

**CENTRAL NEW YORK REGIONAL MARKET AUTHORITY**  
**REGULAR BOARD MEETING**  
**Tuesday, January 13<sup>th</sup>, 2020**  
**4:00 P.M.**

**PRESENT:** K. Batman, A. Emmi, C. Pratt, M.E. Chesbro, J. Berenguer, J.A. Delaney, M. Mahar, M. Broccoli, M. Thurston , R. Allmond

**ABSENT:** D. Ross, R. Daratt, J. Musumeci

**OTHERS:** A. Vitale, B. Vitale, R. Ristau, A. Verity

The meeting was called to order at 3:32 PM by Board President, Chip Pratt.

**APPROVAL OF AGENDA**

Resolved; a motion was made by M. Broccoli and seconded by M. Thurston to approve the agenda. All in favor; no one opposed; no abstentions.

**APPROVAL OF PRIOR MINUTES**

Resolved; a motion was made by K. Batman and seconded by J.A. Delaney to approve prior minutes. All in favor; no one opposed; no abstentions.

**QUARTERLY REPORT (QUARTERS 1 & 2)**

A.Vitale presented to the Board of Directors, informing them where the Market is currently standing as currently half of the office staff has COVID-19 or is quarantined due to expose to someone who has tested positive for COVID-19. She explained that at this point she does not feel it is safe for the Board of Directors to meet in person or for the remaining members of the office staff to work together in person. A.Vitale explained that at this time Market staff is only working when they can be separated and reiterated the importance of virtual meetings. A run down of financials was presented by A.Vitale. That run down included the first quarterly income emphasizing first categories are high due to the Markets bulk revenue comes from the retail market in this quarter. With flea market, accounts are low because the flea market was shut down due to COVID-19 for a period of time. Expenses from quarter 1 were highlighted, including repair on building, etc. A.Vitale shared with the Board of Directors that the capital improvement was included in the financials given to better show where the Market is spending money. Additionally, A. Vitale explained that it is the first year of budgeting to pay security directly and that this account was estimated just a tad bit low, adjustments for this will be made moving forward. A.Vitale explained office expense and telephone expense were high due to the adjustments to prepare the office staff to work from home during the initial shut down. Advertising and promotions were also higher due to informing customers that the Saturday Market was open, Sunday Market closed and to make public aware that they need to wear a mask and follow CDC guidelines while shopping at the

Market.

**2nd Quarter:** A.Vitale presented an outline of Quarter 2's financials. It was outlined that just as in Quarter 1, in Quarter 2, accounts in dailies were higher, license's were lower due to the uncertainty of COVID-19. Crafters and many vendors did not have other events to attend so they came to the Market for income, raising the daily fee income. The Market reopened the Flea Market but did not allow licensing, only daily due to the uncertainty of COVID-19. A.Vitale shared that in the document presented it can be seen that there was a reimbursement for 7k as back taxes we paid from Empire Development. Presented in outlining the document is that the promotional lease income was added as the Market took payments for the Black Friday Market. Expenses overall were in line with what was going on. A small staff was working for the Market after shut down, then a window opened up where the Market could hire a few people, giving the Market currently an almost complete staff. The Market is still currently 2 people short of having a full staff which has put the Market in a better position than in many past years. Office expenses are outlined as low as staff working from home is more common. Some maintenance supplies were lower because supplies were not available due to COVID-19. Spending and income on electricity and water was low for the first half of year as some businesses were closed down (restaurants etc.).

Resolved: A motion was made by K.Batman and seconded by M. Thurston to approve the quarterly reports as presented. All in favor; no one opposed; no abstentions.

## **DISCUSSION OF 2021-22 RATES**

A.Vitale presented proposed rates for the 2021-22 season to the Board of Directors. The proposed increase was 2% across the board with a 3% increase for dealers. The increases are minimal, nothing earth shattering, in order to account for the unknot future surrounding COVID-19. A.Vitale did not propose and increase for daily fees, as those were increased just last year. Additionally, the reservation rates for Thursday and Sunday would stay the same as the previous year.

Resolved: A motion was made by K.Batman and seconded by J.A. Delaney to approve the quarterly reports as presented. All in favor; no one opposed; no abstentions.

## **DISCUSSION OF 2021-22 BUDGET**

A.Vitale presented to the Board of Directors two different forms for the budget. A.Vitale gave a run down explaining where the Market is currently standing and where shed projects the Market is going to end the year. Overall the Market did very well, all things considering. A.Vitale explained that the Market did have to dip into savings a little bit for the last couple months of the fiscal year and reiterated that this is the low income time for the year. The Market was still able to make their yearly contribution of \$65,000.00 to capital reserve. For the following year, the budget does slightly change for flea market,

estimating an increase in daily fees and decrease in license fees. Due to the effects of the COVID-19 pandemic, more vendors are choosing to do the daily fee instead of a license increase of another shut down. This was projected to have some residual effect in the following year. For the five year expanded budget, expense accounts for payroll and health insurance were given some room for growth projecting for continued minimum wage increase and federal changes to health insurance. Also noted in expenses, A. Vitale shared that the expense for advertisement was lowered. The Market staff has been working hard on growing social media and the Market has experienced a lot of growth in that area. We can supplement this cut by doing more free advertising.

K. Batman emphasized this budget, as we are in times of uncertainty. Suggested to look at it as a plan this year more than other years. Seems like a solid budget based on what we know, but the Board and staff will need to monitor more closely this year simply because we do not know what is to come. He shared the importance of the Board of Directors to understand that, and that adjustments may need to happen.

A. Vitale presented that she considered the 2% increase in the projection, as well as her thoughts that the Farmers Market will not change very much as this is their business and lively hood. The biggest loss experienced was when the Flea Market was shut down. Even if we are operating with masks and current standards, we will see more this year just from the Flea Market being open. Reiterated that numbers are based on a combination of the 2019-20 budget as well as the 2019-20 actual numbers.

M.E. Chesbro wanted to make sure the market is good with the number we selected for promotions. A Vitale stated the Market can easily cut out a few thousand and still easily get the word out. Myron stated that if the Market has to pull from cash balances, the Board would be supportive if it came to them.

Resolved: A motion was made by K. Batman and seconded by M.E. Chesbro to approve the budget as presented. All in favor; no one opposed; no abstentions.

## **DISCUSSION OF VENDOR ISSUES**

A. Vitale presented to the Board of Directors that she had asked the Market staff if there were any recommendations for changes, the staff is happy with the current version. Updating of contact info and staff listings is the only change.

M.E. Chesbro asked where we stood with the Board Member information binder that A. Vitale was working on. A Vitale responded that she and J. Delaney met and tried getting Governance Meeting together, they are going to make plans on how they are going to get that group to meet. Once that ball is rolling, and finalize items such as the bylaws and charters that the binders will be completed.

C. Pratt recommended arranging a meeting for the Rules and Facilities Committee. He suggested that this committee can discuss how we did and review whether we need to do something different or if what we did was good in regards to the issues that have come up

in 2020. The Board of Directors would like them to look at the rules and give opinions. This will provide another source that would better back Amanda and Rachael. When vendors are questioning and want proof this would give one more thing to work with.

## **BOARD DISCUSSION**

### **COVID-19 Testing Site**

A Vitale presented to the Board of Directors information on the COVID-19 Testing Site held in the F-Shed. Onondaga County holds a contract with Cayuga Medical. A couple weeks ago, they began conducting weekend testing at Nasentia Health and Cayuga Medical sent out incorrect info that sent individuals with appointments to the Market instead of the health center, during market hours. We let them know it is not acceptable, and took steps since the discussion to ensure that this kind of mistake does not happen again. Since then things have been going very smoothly.

A. Vitale allowed the site to become a walk in site only once we were done using the building for the season, and they are required to sanitize daily. This transition was made for safety reasons due to the melting snow and ice off of cars causing unsafe conditions for the medical staff working the site.

### **FMLA**

A. Vitale presented to the Board of Directors an update on FMLA. The Market does not have enough employee to require FMLA. The Market does have to provide COVID pay but not FMLA.

### **Part Time and Probationary Sick Time**

A. Vitale presented to the Board of Directors about the new NYS policy for sick time accrual that is required to all part time and probationary period employees. All part time employees will earn 40 hours of sick time a year, accruing 3.33 hours a month. New probationary period employees will earn at the same rate.

### **Russo's**

B. Vitale presented to the Board of Directors the possibility of working with Russo Produce. A. Vitale and B. Vitale will have a sit down meeting with Russo's to see what they are thinking. This meeting will assist in determining if there is potential to move forward and how it could happen.

**Vendor Issue**

A. Vitale and R. Ristau presented to the Board of Directors a run down an occurrence between a vendor and set of customers that happened at the Saturday Farmers Market at the end of the day.

R. Ristau shared that someone on the market had stopped while she was doing a round, and informed her that a vendor was screaming and using profane language to a group of customers. They said it was embarrassing and causing both vendors and customers to leave the E-Shed. R. Ristau contacted the off duty deputy who was working as Market security, and he went and spoke to the vendor that was screaming. The 3 customers being screamed at by this vendor came into the welcome center with the deputy. and wrote a report about their experience. They appeared frazzled and were wanting to press charges. The deputy finally established that the vendor in question had thought they were stealing products from his stall. However, when questioned, the vendor couldn't identify what was stolen or which individual stole the product. Customers wrote all info in a report and emailed to R. Ristau. R. Ristau addressed the concerns in their email and has not heard from the customers since. R. Ristau also spoke to vendor to let them know she is here for them and there is no need to call local police if deputies are on site. R. Ristau also noted she was not notified until after local police had been called. R. Ristau reiterated that having items stolen from a business is a serious crime but there is a proper way to go about handling it and that the Market staff needs to be used as a resource and he was not accepting of that stance. After R. Ristau spoke with him for roughly 30 mins he agreed he should've called us but he was upset and R. Ristau told him he could not come back. It was shared that there have been issues in the past with his vendor. This vendor had been kicked out in the past and was allowed back only shortly before A. Vitale began her employment at the Market. R. Ristau informed him that he was not allowed to come back until this issue could be discussed further.

A. Vitale summarized the complaints that were received by the staff. One of the customers said that there were implications on their race and social status. Depending on how the customer's stance, this could be a sexual harassment violation as well. Sexual Harassment is taken very seriously, and is not something that the Market cannot mess around with. It ended that the vendor was written up and told that the Board of Directors would have the option of reviewing the case, but that the determination at the time is that he would be unable to return as vendor unless otherwise authorized to do so by the Board of Directors.

In response, the vendor wrote two letters addressed to the Board of Directors. A. Vitale asked the Board if they would like here to read the letters or summarize them. It was asked that she would summarize the letters, and so they were summarized to the Board of Directors.

After some discussion, The Board of Directors decided to stand by the decision to revoke the selling privileges of the vendor in question.

Resolved; A motion was made by J.A. Delaney and seconded by J. Berenguer to uphold the decision made by the administration. All in favor; no one opposed; no abstentions.

### **Staff Adjustment**

A.Vitale presented to the board that a raise is due for a newer staff member that had reached the end of their probationary period, and would like approval for a \$1.50 per hour raise. She has completed her probationary period and has picked up responsibilities of the Assistant Market Manager since the individual in that position went part time. After some discussion, the Board of Directors agreed that this was called for and made mention that instances such as this should be to the discretion of the Executive Director.

### **Maternity Leave**

A.Vitale presented to the Board of Directors that coming July 2021, she will be taking some time off on Maternity leave. A.Vitale is planning to start working from home after one week and will have seven weeks work from home before going back to working on premise. No questions we had.

### **ESD-G&C-Byrne Dairy**

A. Vitale shared that ESD is not going to be renewing their lease on the freezer plant. There is about a 50% chance that it will revert back to us and that will be a good thing for us. We will know by the end of next month. Generating rent on that building would be very substantial, and open up doors for future growth.

### **Syracuse City Schools**

B.Vitale presented to the Board of Directors updates on the project with the Syracuse City Schools. He shared that just before Christmas break they were kicked out of their storage area. He shared that the Market is putting together a 1 year lease and anything more than that had to be prepared by Board. B.Vitale and A.Vitale are working on a good rate while they are using the space for storage only. Recently C&S Engineers did a survey (digital with blue print). This will allow them information so they can plan how they will use entire space in the future. Once it gets turned over to the real use, the rental rate will gradually increase until they get into the max. Then the rate will depend if the Market puts any money into renovations and fixtures, or if the school district makes the investment. Syracuse City Schools will be occupying the space for storage in the very near future.

### **Lupini Construction- Admin Building Repair**

A.Vitale presented to the Board of Directors that there are substantial leaks in the Market Administration Building. Lupini Construction took bricks out and investigated to see

where these leaks are coming from. A. Vitale shared that before we were hopeful that the previous roof replacement would stop the leaking issue, but it did not. Lupini looked in the internal structure which revealed a lot of problems including a lot of metal that is rot ted. The estimate is roughly 30k per corner of the building to repair. One of the only and best business to repair this issue is Lupini.

A. Vitale shared that for this project Lupini had put together a 42 page proposal of every thing they found and what needs to be done. At this time C&S Engineers will be reviewing the findings and proposal and are looking into determining if Lupini is a sole provider for this kind of work. In order to move forward with Lupini, we will need to be on their schedule for a project that size. This project is going to need to take place ASAP, as the leaks are becoming progressively worse, and there is even a spot in the break room where the wall has decayed to the point that it is open to the outside.

### **COVID Vaccine**

A. Vitale presented that there is a possibility that there will be advance vaccination for farmers and farmers market employees. They are making early vaccination available to individuals in the food supply chain, in hopes of protecting food supply. Farmers are said to be added, but are not currently found on the list. They will not be able to sign up for vaccination until that has been updated. Staff is currently eligible to whoever chooses, and the Board of Directors will be updated when information becomes available about vaccination for farmers.

### **Final Thoughts**

A. Vitale confirmed with the Board of Directors that everyone us happy with virtual meetings at this time, every agreed.

A. Vitale presented to the Board of Directors the vendor appreciation gifts that were shared including tumblers, hand sanitizer, candy and a mask. They were appreciated by vendors, and staff got a lot of positive feedback.

### **NEXT MEETING**

The next meeting of the Board of Directors will be on February 9th, 2021 at 3:30pm.

### **ADJOURNMENT**

Resolved; a motion was made by M. Thurston and seconded by M. Broccoli , to adjourn at 5:04 pm. All in favor; no one opposed; no abstentions.

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