

Special Building Committee Meeting Minutes

11 March 2021

Members:

Mayor Bill Koons (WK), Dept. Head
Gerald Canton (GC), Member
Ruth Griswold (RG), Building Department Admin. Assistant
Dave Hovevar (DH), Building and Zoning Official
Chris Berger (CB), Chair

The members of the Building Committee (BC) attended the Planning Commission (PC) Meeting of 11 March 2021 – RG, WK, and DH attended consistent with their duties to the Planning Commission. CB and GC attended for the purpose of hearing comments from the PC regarding the Solicitor's Report on the Building Committee and the additional comments provided by the BC.

The Planning Commission did not review the reviewed the solicitor's report nor the BC's comments. The PC voiced displeasure with the BC's attempt to provide additional clarity and information for the 19 cases cited in the solicitor's report suggesting that such efforts were an "attempt to whitewash" the issues raised in the solicitor's report. The PC further raised the issue that the BC was simply "a liaison" function between Council and the Building Department and therefore, served no purpose before the PC.

Further, the PC addressed the hours currently worked by DH as the Building and Zoning Official. The PC stated that 20 hours per week (the PC's estimate) are inadequate to meet the need and commented that the Village Council was attempting to get away "on the cheap." Complements were offered for the work RG has done in here short time but that inadequate resources have been allocated to the Building Department now, and prior to her arrival. A brief review of past Building Department staff ensued to demonstrate the reduction in hours in staffing for the Building Department and the accompanying problems or potential for problems.

The PC suggested that a flowchart or handbook from the Building Department should be prepared and presented to the PC to be "tested."

Neither this Chair nor Councilman Canton commented at this meeting.

The meeting was adjourned.

Submitted by: _____
Christopher J. Berger, Chair

Building Committee Minutes

4 March 2021

Attending:

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

Building Department (BD)
Building Committee (BC)
Dave Hocevar (DH)

(Minutes are not contemporaneous – CJB)

Meeting called to order at 8:00AM by CB. The meeting was recorded via Zoom.

1. CB noted that the BC's response to the Solicitor's Report to the Planning Commission (PC) had been emailed to all Council Members as well as the Chair of the PC. BC to attend the March 11th, 2021 PC meeting to hear the PC's actions with regard to the Report and Response.
2. RG updated BC on her progress on fee schedules. While fee schedule may need some tweaking, for the most part, the fee structure looks consistent with surrounding communities. The largest administrative issue is the refunding of fees. RG and DH to suggest a modification to minimize refund situations and to provide for a mechanism that would revert uncollected refunds to the Village general fund. More discussion at the April meeting.
3. RG has started to update permit application forms. CB asked if we needed to have forms consistent with online application forms that may come as a part of the new BDS? RG to contact the BDS provider to arrange a presentation of the new software. CB asked WK to have a discussion among department heads with regard to website updates, etc. so that BC can coordinate if we are to move to the new software and online application process.
4. WK to consult with the Solicitor for an Ordinance that will update pool fence permit process. Suggested that SRV keep the pool fence requirement and place administrative authority with the Building Inspector.
5. CB asked RG about a BD handbook and flowchart. RG is making notes and starting to get organized. Will continue to discuss in future meetings.
6. CB asked RG about Monthly reports that better explain BD's efforts. A four-step process of Revenues, less Deposits refunded, less future refunds, Net Revenue. RG to review the BDS to see if such reports are possible and report back.
7. DH reported that he is working with the Chief on derelict cars in the Village. To report progress in April.
8. Discussion of potential liquor license for "The Sleepy Rooster". GC asked if this was "beer & wine" or "hard liquor"? WK and DH did not know. WK to discuss with the Solicitor.

9. Solar Panel regulations – WK suggested that we review neighboring communities for standards. DH to research and report.
10. The status of MC Art Studio was deferred pending a presentation at the March 8th Council Meeting.
11. Status of the Gas Station in the Village and the installed “running copy” sign on their building. RG reported that the issue was to be before PC on March 11th.
12. RG to report status for changing the software for the distribution of septic tank letters. DH to talk to AI (?) regarding help and report back.
13. DH and WK reported that progress was being made by the owner/tenant on the resolution of a hazardous material storage issue in the commercial section of the Village. DH and the Fire Marshall to continue to monitor.
14. WK reported that Fire Marshall Davis’ request to update the Village Ordinance for the Fire Code and penalties and fines was on his agenda to discuss with the Solicitor.
15. WK raised the issue of cross-training among Village personnel. CB noted that the training should be “backup” and not “cross-training”. The intention should be to have a level of competence to keep the office open in the absence of regular personnel but not such that every issue could and should be addressed. BC should have a plan identifying what could be handled and what issues should be deferred/postponed depending on the availability of given personnel.
16. DH and RG to discuss Items/announcements for Spring Newsletter-deadline Wed March 10

CB moved to adjourn the meeting 8:47AM. JC concurred.

Minutes approved by: _____
Christopher J. Berger, Chair