



Outlook

Building Cmte notes

From Cavanagh, Ruth <RCavanagh@southrussell.com>

Date Thu 1/9/2025 3:30 PM

To Cavanagh, Ruth <RCavanagh@southrussell.com>; Porter, Mark <MPorter@southrussell.com>; SRV Mayor <Mayor@southrussell.com>; SRV building <building@southrussell.com>; SRV adminassist <adminassist@southrussell.com>; SRV fiscalofficer <fiscalofficer@southrussell.com>

The sunshined Building Committee meeting was called to order at 10:03 am, January 9, 2025 at the Building Dept. Attending were Councilmen Cavanagh, Porter, Building Inspector Hocevar, Admin. Assist Griswold, Mayor Koons.

Discussion regarding rebuild on Bell Rd., Industrial Park issues, Transfer of CityForce to iWorq, former bank bldg begins a new business, glitches with ADP.

Further; Credit card payments vs. checks, updates needed to zoning code, SRPD drone garage, salt dome.

Mayor and Hocevar discuss State requirement regarding Board of Building Code Appeals.

Review of general office procedures, BZA, Planning Commission, ABR for benefit of Cavanagh.

Adjourned at : 11:10am.

Respectfully submitted,

Ruth Cavanagh, Chair

Sent from my Verizon, Samsung Galaxy smartphone

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From: Cavanagh, Ruth
Sent: Friday, May 9, 2025 2:17 PM
To: SRV adminassist; SRV fiscalofficer; Porter, Mark; SRV Mayor; Cavanagh, Ruth; Griswold, Ruth; Troyer, Christy
Subject: Building Cmte mtg 5/8/25

The Building Cmte met on Thursday, May 8, 8am, in the Building office. Attending were Dave Hocevar, Ruth Griswold, Christy Troyer, Mark Porter, Bill Koons, Ruth Cavanagh.

The proposed tax budget was reviewed, line by line and input by all present.

Contract of Dan D'Agostino was discussed. Committee would like review from Solicitor before going forward.

Discussion about Sean Davis and Fire prevention duties. Are occupancy permits still being tracked every year? Would prefer Davis to come update Council on his duties, etc. He is an instructor at Lakeland, ACC.

More discussion about parking issues at the Ortho Sport, Hawaiian Guy location. Parking variance was given recently for increased spaces. Cannot be done in gravel, needs to be hard surfaced.

Ruth G discussed the changeover from City Force to Iworq, still not complete. Iworq will train online.

Free range chickens were discussed. Fine as long as no closer to lot lines than 50 ft....A rooster is permitted.

All welcomed Ruth G. back, after several months. Further, thanking Christy for a job well-done, with zero complaints and multiple compliments.

Respectfully submitted,

Ruth Cavanagh, Chair

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From: Cavanagh, Ruth
Sent: Sunday, June 15, 2025 3:28 PM
To: SRV adminassist; SRV fiscalofficer; Cavanagh, Ruth; SRV Mayor; Porter, Mark; SRV building; dhocevar@outlook.com
Subject: Building minutes, 6-12-25

Building Committee meeting, sunshined, was called to order at 8:00am, Thursday, June 12, 2025.

Attending: Cavanagh, Porter, Koons, Building folks: Hocevar, Griswold, Troyer.

Griswold and Troyer, purging old records per ORC requirements. Discussed calling residents to give them a week to come pick up record, if interested.

Griswold informed that Septic tank software, established by Al Randall 30 years ago, is now obsolete, unstable. GCHDAC requirement to update same.

Iworq training to begin on 6/13. This follows the end of CityForce. The residents can't interface, only cash or checks are accepted, hard copies of plans are still needed.

Hocevar discussed various properties having current issues, all in process, after Cavanagh asked. Also talked about limitations on parking RV's in driveways. Former Burntwood restaurant to open in 2026, called Steak.

Oldest remaining historical home, built by Tabor Warren, c. 1840, sold at auction the end of May. Grass has not been mowed this year.

Mayor stated still hoping for more residents to volunteer to serve on SRV Boards.

Move to adjourn by Porter, second by Cavanagh at 8:50am.

Respectfully submitted,

Ruth Cavanagh

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From: Cavanagh, Ruth
Sent: Thursday, August 7, 2025 9:08 PM
To: SRV adminassist; SRV fiscalofficer; SRV Mayor; Porter, Mark; Cavanagh, Ruth; Griswold, Ruth; dhocevar@outlook.com
Subject: Building Committee 8/7/25

The sunshined, scheduled Building Dept. meeting was called to order at 8:01 am. Present were Ruth Cavanagh, Mark Porter, Bill Koons, Dave Hocevar, Ruth Griswold.

Two Properties not compliant with Ordinances, after protracted opportunities and discussion, were discussed. They will be referred to Dennis Coyne to resolve.

Pool draining was further discussed. Letters will be sent to pool owners reminding them to respect their boundaries.

Two separate Bell Rd. properties, just west and east of 306, have recently sold, and plans are to build new homes (Magyar/Latuk). Discussion regarding sewers, wells, etc.

Fox Run refusal to allow Gurney School access to Gurney sign, or the ability to mow around it, continues. Unsightly; does it block sightline east?

Brief discussion related to front yard structures, sculptures, 'art'.

Ruth G. mentioned that residents stating they want plans copies that have sat unused/unclaimed in Building office, in fact neglect to come pick them up. To discard, call again, or mail them out--bulky & large. No decision.

Respectfully submitted,
Ruth Cavanagh, Chair

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From: Cavanagh, Ruth
Sent: Wednesday, October 22, 2025 4:02 PM
To: Cavanagh, Ruth; SRV adminassist; SRV fiscalofficer; SRV Mayor; Porter, Mark; Griswold, Ruth; dhocevar@outlook.com
Subject: Re: Building Committee 8am, 10/9/25

Follow Up Flag: Follow up
Flag Status: Flagged

Attendees: Hocevar, Griswold, Porter, Cavanagh
Called to order @ 8:01.

Program Iwerq:

Ruth G Talked to an Iwerq supervisor, classes became much improved. 60 days per module. Permitting module now, there will be 3 modules, total.

Salt Structure:

Building height is too tall. Going to BZA is necessary. Drop dead date for CMG? Need new zoning permit application. Drawings need updates. Defer to Mayor & Eng for changes. Normally Contractor would have done the paperwork. PC 10/16, ARB 10/21. BZA, not till November 6th.

Ho property:

Maple Hill; There is a new driveway. Daughter has taken charge of clean up, complaints have stopped, per Building Inspector.

Other:

New home, 1172 Bell Rd., former Magyar property ongoing. Foundation has been laid.

Eisenberg home in Bell Rd. is now scheduled for a trial. Prosecutor Coyne has appealed, Dave Hocevar has been subpoenaed. Public defender for Eisenberg, in Municipal Court in front of Judge Stupica.

Adjourned: 8:41 am.

Respectfully submitted,

Ruth Cavanagh

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BUILDING COMMITTEE MEETING MINUTES
November 13, 2025, 8:04 a.m., Building Department

Present: Chairwoman Cavanagh, Council Member Porter, Mayor, Fiscal Officer Romanowski, Building Inspector Hocevar, Building Department Admin Griswold

1. The meeting was called to order at 8:04 AM.

2. IWORQ Software Review and Ongoing Issues

Discussion:

The Administrative Assistant described significant frustrations with the IWORQ software, noting issues with data migration, cumbersome workflows, and unreliable search and reporting functions. The Fiscal Officer confirmed major obstacles in generating accurate financial reports. Committee members compared these challenges to smoother operations under the former CityForce system. Feedback from surrounding communities indicated mixed experiences, with some abandoning IWORQ for other software such as CitizenServe.

Conclusions:

- IWORQ does not currently meet Village needs.
- Staff will document all software failures for formal communication to IWORQ.
- The Building Inspector will research alternative systems and contact regional departments.
- A transition away from IWORQ may be warranted pending research.

3. Court Case Update – 1230 Bell Road (“VW Case”)

Discussion:

A recent case involving debris violations was dismissed. The judge questioned the Village's evidence, enforcement definitions, and prosecutor approach. Lack of a clear definition for “debris” hindered the case. Concerns arose about how to document non-moving vehicles legally.

Conclusions:

- Village should clarify zoning definitions such as “debris”.
- Staff will explore lawful ways to document vehicle movement.
- Future cases must be supported with more robust evidence.

Cavanagh made a motion at 8:27 a.m. to enter into Executive Session for the purpose of discussing employment of a public official, seconded by Porter. The committee reconvened at 8:32 a.m.

4. Salt Storage Building – Structural Design Concerns

Discussion:

The contractor submitted an update indicating that soil test results require significantly larger foundations, adding over \$100,000 in concrete costs. Members questioned why this was not identified earlier and discussed contractual responsibility under the design-build model. Concerns were raised that the project may be delayed into next year.

Conclusions:

- A meeting will be held November 24th with CMG, engineering, and Village staff.
- The Village may assert that the contractor must honor the contract as written.
- Additional engineering details are needed before approving redesign.

5. Planning Commission Updates

Discussion:

Items expected for review include a proposed 60-seat restaurant ("Daaru") with limited food service, new business signage, and miscellaneous tenant updates. No Building Committee action is required.

6. Enforcement Issues and Resident Concerns

Discussion:

Items included:

- 11 Kensington: Porch additions and siding replacement with unclear permit history.
- 104 Leaview: Landscaping contractor successfully resumed property maintenance.
- Miscellaneous concerns involving lighting, lawn care, and contractor performance.

Conclusions:

- Continue monitoring properties with ongoing violations.
- Improve resident communication regarding permit requirements.

7. Adjournment at 8:55 AM.

From: Cavanagh, Ruth
Sent: Thursday, December 18, 2025 12:06 PM
To: dhocevar@outlook.com; Griswold, Ruth; SRV Mayor; Cavanagh, Ruth; Porter, Mark; SRV fiscalofficer; SRV adminassist
Subject: Bldg. Cmte. minutes 12/18/25

The sunshined, scheduled Building Committee meeting was called to order at 8:00 am, December 18, 2025.

Attendees: Griswold, Hocevar, Koons, Porter, Cavanagh.

SOFTWARE: Current software is not meeting SRV needs and will not be adequate for the Auditor's requirements. Multiple glitches are noted with each submission. Hunting Valley is still using the 'prohibited' Citiserve. To have a firm action decision by end of January.

FEE STRUCTURE: Current fees are not covering Building expenses. Committee to do comparison of other municipalities.

MISCELLANEOUS: Discussion related to various homes/buildings attempting to meet inspection standards.

With vacations/etc., Building Dept. closed December 22-26, 2025.

Mark Porter was thanked for all his thoughtful hard work. Adjourned at 8:36 am.

Respectfully submitted,

Ruth Cavanagh

Sent from my Verizon, Samsung Galaxy smartphone

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