

Administrative Technology Committee Meeting Minutes June 8, 2026 – 7:00 a.m. Village Hall

Present: Chairman Chris Berger, Council Members Bell and Porter, Resident Phyllis Marino, Police Chief Rizzo, Fiscal Officer Romanowski.

Chairman Berger called the meeting to order at 7:00 a.m. and noted those present.

Porter made a motion to approve the minutes of the May 18, 2026 Admin Tech Committee meeting, seconded by Bell. Voice vote – ayes, all. Motion carried.

New Meeting-Minute Software

Committee members discussed the new software being used to generate meeting minutes. Members agreed the software is producing detailed minutes while significantly reducing preparation time. The minutes are available much sooner than under the previous process, which also assists with preparation of future agendas.

Appointment of Committee Member

Chairman Berger advised Ms. Marino that her formal appointment had not yet been approved by Council because no Council meeting had occurred since the committee's last meeting. He stated that her nomination would be presented at the June 15 Council meeting and expressed confidence that Council would approve the appointment. The committee welcomed her participation.

Council Chamber Audio and Video System

The committee reviewed audio issues experienced during the previous Council meeting.

Discussion

- Several members of the public reported difficulty hearing council members during the meeting.
- Chief Rizzo contacted the audio contractor immediately following the meeting.
- The contractor reconfigured the microphone pickup system and rearranged the room settings to improve audio quality.
- Test recordings conducted after the reconfiguration showed noticeable improvement.
- The room continues to experience echo due to sound reflecting off hard surfaces.
- Chief Rizzo is pursuing proposals for sound-deadening wall panels. The panels would be white to match the room and mounted directly to the walls.
- The committee expects further improvement at the next Council meeting when the room is occupied by a full audience.

Additional Recommendations

The committee agreed that:

- Council should acknowledge the prior audio problems at the beginning of the June 15 Council meeting.
- Viewers should be encouraged to report any continuing audio issues.
- Council members should remember to speak clearly and directly toward the microphones.
- Audience members should also be instructed to speak loudly enough to be captured by the system.
- Excessive paper handling near microphones creates significant noise and should be minimized whenever possible.

The committee noted that all boards and commissions currently meeting in Village Hall are already being recorded and streamed using the video system. Committee meetings remain audio-only.

Relocation of Administrative Staff to Village Hall

The committee discussed proposals to renovate the lower level of Village Hall and relocate administrative staff from the Building Department office into Village Hall.

Renovation Estimates

Two renovation proposals were received:

- Approximately **\$24,000** for painting, carpeting, ceiling replacement, hallway carpeting, and modifications to the current Mayor's office to create a larger public-service counter area.
- Approximately **\$34,000** from a second contractor.

Long-Term Building Addition Concept

The committee reviewed conceptual drawings for a future building addition.

Key points included:

- The proposed addition would nearly double the size of Village Hall.
- Estimated construction cost is approximately **\$600,000–\$700,000**.
- The concept would place Building Department operations in the new addition.
- ADA accessibility requirements would need to be incorporated into any new construction.
- Additional restroom facilities would likely be required in the new section.
- The concept provides a potential long-term solution to accessibility concerns.

Elevator/Lift Replacement

The committee discussed the condition of the existing accessibility lift.

Current Condition

- The lift has exceeded its practical useful life.
- Replacement parts are no longer manufactured.
- Existing components are being repaired or salvaged when possible.
- Control equipment has experienced environmental deterioration.
- Service calls have become more frequent.
- Ohio Elevator and Lift is preparing a proposal for replacement.

The committee noted that replacement of the lift will likely be necessary regardless of whether an addition is ultimately constructed.

Benefits of Consolidating Staff

The committee discussed operational and safety benefits of moving all administrative staff into one building.

Topics Discussed

- Employees currently working alone at the Building Department office can become isolated.
- Staff would benefit from immediate access to coworkers for assistance and cross-training.
- Consolidation would improve customer service by creating a single service location.
- Staffing flexibility would improve.
- Cross-training between administrative personnel and Building Department personnel would become easier.
- The arrangement could eventually allow more flexibility in staffing schedules.

Employee Safety

The committee discussed concerns regarding employees working alone.

Potential solutions discussed included:

- Enhanced communication procedures with police personnel.
- Panic-alert functionality through the phone system.
- Building alarm panic-button integration.
- Village-wide phone alerts or emergency notification capabilities.

Committee Consensus Regarding Renovation Project

Committee members expressed support for moving forward with renovation of the lower level and relocating administrative personnel into Village Hall.

The committee discussed presenting the renovation as the first phase of a larger long-term facilities strategy.

Long-Term Planning Concepts

- Immediate phase: renovate lower level and consolidate staff.
- Future phase: construct an addition to improve accessibility and expand office space.
- Consider establishing a reserve fund to accumulate money for future construction.
- Explore grants and grant-writing assistance for future projects.

Committee Recommendation

The committee reached consensus to recommend that Council proceed with:

1. Renovation of the lower level of Village Hall.
2. Relocation of Building Department and administrative staff into Village Hall.
3. Development of a long-term facilities plan that includes future accessibility improvements and potential building expansion.

Lighting Improvements and NOPEC Funding

The committee discussed possible use of NOPEC grant funds to offset renovation costs.

Topics included:

- Replacement of existing lighting fixtures with newer LED fixtures.
- Potential ceiling redesign opportunities if lighting fixtures are updated.
- Incorporating lighting improvements into the renovation project proposal.
- Contacting the contractor to obtain pricing for lighting upgrades.

Building Department Public Access and Hours

The committee discussed future service improvements following consolidation.

Potential benefits include:

- Expanded public office hours.
- A true “one-stop shop” for residents and contractors.
- Greater use of online permitting and payment systems.
- Reduced need for in-person visits.
- Public notification efforts once relocation plans are finalized.

Council Liaison Assignments and Outside Organizations

The committee reviewed representation on various outside organizations and memberships.

Discussion included:

- Chagrin Valley Dispatch.

- Chagrin Valley Fire.
- Geauga Safety Council.
- Chagrin River Watershed Partners.
- Chagrin Valley Growth Partnership.
- Hazardous Materials organizations.
- ESID activities.

Committee members discussed the importance of ensuring Village representatives advocate for Village interests and communicate major decisions back to Council before commitments are made. The committee also discussed whether Safety Committee leadership should serve as liaison to certain public safety organizations.

Chagrin Valley Dispatch Agreement

The committee reviewed the June 30 deadline for providing notice if the Village intended to leave Chagrin Valley Dispatch.

Discussion concluded:

- No viable alternative dispatch arrangement currently exists.
- Fire and dispatch services are closely connected.
- The Village will likely remain committed to Chagrin Valley Dispatch for 2027.
- Additional budget appropriations will be necessary due to higher-than-anticipated dispatch costs.

Village Event Policies and Documentation

The committee discussed event approval procedures, including the Veterans Breakfast.

Topics included:

- Need for consistent documentation for all Village-sponsored events.
- Clarification of responsibilities and approval requirements.
- Tracking attendance and participation.
- Consideration of Village expenditures for residents versus non-residents.
- Development of standardized procedures for future events.

Chairman Berger stated he would communicate the committee's expectations regarding event documentation requirements.

Strategic Village Planning

The committee discussed creation of a long-term strategic plan for the Village.

Key Concepts

- Use of SMART goals (Specific, Measurable, Achievable, Relevant, Time-Bound).
- Development of long-term priorities and timelines.
- Creation of a framework that future councils can use as guidance.
- Importance of public participation and transparency.
- Establishment of a process that gathers broad input before narrowing priorities.

Members agreed that strategic planning should begin with community visioning and broad stakeholder involvement before specific projects and goals are finalized.

Cleaning Services

The committee reviewed proposals for outsourced cleaning services.

Discussion

- Four companies were contacted.
- Three proposals had been received.
- One preferred local company had not yet submitted pricing.
- The preferred company currently provides services to nearby municipal facilities.
- Background checks and security considerations are important due to police department operations.
- The committee agreed to wait briefly for the final proposal before making a recommendation.

The Fiscal Officer was asked to distribute the final quotation to Council once received so discussion could occur at the June 15 Council meeting.

Adjournment

The meeting adjourned at approximately **8:01 a.m.**