

**CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
REGULAR BOARD MEETING
Tuesday, August 3rd, 2021
7:00 P.M.**

PRESENT: R. Daratt, K. Batman, A. Emmi, C. Pratt, M.E. Chesbro, J. Berenguer, J.A Delaney, M. Mahar, J. Musumeci

ZOOM: A.Vitale, T.Palmer

ABSENT: D. Ross, C. Nowak, M.Broccoli, M. Thurston

OTHERS: B. Vitale, R. Ristau, A. Verity

The meeting was called to order at 7:05 PM by Board President: C. Pratt.

APPROVAL OF AGENDA

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

APPROVAL OF PRIOR MINUTES

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

AUDIT REVIEW- T.PALMER

T. Palmer presented to the Board of Directors a very positive audit overall. The audit was done completely remotely with an unmodified opinion on financial decisions, which is the best that anyone can receive. Each member was given a copy of the audit report. T.Palmer shared a few changes in the 10 year comparison. These changes have occurred due to the new building purchased by the Authority. The report was good and remained on trend on overall categories when compared to the overall state of the Market and across the board for other municipalities in this state for the year. There were key areas that resulted in change were due to the new building. The report was overall very positive, and the Market staff worked exceptionally well with the auditors in order to get the process done and turned around in a timely manner while working remotely.

Resolved; A motion was made by J. Berenguer and seconded by K. Batman to approve the audit as presented. 8 favor; 0 opposed; 1 abstention.

GOVERNANCE COMMITTEE MEETING PRESENTATION- J.A DELANEY

J.A Delaney presented to the Board of Directors an overview of the June 8th 2021 annual review of the Executive Director. The committee reviewed the Executive Director's goals

and accomplishments, and issued a very positive review. J.A. Delaney state that the Board will typically set goals for the Executive Director and recommend a raise.

Additionally, the committee discussed recommendations that staff should take conflict resolution training, and that the staff attend the National Association of Produce Market Managers conference and look at all the programming and see what other Markets across the country are doing. The committee also discussed staffing and it was a very positive review. The Governance Committee has other work to do and has set a date for next meeting. The Governance Committee would like to work with the board to put together a strategic plan and goals that the Board has. It was shared that it was discussed to have the staff add from their perspective as well. A. Vitale will present to the governance committee and then to the full board, a starting point with a strategic plan that she develops with the Market and Facilities Mangers.

Resolved; a motion was made by K.Batman and seconded by M. Chesbro to approve the report as presented. All in favor; no one opposed.

PAY ADJUSTMENTS PAY RATE ADJUSTMENTS

A.Vitale presented to the Board of Directors that the Authority has been looking for a cleaner for several months with no success. Unfortunately the very few candidates who did apply, were not qualified. More recently, the last full time cleaner with the Authority resigned to move out of state. The Authority currently only has one part time cleaner left. This cleaner is left responsible for cleaning the grounds on weekdays and maintaining the cleanliness of the entire facility during the Thursday, Saturday, and Sunday markets. It is a hard and a dirty job. More recently, that remaining cleaner received an offer at another job with more pay and doing the same work on a much smaller scale. When this occurred, A. Vitale reached out to C. Pratt and explained the situation. They agreed to the necessity of increasing the rate of pay for this specific employee to match what was offered elsewhere, increasing their rate of pay to \$15 an hour. It was presented that in doing this it left two of the long term employees with little to no pay differential from the cleaners' pay. This was unfair and left the fear that these employees may be lost, which would be crippling to the Authority at this time. A. Vitale did increase the other two pay rates based on the cleaning position increase, with the support of C. Pratt. The Authority is still in a tough spot in the maintenance department due to short staffing and inability to find qualified applicants to fill vacancies. C. Pratt asked for a motion to approve the pay increases. K. Batman raised a concern that he believes all pay raises to go through the finance committee and the Board of Directors before being offered. He said a good team and good working environment is here, then A. Vitale can say "give me a few weeks to get this to a Board Meeting". C. Pratt stated that this is not always the case and that some times these kinds of decisions need to be made before waiting for a meeting to occur in order to retain staffing and quality employees. R. Daratt shared that allowing management to manage will benefit situations like this. M. Chesbro shared that telephone calls can be made like the ones between A.Vitale and C.Pratt for situations like this. J. Musumeci shared that he believes A.Vitale is very capable of making decisions like this, as this is a part of the job that the Board of Directors hired her to do. He additionally

reiterated the value of the current staff, and the importance of retention.

Resolved; a motion was made by J. Berenguer and seconded by R. Daratt to approve the increased rated of pay as presented. All in favor; no one opposed.

SCHOOL DISTRICT UPDATE

A. Vitale presented to the Board of Directors that the school district has signed their lease, at the cost of basic warehouse space. B. Vitale and R. Ristau walked through the unit with them and set them up with keys and security codes for the space. At this point, the next step is to outfit the space for its intended use, to include cooler space, freezer space, food grade dry storage space, and equipping the space with a backup generator. At this time, A. Vitale and B. Vitale are exploring options for either the Authority or the school district to acquire funding to equip the space. If the Authority is able to secure that funding, the rent could be increased significantly for the unit, and the Authority's income potential for the space would increase significantly.

BUDA LEASE UPDATE

A. Vitale gave an update to the Board of Directors on the status of the Buda's Lease. It was shared that it took about a month for the owner to respond to R. Ristau to let her know that she, Vicky Griffith was the sole owner and shareholder of the business. The next step is that A. Vitale and B. Vitale will begin discussions with the Authority's attorney to outline directions they want to go with the lease and then they will present the ideas to the Board of Directors. The duration of lease will depend on the kind of improvements that will be required of the tenant. Additionally, there is an option of changing the lease to a net net net lease, which would relieve the Authority of any responsibility in the space. After some discussion, it was decided that as of now the Authority will potentially extend the lease through December. This one year extension would need to include a rent increase, as it was not increased last year with that extension because of the circumstances surrounding COVID-19. K. Batman shared that if there is going to be an extension, it will be hard to go to a net net net rent and not increase rent. The net net net will be less than what they would propose for the current lease format. Finally, the location of the business is in the retail portion of the market. The board needs to decide how the business is going to be categorized moving forward. Then it will alleviate a lot of gray areas, as the current lease allows the tenant to pay a rent that is between the cost of a wholesale and retail space, while being located on the retail market and running what appears to be a primarily retail based business. A. Vitale will get a proposal with a couple of options for the next meeting.

BOARD DISCUSSION

1. A/C and Boiler Update

A Vitale presented to the Board of Directors the status of the A/C Unit and Boiler system

repairs. The upstairs portion of the A/C in the Administration Building is finally up and running, but downstairs is not. The unit controlling the downstairs portion of the Administration Building is going to require extensive repair. Parts are currently four months out, but are on order. A. Vitale made the executive call and spoke to C. Pratt who agreed, before placing the order. The repairs are going to cost roughly \$18,000.00, and a 50% deposit was made in order to get the parts on order. The unit requires a new compressor and a new controller that needs to be installed in order to get the downstairs unit functioning properly. Hopefully the unit will be repaired soon, but mostly all parts are on national backorder and there are no guarantees. The boiler, that went down and had to be run on half capacity for the second half of the heating season will be delivered tomorrow and installed. Both units failed in the midst of the season that they were needed, which led to the necessary of the emergency decision to proceed with ordering the units. If that was not the case, then the recommendation would have been to get multiple quotes but the Management is confident on the decision to move forward with this repair companies chosen.

2. Mediterranean:

R. Ristau shared an update on the business relationship with Mediterranean. When the business was transferred, Mike made it seem like everything was transparent and understood regarding all the terms to the new power. The new owner did not know rules when coming in. A few issues that have recently came up included the new owners hacking into electrical unit to add more power by tapping into ours. An outdoor ice cream addition that did not have approval, signs being put up and we asked them to take them down and they didn't, the cutting of shrubs that killed them, hosting outdoor concerts. R. Ristau and G. Frigon have spoken with them and it keeps happening. R. Ristau shared what they want to do and that they don't want to ask permission. R. Ristau let them know they can come to her with an open line of communication for her to help. A. Vitale does not believe its the time or place for any of this with covid, etc. The eviction process does take time. It would be nice to have a tenant before evicting them.

NEXT MEETING

The next meeting of the Board of Directors will be on September 7th, 2021 at 7:00pm.

Resolved; a motion was made by J.A. Delaney and seconded by K. Batman to go out of regular session and into executive session for the discussion of personnel.

Resolved; a motion was made by J.A. Delaney and seconded by J. Musumeci to go out of executive session and into regular session.

Resolved; a motion was made by J. Berenguer and seconded by J.A. Delaney to approve a 12.5% increase to the Executive Director's rate of pay effective July 1, 2021.

ADJOURNMENT

Resolved; a motion was made by J. Musumeci and seconded by A. Emmi To adjourn at 8:45pm.
