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February 1st, 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, February 7th at 5:00 p.m. in the Conference Room at 2100 Park Street. ALL VOTING MEMBERS MUST NOW ATTEND IN PERSON.**

Enclosed for your reference are:

Agenda for the 2/7/23 Regular Meeting of the Board of Directors
Minutes for the 1/3/23 Regular Meeting of the Board of Directors
2023 Vendor Handbook
2023-24 Adopted Budget

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, February 7th, 2023
5:00 P.M.

ORDER OF BUSINESS

- I. PLEDGE**

- II. APPROVAL OF AGENDA**

- III. APPROVAL OF PRIOR MINUTES 1/3/23**

- IV. UPDATE ON FOOD TRUCK REQUIREMENTS**

- V. INFRASTRUCTURE REPAIR PROJECTS - STATUS REPORT**

- VI. REVIEW AND APPROVAL OF 2023 VENDOR HANDBOOK**

- VII. DISCUSSION OF OPTIONS FOR CROP INSPECTION**

- VIII. DISCUSSION OF NEW WAREHOUSE**

- IX. BOARD DISCUSSION**

- X. NEXT MEETING(S)**

- XI. 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, January 3, 2023
6:00 PM

PRESENT: C. Pratt, M. Mahar, J.A. Delaney, T. Bonnofski, L. Podsiedlik, J. Musumeci, J. Berenguer, R.Daratt (J. Delaney left at 7:10 pm)

ABSENT: A. Emmi, D. Ross

OTHER IN PERSON: A. Vitale, B. Vitale

OTHER VIRTUAL: G. Palmer, M. Broccoli, T. Kerr, H. Poole

The meeting was called to order at 6:03 PM by Board President Chip Pratt.

APPROVAL OF AGENDA

Resolved; a motion was made by J.Musumeci and seconded by R. Daratt to approve the agenda. all in favor; no one opposed; no abstentions.

APPROVAL OF PRIOR MINUTES 11/1/22

Resolved; a motion was made by J.A. Delaney and seconded by J. Berenguer to approve the prior minutes. all in favor; no one opposed; no abstentions.

SECOND QUARTER QUARTERLY REPORT CORRECTIONS

Am. Vitale presented that she had included a corrected second quarter quarterly report in the board meeting packet. This correction reflects the increase in income from Farmer Saturday and Promotional lease accounts, and the increase to the payroll expense account that had been approved in July of 2022. The budget numbers have been updated to reflect the changes in the updated report.

Resolved; a motion was made by J.A. Delaney and seconded by L. Podsiedlik to accept the corrected second quarter quarterly report as presented. All in favor; no one opposed; no abstentions.

INFRASTRUCTURE REPAIR PROJECTS - STATUS REPORT

Am. Vitale presented to the Board of Directors on the status of different improvement projects happening throughout the facility. The catch basin repair project on the retail market work is done besides a couple of loose ends that will be tied up in the Spring.

Walking through with an engineer a couple weeks ago to verify loose ends and check on project outcomes, she reported that she was happy to see that the work looks great and knows that it will be even better once loose ends are tied up in the Spring. The most important outcome of this projects is the increased safety of the retail area, as this project focused on many underground infrastructure issues that were leading to trip hazards in high traffic areas.

The Administration Building Repair project was the next to be discussed. Am. Vitale announced that the contractors will complete the project this Winter - restoring the steel brick, insulation, and internal structure of the end of the Market Commons. Work has been coming along great, and she is optimistic for the final product. Once work is complete, there will be drywall repair and internal unit repair taking place. It will then be determined at that point, what will be absolutely necessary (as roof and skylight work is concerned) in order to make the vacant spaces rentable once again.

The former Buda unit, now Retail Unit B, was the next project discussed. This unit is currently being advertised and marketed with a realtor. It has been decided not to do repairs to the unit until there is a tenant ready to utilize it. This is to ensure that all repairs are done to satisfy the tenants needs, and that work does not have to be revised, increasing expenses, once a tenant leases the space. Am. Vitale also discussed that, due to limitations of the Market being eligible for grants, she has begun discussions with tenants about options for tenant collaboration to assist eligible tenants with grant applications to seek funding to update and outfit spaces.

REPORT ON NY STATE FARM BUREAU MEETING

Am. Vitale presented that she and two(2) employees attended the NY State Farm Bureau Meeting on December 6th and 7th, 2022 in Buffalo. The first day they attended different presentations, and the second day was the delegate session. The Market's resolution was quickly passed with no questions or debate. This means that the NY State Farm Bureau has adopted a resolution to support \$91M from the NY State Budget to invest in infrastructure revitalization at the CNY Regional Market.

REPORT ON REVITALIZATION PROJECT MEETINGS

a. Senator Hinchey, Senator May

Am. Vitale discussed that she, C. Pratt, A. Emmi, and B. Vitale met with representatives from Senator Hinchey and Senator May's offices. Those representatives revealed that they did not know much about the CNY Regional Market Authority. Also, they could not understand how the Market has been working for so long with no new legislation and no budget from

New York State. Those representatives do believe it could be possible for the Market to get a budget line with New York State. Follow up meetings will be scheduled to continue these discussions.

b. CNYRMA Wholesalers

Am. Vitale met with each of the wholesale tenants at the Market individually. They discussed pros and cons of the current wholesale facility and what they would be looking for at a new facility. They also discussed the longevity of the businesses operating on the wholesale market and the direction in which each business is headed in the future. This information will be used as plans continue for updated wholesale space.

c. SOFSA Site Tour

Am. Vitale has been meeting with Syracuse-Onondaga Food Systems Alliance(SOFSA), creating a relationship with the organization as we support one another toward common goals. This organization was born out of the FoodPlan CNY, which is a great research document that highlights the importance of the CNYRMA to the food system here in Central New York. Recently, SOFSA invited its members to the Market for a site tour that would serve as a dry run of the kind of tour that we could offer to stakeholders and politicians as we move forward with our requests for funding. This tour was a great success, and participants provided good and useful feedback following completion of the tour.

d. Arranging Possible site tours: Ontario Food Terminal Board, Philadelphia Wholesale Produce Market, Hunts Point

Am. Vitale mentioned the possibility of staff and board members traveling to other wholesale markets to tour them. This would include markets such as Hunts Point, Philadelphia Wholesale Produce Market, and the Ontario Food Terminal Board. These tours will help the CNY Regional Market by seeing how each wholesale market operates differently, seeing what things are successful at each market, and challenges they face. This will help in the development for a revitalization of the CNYRMA's wholesale market. These tours would likely not be planned or happen until at least February.

Resolved; a motion was made by L. Podsiedlik and seconded by R. Daratt to approve funds for staff and board members to travel to local wholesale markets for research and learning opportunities for the future of our wholesale market. All in favor; no one opposed; no abstentions.

FINANCE COMMITTEE REPORT - Randall Daratt

a. 2023-24 Rates

b. 2023-24 Budget and 5 Year Budget

Upon review of the proposed rate increases for FY 2023-2024, it was proposed that rates increase by 7% and 10% for the upcoming season. Additionally, tentative rates were set for the possible reintroduction of food trucks to the market. These rates were set at: \$150 for daily attendance and \$3,000 license on the Saturday Growers Season Market, \$150 for daily attendance and \$2,000 license on the Sunday Summer Season Flea Market, \$70 for daily attendance and \$1,500 license on the Thursday Growers Season Market, \$140 for daily attendance and \$1,000 license on the Saturday Holiday Season Market, \$90 for daily attendance and \$2,000 license on the Sunday Winter Season Market, and \$140 for daily attendance and \$1,500 for license on the Saturday Winter Season Market. Currently, the commercial lease numbers are down due to the amount of unrentable space at the Market. Repairs to buildings and grounds have decreased due to those repairs being capital improvement projects. Interest income has been decreased and capital reserve removed. Capital reserve will likely be added back after the infrastructure repair is done.

Regarding food trucks, the current rule is that prepared food can only be sold out of food sheds. The Board did approve food trucks one time in the past at the Market, which did not happen because the food shed vendors decided to open that day. Food trucks are becoming more popular and could potentially bring more revenue to the Market. Details such as food truck parking at the Market, seating, etc. will be looked into further.

Resolved; a motion was made by J. Musumeci and seconded by J. Berenguer to approve the finance committee report as presented, approving the 7% and 10% increases recommended by the committee, the proposed budget, and the development of policies and rates to allow food trucks to attend the market on a trial basis. All in favor; no one opposed; no abstentions.

DISCUSSION OF VACATION TIME AND TRAVEL - Executive Director and Facilities Manager

Executive Director, Am. Vitale and the Facilities Manager will be out of the office for 2 ½ weeks this month. They will not have access to their phones or email during a portion of this time. Am. Vitale discussed needing to pay for the internet which costs roughly \$18 per day. There are concerns with neither of them having access to phone or email while away for that period of time, due to newer employees in management

roles at the Market. If there is an incident or emergency that requires immediate attention from either of them, it would be beneficial for them to have the internet to be reachable. After some discussion,

Resolved; a motion was made by R. Daratt and seconded by J. Berenguer to utilize Market funds to pay for internet services for Am. Vitale and G. Frigon while out of office. Five(5) in favor; Two(2) opposed; no abstentions.

Opposed TK and JM
In Favor CP, TB, JB, RD, MM
No one abstained

BOARD DISCUSSION

C. Pratt presented to the Board that Wednesday, January 4, 2023 is B. Vitale's last day of working for the Market. C. Pratt discussed the possibility of B. Vitale being rehired as an hourly employee on an as needed basis. The Board also discussed the correct way to pay out B. Vitale's unused vacation time, whether at the rate it was accrued at or the current rate he is receiving, stating that it should be paid out based on his current part time salary based on a 20 hour work week.

Resolved: a motion was made by R. Daratt and seconded by J. Musumeci to table the discussion of rehiring B. Vitale until a later date. All in favor; no one opposed; no abstentions.

NEXT MEETING(S)

The next meeting of the Board of Directors will be on Tuesday, February 7, 2023 at 5:00 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. Musumeci and seconded by R. Daratt, to adjourn at 8:00PM. All in favor, no one opposed; no abstentions.

ACCOUNT DESCRIPTION	Budget	Extended	Extended	Extended	Extended	Extended	Extended
	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	
INCOME							
COMMERCIAL LEASES	960,000.00	975,000.00	1,000,000.00	1,020,000.00	1,040,000.00	1,060,000.00	
LAND LEASES	200,000.00	220,000.00	230,000.00	235,000.00	240,000.00	245,000.00	
FARMER SAT/WHOLESALE LICENSE	350,000.00	355,000.00	360,000.00	372,000.00	375,000.00	380,000.00	
FARMER SAT DAILY	41,000.00	45,000.00	47,000.00	49,000.00	51,000.00	53,000.00	
COMMERCIAL SAT LICENSE	95,000.00	98,000.00	100,000.00	102,000.00	104,000.00	106,000.00	
COMMERCIAL SAT DAILY	15,000.00	15,000.00	17,000.00	18,000.00	19,000.00	20,000.00	
DEALER SAT LEASE	240,000.00	245,000.00	250,000.00	255,000.00	260,000.00	265,000.00	
DEALER SAT DAILY	6,500.00	7,000.00	7,500.00	8,000.00	8,000.00	8,000.00	
FOOD CONCESSION LICENSE	45,000.00	48,000.00	50,000.00	52,000.00	54,000.00	55,000.00	
DEALER THURS LICENSE	500.00	500.00	500.00	500.00	500.00	500.00	
FARMER THURSDAY LICENSE	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	
FARMER THURSDAY DAILY	500.00	500.00	500.00	500.00	500.00	500.00	
COMMERCIAL THURS LICENSE	500.00	500.00	500.00	500.00	500.00	500.00	
COMMERCIAL THURS DAILY	500.00	500.00	500.00	500.00	500.00	500.00	
DEALER THURS DAILY	0.00	0.00	0.00	0.00	0.00	0.00	
FLEA MKT SEMI-ANNUAL LICENSE	135,000.00	140,000.00	145,000.00	150,000.00	155,000.00	160,000.00	
FLEA MKT DAILY SUNDAY	110,000.00	115,000.00	120,000.00	125,000.00	130,000.00	135,000.00	
DELIVERY FEES	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	
MISCELLANEOUS	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	
ELECTRIC SALES	95,000.00	100,000.00	110,000.00	110,000.00	115,000.00	115,000.00	
GAS SALES	8,000.00	10,000.00	14,000.00	15,000.00	15,000.00	15,000.00	
WATER SALES/SEWER	4,000.00	5,000.00	7,000.00	7,000.00	8,000.00	8,000.00	
INTEREST EARNED	6,000.00	10,000.00	10,000.00	25,000.00	25,000.00	25,000.00	
BAD DEBT RECEIVED	0.00	0.00	0.00	0.00	0.00	0.00	
PROMOTIONAL LEASES	65,000.00	70,000.00	72,000.00	75,000.00	75,000.00	80,000.00	
SECURITY DEPOSIT	0.00	0.00	0.00	0.00	0.00	0.00	
REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	
OPER CONTG RES FYE	31,000.00	31,000.00	31,000.00	31,000.00	31,000.00	31,000.00	
RECYCLING INCOME	500.00	500.00	500.00	500.00	500.00	500.00	
CASH PREV FYE	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	
TOTAL	2,450,000.00	2,532,500.00	2,614,000.00	2,692,500.00	2,748,500.00	2,804,500.00	

ACCOUNT DESCRIPTION	Budget	Extended	Extended	Extended	Extended	Extended
EXPENSES	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
PAYROLL	915,000.00	935,000.00	960,000.00	975,000.00	990,000.00	1,010,000.00
Payroll taxes to employer	115,000.00	115,000.00	120,000.00	125,000.00	127,000.00	130,000.00
REPAIRS TO BUILDINGS	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
REPAIRS TO GROUNDS	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
REPAIRS TO EQUIPMENT	5,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
FUEL & OIL EXPENSE	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
OPERATING EXPENSES	15,000.00	15,000.00	18,000.00	18,000.00	20,000.00	20,000.00
MAINTENANCE SUPPLIES	25,000.00	28,000.00	30,000.00	32,000.00	35,000.00	35,000.00
OFFICE EXPENSES	12,000.00	12,000.00	14,000.00	15,000.00	15,000.00	15,000.00
TELEPHONE	6,000.00	7,000.00	7,000.00	7,500.00	8,000.00	8,000.00
ASSOCIATION & LICENSE FEE	4,000.00	4,000.00	4,000.00	5,000.00	5,000.00	5,000.00
MISCELLANEOUS	2,500.00	2,500.00	2,500.00	3,000.00	3,000.00	3,000.00
INTREST EXPENSE (LOAN, ETC.)	400,000.00	410,000.00	410,000.00	410,000.00	410,000.00	410,000.00
SECURITY	140,000.00	150,000.00	155,000.00	158,000.00	158,000.00	162,000.00
TRASH REMOVAL & RECYCLABLE	9,000.00	9,000.00	9,000.00	10,000.00	10,000.00	10,000.00
OPERATING INSURANCE	98,000.00	100,000.00	100,000.00	105,000.00	110,000.00	110,000.00
HEALTH PLAN	215,000.00	220,000.00	230,000.00	239,000.00	250,000.00	275,000.00
DENTAL PLAN	9,000.00	9,500.00	9,500.00	10,000.00	10,500.00	10,500.00
ADVERTISING & PROMOTIONS	50,000.00	50,000.00	50,000.00	50,000.00	55,000.00	58,000.00
TRAVEL EXPENSES	12,500.00	12,500.00	13,000.00	13,000.00	14,000.00	14,000.00
LEGAL & PROFESSIONAL	55,000.00	55,000.00	60,000.00	60,000.00	65,000.00	65,000.00
PAYROLL PROCESSING	10,000.00	10,000.00	12,000.00	12,000.00	12,000.00	13,000.00
ELECTRICITY EXPENSES	110,000.00	110,000.00	115,000.00	115,000.00	118,000.00	118,000.00
GAS EXPENSES	15,000.00	15,000.00	17,000.00	17,000.00	19,000.00	19,000.00
WATER & SEWER EXPENSES	70,000.00	70,000.00	75,000.00	75,000.00	75,000.00	75,000.00
BAD DEBT EXPENSE	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
ATM EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
REIMBURSEABLE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
NEW EQUIPMENT	60,000.00	60,000.00	70,000.00	70,000.00	70,000.00	70,000.00
CREDIT/DEBIT FEES	6,000.00	6,000.00	6,000.00	6,000.00	7,000.00	7,000.00
OPERATING CONTINGENCY	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
CAPITAL RESERVE	0.00	30,000.00	30,000.00	65,000.00	65,000.00	65,000.00
TOTAL	2,450,000.00	2,532,500.00	2,614,000.00	2,692,500.00	2,748,500.00	2,804,500.00