

FINANCE

Tuesday, July 28, 2026 – 7:25 p.m.
Council Chambers – Olean Municipal Building

Present: Members: Chairman McCall, Alderman Bennion, Alderman Keary, Alderman Robinson, and Alderman Anastasia. Others: 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 McCall called the meeting to order at 7:25 p.m. and asked that the record show that all committee members were present except Aldermen Forney and Crawford, who were excused.

2. Approval of Minutes of the Previous Committee Meeting (Tuesday, July 18, 2026)

A motion to approve the minutes of the July 18, 2026 meeting was made by Alderman McCall, seconded by Alderman Bennion. Voice vote, ayes all. Motion carried.

3. Unfinished Business

a. Major Projects in City – Permits / Fees

Ms. Taylor explained the Council requested this item be placed on the agenda after the proposed Brownfield legislation was not approved. Mr. Reed explained he sent out a road use agreement for the Council's review. He explained the agreement gives Public Works the power to rate roads before having heavy truck traffic that we will be aware of, as well as requiring liability insurance and a bond for the road.

Alderman McCall explained the Council felt the Brownfield law was too narrow of a focus, and explained this encompasses all projects. She explained the Council should take some time to review and digest this to discuss during the next Finance Committee meeting. Mayor Sherburne asked if there is any other discussion the Council feels this should contain, and Alderman McCall explained it should be made clear what a truck route is and what is not. She explained when we want to adopt legislation we want to ensure it is enforceable and reasonable. She explained she thinks this is very comprehensive, but the Council needs more time to review.

b. Capital Project Updates

Alderman McCall explained the Council does have their project books and Ms. Taylor has done a great job of sending that out. She explained any capital project over \$50,000 requires the Council

to be updated including where it is financially and any change orders per our City Ordinances on a monthly basis. She explained the Council does have their books but she feels they need something more digestible. She explained having an abbreviated version of updates sent out ahead of time so the Council can get questions answered ahead of time is ideal so we are not going through every single project at meetings. She explained she felt the Form E would streamline things for financials, and explained she thinks this is the goal, and asked if there are any other thoughts on what works.

Mayor Sherburne explained the City Auditor has also sent a report to the Council about Capital Funds that need to be looked at and we have to determine what to do with those. She explained she needs feedback for the creation of reserves. Alderman Bennion explained something may need to come from the City side saying a project is done and the Capital Fund can be closed out. Mayor Sherburne explained we have to identify what to do with ongoing projects such as the tree fund. Alderman McCall explained we can set up Capital Fund reviews when Ms. Barnish returns. Alderman Robinson explained the Council had requested the City Auditor determine which funds should be turned into a reserve.

4. New Referrals for Consideration

- a. PL #92-26: (Sherburne) To authorize the Mayor to execute a Grant Agreement between the City of Olean and the U.S. Department of Transportation Federal Aviation Administration for funding for the construction portion of PAPIs, REILs, lighting, and signage on Runway 4/22, and lighting and signage on Taxiway A and B.

Director Sprague explained this grant is funded 90% federal, 5% state and 5% local. He explained there is a five year cycle on all grants and these have been in the process for two to three years now.

A motion to approve PL #92-26 was made by Alderman Bennion, seconded by Alderman McCall. Voice vote, ayes all. Motion carried. Referred to City Attorney for Resolution.

- b. PL #94-26: (Sherburne) To authorize the Mayor to enter into an Intergovernmental Agreement for the Provision of Multi-Factor Authentication Hardware Tokens between the New York State Office of Information Technology Services and the City of Olean.

Ms. Kerper explained Mr. Volz and Mr. Wells did all of the work on this grant application, and they were successfully awarded the grant ultimately because of potential cybersecurity issues with the water and wastewater treatment plants. She explained this will protect our systems. Mr.

Wells explained this is a USB that plugs into the computer and uses your thumbprint. He advised there is no local match or funding involved.

A motion to approve PL #94-26 was made by Alderman Keary, seconded by Alderman Bennion. Voice vote, ayes all. Motion carried. Referred to City Attorney for Resolution.

- c. PL #95-26: (Sherburne) To authorize the transfer of \$20,653.34 from General Fund Contingency to line item 4068.462, Insect Control, for costs associated with mosquito spraying.

A motion to approve PL #95-26 was made by Alderman Anastasia, seconded by Alderman McCall. 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 McCall, seconded by Alderman Bennion. 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 7:35 p.m.