

Admin/Tech Committee Meeting

March 30, 2026 | 7:00 a.m. | Village Hall

The Admin/Tech Committee meeting was called to order at 7:00 a.m. with Chairman Berger, Council Members Bell and Porter, the Fiscal Officer, and the Police Chief present.

Approval of Previous Minutes

The committee began by reviewing the minutes from the March 9th meeting. With no corrections offered, the minutes were unanimously approved. It was noted that approval of prior meeting minutes will remain a standard agenda item going forward.

Transparency Policy Update

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.

Communications and Resident Outreach

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 has also been updated on the Village website.

Conflict of Interest and Ethics Discussion

A substantial portion of the meeting focused on 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.
- 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.

Action Items

- 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.
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Representation on External 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.

Key Conclusions

- Council should formally designate representatives to external boards.
- Appointments should be recorded and publicly recognized.
- Annual appointments should occur during the organizational meeting in January.

Additional Recommendation

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.
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Cannabis Moratorium and Zoning Considerations

The committee noted that a neighboring community had rescinded its cannabis moratorium and begun evaluating regulatory approaches.

Discussion Points

- 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).
- Understanding state-level regulations and limitations.

Action Item

- Refer the issue to the Building Committee for review and recommendations.
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Community Events and Programs

Village Events Planning

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

Village Yard Sale Discussion

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.

Conclusions

- Greater regional coordination could increase participation and effectiveness.
 - A “second trash day” concept (via yard sales) was discussed.
 - Due to timing constraints, no action will be taken for 2026; planning will focus on future implementation.
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Technology and IT Infrastructure

Microsoft vs. Google Workspace Challenges

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.

Action Items

- Investigate the feasibility and cost of implementing Google Workspace.
 - Escalate ongoing service issues directly to senior vendor contacts.
 - Continue documenting service deficiencies.
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Phone and Internet System Upgrades

The committee reviewed proposals for upgrading the Village's phone and internet systems.

Key Outcomes

- Transition to fiber internet would significantly improve speed and reliability.
- Replacement of current services could result in approximately **\$450/month in savings**.
- VPN infrastructure has been established to support the new system.

Next Steps

- Present proposals to Council for approval.
 - Obtain legal review of vendor contracts.
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Website Upgrade

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.

Action Item

- Seek Council approval for funding.
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Administrative and Operational Matters

Technology and Software Inventory

The committee emphasized the need for:

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

The Village maintains a safety deposit box, but:

- Its contents are unclear.
- Authorized access names are outdated.

Action Items

- Obtain Council approval for authorized access.
 - Inspect contents.
 - Determine whether the box is still necessary.
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Administrative Office Consolidation

The committee explored consolidating administrative staff into a single building to improve efficiency, communication, and cross-training.

Benefits Identified

- Improved collaboration.
- Reduced workflow interruptions.
- Better resource sharing.

Challenges

- Space constraints.
- ADA accessibility concerns.

- Potential renovation costs.

Next Steps

- Develop cost estimates (paint, furniture, infrastructure).
 - Evaluate layout and accessibility improvements.
 - Consider inclusion in long-term planning.
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Budget Considerations

Upcoming budget amendments will be needed for:

- Filing systems and office equipment (~\$10,000 estimate).
 - Temporary staffing overlap for training a new administrative hire.
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Conclusion

After extensive discussion across administrative, operational, and technology topics, the committee formally adjourned the Admin/Tech portion of the meeting and transitioned into the HR meeting.