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August 1st, 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, August 9th 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/82444584064?  
pwd=cExKQ0RWSWpUU0psaXZzSGFYRS9sUT09](https://us02web.zoom.us/j/82444584064?pwd=cExKQ0RWSWpUU0psaXZzSGFYRS9sUT09)

By Phone: +1 929 205 6099

Meeting ID: 824 4458 4064  
Passcode: 524415

**Enclosed for your reference are:**

Agenda for the 8/9/22 Regular Meeting of the Board of Directors  
Minutes for the 7/12/22 Regular Meeting of the Board of Directors  
Draft Audit Report

In order to conduct the meeting as efficiently as possible, I strongly encourage you to review the enclosed materials in advance of the meeting. Also, please call (315)422-8647 if you have any questions or will **NOT** be able to attend the Board of Director's meeting. 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, August 9<sup>th</sup>, 2022  
6:30 P.M.**

**ORDER OF BUSINESS**

- I. PLEDGE**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF PRIOR MINUTES 7/12/22**
- IV. AUDIT REPORT - Tom Palmer**
- V. COMMITTEE REPORTS**
- VI. BOARD DISCUSSION**
- VII. NEXT MEETING(S)**
- VIII. ADJOURNMENT**

*“The mission of the Authority is to provide facilities, programs, and services to promote opportunities for agriculture and commerce in Central New York.”*

**CENTRAL NEW YORK REGIONAL MARKET AUTHORITY  
REGULAR BOARD MEETING**

**Tuesday, July 12, 2022**

**6:30 PM**

**PRESENT:** Chip Pratt, Anthony Emmi, Randall Daratt, JoAnn Delaney, Marty Broccoli, Jose Berenguer

**ZOOM:** Geoff Palmer, Tricia Kerr, Maria Mahar

**ABSENT:** D. Ross, J. Musumeci, M. E. Chesbro

**OTHER IN PERSON:** B. Vitale, A. Vitale

**OTHER ZOOM:** H. Poole

The meeting was called to order at: 6:37 PM by Board President, Chip Pratt.

**APPROVAL OF AGENDA:**

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

**APPROVAL OF PRIOR MINUTES 6/14/22:**

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

**GOVERNANCE COMMITTEE REPORT - J.A. Delaney:**

J.A. Delaney presented that the Governance Committee met on 6/23/22 and did their annual review of the Executive Director, as well as reviewing the accomplishments and goals that were included in the board packet, the committee all agreed that the Executive Director had done a great job over the past year, and is recommending a raise of 9.7% , to \$100,000.00; effective July 1, 2022.

Resolved: a motion was made by J. Berenguer and seconded by A. Emmi to accept the report as presented. All in favor; no one opposed; no abstentions.

Resolved: a motion was made by M. Mahar and seconded by T. Kerr to go out of regular session and into executive session to discuss personnel matters. All in favor; no one opposed; no abstentions.

Resolved: a motion was made by M. Broccoli and seconded by R. Darratt to go out of executive session and into regular session. All in favor; no one opposed; no abstentions.

Resolved; a motion was made by: J. Berenguer and seconded by A. Emmi to approve increasing the salary of the Executive Director to \$106,000.00, effective July 1, 2022. Eight in favor; G. Palmer opposed; no abstentions.

#### **PERSONNEL COMMITTEE REPORT - M. Broccoli:**

M. Broccoli presented that the Personnel Committee met on 6/29/22 and did their annual review of the organizational chart, job descriptions, and rates of pay. The committee felt as though the staff has been very solid and steady over the past year, especially given the circumstances they have faced. Additionally, the strides that the Authority has made to keep rates of pay competitive has resulted in increased retention - reflected by the full staff that is shown on the organizational chart for the first time in years. The committee agreed to recommend the following increases for the staff, effective July 1st, 2022:

Employee	Position	Current Rate	2022-23 July Increase	Years of Service
Amanda Vitale	Executive Director	91,125		8
Ben Vitale	Advisor/ Special Project Coordinator	70,000	*To retire in October of November*	25
Rachael Ristau	Market Manager	30	31.50	2
Alma Abadzic	Accounts Manager	26	27.50	7
Sydney Catal	First Assistant to the Market Manager	22	23	2
Taylor Deats	Second Assistant to the Market Manager	22	23	<1
Heidi Poole	Executive Assistant	20	23	<1
Barbara Cappotto	PT Administrative Assistant	22	23	23
Steve Ali	PT Administrative Assistant	20	21	1
Greg Frigon	Facilities Manager	36	37.5	8
Frank Recore	Security Guard	25	26	32
George Matos	Security Guard	19.50	20.50	4 (with 10+ w/ prior security company here)
Tim Himes	PT Security	27	28	3 (with close to 20 years as 1099 security)
Timothy Boulerice	Maintenance 1	23	24	3
Patrick Willis	Maintenance 2	22	24	<1
VACANT	Maintenance 3	19.50	17.50	N/A
Jermaine Sterling	Maintenance 4	17	17.50	<1
John Bailey	PT Cleaner	17	17.50	4

Resolved; a motion was made by: M. Broccoli and seconded by J. Berenguer to approve increasing the employee pay rates to reflect those on the included chart, effective July 1, 2022. All in favor; no one opposed; no abstentions.

## BOARD DISCUSSION:

Am. Vitale presented that the past couple years have been extremely tough, the employment market has been crazy, rates of pay have gone through the roof in accordance with cost of living, and this all took place during very unpredictable times. This has made creating a budget extremely challenging. All this considered, A. Vitale also never dreamed that in such challenging times, the staff would end up being complete for the first time in several years. As a result, there are a couple accounts that

will need to be adjusted in the budget in order to make everything work out for the year, given the current state of the market and the economy.

The income account for Farmer Saturday/ Wholesale was budgeted too low. It was budgeted for \$295,000.00. By the end of the first quarter, the Authority had already brought in \$216,520.00 in that account. The 2021-22 fiscal year ended at \$331,000.00 in that account, and the Authority is on target to bring in more than \$350,000.00 in that account in the 2022-23 fiscal year.

The income account for Promotional Leases was budgeted too low. It was budgeted for \$55,000.00. By the end of the first quarter, the Authority had already brought in \$33,100.00 in that account. The 2021-22 fiscal year ended at just under \$73,000.00 in that account. The Authority is on target to bring in more than \$70,000.00 in that account in the 2022-23 fiscal year.

The expense account for Payroll was budgeted too low. It was budgeted for \$800,000.00. It was not taken into consideration that the Authority would be able to fully complete their staff, as it has historically been unable to in the past several years. The Authority is on target to end the 2022-23 fiscal year at roughly \$840,000.00 in that expense account if the only vacant position is filled immediately.

As a result, A. Vitale is proposing the following adjustments to the 2022-23 budget:

Income Accounts:

Farmer Saturday/ Wholesale License: increase from \$295,000.00 to \$335,000.00

Promotional Leases: Increase from \$55,000.00 to \$65,000.00

Expense Accounts:

Payroll: Increase from \$800,000.00 to \$850,000.00

Resolved, a motion was made by: J.A. Delaney and seconded by: T. Kerr to make the following changes to the 2022-23 budget:

Income Accounts:

Farmer Saturday/ Wholesale License: increase from \$295,000.00 to \$335,000.00

Promotional Leases: Increase from \$55,000.00 to \$65,000.00

Expense Accounts:

Payroll: Increase from \$800,000.00 to \$850,000.00

All in favor; no one opposed; no abstentions

#### **OPEN MEETING LAW:**

Am. Vitale presented the open meetings law regarding the ability to attend meetings remotely. If the open meeting law is continued, Board Members will continue to have the ability to attend meetings remotely, vote and be counted in the quorum. If the Board of Directors chooses to adopt a resolution for when the current guidance expires, it will still be very challenging to allow members to join remotely, and their attendance would not count toward quorum.

#### **SCHOOL DISTRICT:**

Am. Vitale presented the concern on the school district's current lease with the Market. The school district is currently on a carry over lease, they do not have an updated signed lease with the Authority. It seems as though they are only interested in resigning a lease if a new roof is put on the building. Discussions will continue on this matter.

**AVAILABLE SLACE:**

Am. Vitale presented the opportunity to work with realtor Jeff Kelson to fill the vacant retail units in the Commons Building. The Board agreed it would be best to move forward, utilizing Jeff to find new tenants to fill the units.

**NEXT MEETING:**

The next meeting of the Board of Directors will be on Tuesday, August 9th, 2022 at 6:30PM.

**ADJOURNMENT:**

Resolved; a motion was made by: M. Broccoli and seconded by: J. Berenguer to adjourn at 7:54 PM. all in favor; no one opposed; no abstentions.