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July 11th, 2023

Dear Board Member,

The next meeting of the Board of Directors of the Central New York Regional Market Authority has been scheduled for **Tuesday, August 1st at 5:30 p.m. in the Conference Room at 2100 Park Street. ALL VOTING MEMBERS MUST ATTEND IN PERSON.**

Enclosed for your reference are:

Agenda for the 8/1/23 Regular Meeting of the Board of Directors
Minutes for the 6/6/23 Quarterly Meeting of the Board of Directors

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
REGULAR BOARD MEETING
Tuesday, August 1st, 2023
5:30 P.M.**

ORDER OF BUSINESS

I. PLEDGE

II. APPROVAL OF AGENDA

III. APPROVAL OF PRIOR MINUTES 6/6/23

IV. BOARD DISCUSSION

V. NEXT MEETING(S)

VI. 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 6, 2023

6:30 PM

PRESENT: J.A. Delaney, A. Emmi, J. Berenguer, C. Pratt, R. Daratt, T. Bonnofski, M. Broccoli, T. Kerr

ZOOM: G. Palmer

ABSENT: M. Mahar, J. Musumeci, L. Podsiedlik

OTHER IN PERSON: Lexi Ali, Amanda Vitale

The meeting was called to order at 6:42 PM 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 with the adjustment of moving the discussion of Board Discussion items C and E to follow the Governance Committee presentation. All in favor; no one opposed; no one abstentions.

APPROVAL OF PRIOR MINUTES 4/4/2023

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

APPROVAL OF REVISED MINUTES 1/3/2023

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

FOURTH QUARTER QUARTERLY REPORT

- a. A. Vitale presented the Fourth Quarter Quarterly Report, detailing individual expense areas within the report.

- b. M. Broccoli states there is serious frustration amongst Board Members with how much the Authority is paying for Legal Fees, doesn't feel we get what we pay for, and asks to revisit the matter later. A. Vitale affirms it is something that must be discussed.
- c. C. Pratt offers to help A. Vitale look for a cheaper attorney with the same expertise as the current attorney in order to cut that expense.
- d. Electricity expenses are high due to solar panels being down. A. Vitale states engineers are looking into options for solar updates that could be either free or rebated. R. Daratt suggests looking into companies that lease panels.
- e. A. Vitale notes to the Board that SNAP processing fees and equipment fees are no longer being reimbursed by the State. J.A. Delaney asks that the Board revisits this matter later.
- f. G. Palmer asks about total expenses YTD. A. Vitale will send an exact number after the meeting ends.
- g. T. Kerr expresses interest in what numbers would look like if unexpected expenses and lost revenue due to repairs were accounted for. A. Vitale says she can provide numbers on what revenue is being lost due to commercial leases and separate out capital improvement expenses in a brief report that can be sent out following the meeting.
- h. J. Berenguer expresses concern w/ Dealer Saturday license being lower than last year – A. Vitale blames vendor deaths, disqualifications, and downsizing due to lack of staffing. A. Vitale will dig deeper into the causes of this decrease.
- i. J.A. Delaney asks why Receivables are higher than usual. A. Vitale states a new tenant came in the last month of the fiscal year and that some refunds and other items came in at the end of the final quarter.
- j. G. Palmer asks A. Vitale for projections for next year (Annual Report), A. Vitale says it is expected to be available next month.

Resolved: a motion was made by C. Pratt and seconded by J. Berenguer to adopt the quarterly report and balance sheet as presented. All in favor; none opposed; no abstentions.

Resolved: a motion was made by T. Kerr and seconded by R. Daratt to move out of regular session and into executive session for the discussion of employee matters and lease negotiations. All in favor; no one opposed; no abstentions.

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

GOVERNANCE COMMITTEE REPORT - JoAnn Delaney

J.A. Delaney presented that the Governance Committee had met the prior evening. In their meeting they had discussed the review and performance of the Executive Director, as well as discussing some additional policy work and bylaw revisions. The review of the Executive Director was very positive, and the committee agreed that there had been a lot going on within the past year with a heavy workload, and that the upcoming year is going to be quite a heavy lift as well – noting that the committee agreed that they are aware that the workload in the upcoming year will require additional hours and additional time away from family for the Executive Director. The committee unanimously voted to propose a 6% increase to the salary of the Executive Director. Additionally, J.A. Delaney noted that the committee will reconvene to finalize updated bylaws, policies, and the Executive Director job description for recommendation to the Board of Directors.

Resolved; a motion was made by M. Broccoli and seconded by R. Daratt to increase the salary of the Executive Director by 6% with the addition of required additional political and community partner outreach and the scheduled review and revision of the Executive Director job description. All in favor; no one opposed; no abstentions.

NOMINATING AND PERSONNEL COMMITTEE REPORT - Marty Broccoli

M. Broccoli presented that the nominating and personnel committee met prior to the meeting and discussed the proposed increases for the staff. He noted that retention is very important right now, as hiring is so challenging in the current market.

Resolved; a motion was made by M. Broccoli and seconded by J. Berenguer to approve the proposed pay increases as presented by A. Vitale, with one change to increase the rate of pay for the individual in the position of Maintenance III to \$20/hr based on years of service. All in favor; no one opposed; no abstentions.

BOARD DISCUSSION

M. Broccoli and J.A. Delaney noted that it was getting very late, and due to workload commitments prior in the day and the following day, they would not be able to stay much longer. M. Broccoli requested that A. Vitale present on the updates pertaining to the Syracuse City School District and Warehouse, and A. Emmi noted that items that require resolutions be discussed immediately following.

1. Syracuse City School District and Warehouse Update

A. Vitale presented that staff has been unable to make contact with the Syracuse City School District in several months. Just a week prior to the expiration of their lease, staff was contacted and notified that they would not be renewing and had moved out of the space. At this time, Russo's will be offered the space. If they do not want to take it, it will be advertised for rent within the next week or so. This space is free of leaks, has bathrooms with a shower, break rooms, warehouse space, office space, and even a small kitchen space in the upstairs office. – A. Vitale will also be re-working the project proposal and phase 1 proposal to remove the school district plans and revamp the plans for the security guard space and Regional Market Commons.

(M. Broccoli left following this discussion.)

2. Thursday Market Food Shed Request

A. Vitale presented that one of the food shed vendors who has one of the large storage unit food sheds is requesting to have the fee for the Thursday Market removed from his license rate. They do not feel as though it is profitable enough to attend, and do not want to pay for it if they are not attending. When the storage unit sheds were constructed and purchased in 2017, the agreement was that the vendors would not pay any extra for the unit, but they would have to agree to an annual lease that covered all market days. The income from that would cover the expense to the Authority for the purchase of the sheds in 10 years from the date of purchase (this is year 7). Additionally, we credited them in 2020 for the loss of the Sunday Market, and we allow them to use these sheds for storage – which other food shed tenants do not. We do require them to pay electricity expenses monthly, since they typically leave refrigerators and such plugged in during the week when they are storing product in the unit. The Thursday portion of the license is \$1,620.00 out of the total annual license amount of \$10,754.00.

Resolved: a motion was made by C. Pratt and seconded by R. Daratt to deny the request. All in favor; no one opposed; no abstentions.

3. Pawsativitea - Roof Leak Damage

- a. A. Vitale presented that there have been significant leaks in the roof in the Regional Market Commons, and those leaks have become significantly worse in the last couple months especially within one tenant's unit in particular. This tenant

has been extremely patient and cooperative throughout the entire process, but has experienced significant damages to her unit, and interruptions to her business. The Authority's maintenance team has spent significant time trying to find and repair leaks – including using heavy duty aluminum flashing tape to seal all of the seems around the skylights, using RV rubber roof repair materials to repair any and all possible areas of penetration that they were able to identify, and re-working and sealing the roof drain. (Which all of this has caused them to fall even further behind on everything else currently on their plates.) However, because of the major inconveniences that this tenant has experienced, and how amazing they have been throughout the process, I would like to offer her a credit for at least one month's rent. We will also help to make any repairs that we can once we get the roof fixed/ redone. Monthly rent is: \$1,480.00 . [INFO](#)

Resolved: a motion was made by J. Berenguer and seconded by R. Daratt to credit one month's rent in the amount of \$1,480.00 to the account of Alisha Reynolds for damages and interruptions caused by roof leaks. All in favor; no one opposed; no abstentions.

4. Denise Longden Email Request

- a. A. Vitale presented that a Flea Market vendor, Denise Longden, had signed and made the first payment on her license and attended her first market. After that she ended up injuring her back, making her unable to attend the market (being unable to lift the tables and products necessary to set up and take down her display). She is requesting to be given the ability to get out of her lease and have her first payment credited to her account for use at a later date to cover daily fees when she is again able to attend the market. In the past the Authority has allowed similar license forgiveness when it is requested due to a medical issue.

Resolved: a motion was made by C. Pratt and seconded by T. Bonnofski to allow Denise Longden's license to be VOIDed and to credit her payment to her account for use to cover daily fees at a later date. All in favor; no one opposed; no abstentions.

5. Part Time Sick Time Earnings

A. Vitale presented that New York State entitles all part time employees to one paid sick hour for every 30 hours they work, our employees are currently earning 3.33 hrs per month flat. Since we have started this, we are noticing with our

seasonal employees that some months they only work a shift or 2 which makes earnings unfair. She requested that the Board of Directors pass a resolution to change earnings to: 1.25 hours earned per 30 hours worked. This works out to be the same 3.33 hours that we are currently offering for our 20 hour a week employees, which is what we were originally basing the earnings off of. Earning in this manner will be more fair across the board for part time employees.

T. Bonnofski raised a concern that he believed all part time employees had to receive 40 hours a year, and the rest of the members agreed to table this discussion until further research and information was had.

6. Standard Work Day Resolution

A. Vitale presented that it was brought to her attention by one of the auditors from the State Comptroller's Office, that the Authority is required to have a standard work day resolution in place for each position for the New York State Retirement System. A. Vitale included this resolution in the updated packet for this meeting.

Resolved; a motion was made by J.A. Delaney and seconded by C. Pratt to adopt the resolution as stated. All in favor; no one opposed; no abstentions.

Formal resolution attached

(J.A. Delaney left following this discussion.)

7. Mobile Market Update

- a. A. Vitale announced that the Mobile Market is set to launch next Tuesday, June 13th at the Downtown Farmers Market. Through coordination with the Downtown Committee, they were able to secure funding through a grant from the NYS Department of Agriculture and Market that will be covering all staffing expenses associated with the operation of the Mobile Market. Additionally, through coordination with the Onondaga County Ag. Council, the Authority has also secured funding for the material and initial product expenses. At this time, the only expense to the CNY Regional Market is for the vehicle. The plan was originally to use our Mobile Market Trailer that we had used in the past. However, the trailer needed some work and improvements, it was proving to be challenging to staff the program with someone with the experience required to drive and maneuver the truck and trailer. Additionally, taking the work truck off premises

that often would hinder the productivity of the maintenance team. As a solution, A. Vitale researched options for a small cargo van that would be easy to drive and maneuver. After requesting quotes for several used Ford Transit vans, A. Vitale purchased a used 2017 Ford Transit Van for \$14,500.00 that will be used for the Mobile Market. A. Vitale will be looking into disposing of the old mobile market trailer as well as the 2008 chevy silverado that is currently in scrap condition. The mobile market will also aim to generate enough revenue in this first year to cover the expense of the van and to cover start-up expenses for the program to run in year two. –Which A. Vitale believes to be attainable with all other expenses covered with outside funding sources.

8. Building Improvements and Updates/ New Tenant Updates

- a. A. Vitale presented that there is a new tenant in the commons that opened for business this past Sunday, operating Self Care Club. This tenant has done significant improvements to the space and it is beautiful.
- b. A. Vitale presented that back in 2017 the Authority leased the upstairs portion of the Birchmeyer Building on Hiawatha Blvd. to Morris construction. We charge them only for the portion of the building that he operates his business office out of, with the agreement that he is responsible to make improvements and repairs to the building (roof, interior, etc.) as needed, and that he operate a community center out of the remaining portion of the space to provide value to the North Side community. Last year, the community center failed the NYS Fire inspection. The Authority offered an alternative site for events until which time he could make the necessary improvements to the space, but that the space would need to be in compliance before the next inspection. The space was inspected by management on Thursday 6/1/23. At this time the space was found to have incredible improvements that resolved the issues addressed by NYS Fire in 2022. The tenant invested roughly \$40,000.00 into the space, and is looking to do further improvements to the area.

9. Comptroller Audit Update

A. Vitale presented that the audit has been going on for a couple months, and they are still in the preliminary phase and have not actually begun the audit process yet. This in mind, this has been an extremely heavy lift on the staff, and is causing delays with the completion of day to day tasks. A. Vitale noted that most board members had likely been contacted by the auditors, and that since it is

likely that board members have questions or may want to learn more about different things at the market, A. Vitale and A. Emmi are willing to stay after this meeting to have any discussions or to schedule a time to sit down with anyone for this purpose.

10. Internal Audit Update

A. Vitale presented that this audit began just two weeks ago, but that it seems like they are in the final phases of the audit. Committee and Board Members should be aware that there will likely need to be an Audit Committee Meeting Scheduled for July for the review of the Audit, and to expect an audit report either at the July or August meeting.

11. Commons Roof and Skylight Update

A. Vitale presented that, as discussed above, it is imperative that the roof on the Regional Market Commons get replaced as soon as possible. If this is prolonged, we risk losing more tenants. At this point in time, the Commons has only one vacant unit –which needs additional repairs before it will be in rentable condition. At this point in time, A. Vitale has requested the C&S Engineers develop plans and begin the bid process to get this project out to bid as soon as possible. The estimated cost to replace the roof and skylights came in at \$756,000.00 and this timeline would be significantly longer with a shorter lifespan. The estimated cost to replace the roof and infill the skylights came in at \$588,000.00 and would be a significantly shorter timeline and longer lifespan. A. Vitale has asked that they begin working on plans for roof replacement with the removal and infill of the skylights.

12. EV Charging Stations

A. Vitale presented that on 5/23/23 she had a call with a company offering to provide large discounts on the installation of EV charging stations. This is something that some of the Authority's tenants had been asking about, so she decided to look into it. National Grid would 90% of the infrastructure expense, and the Authority would be responsible for the remaining 10% of the expense. The hardware would be free through the company, and the Authority would pay for network expenses. However, return on investment is typically not seen until years 2 or 3, and would be in the ballpark of \$250-\$300 per month. Also, equipment would likely need updating within 5-10 years. The company also stated that there was also the option to allow them to come in, install the stations

on their dime, and then they would own and operate the stations. There would be no income to the Authority – which is not in line with the Authority's operating standard. It was also noted that the longer the Authority waits to install EV charging stations, the less funding there will be available. The general response was that this was not a valuable enough investment at this time, given the state of other areas that require large scale investment.

13. Board Meeting Minutes Format

L. Podsiedlik noted that the current format of the Authority's minutes does not specifically state whether each resolution was carried or failed outside of listing the number of yes votes and no votes. A. Vitale does not believe that it is required, as it is notated by the number of yes votes (less than 7 signifying a failed resolution). A. Vitale did not want to reformat the minutes without speaking to the board and wants to proceed however the board feels is best. The general response was that no action should be taken at this time.

NEXT MEETING

TBD

ADJOURNMENT

Resolved: a motion was made by C. Pratt and seconded by T. Kerr to adjourn at 9:15 PM. All in favor; no one opposed; no abstentions.

Received Date

Standard Work Day Resolution for Employees*

Please type or print clearly
in blue or black ink

Employer Location Code

5 0 1 5 1

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
Amanda M Vitale Date enacted: 6/6/23
 (Signature of Clerk)

I, Amanda Vitale, Executive Director, 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 8 of such members were present at such meeting and that 8 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

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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

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