

Minutes

FINANCE COMMITTEE
Monday, April 20, 2026
7:00 P.M.
Mayor's Conference Room
Municipal Building, Jamestown, New York

MEMBERS PRESENT: Councilman Scotchmer, Councilman Faulkner, Council, Councilman Sheldon

MEMBERS ABSENT:

Others Present: City Comptroller Ericka Thomas

Finance Committee

7:00 pm., Mayor's Conference Room

Resolutions

1. WHEREAS, funding has become available through Southern Tier West (STW) in the form of Appalachian Regional Commission (ARC)'s Area Development Program; and

WHEREAS, ARC provides funding for economic development and improved infrastructure projects through a 50-50 matching grant program; and

WHEREAS, ARC Area Development Program grant funding is available through STW on a competitive basis to eligible organizations and municipalities; and

WHEREAS, the Department of Development would like to apply for funding through this program in order to bring in funds for community quality of life projects;

NOW THEREFORE BE IT RESOLVED, that the City Council of Jamestown, New York is fully supportive of the Department of Development's application submission to Southern Tier West (STW) for funding to be provided by the Appalachian Regional Council (ARC)'s Area Development Program.

Ms. Foulk spoke to the Finance Committee and noted there are three specific applications they are looking to do, with the city as a 50/50 match. The match could be in kind services, other grant funds, or city funds. The economic development submitted applications for three different projects. Funds from the ARC would help fund those projects, including; the planning and feasibility studies through ESD for the Furniture Mart building, Tabone, and El Greco, additional funds for the Chadakoin River Basin Activation Project, and the cleaning, preparation, maintenance, and transformation of properties acquired by the city, near the riverwalk. All the letters of intent are being submitted, and if selected the application can move forward.

The committee agreed to place the resolution on the April 27, 2026 Voting Session Agenda.

2. WHEREAS, the New York State Division of Homeland Security and Emergency Services, is administering the 2026 Tactical Team Grant Program, and

WHEREAS, the City of Jamestown is eligible to receive funding under the 2026 Tactical Team Grant Program, now therefore be it

RESOLVED that the Mayor and Police Chief be, and hereby are, authorized to receive a grant award for Seventy-Five Thousand Dollars and No Cents (\$75,000.00) to be utilized by the Jamestown Police Department to purchase attire and pay for training for the SWAT Team.

The committee agreed to place the resolution on the April 27, 2026 Voting Session Agenda.

3. WHEREAS, the U.S. Department of Justice, Bureau of Justice Assistance, is administering the 2026 Edward Byrne Memorial Justice Assistance Grant (JAG) Program, and

WHEREAS, that a Public Hearing is scheduled for April 17, 2026 at 11:00 a.m. to receive public input and comments, and

WHEREAS, the City of Jamestown is eligible to receive funding under the 2026 Edward Byrne Memorial Justice Assistance Grant (JAG) Program, now therefore be it

RESOLVED that the Mayor and Police Chief be, and hereby are, authorized to receive a grant award for Twenty-Four Thousand, Three Hundred Twenty-Seven Dollars and No Cents (\$24,327.00) to be utilized by the Jamestown Police Department to purchase disposable nitrile gloves Fourteen Thousand Dollars and No Cents (\$14,000.00) and drug test kits for Ten Thousand, Three Hundred Twenty-Seven Dollars and No Cents (\$10,327.00).

Councilman Scotchmer noted that a Public Hearing was held on April 17, 2026. No one appeared to speak at the public hearing.

The committee agreed to place the resolution on the April 27, 2026 Voting Session Agenda.

4. RESOLVED, That the Mayor be and she hereby is authorized to execute an agreement between Winning Tree LLC of Ellicott, New York, for Concrete Work – Misc. Right-of-Way Construction

1000 SF Flatwork 4" @ \$13.00 SF
1000 SF Flatwork 6" @ \$14.00 SF
50 LF Concrete Flatwork 8" @ \$20.00 LF
2500 LF In-Kind Concrete Curb & Gutter @ \$70.00 LF
1000 LF Concrete Curb @ \$50.00 LF
10 LF Concrete Step Replacement @ \$50.00 LF
5 EA Form/Core (4") diameter curb outlet @ \$200.00 EA
5 CY Additional Excavation @ \$150.00 CY

for a total bid amount of Two Hundred Fifty-Five Thousand, Two Hundred Fifty Dollars and No Cents (\$255,250.00), subject to the approval of the Corporation Counsel as to form. The project will be funded through CHIPS funds.

Director of Public Works Mark Roetzter noted that this resolution will allow the Department of Public Works to do a little extra work on a sidewalk or a curb in conjunction with a project, without another contract. This is just miscellaneous concrete work with the city.

The committee agreed to place the resolution on the April 27, 2026 Voting Session Agenda.

5. RESOLVED, That the Mayor be and she hereby is authorized to execute an agreement with Junior's Design Build Firm, LLC, 7804 Bley Rd., Eden, NY 14057 for ADA Sidewalk Ramps 2026 based on the bid opening April 15 2026 in the following amounts:

3500 SF 4" Concrete Flat Work includes excavation and landscaping @ \$14.75 SF

1550 SF 6" Concrete Flat Work includes excavation and landscaping @ \$21.00 SF

650 LF Concrete Curb and Gutter, includes excavation, landscaping and 18" wide blacktop or brick street repair @ \$75.00 LF

78 SF Cast Iron Detectable Warning Plates @ \$250.00 EA

25 SY Brick Pavement Repair @ \$240.00 SY

for a total bid amount of One Hundred Fifty-Eight Thousand, Four Hundred Twenty-Five Dollars and No Cents (\$158,425.00) subject to the approval of Corporation Counsel as to form.

Mr. Roetzter noted that with projects completed by CHIPS funds, all ADA sidewalk ramps must be up to current standards. This is a yearly contract to update all of the ADA ramps.

The committee agreed to place the resolution on the April 27, 2026 Voting Session Agenda.

6. RESOLVED that the Mayor and Mark Roetzter, Jr., P.E., Acting Director of Public Works, be and they hereby are authorized and directed to allow for an in-engine overhaul of Jamestown Fire Department Engine 5, by Ascendance Truck Centers, 6100 Wattsburg Rd., Erie, PA 16509, for a total amount not to exceed Twenty-Four Thousand, Twenty-One Dollars, and Twenty-Eight Cents (\$24,021.28) to be paid from the contingency fund, subject to approval of the Corporation Counsel as to form.

Acting Fire Chief Ryan Roush noted that once the Department of Public Works got into the engine, it was decided the work was more detailed and extensive than what was originally thought, and necessitated the overhaul off site.

Comptroller Ericka Thomas reported that contingency funds have not been used so far in 2026. The amount prior to the resolution in the contingency account is \$350,000.

The committee agreed to place the resolution on the April 27, 2026 Voting Session Agenda.

Informational Report

7. BE IT ORDAINED by the City Council of the City of Jamestown, New York, as follows:
§ 175-3 Licenses and Permits Schedule of Fees of the Jamestown City Code is amended as follows:

§ 175-3 Schedule of fees.

[Added 6-13-1994]

B. Fees for the issuance of building permits shall be as follows:

[Amended 1-13-1992; 4-29-1996; 12-18-2000; 12-18-2002; 4-19-2004; 12-20-2004; 2-28-2005; 12-21-2005; 3-19-2007; 11-17-2008; 3-23-2009; 10-26-2009; 11-23-2009; 4-26-2010; 5-23-2011; 11-27-2012; 7-25-2016; 12-19-2016; 11-26-2018; 10-26-2020]

Type of Permit	Fee
Parking lots	
Patching	\$25
1 to 12 Spaces	\$100
13 or more spaces	\$150

A patching parking lot permit may be obtained for surface treatment work in a parking lot where the aggregate area of all proposed patching work is less than 1,000 square feet.

All contractors must submit a parking lot site plan prior to receiving a Right-of-Way permit from the City of Jamestown Department of Public Works. Site plans must include type of surface treatment, dimensions of existing lot, dimensions of surface treatments, and existing and proposed drainage. All parking lot surface treatments, and drainage requires a permit and is subject to site plan review by the Director of Public Works.

Mr. Roetzer explained that this will allow contractors to get a patching permit for jobs that would be a smaller space. This would be less extensive than the right of way permit. There have been questions in the past as to why contractors were being charged \$100 just to patch a parking lot, or why patching was being done without a permit. This would allow the department to be aware of projects that are going on, and have site plans submitted with dimensions and plans, in order to patch. This could be a pot hole, etc.

8. BE IT ORDAINED by the City Council of the City of Jamestown, New York, as follows:
§ 252-10 of the Jamestown City Code, Restoration of street surface. is amended as follows:

[Added 7-10-1972]

A. Temporary patch. Any excavation or opening in the streets or highways of the City shall be closed and made safe ~~with a temporary patch~~ as soon as possible after the work requiring such excavation or opening shall have been completed. ~~Such~~ A temporary patch shall be installed and be sufficiently stable that the repaired portion shall not be above or below the grade of the surrounding pavement and that normal traffic use by the general public will not be rendered dangerous or unsafe. The temporary patch shall be installed with an impervious cap; cold patch, blacktop, concrete, ect. The contractor is responsible for maintenance on the temporary patch until a final repair can be made. The temporary patch shall be installed within sixty (60) days of the NYS Dig Ticket start date. If the temporary patch is not installed within these sixty (60) days the City of Jamestown DPW will complete

the repair, and the Right-of-Way permit holder will be charged for those repairs. The Right-of-Way permit holder will also be charged a \$250 fine for the first occurrence, \$500 for the 2nd occurrence, and \$500 for each subsequent infraction within one calendar year.

B. Final repair; responsibility of permittee for backfill. Upon completion of such work and installation of such temporary patch, ~~such person shall notify the Director of Public Works. Final repair of such pavement shall in all cases be made by the City, and the cost thereof shall be charged to the permittee.~~ In the event that such repaired pavement should sink or become uneven during the period of ~~one~~ five year following the excavation or opening, it shall be presumed that the excavation or opening was improperly filled, and such pavement and excavation should be repaired by the City at the expense of permittee.

C. Payment for work performed in the right-of-way. Each permittee shall be responsible for all costs associated with repair of the damaged right-of-way infrastructure, regardless of prior conditions.

[Amended 3-21-2005]

D. Determination of costs of repair of pavement. The costs of repairs and patching of pavements shall be determined by the Director of Public Works and shall, where practicable, be based upon the area in square feet being repaired.^[1]

[1]

Editor's Note: Former § 252-10E, regarding excavation in street where pavement was laid less than three years previous to application, which subsection immediately followed this subsection, was repealed 3-21-2005.

Mr. Roetzer explained that if the contractor doesn't put a temporary patch on a road hole within a certain period of time. If it is not finished within that time frame, the DPW will put in a temporary patch, charge the contractor for the patch, and fine the contractor as well. The final patch is the responsibility of the contractor. It also removes old language, updating the code to the DPW's current practices.

9.

LOCAL LAW NO. 2 OF 2026

A LOCAL LAW AUTHORIZING A PROPERTY TAX LEVY IN EXCESS OF THE LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW §3-c

BE IT ENACTED by the City Council of the City of Jamestown, New York as follows:

Section 1. Legislative Intent: It is the intent of this local law to allow the City of Jamestown to adopt a budget for the fiscal year commencing January 1, 2027 that requires a real property tax levy in excess of the "tax levy limit" as defined by General Municipal Law §3-c.

Section 2. Authority: This local law is adopted pursuant to subdivision 5 of General Municipal Law §3-c, which expressly authorizes a local government's body to override the property tax cap for the coming fiscal year by the adoption of a local law approved by a vote of sixty percent (60%) of said governing body.

Section 3. Tax Levy Limit Override: The City Council of the City of Jamestown, County of Chautauqua, is hereby authorized to adopt a budget for the fiscal year commencing January 1, 2027 that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal Law §3-c.

Section 4. Severability: If a court determines that any clause, sentence, paragraph, subdivision, or part of this local law or the application thereof to any person, firm or corporation, or circumstance is invalid or unconstitutional, the court's order or judgment shall not effect, impair, or invalidate the remainder of this local law, but shall be confined in its operation in the clause, sentence, paragraph, subdivision, or part of this local law or in its application to the person, individual, firm or corporation in which such judgment or order shall be rendered.

Section 5. Effective date: This local law shall take effect immediately upon the filing with the Secretary of State.

Corporation Counsel Raimondo noted that this does not automatically raise the tax cap, it just gives permission for the city to do so if necessary. He feels that given the current financial situation, this will be necessary. It is important to have this enacted prior to budget season to allow councilmembers to consider this when making decisions. The cost of fuel and retirement benefits continues to be a concern. The City of Jamestown is doing better financially than in years past, but budgeting remains tight.

Mayor Ecklund asked that going forward, this resolution be a part of the January or February voting sessions.

10. WHEREAS, the BPU has identified the need to upgrade the Cassadaga Water Pump Station, and plans to apply for grant funding for a portion of the cost of the improvements, and

WHEREAS, Staff has recommended that a design of the upgrades be completed prior to applications being made for available grant funding, and

WHEREAS, Wendel Engineering has estimated that design costs over the next year will be One Million, Five Hundred Thousand Dollars and No Cents (\$1,500,000.00), which exceeds the Water Department's available cash reserves for this project;

RESOLVED, that the Board does hereby request the City to issue Bond Anticipation Notes in the amount of One Million, Five Hundred Thousand Dollars and No Cents (\$1,500,000.00), at prevailing interest rates, and that the proceeds thereof be paid into the Board of Public Utilities general fund to be used to fund the design and engineering of the Cassadaga Water Pump Station project.

Discussion: Staff believes that the issuance of Bond Anticipation Notes is the appropriate mechanism for short-term borrowing for the Cassadaga Pump Station design and engineering. Bond anticipation notes can be renewed annually for up to five years prior to being paid off through revenue or issuance of bonds. The timing of the request coincides with the BPU's request to renew the BPU's 2025 Ban for water and sewer division capital projects. This request is made as a part of, and not in addition to, the Board's resolution 250307 requesting the City to issue bonds for this project, and the City's resolution 202504A04 authorizing the financing.

General Manager Kristofer Sellstrom noted that this ties into the resolution from April of 2025, for a BAN. This is the first issuance of money from the BAN, which will be used to begin the engineering work this year. This is a multi-year phase approach. The BPU received five million dollars in grant funds. They are also applying for additional grants this year for the project.

There being no further business, the meeting was adjourned.

Leigh Anne Jordan Acting City Clerk/ Treasurer