

**BUILDING AND FIRE CODES APPEALS  
AND ADVISORY BOARD MINUTES  
APRIL 22, 2015**

The Building and Fire Codes Appeals and Advisory Board Meeting, duly advertised in accordance with law, was called to order by Randy Hindman, Chief Inspector, at 8:35 a.m., Wednesday, April 22, 2015, in the Board of Commissioners' Meeting Room, Township Municipal Building, 1820 McLaughlin Run Road.

**PRESENT:**

Michael P. McDonnell  
David J. McLean  
James A. Sampey  
Robert T. Stevens, Sr.  
Robert T. Stevens, Jr.  
Anthony Pitassi

**TOWNSHIP STAFF:**

Randy Hindman, Chief Building Inspector  
Kristen Burch, Department Secretary

**TOWNSHIP ATTORNEY:**

Chris Cahillane, representing the Township Attorney

**ABSENT:** None.

**PUBLIC:** None.

**ELECTION OF OFFICERS**

Mr. Hindman requested nominations for Chairman. Mr. Sampey nominated Mr. Stevens, Jr. The nomination was seconded by Mr. McLean and carried by unanimous voice vote.

The meeting was then turned over to Chairman Stevens.

Chairman Stevens requested nominations for Vice Chairman. On motion by Mr. McDonnell, seconded by Mr. Sampey, Mr. McLean was nominated for Vice Chairman. The nomination was carried by unanimous voice vote.

Mrs. Burch was appointed Secretary.

**CONSIDERATION OF MINUTES OF MARCH 26, 2014**

On motion by Mr. McDonnell, seconded by Mr. McLean, carried by unanimous voice vote, the above captioned minutes were approved for filing as written.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**DISCUSSION RE. REVISIONS TO THE PROCEDURES AND BYLAWS OF THE BUILDING AND FIRE CODES APPEALS AND ADVISORY BOARD**

Mr. Hindman stated that Township staff would like to revise the Bylaws of the Building and Fire Codes Appeals and Advisory Board with regard to the filing deadline as outlined in Article 6.1 of the bylaws. Mr. Hindman explained that, as it stands, the deadline does not allow sufficient time for advertising as required by the Township Code. It is the recommendation of Staff that the deadline be changed from the “fourth (4<sup>th</sup>) Friday prior to the meeting” to the “fourth (4<sup>th</sup>) *Thursday* prior to the meeting”.

Mr. Cahillane explained to the Board that, per the bylaws, the procedure for adopting these revisions requires the board to make a recommendation at the next scheduled meeting. The Board members acknowledged the procedure.

**OTHER BUSINESS**

None.

**ADJOURNMENT**

There being no further business, it was moved, seconded, and carried unanimously that the meeting be adjourned at 8:46 a.m.

Prepared by Kristen L. Burch  
Recording Secretary