

Activity Report for Code Officer for April, May and June 2023

I have been occupied with a number of preliminary tasks establishing how I will conduct business in this position. This report may have more detail than you were expecting, but I want to help you appreciate the time and effort I employed to organize this office. Starting in early April, I decided to use an older laptop I had along with my home PC and cell phone to conduct the Village's code and zoning business. I acquired a Google Voice phone number, (315) 364-1350, that costs nothing and devoted a Google email address, rarzoning@gmail.com, as my Village email address.

Because I had not been using this laptop before, it had no word processing software and Microsoft Office was more expensive than I wanted for this part-time position, so I explored a couple options. Libre Office is a free open-source application and Google Docs is a cloud-sourced option. I have spent a lot of my time learning to use both of these and after a couple months decided to go with Google. The calendar, email and other Google apps work together and I depend on software to keep me organized and remember events and details that are a challenge when you do this job only 2 days a week.

As a result I have attempted to set up a digital record that tracks the status of permits and projects, so that I can have access to this information when I am out of the office and as a redundancy to the official files in the Village Office.

In addition to office organization, I am learning NY Residential, Building, Fire and Property Maintenance Code. In the past, I have worked closely with experienced code officers, but my expertise is in Zoning, so I am familiar with these codes, but will not be fully certified by the State until October. I will be spending about one full week in NY State on-line training each month starting in July. The Village has purchased a subscription for me for an on-line service called UpCodes. This allows me to search and copy codes and gives me access to additional material with diagrams and code interpretation that is critical to someone without years of experience in codes.

Of course, I have also spent time with applications, inspections and assisting residents who call or visit the office. I have had a few maintenance and compliance issues, two were resolved with visits to the CPP and a third, 442 Main St, the Beck House, is still pending after a couple conversations with the absent owner. Otherwise, I am also spending time on the proposed new Zoning Law and Short-term Rental Law and I am requesting new site plans for the tent structure at the Inns of Aurora and events at the Roland House. Most recently, I inspected the Patrick Tavern and determined the 2nd floor should be locked and not open to public traffic, due to the unsafe condition of the stairway and unfinished/unsafe condition of the 2nd floor itself.