

COLERAIN

TOWNSHIP - OHIO

Minutes

November 19, 2025

1. **Opening of Meeting**

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

Roll Call:

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

Not Present & Not Voting: N/A

2. **Pledge of Allegiance**

All recited the Pledge of Allegiance.

3. **Approval of Minutes**

Motion: Board Member Schaefer made a motion to approve the October 15, 2025, meeting minutes. Board Member Henson seconded the motion.

Roll call:

Vote: YES(4), NO(0), ABSTAIN(1)

4. **Old Business**

a. CERB-25-70 (10547 Pottinger Rd.)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** This property was seen as vacant by code enforcement. Code Enforcement Officer Hopewell was able to get in contact with the owner of the property after a letter was sent out to the owner. The owner stated that they did not want to take care of the property and would rather donate it to the Township rather than sell it on the market. The board made a motion to extend this case until the November meeting date to hear what had happened with the property. The property owner is currently working with the Development Director, David Miller on transferring the property to the Township.
- **Staff Recommendation:** Take no further action and dismiss the case.

Motion: Board Member Henson takes no action on CERB-25-70 at 10547 Pottinger Rd. and dismiss the case. Board Member Farris seconded the motion.

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c. CERB-25-89 (Boldog LLC)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The property, 8269 Jackies Dr, was viewed as a rental property. The owner was notified to register their property on Colerain's Rental Registration. The owner registered the property prior to tonight's meeting.
- **Staff Recommendation:** Take no further action

Questions for Staff: None

Motion: Board Member Baldwin motioned to take staff's recommendation to take no further action. Board Member Farris seconded the motion

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

d. CERB-25-90 (Abraha Ghermai)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The property, 3066 Compton Rd, is viewed as a rental property as the owner's address differs from the property address on the completed Ham. Co. Rental Registration, there is no owner occupancy tax credit, completed Ham. Co. Auditor Rental Registration, and there are multiple properties owned by the same owner. The initial letter was sent on June 30 2023, the second letter was sent on February 9, 2024, and the final certified letter with November's meeting date was sent on October 24, 2025.
- **Staff Recommendation:** motion to declare that this property is in fact a Rental Property and shall be viewed as such. The following case shall be registered within 7 days. If not, each case and property shall be assessed with all registration fees, late fees, and administration fees. *new recommendation after speaking with the property owner is to move this case to the December meeting to give the owner time on deciding if they will use the space as a rental or keep it vacant.
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- **property Owner Speaks:** Owns the property and has looked into renting the property but has not done so in a year. Otherwise, the property has been vacant. Board Chair Westfall stated that if it is not a rental and has not been occupied in a year, it must be registered as vacant. Mr. Hopewell goes over the differences between vacant vs rental properties.
- **Questions for property owner:** None

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g. CERB-25-93 (Shawn & Michelle Burt)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The property, 10377 Pippin Ln, is viewed as a rental property as the owner's address differs from the property address on the completed Ham. Co. Rental Registration, there is no owner occupancy tax credit, completed Ham. Co. Auditor Rental Registration, and there are multiple properties owned by the same owner. The initial letter was sent on June 30, 2023, the second letter was sent on February 9, 2024, and the final certified letter with November's meeting date was sent on October 24, 2025.
- **Staff Recommendation:** motion to declare that this property is in fact a Rental Property and shall be viewed as such. The following case shall be registered within 7 days, if not, each case and property shall be assessed with all registration fees, late fees, and administration fees.

Questions for Staff: None

Motion: Board Member Henson made a motion to accept staff's recommendation to take no further action at 10377 Pippin Ln., Board Member Farris seconded the motion.
Vote: YES(5), NO(0), ABSTAIN(0)

h. CERB-25-94 (Baruch Brenner)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The property, 2491 Wenning Rd, is viewed as a rental property as the owner's address differs from the property address on the completed Ham. Co. Rental Registration, there is no owner occupancy tax credit, completed Ham. Co. Auditor Rental Registration, and there are multiple properties owned by the same owner. The initial letter was sent on June 30, 2023, the second letter was sent on February 9, 2024, and the final certified letter with November's meeting date was sent on October 24, 2025.
- **Staff Recommendation:** Take no further action

Questions for Staff: None

Motion: Board Member Baldwin motioned to take staff's recommendation and take no further action at 2491 Wenning Rd. Board Member Schaefer seconded the motion.
Vote: YES(5), NO(0), ABSTAIN(0)

i. CERB-25-95 (Nicole Bruckmann)

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- **Questions for Staff:** None

Motion: Board Member Baldwin accepts staff recommendation and moves to have this property registered as a rental. Board Member Henson seconded the motion.
Vote: YES(5), NO(0), ABSTAIN(0)

k. CERB-25-97 (Deanna Clark)

- **Staff Presentation:** Presentation given by Code Enforcement Officer, Nick Hopewell
- **Details of case:** The property, 2882 Kingman Dr, is viewed as a rental property as the owner's address differs from the property address on the completed Ham. Co. Rental Registration, there is no owner occupancy tax credit, completed Ham. Co. Auditor Rental Registration, and there are multiple properties owned by the same owner. The initial letter was sent on June 30, 2023, the second letter was sent on February 9, 2024, and the final certified letter with November's meeting date was sent on October 24, 2025.
- **Staff Recommendation:** motion to declare that this property is in fact a Rental Property and shall be viewed as such. The following case shall be registered within 7 days, if not, each case and property shall be assessed with all registration fees, late fees, and administration fees.
- **Property owner:** stated they did have it as a rental for a couple years as section 8 housing but has not rented it out from 2019-2022. The property owner lives at an address off of Compton Rd and Kingman Rd. Board Chair Westfall asked the property owner who lives at the Kingman address. Board Member Baldwin asked who lives at the Compton address. The property owner stated that they live at the Compton address with their kids and that they go back and forth. Staff asked which address was their primary address. The property owner stated they live in both houses with their adult children and their grandkids. Staff asked what address was on their state ID. The owner stated their ID says the Compton address. Legal asked the property owner how they file taxes with the state. The property owner stated she uses a state tax agency to file the taxes. Board Member Westfall stated that the owner would still need to sign the documents to file taxes. The property owner stated they put both addresses down when they file taxes. Legal's advice is to follow the property owner's Driver's License as their primary address because that address is what we would see when looking at public records and the other address would be the rental.

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the meeting.

Questions for Staff: None

Motion: Board Member Baldwin accepts staff's recommendation to declare the property 3312 W Galbraith Rd as a rental property. Board Member Henson seconded the motion.

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

6. **Adjournment**

Next meeting will be held on December 17, 2025, at 6:00pm.

Motion: Board Member Henson motioned to adjourn the meeting. Board Member Schaefer seconded the motion.

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

Meeting adjourned at 6:55pm

