

## FINANCE

Tuesday, June 9, 2026 – 7:55 p.m.  
Council Chambers – Olean Municipal Building

Present: Members: Chairman McCall, Vice Chairman Crawford, Alderman Bennion, Alderman Keary, Alderman Forney, Alderman Robinson, and Alderman Anastasia. Others: Mayor Amy Sherburne; Allison Barnish, City Auditor; James Sprague, Director of Public Works, and Tiffany Taylor, Managerial Confidential Administrative Secretary.

### 1. Roll Call

Alderman McCall called the meeting to order at 7:55 p.m. and asked that the record show that all committee members were present.

### 2. Approval of Minutes of the Previous Committee Meeting (Tuesday, May 19, 2026)

A motion to approve the minutes of the May 19, 2026 committee meeting was made by Alderman McCall, seconded by Alderman Keary. Voice vote, ayes all. Motion carried.

### 3. Unfinished Business

#### a. Capital Fund Closings / Reserve Creations

Ms. Barnish explained she has started looking into reserve funds and it seems there are several capital funds that should be converted into reserve funds. She explained she has started a list and would be happy to send this to the Aldermen to review. She explained there are projects that need to be closed out as well as some with not a lot of activity that should have the funding moved into operating accounts. She explained the big thing with reserve funds are there are two types, one being a capital reserve fund for a single improvement or item or category of equipment, such as the Ambulance / Emergency Services Vehicles Capital Fund should be. She explained she will send what she has prepared to the Council. She explained these reserves need to be created via resolution, and that will be a process to get things classified correctly. Alderman McCall asked that she also send descriptions of the two types of reserves and Ms. Barnish explained she can do this. She explained she will send everything she has put together to the Council for their review.

### 4. New Referrals for Consideration

#### a. Funding Grant Position

Alderman McCall explained this is a two part discussion, one for a part-time position and one to designate a vacant position correctly. Mayor Sherburne explained there is an employee in the

Community Development office retiring, and in Civil Service we needed to come up with a title for what is needed in that office. She explained the title Grant Coordinator is what is needed in that office and was approved through Civil Service.

Alderman McCall explained the Council also discussed finding someone to write grants part-time. Mayor Sherburne explained after looking into this, we have Municipal Solutions that we can use, as they have grant writers. She explained there are fees for this but a lot of those are rolled into grants. She explained the projects we are looking into may be able to be fulfilled with a grant writer from Municipal Solutions. She explained she feels this is our best bet especially with some of the projects that we need to do and grants we should be going out for. She explained Municipal Solutions goes through the entire process and we can utilize them to help with writing grants for infrastructure funding.

Alderman Crawford explained he knows we have used Municipal Solutions as a financing agent in the past and asked if the City has a history using them to write grants. Mayor Sherburne explained we have used them before. Alderman Crawford explained he wants to reiterate that the position in Community Development is separate from this need from Municipal Solutions and DPW and water / sewer grants are not the responsibility of the Community Development office. He explained we should have been applying for grants consistently but this has slowed over the past four years. Alderman McCall explained she feels we need a PL to transfer \$15,000 from the water fund and \$15,000 from the sewer fund to help pay for grant writing assistance from Municipal Solutions. Alderman Robinson explained he thought this was in the budget, and Alderman McCall explained it was not, although she will be putting forth a PL and Resolution for this.

Ms. Barnish explained she knows the books need to be closed by September, and that is her goal. She explained R.A. Mercer is coming down tentatively the third week of July. Alderman McCall asked if we could get a tentative idea where we are going to end, and Ms. Barnish explained she will have a better idea after the expenses through the end of May are paid.

#### b. Promotions / New Positions

Alderman McCall explained there was some concern about this, and explained what the Council was looking to do was ensure positions are consistent with what is in the budget with our financial constraints. She explained she would like to put this discussion on hold so she can research this more and get information out to the Aldermen. She explained if the Council still has questions after that, we will need to go into executive session.

Mayor Sherburne explained all changes made were allocated in the budget, and no new positions were created. Alderman Bennion asked for clarification that funding was taken out of the budget for the recreation center when the pool was closed in past years. Alderman Robinson explained

it is probably similar to what was seen before where the money was still there but the position was not filled.

Alderman McCall advised she will follow up via email.

5. Committee Reports

None

6. Adjournment

A motion to adjourn was made by Alderman McCall, seconded by Alderman Forney. Voice vote, ayes all. Motion carried. Meeting adjourned at approximately 8:15 p.m.