

# COMMITTEE OF THE WHOLE MEETING MINUTES

*TUESDAY, JANUARY 22, 2019 – 6:30 p.m.*

## COUNCIL CHAMBERS – OLEAN MUNICIPAL BUILDING

IN ATTENDANCE WERE: ALDERMEN CRAWFORD, WITTE, ANDREANO, GONZALEZ, DOUGHERTY, SMITH, AND GEORGE. OTHERS: MAYOR WILLIAM AIELLO; LENS MARTIAL, CITY CLERK; NICHOLAS DICERBO, JR., CITY ATTORNEY; FRED SARADIN, CITY AUDITOR; KERI KERPER, COMMUNITY DEVELOPMENT PROGRAM COORDINATOR; BOB RING, DIRECTOR OF PUBLIC WORKS; JEFF ROWLEY, POLICE CHIEF; BOB BELL, FIRE CHIEF, AND TIFFANY TAYLOR, MANAGERIAL CONFIDENTIAL ADMINISTRATIVE SECRETARY.

Alderman Crawford called the meeting to order at 6:30 p.m. and asked that the record show that all Aldermen were present.

1. PL #03-19: (Crawford) To amend the City of Olean Code of Ordinances Section 24-134 to include Winters Avenue, West, between Washington Street and Sullivan Street, and to authorize the installation of “No Parking” signs on the west side of Winters Avenue.

Alderman Crawford explained that he reached out to the Director of Public Works, the Police Chief and the Fire Chief for their opinions, and he handed out the responses to the Aldermen. He explained that the consensus between the Fire and Police Chiefs is that they don't have any concerns with this change, and that this could possibly improve response times during emergencies in that area. He explained that the Director of Public Works did warn that eliminating parking on one side of any street could potentially cause an increase in speed on that roadway, but had no other concerns.

Alderman Gonzalez explained that parking on both sides of the roadway on a narrow street such as this creates a narrow situation and could restrict the flow of emergency response vehicles. Alderman Crawford agreed.

Alderman Crawford continued that there are a number of rental properties on the street, but most have off street parking that is not utilized. He feels that having so much on street parking creates a safety issue, and noted that the east side of the street is parked on the most.

A motion to approve PL #03-19 was made by Alderman Crawford, seconded by Alderman Gonzalez. Voice vote, ayes all. Motion carried. Referred to City Attorney for Resolution.

2. PL #05-19: (Aiello) To authorize the Mayor to sign and submit an application for funding to National Grid under the Urban Center / Commercial District Revitalization Program in connection with electric costs for the Walkable Olean Phase II Project.

Ms. Kerper explained that the City recently met with National Grid, who advised that the City is eligible for this program and that based on a population between 10,000 and 14,999, the City is eligible to apply for up to \$100,000 in funding. She explained that the funding can be used for electric and gas infrastructure, lighting installations, site preparation and planning costs. She explained that the City has received funding from the New York State Department of Transportation and Empire State Development, which the City is able to use towards the required 3 to 1 match for the project. She explained that the \$100,000 that is being applied for is in addition to the project costs that were previously presented to the Council, as this additional work would not be considered if the funding is not awarded.

Mr. Ring added that if the funds are awarded to the City, the project scope would expand slightly. The funding would cover design costs, some existing costs for the project as the previous design did not include lighting, a pedestrian signal and LED lighting through the project area.

Alderman Andreano asked if the pedestrian signals would be like the ones that were installed on North Union Street, and Mr. Ring replied that they would be like the crossing signal at Henley and North Union Street with a countdown timer. He explained that the signals on North Union Street are for non-signaled intersections.

Alderman Crawford asked what is planned for lighting, and Mr. Ring replied that he has not gotten into the design portion of the lighting, but that he anticipates that the lighting will be similar to what is in War Vets Park. He explained that this grant would fund eleven light pole locations.

Alderman Andreano explained that the lighting in War Vets Park has made a huge difference. She hopes that if work is continued on Front Street, that the LED lighting will continue down the road.

Alderman Crawford asked the anticipated timeline for this project, and Ms. Kerper responded that she will apply to National Grid as soon as possible with the Council's approval. She explained that the lighting that is proposed with this grant would go along with the current timeline as presented for Walkable Olean Phase II.

A motion to approve PL #05-19 was made by Alderman Witte, seconded by Alderman Andreano. Voice vote, ayes all. Motion carried. Referred to Regular Meeting for Resolution.

3. PL #06-19: (Aiello) To authorize the Mayor to sign and submit a Community Development Block Grant application to the New York State Office of Community Renewal under the Economic Development Program in connection with the development of a new hotel currently addressed as 1404 Buffalo Street.

Alderman Crawford explained that this was explained during the public hearing that occurred prior to the Committee of the Whole.

A motion to approve PL #06-19 was made by Alderman George, seconded by Alderman Witte. Voice vote, ayes all. Motion carried. Referred to Regular Meeting for Resolution.

4. PL #07-19: (Aiello) To adopt the Section 3 Participation Plan for the City of Olean.

Ms. Kerper explained that whenever funding is received from the New York State Office of Homes and Community Renewal in excess of \$250,000, the municipality must have this plan in place. She explained that the City has one on file with the Office of Homes and Community Renewal, but that she cannot find where the Council had adopted the policy, so this is simply housekeeping.

Ms. Kerper explained that the Section 3 Plan requires that the City provide opportunities to low- and very low-income persons residing in the State of New York with this funding. She explained that a Section 3 Resident is a public housing resident or a low- or very low-income person residing in the metropolitan area in which the Section 2 covered assistance is expended. She explained that a Section 3 Business Concern is a business that can provide evidence that they are 51% or more owned by Section 3 Residents or that at least 30% of its full-time employees are Section 3 Residents, or within three years of the date of first employment with the business concern the employees were Section 3 Residents. She explained that Section 3 Covered Assistance is for public housing development, operating or capital funds, or other housing assistance and community development assistance extended for housing rehabilitation, housing construction or other public construction projects.

Ms. Kerper explained that the City's Olean Homeownership Assistance Program used to provide housing rehabilitation costs, but no longer does. She explained that during this time, if an activity such as the installation of a furnace was to occur, the contractor installing the furnace would trigger the Section 3 requirements.

A motion to approve PL #07-19 was made by Alderman Witte, seconded by Alderman Gonzalez. Voice vote, ayes all. Motion carried. Referred to Regular Meeting for Resolution.

5. PL #08-19: (Crawford) To adopt a Fund Balance Policy and Policy for Manual Journal Vouchers for the City of Olean.

Alderman Crawford explained that this was discussed previously, and by formalizing the policy, the Council will be one step closer to strengthening the City's internal controls. He explained that Ms. Taylor sent the policy to the Aldermen last week for review. He met with the Mayor who recommended that the Council establish a 15% fund balance maintenance amount. This does not, however, prevent the Council from tapping into the fund balance and going below this amount. It does provide a safety net. He explained that he has run this by the Audit and Compliance Committee members, who feel that the policy looks good and recommend that the Council adopt it.

A motion to approve PL #08-19 was made by Alderman Crawford, seconded by Alderman George. Voice vote, ayes all. Motion carried. Referred to Regular Meeting for Resolution.

6. PL #11-19: (Crawford) To authorize a ten month extension to Michael and Kathleen Martel for the rehabilitation of the property located at 602-604 West Greene Street.

Alderman Crawford explained that he forwarded an email to the Council from Mr. Martel which requests an extension of the timeline, as well as lists what has been completed to the house and what work will be upcoming. Alderman Crawford explained that the Martels have done a

wonderful job to the exterior of the property, and have done pretty much all of the work themselves at this point. Looking at the house, you would not know that it was recently condemned.

Alderman Crawford continued that the Martels plan to be done with renovations by June, which will include a full gut job on the interior of the home.

Mayor Aiello explained that he feels that the Martels are doing a fantastic job, and he has no concerns with providing an extension.

Alderman Crawford explained that he believes that all other projects by private individuals are complete, with the exception of the rehabilitation of a property by Rural Revitalization Corporation. He explained that he met with them today, and they anticipate being done by late spring or early summer with their North 11<sup>th</sup> Street property. He explained that the holdup is that cement cannot be poured to fix the foundation, as it will not set correctly in the freezing weather.

A motion to approve PL #11-19 was made by Alderman Crawford, seconded by Alderman Witte. Voice vote, ayes all. Motion carried. Referred to Regular Meeting for Resolution.

## 7. Adjournment

A motion to adjourn was made by Alderman Andreano, seconded by Alderman George. Voice vote, ayes all. Motion carried. Meeting adjourned at approximately 6:48 p.m.