

Meeting of the Olean Urban Renewal Agency
Wednesday, October 16, 2019
8:30 a.m.
Room 119 – Olean Municipal Building

Attendance: Members - Chairman Charles Corcoran, Vice Chairman John Ash, Mayor William Aiello, and Nate Smith. Staff - Keri Stephen, Community Development Program Coordinator, and Tiffany Taylor, Managerial Confidential Administrative Secretary.

1. Roll Call

Mr. Corcoran called the meeting to order at 9:00 a.m. and asked that the record show that all members were present except Earl McElfresh, John Crawford and Deanna Foster, who were excused.

2. Reading & Approval of the September 18, 2019 meeting minutes

A motion to approve the minutes of the September 18, 2019 meeting was made by Mr. Smith, seconded by Mayor Aiello. Voice vote, ayes all. Motion carried.

3. September 2019 Financials

A motion to approve the September 2019 financials was made by Mayor Aiello, seconded by Mr. Smith. Voice vote, ayes all. Motion carried.

4. New Business

None

5. Old Business

i. Manufacturers' Hanover Building

Ms. Stephen explained that she has been communicating with Bill Zografas and Courtney Cox on revisions to the bid document. Ms. Stephen explained that Mr. Zografas has emailed her and explained that they need to identify how much severity of deterioration there may be in the parapet, so the Agency needs to hire a contractor to open that up to determine the level of the subsurface deterioration. Ms. Stephen explained that this will allow the proper scope of work to be placed in the bid document. Ms. Stephen explained that she has asked for the cost of the additional inspection by a contractor, and Mr. Zografas has not responded yet.

Ms. Stephen explained that she has contacted Parks and ESD to ensure that the inspection of the parapet will be an eligible item for reimbursement with the funds from the grants, and Parks has advised that they will reimburse for that expense.

Mr. Corcoran explained that RE Kelly was the company that had examined the parapet previously, and removed the damaged portion, so he wonders if they should be the contractor hired for the inspection. Ms. Stephen explained that she can mention this to Mr. Zografas and Mr. Cox, and noted that she had provided the RE Kelly information from years ago to Savarino Companies, LLC to aid in the preparation of the bid document.

Ms. Stephen explained that she will ask Mr. Zografas what contractor they will use, and will follow up with the Agency. Mr. Smith asked if the parapet wall is a new problem, and Mr. Corcoran responded that it is not. Mr. Corcoran explained that there is water infiltration that is creating damage to the terra cotta underneath the parapet.

Ms. Stephen explained that she believes that this is the last piece to be finalized in the bid document. Ms. Stephen explained that Parks has reminded the Agency that they will need to review the bid document prior to its release. Ms. Stephen noted that she will also send it to ESD and members as well. Mr. Corcoran asked if the Agency should notify Mr. Zografas that we would like to see the bids go out in January or February, and Ms. Stephen responded that she will notify Mr. Zografas that the Agency would like a release date of January.

Ms. Stephen explained that funding that was awarded from Parks is Environmental Protection Funding, which requires the Agency to have a project sign in the Manufacturers Hanover building. She presented a mock sign to the Agency, and explained that it will contain Mr. Corcoran's name as Chairman, as well as the project name. Ms. Stephen explained that when the application was submitted, it was submitted as the "Manny Hanny Stabilization Project", which is how the project will appear on the sign. Ms. Stephen explained that there is a cost for the sign of \$56, which will be included on the bills presented in today's meeting. Ms. Stephen explained that the sign must be in place in order to request reimbursement of the grant funding.

Mr. Smith asked if there are any such signs in the City currently, and Mayor Aiello responded that there are two signs at the William O. Smith Recreation Center. Mr. Smith asked if this is a temporary or permanent sign, and Ms. Stephen explained that both signs at the Recreation Center ended up being permanent. Ms. Stephen explained that the sign may be kept in the building historically. Mr. Smith asked if Ms. Stephen could request that the project name on the sign be changed to "Manufacturers' Hanover Stabilization Project" in the case that the sign were to become permanent. Ms. Stephen responded that she will make this request.

Ms. Stephen explained that Mr. Savarino is at the CEO Executive Alliance meeting this morning to discuss the proposed project. Ms. Stephen explained that she received an email from Courtney Cox this morning containing the proposed floor plan that are in member packets. Ms. Stephen explained that she did not receive a narrative with the plans, but that she anticipates receiving further information in the future as well as a presentation to the Agency about the proposed floor plan for the project.

Ms. Stephen explained that she has provided for the Agency in their packets the Bond Resolution, which she has worked with Municipal Solutions and Hodgson Russ, LLP to prepare. Ms. Stephen explained that this is the document authorizing obtaining financing for the Stabilization and Roof Project.

Mr. Smith asked if this Bond is contingent upon the project being completed by Savarino or if the Agency is doing the project regardless. Ms. Stephen explained that the Stabilization Project will be done regardless, as the financing was awarded to the Agency for the emergency roof repair and stabilization. She explained that the Agency's funding is not contingent upon the proposed project by Savarino but rather is contingent upon the Agency completing the Stabilization Project themselves. Ms. Stephen explained that once the project is complete, reimbursed, and closed out then the Agency will be able to transfer the property to Savarino Companies, LLC.

A motion to approve the Bond Resolution (attached) pertaining to the financing of the Manny Hanny Stabilization Project was made by Mr. Ash, seconded by Mr. Smith. Roll call vote, ayes all. Motion carried.

Mr. Corcoran explained that he will speak with Mr. Hart to see if the Agency can get a telephone vote from the other board members. Mr. Corcoran explained that the document lists all members for the roll call vote, and there is possibly a question regarding whether or not the Bond Resolution requires a two thirds vote.

ii. Market Rate Upper Story Housing Demand Analysis – Update

Ms. Stephen explained that she has met with Margaret Lawrence, who is Susan Payne's partner for the Upper Story Market Rate Housing Demand Analysis Update. Ms. Stephen explained that she has provided Ms. Lawrence with a good amount of updated information from what they originally had for the 2015 study. In addition, Ms. Stephen explained that she assisted in setting up meetings with local officials to help Ms. Lawrence collect updated data. Ms. Stephen explained that Ms. Lawrence is doing her due diligence and following up with everyone necessary to collect the needed data for the demand analysis.

Ms. Stephen explained that the update will be submitted to the Agency by November 1, 2019, and noted that the cost for the update will be found in today's bills with a portion to Ms. Lawrence, and a portion to Ms. Payne. Ms. Stephen explained that she will hold the payments until the update is received. Mr. Corcoran asked if the total cost for the update is \$5,000, and Ms. Stephen responded that it is, with \$2,500 of the cost being paid by the Agency and the other \$2,500 being paid by the City.

6. Bills

i. National Grid (101 NUS)	\$17.07
ii. National Grid (107 NUS)	\$21.43
iii. Emtton Field Services (payment 6 of 6)	\$457.50
iv. Corecraft (project sign)	\$56.55
v. Susan Payne	\$1,000
vi. Margaret Lawrence	\$1,500

A motion to approve the payment of bills was made by Mr. Smith, seconded by Mayor Aiello. Voice vote, ayes all. Motion carried.

7. Next Meeting Date

The next meeting of the Olean Urban Renewal Agency was tentatively scheduled for Wednesday, November 20, 2019 at 8:30 a.m. in Room 119 of the Olean Municipal Building.

8. Adjournment

A motion to adjourn was made by Mr. Smith, seconded by Mr. Ash. Voice vote, ayes all. Motion carried. Meeting adjourned at approximately 9:15 a.m.