

**Special Meeting of the Olean Urban Renewal Agency
Monday, June 15, 2020
8:30 a.m.
Room 119 – Olean Municipal Building**

Attendance: Members – Chairman Charles Corcoran, Vice Chairman John Ash, Paul Gonzalez, 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 Deanna Foster and Ron DaPolito, who were excused.

2. Reading & Approval of the February 19, 2020 meeting and February 25, 2020 special meeting minutes

A motion to approve the minutes of the February 19, 2020 meeting and February 25, 2020 special meeting was made by Mr. Gonzalez, seconded by Mr. McElfresh. Voice vote, ayes all. Motion carried.

3. February 2020, March 2020, April 2020, and May 2020 Financials

Ms. Stephen explained that she only has the February 2020 financials. She explained that she has requested the March, April, and May 2020 financials several times, but she has not received them.

A motion to approve the February 2020 financials was made by Mr. McElfresh, seconded by Mayor Aiello. Voice vote, ayes all. Motion carried.

Ms. Stephen explained that she has included for the members in their packets maturity notices for the two CD's that the Agency has, and asked if members would like her to renew the two CD's the same way she had done before. Mr. Corcoran asked if one CD is for \$159,000, and Ms. Stephen responded that one CD is for \$50,177.75, and the other is for \$165,186.29. Ms. Stephen explained that the smaller CD matures on June 21, 2020 and the larger CD matures on July 2, 2020. Ms. Stephen explained that the Agency had previously renewed the smaller CD for 90 days and the larger CD for 6 months.

Mr. Corcoran asked if the Agency will need any of the funding currently held in CD's for the Manufacturers' Hanover Stabilization Project, and Ms. Stephen responded that she does not know how much is in the checking account, since she has not received the most recent financials yet. Mr. Stephen explained that she thinks that it is fine to renew the larger CD for 6 months, but that Mr. Corcoran makes a great point. Ms. Stephen explained that she can check what is in the checking account when she receives the financials, and can renew the smaller CD for 30 days this time just in case the funding is needed.

A motion to authorize Ms. Stephen to renew the larger CD for 6 months and the smaller CD for 30 days was made by Mr. McElfresh, seconded by Mr. Ash. Voice vote, ayes all. Motion carried.

4. New Business

i. URA Budget 7/1/2020 – 6/30/2021

Ms. Stephen explained she has provided the Agency's proposed 2020-2021 budget in the member's packets. She explained that she typically includes year to date figures up to April 30th, but she has included figures up to May 11th on this proposed budget. Ms. Stephen explained that this is because the National Grid lease payment came in late, and she wanted to include it in order to show figures uniform with last year's.

Ms. Stephen explained that there is a different in the proposed budget because she has included the sale of the properties at 101 and 107 North Union Street. She explained that she has increased legal fees, as this will be the year that Mr. Hart will have an increased workload with the transactions involving the two properties. Ms. Stephen explained that otherwise, the budget is the same as the previous year.

A motion to adopt the proposed URA Budget for July 1, 2020 through June 30, 2020 was made by Mr. McElfresh, seconded by Mr. Ash. Voice vote, ayes all. Motion carried.

5. Old Business

i. Manufacturers' Hanover Building

Ms. Stephen explained that the next items that she has provided in the member's packets is the bid tabulation sheet from the bid opening that occurred. Ms. Stephen explained that Morris-Masonry Restoration LLC had a total bid of \$617,595, Lupini had a total bid of \$645,000, and Raymond E. Kelley Inc. had a total bid of \$655,445.

Ms. Stephen explained that she has worked with Johnson Schmidt Associates and Savarino Companies to revamp and revise the bid document with what the Agency discussed regarding masonry work versus roof work. Ms. Stephen explained that the revised bid document was released, and pre-bid walkthrough meeting was done. She explained that there were some good questions from contractors that came up during this meeting, so three separate addendums to the original document were released, and the bid opening was done.

Ms. Stephen explained that the Agency will see that three contractors provided bids; however, only one of the three attended the pre-bid meeting, which was listed as a requirement in the bid packet. Ms. Stephen explained that she has received a legal opinion from Mr. Hart that the Agency is able to throw out the other two bids because they did not meet the minimum requirements provided. Ms. Stephen explained that she contacted Empire State Development and Parks, Recreation and Historical Preservation, the two funding sources for the project, and after providing backup information and Mr. Hart's opinion she received approval from both funding sources to throw out the two bids.

Ms. Stephen explained that this leaves R.E. Kelley as the only eligible bidder, who she proposes that the Agency award the contract to. Mr. Corcoran explained that they are the contractor with the most experience in the Manufacturers' Hanover building, and that they have done exploration work and know what they are getting into.

A motion to approve R.E. Kelley as the successful bidder for the Manufacturers' Hanover Stabilization Project and to authorize Mr. Corcoran to execute any contracts, agreements, and associated documents in relation to the award of this contract upon review and approval by the Olean Urban Renewal Agency's Attorney was made by Mr. McElfresh, seconded by Mr. Ash. Voice vote, ayes all. Motion carried.

Mr. Corcoran explained that this is a historical moment.

Ms. Stephen explained that the next item that she has provided for the Agency is to provide an update on where the Agency is at with funding for the project.. She explained that the Agency spent \$21,460 total on a five foot section for the parapet investigation survey. Ms. Stephen explained that she has provided for the Agency a copy of Form E, a Project Budget and Cost Certification, which is used whenever the City does capital projects that involve BANS or bonds. She explained that this form is used with Municipal Solutions in order to show what has been done to date and ultimately what the project will cost.

Ms. Stephen noted that \$10,000 was in a contract with Johnson Schmidt Associates to update the bid document. She explained that the Agency has still not received a bill, but this cost is included on the form and accounted for. Ms. Stephen explained that administrative costs include costs associated with Hodgson Russ, the Agency's bond counsel, and Municipal Solutions for fiscal coordination. She explained that technical costs involve costs from Johnson Schmidt Associates as previously mentioned, as well as other work previously completed by a testing inspector and engineer.

Ms. Stephen explained that the rest of Form E involves cost for construction. She explained that the total cost of \$34,000 for the bond counsel and fiscal coordination are not eligible items to be reimbursed under either grant, so that is a local share that the Agency will have to absorb.

Mr. Corcoran asked if the Agency still has \$12,000, and Ms. Stephen responded that we do. She explained that she will still get one more bill from Roy Petterson for doing the Sidewalk Shoring Plan bid document. Ms. Stephen explained that she was given a not-to-exceed amount of \$1,000 from the Agency for this, which he is aware of.

Mr. Corcoran asked if there is a change order on this project, will it have to go to the State for approval. Ms. Stephen responded that it will, and that she will take care of it. Mr. Corcoran noted that the Agency would like to spend the entire amount of funding provided to them from the two funding sources. Ms. Stephen explained that it is good to have contingency in the case that there is a change order, such as if there is something found in a part of the masonry that was not in the test section. She explained that she will continue to update the Form E as the project progresses.

Ms. Stephen explained that there is an email in the member's packets from John Alessi, who is the attorney from Hodgson Russ acting as the Agency's legal counsel relating to the bond for the Stabilization Project. Ms. Stephen explained that quite some time ago, the Agency had given her authorization to hire Municipal Solutions and Hodgson Russ to do their tasks involved with the financing for the project. She explained that Mr. Alessi has requested that specific language be adopted for this. Ms. Stephen explained that the Engagement Letter was executed by Mr. Corcoran and returned to Hodgson Russ.

Resolution #01-20

By Mayor Aiello, Seconded by Mr. McElfresh

RESOLVED, that Hodgson Russ LLP is hereby appointed Bond Counsel for the Urban Renewal Agency's Manufacturers' Hanover Project, pursuant to the terms set forth in the engagement letter as presented.

Voice vote, ayes all. Motion carried.

Ms. Stephen explained that the next item in the member's packet is in regards to the cell tower equipment on the building. Ms. Stephen explained that the equipment is now taxable, and AT&T is responsible for paying city, school, and county taxes on the equipment itself. She explained that they are paid up to date.

ii. 107 North Union Street

Ms. Stephen explained that she wanted to update the Agency that the proposed Land Disposition Agreements for 101 and 107 North Union Street properties have been combined.

6. Executive Session

A motion to enter into executive session to discuss the proposed acquisition or sale of real estate was made by Mr. McElfresh, seconded by Mr. Ash. 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 Mayor Aiello. Voice vote, ayes all. Motion carried. Executive session adjourned at approximately 8:55 a.m.

7. Bills

i. National Grid (101 NUS)	
1. March	\$23.02
2. April	\$22.93
3. May	\$22.93
ii. National Grid (107 NUS)	
1. March	\$31.21
2. April	\$31.48

3. May	\$22.93
iii. Bradford Publishing Company	\$49.98
iv. Richard Peck Construction	\$400
v. Neeson-Clark Associates, Inc.	\$250
vi. S.E.G. Construction, Inc.	\$4,900
vii. Johnson Controls Security Solutions	\$160.92
	\$160.92
viii. E & M Engineers & Surveyors	\$1,550
ix. Raymond E. Kelley, Inc.	\$14,760
x. Keri Stephen (reimburse postage)	\$15.05

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

8. Next Meeting Date

Mr. Corcoran explained that he would not be available for a meeting on the third Wednesday in July.

The next meeting of the Olean Urban Renewal Agency was tentatively scheduled for July 22, 2020 at 8:30 a.m. in room 119 of the Olean Municipal Building.

9. Adjournment

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