

Meeting of the Olean Urban Renewal Agency
Wednesday, August 21, 2019
8:30 a.m.
Room 119 – Olean Municipal Building

Attendance: Members - Chairman Charles Corcoran, Mayor William Aiello, Deanna Foster, and Earl McElfresh. Staff - Keri Stephen, Community Development Program Coordinator; Jack Hart, Attorney, Wagner & Hart, and Tiffany Taylor, Managerial Confidential Administrative Secretary.

1. Roll Call

Mr. Corcoran called the meeting to order at 8:30 a.m. and asked that the record show that all members were present except John Ash, John Crawford and Nate Smith, who were excused.

2. Reading & Approval of the July 17, 2019 meeting minutes

A motion to approve the minutes of the June 19, 2019 meeting was made by Mr. McElfresh, seconded by Ms. Foster. Voice vote, ayes all. Motion carried.

3. July 2019 Financials

Mr. Corcoran asked when the mowing contract expires, and Ms. Stephen responded that the bills for this month include the fourth of six payments. Ms. Stephen explained that she believes that the contract expires on October 15, 2019, but she can look into this and provide a confirmation regarding the date. Ms. Foster asked if there have been any complaints regarding the mowing, and Ms. Stephen responded that there have not been, and that the company has been doing a wonderful job ensuring that the mowing is taken care of.

A motion to approve the June 2019 Financials was made by Mr. McElfresh, seconded by Mayor Aiello. Voice vote, ayes all. Motion carried.

4. New Business

None

5. Old Business

i. Manufacturers' Hanover Building

Ms. Stephen explained that she and Mr. Hart had worked on proof of debt for ten years after the Agency was formed as a requirement for financing, as the Agency had to prove to Hodgson Russ that they had outstanding obligations. Ms. Stephen advised that Hodgson Russ has reached out and notified her that enough documentation and proof was provided, which was one of the final steps in order to go out for the financing for the Manufacturers Hanover Stabilization Project. Ms. Stephen explained that Hodgson Russ will provide direction to the Agency regarding the

next steps that will need to be taken to obtain financing, as they have determined that the Agency is eligible to move forward.

Ms. Stephen explained that Mr. Hart and she had a conference call with some of Savarino Companies, LLC's staff regarding the bid document for the Stabilization Project. Ms. Stephen noted that she has the bid document if any of the Agency members would like to review it. She explained that it was reviewed in detail and that some changes need to be made, so Savarino Companies, LLC and Johnson Schmidt Associates are working on that. In addition, the New York State Department of Parks, Recreation and Historic Preservation has provided updated documents that will need to be added to the bid document for 2019, including the bid tab, solicitation log, utilization plan, bidding requirements, competitive bid tab, and contractor's solicitation log, which will need to be incorporated into the document as a requirement by Parks. Ms. Stephen indicated she hopes that they make the changes quickly. She explained she provided the breakdown for M/WBE requirements for Parks and ESD to be incorporated into the bid document. As soon as the finalized document is received by the Agency, Ms. Stephen will forward the document to Parks for its review and advisement prior to going out to bid.

Ms. Stephen explained that Mr. Hart has been working on the Land Disposition Agreement, which has been provided to the Agency in their packets. Mr. Hart explained that the draft LDA was provided last fall to Savarino, and they came back this month with some revisions. He has contacted them regarding setting up a call to discuss some of the revisions, but he has not heard back as of yet. He explained that they are still in the process of negotiating the final LDA.

Ms. Kerper explained that for the schedule for the 107 North Union Street property, it had an execution date for the LDA of September 2, 2019, which needs to be altered as it will not be in place by this date. She explained that this is a working document.

Ms. Foster asked if there will be two Land Disposition Agreements, one for 101 North Union Street and one for 107 North Union Street. Ms. Kerper responded that the most recent draft LDA that has been provided to the Agency by Mr. Savarino's legal counsel combined the 101 and 107 North Union Street properties into one Land Disposition Agreement.

ii. National Fuel Right-of-Way

Ms. Kerper explained that in the packet, the Agency will find a letter that indicates that National Fuel will be in the area for right-of-way maintenance on Constitution Avenue. Ms. Kerper explained that she wanted to advise the Agency of this in case they were to see work being done along these right of ways.

iii. Edward Bysiek, CPA Audit Services Letters

Ms. Kerper advised that she has the Engagement Letter for Mr. Corcoran to sign, and that Mr. Bysiek will be at the September meeting to present the audit results for the 2018-2019 fiscal year.

A motion to authorize Mr. Corcoran to sign the engagement letter for Mr. Bysiek's services was made by Mayor Aiello, seconded by Mr. McElfresh. Voice vote, ayes all. Motion carried.

6. Bills

i. National Grid (107 NUS)	\$23.18
ii. National Grid (101 NUS)	\$33.54
iii. Emtton Field Services (payment 4 of 6)	\$457.50
iv. Legal Services (December 2018 – July 2019)	\$2,367.00
v. Edward Bysiek, CPA	\$3,250

A motion to approve the payment of bills was made by Mr. McElfresh, seconded by Ms. Foster. Voice vote, ayes all. Motion carried.

7. Executive Session

A motion to enter into executive session to discuss real estate matters was made by Mr. McElfresh, seconded by Ms. Foster. Voice vote, ayes all. Motion carried. Executive session began at approximately 8:45 a.m.

A motion to adjourn from executive session was made by Mr. McElfresh, seconded by Ms. Foster. Voice vote, ayes all. Motion carried. Executive session adjourned at approximately 9:20 a.m.

8. Next Meeting Date

The next meeting of the Olean Urban Renewal Agency was tentatively scheduled for Wednesday, September 18, 2019 at 8:30 a.m. in Room 119 of the Olean Municipal Building.

9. Adjournment

A motion to adjourn was made by Mayor Aiello, seconded by Mr. Corcoran. Voice vote, ayes all. Motion carried. Meeting adjourned at approximately 9:25 a.m.