

**Meeting of the Olean Urban Renewal Agency**  
**Wednesday, August 18, 2021**  
**8:30 a.m.**  
**Room 119 – Olean Municipal Building**

**Attendance: Members – Chairman Charles Corcoran, Vice Chairman John Ash, Deanna Foster and Mayor Aiello. Staff - Keri Kerper, Community Development Program Coordinator, 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 Earl McElfresh and John Crawford, who were excused.

**2. Reading & Approval of the May 19, 2021 Meeting Minutes**

A motion to approve the May 19, 2021 meeting minutes with an amendment to include “Chairman Charles Corcoran” under “Attendance” was made by Ms. Foster, seconded by Mr. Ash. Voice vote, ayes all. Motion carried.

**3. May, June & July Financials**

Ms. Kerper explained that she would like to note that she has spoken with Crystal McDivitt who informed her that Ed Bysiek may amend the July financials. She explained that she is unsure why nor what numbers need to be amended. Mr. Corcoran asked if it is possible that the fiscal year end June numbers need to be amended, and Ms. Kerper responded that this could be it. Ms. Kerper explained that these are unaudited financials and when he presents the audit next month he will present the audited financials.

Mr. Corcoran asked about the \$21,000 balance in accrued accounts receivable. Ms. Kerper explained that she is unsure where the money is coming from, and that the \$12,000 National Grid payment was received prior to this. Ms. Kerper noted that we did receive some AT&T payments. Ms. Foster asked if there is something that we are expecting, and Ms. Kerper responded that there is not. Mr. Corcoran explained that this could be the adjustment that Mr. Bysiek is referring to. Ms. Kerper explained that it could be because something can't just be taken off the books, and he will need to make journal entries to show the buildings at a loss.

Mr. Corcoran asked about the liabilities and capital, and why there is an \$18,000 debt. Ms. Kerper explained that this is because of the timing of the note payback. Ms. Kerper explained that we had to wait for thirty days for a grace period from the time of publication to the time we could pay off the loan. Ms. Foster asked why the stabilization loan is only \$691,350, and Ms. Kerper explained that the Agency was not able to borrow the full \$700,000. Ms. Kerper explained that a total of \$710,208.33 has been paid back and the note has been closed.

A motion to approve the May, June, and July Financials pending an adjustment for June 30, 2021 was made by Ms. Foster, seconded by Mr. Ash. Voice vote, ayes all. Motion carried.

#### **4. New Business**

##### **i. URA Policies and Statements**

Ms. Kerper explained that since the Ethics Officer Earl McElfresh is not present and there is not a quorum for the Finance or Audit committees, the committees will need to be held next month and the accompanying statements will need to be reviewed at the next regular meeting.

Ms. Kerper reviewed the real property owned by the Agency and explained that the two parcels that the Agency currently owns are vacant parcels located on Constitution Avenue. A motion to accept the Real Property Report was made by Mayor Aiello, seconded by Ms. Foster. Voice vote, ayes all. Motion carried.

Ms. Kerper read a statement that certifies that the Olean Urban Renewal Agency followed a process that assessed and documented the adequacy of its internal control structure and policies for the year ending June 30, 2021. A motion to accept this statement was made by Mr. Ash, seconded by Ms. Foster. Voice vote, ayes all. Motion carried.

Ms. Kerper explained that the Agency's packets contain a Confidential Evaluation of Board Performance and asked that each Agency member review and complete this form, and return it to her.

Ms. Kerper explained that she has been working with Mr. Bysiek to close out the fiscal year ending June 30, 2021 and that the annual audit will most likely be ready for the September Agency meeting.

##### **ii. Governance Committee Annual Report**

Ms. Kerper explained that the Governance Committee consists of Chairman Aiello and members Corcoran and Ash. Ms. Kerper read the committee report that explained that the Governance Committee reviewed the best practices and evaluated the policies relating to the governance of the authority and does not recommend any changes to the Governance Committee Charter or the governance guidelines at this time. A motion to accept this report was made by Mr. Ash, seconded by Mayor Aiello. Voice vote, ayes all. Motion carried.

#### **5. Old Business**

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

A motion to enter into Executive Session to discuss the proposed acquisition or sale of real estate was made by Mayor Aiello, 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 Ms. Foster, seconded by Mayor Aiello. Voice vote, ayes all. Motion carried. Executive Session adjourned at approximately 9:00 a.m.

**6. Bills**

**i. Emtan Field Services        \$2,745**

Ms. Kerper explained that she provided the vouchers for the entire season to Emtan Field Services, but they have not been returned. Ms. Kerper explained that we keep reaching out to try to get these. Ms. Kerper explained that this is the cost for the entire season. Mr. Corcoran asked if the mowing has been kept up with, and Ms. Kerper explained that it has been.

A motion to approve the payment of bills was made by Ms. Foster, 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, September 15, 2021 at 8:30 a.m. in room 119 of the Olean Municipal Building.

**8. Adjournment**

A motion to adjourn was made by Mr. Ash, seconded by Ms. Foster. Voice vote, ayes all. Motion carried. Meeting adjourned at 9:05 a.m.