

**Special Meeting of the Olean Urban Renewal Agency
Tuesday, November 17, 2021
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 Kerper, 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 8:30 a.m. and asked that the record show that all members were present except John Crawford, who was excused.

2. Reading & Approval of the September 15, 2021 Meeting Notes & Audit and Finance Committee Minutes, and September 28, 2021 Special Meeting Minutes

A motion to approve the September 15, 2021 Meeting Notes, the September 15, 2021 Audit and Finance Committee Meeting Minutes, and the September 28, 2021 Special Meeting Minutes was made by Ms. Foster, seconded by Mr. Ash. Voice vote, ayes all. Motion carried.

3. September & October Financials

Financial statements were not available.

4. New Business

i. RFP for Professional Audit Services

Ms. Kerper explained that there is an RFP and Public Notice included in the Agency members' packets. Ms. Kerper explained that it will look different than what the Agency saw for the previous RFP years ago because she could not find the document used so she used some of the same language as she prepared for the OLDC. Mr. Corcoran asked if this notice goes in the paper, and Ms. Kerper explained that the notice will be going into the paper as well as on the City's website and in the New York State Contract Reporter. Ms. Kerper explained that she will email the notice and associated documents to firms that she can find online as well.

Mr. Corcoran asked if this requires action from the Agency, and Ms. Kerper explained that she is presenting this to the Agency for informational purposes. Ms. Kerper explained that she plans to release the RFP on December 3, 2021 with proposals due by 4:00 p.m. on January 5, 2022. Ms. Kerper explained that depending upon the number of firms who respond, she wants to possibly have a subcommittee review and score the bids received. Ms. Foster asked if there were a lot of responses the last time there was an RFP for the audit services, and Mr. Hart explained that he does not think that we did, but he also does not believe that we went outside of the immediate area like Ms. Kerper is describing. Ms. Kerper explained that she is not sure either, but that she will be consistent and put the RFP out there statewide like she does for the City and other boards she

manages. Ms. Kerper explained that it is written in the RFP document that in case there were a lot of firms that respond and score closely or the Agency would like to interview the top three firms selected, then the finalists will be notified by January 12, 2022 and interviews will be held, if needed, the week of January 17, 2022. Ms. Kerper explained that the URA will do a Notice of Intent to Award by February 16, 2022.

Mr. Hart asked what the duration of the relationship is for the audit, and Ms. Kerper explained that the RFP was written for a one year period and the option to renew for four additional one year periods with Agency approval.

Mayor Aiello asked if there can be a clause in the RFP that companies within the City of Olean will be given preference. Mr. Hart explained that he is unsure and he will have to research this. Mr. Hart explained the scoring will have a lot to do with the outcome, and this may be included with the scoring. Ms. Kerper asked if this answer could be to her by December 3, 2021, and Mr. Hart explained that he should be able to find this answer rather quickly.

5. Old Business

i. Constitution Avenue (vacant land) Tax ID # 94.055-1-37.2/1 / Allegheny River Valley Trail Expansion Project

Ms. Kerper explained she and Mr. Hart are working on the project. Ms. Kerper explained that Mr. Hart has the original Abstract of Title and is working on updating it. Ms. Kerper explained she has been in contact with Mike Canada's office, who has been provided with the current Abstract. Ms. Kerper explained that they needed this to get the Agency on their calendar, so they are currently reviewing the Abstract and we are waiting to hear back from them.

Mr. Hart explained the Abstract of Title was the original document used to acquire the land, and it has gone through a lot of transfers over time. Mr. Hart explained it includes a legal description of the property.

6. Bills

There were no bills to be paid.

Ms. Foster asked if things had been taken care of with the contractor for lawn mowing, and Mr. Corcoran explained that he remembers signing the vouchers. Ms. Kerper explained that she had Ms. Monroe follow up with the owner of the company to have him come in and sign the vouchers so he must have since the last meeting.

7. Next Meeting Date

The next meeting of the Olean Urban Renewal Agency was tentatively scheduled for Wednesday, December 15, 2021 at 8:30 a.m. in room 119 of the Olean Municipal Building, if there is business.

8. Adjournment

A motion to adjourn was made by Mr. Ash, seconded by Mayor Aiello. Voice vote, ayes all. Motion carried. Meeting adjourned at 8:45 a.m.