



☎ 315-422-8647
✉ cnyrma@gmail.com
🌐 www.cnyregionalmarket.com
📍 2100 Park Street, Syracuse, NY 13208

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

Enclosed for your reference are:

Agenda for the 3/7/23 Quarterly Meeting of the Board of Directors
Minutes for the 2/7/23 Regular Meeting of the Board of Directors
Q3 Quarterly Report

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
QUARTERLY BOARD MEETING
Tuesday, March 7th, 2023
5:00 P.M.**

ORDER OF BUSINESS

- I. PLEDGE**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF PRIOR MINUTES 2/7/23**
- IV. UPDATE FROM NY STATE FARM BUREAU LOBBY DAYS**
- V. Q3 QUARTERLY REPORT**
- VI. BOARD DISCUSSION**
- VII. NEXT MEETING(S)**
- VIII. 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, February, 2023
5:00 PM

PRESENT: A. Emmi, M. Mahar, J.A. Delaney, T. Bonnofski, J. Berenguer, R.Daratt, T. Kerr, M. Broccoli (M. Broccoli left at 7:12 PM)

ABSENT: G. Palmer, C. Pratt, L. Podsiedlik, J. Musumeci, D. Ross

OTHER IN PERSON: A. Vitale, H. Poole

OTHER VIRTUAL: N/A

The meeting was called to order at 5:28 PM by Board Vice President Anthony Emmi.

APPROVAL OF AGENDA

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

APPROVAL OF PRIOR MINUTES 1/3/23

Resolved; a motion was made by T. Kerr and seconded by T. Bonnofski to approve the prior minutes. 7 in favor; no one opposed; J.A. Delaney abstained.

UPDATE ON FOOD TRUCK REQUIREMENTS

A. Vitale presented that the Authority currently has a 6-8 year waitlist for food sheds. The Authority will now be allowing food trucks as vendors on the market, and will be targeting a variety of food vendors. The main items being taken into consideration, are keeping the rates at a point that food trucks are not given an unfair advantage over our existing food shed vendors, and targeting a variety of products in the offerings of the food trucks with a goal of bringing in diversity of product rather than more of the same. The requirements for food trucks are as follows;

SECTION X. PREPARED FOOD - FOOD TRUCKS

1. All Food Truck Vendors will be placed in a designated selling area with sufficient space for lines to form. This area to be solely determined by the Market Manager or his/her designated representative, and is subject to change with or without prior notice.
2. All Food Truck Vendors are required to use due diligence to manage customer lines in a safe manor that does not interfere with other vendors, walkways, or driveways.
3. All displays, equipment, menus, must be approved by the Market Manager prior to setting up and must be submitted in writing for approval.
4. There will be no exclusivity for any food items. Food Truck Vendors will be placed according to availability of space.

- 5.** All Food Truck Vendors and their employees must remain in their designated selling area while conducting business. Failure to comply may result in fines and/or the suspension or loss of selling privileges.
- 6.** All Food Truck Vendors must be in compliance with Onondaga County Board of Health regulations. All Food Vendors must provide the Authority with a valid Certificate of Authority and Onondaga County Food Permit and a NYS Tax ID number.
- 7.** Food Truck Vendors will not be provided electricity, and must operate out of a self contained and self sustained unit.
- 8.** The use of propane must be approved by the Authority and be licensed by the Syracuse Fire Department. All propane tanks are to be properly secured by a tank collar or placed inside a container so they cannot tip over, be pushed over or moved out of position to the satisfaction of the Market Manager. All propane hoses or piping needs to be in good condition. All piping needs to be properly supported and hoses shall not create a trip hazard.
- 9.** All Food Truck Vendors are required to have a fire extinguisher with proof that it has been properly certified within the past year. Certifications older than one (1) year are invalid. Extinguishers need to be located within easy access. Fire extinguisher minimum size is 10 BC or larger.
- 10.** There will be no overnight parking or storage of food trucks on the market premises.
- 11.** All Food Truck Vendors are required to take all of their trash with them, including but not limited to, boxes, packaging and food waste.
- 12.** All waste water from cooking or otherwise needs to go into a holding tank and not dumped anywhere on the Market Site. Wastewater from beverage coolers will be allowed to be dumped in storm drains with arrangements made with the Market Manager.
- 13.** The Rules and Regulations for Food Trucks are subject to change at any time, at the discretion of the Market Manager. Additionally the selling privileges for any Food Truck Vendor can be revoked at any time at the sole discretion of the Market Manager or his or her designee.
- 14. PENALTIES:** (a) First offense – written warning and one (1) day suspension. (b) Second offense – termination of License for the remainder of the applicable license period. However, this paragraph shall not apply to alleged violations of Section V, Prohibition of Harassment. Violations of Section V may result in immediate suspension of a Vendor’s License or Permit and may result in termination of a Vendor’s License or Permit. For the avoidance of doubt, the Authority is not required to provide Vendors who have violated Section V, Prohibition on Harassment, with a written warning.

INFRASTRUCTURE REPAIR PROJECTS - STATUS REPORT

Am. Vitale presented that the project on the Commons end of the Administration Building is in the final phase of completion and work will be completed this week. As they were beginning another phase of the project, (while A.Vitale and G. Frigon were on vacation and out of contact) the worker noticed a portion of the project that they were about to tear out and replace, that was in very good condition and contacted the owner of the company, who then contacted A. Vitale. A.Vitale explained that she had luckily chosen to purchase the internet plan out of pocket for a piece of mind that she could be reached in the case of an emergency at the Market. Because of this, A. Vitale and Facilities Manager, G. Frigon, were able to be reached and given the opportunity to discuss the portion of the project and remove it from the slated work— as they agreed that it wasn't necessary. This has saved the Market over \$136,000.00 and the remaining bricks will be stored at the Market and used on a future project.

Am. Vitale also presented that she would be working with the engineering firm to evaluate what additional work can be done, using the money saved on the Administration Building project and the remaining funds from the mortgage.

DISCUSSION OF NEW WAREHOUSE

Resolved: a motion was made by M. Broccoli and seconded by T. Kerr to move out of regular session and into Executive session at 6:03 PM to discuss confidential contractual information. All in favor; no one opposed; no abstentions.

Resolved: a motion was made by J.A. Delaney and seconded by A. Emmi to move out of executive session and into regular session at 6:42 PM. All in favor; no one opposed; no abstentions.

2023 VENDOR HANDBOOK

The Vendor Handbook has been updated to reflect the new food truck details stated above, as well as employee names and positions within the Market.

Resolved: a motion was made by J.A. Delaney and seconded by M. Broccoli to approve the Vendor Handbook as presented. All in favor; no one opposed; no one abstained.

DISCUSSION OF OPTIONS FOR CROP INSPECTION

Am. Vitale presented a report on concerns dressed in the previous meeting, regarding the cost of dealer licenses and the concern of farmer vendors "cheating" by selling products that they do not grow or produce. The report included cost breakdowns of licenses in each category, and compared them to the cost to the Authority of operating the retail market. Diving deeper, the report provided an analysis of the capacity and limiting factors that effect capacity for both farmers and dealers on the retail market, and additional reasons that highlight the importance of keeping the farmer rate low for the dynamic we currently aim to create and maintain on the retail farmers market. A. Vitale also discussed the current process for evaluation of products sold by each vendor, and what happens if a vendor is caught "cheating." Additionally, two alternatives to the current process were proposed. One option would be to charge one rate, which would be closer to the dealer rate, and could ultimately reduce the quality and quantity of locally produced product availability on the retail market. The second option was to hire a

dedicated farm inspector — as the current staff does not currently have the knowledge or remaining capacity to take on standardized crop inspections for all farmer category vendors. The cost for the second option would be roughly \$92,000.00 annually. As retail market rates cannot be subsidized any further by the wholesale and commercial leases, the addition of this position would increase the license rate of each stall on the retail market by roughly \$200 per season. After some discussion, it was decided that the Governance Committee would meet and develop a policy that would place harsher punishments on farmer category vendors who are caught selling items that they do not grow or produce.

BOARD DISCUSSION

A. Vitale presented that Ed Morris, who currently leases a building from the Market and runs a community center, is looking for more storage and to make improvements to the leased space. He would like to build a garage or shed behind the currently leased space, which he will also sign a land lease for. Additionally, he would like to sign a five (5) year lease for his current space, so that he can secure a loan to make improvements within the space. After some brief discussion, board members agreed that both would be acceptable, given that the five (5) year lease contains the same terms as the current lease and accommodates for annual CPI increases.

Resolved; a motion was made by J.A. Delaney and seconded by A. Emmi to reimburse A. Vitale for the cost of the internet package purchased on her vacation to be available for emergency situations or decisions while away. All in favor; no one opposed; no abstentions.

NEXT MEETING(S)

The next meeting of the Board of Directors will be on Tuesday, March 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.A. Delaney and seconded by J. Berenguer, to adjourn at 7:58 PM. All in favor, no one opposed; no abstentions.

3rd Quarter Income

Account Description	3rd Quarter Actual 2022-2023	3rd Quarter Budget 2022-2023	Year to Date Actual 2022-2023	Budget 2022-2023	3rd Quarter Actual 2021-2022
Commercial Leases	\$145,820.07	\$220,000.00	\$427,087.69	\$880,000.00	\$196,643.04
Land Leases	\$38,893.08	\$41,250.00	\$131,064.50	\$165,000.00	\$36,743.08
Farmer Saturday/ Wholesale License	\$48,088.36	\$83,750.00	\$277,847.36	\$335,000.00	\$36,691.00
Farmer Saturday Daily	\$7,265.00	\$11,250.00	\$25,602.75	\$45,000.00	\$6,720.00
Commercial Saturday License	\$17,624.22	\$22,500.00	\$66,033.22	\$90,000.00	\$17,037.00
Commercial Saturday Daily	\$1,480.00	\$3,750.00	\$7,965.00	\$15,000.00	\$1,795.00
Dealer Saturday License	\$33,151.90	\$56,250.00	\$182,146.40	\$225,000.00	\$21,538.00
Dealer Saturday Daily	\$2,270.00	\$1,000.00	\$5,250.00	\$4,000.00	\$1,210.00
Food Concession License	\$1,468.00	\$10,750.00	\$30,894.36	\$43,000.00	\$1,372.00
Dealer Thursday License	\$0.00	\$125.00	\$400.00	\$500.00	\$0.00
Farmer Thursday License	\$0.00	\$875.00	\$2,774.67	\$3,500.00	\$0.00
Farmer Thursday Daily	\$45.00	\$125.00	\$450.00	\$500.00	\$0.00
Commercial Thursday License	\$0.00	\$250.00	\$75.00	\$1,000.00	\$0.00
Commercial Thursday Daily	\$0.00	\$125.00	\$605.00	\$500.00	\$0.00
Dealer Thursday Daily	\$0.00	\$125.00	\$0.00	\$500.00	\$0.00
Flea Market Semi-Annual License	\$57,377.90	\$32,500.00	\$115,028.56	\$130,000.00	\$63,017.00
Flea Market Daily Sunday	\$22,285.00	\$27,500.00	\$76,075.00	\$110,000.00	\$19,215.00
Delivery Fees	\$2,527.00	\$2,500.00	\$8,877.00	\$10,000.00	\$3,157.00
Miscellaneous	\$25.00	\$750.00	\$765.50	\$3,000.00	\$845.00
Electricity Sales	\$13,299.09	\$22,500.00	\$39,632.93	\$90,000.00	\$17,819.82
Gas Sales	\$1,796.17	\$1,750.00	\$3,546.97	\$7,000.00	\$682.09
Water/ Sewer Sales	\$672.66	\$875.00	\$1,874.02	\$3,500.00	\$719.11
Interest Earned	\$0.00	\$6,250.00	\$0.00	\$25,000.00	\$0.00
Bad Debt Received	\$0.00	\$0.00	\$425.00	\$0.00	\$929.00
Promotional Leases	\$4,595.00	\$16,250.00	\$61,077.00	\$65,000.00	\$0.00
Security Deposit	\$566.37	\$0.00	\$1,699.11	\$0.00	\$2,308.71
Reimbursements	\$7,678.76	\$0.00	\$14,811.26	\$0.00	\$3,876.15
Operating Contingency Reserve FYE	\$0.00	\$7,750.00	\$0.00	\$31,000.00	\$0.00
Recycling Income	\$180.00	\$250.00	\$540.00	\$1,000.00	\$180.00
Cash Previous FYE	\$0.00	\$6,250.00	\$39,441.52	\$25,000.00	\$0.00
	\$407,108.58	\$577,250.00	\$1,521,989.82	\$2,309,000.00	\$432,498.00

3rd Quarter Expenses

Account Description	3rd Quarter Actual 2022-2023	3rd Quarter Budget 2022-2023	Year to Date Actual 2022-2023	Budget 2022-2023	3rd Quarter Actual 2021-2022
Payroll	\$212,665.64	\$212,500.00	\$659,388.56	\$850,000.00	\$162,132.98
Payroll Taxes to Employer	\$72,481.94	\$27,500.00	\$106,351.94	\$110,000.00	\$75,537.69
Repairs to Buildings	\$177,224.86	\$16,250.00	\$193,146.39	\$65,000.00	\$58,607.08
Repairs to Grounds	\$202,936.60	\$11,250.00	\$223,373.59	\$45,000.00	\$871.80
Repairs to Equipment	\$859.12	\$2,500.00	\$1,343.70	\$10,000.00	\$11,448.37
Fuel & Oil Expense	\$1,025.36	\$1,500.00	\$3,181.48	\$6,000.00	\$0.00
Operating Expenses	\$8,306.24	\$3,000.00	\$20,611.96	\$12,000.00	\$7,849.27
Maintenance Supplies	\$17,454.67	\$6,250.00	\$34,016.30	\$25,000.00	\$15,258.64
Office Expenses	\$2,990.42	\$5,000.00	\$14,097.28	\$20,000.00	\$5,754.51
Telephone	\$1,549.09	\$2,500.00	\$3,747.80	\$10,000.00	\$2,820.52
Association & License Fees	\$994.00	\$1,000.00	\$1,220.00	\$2,214.00	\$0.00
Miscellaneous	\$75.00	\$750.00	\$1,495.00	\$3,000.00	\$15.00
Interest Expense (Loan, etc.)	-\$1,995,991.10	\$52,500.00	-\$1,854,016.40	\$210,000.00	\$54,237.16
Security	\$24,410.51	\$36,250.00	\$92,643.37	\$145,000.00	\$30,319.43
Trash Removal & Recycling	\$1,774.67	\$2,250.00	\$5,952.89	\$9,000.00	\$2,074.84
Operating Insurance	\$6,188.91	\$25,000.00	\$97,076.23	\$100,000.00	\$5,980.54
Health Plan	\$38,766.31	\$52,500.00	\$131,986.39	\$210,000.00	\$40,149.20
Dental Plan	\$578.00	\$2,250.00	\$4,593.00	\$9,000.00	\$1,792.78
Advertising & Promotions	\$14,527.45	\$12,500.00	\$46,680.14	\$50,000.00	\$12,490.00
Travel Expenses	\$1,544.91	\$3,125.00	\$9,319.32	\$12,500.00	\$512.20
Legal & Professional	\$15,791.22	\$13,250.00	\$56,857.16	\$53,000.00	\$3,885.52
Payroll Processing	\$1,660.09	\$2,500.00	\$5,602.56	\$10,000.00	\$1,797.88
Electricity Expenses	\$29,265.36	\$22,500.00	\$81,093.58	\$90,000.00	\$30,625.21
Gas Expenses	\$2,848.31	\$5,000.00	\$4,007.02	\$20,000.00	\$5,910.48
Water & Sewer Expenses	\$9,401.63	\$16,250.00	\$68,237.55	\$65,000.00	\$20,899.25
Bad Debt Expense	\$0.00	\$1,250.00	\$0.00	\$5,000.00	\$5,287.98
Reimbursable Expenses	\$0.00	\$0.00	\$4,659.43	\$0.00	\$174.26
New Equipment	\$0.00	\$15,000.00	\$0.00	\$60,000.00	\$0.00
Credit/ Debit Fees	\$2,142.40	\$1,375.00	\$5,775.25	\$5,500.00	\$1,790.45
Operating Contingency	\$0.00	\$7,500.00	\$0.00	\$30,000.00	\$0.00
Capital Reserve	\$0.00	\$16,250.00	\$0.00	\$65,000.00	\$0.00
	-\$1,148,528.39	\$577,250.00	\$22,441.49	\$2,307,214.00	\$558,223.04

CNY Regional Market Authority
Balance Sheet
December 31, 2022

ASSETS

Current Assets		
Checking Account	\$	1,655,124.62
Savings Account		15,881.57
Contingency Account		31,026.07
Capital Reserve		231,668.02
Renters Security Deposit		43,209.45
Petty Cash		185.00
Accounts Receivable		95,101.88
Medical Expense Reimbursement		0.13
Deferred revenue-Token Liabili		(22,445.76)
Deferred Inflow-Pension		(330,227.00)
		<hr/>
Total Current Assets		1,719,523.98
Property and Equipment		
Office Equipment/ Tools		249,693.04
Operating Equipment- Auto.		650,360.90
Accum. Depr. on Office Equip/T		(248,873.76)
Accum. Depr. on Oper. Equip. A		(488,427.87)
Land		819,681.90
New Land		637,324.00
Buildings		4,582,991.00
Accum. Depr. on Bldgs.		(2,865,753.35)
New Buildings		71,318.00
513 Hiawatha Building		2,200,000.00
Perm. Improvements-Buildings		2,909,612.26
Perm. Improvements-Grounds		2,049,273.58
Accum. Depr. on Perm. Improv.		(2,004,271.90)
Utilities		319,830.32
Accum. Depr. on Utilities		(319,830.00)
		<hr/>
Total Property and Equipment		8,562,928.12
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u><u>10,282,452.10</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Deferred Outflows-Pension	\$	(292,564.00)
Accounts Payable		14,795.00
Line of Credit		99,999.75
ERS Liability		1,119.00
Sewer Tax		0.20
Accrued Payroll		6,415.06
Accrued Vacation		49,587.18
Current Portion of LTD		48,265.00
513 H. Mortg. Current Portion		89,567.00
EBT/Credit/Debit		4,388.04
Deferred Revenue		28,325.17
Renters Sec. Dep. Reserve		43,209.45
		<hr/>
Total Current Liabilities		93,106.85

CNY Regional Market Authority
Balance Sheet
December 31, 2022

Long-Term Liabilities		
Mortgage Payable/Bldg. Loan	2,558,985.10	
Notes Payable/NYS	75,498.22	
513 Hiawatha Mortgage	<u>2,105,098.00</u>	
Total Long-Term Liabilities		<u>4,739,581.32</u>
Total Liabilities		4,832,688.17
Capital		
Fund Balance	5,579,317.54	
Net Income	<u>(129,553.61)</u>	
Total Capital		<u>5,449,763.93</u>
Total Liabilities & Capital	\$	<u><u>10,282,452.10</u></u>