

STRATEGIC PLANNING

Tuesday, November 4, 2025 – 6:20 p.m.

Council Chambers – Olean Municipal Building

Present: Members: Vice Chairman Forney, Alderman Bennion, Alderman McCall and Alderman Robinson. Others: Alderman Keary; Alderman Anastasia; Mayor William Aiello; Frank Caputo, City Clerk; Lens Martial, City Auditor; James Sprague, Director of Public Works, and Tiffany Taylor, Managerial Confidential Administrative Secretary.

1. Roll Call

Alderman Forney called the meeting to order at 6:20 p.m. and asked that the record show that all committee members were present except Alderman Crawford, who was excused.

2. Approval of Minutes of the Previous Committee Meeting (Tuesday, October 21, 2025)

A motion to approve the minutes of the October 21, 2025 committee meeting was made by Alderman Forney, seconded by Alderman Keary. Voice vote, ayes all. Motion carried.

3. Unfinished Business

a. Comprehensive Needs Report – Municipal Building

Director Sprague explained he has been digging into this, and he is aware there has been some work done with consultants for a comprehensive needs report for the building in the past. He explained he found out today either the report isn't done or was never completed by the consultant. He explained this came to us through our insurance company. He explained he has to check with the insurance company to see if they still have a copy of this information. He explained within a couple of weeks he will be able to give a reasonable update memo to the Council with needs that the staff in the building know about as well as things he has seen in his time here. He explained he can provide where we stand on all these sources of information and then start prioritizing. Alderman Bennion asked if an update could be done the first meeting in December and Director Sprague explained he will have an update by then.

4. New Referrals for Consideration

None

5. Committee Reports

None

6. Adjournment

A motion to adjourn was made by Alderman Forney, seconded by Alderman Bennion. Voice vote, ayes all. Motion carried. Meeting adjourned at approximately 6:25 p.m.