ln.)**

Staff recommended the Board make a motion to declare that the property at 2909 Greenbrook Ln., Cincinnati, OH 45251 to be **Vacant**. Staff recommended the property

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be assessed \$500, all late fees, and administrative fees. Staff indicated that property has been vacant for quite a while, no contact with the property owners. There is an OpenGov file for this property address. Several certified mail attempts have been returned. Staff told the Board that there is a HUD sticker on the property, the electric meter has been removed, the grass has been abated by Code Enforcement already this year. Mr. Penley said the property owners have passed away and can confirm with the coroner's office if needed. Ms. Baldwin expressed concern over the family inheriting this property with a lien assessed. Mr. Shaeffer questioned if there is any family around since the property has been in such disarray, but agreed that a decision should be postponed. Board instructed Staff to gather more information on the family in the form of property tax payments or death certificate. Mr. Byrnes told the Board that there is a death certificate for 2018. Mr. Hopewell confirmed that the most recent taxes have been paid, but it does not say by whom.

Ms. Shaeffer made a motion to extend by one month, Mr. Baldwin seconded.

Vote: Ms. Baldwin – yes, Mr. Henson – , Mr. Schaeffer – absent, Ms. Westfall – yes.

d. CERB-24-26 (2702 Hyannis Dr.)

Staff recommended the Board make a motion to declare that the property at 2902 Hyannis Dr, Cincinnati, OH 45251 to be **Vacant**. Staff recommended the property be assessed \$500, all late fees, and administrative fees. Staff indicated that several certified letters have been sent to the property, some pieces were returned. Original notice is still on the door from May 2024. Grass has been abated by Code Enforcement this year. Neighbor confirmed that the property is vacant. Mr. Shaeffer asked if USPS would release the forwarding address to CERB. Mr. Penley said unless he gets a warrant, he doubts USPS would divulge that information. Ms. Baldwin made a motion to declare the property vacant and assess the property, Mr. Shaeffer seconded.

– **Vote:** Ms. Baldwin – yes, Mr. Henson – , Mr. Schaeffer – absent, Ms. Westfall -- yes.

8. Staff Presentation

a. Past Case Updates

Mr. Penley gave an update on past cases.

CERB24-1 approved by Trustees. An assessment will be placed on the property.

CERB24-2 has been sold May 2, 2024. Not sent to the Auditor.

CERB24-5 approved by Trustees and will be sent to Auditor.

CERB24-11 approved by Trustees and will be sent to Auditor.

CERB24-12 approved by Trustees and will be sent to Auditor,

CERB24-13 approved by Trustees and will be sent to the Auditor.

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b. Future Meeting Dates

Reminder that the next three meetings will be rescheduled for Nov. 21 and Dec.

19. Mr. Schaeffer stated he will not be able to make the Oct. 16 meeting.

9. **Adjournment**

Mr. Shaeffer motioned to adjourn, Ms. Baldwin seconded.

Meeting adjourned at 6:35 p.m.