

# Building Committee Minutes

**1 April 2021**

Attending:

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

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

Meeting called to order at 8:03AM by CB. The meeting was held and recorded via Zoom.

1. CB noted that the BC's response to the Solicitor's Report to the Planning Commission (PC) was not acted upon at the last PC meeting. CB suggested that BC wait for PC's April meeting. If no action taken, then the BD will act to close abandoned applications and update any additional files, as necessary. GC concurred.
2. RG updated BC on her progress on fee schedules. RG stated that the continuing administrative issue is the refunding of fees. CB noted that changing the process to a non-refundable fee schedule might be advantageous to the BD for recordkeeping but not the best service to the community. 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 May meeting.
3. RG has started to update permit application forms, create a handbook and flowchart. RG has arranged a demo of online software for Friday, April 9<sup>th</sup>. WK has not yet had 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. WK to report in May.
4. WK to consult with the Solicitor for an Ordinance that will update pool fence permit process.
5. DH reported that he is working with the Chief on derelict cars in the Village. 17 situations were reported in March including jet skis, boats, and woodchippers illegally stored. Citations to be issued.
6. CB asked about the status of potential liquor license for "The Sleepy Rooster". WK to discuss with the Solicitor.
7. Solar Panel regulations – WK suggested that we review neighboring communities for standards. DH to research and report in May.
8. The status of MC Art Studio was discussed. WK suggested that MC apply for a permit for the fencing project and have the issue directed to ARB and BZA.

9. Status of the Gas Station in the Village and the installed “running copy” sign on their building. WK reported the sign is turned off. Apparent issue with the gas price sign.
10. RG reported that the status for changing the software for the distribution of septic tank letters is now deferred pending potential software changes. No new letters need to be issue with the change from two to three years until 2022. Therefore, we will wait before deciding to update the current software.
11. DH and WK reported again 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 and that the tenant was in the process of moving. DH and the Fire Marshall to continue to monitor.
12. WK reported again 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. The Fire Marshall will report to Council on April 12<sup>th</sup> and also discuss food trucks.
13. 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. RG noted that training should be concurrent with the new flowchart/handbook that outlines departmental procedure.

CB moved to adjourn the meeting 9:28AM. GC concurred.

Minutes approved by: \_\_\_\_\_  
Christopher J. Berger, Chair

**South Russell Village  
Building Committee 2021**

**April 1, 2021 at 8AM via Zoom and to be recorded.**

**Agenda items**

- 1. Report to the Planning Commission - what steps should be taken?**
- 2. RG to update BC on her progress on fee schedules.**
- 3. RG to update progress on permit application forms. Consistent with online application forms? April 9th meeting**
- 4. What steps should be taken to update pool fence ordinance? Do we need to get the Solicitor involved?**
- 5. What can the BC do to help RG for a BD handbook and flowchart?**
- 6. Monthly reports need to be modified to provide useful information. What does the BC want to see in the reports submitted to Council?**
- 7. Progress report on derelict cars in the Village**
- 8. Liquor license for "The Sleepy Rooster" Status?**
- 9. Solar Panel regulations**
- 10. Status of MC Art request**
- 11. Status of the Gas Station in the Village and the installed "running copy" sign on their building.**
- 12. RG to report status for changing the software for the distribution of septic tank letters. DH to talk to AI (?) regarding help.**
- 13. DH and WK to report on the resolution of a hazardous material storage issue in the commercial section of the Village.**
- 14. Fire Marshall Davis' request to update the Village Ordinance for the Fire Code and penalties and fines.**
- 15. Backup Training**