

VILLAGE OF OAKWOOD
FINANCE MEETING MINUTES
December 13, 2022

ATTENDED

Johnnie Warren President
Elaine Gaither Council at Large
Chris Callender Ward 1 (late)
Eloise Hardin Ward 2
Paggie Matlock Ward 3
Mary Davis Ward 4

Brian Thompson-Finance
Daniel Marinucci-Building

ABSENT

Candace Williams Ward 5

Jim Climer-Law Director
Gary Gottschalk Mayor

Meeting opened approximately 6:14pm by Warren
Pledge of Allegiance and attendance taken.

(This additional finance meeting was on the agenda to continue the presentation of department budgets for 2023)

*Oakwood Village Building Department (see attached for information)

Marinucci: New digital clerk began working 4 hours a day for 5 days and was offered 5 hours a day for the 5 days to digitize all maps for the village. Hardin asked if it was budgeted, and Thompson explained there has always been some type of clerk budgeted in the building department. Marinucci reclassified it as digital clerk. **Hardin:** I ask again; was it budgeted to have this digital clerk? **Thompson:** We are putting in for fulltime for '23.... **Hardin:** I am going back to '22. **Thompson:**... but in '22's budget it was part time. **Hardin:** We had budgeted for said part time clerk? **Thompson:** Yes. **Hardin:** Has he stayed within those parameters? **Thompson:** Yes. And the '23 budget includes the current offering, the full-time digital clerk and the anticipation of the building trainee passing his testing to increase his salary. And with the passing of the test, we talked to Mr. Climer about him obtaining her certifications and that fact if he gets them and leaves (the village) too soon, whether he will have to pay them back. We have his potential raise in the budget. **Hardin:** He will go from what to what? **Thompson:** That would be in an executive session to talk about his salary. I don't know if that is appropriate. **Warren:** Yes. **Hardin:** Alright. Marinucci explanation again of the digital clerk position. **Marinucci:** In the job description, in the future, I want to get her to be the backup for the zoning which you are going to need. **Matlock:** Why can't we send her for inspector? **Thompson:** We have two retirees in the future, so I want to get her.... **Warren:** I think we extended them (referring to Debbie Stoffle and Lillie Hick rehiring) for 3-4 years. We said they could come back and even Councilperson Hardin suggested that if you have people that are going to retire, then you have a transitional period of having somebody to be trained. Now with full time, you considered her health insurance? **Thompson:** Well, that is in a separate budget that we pay per employee. The claims can be unpredictable once you get the health care. But I factored her in.... **Warren:** ...base fees no matter whether she has a claim or not. What I am saying is that has that cost been projected into the budget. **Thompson:** Yes. It will be in the health budget which is not tonight. I have a presentation from our record of agent. He will be here at 6pm next Wednesday for our healthcare. **Warren:** So, the saving that we incurred are going to be offset.... **Thompson:** No, because her costs are nowhere close to the double-digit savings that we incurred going into next year. **Warren:** We have to think about that if a person gets promoted and their salary increases, they don't get the salary increase plus the 3%. We know that, right. **Thompson:** He is going to get the 3% at the first of the year. But what he projected for the whole amount of the certification will net the two. He will get the 3% and whatever he is supposed to get, we will take that from that. He will get the net difference. **Warren:** For the girl that's going from part time to full time, she's not getting the 3%. **Thompson:** No. **Warren:** I thought somebody said, 'plus 3%.' **Thompson:** That is for the current employees. **Warren:** Well, I don't know about that, but we'll talk about it.

Continued discussion of building budget line items. Miscellaneous contractual reduced from \$65,000 to \$50,000 reducing the full budget ending amount from \$347,950.00 to \$332,950.00

Also, attached is the list of the completed budgets and the remaining budgets to review for Dec 19th-21st

MOTION TO ADJOURN by Davis; Seconded by Gaither

VOTE YES: Warren, Gaither, Callender, Hardin, Matlock, Davis

MEETING ADJOURNED @ 6:52pm

Adopted

12/22/2022

Christine Morgan, Clerk of Council

Johnnie A Warren, President of Council

Budget reviews completed

Police

Auxiliary

School Guard

Fire

EMS

Traffic Control

Street Lighting

Building

Planning/BZA

Refuse Collection

Public Lands and Buildings

Clerk of Council

Legislative-Council

Mayor's Court

Finance

Engineer

Senior Van

Budget reviews remaining

Service

Streets/Sewer

Dog Warden Contract

Debt

Capital Expenditures

Law

Mayor/Recreation/Senior

Various Operational Expenses/Health/Transfers

2022 Budget Year end Realignment

Health Insurance Representative Jim Love will give Health Care update 12-21-22 at 6 pm



BUILDING DEPARTMENT: Daniel F. Marinucci, Chief Building Official
23035-B Broadway Avenue, Oakwood Village, Ohio 44146 // Phone 440-232-9980 Fax 440-232-5874

December 8, 2020

Memo To: Lillie Hicks

Re: Employee – Workslope Description

Title: Building Department – Chief Building Official
DANIEL F. MARINUCCI

THE DUTIES AND RESPONSIBILITIES OF DANIEL F. MARINUCCI ARE AS FOLLOWS:

- 1: Provide all work product as assigned by the Mayor, in a timely manner
- 2: Assist and cooperate with the heads of all Oakwood Village Administrative Offices
- 3: Attend council meetings
- 4: Attend Planning and Zoning Board of Appeals meetings, as necessary
- 5: Oversee all Oakwood Building and Zoning Departmental issues
- 6: Oversee the digitizing of Building and Zoning Department records
- 7: Assign work functions to the Office Manager and all employees of the Building and Zoning Departments
- 8: Implement the Building and Property Maintenance Codes of the State of Ohio
- 9: Administer Chapter 1 of the Ohio Building Code
- 10: Administer Chapter 1 of the Residential Building Code
- 11: Oversee the issuing of all building permits and zoning applications
- 12: Provide Plan Review functions
- 13: Prepare yearly departmental budgets
- 14: Prepare Board of Building Standards reporting requirements
- 15: Oversee the maintenance of the Oakwood Village website, pertaining to the Building Department
- 16: Prepare reporting data to the Oakwood Village Administrative Offices
- 17: Interview and hire Building Department personnel.
- 18: Take all necessary continuing education classes as required by the Ohio Board of Building Standards
- 19: Maintain an ongoing professional relationship with colleagues in the Building Industry representing the professionalism of the Oakwood Village Representatives



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December 13, 2022

Memo To: Lillie Hicks

Re: Employee – Workscope Description

Title: Building Department – Trainee

Aaron Smith

THE DUTIES AND RESPONSIBILITIES OF ROBERT HARRIS ARE AS FOLLOWS:

- 1: Provide all work product as assigned by the Office Manager, in a timely manner.
- 2: Provide all work product as assigned by the Certified Building Commissioner, in a timely manner.
- 3: Participate in the digitizing of Building and Zoning Department records
- 4: Cooperate, assist and backup duties and responsibilities of all planning and zoning matters.
- 5: Assist in the maintenance of the website and associated activity for the Building Department Webpage.
- 6: Assist in the implementation and resolution of all related matters regarding residential non-compliance building and zoning issues
- 7: Assist in Ward drive-by zoning inspections, and prepare necessary reporting of same
- 8: Assist in answering incoming calls / Assist in processing all incoming mail
- 9: Assist in answer building and zoning emails
- 10: Pursue all necessary steps in obtaining Ohio Board of Building Standards Certifications
- 11: Take all necessary continuing education classes as mandated by the Chief Building Official
- 12: Assist in issuing building permits & registering contractors
- 13: Assist in the implementation of the Oakwood Village Rental program
- 14: Prepare Excel reports regarding all zoning and building related issues

I remain,

Daniel F. Marinucci CBO

VILLAGE OF OAKWOOD

BUILDING DEPARTMENT

OFFICE MANAGER/EXECUTIVE SECRETARY DUTIES

Office Manager

DECEMBER 11, 2020

Duties

- Administrate day to day affairs of the Building Department
- Supervise Building Dept in Building Officials absence
- Sign time sheets of employees in Building Officials absence
- Consult with Building Official concerning contractor, residential & service inquires and other findings.
- Calculate fees for projects being done in the village and some with the Building officials
- Enter and authorize Purchase orders on e-Gov
- Update and edit Vantage and authorize "fee waived" permits
- Send out contractor's packets to all previously registered contractors, yearly
- Enter all contractors into Vantage system as they come in for the new year & maintain insurance
- Maintain inventory and order all office supplies and forms for building department
- Send municipal inspection releases to the Illuminating Company
- Prepare monthly reports for Columbus (Residential, Commercial, McGraw Hill, Bldg. Dept.,)
- Prepare yearly budget report w/Building Official
- US Census Bureau Residential monthly report
- Update Oakwood's Parcel from County
- Handle inspections, paperwork and pay-in for back-up inspectors
- Sort, distribute and handle all mail for the Bldg. Dept.
- Perform other duties as assigned or directed

Reports to:

- Building Official

Supervises

- Housing Inspector, Board Secretary and Building Dept. Trainee in Building Officials absence

Executive Secretary

Duties

- General secretarial duties

❖ *Continued on page 2*

- Seminar and room reservation scheduling for Chief Building Official and Housing Inspector
- Taking, Making and some handling calls for Chief Building Official
- Filing, faxing, emailing and proofreading for Chief Building officials
- Update forms for Building Department
- Type correspondence and other materials as needed and directed
- Collect fees and enter permits into Vantage system
- Enter Purchase orders and some refunds into e-Gov
- Prepare building department receipts for deposit for finance department w/report
- Setup yearly inspections and invoice for Solon Club apartments for CBO and Housing Inspector.
- Prepare monthly Board of Building Standards report 1% and 3%
- Prepare and timely submit monthly County Auditor building permit report Help residents and general public at counter when needed.
- Perform other duties as assigned or directed

Report to

- Chief Building Official



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December 8, 2020

Memo To: Lillie Hicks

Re: Employee – Workscope Description

Title: Building Department – Zoning/Building Assistant
DEBBIE STOFFL

THE DUTIES AND RESPONSIBILITIES OF DEBBIE STOFFL ARE AS FOLLOWS:

- 1: Provide all work product as assigned by the Office Manager, in a timely manner.
- 2: Provide all work product as assigned by the Certified Building Commissioner, in a timely manner.
- 3: Assist the digitizing of Building and Zoning Department records
- 4: Head up the functions of all planning and zoning matters, planning secretary.
- 5: Assist in the implementation and resolution of all related matters regarding residential non-compliance building and zoning issues
- 6: Assist in Ward drive-by zoning inspections
- 7: Assist in answering incoming calls
- 8: Assist in processing all incoming mail
- 9: Issue Building Permits
- 10: Register Contractors
- 11: Answer building and zoning emails

I remain,

Daniel F. Marinucci
CBO



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December 13, 2022

Memo To: Lillie Hicks

Re: Employee – Workslope Description

Title: Building Department – Digital Clerk

Ania Perrin

THE DUTIES AND RESPONSIBILITIES OF ANINA PERRIN ARE AS FOLLOWS:

- 1: Provide all work product as assigned by the Office Manager, in a timely manner.
- 2: Provide all work product as assigned by the Certified Building Commissioner, in a timely manner.
- 3: Assist the digitizing of Building and Zoning Department records

- Future - Goal:

- 1: Back up Debbie Stoffl – assist in the functions of all planning and zoning matters, planning secretary.
- 2: Provide contact with the public as they enter the building department
- 3: Answer the phone

I remain,

Daniel F. Marinucci
CBO