

1. **Meeting Called to Order**

Dana Gamblin - Chair called the meeting to order at 4:04 pm.

2. **Roll Call**

Present:

Board Members

Dana Gamblin, Chair

Gary Gundelsberger, Vice-Chair

Don Sharrah (Alternate)

Lisa Maczuga (Alternate)

City Staff

Scott Thom, Chief Building Official

Ron Snyder, Code Compliance Officer

Treka Parker, Clerk

Sarah Chiappone-Assistant Law Director

Not present:

Walt Matthews

Sharon Johnson

Janice Warner

Stephen Rucker, Housing Manager

Justin Harris-Interim Law Director

3. **Audience members sworn in by Treka Parker**

4. **Approval of Minutes from August 29, 2023**

Chair Dana Gamblin introduced the first item on the agenda, which was the approval of the minutes from August 29, 2023 Housing Appeals Meeting. Alternate Don Sharrah moved to approve the minutes as presented and Vice-Chair Gary Gundelsberger seconded the motion. Chair Gamblin called for a vote and the motion passed unanimously.

5. **Old Business**

Recalling Case No. EN22-1626 Zloro Johnson for 1503 Harrison Street, Sandusky, Ohio 44870 Parcel Number 58-01558.000 progress update. **Mr. Johnson** testified that he was running around trying to get estimates from two other contractors, but no one showed up by 3:30. He turned in statements from the Health Department and had copies of same. The information was received and turned in today. His friend who is a carpenter was helping him do the work but due to a family emergency in Chicago, his friend has been unavailable to put the gutters up. It's been 2-3 weeks since he's heard from his friend. He found out that he was in 15th place with the CHIP program and that they only do three applicants per year. He also received another package to complete and return. Once they receive his application, he will be either 12th or 13th on CHIP's waiting list by next summer. After his investigation he found that it would not help him because they only do three per year. **Mr. Gundelsberger:** Stated to Mr. Johnson that he would not be eligible to receive help from CHIP for at least 5 years and asked where were his contractor(s) estimates that he was supposed to give to the City. **Mr. Johnson** Stated that he's been waiting on Greg Cook since August to give him estimates and help complete the paperwork to turn into the City for the Beautification Program, but Mr. Fix It has been too busy with other jobs to come over to the Harrison Street property. When Mr. Fix It becomes available, he will come over to do an estimate and will give same to the lady upstairs (Debi Eversole). **Discussion:** Timelines were established a month ago to get the repairs and estimates but Mr. Johnson is dragging along. **Mr. Johnson** explained that he needed Mr. Cook and others to help him complete the necessary paperwork for the City and CHIP programs but no one was there to help him which caused delays. He further stated that he has the gutters but needs either his friend that's in Chicago to help him or someone else. He has all of the pieces except for the "flip down piece for the last piece on the drain". Mr. Johnson further stated that he has been working side jobs to get extra money to buy materials to make the repairs. These funds and his social security income will help him to be able to finance the beautification grant. **Ms. Gamblin** No disrespect to you but you are stating some of the same things that you (Mr. Johnson) had previously told the Board. She had a problem with the

application completion date, Mr. Johnson checking the “that you read and understand and agree to the policies and procedures outline in this application”, “if you have any questions to contact the Department of Community Development” boxes, the incompleteness of the Beautification application, as well as his submission date. Mr. Johnson application was not accepted by Community Development and there’s no evidence that he contacted Debi Eversole or anyone in Community Development. He did not include any estimates. When you checked this box, you’re acknowledging that you’ve read and understood and agree to the policies and procedures outlined in this document; and then the finishing up part says if you have any questions you need to contact the Department of Community Development. So when I say this the two things that I’m having in my mind is that one you did not follow through because your application has not been accepted because you didn’t put an estimate in at that time so that’s one of those parts that says you followed this policy and procedure but you didn’t the other part that troubles me is that again where you just kind of filled this out on the 21st we actually had the meeting August 29th and that’s why we were trying to give you the ample time to get this done or to get the things done as needed. You did not provide the estimate of what he’s going to do, how much it’s going to cost, what your portion is going to be. All of that has to be submitted with the application and it was not. Technically you do not have an application. **Mr. Johnson**, I do not understand. Did not know. I mean I thought all I knew I thought he was going to have the estimate for me to put the paperwork and I’m still waiting on that other than that I thought I needed that was all I need was his estimate and he didn’t come through on it. I even called him again today. I can even show you on my phone, I called him. **Ms. Gamblin**, I am not knocking that. It’s just that this has been drugged out for several months now. We’ve been trying to give you the benefit of the doubt and you know you are here because of an administrative penalty which is \$100. We tried to give you breaks on that as well. At the end of the day, it just seems like you are kind of in the same boat that you were in two or three months ago when we revisited this. You were making some effort and getting things done but now we’re at a standstill. **Mr. Johnson** Because of my friends. **Ms. Gamblin** We are here today for an administrative penalty. **Mr. Johnson** Stated that he would have had the gutters done but his friend has been out of town, and he does not know how to install the three remaining gutters. He had put up the ones on the carport. He believes that if some showed him how to install the remaining gutters that he could finish the rest of it. When he previously tried putting the gutters up his friend said that he did not do it correctly and the friend had to redo it. **Ms. Maczuga** Asked Mr. Johnson to talk about what happened when he went to the bank and trying to get a loan. **Mr. Johnson** Stated his credit rating is 615 and the bank told him he needs to have his credit score at 625 to qualify for a \$4,000 - \$5,000.00 loan by paying his credit cards down. I can get the beautification program. **Mr. Sharrah** asked Mr. Johnson if he was aware that the grant program would only fund 50% of the estimated cost and not 100%. **Mr. Johnson** answered Uhm (yes). **Mr. Sharrah** “So, you are aware.” **Mr. Johnson** The lady at the bank told me I can get up to \$50,000.00 from the bank. **Mr. Sharrah**, I’m talking about the grant application. **Mr. Johnson** Answered right. But she said whatever the estimate costs she wanted this just like you she wants to see the paperwork of how much it’s going to cost to get everything done and then she’ll know if he could get a beautification grant that they’ll pay 50% of it and he could have that check written out back to the bank. That was the agreement. **Mr. Sharrah** 50% of the maximum allowed to the grant which might be \$3,000.00. **Mr. Johnson** Right. That is what she said will pay out. Whatever money comes back goes straight to the bank. You know, out of whatever they give him. **Mr. Sharrah** But the maximum grant amount is \$3,000. Correct? **Mr. Johnson** Answered yes. He thought that. He further stated that “I was trying to get was \$6,000 back and they would give me \$3,000 back. That’s what the lady at the bank said”. **Mr. Sharrah** Just want to make sure you understood that. **Mr. Johnson** Yeah. **Ms. Maczuga**, I have one more question. What do you get in Social Security every month? **Mr. Johnson** \$920. **Madam Chairperson** Today we are here about the administrative penalty that we have put on hold for several months. Where do we stand? Or can I have a motion. **Mr. Gundelsberger** Madam Chairman, I am inclined to give you one last final opportunity to avoid this \$100 administrative penalty, which is used as an incentive to move your project along. But charging you \$100 it also takes away from your ability to provide the funding and you seem to be on limited funding needed to get your job done.

Mr. Gundelsberger Made a motion to hold this administrative penalty in abeyance for one month and it is due upon having all of his information submitted. You need to impress upon your contractor that he needs to get this estimate in so you can get it in. **Mr. Johnson** asked if he had brought in another contractor, would it matter? I don't have to have Greg Cook because I had his name on the paper. But if he changed from Mr Fix It to another name (contractor), would it affect him any? **Mr. Gundelsberger** Stated to Mr. Johnson the need for him to get his documentation submitted, so the City can move forward with reviewing the grant application. That must happen before the next meeting. Otherwise, the Board would move forward, with the \$100 penalty. **Mr. Johnson** Responded "okay, that's fair." **Madam Chairperson** Added to the motion that if the Board allows the motion that Mr. Johnson would have to submit all of his documentation before the October 31st meeting and in their packets from Code Compliance. **Mr. Johnson** Responded "okay." **Madam Chairperson** So, if it's not in the packet don't bring it because it's not going to be accepted. **Mr. Johnson** Responded "Okay." **Madam Chairperson** So, I have a motion on the floor. I need a second. **Mr. Sharrah** Seconded the motion. Chair Gamblin called for a vote and the motion passed unanimously.

Case No. EN21-2058 Bonnie Dickson is appealing the Notice and Order of Demolition for 717 Warren Street, Sandusky, Ohio 44870 Parcel Number 57-03930.000. Code Compliance Officer Ron Snyder testified that approximately 5 minutes or so before 3:00 pm today, he received a phone call from Ms. Dixon who indicated she had been mandated at her work and she was not going to be able to appear. There was a voicemail that was left for him. Ms. Dixon indicated that she didn't have the documentation or anything of that nature. Officer Snyder asked the Board if they wanted to hear the voicemail message that Ms. Dixon had left for him. HAB declined. **Discussion** If the Board wanted to table the case next month to request Ms. Dickson's appearance or proceed with a vote to demolish the property and if Mr. Snyder had been by the property to check the progress. Officer Snyder took two photos of the property and provided them to the Board. Officer Snyder stated that he had a conversation with Ms. Dickson concerning a nuisance (boat on the back of the property) concern but no conversation relating to a contractor coming by the property. Ms. Gamblin told staff to reach out to Ms. Dickson to inform her that she will need to bring all documentation two weeks prior to the October 31st Board meeting to give them the opportunity review same. **Mr. Sharrah** made a motion to table for 30 days giving Ms. Dickson time to bring in everything to document the house is habitable, including financial (bank) proof of ability to get the job done, statement from someone stating that the foundation is good, timeframes, contractors' names, and estimates. **Ms. Gamblin** second the motion. All voting members voted. There were two "yes" votes, one "no" vote." The motion passed.

Case No. EN22-1592 Shameka Moore is appealing the First Administrative Penalty for 519 Decatur Street, Sandusky, Ohio 44870 Parcel Number 59-00271.000. Code Compliance Officer Ron Snyder stated the downspout was installed and that on 09/25/2023 Ms. Moore sent an email with a photo showing that the piece had been installed and when he went by the property on the next day it had fallen off. He then made contact with Ms. Moore informing her to make arrangements to have someone come over to reinstall. Ms. Moore re-sent a photo via email. Ron had another inspector ride by to make sure that the downspout was reconnect and it was. The photos were given to the Board showing that it was reconnected properly, and the case will be being closed out by Mr. Snyder. Ms. Moore was advised that her appearance was not necessary today if she reinstalled the downspout and contacted Officer Snyder. **Mr. Sharrah** made a motion to grant Ms. Moore's appeal and to close the case. **Mr. Gundelsberger** second the motion. Chair Gamblin called for a vote and the motion passed unanimously.

6. New Business

Case No. EN22-2228 Renee Hahn is appealing the First Administrative Penalty for 904 Fourth Street, Sandusky, OH 44870 Parcel Number 57-01890.000. **Code Compliance Officer Ron Snyder** testified that on 11/22/2022 while in the field he observed a number of environmental housing violations and concerns at the **Residence: **The soffit covering (vinyl/aluminum) on the north & south sides of the residence is coming loose missing and/or hanging; the south side of the residence has un-treated siding and needing an approved exterior grade waterproofing material (vinyl, aluminum, paint, stain, etc.); the eave fascia boards on the north & south sides of the residence has flaking, cracked, blistered, and/or fallen paint; it is unknown if it's actual deterioration or rotting or discoloration of the wood; the enclosed front porch needs to have at a minimum a screen/storm door; the Garage: *Missing section of gutter on the east side; the siding started to show weathering and deterioration; the over-head door has cracked, flaking, blistering and/or fallen paint; Over-head door trim, window trim, etc. has cracked, flaking, blistering and/or fallen paint;*** and photos were given to the Board to review. On 11/23/2022, a Notice & Order of Violation letter was drafted and forwarded to the property owner, identifying the above issues. A follow-up inspection was scheduled for 12/28/2022. On 11/30/2022, Officer Snyder was contacted by Ms. Hahn, concerning the said property. Ms. Hahn understood that there were infractions that needed to be addressed but questioned her time frame on the issue, due to the upcoming winter weather. He assured her that he would work with her concerning the timelines and agreed with her that the weather would be a contributing factor for exterior work. Ms. Hahn also advised that she had a limited income (on disability). She was referred to Serving Our Seniors to determine if her age would allow for some assistance from their agency. He also mentioned CAC (Community Action Commission) to her. He also emailed Ms. Hahn a copy of the current contractor's list. Ms. Hahn was also advised to keep an open line of communication concerning her property and to send him any estimates, quotes, contracts, receipts, etc. On 01/03/2023, a re-inspection was conducted and found where the issues were still prevalent. It was not surprising by this due to a previous conversation he had with Ms. Hahn, concerning the current weather conditions. Ofc. Snyder extended the timeline on this issue until 05/12/2023. A courtesy letter was drafted and forwarded to Ms. Hahn reflecting the same. On 05/12/2023, upon checking back on the property he found where the over-head door had been painted and the gutter was fixed on the east side of the garage. There were issues remaining but since progress had been made, he granted an extension. The next inspection was scheduled for 06/16/2023. A courtesy letter was drafted to reflect the same and forwarded to the owner. On 06/16/2023, a re-inspection revealed some change. As indicated above, there are still a lot of issues that need to be addressed but gradual change is positive change. An extension granted, with courtesy letter sent to reflect the same and next re-inspection date of 07/19/2023. On 07/19/2023, upon conducting a reinspection of the property, Officer Snyder found that no work had been done since the last inspection on 06/16/2023. No phone calls or communications were received from the property owner to discuss circumstances, financial hardships or otherwise there was a delay or pause in any kind of progress. As a result, an administrative penalty was administered. A notice of First Administrative Penalty - Failure of Owner to Correct Violations Letter was prepared and forwarded to the owner, along with an invoice for the \$100.00. The next inspection was scheduled for 08/22/2023. On 07/25/2023, the property owner filed an appeal for the administrative penalty. **Renee Hahn** stated her name and her residence at 1005 Third Street, Sandusky, Ohio 44870 for the record. She testified that she was working and receiving disability until July of this year when she lost her job and everything came to a halt. Currently, she is only receiving disability income which does not cover all of her bills and does not have the finances to make the repairs. She stated, being 63 years old with a lot of medical conditions and disability, that it was hard for her to find a job. She stated that her son who lives at the 904 Fourth Street property recently had a toe amputation and healing. That her son had been doing the work on the house but she's taking care of the financial part. She stated that she would fix the issues herself but she's afraid of heights. She called a couple of people to get estimates which blew her mind. They wanted \$8,500 to fix soffits and to put siding on the side of the house. She

advertised for it and put the word out on social media to give her some estimates to make the repairs, but nothing has panned out. She further testified that if she could find someone that she did not have the finances to pay for it. She would finish making her car payments in January 2024 which would free up \$300-400 Dollars a month and then she would pay off \$3,000 credit cards debt. She further stated that she would apply for a home equity loan with a bank to get the house repairs taken care of. That "it's a slow very simply plan" of action. **HAB** Asked Ms. Hahn if she made contact with any of the agencies or contractors that Officer Snyder told her about in November of 2022? And why did she stop communicating with the Code Compliance Officer? Ms. Hahn had no reason as to why she stopped communicating with Officer Snyder. She did see him taking pictures of her house and there was nothing that she could say "I didn't get nowhere" while correcting the housing violations. She asked "if anybody here could help me", "I would have thought they would have stepped up and told me exactly". All she knew was to call people to see if I could get it done. She talked about remembering when her father had the house sided that it was less than the \$8500 contractors are asking for to make the repairs. Ms. Hahn acknowledged that her father left the house to her when he passed away and that she does not reside there. There is no mortgage on this house. Her 46-year-old son does not pay her rent. He had been living with her dad before her father's passing. She pays the real estate taxes, water & sewer bills at this property. That he lives there free of charge and that he has no income. But he does work odd jobs to pay for his cellphone and utilities. She's currently paying a mortgage where she resides at 1005 Fifth Street and, that in 5 more years she will own it. There were discussions regarding her son's employment. She stated that right now "he's definitely unemployable" and prior to that he was applying for disability. He has mental type of issues and now that he's had an amputation that he would be reapplying for disability benefits. **HAB** asked if she has considered letting go of the house? She said yes, but does not want to put her son and grandchildren out on the streets with no place to live. Ms. Hahn has always wanted to get rid of the house. There's no one providing adequate funding to maintain the house which is an issue. Ms. Hahn indicated that after she pays off her car, she would like to pay off her credit debt and then find and pay a repair person to do the repairs to the house. She believes that in May 2023 that she could make the repairs to the soffit and that the side and back is discoloration and not rotting but need to be treated. She has a good credit rating but does not have the funding to pay in a home equity loan. Debt consolidation was suggested to Ms. Hahn. She has not contacted any banks, agencies or the City to help her for assistance. Officer Snyder discussed the block grant program, Serving Our Seniors, Community Action Commission and other agencies to help her with funding and reimbursement. The **HAB** explained to Ms. Hahn if she did not communicate with Code Compliance or Agencies for help with repairing the housing violations that she most likely would be coming back before them for demolition. Communication and funding are both needed to stop the deterioration of the house and for her son and grandchildren not to be homeless. She would need to speak with her bank about obtaining a home equity loan. **Mr. Gundelsberger** made a motion to table for 30 days giving Ms. Hahn an opportunity to speak with her financial institution (Vacationland) and see what is available, if she qualifies for home equity loan, that she explores with the Debi Eversole (Community Development), and other agencies that are available to her for help. **Mr. Sharrah** second the motion. All voting members voted. The motion passed unanimously.

Case No. EN23-1652 Ethel Thames is appealing the First Administrative Penalty for 1610 McDonough Street, Sandusky, Ohio 44870 Parcel Number 58-02448.000. Code Compliance Officer Ron Snyder testified that on 06/29/2023 he was addressing an issue at a property on Adams Street when someone approached him from the general public concerning a tree fallen in the 800 block of W. Adams & Central Streets that was disrupting some traffic flow. It was discovered that the parcel in which the tree was also owned by the owners of 1610 McDonough Street property and at that time, Officer Snyder found there were several environmental housing issues and the garage to the rear of that property besides the initial nuisance complaint. Assuming that the owner lived at the property, he did not want to write them up but instead put a Code Compliance contact on the front door of the residence. Hoping that he would get a

phone call so that they could have a conversation regarding one, the nuisance issue on the open parcel and then with the environmental concerns he found with the house and garage. The goal was to make the owner aware of both violations to inform them of the issues. That they would be written up and that they would have correspondence forthcoming a few days after I had placed the card on the door. He was in the area and saw where the card had been removed from the front door yet there was no contact attempted with him or the Code Compliance office. At that point he went ahead and went to the taxpayer address on the Auditor's website which was 1942 Adrian Circle and attempted to make contact there but received no answer. At that time, he placed a contact card on the front door. On July 5, 2023, he was contacted by Mrs. Thames, the property owner, after a Code Compliance contact card was placed on the front door of her residence, 1942 Adrian Circle. We spoke briefly concerning the McDonough Street property, programs, other agencies to contact for assistance, and it was explained that she would be getting a letter concerning the violations. On 07/06/2023 a Notice & Order of Violations Letter was prepared and forwarded to Mrs. Thames, reflecting as follows: ***The garage wall on the Southwest corner of the garage has a "step crack" issues; the bottom row of panels on the over-head garage door are deteriorated/rotted and have fallen, allowing for openings and subsequently not weather-tight or rodent proof; the residence and garage has blistered, cracked, flaked, scaled, chalked away, loose, fallen, and/or missing paint, to include but not limited to the following; Garage – over-head door, walk-thru door, and door trim, wood siding on upper portion, windows & trim; residence: window trim east, north and south sides, balcony on east side, railing for balcony, storm door for balcony on east side, front porch railing/trim.*** The next inspection was scheduled for 08/08/2023. On 07/10/2023 we received a letter from Mrs. Thames' daughter, Sherri Thames stating there was no hazard, not an eye-sore, present for a long time except for the garage door. She felt there was a need to rebut the write up, rather than call & have conversation. Ms. Thames was questioning the timelines which Officer Snyder was understandable and did not have an expectation of her getting the repairs done in 30 days. In her letter, she also indicated that there were other things that the family had going on that would take precedence over any of the issues that were documented. That family had other priorities, diverting attention to other properties, complaint rendered vs. claims of being targeted and civil rights violations. Again, there was no phone call or communications but the letter was sent to the office. On 08/08/2023, a re- inspection revealed that no attempt has been made to address any of the documented issues. As a result, as a result an Administrative Penalty was administered for \$100.00. A Notice of 1st Administrative Penalty - Failure of Owner to Correct Violations Letter was forwarded to the owner, along with an invoice for the said amount. The next re-inspection was scheduled for 09/08/2023. On 08/16/2023, Mrs. Thames filed an appeal to the administrative penalty. **Mrs. Ethel Thames** stated that she lives at 1942 Adrian Circle and her daughter **Sherri Thames** stated that she resides at 1610 McDonough Street. The HAB explained to the Thames that the Code Compliance Office does not target and randomly pick houses to send environmental housing violations letters to. The office is complaint based and the officers have a duty to investigate residents' concerns regarding Environmental Health Code violations on any and all houses in the area that comes to his attention. **Mrs. Thames** stated that she lived in the home for 50 years, planned to grow old with her children and family; that she could not recall any serious issues with the house; she thought that receiving the letter was wrong; she guesses that it may need a little tweaking. She told the Board that she got sick, was hospitalized for three months and another month for rehabilitation to help her be able to walk again. Because there are several steps in the house, she's unable to live in the house. That her daughter (Ms. Thames) moved back to Sandusky from Atlanta to take care of her and Mr. Thames. Mrs. Thames further stated that she understood the house was in need of paint but could not understand the urgency placed by Code Compliance to get the work done right away (in 30 days). She "thought as homeowners, we could take care of these things you know as we got money and could take care of them" and that they do have pride in where they live. **Ms. Thames** stated that she shared with her dad that she wanted to do add-ons to the house so that he would not have to go upstairs prior to his passing in 2021. But because of money, they were unable to do those things. When they saw the door tag they sent a letter but the letter was ignored. – she stated that they're scrapping their plans to do addons to the house which is going to be a

waste of resources because say we paint whatever you know needs to be painted right now we are going to end up removing that whole wall or a whole portion of the home to do add-ons and we just spent money where we probably should have kept that money to do the things that we need to do we have estimates here and you know this is like thousands of dollars' worth of things to do just to turn around and just scrap that plan just for the add-ons That we're trying to do so if any of that makes sense? **Board discussed:** They understood the Thames and explained at the time when they bought the house in 1900's there was no code compliance and/or enforcement and the state government have changed the housing rules passing it down to local government to comply with those changes. Example of houses that have been torn down that were built in 1970's on a 30x30 lot but cannot build a new house on that parcel because of the dimensions have changed to 60x60. The Board does not want to disrupt homeowners' plans to do additions and stressed the need for the repairs to be done in a timely manner and to communicate with the Code and the Board that more time is needed. The **Board** explained that they do not see letters which are directed to them specifically. It is not the intention of the Board or Code "to brow beat" citizens/homeowners. It is understood that in Sandusky there's a chance of getting 12 feet of snow and contractors cannot come out to get the work done. The Board and Code are understanding of these kinds of delays and with communication with Code Compliance Officer that the timeline(s) could be extended out without hesitation. Let us know what's going on and we will be willing to work with you in any capacity that we can as long as this is within the guidelines, the Board/Code do not have a problem with that. **Ms. Thames** Thought that her mother did speak with the Officer Snyder over the phone letting him know that she would be filing an appeal to the administrative penalty. **Board** Was there any communication prior to the administrative penalty? **Mrs. Thames** No, not after the appeal was filed. **Board** Prior to getting to the penalty phase, normally, Code Enforcement had sent out various letters trying to have a discussion with you without success. The penalty is administered to get your attention so that we will be able to come up with a meeting of the minds. **Mrs. Thames** Stated that Officer Snyder had her attention when he hung something on her door. She didn't know that she would have to go through the administrative penalty process. **Board** This is an educational step for you folks and one of the key ingredients here is communication with Code Enforcement. There's no reason why the Thames plans to add onto the existing home can't be incorporated into the overall plan and accomplish what Code Compliance need for them to get done and that the Thames would need to communicate their plans with Inspector Snyder and that he would work with them. The Board also work with other homeowners, and they should call either the assigned Inspector or the Housing Manager, Steve Rucker. Inspector Snyder's telephone number is listed on his business card which was left for Mrs. Thames to call him, as well as in his letters sent to her. Mrs. and Ms. Thames were given information about where to find the latest Environmental Health Housing Code on the City of Sandusky's website. That the issues Mr. Snyder is referring to are visible and readable on the website. Everyone is willing to work with the Thames on a timeline. The Thames would need to establish a timeline with the inspector. Further explained that the 30 days is a starting point to communicate with the inspector and as the months move on that we are getting into colder weather, and it is understood that it is not a conducive time to start painting. **Mrs. Thames** understood and spoke about the contractors, giving them a timetable where they could do work for them, which put them back. **Ms. Thames** Spoke about the fallen tree. She stated they contact the City of Sandusky for help to remove it back in 2022 because they did not have the resources to remove it. **Officer Snyder** stated that this year, the city's Forestry Dept. came out to cut the part of the tree which was obstructing the flow of traffic on Central Street to the tree lawn or the boulevard and our Seasonal employees went out and cut that back to the fence line. That the property owner is responsible for removing the remaining portion of the tree which is at the edge of their private property line. Officer Snyder went over to access the property to determine who was responsible for the tree removal whether it be with the property owner, Forestry, Code and/or utility company. **The Board** Brought up to the Thames that winter is approaching and one of the three violations that Officer Snyder noted was that the door was not weather-tight or rodent proof; they were asked if when contacting someone were the Thames asking others to help them with the noted violations?. **Ms. Thames** responded Yes. They mentioned the

violations to those they were contacting for help. **Officer Snyder** told the Thames if they provided him with a signed contract with a contractor that he could work with them and the contractor's timelines. If the contractor does not stick to the timelines that he would not violate the homeowner for that. **Board** Call the inspector and he will work with you. **Mrs. Thames** She will call Mr. Snyder. **Mr. Gundelsberger** made a motion to table the penalty for 30 days to give them more time to get with their contractor for a plan of action and timelines. **Mr. Sharrah** second the motion. All voting members voted. The motion passed unanimously.

7. **Adjournment**

A motion moved to adjourn the meeting by Mr. Gundelsberger and second by Ms. Gamblin. All members approved of the motion, and the meeting ended at 5:31 PM.

Next meeting: October 31, 2023

APPROVED:

Treka D. Parker, Clerk

Dana Gamblin, Chairperson