

Administrative & Technology Committee
July 20, 2026 – 7:00 a.m. , Village Hall

Present: Chairman Chris Berger, Council Member Mark Porter, Resident Phyllis Marino, Fiscal Officer Romanowski, Chief Rizzo

Absent: Council Member Chris Bell

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

Acoustic Improvements to Council Chambers

The committee reviewed previous discussions regarding improving the acoustics in Council Chambers. The Chief reported that recent microphone system adjustments have significantly improved the room's sound quality.

The committee discussed several additional options:

- Installation of acoustic wall panels at an estimated cost of \$4,000–\$6,000, depending on design.
- Installation of carpeting throughout the room, which the Chief believed would more effectively eliminate echo than wall panels.
- Use of an area rug as a lower-cost alternative to determine whether carpeting would sufficiently improve acoustics.

Discussion focused on balancing effectiveness, cost, maintenance, and preservation of the existing vinyl flooring. Installing permanent carpeting would require removal of the current flooring and create additional maintenance requirements.

Conclusion

Rather than committing immediately to a major project, the committee agreed to evaluate the improved microphone system during upcoming Council meetings. The Fiscal Officer suggested bringing a large carpet for the August meeting to test whether carpeting significantly reduces echo before pursuing permanent improvements.

Lower-Level Office Renovation

The Chief provided a construction update on the lower-level administrative office renovation.

Completed work includes:

- Installation of temporary lighting.
- Relocation of the Village network infrastructure.
- Completion of all computer and networking work.

Construction of the new wall and countertop was scheduled to begin immediately, followed by installation of the ceiling, lighting, and painting. The committee estimated the project should be substantially complete around September 1st, allowing administrative staff to begin moving into the renovated offices. Discussion also turned to future furniture needs, including desks and office furnishings, which will need to be selected prior to occupancy.

Building Lift

The committee reviewed the condition of the building lift.

The Chief reported that:

- The lift remains operational and continues to pass annual state inspections.
- The lift shaft has been repainted and cleaned.
- Additional cosmetic improvements to the lift interior are planned.
- The equipment continues to require occasional adjustment of door sensors.

Although the lift remains serviceable, committee members agreed it is nearing the end of its useful life.

Conclusion

After reviewing updated pricing, the committee learned replacement would cost approximately \$45,000. Members agreed the replacement should be incorporated into the Village's Five-Year Capital Improvement Plan, while continuing to maintain the existing lift for the foreseeable future.

Administrative Office Relocation

The committee discussed preparations for the move into the renovated office space.

Topics included:

- Procurement of new office furniture.
- Replacement of outdated electrical outlet covers.
- Installation of new finishes.
- Completion of new network cabling throughout the building.

The Chief reported that all networking work had been completed with new cabling replacing outdated infrastructure, significantly improving organization and reliability.

Conclusion

Members expressed satisfaction with the project's progress and anticipated a smooth transition once construction is complete.

Building Department Software (GovWell)

The committee received an update on implementation of the new GovWell building department software.

Discussion highlighted that:

- The online permitting system is expected to substantially reduce in-person traffic.
- Builders have responded positively because many already use the platform in other communities.
- Credit card payment functionality has been implemented.
- Credit card processing fees are paid directly by users rather than absorbed by the Village.

The committee also discussed the need for a future review of the Building Department fee schedule.

Conclusion

Members agreed the online permitting system should improve efficiency for both staff and residents while reducing counter traffic over time.

Building Department Records Storage

The committee discussed long-term management of historical records stored in the Building Department attic.

Topics included:

- Inventory of stored plans and records.
- Preservation of historically significant documents.
- Potential digitization of oversized plans.
- Records retention requirements.
- Possible assistance from local schools or ADP for document scanning.

Council Member Cavanaugh had requested an opportunity to review historically significant materials before any records are disposed of. Fiscal Officer clarified that historically significant materials are on the retention schedule and would likely have a permanent retention length.

Conclusion

The committee agreed records should eventually be reviewed, digitized where practical, and preserved in accordance with the Village's records retention schedule before any destruction occurs.

Village Code of Ethics

Chairman Berger revisited his proposal to adopt a formal Code of Ethics for elected officials and Village employees using Green's model as a reference.

Conclusion

The Chairman agreed to distribute the materials to committee members so discussion can continue toward adopting a formal ethics policy.

Council Liaison Responsibilities

The committee discussed ongoing communication issues between Council and outside agencies, particularly the Chagrin Valley Fire Department.

Recent developments included:

- A breakfast meeting between the Mayor and Fire Chief.
- Plans for the Fire Chief to attend the August Council meeting.
- Concerns regarding responsibility for maintaining communication with outside organizations.

Committee members emphasized that committee chairs should serve as Council liaisons and ensure important information reaches Council.

Conclusion

The committee agreed liaison responsibilities should be clearly assigned annually and communication with partner agencies should remain a Council priority, particularly as future fire contract renewals approach.

Community Event Planning and Documentation

The committee reviewed several recent community events, including:

- Community Band concert
- George Washington/Fife and Drum program
- Upcoming community campout
- Veterans Breakfast

Discussion centered on deficiencies in event planning documentation, including:

- Last-minute requests for payments.
- Lack of purchase orders.
- Insufficient advance planning.
- Poor communication between organizers and Village staff.

The Fiscal Officer explained the administrative challenges created when expenditures are not planned in advance.

The committee also discussed concerns surrounding the proposed community campout, including:

- Overnight use of the park.
- Existing park closing ordinances.
- Camping restrictions.
- Public safety and staffing.

Conclusions

The committee reaffirmed the need for standardized event planning forms and advance approval of all community events. Members agreed proper documentation would improve coordination, budgeting, staffing, and communication while reducing administrative burdens. Safety concerns regarding overnight camping remain unresolved and will require further review.

Veterans Breakfast

The committee discussed maintaining the Village's veteran database and procedures for future invitations.

Discussion included:

- Updating invitation lists.
- Whether proof of military service should be required.
- Clarifying eligibility for veterans, caregivers, and family members.

Conclusion

Members agreed the Veterans Breakfast remains a valuable community event but should be administered using clearer procedures and documentation.

ADP Information Technology Services

The committee conducted an extensive discussion regarding the Village's relationship with Geauga County ADP.

Concerns included:

- Delays in activating and deactivating Microsoft accounts.
- Slow response to personnel changes.
- Administrative burden associated with account transfers.
- Uncertainty surrounding ADP's future because of county organizational changes and unionization.

While acknowledging several examples of excellent technical support, committee members questioned whether the Village should continue relying on ADP if service delays persist.

The Chief noted that the Village's technology infrastructure is now modernized, making a future transition to another provider significantly easier if necessary.

Conclusions

The committee agreed to invite representatives from ADP, including Frank Antonucci if available, to attend a future Administrative and Technology Committee meeting to discuss:

- ADP's future organizational plans.
- Service expectations.
- Long-term support for municipal clients.
- Whether the Village should continue its relationship with ADP.

The committee intends to make a recommendation to Council following that discussion.

Village Website Redesign

The committee reviewed a draft redesign of the Village website.

Discussion focused on improving:

- Homepage organization.
- Visibility of important news.
- Navigation.
- Calendar accessibility.
- Overall simplicity for residents.

Members emphasized designing the site for ease of use, particularly for senior residents.

Conclusion

The website redesign will continue, with additional revisions requested before implementation.

Security Camera Expansion

The Chief reported that wiring has already been installed for additional cameras in the renovated offices.

Discussion also included installation of a camera system monitoring the new salt storage area.

Conclusion

The committee supported adding a modest camera system to improve security and provide live monitoring of the salt facility.

Cellular Service Concerns

The committee discussed numerous resident complaints regarding poor Verizon cellular coverage, particularly along Bell Road and near Snyder Road.

Discussion included:

- Safety implications of unreliable service.
- Potential need for an additional cell tower.
- Possible Village-owned locations for future infrastructure.
- Encouraging Verizon to recognize the issue as a public safety concern.

The Chief agreed to seek additional technical information through law enforcement contacts, while Chairman Berger offered to consult an industry expert involved in cell tower construction.

Conclusion

The committee agreed to continue investigating possible solutions and determine the appropriate approach for engaging Verizon regarding improved service for residents.

Website Posting Policy

The committee discussed establishing a formal policy governing what outside organizations may advertise on the Village website.

Topics included:

- Requests from outside organizations.
- Posting of HOA meetings.
- Calendar listings versus promotional banners.
- Privacy concerns involving photographs of children.

Conclusion

Members agreed a written website posting policy should be developed defining what outside information may appear on the Village website while protecting resident privacy and limiting Village endorsement of outside organizations.

Action Items

- Evaluate meeting room acoustics during upcoming Council meetings before deciding on carpeting or acoustic panels.
- Test a temporary carpet during the August meeting.
- Continue lower-level office renovation with anticipated occupancy around September 1st.
- Begin procurement of office furniture.
- Add lift replacement to the Five-Year Capital Improvement Plan.
- Continue implementation of GovWell and monitor online permitting usage.
- Develop a long-term plan for digitizing historical Building Department records.
- Distribute the proposed Code of Ethics for committee review.
- Clarify Council liaison responsibilities for outside agencies.
- Improve event planning documentation and approval procedures.
- Continue review of the proposed community campout for ordinance and safety compliance.
- Invite ADP representatives to an upcoming Administrative & Technology Committee meeting.
- Continue revisions to the Village website.
- Install additional security cameras as renovation progresses.
- Investigate Verizon cellular coverage deficiencies and potential infrastructure solutions.
- Draft a formal Village website posting and content policy.

Adjournment

There being no further business, the Administrative and Technology Committee meeting adjourned at **8:02 a.m.**