

STRATEGIC PLANNING

Tuesday, October 20, 2020 – 6:45 p.m.

Council Chambers – Olean Municipal Building

Present: Members: Chairman Crawford, Vice Chairman Dougherty, Alderman Witte, Alderman Gonzalez, and Alderman Robinson. Others: Alderman Panus; Mayor William Aiello; Jeff Rowley, Police Chief; Tim Richardson, Fire Chief, and Tiffany Taylor, Managerial Confidential Administrative Secretary.

1. Roll Call

Alderman Crawford called the meeting to order at 6:45 p.m. and asked that the record show that all committee members were present.

2. Approval of Minutes of the Previous Committee Meetings (Tuesday, October 6, 2020)

A motion to approve the minutes of the October 6, 2020 meeting was made by Alderman Crawford, seconded by Alderman Robinson. Voice vote, ayes all. Motion carried.

3. Unfinished Business

None

4. New Referrals for Consideration

- a. PL #59-20: (Witte) To authorize the granting of an easement of a portion of City-owned property to the owner of the property located at 113 East Arlington Avenue (s/b/l 94.034-4-28) for the purposes of a landscape buffer and ingress/egress.

Alderman Witte explained that these two PL's, #59-20 and #60-20, came out of a meeting that took place between the Mayor, Mr. Ring, Mr. Camp, the landowners and herself. She explained that one of these two landowners wanted to do some landscaping about four feet onto Arland Avenue, and the other needs ingress and egress to their property off of Arland Avenue. She explained that this was agreed to in the meeting, and the PL is needed to move forward with the legal easements. Mr. Ring noted that the ball is more in the City Attorney's court in terms of the legality of this.

Mayor Aiello explained that in talking to the residents this is not an issue. They would like the easements to be official and this is the way to do it. Alderman Dougherty asked if there is an easement for the property at the bottom of the hill for the driveway. Mayor Aiello explained that he doesn't know if there is an easement, but apparently someone told them way back

when that they could use the paper street for a driveway. Alderman Dougherty asked if a part of the negotiating is to allow them to continue to use that, and Mayor Aiello explained that there is space for them to park.

Alderman Dougherty explained that the whole Stardust Pump Station Project took forever, and he wants to make sure we have worked out all the kinks with these easements. Alderman Gonzalez asked if we are putting in a clause as to what kind of vegetation barrier they can't put up. Alderman Crawford asked if the easement carries from one property owner to the next. Mayor Aiello explained that he doesn't think that it does, but that would be a question for the City Attorney.

Alderman Crawford asked if there is going to be any backlash from the other neighbors from the City entering into this, as there have been issues already with the neighbors and this project. Alderman Witte explained that these are the only properties that are adjacent to the paper street on that side.

Alderman Panus asked if these easements are where the driveway is for the pump station, and Mayor Aiello responded that they are. Alderman Panus asked what kind of access there will be, and Mayor Aiello explained that there will be a driveway going to the pump station that is about ten feet wide. Alderman Crawford asked about the neighbor with the concerns about where to park, and Mr. Ring explained that they will be able to park on the right-of-way. Alderman Panus asked if there is still supposed to be a gate for the pump station, and Mayor Aiello responded that there will not be one unless we find a reason to add it later.

A motion to approve PL #59-20 was made by Alderman Witte, seconded by Alderman Crawford. Voice vote, ayes all. Motion carried. Referred to City Attorney for Resolution.

- b. PL #60-20: (Witte) To authorize the granting of an easement of a portion of City-owned property to the owner of the property located at 121 East Arlington Avenue (s/b/l 94.034-4-26) to allow ingress and egress to the parcel.

A motion to approve PL #60-20 was made by Alderman Witte, seconded by Alderman Crawford. Voice vote, ayes all. Motion carried. Referred to City Attorney for Resolution.

- c. PL #62-20: (Aiello) To authorize the granting of an easement of a portion of City-owned property to the owner of the property located at 122 Whitney Avenue (s/b/l 94.057-2-39) to allow ingress and egress to the parcel.

Alderman Dougherty explained that he was approached by the landowner and realtors involved with a sale of this parcel because they thought it was in his ward, although it is actually in Ward 7. He explained that in the abstract there is an expiration date on the easement. He explained

that the City has always abided by the easement, but with the easement expired, we could have moved the Whitney Parklet fence and blocked the entrances completely to the building. He explained that they would like to renew the easement and have it in perpetuity. He explained that this should have been done years ago, and is holding up the sale of the property.

Alderman Crawford asked if there are any potential issues, and Alderman Dougherty responded that there are not, and that all surveys have already been done.

A motion to approve PL #62-20 was made by Alderman Dougherty, seconded by Alderman Witte. Voice vote, ayes all. Motion carried. Referred to City Attorney for Resolution.

d. Discussion Items

i. Local student volunteers for committees (Robinson)

Alderman Robinson explained that this is something he emailed the Council about previously. He explained that he thought of this for the kids in the Olean community, particularly at the Olean High School and Walsh. He explained that he felt that we should try to get something together for the kids in the community to have towards their schooling. He explained that with things going on and money being tight, he is not trying to hire anyone, but have kids bring themselves forward voluntarily. He noted that we could possibly then reward them monetarily, or provide them a letter to use towards a resume.

Alderman Robinson explained that his goal is to get kids involved in the community, to try to encourage them to actively participate in government affairs particularly in our community, and to get some diversity into our community. He explained that we could let them experience committees and share their thoughts, and this would be a good way to get them active in government and give them experience for their applications and resumes.

Alderman Robinson explained that we could allow a teacher at the high school choose one or two kids out of the interested pool, and then let them select what committee they want to be a part of. He just wants to do something for the kids in the area.

Alderman Gonzalez explained that he would advocate that this is not a paid situation. He explained that his daughter is currently going through the National Honor Society application, and they need a lot of volunteer work. This is an opportunity for valuable volunteer time.

Mayor Aiello explained that there is a Participation in Government class in high school, and noted that there is also the Christian Academy in addition to Walsh. He thinks that this is a fantastic idea, but he doesn't think that we should compensate the kids as he does not know what difficulties we could get into with that. He explained that a lot of kids need volunteer hours and this is a great way to get them involved. The Participation in Government class is an

avenue to get kids who want to be involved. There may be a lot of kids who want to get involved. We need to look at the Charter and see if it is permissible to put kids on committees, or to let them come and say their peace. He explained that he was approached by a student who wanted flashing lights at Reed Street and 6th or 7th, and he has been emailing back and forth with her and would like to meet with her to discuss what she has in mind before he brings this forward to the Council. This is a good opportunity to get some of our high school kids involved in the operation of the City.

Alderman Witte agrees that this should not be paid. She explained that the interested candidates for the Youth Bureau submit letters of interest, and she thinks that this is a way to see the kids who are serious. She has kids who did internships when she was Mayor, and one who interned with the City Auditor has their MBA now. We gave him the opportunity to learn a lot about how government accounting works. Alderman Witte explained that after the volunteer has completed their time, we can follow up with a letter from the committee that they participated on so that they have recognition for their time. This would also look great on a college application.

Mayor Aiello explained that internships are big things, and they are not paid. He explained that it is about getting the experience and moving forward with that. Alderman Panus explained that he wouldn't be adverse to monetary incentive if we don't need it. He explained that sometimes when he wants to look into something that has some metrics, but he doesn't have time, it would help to have someone to help the Council out.

ii. Live streaming transition (Crawford)

Alderman Crawford explained that he spoke with the Mayor and Paul, and this has been discussed previously. He explained that he would like a conversation regarding the conversion to live streaming and the transition plan. He asked if we will be getting away from the archaic television feed now that we have a new program to do live streaming on multiple formats, and what the best way to transition would be.

Alderman Gonzalez explained that he thinks that we should get away from the cable broadcast. He explained that he thinks that there is some more IT work that needs to go into this, such as mics feeding directly into it. Alderman Crawford explained that he has not watched a live stream, but he has seen meetings after they go live. He explained that when people are speaking into the mics the sound is clear, and Alderman Gonzalez explained that you have to speak very loudly into the mic. He explained that there is technology we can buy if we don't already own it. Maybe this is something we need to pay someone to do.

Alderman Panus explained that Mr. Portlow has run the camera for years and no one is panning the camera around. Some things need to be worked out.

Alderman Witte asked if the interpreters a part of the streaming picture, or if we will be captioning. Alderman Crawford explained that Mr. Wells is out today to answer, but he believes that the program we use allows for closed captioning. Mayor Aiello explained that he had emailed Mr. Wells regarding this and he responded that there is a way that it can be done. WE will get his input when he returns and go from there.

Alderman Panus asked if we have any obligation to the cable company. Mayor Aiello explained that he does not believe so, as this is a service that they offered us. We have asked for updated equipment and they balk at the request. He explained that one issue is that we really have no way of knowing how many people are actually watching. Alderman Panus explained that he can guarantee that there is a number of the elderly population that watches what is on cable, and Alderman Gonzalez responded that he doesn't think they watch the Council meetings. Mayor Aiello explained that when we didn't broadcast the meetings he didn't get any complaints. He does know a couple of people that watch the meetings on cable, but they could probably upgrade to streaming now.

Alderman Gonzalez explained that he really does not think that there is an obligation to provide sign language. He asked if we even need closed captioning. He explained that Bradford puts their Council meetings online without it. Alderman Panus explained that auto captioning has been getting pretty good. Alderman Crawford explained that with the feedback that he has received, he never had one person call and say we weren't up and running on our TV broadcast. He gets asked all the time why we aren't streaming online. He explained that he hasn't heard one person indicate that they care that we continue to exist on cable access, but a lot of why we aren't streaming. He explained that it seems that the consensus is to make the transition. As far as the timeline, he defers to Mayor Aiello and his team.

Alderman Gonzalez explained that he doesn't want to rule out the notion that we may need to outsource to a vendor that would do this professionally and correctly. He explained that Mr. Wells and Mr. Volz have a lot going on as well. Alderman Witte explained that she agrees to a certain point, but she feels that we need to prioritize where we put staff. Alderman Gonzalez responded that he means hiring someone just one time to set up a system.

Alderman Panus explained that he agrees with Alderman Crawford, and we should go ahead and upgrade to live streaming. Alderman Crawford asked Mayor Aiello if he will speak with Mr. Wells and determine the timeframe. Mayor Aiello explained that he would have Mr. Wells come to the next committee meeting, and that he would have him put something together. IF we can't handle it internally, then we will have a company come in. Alderman Gonzalez added we should turn the keys over to Mr. Portlow to run the cameras.

Alderman Crawford explained that he does not know the consensus of the Council, but he feels committee meetings should be broadcast as well. Mayor Aiello explained that they were, but Mr. Wells was not available tonight. He explained that we should have a couple of people with that capability in case someone can't be here. He noted that having Mr. Wells here is overtime.

iii. Paper street maintenance issues (Panus)

Alderman Panus explained that he sent an email to everyone regarding King Street, and explained that he wants to understand where we stand on paper streets. He explained that they are our property but we just tend to let them overgrow if we do nothing with them. He explained that we are the grubby neighbors who do nothing on our property between two nice houses.

Alderman Witte agreed, and explained that so many people in the past have wanted to take paper streets, but the City Attorney explains why we can't give them up. Alderman Panus explained that he understands that the right-of-ways were put in for a purpose at one time but that he thinks that we need some kind of better maintenance or better way to treat them. He feels that we should keep them neat, and if a tree is in rough shape we should take it down. Maybe we should just clear cut them. He explained that most of the calls he has taken in the past year have been about paper streets. We have drifted away from the thought of giving them up, but he feels that we should propose a different maintenance plan.

Mr. Ring explained that we have a map of paper streets, and that there are 15 to 20 of them. He explained that when we are talking about a street that is developed, we require property owners to maintain trees in the subway and sidewalks. He explained that property owner deeds read to the center of paper streets. He explained that the issue between King and Queen Street was decided and we will take care of a tree, but he doesn't know a lot of examples where we are the messy neighbor. It is really up to the neighbor who borders the paper street to mow.

Alderman Panus asked what we would do if the neighbors of Park Ave off King Street decided to clear cut the paper street and mow the street, and Mr. Ring explained that he thinks that they can and we would be okay with that. He explained that it goes both ways. How many people have put sheds and fences and other things on these properties? Do we force all paper streets to be cleared of these things? Alderman Panus explained that if we allowed the residents to clear Park Avenue to their liking that they may not have an issue with our maintenance.

Alderman Witte explained that people off Arland Avenue put a driveway on one side and have been cutting the grass. Alderman Panus explained that he feels like this is a grey area. They are overgrown too much, but they feel like they can't go in and cut trees down and clear the parcel.

Mr. Ring explained that these residents pay taxes through their assessment to the middle of the street, and when paving petitions went in back in the 80's and 90's people paid over time in their taxes through a special assessment to have what was once a paper street paved.

Alderman Panus explained that we may revisit this down the road.

iv. Washington Street Project – Update

Mr. Ring explained that the water line has been fully installed, and it has been tested and residents are hooked up. He explained that all intersections are hooked up and there will be no more shut downs. He explained that the contractor is moving on to patching and concrete replacement where they took out driveways, curbing and sidewalk. He explained that they will not get to mill and pave this year because the blacktop plant won't stay open past October 30th. He explained that because of the length of the street it will take a long time to mill, so there is two weeks of prep work. He explained that a better job will be done in the spring because everything will have had a chance to settle.

Mr. Ring explained that there is possibly a Phase II to the project. He explained that we are still working through grant challenges and working with a consultant to get our ducks in a row to close the grant and get funding in place. He explained that this will allow for the milling and paving the full length of the project.

Alderman Crawford asked if we are still waiting on something from the State to say Phase II is a go ahead, and Mr. Ring explained that we are waiting on the granting agency, which is EFC. He explained that the design report needs to be rewritten because a section of roadway was added, and the Council needs to pass an amended Bond Resolution. He explained that after that, it takes three months to go through various EFC committees. He would like to get it passed through the committees before we make a decision on Phase II. We won't have to borrow for any more money, as all that funding will be in place.

Alderman Crawford asked if it is possible that Phase II will not occur next year, and Mr. Ring responded that he wouldn't say that. He explained that the contractor has been asking us, as they want to schedule the work. He explained that we don't want to start a project though without money in place first. Alderman Crawford asked if the funding is approved and we move forward with the next waterline phase, will we pave the entire roadway at once. Mr. Ring explained that we can do this if the Council wants to approve a \$700,000 change order, which will be paid for by grant funding. He explained that in addition to approving the change order, the Council would need to award Phase II to the contractor.

Alderman Witte asked if there is an update regarding the Stardust Pump Station, and what the next step is. Mr. Ring explained that the building construction will begin soon. He explained that

Mr. Camp has been more involved in this project than he has, as of late. He explained that the contractor was finishing up another job but will soon begin the building and utility connections. Alderman Panus asked if there is a timeframe to get the foundation in the ground before the project shuts down for the year. Mr. Ring explained that he doesn't think that the project will shut down, and that if it is below 40 degrees at night when it is not ideal to pour concrete, they will use heating blankets. Alderman Panus asked if the work will continue through the winter, and Mr. Ring responded that it would. He explained that there is a lot for the City workers to do, so Electrical and Water Divisions will be working in the building.

5. Approval of Committee Reports

A motion to approve committee reports was made by Alderman Crawford, seconded by Alderman Gonzalez. Voice vote, ayes all. Motion carried.

6. Adjournment

A motion to adjourn was made by Alderman Crawford, seconded by Alderman Gonzalez. Voice vote, ayes all. Motion carried. Meeting adjourned at approximately 8:00 p.m.