COMMITTEE OF THE WHOLE MEETING MINUTES

TUESDAY, APRIL 28, 2026 – 6:05 p.m.
COUNCIL CHAMBERS – OLEAN MUNICIPAL BUILDING

IN ATTENDANCE WERE: ALDERMEN ROBINSON, BENNION, KEARY, FORNEY, McCALL, CRAWFORD, AND ANASTASIA. OTHERS: MAYOR AMY SHERBURNE; MIKE MORGAN, CITY ATTORNEY; FRANK CAPUTO, CITY CLERK; LENS MARTIAL, CITY AUDITOR; KERI KERPER, COMMUNITY DEVELOPMENT PROGRAM COORDINATOR; JAMES SPRAGUE, DIRECTOR OF PUBLIC WORKS; AND TIFFANY TAYLOR, MANAGERIAL CONFIDENTIAL ADMINISTRATIVE SECRETARY.

Alderman Robinson called the meeting to order at 6:05 p.m. and asked that the record show that all Aldermen were present.

A motion to enter into executive session to discuss pending litigation and matters leading to the hiring of an employee was made by Alderman Robinson, seconded by Alderman Keary. Voice vote, ayes all. Motion carried. Executive session began at approximately 6:05 p.m.

A motion to adjourn from executive session was made by Alderman Robinson, seconded by Alderman Bennion. Voice vote, ayes all. Motion carried. Executive session adjourned at approximately 6:40 p.m.

1. Line Item Overages – 2025-2026 Budget

Mayor Sherburne explained she sent to the Council a list of line items that are currently over budget. She explained she would like to say we have successfully fixed the issue causing the high telephone bills, and she feels we were successful getting accounts closed, which was a big item. She explained she thinks a lot of the overages were a matter of underestimating these line items. Alderman Crawford asked about the lines that are under budget, and asked where we stand with the budget as whole with one month left in the fiscal year. Mayor Sherburne explained if we are wondering about other things that will offset these overages, if the budget was done correctly, we should just about break even.

Mr. Martial explained we have about one million dollars to fix any line items and go through the final month. He explained we budgeted \$19 million and have seen about \$18 million in expenses. Alderman Crawford asked what we do with one month left. He explained he understands what the Mayor is saying, and everyone wants to end up right on budget, but a budget is a moving target. He asked what the plan of action is for one month to go to keep us in that \$1 million. Alderman Bennion asked if we are expecting any additional revenues in May, and explained he would like to see if we are on track for a surplus or on track for a shortfall. Mayor Sherburne explained she does not feel we will exceed the revenues projected. She explained there were revenues in this budget, such as from the QR parking proposal which did not come to fruition in this budget. Mr. Martial explained we have $19 million budgeted for revenues and have taken in $20 million. Alderman Robinson asked if the bed tax is coming in as well, and Mr. Martial explained that came in during the month of May. Alderman Robinson asked if revenue is over what was budgeted and Mr. Martial explained it is over by $599,000. Alderman McCall explained the bed tax dollars have to be put into a restr5icted fund so $214,000 of that amount cannot be considered a revenue, so we are only over by $381,000. Mr. Martial noted that is as of March 30th. Mr. Martial explained at the end of May we will look at what is over and what is under to balance some things out, but we have to wait until the end of May. He explained whatever shortfall we have at the endo of the year the fund balance subsidizes, and if we have a positive revenue amount that will go into surplus.

Alderman Robinson asked what the current general fund balance is and Mr. Martial advised it is at about $2.3 million. Alderman Robinson explained there should be a way to look at the future to see where we are going to land with constants such as payroll costs and other need items. He explained then the Council can give recommendations and the Mayor can look at ways to keep the City within budget without touching savings. Mayor Sherburne explained that is true, but there are things that were beyond our control that we should have budgeted for. She explained there are lines we can't control such as payroll, contractual expenses and health insurance, and we will basically be asking departments not to make purchases so we are able to pay employees. Alderman Crawford explained we should look for strategies so we can look month by month where we are projected toe nd up at the end of the fiscal year.

Alderman Robinson asked if our new software has a forecasting setting and Mr. Martial explained it does not as it is specifically for budgeting. Mr. Martial explained he can run reports in InCode, but it does not do forecasting. Alderman Bennion explained there are probably some lines where more funding should have been in there but there are also things no one anticipated, like huge utility spikes. He explained there were purchases that were questioned and sometimes you have to peel back because that is the nature of the beast. He explained unforeseen things happen, and we have to be able to forecast to be fiscally responsible and avoid an excessive tax increase for the next year.

Mr. Martial noted arterial maintenance revenue is still outstanding, and he will reach back out to the State regarding this.

2. PL #36-26: (Sherburne) To authorize the transfer of funds from various Capital Funds to revenue line item A01-4-2020, Community Development.

A motion to approve PL #36-26 was made by Alderman McCall, seconded by Alderman Crawford. Voice vote, ayes all. Motion carried. Referred to regular meeting for Resolution.

3. PL #37-26: (Sherburne to declare the month of April 2026 as Fair Housing Month in the City of Olean.

A motion to approve PL #37-26 was made by Alderman Crawford, seconded by Alderman Anastasia. Voice vote, ayes all. Motion carried. Referred to regular meeting for Resolution.

4. PL #38-26: Sherburne) To establish the Standard Work Days pursuant to New York State and Local Retirement System Regulations 315.4.

A motion to approve PL #38-26 was made by Alderman McCall, seconded by Alderman Forney. Voice vote, ayes all. Motion carried. Referred to Regular Meeting for Resolution.

5. PL #39-26: (Sherburne) To amend the reimbursement for the Sidewalk Program to 50% of the City of Olean's contractor's cost per eligible square foot.

Director Sprague explained what he is asking for is a reimbursement policy based on a percentage rather than a flat dollar amount. He explained year after year the cost of concrete fluctuates and this will allow the amount reimbursed to be amended based on increasing costs. Alderman Bennion asked if it should be 50% of the cost for a City-approved contractor, and Alderman Crawford explained a property owner can use the City contractor or any other contractor licensed in the City to do this work. Alderman Bennion explained if you do 50% of the approved contractor the cost could go further, as those costs are typically cheaper than the City contractor's costs. He explained he would suggest changing this to 50% of the City approved contractor's cost not to exceed 50% of the City contracted rate. Alderman Crawford asked if this means you can turn in expenses to replace your own sidewalk, and Alderman Bennion explained he does not believe you can do your own sidewalk work in the right-of-way and explained a contractor typically needs to obtain the permit for this work.

Mayor Sherburne explained from what she understands we did not have an updated rate, and Director Sprague explained we previously had a dollar rate rather than a percentage. Alderman Bennion explained he feels that making this change will help extend the rebate program further. Ms. Kerper explained when we go out to bid for the City's contractor prevailing wage needs to be paid, so the City contractor's cost is typically higher. Director Sprague explained we did this with the tree program as well and it empowered residents because we reimbursed 50% of the cost since we did not have to pay prevailing wage when they used their own contractor. Ms. Taylor explained the resolution can be amended to reflect this wording during the regular meeting.

A motion to approve PL #39-26 was made by Alderman Robinson, seconded by Alderman Bennion. Voice vote, ayes all. Motion carried. Referred to Regular Meeting for Resolution.

6. PL #40-26: (Sherburne) To amend the City of Olean Code of Ordinances Section 24-136, Seasonal restrictions, to amend parking restrictions for street sweeping.

Director Sprague explained this request is to slightly change the street sweeping schedule. He explained this will allow us to sweep the main business district a little more often than we have been historically. Alderman McCall asked if we are changing times for parking, and Director

Sprague explained we are making changes to accommodate the change in map for the street sweeping schedule. Alderman Robinson noted this will not be voted on tonight and needs to be published prior to the Resolution vote.

A motion to approve PL #40-26 was made by Alderman Bennion, seconded by Alderman Robinson. Voice vote, ayes all. Motion carried. Referred to Regular Meeting Tuesday, May 12, 2026 for Resolution.

7. PL #41-26: (Sherburne) To authorize the appointment of Allison Barnish as City Auditor.

A motion to approve PL #41-26 was made by Alderman Robinson, seconded by Alderman McCall. Voice vote, ayes all. Motion carried. Referred to Regular Meeting for Resolution.

8. PL #42-26: (Sherburne) To authorize the appointment of Lens Martial as City Clerk.

A motion to approve PL #42-26 was made by Alderman Robinson, seconded by Alderman Anastasia. Voice vote, ayes all. Motion carried. Referred to Regular Meeting for Resolution.

9. PL #45-26: (Sherburne) To authorize the Mayor to enter into a contract between the County of Cattaraugus and the City of Olean for mosquito spraying services for the term May 1, 2026 through December 31, 2026.

A motion to approve PL #45-26 was made by Alderman McCall, seconded by Alderman Keary. 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 Bennion. Voice vote, ayes all. Motion carried. Meeting adjourned at approximately 7:20 p.m.