

Building Committee Minutes

03 September 2020

Attending:

Mayor Bill Koons (WK)

Nancy Grattino (NG)

Jerry Canton (JG)

Chris Berger (CB)

Dave Hocevar (DH)

Building Department (BD)

Building Committee (BC)

Meeting called to order at 8:04AM.

1. NG presented the Building Department Report for August (attached) - 33 permits and 9 registrations with total receipts including deposits of \$13,393.69. CB raised the question of how much of the total receipts are refunded to residents? NG advised that the amount of refunds would not be known until the projects were complete. CB wanted to know how much of the permit fees collected should be reserved for refunds? NG explained that the software does not track this information but that we should, as a Building Department, investigate and review all outstanding deposits to determine if, and when, they should be refunded. DH noted that if refunds were not claimed, a forfeiture meeting before Council was required to accept abandoned deposits. WK suggested that we allot time in our less busy months of November to February to review this issue. All concurred.
2. JC asked about progress on amending fees schedules. NG said she was prepared to recommend a change from a flat fee for permits to a 1% of the value of the project with a minimum \$100 fee. CB asked to have the ordinances from neighboring communities that showed the 1% fee was a common best practice. WK suggested that the Solicitor could obtain and write the amended ordinance for introduction at the Sept. 14th Council Meeting.
.JC asked for other Ordinance changes to be proposed. NG said that the next one would be the deposit for BZA change to a flat fee. Building Committee to review at October meeting.
3. JC noted that the 3rd reading for the Septic Tank Ordinance amendment will be done at the Sept. 14th Council Meeting.
4. JC noted that the 3rd reading for the full-time Building Department position will be done at the Sept. 14th Council Meeting.
5. CB reviewed the capital expenditures list provided by the Fiscal Officer. The list requires the following changes:
 - a. Ford Explorer should be extended until 2022.
 - b. The copier in the Building Department is not a Toshiba but is a Xerox. The copiers were exchanged in the most recent office moves. Replacement should be scheduled for 2023.

- c. The Laptop/Tablet – whereabouts unknown – should be removed from the list once a final determination is made by the outside investigation.
 - d. There is an HP Laptop that is not on the list. It is at least 10 years old and should be scheduled for replacement.
6. The following items should be scheduled for repair/maintenance, or replacement in 2021:
- a. Bathroom needs drywall fixed, paint, and cleaned.
 - b. Carpeting should be cleaned.
 - c. HP Laptop replaced.
7. NG noted that no backup process has been done for the desktop computer in the Building Department. CB suggested a removable hard drive be used for the backup. WK to talk with Chief Rizzo and arrange to purchase. CB volunteered to help if needed.
8. CB shared with the BC the discussion in Finance regarding a proposal for a VPN for the Village and a new website.
9. NG explained that she still did not have petty cash. CB to discuss with the Fiscal Officer.
10. WK asked NG if she was a notary. NG explained the only form the BD needs notarized is antiquated and only asks for a notary because SRV required it. Changing the form would eliminate the need. JC agreed we need to change it. WK to review with Solicitor if the form can be changed with/without Council approval. WK said the Fiscal Officer was a notary. CB noted that both Mark Porter and CB are notaries as attorneys.
11. Discussed the number of zoning complaints. DH advised a difficult situation with a commercial resident and adjacent vacant field. No action required at this time.
12. JC and CB reported on the Fire Marshall interviews. NG and DH offered their experience with Sean Davis who has been doing the inspections on a contract basis to the Village. WK will interview candidates and recommend to the Council. DH reminded everyone that the Fire Marshall needs to coordinate with BD to best serve the residents.
13. JC asked DH about the contract between Inspection Solutions and the Village. DH and WK reported that it was signed.
14. NG again requested copies of ALL ordinances passed in the Village so that she could have the most updated records. CB again to contact the Fiscal Officer.

JC moved for an executive session at 9:07AM to discuss the employment of a public official. CB seconded. Vote to approve. Attended by JC, CB, NG, and WK. Voted to leave executive session at 9:31AM.

At 9:31AM, JC made a motion to adjourn seconded by CB and agreed. Meeting Adjourned

Minutes approved by:


Gerald Canton, Chair