

Meeting of the Olean Urban Renewal Agency

Wednesday, February 19, 2020

8:30 a.m.

Room 119 – Olean Municipal Building

Attendance: Members – Chairman Charles Corcoran, Vice Chairman John Ash, Deanna Foster, Earl McElfresh, and Mayor Aiello. Staff - Keri Stephen, Community Development Program Coordinator, Jack Hart, Attorney, 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 Paul Gonzalez and Nate Smith, who were excused.

2. Reading & Approval of the November 20, 2019 meeting minutes

A motion to approve the minutes of the November 20 2019 meeting was made by Ms. Foster, seconded by Mr. Ash. Voice vote, ayes all. Motion carried.

3. November 2019, December 2019, and January 2020 Financials

A motion to approve the November 2019, December 2019, and January 2020 financials was made by Mr. McElfresh, seconded by Mayor Aiello. Voice vote, ayes all. Motion carried.

4. New Business

i. Purchasing Guidelines

Ms. Stephen explained she has provided the Agency's purchasing guidelines in the member's packets, and that it is a good idea to refresh members regarding what was previously adopted.

Mr. Corcoran asked if the Agency would fall under the purchase contracts or public works contracts section of the guidelines, and Ms. Stephen explained that the types of contracts that the Agency enters into would be considered public works contracts if any type of construction occurs, and would also be subject to New York State prevailing wage requirements.

Mr. Corcoran asked what Ms. Stephen's spending limit is in the event that there is an emergency and funds need to be spent without prior authorization of the Agency, and Ms. Stephen responded that her limit is \$250. Mr. Corcoran explained that he thought this amount was increased at some time, and Mr. Hart agreed. Mr. Corcoran explained that this should be placed on the next Agency meeting agenda for discussion, as \$250 is not an adequate amount in the case of an emergency. Mayor Aiello explained that he thought that this amount had increased to at least \$500. It was noted that an increase in Ms. Stephen's spending limit was not found after researching previous Agency meeting minutes.

5. Old Business

i. Manufacturers' Hanover Building

Ms. Stephen explained that she would like to update the Agency regarding the Roof and Stabilization Project for the Manufacturers' Hanover building. Ms. Stephen explained that there are a number of quotes that she has included in member's packets that she obtained while following procurement guidelines. Ms. Stephen explained that the first quote is from Don Warda of R.E. Kelley, Inc., a specialty masonry contractor who was properly procured based on the competitive bid process in 2017. Ms. Stephen noted that she has the bid tabulations and results from this time. Ms. Stephen explained that R.E. Kelley, Inc. is commissioned to removal a five foot section of parapet for the purpose of determining the level of subsurface deterioration, which is necessary for Elise Johnson-Schmidt to update the bid document in order to use grant funding for the parapet restoration.

Ms. Stephen explained that after communicating with Mr. Warda, it was determined that an abatement company would be needed as well. Ms. Stephen explained that there are quotes in the member's packets from Empire Building Diagnostics, Inc. and S.E.G. Construction, Inc. for the abatement services, as well as an email from Jamestown Roofing Co., Inc. indicating that they are unable to provide a quote for the abatement portion of the parapet investigation. Ms. Stephen explained that S.E.G. Construction, Inc. came in as the cheapest option for the abatement.

Ms. Stephen explained that the parapet investigation will also require an environmentalist in order to provide air quality monitoring services and / or inspection while R.E. Kelley, Inc. completes their investigation. Ms. Stephen explained that quotes for air quality monitoring were received from AMS Environmental Consultants, Inc., AAction Environmental Services Inc., Neeson-Clark Associates, Inc. and Aurora Environmental, LLC. Ms. Stephen noted that an air quality monitoring company has not been chosen yet because the bids were so far off from each other and a determination needs to be made after further review and collaboration with S.E.G. Construction.

Ms. Stephen explained that she contacted Mr. Dennis Cook, P.E., a local structural engineer, to provide a quote for structural engineering services for the parapet condition survey. Ms. Stephen advised that at this time he was unable to provide a quote for services, but provided the name of William Allen Fox, who she was unable to obtain contact information for. Ms. Stephen explained that after additional digging, she found Roy Pederson of E & M Engineers & Surveyors who provided a written quote for the structural engineering services. Ms. Stephen noted that she received confirmation this morning via email that he is licensed in New York State.

Ms. Stephen explained that after a meeting yesterday with Samuel Savarino of Savarino Companies, Elise Johnson-Schmidt of Johnson Schmidt Architects, David Anderson of Johnson-Schmidt Architects, Roy Pedersen of E & M Engineers & Surveyors, Don Warda of R.E. Kelley, Inc., Mayor Aiello, Mr. Corcoran, Mr. Hart, City Attorney Nick DiCerbo, and herself, the group was able to get a better handle of the work that needs to be done in order to update the bid document. Mr. Corcoran explained that the work that needs to be completed in order to update the bid document will be covered by a portion of the \$700,000 grant funding, so the Agency will be reimbursed for these expenses.

Ms. Stephen explained that she has updated Kathleen McIsaac from Parks regarding the progress that is being made, and Ms. Stephen advised that Ms. McIsaac is satisfied with how the Agency is looking to procure the various contractors. Ms. Stephen explained that she will need to provide Ms. McIsaac with Mr. Pedersen's updated quote, as it was not available at the time they previously communicated. Ms. Stephen noted that she has updated Empire State Development with the status of the project as well, and they are satisfied with how the Agency is moving forward.

Mr. Corcoran asked if the Agency can approve the expenditures for these contracts, and Mr. Hart indicated that motions can be made at this time to do so.

A motion to enter into agreements with R.E. Kelley, Inc. in an amount not to exceed \$14,760 S.E.G. Construction, Inc. in an amount not to exceed \$4,900; an air monitoring company (to be determined) in an amount not to exceed \$1,000; and E & M Engineers & Surveyors in an amount not to exceed \$2,000 and to approve all reimbursable expenses and release of payments as outlined was made by Mr. McElfresh, seconded by Mr. Ash. Voice vote, ayes all. Motion carried.

A motion to authorize Mr. Corcoran to execute any and all contracts, documents and agreements related to the aforementioned agreements was made by Mr. McElfresh, seconded by Mayor Aiello. Voice vote, ayes all. Motion carried.

Ms. Stephen explained that she will contact Municipal Solutions later today to advise that they may move forward with obtaining the \$700,000 in financing for the Stabilization Project, as it appears that the Agency will need it soon in order to continue moving forward.

ii. 107 North Union Street

Ms. Stephen explained that she has provided in the member's packets an Order to Remedy issued to the Agency by the Code Enforcement. Ms. Stephen explained that her office was notified one of the windows had shifted in the Siegel's building. Ms. Stephen explained that Code Enforcement went to the location, inspected the window and took photos. Ms. Stephen advised that she and Mr. Corcoran had looked at the window as well, and secured ASAP Glass to perform emergency work that needed to be done to prevent the glass from falling from the window.

Mr. Corcoran explained that this was considered an emergency situation, as one of the approximately three feet by six feet pieces of glass had dropped down about an inch in a frame whose bottom had deteriorated. Mr. Corcoran explained that the glass could have fallen into the street if it was not immediately taken care of. Mr. Corcoran indicated that there is a \$990 invoice from ASAP Glass for the repair work, and the Agency needs to approve the expenditure.

A motion to approve the disbursement of \$990 to ASAP Glass for costs associated with emergency repair work at the 107 North Union Street property was made by Ms. Foster, seconded by Mr. McElfresh. Voice vote, ayes all. Motion carried.

Mr. Corcoran explained that the area in front of the Manufacturers' Hanover property has been barricaded because the sidewalk has been settling over the years, and has reached a point that it is

a matter of concern. Mr. Corcoran explained that quotes have been received from Will-Do Construction and Richard Peck Construction to inspect the issue.

A motion to enter into Executive Session to discuss contractual issues was made by Mayor Aiello, seconded by Mr. McElfresh. Voice vote, ayes all. Motion carried. Executive session began at approximately 8:50 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 9:30 a.m.

A motion to enter into an agreement with Richard Peck Construction and to authorize an expenditure of up to \$400 to perform exploratory sidewalk efforts in front of the Manufacturers' Hanover property was made by Ms. Foster, seconded by Mr. McElfresh. Voice vote, ayes all. Motion carried.

6. Bills

i. National Grid (101 NUS)	\$23.42
ii. National Grid (107 NUS)	\$23.50
iii. Wagner & Hart	\$1278
iv. Municipal Solutions	\$326.60

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

7. Next Meeting Date

Ms. Stephen explained that she would contact Mr. Savarino regarding the revised plans for the Manufacturers' Hanover property, and she will attempt to set up a special meeting to discuss the proposed plans for the project.

Mr. Corcoran advised that contractors approved during the meeting will be notified to allow the project to start as soon as the weather permits. Ms. Stephen advised that she will put together contracts today and send them to Mr. Hart for approval.

8. Adjournment

A motion to adjourn was made by Mayor Aiello, seconded by Mr. Ash. Voice vote, ayes all. Motion carried. Meeting adjourned at approximately 9:35 a.m.