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June 5th, 2023

Dear Board Member,

This is to serve as an updated version of the 6/6/23 Quarterly Board Meeting Packet that contains additional information to be discussed at the meeting.

The next meeting of the Board of Directors of the Central New York Regional Market Authority has been scheduled for **Tuesday, June 6th at 6:30 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 6/6/23 Quarterly Meeting of the Board of Directors
Minutes for the 4/17/23 Emergency Meeting of the Board of Directors
Revised Minutes for the 1/3/23 Regular Meeting of the Board of Directors
4th Quarter Quarterly Report
4th Quarter Balance Sheet
Organizational Chart
Job Descriptions
Proposed Rates of Pay for July 2023
Executive Director Accomplishments and Goals
Standard Work Day Resolution Draft

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, June 6th, 2023
6:30 P.M.**

ORDER OF BUSINESS

- I. PLEDGE**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF PRIOR MINUTES 4/17/23**
- IV. APPROVAL OF REVISED MINUTES 1/3/23**
- V. FOURTH QUARTER QUARTERLY REPORT**
- VI. NOMINATING AND PERSONNEL COMMITTEE REPORT - Marty Broccoli**
- VII. GOVERNANCE COMMITTEE REPORT - JoAnn Delaney**
- VIII. BOARD DISCUSSION**
 - a. Mobile Market Update**
 - b. Thursday Market Food Shed Request**
 - c. Land Lease Proposals**
 - d. Building Improvements and Updates/ New Tenant Updates**
 - e. Retail Unit B - New Tenant Proposals (2)**
 - f. Part Time Sick Time Earnings**
 - g. Comptroller Audit Update**
 - h. Internal Audit Update**
 - i. Paswitivitea - Roof Leak Damage**
 - j. Commons Roof and Skylight Update**
 - k. Syracuse City School District & Warehouse Update**
 - l. Denise Longden Email Request**
 - m. EV Charging Stations**
 - n. Standard Work Day Resolution**
 - o. Board Minutes Format**
- IX. NEXT MEETING(S)**
- X. 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
Monday, April 17, 2023
5:30PM

PRESENT: C. Pratt, A. Emmi, J. Berenguer, J.A. Delaney, M. Mahar, M. Broccoli, R. Darratt.

OTHER VIRTUAL: L. Podsiedlik, T. Kerr, G. Palmer, J. Miller

ABSENT: D. Ross, T. Bonoffski, J. Musumeci

OTHER IN PERSON: Am. Vitale, H. Poole

The meeting was called to order at 5:40PM by Board President, Anthony Emmi.

APPROVAL OF AGENDA

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

APPROVAL OF PRIOR MINUTES 4/4/23

Resolved: a motion was made by M. Broccoli and seconded by C. Pratt to approve the prior minutes. all in favor; no one opposed; no abstentions.

DISCUSSION OF PROPOSED LEGISLATION

J.A. Delaney presented to the Board that she along with Am. Vitale, A. Emmi, M. Broccoli and long time Market vendor Brian Reeves met with Assemblyman Magnarelli on Tuesday, April 11th. B. Reeves also attended the Lobby Days in Albany, where he was helpful presenting the Market's project ideas to Assemblyman Magnarelli. During the meeting on April 11th, the Market's history was discussed including what has led to the deterioration that has caused the Market to be in the condition in which it currently sits. Assemblyman Magnarelli expressed his wishes for the Market to come to him sooner, as well as the importance for the Market to be completely transparent with increased transparency and compliance standards. Following the meeting, A. Vitale was presented with proposed changes to the Authority's Enacting Legislation that is being proposed by Assemblyman Magnarelli's office. M. Broccoli discussed that during the meeting, Assemblyman Magnarelli mentioned he would like the Market to be held to a compliance level higher than the current ABO standards. The Market's attorney, J. Miller, discussed the comparison of the proposed legislation to the Genesee Valley Regional Market's legislation, which are very similar even though the markets are extremely different. The proposed legislation would require the CNYRMA to report directly to the City of Syracuse. This would include following all local laws and ordinances rather than State Laws and Ordinances – which is

the existing standard for State and Local Authorities . Assemblyman Magnarelli did inform the Board Members during the meeting that there are no State Authorities that he is aware of that receive a line item in the state budget. Moving forward, the Board has decided to allow Am. Vitale and attorney J. Miller to discuss the proposed legislation and decide what the Market can agree to and what is not currently appropriate for the Market. Prior to replying to Assemblyman Magnarelli, Am. Vitale will present the Board with the response letter to confirm their agreement on the response.

BOARD DISCUSSION

Am. Vitale notified the Board that as of April 4th, New York State's Sexual Harassment Policy has been changed, therefore the Market's policy will need to be updated and reviewed by the Board.

Am. Vitale reminded the Board to complete all ABO compliance requirements as soon as possible.

C. Pratt discussed the recent interview Am. Vitale did with Channel 3 News that was aired on television. The Board discussed the importance of staying positive and highlighting the importance of the Market to the vendors, customers and local food system when speaking on the proposed project.

Am. Vitale notified the Board of Directors that she has an upcoming meeting scheduled with C&S Engineers to discuss an estimate for the next phase of repairs.

NEXT MEETING

The next meeting of the Governance Committee will be on Tuesday, May 30, 2023 at 5:30PM in the conference room on the second floor of the Administration Building at 2100 Park Street.

The next meeting of the Personnel Committee will be on Tuesday, June, 6, 2023 at 5:30PM in the conference room on the second floor of the Administration Building at 2100 Park Street.

The next meeting of the Board of Directors will be on Tuesday, June 6, 2023 at 6:30 PM in the conference room on the second floor of the Administration Building at 2100 Park Street.

ADJOURNMENT

Resolved: a motion was made by C. Pratt and seconded by J. Berenguer to adjourn at 7:00PM. all in favor; no one opposed; no abstentions

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 LP 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.

4th Quarter Income

Account Description	4th Quarter Actual 2022-2023	4th Quarter Budget 2022-2023	Year to Date Actual 2022-2023	Budget 2022-2023	4th Quarter Actual 2021-2022
Commercial Leases	\$142,817.73	\$220,000.00	\$569,905.42	\$880,000.00	\$182,884.76
Land Leases	\$38,893.08	\$41,250.00	\$169,957.58	\$165,000.00	\$36,759.33
Farmer Saturday/ Wholesale License	\$11,933.58	\$83,750.00	\$289,780.94	\$335,000.00	\$20,001.00
Farmer Saturday Daily	\$6,130.00	\$11,250.00	\$31,732.75	\$45,000.00	\$3,855.00
Commercial Saturday License	\$3,505.32	\$22,500.00	\$69,538.54	\$90,000.00	\$5,061.00
Commercial Saturday Daily	\$1,715.00	\$3,750.00	\$9,680.00	\$15,000.00	\$2,030.00
Dealer Saturday License	\$8,596.50	\$56,250.00	\$190,742.90	\$225,000.00	\$21,285.00
Dealer Saturday Daily	\$765.00	\$1,000.00	\$6,015.00	\$4,000.00	\$0.00
Food Concession License	\$0.00	\$10,750.00	\$30,894.36	\$43,000.00	\$0.00
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	\$0.00	\$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	\$892.38	\$32,500.00	\$115,920.94	\$130,000.00	\$687.00
Flea Market Daily Sunday	\$9,525.00	\$27,500.00	\$85,600.00	\$110,000.00	\$9,835.00
Delivery Fees	\$3,728.00	\$2,500.00	\$12,605.00	\$10,000.00	\$2,534.00
Miscellaneous	\$25.00	\$750.00	\$790.50	\$3,000.00	\$7,525.00
Electricity Sales	\$12,059.13	\$22,500.00	\$51,692.06	\$90,000.00	\$16,859.89
Gas Sales	\$2,873.46	\$1,750.00	\$6,420.43	\$7,000.00	\$3,190.23
Water/ Sewer Sales	\$562.62	\$875.00	\$2,436.64	\$3,500.00	\$737.51
Interest Earned	\$37,068.86	\$6,250.00	\$37,068.86	\$25,000.00	\$29,091.36
Bad Debt Received	\$0.00	\$0.00	\$425.00	\$0.00	\$336.00
Promotional Leases	\$4,736.00	\$16,250.00	\$65,813.00	\$65,000.00	\$34,286.00
Security Deposit	\$12,604.21	\$0.00	\$14,303.32	\$0.00	\$566.37
Reimbursements	\$293.80	\$0.00	\$15,105.06	\$0.00	\$0.00
Operating Contingency Reserve FYE	\$0.00	\$7,750.00	\$0.00	\$31,000.00	\$0.00
Recycling Income	\$0.00	\$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
	\$298,724.67	\$577,250.00	\$1,820,714.49	\$2,309,000.00	\$377,704.45

4th Quarter Expenses

Account Description	4th Quarter Actual 2022-2023	4th Quarter Budget 2022-2023	Year to Date Actual 2022-2023	Budget 2022-2023	4th Quarter Actual 2021-2022
Payroll	\$257,802.12	\$212,500.00	\$917,190.68	\$850,000.00	\$234,323.15
Payroll Taxes to Employer	\$23,835.06	\$27,500.00	\$130,187.00	\$110,000.00	\$23,104.61
Repairs to Buildings	\$385,363.84	\$16,250.00	\$578,510.23	\$65,000.00	\$2,789.13
Repairs to Grounds	\$1,034.00	\$11,250.00	\$224,407.59	\$45,000.00	\$4,882.36
Repairs to Equipment	\$2,239.03	\$2,500.00	\$3,582.73	\$10,000.00	\$478.24
Fuel & Oil Expense	\$25.00	\$1,500.00	\$3,206.48	\$6,000.00	\$2,814.68
Operating Expenses	\$5,469.36	\$3,000.00	\$26,081.32	\$12,000.00	\$6,217.73
Maintenance Supplies	\$2,816.30	\$6,250.00	\$36,832.60	\$25,000.00	\$3,142.69
Office Expenses	\$1,487.52	\$5,000.00	\$15,584.80	\$20,000.00	\$1,813.75
Telephone	\$797.90	\$2,500.00	\$4,545.70	\$10,000.00	\$2,085.00
Association & License Fees	\$0.00	\$1,000.00	\$2,214.00	\$4,000.00	\$665.00
Miscellaneous	\$741.18	\$750.00	\$2,236.18	\$3,000.00	-\$1,150.00
Interest Expense (Loan, etc.)	\$62,050.82	\$52,500.00	-\$1,791,965.60	\$210,000.00	\$36,197.58
Security	\$33,007.03	\$36,250.00	\$125,650.40	\$145,000.00	\$39,334.74
Trash Removal & Recycling	\$756.72	\$2,250.00	\$6,709.61	\$9,000.00	\$1,362.80
Operating Insurance	\$4,247.91	\$25,000.00	\$101,324.14	\$100,000.00	\$4,223.49
Health Plan	\$28,606.22	\$52,500.00	\$160,592.61	\$210,000.00	\$26,536.73
Dental Plan	\$3,188.75	\$2,250.00	\$7,781.75	\$9,000.00	\$1,053.70
Advertising & Promotions	\$12,196.54	\$12,500.00	\$58,876.68	\$50,000.00	\$9,344.00
Travel Expenses	\$1,105.01	\$3,125.00	\$10,424.33	\$12,500.00	\$147.68
Legal & Professional	\$3,435.28	\$13,250.00	\$60,292.44	\$53,000.00	\$10,925.00
Payroll Processing	\$2,304.56	\$2,500.00	\$7,907.12	\$10,000.00	\$2,004.56
Electricity Expenses	\$30,560.14	\$22,500.00	\$111,653.72	\$90,000.00	\$80,916.36
Gas Expenses	\$13,062.39	\$5,000.00	\$17,069.41	\$20,000.00	\$6,236.54
Water & Sewer Expenses	\$8,104.82	\$16,250.00	\$76,342.37	\$65,000.00	\$1,027.63
Bad Debt Expense	\$7,893.02	\$1,250.00	\$7,893.02	\$5,000.00	\$0.00
Reimbursable Expenses	\$203.58	\$0.00	\$4,863.01	\$0.00	\$492.45
New Equipment	\$0.00	\$15,000.00	\$0.00	\$60,000.00	\$20,839.21
Credit/ Debit Fees	\$1,291.59	\$1,375.00	\$7,066.84	\$5,500.00	\$1,464.89
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
	\$893,625.69	\$577,250.00	\$917,061.16	\$2,309,000.00	\$523,273.70

CNY Regional Market Authority
Balance Sheet
March 31, 2023

ASSETS

Current Assets		
Checking Account	\$	1,139,941.40
Savings Account		16,449.15
Contingency Account		31,026.07
Capital Reserve		231,668.02
Renters Security Deposit		30,982.82
Petty Cash		185.00
Accounts Receivable		38,950.53
Medical Expense Reimbursement		0.13
Deferred revenue-Token Liabili		(22,445.76)
Deferred Inflow-Pension		(330,227.00)
		<hr/>
Total Current Assets		1,136,530.36
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		3,288,549.44
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		8,941,865.30
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u>10,078,395.66</u>

LIABILITIES AND CAPITAL

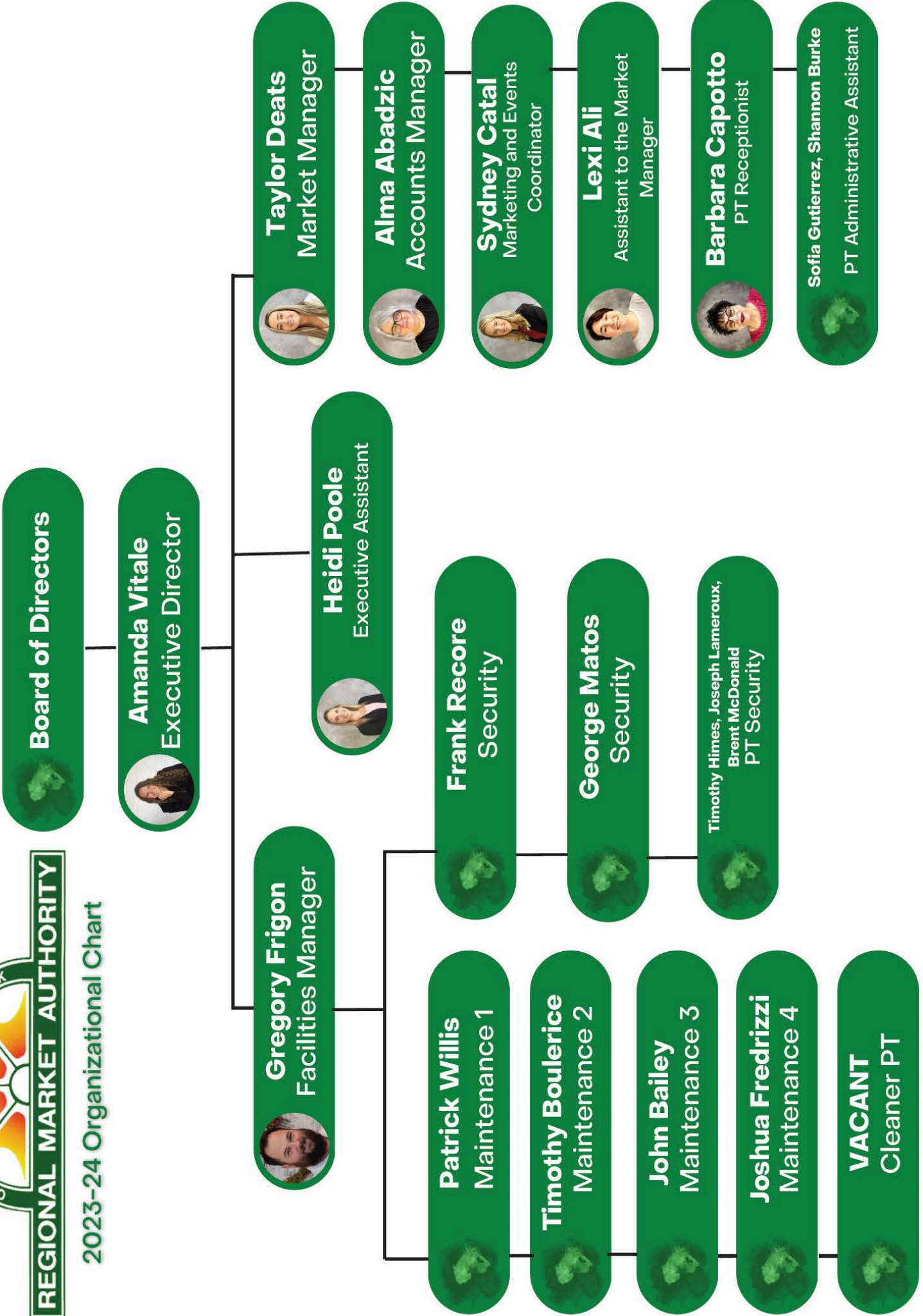
Current Liabilities		
Deferred Outflows-Pension	\$	(292,564.00)
Accounts Payable		14,795.00
Line of Credit		99,999.75
ERS Liability		1,119.00
Sewer Tax		0.20
Accrued Payroll		6,415.06
Accrued Vacation		49,587.18
Current Portion of LTD		48,265.00
513 H. Mortg. Current Portion		89,567.00
EBT/Credit/Debit		22,522.07
Deferred Revenue		28,325.17
Renters Sec. Dep. Reserve		30,982.82
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Total Current Liabilities		99,014.25

CNY Regional Market Authority
Balance Sheet
March 31, 2023

Long-Term Liabilities		
Mortgage Payable/Bldg. Loan	2,554,734.58	
Notes Payable/NYS	75,498.22	
513 Hiawatha Mortgage	2,105,098.00	
Total Long-Term Liabilities		4,735,330.80
Total Liabilities		4,834,345.05
Capital		
Fund Balance	5,579,317.54	
Net Income	(335,266.93)	
Total Capital		5,244,050.61
Total Liabilities & Capital	\$	10,078,395.66



2023-24 Organizational Chart



Job Description

Job Title:	Market Facilities Manager	Prepared by:	Amanda Vitale
Department:	Maintenance	For:	CNYRMA Board of Directors
Reports To:	Executive Director	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	40 hours a week
Starting Pay:			

Basic Function

Responsible for maintaining the maintenance and security of the Authority's facilities and grounds.

Responsibilities

1. Maintain inventory of equipment and supplies necessary to perform duties of Maintenance staff.
2. Perform various maintenance tasks in coordination with the maintenance staff in an efficient, timely, and safe manner.
3. Operate and maintain equipment and tools for work to be performed.
4. Resolve problems and discrepancies with jobs and/or interact with the Market Manager to resolve tenant issues.
5. Recommend facility repairs and improvements to the Executive Director, along with contacting outside vendors to obtain estimates for repairs and/or improvements that exceed skills or manpower available within the Authority.
6. Oversee the scheduling, performance, and communication of security staff, and works in coordination with deputies and the security supervisor to coordinate coverage and resolve any issues that may arise.
7. Maintain work area in a neat, clean and sanitary manner.
8. Adhere to all Authority policies and procedures paying special attention to health and safety procedures.
9. Coordinates with the Market Manager to maintain all MSDS files.
10. Obtains the knowledge and records of the Authority's facilities as related to electrical, gas, water, sewer, and all other utilities.
11. Maintain an understanding of all Authority's systems to include but not limited to: HVAC, fire alarms, lighting and air quality (to name a few).
12. Work with the Market Manager to have an understanding of the retail market, so as to be a back-up that position in the absence of the Market Manager.
13. Perform such other related duties as may be assigned from time-to-time by the Executive Director.

Skills

Oral Communication Skills

Written Communication Skills

Reading Skills

Ability to stand for extended periods of time

Lifting up to 100 pounds

Physical Dexterity

Time Management

Ability to reach, bend, stoop, kneel and climb ladders

Education/Training

Degree: High School Diploma or Equivalent and NY State Drivers License required.

Experience

Prior maintenance experience helpful.

Job Description

Job Title:	Maintenance Worker I, II	Prepared by:	Amanda Vitale
Department:	Maintenance	For:	CNYRMA Board of Directors
Reports To:	Market Facilities Manager	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	40 hours a week
Starting Pay:			

Basic Function

Responsible for the cleanliness and maintenance of the facilities including building, grounds and fixtures.

Responsibilities

1. Maintain inventory of equipment and supplies necessary to perform duties of Maintenance staff.
2. Perform various maintenance work and/or repairs in an efficient, timely and coordinated manner.
3. Operate and maintain equipment and tools for work to be performed.
4. Resolve problems and discrepancies with jobs and/or interact with management and tenants to resolve issues.
5. Recommend facility repairs and improvements to the Market Manager, along with contacting outside vendors to obtain estimates for repairs and/or improvements that exceed skills or manpower available within the Authority.
6. Maintain work area in a neat, clean and sanitary manner.
7. Responsible for the return of tools, equipment and unused maintenance supplies to their proper location at the end of each day.
8. Adhere to all Authority policies and procedures paying special attention to health and safety procedures.
9. Perform such other related duties as maybe assigned from time-to-time by management.
10. Maintain buildings and grounds to insure a neat and clean presentation and sanitary environment.
11. Performs various cleaning and maintenance activities to include sweeping, mopping, washing surfaces and vacuum carpeted areas in the buildings.
12. Clean rest rooms including toilets, sinks, floors and walls and restocking rest room supplies as needed.
13. Clean snow and debris from outside areas as needed with equipment approved for your use.
14. Complete lawn care duties with equipment approved for your use.
15. Remove trash and dispose of it in designated areas.
16. Complete minor and routine painting, plumbing, carpentry and other related maintenance activities using hand tools.

17. Maintain tools and equipment in a clean, orderly and safe manner.
18. Adhere to all Authority policies and procedures giving special attention to health and safety issues.
19. Perform such other related duties as may be assigned from time-to-time by the Executive Director or Market Manager.

Skills

Oral Communication Skills	Lifting up to 100 pounds
Written Communication Skills	Physical Dexterity
Reading Skills	Time Management
Ability to stand for extended periods of time	Ability to reach, bend, stoop, kneel and climb ladders

Education/Training

Degree: High School Diploma or Equivalent and NY State Drivers License required.

Experience

Prior maintenance experience helpful.

Job Description

Job Title:	Maintenance III, IV	Prepared by:	Amanda Vitale
Department:	Maintenance	For:	CNYRMA Board of Directors
Reports To:	Market Facilities Manager	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	30-40 hours a week
Starting Pay:			

Basic Function

Responsible for the cleanliness and maintenance of the facilities including building, grounds and fixtures.

Responsibilities

1. Maintain buildings and grounds to insure a neat and clean presentation and sanitary environment.
2. Performs various cleaning and maintenance activities to include sweeping, mopping, washing surfaces and vacuum carpeted areas in the buildings.
3. Clean rest rooms including toilets, sinks, floors and walls and restocking rest room supplies as needed.
4. Clean snow and debris from outside areas as needed with equipment approved for your use.
5. Complete lawn care duties with equipment approved for your use.
6. Remove trash and dispose of it in designated areas.
7. Complete minor and routine painting, plumbing, carpentry and other related maintenance activities using hand tools.
8. Maintain tools and equipment in a clean, orderly and safe manner.
9. Adhere to all Authority policies and procedures giving special attention to health and safety issues.
10. Perform such other related duties as may be assigned from time-to-time by the Executive Director or Market Manager.

Skills

Oral Communication Skills	Lifting up to 100 pounds
Written Communication Skills	Physical Dexterity
Reading Skills	Time Management
Ability to stand for extended periods of time	
Ability to reach, bend, stoop, kneel and climb ladders	

Education/Training

Degree: High School Diploma or Equivalent helpful
NY State Drivers License helpful

Experience: Prior maintenance experience helpful.

Job Description

Job Title:	Seasonal Part Time Maintenance Position	Prepared by:	Amanda Vitale
Department:	Maintenance	For:	CNYRMA Board of Directors
Reports To:	Market Facilities Manager	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	20-30 hours a week
Starting Pay:			

Basic Function

Responsible for the cleanliness and maintenance of the facilities including building, grounds and fixtures.

Responsibilities

1. Maintain buildings and grounds to insure a neat and clean presentation and sanitary environment.
2. Perform various cleaning and maintenance activities to include sweeping, mopping, washing surfaces and vacuum carpeted areas in the buildings.
3. Clean rest rooms including toilets, sinks, floors and walls and restocking rest room supplies as needed.
4. Clean snow and debris from outside areas as needed with equipment approved for your use.
5. Remove trash and dispose of it in designated areas.
6. Maintain tools and equipment in a clean, orderly and safe manner.
7. Adhere to all Authority policies and procedures giving special attention to health and safety issues.
8. Perform such other related duties as may be assigned from time-to-time by the Maintenance Supervisor.

Skills

Oral Communication Skills	Lifting up to 100 pounds
Written Communication Skills	Physical Dexterity
Reading Skills	Time Management
Ability to stand for extended periods of time	
Ability to reach, bend, stoop, kneel and climb ladders	

Education/Training

Degree: High School Diploma or Equivalent helpful
NY State Drivers' License helpful

Experience: Prior maintenance experience helpful.

Job Description

Job Title:	Security Supervisor	Prepared by:	Amanda Vitale
Department:	Administration	For:	CNYRMA Board of Directors
Reports To:	Market Facilities Manager	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	40 hrs. a week
Starting Pay:			

Basic Function

To be responsible for overseeing the security of the Authority's grounds, for overseeing the schedule of the Authority's security guards, and for reporting issues and scheduling gaps to the Market Facilities Manager.

Responsibilities

1. Maintain a current schedule of security coverage for the Authority's facility.
2. Coordinate with the lead deputy, Market Facilities Manager, and Security Guards to create a complete and effective schedule to assure 24/7 security coverage of the facility.
3. Observe and report any safety and security issues to the Facilities Manager and/or to the Executive Director or local authorities when necessary.
4. Maintain up to date post orders, and review them regularly.
5. Follow and uphold the post orders in daily shifts and with other security guards.
6. Recommend changes to post orders to the Market Facilities Manager when appropriate.
7. Maintain up to date records of tenant and management contact information for the use of Security Guards when necessary.
8. Maintain an up to date record of delivery licenses, unpaid delivery fees, and companies who cannot deliver.
9. Facilitate and oversee the collection of truck delivery fees and unpaid delivery fees.
10. Turn away or alert management of any disqualified companies that try to deliver.
11. Perform such other related duties as may be assigned from time-to-time by the Market Facilities Manager.

Skills

Oral Communication Skills	Problem Solving
Interpersonal Skills	Planning
Computer Literacy	Professionalism

Education/Training

Degree: High School Diploma of Equivalent

Experience: Prior experience in security and management necessary.

Job Description

Job Title:	Security Guard	Prepared by:	Amanda Vitale
Department:	Administration	For:	CNYRMA Board of Directors
Reports To:	Market Facilities Manager	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	16-40 hrs. a week
Starting Pay:			

Basic Function

To be responsible for overseeing the security of the Authority's grounds, for overseeing the schedule of the Authority's security guards, and for reporting issues and scheduling gaps to the Market Facilities Manager.

Responsibilities

1. Observe and report any safety and security issues to the Facilities Manager and/or to the Executive Director or local authorities when necessary.
2. Maintain knowledge of up to date post orders, and review them regularly.
3. Follow and uphold the post orders in daily shifts.
4. Recommend changes to post orders to the Security Supervisor when appropriate.
5. Maintain knowledge of the up to date record of delivery licenses, unpaid delivery fees, and companies who cannot deliver.
6. Facilitate the collection of truck delivery fees and unpaid delivery fees.
7. Turn away or alert management of any disqualified companies that try to deliver.
8. Perform such other related duties as may be assigned from time-to-time by the Market Facilities Manager or Security Supervisor.

Skills

Oral Communication Skills	Problem Solving
Interpersonal Skills	Planning
Computer Literacy	Professionalism

Education/Training

Degree: High School Diploma of Equivalent

Experience: Prior experience in security necessary.

Job Description

Job Title:	Executive Assistant	Prepared by:	Amanda Vitale
Department:	Administration	For:	CNYRMA Board of Directors
Reports To:	Executive Director	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	40 hrs. a week
Starting Pay:			

Basic Function

To provide administrative support and assistance to the Executive Director.

Responsibilities

1. Provide administrative assistance to the Executive Director, such as writing and editing emails and proofreading correspondence and documents.
2. Assists the Executive Director in the production and editing of leases for the Authority.
3. Maintains correspondence with members of the Board of Directors, including organizing and arranging meetings, contacting Board Members with important information, and making arrangements for meetings.
4. Attends Board Meetings to take notes and complete minutes of each meeting.
5. Maintains appropriate records in a neat and organized manner for the Board of Directors while maintaining confidentiality.
6. Coordinates travel arrangements for management or for members of the Board of Directors when necessary.
7. Process and record EBT/Debit/Credit transactions.
8. Maintain and balance cash income and balance sheets in the administrative office for the Authority.
9. Assist in managing correspondence for the Executive Director including the ability to take accurate messages, direct telephone communication, and respond to all communication in a professional manner.
10. Assist and back-up other office personnel in their duties.
11. Maintain employee records and assist employees in acquiring employee benefits while maintaining confidentiality.
12. Assist in advertising, promotions and special events.
13. Assist in seeking special funding whenever available.
14. Perform such other related duties as may be assigned from time-to-time by the Executive Director.
15. Assist in the maintenance of and presence on the Authority's Social Media platforms.
16. Prepare and maintain an organized file on the computer of letters, memos and/or written correspondence for the Executive Director while maintaining confidentiality.

17. Assist the Executive Director with day to day operations and correspondence.
18. Prepare Maintain or oversee the maintenance of a detailed monthly calendar for the Executive Director.

Skills

Oral Communication Skills
Accrual Accounting
Problem Solving
Interpersonal Skills
Computer Literacy
Bank Reconciliations
Fixed Assets
Peachtree Accounting
Microsoft Excel

Budget Analysis
Written Communication Skills
Accounting Systems
Planning
General Ledger
Capital Justifications
Professionalism
Microsoft Word
Microsoft PowerPoint

Education/Training

Degree: Associates Degree

Experience: Prior experience in business and communication helpful.

Job Description

Job Title:	Market Manager	Prepared by:	Amanda Vitale
Department:	Administration	For:	CNYRMA Board of Directors
Reports To:	Executive Director	Date Prepared:	July 25th, 2022
FLSA Status:	Non-Exempt	Hours:	40 hrs. a week
Starting Pay:			

Basic Function

Responsible for the day to day operations of the Market.

Responsibilities

1. Directs the operation and functions of the Wholesale and Retail Markets.
2. Responsible for the assignment and licensing of stalls on the retail market.
3. Works with tenants and/or customers to resolve day-to-day issues and complaints.
4. Responsible for the enforcement of the Rules and Regulations of the Authority.
5. Oversees setup and breakdown of the Markets.
6. Participates in the planning and operations of special events.
7. Responsible for working with and maintaining FMNP records, conducting farm inspections, and maintaining the integrity of the program at the CNYRMA.
8. Responsible for conducting food shed inspections in coordination with the Facilities Manager.
9. Assists the Marketing and Special Events Coordinator with the maintenance of the CNYRMA website and social media platforms.
10. Prepare and maintain organized files on the computer of vendors, vendor files, vendor letters, memos, warnings, reports, and other necessary documents, all while maintaining confidentiality.
11. Assists with and oversees the maintenance of a detailed calendar of monthly events and scheduling.
12. Oversee the day to day functions of the administrative office, in coordination with the Executive Director.
13. Coordinate and keep constant communication with the Facilities Manager.
14. Assist and back-up other personnel in their duties to include the Facilities Manager and administrative when necessary.
15. Recommends to the Executive Director, changes in and to existing procedures, policies, rules and regulations of the Authority including a post-season evaluation report.
16. Perform such other related duties as may be assigned from time-to-time by the Executive Director.

Supervisory Responsibilities

1. Delegate duties to administrative staff, as well as supervise and provide instruction as needed.
2. Manage and coordinate administrative scheduling for submission to the Executive Director for approval.
3. Provide guidance and direction to staff to assist in their professional development to include facilitating cross training administrative employees.

Skills

Oral Communication Skills
Planning and Time Management
Customer Relations
Scheduling
Diplomacy
Computer Literacy
Ability to stand and walk for extended periods of time
Professionalism

Reading Skills
Written Communication Skills
Math Aptitude
Interpersonal Skills
Organization
Problem Solving
Conflict Resolution and Mediation

Education/Training

Degree: High School Diploma or Equivalent

Experience

Prior experience with Farmers' Markets and local food systems is helpful. Prior experience with accounts payable is helpful. Prior leadership and management experience is helpful.

Requirements

Weekends and early mornings required
On call cell phone use necessary
Evening meeting attendance necessary on as needed basis Evening and event hours necessary on as needed basis

Job Description

Job Title:	Accounts Manager	Prepared by:	Amanda Vitale
Department:	Administration	For:	CNYRMA Board of Directors
Reports To:	Market Manager	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	40 hours a week
Starting Pay:			

Basic Function

Responsible for providing oversight of the general accounting services to the Authority, along with personally being responsible for accounts receivable and employee payroll and benefits.

Responsibilities

1. Maintain accounting systems for the Authority by maintaining records of accounts and related materials, as well as day to day financial matters.
2. Develop and provide training necessary to office personnel for using these accounting systems.
3. Prepare various journal entries to maintain the Authority's records of accounts.
4. Coordinate with financial institutions along with reconciling all bank accounts and petty cash on a monthly basis.
5. Prepare all financial reports and statements as required by the Authority to comply with reporting requirements on computer.
6. Prepare and be responsible for accounts receivable, invoices, and statements to include utility charges.
7. Perform year-end closing and balancing procedures.
8. Perform and/or oversee all daily and monthly duties related to cash balance, general ledger, and monthly closing.
9. Assist and back-up other office personnel in their duties to include the Market Manager position for Wholesale and Retail Markets.
10. Assist in seeking special funding whenever available.
11. Perform such other related duties as may be assigned from time-to-time by the Market Manager or Executive Director.

Skills

Oral Communication Skills
Accrual Accounting
Problem Solving
Interpersonal Skills
Computer Literacy
Bank Reconciliations

Budget Analysis
Written Communication Skills
Accounting Systems
Planning
General Ledger
Capital Justifications

Fixed Assets
Sage Accounting
Microsoft Excel

Professionalism
Microsoft Word
Microsoft PowerPoint

Education/Training

Degree: Associates Degree

Experience: Prior experience in business and accounting management. Prior experience with general ledger, accounts payable, accounts receivable.

Job Description

Job Title:	Marketing and Special Events Coordinator	Prepared by:	Amanda Vitale
Department:	Administration	For:	CNYRMA BOD
Reports To:	Market Manager	Date Prepared:	July 25th, 2022
FLSA Status:	Non-Exempt	Hours:	40 hrs. a week
Starting Pay:			

Basic Function

To provide administrative and organizational support for the Authority's Administrative offices and for the Authority's Market Manager. And act as lead on social media, web presence, promotions, and special events.

Responsibilities

1. Coordinates with the Market Manger on the stall assignments, payments, and status of vendors on the Flea Market.
2. Assists in the maintenance of the Authority's electronic filing system, and the electronic communication for the Authority, as well as preparing and proofreading memos, reports and correspondence while maintaining confidentiality when required.
3. Responsible to maintaining and delegating the creation of social media calendar, content creation, editing, and execution of all social media campaigns and posts.
4. Oversees and coordinates the Authority's website and all other online platforms, in coordination with the Market Manager and Executive Director.
5. Oversees creation, posting, and distribution of monthly newsletters and weekly e-blasts.
6. Maintain statistical analysis of social media performance, as well as vendor and customer feedback.
7. Oversight of all other promotions and media, in coordination with the Market Manager and Executive Director.
8. Oversees and coordinates the Marketing for the Authority, to include working with the Executive Director to plan and execute paid marketing, in accordance with applicable expense accounts.
9. Oversees planning, management, and coordination of the Authority's special events.
10. Oversees advertising, and promoting special events.
11. Responsible for maintaining a monthly schedule of events.
12. Assist the Market Manager in working with tenants and/or customers to resolve day-to-day issues and complaints.
13. Assist the Market Manager in the enforcement of the Rules and Regulations of the Authority.
14. Assists the Market Manager with telephone and email correspondence and follow up when necessary.
15. Process and record EBT/Debit/Credit transactions.

16. Maintain and balance cash income and balance sheets in the administrative office for the Authority.
17. Responsible to be able to back up the tasks of the Market Manager in his/her absence.
18. Performs such other related duties as may be assigned from time to time by the Market Manager.

Skills

Oral Communication Skills
Written Communication Skills
Reading Skills
Time Management
Organization
Math Skills
Professionalism

Planning
Customer Relations
Diplomacy
Math Aptitude
Problem Solving Skills
Ability to stand and walk for long stretches
Computer Skills

Education/Training

Degree: High School Diploma or Equivalent

Experience

Experience handling cash, bondable.

Job Description

Job Title:	Assistant to the Market Manager	Prepared by:	Amanda Vitale
Department:	Administration	For:	CNYRMA Board of Directors
Reports To:	Market Manager	Date Prepared:	July 25th, 2022
FLSA Status:	Non-Exempt	Hours:	40 hrs. a week
Starting Pay:			

Basic Function

To provide administrative and organizational support for the Authority's Administrative offices and for the Authority's Market Manager.

Responsibilities

1. Coordinates with the Market Manager for the preparation, placement, and signing of all licenses on the Retail Market.
2. Oversees all vendor onboarding in coordination with the Market Manager.
3. Oversees and maintains the Authority's files, including but not limited to: permits, licenses, insurance, Tax I.Ds, and FMNP applications, along with preparing all required reports.
4. Coordinates with the Market Manager in reviewing executed license for the Authority's retail market.
5. Maintains the Authority's electronic filing system, and the electronic communication for the Authority.
6. Compose, prepare and proofread correspondence, office memos and reports on computer and maintain confidentiality when required.
7. Assist the Market Manager in working with tenants and/or customers to resolve day-to-day issues and complaints.
8. Assists the Market Manager in the enforcement of the Rules and Regulations of the Authority.
9. Process and record EBT/Debit/Credit transactions.
10. Maintain and balance cash income and balance sheets in the administrative office for the Authority.
11. Coordinates with the Market Manager on stall assignments, payments, and status of vendors.
12. Assists the Marketing and Special Events Coordinator with social media presence and engagement as needed.
13. Assists the Marketing and Special Events Coordinator with special events as needed.
14. Assist and back-up other office personnel in their duties to include the Market Manager position for Wholesale and Retail Markets.
15. Perform such other related duties as may be assigned from time-to-time by the Market Manager.
16. Prepare and maintain an organized file on the computer of vendor letters, memos and/or written warnings maintaining confidentiality.

17. Assist the Market Manager with day to day operations and with maintaining the monthly calendar of employee hours and scheduling.

18. Performs such other related duties as may be assigned from time to time by the Market Manager.

Skills

Oral Communication Skills
Accrual Accounting
Problem Solving
Interpersonal Skills
Computer Literacy
Bank Reconciliations
Fixed Assets
Peachtree Accounting
Microsoft Excel

Budget Analysis
Written Communication Skills
Accounting Systems
Planning
General Ledger
Capital Justifications
Professionalism
Microsoft Word
Microsoft PowerPoint

Education/Training

Degree: Associates Degree

Experience: Prior experience in business and accounting.

Job Description

Job Title:	Administrative Assistant/Receptionist I/II	Prepared by:	Amanda Vitale
Department:	Administration	For:	CNYRMA Board of Directors
Reports To:	Market Manager	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	16 -40 hrs. a week
Starting Pay:			

Basic Function

To perform secretarial duties and to provide administrative and organizational support for the Authority's Administrative office.

Responsibilities

1. Answer multi-line telephone system, take accurate messages and screen and direct telephone calls for management in a professional manner.
2. Process incoming and outgoing mail on a daily basis.
3. Compose, prepare and proofread correspondence, office memos and reports on computer and maintain confidentiality when required.
4. Create and maintain proper response letters on computer for various incoming correspondence.
5. Maintain files in an organized and accessible manner to include updating information, purging files on a regular basis and creating new filing systems as needed.
6. Provide administrative support for special projects to include research, compiling data and preparation of summary reports based on results.
7. Prepare daily reports for accounts receivable along with the daily deposits.
8. Maintain an organized office calendar and schedule meetings and appointments as needed.
9. Verify and calculate payroll.
10. Inventory and order office supplies and equipment as directed.
11. Operate standard office equipment efficiently to include: multi-line telephone, computer with printer, photocopy machine, facsimile machine, and calculator.
12. Prepare tax and insurance reports as required with supervision.
13. Maintain knowledge in accounts receivable and accounts payable to be able to be the backup for those duties.
14. Process and record EBT/Debit/Credit transactions.
15. Perform such other related duties as may be assigned time-to-time by management.

Skills

Interpersonal Skills

Written Communication Skills

Filing

Customer Relations

Keyboard Skills

Planning

Computer with Microsoft Word

Oral Communication Skills

Organization

Reading Skills

Professionalism

Math Aptitude

Time Management

Education/Training

Degree: High School Diploma or Equivalent

Experience Prior secretarial experience required.

July 2023 Proposed Increases - Employees

	Job Title	7/4/2023 Proposed Increase	Percent of Increase	Rate of Increase	Years of Service	2023-24 Budget Expense Payroll (Excluding OT)	2023-24 Budget Expense Health and Life	2023-24 Budget Expense Dental	Annual Expense to the Authority	NOTES
Amanda Vitale	Executive Director	106,000.0			8.5	\$106,000.00	\$29,721.72	\$862.80	\$136,584.52	
Taylor Deats	Market Manager	\$31.50	6.35%	\$2.00	2	\$63,360.00	\$109.80	\$862.80	\$64,332.60	
Alma Abadzic	Accounts Manager	\$27.50	6.36%	\$1.75	7	\$55,320.00	\$29,465.52	\$862.80	\$85,648.32	
Sydney Catal	Marketing and Special Events Coordinator	\$23.00	6.52%	\$1.50	3	\$46,320.00	\$29,465.52	\$862.80	\$76,648.32	
Heidi Poole	Executive Assistant	\$23.00	6.52%	\$1.50	2	\$46,320.00	\$18,197.64	\$862.80	\$65,380.44	
Lexi Ali	Assistant to the Market Manager	\$21.00	16.67%	\$3.50	1	\$46,320.00	\$109.80	\$322.68	\$46,752.48	*Current pay rate was based on PT Administrative Assistant Role. Increase is based on her performance in the role as Assistant to the Market Manager.
Barbara Cappotto	Receptionist	\$23.00	6.52%	\$1.50	24	\$23,160.00	\$0.00	\$0.00	\$23,160.00	
Shannon Burke	PT Administrative Assistant	\$21.00	7.14%	\$1.50	3	\$16,992.00	\$0.00	\$0.00	\$16,992.00	
Brynn Fischer	Seasonal PT Administration Assistant	\$21.00	7.14%	\$1.50	1.5	\$4,224.00	\$0.00	\$0.00	\$4,224.00	
Sofia Gutierrez	PT Administrative Assistant	\$21.00	7.14%	\$1.50	2	\$16,992.00	\$0.00	\$0.00	\$16,992.00	
Greg Frigon	Facilities Manager	\$37.50	6.67%	\$2.50	9	\$75,600.00	\$109.80	\$322.68	\$76,032.48	
Patrick Willis	Maintenance 1	\$24.00	8.33%	\$2.00	1	\$48,960.00	\$10,623.48	\$322.68	\$59,906.16	
Timothy Boulterice	Maintenance 2	\$24.00	8.33%	\$2.00	4	\$48,960.00	\$10,623.48	\$322.68	\$59,906.16	
John Bailey	Maintenance 3	\$17.50	8.57%	\$1.50	5	\$35,760.00	\$109.80	\$322.68	\$36,192.48	
Joshua Fedrizzi	Maintenance 4	\$17.50	8.57%	\$1.50	<1	\$35,760.00	\$21,137.04	\$862.80	\$57,759.84	
Frank Recore	Security	\$26.00	3.85%	\$1.00	35	\$51,360.00	\$21,137.04	\$322.68	\$72,819.72	
George Matos	Security	\$20.50	4.88%	\$1.00	5 (with 10+ w/ prior security)	\$40,800.00	\$54.96	\$0.00	\$40,854.96	
Tim Himes	PT Security	\$28.00	5.36%	\$1.50	3 (with close to 20 years as	\$33,552.00	\$0.00	\$0.00	\$33,552.00	
Joseph Lameroux	PT Security	\$25.00	6.00%	\$1.50	1 (with close to 20 years as	\$25,080.00	\$0.00	\$0.00	\$25,080.00	
Brent McDonald	PT Security	\$25.00	6.00%	\$1.50	1 (with close to 10 years as	\$25,080.00	\$0.00	\$0.00	\$25,080.00	
TOTALS						\$845,920.00	\$170,865.60	\$7,112.88	\$1,023,898.48	
BUDGET						\$915,000.00	\$215,000.00	\$9,000.00	\$1,139,008.01	
REMAINING						\$69,080.00	\$44,134.40	\$1,887.12	\$115,109.53	

July 2023 Proposed Increases - 10-99 Security

	Job Title	Current - Regular	Current - Special	7/4/2023 Proposed Rate - Regular	Percent Increase	7/4/2023 Proposed Rate - Special	Percent Increase	Years of Service to CNYRMA
Jeff Neal	10-99 Head of	\$40.20	\$48.24	\$41.41	3.00%	\$49.69	3.00%	19 years
Joseph Bill	10-99 Security	\$34.20	\$41.04	\$35.23	3.00%	\$42.27	3.00%	11 years
Dan Butler	10-99 Security	\$34.20	\$41.04	\$35.23	3.00%	\$42.27	3.00%	9 years
Patrick Miles	10-99 Security	\$34.20	\$41.04	\$35.23	3.00%	\$42.27	3.00%	6 years
Alexander Webb	10-99 Security	\$32.78	\$39.33	\$33.76	3.00%	\$40.51	3.00%	2 years or less
Jordan Barber	10-99 Security	\$32.78	\$39.33	\$33.76	3.00%	\$40.51	3.00%	2 years or less
Alexander Boyland	10-99 Security	\$32.78	\$39.33	\$33.76	3.00%	\$40.51	3.00%	2 years or less
Kaleigh Churchill	10-99 Security	\$32.78	\$39.33	\$33.76	3.00%	\$40.51	3.00%	2 years or less
Khaliyah Flournory	10-99 Security	\$32.78	\$39.33	\$33.76	3.00%	\$40.51	3.00%	2 years or less
Robert Renaud	10-99 Security	\$32.78	\$39.33	\$33.76	3.00%	\$40.51	3.00%	2 years or less
New Hire Rate				\$33.27	1.50%	\$39.92	1.50%	
AVERAGE RATE				\$34.81		\$41.77		
ESTIMATED EXPENSE COVERED BY PT SECURITY	\$186,809.77			\$108,614.60		\$78,195.17		
BUDGET REMAINING	\$50,000.00							
	\$140,000.00							
	\$3,190.23							
	Weekday Hours	260	Days	Weekend Hours	104	Days		
		12	Hours Per Day		18	Hours Per Day		
		3120	Hours to be Covered		1872	Hours to be Covered		
		\$108,614.60	Cost		\$78,195.17	Cost		

*This past year, 4 deputies who were being paid at the \$34.20 and \$41.04 have also left the Market. This shifts the majority of the coverage hours to deputies paid at the lower, entrance level rates of pay.

*The Part Time Security workers that are Authority Employees have also been hired to fill a portion of these coverage hours. This shifts a minimum of \$50,000.00 of the funds allocated for Security Expense to a Payroll Expense. This is accommodated for in the estimated expenses as presented, and fits in the budget with no adjustments necessary.

*These reasons justify why the Security Expense Account Budget was reduced from the 2022-23 FY to the 2023-24 FY.



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2022-23 Executive Director Accomplishments

1. Continued striving for a payroll rates that are competitive and fair, leading to increases performance and retention of quality employees.
2. Continued relationships with current employees, working toward the goal of a cohesive staff and long term staff retention, while bringing in new employees, working closely with new hires for comprehensive training, and toward the goal of long term staff retention.
3. Successfully onboarded and trained a new Market Manager.
4. Participated in several interviews about the Market and about the Revitalization Project Proposal. Used these interviews as opportunities to build support and awareness for our Market.
5. Continued working with CNY Central on morning news segment featuring “What’s Fresh at the Market.” This campaign now runs all year and is featured across channels 3,5, and 6 in multiple morning news segments. This also aligns with the “What’s Fresh at the Market,” campaign that we now additionally run across all of our web platforms as well.
6. Secured a new mortgage with Farm Credit East, that allowed for emergency repairs and improvements to be made.
7. Secured new tenant in the Commons, leaving only one (the unit requiring significant work and investment) unit vacant in the Commons.
8. Worked with our engineering firm (C&S Engineers) to evaluate the entire facility and create a list of all required repairs/ improvements, to include cost estimates.
9. Used this list, in coordination with the Governance Committee to create a comprehensive strategic plan for the facility — establishing short, medium, and long term goals both for facilities and programming. **Strategic Plan**

10. Worked with the staff to conduct surveys of the vendors, tenants, and customers, and used collected data — in combination with several other forms of data — to create a project proposal and investment plan that would repair and enhance the facility into the future in alignment with the Authority’s strategic plan. **Revitalization Project Proposal**
11. Have continued to grow the project proposal through the duration of the year, as new data becomes available.
12. Worked closely with the New York State Farm Bureau, gaining support from Onondaga County, Oswego County, and the New York State Farm Bureau as a whole for funding to be provided in the New York State budget for our Revitalization Project.
13. Worked to increase agricultural industry networking through participation in events such as the New York State Farm Bureau Annual Meeting and the 2023 Agricultural Society Annual Forum.
14. Secured and attended several meetings with representatives on the City, County, and State level — sharing the Authority’s Strategic Plan and Revitalization Project Proposal — seeking support and funding for the project and the future of the Authority.
15. Attended NYS Farm Bureau Lobby Days and hosted a booth as the Taste of New York Reception, working to rally funding support for our project. **Lobby Days Report**
16. Onboarded new attorneys specializing in municipalities. Worked with them to solidify our ABO website compliance, and policy compliance.
17. Worked with the Governance Committee and new attorneys to update all of the Authority’s existing polices and create new policies to put the Authority in compliance with all required policies. Created organized and cohesive policy book containing all updated CNYRMA policies. **2023 CNYRMA Policy Book**
18. Completed a large scale renovation on the brickwork on the Regional Market Commons — working closely with the contractor, and brining the project to completion with over \$200,000.00 in savings from the originally estimated cost.
19. Created updated streams for increased ease of communication amongst staff, vendors, and tenants.
20. Established the role of: Marketing and Special Events Coordinator and worked with this team member on increased creative advertising campaigns to maximize our reach for the limited budget dedicated to marketing and advertising. Continued to grow our reach on each of our web platforms to include a top viewed instagram reel with over 135,000 views.
Website YouTube Facebook Instagram LinkedIn

21. Worked in coordination with the Downtown Committee on a grant application that successfully brought the funding necessary to staff the mobile market, to bring that highly requested program back into existence.
22. Worked in coordination with several community partners through, and including, SOFSA to gain additional support for Authority funding and programming.
23. Secured a commissary kitchen to bring the Demonstration Kitchen back online in the near future.



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2023-24 Executive Director Goals

1. To keep pay and benefits at a competitive level; encouraging increased performance, and long term retention of quality employees.
2. Work toward the continued growth of our website and social media outlets with hopes of exploring the income potential of such platforms.
3. Finish implementing a system to increase leases accountability and keep them up to date, and continue working on negotiating positive new leases on current vacant space.
4. Explore options for funding and establishment of a community kitchen, opening the door for reinstatement of cooking demonstrations, community classes and outreach, and a tool for new vendor establishment.
5. Continue to explore options for investment, to secure funding for our Revitalization Project.
6. Work to continue to grow relationships with political leaders, ag. Industry leaders, and community partners — in an effort to cultivate additional support for investment in and the growth of the Authority.
7. Work Closely with the Facilities Manager and C&S Engineers on a continued investments in safety repairs and improvements across the facility.
8. Continue to work closely with the Facilities Manager on implementation of electronic methods to streamline communication, documentation, and action of the maintenance staff, their supplies, and their tasks. — Just had internet installed in the maintenance shop, and am in the process of setting up: phone, computer, and iPad in the shop. The maintenance team will be set up with: a phone line, and email address, a staff and event calendar, and storage drive to begin creating electronic files. Maintenance staff members will need to be trained on all items, but this will increase our reporting and record retention for maintenance work, expenses, ect., and improve communication between administrative staff and maintenance staff and help to keep everyone informed and on the same page.

9. Begin updates to warehouse facilities, to possibly include new warehouse space. Maintain and increase the ease of cold chain and FSMA compliance within the space, while beginning plans for the repurposing of out of date warehouse space. *Beginning with updates and improvements to the existing warehouse on Hiawatha Blvd.
10. Repurpose current commission houses into food hall style establishments, brewery style restaurants, and possibly even an event/wedding venue.
11. Reimagine Farmers Market Drive to create a public market like atmosphere that encourages congregation and a cohesive gathering environment through the Regional Market and timing into NBT Bank Stadium.
12. Continued work toward completion of all items included in the Strategic Plan and Revitalization Project Proposal, continuing to complete items on the list as funding allows.
13. Install interactive and updated signage in and around the facility.
14. Work to secure a tenant for Retail Unit B, to grow that corner and that area of the market, as well as to add an additional stream of revenue.
15. Continue to explore opportunities for community collaboration and outreach for increased public education of healthy eating, shopping local, and the local food system.
16. Continue to explore options of reimplementing a successful gleaning program. (This is currently in the works.)
17. Work with the Marketing and Special Events Coordinator to continue to increase programming and special events to increase promotional income and grow the use and public awareness of the facility.
18. Seek out further opportunities to represent and spread education and awareness of our Market on the local, state, and national levels.
19. Explore opportunities to reimagine spaces to encourage community gathering and inclusivity.
20. Continue to work toward rates and services in line with the current market and community needs.
21. Implementation of increased Wifi access, security camera coverage, and key fab entry.
22. Increased availability of rental facilities for storage.
23. Update and reimagine Guard Shack and Security role.

Received Date

Standard Work Day Resolution for Employees*

Please type or print clearly
in blue or black ink

Employer Location Code

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See Instructions for completing form on reverse side

RS 2418

(Rev.05/22)

BE IT RESOLVED, that the CNY Regional Market Authority _____, Location code 50151 _____, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Market Manager	8.5 (30 min of that is unpaid lunch break)
Assistant to the Market Manager	8.5 (30 min of that is unpaid lunch break)
Marketing and Special Events Coordinator	8.5 (30 min of that is unpaid lunch break)
Administrative Assistant FT	8.5 (30 min of that is unpaid lunch break)
Administrative Assistant PT/ Seasonal	8.5 (30 min of that is unpaid lunch break)
Receptionist PT	4.00
Accounts Manager	8.5 (30 min of that is unpaid lunch break)
Executive Assistant	8.5 (30 min of that is unpaid lunch break)

On this 6 day of June, 2023

Date enacted: 6/6/23

(Signature of Clerk)

I, _____, clerk of the governing board of the CNY Regional Market Authority
(Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 6 day of June, 2023 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 13 members, and that _____ of such members were present at such meeting and that _____ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I hereunto
Set my hand and the seal of the

CNY Regional Market Authority
(Name of Employer)

(seal)

*To be used for all employees. Please list Elected and Appointed Officials on the form Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS2417-A) .

For important information and instructions – See Back Page

Received Date

Standard Work Day Resolution for Employees*

Please type or print clearly
in blue or black ink

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See Instructions for completing form on reverse side

RS 2418

(Rev.05/22)

BE IT RESOLVED, that the CNY Regional Market Authority _____, Location code 50151 _____, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Facilities Manager	8.5 (30 min of that is unpaid lunch break)
Maintenance Workers I, II	8.5 (30 min of that is unpaid lunch break)
Maintenance Workers III, IV	8.5 (30 min of that is unpaid lunch break)
Cleaner PT	8.5 (30 min of that is unpaid lunch break)
Security Supervisor	rotating 12.5 hr and 6 hr shifts
Security Guard FT	rotating 12.5 hr and 6 hr shifts
Security Guard PT	as needed - shift length varies

On this 6 day of June, 2023

Date enacted: June 6th, 2023

(Signature of Clerk)

I, _____, clerk of the governing board of the CNY Regional Market Authority
(Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 6 day of June, 2023 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

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