

Minutes

September 17, 2025

1. **Opening of Meeting**

Board Chair Westfall called the meeting to order at 6:00pm.

Present & Voting: Board Member Farris, Board Member Henson, Board Member Schaefer, Board Chair Ms. Westfall.

Absent & Not Voting: Board Member Baldwin

2. **Pledge of Allegiance**

All recited the Pledge of Allegiance.

3. **Approval of Minutes**

Motion: Board Member Schaefer motioned to approve the August 20, 2025 minutes, Board Member Henson seconded the motion

Vote: YES(3), NO(0), ABSTAIN(1)

4. **New Business**

a. CERB-25-71 (9922 Loralinda Dr.)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** 9922 Loralinda. The owner on record is Maxine V Barrier. All mail was sent to the owner and tax address as reflected on the Hamilton County Auditor's website. All mail was sent to the owner address and was returned. Certified mail was marked as "vacant" under USPS tracking. The initial letter was sent on May 29, 2025. The second letter was sent on July 8, 2025. The final certified letter was sent on August 8, 2025 giving the September meeting's date. The first report of this property being vacant was on May 29, 2025. At the time, this property had an open tall grass complaint and vacancy was also noted on the certified tracking. It is believed that the owner had deceased. However, the violation sticker had been removed from the front door of the house. Staff had not had any communication with anyone on this property.
- **Staff Recommendation:** To declare the property at 9922 Loralinda Dr. vacant and should be viewed as such and should be assessed with all fees.
- **Applicant Presentation:** None
- **Meeting attendees speak in favor or against case:** None



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- Meeting attendees speak in favor or against case: N/A

Questions for the Staff:

- **Board Member Farris:** No questions
- **Board Member Henson:** Asked staff if they have been in contact with the homeowner. Staff stated that he had not personally been in contact with the brother, but another code enforcement officer had been in contact with him to try and get more cooperation with the homeowner, but there has been little movement by the homeowner given the code-enforcement officers' efforts.
- **Board Member Schaefer:** Asked staff where they stood with paying taxes. The auditors' page shows that there had been zero efforts in paying the fees, but we will have to look it up to verify if any changes had been made.
- **Board Chair Westfall:** No questions.

Motion: Board Member Schaefer motioned to declare this property vacant and have it be assessed with all fees. Board Member Farris seconded the motion.

Vote: YES(4), NO(0), ABSTAIN(0)

c. CERB-25-73 (9315 Jericho Dr.)

- **Staff Presentation:** Given by Code Enforcement Officer, Nick Hopewell.
- **Details of case:** The address is 9315 Jericho Dr. and the owner of the property is Gordon Sherman. The initial letter was sent on May 22, 2025. The second letter was sent on July 8, 2025. The final/certified letter was sent on August 18, 2025 with the September meeting date. All mail was sent to the owner's address as reflected on the Hamilton County Auditor's website. The tax address is the same as the owner address. Certified mail was confirmed as delivered. The property was first reported vacant on May 22nd of this year, by a neighboring resident. Staff went to the property after the initial report of vacancy and confirmed that the property was indeed vacant with evidence of tall grass and trash left in the yard. Staff did speak with one neighbor who stated that this home used to be a rental, and was no longer being rented out. The neighbor also stated that a previous tenant disclosed a mold and water issue in the home to the owner and, since that tenant, there has been no one renting it out. Staff stated that they have had no physical communication with the owner, but the owner did respond to the tall grass complaint and has been cutting the grass and maintaining the property more by clearing out the mailbox, removing trash bags and furnace parts from the yard.
- **Staff Recommendation:** To declare the property vacant and with the \$500 assessment fees and with all late fees and administration fees.

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better maintained, the grass is better maintained, but the rear yard is still pretty overgrown and still has some property maintenance issues that were still present as of the September meeting date.

- **Staff Recommendation:** It is staff's recommendation that if no one is occupying the space, that this home be declared vacant and should be assessed the \$500 registration fee, and all late fees and administrative fees.
- **Applicant Presentation:** The homeowner stated that his initial plan was to have his son take over the house, but that plan fell through. He stated he hired lawn service to clean up the maintenance issues staff suggested in the notice. The homeowner stated they did not want to sell the property commercially because he owns six acres of land. The homeowner then proposed if the Township would be interested in purchasing his property. Board Chair Westfall states that purchasing a property is out of CERB's purview. The homeowner then clarifies that he would be more interested in donating the property, not selling it. Board Chair Westfall stated that his inquiries would have to go to the trustees. CERB, cannot make those decisions. Staff stated to the homeowner that staff could reach out via email to the trustees and the Township Administrator about donating the property and leave his information with them. The homeowner appreciated the help and then asked about the late fees he would need to pay. Staff stated that he would need to pay the registration fee of 500 dollars, which registered the property for six months. The homeowner asked if that will be paperwork or something to do online. Staff stated they could help him directly as needed as it could be done online or in-person.
- **Meeting attendees speak in favor or against case:** N/A

Motion: Mr. Henson motioned to move this case to November 19, 2025 meeting date to check back with staff and the homeowner on a decision. Ms. Farris seconded the motion.

Vote: YES(4), NO(0), ABSTAIN(0)

6. **Adjournment**

Board Chair Westfall asked for all in-favor of adjournment, say aye. All board members said aye.

The meeting was adjourned at 6:27pm


