

**BUILDING & BUILDING CODES COMMITTEE MINUTES
JANUARY 21, 2014**

The Building & Building Codes Committee meeting was held on January 21, 2014, at North Royalton City Hall, 13834 Ridge Road. The meeting was called to order at 6:40 p.m.

PRESENT: Committee Members: Chair John Nickell, Vice Chair Dan Kasaris, Larry Antoskiewicz; Council: Dan Langshaw, Paul Marnecheck, Steve Muller, Gary Petrusky, Diane Veverka Recording Secretary; Administration: Mayor Robert Stefanik, Finance Director Eric Dean, Asst. Prosecutor Donna Vozar, Community Development Director Tom Jordan, Fire Chief Robert Chegan, Police Chief John Elek.

APPROVAL OF MINUTES

Moved by Mr. Nickell, seconded by Mr. Antoskiewicz to **accept as received the November 6, 2013 Building and Building Codes Committee minutes and the December 3, 2013 Special Building and Building Codes Committee minutes.** Yeas: 3. Nays: 0. **Motion carried.**

UNFINISHED BUSINESS

1. Gas station at Rt. 82 and State Road

Mr. Jordan said the overall structure, tanks, dispensing area and lines have been removed. He said testing has been done on the dirt surrounding the gas tanks. The soil samples indicate that the contamination level is below the accepted level, therefore no further action has to be taken to alleviate the soils surrounding the gas tanks. A separate test was done on the dispenser area and the results came back above the acceptable level. Mr. Jordan said the county has no additional money available to do any further site remediation or testing. He added that in order to receive a 'No Further Action' letter, stating that the site is cleaned up to an acceptable level, more soil would have to be removed and tested. Cost estimations range from \$15,000 to \$50,000. Clean fill will be placed in the areas where the soil was removed. We will leave it to the successor owners to clean up the site further. Mr. Jordan said we demolished the gas station under the premise that the health and safety of the citizens of North Royalton were at risk due to the unknown level of contamination and the existence of the gas tanks with gas in them. The tanks have been removed and the source of the possible continued contamination has been removed. Ms. Vozar said the property was declared a nuisance and the nuisance has been abated. Mr. Jordan said all the concrete on the site, other than the sidewalks, will be removed and the site will be seeded.

2. Home Demolition

Mr. Jordan gave an update regarding the progress of targeted structures for demolition. The homes on West 130th Street and Akins Road have been demolished and removed. Both sites still need to be graded and seeded. A lien will be placed on both properties for approximately \$25,000 for the cost of demolition. The York Road structure was demolished by the home owner and most of the debris has been removed. They are still on notice until all the debris is removed. He gave an update on the two Bunker Road properties. Mr. Jordan said the city may consider demoing the outer building on an Albion Road property. He said the county has declined to do the outer buildings. Mr. Nickell asked Mr. Jordan to inspect a barn with a large hole in the roof on Albion Road and Abbey Road.

3. City Hall update/project

Mr. Jordan gave an update. He said four final contractors have been requested to submit proposals. In those proposals they will detail a preliminary cost services number. They will provide us with an estimated cost of what that will be. We have had one walk-through for them and another is planned for this Friday. We are working on the IT backbone system linking it fiber optically. He said the city has multiple IT agreements with different providers. We are sifting through to see what obligations these IT companies have to the city. Possibly one of these companies may be required to provide this IT backbone. A phone system is being installed at all the city buildings. Brian Beals is looking at the requirements for that system and developing a specification. We expect the system to cost less than \$50,000.

We will solicit three vendors to do the work. The Finance Director will be meeting with Brandstetter Carroll regarding furniture selection. Mr. Jordan said Mayor Stefanik has arranged a meeting this Friday with First Energy to see if they could assist us with burying the overhead power lines that feed the building. He added that since the building is all-electric, gas is being brought in to increase the efficiency of the HVAC.

NEW BUSINESS

1. Ordinance No. 13-152 – Amending various sections of the Codified Ordinances re: ARB and assigning duties to other Boards and City Officials.

Ms. Vozar said the goal is to make government more efficient. By making these changes, it will reduce the number of meetings and burdens on our applicants. We want to try and consolidate our boards and have the best people there who can hear these. The sign ordinance actually gives the authority for the Building Commissioner to review all sign applications rather than having them go through another board. The language is clear, it gives him the authority to review and determine all final actions and he will continue to follow the standards criteria contained in the ordinances. It will help our applicants and our businesses as they come forward. During the Planning Commission meetings, we have the Architect, the Building Commissioner, and the Engineer all present. Those are the people who are in the best position to do what ARB was doing, which was looking at design esthetics, building materials, etc. Regarding ARB hearing residential code variances, we've never had one. We believe the proper board for hearing that should be BZA with their expertise in hearing variances rather than ARB. We will bring it before Planning Commission on January 29th. They may have additional changes to make before it comes back to Council.

Moved by Mr. Kasaris, seconded by Mr. Antoskiewicz **to recommend to Council the approval of Ordinance 13-152. Yeas: 3. Nays: 0. Motion carried.**

2. Purchase of 2 Ford Focus automobiles for the Building Division.

Mr. Jordan explained that the Building Division has two vehicles which were bought for the department, both have low mileage. The remaining vehicles are castoffs from the Police Department. We are replacing those vehicles with two new smaller vehicles that are more gas efficient.

Miscellaneous

Mr. Jordan gave an update on the authorization of two walking trails. The city bought 17 acres on Wallings Road. Five of the acres were transferred to the Cuyahoga County Library. He said the remaining 12 acres are primarily comprised of wetland areas. Our application is to build about 480 linear feet of an asphalt area and interpretive stations to explain wetlands and their importance. He added that those wetlands are the headwaters of the Chippewa Creek. The walking trail would be adjacent to the YMCA and the library. In the past, we had submitted applications to the Clean Ohio Trail Fund; this one adds the Recreational Trails Program. The overall cost is \$185,000. The cost for us would be less than \$50,000 to build the trail. Only minimum maintenance would be required of the area.

Mr. Jordan said he has been in contact with the Construction Manager for the library and they have some deficiencies still left, including the landscaping. He said they will do a walk through in the spring and correct the deficiencies. Mr. Nickell brought up a complaint he received from a neighboring resident.

Mr. Kasaris asked for an update regarding the trees which were cut down by the property owner and still remain on the property at Edgerton and Bennett Road.

Building Division technology upgrade

Mr. Jordan said we have taken advantage of some software updates and are having another round of training on the software system that is particular to the Building Division. He said the Engineering and Waste Water Departments are now using the system by directly inputting inspections. Engineering is going to be testing out the use of notebooks by inputting their notes while in the field. Verizon is charging \$10 a month for internet for the notebooks. We expect later in the year to have notebooks for our Building Division inspectors.

Record Retention

Mr. Jordan said that in the Building Division, our personnel are purging records that are in excess of the State of Ohio Records Retention Policy. After that the records can be transcribed and electronically stored. In addition, we have started scanning new documents coming in as attachments onto the electronic system vs. putting in files. Mr. Jordan said when we met with the departments that are being relocated into the new City Hall building, they all asked for extensive storage areas. We need to have someone come into City Hall to do record retention and scan some of the documents. He said it does not make financial sense to make a large amount of storage area available and also purchase new filing cabinets. He said Mayor Stefanik is working with the county to see if they have someone who can come and do record retention for the city. Mr. Jordan said the Building Division would like to have the capability for private contractors and subcontractors to electronically file a registration application and also to renew registration online. Ideally we would also want them to have the capability of paying online. This would save us the expense of annually mailing out the contractors' registration forms. The current application form requests an email address enabling us next year to e-mail the contractors. We would like to convert more of the city's forms so this technology can be further utilized.

ADJOURNMENT

Moved by Mr. Kasaris, seconded by Mr. Antoskiewicz **to adjourn the meeting.** Yeas: 3. Nays: 0. **Motion carried.** Meeting adjourned at 7:20 p.m.