

**Building Committee Meeting  
December 9, 2019 - 9:00 a.m.**

**Members Present:** Chairman Schloss, Porter, Fiscal Officer, and Mayor

The Mayor stated that he asked for the meeting to talk about the hours of the Building Department and distributed a handout to the committee. He listed the years since 2013, number of permits, and the changes. He stated that the 2019 updated number is 280 permits. Porter clarified that it was not 238, and the Mayor stated it was now up to 280 permits for the calendar year. Porter asked if the revenue was the same. The Mayor stated the revenue was at \$67,746. The Mayor said he was going to check this number because it seemed extremely high. Porter stated that would seem like a record year. The Mayor agreed and said he would check with Nancy Grattino, the Building Department Administrative Assistant/Board Clerk. Porter asked for the break-down for the revenue, whether it was registrations, and the Mayor stated that it was just building permits. Porter noted that there were no registrations for contractors included. The Mayor stated this is what he wanted to make sure. He added that there were miscellaneous permits at \$24,000, but he did not know what this was. Grattino just gave the report to him about two minutes prior to the meeting.

The Mayor named the employees he listed, Hocevar, Heilman, and Maggie in 2013; Hocevar was 40 hours, Heilman was 40 hours, and Maggie averaged about 4 hours a week, about 17 hours a month. 2014, Hocevar became Inspection Solutions, and the Village had Heilman and Maggie doing the 49 hours a week. 2015 was the same situation. 2016, Maggie left, so there was Hocevar for 5 hours a week, Heilman at 40 hours a week, and an administrative assistant for a total of 65 hours. The same was for 2016, 2017, and 2018. He did not include Heilman in 2019 because she only worked a month. The Department has had Inspection Solutions for 5 hours, administrative assistant at 25 hours. The Fiscal Officer asked if Hocevar's contract was for 5 hours a week, and the Mayor stated 20 hours a month, and extra when he works extra. Porter added that it is on top of the \$2,000 retainer, and the Mayor stated that the 5 hours a week is what Hocevar gives the Village. Porter clarified that they are included in the \$2,000. The Mayor stated he has to work 20 hours per week. Porter stated that anything over 20 is at Hocevar's hourly rate. The Mayor stated Hocevar is generous with his time from what he can see and tell.

The Mayor stated that the Building Department is asked to perform the work at 30 hours a week, and it can't be done in his opinion. Porter stated that the Grattino is working 25 hours per week for the Building Department, and he asked what extra she gets for being Board Secretary. The Fiscal Officer stated it was a total of 25 hours for both. The Mayor stated she is the Administrative Assistant, Board Secretary, and soon to be the Zoning Inspector. Schloss asked if she was going to be the Zoning Inspector - the Mayor stated it was his recommendation, and Schloss said he hoped so. Porter asked if the Mayor was going to appoint her at the December 9, 2019 Council meeting, and the Mayor replied that they would have to talk about it in Executive Session. The Mayor stated that he thought Grattino should then become a Department Head, so she runs the show. Schloss asked who was currently doing Zoning. The Mayor stated nobody, but Hocevar is listed. Schloss said it appeared that nothing was happening in zoning. Schloss

stated he had called the Building Department for six weeks regarding the home at Fernwood and Bell Rd., and clarified he was calling for the residents who are fit to be tied about the Village allowing this to happen. For six weeks he has called the Building Department and Grattino told him she was too busy and could not do anything about it. Schloss was very upset about this and said it was wrong for the Village to not do anything about this. The Mayor stated the Village could take "Chuck" to court. Schloss said that is what he wanted the department to do, and Hocevar told Schloss he would do it, but nothing had happened. None of the letters were being written. Schloss said someone could not go over to the residence and ask him to do it because Chuck would blow them off like he has blown Schloss off and everybody else. The Village has to take a stand and Zoning must send out letters and get it rolling. Schloss added that it takes five minutes to put a letter together. He asked the Mayor to ask Grattino to do this or ask Hocevar. The Mayor stated that after today he will appoint her as Zoning Inspector. With Chuck, Mitchell, Brown, and Wilbur, the Mayor knocked on their front doors and told the resident to clean it up. He went to Chuck's and told him his bushes needed to be trimmed. Instead of trimming them, he cut them down and all of the junk in his backyard is visible. Had he just trimmed them, he would have had a nice fence, and no one would ever see the backyard. Schloss stated that everyone knows that the guy is not mentally stable. The police had been there numerous times in the last three weeks with the children in there. Schloss was concerned that there would be a serious incident in the home unless the Village gets a grip on it. The Mayor stated he was not aware of that. Porter asked what children, and Schloss stated Chuck's stepchildren and recommended they speak to the Police Department.

The Mayor said he would discuss this in Executive Session, but when they come out, his idea would be to appoint Grattino as the Zoning Inspector at 10 hours per week in addition to what she is presently doing. Schloss asked if this meant she would physically go out and check neighborhoods and do whatever she has to. The Mayor stated she did it for five years and is very familiar with driving by and sending letters. Porter asked if the Mayor was talking about raising Grattino from 25 hours a week to 35 hours a week; the Mayor replied, "yes." Porter asked if this included Board Secretary, Building Department Administrative Assistant, and Zoning Inspector. The Mayor stated yes, right now she has three hats. Porter stated that right now she is not being compensated at least officially for Board Secretary and asked if this was right. The Mayor stated it was all just kind of muddled together. The Fiscal Officer clarified that it was one position where two jobs were combined into one and she is paid hourly. Schloss said he did not have a problem with that. Schloss said he was a lame duck, and the Mayor said Schloss' opinion still mattered to him. Schloss said it was absolutely necessary to do that. The Mayor stated she is being run ragged and Hocevar is being run ragged. The Mayor stated that looking at his analysis, to try to do a job that was done with 84 hours is now attempting to be done in 30 hours and it doesn't work. Schloss stated it was nice to see the revenues increasing, and he said it was amazing. The Mayor stated he was going to check on the \$67,000. The Fiscal Officer and Porter stated it was extremely high. Porter stated especially considering the permits were 280 and there were 324 permits two years ago and \$54,000 came in. His guess was the number included contractor registrations and whatnot. The Mayor stated he thought something got muddled there. Schloss asked if this had anything to do with the new house being built on Bell Road. The Fiscal Officer stated when The Lantern went in the Village did not receive that kind

of money. The Mayor added a house on Bell Road went in in 2018 and it wasn't that much. He stated something may be wrong and he will check with Grattino and check with Heilman.

Porter said there was the house being built on the McSherry property, and Schloss indicated this was what he was referring to. The Mayor stated it was \$1.2 million house on a slab. Schloss said it was going to be so beautiful when its done. Porter stated, "let's hope so." The Mayor stated he thought it was designed so that you're never going to see it and "he" had talked to the Mayor about mounding in front of the house and what he can and cannot do, trying to hide it. Schloss commented, "good for him." The Mayor stated he thought the people next to him got the surprise when they realized the woods weren't their woods.

The Mayor asked if there was anything else, and Schloss stated he was for it.

The Fiscal Officer asked if the committee read her report about combining administrative offices in the Building Department space, or if they were not interested in doing that. Porter said he had not read the report. Schloss said he read the report and thought it was awesome. The Fiscal Officer reported that she had spent time in the Building Department to see what was going on for multiple reasons. It was hard to manage somebody when she was not there. The Village took a new person and put her in an office by herself all day and told her to go for it. The Fiscal Officer had been working on the budget and initially did not have time to spend in that office, however now she has been working over in the Building Department building. She said there are a lot of processes, and she did not understand it fully, but she and Nancy thought there were a lot of things that need to be cleaned up, organized, and streamlined. She thought there were problems with only having one person there. For example, last week Grattino had the stomach flu and had to come in because the Village had no one else to cover the office. She stated Grattino has also requested to leave at noon on December 10<sup>th</sup>, and the Fiscal Officer stated then the department would be closed. Fiscal Officer expressed concern about how many times the Village was going to call Heilman, the former Building Department Inspector, and the former Administrative Assistant and Board Clerk to come in and train people. The Fiscal Officer stated she has felt the Village should cross train departments. She would like to think of it as more an administrative team to work together to get things done. Fiscal Officer asked if Grattino were to ever leave, who would there be to call to help. There is specialized software, counter service, and she thought cross training and working together would be a good solution. Porter asked about the Fiscal Officer's administrative assistant and the Fiscal Officer clarified that both of them would move over there and make it an administrative office where everyone would be there to cover for each other. If Grattino had minutes to do, for example, someone else could do the paperwork for the permits, etc. With more people learning the work, there would be more people to understand the process and it would be possible to work together. Rather than separating the departments and putting a wedge between them, she asked why they could not work together. She thought this was the most efficient and best service for the Village. Porter clarified that no one would be at Village Hall. The Fiscal Officer stated she probably gets one person a month that comes into the office for her, she really works behind the scenes. Plus, people could be directed that the office was moved across the parking lot. Schloss stated it is a beautiful office. The Fiscal Officer said the problem is that there is a lot of files and paperwork both offices require and

mentally she is trying to envision how to rearrange things to have everything that is needed for everyone in one space. She added that she just thought it would be better. She likes the solitude of Village Hall when she is working on her numbers as it is easier to focus and handle confidential matters, but when she thinks of what is best for the Village, she believes this is what makes the most sense. Porter stated this presumes that the Village will not have a part-time Building Inspector for awhile or ever. The Fiscal Officer pointed out that the Village has a part-time Building Inspector. Porter agreed but said Hocevar is an independent contractor. The Fiscal Officer clarified that Porter was referring to bringing one on staff. Porter said yes and referred to the previous effort to find a part-time Building Inspector and said it would be necessary to look again because Hocevar would not be around forever. Porter said that Hocevar had been doing Inspection Solution for 4 years going on 5 and might decide he wants to scale back. He felt a back-up plan is needed and the solution Porter saw was finding a part-time Building Inspector and possibly consider a full-time Building Inspector. Porter explained that if there was a Building Inspector in the Building Department, it would be crowded. The Fiscal Officer agreed, but said logically it makes the most sense, but was still considering the logistics. Porter asked the Mayor for his opinion.

The Mayor stated he felt completely blindsided by the Fiscal Officer. This was an administrative issue that she just sent out to Council, absolutely no consultation or discussion with him. He thought it was something he will consider, and he will meet with the Fiscal Officer at the appropriate time. He didn't think it is in the best interest of the residents. He didn't think having everybody over there in a tight situation was the best situation. If the Fiscal Officer needed more space, he said she could take the whole downstairs of Village Hall. He had an office; Jim Davis had an office. He did not see it benefitting the residents at all. He said we have squeezed and strangled the Building Department and we are now getting it to where it can go, and it is a viable department. Things really haven't changed in six years except the number of hours. We keep cutting the hours back and the performance has been shaky this year. Mayor said things are coming. Woodmere went out and picked up a half-time Building Inspector; \$43,000. Chagrin has some options. There are other situations that can be done. The Mayor further stated that at the end of the year, the committee is changing. He thought the Fiscal Officer's proposal is ill timed.

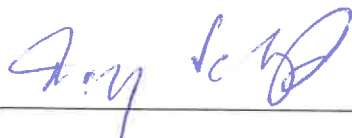
Schloss said when he received it the other day, he thought it was a pretty good idea because he had been over to the Building Department office on many occasions, and there was no one there for one reason or the other. It is difficult and he could see where the Fiscal Officer was coming from. It had merit. Schloss knew that the Building Department would not close and that they want to keep it open and it would not go to the county. There was no sense in him discussing it anymore. There has to be more than one person over there.

The Mayor stated the Building Department should go back to what it was. There was a secretary. Back in the day when Laura was the secretary and a part-time \$5,000 a year inspector there were two people in the office. The Mayor stated that the Board Secretary job was the one that could be taken off Grattino's shoulders; it is time consuming and can be done at home. That is the way some of the previous people did the job. The Mayor thought long term there was

enough work for a department head, an administrative assistant, whatever you want to call that person. And then enough for a Board Secretary at 17 hours a month. And enough for at least a part-time if not a full-time building inspector. Things haven't changed except for the hours.

Porter said the difficulty is finding a part-time Building Inspector that the Village wants. A full-time Inspector Porter did not think it would happen, and yet it might be difficult to find a part-timer who is qualified, and that the Village wants. If the Village is going to have a Building Inspector, it may have to have a full timer. He hated to be forced into that position, but after seeing the resumes last time around, they were horrifically unqualified people applying. Maybe this time it would be different. Dave Hocevar knows all these guys.

The Mayor said the solution will probably be within a year with Harry, the Building Inspector in Chagrin. Schloss asked if he was leaving. The Mayor said he is close, and he has talked to him, and he thought that is where you'll have a situation. The Mayor was just at Hunting Valley and their Building Inspector has no electrical license - that is a huge disservice. Schloss asked who has done us a huge disservice, and the Mayor said the State of Ohio. Until the 1980's there was no qualifications necessary to be a Building Inspector. Licensing takes years and people in this economy are not willing to give up construction jobs. The Mayor referred to an architecture/building firm that wants part of "our job". There are people out there. Right now, Hocevar is the best solution, but he thought they would have to get somebody, probably going to have to steal somebody, or look at going together with another municipality like Woodmere to get somebody, which is still a possibility. Schloss asked about Woodmere. The Mayor said he gets paid \$45 per hour/\$43,000 per year part-time. He tried to hire Hocevar to work for him. Porter added declining resources, increase in demand is a good way to be. The Mayor stated in Executive Session that night, they would talk about it and come out and take some action hopefully.



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Ray Schloss, Chairman

Prepared by: Leslie Galicki

Building Committee Meeting on Monday, December 9, 2019, 9:00 a.m.

Agenda

Hours for Building Department

YEAR	PERMITS	REVENUE	EMPLOYEES	HOURS
2013	239	\$35,498	Dave, Laura, Maggie	84
2014	276	\$53,698	IS, Laura, Maggie	49
2015	293	\$54,522	IS, Laura, Maggie	49
2016	314	\$43,542	IS, Laura, AA	65 - ?
2017	324	\$54,793	IS, Laura, AA	65 - ?
2018	311	\$49,565	IS, Laura, AA	65
2019	238 <sup>280</sup>	\$43,134	IS, AA	30
2020		<u>\$67,746?</u>	IS, AA, Zoning	

- Bldg. permits, registrations?
- Inspection Solutions 5 hrs. week + extra  
20 hours per month
- Add 10 hours for zoning inspector  
+ d.h.