

# 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:

A handwritten signature in cursive script, appearing to read "G. Canton", is written over a horizontal line. Below the line, the name "Gerald Canton, Chair" is printed in a standard font.

Gerald Canton, Chair

Attending:

Mayor Bill Koons (WK)            Dave Hocevar. (DH)  
Ruth Griswold (RG)  
Gerald Canton (GC)  
Chris Bell. (CB)  
Chris Berger (CJB)

Meeting called to order at 8:00AM by GC. The meeting was held at the Village Building Department.

1. Prioritization of department goals submitted by WK.
2. RG continues to research area fee structures and deposit logistics. DH supports the research.
3. Procedure to pay permit fees and deposits with credit cards discussed by all in attendance.
4. Part time zoning inspector position discussed by all in attendance. Will acknowledge if position is still being posted by Village.
5. CJB had a question concerning Village court case with 1233 Bell Rd. resident concern front yard parking. WK stated that a hearing is scheduled on January 18, 2022.
6. RG is hopeful that our new software program will be functioning by March 1, 2022. Zoom training takes place on February 11 and 12. RG, along with Danielle R. and Leslie G. will participate.
7. Commercial lighting regulations discussed along with solar panels by all in attendance.

GC moved to adjourn meeting at 9:10AM. CB concurred.

Minutes approved by : \_\_\_\_\_  
Gerald Canton, Chairman

**Special Building Committee Meeting  
Monday, February 7, 2022, 8:00 a.m.**

**Members Present:** Mayor William Koons (WK) Chris Bell (CB) Ruth Griswold (RG) Dave Hocevar (DH) Gerald Canton (GC)

Meeting called to order at 8:00AM by G.C. The meeting was held at the Village Building Department on February 7, 2022.

1. Planning has entertained the possibility of learning more about AirBnB regulations. Some concerns have been made within the Lake Louise Community concerning an AirBnB within their community. WK will discuss the subject with Planning in the near future. (GC ) (WK)
2. An ordinance modification will be addressed at Council's February 14 meeting dealing with canceling the \$1,000.00 roofing deposit made by construction companies. All in attendance concurred.
3. The court case involving the Village and the resident at 1233 Bell will take place at the end of February. (WK) (CB) (DH)
4. Construction deposit account is \$200,000.00 plus. (RG)
5. Part time zoning inspector position advertisement will be placed in the "Chagrin Valley Times." Goal is to have interviews in March and employ in April. (WK) (DH)
6. New computer software will be activated by March 1, 2022. Training will take place by mid February. (RG)

(GC) moved to adjourn meeting at 8:27AM . (CB) concurred.

Minutes approved by : \_\_\_\_\_ Gerald Canton, Chairman

**Building Committee Meeting**  
**Thursday, March 3, 2022 8:00 a.m.**

**Members Present:** Chairman Gerald Canton (G.C.), Chris Bell (C.B.), Mayor William Koons (W.K.), Ruth Griswold (R.G.), and Dave Hocevar (D.H.)

Meeting called to order by G.C. at 8:00am. Meeting was held at the Building Department office.

- \* Fee modification discussion continued to be explored. Roofing \$1,000.00 deposit to be waived. (W.K.)
- \* New software delayed due to migration of data input review. (R.G.), (C.B.)
- \* Software training is March 11, 2022. (R.G.)
- \* Bell Road resident zoning dispute trial scheduled for March 10, 2022. (G.C.), (D.H.), (W.K.)
- \* Part time zoning inspector position to be advertised. (W.K.)
- \* Commercial lightening ordinance is needed to be reviewed. (G.C.)
- \* Swimming pool fencing ordinance upheld. (G.C.), (D.H.), (C.B.), (R.G.), (W.K.)
- \* Ten year Building Department Chart Rating System to be explored. (W.K.)
- \* BZA position open. (W.K.)
- \* HOA permission not an issue. (W.K.)

Meeting adjourned at 8:45am

Gerald J. Canton, Chairman

Building Committee Minutes  
April 7, 2022

Called to order at 8:00am

Attending:

Bill Koons (BK)  
Jerry Canton(JC)  
Ruth Griswold (RG)  
Chris Bell (CB)  
Bridey Matheney (BM)

\* Proposed changes to zoning code regarding refundable fees and deposits and amendment to codified ordinances regarding fee for ABR discussed. (BM)

\* Building/ Zoning inspector interviews scheduled for Monday April 11 at 4:00pm at Village Hall. (BK)

\* Zoning situation at 1233 Bell settled out of court. (BK)

\* New computer program installation a work in progress. (RG), (CB)

\* Forfeiture and deposit process was discussed. (BM)

Meeting adjourned at 8:55am.

Gerald J. Canton  
Chairman

**Building Committee Meeting**  
**May 5, 2022, 8:00 a.m. Building Department**

Meeting called to order at 8:00am by Chairman Canton. (JC)

Attending

Ruth Griswold ( RG)

Bill Koons (BK)

Chris Bell (CB)

Agenda

1. Zoning inspector
2. Computer program
3. Deposit returns
4. Building code modifications
5. BZA membership

1. Zoning inspector position and pay scale discussed. On going and active. (BK), (JC), (CB)

2. Computer program still in progress. Other communities who have such programs with City Force are happy with the product. (RG)

3. Deposit returns are on going. Since February 1, \$52,400 returned to very happy citizens of South Russell. (RG)

4. Building code modifications will be discussed by Planning committee next week. (BK)

5. BZA committee has two qualified individuals who would like to be considered. (BK)

Meeting adjourned at 8:35am.

Gerald J. Canton  
Chairman



# Building Committee Meeting

June 2, 2022

8:00am.

Building Department Office

Attending

William Koons (WK) Dave Hocevar (DH)

Chris Bell (CB) Gerald Canton (GC)

Ruth Griswold (RG) Chief Rizzo (CR)

Meeting called to order by Chairman Canton at 8:00am.

Agenda

\*Computer Program

Still a work in progress but the logistics to implement is near. (RG)

\*Building/Zoning Inspector Search

In progress. Interviewing continues. (GC), (CB), (WK)

\*Building Inspections

Four new homes are under construction. Home owners continue to remodel. (DH)

\*Zoning

Dave's time divided 50/50 between home inspections and zoning issues. (DH)

Zoning issues increasing with tall grass and stationary vehicles main complaints. (DH)

\*Inspection Solutions, LLC

Contract submitted to council packets for study and discussion. (GC)

\*Junk Vehicle Ordinance

Ordinance submitted to council packets for study and discussion. (GC),

\*Executive session called by Chairman Canton at 8:38am to discuss future employment possibilities.

\*Executive session ends at 8:49am with no action taken.

Building committee adjourned at 8:50am by Chairman Canton

**Special Building Committee Meeting  
June 9, 2022, 6:45 p.m. Village Hall**

**Members Present:** Chairman Canton, Council member Bell, Mayor Koons

Building/Zoning Part-Time Inspector Interview

Interview did not take place due to no show. Mayor Koons called the individual and left a message along with his cell phone number to no avail.

At 7:02pm, motion to adjourn made by Canton, seconded by Bell. Motion carried.

Gerald Canton  
Chairman

**Building Committee Meeting  
July 7, 2022, 8:00 a.m. Building Department**

Meeting called to order at 8:02am.

\* Attendance \*

Chris Bell (CB)  
Dave Hocevar (DH)  
Gerald Canton (GC)  
William Koons (WK) Phone

\* Absent \*

Ruth Griswold  
Dan D'Agostino

\* Agenda \*

Software

- On going. Still a work in progress. (DH)

Activity

- Number of property violations (high grass/vehicles) throughout the Village. Property owners notified. (DH)

Zoning Inspector

- Working out very well. Been on a number of zoning inspections and will carry out a couple of building inspections while (DH) is out of town. (DH), (GC)

Inspection Solutions Contract

- Reviewed and modified. Await review by solicitor. (GC), (DH), (CB)

Meeting adjourned at 8:32am.

Gerald J. Canton  
Chairman

# Building Meeting

August 4, 2022

8:00am

Called to order at 8:00am

Attending

William Koons (WK) Dave Hocevar (DH)  
Chris Bell (CB) Dan D'Agostino (DD)  
Ruth Griswold (RG) Chris Berger. (CBgr)  
Gerald Canton (GC)

- Software Update •

Training will begin sometime after Labor Day. (RG) (GC)

- Building Issues •

Bank property on Bell will be the subject at meeting today between (DH) and new owner.

The house on Bell that suffered damage due to fire will be rebuilt with same blueprints/design. Permits need to be reissued. (DH) (CBgr) ((CB) (WK) (RG)

Dan D'Agostino inspects buildings on Tuesday's and Thursday's when needed. (DH) (DD)

- Zoning Issues •

Some high grass and parked vehicle issues are being addressed. (DD) (WK)

- Dan D'Agostino's Job Description •

Will be handled by HR committee. (CBgr) (WK)

- Miscellaneous Comments •

Part time administrative assistant will be hired soon and have a 20 hour work week. (CBgr)

Does the building inspection profession have a plan to correct the shortage of qualified inspectors? (CB)

Meeting adjourned at 8:45am.

Gerald Canton, Chairman

# Building Meeting

September 1, 2022

Agenda

- Building Issues
- 2023 Budget
- Zoning Issues
- Fire Marshal Issues\*
- Part-time Employment
- Software Implementation
- Goats

Attending

William Koons (WK)

Dave Hocevar (DH)

Ruth Griswold (RG)

Dan D'Agostino (DD)

Chris Bell (CB)

Gerald Canton (GC)

Patrick Holtz (PH)

Quinn Holtz. (QH)

Meeting called to order at 8:00am by Chairman Canton

- 2023 Building budget reviewed. (WK), (DH), (RG), (CB), (GC)
- Zoning challenges such as high grass and car parking discussed. (DA)
- No fire marshal issues. ( SD email)
- Part-time employee a dead issue at this time. (WK)
- Training for new software will begin on September 16, 2022. (RG)
- Therapeutic mini goats discussed along with a proposed modification of codes to allow such goats to live in the Lake Louise community. (PH)
- Goat reflections. (QH)

Meeting adjourned at 8:43am.

Gerald J. Canton

Chairman

*Building*  
**Joint Properties and Parks Committee Meeting**  
**September 29, 2022, 4:00 p.m. Village Hall**

**Members Present:** Chairman Canton, Council Member Bell, Mayor


Canton stated that the budget request for the 2023 Building Department Building is \$184,242. The Mayor proposed starting with the Zoning Inspector at \$8,000. The committee discussed that the employees were due a 3% raise. The Building Department Administrative Assistant proposed a 3% raise which would put her at \$60,000. The Mayor said OPERS went up \$300, maybe \$10,300. Medicare will be 13-20%, maybe \$1,200. Health Insurance will go up 20%, which will be \$3,600 increase. Life Insurance should be \$110. Workers Comp could be \$3,000-\$3,300. HSA will be kept at \$4,000. Cell phone will be kept at \$300. Driver mileage was \$500 and the Mayor did not think any was used. The Mayor addressed "Safety" and "Conferences" and Canton suggested keeping them the same. Bell asked what "Professional Services" were and the Mayor did not know but wondered if it was the software service and proposed putting \$10,000 in there and then find out by Monday. The Mayor said he would take the Building Inspector up to \$50,000. Regarding insurance, the committee suggested \$2,000. Advertising would stay at \$2,000. Membership dues would stay at \$600. Regarding "computer expenses," the Mayor noted the Building Department Administrative assistant just got a new computer. The Mayor proposed \$3,300. "Miscellaneous" would stay the same as could office supplies. Regarding "Gasoline," the Mayor suggested \$3,500. Canton said to keep Vehicle Maintenance at \$500. The Mayor said "Prosecutor" should be at least \$5,000. Equipment could stay at \$500.

Bell asked about the Fire Prevention Officer line. The Mayor said, \$5,500.

Canton addressed the Park restroom. The Mayor said he got a quote for \$63,000 for the CXP restroom. He estimated \$70,000 to include the Village digging the hole. Canton asked if locks were included with the restroom. The Mayor said that he did not think they should get into that because there had been little issues with the bathrooms over the years. Canton stated that looking at the project, he would propose adding \$70,000 to the \$28,800.

The Mayor asked if they would want to set aside money for the 100<sup>th</sup> birthday. Canton asked if the plan was to hold it at the park, or the Village Campus. The Mayor thought it would be something like a luncheon and a tour of the Cemetery, an ice cream social, a bike ride, or little stuff like a movie. Canton surmised that much of this would take place at the park. The Mayor proposed \$5,000 for the 100<sup>th</sup> Anniversary. Canton asked if this would go under Parks, and the Mayor said for now it could. Canton said this would be \$97,800 total. The Mayor said that Timmons should also be reflected, and said to put him down for \$4,000, adding it would probably be his last year. Canton said this would bring the total to \$101,800.

Canton adjourned the meeting at 4:15 p.m.

  
Gerald Canton, Chairman

# Building Meeting

October 6, 2022

8:00am

## Attendance

William Koons (WK)  
Chris Bell (CB)  
Ruth Griswold (RG)  
Bridey Matheney (BM)  
Patrick Holtz  
Mason Holtz  
Quinn Holtz  
Gerald Canton (GC)

Meeting called to order by Chairman Canton at 8:00am.

## Agenda

Goats: At our next council meeting, the possibility of having a village wide special meeting to discuss and share views concerning the keeping of goats within the village will be addressed. (GC)

Building Issues: 2023 building budget reviewed. (GC), (RG), (CB), (WK)

City Force transition still a work in progress. (RG)

Planning alternates: There are eight (8) candidates for two positions. Will interview in near future. (WK)

Zoning Issues: Inspector will determine how many South Russell properties have vehicles parked on soft surface areas. (WK)

Pig: Zoning will investigate if pig owner is following code. (WK), (CB)

Meeting adjourned at 8:27am.

Gerald J. Canton  
Chairman

# Building Meeting

November 3, 2022

Building Office

8:00am

## Attendance

Gerald Canton (GC) Dave Hocevar (DH)

Chris Bell (CB) Dan D'Agostino (DA)

Ruth Griswold (RG)

Meeting called to order by Chairman Canton at 8:00am.

## •Building Issues

-None (RG)

## •Zoning Issues

-Recreational vehicles parked at 10, 11, 30, and 46 West BelMeadow will be addressed. (DH), (DA), (RG)

-Chickens being raised throughout the Village; must be cooped at least 100 feet from neighbors dwellings. (DH), (DA).

-Strict, calm, and professional courtesy with those individuals not adhering to Village zoning codes will continue to be the best practice displayed by the building department. Best to be on same page and with one voice. (DH), (DA), (CB), (GC).

Meeting adjourned at 8:33am.

Gerald J. Canton, Chairman



# Building Meeting

December 1, 2022  
Building Office

## Attending

William Koons (WK)  
Chris Bell (CB)  
Gerald Canton (GC)  
Ruth Griswold (RG)  
Bridey Matheney (BM)

Meeting called to order at 8:00am by Chairman Canton.

## Building Issues

- Software update: Training in progress. (RG)
- Annual report: Will be completed in January of 2023. (RG)
- Ordinance 1440.06 Subsection F modification. (BM), (CB)
- Nykulak's wavier possibility. Future special building meeting to be considered to discuss and clarify. (WK), (CB), (GC), (RG).

## Zoning Issues

- Ordinance 618.13 modification proposed by Lake Louise resident dismissed by said resident. (GC)

Following issues presented by (WK):

- Vehicle issues at 11 Bel-meadow and 1265 Bell have been resolved.
- Red Barn construction still in progress.
- Paint peeling on house at 1309 Bell to be address in April or May of 2023.
- Fire prevention officer has visited each Village business since his employment.
- Ruth Griswold and ARB have improved standard submissions.

Meeting adjourned at 8:40am.

Gerald Canton, Chairman

