

**CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
QUARTERLY BOARD MEETING
Tuesday, April 13th, 2021
6:00 P.M.**

PRESENT (in person): J. Musumeci, J. Berenguer, R. Daratt, M. Broccoli, A. Emmi,
C. Pratt

PRESENT (over Zoom): J.A. Delaney, M. Thurston, K. Batman, M. Mahar

ABSENT: D. Ross, M.E. Chesbro

OTHERS: Ben Vitale, Amanda Vitale

The meeting was called to order at 6:00 PM by Board President: Chip Pratt.

I. APPROVAL OF AGENDA

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

II. APPROVAL OF PRIOR MINUTES

Resolved; a motion was made by J.A Delaney and seconded by M. Thurston to approve prior minutes with the addition of J. Berenguer in attendance at the meeting and correcting the heading "Report on International Controls," to: "Report on Internal Controls." All in favor; no one opposed; no abstentions.

III. ANNUAL MEETING

1. Annual Elections:

C.Pratt handed table to M. Broccoli to present on the nominating committee. M. Broccoli state that the Nominating Committee's recommendation was to carry the slate with change of contract officer from B. Vitale to A. Vitale, and the addition of M. Thurston to the Governance Committee and to the Ethics Committee.

Resolved; a motion was made by J.A Delaney and seconded by J. Musumeci to accept the slate as recommended by the committee. All in favor; no one opposed; no abstentions.

2. Annual Approvals:

C. Pratt read aloud the current slate of annual approvals to the Board of Directors.

Resolved; a motion was made by K.Batman and seconded by J.A Delaney to approve each of the following:

Hancock & Estabrook as the representing legal firm for the Authority with Janet Callahan acting as lead counsel.

C&S Engineers as engineers of record with Bruce Letts as primary contact person.

Dermondy, Burke, and Brown as Auditors for the 2020-21 Audit.

The Post Standard as the official paper for legal announcements.

Richard Walker as the Risk Manager for the Authority.

The official copy fee for F.O.I.L requests to be \$1.00 per page.

M&T and Solvay Bank as approved banking locations for the Authority.

All in favor; no one opposed; no abstentions.

V. THIRD QUARTER QUARTERLY REPORT

A. Vitale presented the 3rd quarter Quarterly Report to the Board of Directors. Nothing was out of the ordinary and all accounts were on track with expectations based on current circumstances. As per the norm, some accounts seem low in the third and fourth quarters, as a lot of the licensing income and large expenses such as operating insurance are seen in the first quarter of the year. The accounts that were high were payroll, security, and professional expenses. This was expected as we were aware that the payroll and security accounts would be high, with room in the health insurance account to cover a significant portion of the overage and the additional legal needs incurred this year would lead to an increase in the legal and professional expenses.

J.A. Delaney then asked if A. Vitale could report on the fourth quarter and where the Authority stood at year end, asking specifically which accounts ended up going over budget. A. Vitale informed the Board of Directors that the fourth quarter is not yet reconciled but from preliminary account reviews it appears that, including our savings and capital outlays we should come very close to breaking even this year. The major loss for the year was in closing the Flea Market for several months, and the large sum of revenue lost out on in those months. There was also some loss experienced amongst other licensing accounts as vendors were unable to attend the market for health concerns, and in the promotional lease account as all events were placed on hold. However, expense accounts were kept low overall this year in order to compensate. If capital improvements

were not taken into consideration, it appears that the Authority would have experienced a positive income in this fiscal year. However, taking capital improvements into consideration, it appears by rough estimation that the Authority will come very close to breaking even.

Resolved; a motion was made by A. Emmi and seconded by J. Musumeci to approve the quarterly report as presented. All in favor; no one opposed; no abstentions.

VI. DISCUSSION OF REGIONAL FRESH POULTRY

A. Vitale presented to the Board of Directors that Regional Fresh Poultry would like to extend the length of their current fenced in area behind their building, in order to accommodate the larger trucks that come in, delivering goats to the facility. Blue prints were briefly reviewed showing the plans and how they would be executed. After some discussion, concerning logistics and necessity of charging a land lease fee for the fenced in area behind the building,

Resolved; a motion was made by J. Musumeci and seconded R. Daratt to approve the extension to the fenced in area as presented with the land lease fee waived and to be reassessed in a year.

VII. BOARD DISCUSSION

A. BUDA LEASE

A. Vitale presented to the Board of Directors that the Buda lease was up for renegotiation last year, but that the lease was extended for one year so that the Board would have time to properly negotiate given the current circumstances surrounding COVID-19. Since the Board of Directors is just starting to phase in person meetings back in, A. Vitale asked if they were ready to open up the option of beginning negotiations or if they would like to propose an additional extension. After some discussion, the Board agreed that they would be open to beginning the negotiation process, understanding that there is a good likelihood that it could be a long process and there may need to be an additional extension in place if a decision is not made by the expiration of the current extension.

A. Vitale then presented to the Board of Directors about guidance she had received in 2018 when working on the 2018-19 Rules and Regulations. At that time, Michael Musumeci was still the owner of Buda's Meats and Produce as per their lease agreement. This caused a conflict with our current rules and regulations, as he was vending as a Farmer on the retail market. At the time, Vicky Griffith and Michael Musumeci had informed A. Vitale and B. Vitale that he was no longer the owner of the business and that the rightful owner of the business was V. Griffith. The determination of the Board of Directors at the time was to not enforce the rule on the retail market in this case, and to provide them with legal documentation to change the owner of the business for the lease

agreement. After this documentation was provided to the tenant, it was never completed or returned. More recently, when the year long extension was signed for the business, it was signed by M. Musumeci. This signaled to the staff that he must still be the rightful owner of the business. A. Vitale asked how the staff should now proceed with billing for M. Musumeci's stalls on the retail market. After some discussion, the Board of Directors agreed that the Rule should be enforced as written.

B. PAYROLL AND 2021-22 BUDGET

A. Vitale presented to the Board of Directors that it will likely be this within this fiscal year that minimum wage increases from \$12.50 per hour to \$15.00. This is a 20% increase overall, and will likely need to be reelected in our overall payroll budget. Additionally, we are currently in a very tough situation when it comes to staffing. As of recent we have established a very cohesive and competent staff and are working toward our goal of long term retention. However, it is currently an employee's market, with countless positions available, few people applying for positions, and starting rates across the board increasing higher than the current wages at the Authority. For this reason, it is becoming increasingly important that the pay rates at the Authority reflect that value of the employees as well as the circumstances in the current market. After some discussion, the Board of Directors agreed that this is a very important issue that needs to be addressed, and that it is best that this topic be discussed by committees before coming back to the full Board for discussion. The goal is to schedule a finance committee next month followed by personnel and governance committee meetings, and to try to arrange a joint meeting if at all possible.

VIII. NEXT MEETING

Next meeting will be TBD pending a survey of members of the Board of Directors for the best time and date.

IX. ADJOURNMENT

Resolved; a motion was made by J. Musumeci and R. Daratt to adjourn at 7:27pm. All in favor; no one opposed; no abstentions.