



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

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July 6th, 2022

Dear Board Member,

The next meeting of the Board of Directors of the Central New York Regional Market Authority has been scheduled for **Tuesday, July 12th at 6:30 p.m. in the Conference Room at 2100 Park Street. Attached is also an invitation if you wish to attend the meeting via Zoom call.**

**Join Zoom Meeting:**

[https://us02web.zoom.us/j/88945398054?  
pwd=cXBuanFVUnFCOURuL2FGV3h4U2U5dz09](https://us02web.zoom.us/j/88945398054?pwd=cXBuanFVUnFCOURuL2FGV3h4U2U5dz09)

By Phone: +1 929 205 6099

Meeting ID: 889 4539 8054

Passcode: 677870

**Enclosed for your reference are:**

Agenda for the 7/12/22 Regular Meeting of the Board of Directors  
Minutes for the 6/14/22 Quarterly Meeting of the Board of Directors  
Executive Director Goals and Accomplishments  
2022-23 Job Descriptions  
2022-23 Pay Rate Adjustments Spreadsheet

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. Please note that these meetings are not open to the public at this time, due to the current global health crisis that we are facing with COVID-19.

CENTRAL NEW YORK REGIONAL  
MARKET AUTHORITY

Amanda Vitale  
Executive Director

**CENTRAL NEW YORK REGIONAL MARKET AUTHORITY  
REGULAR BOARD MEETING  
Tuesday, July 12<sup>th</sup>, 2022  
6:30 P.M.**

**ORDER OF BUSINESS**

- I. PLEDGE**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF PRIOR MINUTES 6/14/22**
- IV. GOVERNANCE COMMITTEE REPORT - JoAnn Delaney**
- V. PERSONNEL COMMITTEE REPORT - Marty Broccoli**
- 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  
QUARTERLY BOARD MEETING**

**Tuesday, June 14, 2022**

**6:00 PM**

**PRESENT:** Chip Pratt, Anthony Emmi, Larkin Podsiedlik, Randall Daratt, JoAnn Delaney,  
Maria Mahar, Marty Broccoli

**ZOOM:** Geoff Palmer, Tricia Kerr, Jose Berenguer

**ABSENT:** Danny Ross, John Musumeci

**OTHER IN PERSON:** Amanda Vitale, Ben Vitale

The meeting was called to order at: 6:11 PM by Board President, Chip Pratt.

**APPROVAL OF AGENDA:**

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

**APPROVAL OF PRIOR MINUTES 4/12/22 & 4/25/22:**

Resolved; a motion was made by: J.A. Delaney and seconded by A. Emmi to approve the prior minutes with the edit of updating the title of the 4/25/22 minutes to read “Special Meeting.” All in favor; no one opposed; no abstentions.

**APPOINTMENT OF COMMITTEES, ETHICS OFFICER, AFFIRMATIVE ACTION OFFICER, DATA ACCESS OFFICER, ETC**

Finance Officer: Randall Daratt

Ethics Officer: Marty Broccoli

Contract Officer: Amanda Vitale

Affirmative Action Officer: Jose Berenguer

Data Access Officer: Amanda Vitale

FOIL Appeals Officer: Chip Pratt

**Personnel/ Nominating**

Marty Broccoli- Chair  
Mary Ellen Chesbro  
Jose Berenguer  
Tricia Kerr

**Rules/ Facilities.  
Marketing/ Promotion**

Randall Daratt- Chair  
Jose Berenguer  
Anthony Emmi  
Mary Ellen Chesbro

**Finance/ Planning &  
Development**

Maria Mahar  
Randall Daratt- Chair  
Mary Ellen Chesbro

**Audit Committee**

Chip Pratt- Chair  
Maria Mahar  
Randall Daratt- Chair  
Anthony Emmi

**Governance Committee**

JoAnn Delaney- Chair  
Anthony Emmi  
Maria Mahar  
Jose Berenguer  
Tricia Kerr

**Ethics Committee**

Marty Broccoli- Chair  
Maria Mahar  
Tricia Kerr

**Executive Committee**

Chip Pratt  
Anthony Emmi  
Jose Berenguer  
Maria Mahar  
Randall Daratt  
JoAnn Delaney  
Geoff Palmer

Resolved; a motion was made by: J.A. Delaney and seconded by M. Broccoli, to approve the committees and officers as above, with the addition of Larkin Podosiedlik to the Finance Personnel Committees. All in favor; no one opposed; no abstentions.

**FOURTH QUARTERLY REPORTS:**

Am. Vitale presented that, the income reports for the final quarter, everything seems to be right on point with average historic totals. Am. Vitale reviewed the income and expense reports account by account to discuss any items that stood out, or that were complicated based on the status of COVID-19 and the status of operations and budgeting reflecting that. In addition, the state of the economy and current rate of inflation were reflected in some of the expenses as well. Notably, as the facility continues to age, there were several capital improvement projects that occurred throughout the duration of the fiscal year. Though capital improvements are paid out of capital reserve, and are not part of the annual budget, they are included in the Quarterly Report, and found in the expense accounts for Repairs to Buildings and Repairs to Grounds. They are included here for reference only. In turn, it appears, on the report,

that the Authority ended the year with a deficit of \$75,650.00. However, after deducting the \$78,445.29 in capital improvements, the Authority ended the year with an income of \$4,838.00. After some additional discussion;

Resolved; a motion was made by J.A. Delaney and seconded by J. Berenguer to approve the quarterly report and balance sheet as presented. All in favor; no one opposed; no abstentions.

## **AUDIT DISCUSSION**

A. Vitale presented that the Audit is in the final steps of review and formatting. T. Palmer is available to present their findings at an August meeting, due to conflicts during the scheduled dates of the June and July meetings.

## **TENANT AND VACANCY UPDATES**

### **Mediterranean Taste, Supermarket and Grill- proposal**

A. Vitale presented that this business was planning to assume the unit as is, buying all equipment from the prior owner. At that time, they wanted to sign a lease before the previous owner even vacated, but A. Vitale guided against it, in case something did not go as planned. As expected, the previous owner ended up gutting the unit and scrapping all of the equipment inside. This caused the prospective new tenant to think twice about the business opportunity, as they would now have to buy the equipment and outfit the space from the ground up. But, they are still interested and have submitted a business proposal. A. Vitale presented the business proposal. After some discussion, it was decided that the proposal was not fully agreeable for the Authority. At this time, it was decided that the staff continue to advertise to unit, continue discussions with the proposed tenant to see if a more agreeable proposal can be made, and also explore options and opportunities for a community kitchen install.

### **Buda Damages Summary**



to Buda's Meats and produce. The line begins at the oversized, 2,000 gallon grease trap belonging to the Market Diner, wraps around the vacant retail building, and then ties into the sewer on Park Street. As depicted in the attached photos & sewer that were taken prior to jetting and pumping the line, the entire grease trap and sewer line was filled with aged solid state grease. As per the tenant's lease agreement, they are responsible for having their grease trap emptied and cleaned "in accordance with any and all applicable governmental regulations, no less frequently than once every three (3) months during the Initial Term, or any Renewal Term, of this Lease. Tenant shall provide Landlord with proof of compliance after each time the grease trap has been emptied and cleaned." The tenant had not been providing the Authority proof of regular cleaning, and upon request provided a bank statement showing withdrawals to Hahn's Septic on 11/27/2020, 6/25/2021, 1/18/2022, and 2/23/2022, and a letter from Hahn's Septic stating that the tenant "maintained a regular every 3-month cleaning schedule." After some discussion, it was determined that even if the tenant was having the trap cleaned every three months, that the lease states "every three (3) months," as a minimum. Based on the findings, it was not often enough to keep up with the grease being deposited into the line. As a result, and because the line services only that tenant, the tenant shall be held responsible to reimburse the Authority for costs incurred by to have the trap and line pumped and cleaned.

**AALCO Septic & Sewer, Inc.**  
 PO Box 6217  
 Syracuse, NY 13217  
 1-800-223-2256  
 www.callthetraindoctor.com

**ESTIMATE WORK ORDER**

DATE OF ORDER: 5-17-22  
 RECEIVED BY: [Signature]  
 DATE RECEIVED: 5/17/22

ESTIMATE NUMBER: 015-730-4920  
 PROJECT NUMBER: 015-730-4920

TO: City Regional Market  
 2100 Park St  
 Syracuse, NY 13208

DESCRIPTION OF WORK:  
 1) Secure Call/Trip charge - \$75.00  
 2) Pump Grease Trap + overflow - \$1,425.00  
 3) Hydro Jetting @ \$250.00 per hour - \$750.00

Pumped 2500 Gallons of Septic/Grease  
 Grease Trap ties into sewer main  
 behind Diner. Hydro Jetted from manhole  
 to the street to open line. Rilled  
 back grease and waste and gloves,  
 Hydro Jetted all lines up street to  
 the diner. Nothing inside. Hydro  
 Jetted Traps and cleanouts. Multiple  
 cleanouts base caps  
 stuck down in them.

TOTAL MATERIALS: 1950.00  
 TOTAL LABOR: 150.00  
 TOTAL AMOUNT: 2,100.00

DATE COMPLETED: 5/17/22  
 WORK ORDERED BY: [Signature]  
 DATE WORK ORDERED: 5/17/22

APPROVED BY: [Signature]  
 DATE APPROVED: 5/17/22



Resolved; a motion was made by: J.A. Delaney and seconded by R. Daratt, to bill the Market Diner for the costs associated with pumping and cleaning their grease trap and sewer line. 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 regular session and into executive session for discussion of lease negotiations. All in favor; no one opposed; no abstentions.

Resolved; a motion was made by L. Podsiedlik and seconded by A. Emmi, to move out of executive session and into regular session. All in favor; no one opposed; no abstentions.

### **Wendy's Land Lease Extension**

Resolved; a motion was made by R. Daratt and seconded by A. Emmi, to allow the Board President and Executive Director to negotiate an agreement for the extension of the Wendy's Lease with the tenant. All in favor; no one opposed; no abstentions.

## **BOARD DISCUSSION**

### **PARIS Audit**

A. Vitale presented the she had received contact from the ABO, looking for re-reporting back to 2016 as they did not like the way that one of our mortgages was reported and say it was reported in the wrong category, and that one year the wrong audit was uploaded. A. Vitale will be meeting with the Authority's auditing firm at the end of the week, to see if we can acquire a CPA from their firm to assist with the re-reporting as we do not currently have the time and resources in house for that kind of undertaking. Some of the corrections that they are requesting would require a board resolution to accompany the correction. Once this is reviewed with a CPA, we will have a better understanding to share what actually needs to be corrected and what resolutions are necessary.

### **City of Syracuse - FOIL Request, easement, rail ties**



A. Vitale presented that Hancock and Estabrook could not take our case to assist with the FOIL request and red easement with the City of Syracuse, because of conflict, due to individuals from the firm who work for the City of Syracuse. Recently, A. Vitale contacted and acquired a new attorney, Justin Miller out of Albany with Harris Beach. He specializes in municipalities and has a lot of knowledge in municipal law, ABO, PARIS, etc., and will be assisting the Authority with these requests. For those who were not aware, A. Vitale presented that the City of Syracuse FOILED all of the Authority's leases dating back to January 1, 1980. J. Miller requested information as to why they were requesting the leases in questions, so that he could help them narrow down and refine their request. (As the Authority's retention policy is 7 years, and then archive.) They would not share any reasoning behind the request, but said they would send an updated request. The Authority had not yet received the updated request.

### **Open Meetings Law**

Am. Vitale presented that the current guidance expires on June 14th, or if the disaster declaration is extended. Because of this, this may be the last time that the Authority will be able to offer remote meetings. If the board wants to continue this in any form, there will need to be a resolution written to allow virtual attendance from a non public location, a resolution would need to be put forth in an open public hearing that outlines the extraordinary circumstances that allow a member to join remotely from a non-public location, and it would need to be voted on and passed.

After some discussion, it was clarified that the disaster declaration was extended for another month, through July 14th. This should bring the Authority through to the next meeting, and in the meantime, A. Vitale will work with the attorney on what the Authority's options are moving forward. The main concern voiced, was that without the virtual option, it may be hard to have a quorum in attendance at future meetings.

### **D Shed Repairs**

Am. Vitale presented that the D Shed repairs were completed in a timely manner, a benefit to both the Authority and the vendors. The project came in under budget,

and the building was only down for one week of the Growers Season. The Authority had also already received the reimbursement check from the insurance company for the repairs.

#### **NEXT MEETING(S)**

Audit/ Finance Committee: July 26th at 7:30 PM

Personnel Committee: June 29th at 2:00 PM

Governance Committee: June 23rd at 6:00 PM

July Regular Board Meeting: July 12th at 6:30 PM

#### **ADJOURNMENT**

Resolved; a motion was made by: J.A. Delaney and seconded by L. Podsiedlik to adjourn at 8:33pm. all in favor; no one opposed; no abstentions.

## **Executive Director Accomplishments**

1. Made large strides toward increasing payroll to a competitive rate across the board, leading to increased 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. In turn, completing the staff to the most complete and consistent team that has been at the Market in several years.
3. Continued to carry the Market through the global health crisis, while maintaining a safe environment for vendors, customers, and employees. Making it through the entirety of the crisis so far with only one confirmed exposure on the Market.
4. Worked with the State of New York, to provide a state run COVID testing facility through the Winter and Spring months, providing free testing to the community that we serve.
5. Made significant improvements to move the majority of the office operations onto an electronic platform for continued and increased ease of access for work from home and for access while out and about on the Market.
6. Worked closely with support staff to launch a strong “What’s Fresh” campaign across all levels of web presence (as well as a segment on the CNY Central local new), placing emphasis on public education and targeting advertising for seasonal products. [Marketing Update](#)
7. Worked closely with support staff to launch full Website rebuild, featuring our “What’s Fresh” campaign, fresh product recipes curated in house, a comprehensive vendor list including a blog style vendor feature section, full compliance with ABO transparency requirements, and more. [www.cnyregionalmarket.com](http://www.cnyregionalmarket.com)
8. Worked closely with support staff to launch a new comprehensive and streamlined vendor onboarding process. [Vendor Management](#)
9. Worked Closely with the Facilities Manager and C&S Engineers on a continued comprehensive plan for facility improvements, as well as assessment and repair of failures. (To include installation of new boiler system and tank in the Administration Building, updated HVAC replacement for the upstairs of the Administration Building, reconstruction of one corner of the Administration Building, and the addition of a sidewalk In front of Regional Fresh Poultry.)
10. Worked closely with the Facilities Manager to completely fill vacancies, and determine the needs and focus areas that will help us grow and retain a cohesive and effective maintenance staff with long term retention.

11. Worked closely with the Facilities Manager on methods that can be implemented to streamline communication, documentation, and action of the maintenance staff, supplies, and their tasks. Current project includes bringing many tasks, documents, and correspondence onto an electronic, comprehensive platform.
12. Was given the opportunity to represent our Market in a webinar organized by the Syracuse-Onondaga Food System Alliance, as a featured speaker. Was able to increase education on the goals and operations of the Market, while also taking part in an interactive session for responding to questions and collecting community feedback.
13. Continued to work with the Farmers Market Federation of New York for continued education and Market compliance and growth.
14. Took on a new role, representing the National Association of Produce Market Managers in the capacity of both Treasurer and Administrator. Rebuilt the organizations entire web presence, updated the organizations administrative practices, and working closely with the executive committee as lead to rebuild our Board of Directors and build back the organization from the COVID-19 pandemic.  
[www.napmm.org](http://www.napmm.org)
15. Navigated the heavy media, social, political, and legal environment surrounding tenant issues that arose in late 2021.
16. Navigated arranging repairs to D-Shed after being struck and moved by a truck only a couple weeks before opening weekend for the Growers Season. Was able to coordinate with insurance companies, contractors, electricians, and effected vendors to successfully arrange repairs, completing the work to its entirety in time to lose only one weekend of building use.
17. Grown the retail market back to the revenue levels similar to those experienced prior to the COVID-19 pandemic, as well as continued work with vendors and targeted promotions to bring the crowds back to the Thursday Farmers Market in the Growers Season.
18. Have had the opportunity to represent the Market and share our challenges and goals as part of the City of Syracuse Local Waterfront Revitalization Program Committee, and the Onondaga County Farmland Protection Focus Group.  
[PRESENTATION HERE](#)
19. Worked closely with support staff and a realtor, to seek and secure opportunities to grow promotional income to almost \$73,000.00 in the FY, from a total loss of promotional income since the onset of the COVID-19 pandemic.

20. Worked closely with Facilities Manager to create a plan to begin updating aging equipment, and attaining equipment necessary for the upkeep and repairs currently necessary.
21. Worked closely with Facilities Manager to reinstate partial use of the trolley on the Saturday Farmers Market.
22. Worked to create hybrid creative scheduling that has encouraged willingness for all employees to cover weekend and early hours.

### **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. Continue to work with Syracuse City Schools for their centralized storage facility, and continue exploring options for processing and collaboration to assist them in reaching their goals of serving local products in school lunches.
4. Finish getting the last few remaining leases up to date, and continue working on negotiating positive new leases on current vacant space.
5. Explore options for funding and establishment for possible community kitchen, opening the door for reinstatement of cooking demonstrations, community classes and outreach, and a tool for new vendor establishment.
6. Work Closely with the Facilities Manager and C&S Engineers on a continued comprehensive plan for facility improvements and repairs.
7. Explore possible funding opportunities for necessary large scale repairs and improvements.
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.
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.
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 Strategic Plan with the Board of Directors, and tie that plan and vision into large scale improvement and repair projects.
13. Interactive updated signage around the facility.
14. Explore opportunities for community collaboration and outreach for increased public education of healthy eating, shopping local, and the local food system.
15. Explore options of reimplementing a successful gleaning program.
16. Increase programming and special events to increase promotional income and grow the use and public awareness of the facility.
17. Seek out further opportunities to represent and spread education and awareness of our Market on the local, state, and national levels.
18. Explore opportunities to reimagine spaces to encourage community gathering and inclusivity.
19. Continue to work toward rates and services in line with the current market and community needs.
20. Continued implementation of increased Wifi access, security camera coverage, and key fab entry.
21. Increased availability of rental facilities for storage.
22. Update and reimagine Guard Shack and Security role.



2022-23 Organizational Chart

 **Amanda Vitale**  
Executive Director

 **Gregory Frigon**  
Facilities Manager

 **Heidi Poole**  
Executive Assistant

 **Rachael Ristau**  
Market Manager

 **Timothy Boulerice**  
Maintenance 1

 **Frank Recore**  
Security

 **Alma Abadzic**  
Accounts Manager

 **Patrick Willis**  
Maintenance 2

 **George Matos**  
Security

 **Sydney Catal**  
First Assistant to the  
Market Manager


 **Jermaine Sterling**  
Maintenance 3

 **Timothy Himes**  
PT Security

 **Taylor Deats**  
Second Assistant to the  
Market Manager

 **VACANT**  
Maintenance 4

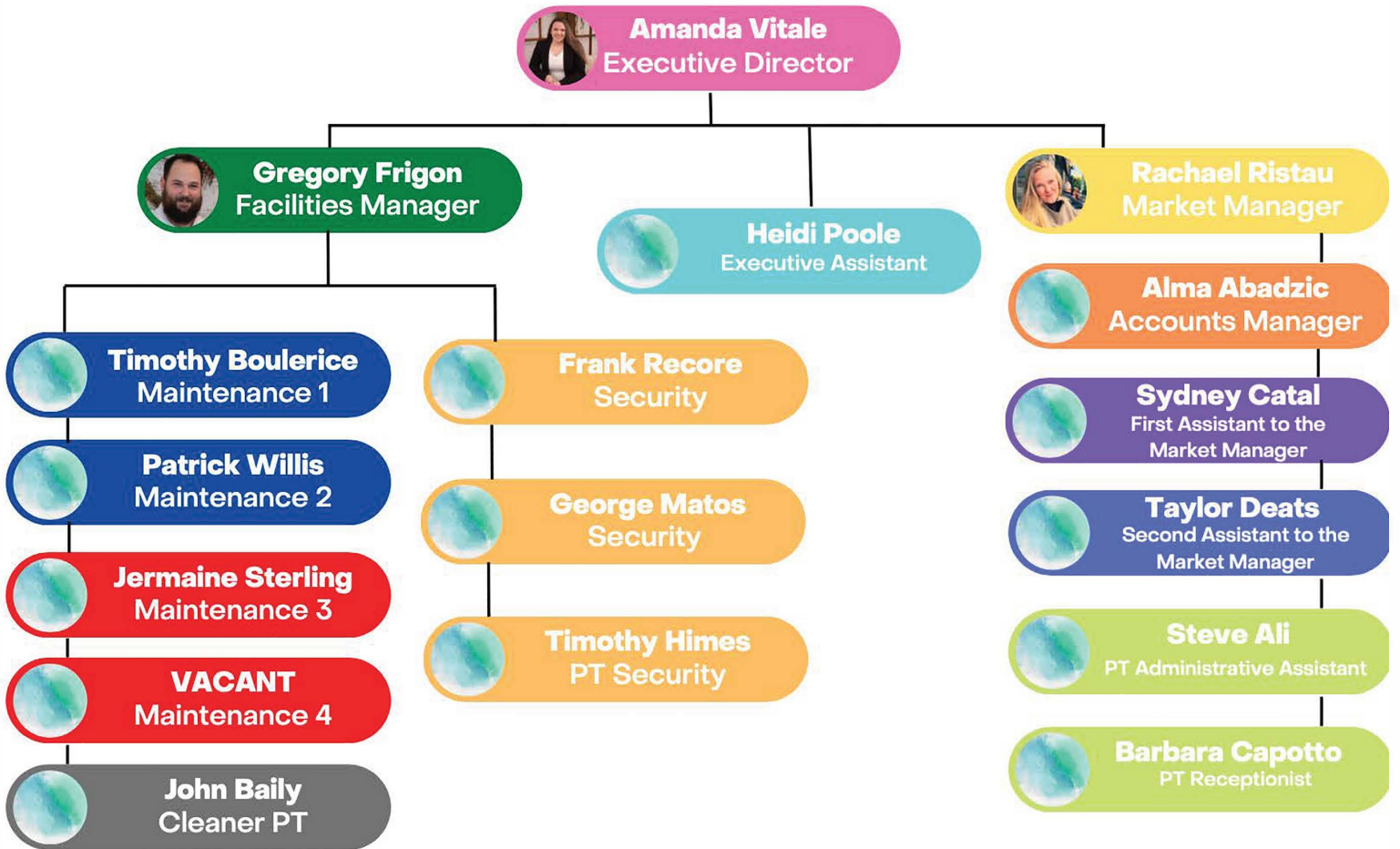
 **Steve Ali**  
PT Administrative Assistant

 **John Baily**  
Cleaner PT

 **Barbara Capotto**  
PT Receptionist



## 2022-23 Organizational Chart



\*Colors are coded to match the corresponding job description\*



# Job Description

Job Title: Executive Director  
Department: Administration  
Reports To: CNYRMA Board of Directors  
FLSA Status: Exempt

Prepared by: CNYRMA Board of Directors  
Approved by: CNYRMA Board of Directors  
Date: March 2014

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## Basic Function

Responsible for the management and oversight of the Central New York Regional Market Authority, its programs and activities.

## Major Responsibilities

1. Responsible for determining the appropriate organizational structure and staffing requirements, defining the key responsibilities of all employees and setting performance standards.
2. Responsible for hiring, supervising, terminating, disciplining, promoting employees, and adjusting wages within guidelines approved by the Board.
3. Supervises the preparation of budget and management reports relative to the fiscal condition of the Authority.
4. Authorizes and oversees special events held at the Authority.
5. Plans, recommends and administers all capital improvements and major equipment purchases; responsible for seeking special funding whenever available.
6. Meets with the Board of Directors to present operating data, fiscal information and project status.
7. Works with the Board to develop both short and long term strategic plans and then implements those plans.
8. Prepares and submits reports to the Board of Directors, recommends policy and procedure to the Board of Directors.
9. Represents the Authority with State, Federal and Local representatives, economic development authorities and other members of the community.
10. Communicates with Commercial tenants including the negotiation and administration of Commercial Lease Agreements.
11. Oversees reconciliations of bank accounts on a monthly basis.
12. Responsible for the advertising and promotions and special events staff committee.
13. Records and prepares minutes of Board and Committee meetings.
14. Conduct employee evaluations annually or more frequently, as needed.
15. Implements policies, directives and resolutions established and/or adopted by the Board of Directors.
16. Responsible for ensuring the overall security of the Regional Market and the Authority's properties.
17. Performs such other duties consistent with the position of Executive Director, assigned from time-to-time by the Board of Directors.

## Supervisory Responsibilities

1. Develop and maintain an effective staff through the selection, training, supervision, compensation, motivation, termination and review of employees.
2. Delegate duties to staff, as well as supervise and provide instruction as needed.
3. Provide guidance and direction to staff to assist in their professional development to include facilitating cross training employees.

## Skills

Oral Communication Skills  
Planning  
Customer Relations  
Time Management  
Diplomacy  
Computer Literacy  
Accounting Systems  
Capital Justifications  
General Ledger  
Knowledge of Infrastructure

Reading Skills Professionalism  
Written Communication Skills  
Accrual Accounting  
Interpersonal Skills  
Organization  
Problem Solving  
Bank Reconciliation  
Fixed Assets  
Project Management

## Education/Training

Degree: Bachelors Degree or Equivalent Experience

# 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: |                           |                |                           |

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## 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                     | 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 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: |                           |                |                           |

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## 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  
Department: Maintenance  
Reports To: Market Facilities Manager  
FLSA Status: Non-Exempt  
Starting Pay:

Prepared by: Amanda Vitale  
For: CNYRMA Board of Directors  
Date Prepared: May 5th, 2021  
Hours: 30-40 hours a week

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### 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  
Written Communication Skills  
Reading Skills  
Ability to stand for extended periods of time  
Ability to reach, bend, stoop, kneel and climb ladders

Lifting up to 100 pounds  
Physical Dexterity  
Time Management

### Education/Training

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

**Experience:** Prior maintenance experience helpful.

## Job Description

Job Title: Maintenance III, IV  
Department: Maintenance  
Reports To: Market Facilities Manager  
FLSA Status: Non-Exempt  
Starting Pay:

Prepared by: Amanda Vitale  
For: CNYRMA Board of Directors  
Date Prepared: May 5th, 2021  
Hours: 30-40 hours a week

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### 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  
Written Communication Skills  
Reading Skills  
Ability to stand for extended periods of time  
Ability to reach, bend, stoop, kneel and climb ladders

Lifting up to 100 pounds  
Physical Dexterity  
Time Management

### Education/Training

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

**Experience:** Prior maintenance experience helpful.

## 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: |                           |                |                           |

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### 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: Market Manager  
Department: Administration  
Reports To: Executive Director  
FLSA Status: Non-Exempt  
Starting Pay:

Prepared by: Amanda Vitale  
For: CNYRMA Board of Directors  
Date Prepared: May 5th, 2021  
Hours: 40 hrs. a week

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## 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, breakdown and cleanup 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.
9. Responsible for overseeing the maintenance of the CNYRMA website and social media accounts.
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. Prepare or oversee the maintenance of a detailed calendar of monthly events.
12. Oversee the day to day functions of the administrative office.
13. Coordinate with the Facilities Manager and Security Supervisor when necessary.
14. Assist and back-up other personnel in their duties to include the Facilities Manager and Security Supervisor 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 staff, as well as supervise and provide instruction as needed.
2. Provide guidance and direction to staff to assist in their professional development to include facilitating cross training employees.

### Skills

|  |                                |
|--|--------------------------------|
| Oral Communication Skills                              | Reading Skills Professionalism |
| Planning   | Written Communication Skills   |
| Customer Relations                                     | Math Aptitude                  |
| Time Management  | Interpersonal Skills           |
| Diplomacy  | Organization                   |
| Computer Literacy                                      | Problem Solving                |
| Ability to stand and walk for extended periods of time |                                |

### Education/Training

Degree: High School Diploma or Equivalent

### Experience

Prior experience with Farmers' Markets is helpful. Prior experience with accounts payable is helpful.

# Job Description

Job Title: Accounts Manager  
Department: Administration  
Reports To: Market Manager  
FLSA Status: Non-Exempt  
Starting Pay:

Prepared by: Amanda Vitale  
For: CNYRMA Board of Directors  
Date Prepared: May 5th, 2021  
Hours: 40 hours a week

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## 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



# Job Description

Job Title: 1st Assistant to the Market 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 hrs. a week  
Starting Pay:

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## 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, and promotions.

## Responsibilities

1. Coordinates with the Market Manager in reviewing executed license for the Authority's retail market.
2. Coordinates with the Market Manager and Accounts Manager for the review of executed licenses as posted to financial accounts.
3. Coordinates with the Market Manger on the stall assignments, payments, and status of vendors on the Flea Market.
4. 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.
5. Responsible to minting and delegating the creation of social media calendar, content creation, editing, and execution of all social media campaigns and posts.
6. Oversees creation, posting, and distribution of monthly and weekly newsletters.
7. Maintain statistical analysis of social media performance, as well as vendor and customer feedback.
8. Oversight of all other promotions and media, in coordination with the Market Manager.
9. Assist the Market Manager in working with tenants and/or customers to resolve day-to-day issues and complaints.
10. Assist the Market Manager in the enforcement of the Rules and Regulations of the Authority.
11. Assists the Market Manager with telephone and email correspondence and follow up when necessary.
12. Process and record EBT/Debit/Credit transactions.
13. Maintain and balance cash income and balance sheets in the administrative office for the Authority.
14. Responsible to be able to back up the tasks of the Market Manager in his/her absence.
15. Performs such other related duties as may be assigned from time to time by the Market Manager.

## Skills

|                              |  |
|------------------------------|--|
| Oral Communication Skills    | Planning                                     |
| Written Communication Skills | Customer Relations                           |
| Reading Skills               | Diplomacy                                    |
| Time Management              | Math Aptitude                                |
| Organization                 | Problem Solving Skills                       |
| Math Skills                  | Ability to stand and walk for long stretches |
| Professionalism              | Computer Skills                              |

## Education/Training

Degree: High School Diploma or Equivalent

## Experience

Experience handling cash, bondable.

# Job Description

Job Title: 2nd Assistant to the Market 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 hrs. a week  
Starting Pay:

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## 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. Maintains the Authority's electronic filing system, and the electronic communication for the Authority.
5. Compose, prepare and proofread correspondence, office memos and reports on computer and maintain confidentiality when required.
6. Assist the Market Manager in working with tenants and/or customers to resolve day-to-day issues and complaints.
7. Assists the Market Manager in the enforcement of the Rules and Regulations of the Authority.
8. Process and record EBT/Debit/Credit transactions.
9. Maintain and balance cash income and balance sheets in the administrative office for the Authority.
10. Coordinates with the Market Manager on stall assignments, payments, and status of vendors.
11. Coordinates with and assists the Market Manager with social media presence and engagement.
12. Completes monthly newsletters and email blasts that keep vendors and customers informed.
13. Assist and back-up other office personnel in their duties to include the Market Manager position for Wholesale and Retail Markets.
14. Assist in organizing, advertising, and promoting special events.
15. Assist in seeking special funding whenever available.
16. Perform such other related duties as may be assigned from time-to-time by the Market Manager.
17. Assist the Market Manager in the maintenance of the CNYRMA Website
18. Prepare and maintain an organized file on the computer of vendor letters, memos and/or written warnings maintaining confidentiality.
19. Assist the Market Manager with day to day operations and with booking and arranging events.
20. Prepare Maintain or oversee the maintenance of a detailed monthly calendar of events.

## Skills

|                           |                              |
|---------------------------|------------------------------|
| Oral Communication Skills | Budget Analysis              |
| Accrual Accounting        | Written Communication Skills |
| Problem Solving           | Accounting Systems           |
| Interpersonal Skills      | Planning                     |
| Computer Literacy         | General Ledger               |
| Bank Reconciliations      | Capital Justifications       |
| Fixed Assets              | Professionalism              |
| Peachtree Accounting      | Microsoft Word               |
| Microsoft Excel           | Microsoft PowerPoint         |

## Education/Training

Degree: Associates Degree

Experience: Prior experience in business and accounting.

## Job Description

|               |                                       |                |                           |
|---------------|---------------------------------------|----------------|---------------------------|
| Job Title:    | Administrative Assistant/Receptionist | 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:         | 15-25 hours a week        |
| Starting Pay: |                                       |                |                           |

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### 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. 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.
3. Provide administrative support for special projects to include research, compiling data and preparation of summary reports based on results.
4. Operate standard office equipment efficiently to include: multi-line telephone, computer with printer, photocopy machine, facsimile machine, and calculator.
5. Prepare tax and insurance reports as required with supervision.
6. Maintain knowledge in accounts receivable and accounts payable to be able to be the backup for those duties.
7. Perform such other related duties as may be assigned time-to-time by management.

### Skills

|                              |                           |
|------------------------------|---------------------------|
| Interpersonal Skills         | Oral Communication Skills |
| Written Communication Skills | Organization              |
| Filing                       | Reading Skills            |
| Customer Relations           | Professionalism           |
| Keyboard Skills              | Math Aptitude             |
| Planning                     | Time Management           |
| Computer with Microsoft Word |                           |

### Education/Training

Degree: High School Diploma or Equivalent

**Experience** Prior secretarial experience required.

# 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: |                     |                |                           |

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## 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 | Budget Analysis              |
| Accrual Accounting        | Written Communication Skills |
| Problem Solving           | Accounting Systems           |
| Interpersonal Skills      | Planning                     |
| Computer Literacy         | General Ledger               |
| Bank Reconciliations      | Capital Justifications       |
| Fixed Assets              | Professionalism              |
| Peachtree Accounting      | Microsoft Word               |
| Microsoft Excel           | Microsoft PowerPoint         |

## Education/Training

Degree: Associates Degree

**Experience:** Prior experience in business and communication helpful.