

Building Committee Minutes

01 October 2020

Attending:

Mayor Bill Koons (WK)

Building Department (BD)

Building Committee (BC)

Jerry Canton (JC)

Chris Berger (CB)

Dave Hocevar (DH)

Meeting called to order at 8:01AM.

1. JC questioned WK for an update on the search for an Administrative Assistant. WK reminded BC that there was an interview scheduled for this afternoon at 4PM. Discussed the interviews held on Wednesday, 30 September. WK thought both were good and represented both ends of the spectrum – one with only a year’s experience and one with 30 year’s experience. WK also noted that the Village had received a large number of applications – over 100 and asked for a method to sort to a reasonable size? CB suggested that an initial sort would be for those with Building Department or construction management experience. WK said he would ask the Fiscal Officer to do the first sort and then present the candidates to the BC as well as HR for determination on further interviews. JC agreed we should wait to receive the information from the Fiscal Officer and then proceed.
2. CB asked WK how the temp was doing in the BD? DH said she was doing fine but had no experience. She was passing messages on to DH to handle. DH said we needed to move quickly on a full-time replacement or we would get buried in work. WK said the Village was using the Admin Assistant to process Board and Planning Commission meeting notes. He felt we would be caught up by next week.
3. CB asked how the BC would move forward with the permit review process. JC responded that much of the research had been done prior to Nancy leaving. WK said we would need time from the Solicitor to review and amend the Ordinances for Council approval. He suggested that we budget \$10K for Solicitor time. CB suggested we take the Ordinances one at a time starting with the 1% Building fee Permit. WK to check with the Solicitor and advise.
4. JC suggested the BC talk about the budget. CB noted three specific line items:
 - a. Fire Marshall budget of \$5,250.
 - b. Admin Assistant budget – currently unknown salary and benefits requirement
 - c. Inspection Solutions – increase max total of \$48.5K or \$4.5K over 2019CB to lead the report at the Budget Meeting this evening. All other line items of the BD budget to remain unchanged.
5. CB asked about the CARES ACT and funding requirements from the BD. The VPN, cloud server, and laptop were all issues being addressed by the Fiscal Officer so no action by

the BC. CB suggested paint and carpeting for the office, hallway, and bathroom. WK said he would coordinate.

6. CB asked WK about the hard drive backup for the PC in the BD? WK had not spoken to the Chief about the process but would do so today. CB noted that the age of the PC made the lack of a backup a potentially bad situation.

JC asked if there were any other topics to discuss. Hearing none, JC made a motion to adjourn seconded by CB and agreed. Meeting Adjourned at 8:46AM

Minutes approved by:



Gerald Canton, Chair

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Meeting called to order at 4:00PM.

JC immediately moved to go to executive session for the purpose of interviewing candidates for potential employment by the Village. CB seconded.

The BC left executive session at 4:36PM.

WK said we would get the next list of applicants today at the Budget Meeting. We would discuss the timing for more interview next week. JC asked if there were any other topics to discuss. Hearing none, JC made a motion to adjourn seconded by CB and agreed. Meeting Adjourned at 4:41PM

Minutes approved by:


Gerald Canton, Chair