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January 5th, 2022

Dear Board Member,

The next meeting of the Board of Directors of the Central New York Regional Market Authority has been scheduled for **Tuesday, January 11th at 3:30 p.m. by Zoom or phone ONLY.** Attached is the meeting invitation.

Topic: CNYRMA Board of Directors Meeting
Time: Jan 11, 2022 03:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
[https://us02web.zoom.us/j/89336854406?](https://us02web.zoom.us/j/89336854406?pwd=SjJWS0FDcC95MWVFMVVtNXU3QzhGZz09)
pwd=SjJWS0FDcC95MWVFMVVtNXU3QzhGZz09

Dial by your location
+1 929 205 6099

Meeting ID: 893 3685 4406
Passcode: 998028

Enclosed for your reference are:

Agenda for the 01/11/22 Regular Meeting of the Board of Directors
Minutes for the 10/5/21 Regular Meeting of the Board of Directors
Minutes for the 12/14/21 Regular Meeting of the Board of Directors

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, January 11th, 2021
3:30 P.M.**

ORDER OF BUSINESS

I. PLEDGE

II. APPROVAL OF AGENDA

III. APPROVAL OF PRIOR MINUTES: 10/5/21

IV. APPROVAL OF PRIOR MINUTES: 12/14/21

V. BOARD DISCUSSION

VI. NEXT MEETING

VII. 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, October 5th, 2021
7:00 P.M.

PRESENT: A. Emmi, C. Pratt, J. Berenguer, M. Mahar, R. Daratt

ZOOM: J.A. Delaney, M.E. Chesbro, M. Broccoli

ABSENT: D. Ross, K. Batman, J. Musumeci, M. Thurston, C. Nowak

OTHERS: A. Vitale, B. Vitale

The meeting was called to order at 7:06 PM by Board President, Chip Pratt.

APPROVAL OF AGENDA

A. Vitale recommended that the action item: Buda Lease Update, be moved to be discussed after the first quarter quarterly report. This was due to the fact that there were portions of that discussion, the vendor issue discussion, and the board discussion that would be advisable to discuss in executive session.

Resolved; a motion was made by J.A. Delaney and seconded by A. Emmi to approve the agenda with the recommended adjustment. All in favor; no one opposed; no abstentions.

APPROVAL OF PRIOR MINUTES

Resolved; a motion was made by M.E. Chesbro and seconded by J. Berenguer to approve prior minutes. All in favor; no one opposed; no abstentions.

DISCUSSIONS OF PROPOSAL FROM BYRNE DAIRY

A. Vitale presented that there was a meeting held between the Market and Byrne Dairy, and that Byrne Dairy is in growth mode and has interest in an option to expand their facility at the Market. A. Vitale then presented the proposal submitted by Byrne Dairy that was included in the Board Packet. After some minor discussion regarding the difference between an option and a right of first refusal, and other options for additional parking if the spot was lost, it was decided that this discussion would take place further in executive session for the discussion of rates and possible negotiations.

UTILITY COMPANY STORAGE UPDATE / COMMISSION HOUSE ELECTRICAL ISSUE

A. Vitale presented that the Authority has recently began an agreement with an electrical company that services storm for the entire northeast of the United States. They had bought a parking lot, but there were a lot of issues and they needed an immediate resolution for an area to park until their parking lot was ready for them. They were working with Jeff Kelson as a realtor, who recommended the Market and got them in contact with us. The parking area that they will be utilizing is an underutilized space behind the truck court. The lease that the market has entered into with the company is a one month lease, that will continue on a month to month basis upon the expiration of the first month, and continuing until they are no longer in need of the space. The company will be paying the Market \$10,000.00 a month for the space, and after a \$500.00 monthly realtor fee, the Market will profit \$9,500.00 monthly on that space. In addition to this revenue, when the company came in to check out the space, they discovered an extensive electrical issue with power running to two of our commission houses. As part of the agreement, they will do the work to repair the issue, given that we supply the materials and backup generators for the duration of the project.

B. Vitale gave a brief description of the electrical issue that was found. On the pole that they will be using for their electrical service, there is a box that houses the electrical for Commission House 1 and Commission House 2, that was installed during the restoration project. When they opened the box, they noticed that one of the grounds was deteriorated very badly. If there was any amount of stress placed on it, it would kick out the power to both commission houses. Since it will be the Market's responsibility to provide power to the commission houses while the power is cut to do the repairs, our electricians have already taken a look at what it will take to provide the power, and they will be lining up and hooking ups generators for us when the time comes.

FIRST QUARTERLY REPORT

A. Vitale discussed the issues that we are facing and continue to face due to the time that has passed since the completion of the restoration project. Being twenty plus years removed from the project and life span on many materials being only 20-25 years, the Market has had to deal with many catastrophic failures over the past year and a half. This in addition to revenue still being low as we are building back up from COVID with the loss of some vendors and the temporary closure of the Flea Market, means that we are operating a little closer to breaking even and this is all reflected in the expenses as we review the quarterly reports. Some large projects that had to take place immediately on an emergency basis this year include the air handling units for both the upstairs and downstairs of the administration building, the boiler in the administration building, and various other failures around the grounds. In addition to that, Lupini will be beginning repairs on the corner of the Administration Building this coming month.

A. Vitale highlighted that within the first quarter of this year, the Authority has seen an income of \$150,000.00 more than was seen in the first quarter of last year. This really shows the upward trajectory of the recovery from COVID that the Authority is experiencing. Outside of this, the first quarter was very normal on point with the basic income and expenses that we experience in the first quarter of every year. A. Vitale pointed out, that each year, the Authority sees the majority of its income and expenses in the first quarter of the year. This is when payment for the largest and most expensive season on the retail market comes in, and this is when many of the yearly bills such as insurance are paid. This is reflected when you look at the quarterly budget column where the budget is broken into four evenly. The reality for the Authority, is that there is a larger portion of those funds both coming in and going out in the first quarter in comparison to the other quarters. In addition to this, A. Vitale highlighted the repairs to buildings account, explaining that this account is where we are going to notice some additional expenses this year. Outside of these items, there is nothing outside of the norm. There were no questions.

Resolved; a motion was made by R. Daratt and seconded by M. Mahar, to approve the quarterly report as presented. All in favor; no one opposed; no abstentions.

Resolved; a motion was made by M. Broccoli and seconded by J. Berenguer, to go out of regular session and into executive session for the purpose of discussing lease negotiations and personnel matters. All in favor; no one opposed; no abstentions.

Resolved; a motion was made by A. Emmi and seconded by J. Berenguer, to go out of executive session and into regular session. All in favor; no one opposed; no abstentions.

Resolved; a motion was made by J. Berenguer and seconded by J.A. Delaney, to approve rate increases as presented for employees effective November 1, 2021. All in favor; no one opposed; no abstentions.

Resolved; a motion was made by M.E. Chesbro and seconded by R. Daratt to offer Byrne Dairy an option at the rate of \$10,000.00 per month. All in favor; no one opposed; no abstentions.

Resolved; a motion was made by A. Emmi and seconded by J.A. Delaney to offer Buda's Meats and Produce a one year extension of their current lease at the rate of \$13.05 per square foot. All in favor; no one opposed; no abstentions.

Resolved; a motion was made by J. Berenguer and seconded by R. Daratt to revoke the privileges of holding a license, lease, or permit from vendor Mike Musumeci effective at the expiration of his current license on October 31st, 2021. All in favor; no one opposed; no abstentions.

NEXT MEETING

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

ADJOURNMENT

Resolved; a motion was made by R. Daratt and seconded by J.A. Delaney, to adjourn at 9:17 pm. All in favor; no one opposed; no abstentions.

2020-21 CNYRMA Employee Current Rates and Proposed Increases for 2021-22

Employee	Position	Current Rate	Approved 2021-22 July Increases	Adjustments	Proposed October or November Adjustments	Wiggle Room Requested Based on Position
Amanda Vitale	Executive Director	81,000/yr	91,125/yr		N/A	Note Current Hourly equivalent: \$43.81
Ben Vitale	Advisor/ Special Project Coordinator	70,000/yr	NONE		N/A	
Greg Frigon	Facilities Manager	28.00	30.80		36	N/A
Frank Recore	Security	21.65	23.815		25	N/A
Rachael Ristau	Market Manager	24.95	27.445		30	N/A
Alma Abadzic	Accounts Manager	20.00	22.00		26	Up to 28
Sydney Jarvis	Assistant to the Market Manager	16.50	18.15		22	Up to 24
Barbara Cappotto	PT Administrative Assistant	17.00	18.70		22	N/A
Tribikram Khatiwoda	Maintenance 3	14.00	15.40	16.50	19.50	Up to 21
John	PT Cleaner	12.50	13.75	15.00	17	Up to 20
Timothy Boulterice	Maintenance 1	17.70	19.47		23	Up to 25
George Matos	Security Guard	15.00	16.50	17.00	19.50	Up to 21
Tim Himes	PT Security	22.95	25.245		27	N/A
VACANT	Maintenance 4				17	Up to 20
VACANT	Maintenance 2				22	Up to 25
VACANT	PT Cleaner				17	Up to 20
VACANT	PT Administrative Assistant				17-20	Up to 24
VACANT	FT Administrative Assistant				20	Up to 24
VACANT	Executive Assistant				20	Up to 24

*New hires would be eligible for wage increase after 3 months
Have already have candidates turn down the position for \$20 an hour!

CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
REGULAR BOARD MEETING
Tuesday, December 14th, 2021
3:30 P.M.

PRESENT: C. Pratt, M. Broccoli, J. Berenguer, R. Daratt, A. Emmi

ZOOM: J.A. Delaney, G. Palmer, M. Chesbro, K. Batman, M. Mahar

ABSENT: D. Ross, J. Musumeci

OTHERS: B. Vitale, S. Griffith, V. Griffith, A. Vitale, D. Mannion, H. Sunser, H. Poole

The meeting was called to order at 3:43 PM by Board President, Chip Pratt.

APPROVAL OF AGENDA

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

APPROVAL OF PRIOR MINUTES

J.A. Delaney requested that we hold off on this until an additional document is added to the minutes. Everyone agreed.

DISCUSSIONS OF BUDAS MEATS AND PRODUCE

S. Griffith was given an opportunity to speak on behalf of Buda's Meats and Produce. S. Griffith made multiple attempts to cross examine the Executive Director and Board of Directors. S. Griffith made claims that Buda's was not a retail business, that Buda's was never given a "blank envelope," that the bank doesn't pay that much, and the bank's unit is fully finished and much nicer than the Buda unit due to its finished floors and walls. It was explained that Buda's would be considered a retail unit, that the bank unit was furnished with the finishes that it had due to the work at the expense of the tenant, and that Buda's were in fact given a white envelope when they were given a freshly renovated building upon the execution of their original lease in 2000. After attempts at asking additional questions, S. Griffith was informed a second time, that this was a time for him to share, not a question and answer session. S. Griffith shared "comps" with the board of directors for empty warehouse space in the area that did not contain store fronts, and the proposal for a 5 year extension starting at \$7.98 per square foot and increasing 5% each year. S. Griffith was informed that, as previously communicated by the Authority's attorney, that the proposal was not going to be acceptable by the Board of Directors, as it was too far off from what the other retail tenants on the facility were paying.

Resolved; A motion was made by K. Batman and seconded by M. Broccoli, to go out of regular session and into executive session for the purpose of lease negotiations. All in favor; no one opposed; no abstentions.

Resolved; A motion was made by M. Broccoli and seconded by J. Berenguer to go out of executive session and into regular session. 7 in favor; one opposed; no abstentions.

Resolved; a motion was made by Anthony Emmi that Buda's Meats and Produce will remain month to month at the agreed upon rate of \$9,165.39 per month as per the holdover rate as determined by their original lease agreement, until March 31st of 2022. They have until February 1st of 2022 to provide an additional offer for negotiation. Otherwise the lease will naturally expire on March 31st of 2022. The tenant will be notified via the attorney for the Authority. The motion was seconded by Jose Bereneguer.

In favor: JoAnn Delaney, Keith Batman, Marty Broccoli, Chip Pratt, Jose Berenguer, Anthony Emmi, Randall Daratt

Abstained: Geoff Palmer

No one opposed

DISCUSSION OF PROPOSAL FROM BYRNE DAIRY

A. Vitale stated that she believed there was a misunderstanding with Byrne Dairy. The price discussed with them was per month, however they seem to have believed it was per year. Further discussion moved to next meeting.

BOARD DISCUSSION

A. Vitale updated the board of directors on some meetings that she was able to be a part of for the country and the area. Through these meetings she has been able to give input and is looking like there may be some funding or project opportunities available. Additionally, the school district is looking into their own options for funding as we look for ways to move forward with outfitting their space.

J.A. Delaney discussed Governance Committee - Next meeting in February 2022. Two policies tabled for next meeting.

A. Vitale mentioned that the NAPMM meeting will be held in New Orleans in March 2022.

NEXT MEETING

The next meeting of the Board of Directors will be on January 11, 2022 at 3:30pm.

ADJOURNMENT

Resolved; a motion was made by J. Berenguer and seconded by A. Emmi, to adjourn at 5:29 pm. All in favor; no one opposed; no abstentions.
