

CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
REGULAR BOARD MEETING
Tuesday, June 1st, 2021
7:00 P.M.

PRESENT: K. Batman, A. Emmi, C. Pratt, J. Berenguer, J.A Delaney, J.Musumeci

ZOOM: M. Mahar, M. Broccoli, M. Thurston

ABSENT: D. Ross, C. Nowak, M.E. Chesbro, R.Daratt

OTHERS: B. Vitale, A. Vitale, E.Middlebrook

The meeting was called to order at 7:03 PM by Board President: Chip Pratt.

APPROVAL OF AGENDA

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

APPROVAL OF PRIOR MINUTES

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

QUARTERLY REPORT (4TH QUARTER)

A.Vitale presented the quarterly report to the Board of Directors. A. Vitale presented that overall, all accounts are about exactly on par with where it was anticipated the year would end. Overall, many income accounts related to events and space rental were significantly down due to the six month shut down of the flea market, the full year restriction on events, and the regulations on spacing and social distancing. However, the interest income account was up \$12,000.00 from the previous year due to receiving an additional dividend from Farm Credit. Overall, income was \$198,093.00 under the originally budgeted income. When looking at expense accounts, we saw the same general trend but in the opposite direction. Specific accounts that were highlighted included payroll related accounts, repairs to buildings, legal expenses, and new equipment. The repairs to buildings account looks high on paper because it includes payments made on capital improvements such as new HVAC in the Market Commons, and the investigative work on the brickwork exterior of the Administration Building. Ultimately the year end total for this account was actually \$40,000.00 below budget. When looking at individual payroll related accounts, some are high in comparison to the budget while others are low. In the end, they total just over \$11,000.00 under budget. The rest of the expense accounts came in pretty low for the year, significantly due to the fact that portions of the Market were closed or restricted for a long period of the time and because the staff remained very conservative with spending keeping reduced income in mind. Two examples of this

include a \$0.00 expense for new equipment and coming in under budget on office expenses even considering that all employees had to be set up with appropriate equipment to work from home. Overall, year end expenses were down \$209,398.00 from the overall budgeted expenses. This is a \$11,305.00 difference in the positive direction when compared to year end income. This was a very positive year end, and a huge accomplishment that the Authority was able to operate for the full year relying only on the revenue generated. This is even more of an accomplishment when considering that across the state and country many markets were forced to rely on grants, sponsorships, and loans to make it through the year. One final note mentioned was about the current financials of the Authority. At year end, cash accounts totaled \$560,329.00 which is not far off from the previous year end total of \$563,740.00. Additionally, in the first two months of this current fiscal year, the Authority is up \$135,675.00 in income and only up \$62,467.00 in expenses. This is a net increase of \$73,208.00 compared to the first two months of the previous fiscal year when dealing with the hardships of COVID-19. This shows a very positive trend for the direction that the Authority is headed financially in this current fiscal year.

Resolution: A motion was made by K.Batman and seconded by J. Musumeci to accept the quarterly report as presented. All I favor; no one opposed; no abstentions.

PERSONNEL AND FINANCE COMMITTEE DISCUSSION- KEITH BATMAN; MARTY BROCCOLI

M. Broccoli presented that the Personnel and Finance Committee met and is recommending a 10% increase for all pay rates except for the Executive Director to be effective July 1st 2021, and that these rates will be revisited in November once New York State minimum wage for the following year is set. Additionally, the committee is recommending a resolution that all Authority employees make at least \$1.00 higher than minimum wage at all times.

Resolved: a motion was made by M.Thurston and seconded by A. Emmi to approve a 10% increase to all pay rates accept for those of the Executive Director to be effective July 1st 2021 and to be revisited in November of 2021. Additionally, this motion is to ensure that all Authority employees make at least \$1.00 higher than minimum wage at all times. All in favor; no one opposed; no abstentions.

5. BOARD DISCUSSION

BUDA LEASE: A. Vitale presented to the Board of Directors on the necessity to visit and possibly begin negotiations on the lease for Buda's Meats and Produce. Discussions were started in early 2020 with facilities committee, there was a lot of feedback in different directions, but did not have any inclination as to where negotiations would even begin, so a one year extension was agreed upon at that time.

A. Vitale presented the following options to the Board of Directors:

1. Change to retail rate comparable to diner rate, remove delivery fees, and do yearly.
2. Change to retail rate comparable to diner rate, remove delivery fees, require certain improvements to total set amount, and negotiate a long term lease.
3. Move to Land Lease on wholesale portion of the market, and allow them to build and maintain their own facility at low rental cost.
4. Do not renew.
5. One more one year extension with 5% increase.
6. Other ideas from the Board on how they would like to proceed?

After some discussion it was decided that A. Vitale, B. Vitale, and R. Ristau would work with the attorney to: find out who the owner is, and draft a lease that increases rate to a retail rate between \$10.00 and \$16.00 a square foot, would require tenant to make improvements to the outward appearance of the building, and clearly outline the perimeters of tenant responsibility. This lease will then be brought back to the Board of Directors for review at the next meeting before being presented to the tenant for feedback.

COVID MASKS: A. Vitale presented to the Board of Directors that the Market is currently following the guidelines of New York State, the Department of Agriculture and Markets, and the Farmers Market Federation of New York. At this time, masks are not required for those who are fully vaccinated. But, as per the guidance of the Farmers Market Federation of New York, market employees are not asking individuals for proof of vaccination. Market staff is also permitted to follow the same guidelines, but for right now, members of the office staff who are vaccinated and chose not to wear their masks in all situations are still wearing a mask when working in direct contact with customers or vendors choosing to wear a mask to maintain the comfort level of the individual that they are working with.

CHECK REGISTER QUESTIONS: no regulation on this per NYS Public Authorities Law, except to set and enforce our own internal controls. Our internal controls do not require the check register to be contained in the board packet, but it doesn't hurt either. We can proceed however you wish.

EBT SALES: A. Vitale presented to the Board of Directors the updated numbers for EBT tokens, credit and debit Tokens and Fresh Connect Coupons. It was stated that in 2017/2018 when the Market started using Fresh Connect Coupons the EBT sales were \$245,477 and the Fresh Connect Sales were \$98,190. The current numbers from last year in sales are \$303,769.00 in EBT and \$121,507 in Coupons. It was stated that there was a \$30,000.00 decrease in credit and debit sales last year.

VENDOR ISSUE UPDATES: A. Vitale discussed that the Board had received a letter from a vendor. She shared that her and R. Ristau verified with C. Pratt. A. Vitale also verified with E. Middlebrook That protocol was done by the book. No grounds were found of what they were claiming but A. Vitale wanted to make sure that the situation was handled properly. A. Vitale drafted a letter with a revision made by E. Middlebrook and it was sent to the vendor. No contact has been made since the letter was sent.

A.Vitale informed the Board of the recent court date with a vendor. A.Vitale will inform the Board of Directors with an update in the next meeting.

Resolved; a motion was made by A. Emmi and seconded by J.A. Delaney to stop including the check register in the board packet. 8 in favor; 1 opposed; no abstentions.

6. NEXT MEETING

The next meeting of the Board of Directors is TBD.

7. ADJOURNMENT

Resolved; a motion was made by K. Batman and seconded by J. Berenguer to adjourn at 8:23 PM. All in favor; no one opposed; no abstentions.
