

**Olean Local Development Corporation
101 East State Street
Olean, NY 14760**

Olean Local Development Corporation Meeting Minutes

Thursday, May 16, 2019

8:30 a.m.

Room 119

Olean Municipal Building

Attendance: Members: Mayor Aiello
 JR Bennion
 David Carucci
 Nicholas DiCerbo, Jr.
 Keri Kerper
 Bob Ring
 Fred Saradin
 Meme Yanetsko

Other(s): Kathleen Monroe

1. Roll Call

JR Bennion called the meeting to order at 8:30 a.m. and requested the roll call show all members present except John Crawford, Rick Moore and Colleen Taggerty.

Mayor Aiello appointed Meme Yanetsko to the OLDC Board as a full voting member. The Board welcomed Meme and expressed their excitement in working together.

2. Reading and approval of the December 6, 2018 meeting minutes

A motion was made by David Carucci, seconded by Keri Kerper to approve the March 8, 2019 meeting minutes. Voice vote, ayes all. Motion carried.

3. Elections

There was no business at this time.

4. Bills and Communications

There was no business at this time.

5. Report from the Treasurer

Mr. Saradin referred to the financial statements provided and advised there is a \$3,057.40 cash balance in the Community Bank, N.A. account after paying \$72 for fees incurred from the electronic filing of complex tax return forms and \$1,000 to Buffamante Whipple Buttafaro (BWB) for auditing services performed leaving a negative Net Income of \$1,072. He further explained there is \$3,000 in restricted assets under current liabilities to cover the cost of audit services for the life of the contract with BWB.

A motion was made by Keri Kerper, seconded by David Carucci to accept the Financial Report as presented. Voice vote, ayes all. Motion carried.

6. Report of Committees

There was no business at this time.

7. Unfinished Business

i. 2019-20 Budget

Ms. Kerper referred to the proposed budget prepared on behalf of the OLDC and explained a HK Olean Hotel Community Development Block Grant Repayment line item and Citywide Revitalization Program line have been added to the 2019-2020 budget. She explained the total revenue reflects the HK Olean Hotel repayment of \$5,106.98 which consists of potential April and May 2020 repayments from the company if the project proceeds as scheduled and the income is received during the budget period outlined for the loan.

Ms. Kerper advised the \$5,000 in budget expenses include \$1,000 in previously committed Program Income for audit services; and \$4,000 is earmarked for Bradner Stadium renovations to cover the remaining costs for the scoreboard and creation of a Citywide Revitalization Program. She indicated she chose a broad description for the proposed program depending upon the OLDC's mission when it comes to fruition.

Mr. Bennion questioned if the \$4,000 under Bradner Stadium Renovations/Parks reflects the fourth unsolicited scoreboard donor, and Ms. Kerper replied that it does.

After review and discussion, a motion was made by David Carucci, seconded by Bob Ring to approve and adopt the June 1, 2019 – May 31, 2020 OLDC Budget as presented. Voice vote, ayes all. Motion carried.

Ms. Kerper advised she will upload the adopted 2019-2020 OLDC Budget into the NYS Authorities Budget Office system and complete the additional yearly reporting in order for the OLDC to be in compliance with PARIS.

ii. CDBG Grant Award – City of Olean and HK Olean Hotel, LLC

Ms. Kerper referred to the award letter received from the NYS Office of Community Renewal (OCR) and explained the City was awarded the full amount it applied for which was \$416,000

under the Community Development Block Grant Economic Development program. She explained per the application submitted, the OLDC will be the sub-grantee creating the terms of the loan and deferred loan with HK Olean Hotel, LLC.

Ms. Kerper advised that she prepared and advertised a Request for Proposals (RFP) on April 8, 2019 for administrative/consulting services in anticipation of receiving CDBG funding. She explained the RFP was published in the NYS Contract Reporter, Olean Times Herald and City website along with sending the notice via USPS to M/WBE firms throughout the State.

Ms. Kerper explained the OLDC received one proposal from H. Sicherman/the Harrison Studio, which was reviewed and scored by a committee consisting of Colleen Taggerty, Mayor Aiello and herself.

After brief discussion, a motion was made by David Carucci, seconded by Meme Yanetsko to hire H. Sicherman/the Harrison Studio and enter into a contract for CDBG administrative/consulting services. Voice vote, ayes all. Motion carried.

Ms. Kerper advised the OCR Grant Agreement was executed by Mayor Aiello on May 15, 2019 and forwarded to the State along with required documents. She explained while the City is awaiting the agreement fully executed by the State, Community Development is working on the environmental NEPA process which is a requirement of the funding source.

Ms. Kerper advised the official release of funds will occur after the environmental review process is completed and signed off on which will then allow project activities to commence and the project may start incurring costs. She indicated once enough costs are incurred for furniture and fixtures a drawdown of funds will be produced. She explained once the reimbursement is received, the loan documents may be completed. Ms. Kerper noted she anticipates at least an approximate eight month timeline to begin the reimbursement activities.

iii. William O. Smith Recreation Center and OATS Advertisement

Mr. DiCerbo, Jr. advised there have been recent opinions by the Office of the New York State Comptroller that appear to give way for the City to directly advertise as long as the proceeds from the sale of the advertisements are then used for operational purposes. He explained the Common Council will ultimately have the final say on advertising and suggested the Board wait for a Common Council decision prior to drafting an advertising policy or lease agreement pertaining to the William O. Smith Recreation Center advertising.

Mr. Carucci questioned who would administer the advertising, and Mr. DiCerbo, Jr. advised the Youth & Recreation Coordinator Kris Shewairy and staff would oversee the William O. Smith Recreation Center advertising.

Mr. DiCerbo, Jr. explained the bus advertising would be administered through the OATS program, which is complicated due to partners and revenue sharing.

Ms. Kerper advised an RFP has been prepared in anticipation of an OATS bus advertising decision. She explained that during the March 19, 2019 OATS partner meeting there was detailed discussion pertaining to bus advertising and partners expressed their desire to begin this process.

Ms. Kerper suggested members contemplate the OLDC mission and potential uses for the revenue that will be generated from hotel project repayments in order to make a positive impact on the community.

Ms. Kerper reminded members of the upcoming June 30, 2019 deadline to complete the required Sexual Harassment Prevention Training. She explained the compliance information/directions through the Employee Assistance Program were previously emailed to members and if preferred, the training may take place at the Municipal Building by contacting staff for scheduling. Ms. Kerper requested members provide their Certificate of Completion.

Ms. Kerper requested Mr. Saradin contact BWB to begin the fiscal year end audit process.

Mayor Aiello advised public roller skating will soon be available to the community at the William O. Smith Recreation Center. He explained that an upcoming Craft Show will be held at the Recreation Center including 54 vendors who have elected to donate the fees for the event to purchase roller skates for the program.

Mayor Aiello further explained the sports floor allows for roller skating and inline skates. He indicated the Roller Derby team will also provide skating lessons. Mayor Aiello noted the addition of roller skating at the Recreation Center is an additional positive activity for families in Olean.

8. New Business

There was no new business at this time.

9. Executive Session

There was no business at this time.

10. Adjournment

The next Olean Local Development Corporation meeting has been scheduled for Thursday, September 19, 2019 at 8:30 a.m. A motion to adjourn was made by David Carucci, seconded by Keri Kerper. Voice vote, ayes all. Motion carried. The meeting ended at approximately 8:55 a.m.