

Building Committee Minutes

04 June 2020

Attending:

Danielle Romanowski
Nancy Grattino
Jerry Canton
Chris Berger

Meeting called to order at 8:03AM

1. Discussion of Monthly Business Activity and Financials. NG reported that permits were down in May 2020 compared to 2019 but that registrations were up. Overall, the department is up over 2019 levels. DR to provide a detailed comparative schedule to the Committee for review. NG discussed the BZA and its fee structure. Confusion over what part of the deposits the Village keeps and what part is returned and why. See point 7 for further discussion. NG also offered that complaints were not being tracked and that there was a list of active complaints being administrated. NG and DR agreed to work together to create a summary document of complaints to help understand the activities of the department.
CB asked about the revenue stream for the Building Department (BD) and where the funds are generated. The cable fees have been reported as part of the Building Department, but DR stated that this is in error and agreed to review and revise the Bldg. Dept. budget accordingly. CB stated that this error had been included in financial statements for several years and that he only wanted to see the budget clarified – one way or the other.
2. JC discussed the investigation into septic tank systems, the differences in such systems, and the danger if not handled properly in preparation for Monday night’s meeting with the public. The Committee discussed the history of the issue in the Village. Further, JC stated that the State has an annual inspection requirement for septic systems installed after 2007 with a \$150 fee that should be administered by the County. The County has not been doing the inspections due to a lack of manpower.
JC asked DR to provide a written description of the potential Franklin Software changes with pros and cons to spending money on the system. DR briefly reported her findings with concerns that the software would require manual manipulation to create the data base and track enforcement – this was a step back from where we are currently. The “upgrade” would cost \$6995 plus an \$840 a year service contract. In addition, extra labor would be required to keep the system updated. NG noted that the increased complexity of sending and tracking reminders with no income stream to the Village made little sense.

3. CB reported that SafeBuilt had offered a brief quote for handling all BD functions – without detail the quote sweeps all fees from the Village to SafeBuilt in addition to a \$50,000 a year (paid monthly fee). More discussion will be done by the Committee in preparation for the July Council Meeting.
4. The safe has been purchased and is in place but not yet permanently attached. DR and NG are making sure the location meets their needs before having the Streets Department finish the install. NG and DR have the combination. DR said Adam Lechman (AL) would also get the combination.
5. NG reported that the Fee Structures now in place need to be reviewed and revised. NG gave an example of the Shed fee structure which seemed to be confusing and in conflict depending on size. Further, deposits made that are always returned at the end of the project require the handling of NG, DR, and AL both incoming and outgoing. Why do we waste the time?
CB suggested that we create a priority list of those fees that need to be reviewed/revised based upon frequency and income impact. NG, Dave Hocevar (DH), DR to create the list. Further, NG, DH to contact comparable municipalities to get their fee schedules for comparison. CB suggested that 60 days be allotted to create the list and that a report in August be submitted to evaluate proceeding with the review and revision. The Solicitor will need to be involved with changes to Ordinances, so we want to be organized to minimize expenses. CB suggested that 2 additional hours a week be allocated to NG for the next 60 days for the purpose of creating the list. JC to present to Council on the 8th of June for approval.
NG also reviewed process for inside inspections for DH to be safe in homes. DH has reduced inside inspections during Covid-19 for safety reasons. The plan is for DH to do more as needed in a safe manner – mask, etc.
6. Work hours for Nancy to continue to be 25 hours per week plus 2 additional hours per week for work on the fee schedule subject to Council approval.
7. The Committee again reviewed inconsistencies in fee retention schedules and decided that a comprehensive review was necessary.
8. The Clemans Nelson study from August 2019 was distributed to all members of the Committee for their review. CB noted that the study appeared to be based upon a need to be revenue-cost balanced. DR noted that the Village is not a business and that departments are not to be self-sufficient but part of an overall program to serve the residents and commercial businesses of the Village. CB stated that as the Committee continues to review BD practices and staffing, this study would be included for consideration.

9. NG provided an update on Fernwood property. The property was reviewed by NG and DH. They believe there has been significant improvement to the appearance of the property and communicated their findings to the prosecutor. A Court Hearing was held on 1 Jun 2020 at which time the resident paid court costs of \$169 and the case was dismissed. NG said that she and DH would continue to review the property to ensure compliance. The resident that made the initial complaint was notified of the resolution of the case.

NG and DH are going out into the community – DH is the acting Zoning Inspector and NG is providing administrative assistance. There are several properties that have been cited for grass not being cut, etc. NG is managing the process.

The meeting was adjourned at 9:28AM. The Building Committee Chair then called for an Executive Session to discuss the employment of a public official. The Executive Session was attended by Mayor Koons, JC, and CB.

Minutes approved by:


Gerald Canton, Chair