

COMMITTEE OF THE WHOLE MEETING MINUTES

TUESDAY, MARCH 10, 2026 – 6:00 p.m.

COUNCIL CHAMBERS – OLEAN MUNICIPAL BUILDING

IN ATTENDANCE WERE: ALDERMEN ROBINSON, BENNION, KEARY, FORNEY, McCALL, AND CRAWFORD. OTHERS: MAYOR AMY SHERBURNE; JENNIFER FAIRBANKS-BLACK, CHIEF OF STAFF; MIKE MORGAN, CITY ATTORNEY; FRANK CAPUTO, CITY CLERK; LENS MARTIAL, CITY AUDITOR; JAMES SPRAGUE, DIRECTOR OF PUBLIC WORKS; ERIC MAUROUARD, FIRE CHIEF; JERRY VOLZ, IT NETWORK COORDINATOR; STEPHANIE OLSON, PRINCIPAL ACCOUNT CLERK, AND TIFFANY TAYLOR, MANAGERIAL CONFIDENTIAL ADMINISTRATIVE SECRETARY.

Alderman Robinson called the meeting to order at 6:00 p.m. and asked that the record show that all Aldermen were present except Alderman Anastasia, who was excused.

1. PL #16-26: (Crawford) To call on Governor Hochul to declare an “Energy State of Emergency” related to escalating energy costs.

Alderman Crawford explained the Council has done resolutions like this in the past. He explained he knows it is fairly symbolic in nature, however he is sure we have all experienced the same skyrocketing electric bills. He explained this is truly a state of emergency given the demand for infrastructure and data centers. He explained the massive demand is killing our grid, as is the State’s green initiatives. He explained this is a resolution asking the State to step up and do what they need to do to figure this out. Alderman McCall noted she would like to revisit having our State representatives look into fuel prices in the area.

A motion to approve PL #16-26 was made by Alderman Crawford, seconded by Alderman Keary. Voice vote, ayes all. Motion carried. Referred to regular meeting for resolution.

2. PL #17-26: (Sherburne) To authorize the transfer of \$5,000 from line item 1640.250, Other Equipment, to line item 1640.101, Overtime, for costs associated with overtime in the City Garage.

Director Sprague explained this transfer is being requested by the Garage Shop Supervisor. He explained they are looking forward to work in the spring to tear down the snow fleet and get things ready for the spring and summer work load. He explained in order to get the trucks turned around he is anticipating working between four and six Saturdays with the maintenance and mechanics crew. He explained this will put the money in the right line item to do that. Alderman McCall asked how much we have left in the line item now for overtime and Director Sprague explained there is not more than a few hundred dollars left.

A motion to approve PL #17-26 was made by Alderman Robinson, seconded by Alderman Forney. Voice vote, ayes all. Motion carried. Referred to regular meeting for resolution.

3. PL #18-26: (Sherburne) To authorize the Mayor to enter into a Service Agreement with Purrfect Kitty Mission for the provision of trap-neuter-release (TNR) and emergency feline care services within the City of Olean for a cost of \$5,000.

Mayor Sherburne explained funding has been allocated for several years now for a TNBR program, and we now have a non-profit in the city that has stepped up and offered their services. She explained there are issues with stray cats in the community and citizens want us to do something about the colonies that are growing large and becoming a problem. She explained this is the beginning of hopefully taking care of this problem. She explained she feels that this not-for-profit that has stepped up and is very capable, as well as has good connections with vets. She explained we hope to get this process started to get a handle on the cat population.

Alderman Crawford explained he wants to reiterate the importance of this and explained this is something the City started many years ago. He explained it ran pretty successfully the first couple of years, and they worked with a not-for-profit that was not based in Olean. He explained the SPCA has helped with colonies in the past but they are at capacity, and if you round up the cats you create a vacuum effect that brings more cats to fill in the area. He explained the only successful way to bring down the population of a colony is to bring down the ability to reproduce and to run a TNVR program. He asked if this not-for-profit will ensure the cats are vaccinated as well and Mayor Sherburne explained they will.

Alderman Crawford explained the \$5,000 will allow the agency to partner with Operation Pets and other low-cost spay and neuter solutions. He explained he is really excited to see this come forward and hopefully we can turn some colonies in the right direction. Alderman McCall explained she believes there were concerns about this being a relatively new organization, but they have a good track record as well as support from a number of people. She explained we have long talked about the need for this and no one has stepped up, especially at this nominal cost. She explained we need to support businesses in this area and this is an opportunity to try out a local agency and give them the chance to grow. Alderman Crawford asked if the City will be kept updated on the proof and amount of cats that have been trapped and Mayor Sherburne explained we will ensure we are informed of the amount of cats that have had procedures.

A motion to approve PL #18-26 was made by Alderman McCall, seconded by Alderman Crawford. Voice vote, ayes all. Motion carried. Referred to regular meeting for resolution.

4. PL #19-26: (Sherburne) To authorize the application for funding to the New York State Drinking Water State Revolving Loan Fund for the lead service line inventory and replacement.

Director Sprague explained this is a very low cost financing option for water system improvements. He explained in order to apply he needs a formal authorization from the Council to attach to our application that is due in mid-May. He explained we will take this action and then put together a project to fit into that program. He explained this is a multi-level program that can help at multiple stages during projects. Alderman Robinson explained the Council is always happy to hear that the City is exploring any sort of funding assistance we can find for necessary projects.

A motion to approve PL #19-26 was made by Alderman Robinson, seconded by Alderman Forney. Voice vote, ayes all. Motion carried. Referred to regular meeting for resolution.

5. PL #20-26: (Sherburne) To authorize the application for funding to the New York State Clean Water State Revolving Loan Fund as required by the NYSDEC Order on Consent for the sanitary sewer collection system.

Director Sprague explained this is for the same thing as PL #19-26, except it is for the sewer system rather than the drinking water system. He explained it is basically a low-interest loan that can be converted to a grant, but can also be hybrid depending on how the community scores based on metrics. He explained we are currently waiting on the engineering report and will direct funds, once that is received, to actions we are required to take based on our Order on Consent.

A motion to approve PL #20-26 was made by Alderman McCall, seconded by Alderman Keary. Voice vote, ayes all. Motion carried.

6. PL #21-26: (Sherburne) To authorize the Mayor to execute an Undertaking Agreement between the City of Olean and the New York State Department of Transportation for working within the State rights-of-way within the City of Olean.

Director Sprague explained the City of Olean takes care of State Routes 16 and 417 within the limits of the City of Olean under an Arterial Maintenance Agreement with the State. He explained we have to get an annual permit to do this regular work within their right-of-way and also occasionally do other specific projects that require project-specific permits. He explained those permits typically require proof of insurance, but this Undertaking says the City will take responsibility for any damage that we do and put the right-of-way back to where we started rather than providing insurance information to the State. He explained the Undertaking lasts he believes five years before another agreement needs to be entered into.

A motion to approve PL #21-26 was made by Alderman Robinson, seconded by Alderman McCall. Voice vote, ayes all. Motion carried. Referred to regular meeting for resolution.

7. PL #22-26: (Sherburne) To authorize the Mayor to sign and submit grant applications for Congressional Directed Spending Grants through Senator Chuck Schumer and Senator Kirsten Gillibrand for funding associated with security cameras for the Olean Municipal Building.

Mayor Sherburne explained State and Federal Officials are currently accepting grant applications, and we are applying for grants for items and projects that have been discussed in the past. She explained this is grant funding for the security cameras the Council recently discussed. Mr. Volz explained these are Congressional Spending Grants, and applications are due March 22nd. He explained we can submit to both Gillibrand and Schumer's offices, and the local match would be 25%. Alderman McCall asked what the maximum we can apply for is, and Mr. Volz explained we can pretty much apply for the whole cost with the exception of the local match.

A motion to approve PL #22-26 was made by Alderman Forney, seconded by Alderman McCall. Voice vote, ayes all. Motion carried. Referred to regular meeting for resolution.

8. PL #23-26: (Sherburne) To confirm the Mayoral Appointment of Frank Caputo as City Clerk retroactively to January 2, 2026.

A motion to approve PL #23-26 was made by Alderman Robinson, seconded by Alderman Forney. Voice vote, ayes all. Motion carried. Referred to regular meeting for resolution.

9. PL #24-26: (Sherburne) To authorize the creation of Capital Fund #028, Interest.

Mr. Martial explained the City's independent auditors advised we needed to create a Capital Fund to separate the interest income from the rest of the capital projects. Alderman Bennion asked if this should instead be marked as a reserve fund, and Mr. Martial explained this is in the capital projects, not the general fund. He explained this is a directive from the CPA, not the Comptroller's Office. Mayor Sherburne explained this is up for discussion, and we need to have something assigned for interest. She asked if it is acceptable to have the funds in a special reserve or if they instructed to put the funds in a capital fund. Mr. Martial explained R. A. Mercer advised we needed to create a separate capital fund separate from the others capital projects. Mayor Sherburne asked the Council if they would like clarification on this, and Alderman Robinson explained we are looking to remove a lot of these capital funds and put them into reserves, and asked if that is what is going to end up happening with this new capital fund. Mr. Martial explained that right now we need to get that interest separated out from the capital project.

A motion to approve PL #24-26 was made by Alderman Crawford, seconded by Alderman Robinson. Voice vote, ayes all. Motion carried. Referred to regular meeting for resolution.

10. Adjournment

A motion to adjourn was made by Alderman Robinson, seconded by Alderman McCall. Voice vote, ayes all. Motion carried. Meeting adjourned at 6:25 p.m.