

REGULAR MEETING OF THE COMMON COUNCIL

Tuesday, August 13, 2019 – 6:35 p.m.

Olean Municipal Building - Council Chambers

1. ROLL-CALL

2. INVOCATION

3. PLEDGE

4. READING, CORRECTING, AND APPROVAL OF THE MINUTES OF THE PREVIOUS REGULAR MEETING:

“The Regular Meeting of the Olean Common Council was held on Tuesday, July 23, 2019 at 6:35 p.m.”

PRESENT: Alderman Crawford, Witte, Andreano, Gonzalez, Dougherty, Smith, and George

ABSENT: None

OFFICIALS: Mayor William Aiello; Lens Martial, City Clerk; Nicholas DiCerbo, Jr., City Attorney; Fred Saradin, City Auditor; Keri Stephen, Community Development Program Coordinator; Bob Bell, Fire Chief; Jeff Rowley, Police Chief; and Tiffany Taylor, Managerial Confidential Administrative Secretary

5. COMMITTEE REPORTS AND UNFINISHED COUNCIL BUSINESS

Report from Finance Committee on PL #02-19, to amend the City of Olean Code of Ordinances Chapter 2, Article VI, Division 3, Audit and Compliance Committee Reporting Policy. Committee recommends approval. Referred to City Attorney for Resolution.

6. COMMUNICATIONS FROM THE MAYOR

7. MISCELLANEOUS COMMUNICATIONS

Liquor License Renewal – St. Stephens Club, Inc. – 1117-1119 North Union Street, Olean

Liquor License Renewal – Olean American Legion Post 530 – 307 East State Street, Olean

8. CITY OFFICIAL REPORTS

Monthly Report of the City Auditor - month ended July 2019

9. PROPOSED LEGISLATION & REFERRALS

PL #65-19: (Aiello) To authorize the transfer of \$85,000 from Sewer Fund to line item G-07-5-8120.301 for additional sewer lining. *Referred to Regular Meeting Tuesday, August 13, 2019 for Resolution by Council President.*

10. PUBLIC COMMENT / INPUT (5 MINUTE LIMIT PER SPEAKER)

11. FINANCE / BILLS

12. RESOLUTIONS

RESOLUTION #68-19

PL #02-19

By Alderman Crawford, Seconded by Alderman Dougherty

**TO AMEND THE CITY OF OLEAN CODE OF ORDINANCES CHAPTER 2, ARTICLE VI, DIVISION 3,
AUDIT AND COMPLIANCE COMMITTEE REPORTING POLICY**

RESOLVED, that the City of Olean Code of Ordinances Chapter 2, Article VI, Division 3 is hereby amended to include the following:

Section 2-174 Change Order Policy

A change order is work that is added to or deleted from the original scope of work of a contract, which alters the original contract amount and/or completion date.

The change order process is established to provide approval authority for the various types of change orders and monetary amounts for capital improvement projects.

All change orders are to be documented on a form by the responsible department head. All change orders must be within the approved project funding and the original scope of the project as authorized by the Common Council. The responsible project manager will notify the mayor, common council and city auditor of any change order execution via email or written notice.

The authorization levels for change orders are described as follows:

A. The department head has final Change Order authority if the following amounts are not exceeded:

- A single change order, whether cost or credit, up to \$10,000.
- A single contract pay item with a cost or credit up to \$10,000.
- An extension of time up to fifteen (15) working days.

B. The mayor has final Change Order authority if the following amounts are not exceeded:

- A single change order, whether cost or credit, up to \$25,000.
- A single contract pay item with a cost or credit up to \$25,000.
- An extension of time exceeding fifteen (15) working days.

C. Any levels that exceed a cost or credit, over \$25,000 must receive mayoral and Common Council approval.

The final/approved change-order value shall also include: 15% contingency, 5% field change allowance and the associated administrative fees.

Change orders authorized by the Mayor will be placed on the Common Council Finance Committee’s Agenda subsequent to the approval and the nature of such expenditures must be disclosed and the needs specified by the responsible department head.

After change(s) are approved, financing options (if required) will be discussed and secured by the Mayor, Common Council, department head and the City Auditor.

Section 2-175 Capital Project Update Policy

The reporting of ongoing capital projects will include a project summary, schedule and timeline of all projects in process (in excess of \$50,000) – which will be provided to the Common Council on a monthly basis.

The project financial report will include the following: project budget, approved changes, and actual/incurred costs. Additionally, there will be a reconciliation of project funding received/acquired to total project cost to ensure enough funding for project completion and highlighting any funding shortfalls.

If any project is underfunded, the Mayor and Common Council will be notified immediately and a corrective action plan will be provided.

RESOLVED, that this Resolution will be effective immediately.

RESOLUTION #69-19
PL #65-19

By Alderman _____, Seconded by Alderman _____

**TO AUTHORIZE THE TRANSFER OF \$85,000 FROM SEWER FUND TO LINE ITEM G-07-5-8120.301
FOR ADDITIONAL SEWER LINING**

RESOLVED, that the following transfer be authorized:

Account #	Description- General	Amount Transferred	Transferred to
G-07-5-9955.550	Sewer Fund	\$85,000 \$85,000	G-07-5-8120.301

**Total Transfer to
G-07-5-8120.301,
Capital Outlay**

BE IT FURTHER RESOLVED, that this Resolution shall be effective immediately.

13. ADJOURNMENT