

**Admin/Tech Committee Meeting**  
**March 30, 2026, 7:00 a.m. - Village Hall**

Present: Chairman Berger, Committee members Bell and Porter, the Fiscal Officer, and the Police Chief

The Admin/Tech Committee meeting was called to order at 7:00 a.m.

The committee began by reviewing the minutes of the March 9th meeting. With no corrections offered, the minutes were unanimously approved.

The Chair referenced a previously distributed addition to the Village's transparency policy regarding committee meeting minutes and their approval process. No questions or concerns were raised, and the matter will be brought forward for formal adoption at a future Council meeting.

Discussion revisited the development of resident orientation materials. The committee confirmed that the proposed process—providing information packets to new residents—had been shared at the last Council meeting. Upon anticipated Council approval, materials will be distributed to all new residents from earlier in the year and then sent monthly thereafter. The information contained in the letter has also been updated on the Village website.

There was discussion regarding conflicts of interest involving Council members, the Mayor, and appointed representatives.

Members discussed:

- The importance of identifying both actual and potential conflicts.
- The responsibility of officials to recuse themselves when appropriate.
- The need for transparency and peer accountability in identifying conflicts.

The Ohio Ethics Commission guidance was referenced, noting that conflicts are not limited to direct financial gain but may include indirect benefits (e.g., living in an area impacted by a decision). The group acknowledged the complexity of applying these standards in practice, particularly in small communities where officials often have overlapping roles.

Specific scenarios discussed included:

- Board participation (e.g., Chagrin River Watershed, NOPEC).
- Vendor relationships involving Council members and committee members.
- Situations where Village decisions could indirectly benefit officials.

The committee agreed:

- Recusal is necessary when an official is directly involved in decisions that could benefit an organization they serve.
- Greater clarity and consistency are needed in how conflicts are handled.
- Include ethics/conflict-of-interest review as part of annual training.

- Encourage consultation with the Village solicitor for guidance.
- Establish clearer expectations for representatives serving on outside boards.

The committee discussed the current lack of formal appointments to outside organizations. While some roles have historically been assumed (often by the Mayor), there is no consistent or documented process.

The committee agreed:

- Council should formally designate representatives to external boards.
- Appointments should be recorded and publicly recognized.
- Annual appointments should take place during the organizational meeting in January.
- A standardized letter should be sent annually to partner organizations clarifying that:
  - Representatives cannot bind the Village without Council approval.
  - The Village retains authority over financial commitments.

The committee noted that a neighboring community had rescinded its cannabis moratorium and begun evaluating regulatory approaches. The Village should review its zoning policies, particularly those related to alcohol sales, as a potential framework. Consideration of location restrictions (e.g., proximity to schools) and understanding state-level regulations and limitations should be reviewed. The committee will refer the issue to the Building Committee for review and recommendations to Council.

Improved planning for Village events (e.g., Trash Day, Veterans Breakfast, Farmers Market) was discussed. A prior draft outlining event logistics was praised, and similar planning documents will be requested for other events.

There was an extensive discussion about whether and how the Village should organize a community-wide yard sale.

Key considerations included:

- Timing relative to Trash Day (historically intended to reduce waste).
- Potential collaboration with neighboring communities (e.g., Chagrin Falls).
- Use of digital tools (Google Forms and mapping) for participation.
- HOA restrictions on yard sales.

It was decided that a greater regional coordination could increase participation and effectiveness. A “second trash day” concept (via yard sales) was discussed. However, due to timing constraints, no action will be taken for spring of 2026; planning will focus on future implementation.

Significant operational issues were reported with Microsoft OneDrive and account management through ADP, including:

- Difficulty sharing documents.
- Frequent disconnections.
- Delays in account setup and licensing.
- Poor responsiveness from the vendor.

Google Workspace was identified as a more user-friendly alternative for document sharing, though concerns about security and vendor approval remain. The Chief will follow up with ADP and investigate the feasibility and cost of implementing Google Workspace, escalate ongoing service issues directly to senior vendor contacts, and continue documenting service deficiencies.

The committee reviewed proposals for upgrading the Village's phone and internet systems. Transitioning to fiber internet would significantly improve speed and reliability. The replacement of current services could result in approximately \$450/month in savings. A VPN infrastructure has been established to support the new system.

This will be proposed to Council for approval and have the Solicitor review the contracts.

A proposal was discussed to update the Village website for improved usability and ADA compliance (required by April 2027).

- Estimated cost: ~\$2,000
- Improvements include homepage redesign and accessibility compliance.

The cost savings of the internet will cover the update to the Village's website.

The committee emphasized the need for:

- A complete inventory of hardware and software.
- Tracking of license renewals to avoid service disruptions.

Hardware is included in the Village inventory. Will get a list of software licenses from ADP.

The Village maintains a safety deposit box, but the contents are unclear and the authorized access names are outdated. Will look for approval for authorized access to the safety deposit box for the FO and Chair of Finance. The FO will inspect its contents and bring back to Council to determine whether the box is still necessary.

The committee explored consolidating administrative staff into a single building to improve efficiency, communication, and cross-training. The benefits would include improved collaboration, reduced workflow interruptions, better resource sharing and safety as no one would be in a building alone.

Challenges include space constraints, ADA accessibility concerns and potential renovation costs. If Council is on board with further exploration of the concept, the Village will need to get cost estimates (paint, furniture, infrastructure, etc.) and evaluate layout and accessibility improvements.

The FO said she will be drafting budget amendments for Council's consideration filing systems and office equipment (~\$10,000 estimate), because no matter where the BD Admin are located, the filing system is being purged and organized. Additional amendments will need to be made for temporary staffing overlap for training a new administrative hire, as well as the new BD software recently approved by Council.