

STRATEGIC PLANNING

Tuesday, January 20, 2025 – 7:05 p.m.

Council Chambers – Olean Municipal Building

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

1. Roll Call

Alderman Crawford called the meeting to order at 7:05 p.m. and asked that the record show that all committee members were present.

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

A motion to approve the minutes of the December 2, 2025 committee meeting was made by Alderman Crawford, seconded by Alderman Bennion. Voice vote, ayes all. Motion carried.

3. Unfinished Business

a. EV Charging Station Grant – Grant Extension

Alderman Crawford asked if we have pursued the grant extension. Director Sprague explained we have submitted the updated work plan and updated budget to our contact at the DEC, and tomorrow he will reach back out to see where we are at. He explained that should be the last piece of information required based on his conversations with the DEC to move forward to getting the grant contract. He explained he will keep pressing to get something back from them. Alderman Crawford asked if it is feasible to get this project done this construction season. Director Sprague explained it is possible, and explained he doesn't think site construction and installation is a tremendous amount of work. He explained the biggest concern is establishing the electrical service, and we will probably have to install a new electrical service due to the higher amperage. Alderman Crawford asked Director Sprague to pass along information as he receives it.

4. New Referrals for Consideration

a. Board Approvals

Alderman Crawford explained it has been brought to his attention that there is a bookkeeping and compliance issue that we have a number of individuals who were appointed to the Zoning and Planning Boards who were not confirmed by the Council. He explained he asked Mayor

Sherburne and Attorney Morgan to look into it, and Mr. Morgan recommended that we bring forward a resolution to confirm a number of individuals who were appointed to boards. He explained that will be forthcoming. Alderman Bennion asked if these are the only two boards with this issue and Alderman Crawford explained that is correct. Ms. Taylor noted the Board of Assessment Review also requires Council confirmation, but that has been done for all current board members.

Alderman McCall explained the Civilian Review Board lost a member and we need to find a replacement. Alderman Crawford asked about the tree board, and Mayor Sherburne explained she would like to review that board. She explained she will get the Council more information if we need to appoint members. Alderman Bennion explained we still need a City Forester. Mayor Sherburne explained she has discussed that with Director Sprague, and explained at one point the Council discussed looking into a possible program with Cornell. Alderman Bennion explained there is a sewer department employee who has experience and training, and Mayor Sherburne explained she would look into that further. She explained it is a priority to find a forester.

5. Committee Reports

None

6. Adjournment

A motion to adjourn was made by Alderman Crawford, seconded by Alderman McCall. Voice vote, ayes all. Motion carried. Meeting adjourned at approximately 7:35 p.m.