

# **REGULAR MEETING OF THE COMMON COUNCIL**

**Tuesday, July 14, 2026 – 6:00 p.m.**

**Council Chambers – Olean Municipal Building**

**1. ROLL-CALL**

**2. INVOCATION**

**3. PLEDGE**

**4. READING, CORRECTING, AND APPROVAL OF THE MINUTES OF THE PREVIOUS REGULAR MEETING:**

“The Regular Meeting of the Olean Common Council was held on Tuesday, June 23, 2026 at 6:00 p.m.”

PRESENT: Aldermen Robinson, Bennion, Keary, McCall, Crawford, and Anastasia

ABSENT: Alderman Forney

OFFICIALS: Mayor Amy Sherburne; Lens Martial, City Clerk; Michael Morgan, City Attorney; Allison Barnish, City Auditor; James Sprague, Director of Public Works; Keri Kerper, Community Development Program Coordinator, and Tiffany Taylor, Managerial Confidential Administrative Secretary.

**5. COMMITTEE REPORTS AND UNFINISHED COUNCIL BUSINESS**

Report from Strategic Planning Committee on PL #62-26, to authorize the Mayor to enter into a Professional Services Agreement between the City of Olean, Neighborhood Evolution, LLC and Chuck Banas Design for professional engineering services for the Comprehensive Zoning Code Update. Committee recommends approval. Referred to City Attorney for Resolution.

Report from Finance Committee on PL #63-26, to authorize the transfer of funds from Water and Sewer Fund balances for costs associated with grant writing. Committee recommends approval. Referred to City Attorney for Resolution.

Report from Finance Committee on PL #64-26, to authorize the Mayor to submit a Grant Application to the Department of Homeland Security’s Federal Emergency Management Agency under the Fiscal Year 2025 Assistance to Firefighters Grant Program for funding associated with the purchase of a fire engine. Committee recommends approval. Referred to City Attorney for Resolution.

Report from Finance Committee on PL #65-26, to authorize the Mayor to submit a Grant Application to the Department of Homeland Security’s Federal Emergency Management Agency under the Fiscal Year 2025 Assistance to Firefighters Grant Program for funding associated with

the purchase of a radios. Committee recommends approval. Referred to City Attorney for Resolution.

Report from Public Safety Committee on PL #66-26, to amend the City of Olean Code of Ordinances Section 24-84, One way streets and alleys, to include North 3<sup>rd</sup> Street from Reed Street to West Sullivan Street and North 4<sup>th</sup> Street from West Sullivan Street to Reed Street. Committee recommends approval. Referred to City Attorney for Resolution.

Report from Public Safety Committee on PL #69-26, to amend the City of Olean Code of Ordinances Section 24-140, Parking prohibited 7:00 a.m. to 5:00 p.m. Monday through Friday except holidays, to include the east side of North 4<sup>th</sup> Street between Reed Street and Sullivan Street. Committee recommends approval. Referred to City Attorney for Resolution.

## **6. COMMUNICATIONS FROM THE MAYOR**

Special Proclamation for Parks and Recreation Month

## **7. MISCELLANEOUS COMMUNICATIONS**

## **8. CITY OFFICIAL REPORTS**

## **9. PROPOSED LEGISLATION & REFERRALS**

PL #70-26: (Anastasia) To award the Olean Recreation Center Pool Upgrades Project construction portion to Patterson-Stevens, Inc. *Referred to Youth and Recreation Committee by Council President.*

PL #71-26: (McCall) To amend the City of Olean Code of Ordinances Section 24-169 to remove “15 Minute” parking signs from the north side of the 200 block of Laurens Street. *Referred to Public Safety Committee by Council President.*

PL #72-26: (McCall) To amend the City of Olean Code of Ordinances Section 24-159 to remove 2<sup>nd</sup> Street, North, east side, from West State Street 280 feet for first sign, and a second sign 48 feet north of the first sign, and to amend Section 24-156 to read “Between 9:00 a.m. and 5:00 p.m., except Sundays and holidays,” and to add 2<sup>nd</sup> Street, North, east side, from West State Street 280 feet for first sign, and a second sign 48 feet north of the first sign.. *Referred to Public Safety Committee by Council President.*

PL #73-26: (McCall) To amend the City of Olean Code of Ordinances Section 24-135 to include the north side of Washington Street for a distance of 20 feet west from its intersection with North 6<sup>th</sup> Street. *Referred to Public Safety Committee by Council President.*

PL #74-26: (Sherburne) To designate Mayor Amy Sherburne as the Authorized Representative for the City of Olean Environmental Facilities Corporation grant funding for the City’s Phase 1 Pump

Station and Infiltration and Inflow Improvement Evaluation. *Referred to City Operations Committee by Council President.*

PL #75-26: (Sherburne) To award the contract for chemicals to the following low bidders: Amrex Chemical Co. (liquid chlorine and hydro-fluosilic acid tanker and totes), Brenntag (Sodium hydroxide), Bison Lab (sodium hypochlorite), Usalco (DelPac 2020), and Polydyne (polymer). *Referred to City Operations Committee by Council President.*

PL #76-26: (Sherburne) To award the contract for airport propane to Superior Plus Propane. *Referred to City Operations Committee by Council President.*

PL #77-26: (Sherburne) To award the contract for aviation fuel to AvFuel. *Referred to City Operations Committee by Council President.*

PL #78-26: (Sherburne) To award the contract for sludge hauling to Casella. *Referred to City Operations Committee by Council President.*

PL #79-26: (Sherburne) To award the contract for tree work to Busy Beaver Tree Service. *Referred to City Operations Committee by Council President.*

PL #80-26: (Sherburne) To award the contract for dumpsters to Casella. *Referred to City Operations Committee by Council President.*

PL #81-26: (Sherburne) To award the contract for cleanup week to Casella. *Referred to City Operations Committee by Council President.*

PL #82-26: (Sherburne) To approve and endorse the St. Stephen's Episcopal Church's application for a grant through New York State Office of Parks, Recreation, and Historic Preservation for the church's historic preservation project. *Referred to Strategic Planning Committee by Council President.*

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. *Referred to Finance Committee by Council President.*

PL #84-26: (McCall) To replace the yield sign at the intersection of Washington Street and North 4<sup>th</sup> Street with a STOP sign. *Referred to Public Safety Committee by Council President.*

PL #85-26: (Sherburne) To award the contract for fire alarm testing to FSC Systems. *Referred to City Operations Committee by Council President.*

PL #86-26: (Anastasia) To amend the City of Olean Code of Ordinances Section 24-134, Parking prohibited at all times, to change 1<sup>st</sup> Street, North, between Wayne Street and Coleman Street from the east side to the west side of the street. *Referred to Public Safety Committee by Council President.*

PL #87-26: (Sherburne) To award the annual pavement preparation and overlay contract to Lake Shore Paving, Inc. *Referred to City Operations Committee by Council President.*

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. *Referred to Finance Committee by Council President.*

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. *Referred to Finance Committee by Council President.*

PL #90-26: (Sherburne) To authorize the City Auditor to bond for the purchase of security cameras. *Referred to Finance Committee by Council President.*

## **10. FINANCE-BILLS**

## **11. PUBLIC COMMENT/INPUT (3 MINUTE LIMIT PER SPEAKER)**

## **12. RESOLUTIONS**

### **RESOLUTION #63-26**

#### **PL #62-26**

By Alderman McCall, Seconded by Alderman Bennion

**TO AUTHORIZE THE MAYOR TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT  
BETWEEN THE CITY OF OLEAN, NEIGHBORHOOD EVOLUTION, LLC AND CHUCK BANAS  
DESIGN FOR PROFESSIONAL ENGINEERING SERVICES FOR THE COMPREHENSIVE ZONING CODE  
UPDATE**

**WHEREAS**, the City of Olean's Comprehensive Development Plan 2025-2024 identifies the update of the City's zoning ordinances and regulations, last updated on December 21, 1999, as a priority project; and

**WHEREAS**, the Common Council recognizes the importance of updating the City of Olean's existing zoning regulations to encourage growth and development, including residential, commercial, and industrial throughout the City; and

**WHEREAS**, the City of Olean has received a total of \$150,000 in funding for the Comprehensive Zoning Code Update from the New York State Department of State through the Smart Growth Community Planning and Zoning Grant Program and is utilizing in-kind services for the local match requirement of 10%; and

**WHEREAS**, the City of Olean submitted a Request for Proposals on January 30, 2026 with responses due by February 20, 2026, the results of which were reviewed by a scoring committee and scored according to the criteria outlined in the RFP; and

**WHEREAS**, after the completion of scoring, the City of Olean desires to enter into a Professional Services Agreement with Neighborhood Evolution, LLC and Chuck Banas Design, reputable engineering and planning firms bringing nationally recognized expertise in comprehensive zoning reform, Smart Growth implementation, and form-based code development;

**NOW, THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Olean authorizes the Mayor to enter into a Professional Services Agreement between the City of Olean, Neighborhood Evolution, LLC and Chuck Banas Design for professional engineering services for the Comprehensive Zoning Code Update.

**BE IT FURTHER RESOLVED**, that the Mayor is hereby authorized to execute all documents and contracts necessary in association with said Consultant Agreement.

**RESOLVED**, that this Resolution is hereby effective immediately.

**RESOLUTION #64-26**

**PL #63-26**

By Alderman McCall, Seconded by Alderman Keary

**RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM WATER AND SEWER FUND  
BALANCES FOR COSTS ASSOCIATED WITH GRANT WRITING**

**RESOLVED**, that the Common Council authorizes the creation of Capital Fund #258, DPW Grant Writing.

**RESOLVED**, that the following transfers be authorized:

<u>Account</u>	<u>Description-General</u>	<u>Transferred from</u>	<u>Transferred to</u>
F-06-5-9955.550	Water Fund Balance	\$15,000	
G-07-5-9955.550	Sewer Fund Balance	\$15,000	
Capital Fund #258	DPW Grant Writing		\$30,000

**BE IT FURTHER RESOLVED**, that this Resolution will be effective immediately.

**RESOLUTION #65-26**

**PL #64-26**

By Alderman McCall, Seconded by Alderman Bennion

**TO AUTHORIZE THE MAYOR TO SUBMIT A GRANT APPLICATION TO THE DEPARTMENT OF  
HOMELAND SECURITY’S FEDERAL EMERGENCY MANAGEMENT AGENCY UNDER THE FISCAL  
YEAR 2025 ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM FOR FUNDING ASSOCIATED WITH  
THE PURCHASE OF A FIRE ENGINE**

**WHEREAS**, the Department of Homeland Security’s Federal Emergency Management Agency has released its Fiscal Year 2025 Assistance to Firefighters Grant Program focusing on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards; and

**WHEREAS**, funding has been made available for eligible fire departments, nonaffiliated emergency medical service (EMS) organizations, and State Fire Training Academies for critical training and equipment; and

**WHEREAS**, the City of Olean Fire Department desires to purchase a fire engine; and

**WHEREAS**, the City of Olean is seeking a grant amount of \$650,000 with a 5% local share cost of \$32,500;

**NOW, THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Olean authorizes the Mayor to submit a Grant Application to the Department of Homeland Security’s Federal Emergency Management Agency under the Fiscal Year 2025 Assistance to Firefighters Grant Program for funding associated with the purchase of a fire engine.

**RESOLVED**, that the Common Council authorizes the allocation of the local match as required in the event of a grant award to the City.

**RESOLVED**, that the Mayor is authorized to sign any application, contract, or document in association with the Fiscal Year 2025 Assistance to Firefighters Grant Program.

**RESOLVED**, that this Resolution is effective immediately.

**RESOLUTION #66-26**

**PL #65-26**

By Alderman Keary, Seconded by Alderman Robinson

**TO AUTHORIZE THE MAYOR TO SUBMIT A GRANT APPLICATION TO THE DEPARTMENT OF  
HOMELAND SECURITY’S FEDERAL EMERGENCY MANAGEMENT AGENCY UNDER THE FISCAL  
YEAR 2025 ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM FOR FUNDING ASSOCIATED WITH  
THE PURCHASE OF RADIOS**

**WHEREAS**, the Department of Homeland Security’s Federal Emergency Management Agency has released its Fiscal Year 2025 Assistance to Firefighters Grant Program focusing on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards; and

**WHEREAS**, funding has been made available for eligible fire departments, nonaffiliated emergency medical service (EMS) organizations, and State Fire Training Academies for critical training and equipment; and

**WHEREAS**, the City of Olean Fire Department understands the importance of updated radio equipment for effective and efficient communication; and

**WHEREAS**, the City of Olean is seeking a grant amount of \$75,000 with a 5% local share cost of \$3,750;

**NOW, THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Olean authorizes the Mayor to submit a Grant Application to the Department of Homeland Security's Federal Emergency Management Agency under the Fiscal Year 2025 Assistance to Firefighters Grant Program for funding associated with the purchase radios.

**RESOLVED**, that the Common Council authorizes the allocation of the local match as required in the event of a grant award to the City.

**RESOLVED**, that the Mayor is authorized to sign any application, contract, or document in association with the Fiscal Year 2025 Assistance to Firefighters Grant Program.

**RESOLVED**, that this Resolution is effective immediately.

### **13. ADJOURNMENT**