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September 28th, 2023

Dear Board Member,

The next meeting of the Board of Directors of the Central New York Regional Market Authority has been scheduled for **Tuesday, October 3rd at 5:30 p.m. in the Conference Room at 2100 Park Street. ALL VOTING MEMBERS MUST ATTEND IN PERSON.**

Enclosed for your reference are:

Agenda for the 10/3/23 Quarterly Meeting of the Board of Directors
Minutes for the 8/1/23 Regular Meeting of the Board of Directors
Minutes for the 9/5/23 Regular Meeting of the Board of Directors
First Quarter Quarterly Report
First Quarter Balance Sheet
Proposed Amended Executive Director Job Description
Proposed Amended Cell Phone Use Policy
Proposed Email and Computer Use Policy

In order to conduct the meeting as efficiently as possible, I strongly encourage you to review the enclosed materials in advance of the meeting. Also, please call (315)422-8647 if you have any questions or will **NOT** be able to attend the Board of Director's meeting.

CENTRAL NEW YORK REGIONAL
MARKET AUTHORITY

Amanda Vitale
Executive Director

**CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
REGULAR BOARD MEETING
Tuesday, October 3rd, 2023
5:30 P.M.**

ORDER OF BUSINESS

- I. PLEDGE**

- II. APPROVAL OF AGENDA**

- III. APPROVAL OF PRIOR MINUTES 8/1/23**

- IV. APPROVAL OF PRIOR MINUTES 9/5/23**

- V. AUDIT COMMITTEE PRESENTATION - Randall Daratt**

- VI. FIRST QUARTER QUARTERLY REPORT**

- VII. GOVERNANCE COMMITTEE REPORT - JoAnn Delaney**
 - a. Presentation of Updated Executive Director Job Description**
 - b. Presentation of Updated Cell Phone Use Policy**
 - c. Presentation of Email and Computer Use Policy**

- VIII. BOARD DISCUSSION**

- IX. NEXT MEETING(S)**

- X. ADJOURNMENT**

“The mission of the Authority is to provide facilities, programs, and services to promote opportunities for agriculture and commerce in Central New York.”

**CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
REGULAR BOARD MEETING**

Tuesday, August 1, 2023

5:30 PM

PRESENT: J.A. Delaney, A. Emmi, J. Berenguer, R. Daratt, T. Bonnofski, M. Broccoli, M. Mahar, T. Kerr, J. Musumeci

ZOOM: None

ABSENT: G. Palmer, C. Pratt

OTHER IN PERSON: Amanda Vitale, Logan Lickfield, and Richard Lickfield

OTHER ZOOM: Heidi Poole

The meeting was called to order at 5:36 PM by Board President, Anthony Emmi.

APPROVAL OF AGENDA:

Resolved; a motion was made by J.A. Delaney, and seconded by M. Mahar to approve the agenda. All in favor; no one opposed; no one abstentions.

APPROVAL OF PRIOR MINUTES 6/6/2023

Resolved; a motion was made by M. Broccoli, and seconded by T. Kerr to approve the prior minutes. 7 in favor; no one opposed; M. Mahar and J.A. Delaney abstained.

BOARD DISCUSSION

ATM Proposal

Logan and Rich Lickfield, current Market vendors, presented the potential of bringing ATM machines onto the Market. Currently there are only two(2) ATM's at the Market, located at M&T Bank and The Market Diner. These machines would be covered through the vendors insurance, and the vendor would be responsible for all care and maintenance of the machines as well as providing their own security while handling the cash. The Market's Facilities Manager will be consulted regarding how they will be fastened to the ground and placement of

the machines. Am. Vitale will consult with the Market's attorney on making a specialized commercial license and vendor category definition. There will also be a new policy in the rule book that outlines ATM machines on the Market.

Resolved; a motion was made by T. Kerr to permit Authority management to move forward with working with the tenant on a specialized commercial license and vendor category definition, to enter into a license agreement for the use of ATM services at the commercial license rate, and seconded by J.A. Delaney. All in favor, no one opposed, no abstentions.

Executive Committee (or remote resolution)

Am. Vitale presented that it has become challenging month after month to ensure a quorum at meetings of the Board of Directors. This is presenting the Authority with significant challenges in handling time sensitive circumstances and information. As a result, it has been recommended by the Board President, Athony Emmi, that the Board consider authorizing the Executive Committee to act in the case of time sensitive matters when a quorum of the Board of Directors cannot be met. Previously, a concern of members of the Board of Directors, was that such a small number of Directors could authorize a decision for the entire Board of Directors. In order to mitigate this concern, It was recommend that this authority be provided ONLY when a Regular, Quarterly, or Emergency Meeting of the Board of Directors has been officially called but there is not a quorum available to attend the scheduled meeting.

Resolved; a motion was made by R. Daratt, and seconded by T. Kerr to provide authority to the Executive Committee to act on behalf of the Board of Directors in order to make time sensitive decisions. This authority is granted only in situations in which a Regular, Quarterly, or Emergency Meeting of the Board of Directors has been officially called but there is not a quorum available to attend the scheduled meeting. All in favor; no one opposed; no abstentions.

Re-Appointment of At-Large Member

Resolved; a motion was made by J. Berenguer, and seconded by R. Daratt to appoint John Musumeci as At-Large Member on the Board of Directors. 8 in favor; no one opposed; J. Musumeci abstained.

Resolved; a motion was made by R. Daratt, and seconded by J. Berenguer to appoint John Musumeci to the Nominating and Personnel Committee for the Board of Directors. 8 in favor; no one opposed; J. Musumeci abstained.

Phase One Project Proposal

Am. Vitale presented the Board of Directors with the newly created Phase One Project Proposal, and reviewed the proposal with the members. After some discussion, it was decided that the Hiawatha Warehouse be moved to be the first item on the list as a priority, and that additional agriculture impacts be added to the impact section of the proposal.

Resolved; a motion was made by J.A. Delaney, and seconded by J. Musumeci to adopt the proposal as presented with the changes requested and updating the full plan and strategic plan accordingly. All in favor; no one opposed; no abstentions.

Revised Standard Work Day Resolution

Am. Vitale presented that the Board of Directors had approved the presented Standard Work Day Resolution for the New York State Retirement System. However, upon presenting that resolution to the auditor, A. Vitale was notified that they did not want the resolution to be specific to each position's work day, but rather based on a 40 hour pay week in which each employee worked 5 days. That being the case, the resolution has been changed to set the standard work day to 8 hours for all positions.

Resolved; a motion was made by M. Broccoli, and seconded by M. Mahar to approve the amended standard work day resolution as presented. All in favor; no one opposed; no one abstentions.

Part Time Sick Time Earnings

Am. Vitale presented to the Board of Directors that NYS entitles all part time employees to earn one paid sick hour for every 30 hours that they work. The Authority employees are currently earning 3.33 hrs per month flat. Since that began, it has been noticed that seasonal employees who work inconsistent schedules will work only a shift or two some months, which makes earnings unfair. A. Vitale recommended that the Board of Directors pass a resolution to

change earnings to: 1.25 hours earned per 30 hours worked. This works out to be the same 3.33 hours that the Authority is currently offering for twenty (20) hour a week employees, which is what these earnings were originally based off of. Earning in this manner will be more fair across the board for the part time employees of the Authority.

Resolved: a motion was made by M. Broccoli, and seconded by T. Bonoffski to change sick time earnings to: 1.25 hours earned per 30 hours worked for all part time Authority employees. All in favor; no one opposed; no one abstentions.

Enacting Legislation

Am. Vitale presented to the Board of Directors that it was brought to her attention that the changes proposed by Assemblyman Magnarelli to the Authority's enacting legislation, have been cosponsored in the Senate by Senator May. Board President, A. Emmi, has already reached out to Senator May's office to discuss the matter. After seeking assistance with both current law firms that the Authority works with, they were unable to assist with the matter. M. Broccoli recommended that A. Vitale contact Jason Centolella with Centolella Law to request support on the matter, as well as possible guidance with the New York State Comptroller's Office Audit. Jason is willing to assist on the matters. The rate will be \$325.00/hr for a partner and \$225.00/hr for an associate. Additionally, they will not require a retainer. This cost is directly in between the costs of Harris Beach and Hancock and Estabrook. The Board of Directors agrees that it is a good idea for Am. Vitale to contact Jason Centolella.

August 3rd Political and Press Tour

Am. Vitale presented to the Board of Directors that there is a scheduled tour and press conference scheduled for this coming Thursday, August 3rd. It is open to all political leaders, members of the press, and community partners. The event is being cosponsored by SOFSA, the Onondaga County Farm Bureau, and Onondaga Grown. This event is taking place for the purpose of bringing attention to the financial and infrastructure needs of the Authority. There will be several speeches, a tour of the Market and a question and answer session at the end. The attendees will also be provided with a pamphlet of information about the financial and infrastructure needs of the Market.

Retail Space Proposals

Am. Vitale presented to the Board of Directors that there has been a bit of unofficial negotiation taking place for Retail Unit B, and that there is also an additional tenant interested in retail space on the market.

Resolved: a motion was made by J.A. Delaney, and seconded by T. Kerr to go out of regular session and into executive session for the discussion of lease negotiations. All in favor; no one opposed; no one abstentions.

Resolved: a motion was made by M. Broccoli, and seconded by T. Kerr to go out of executive session and into regular session. All in favor; no one opposed; no one abstentions.

Administration Building Roof Bid Project

Am. Vitale presented to the Board of Directors that the bid specs for the project have been completed and received. Once A. Vitale meets with the architect to review and approve the specs, this project will go out for public bid.

Update on NYS Comptroller's Office Audit and DB&B Audit

Am. Vitale presented to the Board of Directors that the DB&B Audit is still in process. This is taking longer than normal this year, due to the new GASB87 requirements. The auditors were not able to tell us exactly how much longer this will take.

The scope of the NYS Comptroller's Office audit has been determined, and the audit is just now actually beginning. The scope of the audit is as follows: "To determine whether the Central New York Regional Market Authority Board of Directors (Board) and officials effectively managed the Authority's financial condition and planned for future capital and operational needs." The time frame that they will be auditing is April 1, 2019 through whatever date they complete their investigative field work.

Am. Vitale presented that the areas they will be investigating include: the Authority's budgeting process, multiyear capital and financial plans, financial results for each year ending 2020 – 2023, the current 2023-24 budget, the 2020 warehouse purchase, payroll increases, financial reports submitted to the board, the capital reserve, and budget impact from recent loans.

In addition to the continued audit process, there are also additional policies and procedures that management has been asked to create in coordination with the Board of Directors. Am. Vitale stated that she would be coordinating with the Governance and Finance Committees for the additional policies and procedures. Once the committees are able to review them, they will be brought to the Board of Directors for approval.

Am. Vitale presented that there were two additional comments from the auditor that the Board of Directors would need to determine how best to proceed with. There is one computer in the office that is not an Apple product. It is used only for our accounting software and for the creation and submission of our monthly retirement reports. The Authority does not currently pay for virus protection on the computer, as all of the information contained on the computer is regularly backed up monthly (at the minimum), and is all documented in other areas. As such, the information could be easily recovered and restored in case of an emergency. Additionally, Am. Vitale does not believe that the computer is at much risk of acquiring a virus, as the only website accessed on the computer is that of the NYS Retirement System. The Board of Directors must determine if the Authority should pay the additional expense for virus protection on that computer. After some discussion, the Board of Directors believes the virus protection should be purchased for the computer.

Additionally, the auditor stated that Lupini cannot be a sole source provider, regardless of why the decision was made. Regardless of their area of specialty or experience, any contractor could complete brick work. As such it was stated that the Authority must breach the contract and immediately stop work with them. We have already agreed to a \$100,000.00 repair project for this coming Fall, restoring an upper portion of the Administration building where bricks are visibly starting to pull away from the building (creating a looming safety hazard). Breaching contract and postponing this work will create legal risk for the Authority associated with the breach of contract, and increase the safety hazard. After some discussion, the Board of Directors determined that it is an emergency situation to repair that portion of the building, as the risk associated with the brick fully pulling away from an upper story of the building is significant and must be repaired as soon as possible. For this reason, it was determined that the current project should proceed, and the Board of Directors can revisit the issue prior to engaging in further work.

NAPMM Nashville Conference

Am. Vitale announced to the Board of Directors that NAPMM will be hosting their annual conference in Nashville, TN this November. The conference will take place November 13-17. The Board expressed concerns with spending a substantial amount of money on travel, even though there is a line item in the budget for it, while asking for financial assistance for the Market due to the public's perception. The Board discussed covering expenses for only essential staff, and others who want to attend would be required to fund their own expenses.

Resolved; a motion was made by T. Bonoffski, and seconded by J.A. Delaney to approve travel for four (4) members of the staff to attend the conference. All in favor; no one opposed; no one abstentions.

513 Hiawatha Blvd. Update

Am. Vitale announced to the Board of Directors that there was an unfortunate issue of breaking and entering and vandalism that occurred in our warehouse as it was being prepared for a tenant. As a result, there is an open insurance claim on the damages, and the space cannot be rented until repairs are made.

NEXT MEETING

The next meeting of the Board of Directors will be on Tuesday, September 5th at 5:30 PM in the conference room on the second floor of the Administration Building at 2100 Park Street.

The Governance Committee has scheduled a meeting for August 29th, 2023 at 5:30 PM in the conference room on the second floor of the Administration Building at 2100 Park Street.

ADJOURNMENT

Resolved: a motion was made by J. Berenguer and seconded by T. Kerr to adjourn at 8:32PM. All in favor; no one opposed; no abstentions.

CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
REGULAR BOARD MEETING
Tuesday, September 5, 2023
5:30 PM

PRESENT: A. Emmi, A. Carvell, T. Bonoffski, J.A. Delaney, J. Berenguer, M. Broccoli, T. Kerr

ZOOM: G. Palmer

ABSENT: G. Palmer, J. Musumeci, M. Mahar, R. Daratt, C. Pratt

OTHER IN PERSON: Amanda Vitale, Heidi Poole

The meeting was called to order at 5:36 PM by Board President, Anthony Emmi.

T. Emmi asked that everyone go around the table and introduce themselves since there is a new board member in the room. Everyone introduced themselves and said a little bit about what they do.

APPROVAL OF AGENDA

Resolved: a motion was made by J.A. Delaney, and seconded by T. Kerr to approve the agenda. All in favor; no one opposed; no one abstentions.

APPROVAL OF PRIOR MINUTES 8/1/23

This vote was tabled until the October meeting.

BOARD DISCUSSION

Funding and Political Outreach Updates

Am. Vitale presented that there were two very successful political outreach events held at the market this past month. On Thursday, August 3rd, 2023, the Authority held a political representatives and press tour of the facility. This event was co-hosted by the Syracuse-Onondaga Food Systems Alliance (SOFSA), the Onondaga County Farm Bureau, and the Onondaga County Ag. Council (Onondaga Grown). The event was attended by over 30 members of local and state government and members of the press. A. Vitale spoke first, welcoming folks to the event and providing a bit of background. A. Emmi followed with a speech highlighting the history and challenges of the Authority, and Dave Knapp (chair of the Onondaga County Ag. Council) wrapped up the speeches by highlighting the importance of the

Market and the project in relation to its impact on the community and local food systems. To kick off the tours, the group was joined by: Joey, Paula, and Johnny Russo. Johnny was able to give the group some background information on their business and operations. He touched on many important factors during this time. He highlighted the rich history of his family's business, and how they have operated out of that very unit since the market opened its gates in 1936, driving home not only the point of the history and success of the family's business in that location but also the fact of the exponential growth that the business has experienced in that time. However, with growth and with the onset of modern scale and food safety regulations, they have been met time after time with obstacles in their business that are heavily due to the dated facility that they have operated out of for so many years. Tours through the tight coolers, dock spaces, and staging areas drove this point home even more. Following this tour, A. Vitale then took the group through the rest of the facility to highlight additional issues and challenges that have arisen out of the age of the facility, before heading back to the F-Shed where she was able to take the podium again to answer any questions that had arisen out of the tour.

As a result of the tour and press event, there were several positive articles and segments aired. Shortly thereafter, A. Emmi and M. Broccoli attended a meeting at the office of Assemblyman Magnarelli. Following this meeting, A. Vitale received a phone call from the Assemblyman that there would be a meeting held at the Market on Friday, August 25th and to prepare for it. The meeting would not be public event, and it would include members from the following offices: New York State Governor's Office, the Commissioner of Agriculture, the Office of General Services, Senator May's Office, Assemblyman Magnarelli's Office, the Mayor of Syracuse's Office, and the Office of the Onondaga County County Executive. This meeting was explained to be a fact finding mission being held by the New York State Governor's Office and the Commissioner of Agriculture.

On Friday, August 25th, the Authority welcomed over twenty (20) folks from the aforementioned offices to the F-Shed once more for a round table meeting and in-depth tour of the facility. This meeting was positive and successful, with parties around the table all stating agreement for the importance of bringing this project to fruition. In closing the meeting, Assemblyman Magnarelli asked that the team at the Authority, in coordination with C&S Engineers, bring completed plans and market studies for the entire project prior to the end of the calendar year.

Following this meeting, A. Vitale and G. Frigon sat down with a team at C&S Engineers on Thursday, August 31st, to discuss next steps. This meeting was an open round table discussion where we discussed priorities in the project, items that were highlighted as important to political representation, deadlines, and other items. A couple of notable items highlighted by political representation include: state of the art

facilities, green energy and construction, options for new construction vs. remodeling of existing structures, and move-in ready facilities for the tenants.

Am. Vitale will be working closely with C&S Engineers in the next few months to bring these plans to completion.

Am. Vitale made note, that she has been working diligently on figuring out the Authority's budget, and the budget implications that this portion of the project will have. Currently, the Authority is pushing the full year's budget on legal and professional expenses. This is due to the significant amount of work that has been done with the architects and engineers to create bid spec, plans, and other work to complete emergency repairs and improvements, in coordination with the extensive amount of legal assistance that has been required as the Authority navigates through multiple audits, a full revamp of policies, procedures, and bylaws, and works to address legislation and other items that have been brought to the Authority's attention. Am. Vitale noted that it will be a heavy and expensive lift to get the full proposal and study completed and submitted prior to the end of the calendar year. However, there will be no way to increase revenue until this project gets off of the ground and renovated spaces begin becoming available for rental. Staff has been brainstorming ideas for any additional supplemental income possible, but this is a huge challenge with the Authority's existing conditions and work load. Additionally, Am. Vitale noted that she has eliminated 2 staff positions for the time being – so long as the workload is able to be sustained through to next Spring with the remaining staff.

Project Bid and Other Updates

Am. Vitale presented that plans have been completed for the roof repair and skylight removal on the Regional Market Commons. At this time, the plans need to be reviewed and placed into a bid document by the Authority's lead engineer. Once this is complete, the project will be ready to go out to bid.

Update on NYS Comptroller's Office Audit and DB&B Audit

Am. Vitale presented that we are still waiting on the draft audit from DB&B. The lead auditor was on unexpected family leave, which caused an additional unexpected delay. He is scheduled to present the draft at the October meeting of the Board of Directors. This is also the final piece of information that the Auditors from the New York State Comptroller's Office are currently waiting on. We will hopefully have an update soon. Additionally, we have been under Audit by PARIS as well, and cannot file until the audit is resolved. It has been more than six (6) months since we have heard from them, and have not responded to our attempts to check on the status. At this time, we will continue to reach out, but cannot file until this is resolved.

NAPMM Nashville Conference

Am. Vitale reminded members of the Board of Directors of the Upcoming NAPMM conference being held in Nashville, TN, and let everyone know to speak with her if they are interested in attending and she can assist with registration and booking.

Commercial and Land Lease Updates

Resolved: a motion was made by J.A. Delaney , and seconded J. Berenguer by to go out of regular session and into **executive session** for the discussion of lease negotiations. All in favor; no one opposed; no one abstentions.

Resolved: a motion was made by M. Broccoli, and seconded by T. Kerr to go out of executive session and into regular session. All in favor; no one opposed; no one abstentions.

NEXT MEETING

The next meeting of the Board of Directors will be on Tuesday, October 3rd at 5:30 PM in the conference room on the second floor of the Administration Building at 2100 Park Street.

The Governance Committee has scheduled a meeting for September 12th at 5:30pm to be held in the conference room on the second floor of the Administration Building at 2100 Park Street.

ADJOURNMENT

Resolved: a motion was made by J.Berenguer and seconded by T. Bonoffski to adjourn at 7:17 PM. All in favor; no one opposed; no abstentions.

1st Quarter Income

Account Description	1st Quarter Actual 2023-2024		1st Quarter Budget 2023-2024	Year to Date Actual 2023-2024	Budget 2023-2024	1st Quarter Actual 2022-2023
Commercial Leases	\$136,323.83	14.20%	\$240,000.00	\$136,323.83	\$960,000.00	\$140,265.52
Land Leases	\$44,036.56	22.02%	\$50,000.00	\$44,036.56	\$200,000.00	\$42,928.34
Farmer Saturday/ Wholesale License	\$229,360.00	65.53%	\$87,500.00	\$229,360.00	\$350,000.00	\$222,697.00
Farmer Saturday Daily	\$16,205.00	39.52%	\$10,250.00	\$16,205.00	\$41,000.00	\$11,667.75
Commercial Saturday License	\$42,709.00	44.96%	\$23,750.00	\$42,709.00	\$95,000.00	\$48,409.00
Commercial Saturday Daily	\$2,605.00	17.37%	\$3,750.00	\$2,605.00	\$15,000.00	\$3,370.00
Dealer Saturday License	\$164,553.00	68.56%	\$60,000.00	\$164,553.00	\$240,000.00	\$148,994.50
Dealer Saturday Daily	\$1,650.00	25.38%	\$1,625.00	\$1,650.00	\$6,500.00	\$1,720.00
Food Concession License	\$32,316.00	71.81%	\$11,250.00	\$32,316.00	\$45,000.00	\$29,426.32
Dealer Thursday License	\$425.00	85.00%	\$125.00	\$425.00	\$500.00	\$400.00
Farmer Thursday License	\$2,350.00	78.33%	\$750.00	\$2,350.00	\$3,000.00	\$2,774.67
Farmer Thursday Daily	\$300.00	60.00%	\$125.00	\$300.00	\$500.00	\$225.00
Commercial Thursday License	\$75.00	15.00%	\$125.00	\$75.00	\$500.00	\$75.00
Commercial Thursday Daily	\$240.00	48.00%	\$125.00	\$240.00	\$500.00	\$385.00
Dealer Thursday Daily	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00
Flea Market Semi-Annual License	\$47,490.00	35.18%	\$33,750.00	\$47,490.00	\$135,000.00	\$56,611.92
Flea Market Daily Sunday	\$23,300.00	21.18%	\$27,500.00	\$23,300.00	\$110,000.00	\$25,095.00
Delivery Fees	\$2,979.50	29.79%	\$2,500.00	\$2,979.50	\$10,000.00	\$3,849.00
Miscellaneous	\$90.00	3.00%	\$750.00	\$90.00	\$3,000.00	\$50.00
Electricity Sales	\$11,891.01	12.52%	\$23,750.00	\$11,891.01	\$95,000.00	\$10,796.45
Gas Sales	\$2,436.02	30.45%	\$2,000.00	\$2,436.02	\$8,000.00	\$1,449.76
Water/ Sewer Sales	\$597.21	14.93%	\$1,000.00	\$597.21	\$4,000.00	\$573.51
Interest Earned	\$358.68	5.98%	\$1,500.00	\$358.68	\$6,000.00	\$0.00
Bad Debt Received	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$425.00
Promotional Leases	\$9,805.00	15.08%	\$16,250.00	\$9,805.00	\$65,000.00	\$32,331.00
Security Deposit	\$1,500.00	0.00%	\$0.00	\$1,500.00	\$0.00	\$566.37
Reimbursements	\$18,950.00	0.00%	\$0.00	\$18,950.00	\$0.00	\$4,107.50
Sales Income Mobile Market	\$519.00		\$0.00	\$519.00	\$0.00	\$0.00
Operating Contingency Reserve FYE	\$0.00	0.00%	\$7,750.00	\$0.00	\$31,000.00	\$0.00
Recycling Income	\$0.00	0.00%	\$125.00	\$0.00	\$500.00	\$180.00
Cash Previous FYE	\$1,139,941.40	100.00%	\$6,250.00	\$1,139,941.40	\$25,000.00	\$39,441.52
TOTAL	\$818,064.81	33.39%	\$612,500.00	\$1,933,006.21	\$2,450,000.00	\$828,815.13

1st Quarter Expenses

Account Description	1st Quarter Actual 2023-2024		1st Quarter Budget 2023-2024	Year to Date Actual 2023-2024	Budget 2023-2024	1st Quarter Actual 2022-2023
Payroll	\$204,666.10	22.37%	\$228,750.00	\$204,666.10	\$915,000.00	\$200,939.82
Payroll Taxes to Employer	\$16,641.57	14.47%	\$28,750.00	\$16,641.57	\$115,000.00	\$14,544.43
Repairs to Buildings	\$27,259.26	109.04%	\$6,250.00	\$27,259.26	\$25,000.00	\$12,263.79
Repairs to Grounds	\$7,159.00	28.64%	\$6,250.00	\$7,159.00	\$25,000.00	\$6,874.00
Repairs to Equipment	\$3,094.01	61.88%	\$1,250.00	\$3,094.01	\$5,000.00	\$328.16
Fuel & Oil Expense	\$1,183.11	19.72%	\$1,500.00	\$1,183.11	\$6,000.00	\$1,177.45
Operating Expenses	\$13,959.95	93.07%	\$3,750.00	\$13,959.95	\$15,000.00	\$7,982.37
Maintenance Supplies	\$3,869.78	15.48%	\$6,250.00	\$3,869.78	\$25,000.00	\$6,416.44
Office Expenses	\$6,700.66	55.84%	\$3,000.00	\$6,700.66	\$12,000.00	\$2,490.07
Telephone	\$2,049.99	34.17%	\$1,500.00	\$2,049.99	\$6,000.00	\$948.95
Association & License Fees	\$624.00	15.60%	\$1,000.00	\$624.00	\$4,000.00	\$420.00
Miscellaneous	\$0.00	0.00%	\$625.00	\$0.00	\$2,500.00	\$1,420.00
Interest Expense (Loan, etc.)	\$101,584.48	25.40%	\$100,000.00	\$101,584.48	\$400,000.00	\$76,531.41
Security	\$27,204.07	19.43%	\$35,000.00	\$27,204.07	\$140,000.00	\$34,426.59
Trash Removal & Recycling	\$2,370.82	26.34%	\$2,250.00	\$2,370.82	\$9,000.00	\$2,542.70
Operating Insurance	\$95,994.60	97.95%	\$24,500.00	\$95,994.60	\$98,000.00	\$84,065.73
Health Plan	\$57,373.71	26.69%	\$53,750.00	\$57,373.71	\$215,000.00	\$57,336.67
Dental Plan	\$637.75	7.09%	\$2,250.00	\$637.75	\$9,000.00	\$1,695.05
Advertising & Promotions	\$15,644.71	31.29%	\$12,500.00	\$15,644.71	\$50,000.00	\$14,935.00
Travel Expenses	\$2,046.46	16.37%	\$3,125.00	\$2,046.46	\$12,500.00	\$7,157.63
Legal & Professional	\$21,498.10	39.09%	\$13,750.00	\$21,498.10	\$55,000.00	\$16,383.19
Payroll Processing	\$1,725.88	17.26%	\$2,500.00	\$1,725.88	\$10,000.00	\$1,991.74
Electricity Expenses	\$26,078.00	23.71%	\$27,500.00	\$26,078.00	\$110,000.00	\$16,615.72
Gas Expenses	\$13,144.82	87.63%	\$3,750.00	\$13,144.82	\$15,000.00	\$637.91
Water & Sewer Expenses	\$20,175.80	28.82%	\$17,500.00	\$20,175.80	\$70,000.00	\$45,499.20
Bad Debt Expense	\$0.00	0.00%	\$1,250.00	\$0.00	\$5,000.00	\$0.00
Reimbursable Expenses	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$4,480.88
Mobile Market Sales Expense	\$1,223.70		\$0.00	\$1,223.70	\$0.00	\$0.00
Mobile Market Other Expenses	\$18,797.56		\$0.00	\$18,797.56	\$0.00	\$0.00
New Equipment	\$0.00	0.00%	\$15,000.00	\$0.00	\$60,000.00	\$0.00
Credit/ Debit Fees	\$1,614.50	26.91%	\$1,500.00	\$1,614.50	\$6,000.00	\$1,657.84
Operating Contingency	\$0.00	0.00%	\$7,500.00	\$0.00	\$30,000.00	\$0.00
Capital Reserve	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$694,322.39	28.34%	\$612,500.00	\$694,322.39	\$2,450,000.00	\$621,762.74

CNY Regional Market Authority
Balance Sheet
June 30, 2023

ASSETS

Current Assets		
Checking Account	\$	1,023,770.83
Savings Account		16,807.83
Contingency Account		31,026.07
Capital Reserve		231,668.02
Renters Security Deposit		30,982.82
Petty Cash		185.00
Accounts Receivable		272,465.83
Medical Expense Reimbursement		0.13
Deferred revenue-Token Liabili		(22,445.76)
Deferred Inflow-Pension		(330,227.00)
		<hr/>
Total Current Assets		1,254,233.77
Property and Equipment		
Office Equipment/ Tools		249,693.04
Operating Equipment- Auto.		650,360.90
Accum. Depr. on Office Equip/T		(248,873.76)
Accum. Depr. on Oper. Equip. A		(488,427.87)
Land		819,681.90
New Land		637,324.00
Buildings		4,582,991.00
Accum. Depr. on Bldgs.		(2,865,753.35)
New Buildings		71,318.00
513 Hiawatha Building		2,200,000.00
Perm. Improvements-Buildings		3,313,549.44
Perm. Improvements-Grounds		2,049,273.58
Accum. Depr. on Perm. Improv.		(2,004,271.90)
Utilities		319,830.32
Accum. Depr. on Utilities		(319,830.00)
		<hr/>
Total Property and Equipment		8,966,865.30
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u>10,221,099.07</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Deferred Outflows-Pension	\$	(292,564.00)
Accounts Payable		14,795.00
Line of Credit		99,999.75
ERS Liability		1,119.00
Sewer Tax		0.20
Accrued Payroll		6,415.06
Accrued Vacation		49,587.18
Current Portion of LTD		48,265.00
513 H. Mortg. Current Portion		89,567.00
EBT/Credit/Debit		35,483.06
Deferred Revenue		28,325.17
Renters Sec. Dep. Reserve		30,982.82
		<hr/>
Total Current Liabilities		111,975.24

CNY Regional Market Authority
Balance Sheet
June 30, 2023

Long-Term Liabilities		
Mortgage Payable/Bldg. Loan	2,548,393.73	
Notes Payable/NYS	75,498.22	
513 Hiawatha Mortgage	2,105,098.00	
	<hr/>	
Total Long-Term Liabilities		4,728,989.95
		<hr/>
Total Liabilities		4,840,965.19
Capital		
Fund Balance	5,244,050.61	
Net Income	136,083.27	
	<hr/>	
Total Capital		5,380,133.88
		<hr/>
Total Liabilities & Capital	\$	<u>10,221,099.07</u>

Job Description

Job Title: Executive Director
Department: Administration
Reports To: CNYRMA Board of Directors
FLSA Status: Exempt

Prepared by: CNYRMA Board of Directors
Approved by: CNYRMA Board of Directors
Date: 8/1/23 Revision

Basic Function

The Executive Director is responsible for the management and oversight of the Central New York Regional Market Authority (Authority), its programs and activities. As the key management leader of the Authority, the Executive Director must oversee the administration, programming, Strategic Plan, fundraising, facilities management, and community outreach for the Authority.

Major Responsibilities

1. Responsible for determining the appropriate organizational structure and staffing requirements, defining the key responsibilities of all employees and setting performance standards.
2. Responsible for hiring, supervising, terminating, disciplining, promoting employees, and adjusting wages within guidelines approved by the Board.
3. Conduct employee evaluations annually or more frequently, as needed.
4. Responsible for effective administration of all Authority operations.
5. Authorizes and oversees marketing, programming, and special events held at the Authority.
6. Plans, recommends, and administers all capital improvements and major equipment purchases; responsible for seeking special funding whenever available.
7. Meets with the Board of Directors to present operating data, fiscal information and project status.
8. Works with the Board of Directors to develop both short and long term strategic plans for the Authority, then oversee the implementation of those plans.
9. Prepares and submits reports to the Board of Directors, to include recommendations for policies and procedures for the Authority.
10. Works with the Authority's Board of Directors to regularly assess and fulfill the mission of the Authority.
11. Represents the Authority with State, Federal and Local representatives, economic development authorities and other members of the community.
12. Communicates with Commercial tenants including the negotiation and administration of Commercial Lease Agreements.
13. Oversees reconciliations of bank accounts on a monthly basis.
14. Records and prepares minutes, packets, reports, and physical recordings of Board of Directors and Committee meetings for the Authority.
15. Responsible to oversee documents pertaining to meetings of the Board of Directors or its Committees, and see that they are posted publicly in accordance with current law and Authority policies.

16. Implements policies, directives and resolutions established and/or adopted by the Board of Directors.
17. Responsible for ensuring the overall security of the Regional Market and the Authority's properties.
18. Responsible for providing regular updates to communicate facility goals and accomplishments to members of the Board of Directors, local political leaders, community partners, and members of the community served by the Authority.
19. Responsible for the fiscal integrity of the Authority, which includes developing and submitting a proposed annual budget and quarterly financial reports to the Authority's Board of Directors, that accurately reflect the financial condition of the organization.
20. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position and anticipates budget variances and deficits.
21. Responsible for the enhancement of the Authority's image by being active and visible in the market, community, and media. Additionally, works closely with market tenants, industry professionals, and external organizations.
22. Maintain an active and engaged role in local, state, and national agriculture and related industry organizations.
23. Oversees and implements appropriate resources to ensure that the operations of the Authority are appropriate, and that the facilities are maintained and safe.
24. Responsible for signing notes, agreements, and other instruments made and entered into and on behalf of the Authority.
25. Utilizes and oversees the implementation of strategies to maximize occupancy.
26. Performs such other duties consistent with the position of Executive Director, assigned from time-to-time by the Board of Directors.

Supervisory Responsibilities

1. Develop and maintain an effective staff through the selection, training, supervision, compensation, motivation, termination and review of employees.
2. Delegate duties to staff, as well as supervise and provide instruction as needed.
3. Provide guidance and direction to staff to assist in their professional development to include facilitating cross training employees.

Leadership Qualifications

1. Transparent and high integrity leadership
2. Solid, hands-on, budget management skills to include: preparation, analysis, decision making, and reporting
3. Strong Organizational abilities to include: planning, delegating program development, and facilities management.
4. Ability to convey a vision of the Authority's strategic future to the staff, Board of Directors, tenants, and market audience

5. Skills to collaborate with and motivate members of the Board of Directors, tenants, and other market audiences
6. Strong written and oral communication skills
7. Ability to oversee and collaborate with staff
8. Ability to interface with and develop positive relationships with diverse groups of people to include: community members, customers, members of the Board of Directors, tenants, government agencies, community organizations, and various members of the public.
9. Strong listening and conflict management skills.
10. Proactively address challenges in the internal and external environment to protect the Authority's viability into the future.

Skills

Oral Communication Skills
 Planning
 Customer Relations
 Time Management
 Diplomacy
 Computer Literacy
 Accounting Systems
 Capital Justifications
 General Ledger
 Knowledge of Infrastructure
 Agricultural Background

Reading Skills Professionalism
 Written Communication Skills
 Accrual Accounting
 Interpersonal Skills
 Organization
 Problem Solving
 Bank Reconciliation
 Fixed Assets
 Project Management
 Ability to operate equipment
 Experience with contracts and other Legal Documents

Physical Qualifications

1. Ability to climb ladders, routinely walk the Authority's property, and lift up to 50 pounds in weight
2. Ability to work flexible hours to include: nights, weekends, and holidays
3. Ability to work long hours without significant breaks

Education/Training/ Licensing

Degree: Bachelors Degree or Equivalent Experience
 Licensing: Valid New York State Drivers' License and access to a private vehicle with valid New York State motor vehicle insurance

Experience

Prior experience in multiple disciplines helpful, including but not limited to Farmers' Markets, financial systems and reports, interpersonal skills, facility management and public relations are required.



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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

CELL PHONE USE POLICY

POLICY: To establish guidelines for which the Central New York Regional Market Authority (“CNYRMA”) will manage the use of cellular telephones.

PURPOSE: It is recognized that the appropriate use of cell phones enhances productivity and safety and improves the cost-effectiveness of operations. Therefore, the Authority will provide a stipend for employees who use their personal cell phones for CNYRMA business.

SCOPE: The Executive Director or their designee shall determine on a monthly basis which employees are approved for such stipend.

PROCEDURE:

1. The cell phone number of the employees who receive a stipend for use of their personal cell phone shall be recorded and available for employee and security personnel, to ensure that the employee is available by phone at all times.
2. The following individual job titles shall receive monthly stipends designated by the CNYRMA Board of Directors for personal cell phone use.
 - Executive Director \$75 per month
 - Market Manager \$60 per month
 - Facilities Manager \$60 per month
 - Security Supervisor \$40 per month
3. Employee stipends shall be approved on a monthly basis by the Executive Director. Designated employees are expected to answer calls while not at work. This will be the basis for stipend approvals.
4. Employees who are charged with any violations resulting from the use of their cell phone while at work and while not at work will be solely responsible for all liabilities that result from such actions.

The Board of Directors approved this Policy at their meeting on 1/21/2014

Amended and restated this 4th day of April, 2023

Amended and restated this ___ day of _____, 2023



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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

EMAIL & COMPUTER USE POLICY

POLICY: To establish guidelines for which the Central New York Regional Market Authority (“Authority”) employees will manage the use of email addresses and computers provided to them by the Authority.

PURPOSE: It is recognized that misuse of Authority provided computers and email addresses is inappropriate, and such misuse reflect negatively upon the Authority and staff. This policy will clarify appropriate uses, and identify use that is deemed inappropriate.

SCOPE: The Executive Director or their designee shall determine which employees receive an Authority provided email address, as well as computers and other related equipment.

PROCEDURE:

1. The Executive Director will work with the Market Manager and Facilities Manager to coordinate provisions of Authority email addresses and computers to staff members who qualify for and require such accommodations.
2. When an employee is provided a computer or other piece of related equipment, the serial number and description of that equipment is recorded on the “Office Equipment Log” maintained by the Executive Director or their designee. (Exhibit A)
3. When an employee is provided an Authority issued email address, the email login and backup access data is maintained by the Executive Director or their designee.
4. All email accounts, computers, and related equipment are subject to access and inspection by the Executive Director or their designee at any time with or without notice.
5. Email addresses, computers, and other related equipment are provided for the purpose of completing work related to that specific employee’s job requirements with the Authority. Any use that is determined by the Executive Director or their designee to impose fees, penalties, or any form of unnecessary risk upon the Authority is restricted.
6. Employees must respect confidentiality of the electronic communications and data of any fellow employee, and must not attempt to access or hack into any accounts that they are not authorized access to.

7. Employees are restricted from changing any kind of access data, without prior notice and permission from the Executive Director or their designee. This sort of data includes, but is not limited to: passwords, recovery phone numbers, recovery email addresses, etc.
8. The Executive Director or their designee reserves the right, at any time, to revoke email and computer use privileges from any employee who has been found to be in violation of any of the terms of this policy.
9. The Authority reserves the right to assess fees to any employee, in the amount of the cost for full replacement, for damages or loss of equipment due to malicious intent.

The Board of Directors approved this Policy at their meeting on _____, 2023.

Exhibit A:

Office Equipment Log

Person Responsible	Equipment	Serial Number	Description	Located
Amanda	MacBook Air	C02CN7APMNHR	GOLD	In possession
	iMac	H4TFW07U1256	PINK	Office
	iMac	H4TGK1DKQ6W9	PINK	Home Office
	iPad Air	NKC9F9NVX0	WHITE	In possession
	iPad Magic Keyboard	M6K63PKP7T	WHITE	In possession
	Apple Pencil 2nd Gen	HJRJ3Y56JKM9	WHITE	In possession
Spare	Apple Pencil 1st Gen	HFVF43WSGWTJ	WHITE	Office
Alma	iMac	C02ZH020H7JY	SILVER	Office
	iMac	C02QQ3CKGF1J	SILVER	In possession
	iPad	H97FHAAMQ1GD	SILVER	In possession
	PC	5EA22357-BE7A-4A7D-A884-9D4C004B194A	WHITE	Office
	Apple Pencil 1st Gen	HJRG0EJGWTJ	WHITE	In possession
Heidi	MacBook Air	FVHGLFWQQ6L4	SILVER	In possession
	iPad	W31WKG7J6D	SILVER	In possession
	Apple Pencil 1st Gen	HFVF44SQGWTJ	WHITE	In possession
Lexi	MacBook Air	HRTJ557VQ6L7	SILVER	In possession
	iPad	DMPCQ947MF3N	SILVER	In possession
	Apple Pencil 1st Gen	HFVF453HGWTJ	WHITE	In possession
Sydney	MacBook Air	C02DJ7PSMNHP	SPACE GRAY	In possession
	iPad	H97F5B6YQ1GD	SPACE GRAY	In possession
	Apple Pencil 1st Gen	HFVF4033GWTJ	WHITE	In possession
	iMac	H4TGJ0GT1254	GREEN	Office
Taylor	MacBook Air	FVHHD1TWQ6L4	SILVER	In possession
	iPad	H9GF72AAQ1GC	SILVER	In possession
	Apple Pencil 1st Gen	HFVF451BGWTJ	WHITE	In possession
Barb	iMac	C02QQ3BMGF1J	SILVER	Office
Welcome Center	iPad	CVY9T064LX	SILVER	Welcome Center
	iMac	C02DR66P07DW	SILVER	Welcome Center
Maintenance	iMac	H4TKF1TNQ7GN	WHITE	Maintenance Shop
	iPad	F6MF76DSQ1GC	SPACE GRAY	Maintenance Shop
	Apple Pencil 1st Gen	HFVF4FEMGWTJ	WHITE	Maintenance Shop
Greg	iPad Pro	HTHGH3935Q	SPACE GRAY	In possession
	Apple Pencil 2nd Gen	HK1HQ2ACJKM9	WHITE	In possession
	iPad Magic Keyboard	FTPHM009N611	BLACK	In possession