

STRATEGIC PLANNING

Tuesday, May 4, 2021 – 5:30 p.m.

Council Chambers – Olean Municipal Building

Present: Members: Chairman Crawford, Vice Chairman Gonzalez, Alderman Witte, Alderman Barnard and Alderman Robinson. Others: Mayor William Aiello; Brad Camp, Water / Sewer Superintendent; Tim Richardson, Fire Chief; Ron Richardson, 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 Meeting (Tuesday, April 20, 2021)

A motion to approve the minutes of the April 20, 2021 committee 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. Discussion Items

i. Water / Sewer Policy Changes

Mr. Camp presented the Council with a PowerPoint presentation regarding the Water / Sewer policy.

WATER & SEWER POLICY

PROPOSED POLICY CHANGE FOR JUNE 2021

WATER/SEWER POLICY ITEM #1

OLD POLICY LANGUAGE

- MONTHLY BILLING INSTEAD OF QUARTERLY.

NEW POLICY LANGUAGE

- MONTHLY BILLING:
- DUE BY DATE SHALL BE THE 17TH AND PENALTY POSTED DATE WOULD BE THE 20TH. BILLING WILL BE A MONTH BEHIND. EXAMPLE:
 - READ METER JANUARY 2ND (USAGE FOR THE MONTH OF DECEMBER)
 - SENT OUT TO ARRIVE IN HOMES BY FEBRUARY 1ST
 - DUE BY FEBRUARY 17TH
 - PENALTY POSTED FEBRUARY 20TH

(NO CHANGE FROM CURRENT PRACTICE)

WATER/SEWER POLICY ITEM #2

OLD POLICY LANGUAGE

- A NON-COMPOUNDING 10% PENALTY WILL BE ADDED PER MONTH FOR UNPAID BALANCE.

NEW POLICY LANGUAGE

- A NON COMPOUNDING 10% PENALTY WILL BE ADDED PER MONTH FOR UNPAID BALANCE.

(NO CHANGE)

WATER/SEWER POLICY ITEM #3

OLD POLICY LANGUAGE

- SEWER IS BASED ON WATER CONSUMPTION.

NEW POLICY LANGUAGE

- SEWER IS BASED ON WATER CONSUMPTION.

(NO CHANGE)

WATER/SEWER POLICY ITEM #4	
OLD POLICY LANGUAGE	NEW POLICY LANGUAGE
<ul style="list-style-type: none"> • NO CURRENT LANGUAGE IN POLICY 	<ul style="list-style-type: none"> • SEE ATTACHED SCHEDULE A - CITY OF OLEAN WATER & SEWER RATES

Mr. Camp explained that this section is amended to include the current rates in the policy to correspond with the budget.

WATER/SEWER POLICY ITEM #5	
OLD POLICY LANGUAGE	NEW POLICY LANGUAGE
<ul style="list-style-type: none"> • PROPERTY CLASSIFICATION (RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL) WILL BE THE SAME AS THE ASSESSORS WITH THE EXCEPTION THAT ANY COMMERCIAL BUILDING THAT HAS APARTMENTS ATTACHED IN WHICH THE TENANT HAS THEIR OWN METER AND PAYS THEIR OWN BILL, THE APARTMENTS WILL BE CLASSIFIED AS RESIDENTIAL AND BUSINESS AS COMMERCIAL. IF THERE ARE 4 OR MORE APARTMENTS IN A BUILDING AND ONLY 1 METER, IT IS COMMERCIAL. 	<ul style="list-style-type: none"> • PROPERTY CLASSIFICATION (RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL) WILL BE THE SAME AS THE ASSESSORS WITH THE EXCEPTION THAT ANY COMMERCIAL BUILDING THAT HAS APARTMENTS ATTACHED IN WHICH THE TENANT HAS THEIR OWN METER AND PAYS THEIR OWN BILL, THE APARTMENTS WILL BE CLASSIFIED AS RESIDENTIAL AND BUSINESS AS COMMERCIAL. IF THERE ARE 3 OR MORE APARTMENTS IN A BUILDING AND ONLY 1 METER, IT IS COMMERCIAL.

Mr. Camp explained that this is a very szmall change. He proposes changing a commercial building from four or more units with one meter, to three or more units with one meter. He noted that an argument could be made that two units in one dwelling could make it a

commercial building, and that is something to think about in the future. Alderman Crawford responded that there are duplexes where the owner lives in one side and rents out the other, and Alderman Gonzalez added that a mother in law apartment could be considered a second unit. Mr. Camp explained htat everything is on a case by case basis but that these could certainly fall under this category. Alderman Gonzalez explained that he is fine with three but doesn't know about two, and Aldermen Crawford and Witte agreed,

WATER/SEWER POLICY ITEM #6	
OLD POLICY LANGUAGE	NEW POLICY LANGUAGE
<ul style="list-style-type: none">• NEW SYSTEM ALLOWS FOR ONLINE BILLING WHICH MEANS CUSTOMERS COULD GO PAPERLESS FOR LESS EXPENSE. WE ALREADY OFFER ONLINE BILL PAY AND DIRECT WITHDRAWAL FROM BANK ACCOUNT.<ul style="list-style-type: none">• CURRENT \$3.00 FEE FOR CREDIT CARD PAYMENT OVER THE PHONE OR ONLINE WILL BE ELIMINATED.• ACH DRAFT AT NO CHARGE• ONLINE BILLING DOES HAVE THE OPTION TO SAVE A CREDIT CARD NUMBER FOR FUTURE TRANSACTIONS.• DROP OFF MAILBOX WILL BE PLACED CURBSIDE ON TIMES SQUARE FOR ANY CITY BILLS.	<ul style="list-style-type: none">• CITY BILLING SYSTEM ALLOWS FOR PAPERLESS BILLING AND ONLINE PAYMENT. WE ALSO OFFER DIRECT WITHDRAWAL FROM BANK ACCOUNT.<ul style="list-style-type: none">• A \$1.00 FEE WILL BE ADDED FOR ONLINE CREDIT/DEBIT CARD PAYMENTS.• (WE PAID \$16,376 IN 2020 IN TRANSACTION FEES)• <u>ACH DRAFT AT NO CHARGE</u>• DROP OFF MAILBOX IS PLACED CURBSIDE ON TIMES SQUARE FOR ANY CITY BILLS.

Mr. Camp explained that the City's current three dollar fee for an online transaction is waived if you are paying your water bill online. He explained that he wants to make it known that the City does pay for those transactions at least a one dollar fee per transaction. He explained tht more and more people are paying their bills online and we are paying more and more for this service, so he would suggest a dollar fee for those transactions. He explained that we paid \$16,000 in 2020 for online transaction fees.

Alderman Witte asked how much we pay for the transactions, and Mr. Camp explained that the first quarter billing was \$4,569 and 716 units auto pay at a cost to the City of \$716. Alderman Crawford explaind that it seems that one dollar would cover our costs. Alderman Gonzalez asked if this is a charge by the credit card company, and Mr. Camp responded that it is. He explained that this is the first bill where we have had an auto pay fee. He explained that we kind of have to dig deeper to see why that is there. This cost to the City goes up every quarter. He explained that there are fee ways to pay your bill such as with an automatic draft from a bank account, and he noted that the fee is only charged for credit cards. He explained that the would propose a fee of at least \$1 per transaction.

WATER/SEWER POLICY ITEM #7

OLD POLICY LANGUAGE

- LANDLORD TENANT AGREEMENT (ATTACHED) MUST BE FILLED OUT IN ORDER FOR THE WATER/SEWER BILL TO GO INTO A TENANT'S NAME.

NEW POLICY LANGUAGE

- LANDLORD TENANT AGREEMENT (ATTACHED) MUST BE FILLED OUT IN ORDER FOR THE WATER/SEWER BILL TO GO INTO A TENANT'S NAME.

(NO CHANGE)

WATER/SEWER POLICY ITEM #8

OLD POLICY LANGUAGE

- NO LATE NOTICES; ~~SOMETHING WILL BE~~ STATED ON THE BILL THAT ANY OUTSTANDING BALANCE IS TO BE PAID IMMEDIATELY. ~~CUSTOMERS WILL HAVE THE OPTION TO BE NOTIFIED BY EMAIL.~~
 - A PDF DELINQUENT FILE WILL BE CREATED EACH MONTH WITH A LIST OF ALL CUSTOMERS WHO HAVE NOT PAID THEIR BILLS. THIS WILL BE UPDATED ON A MONTHLY BASIS WITH AN EFFECTIVE DATE ON IT. THIS FILE WILL BE POSTED ON THE CITY'S WEBSITE FOR ANYONE TO VIEW ~~AS WELL AS A COPY IN THE CITY CLERK'S OFFICE AND THE WATER OFFICE.~~
 - A LANDLORD OR TENANT CAN ALSO CALL IN TO CHECK ON THE STATUS OF THE BILL.

NEW POLICY LANGUAGE

- NO LATE NOTICES; IT IS STATED ON THE BILL THAT ANY OUTSTANDING BALANCE IS TO BE PAID IMMEDIATELY.
 - A PDF DELINQUENT FILE WILL BE CREATED EACH MONTH WITH A LIST OF ALL CUSTOMERS WHO HAVE NOT PAID THEIR BILLS. THIS WILL BE UPDATED ON A MONTHLY BASIS WITH AN EFFECTIVE DATE ON IT AND WILL BE POSTED ON THE CITY'S WEBSITE FOR ANYONE TO VIEW.
 - A LANDLORD OR TENANT CAN ALSO CALL IN TO CHECK ON THE STATUS OF THE BILL.

Mr. Camp explained that this is simply cleaning up language.



WATER/SEWER POLICY ITEM #9	
OLD POLICY LANGUAGE	NEW POLICY LANGUAGE
<ul style="list-style-type: none"> • NO DOOR NOTICES FOR LATE PAYMENT. NOTICE MAY BE HUNG FOR LEAK. 	<ul style="list-style-type: none"> • HOMEOWNERS/OCCUPANTS WILL BE NOTIFIED BY DOOR NOTICES FOR THE FOLLOWING REASONS: <ul style="list-style-type: none"> • SERVICE LEAKS • SCHEDULED ENTRY FOR ACCESS TO METER/TRANSMITTER REPAIR • SERVICE SHUT-OFF

Mr. Camp explained that this is a change so that the City can hang door notices for service, leaks, to schedule access of the meter, etc.

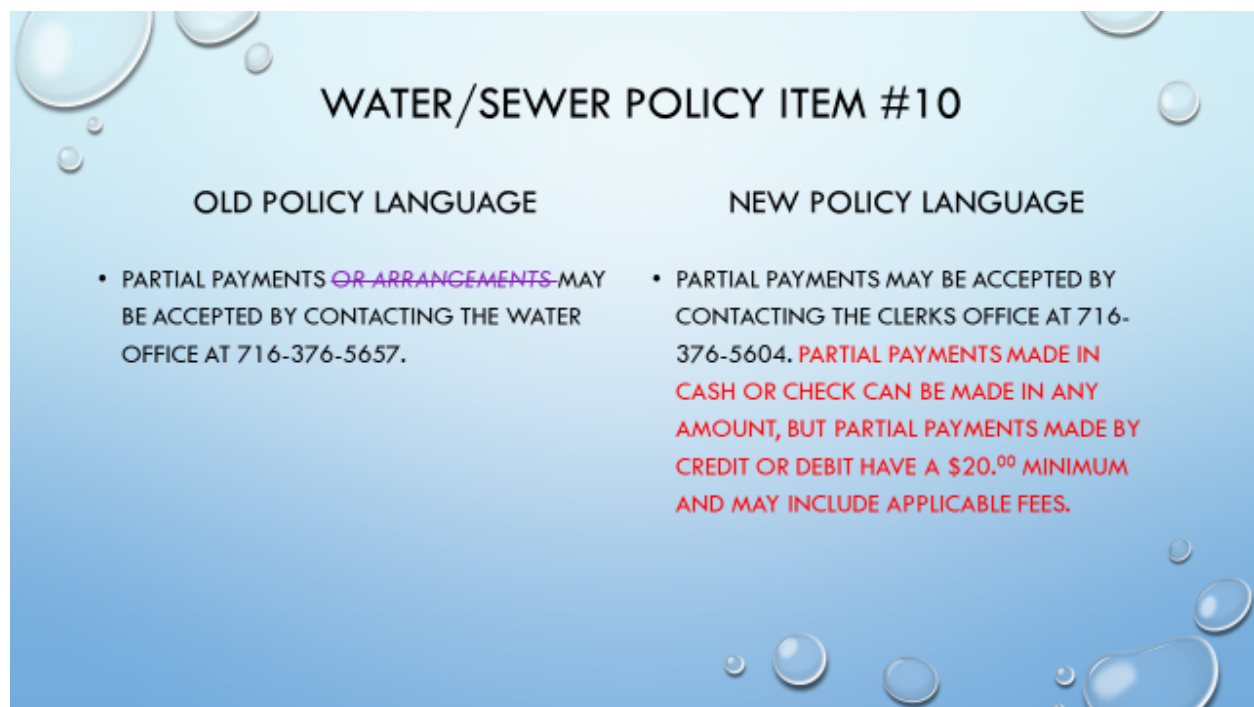
Alderman Witte explained that in the past couple of years there have been rentals in her ward that had over \$2,000 in water bills that the landlord was not aware of and she wonders if there is anything we can do to have property owners notified if a huge amount of water is used at a property they own. Mr. Camp explained that they are currently going through around once a week to see if there are abnormal usages and are trying to make it out to the properties to see what might be wrong. He explained that there are also quite a few people in this scenario where their bill is estimated because the transmitter is not working. He noted that there would have been an “E” on the bill to indicate this, and it was just changed last week so that the bill actually says “estimated.” He explained that in this case we need to gain access to the meter transmitter to fix the situation.

Mr. Camp explained that he has a proposal for a consumer portal so that everyone who has an account can login and set up notification parameters so if there is a high bill or high usage, they will receive a text message. Alderman Gonzalez asked if that is set up now, and Mr. Camp responded that it is not. Alderman Witte explained that this would be very helpful for landlords with tenants in rentals. Mr. Camp explained that his office is currently switching to a system that can do that, but the consumer portal is an add-on. He explained that the cost is around \$40,000 for setup and training, then \$20,000 a year after that. He explained that it would allow each user to have access to their account. Alderman Gonzalez noted that the credit card

transaction fees could be eliminated, and the savings would help pay for this. Mr. Camp explained that they currently have a plan in place to help pay for this.

Alderman Robinson asked how there is a recurring fee of \$20,000 per year, and explained that to him it is just simple computer code that can be written into the existing program. He explained that code could be written to send out notification if the usage goes up more than 20 gallons in a half hour or so. He explained that that this would be an alert and the user could find issues faster and deal with them with this type of notification.

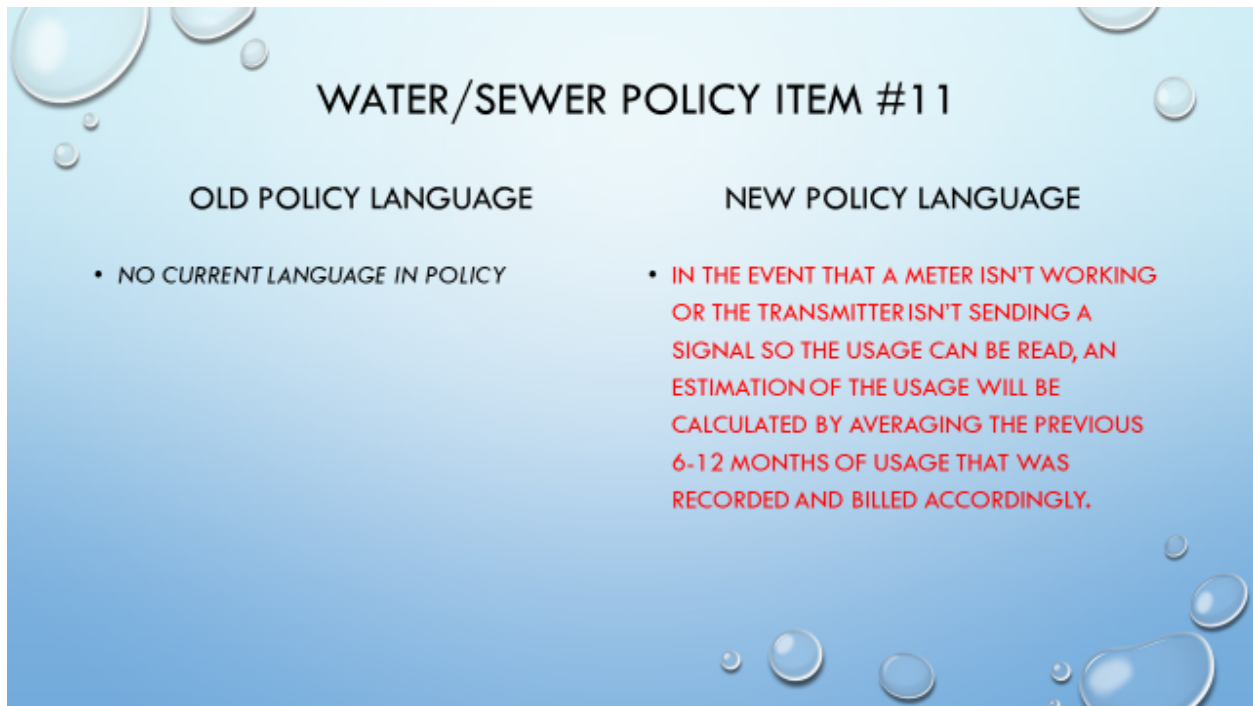
Mr. Camp explained that this is a downfall of having something to do manually now, and he doesn't believe that the software that we are currently using has this capability. Alderman Robinson explained that he remembers having this discussion before when a resident of Ward 4 came to comment and discussed different software with Director Ring. Mr. Camp explained that if there is something that we can use to incorporate what we have, he is all for it. He explained that the reason that he has brought this to the Council is because the option is an add on to the system that we are transitioning to and it allows a landlord to login to their account and see all accounts and all usages. Alderman Robinson asked what water software the City uses, and Mr. Camp explained that we are currently switching from Logic to Census Analysis. He explained that the consumer portal is an add on to the base, census analytics. He explained that if there is software out there compatible to the census then we can use it.

A presentation slide with a light blue background decorated with water bubbles. The title "WATER/SEWER POLICY ITEM #10" is centered at the top. Below the title, there are two columns: "OLD POLICY LANGUAGE" and "NEW POLICY LANGUAGE". The "OLD" column contains a bullet point about partial payments and contacting the water office. The "NEW" column contains a bullet point about partial payments, specifying that cash or check payments can be made in any amount, while credit or debit payments have a \$20.00 minimum and may include fees.

WATER/SEWER POLICY ITEM #10

OLD POLICY LANGUAGE	NEW POLICY LANGUAGE
<ul style="list-style-type: none">• PARTIAL PAYMENTS OR ARRANGEMENTS MAY BE ACCEPTED BY CONTACTING THE WATER OFFICE AT 716-376-5657.	<ul style="list-style-type: none">• PARTIAL PAYMENTS MAY BE ACCEPTED BY CONTACTING THE CLERKS OFFICE AT 716-376-5604. PARTIAL PAYMENTS MADE IN CASH OR CHECK CAN BE MADE IN ANY AMOUNT, BUT PARTIAL PAYMENTS MADE BY CREDIT OR DEBIT HAVE A \$20.00 MINIMUM AND MAY INCLUDE APPLICABLE FEES.

Mr. Camp explained that we don't really get into payment arrangements, so we are removing this and allowing partial payments to be made as long as the payment is at least \$20.



OLD POLICY LANGUAGE	NEW POLICY LANGUAGE
<ul style="list-style-type: none">• NO CURRENT LANGUAGE IN POLICY	<ul style="list-style-type: none">• IN THE EVENT THAT A METER ISN'T WORKING OR THE TRANSMITTER ISN'T SENDING A SIGNAL SO THE USAGE CAN BE READ, AN ESTIMATION OF THE USAGE WILL BE CALCULATED BY AVERAGING THE PREVIOUS 6-12 MONTHS OF USAGE THAT WAS RECORDED AND BILLED ACCORDINGLY.

Mr. Camp explained that there is not current language in the policy regarding estimated billing, so he would like to add that in the event that a meter is not working, the bill will be calculated based on the average of the last six to 12 months of usage. He explained that there are some issues with the current software that causes a low estimate every single time. He thinks that it would be appropriate to do calculations manually, and after checking with the department he found that this is feasible. He noted that the bill would also state that the reading is estimated.

Alderman Robinson asked what the timeline is from the time the City realizes there is something wrong with a transmitter to the time that the transmitter is looked at. Mr. Camp explained that generally it is possible that it could take a month. He explained that right now we have someone who is dedicated to meters, where before no one was dedicated to meters and they would fill in as the workload allowed. He explained that there were 300-some faulty and now we are down to 75-80.

WATER/SEWER POLICY ITEM #12

OLD POLICY LANGUAGE

- DISCONNECTS – (CITY ATTORNEY, NICK DICERBO JR. WORDING NEEDED)
- IF THE BILL IS IN THE TENANT'S NAME, THE WATER CAN BE SHUT OFF FOR NONPAYMENT BY SIGNING A WRITTEN AUTHORIZATION WITH THE FOLLOWING PROCEDURES:
 - A \$75 NONREFUNDABLE FEE TO BE PAID BY THE LANDLORD AT THE START THE PROCESS.
 - THE WRITTEN AUTHORIZATION STATES THAT THE SHUTOFF IS REQUESTED FOR PAST DUE WATER BILL ONLY AND IS NOT BEING USED AS AN ATTEMPT AT CONSTRUCTIVE EVICTION.
 - A DOOR NOTICE WILL BE HUNG ON THE MAIN DOOR OF THE TENANT'S RESIDENCE GIVING 10 DAYS FOR THE BILL TO BE PAID OR WATER WILL BE TERMINATED.
 - LANDLORD OR LANDLORD REPRESENTATIVE MUST BE PRESENT AT SHUTOFF TO ALLOW ACCESS.
 - WATER WILL REMAIN OFF UNTIL SUCH TIME THAT EITHER THE TENANT PAYS THE FULL BILL, A NEW TENANT MOVES IN OR THE BILL GOES IN PROPERTY OWNER'S NAME.
 - IF THE TENANT DOESN'T PAY THE BILL BY THE 1ST OF THE FOLLOWING MONTH AFTER SHUT OFF, THE BILL WILL AUTOMATICALLY GO BACK INTO THE LANDLORD'S NAME. THE WATER WILL NOT BE RESTORED UNTIL THE FULL BILL HAS BEEN PAID; HOWEVER, THE LANDLORD WILL CONTINUE TO RECEIVE THE MINIMUM FEE.
 - THE LANDLORD CANNOT SHUT THE WATER OFF FOR NONPAYMENT; MUST BE DONE BY THE CITY.

NEW POLICY LANGUAGE

- IF THE BILL IS IN THE TENANT'S NAME, THE WATER CAN BE SHUT OFF FOR NONPAYMENT BY SIGNING A WRITTEN AUTHORIZATION WITH THE FOLLOWING PROCEDURES:
 - A \$75 NONREFUNDABLE FEE TO BE PAID BY THE LANDLORD AT THE START THE PROCESS.
 - THE WRITTEN AUTHORIZATION STATES THAT THE SHUTOFF IS REQUESTED FOR PAST DUE WATER BILL ONLY AND IS NOT BEING USED AS AN ATTEMPT AT CONSTRUCTIVE EVICTION.
 - A DOOR NOTICE WILL BE HUNG ON THE MAIN DOOR OF THE TENANT'S RESIDENCE GIVING 15 DAYS FOR THE BILL TO BE PAID OR WATER WILL BE TERMINATED.
 - LANDLORD OR LANDLORD REPRESENTATIVE MUST BE PRESENT AT SHUTOFF TO ALLOW ACCESS.
 - WATER WILL REMAIN OFF UNTIL SUCH TIME THAT EITHER THE TENANT PAYS THE FULL BILL, A NEW TENANT MOVES IN OR THE BILL GOES IN PROPERTY OWNER'S NAME.
 - IF THE TENANT DOESN'T PAY THE BILL BY THE 1ST OF THE FOLLOWING MONTH AFTER SHUT OFF, THE BILL WILL AUTOMATICALLY GO BACK INTO THE LANDLORD'S NAME. THE WATER WILL NOT BE RESTORED UNTIL THE FULL BILL HAS BEEN PAID; HOWEVER, THE LANDLORD WILL CONTINUE TO RECEIVE THE MINIMUM FEE.
 - THE LANDLORD CANNOT SHUT THE WATER OFF FOR NONPAYMENT; MUST BE DONE BY THE CITY.

Mr. Camp explained that the old policy called for door notices on the main door of the tenant's residence with a notice that payment needed to be made within ten days to avoid a shut off. He explained that the Code states that this should be fifteen days, so he would like to change the policy to match the Code.

WATER/SEWER POLICY ITEM #12 (CONTINUED)

OLD POLICY LANGUAGE

- DISCONNECTS – (CITY ATTORNEY, NICK DICERBO JR. WORDING NEEDED)
- NO DISCONNECTS FOR NONPAYMENT WHEN IN THE PROPERTY OWNER'S NAME.
- WILL DISCONNECT FOR THE FOLLOWING:
 - PLUMBING
 - HOMEOWNER OCCUPIED RESIDENCE (SNOW BIRDS) WILL STILL PAY MONTHLY SERVICE FEE PER METER AND NO RECONNECT FEE WHEN TURNED BACK ON IF DURING BUSINESS HOURS (8AM-3PM).
 - IF WATER IS REQUESTED TO BE SHUT OFF OR CONNECTED BY PROPERTY OWNER FOR ANY REASON OUTSIDE OF BUSINESS HOURS (8AM-3PM), THE CHARGE WOULD BE OVERTIME FEE WHICH IS A 3 HOUR MINIMUM + FRINGE BENEFITS (65%) OF EMPLOYEE ASSIGNED TO THE JOB.

NEW POLICY LANGUAGE

- SHUT-OFF: ONLY MUNICIPAL EMPLOYEES SHALL BE AUTHORIZED TO PERFORM SHUT-OFFS. SEE SECTION 27-17 OF THE CODE OF ORDINANCE.
 - SHUT-OFFS WILL BE MADE FOR THE FOLLOWING REASONS:
(POTENTIAL \$150.00 FEE)
 - RESIDENTIAL PLUMBING AND CONSTRUCTION
 - FAILURE TO PAY BILL IN FULL FOR THREE(3) CONSECUTIVE MONTHS AND THE BILL TOTALS \$400.00 OR MORE. (RESIDENTIAL ACCTS.)
 - FAILURE TO PAY BILL IN FULL FOR THREE(3) CONSECUTIVE MONTHS AND THE BILL TOTALS \$3000.00 OR MORE. (COMMERCIAL ACCTS.)
 - SEASONAL HOMEOWNER OCCUPIED RESIDENCES WILL STILL PAY MONTHLY SERVICE FEE PER METER/TRANSMITTER, AND NO RECONNECT FEE WHEN TURNED BACK ON IF DURING NORMAL BUSINESS HOURS.
 - 30 DAYS OF FAILED ATTEMPTS TO GAIN ENTRY TO RESIDENCE THAT IS SUSPECTED TO HAVE METER/TRANSMITTER ISSUES.
 - AN ACCOUNT THAT HAS HAD NO USAGE FOR NINE OR MORE MONTHS.
 - METER, TRANSMITTER OR CURB BOX TAMPERING. THERE WILL BE A PENALTY OF UP TO \$1,000.00 FOR AN ACCOUNT OR PROPERTY THAT IS FOUND TO HAVE ANY METERING OR SERVICE EQUIPMENT TAMPERING.
 - IF WATER IS REQUESTED TO BE SHUT-OFF/TURNED ON BY PROPERTY OWNER OR CONTRACTOR FOR ANY REASON OUTSIDE OF NORMAL BUSINESS HOURS, THE ACCOUNT WILL BE CHARGED AN ADDITIONAL \$150.00 FOR THE SERVICE.

Mr. Camp explained that this is really where he wanted to discuss changes. He explained that he proposes a possible fee of \$150 for shut offs. He explained that we would not charge for shut offs for home maintenance and work being done, those sort of things. He explained that he proposes that water be shut off in the instance that a bill is not paid for three consecutive months and the bill totals \$400 or more for residential accounts, and three consecutive months of non-payment and a bill of \$3,000 or more for commercial accounts. He explained that basically, we do not want people to get out of control with their bills.

Mr. Camp explained that 755 accounts rolled balances to taxes for 2020, which is 12 percent of all accounts. He explained that of that, 671 accounts, 89 percent total, were residential and 75 accounts were commercial. He noted that there were also nine sprinkler accounts. The total amount rolled to taxes was significant. He explained that basically we need to stop the bleeding that we do by allowing them to roll the fee to taxes. He explained that today's dollar is not the same as a dollar 18 months from now when we may see the bill paid., He explained that it is important to try to keep the funds here when we can.

Mr. Camp explained that in 2020 the City would have had 301 shut offs with this control measure. He explained that in addition, accounts with no usage for nine consecutive months would be shut off. He added that if a meter or transmitter is tampered with, it could result in a penalty. He explained that people tamper all of the time, generally at rental properties. We need some teeth in this.

Alderman Crawford explained that with changing what is designated as a commercial account and having three or more units in one dwelling sharing a meter as a commercial account, it seems that \$3,000 is steep for a three unit property and he wonders if perhaps this should be lowered to \$1,000. Mr. Camp explained that commercial accounts vary so greatly, from a house with three units and one meter to food service or a car wash. He explained that for some places, \$3,000 could be one month. It is hard to capture everything commercial in this control measure. He explained that whether it is \$1,000, \$2,000 or \$3,000, he is trying to find some kind of threshold to protect the City in terms of water and sewer.

Alderman Crawford asked if there are a lot of commercial accounts, and Mr. Camp responded that 75 accounts of those that rolled to taxes were commercial. He explained that this is about 10 percent of the accounts that rolled to taxes. He explained that the commercial rule would be there for substantial abusers.

Alderman Gonzalez asked about residential users who pay the minimum and do not pay their bill, and Mr. Camp explained that they would almost never get shut off because the bill would never seem to get to \$3,000.

Alderman Robinson asked how many residential properties will now be commercial thanks to the new rule, and Mr. Camp responded that maybe five would be. He explained that it is an insignificant number. He explained that this isn't something that we have been having an issue with but is more of a classification of what is commercial and what is not. He explained that he would need to run a report with the parameters and will get the Alderman the exact number.

Alderman Crawford asked if Mr. Camp could run a report to see how many residents would meet this, and noted that we need to consider what impact this could have. Mr. Camp explained that he did for last year's numbers, and 301 parcels would have been shut off between residential and commercial due to this rule. He explained that those accounts have now gone to taxes so we are essentially starting over.

A presentation slide with a light blue background and bubble graphics. The title 'WATER/SEWER POLICY ITEM #13' is centered at the top. Below it are two columns: 'OLD POLICY LANGUAGE' and 'NEW POLICY LANGUAGE'. The 'OLD' column contains one bullet point about rolling unpaid balances to taxes. The 'NEW' column contains two bullet points, the second of which adds a \$100 processing fee and a specific deadline.

OLD POLICY LANGUAGE	NEW POLICY LANGUAGE
<ul style="list-style-type: none">• UNPAID BALANCES WILL BE ROLLED TO TAXES EACH YEAR. THIS WILL INCLUDE ANY BILLS DUE BY THE LAST DAY OF THE CALENDAR YEAR.	<ul style="list-style-type: none">• UNPAID BALANCES BY FEBRUARY 20TH WILL BE ROLLED TO TAXES EACH YEAR, AND WILL BE CHARGED A \$100.00 PROCESSING FEE.• THIS WILL INCLUDE ANY USAGE THROUGH THE 2ND OF JANUARY OF THE CURRENT YEAR

Mr. Camp explained that he would like to cleanup this wording and he also proposes a fee for accounts that have rolled to taxes of \$100. He explained that the department has three people working evenings and weekends for several days because we have a very small window to roll the bill to taxes, and right now we do this for free. He explained that we would have earned \$75,500 in fees just for that service if this policy change was in place several months ago.

Alderman Crawford explained that this is less about collecting more money for water and sewer funds, and more about disincentivizing those who don't pay their bills. He explained that letting the bill go to taxes right now is trivial, and so is the penalty for late payments, which Mr. Camp noted is a ten percent non compounding fee. Alderman Crawford explained that people in the community come to the City and ask how we can have half a million dollars in unpaid water and

sewer bills. He explained that these changes that Mr. Camp is suggesting would improve upon that. It will hit them in the pocketbook and get them to pay bills. Mr. Camp explained that with shut offs, less people would be building these large sums. He explained that we are basically giving interest free loans to people for water and sewer. Alderman Witte asked about renters leaving landlords with bills, and Mr. Camp explained that he doesn't think that it is as bad as it used to be but it still happens.

WATER/SEWER POLICY ITEM #14

OLD POLICY LANGUAGE	NEW POLICY LANGUAGE
<ul style="list-style-type: none">• WATER LEAKS - IF THE WATER GOES THROUGH THE METER, IT HAS TO BE PAID ACCORDING TO CITY POLICY.<ul style="list-style-type: none">• NO CITY OFFICIAL IS AUTHORIZED TO MAKE ADJUSTMENTS IN THE WATER OR SEWER BILLS AFTER ISSUANCE. IF A CUSTOMER WISHES TO DISPUTE THEIR BILL, IT MUST BE SUBMITTED IN WRITING TO THE MAYOR WITHIN 90 DAYS OF THE BILL DATE AS LISTED ON THE BILL. A DISPUTE COMMITTEE CONSISTING OF THE MAYOR, DPW DIRECTOR AND A COMMUNITY MEMBER AT LARGE WHO RESIDE WITHIN THE CITY OF OLEAN WILL HEAR THE CASE AND MAKE A RECOMMENDATION TO THE COMMON COUNCIL AT WHICH TIME THE COUNCIL WILL HAVE THE FINAL SAY AS TO WHETHER AN ADJUSTMENT CAN BE MADE	<ul style="list-style-type: none">• WATER LEAKS - IF THE WATER GOES THROUGH THE METER, IT HAS TO BE PAID ACCORDING TO CITY POLICY.<ul style="list-style-type: none">• IF A CUSTOMER WISHES TO DISPUTE THEIR BILL, IT MUST BE SUBMITTED IN WRITING TO THE WATER & SEWER SUPERINTENDENT WITHIN 45 DAYS OF THE BILL DATE AS LISTED ON THE BILL. A DISPUTE COMMITTEE WILL DETERMINE IF AN ADJUSTMENT CAN OR WILL BE MADE.

Mr. Camp explained that the old policy and Code give 90 days to contest a bill, and he proposes changing this to 45 days and to have the dispute submitted in writing or email to himself or the Mayor. He explained that he also believes that the current code spells out who is on the committee and he doesn't think that this is a good idea because it could change. Alderman Gonzalez asked about disputes via email, and Mr. Camp explained that we want some sort of communication that we can have a record of. Alderman Gonzalez explained that this would be an opportunity for a form on the revamped City website.

WATER/SEWER POLICY ITEM #15

OLD POLICY LANGUAGE

- EVERY PROPERTY WITH A STRUCTURE, WHETHER VACANT OR NOT, THAT HAS A METER HOOKUP WILL BE CHARGED A MINIMUM MONTHLY BILL PER METER PLUS WATER/SEWER CONSUMPTION.

NEW POLICY LANGUAGE

- EVERY PROPERTY WITH A STRUCTURE, WHETHER VACANT OR NOT, THAT HAS A SERVICE LINE WILL BE CHARGED A MINIMUM MONTHLY BILL PER LINE PLUS WATER/SEWER CONSUMPTION. A PROPERTY OWNER WISHING TO TERMINATE SERVICE AND AVOID FURTHER BILLING MUST DISCONNECT SERVICE AT THE CITY MAIN.

Mr. Camp explained that we are clarifying the current practice. He explained that if you wish to have no water or sewer, you need to have water disconnected at the City main.

WATER/SEWER POLICY ITEM #16

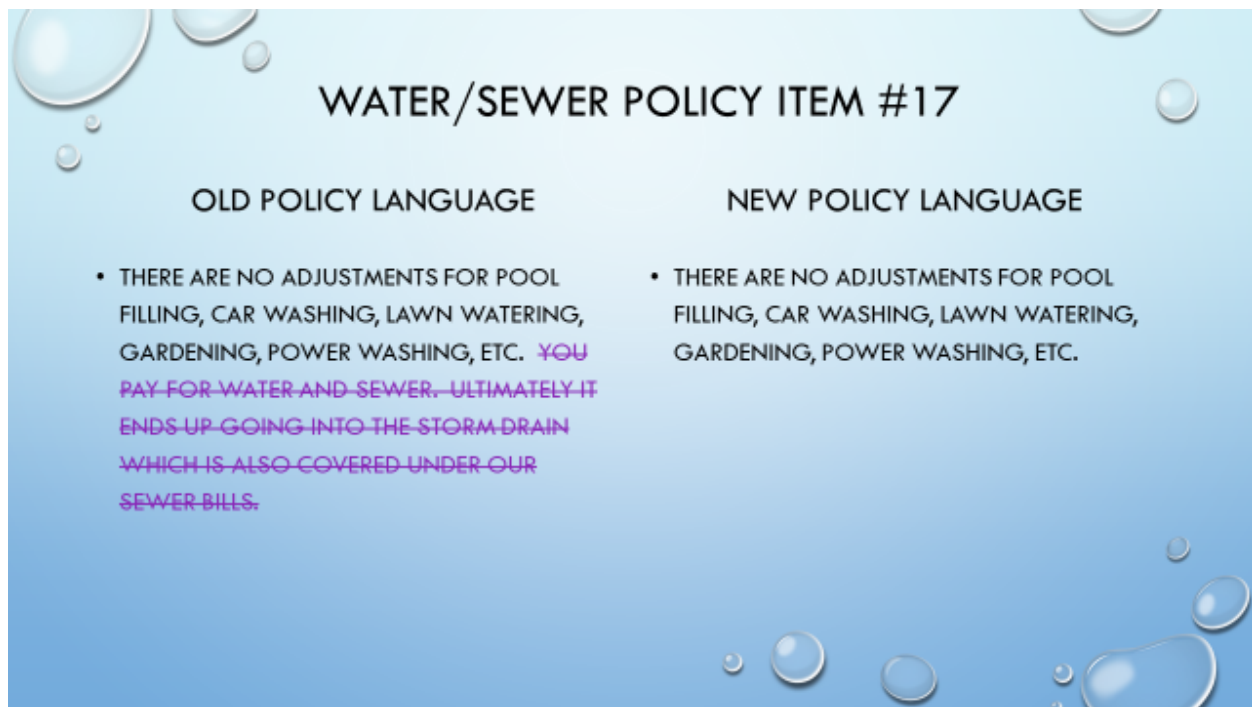
OLD POLICY LANGUAGE

- IF PROPERTY OWNER WANTS TO CONVERT TO ONE METER, IT IS AT THE PROPERTY OWNER'S EXPENSE. THE PLUMBING MUST BE DONE BY A LICENSED PLUMBER ~~WHICH INCLUDES OBTAINING A BUILDING PERMIT THROUGH CODE ENFORCEMENT, INSPECTION BY PLUMBING INSPECTOR~~ AND METER INSTALLED BY THE WATER DEPARTMENT.

NEW POLICY LANGUAGE

- IF PROPERTY OWNER WANTS TO CONVERT TO ONE METER, IT IS AT THE PROPERTY OWNER'S EXPENSE. THE PLUMBING MUST BE DONE BY A LICENSED PLUMBER AND THE METER INSTALLED AND INSPECTED BY THE WATER DEPARTMENT.

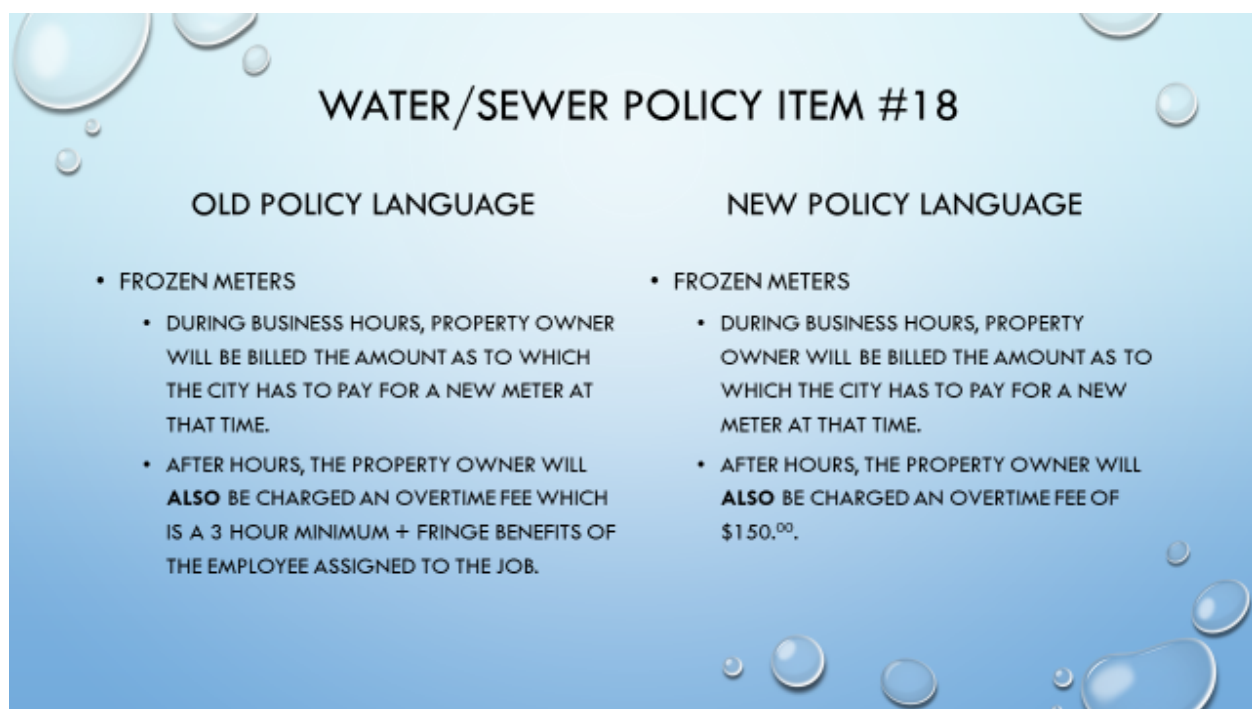
Mr. Camp explained that this is also language cleanup, and he has discussed the building permit with Code Enforcement and the Plumbing Inspector.

A presentation slide with a light blue background and water droplet graphics. The title 'WATER/SEWER POLICY ITEM #17' is centered at the top. Below it are two columns: 'OLD POLICY LANGUAGE' and 'NEW POLICY LANGUAGE'. The 'OLD' column lists activities and includes a crossed-out sentence in purple. The 'NEW' column lists the same activities without the crossed-out sentence.

WATER/SEWER POLICY ITEM #17

OLD POLICY LANGUAGE	NEW POLICY LANGUAGE
<ul style="list-style-type: none">• THERE ARE NO ADJUSTMENTS FOR POOL FILLING, CAR WASHING, LAWN WATERING, GARDENING, POWER WASHING, ETC. YOU PAY FOR WATER AND SEWER. ULTIMATELY IT ENDS UP GOING INTO THE STORM DRAIN WHICH IS ALSO COVERED UNDER OUR SEWER BILLS.	<ul style="list-style-type: none">• THERE ARE NO ADJUSTMENTS FOR POOL FILLING, CAR WASHING, LAWN WATERING, GARDENING, POWER WASHING, ETC.

Mr. Camp explained that this is also cleanup and we are removing unnecessary wording.

A presentation slide with a light blue background and water droplet graphics. The title 'WATER/SEWER POLICY ITEM #18' is centered at the top. Below it are two columns: 'OLD POLICY LANGUAGE' and 'NEW POLICY LANGUAGE'. Both columns list 'FROZEN METERS' and have two bullet points. The 'NEW' column's second bullet point includes a specific overtime fee of \$150.00.

WATER/SEWER POLICY ITEM #18

OLD POLICY LANGUAGE	NEW POLICY LANGUAGE
<ul style="list-style-type: none">• FROZEN METERS<ul style="list-style-type: none">• DURING BUSINESS HOURS, PROPERTY OWNER WILL BE BILLED THE AMOUNT AS TO WHICH THE CITY HAS TO PAY FOR A NEW METER AT THAT TIME.• AFTER HOURS, THE PROPERTY OWNER WILL ALSO BE CHARGED AN OVERTIME FEE WHICH IS A 3 HOUR MINIMUM + FRINGE BENEFITS OF THE EMPLOYEE ASSIGNED TO THE JOB.	<ul style="list-style-type: none">• FROZEN METERS<ul style="list-style-type: none">• DURING BUSINESS HOURS, PROPERTY OWNER WILL BE BILLED THE AMOUNT AS TO WHICH THE CITY HAS TO PAY FOR A NEW METER AT THAT TIME.• AFTER HOURS, THE PROPERTY OWNER WILL ALSO BE CHARGED AN OVERTIME FEE OF \$150.⁰⁰.

Mr. Camp explained that the old language made the cost for the service depend on who went out on the emergency or frozen meter call. He explained that he wanted to clean this up so that people would know exactly what they were paying so he wants to put the actual fee in there. He explained that there would be an overtime fee for \$150 if someone had to go out after hours.

WATER/SEWER POLICY ITEM #19

OLD POLICY LANGUAGE	NEW POLICY LANGUAGE
<ul style="list-style-type: none"> • FROZEN LATERALS <ul style="list-style-type: none"> • FIRST TIME WILL BE NO CHARGE. • THEREAFTER, OWNER WILL BE CHARGED FOR TIME AND MATERIALS. • IF THE WATER DEPARTMENT INFORMS A CUSTOMER TO LEAVE THEIR WATER RUNNING, THE BILL WILL BE ADJUSTED ACCORDINGLY. • IF THE CUSTOMER, WHO WAS PREVIOUSLY INFORMED TO LEAVE THE WATER RUNNING, SHOULD SHUT THE WATER OFF BEFORE BEING TOLD TO BY THE WATER DEPARTMENT AND THE WATER LINE THEN FREEZES, THE OWNER WILL BE CHARGED FOR TIME AND MATERIALS. 	<ul style="list-style-type: none"> • FROZEN SERVICE LINE <ul style="list-style-type: none"> • FIRST TIME WILL BE NO CHARGE. • THEREAFTER, OWNER WILL BE CHARGED FOR TIME AND MATERIALS. • IF THE WATER DEPARTMENT INFORMS A CUSTOMER TO LEAVE THEIR WATER RUNNING, THE BILL WILL BE ADJUSTED ACCORDINGLY. • IF THE CUSTOMER, WHO WAS PREVIOUSLY INFORMED TO LEAVE THE WATER RUNNING, SHOULD SHUT THE WATER OFF BEFORE BEING TOLD TO BY THE WATER DEPARTMENT AND THE WATER LINE THEN FREEZES, THE OWNER WILL BE CHARGED FOR TIME AND MATERIALS.

Mr. Camp explained that he changed “lateral” to “service line.”

WATER/SEWER POLICY ITEM #20

OLD POLICY LANGUAGE	NEW POLICY LANGUAGE
<ul style="list-style-type: none"> • METER HOOKUP ON HYDRANT <ul style="list-style-type: none"> • COST OF WATER/SEWER (CURRENTLY \$.025 PER GALLON) • DURING BUSINESS HOURS, 1 HOUR MINIMUM + FRINGE BENEFITS OF EMPLOYEE ASSIGNED TO THE JOB. • AFTER HOURS, OVERTIME FEE WHICH IS A 3 HOUR MINIMUM + FRINGE BENEFITS OF THE EMPLOYEE ASSIGNED TO THE JOB. 	<ul style="list-style-type: none"> • METER HOOKUP ON HYDRANT <ul style="list-style-type: none"> • COST OF WATER/SEWER (SEE SCHEDULE A) • DURING BUSINESS HOURS THERE WILL BE A FEE OF \$45/HR WITH A ONE HOUR MINIMUM PER EMPLOYEE(2). • AFTER HOURS THERE WILL BE A FEE OF \$70/HR WITH A THREE HOUR MINIMUM PER EMPLOYEE(2).

Mr. Camp explained that this is the same thing as a frozen meter. He explained that he wanted to put in an hourly rate for these instead of “three hour minimum plus benefits.” He explained that the rate would be \$45 per hour during business hours and \$70 an hour after hours.

WATER/SEWER POLICY ITEM #21

OLD POLICY LANGUAGE

- METER TESTING
 - IF A CUSTOMER CALLS BECAUSE THEY FEEL THEIR METER IS NOT READING CORRECTLY, THE WATER DEPARTMENT WILL TEST THE METER, HOWEVER; IF THE READING IS CORRECT AND THE METER IS WORKING PROPERLY, THE CUSTOMER WILL BE CHARGED A \$50 FEE. IF THERE ARE PROBLEMS WITH THE METER RESULTING IN AN INCORRECT READING, THERE WILL BE NO CHARGE. IF SOMEONE WOULD LIKE TO TEST THEIR METER, THEY CAN READ THE METER TO THE TENTHS; FILL A GALLON CONTAINER AND READ THE METER AGAIN TO SEE IF IT COMES OUT ACCURATELY.

NEW POLICY LANGUAGE

- NO LANGUAGE ON METER TESTING

Mr. Camp explained that we really haven't tested meters in a long time. He explained that it used to be a \$50 fee, but there really is no testing with the new meters because it is impossible for them to be off. They either work or they don't. Alderman Witte asked what the life expectancy of meters is, and Mr. Camp explained that the battery in the meter has a ten year life from the manufacture date.

"SCHEDULE A" – WATER & SEWER RATES (CURRENT) (WITHIN CITY LIMITS)

RESIDENTIAL(~5428)

WATER

(1711 ACCTS PAYING MINIMUM)
(2575)FIRST 2,600 GALLONS \$0.00996 PER GALLON
(1114)NEXT 10,000 GALLONS \$0.00811 PER GALLON(19%)
(23)NEXT 15,000 GALLONS \$0.00743 PER GALLON(25%)
(5)THEREAFTER, \$0.00667 PER GALLON(33%)

1,600 GALLON MINIMUM(\$15.62)

SEWER

\$0.00967 PER GALLON
1,600 GALLON MINIMUM(\$15.25)

COMMERCIAL(~723)

WATER

(370)FIRST 2,600 GALLONS \$0.00996 PER GALLON
(239)NEXT 10,000 GALLONS \$0.00916 PER GALLON(8%)
(71)NEXT 15,000 GALLONS \$0.00830 PER GALLON(17%)
(43)THEREAFTER, \$0.00667 PER GALLON(33%)

2,600 GALLON MINIMUM(\$25.38)

SEWER

\$0.00967 PER GALLON
2,600 GALLON MINIMUM(\$24.78)

INDUSTRIAL(16)

WATER

(9)FIRST 75,000 GALLONS \$0.007388 PER GALLON(26%)
(3)NEXT 150,000 GALLONS \$0.00660 PER GALLON(33%)
(1)NEXT 375,000 GALLONS \$0.005055 PER GALLON(49%)
(0)NEXT 600,000 GALLONS \$0.004871 PER GALLON(51%)
(3)NEXT 8,285,000 GALLONS \$0.003990 PER GALLON(60%)

THEREAFTER, \$0.003501 PER GALLON(65%)
75,000 GALLON MINIMUM(\$543.23)

SEWER

\$0.00793 PER GALLON
75,000 GALLON MINIMUM(\$585.75)

“SCHEDULE A” – WATER & SEWER RATES (CURRENT) (OUTSIDE CITY LIMITS)		
RESIDENTIAL(~124)	COMMERCIAL(~34)	INDUSTRIAL(1)
<u>WATER</u> (34 ACCTS PAYING MINIMUM) [57] FIRST 2,600 GALLONS \$0.01494 PER GALLON [33] NEXT 10,000 GALLONS \$0.01217 PER GALLON NEXT 15,000 GALLONS \$0.01115 PER GALLON THEREAFTER, \$0.01001 PER GALLON 1,600 GALLON MINIMUM(\$23.44)	<u>WATER</u> (24) FIRST 2,600 GALLONS \$0.01494 PER GALLON (9) NEXT 10,000 GALLONS \$0.01374 PER GALLON (1) NEXT 15,000 GALLONS \$0.01245 PER GALLON THEREAFTER, \$0.01001 PER GALLON 2,600 GALLON MINIMUM(\$38.09)	<u>WATER</u> FIRST 75,000 GALLONS \$0.011082 PER GALLON NEXT 150,000 GALLONS \$0.009990 PER GALLON (1) NEXT 375,000 GALLONS \$0.007583 PER GALLON NEXT 600,000 GALLONS \$0.007307 PER GALLON NEXT 8,285,000 GALLONS \$0.005985 PER GALLON THEREAFTER, \$0.005252 PER GALLON 75,000 GALLON MINIMUM(\$814.88)
<u>SEWER</u> \$0.01451 PER GALLON 1,600 GALLON MINIMUM(\$22.88)	<u>SEWER</u> \$0.01451 PER GALLON 2,600 GALLON MINIMUM(\$37.18)	<u>SEWER</u> \$0.01190 PER GALLON 75,000 GALLON MINIMUM(\$878.63)

“SCHEDULE A” – WATER & SEWER RATES (PROPOSED) (WITHIN CITY LIMITS)		
RESIDENTIAL	COMMERCIAL	INDUSTRIAL
<u>WATER</u> \$0.00906 PER GALLON 1,600 GALLON MINIMUM(\$14.50)	<u>WATER</u> \$0.00936 PER GALLON 2600 GALLON MINIMUM(\$24.34)	<u>WATER</u> FIRST 300,000 GALLONS: \$0.007388 PER GALLON 75,000 GALLON MINIMUM(\$554.10)
<u>SEWER</u> \$0.00967 PER GALLON 1,600 GALLON MINIMUM(\$15.47)	<u>SEWER</u> \$0.00967 PER GALLON \$0.01160 PER GALLON (FSE) 2600 GALLON MINIMUM(\$26.14)(\$30.16)	300,001-700,000 GALLONS \$0.00666 PER GALLON 700,001-1M GALLONS \$0.005055 PER GALLON 1M+ GALLONS \$0.004871 PER GALLON
<u>WATER & SEWER</u> (\$0.01873 PER GALLON) 1,600 GALLON MINIMUM(\$29.97)	<u>WATER & SEWER</u> (\$0.01903 PER GALLON) 2600 GALLON MINIMUM(\$49.48)(\$54.50)	<u>SEWER</u> \$0.00793 PER GALLON 75,000 GALLON MINIMUM(\$594.75)

Mr. Camp explained that in the City, there are 5,428 residential accounts, 723i commercial, and 16 industrial. Outside the City there are 124 residential, 34 commercial and 1 industrial. He explained that this shows that the more water you use, the cheaper the water gets. He explained that this is great for the consumer but not great for the City because it does not get cheaper for the City the more water we produce. He explained that he has some proposed

rates basically having just one water rate and one sewer rate. We can discuss this at a different time, as this is a different conversation.

Mr. Camp explained that he emailed the policy to everyone that shows what the policy looks like in his office. He explained that it follows the breakdown that was presented in the slides. Alderman Witte asked if there are any future changes coming outside of City limits, and Mr. Camp explained that it is certainly possible to do away with a rate and a half outside of the City. He explained that this was done a long time ago when water and sewer could not fund themselves, but now we have the ability to. He explained that we are now self sufficient so we can change this. Alderman Crawford explained that he would be willing to have this discussion. He asked if doing away with rate and a half would incentivise those outside of the City to go on our water and sewer district. He explained that if you are outside of the City now and have to pay a rate and a half you might not jump on board but if this changes, we could possibly get more users including industrial and commercial. Mr. Camp explained that as long as we can service and maintain upkeep for outlying areas, it is worth it. It is all user fee based, and why wouldn't we want to provide the service if we can?

Alderman Witte asked if we are still having ongoing conversations with the Town of Olean. Mr. Camp explained that we have several districts in the Town of Olean and four or five different agreements for the different districts. He explained that they really do not have ongoing talks with the Town. He explained that we are in talks about possibly providing water and sewer to Boces. He just spoke today with the distribution supervisor about tying the Windfall Road to Queen Street. He explained that we could loop in on the dead end to help the quality of water for those users.

Alderman Gonzalez asked who the industrial user is outside of the City, and Mr. Camp responded that it is Eaton.

Alderman Crawford asked if anyone has stopped and followed up with the highest residential users. Mr. Camp explained that he didn't think anyone came close to using that much water, and he wonders if they ever shut it off. He explained that he ran residential and commercial rates with a flat rate to see if it was the same and it was basically a wash. He explained that there is no change in revenue but it makes it a lot easier for any residents to read their meter, know their usage and figure their bill.

Mr. Camp explained that he wanted to discuss commercial sewer rates. He explained that if you compare retail to food service, food service is much more potent than most other types of commercial establishments. He explained that it is something to consider that they are different, use water and sewer at a higher rate and the sewage is more costly to treat and pump. It is also harsher on the infrastructure. It is not really good for anything. There are no

current control measures besides the Fats, Oils, Grease Program that is hard to get off the ground, and hard to inspect all food service establishments in the City. Alderman Crawford explained that we should have a follow up discussion on the rate proposals.

Mr. Camp explained that for right now he wanted to get this policy in the Council's hands to get going to protect ourselves this next fiscal year with water shut offs. He explained that he wants to disincentivise the abuse.

Alderman Crawford asked that the Aldermen bring forward follow up questions, comments and concerns so when a PL is brought forward next week, we can make sure that we are passing something that we are all comfortable with.

ii. Contingency Fund Transfer for Inclusive Playground Equipment

Alderman Crawford explained that he wanted to discuss this again, and it was discussed previously. He explained that the Council seemed to be in favor of the inclusive playground equipment, so he will have a PL in Committee of the Whole next week and a resolution that, if voted through, would authorize the transfer of \$50,000 from General Fund Contingency for playground equipment for the disabled. He explained that it would be up to the future determination of the Council to decide where and how the money is spent, but he wants to earmark the funding now.

Alderman Witte asked if the Council as a whole could get an idea of what kind of equipment there is and what price ranges are, to get more of an idea of how much this would cost and then a discussion will need to occur regarding location. Alderman Crawford explained that himself, Mayor Aiello and Ms. Kerper have come up with some ideas and some concepts, and he has also followed up with vendors who have some pretty high quality products. He explained that he is happy to get this information out to the Council this week and he will also bring those examples up next week.

Alderman Gonzalez asked where Intandem fits into all of this. Alderman Crawford explained that it is his understanding that there is an in house project that they are working on, and they have something in the works but he can't speak right now as to what they are doing. He explained that he is not looking to put in a full blown inclusive park, but he is looking at some existing parks and putting in one or two pieces of equipment to up the inclusivity of the playground.

iii. MOU – Bird Rides, Inc. Electric Scooter Program

Alderman Crawford explained that he has asked the City Attorney to review the Memorandum of Understanding and he has done quite a bit of work going back and forth with Bird to ensure

that we have favorable terms in the contract. He explained that we don't want to be blindsided and want to ensure that they mitigate any liability issues. He explained that he believes that a PL will be brought forth next week. He wanted to give the Council a heads up in the event that everything is wrapped up by next Tuesday.

Alderman Witte asked if Mr. Hart will be available at the meeting to talk with the Council, and Alderman Crawford responded that he will be. Alderman Witte asked if someone is backing out and you hit them with a scooter, how the damage would be covered under insurance. Alderman Crawford explained that this is a question for the City Attorney. He explained that all liability in the contract is either under the individual driving the car or under Bird.

5. Approval of Committee Reports

None

6. Stabilization Update

Chief Tim Richardson explained that the stabilization of the building on North Union Street whas been going down exactly how he wanted it to. He explained that the contractor did an excellent job separating the wall and taking it down piece by piece. He explained that tomorrow the building will be made weather tight and then Thursday they will take care of the debris field. He explained that as soon as he receives reports from R.E. Kelley, he will get the reports to the Council.

Alderman Witte asked if there is any idea regarding the condition of the other buildings. Chief Richardson explained that there is something in the works between the Fire Department and Codes to categorize parcels red, yellow or green. He explained that this is not a full inspection but an exterior grading inspection to catch a building like this before it gets to this point. He explained that this is how we see how we can better improve the downtown area. He explained that the fear is the façade, and over years big pieces can fall off and it is certainly better to catch this before someone gets injured. Alderman Witte explained that a lot og the buildings are connected, and Chief Richardson explained that this building is unique because it does not have its own exterior walls. He explained that the interior walls of this building were the exterior walls of the boutique and Singer building.

Alderman Gonzalez asked about the building being made weather tight. Chief Richardson explained that they will use metal siding in the best color to be appealing. He explained that this is cheaper than sheeting because of the price of lumber. He explained that it won't be perfect but at least it will be better than having a weather membraned building in the midfle of the downtown.

7. Executive Session

A motion to enter into executive session to discuss personnel issues was made by Alderman Crawford, seconded by Alderman Witte. Voice vote, ayes all. Motion carried. Executive session began at approximately 6:50 p.m.

A motion to adjourn from executive session was made by Alderman Crawford, seconded by Alderman Witte. Voice vote, ayes all. Motion carried. Executive session adjourned at approximately 7:00 p.m.

8. Adjournment

A motion to adjourn was made by Alderman Crawford, seconded by Alderman Witte. Voice vote, ayes all. Motion carried. Meeting adjourned at approximately 7:00 p.m.