

**CENTRAL NEW YORK REGIONAL MARKET AUTHORITY**  
**REGULAR BOARD MEETING**  
**Thursday, February 6, 2024**  
**5:00 PM**

**PRESENT: A. Emmi, P. Heider, A. Carvell, J. Musumeci, M. Mahar, C. Pratt (left 7:13PM)**

**ZOOM: J.A. Delaney (5:08PM), G. Palmer, T. Bonnofski (5:08PM), J. Berenguer (5:08PM)**

**ABSENT: T. Kerr, M. Broccoli, R. Daratt**

**OTHER IN PERSON: H. Poole**

**OTHER ZOOM: Am. Vitale**

The meeting was called to order at 5:03 PM by Board President Anthony Emmi.

**APPROVAL OF AGENDA**

Resolved: a motion was made by J. Musumeci and seconded by C. Pratt to approve the agenda with the change of moving Line of Credit Signature Authorization to number three(3) on the agenda. All in favor; no one opposed; no abstentions.

**APPROVAL OF PRIOR MINUTES 1/2/24**

Resolved: a motion was made by J. Musumeci and seconded by C. Pratt to approve minutes from the 1/2/24 Regular Meeting of the Board of Directors as presented. All in favor; no one opposed; no abstentions.

**Line of Credit Signature Authorization**

Resolved: a motion was made by A. Emmi and seconded by M. Mahar to authorize Amanda Vitale as Executive Director of the Authority as an authorized signer with Farm Credit East. All in favor; no one opposed; no abstentions.

**Q3 QUARTERLY REPORT**

Am. Vitale presented that the Q3 Quarterly Report was not out of the ordinary, nor did we see anything that wasn't already being predicted. Some highlights of the historic trends of the third quarter are that retail market income in the third quarter is second highest to that of the first quarter, which was no different this year. Additionally, it is common in the third quarter annually to see expense spikes in maintenance supplies, repairs to equipment, and payroll

taxes. These spikes are due to the cost of ice melt, snow removal, and the annual New York State Retirement payment. On the income end of things, there were three accounts that stuck out as areas where the Authority is doing well, and 5 accounts that stuck out as areas that require some attention. On the positive end of things, income is up in daily accounts for farmers and dealers on the Saturday and Thursday markets. Some areas that do require some attention are: Commercial leases, Commercial Saturday License, Commercial Saturday Daily, Flea Market Semi- Annual Lease, and Flea Market Daily. Each of these accounts in need of attention are as expected. During the pandemic, the Authority saw a huge spike in sales on the retail market for commercial licenses and commercial daily. This was born out of the lack of other outlets for these vendors to market their product, with fairs and special events closed. As a result, the Authority projected budget sales in these accounts based on the sales at the time. We are now seeing this trending back into the other direction with everything fully open again. Similarly, the Authority has seen a big impact on the Flea Market after the pandemic closures. The hope is that the winter flea market change put into effect this year will help to build the winter flea market back, but this will be a gradual process. On the expense end of things, the following are the areas that require attention: payroll taxes employer, repairs to equipment, maintenance supplies, office expenses, Office expenses, Legal & Professional, and Gas Expense.

Resolved; a motion was made by J.A. Delaney and seconded by M. Mahar to accept the Q3 Quarterly Report and balance sheet as presented. Eight(8) in favor; no one opposed; G. Palmer abstained.

## **Year to Date Financial REPORT**

Am. Vitale presented that the same areas of concern that were addressed in the quarterly report are areas of concern on the year to date financials. Overall, she believes that it would be beneficial to make some adjustments to the budget, and those are outlined on the YTD at a glance. These adjustments would also include decreases to accounts such as payroll expenses, where Am. Vitale also shared projected savings as a result of sacrifices made by Authority staff. However, it was decided that no adjustments would be made until members are able to spend more time reviewing the proposed adjustments. Additionally, it was discussed that the Authority is operating using the remaining funds from the mortgage held by the Authority until the 2024 - 2025 fiscal year begins and more revenue begins being turned in order to offset the expenses of the Authority. It will be very tight at fiscal year end.

## **5 Year Budget Discussion**

Am. Vitale presented that the proposed 5 year budget and supporting report were included in the materials provided to the members of the board that day, and she walked them through the document. The document includes the proposed budget as well as descriptive tables,

calculations, and written support for the budget totals set for each account in each of the fiscal years included. The discussion was tabled, to be discussed at a future meeting.

## **BOARD DISCUSSION**

There was a brief discussion about a grant that the Authority has been working (as one of many partners) on in coordination with the Onondaga County Health Department.

### **513 Hiawatha Blvd.**

Resolved: a motion was made by P. Heider and seconded by C. Pratt to go out of Regular Session and into Executive Session for the discussion of lease negotiations. All in favor; no one opposed; no abstentions.

Resolved: a motion was made by C. Pratt and seconded by A. Carvell to go out of Executive Session and into Regular session. All in favor; no one opposed; no abstentions.

Resolved: a motion was made by A. Carvell and seconded by J. Berenguer to authorize Amanda Vitale, Executive Director, to enter into an agreement with the Market's realtor regarding the possibilities of renting the warehouse at 513 Hiawatha Blvd. All in favor; no one opposed; no abstentions.

### **Annual Approvals RFPs**

Am. Vitale notified members of the Board of Directors that it was recommended by the recent NYS audit, that the Authority should go out for proposals for annual approvals at least once every five (5) years. As this is year five (5) it would be an ideal time to do so. However, after some discussion, it was determined that the Authority was not currently in a position where it could spend any additional funds on generating and advertising the RFPs. As a result, it was determined that it was in the best interest of the Authority to hold off one more year, until there are funds available to make this feasible.

### **NYS Farm Bureau Lobby Days**

Am. Vitale presented that the NYS Farm Bureau Lobby Days are coming up soon, on March 4 - 6, 2024. The Authority will require a minimum of three (3) staff members to attend in order to manage the Taste of New York Reception and to attend all of the meetings as many will overlap one another.

Additionally, Am. Vitale presented about the upcoming NAPMM conference being held in Baltimore, MD on March 18 - 22, 2024. The following estimated expenses were presented:

The travel budget for this coming fiscal year is only \$7,000.00. This total includes board member travel reimbursements with costs the Authority roughly \$4,000.00 annually. As a result, all additional expenses that cannot be covered by the travel budget will be paid out of pocket by the Authority's Executive Director.

Resolved: a motion was made by P. Heider and seconded by J. Musumeci to approve staff travel for NYS Farm Bureau Lobby Days. All in favor; no one opposed; no abstentions.

Resolved: a motion was made by J. Musumeci and seconded by P. Heider to approve staff travel for NAPMM Conference. Seven(7) in favor; J. Berenguer opposed; no abstentions.

#### **NEXT MEETING**

The next meeting of the Board of Directors will be on Tuesday March 12, 2024 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 P. Heider to adjourn at 7:36 PM. All in favor; no one opposed; no abstentions.