




AGENDA

Board of Construction, Trades & Appeals Meeting

5:30 PM - Thursday, May 12, 2022
Council Room

	Page
1. CALL MEETING TO ORDER	
2. ROLL CALL	
3. CONSIDERATION OF MINUTES	
3.A. Adoption of Minutes	3 - 4
Recommended Motion: Approve the regular meeting minutes, as presented.	
051321 BCTA minutes	
4. PUBLIC FORUM	
5. NEW BUSINESS	
5.A. Election of Officers	5
Agenda Item Report - AIR-22-098 - Pdf	
6. GENERAL DISCUSSION	
• Update Board on open permit auditing process that was approved in 2021.	
• Get Boards opinion on Unified Plumbing Code (UPC) and City of Derby possibly adopting the code.	
7. ANNOUNCEMENTS	
8. ADJOURNMENT	



MINUTES

Board of Construction, Trades & Appeals Meeting

5:30 PM - Thursday, May 13, 2021
Council Room

The Board of Construction, Trades & Appeals of the City of Derby was called to order on Thursday, May 13, 2021, at 5:30 PM, in the Council Room, with the following members present:

PRESENT: Bruce Weber
John Riggerbach
Margaret Langley
Toby Woodford

ABSENT: Dale Rotramel, Jr.
Brian Clifton
Rich Schmidt

1 CALL MEETING TO ORDER

2 ROLL CALL

3 CONSIDERATION OF MINUTES

a) Adoption of Minutes

Bruce Weber moved, seconded by John Riggerbach, to approve the meeting minutes, as presented.

RESULT:	Carried
MOVER:	Bruce Weber
SECONDER:	John Riggerbach
AYES:	Bruce Weber, John Riggerbach, Margaret Langley, and Toby Woodford
ABSENT:	Dale Rotramel, Jr., Brian Clifton, and Rich Schmidt

4 NEW BUSINESS

a) Election of Officers

BACKGROUND:

- Municipal code provides that the Board of Construction, Trades & Appeals elect a Chair and Vice Chair at the first regular meeting in May of each year.
- The Chair and Vice Chair must be members of the Board of Construction, Trades & Appeals.
- The code designates the Building Trades Official as the *ex-officio* Secretary; therefore, an election for Secretary is not required.

POLICY IMPLICATIONS:

- The process for election of the Chair and Vice Chair should be as follows:
 - The floor is opened for nominations. Nominations (with seconds) are received. The floor is closed and nominees are then voted on publicly.
 - A majority vote of the commissioners present and voting is required to elect the officers.
 - Officers take office at the next regular meeting.

RECOMMENDED MOTION

- Conduct an election for Chair and Vice Chair of the Board of Construction, Trades & Appeals.

Board Member Margaret Langley nominated Bruce Weber to be Chair noting that he's been doing an outstanding job as Chair the last few years. Weber accepted the nomination.

Board Member John Riggenschach seconded the nomination.

The Board voted unanimously 4-0 to to appoint Bruce as Chair for 2021-2022.

Board Chair Weber stated that he had spoken to Rich Schmidt earlier and although Rich couldn't be here this evening he was willing to serve as Vice Chair for another term.

Weber nominated Rich Schmidt to be Vice Chair.

Langley seconded the nomination.

The Board voted unanimously 4-0 to appoint Rich as Vice Chair for 2021-2022.

5 ANNOUNCEMENTS

6 ADJOURNMENT

- a) **Margaret Langley moved, seconded by John Riggenschach, to adjourn the meeting at 5:46 p.m.**

RESULT:	Carried
MOVER:	Margaret Langley
SECONDER:	John Riggenschach
AYES:	Bruce Weber, John Riggenschach, Margaret Langley, and Toby Woodford
ABSENT:	Dale Rotramel, Jr., Brian Clifton, and Rich Schmidt

Stephanie Cox, Recording Secretary

Bruce Weber Chair

New Business Item



Subject: Election of Officers
Meeting: Board of Construction, Trades & Appeals - 12 May 2022
Presented by: Stephanie Cox, Planning & Engineering Coordinator

BACKGROUND:

- Municipal code provides that the Board of Construction, Trades & Appeals(BCTA) elect a Chair and Vice Chair at the first regular meeting in May of each year.
- The Chair and Vice Chair must be members of the BCTA.
- The code designates the Building Trades Official as the *ex-officio* Secretary; therefore, an election for the Secretary is not required.

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