

Information Technology



TO

Lavon Phillips, Business
Administrator

FROM

Christian David, Network
Administrator

MONTHLY REPORT

August 2025

IT PERSONNEL

Christian David
Network Administrator

Anthony Jacob
Computer Technician

BUDGET DETAILS

5-01-20-140-000-029 Regroup ENS /

G-02-40-621-000-099 Purchase of LED Display for Hallway

PROJECTS

- Completed the upgrade of Microsoft Office 365
- Soliciting Telephone Companies for quotes to replace our discontinued telephone and voicemail systems. Met with three vendors in person; Extel, Eastern Data Comm and Cooperative
- Still Working with SDL tech support on getting to rectify the latency issue in the Building Dept., software patch doesn't seem to help according to the building dept. SDL rep said that they will check with their developers on why we are having this issue.
- Getting all the required data to have the Clerk's Office up and running on the SDL platform.
- Working on getting the new Audio/Visual equipment in the main meeting room. DPW completed the required electrical outlets.
- Panic buttons for selected offices and Door access Control - Eastern Data Comm and Pavion - This project will be added to Capital Project for year 2026
- Soliciting vendors for the Township Mobile App, - mydowntown-mobile, 14Oranges (Info-Grove), Tyler Technologies, Alpha Software, Civic-Plus
- Maintaining and Populating the township website and Facebook page
- Continually assist the Planning Board and Zoning Board to project their exhibits up on the display board in the main meeting room and stream the meetings on Youtube including the Council Meetings
- In Code Enforcement - Given them access to multiple Social Media platform and ordered new cell phone
- Purchased Digital Signage to replace the old bulletin board in the Town Hall main hallway, trying to use fund from OPIOD grant.
- Tax Collector Quarterly Tax Reminder - Moved Email Service Provider from MailChimp to CivicPlus - 700+ subscribers
- Successful Movie in the Park - Responsible for set up and brake down the Audio/Visual equipment

- Had an issue with Microsoft 365, where users were not able to access their emails after the authentication page from Microsoft. Bypassed the page and had users login directly to Outlook. Notified Microsoft about the issue. The problem was on Microsoft side.