

Admin/Technology Committee Meeting Minutes

Date: Monday, May 18, 2026

Time: 7:00 a.m. – 8:00 a.m.

Location: Village Hall

Present: Chairman Berger, Council member Bell, Police Chief, Fiscal Officer, and resident Phyllis Marino

Absent: Mark Porter

Chairman Chris Berger called the meeting to order at 7:00 a.m. and confirmed attendance.

The committee reviewed and approved the March 30, 2026 meeting minutes.

The committee briefly revisited the new process for preparing and approving meeting minutes, particularly the newer workflow involving recorded meetings and YouTube archives. Things are moving forward well.

Citizen Participation on Committees

Resident Phyllis Marino asked about participating in committee discussions. Chairman Berger confirmed meetings are open to the public and residents may participate. The committee discussed adding citizen voting members to the Admin/Technology Committee, similar to other Village committees. Berger indicated he would consider introducing legislation to allow formal citizen membership.

Administrative Staff Consolidation to Village Hall

The committee reviewed plans to consolidate all administrative staff into Village Hall. Staff expressed no objections to the move.

Discussion focused on:

- Renovating basement office space
- Accommodating Building Department plan storage and work areas
- Accessibility considerations
- Potential future additions to Village Hall and the Police Department

A preliminary basement renovation estimate of approximately \$23,000 was reviewed. Existing wireless and phone infrastructure are already in place and can support relocation needs.

Communication and Resident Outreach

Staff confirmed website updates have been completed, and new resident letters are now distributed monthly.

The committee reviewed the communication effort for development of the corner lots:

- QR code surveys
- AI-generated concept images
- TextMyGov messaging

More than 125 survey responses were received. Members agreed the technology tools were effective in increasing public engagement.

The committee also discussed lessons learned:

- Some residents misunderstood conceptual renderings as finalized plans
- Future surveys should include more detailed questions and explanations

TextMyGov was praised as an effective communication tool despite its annual cost of approximately \$5,000.

Ethics and Conflict of Interest

The committee discussed recent guidance from the solicitor regarding conflicts of interest and recusals.

Members agreed ongoing attention should be given to ethics policies, outside organizational involvement, and transparency regarding Council member affiliations and responsibilities.

Cannabis Moratorium

The proposed cannabis moratorium remains with the Building Committee for further review and comparison to existing alcohol zoning regulations. No action has yet been taken.

Outside Organizations and Village Representation

The committee discussed the lack of a formal process for appointing Village representatives to outside organizations and boards.

Members agreed the Village should:

- Create a list of organizations with Village representation
- Clarify authority limits for representatives
- Establish a more formal appointment process

Event Request Procedures

The committee reviewed the Village's event request process and emphasized the need for:

- Advance notice
- Proper documentation
- Liability review
- Employee impact review
- Cost transparency

Discussion included events such as:

- Veterans activities
- Police fishing events
- 250th anniversary activities
- Scout projects

Members emphasized the importance of consistent procedures and planning.

Trash Day Operations Review

The committee agreed Trash Day operations were successful overall.

Highlights included:

- Improved traffic flow
- Approximately 10 dumpsters filled
- More than 200 senior pickups completed

The committee recommended earlier registration with the County next year. Communication regarding accepted materials, pickup procedures, and scheduling via multiple communication platforms will continue.

Strategic Planning and Technology Updates

Meeting Room Audio Improvements

The committee reviewed ongoing upgrades to meeting room audio systems, including:

- Expanded microphone coverage
- Acoustic panel planning
- Additional sound adjustments

Security Cameras

The committee discussed adding security cameras near the new salt storage facility for safety and monitoring purposes. The Police Chief will prepare a proposal.

ADP / Microsoft / SharePoint Issues

The committee discussed ongoing issues with Microsoft SharePoint and file-sharing systems, including:

- Inconsistent file access
- Permission problems
- Difficulty managing shared files

Staff reported the previous Google platform was more user-friendly, though Microsoft Office applications themselves continue to function well. Troubleshooting efforts with ADP representatives are ongoing.

Building Department Software and Credit Card Processing

The committee reviewed progress on new Building Department software that will allow residents to:

- Apply online
- Submit permits electronically
- Pay remotely

Issues involving vendor indemnification requirements were discussed. The software vendor and credit card company ultimately agreed to waive problematic provisions.

Website Governance

The committee discussed website management and content approval procedures.

Website updates are currently limited to authorized staff and are based on:

- Council-approved actions
- Official Village information

Questionable content requests are reviewed with the solicitor before publication.

IT Projects and Continuity Planning

The Police Chief reported that most planned IT projects for the year are complete. Remaining work includes replacing a police department network switch.

The committee also discussed the need for long-term technology succession planning and backup support in the event key personnel are unavailable.

Adjournment

The meeting adjourned at approximately 8:00 a.m.