

1. **MEETING CALLED TO ORDER**

Gary Gundelsberger - Co-Chair called the meeting to order at 4:00 p.m.

2. **ROLL CALL**

Present:

Board Members

Gary Gundelsberger, Vice-Chair

Walt Matthews

Janice Warner

Don Sharrah (Alternate)

Lisa Maczuga (Alternate)

City Staff

Stephen Rucker, Housing Manager

Ron Snyder, Code Compliance Officer

Treka Parker, Clerk

Sarah Chiappone-Assistant Law Director

Not present:

Dana Gamblin, Chair

Sharon Johnson

3. **AUDIENCE MEMBERS SWORN IN BY TREKA PARKER**

4. **APPROVAL OF THE MINUTES FROM MARCH 28, 2023**

Co-Chair Gary Gundelsberger introduced the first item on the agenda, which was the approval of the minutes from March 28, 2023 Housing Appeals Meeting. Member Janice Warner moved to approve the minutes as presented and Member Walt Matthew seconded the motion. Co-Chair Gundelsberger called for a vote and the motion passed unanimously.

5. **OLD BUSINESS**

None.

6. **NEW BUSINESS**

Case No. EN2023-0491 Appealing the First Administrative Penalty (\$100) for 1402 Clinton Street, Sandusky, OH Parcel Number 58-01319.000. Code Compliance Officer Ron Snyder gave testimony that while in the field on 03/22/2023, he discovered the following exterior violations of the Environmental Health Housing Code: **Violation(s): Eave Condition 1341.13(a)(1)** Every eave shall be reasonably weather-tight, watertight, and rodent-proof and shall be kept in sound working condition and good repair.

- **A section of eave on the north side of the residence is separating (fascia, soffit, and drip edge) and starting to droop.**

Roof Condition 1341.13(a)(1) Every roof shall be reasonably weather-tight, watertight, and rodent-proof and shall be kept in sound working condition and good repair.

- **Section of roof near the eave is sunken and it's evident there is an issue with the sub-roofing.**

Downspout Installation 1341.13(a)(2) All downspouts shall be properly installed in an approved manner.

- **Residence is absent a downspout (north side).**

Gutter Condition 1341.13(a)(2) All gutters shall be kept in sound working condition and good repair.

- **Gutter on the north side of the residence is drooping/sagging (see eave condition) and needs to be re-secured.**

Exterior Surface Maintenance 1341.13(a)(4) All exterior surfaces of buildings on a premises shall be clean and maintained in good repair so as to provide sufficient covering and protection of the structural surface underneath against deterioration, with paint, stucco, aluminum, vinyl siding or other approved exterior grade waterproofing materials, applied in an approved manner, and of a uniform color and appearance to match or complement the other structural surfaces on the premises. Without limiting the generality of this section, an exterior surface of a building shall be deemed to be out of repair if the surface is blistered, cracked, flaked, scaled or chalked away, or is loose or has fallen.

- Vinyl siding is loose on the north side.

Fence Maintenance 1341.13(a)(6) Every fence shall be properly maintained in a safe condition and in good repair.

- Fencing on the north and east sides of the property has broken and/or missing fence slats and will need to be addressed.

A Notice and Order of Violation(s) letter was sent by Officer Snyder to said property owner on 3/22/2023 via U.S. *Certificate of Mail and Certificate Mail (unclaimed)*. The said property was re-inspected on 4/25/2023, and found no repairs were made causing the First Administrative Penalty \$100 to be administer via U.S. *Certificate of Mail and Certificate Mail* and a follow-up inspection scheduled for 30 days (05/25/2023); As of March 16, 2023, all of the violations have been corrected, including the garage with the exception of the roof.

William Joe Irvin resides at 1402 Clinton Street. Mr. Irvin, the said property owner filed an appeal on May 4, 2023, stating that he never received the first letter until after he received the \$100 administrative penalty. Mr. Irvin stated that the letter appeared to have already been opened by someone else and it was shoved into his mailbox. Since receiving the penalty, he has been in communication with Ron, Code Compliance Officer and trying to make fixes, replacements, and repairs to his property. **Co-chair Gundelsberger** Commented that he was glad to hear that Mr. Irvin was communicating with the Code Compliance Officer and Office. **Mr. Matthews** Asked Mr. Irvin to explain to the Board what work has been made to the property. **Mr. Irvin** Stated that he replaced parts of the fence pieces, the downspouts and rehung the gutter and cleaned it out. **Officer Snyder** Stated that everything had been complied with short of the loose piece of vinyl on the east side and the section of vinyl that's missing from the East portion of the residence – the downspout. Mr. Irvin had a contractor come out to take a look at his roof and gave him a thumbs up. Said that the underlay or the plywood that's underneath the shingles it's undamaged. He doesn't have any leaks to the interior. Officer Snyder told Mr. Irvin to keep an eye on that would be something maybe down the road that's going to affect that area of the eve. It's two things to east side of the house that need to be taken care of as there other issues have been addressed. **Mr. Irvin** stated that he would be taking care of the vinyl but felt the gutter was most important to complete first. **Mr. Sharrah** Had questions concerning the mail service. **Officer Snyder** Stated that we send out two separate correspondence – one regular U.S. Mail (aka snail mail) and the other certified mail & return receipts requested (green card). There are sometimes when we do not get certified unclaimed mail back as soon as we would like. We cannot control the Post Office's timing on delivering or returning unclaimed mail. In Mr. Irvin's case, we never got a letter returned from the Post Office as being "UNDELIVERABLE." Which led our office to believe that the Addressee (Mr. Irvin) received the letter. Unsure as to why the mailing was prolonged. Mr. Irvin felt as if a neighbor accidentally received and opened his mail and then shoved it in his mailbox at a later time. **Mr. Sharrah Made a motion to allow Mr. Irvin time to continue to work items (siding) or until June 27th and waive the \$100 penalty, and a second by Ms. Maczuga, the Board voted and the motion passed.**

7. ADJOURNMENT

Upon motion of Ms. Warner, the Board moved to adjourn at 4:14 pm. Co-Chairman Gundelsberger declared the meeting adjourned.

Next meeting June 27, 2023

APPROVED:

Trekka D. Parker, Clerk

Dana Gamblin, Chairperson