

## STRATEGIC PLANNING

Tuesday, July 21, 2020 – 5:30 p.m.

Council Chambers – Olean Municipal Building

Present: Members: Chairman Crawford, Vice Chairman Dougherty, Alderman Witte, and Alderman Gonzalez. Others: Alderman Anastasia; Mayor William Aiello; Bob Ring, Director of Public Works; Brad Camp, Water and Sewer Superintendent; Jeff Rowley, Police Chief, and Tiffany Taylor, Managerial Confidential Administrative Secretary.

### 1. Roll Call

Alderman Crawford called the meeting to order at 5:30 p.m. and asked that the record show that all committee members were present.

### 2. Approval of Minutes of the Previous Committee Meetings (Tuesday, July 7, 2020)

A motion to approve the minutes of the July 7, 2020 meeting was made by Alderman Crawford, seconded by Alderman Gonzalez. Voice vote, ayes all. Motion carried.

### 3. Unfinished Business

None

### 4. New Referrals for Consideration

#### i. Discussion Items

##### 1. Live Streaming Council Meetings (Crawford)

Alderman Gonzalez explained that this was discussed in the past, and he would like to bring forward this discussion. He explained that he has reached out to the Mayor's office and the City's IT Department. He explained that this has been a long time coming, and that it was visited by the Council when he first began as Alderman. He explained that at that time, the cost was around \$10,000, but since then technology has become more advanced and has gotten cheaper. He explained that he has seen more and more requests from the community who want to tune into meetings. He noted that this discussion comes at an interesting time, since the Council recently received an email from the New York Coalition on Open Government who rated the City with a "D". He explained that the main takeaway is that the City does not livestream its meetings. He explained that we do broadcast our regular meetings but not committees, and nothing is posted on the City's website or Facebook page.

Alderman Dougherty explained that residents want to watch meetings in real time. He explained that we could also utilize the City's website to access the recordings. Alderman Gonzalez explained that he knows that we have been behind the times.

Alderman Crawford explained that he reached out to Box Cast, which the City of Jamestown uses. He explained that they are very happy with it, and it is a simple program. He explained that he sat in on one of Jamestown's sessions, and it was even a Zoom session. He explained that it is just as good of service as it is when you sit in the room together, and the transmission was seamless. He explained that what's interesting is that our IT group came up with the same company when they researched, so this company has a very good reputation. He explained that he called and spoke with Box Cast, and for the same level of service that Jamestown uses, the cost is about \$1,600 a year.

Alderman Crawford explained that he was thinking it through, and Mr. Portlow manages the cable broadcast. He wondered who would be able to use the equipment for streaming, and he reached out to Boundless Connections who advised that this would be a great opportunity for their students to get IT training. He explained that this cost is about \$1,500 a year, and that they would be doing the setup, broadcasting and recording.

Alderman Crawford explained that he has spoken with Mr. Wells in the IT Department, and that the City has a YouTube page, a Facebook page, and a website. He explained that essentially, once you turn the system on, it allows for streaming and viewing of meetings, as well as Cloud storage of meetings. He explained that it seems to be a pretty intuitive system.

Alderman Gonzalez explained that back when he originally introduced this, IT reached out to a local company to get a price of around \$10,000, but we never went out to bid. Alderman Crawford explained that, thanks to the Mayor and IT group, he was able to get onetime costs for an internet access point for Wi-Fi in the courtroom, as we currently do not have it and are not able to access the Court's server. Mayor Aiello explained that an access point would need to be done by the electrical division, and the cost would be \$1,240 plus \$125 in cable work for the City Electrician to run. Alderman Gonzalez explained that he is surprised that we do not have that already, and Mayor Aiello explained that the Court has a secure system and they don't want us on this system.

Alderman Crawford explained that an iPad would cost \$630, plus \$249 for a boom mic and stand. He explained that this would even help with the number of meeting attendees who have tried to live stream the meetings on their cell phones, as there is spotty service in the courtroom. He asked if the Wi-Fi would have visitor access, and Mayor Aiello explained that we have that already in other places in the building, so it would be there as well.

Alderman Dougherty explained that he does not foresee going back to the Police Training Room in the next year, and Alderman Gonzalez explained that the meetings were held there because the Council could sit in a circle, not a straight line, and talk to get things done. He explained that in the current formation in the Council Chambers, the Council is being constructive and accomplishing what we need to, so he doesn't see a reason to go back.

Alderman Witte explained that when she was first on the Council, students from BOCES would come and record the meetings, and they did not charge because they would receive class credit. She asked if there is anything that JCC or St. Bonaventure would have that would allow for these services to be done for class credit, without a cost to the City. Alderman Crawford explained that she has a valid point, but that these schools are not in session year round. He explained that most have programs on campus. Alderman Witte asked if Boundless Connections has programs year round, and Alderman Crawford responded that they do. Alderman Crawford suggested leaving the nuances to Mayor Aiello.

Alderman Crawford explained that the annual costs would be \$1,600 for the Box Cast Growth Plan, \$95 for a licensing fee, and \$1,500 for Boundless Connections workers.

Alderman Gonzalez explained that he doesn't think it should be a big deal, but it should be noted that hardware would need to be replaced every few years. He feels like we are getting a pretty big bang here for our buck. Alderman Witte explained that it is important to get this out there and be transparent to the public.

Alderman Crawford explained that he would bring forward a PL and Resolution to transfer \$5,500 from General Fund Contingency to the IT Department budget to get the funding where it needs to be to get this up and running as soon as possible. Mayor Aiello suggested making the resolution state "not to exceed \$6,000", in the case that there are additional unforeseen costs. Alderman Gonzalez asked if the IT Department could find it in their current budget, and Mayor Aiello responded that budgets are pretty tight this year.

Alderman Dougherty asked if the camera on an iPad is sufficient, and Alderman Crawford responded that it is. Alderman Panus asked about the interpreters, and Mayor Aiello explained that we would have them here, but he is not sure how that would work with recording the meetings. Alderman Crawford explained that when you do Facebook videos, you can add closed captioning. Alderman Dougherty added that YouTube will do this for videos rendered, but not live streaming. Alderman Gonzalez explained that you can have it with live streaming, but that you have to pay. Alderman Dougherty explained that he thought we just had the interpreters as a polite thing, and that they aren't a requirement.

Alderman Witte asked if we looked at the cost of the interpreters for a year, if the cost would offset the cost of closed captioning. Alderman Dougherty explained that if it is a requirement to

have interpreters for television, that it would be a requirement for live streaming. Alderman Panus explained that from what he can see, it seems that most places have automated caption abilities. Alderman Dougherty explained that we could always add captioning when the video is uploaded online.

Alderman Crawford explained that the cable broadcast is free, but the City has to pay someone to run the cameras, plus interpreters. He explained that he doesn't know how many people actually watch. Mayor Aiello explained that with livestreaming, the City will receive the data of how many people watch. He noted that we didn't have meetings on TV during the time they were closed to the public due to Coronavirus, and his office didn't have any complaints.

Alderman Gonzalez explained that he feels that the goal should be that Box Cast replaces cable, and we should not be doing both. Alderman Panus noted that the channel that the Council meetings are on is not included in Spectrum streamed programming. Alderman Gonzalez explained that Mr. Portlow would need to come in to operate camera equipment, and Mayor Aiello explained that on meeting days, he comes in later in the day in order to stay for the meeting. He explained that we do not pay him overtime during meetings. Alderman Gonzalez explained that he thinks that he would rather work 9 to 5, and Mayor Aiello explained that he still needs to stay to keep the building open and lock it up when the meetings are done. He explained that there is no additional cost, that this is just how he schedules.

Alderman Crawford asked about getting feedback from the community, and asked if people who love seeing the meetings on cable TV can call the Mayor's office to let him know. Mayor Aiello explained that he knows two, maybe three, people who watch Council meetings on Spectrum. Alderman Crawford explained that if they have the internet, that they could live stream the meeting instead. Alderman Gonzalez explained that the picture and sound quality of the Spectrum broadcast are terrible. He explained that it is hard to say let's keep it, but it does not cost us anything.

Mayor Aiello explained that in speaking with Mr. Wells in the IT Department that once we get this approved, we can get the live streaming going in a few weeks.

## 2. Long Term City Infrastructure Plan (Crawford)

Alderman Gonzalez explained that he would like to kick off a discussion that he thinks that Strategic Planning needs to play a greater part in, and he feels that we need to at least address this on a monthly basis. He explained that he knows that a lot goes on behind the scenes, but he does not think that we are in sync as a Council when it comes to planning and infrastructure projects. He explained that we get updates, but at the end of the day we are the entity that approves projects and funding for projects. He explained that we should have an update once a

month on the projects going on for more transparency, oversight and planning. He explained that the Council needs to be a part of this year round as a part of the City planning process.

Alderman Crawford explained that the City has been beat up on social media because of the sewage that recently dumped in the river. He thought that we fixed this. We have an ancient infrastructure, and we know that many communities patch one hole and have another open like us, but we want to do best practice. HE explained that this year we are doing Washington Street, and sewer lining projects along the dykes. He asked what the next major project is, and where we are going down the road. He explained that he reached out to the Mayor's office and asked that the Council be provided with some of the Department of Public Works Master Plans. He explained that DPW can manage 6 to 8 major projects at one time in any phase or number of phases. He would like to know what projects are, if we have funding secured, and if there is a City match, if the Council is aware and how we are funding it.

Mr. Ring explained that he didn't come very well prepared. He explained that a big point that he wants to convey is that there is a great deal of planning going on which involves infrastructure. He explained that he is prepared to show that there is a lot going on in the three different funds. He explained that there are four Capital Projects going on this year, and there are eight currently in design. He noted that there have been delays due to COVID-19. He explained that DPW can't handle more than four major projects in construction in one season. He explained that this does not take into account CHIPS projects or sewer lining.

Mr. Ring explained that Capital Projects take the most effort. He explained that when four projects get completed, then you can look at projects in the planning phase and move some into the design phase. He explained that all of that is going to happen naturally. A lot of projects are in the survey phase, like Front Street. He explained that he knows that these projects will need to be addressed down the road, so a lot of work is done behind the scenes.

Mr. Ring explained that Mr. Camp is here to address the specific details of what happened with the sewer overflow. He explained that he shared a presentation that he gave to concerned citizens last winter. He noted that as far as planning, it is important to work together to keep the Council abreast on these projects.

Alderman Gonzalez explained that he would like to ask about the projects on the DRI list, such as Walkable Olean Phase III, the Oak Hill Park Project, the North Union Street Streetscape, and a portion of the South Union Street gateway. Mr. Ring explained that he hopes that we can find some more funding for South Union Street, and he will continue to make an effort to find grant funding. He explained that TAP funds helped fund Phase II and Phase III of Walkable Olean but that COVID-19 delayed funds coming out this year. He explained that Ulta came in and did a design and feasibility study for these projects, and it is a \$3 million project to get the South

Union Street gateway past Green Street. He explained that two pedestrians were killed during the past two years crossing South Union Street, and a median would help make pedestrians safer. He explained that this is a gateway into Olean's downtown, and of all of these projects, he feels that the City should find the funding to do this one completely and correctly, as this is a onetime opportunity to improve a State road. He hopes that we can get into the design phase with an idea to expand the project, and get a design in place, and approval in place, and then see what happens with the financial situation.

Alderman Gonzalez explained that pedestrian safety is a very legitimate need there. Two people died crossing in the dark, and one got hit and the driver didn't even know. He explained that he has made very clear his intentions for a multi-use path. Alderman Crawford explained that it is a good point, that an important aspect of all of these projects we have going on is to try to tie back to the ultimate strategic plan to be able to bike and walk everywhere in the City. Alderman Gonzalez asked what other City has that, and Alderman Crawford explained that it is all over in Germany.

Alderman Witte explained that when Phase II starts, which is soon, we need to remember that we have pedestrians being hit by the hospital, and we need to see a way to tie that in and work on that area to Front Street. He explained that this is a great need. She explained that there should be dates included with project information, so that the Council knows when things are going to happen, such as the season and year. Alderman Gonzalez added that this will help when the Council is thinking of budgeting and bonding, because the Council can decide when we want to pay for a project, and what we have in the next few years that we want to do.

Alderman Crawford explained that one phrase that can sum up the next ten years is safety and sustainability. He explained that Mr. Ring has provided some great information to the Council. He explained that today wasn't to dive into each project, but he would like to revisit this in a monthly basis, so we can ask Mr. Ring to do a presentation on a specific project if we would like. He explained that we need refreshers, and if we can be kept current on the status of projects, it can help with the Council's thought process.

Alderman Gonzalez asked about the Pedestrian Safety Action Plan Project, and Mr. Ring explained that it is fully federally funded. Alderman Gonzalez asked if Wayne Street at the YMCA was included, and Mr. Ring explained that it has not been, because the City wanted to do a traffic study on that area but the study will not be accurate unless school is in session. Mayor Aiello added that the study will be done when school does go back into session,

Alderman Crawford explained that this is a good snapshot of the master plan, and maybe we can do more of these meetings going forward, and talk about specific projects. He explained, for example, we can discuss the South Olean Syphon Project. Mr. Ring explained that we have

been discussing this project for at least a year, and we have looked into two different grants for funding. Alderman Crawford explained that we need to include dates or tentative dates to help rank the projects in terms of importance. He explained that the current line under the river could break, so this seems like an important project. Mr. Ring explained that there is a Sewer Master Plan in place, and projects are listed for 20 years. He explained that it was last updated in 2016 and the next suggested update is in 2021. He explained that there are not a lot of projects on the radar in the Water budget, and that a Water Master Plan will be developed.

Alderman Crawford asked if we are keeping up with the \$250,000 in sewer lining a year, and Alderman Gonzalez explained that we aren't this year. Mayor Aiello explained that we felt that we could do some lining this year, so we requested a waiver from the DEC and they granted us a waiver of \$90,000.

Alderman Crawford explained that as you can see, so many of these projects need funding. He explained that Ms. Stephen and Mr. Ring do a great job coming up with grant applications and funding. He explained that the State is handing out more money this year to keep people afloat though, so grants might dry up.

Alderman Crawford explained that he knows that there are three projects currently being done in the Water Department, including the Stardust Pump Station Project, the Water Treatment Plant Wall, and a City-wide Hydraulic Study. Mr. Ring explained that in terms of the hydraulic study, lines are aging in the City, and some are 100 years old. He explained that no one is dealing with lines as old as Olean's. We need to get into a replacement plan, and we are starting with Washington Street. He explained that a study basically lays out all of the lines in the City and includes hydrant flows, so when replacements are planned the City can get the most bang for its buck. HE explained that this is a \$50,000 to \$75,000 project, and he applied for a grant last year. The City needs to fund the study before funding replacing the lines so that we know where to start. He explained that the information is data analytic driven. He noted that in addition, if we expand the system to gain new users, the study will allow us to tell how long we can expand before we need a pump or booster.

Mr. Ring presented a previously shown presentation regarding the overflow. He explained that in 1937 the sewage plant was open, and prior to that it just ran into the river. He explained that the City built all of its infrastructure and built the plant afterwards. He explained that at one point there was an explosion in the plant and it was rebuilt, and the City received an Order on Consent in 2003. He explained that he is not trying to diminish what happened, but we are fighting a backwards development and a long history of aging infrastructure. He explained that DPW is trying to eliminate discharge through redundancies. He explained that we are also dealing with a very long turnaround of fixing inflow and infiltration through sewer, roof drains, and sump pumps.

Mr. Camp explained that a part of the Master Plan is an enforcement of codes as far as in terms of storm and sanitary sewers. He explained that we have the code written, and we need to go out and make sure that everything is in compliance. He explained that the typical flow is 4.5 gallons, and we received 1.7 inches of rain in one hour, which is considered a 50 year storm. He explained that we can expect something like this to happen only once every 50 years. He explained that residents have asked how to prevent storm water from coming into their basements, but with a storm like that, you can expect it. He explained that we had an instant flow of 27 million gallons. He explained that this tells you how bad our I&I system is. He explained that it is not just the City, but also the Town of Allegany, Town of Olean, and part of the Town of Portville. He explained that everyone on our system plays a role, and when it rains like that, there is really no way to keep it from happening.

Mr. Camp explained that inflow is pumped into the system, while infiltration seeps into the system, such as from roof drains and sump pumps. Alderman Gonzalez explained that on North Union Street, some businesses have a sump pump in their basement that goes into the sanitary line rather than the storm line. Alderman Witte explained that Olean is like a soup bowl, and water comes down the hills. She explained that when you add in the businesses that haven't connected roof drains and sump pumps from the sanitary sewer system, and the system can't keep up. There was no way we can control this.

Mr. Camp explained that something that people don't understand is that 64,000 gallons went into the river, which was also basically unusable for recreation, and in this case maybe ten percent of that is sewage. He explained that we publicly announce these things to keep the public informed. Alderman Crawford explained that it helps to be able to understand this but at the same time, we want to get better. That's our goal.

Alderman Panus asked if there are any combined sanitary and storm sewers in the City, and Mr. Camp responded that there is not. Alderman Dougherty explained that a lot of houses don't separate them. Mr. Camp explained that there used to be some lines combined on dead end streets to help flush dead end sanitary sewers, but not anymore.

Alderman Witte explained that it would be nice to have a Code Enforcement Officer in DPW to help enforce this. Alderman Dougherty explained that we want to get better but we had a fifty year storm, and we have to decide if it makes sense to put in four foot lines to handle the one percent chance of a 50 year storm. He explained that he is not trying to trivialize, but we aren't doing a frost plan for a once in a hundred year winter. He explained that it all comes down to planning. 64,000 gallons being dumped when the river runs at 1 million gallons a minute is not a lot.



Alderman Crawford explained that he has seen a lot of water lines pulled out of the ground, and sewer lines can't be that much better. He asked how much infiltration occurs just because we have 100 year old lines. Alderman Panus asked if we know what our biggest perpetrators of issues are. Mr. Ring explained that five years ago we started redoing sewer lines at the plant to go to Fourth Street, and we haven't even gotten there spending \$250,000 a year.

Alderman Crawford noted that he will ask Ms. Taylor to put a discussion on a future Strategic Planning agenda for the City Garage. He explained that he would just like to see the Council play a bigger part, at least in the five and ten year outlooks, and to keep track of ongoing projects. He explained that he hopes that this is a process we can follow moving forward.

### 3. Reform Committee (Gonzalez)

Alderman Crawford explained that now that the town hall meetings are concluded, the Council needs to discuss committee creation. He explained that he is not sure what it would be called, but some type of "diversity and equity committee" to sort of roll in with the Governor's mandated committee. He explained that we need to have a discussion about what that is going to look like, and where we go from here. Having met with a large number of people from the public who were concerned about this, he thinks that one of the things that we need to look at are proposals from the community, such as from the Olean Racial Justice Coalition. He explained that he is thinking about action items that the committee can go after and pursue, as well as a structure for the committee.

Alderman Crawford asked what the Charter says about making committees and who can be members. He explained that he knows that he created a subcommittee with the Audit and Compliance Committee, but he wonders if we can have larger committees. Alderman Gonzalez explained that he doesn't have the answer to that. Mayor Aiello explained that it is his understanding that the Council can make a committee of Council members, but that all other committees are appointed by the Mayor. Alderman Dougherty explained that the Council can form a committee, but if there will be members other than Aldermen on there, it is up to the Mayor to determine who it is. Alderman Crawford explained that he feels that we need to get the structure down so we are not spinning in circles.

Alderman Witte asked if Council members should email Alderman Gonzalez or the Mayor with ideas and community member suggestions for committees. Alderman Gonzalez explained that this is a part of the process that we have to do, and he doesn't think we need selection committee, but rather just email the Mayor who Aldermen think should be on it to get the conversation started.

Alderman Witte explained that she feels that the committee should include 2 or 3 Council members, and then 2 to 3 Police Officers. Alderman Dougherty explained that he feels that the form of the committee is more important right now than the “who”.

Alderman Crawford explained that he doesn’t know of any organization that doesn’t pay attention to diversity and equality within the organization. He explained that he is not, though, going to claim to be an expert on diversity. Alderman Gonzalez wonders if the City should have an Equity Inclusion Officer, such as someone with a background and education in these types of things. Alderman Crawford asked if the City has an Equal Opportunity Officer, and Mayor Aiello explained that Ms. Stephen is our Equal Opportunity Officer, but that is different from what we are talking about.

Mayor Aiello explained that we don’t have a “human resources person”, and although he doesn’t think that we can justify full time for this type of position, we could possibly justify a 20-25 hour a week part time position. He explained that this person could be included in all of this. He explained that right now, human resources is broken up between department heads and a payroll officer. He explained that if we get a human resources person in here, to take care of this and other situations, he feels like it is a win-win.

Alderman Witte explained that she agrees with Alderman Crawford that we are behind the times. She thinks that someone in this position should have a really strong background in behavior and equality. Mayor Aiello noted that he will share a resume that was given to him by an individual. Alderman Gonzalez explained that this should be a new position, not something that is thrown on a department head or another existing employee. HE explained that it needs to be more than that, and could be a stipend position where the person is paid a flat fee per year, like the City Historian. Alderman Dougherty responded that it is a large burden, though.

Alderman Crawford explained that whatever direction we go down, as we pursue modernizing, he thinks that Mayor Aiello is up to something. Adding human resources to the City, to a point, you need a champion, otherwise the committee will just fall apart and there will be nothing. He explained that we could appoint an alderman but that isn’t any of our backgrounds.

Mayor Aiello explained that there are so many issues that come up every day, and they are getting more and more complicated. AN example is the Family Medical Leave, and there is now COVID Family Medical Leave. He explained that he is handling issues and he has to have conversations with the labor attorney on this because it involves employees. He explained that if someone is up to date on these issues, we won’t have to have conversations with labor attorneys. He added that someone would be able to work in house for employees to go to if they have issues.

Alderman Gonzalez explained that he thinks that a Human Resource Office is someone that the City needs, but that he thinks that an equity and inclusion persona and a human resource person are not always the same thing. In fact, most of the people who he has worked with who are human resources do not have an equity and inclusion background. He explained that if we can hire someone to do both, it would be great, but an equity and inclusion officer is a very real position with a substantial background different than that of a human resource professional.

Mayor Aiello suggested hiring a human resource officer part time, and hiring an equity and inclusion officer for a stipend. Alderman Crawford recommended, if we find the right person who could do both, hiring them full time. He explained that just what the Mayor rattled off is an expertise. He explained that different department heads are taking on roles, but he wonders if that could put the City in a risky situation down the road.

Alderman Gonzalez explained that there are three bargaining units, and if we hire a full time person, we could hire an HR professional with union experience. Alderman Crawford asked what we spend on the attorneys for labor. Alderman Witte explained that we are talking about human resources and talking about equality and reform, and these are two different animals. She explained that we do not want to hire someone who will dilute what we are trying to do. She explained that the equity position needs to be separated, or it will become diluted.

Alderman Gonzalez suggested putting a pin in the HR position for now, and keep our eyes on the goal here which is to find an equity and inclusion officer and liaison, and to create a committee. Alderman Crawford suggested that Mayor Aiello share the resume, since he thinks that it is impressive. Alderman Gonzalez asked if this is for an HR professional or equity and inclusion officer, and Alderman Crawford explained that he thought that it could be for both. Alderman Gonzalez explained that if we find the perfect person, then he and Alderman Witte's arguments will be mute.

Alderman Crawford explained that the topic at hand is a reform committee. We have an idea who should share, and we have heard of multiple different types of committees. We need to determine what the plan is so that we can put it into place. He explained that it is his understanding that this will be a Council committee, and he asked if there could be help understanding what committee the Governor is mandating.

Mayor Aiello explained that this committee could be one in the same as the one he is mandating in Executive Order 203 mandating police reform. He explained that there are several items in the order, and a lot of things we are already doing. He explained that "stakeholders", or community members, should have the opportunity to participate. He feels that the Council may be interested in forming one committee for all issues, and that's what we have to decide – if there will be one committee, or a couple. Alderman Witte asked if we are going for the whole

buffet, or if we are focusing on one dish. She feels that things will get diluted if we make this too big and focus on too much.

Alderman Gonzalez explained that he feels that we need to get this right. If we have too many committees and too many things going in multiple directions, then people will look back on the Council and say that we dropped the ball. Alderman Witte explained that we need to keep focused. Alderman Crawford suggested keeping the diversity, equity, and inclusion separate from police reform. Mayor Aiello explained that he does not want the committee to be so large that nothing gets done. Alderman Witte explained that she feels that we also need to have the County at the table because they're also under the State and have to be a part of the conversation. Mayor Aiello responded that they will have to have their own committee. Alderman Witte responded that's great, but we will need to interface at some point.

Mayor Aiello explained that he feels that we need a separate work session just to discuss this. Alderman Gonzalez noted that he had no confidence that we would come out of tonight with a finished committee. He explained that he just didn't want us to drag our feet, he wanted the Council to take action. Mayor Aiello explained that he wants to have this done before the first of the year so we aren't rushing before the April deadline. Alderman Dougherty noted that having this done before budget season hits will prevent the Council from splitting its focus.

Alderman Witte explained that in the meantime, Mayor Aiello can provide for each Council member a template of what he sees each committee being made of, and then we can go from there. Alderman Gonzalez explained that we should take into account public input as well. Mayor Aiello explained that Michiko is finishing up notes from meetings and will send them out to everybody.

Mayor Aiello noted that there is a vacancy in Ward 6 and asked if anyone is interested, to reach out to his office.

## 5. Public Comment

Daniel Gayton of North Union Street explained that he encourages the Council to do something sooner, rather than later, He explained that the Council should put together something with good bones, and a good foundation. He explained that every corporation has a diversity committee and a lot of cities have them, it is not rocket science or recreating the wheel. This is just bringing Olean to modern times.

Ty Malone explained that he hopes that the Council doesn't keep pushing this issue down the road. He also explained that there is software out there that will stream with caption, and Boundless Connections can help the City with that.

## 6. Approval of Committee Reports

None

## 7. Executive Session

A motion to enter into executive session to discuss the proposed acquisition or sale of real estate was made by Alderman Crawford, seconded by Alderman Gonzalez. Voice vote, ayes all. Motion carried. Executive session began at approximately 7:15 p.m.

A motion to adjourn from executive session was made by Alderman Crawford, seconded by Alderman Gonzalez. Voice vote, ayes all. Motion carried. Executive session adjourned at approximately 7:30 p.m.

## 8. Adjournment

A motion to adjourn was made by Alderman Crawford, seconded by Alderman Gonzalez. Voice vote, ayes all. Motion carried. Meeting adjourned at approximately 7:30 p.m.