

Meeting of the Olean Urban Renewal Agency
Wednesday, April 17, 2019
8:30 a.m.
Room 119 – Olean Municipal Building

Attendance: Members - Chairman Charles Corcoran, Vice Chairman John Ash; Mayor William Aiello, and Earl McElfresh. 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 Nate Smith and John Crawford, who were excused.

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

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

3. January, February and March 2019 Financials

Mr. Corcoran asked if the CD that matured on March 19, 2019 has been renewed, and Ms. Kerper replied that it has been renewed for three months.

Mr. Corcoran asked if the Blue Collar Workwear Transaction was closed in April, and Ms. Kerper responded that it was closed in March. Ms. Kerper explained that Mr. Hart has the proceeds from the sale in his Trust and Agency account. She explained that both the Agency and Blue Collar Workwear had paid for the same survey, so a conversation has occurred with the Earlys, Mike Canada, and herself, and Mr. Canada has provided a refund of the amount paid by the Agency to Mr. Hart. Ms. Kerper explained that this has also been placed in the Trust and Agency account and will be transferred to the Agency at a later date when the transaction is completed.

A motion to approve the January, February and March 2019 Financials was made by Mr. McElfresh, seconded by Mayor Aiello. Voice vote, ayes all. Motion carried.

4. New Business

i. URA Budget 07/01/2019 – 06/30/2020

Ms. Kerper explained that she has provided the Agency with a proposed budget in their handouts today. She explained that the budget was adopted last year in May; however, due to the New York State Authorities Budget Office PARIS reporting requirements, it must be adopted at this year's April meeting. She explained that the adopted budget must be uploaded into the PARIS reporting system sixty days prior to the fiscal year end.

Ms. Kerper explained that the Agency can see in the proposed budget that the 2018-2019 fiscal year National Grid lease payment of \$12,000 has not yet been received. She explained that it usually comes around the 16th or 17th of April, so she expects it to arrive in the next day or two.

Ms. Kerper noted that she has not included the proceeds from the sale of the Constitution Avenue property, as the funding is still in the Trust and Agency account and has not been received by the Agency.

Ms. Kerper explained that all of the utility and maintenance costs in the proposed budget have been removed for the 106-108 West State Street property because it has sold. She explained that she has also reduced the costs of the utilities, maintenance and improvements for the 101 North Union Street property.

Ms. Kerper explained that she has increased the amount in the budget for Professional Consultants / URA Project for costs associated with Elise Johnson Schmidt's updating of plans and bid specifications for the roof replacement and stabilization at the Manufacturers' Hanover property.

Ms. Kerper explained that she has added a line item to the budget for borrowing for roof replacement and stabilization at the 101 North Union Street property. She explained that she has budgeted \$10,000 for costs associated with assistance from Hodgson Russ and fees from Municipal Solutions necessary to obtain the financing. Mr. Corcoran asked if anything has been budgeted for interest costs associated with the borrowing, and Ms. Kerper replied that she is hopeful that it will be covered by the \$10,000 as well, but she will not know for sure until farther into the borrowing process.

Ms. Kerper noted that the net income proposed for 2019-2020 is \$151,338.

A motion to adopt the 2019-2020 budget as presented was made by Mr. Ash, seconded by Mr. McElfresh. Voice vote, ayes all. Motion carried.

Ms. Kerper explained that she will upload the budget to the Authorities Budget Office website to assure that the Agency remains in compliance.

5. Old Business

i. Manufacturers' Hanover Building & 107 North Union Street

Ms. Kerper explained that she has been working to get information into the Grants Gateway System, such as the Boundary Map, the Deed, the Opinion of Counsel, and the Authorized Resolution for the Acceptance of Funds for the \$500,000 grant from the New York State Office of Parks, Recreation, and Historic Preservation for the Manufacturers' Hanover roof replacement and stabilization. She explained that she has spoken with Parks regarding the Agency's current contract with Elise Johnson Schmidt as well. Ms. Kerper explained that she has sent correspondence that included the old RFP for Professional Services, as well as Ms. Johnson Schmidt's response to Parks to show that the Agency has been under contract and still is under

contract. She noted that this also was necessary to show Parks that the release of a new RFP is not necessary.

Ms. Kerper noted that Ms. Johnson Schmidt's team has come down twice for site visits and are currently working on updating the bid document. She explained that they are also updating MWBE language in the document, as it was not previously necessary, as well as prevailing wage language. Ms. Kerper explained that Parks also has stipulations that the bid document must be stamped and signed by Parks, as well as include the Parks grant number. She explained that four hard copies and four electronic copies will be sent to Parks for their review prior to release of the document.

Ms. Kerper explained that she has contacted Tim Connelly of AT&T and notified him of the plans for the roof.

Ms. Kerper explained that Mr. Hart and she have reviewed the Construction Management Agreement and had some minor changes. She explained that Courtney Cox of Savarino Companies, LLC has made these changes and Ms. Kerper has the Agreement for Mr. Corcoran to execute.

Ms. Kerper explained that phone calls are continuing with Hodgson Russ and Municipal Solutions for borrowing for the costs that the Agency needs to front for the roof replacement and stabilization prior to reimbursement. She explained that the next phone call will be on April 23, 2019 at 9:15 a.m. in room 119 of the Olean Municipal Building if any Agency member would like to attend.

Ms. Kerper explained that she has been working with Empire State Development on the Incentive Proposal for their \$200,000 in funding. She explained that there are two ways to receive reimbursement: first, when the Agency spends \$350,000 on the project, a reimbursement of \$180,000 will occur. Second, when \$6.85 million in expenditures occur, the remaining \$20,000 will be reimbursed. She explained that she has made the request to eliminate the \$6.85 million requirement and rather have the entire \$200,000 reimbursed to the Agency when the full scope of the project is complete. Ms. Kerper explained that she was advised that the Agency would most likely have to spend the full \$700,000 in grant funding from Parks and ESD to receive the entire \$200,000 reimbursement from ESD, rather than the \$667,000 that was originally discussed. Ms. Kerper continued that she has also requested that the funding be placed in the name of the Agency rather than the City of Olean.

Ms. Kerper explained that she is working on uploading the SEQR for 101 North Union Street back into the Parks system, and she is sure that it will be accepted as it is the same as previously reviewed. She has also kept Parks updated with all of the happenings with ESD.

Ms. Kerper explained that in speaking with Mr. Cox, he has made the request to mirror the timeline of 101 North Union Street with 107 North Union Street for the Land Disposition Agreement and all associated goals and milestones. She explained that the current timeline for 107 North Union Street is as follows:

May 20, 2019 Deadline for Inspection Due Diligence;
June 4, 2019 Deadline to submit Project Budget to the Agency;
September 2, 2019 Deadline to execute the Land Disposition Agreement.

Ms. Kerper explained that the ultimate goal is to have the deadline for the Land Disposition Agreement for the 101 North Union Street property moved to September 2, 2019. She explained that the due diligence has already been completed and that Savarino Companies, LLC have already submitted their Project Budget for 101 North Union Street to the Agency.

A motion to authorize an extension of the deadline to execute the Land Disposition Agreement to Savarino Companies, LLC for the 101 North Union Street property was made by Mr. McElfresh, seconded by Mr. Ash. Voice vote, ayes all. Motion carried.

Mr. Corcoran asked if Ms. Kerper has received a response from ESD regarding changing the name on the grant from the City of Olean to the Urban Renewal Agency, and she replied that she has spoken with Diego Sirianni from ESD in several phone calls and emails. Ms. Kerper explained that he notified her that he has spoken with the Director of ESD and has not heard back yet. Ms. Kerper explained that financing for the Agency's project is contingent upon this, so it is very important that the Agency receive an answer in order to submit the bid document to Parks for review and release in time for this year's construction season. She explained that he understands the importance of moving as quickly as possible.

ii. Blue Collar Workwear – Purchase of Real Property (Constitution Avenue)

Ms. Kerper explained that the property has sold. She explained that Mr. Hart has the proceeds from the sale in his Trust and Agency account and that as soon as the funds are released to the Agency, the 20% due to the City will be remitted. Ms. Kerper added that a motion will need to be done at the time that the Agency receives the funds in order to authorize this remittance to the City of the 20% that they are owed as previously agreed upon when the City provided the Constitution Avenue properties to the URA.

6. Bills

- i. National Grid (107 NUS) \$23.27
- ii. National Grid (101 NUS) \$31.51
- iii. TYCO (alarm 101 NUS) \$149.39

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

7. Next Meeting Date

The next meeting of the Olean Urban Renewal Agency was tentatively scheduled for Wednesday, May 15, 2019 at 8:30 a.m. in Room 119 of the Olean Municipal Building.

8. Adjournment

A motion to adjourn was made by Mr. McElfresh, seconded by Mayor Aiello. Voice vote, ayes all. Motion carried. Meeting adjourned at approximately 9:00 a.m.