



2100 Park Street, Syracuse, NY 13208
(315) 422-8647 ~ cnyrma@gmail.com

February 2, 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, February 8th at 3:30 p.m. in the conference room at 2100 Park Street, or via Zoom call.**

Please use the below link to attend the meeting via zoom.

<https://us02web.zoom.us/j/8951344893>

Or By Phone: +1 929 205 6099

Meeting ID: 895 1344 8939

Enclosed for your reference are:

- Minutes for the 10/2/21 Quarterly Meeting of the Board of Directors
- Minutes for the 1/11/22 Regular Meeting of the Board of Directors
- Agenda for 2/8/22 Regular Meeting of the Board of Directors
- Proposed 2022-23 5 year Budget
- Proposed Rates for 2022-23
- Proposed Changes to the 2022-23 Rules and Regulations
- Equal Opportunities Policy
- Ethics Policy
- Conflict of Interest Policy
- Whistleblower Policy
- Unclaimed Checks 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 or email Heidi Poole at heidipoole.cnyrma@gmail.com if you have any questions or will **NOT** be able to attend the Board of Director's meeting.

Please note that the in person portion of this meeting will not be open to the public at this time, due to the circumstances surrounding the COVID-19 pandemic.

CENTRAL NEW YORK REGIONAL
MARKET AUTHORITY

Amanda Vitale
Executive Director

**CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
REGULAR BOARD MEETING
Tuesday, February 8th, 2022
3:30 P.M.**

ORDER OF BUSINESS

- I. PLEDGE**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF PRIOR MINUTES: 10/5/21 ; 1/11/22**
- IV. DISCUSSION OF WENDY’S LEASE**
- V. DISCUSSION OF BYRNE DAIRY OPTION**
- VI. FINANCE COMMITTEE PRESENTATION: Keith Batman**
 - a. 2022/23 5 Year Budget for Approval**
 - b. 2022/23 Rates for Approval**
- VII. GOVERNANCE COMMITTEE PRESENTATION: JoAnn Delaney**
 - a. Equal Opportunities Policy, Ethics Policy, Conflict of Interest Policy, Whistleblower Policy, Unclaimed Checks Policy**
- VIII. FUTURE OF BUDA BUILDING**
- IX. 2022-23 RULES AND REGULATIONS**
- X. ABO WEBSITE REVIEW & UPDATES**
- XI. BOARD DISCUSSION**
 - a. Authorized Check Signers**
 - b. NAPMM Conference**
- XII. NEXT MEETING**
- XIII. 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.

CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
REGULAR BOARD MEETING
Tuesday, January 11th, 2021
3:30 P.M.
(Held via Zoom)

PRESENT: C. Pratt, J. Berenguer, A. Emmi, G. Palmer, K. Batman, M. Mahar, M. Broccoli

OTHERS: B. Vitale, A. Vitale, H. Poole, D. Mannion, T. Deats, M. Doyle, A. Donovan (News Channel 9), and some others whose names were not available (link to attend was shared publicly)

The meeting was called to order at 3:36 PM by Board President, Chip Pratt.

APPROVAL OF AGENDA

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

APPROVAL OF PRIOR MINUTES: 10/5/21

After some discussion, it was determined that there were not enough members in attendance at the meeting who were in attendance at the 10/5/21 meeting, and the approval of these minutes was tabled until the next meeting of the Board of Directors.

APPROVAL OF PRIOR MINUTES: 12/14/21

G. Palmer presented the option of posting the 10/5/21 and 12/14/21 board meeting videos on the Authority's website for public viewing. Presuming this would benefit the market regarding the negative backlash from the community in regards to Buda's Meats and Produce leaving the market. After some additional discussion;

Resolved; a motion was made by K. Batman and seconded by G. Palmer to approve 12/14/21 minutes, and to post both the minutes and recording of the 12/14/21 board meeting. All in favor; no one opposed; no abstentions.

BOARD DISCUSSION

A. Emmi presented the following statement in response to the Budas discussion;

"At this point in time, we feel that as a Board of Directors it is important that we come together and unify to present a message that is directly from us as Board Members, rather than from our Executive Director or staff of the Authority.

Many people, including the press and local politicians, have spoken out with support on Buda's behalf. Much of the information being publicly shared regarding the circumstances of this event is inaccurate. As a Board, we feel that we have given the tenant ample opportunity to discuss any issues that they had and to bring an acceptable offer to the table. Our responsibility as Board Members for the Central New York Regional Market Authority, is to make decisions that are both fair and equitable to all who participate in the Market, and to the Market itself. With the understanding that the Authority receives no public funding for its operations, we must be very intentional with how we provide this equity for all. The tenant has had a lease with the Authority since fiscal year 2000, at which time, rates and agreements were very different than they are now. As is the case with other leases negotiated at that time, upon their expiration, it becomes time to negotiate new leases that align with current standards and rates. Much of the discussion has been that Buda's provides a unique service that must be saved for the wellbeing of the community. But what is not being said, is that that same service is in direct competition with dozens of our other vendors and tenants. The tenant has been lucky to preserve a favorable rent over the past twenty one years, seeing rent increases of less than 1% each year, and even some years with no increase at all. As a result, this tenant has been in competition with others on our Market at an unfair financial advantage. That has created an unfair circumstance for others on the Market. This Board is formed of both individuals who are vendors on the market, and individuals who do not vend on the Market but are members of the community that it serves. We have chosen to create fairness among everyone at the Market.

Many people have also been responding that this is a profit motivated decision by individuals. I think we should be emphasizing that this is not what we are, literally or metaphorically. We are an Authority with a legal responsibility to provide a very valuable service to our community. We, as the Market, have no income outside of the rent that we collect from our vendors and tenants. Like them we still have costs associated with doing business, and those costs have drastically increased since the year 2000. If we do not insist on market rate rents and fees from our vendors and tenants and force those expectations across the board, then we will be unable to maintain the facilities, staff, or environment that allows our vendors to do successful business here.

At this time, besides releasing a statement of accurate information on behalf of the Authority, there fails to be any other grounds for discussion. On December 30th, 2021, the tenant hand delivered a letter to our business office, terminating the lease for Buda's Meats and Produce effective January 31st, 2022. This was on their own accord and was not advised or encouraged by the Authority. As a staple of the community, the Authority has no ill will toward the tenant or the community, and continues to encourage the community to support the many local businesses at the Regional Market on a weekly

basis. Additionally, to put to rest any concern, there is a great variety of fresh and well priced goods available that can be purchased each week on our Saturday Farmers Market with or without SNAP benefits. "

There was some discussion between board members, sharing their frustration with how the Market and the decision has been painted in the media. The consensus was that the members in attendance agreed that it was important the truth, and the Authority's side of the story be shared and made public. G. Palmer states he can share this statement with the Department of Agriculture and Markets press officer, until he receives their approval he cannot vote to share this statement. K. Batman presented the option of just A. Emmi and C. Pratt signing the statement, as this would not require the board to vote on posting the statement, both agree with their signatures being on the statement.

A. Vitale continues with an update on upcoming deadlines/projects such as NAPMM (March 2022), quarterly meetings, Governance Committee projects, finalizing the 2022-23 rates and final budgets, etc.

G. Palmer presented updates from the State of the State that would benefit the Regional Market, farmers, and vendors.

NEXT MEETING

The next meeting of the Board of Directors will be on February 8, 2022 at 3:30 PM.

ADJOURNMENT

Resolved: a motion was made by J. Berenguer and seconded by K. Batman, to adjourn at 4:26 PM. All in favor; no one opposed; no abstentions.

ACCOUNT DESCRIPTION	Proposed Budget	Extended	Extended	Extended	Extended	Extended
	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
INCOME						
COMMERCIAL LEASES	880,000.00	900,000.00	920,000.00	940,000.00	960,000.00	980,000.00
LAND LEASES	165,000.00	167,000.00	167,000.00	169,000.00	169,000.00	170,000.00
FARMER SAT/WHOLESALE LICENSE	295,000.00	304,000.00	309,000.00	314,000.00	317,000.00	317,000.00
FARMER SAT DAILY	45,000.00	48,000.00	50,000.00	52,000.00	54,000.00	56,000.00
COMMERCIAL SAT LICENSE	90,000.00	95,000.00	97,000.00	99,000.00	102,000.00	105,000.00
COMMERCIAL SAT DAILY	15,000.00	17,000.00	19,000.00	21,000.00	23,000.00	25,000.00
DEALER SAT LEASE	225,000.00	235,000.00	237,000.00	240,000.00	245,000.00	250,000.00
DEALER SAT DAILY	4,000.00	4,500.00	4,500.00	4,500.00	5,000.00	5,000.00
FOOD CONCESSION LICENSE	43,000.00	45,000.00	47,000.00	49,000.00	51,000.00	53,000.00
DEALER THURS LICENSE	500.00	500.00	1,000.00	1,000.00	1,500.00	1,500.00
FARMER THURSDAY LICENSE	3,500.00	4,000.00	4,000.00	4,500.00	4,500.00	5,000.00
FARMER THURSDAY DAILY	500.00	500.00	1,000.00	1,000.00	1,500.00	1,500.00
COMMERCIAL THURS LICENSE	1,000.00	1,000.00	1,500.00	1,500.00	2,000.00	2,000.00
COMMERCIAL THURS DAILY	500.00	500.00	1,000.00	1,000.00	1,500.00	1,500.00
DEALER THURS DAILY	500.00	500.00	1,000.00	1,000.00	1,500.00	1,500.00
FLEA MKT SEMI-ANNUAL LICENSE	130,000.00	145,000.00	155,000.00	160,000.00	165,000.00	170,000.00
FLEA MKT DAILY SUNDAY	110,000.00	115,000.00	117,000.00	120,000.00	122,000.00	125,000.00
DELIVERY FEES	10,000.00	10,000.00	13,000.00	13,000.00	13,000.00	15,000.00
MISCELLANEOUS	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
ELECTRIC SALES	90,000.00	95,000.00	95,000.00	95,000.00	100,000.00	100,000.00
GAS SALES	7,000.00	7,000.00	7,500.00	7,500.00	8,000.00	8,000.00
WATER SALES/SEWER	3,500.00	3,500.00	4,000.00	4,000.00	4,500.00	4,500.00
INTEREST EARNED	25,000.00	25,000.00	26,000.00	26,000.00	26,000.00	26,000.00
BAD DEBT RECEIVED	0.00	0.00	0.00	0.00	0.00	0.00
PROMOTIONAL LEASES	55,000.00	30,000.00	30,000.00	35,000.00	35,000.00	35,000.00
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 CONT'G RES FYE	31,000.00	31,000.00	31,000.00	31,000.00	31,000.00	31,000.00
RECYCLING INCOME	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
CASH PREV FYE	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
TOTAL	2,259,000.00	2,313,000.00	2,367,500.00	2,419,000.00	2,472,000.00	2,517,500.00

ACCOUNT DESCRIPTION	Extended	Extended	Extended	Extended	Extended	Extended
EXPENSES	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2026-2027
PAYROLL	800,000.00	840,000.00	860,000.00	880,000.00	902,000.00	925,000.00
Payroll taxes to employer	110,000.00	110,000.00	115,000.00	115,000.00	120,000.00	125,000.00
REPAIRS TO BUILDINGS	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00
REPAIRS TO GROUNDS	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00
REPAIRS TO EQUIPMENT	10,000.00	10,000.00	10,000.00	12,000.00	12,000.00	12,000.00
FUEL & OIL EXPENSE	6,000.00	7,000.00	8,000.00	8,500.00	9,000.00	9,000.00
OPERATING EXPENSES	12,000.00	12,000.00	12,500.00	13,000.00	13,000.00	15,000.00
MAINTENANCE SUPPLIES	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
OFFICE EXPENSES	20,000.00	20,000.00	20,000.00	22,000.00	22,000.00	23,000.00
TELEPHONE	10,000.00	8,500.00	8,500.00	9,000.00	9,000.00	9,000.00
ASSOCIATION & LICENSE FEE	4,000.00	4,000.00	4,500.00	4,500.00	4,500.00	5,000.00
MISCELLANEOUS	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00

INTREST EXPENSE (LOAN, ETC.)	210,000.00	210,000.00	210,000.00	210,000.00	210,000.00	210,000.00
SECURITY	145,000.00	145,000.00	150,000.00	150,000.00	155,000.00	160,000.00
TRASH REMOVAL & RECYCLABLE	9,000.00	9,000.00	9,000.00	10,000.00	10,000.00	10,000.00
OPERATING INSURANCE	100,000.00	100,000.00	105,000.00	110,000.00	110,000.00	112,000.00
HEALTH PLAN	210,000.00	220,000.00	225,000.00	233,000.00	240,000.00	245,000.00
DENTAL PLAN	9,000.00	9,000.00	9,500.00	9,500.00	10,000.00	10,000.00
ADVERTISING & PROMOTIONS	50,000.00	50,000.00	50,000.00	50,000.00	55,000.00	55,000.00
TRAVEL EXPENSES	12,500.00	15,000.00	15,000.00	16,000.00	16,000.00	16,000.00
LEGAL & PROFESSIONAL	53,000.00	55,000.00	60,000.00	60,000.00	60,000.00	60,000.00
PAYROLL PROCESSING	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
ELECTRICITY EXPENSES	90,000.00	90,000.00	92,000.00	95,000.00	100,000.00	100,000.00
GAS EXPENSES	20,000.00	20,000.00	25,000.00	30,000.00	33,000.00	33,000.00
WATER & SEWER EXPENSES	65,000.00	65,000.00	65,000.00	68,000.00	68,000.00	70,000.00
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	60,000.00	60,000.00	60,000.00	60,000.00
CREDIT/DEBIT FEES	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
OPERATING CONTINGENCY	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
CAPITAL RESERVE	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00
TOTAL	2,259,000.00	2,313,000.00	2,367,500.00	2,419,000.00	2,472,000.00	2,517,500.00

0 0 0 0 0 0

Daily Rates

	2009-10	2010-15	2015-16	2016-17	2017-20	2020-21	2021-22	2022-23
Saturday Growers								
Farmer	\$50.00	\$55.00	\$55.00	\$55.00	\$60.00	\$65.00	\$65.00	\$70.00
Commercial	\$55.00	\$60.00	\$60.00	\$60.00	\$65.00	\$70.00	\$70.00	\$75.00
Dealer	\$60.00	\$65.00	\$65.00	\$65.00	\$70.00	\$75.00	\$75.00	\$80.00
Thursday Growers								
Farmer	\$30.00	\$35.00	\$35.00	\$35.00	\$35.00	\$40.00	\$40.00	\$45.00
Commercial	\$40.00	\$45.00	\$45.00	\$45.00	\$45.00	\$50.00	\$50.00	\$55.00
Dealer	\$45.00	\$50.00	\$50.00	\$50.00	\$50.00	\$55.00	\$55.00	\$60.00
Saturday Holiday/Winter								
Farmer A&F	\$35.00	\$40.00	\$40.00	\$40.00	\$45.00	\$50.00	\$50.00	\$55.00
Farmer B&C	\$25.00	\$30.00	\$30.00	\$30.00	\$35.00	\$40.00	\$40.00	\$45.00
Farmer E	\$30.00	\$35.00	\$35.00	\$35.00	\$40.00	\$45.00	\$45.00	\$50.00
Commercial A	\$45.00	\$50.00	\$50.00	\$50.00	\$55.00	\$60.00	\$60.00	\$65.00
Commercial C	\$35.00	\$40.00	\$40.00	\$40.00	\$45.00	\$50.00	\$50.00	\$55.00
Commercial E	\$40.00	\$45.00	\$45.00	\$45.00	\$50.00	\$55.00	\$55.00	\$60.00
Dealer A&F		\$55.00	\$55.00	\$55.00	\$60.00	\$65.00	\$65.00	\$70.00
Dealer C		\$45.00	\$45.00	\$45.00	\$50.00	\$55.00	\$55.00	\$60.00
Dealer E		\$50.00	\$50.00	\$50.00	\$55.00	\$60.00	\$60.00	\$65.00
Sunday Summer								
Flea Market	\$35.00	\$40.00	\$40.00	\$45.00	\$45.00	\$50.00	\$50.00	\$55.00
Community Garage Sale	\$50.00	\$55.00	\$55.00	\$60.00	\$60.00	\$65.00	\$65.00	\$70.00
Sunday Winter								
Flea Market A	\$35.00	\$40.00	\$40.00	\$45.00	\$45.00	\$50.00	\$50.00	\$55.00
Flea Market B	\$25.00	\$30.00	\$30.00	\$35.00	\$35.00	\$40.00	\$40.00	\$45.00
Flea Market C	\$25.00	\$30.00	\$30.00	\$35.00	\$35.00	\$40.00	\$40.00	\$45.00
Flea Market E	\$25.00	\$35.00	\$35.00	\$40.00	\$40.00	\$45.00	\$45.00	\$50.00
Delivery Fee	\$12.00	\$12.00	\$12.00	\$12.00	\$13.00	\$13.00	\$13.00	\$13.00

License Rates										
	2011-12	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Saturday Growers										7% and 10%
Farmer	\$597.00	\$627.00	\$636.00	\$649.00	\$662.00	\$675.00	\$696.00	\$811.00	\$825.00	\$882.75
Commercial	\$859.00	\$903.00	\$917.00	\$935.00	\$954.00	\$975.00	\$1,005.00	\$1,175.00	\$1,200.00	\$1,284.00
Dealer		\$1,279.00	\$1,317.00	\$1370.00	\$1,425.00	\$1,482.00	\$1,572.00	\$1,847.00	\$1,905.00	\$2,095.50
Food Vendor	\$3,620.00	\$3,804.00	\$3,861.00	\$3938.00	\$4,017.00	\$4,098.00	\$4,221.00	\$4,306.00	\$4,395.00	\$4,702.65
Friday Set-Up Agreement	\$80.00	\$84.00	\$85.00	\$87.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$107.00
Thursday Growers										
Farmer	\$294.00	\$308.00	\$313.00	\$313.00	\$313.00	\$318.00	\$327.00	\$327.00	\$327.00	\$349.89
Commercial	\$384.00	\$404.00	\$410.00	\$410.00	\$410.00	\$417.00	\$429.00	\$429.00	\$429.00	\$459.03
Dealer		\$628.00	\$647.00	\$647.00	\$647.00	\$672.00	\$714.00	\$714.00	\$714.00	\$785.40
Food Vendor	\$1,238.00	\$1,302.00	\$1,322.00	\$1322.00	\$1322.00	\$1347.00	\$1416.00	\$1416.00	\$1416.00	\$1,515.12
Food Truck	-	-	-	-	\$1,294.00	\$1,320.00	\$1,359.00	N/A	N/A	N/A
Saturday Holiday										
Farmer A&F	\$165.00	\$173.00	\$176.00	\$180.00	\$185.00	\$188.00	\$194.00	\$198.00	\$202.00	\$216.14
Farmer B&C	\$122.00	\$129.00	\$131.00	\$134.00	\$137.00	\$140.00	\$144.00	\$147.00	\$150.00	\$160.50
Farmer E	\$144.00	\$151.00	\$153.00	\$159.00	\$162.00	\$164.00	\$168.00	\$172.00	\$176.00	\$188.32
Commercial A&F	\$304.00	\$320.00	\$325.00	\$331.00	\$338.00	\$344.00	\$354.00	\$361.00	\$370.00	\$395.90
Commercial C	\$208.00	\$218.00	\$221.00	\$225.00	\$230.00	\$234.00	\$242.00	\$247.00	\$252.00	\$269.64
Commercial E	\$246.00	\$259.00	\$263.00	\$268.00	\$273.00	\$278.00	\$286.00	\$292.00	\$298.00	\$318.86
Dealer A&F		\$354.00	\$365.00	\$380.00	\$395.00	\$410.00	\$434.00	\$451.00	\$466.00	\$512.60
Dealer C		\$262.00	\$270.00	\$281.00	\$292.00	\$304.00	\$322.00	\$335.00	\$346.00	\$380.60
Dealer E		\$308.00	\$317.00	\$330.00	\$343.00	\$356.00	\$378.00	\$393.00	\$404.00	\$444.40
Food Vendor Holiday	\$1,132.00	\$1,189.00	\$1,207.00	\$1231.00	\$1,256.00	\$1,280.00	\$1,318.00	\$1,344.00	\$1,372.00	\$1,468.04
Food Vendor Winter	\$1,821.00	\$1,914.00	\$1,943.00	\$1982.00	\$2,022.00	\$2,062.00	\$2,124.00	\$2,166.00	\$2,210.00	\$2,364.70
Food Vendor Option B	\$2,953.00	\$3,103.00	\$3,150.00	\$3213.00	\$3,277.00	\$3,342.00	\$3,445.00	\$3,514.00	\$3,582.00	\$3,832.74
Saturday Winter										
Farmer A&F	\$334.00	\$341.00	\$346.00	\$353.00	\$361.00	\$369.00	\$381.00	\$389.00	\$399.00	\$426.93
Farmer B&C	\$248.00	\$253.00	\$257.00	\$262.00	\$268.00	\$273.00	\$294.00	\$300.00	\$306.00	\$327.42
Farmer E	\$292.00	\$298.00	\$302.00	\$308.00	\$315.00	\$321.00	\$330.00	\$337.00	\$345.00	\$369.15
Commercial A	\$618.00	\$630.00	\$639.00	\$652.00	\$665.00	\$678.00	\$699.00	\$713.00	\$729.00	\$780.03
Commercial C	\$422.00	\$430.00	\$436.00	\$445.00	\$454.00	\$462.00	\$477.00	\$487.00	\$498.00	\$532.86
Commercial E	\$500.00	\$510.00	\$518.00	\$528.00	\$540.00	\$549.00	\$567.00	\$578.00	\$591.00	\$632.37
Dealer A&F	\$668.00	\$695.00	\$716.00	\$745.00	\$760.00	\$789.00	\$837.00	\$870.00	\$897.00	\$986.70
Dealer C	\$496.00	\$516.00	\$531.00	\$552.00	\$563.00	\$585.00	\$621.00	\$646.00	\$669.00	\$735.90
Dealer E	\$292.00	\$304.00	\$313.00	\$326.00	\$333.00	\$358.00	\$621.00	\$646.00	\$669.00	\$735.90
Saturday Flea Market	\$500.00	\$510.00	\$518.00	\$528.00	\$539.00	\$549.00	\$564.00	\$586.00	\$600.00	\$642.00
Sunday Summer										

Flea Market	\$725.00	\$762.00	\$773.00	\$788.00	\$804.00	\$822.00	\$846.00	\$863.00	\$882.00	\$943.74
Farmer Sunday	\$246.00	\$130.00	\$132.00	\$135.00	\$138.00	\$140.00	\$145.00	\$148.00	N/A -free with Sat license	N/A -free with Sat license
Sunday Winter										
Flea Market A	\$687.00	\$721.00	\$732.00	\$747.00	\$762.00	\$777.00	\$801.00	\$817.00	\$834.00	\$892.38
Flea Market C	\$687.00	\$721.00	\$732.00	\$747.00	\$762.00	\$390.00	\$402.00	\$409.00	\$414.00	\$442.98
Flea Market E	\$565.00	\$594.00	\$603.00	\$615.00	\$627.00	\$639.00	\$660.00	\$673.00	\$687.00	\$735.09

Commercial Lease Rates							
Location	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Commission House	\$5.28	\$5.44	\$5.55	\$5.70	\$5.80	\$5.90	\$6.25
Commons	\$11.79	\$11.97	\$12.21	\$12.54	\$12.80	\$13.05	\$13.83
Offices	\$9.74	\$9.89	\$10.09	\$10.36	\$10.56	\$10.77	\$11.42
Storage	\$180.00/\$84/\$77	\$185/\$86/\$79	\$189/\$88/\$81	195/91/84	200/93/86	\$205/\$95/\$88	217/100/93
Hiawatha Property	\$6.60	\$6.70	\$6.83	\$7.02	\$7.15	\$7.30	\$7.75
Delivery License	\$621.00	\$630.00	\$643.00	\$663.00	\$700.00	\$715.00	\$750.00

2022-23 Proposed Rule Changes

Existing Rule

Page 16, 22) On Thursday, Saturday and Sunday, all Vendors must occupy their assigned stall(s) by 6:45 a.m. If for any reason, the Vendor cannot arrive by 6:45 a.m., the Market must be notified no later than 6:30 a.m. in order for the space to be held. If such notice is not provided, the stall(s) will be assigned on a daily basis to any approved applicant desiring to obtain a Permit for the same. For those Vendors that failed to notify the Market by 6:30 a.m., the Market Manager will offer alternative stall(s), if available, to a Vendor at time of arrival. However, the Market does not guarantee that such accommodations will be made. An existing Vendor desiring to license an unoccupied unreserved Market space must first obtain the approval of the Manager.

Changed Rule

Page 16, 22) On Thursday, Saturday and Sunday, all Vendors must occupy their assigned stall(s) by **6:30 a.m.** If for any reason, the Vendor cannot arrive by **6:30 a.m.**, the Market must be notified no later than **6:15 a.m.** in order for the space to be held. If such notice is not provided, the stall(s) will be assigned on a daily basis to any approved applicant desiring to obtain a Permit for the same. For those Vendors that failed to notify the Market by **6:15 a.m.**, the Market Manager will offer alternative stall(s), if available, to a Vendor at time of arrival. However, the Market does not guarantee that such accommodations will be made. An existing Vendor desiring to license an unoccupied unreserved Market space must first obtain the approval of the Manager.

Existing Rule

Pages 18 - 19, 38) Prohibited Items: The Authority prohibits the sale of and/or restricts the display of any items included but not limited to the following:

Changed Rule

Pages 18 - 19, 38) Prohibited Items: The Authority prohibits the sale of and/or restricts the display **or use** of any items included but not limited to the following:

Existing Rule

Page 27, Vendor Types) Commercial - shall mean any person selling only non-consumable items on the Saturday/Thursday Farmers Market.

Changed Rule

Page 27, Vendor Types) Commercial - shall mean any person selling **products that they did not solely produce, with the exclusion of agricultural or agriculturally related items**, on the Saturday/Thursday Farmers Market.

CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

EQUAL OPPORTUNITIES AND AFFIRMATIVE ACTION

Date Adopted: _____

Purpose: To provide equal opportunities and treatment to all employment applicants and employees at the Central New York Regional Market Authority (Authority), regardless of race, color, creed (religion), sex, national origin, age, disability, marital status, domestic violence victim status, veteran status, sexual orientation, predisposing genetic information or any other protected characteristic under applicable law.

Guidelines: It is the policy of Central New York Regional Market Authority (Authority) to provide equal employment opportunities regardless of race, color, creed (religion), sex, national origin, age, disability, marital status, domestic violence victim status, veteran status, sexual orientation, predisposing genetic information or any other protected characteristic under applicable law. The Authority shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, the Authority will also take affirmative action to develop and administer programs for diversity and inclusion and promote equal opportunity as called for by applicable laws and Executive Orders, to ensure there is no discrimination in the company's policies and practices, that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons will be introduced into our workforce solely on qualifications and merit and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The aforementioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

The Affirmative Action Officer has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide our affirmative action program throughout the Authority. A notice explaining the company's policy will remain posted.

CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

CODE OF ETHICS

This Code of Ethics shall apply to all officers and employees of the Central New York Regional Market Authority (the "**Authority**"). These policies shall serve as a guide for official conduct and are intended to enhance the ethical and professional performance of the Authority's directors and employees and to preserve public confidence in the Authority's mission.

Responsibility of Directors and Employees

1. Directors and employees shall perform their duties with transparency, without favor and refrain from engaging in outside matters of financial or personal interest, including other employment, that could impair independence of judgment, or prevent the proper exercise of one's official duties.
2. Directors and employees shall not directly or indirectly, make, advise, or assist any person to make any financial investment based upon information available through the director's or employee's official position that could create any conflict between their public duties and interests and their private interests.
3. Directors and employees shall not accept or receive any gift or gratuities where the circumstances would permit the inference that: (a) the gift is intended to influence the individual in the performance of official business; or (b) the gift constitutes a tip, reward, or sign of appreciation for any official act by the individual. This prohibition extends to any form of financial payments, services, loans, travel reimbursement, entertainment, hospitality, thing or promise from any entity doing business with or before the Authority.
4. Directors and employees shall not use or attempt to use their official position with the Authority to secure unwarranted privileges for themselves, members of their family or others, including employment with the Authority or contracts for materials or services with the Authority.
5. Directors and employees must conduct themselves at all times in a manner that avoids any appearance that they can be improperly or unduly influenced, that they could be affected by the position of or relationship with any other party, or that they are acting in violation of their public trust.
6. Directors and employees may not engage in any official transaction with an outside entity in which they have a direct or indirect financial interest that may reasonably conflict with the proper discharge of their official duties.

7. Directors and employees shall manage all matters within the scope of the Authority's mission independent of any other affiliations or employment. Directors, including ex officio board members, and employees employed by more than one government shall strive to fulfill their professional responsibility to the Authority without bias and shall support the Authority's mission to the fullest.
8. Directors and employees shall not use Authority property, including equipment, telephones, vehicles, computers, or other resources, or disclose information acquired in the course of their official duties in a manner inconsistent with State or local law or policy and the Authority's mission and goals.
9. Directors and employees are prohibited from appearing or practicing before the Authority for two (2) years following employment with the Authority, consistent with the provisions of Public Officers Law; provided, however, that Directors and employees are not prohibited from using the services of the Authority on the same basis as the general public.

Implementation of Code of Ethics

This Code of Ethics shall be provided to all directors and employees upon commencement of employment or appointment and shall be reviewed annually by the Governance Committee.

The board may, but shall not be required to, designate an Ethics Officer, who shall report to the board and shall have the following duties:

- Counsel in confidence Authority directors and employees who seek advice about ethical behavior.
- Receive and investigate complaints about possible ethics violations.
- Dismiss complaints found to be without substance.
- Prepare an investigative report of their findings for action by the Executive Director or the board.
- Record the receipt of gifts or gratuities of any kind received by a director or employee, who shall notify the Ethics Officer within 48 hours of receipt of such gifts and gratuities.

Penalties

In addition to any penalty contained in any other provision of law, an Authority director or employee who knowingly and intentionally violates any of the provisions of this code may be removed in the manner provided for in law, rules or regulations.

Reporting Unethical Behavior

Employees and directors are required to report possible unethical behavior by a director or employee of the Authority to the Ethics Officer. Employees and directors may file ethics complaints anonymously and are protected from retaliation by the policies adopted by the Authority.

CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

CONFLICTS OF INTEREST POLICY

Date Adopted: September __, 2019

Purpose: The purpose of this conflicts of interest policy (the "**Policy**") is to describe the responsibilities of directors and employees of the Central New York Regional Market Authority (the "**Authority**") with respect to actual or perceived conflicts of interest. This Policy is not a complete statement of all conflicts of interest that may arise, and directors and employees are encouraged to submit any questions regarding conflicts of interest or this Policy to the Authority's Governance Committee.

Conflicts of Interest: A "conflict of interest" is a situation in which the financial, familial, or personal interests of a director or employee come into actual or perceived conflict with their duties and responsibilities with the Authority. "Perceived conflicts of interest" are situations where there is the appearance that a member and/or employee can personally benefit from actions or decisions made in their official capacity, or where a board member or employee may be influenced to act in a manner that does not represent the best interests of the Authority. The perception of a conflict may occur if circumstances would suggest to a reasonable person that a board member may have a conflict. The appearance of a conflict and an actual conflict should be treated in the same manner for the purposes of this Policy.

Board members and employees must conduct themselves at all times in a manner that avoids any appearance that they can be improperly or unduly influenced, that they could be affected by the position of or relationship with any other party, or that they are acting in violation of their public trust. While it is not possible to describe or anticipate all the circumstances that might involve a conflict of interest, a conflict of interest typically arises whenever a director or employee has or will have:

- A financial or personal interest in any person, firm, corporation or association which has or will have a transaction, agreement or any other arrangement in which the Authority participates.
- The ability to use his or her position, confidential information or the assets of the Authority, to his or her personal advantage.
- Solicited or accepted a gift of greater than Twenty-Five Dollars and 00/100 (\$25.00) or under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her, or could reasonably be expected to influence him/her, in the performance of his/her official duties or was intended as a reward for any action on his/her part.

- Any other circumstance that may or appear to make it difficult for the board member or employee to exercise independent judgment and properly exercise his or her official duties.

Outside Employment of Authority’s Employees: No employee may engage in outside employment if such employment interferes with his/her ability to properly exercise his or her official duties with the Authority.

Participation in Employment Decisions: No director or employee may participate in any decision to hire, promote, discipline or discharge a relative for any compensated position at, for or within the Authority. As used in herein, "relative" shall mean, with respect to any individual, a person living in the same household as the individual and any person who is a direct natural or adopted descendant of that individual's grandparents or the spouse of such descendant.

Use of the Authority's Services: It shall not be a conflict of interest for a director or employee of the Authority to use the services of the Authority on the same basis as the general public; provided, however, that such director or employee shall otherwise comply with the terms of this Policy, and shall not use his or her position to gain an unfair advantage over any member of the general public; provided further, that directors who transact business with the Authority in any capacity may not be members of the Authority's Governance Committee.

PROCEDURES

Duty to Disclose: All material facts related to the conflicts of interest (including the nature of the interest and information about the conflicting transaction) shall be disclosed in good faith and in writing to the Governance Committee. Such written disclosure shall be made part of the official record of the proceedings of the Authority.

Determining Whether a Conflict of Interest Exists: The Governance Committee shall advise the individual who appears to have a conflict of interest how to proceed. The Governance Committee should seek guidance from counsel or New York State agencies, such as the Authorities Budget Office, State Inspector General or the Joint Commission on Public Ethics (“JCOPE”) when dealing with cases where they are unsure of what to do.

Recusal and Abstention: No board member or employee may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any organization in which he or she is deemed to have an interest. Board members and employees must recuse themselves from deliberations, votes, or internal discussion on matters relating to any organization, entity or individual where their impartiality in the deliberation or

vote might be reasonably questioned, and are prohibited from attempting to influence other board members or employees in the deliberation and voting on the matter.

Records of Conflicts of Interest: The minutes of the Authority's meetings during which a perceived or actual conflict of interest is disclosed or discussed shall reflect the name of the interested person, the nature of the conflict, and a description of how the conflict was resolved.

Reporting of Violations: Board members and employees should promptly report any violations of this policy to his or her supervisor, or to the public Authority's ethics officer, general counsel or human resources representative in accordance with the Authority's Whistleblower Policy and Procedures.

Penalties: Any director or employee that fails to comply with this policy may be penalized in the manner provided for in law, rules or regulations.

WHISTLEBLOWER POLICY
OF
CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

1. **PURPOSE.** The purpose of this whistleblower policy (the “**Policy**”) is to ensure that no director, officer, employee or volunteer of **CENTRAL NEW YORK REGIONAL MARKET AUTHORITY** (the “**Authority**”) who in good faith reports any action or suspected action taken by or within the Authority that is a violation of any law, rule or regulation which creates and presents a substantial and specific danger to public health or safety, or improper governmental action (“**Misconduct**”) shall suffer intimidation, harassment, discrimination or other retaliation or, in the case of employees, adverse employment action.

2. **DEFINITIONS.**

(a) **Good Faith.** Information concerning potential Misconduct is disclosed in “good faith” when the individual making the disclosure reasonably believes such information to be true and reasonably believes that it constitutes potential Misconduct.

(b) **Authority Employee.** All directors, officers, employees, volunteers, staff and any other person who provides services to the Authority, whether full-time, part-time, employed pursuant to contract, employed on probation and/or temporary employees.

(c) **Whistleblower.** Any Authority Employee who in Good Faith discloses information concerning Misconduct by another Authority Employee, or concerning the business of the Authority itself.

(d) **Personnel Action.** Any action affecting compensation, appointment, promotion, transfer, assignment, reassignment, reinstatement or evaluation of performance.

3. **PROCEDURES.** All Authority Employees who discover or have knowledge of Misconduct or potential Misconduct concerning other Authority Employees, a person having any business dealings with the Authority, or the Authority itself, shall report such activity in accordance with the following procedures:

(a) The Authority Employee shall disclose any information concerning Misconduct either orally or in a written report to: (i) his or her supervisor; (ii) the Authority Ethics Officer, as defined herein; or (iii) the President of the Authority’s Board of Directors (the “**Board**”). “**Ethics Officer**” means an employee, officer or director of the Authority designated to administer this Policy.

(b) All Authority Employees who discover or have knowledge of Misconduct shall report such Misconduct in a prompt and timely manner.

(c) The individual to whom the potential Misconduct is reported, if not the Ethics Officer, shall acknowledge receipt of the reported Misconduct or suspected Misconduct and shall report such Misconduct to the Ethics Officer. The Ethics Officer shall then report to the Authority’s Board.

(d) Any report of Misconduct shall be investigated and handled in a timely and reasonable manner, which may include referring such information to an appropriate law enforcement agency where applicable.

4. NO RETALIATION OR INTERFERENCE. No Authority Employee shall retaliate against any Whistleblower for the disclosure of potential or suspected Misconduct, whether through threat, coercion, or abuse of authority; and, no Authority Employee shall interfere with the right of any other Authority Employee by any improper means aimed at deterring disclosure of potential or suspected Misconduct. Any attempts at retaliation or interference are strictly prohibited and:

(a) No Authority Employee who in Good Faith discloses potential violations of the Authority's internal policies or other instances of potential Misconduct shall suffer harassment, retaliation or adverse Personnel Action.

(b) All allegations of retaliation against a Whistleblower or interference with an individual seeking to disclose potential Misconduct will be thoroughly investigated by the Authority.

(c) Any Authority Employee who retaliates against or had attempted to interfere with any individual for having in Good Faith disclosed potential violations of the Authority's internal policies or other instances of potential Misconduct is subject to discipline, which may include termination of employment.

(d) Any allegation of retaliation or interference will be taken and treated seriously and irrespective of the outcome of the initial complaint, will be treated as a separate matter.

5. REPORTS NOT MADE IN GOOD FAITH. Any Authority Employee who makes a report that is not made in Good Faith, may be subject to discipline, including, but not limited to, termination from employment and/or the Board.

6. REPORTING REQUIREMENTS. A copy of the Policy shall be distributed to all Authority Employees by the Ethics Officer.

7. CONFIDENTIALITY. The identity of the Whistleblower and the substance of his or her allegations shall be kept confidential to the best extent possible, consistent with the need to conduct an adequate investigation.

8. OTHER LEGAL RIGHTS NOT IMPAIRED. This Policy is not intended to limit, diminish or impair any other rights or remedies that an individual may have under the laws of the State of New York with respect to disclosing potential Misconduct free from retaliation or adverse Personnel Action. Specifically, this Policy shall not be applied in a manner that would limit, diminish or repair any other rights or remedies that an individual may have under New York State Civil Service Law § 75-b.

Adopted: September __, 2019

Unclaimed Check Policy

POLICY: To establish a consistent procedure for overseeing unclaimed checks which have been issued by the Central New York Regional Market Authority (the “Authority”) to the Authority’s vendors.

PURPOSE: To ensure that unclaimed checks are dealt with in a timely and efficient manner.

PROCEDURE:

1. The Accounts Manager will provide the Market Administrator a list of all outstanding checks at the conclusion of each month’s checking account reconciliation.
2. On a semi-annual basis the Market Administrator will comprise a list of all outstanding checks six (6) or more months old.
3. The Market Administrator with the assistance of the office staff will begin a process of due diligence,
 - a. The staff will review the check to verify that it was a legitimate claim and not a duplicate check.
 - b. If it is a legitimate claim, the procedure shall continue.
 - c. If it is not a legitimate claim or duplicate check, the Market Administrator shall void the check.
4. Once it has been determined that the check is legitimate, the office staff shall send out a Due Diligence letter, attached as Exhibit “A” via first class and certified mail, along with a Replacement Check Request, attached as Exhibit “B”, to the payee.
5. If there is no reply within thirty (30) days from the payee, the CNYRMA will again send the Due Diligence Letter via first class and certified mail.
6. If there is still no reply after sixty (60) days, the unclaimed check will be cancelled and a new check will not be reissued until a completed Replacement Check Request is received.
7. Once the Replacement Check Request is received, the original check will be voided and a new check will be issued to the payee.

Exhibit "A"



2100 Park Street, Syracuse, NY 13208
(315) 422-8647 ~ Fax (315) 422-6897

[Insert Date]

VIA FIRST CLASS AND CERTIFIED MAIL RETURN RECEIPT REQUESTED

[Insert Vendor Name]
[Insert Vendor Address Line 1]
[Insert Address Line 2]

Dear [Insert Vendor Name],

Our records indicate that the check issued to you, listed below, has not been presented for payment. Please review your records to determine if you still have this check in your possession. If you the check is in your possession and more than six (6) months have passed since the date on the check, it is likely that a financial institution will no longer accept the check and you may need to be re-issued a new check. To request a new check, please complete the enclosed replacement check request.

If the check listed below is no longer in your possession please complete the enclosed replacement check request.

Check Number(s):
Check Date(s):
Check Amount(s):

Please complete the enclosed replacement check request within thirty (30) days and return it to the following address:

Central New York Regional Market Authority
2100 Park Street
Syracuse, NY 13208

If you have any questions or concerns, please feel free to call our office at: (315) 422-8647.

Sincerely,

EMPLOYEE NAME
EMPLOYEE TITLE

EMPLOYEE EMAIL

Exhibit "B"



2100 Park Street, Syracuse, NY 13208
(315) 422-8647 ~ Fax (315) 422-6897

REPLACEMENT CHECK REQUEST

According to CNYRMA records, the following checks have not been presented for payment:

Name:
Check Number: _____
Check Date: _____
Check Amount(s): \$0000.00

Please issue a replacement check. By requesting a replacement check, you are acknowledging and certifying the below:

- This check has not been presented for payment by me or my representative and will not be presented at any time in the future.
 - I have made a diligent search for the check and have been unable to find or recover the same.
 - I certify that these funds are due to me and that there is no pending claim against this check.
 - If I find this check, receive this check, or receive the funds from this check, I will immediately return the funds to the CNYRMA.
 - I understand that knowingly making false statements could subject me to criminal penalties.
 - Briefly state the reason the checks were not cashed: _____
-

Do **NOT** reissue the checks.

- Briefly state the reason the checks should not be reissued: _____
-

Signature

Date

Print Name

Telephone No.

Address

Company

City, State

Zip Code