

FINANCE

Tuesday, July 14, 2026 – 7:50 p.m.

Council Chambers – Olean Municipal Building

Present: Members: Chairman McCall, Vice Chairman Crawford, Alderman Bennion, Alderman Keary, Alderman Robinson, and Alderman Anastasia. Others: Mayor Amy Sherburne; Michael Morgan, City Attorney; Allison Barnish, City Auditor; Jennifer Fairbanks-Black, Chief of Staff; James Sprague, Director of Public Works; Keri Kerper, Community Development Program Coordinator; Eric Maurouard, Fire Chief, and Tiffany Taylor, Managerial Confidential Administrative Secretary.

1. Roll Call

Alderman McCall called the meeting to order at 7:50 p.m. and asked that the record show that all committee members were present except Alderman Forney, who was excused.

2. Approval of Minutes of the Previous Committee Meeting (Tuesday, June 23, 2026)

A motion to approve the minutes of the June 23, 2026 committee meeting was made by Alderman McCall, seconded by Alderman Keary. Voice vote, ayes all. Motion carried.

3. Unfinished Business

None

4. New Referrals for Consideration

a. Expenses vs. Revenues FY 2025-2026

Ms. Barnish explained as things sit, our revenues are a little over \$21 million, which is 107.42% of what was budgeted. She explained expenses are at \$19.7 million which is 99.35% of the budget, so we are about \$1.5 million in revenues over expenses. She explained the numbers are not official, and R.A. Mercer will be here next week. She explained she is looking forward to working with them, and after they go over some things she will be able to get more solid budget numbers to the Council. Alderman McCall explained it is good news that we came in under our budget. She explained the books need to be closed by September, and asked that the City encourage R.A. Mercer and let them know that this is the Council expectation. Alderman Crawford asked if Mercer is assisting with the closing of the books. Ms. Barnish explained they will be assisting her as she came into the position with three weeks left in the fiscal year. She explained they will be assisting her in closing the books just for this year, and then they will begin on the audit.

b. Order on Consent – Incoming Proposals for Engineering Services

Director Sprague explained as the Council is aware, the City has an Order on Consent with the DEC covering the City with the sewer collection system. He explained the DEC is very adamant that we are going to stick to their schedule, and explained the next step in the process is that a large amount of televising of the sewers in the City will be done. He explained the DEC will be paying for about two thirds, and the City will be paying for the rest with the engineering planning grant we were awarded as well as designated matching funds. He explained we put out an RFP and got numbers that were bigger than what we have funds for. He explained the DEC stepped in and took over a large part of our scope, but because there was a large change in scope they recommended the City do another RFP. He explained this is due this Thursday, and as we are trying to move through the process as quickly as possible, he will present the results to the Council early next week with the hope the contract can be approved by resolution on the 28th.

Alderman McCall explained one thing she asks is that as we go through the process and have updates that we update the website. She explained this will save some additional concerns from the community about where we are at and if we are following through. Director Sprague explained he does provide quarterly reports to the DEC. Alderman McCall explained the public and Seneca Nation did not feel the City was informing them of what was going on properly with the last administration, and she wants to ensure that we are doing this now. Mayor Sherburne explained she has been posting updates to the website.

c. Budgeted Positions

Alderman McCall explained the Council is aware that the Mayor has the right within the 100 line to increase salaries and update positions. She explained there were some concerns that it looked like new positions were created. She asked if there was a MOU created with the union for the Sewer and Streets Supervisor position and if so, when it will be brought to the Council. She explained this position was not in the union list, and was not back to 2009. Mayor Sherburne explained this position was budgeted for and the MOU was fulfilled with the union. Alderman McCall explained then the MOU needed to come to the Council, and Mayor Sherburne explained she would need to look into this and get back to the Council. Alderman Crawford explained anything contractual needs to be approved by the Council.

d. PL #67-26: (Sherburne) To authorize the Mayor to execute an Emergency Medical Transportation Agreement between the City of Olean and the Town of Olean Fire District.

Chief Maurouard explained he met with the Town of Olean Supervisor about providing ambulance service to portions of the Town. He explained we need to enter into an agreement with the Town, and although this has been sent to the Town board, we have not hear back yet.

Alderman McCall asked if we anticipate hearing back before the next meeting or if this should be pushed off further. Mayor Sherburne explained this will not take effect until the 1st of the year, so we are just trying to be proactive. She explained although it is pending the signature from the Town, she is asking if this agreement is suitable with the Council. Alderman Keary asked if the terms of this agreement are markedly different from the last one, and Chief Maurouard explained we have never had one. He explained we had previously provided services for a very long time but never had a formal agreement. He explained our intention is to enter into an agreement that is more formal. Alderman Robinson explained we are looking for authorization for the Mayor to execute this agreement.

A motion to approve PL #67-26 was made by Alderman Keary, seconded by Alderman McCall. Voice vote, ayes all. Motion carried. Referred to City Attorney for Resolution.

- e. PL #83-26: (Sherburne) To authorize the Mayor to execute a consulting agreement with Ade Adu for marketing services for the City of Olean utilizing bed tax funding.

Ms. Kerper explained this is one of the items that she previously presented to the Council for the proposed use of bed tax funding. She explained she has met with different individuals who provide this type of service. She explained Mr. Adu has already built infrastructure for the City on social media, and has been going to City functions. She explained he has a high level of professionalism. She explained he would not just present things in her department, but rather the City as a whole, such as if there is something going on in an Alderman's ward such as an event like shopping on Union. She explained he has a TikTok, Instagram, Facebook, and YouTube, as well as a website that he is building.

Alderman Crawford thanked Ms. Kerper for bringing this forward and explained this is something he has wanted to see for a number of years. He explained given everything Department Heads have on their plates, marketing is really something that they don't always have time for, and it would be great to have someone come on board to help broadcast everything that is great and going on in the City. He explained this is a great use of bed tax money. He asked what the agreement would look like and how much pay would be. Ms. Kerper explained based on the proposal presented, the City would pay \$2,000 a month for a period of one year. She explained something else she would like to have him do is showcase all of the great work going on in all departments and keep the public informed about what is going on.

Alderman Robinson explained he has seen so much negativity on social media, and it would be great to have this tool to market the City and things that are happening here that are positive. Alderman Keary asked if we competitively bid this agreement, and Ms. Kerper explained it did not need to be put out to bid, and explained the cost is below the threshold. Alderman McCall asked if this component for marketing was included in the bed tax proposal, and MS, Kerper

explained it was, as tourism and marketing is what the bed tax funds are for. Alderman McCall explained she questions if this should have gone through the procurement policy, and Mr. Morgan explained it did not need to.

A motion to approve PL #83-26 was made by Alderman Crawford, seconded by Alderman Anastasia. Voice vote, ayes all except Alderman Keary, who voted no. Motion carried. Referred to City Attorney for Resolution.

- f. PL #88-26: (Sherburne) To amend the City of Olean Code of Ordinances Section 2-182 to amend the threshold for Purchase Orders from \$100 to \$500.

Ms. Barnish explained this request is on behalf of herself and several Department Heads. She explained the \$100 requirement was written in 1992 and explained it is not realistic for the market or economy we have today. She explained she is asking for this to be raised to \$500 to reduce the administrative burden. She explained since June 1st, she has signed 152 purchase orders, and only 59 were over \$1,000 and 90 over \$500. She explained this is a cumbersome and tedious process.

Alderman Bennion asked if we should increase this to \$1,000 because we are getting the purchase order module, so we do not have to revisit this later. Alderman McCall explained she understands the process right now, that if someone wants to purchase something, the purchase order goes to the Auditor, and then the Department Head. Ms. Barnish explained the purchase order first goes to the Department Head and then to her to make sure the money is still there. She explained most departments are keeping track of their budgets on their own as well. She explained she will continue to ask them to be mindful, and there may need to be language included that if the Auditor sees spending approaching budget limits then the threshold can be temporarily reduced.

Alderman McCall asked when we anticipate the purchase order software to come on board and Mr. Volz explained it is probably still a couple of months out. Alderman Bennion explained we should just change it to \$1,000 now instead of raising to \$500 now and \$1,000 later. Ms. Barnish noted that of the purchase orders she approved, none were for purchases where she felt someone was purchasing something just to spend money. Alderman Bennion explained the Council has put other safeguards in place, so he feels this can be raised to \$1,000.

A motion to amend PL #88-26 was made by Alderman McCall, seconded by Alderman Bennion. Voice vote, ayes all. Motion carried.

A motion to approve PL #88-26, as revised, was made by Alderman McCall, seconded by Alderman Keary. Voice vote, ayes all. Motion carried. Referred to City Attorney for Resolution.

- g. PL #89-26: (Sherburne) To authorize the Mayor to enter into an agreement with Verkada for the purchase of security cameras and ten years of licensing.

Mr. Volz explained the Council talked about putting cameras in the parks several years ago and has been talking about the cameras in the City Building for about a year. He explained we are looking at replacing 30 City Building cameras, adding a camera to the roundabout at East State Street and Barry Street, and putting cameras in six of our parks. He explained he has provided for the Council a breakdown of the cost of the entire project of \$327,000, including the in-house cost for electricians to work on the outside parks installations. He explained Lantek will do the cameras in the City Building as there is a lot of configuration required, and it will be easier for them.

Mr. Volz explained we have been trying to figure out the funding. He explained the Mayor and Ms. Kerper spoke with the County for a plan to get some funding from there, but that did not carry out the way we were hoping for it to. He explained as far as the congressional spending grant, he did not get any funding from the last application. He explained there is still another option to work with John Bowman and Robert Blovsky for some grant funding through the Police Department. He explained this money will not come in any time soon, however. He explained after thinking of other ways to fund this, Ms. Kerper suggested looking at using some money from capital funds. He explained Capital Fund #195, East State Street Project, has funding that can be used for the Lincoln Park cameras as well as the cameras on the East State Street side of the City Building. He explained Capital Fund #204, Marcus Park, can be used for the cameras in that park, and noted the funding for those cameras is more than what is leftover in the fund, but it can still be used to reduce the cost. He explained there is also funds in Capital Fund #216, Splash Park, that can be used for the Splash Park area, in War Vets Park and at the Recreation Center.

Mr. Volz explained after we utilize \$135,000 from existing Capital Funds, there is \$192,000 left to fund. He explained they spoke with Municipal Solutions and gave them a rundown of what we are looking to do, and a \$200,000 BAN would cover the needed funds as well as about \$7,000 in administrative costs. He explained we would be looking at an interest rate of around 3.75% and a five year term. He explained we will not have any actual numbers until we have something more solid from Municipal Solutions. Ms. Barnish explained the suggestion if we are going to move forward is to do it soon so the BAN can be linked up with an existing BAN that is due next July, as they can be reissued together each year without additional costs of issuance.

Alderman Crawford asked about fees for borrowing, and Ms. Barnish explained fees between Municipal Solutions and Hodgson Russ would be around \$7,000. Mr. Volz explained this is included in the BAN quote information. He explained this is a great software product and we are looking to put cameras in six major parks. He explained the cameras are covered for everything

for ten years and after ten years we will own the cameras and can choose to renew the license. He explained this is also expandable in the future if we want to add cameras to other parks. Alderman Robinson asked if we will be paying for any software updates over those ten years and Mr. Volz explained everything is internet-based and housed on their servers. He explained there is not a software cost, only a cost for paying to access their servers to attach our cameras.

Alderman McCall explained she has been asking for cameras in parks for several years. Alderman Crawford explained this was a great job for everyone involved, but explained he is not in favor of using the funds from the Splash Park to purchase those cameras. Mr. Volz explained there are three parks with no network connectivity, so we would need to have a cellular gateway at each location for cameras to allow internet access, which is an additional cost he has included in his quote. He explained between three parks and eleven cameras, we would need 10 cellular gateways at a cost of just under \$4,000 per year. He explained this is a SIM card that pops into a gateway and provides internet service for the cameras. He noted this is secure and cannot be used by the public.

Alderman Anastasia asked why the City would be pushing this through now if we are going to be hiring a grant writer. Mr. Volz explained we have been working with Verkada to get the best possible numbers while trying to figure out funding. He explained prices went up June 4th for cameras and licensing, and they have agreed to extend the prices through the end of this month. He explained if we carry on any longer, we are looking at about \$46,000 in additional costs and an increase of 20 to 30% more per camera, depending on the camera.

A motion to approve PL #89-26 was made by Alderman McCall, seconded by Alderman Crawford. Voice vote, ayes all except Alderman Anastasia, who voted no. Motion carried. Referred to City Attorney for Resolution.

- h. PL #90-26: (Sherburne) To authorize the City Auditor to bond for the purchase of security cameras.

Alderman Crawford explained he does not think the Splash Park funding was intended to put cameras up all over the recreation center, and he feels we need to find an alternative source for this. Ms. Kerper explained she contacted Municipal Solutions regarding the funding from these projects and the cameras to confirm that it would be an eligible use of contingency.

A motion to approve PL #90-26 was made by Alderman Robinson, seconded by Alderman Keary. Voice vote, ayes all except Aldermen Crawford and Anastasia, who voted no. Motion carried. Referred to City Attorney for Resolution.

5. Committee Reports

A motion to approve committee reports was made by Alderman McCall, seconded by Alderman Robinson. Voice vote, ayes all. Motion carried.

6. Adjournment

A motion to adjourn was made by Alderman McCall, seconded by Alderman Bennion. Voice vote, ayes all. Motion carried. Meeting adjourned at approximately 8:45 p.m.