

Building Committee Minutes

07 January 2021

Attending:

Mayor Bill Koons (WK)
Gerald Canton (GC)
Ruth Griswold (RG)
Chris Berger (CB)

Building Department (BD)
Building Committee (BC)
Dave Hocevar (DH)
Chief of Police Michael Rizzo (MR)

Visitor: Jim Flaiz

Meeting called to order at 8:00AM.

1. JC asked MR to address his issue for the meeting. MR noted that ordinance 1480.02(e) was a concern to both DH and the Police Department as many cars were now parked in driveways beyond the 72-hour permitted time. CB asked to distinguish between passenger vehicles and RV's, trailers, and campers. MR agreed that RV's, etc., parked in the front yard or driveway represented a different concern. DH agreed that these vehicles needed to be moved to the back of the property (per the code) or removed. WK asked if leniency was needed because of the pandemic and that many people were working from home. MR agreed. MR also noted that other ordinances could be used to address junk, trash, or non-operational vehicles in the front yards. DH concurred. DH noted that he wanted to have a uniform approach to the issue so that MR and his team would respond in the same way as DH and RG in enforcing zoning laws. GC noted with appreciation the efforts of BD to work in concert with the Police Department. A specific residence issue was raised regarding a vehicle parked "permanently" in the front yard. WK said he would meet personally with the resident to discuss the situation. MR voiced concern that a given situation would be addressed by a warning and then repeat itself weeks or months later and another warning would be issued. CB noted paragraph 3 of the ordinance allowing an escalation of penalties to citations should there be repeated attempts to avoid compliance. MR was satisfied with this response and agreed to work together with DH and RG to effect compliance in the Village.
2. GC asked RG about office issues. RG responded that she was satisfied with the working environment (with kudos to the cleaning crew for their good efforts). WK asked about removing the carpet. DH said a good cleaning would be welcome. RG did not feel it necessary to replace. CB, with GC concurring, told RG that they would follow her lead and that if she determined that something needed to be done, they would support her concerns.
3. RG made a brief report about backing up the Franklin permit software to the Cloud – she does that every day. CB noted that the Village had been looking at a centralized server. RG noted that we would have to talk to Franklin (and its successor company)

about the process for a change like this. DH noted that Streetsboro was now using a program called "CityServe" that processed online permit applications and processed payments by ACH or credit card. RG agreed that this was the future, and that BD should investigate this option. All concurred. CB said we would need a presentation from the company when we were ready to talk about the option. BC will re-visit in February and discuss a timeline for investigation, council approval, and potential implementation.

4. RG noted that BD needed to purge files from our "overstuffed" file cabinets. CB asked if there was a policy for records retention. DH and RG both noted the state rules regarding records. CB noted that SRV may want to retain some records longer than the state rules. RG said that these rules should be part of a departmental handbook. GC agreed and asked RG to start a discussion with DH and Danielle Romanowski about record retention policies. DH said the attic above was full of records. CB asked what kind? DH was unsure but thought some records went back to the 1960's. RG said that a firm "CityForce" came onsite to do digitizing of records. GC and CB both wondered aloud concerning the costs of such a project. WK thought we probably were not able to pursue digitizing. RG said that once we had a policy in place, her goal would be to establish some amount of time daily to sort and purge records. WK queried whether a high school student on a part-time basis could be of assistance? RG said that until she knew the scope of the project, she could not answer how or whether help would or could be used. GC said we would discuss at the February meeting.
5. GC asked about fee schedules. RG thought that, upon review, our fees were close to what other communities were charging. CB asked about the deposits and refunds and that some portion of the deposit should be non-refundable to defray administrative costs. DH thought this a good idea. RG and DH to meet to discuss further and make a recommendation to the BC in February.
6. GC asked if the report from the review of Building records requested by the Planning Commission had been issued. WK said it had not. GC said that upon issuance, the BC would meet to discuss concerns and recommendations from the report and be prepared to address to Council.
7. The Mayor has asked each committee to submit a five-year plan for action items. RG said that in addition to fee schedules, she would like to see a handbook for procedures. WK added that a flowchart for processing permits should be developed. WK also asked RG about simplifying month end reports to provide actionable information. RG also suggested simplifying forms by addressing specific situations instead of a generic form that requested information not germane to the situation. WK also asked the BD to address form letters sent to residents concerning their septic tanks. WK thought the letters "harsh". RG concurred and added this to the list. CB suggested trying to "bucket" some of the issues by the immediacy of the need. BC will further discuss in February.
8. DH wanted to inform BC of a meeting to be held at 10AM today (7 January 2021) regarding the storage of hazardous chemicals at a commercial location on Industrial Parkway. The Village Fire Marshall had inspected in November and found an issue regarding storage. No resolution between the Village, landlord, and tenant was able to be reached and the State Fire Marshall was called to participate in this meeting to effect

resolution. DH, WK, The Village Fire Marshall, and the Village Solicitor were all to attend and report back.

JC moved to adjourn the meeting 9:10AM. CB concurred.

Minutes approved by: 
Gerald Canton, Chair