

Building Committee Meeting Minutes

Date: May 11, 2026

Time: 8:00 a.m.

Location: Building Department

Present: Chairwoman Cavanagh, Council Members Porter and Canton, Building Inspector Dave Hocevar, Building Department Administrative Assistant Ruth Griswold

Visitor: Councilman Berger

Cavanagh called the meeting to order at approximately 8:04 a.m.

A motion was made by Porter to approve all previously unapproved meeting minutes for presentation to Council, seconded by Canton. Voice vote – ayes, all. Motion carried.

Building Inspector Report – Dave Hocevar

Salt Dome Construction Issues

Hocevar reported significant construction issues at the salt dome project, including missing anchor bolts in concrete columns and the use of hollow cinder blocks instead of specified ladder supports. He stated all corrective work must be reviewed and approved by a structural engineer. If corrections cannot be certified, replacement of affected work may be required. The committee discussed communication and oversight concerns at the site, including limited contractor supervision and language barriers. Construction has been delayed pending engineering review.

Building Department Operations

New Software System

The Building Department Administrative Assistant reported positive progress with the department's new software system, noting improved usability, organized training, and future public-facing features such as contractor self-service, permit access, and online forms. Credit card processing and finance integration issues are still being coordinated.

New Employee Hiring Update

Cavanagh reported that Colleen Lair was selected following interviews conducted by herself, Berger, the Fiscal Officer, the Building Department Administrative Assistant, and the Mayor. Committee members noted Ms. Lair's long experience at Geauga Soil and Water and expressed confidence in her organizational skills and fit for the department. Ms. Lair will begin June 1 while the current Building Department Administrative Assistant remains through July 31 to assist with training and transition.

Police Department Bathroom Connection Proposal

Hocevar stated infrastructure preparation had already been completed during prior garage work and that the project would be relatively straightforward if the Village chooses to proceed.

Village Hall Sewer Line Problems

Existing Conditions

Hocevar explained the sewer system consists of aging clay tile lines that have experienced recurring blockages for years. Temporary cleaning efforts have only provided short-term relief. The committee discussed obtaining estimates for excavation and replacement work and reviewing contractor quotes at an upcoming Properties Committee meeting. Hocevar stated he would assist as needed.

Solar Panel Installation Checklist

Berger explained residents have begun asking about permit requirements, zoning restrictions, and approval processes related to solar panel installation. Hocevar stated installers are generally familiar with permit requirements and that building, electrical, and structural reviews are already required. The committee agreed a public checklist would help residents avoid violations and should eventually be added to the Village website.

Overnight Parking and Property Complaints

Bell Street Parking Concerns

The committee discussed complaints regarding overnight parking and vehicles parked on gravel pads near Bell Street. Hocevar noted enforcement primarily falls under police jurisdiction and stated additional research is needed regarding Village-wide enforcement consistency.

Resident Complaints and Enforcement Issues

Hocevar discussed ongoing complaints from a resident regarding ordinance enforcement involving motorhomes, garage-connected vehicles, and related property concerns. He stated he would continue reviewing complaints and coordinating with police as necessary.

Vacant and Deteriorated Properties

1269 Bell Street Property – Deceased Owner

The committee discussed ownership complications, exterior deterioration, and possible enforcement action related to the property.

104 Leaview and Other High Grass Complaints

The committee reviewed nuisance property complaints involving high grass, deferred maintenance, and exterior deterioration. Hocevar recommended balancing enforcement with reasonable flexibility during the spring season.

1309 Bell Rd. Property

The committee revisited ongoing exterior maintenance concerns. Hocevar reported the owner submitted a letter describing financial and contractor difficulties and plans to address the issues.

New House Listed for Sale

The committee briefly discussed a newly constructed speculative home listed for sale prior to completion. Members referenced previous concerns regarding setbacks and proximity to traffic.

Architectural Review Board and Planning Appointments

The Mayor proposed James Haas as a potential Architectural Review Board candidate based on his architectural background.

The committee discussed Tanner Payne's continued interest in Village service and expressed support for appointing him as an alternate member.

Fire Prevention Inspections

Mr. Hocevar reported annual inspections are being completed regularly by Fire Prevention Officer Sean Davis and that communication with the Building Department has been responsive.

The committee discussed integrating inspection reports into the Village software system.

Building Department Space and ADA Concerns

Proposed Administrative Consolidation

The committee discussed possible consolidation of administrative staff at Village Hall and the importance of keeping staff together for coordination and training purposes.

ADA and Accessibility Issues

Hocevar raised concerns regarding ADA compliance, accessibility limitations, and the reliability of the existing elevator at Village Hall.

Potential future renovations, repurposing of space, or additions were discussed. No decisions were made.

2027 Budget Discussion

Travel and Education

Travel and conference expenses were reviewed with minimal changes anticipated. Future training needs for the new employee were acknowledged.

Inspection Services

Inspection service costs increased modestly due to increased construction and rehabilitation activity.

Advertising Costs

The committee discussed rising legal notice publication costs.

Membership Dues

Professional memberships and association dues were reviewed and approved.

Computer Expenses

The largest budget increase involved software implementation, licensing, and modernization expenses.

Prosecutor Services

Additional funding for prosecutor services was discussed due to ongoing code enforcement matters.

Equipment and Copier Consolidation

The committee discussed potential long-term savings through shared equipment and future facility consolidation.

Additional Property and Construction Issues

Paw Paw Driveway Dispute

Hocevar discussed deficiencies involving a recently installed driveway at 23 Paw Paw. He stated the contractor had abandoned the project and advised the homeowner to seek private legal counsel.

Adjournment

With no further business discussed, the meeting concluded following completion of the budget review and remaining property discussions.

