

**Meeting of the Olean Urban Renewal Agency**  
**Wednesday, April 21, 2021**  
**8:30 a.m.**  
**Room 119 – Olean Municipal Building**

**Attendance: Members –Vice Chairman John Ash, Deanna Foster, Earl McElfresh, and Mayor Aiello. Staff - Keri Kerper, Community Development Program Coordinator, and Tiffany Taylor, Managerial Confidential Administrative Secretary.**

**1. Roll Call**

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

**2. Reading & Approval of the March 17, 2021 Meeting Minutes**

A motion to approve the March 17, 2021 meeting minutes was made by Mr. Ash, seconded by Mr. McElfresh. Voice vote, ayes all. Motion carried.

**3. March Financials**

A motion to approve the March Financials was made by Mr. Ash, seconded by Ms. Foster. Voice vote, ayes all. Motion carried.

**4. New Business**

**i. Constitution Avenue (vacant land) Tax ID #94.055-1-37.2/1**

Ms. Kerper explained that this is for the vacant land behind Country Fair that was previously discussed. Ms. Kerper presented the Agency with a map that shows the parcel and explained that it is 60 feet wide by 260 feet long. Ms. Kerper explained that the Agency is responsible for mowing this parcel. Ms. Foster asked if anything needs to be done by Cytec, and Ms. Kerper explained that the Agency does not and that Cytec leases a portion of this parcel. Ms. Kerper explained that the parcel needs to be separated into two parcels.

Ms. Kerper explained that last month she sent the Agency's by-laws to Mr. Hart so that he can review them and determine how to proceed with the disposition of this parcel. Ms. Kerper explained that the parcel will need to be surveyed because the parcel that will be given to the City needs to be broken off from the larger parcel.

Ms. Kerper explained that she has provided in the Agency's packet an estimate from Mr. Ring, the City's Department of Public Works Director, to complete a trail entrance on this parcel. Ms. Kerper explained that the estimate includes a paved blacktop trail with a gravel base, excavation and removal, a gateway steel arch and foundations, tree and brush removal, and a 15% contingency for the project. Ms. Kerper explained that the total is \$37,863.75, and noted that a concrete option would be an additional \$15,000. Mayor Aiello explained that \$40,000 was allotted for this project.

Ms. Kerper explained that the archway sign is included in this estimate. Ms. Kerper explained that she has reached out to Tammy Hilmey, who is the architect who worked on the Farmers' Market Project for the City. Ms. Kerper explained that the sign was created by Billings Sheet Metal and the cost was approximately \$7,000. Ms. Kerper explained that this cost is included in the estimate. Ms. Kerper explained that this is in the Agency's packet today because she needs to prepare the URA's budget, which will be coming up shortly.

Ms. Foster asked how wide the trail entrance will be, and Ms. Kerper responded that it will be ten feet wide. Ms. Foster asked if we will need to install any bollards at the end of the trail at the roadside so that vehicles cannot enter the trail. Mayor Aiello explained that we will need to speak with Mr. Ring about this, and that something similar to East Avenue may need to be done with a gate that can be swung open to allow for plowing. Ms. Foster explained that she feels that something is needed because a vehicle will be able to fit down the trail and someone may mistakenly attempt to drive down this entryway. Ms. Foster explained that this may increase the cost, and Mayor Aiello responded that with the contingency built in, this should cover the cost of anything needed. Ms. Kerper explained that her intention in the budget is to designate \$40,000 for this project. Mayor Aiello explained that he is trying to remember what is done for other entrances to the trail and he believes that there are only signs that designate that no vehicles are allowed. Ms. Kerper explained that a vehicle would have to hop the curb in order to use this as a roadway. Mayor Aiello explained that the gate was included on East Avenue because of the way the trail is parallel to the roadway, and this may not be needed for the Constitution Avenue parcel.

## **5. Old Business**

### **i. Manufacturers' Hanover Stabilization Project Update**

Ms. Kerper explained that she had correspondence with Empire State Development earlier in the week to check for an update as to where we are regarding our reimbursement request. Ms. Kerper explained that the request is officially at the Division of Finance and Loans in New York City. Ms. Kerper explained that it will go through that process and then they will make a recommendation to the Office of the State Comptroller to reimburse the Agency, and then the OSC has 90 days to make payment. Ms. Kerper explained that this will go along with the schedule for the Note, and the note is payable August 11, 2021 for the financing. Ms. Kerper explained that she will work with Mr. Corcoran to get his signature on things to close out the grant once the payment is received.

Ms. Kerper explained that she has been attending construction meetings and there should be just one more. Ms. Kerper explained that at this time only punch list items remain such as things on the roof to ensure that the warranty is done and Carlisle will be coming in to do the final inspection. Ms. Kerper explained that there are some trim pieces left, otherwise the project is done.

Ms. Kerper explained that Savarino Companies, Inc. has made the request to close the street again on Monday, April 26, 2021 to bring a crane in to get the materials leftover off of the roof. Ms. Kerper explained that Paramount Roofing received the contract with Savarino for the portion of the roof not done, as well as for 107 North Union Street. Ms. Kerper noted that the second story roof on 101 East State Street is in dire need of replacement. Ms. Kerper explained that materials will be removed with the crane, and that additional new materials will need to be lifted onto the

roof. Ms. Kerper explained that this will begin at 8:00 a.m. and will only last for a couple of hours. Ms. Foster asked where the crane would be located, and Ms. Kerper responded that it will be on North Union Street. Ms. Foster asked if any complaints were received the last time the street was shut down for the crane, and Mayor Aiello explained that none were received.

## **6. Bills**

None

## **7. Next Meeting Date**

The next meeting of the Olean Urban Renewal Agency was tentatively scheduled for Wednesday, May 19, 2021 at 8:30 a.m. in room 119 of the Olean Municipal Building.

Ms. Kerper explained that the budget will need to be adopted. Ms. Kerper explained that the Agency's fiscal year is July 1<sup>st</sup> through June 30<sup>th</sup>, so it is possible that there will be no meeting in May and the next meeting will be in June. Ms. Kerper explained that she had difficulty last year passing the budget because the Agency will need everything from the end of May in order to prepare the budget, but that it may be able to be done early this year because there is nothing coming in terms of expenses.

## **8. Adjournment**

Mr. McElfresh asked that the Armory be contacted regarding the condition of their flag. Mayor Aiello explained that he will call them.

Ms. Foster asked if there are any additional projects and if anything has come forward, and Ms. Kerper explained that nothing has. She explained that we will have expenses for mowing, decreased legal expenses, and some of the professional fees will go away. Ms. Kerper noted that Ms. McDivitt's expenses will remain the same.

Mayor Aiello asked how much money we are waiting for from the State, and Ms. Kerper responded \$200,000. Mayor Aiello asked if, when the Note comes due, we will apply that. Ms. Kerper explained that we will have that we have \$500,000 in checking now from Parks. Ms. Kerper noted that both CD's are at the sixth month for renewal.

A motion to adjourn was made by Mr. McElfresh, seconded by Mayor Aiello. Voice vote, ayes all. Motion carried. Meeting adjourned at 8:55 a.m.