



Administrative Rules Board  
MINUTES  
Thursday, July 25, 2024, 10:30 a.m.  
Administrative Headquarters 2079 E. Ninth Street,  
4th Floor – Committee Room B

**1. CALL TO ORDER**

Board Chair Rick Manoloff called the meeting to order at 10:31am.

Notice of this meeting and the proposed rules were posted on the County website for public comment at least 14 days prior to the meeting on July 11 in accordance with the ARB rules of procedure. The final agenda packet, including prior meeting minutes, was posted to the County website and circulated to the Board members prior to the 6pm deadline on July 23.

**2. ROLL CALL BY CLERK**

Attending:

Rick Manoloff, Chair

Awatef Assad

Nora Hurley

Walter Parfejewiec

Gregory Huth was not in attendance at the meeting.

**3. APPROVAL OF PRIOR MEETING MINUTES**

a. March 21, 2024

b. June 13, 2024

Nora Hurley motioned to approve the prior meeting minutes from the March 21, 2024 and June 13, 2024 meetings; Awatef Assad seconded. The motion was approved by all four members in attendance.

**4. PUBLIC COMMENT RELATED TO THE AGENDA**

None

**5. ITEMS UNDER CONSIDERATION FOR ADOPTION (POTENTIALLY UNDER WAIVER OF TWO-READING RULE)**

RESOLUTION NO.	REQUESTING ENTITY	RULE TITLE	ACTION
ARB2024-0004	Cuyahoga County Treasurer's Office	Partial Payment Policy	Adopt permanent rule
ARB2024-0005	Cuyahoga County Treasurer's Office	Vacant Lands Bills Policy	Adopt permanent rule

ARB2024 – 0004

Chair Manoloff reminded the ARB members that authorized individuals from the requesting entity are to attend the meeting to address the Board and answer relevant questions.

Raymond McDaniel has been designated as proxy to the Treasurer by a letter dated July 17, 2024. Mr. McDaniel shared that the goal of this policy is to allow the Treasury to collect partial payments on delinquent taxes. This will allow the taxpayers the opportunity to pay more delinquent taxes to the County in a timely manner.

Board members felt the policy was succinct and straightforward. Chair Manoloff shared an encouragement that in application of this policy, the Treasurer's office to apply any partial payment in the way that is most beneficial to the taxpayer. Mr. McDaniel agreed.

The standard of review is to determine whether the requesting entity has authority and whether the proposal conflicts with the County Code. It was determined that the Treasurer's Office meets this requirement and there is no conflict with the County Code.

Mr. McDaniel shared that the request to suspend the two-reading rule is being made because the Treasurer's Office would like to enact this policy as quickly as possible for the benefit of the taxpayer.

Nora Hurley motioned to suspend the two-reading rule for the rationale supplied by Mr. McDaniel; Walter Parfejewiec seconded the motion. The motion was approved by all four members in attendance.

Nora Hurley motioned to adopt the partial payment policy; Awatef Assad seconded the motion. The motion was approved by all four members in attendance.

ARB2024-0005

Mr. McDaniel shared that the Treasurer's office is obligated to send out a bill to all properties and if there is not a forwarding address, the bill becomes undeliverable. This policy will help property owners to see their tax bills when the bill is undeliverable. If the attempt to deliver was not successful for more than a year, a list of vacant delinquent parcels is created and available online to provide that notice

Mr. McDaniel shared that the request to suspend the two-reading rule is being made because the Treasurer's Office would like to enact this policy as quickly as possible for the benefit of the taxpayer.

ARB members discussed the issue of providing adequate notice to delinquent taxpayers where there is no way to physically deliver tax bills. First, once a current address is provided, a printed tax bill is then sent. Second, delinquent tax bills are made available electronically so that all tax payers can have ready access to the delinquent tax list online and can see what they may owe.

No conflicts with the County Code were noted. The Ohio Revised Code states that the Treasurer shall cause it to be mailed and delivered to all. There are other means of contact being used by the Treasurer in attempt to obtain this mailing information – working with other departments, calls, emails, etc. We have resources that we are willing to use to track people down and deliver the bill in accordance with the statutory mandate. Chair Manoloff reviewed the County Code to outline the obligation on the taxpayer to update their mailing address.

Nora Hurley motioned to suspend the two-reading rule for the rationale supplied by Mr. McDaniel; Awatef Assad seconded the motion. The motion was approved by all four members in attendance.

Awatef Assad motioned to adopt the vacant land bills policy; Walter Parfejewiec seconded the motion. The motion was approved by all four members in attendance.

**6. MISCELLANEOUS BUSINESS**

None

**7. PUBLIC COMMENT UNRELATED TO THE AGENDA**

None

**8. ADJOURNMENT**

The next meeting of the ARB will be held on August 22, 2024. There will be at least 2 items on the agenda proposed by Treasurer Cromes.

Meeting was adjourned by Chair Manoloff at 11:09am

