

CITY OPERATIONS

Tuesday, July 28, 2026 – 7:05 p.m.

Council Chambers – Olean Municipal Building

Present: Members: Chairman Bennion, Vice Chairman Anastasia, Alderman Keary, and Alderman McCall. Others: Alderman Robinson; Mayor Amy Sherburne; Michael Morgan, City Attorney; Keri Kerper, Community Development Program Coordinator; James Sprague, Director of Public Works; Ryan Reed, Code Enforcement Officer, and Tiffany Taylor, Managerial Confidential Administrative Secretary.

1. Roll Call

Alderman Bennion called the meeting to order at 7:05 p.m. and asked that the record show that all committee members were present except Alderman Crawford, who was excused.

2. Approval of Minutes of the Previous Committee Meeting (Tuesday, July 14, 2026)

A motion to approve the minutes of the July 14, 2026 committee meeting was made by Alderman Bennion, seconded by Alderman Keary. Voice vote, ayes all. Motion carried.

3. Unfinished Business

a. Front Street Railroad Underpass / Queen Street Pedestrian Tunnel

Director Sprague explained he has provided to the railroad what he selected as the early warning detection system, which is commercially available through Tapco, and explained he is now waiting for feedback. He explained he can also report that there was a crew at the Queen Street tunnel today working on the falling rock protection at the tunnel openings.

4. New Referrals for Consideration

a. Front Street Lot – Yard Waste

Alderman Bennion asked why the Front Street lot is closed. Director Sprague explained we are essentially at full capacity. He explained we did get a little bit of reprieve and were able to haul some of the yard waste to a neighboring town, but we need to make a permanent arrangement for grinding or for disposal at another site. He explained the site that we used last year is not taking the yard waste this year. Alderman Bennion asked if there is something that we can do, as this is a necessary thing for some residents. Director Sprague explained we can see about having a tub grinder come in, and grind the yard waste down to chips. He explained the company is usually connected to the marketplace that would make use of that material and then haul it away, so he can look into that.

Alderman McCall explained she knows it is not a solution, but asked if it would help to add an additional time or two for yard waste pickup on the schedule in the meantime. Director Sprague explained he would need to speak with his staff before answering. Alderman Bennion asked where that is disposed of and Director Sprague explained last year it was taken to a site in Franklinville, but this year we have to take it to the Front Street lot. Alderman Bennion asked if the lot will at least be opened for emergency, unforeseen storm damage, and Director Sprague explained that he believes it would be.

- b. PL #93-26: (Sherburne) To authorize the Mayor to execute an agreement between the County of Cattaraugus and the City of Olean for Department of the Aging and Youth Services office space at the John J. Ash Community Center.

A motion to approve PL #93-26 was made by Alderman Keary, seconded by Alderman McCall. Voice vote, ayes all. Motion carried. Referred to City Attorney for Resolution.

- c. PL #98-26: (Sherburne) To authorize the Mayor to enter into an Arborist Agreement.

Mayor Sherburne explained she believes we have someone who is interested and explained we would like to make this an established position via contract. She explained she feels everyone can agree that this position needs to be filled, and explained it has been several years since we had anyone giving an overview of the health of City trees. She explained she believes this would get the City on the right path. Alderman Bennion explained it says Arborist in the agreement, but City Forester in the Code of Ordinances, and Ms. Taylor explained the City Forester position is an employee, while the Arborist will be an independent contractor. Ms. Kerper explained the prior person we had was also not a Forester, and explained it is very difficult to get a Forester for that wage as a part time position.

A motion to approve PL #98-26 was made by Alderman Bennion, seconded by Alderman Anastasia. Voice vote, ayes all. Motion carried. Referred to City Attorney for Resolution.

- d. PL #99-26: (Sherburne) To authorize the Mayor to enter into a Professional Services Agreement with Ginger Schroder for legal services for employee relations.

A motion to approve PL #99-26 was made by Alderman Keary, seconded by Alderman McCall. Voice vote, ayes all. Motion carried. Referred to City Attorney for Resolution.

- e. PL #100-26: (Sherburne) To authorize the Mayor to enter into a Professional Services Agreement with Thomas Windus for consulting and engineering services.

Alderman Anastasia asked what Mr. Windus' function will be, and explained we already have a professional engineer in that department. Director Sprague explained his function is strictly to relieve his workload. He explained right now he has a couple of grants on his desk as well as a Congressional Designation that we have to apply to the EPA for, and there is a substantial amount of up front grant management type work that he has to assign. He explained these are tasks he can give him that hopefully he can get done so we can move on to the next stage with all of these projects.

Alderman Anastasia explained this was not discussed during the budget process, and asked if there is money in the budget for this. Mayor Sherburne explained the DPW Director stepped into a lapse in DPW with a lot of items that needed to be wrapped up. She explained \$50,000 was set aside for a sewer study that can be used. She explained this department is very overwhelmed and any day of the week you can go in there and clearly see that. She explained the Junior Engineer position that is being filled will be doing other things in Mr. Crandall's office and will be bridging between both departments. She explained Director Sprague needs support in working on these things, particularly the Consent Order, that we do not see happening.

Alderman Bennion explained he does not think anyone on the Council disagrees with what he is needed for, and the question is where the money is coming from in the budget. Mayor Sherburne explained he can be paid from Professional Services in the DPW budget. Director Sprague explained we basically have a per hour agreement, so we can control how much time we have him here and how much he does so we can stay within the budget.

A motion to approve PL #100-26 was made by Alderman Bennion, seconded by Alderman McCall. Voice vote, ayes all. Motion carried. Referred to City Attorney for Resolution.

- f. PL #104-26: (Sherburne) To award the sewer lining contract to Skanex Pipe Services, Inc.

Director Sprague explained this is the City's annual contract for sewer lining work. He explained we have used Skanex several times in the past and they are very well-known in the industry. He explained we are going to use the Capital Outlay in Sewer Maintenance and manage the quantities properly to stay within that amount. Alderman Bennion asked how much we will be able to get done and Director Sprague explained it is a couple thousand feet range. He explained we will be doing one of the larger diameter sewers, so it will be a little more expensive.

A motion to approve PL #104-26 was made by Alderman Bennion, seconded by Alderman Keary. Voice vote, ayes all. Motion carried. Referred to City Attorney for Resolution.

5. Committee Reports

A motion to approve Committee Reports was made by Alderman Bennion, seconded by Alderman McCall. Voice vote, ayes all. Motion carried.

6. Adjournment

A motion to adjourn was made by Alderman Bennion, seconded by Alderman McCall. Voice vote, ayes all. Motion carried. Meeting adjourned at approximately 7:25 p.m.