

CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
QUARTERLY BOARD MEETING
Tuesday, November 7, 2023
5:30 PM

PRESENT: A. Emmi, A. Carvell, J.A. Delaney, J. Berenguer, T. Kerr, R. Daratt, M. Mahar, P. Heider, J. Musumeci, C. Pratt(Left at 6:37PM)

ZOOM: M. Broccoli(Arrived 5:50PM)

ABSENT: T. Bonoffski, G. Palmer

OTHER IN PERSON: Amanda Vitale

OTHER ZOOM: Heidi Poole

The meeting was called to order at 5:35PM by Board President, Anthony Emmi.

APPROVAL OF AGENDA

Resolved; a motion was made by C. Pratt , and seconded by J. Musumeci to approve the agenda. All in favor; no one opposed; no one abstentions.

APPROVAL OF PRIOR MINUTES 10/3/23

Resolved; a motion was made by T. Kerr, and seconded by P. Heider to approve minutes from the 10/3/23 Quarterly Meeting of the Board of Directors as presented. All in favor; no one opposed; no abstentions.

FIRST QUARTER QUARTERLY REPORT - full report presentation

Am. Vitale presented the new changes to the previously accepted First Quarter Quarterly Report. Changes have been made to the report such as moving the larger projects like the C Shed fire alarm system repairs being moved to “Repairs to Grounds” rather than “Operating Expense”. Now the cash being held for construction is in “Assets” rather than the “Checking”. There are no Operational Funds to be carried over from the prior year. Am. Vitale has also added new columns to the report; Budget Adjustments, Adjusted Budget and Remaining Balance as was recommended by the auditors from the New York State Comptroller’s Office.

Resolved: a motion was made by C. Pratt, and seconded by J.A. Delaney to approve the First Quarter Quarterly Report as presented. All in favor; no one opposed; no one abstentions.

SECOND QUARTER QUARTERLY REPORT - full report presentation

Am. Vitale presented the revised Second Quarter Quarterly Report. The income from Commercial Leases and the Retail Market have decreased this quarter. As well as electricity, gas and water expenses due to not having all of the available Commercial space leased to tenants. Am. Vitale mentioned the Operating Expense is high, this is due to the Market having to re-order tokens for the SNAP Program on the retail market more often than normal. Other accounts that are high are Legal and Professional, Maintenance Supplies and Gas Expense. The Authority continues to look for opportunities for funding. However, when taking a look at the budget, the Authority will be spending \$1.6 Million on operating the Retail Market this year and will only receive an estimated income of \$728,000 from the Retail Market operations.

Resolved: a motion was made by J. Berenguer, and seconded by R. Daratt to approve the Second Quarter Quarterly Report as presented. All in favor; no one opposed; no one abstentions.

GOVERNANCE COMMITTEE REPORT - J.A. Delaney

J.A. Delaney presented that the Governance Committee had met on 9/19/23 to review the Market's bylaws. The Market's attorney is currently rewording them and will attend the next Governance Committee meeting to complete these with the committee. J.A. Delaney presented the revised Executive Director job description, Cell Phone Use Policy which has updated amounts and job titles, and the Email and Computer Use Policy that was recommended by the auditor.

Resolved: a motion was made by T. Kerr, and seconded by A. Emmi to approve the Executive Director Job Description All in favor; no one opposed; no one abstentions.

Resolved: a motion was made by R. Daratt, and seconded by J. Berenguer to approve the Cell Phone Use Policy All in favor; no one opposed; no one abstentions.

Resolved: a motion was made by R. Daratt, and seconded by T. Kerr to approve the Email & Computer Use Policy as presented. All in favor; no one opposed; no one abstentions.

BOARD DISCUSSION

Budget Report Discussion

Am. Vitale presented the 2023-2024 Budget Report which shows at the fiscal year end, the Market will be at a \$1,030,349.75 deficit. Am. Vitale explains how most expenses of the Market are for operating the Retail Market. The Retail Market is currently operating at a 46% deficit. Am. Vitale discusses the options of reducing spending 46% or increasing the fees on the Retail Market 46%. There are services that could be eliminated to save money such as the token program, free parking, free electricity and heat, trolley, cleaning, advertising and administrative support staff in the office. If all of these were eliminated, it would save the Market \$662,455.00 but still not balance the operating deficit. After some discussion, Am. Vitale will work with the Authority's loan officer from Farm Credit to figure out the best possible payment structure for the Market at this time.

Lupini Project Update

Am. Vitale presented that the Lupini project on the corner started at the end of October. The original plans were to complete restoration work that would restore the interior structure and secure the looming hazard that loose bricks in that area were creating, with a project capped at \$100,000.00. However, full scale demolition in the area revealed significantly greater loss of structural integrity than what was originally anticipated or seen in other portions of the building. One of the upright support beams was almost completely rotted away, and there were other areas of severe deterioration of the structural steel. Upon finding this deterioration, a structural engineer was brought back on site to develop new plans that would involve extensive steel work as well. Repairs and restoration are underway, and they are aiming to try their best to still stay under or as close to the \$100,000.00 limit as possible.

Political & Community Partners Email Stats

Am. Vitale presented that she pulled stats from the last political and community partners email. The open rate is pretty low, and the click rate is even lower. This is likely due to the email being sent from a gmail account and going to spam folders. Am. Vitale will be reviewing a plan to improve this with the marketing coordinator. Also, with the current workload, it has been very challenging to get these emails out monthly, so she will be taking a look at creating a plan for that as well.

National Grid Solar

Am. Vitale presented the possibility of working with Acadia Solar who works alongside National Grid to provide solar produced energy. Am. Vitale received a

contract which she will review in greater depth before agreeing to it. At this time, there is no commitment or cost to the Authority, and it could save the Authority anywhere from \$500.00 to \$10,000.00 annually. It connects our account to a panel in a solar field. I do want to read through the agreement with a fine tooth comb before committing though, just to make sure there is no hidden fine print.

Employee Health Insurance Discussion

Am. Vitale presented that the employee health insurance plan expenses will increase by \$60,000 next year. In order to save costs to the Authority, contributions to the employee's HSA accounts will be significantly decreased. This has already been discussed with all staff utilizing the Authority's health insurance.

Commercial and Land Lease Updates

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

Resolved: a motion was made by J.A. Delany, and seconded by R. Daratt to authorize the Executive Director and President of the Board of Directors to enter into lease negotiations with the potential tenant. All in favor; no one opposed; no one abstentions.

NEXT MEETING

The next meeting of the Board of Directors will be on Tuesday, December 12th 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 R. Daratt and seconded by M. Mahar to adjourn at 8:28 PM. All in favor; no one opposed; no abstentions.