

Minutes

June 18, 2025

1. **Opening of Meeting**

Meeting starts at 6:00pm

Roll Call:

Present: Board Member Ms. Baldwin, Board Member Ms. Farris, Board Member Mr. Henson, Board Member Mr. Schaeffer, Board Chair Ms. Westfall

Absent: None

Ms. Westfall read the procedures of CERB.

2. **Pledge of Allegiance**

Ms. Westfall led the pledge of allegiance

3. **Approval of Minutes**

Mr. Henson made a motion to approve the minutes from May 21, 2025. Ms. Baldwin second the motion.

Roll Call: YES(3), NO(0), ABSTAIN (2)

4. **Citizens Address**

5. **New Business**

a. **CERB-25-45 & CERB-25-46 (XL Investments LLC)**

Staff gave a presentation for CERB Case-25-45/46

- The initial letter was sent on June 30, 2024. the second letter was sent on February 9, 2024. The certified letter was sent on May 30, 2025. All mail was sent to the owner and tax address from the Hamilton County Auditor's website. One letter got stuck through the mail network and no one claimed the other letter.
- Staff had reason to believe these properties to be rentals for the following reasons: 1. Owner's address differs from the property address. 2. Multiple properties owned by the same owner. 3. No owner occupancy tax credit. 4. Completed Hamilton County Auditor Rental Registration
- Staff's recommendation is to declare that the following CERB Cases are in fact rental properties and will be viewed as such. Staff recommended all cases below shall be registered within 7 days. If not registered, each case and



property will be assessed for all registration fee, late fees, and administrative fees.

Motion to open Public Hearing

Mr. Schaeffer motioned to open the public hearing, Ms. Westfall second the motion.

Vote: YES(5), NO(0), ABSTAIN(0)

Questions from the Board:

Mr. Schaeffer wanted to point out that the auditor shows the sale price to be \$2,698,426. This does not seem inline with the current economic housing status. Ms. Westfall states that this is an auditor's issue, we can't do anything about it and it would need to be something the auditors fix.

Ms. Westfall asked the board if they have any questions about the rentals in question.

Mr. Henson says he agrees, and these properties should be registered. Ms. Westfall agreed.

Motion to close Public Hearing

Mr. Henson made a motion to close the public hearing. Mr. Schaeffer second the motion.

Vote: YES(5), NO(0), ABSTAIN(0)

Motion & Vote:

Mr. Schaeffer made a motion to accept staff's recommendation to declare the case-25-45/46 as rental properties and should be viewed as such. Mr. Henson second the motion.

Vote: YES(0), NO(0), ABSTAIN(0)

b. CERB-25-47 Through CERB-25-49 (Charles Day)

Staff gave a presentation for CERB Case-25-47/48/49

- The initial letter was sent on June 30, 2023. The second letter was sent on February 9, 2024, the last letter was sent on May 30, 2025. All mail was sent to the owner and tax address as shown on the Hamilton County Auditor's website.
- Staff had reason to believe these properties are in fact rentals for the following four reasons: 1. The owner's address differs from the property address. 2. Multiple properties owned by the same owner. 3. No owner occupancy tax credit. 4. Completed Hamilton County Auditor Rental Registration.
- There have been several property complaints, specifically at the Niagara address. The owner is also known to be difficult to get in contact with.
- The staff's recommendation is to declare that the following CERB Cases are in fact rental properties and will be viewed as such. We recommend all cases below to be registered within 7 days. If not registered, each case and property

will be assessed for all registration fees, late fees, and administrative fees.

Motion to open Public Hearing:

Mr. Henson made a motion to open the public hearing portion, Mr. Schaeffer second the motion.

Vote: YES(5), NO(0), ABSTAIN(0)

Questions from the Board:

Mr. Henson asked why the timeline for mailing is two years. Mr. Hopewell states the CERB program first began in 2023. In 2023, initial mailing was sent out about rentals, then processed through all the results from that mailing, and then in the first quarter of the following year new mail was sent out regarding needed action to be on the Township's rental registration. Staff have continuously looked through the Township to work with rental owners to get their properties on the registry.

Ms. Baldwin reclaims Mr. Hopewell saying there has been issues in the past with the owner on communication about maintenance issues but he has not been in touch about any of the letters sent out. Staff said it is difficult to get in contact with the owner. Occasionally, the owner tries to work with staff to fix maintenance issues but it is very infrequent. There has been no discussion about the rentals between staff and the owner.

Ms. Westfall asked staff if the owner talked to staff about the maintenance issues or just took care of them on their own. Mr. Hopewell states the owner is very sporadic when in communication with the Township and most conversations are not beneficial. The owner has also not talked about any of the rental letter notices given to them.

Ms. Farris asked if the Ontario property is empty or not, and/or if the other ones are empty or occupied. There are no confirmed occupants for the Ontario address. Mr. Hopewell says there were cars at Niagara and Springdale.

Motioned to close Public Hearing

Mr. Henson motioned to close the public hearing portion, Ms. Baldwin second the motion.

Vote: YES(5), NO(0), ABSTAIN(0)

Motion & Vote:

Ms. Baldwin made a motion to accept staff's recommendation and to view case properties as rentals. Ms. Westfall second the motion.

Roll Call: YES(5), NO(0), ABSTAIN(0)

c. CERB-25-50 & CERB-25-51 (Yasjam Ltd)

Staff gave a presentation for CERB Case-25-50/51

- The initial letter was sent out on June 30, 2023. The second letter was sent out on February 9, 2024. The certified letter was sent out on May 30, 2025. All mail

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was sent to the owner, tax address and the registered agent as shown on the Hamilton County Auditor's website.

- Staff believe these properties to be rentals for the following reasons: 1. The owner's address differs from the property address 2. Multiple properties owned by the same owner. 3. No owner occupancy tax credit. 4. Completed Hamilton County Auditor Rental Registration.
- Staff has had no communication with this property owner
- The staff's recommendation is to declare that the following CERB cases are in fact rental properties and will be viewed as such. We recommend all cases below be registered within 7 days. If not registered each case and property be assessed all registration fees, late fees, and administrative fees.

Motion to open Public Hearing:

Mr. Henson motioned to open the public hearing, Mr. Schaeffer second the motion.
Vote: YES(5), NO(0), ABSTAIN(0)

Questions from the Board:

Mr. Hopewell notes they have not had any communication with the property owner.

Motion to close the Public Hearing:

Mr. Henson made a motion to closed public hearing, Mr. Schaeffer second the motion
Vote: YES(5), NO(0), ABSTAIN(0)

Motion & Vote:

Mr. Henson made a motion to accept staff's recommendation and to view these properties as rentals. Ms. Farris second the motion.
Roll Call: YES(0), NO(0), ABSTAIN(0)

d. CERB-25-52 & CERB-25-53 (Nordmeyer Properties LLC)

Staff gave presentation for CERB Case-25-52/53

- Shortly after initial letter was sent, the property owner reached out and registered these properties
- Staff seeks no action since the property owner has registered their properties as rentals and is in compliance with the Township's Rental Registration.
- Ms. Baldwin wanted to make note that the wrong certified mail is located in this case packet.

Motion and Vote:

Mr. Schaeffer takes staff recommendation to take no action, Ms. Farris second the motion.

Vote: YES(5), NO(0), ABSTAIN(0)

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6. **Old Business**

There is no old business to go over.

7. **Adjournment**

Motion and Vote:

Mr. Henson made a motion to adjourn the meeting, Mr. Schaeffer second the motion.

Vote: YES(5), NO(0), ABSTAIN(0)

Meeting was adjourned at 6:21pm

Ellen M. Waffel
Nick Henson