

**Building Committee and Human Resources Committee Meeting**  
**Monday, August 19 6:30 p.m.**

**Present:** Schloss, Galicki, Carroll, Porter, Mayor Koons, Fiscal Officer Romanowski

Schloss advised he called the joint meeting of the Building and Human Resource Committees to determine what should be done with the Building Department, especially since the Building Department Secretary had submitted her resignation. Schloss stated that the first issue to address should be what would be done between the present and September 10<sup>th</sup>, which would be the Building Department Secretary's last day. Schloss' said there was a lot of useful information on the computer and he thought that the Fiscal Officer and/or the Administrative Assistant should go over and train with the Building Department Secretary for the next couple of weeks so that they understand the paperwork.

Carroll said the Village would have to replace the position and recommended utilizing the combined Administrative Assistant/Board Clerk job description. In the meantime, while the job was being advertised, there would be some other administrative issues that needed to be figured out. The Fiscal Officer, Administrative Assistant, or possibly the person hired for the position could help with the transition. He thought this would make the transition easier to hire someone in the combined position.

Galicki said he would not get into too many specifics about who would be used for the turnover because otherwise he would recuse himself of the issue. He stated it would be nice to know the resolution in terms of whether the position would be combined or not. Galicki added that the Village would have to post for the vacancy in terms of advertising the position and try to fill it as soon as possible. In the interim, he agreed some kind of turnover would be necessary.

Porter said if someone could be found to be both the Building Department Secretary and the Board Secretary and compensated accordingly, that would be ideal. He thought based on what they would find with the quantity and quality of the applicants, both positions could be filled. Porter was concerned that the Village would not be able to find someone who would take both. He suggested advertising the Building Department Secretary and the Board Secretary position and see what the response was, and then seek to fill the position before the Building Secretary left. Ideally, by a week before the Building Secretary leaves, the new person could shadow her to transition. Porter suggested posting the job opening this week, waiting a couple of weeks for responses, doing some interviews, and, the Mayor would then be the appointing authority.

Schloss asked the Fiscal Officer how many applications she had received. She explained that she posted the Board Clerk job in the Chagrin Valley Times and on Indeed.com. As of August 18<sup>th</sup>, she had fifteen applications that she needed to review. Porter added that the Board Secretary position was already being advertised, and the Fiscal Officer stated they would need to see if those applicants would be interested in the combined job, or if they just wanted the 5 to 40 hours per month as it was posted.

Carroll suggested inquiring whether the applicants were interested in both. He also thought it should be advertised as the combined position based on the job description Council passed and adopted. Schloss said he would like the ad in the paper this week if possible.

Porter asked if the current applicants would have to resubmit applications for the new job position, and Carroll thought they could just be contacted to determine their interest in the combined position. Porter asked if they wanted to consider zoning experience or Building Department experience in the ad that

would be run. Galicki said the ad could state that such experience would be desired, but Council should not get hung up on that level of experience. He added that the current Board Secretary did not have experience before taking the job, nor did the former Building Inspector when she started.

The Mayor asked if they were keeping the Building Department. Carroll advised he was not saying that they were closing or keeping it. Regardless, the Village would need a secretary in the position, as well as a Zoning Inspector. Porter stated the Village was keeping the Building Department if only for a full or part-time Zoning Inspector and a Board Secretary because by law the Village must have a Zoning Inspector. He added that if they could find one person to fill both jobs, that would be great.

Schloss stated that it appeared that Dave Hocevar, the contracted Building Inspector, would stick around until the matter was resolved. Porter stated Hocevar's contract ran until next year. Carroll pointed out the contract with Hocevar was month to month, and Porter stated it was a 30-day termination. The Fiscal Officer spoke with the Solicitor about this, and it was clarified that Hocevar could simply tell the Village at the end of a month that he was finished. Schloss said that Hocevar said he had been with the Village for 40 years and would not do that to the Village.

Porter indicated that there were three job descriptions; one for Building Department Secretary, one for Board Secretary, and one for a combined position. Carroll said this was correct and the Village would advertise for the combined position. Porter agreed.

Schloss wanted to discuss whether the Building Department would remain open or be closing. Carroll asked if Council would be accepting the Board Secretary's resignation at the Regular Council meeting that evening. Schloss said that was correct. Porter said it was a formality, but yes. Schloss asked what would happen if she were to change her mind. Porter stated that in the past Council accepted a withdrawal of the resignation.

Porter reviewed Hocevar's contract relative to the 30-day notice.

Schloss asked again what Council was going to do with the Building Department. Carroll stated the failsafe would be to go to the county. He further stated that the Village was required to have zoning, so regardless of the outcome, someone must be hired to do zoning. On the building side of it, the Village could look at a collaborative effort. For nine months, the Village had run a part-time Building Department and things were getting done. No one had come to Council meetings upset. Carroll said the Village had tried the part-time route and could not find a qualified Building Inspector, according to the Building Committee, who looked at the resumes. If nothing could be done collaboratively, Council must take a serious look at going to the county. Schloss stated that Council needed to identify a date for the decision to be made like November 1<sup>st</sup>, December 31<sup>st</sup>, etc. Porter stated the Village had Hocevar until next year, and the Village might want to look around and advertise again for Building Inspectors. The previous time, the Committee did not get much, but things change. Porter speculated that perhaps the timing was not right. He said there were only two applicants who were remotely qualified, one of whom did not show up for his interview. The other applicant did not meet the Village's standards. Porter agreed with Carroll that the failsafe was the county.

Galicki recommended establishing the direction Council would be heading by the end of the year with a firm decision because with the new year there would be the collection of fees from registering contractors. He explained that if fees were collected and then the Building Department was disestablished, it would be

unfair to the contractors and refunds would be necessary. He thought that Council needed to know the direction by January 1, 2020.

Porter stated the contractors would be given refunds and then sent to the county. Carroll said this would be cumbersome. Carroll asked the Mayor if he had spoken to Woodmere and Chagrin Falls and said this was a possible option. The Mayor stated that Woodmere was hurting and could not find anybody. Galicki clarified that Woodmere did not have a Building Inspector now and was looking for one. The Mayor stated this was correct. Carroll asked if they were looking for full-time or part-time, and the Mayor said part-time. Schloss asked about Chagrin Falls, which the Mayor had mentioned. The Mayor replied that Harry had not said anything to Chagrin, and as far as he knew, Harry was still there and had three years left. Galicki added that Chagrin had an inspector, but he did not have all the certifications. The Village would be in a situation where the services of someone like Hocevar or the county would still be needed. He questioned why the Village would go to the county for one thing but not everything. Galicki did not know how this would be viewed by the county. Porter suggested outsourcing but had heard mixed reviews about that. The Mayor said he had not heard anything good about it, and Porter said it was better than nothing.

Carroll advised it was difficult because contractors were working, and this was an issue with trying to find someone. Part-time would be very difficult. The Mayor stated that the Village would have to pay big bucks to get someone part-time. Carroll said that the county was an option and the Village would have a part-time Zoning Inspector. Schloss asked if the Village needed to reach out to the county now. Carroll suggested contacting the county and asking what the transition would look like. Porter stated the transition would be pretty quick and involved telling the County Commissioners and the Mayor that the Village wanted the county Building Department to act for the Village. The Commissioners would have to vote to accept to allow it.

Galicki asked if first there was discussion with the county, or would the issue of transition be brought to Council first for a vote on the direction to be taken. Porter thought Council should weigh in first. Galicki said that if it was approved by Council, the Village could then advertise for a Zoning Inspector. The Village could still maintain the Administrative Assistant and the Board Clerk positions that could be standalone positions. He added that several of the townships have Zoning Inspectors who work a day or two a week. They set up office hours and it seemed everything could be accomplished during this time.

The Mayor stated it was on the agenda for the Regular Council meeting that night, "Building Department Personnel Structure." He said they should do it that night.

The Fiscal Officer asked if an ad was to be placed for an Administrative Assistant for the Building Department with the new job description. She added that although the Village had Hocevar, who was more Building Inspector and not as much zoning, it would still require a Zoning Inspector regardless of what Council decided about the Building Department. Thus, she was asking if she should run an ad for Zoning Inspector as well. Galicki stated it was necessary to solve the issue of what direction Council wanted to go, and that would then be another ad. He did not envision that the Administrative Assistant and Zoning Inspector would be combined. The Fiscal Officer explained that she did not think so either. Galicki added that this way if the Village had a part-time Administrative Assistant/Board Clerk, this person could maintain some presence in the office during the week where a Zoning Inspector might do business one or two days a week. He said they would not have to be there at the same time, and then the Village would have someone there answering phones and mail, and a part-time Zoning Inspector. The Fiscal Officer stated that the last ad said Building/Zoning and stated that it seemed the Building

Inspectors have certifications and feel they are above Zoning. She felt if the Village ran an ad for Zoning Inspector only, the Village would get some feedback. The Village must have a Zoning Inspector. If the county were to do just the building, the Village would have a Zoning Inspector to do zoning. Schloss suggested bringing it up for a vote at the Council meeting.

Porter added that Hocevar was currently doing Building and Zoning, and the Village was not under a time crunch to find a Zoning Inspector. He said there were virtually no requirements to be a Zoning Inspector. If the Village were to have a Building Department Secretary and a Board Clerk who was also the Zoning Inspector and was compensated accordingly, there would be three part-time jobs but one person who could do it during the week. Carroll said he was very confused. He asked Porter if this person was going to be Zoning Inspector, Administrative Assistant, and Board Secretary. Carroll said he would separate Zoning Inspector and leave the combined Administrative Assistant/Board Secretary position. Porter said he agreed with that. Carroll said the Zoning Inspector would be a separate position. Galicki said he also did not like bundling the three positions together. Summarizing, Carroll said the Village could have two part-time positions and go to the county for the Building Department matters.

The Mayor stated that the committees should go to Council that night and say that they were getting out of the Building Department and were looking for an Administrative Assistant/Board Clerk and a Zoning Inspector and contracting with the county. Done.

Galicki said they would approach Council to discuss the future of the Building Department. Depending on the discussion and if Council elected to disestablish the Building Department, the next act would be to contact the county and advertise for a Zoning Inspector. No matter what, the Village must advertise for an Administrative Assistant regardless of what was done with the Building Department. This part was stand alone, whether Council chose to keep the Building Department or not. Galicki said it all relied on what direction Council wanted to go with the Building Department. Porter added that if there were no full-time positions for a Building Official, the Village would get nothing. He clarified to say the Village would have a hard time keeping a Building Department part-time. Without a full-time Building Official, he did not believe the Village could have a viable Building Department.

The Fiscal Officer asked if the Board Clerk could be combined with the Zoning Inspector. Galicki said he would not go down that direction. The Fiscal Officer said that she had heard that if the Village were to be sued, it would be about zoning, and then whatever the minutes said would be submitted to court. Thus, the Village would not want the person doing the inspection preparing minutes and suggested the need for a separation of duties. She understood this was the reason it was necessary to have two people, the secretary who was responsible for the records and then the Inspector. Porter added this was a way for the Administrative Assistant to fleet up to be the Zoning Inspector.

The Mayor stated that by the end of September, the Village could have an Administrative Assistant and Board Secretary working 25 hours a week, may have a Zoning Inspector, have the county take over, and Hocevar gone after the end of September if he did his thirty day notice. Carroll stated this would be a very aggressive timeline. He would look at this as happening by the end of the year for the transition to take place. Porter agreed. Carroll explained that there would be training of the Zoning Inspector that perhaps Hocevar would provide. He noted how supportive Hocevar had been. Carroll thought this timeline would keep it clean. Porter added that it would give the Village time to inform people.

Porter lamented not being able to find a suitable part-time Building Official, and Galicki added that Council did due diligence to find one to maintain the Building Department. Galicki added that it would

be good for the citizens, the employees, and the county to have a full quarter to transition. Schloss asked if the Village could work with Russell or Bainbridge with part-time zoning. Galicki said Bainbridge might not have a lot of flexibility with their zoning personnel with their current projects. Regarding Russell, Carroll said it might be a possibility to partner with them. He liked the idea of collaboration. Schloss asked if Russell should be contacted. Galicki advised that first the committees should see how it played out in Council. Carroll believed it was something the Village should consider. Galicki suggested that perhaps the Village could find someone it used one or two days a week that would be less expensive than partnering, but agreed it required analysis.

Schloss asked why the Village could not make Chief Rizzo the Zoning Inspector.

Galicki said if there was a vote taken, the question should be, 'where do we want to be at the end of next year?' not tomorrow. Schloss asked that the matter be resolved by December. Galicki said it had been nearly a year.

Carroll stated the first thing Council needed to do was to accept the resignation of the Building Department Secretary. Then Council could discuss the Building Department and how the position would be advertised, about placing an ad, and discuss the Building Department to see what Council's flavor was on it. After that, zoning could be addressed.

The meeting adjourned at 7:10 p.m.

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Ray Schloss, Chairman Building Committee

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Dennis Galicki, Chairman HR Committee