



REGIONAL MARKET AUTHORITY

POLICY BOOK

2023



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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

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ACCOUNTS PAYABLE PROCEDURE

POLICY: This procedure outlines the manner in which the obligations of the Central New York Regional Market Authority (“CNYRMA”) are processed and paid.

PURPOSE: To regulate and streamline the payment of invoices at the CNYRMA.

SCOPE: The Market Manager, or his designee - not to be the Accounts Manager or the Executive Director, except in emergencies - will ensure the proper procedure is followed.

PROCEDURE:

1. The Market Manager, or his designee, receives all the invoices and arranges invoices in chronological order.
2. The Market Manager will ensure the CNYRMA has not been over-charged (e.g. charges from previous billing cycles or sales tax). The CNYRMA is a not-for-profit organization and therefore exempted from paying sales taxes.

If any taxes are found on any invoices, the Market Manager will approach the Executive Director with the invoice and obtain a Tax Exempt form signed by the Executive Director and mail the form to the relevant vendor requesting a revised invoice.

3. The Market Manager will ensure no charges occur on the basis of packing slips or statements received. All charges must be invoiced.
4. After the validity of the charges are made, the invoices and their details are entered in the CNYRMA accounting program.
5. Each week, the Market Manager will review the previous entries and generate a summary of payables due to the respective companies. The Executive Director approves payments based on the availability of funds. It is the intent of the CNYRMA to pay invoices on a 30-day cycle. The Market Manager will make sure bills are paid weekly.
6. Printed checks are forwarded to the Executive Director together with a copy of the invoice.

7. The Executive Director reviews and signs checks and a second signature is obtained from an officer of the Authority who is authorized to sign the checks.
 - a. If payments occur on a day when an officer of the Authority or the Executive Director are not available, then the signatures will be obtained on the next possible opportunity.
 - b. The Executive Director is required to be one of the signatures on the checks. The only times a check should be signed by two members of the Executive Committee is in case of an emergency when the Executive Director is not available or when the Executive Director is not available and approves payments by phone or in advance.
8. After checks are signed, the Market Manager will then mail payment together with the invoice stub. If a stub is not available, then a copy will be made of the invoice and a copy will be mailed with the check. The original invoice will be filed in the office with a copy of the check.
9. If a check is prepared in error, the Accounts Manager or the Executive Director shall VOID the check. The Market Manager shall NOT void any checks.

The Board of Directors approved this Policy at their meeting on 1/21/2014

Amended and restated this 4th day of April, 2023



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AGED RECEIVABLES ACCOUNT POLICY

POLICY: This procedure outlines the manner in which the Central New York Regional Market Authority (“CNYRMA”) will manage its aged receivables.

PURPOSE: To establish a standard practice of collecting aged receivables which may or may not be collectible.

SCOPE: The Executive Director will review these accounts quarterly and proceed in a manner which is determined by the age and amount of the receivable.

PROCEDURE:

1. The Accounts Manager will prove the Executive Director with a quarterly report identifying receivables that are over 90 days past due.
2. The Executive Director with assistance from staff will determine if the account is still active and the possibility receiving payment.
3. If payment has not been made on the account in recent months, it will be determined to be uncollectible and be written off as Bad Debt. Any vendor who has had an account written off as Bad Debt will become a Disqualified Person and will not be permitted to utilize the Authority in any capacity other than as a customer until the balance, including any late charges, is paid in full.
4. During the Authority’s budget process, the board will appropriate a bad debt expense. When an account is determined to be uncollectible, the Executive Director eliminates the particular accounts receivable not to exceed the budgeted allowance for bad debt.
5. Authority staff maintains a list of accounts which have been written off as bad debt and it is the Authority's policy not to allow these tenants or vendors to rent space from the Authority without first satisfying bad debts that were previously written off.

The Board of Directors approved this Policy at their meeting on 1/21/2014.

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AMENDMENTS TO THE ACCOUNTING SYSTEM

POLICY: To establish a procedure for corrections to the Central New York Regional Market Authority (“CNYRMA”) accounting system.

PURPOSE: To ensure the proper tracking of corrections to the accounting system.

SCOPE: The Executive Director will authorize the Accounts Manager to manage the procedures.

PROCEDURE:

1. On occasion, the CNYRMA needs to make corrections to the accounting system. For example, if a vendor overpays their account or a daily charge is applied to a lease payment, tracking of such payments need to be recorded in the accounting system.
2. The Executive Director will authorize the Accounts Manager to make the necessary adjustments.
3. The Accounts Manager will make the adjustments. A copy will be printed, initialed by the Executive Director and filed under "Adjustments" with the corresponding month's account reconciliation.

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ATM PROCEDURES

POLICY: This procedure is to establish an effective operation of the Central New York Regional Market Authority (“CNYRMA”) ATM machine.

PURPOSE: To ensure the proper operation and function of the ATM machine owned by the CNYRMA.

SCOPE: All officials operating the ATM machines at the CNYRMA.

PROCEDURE:


1. The ATM is only operable and accessible on market days and during Special Events.
2. Currently, the commission charged for each transaction at the ATM is \$1.75. It is at the discretion of the CNYRMA to modify the charge from time to time.
3. The Market Manager is responsible for ATM operation, upkeep and maintenance of records at CNYRMA premises.
4. The Market Manager will load the ATM with \$1,000 - \$3,000 each day it is to be operated.
5. Before the ATM is operated, the Market Manager will generate a check for the appropriate amount and forward it to the Accounts Manager or the Executive Director, who in turn will cash the check.
6. The Market Manager will, upon receiving the cash, together with at least one escort (for security purposes) go to the ATM, open the machine, take a print-out and deposit the cash in the machine, all in \$20 bills.
7. During the business day, the Market Manager will, at least twice, check the machine to ensure the cash cartridge is not empty.


8. At the end of the day, the Market Manager will again take an escort to the machine and open it, generate a print-out to show the ending balance.
9. Any remaining funds will be removed from the ATM and brought to the CNYRMA office to be counted and secured.
10. The remaining funds will be reconciled with the balance on the print-out generated by the ATM.
11. The Market Manager will maintain a record of transactions for each day the ATM is used.
12. ATM usage will be reconciled each month by the Accounts Manager. Through a journal entry in the CNYRMA accounting system, the Accounts Manager will reconcile the ATM expense and ATM income.

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POLICY FOR BORROWING EQUIPMENT

POLICY: To establish a manner in which Central New York Regional Market Authority (“CNYRMA”) equipment may be loaned to organizations off of the CNYRMA property.

PURPOSE: To recognize and address the liabilities, experiences, and other issues regarding the lending of CNYRMA equipment for use off site of the CNYRMA Facility.

SCOPE: The Executive Director or their designee shall communicate this policy to all organizations requesting use of CNYRMA equipment. The inquiring organization will be required to fill out the attached request form, herein made a part of this policy, to be reviewed by the Board of Directors.

PROCEDURE:

1. The CNYRMA's primary policy is that the Authority does not loan any equipment. Any exception to this shall follow the guidelines below.
2. No equipment shall be borrowed by any organization without prior Board approval.
3. The attached request form shall be filled out by the requesting organization and brought to the next available Board of Directors meeting.
4. Any and all agreements and conditions approved by the Board of Directors shall be executed fully by the Executive Director or his designee.
5. These agreements and conditions shall be documented and signed by both the Authority and the borrowing organization.

The Board of Directors approved this Policy at their meeting on 1/21/2014.

Amended and restated this 4th day of April, 2023

Request to Borrow Equipment Form

Central New York Regional Market Authority

2100 Park Street · Syracuse · New York · 13208

Organization: _____

Equipment Requested: _____

Date to acquire: _____

Date to Return: _____

Destination: _____

Purpose: _____

Names of those operating equipment: _____

Comments: _____



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BUSINESS CREDIT CARD POLICY

POLICY: To establish an effective method of payments for items which are difficult to purchase with the Central New York Regional Market Authority (“CNYRMA”) Checking Account.

PURPOSE: Under certain circumstances, it is much more efficient to purchase certain items or services with a credit card rather than with paper checks.

SCOPE: The Executive Director shall be authorized to hold and use the CNYRMA credit card. Other management level employees may hold and use a business credit card, but only with prior approval from the Board of Directors.

PROCEDURE:

1. Use of the CNYRMA Credit Card shall be limited to budgeted expenses for the following:
 - Travel expenses
 - Meals; at the reasonable rate supported by receipts
 - Conference expenses
 - Emergency situation
 - Online Purchases
 - The purchase of items where it is impractical to issue a paper check or where paper checks would not be accepted
2. Itemized receipts for each purchase must be attached to each statement and payment check for monthly review.
3. Any employee issued a CNYRMA credit card shall keep the credit card locked in a secure place in the office or keep it in his/her custody, taking necessary precautions to ensure the safeguard of the credit card.
4. Bank statements for all CNYRMA credit cards shall be reviewed monthly by the Executive Director and an elected officer of the Board of Directors.

The Board of Directors approved this Policy at their meeting on November 1, 2022

Amended and restate this 4th day of April, 2023



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CELL PHONE USE POLICY

POLICY: To establish guidelines for which the Central New York Regional Market Authority (“CNYRMA”) will manage the use of cellular telephones.

PURPOSE: It is recognized that the appropriate use of cell phones enhances productivity and safety and improves the cost-effectiveness of operations. Therefore, the Authority will provide a stipend for employees who use their personal cell phones for CNYRMA business.

SCOPE: The Executive Director or his designee shall determine on a monthly basis which employees are approved for such stipend.

PROCEDURE:

1. The cell phone number of employees who receive a stipend for use of their person cell phone shall be recorded and available for employee and security personnel, to ensure that the employee is available by phone at all times.
2. The following individual job titles shall receive monthly stipends designated by the CNYRMA Board of Directors for personal cell phone use.
 - Executive Director \$75 per month
 - Market Manager \$60 per month
 - Maintenance. \$40 per month
3. Employee stipends shall be approved on a monthly basis by the Executive Director. Designated employees are expected to answer calls while not at work. This will be the basis for stipend approvals.
4. Employees who are charged with any violations resulting from the use of their cell phone while at work and while not at work will be solely responsible for all liabilities that result from such actions.

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CODE OF ETHICS

POLICY: This policy outlines the manner in which the Central New York Regional Market Authority (“CNYRMA”) will manage the ethical and professional performance of the CNYRMA directors and employees. and best practices for honesty, integrity, and professionalism.

PURPOSE: To establish a standard of ethical and professional performance, and to set out the CNYRMA’s ethical guidelines and best practices.

SCOPE: This Code of Ethics shall apply to all officers and employees of the Central New York Regional Market Authority (the “CNYRMA” or "Authority"). These policies shall serve as a guide for official conduct and are intended to enhance the ethical and professional performance of the Authority's directors and employees and to preserve public confidence in the Authority’s mission.

RESPONSIBILITY OF DIRECTORS AND EMPLOYEES:

1. Directors and employees shall perform their duties with transparency, without favor and refrain from engaging in outside matters of financial or personal interest, including other employment, that could impair independence of judgment, or prevent the proper exercise of one's official duties.
2. Directors and employees shall not directly or indirectly, make, advise, or assist any person to make any financial investment based upon information available through the director's or employee's official position that could create any conflict between their public duties and interests and their private interests.
3. Directors and employees shall not accept or receive any gift or gratuities where the circumstances would permit the inference that: (a) the gift is intended to influence the individual in the performance of official business; or (b) the gift constitutes a tip, reward, or sign of appreciation for any official act by the individual. This prohibition extends to any form of financial payments, services, loans, travel reimbursement, entertainment, hospitality, thing or promise from any entity doing business with or before the Authority.

4. Directors and employees shall not use or attempt to use their official position with the Authority to secure unwarranted privileges for themselves, members of their family or others, including employment with the Authority or contracts for materials or services with the Authority.
5. Directors and employees must conduct themselves at all times in a manner that avoids any appearance that they can be improperly or unduly influenced, that they could be affected by the position of or relationship with any other party, or that they are acting in violation of their public trust.
6. Directors and employees may not engage in any official transaction with an outside entity in which they have a direct or indirect financial interest that may reasonably conflict with the proper discharge of their official duties.
7. Directors and employees shall manage all matters within the scope of the Authority's mission independent of any other affiliations or employment. Directors, including ex-officio board members, and employees employed by more than one government shall strive to fulfill their professional responsibility to the Authority without bias and shall support the Authority's mission to the fullest.
8. Directors and employees shall not use Authority property, including equipment, telephones, vehicles, computers, or other resources, or disclose information acquired in the course of their official duties in a manner inconsistent with State or local law or policy and the Authority's mission and goals.
9. Directors and employees are prohibited from appearing or practicing before the Authority for two (2) years following employment with the Authority, consistent with the provisions of Public Officers Law; provided, however, that Directors and employees are not prohibited from using the services of the Authority on the same basis as the general public.

IMPLEMENTATION OF CODE OF ETHICS:

This Code of Ethics shall be provided to all directors and employees upon commencement of employment or appointment and shall be reviewed annually by the Governance Committee.

The Board of Directors may, but shall not be required to, designate an Ethics Officer, who shall report to the board and shall have the following duties:

- Counsel in confidence Authority directors and employees who seek advice about ethical behavior.
- Receive and investigate complaints about possible ethics violations.
- Dismiss complaints found to be without substance.
- Prepare an investigative report of their findings for action by the Executive Director or the Board of Directors.
- Record the receipt of gifts or gratuities of any kind received by a director or employee, who shall notify the Ethics Officer within 48 hours of receipt of such gifts and gratuities.

PENALTIES:

In addition to any penalty contained in any other provision of law, an Authority director or employee who knowingly and intentionally violates any of the provisions of this code may be removed in the manner provided for in law, rules, or regulations.

REPORTING UNETHICAL BEHAVIOR:

Employees and directors are required to report possible unethical behavior by a director or employee of the Authority to the Ethics Officer. Employees and directors may file ethics complaints anonymously and are protected from retaliation by the policies adopted by the Authority.

The Board of Directors approved this policy at their meeting on 2/8/2022

Amended and Restated this 4th day of April, 2023



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COMMERCIAL LEASE POLICY

POLICY: To establish a policy whereby the Executive Director may lease certain properties of the Central New York Regional Market Authority (“CNYRMA” or “Authority”).

PURPOSE: The Authority’s mission entails the ability to promote commerce and agriculture in Central New York. This mission is primarily accomplished through the leasing of the Authority’s building and lands. As a result, it is in the best interest of the Authority and its existing and prospective tenants to establish a procedure for the creation of certain leases without delay and the need for additional Board of Directors' approval.

SCOPE: The Executive Director is hereby granted the authority to lease the buildings and or land of the Authority for initial or renewal periods of one (1) year or less with any current or prospective tenants without any additional Board approval in the following sections of the Market: Commission Houses, Commons, offices and Bank, storage and out-buildings and ground leases. Any lease which provides for a term of more than one (1) year or seeks to deviate from the Authority's standard lease shall require Board approval before it may take effect. This policy shall not cover any of the Retail Market such as the Saturday Farmers Market, Thursday Farmers Market or Sunday Flea Market.

PROCEDURE:

1. The Authority shall maintain a list of leasable areas of the CNYRMA with lease rates that are periodically approved by the Board of Directors, including but not limited to the following:
 - Commission Houses
 - Commons
 - Offices
 - Storage
 - Hiawatha Property

The lease rates for other areas of the CNYRMA shall be based on past practice and use.

2. The Authority shall prepare and utilize standard leases for these specific areas of the Authority's property. These leases shall be reviewed, updated and approved periodically by the Board of Directors.
3. The Executive Director shall have the authority to sign leases in the described sections of the Syracuse Regional Market for up to one (1) year, using these standard leases without approval by the Board of Directors.
4. The Executive Director or their designee, shall communicate with any prospective or current tenant who requests a lease that may have contingencies involved, so that parameters can be determined and the Board of Directors can be made aware of the request. The request would then be scheduled for review by the Board of Directors or a Committee thereof in a reasonable timeframe.
5. Notwithstanding the Executive Director's granted authority to enter into and sign these specialized leases, the Authority's President and Vice President will also be authorized signatories for these leases.
6. The staff shall maintain copies of these leases along with all current leases of the Authority's commercial tenants.

The Board of Directors approved this Policy at their meeting open 1/21/2014

Amended and Amended and restated this 4 day of April, 2023.



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CONFLICT OF INTEREST POLICY

PURPOSE: The purpose of this Conflict of Interest Policy (the "Policy") is to describe the responsibilities of directors and employees of the Central New York Regional Market Authority ("CNYRMA" or "Authority") with respect to actual or perceived conflicts of interest. This Policy is not a complete statement of all conflicts of interest that may arise, and directors and employees are encouraged to submit any questions regarding conflicts of interest or this Policy to the Authority's Governance Committee.

CONFLICTS OF INTEREST: A "conflict of interest" is a situation in which the financial, familial, or personal interests of a director or employee come into actual or perceived conflict with their duties and responsibilities with the Authority. "Perceived conflicts of interest" are situations where there is an appearance that a member and/or employee can personally benefit from actions or decisions made in their official capacity, or where a board member or employee may be influenced to act in a manner that does not represent the best interests of the Authority. The perception of a conflict may occur if circumstances would suggest to a reasonable person that a board member may have a conflict. The appearance of a conflict and an actual conflict should be treated in the same manner for the purposes of this Policy.

Board members and employees must conduct themselves at all times in a manner that avoids any appearance that they can be improperly or unduly influenced, that they could be affected by the position of or relationship with any other party, or that they are acting in violation of their public trust. While it is not possible to describe or anticipate all the circumstances that might involve a conflict of interest, a conflict of interest typically arises whenever a director or employee has or will have:

- A financial or personal interest in any person, firm, corporation, or association which has or will have a transaction, agreement, or any other arrangement in which the Authority participates.
- The ability to use his or her position, confidential information, or the assets of the Authority, to his or her personal advantage.

- Solicited or accepted a gift of greater than Twenty-Five Dollars and 00/100 (\$25.00) or under circumstances in which it could reasonably be inferred that the gift was intended to influence, or could reasonably be expected to influence the performance of their official duties or was intended as a reward for any action on their part.
- Any other circumstance that may or appear to make it difficult for the board member or employee to exercise independent judgment and properly exercise his or her official duties.

OUTSIDE EMPLOYMENT OF AUTHORITY'S EMPLOYEES: No employee may engage in outside employment if such employment interferes with their ability to properly exercise their official duties with the Authority.

PARTICIPATION IN EMPLOYMENT DECISIONS: No director or employee may participate in any decision to hire, promote, discipline or discharge a relative for any compensated position at, for or within the Authority. As used in herein, "relative" shall mean, with respect to any individual, a person living in the same household as the individual and any person who is a direct natural or adopted descendant of that individual's grandparents or the spouse of such descendant.

USE OF THE AUTHORITY'S SERVICES: It shall not be a conflict of interest for a director or employee of the Authority to use the services of the Authority on the same basis as the general public; provided, however, that such director or employee shall otherwise comply with the terms of this Policy, and shall not use his or her position to gain an unfair advantage over any member of the general public.

PROCEDURES:

1. **Duty to Disclose:** All material facts related to the conflicts of interest (including the nature of the interest and information about the conflicting transaction) shall be disclosed in good faith and in writing to the Governance Committee. Such written disclosure shall be made part of the official record of the proceedings of the Authority.
2. **Determining Whether a Conflict of Interest Exists:** The Governance Committee shall advise the individual who appears to have a conflict of interest how to proceed. The Governance Committee should seek guidance from counsel or New York State agencies, such as the Authorities Budget Office, State Inspector General or the Joint Commission on Public Ethics ("JCOPE") when dealing with cases where they are unsure of what to do.

3. **Recusal and Abstention:** No board member or employee may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting, when they know or has reason to know that the action could confer a direct or indirect financial or material benefit on them, a relative, or any organization in which they are deemed to have an interest. Board members and employees must recuse themselves from deliberations, votes, or internal discussion on matters relating to any organization, entity or individual where their impartiality in the deliberation or vote might be reasonably questioned, and are prohibited from attempting to influence other board members or employees in the deliberation and voting on the matter.
4. **Records of Conflicts of Interest:** The minute of the Authority's meetings during which a perceived or actual conflict of interest is disclosed or discussed shall reflect the name of the interested person, the nature of the conflict, and a description of how the conflict was resolved.
5. **Reporting of Violation:** Board members and employees should promptly report any violations of this policy to his or her supervisor, or to the public Authority's ethics officer, general counsel or human resources representative in accordance with the Authority's Whistleblower Policy and Procedures.
6. **Penalties:** Any director or employee that fails to comply with this policy may be penalized in the manner provided for in law, rules, or regulations.

This policy was approved by the Board of Directors at their meeting held on 2/8/2022

Amended and restated this 4th day of April, 2023



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COUNTERFEIT MERCHANDISE POLICY

POLICY: To establish a manner in which the Central new York Regional Market Authority (“CNYRMA”) will manage and oversee the sales of merchandise which may be counterfeit.

PURPOSE: The New York State Police and other authorities have previously confiscated merchandise due to the belief that it was counterfeit. The CNYRMA does not have the expertise nor the authority to enforce these laws, and actions carried out by the State Police negatively affect the Flea Market. The CNYRMA will attempt to closely monitor and eliminate the sale of counterfeit merchandise in the following way:

SCOPE: The Market Manager shall observe the displays at the Flea Market and whenever a questionable product is observed, they will follow these procedures:

PROCEDURE:

1. The vendor will be questioned regarding the authenticity of merchandise, if merchandise is still felt to be questionable.
2. The Vendor may be required to remove the merchandise in question from sales.
3. The Market Manager may confiscate samples to be examined by the proper Authority.
4. If the merchandise in question is authentic, said merchandise will be returned to the vendor without any negative results.
5. If merchandise is determined to be counterfeit, the Market Manager shall issue a written warning along with a \$100 fine for the offense, a second offense will result in termination and loss of selling privileges.

The Board of Directors approved this Policy at their meeting on 1/21/2014

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DAILY FEES ON THE RETAIL MARKET POLICY

POLICY: To establish a consistent procedure for collection of daily fees from the Retail market by the Central New York Regional Market Authority (“CNYRMA”).

PURPOSE: To ensure the proper collection and tracking of daily fees.

SCOPE: The Market Manager will employ the services of administrative staff for the collection of these daily fees.

PROCEDURE:

1. The term, “collector,” shall be used to signify the Authority employee who is physically engaged in the act of collecting payment.
2. Stall assignments will be made on Wednesday for Thursday by the Market Manager. Stall assignments will be made on Friday for Saturday and Sunday by the Market Manager, or their designee, including the daily fee amount to be collected from each vendor assigned a stall.
3. If a vendor has been assigned a daily stall assignment, they may go to their assigned stall. park and then go pay the daily fee prior to setting up at the Market Office.
4. If a vendor has no assignment, they must go to the Market Office and at that time a stall will be assigned the vendor will pay the daily fee, or if no space is available, the vendor will be placed on “stand-by” until 6:30 am, depending on available stall(s).
5. When a stall(s) is assigned at 6:30 am, payment must be made prior to setting up display.
6. All daily vendors with assigned daily stalls shall pay for their assigned stall(s) no later than 6:15 am.

7. Twice during the market day a CNYRMA employee shall walk through the Market to confirm that all stalls are paid for and that no vendor(s) have set-up without paying. Suggested times of walkthrough would be 9 am and 11 am but should vary slightly from week to week.
8. In the event a vendor is found to be set up without paying, they will be directed to go to the market office and pay within 30 minutes. A copy of this policy shall be provided to the vendor.
9. If the same vendor is found a second time the above mentioned procedure must be followed again, the vendor shall also be given written notice that if there is a 3rd occurrence they will not be pre-assigned a stall in the future and must go directly to the Market Office to pay the daily fee and receive a stall assignment after payment is received.
10. If a vendor takes a stall(s) without being assigned to that stall(s) and does not pay they will be directed to leave the Market. Payment of the daily fee will be required before the vendor is permitted to set up in the future.
11. The Market Manager supervises the collector, or is designee, who collects payment from daily vendors in the form of cash, check or money order. NO barter and NO credit cards are accepted as the mode of payment.
12. Daily fees to be collected are determined and specified by the Board of Directors. The fee may vary with changing license periods.
13. The Market Manager ensures that every time a transaction takes place, a receipt is generated in duplicate. (Exhibit B). The original goes to the payee and the carbon copy or bottom portion remains with the CNYRMA. Each receipt shall have a unique number and NEVER will any amount be collected without a receipt being generated in duplicate.
14. Each receipt shall include at minimum the following information:
 - Vendor's name
 - Date
 - Amount collected, in numbers and spelled out
 - Stall number
 - Category
 - Signature of the collector
15. Any VOID receipts shall remain with the CNYRMA, including both portions.

16. After daily fees are collected, the collector completes the balance sheet (Exhibit C) "daily" section reflecting the number of dailies in each category, and total dollars in each category. (The balance sheet will also reflect the license payments collected that day.)
17. The collections will be remitted to the Market Manager without any delay. The Market Manager will tally the total on the Balance sheet to verify that it is corresponds with the receipts and the cash/checks collected.
18. The balance sheet will be signed by the Collector and countersigned by the Market Manager.
19. At the end of the day, the Market Manager will prepare a final balance sheet, (Exhibit D) and again check totals against the receipt book and the actual amount collected. After verifying the totals, the Market Manager will either deposit the collection in the night depository or hand it over to the receptionist/office assistant to prepare the deposit amount received.

ATTACHMENTS:

- Exhibit A - Stall Assignment Report
- Exhibit B - Receipt in Duplicate
- Exhibit C - Balance Sheet
- Exhibit D - Final Balance Sheet

The Board of Directors approved this Policy at their meeting on 1/21/2014

Amended and restated on this 4th day of April, 2023

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	WALKWAY						WALKWAY
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	"D" Shed			Farmers Market			
				ENTRANCE			
	Note:						

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	Notes							

131983

DATE / / 20

RECEIVED OF

DOLLARS \$

CASH CHECK MONEY ORDER DRAFT

CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
2100 Park St. • SYRACUSE, N.Y. 13208
Phone 422-8647

by

Thank You

131984

DATE / / 20

RECEIVED OF

DOLLARS \$

CASH CHECK MONEY ORDER DRAFT

CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
2100 Park St. • SYRACUSE, N.Y. 13208
Phone 422-8647

by

Thank You

131985

DATE / / 20

RECEIVED OF

DOLLARS \$

CASH CHECK MONEY ORDER DRAFT

CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
2100 Park St. • SYRACUSE, N.Y. 13208
Phone 422-8647

by

Thank You

131986

DATE / / 20

RECEIVED OF

DOLLARS \$

CASH CHECK MONEY ORDER DRAFT

CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
2100 Park St. • SYRACUSE, N.Y. 13208
Phone 422-8647

by

Thank You

131987

DATE / / 20

RECEIVED OF

DOLLARS \$

CASH CHECK MONEY ORDER DRAFT

CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
2100 Park St. • SYRACUSE, N.Y. 13208
Phone 422-8647

by

Thank You

131988

DATE / / 20

RECEIVED OF

DOLLARS \$

CASH CHECK MONEY ORDER DRAFT

CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
2100 Park St. • SYRACUSE, N.Y. 13208
Phone 422-8647

by

Thank You

Exhibit C:

CNY REGIONAL MARKET AUTHORITY		DAY:		
Balance Sheet		DATE:		
	CHECK #	RECEIPT #	AMOUNT	
			\$	-
	FS Daily A&F	\$50.00		\$0.00
	FS Daily B&C	\$40.00		\$0.00
	Farmer E	\$45.00		\$0.00
	COS Daily A&F	\$60.00		\$0.00
	COS Daily B&C	\$50.00		\$0.00
	COS Daily E	\$55.00		\$0.00
	DS Daily A&F	\$65.00		\$0.00
	DS Daily B&C	\$55.00		\$0.00
	DS Daily E	\$60.00		\$0.00
	Bags	\$5.00		\$0.00
				\$0.00
				\$0.00
				\$0.00
	TOTAL DAILY:	0	\$	-
		\$ 100.00	\$	-
		\$ 50.00	\$	-
		\$ 20.00	\$	-
		\$ 10.00	\$	-
		\$ 5.00	\$	-
		\$ 1.00	\$	-
		\$ 0.25	\$	-
		\$ 0.05	\$	-
		checks	\$	-
			\$	-



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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

DAILY REPORT PROCEDURE

POLICY: To establish a consistent procedure for preparation of the Central New York Regional Market Authority (“CNYRMA” or “Authority”) Daily Report form.

PURPOSE: To ensure the proper tracking of daily transactions.

SCOPE: The receptionist will maintain records of all daily transaction.

PROCEDURE:

1. The receptionist will prepare and maintain a Daily Report throughout the day, Monday through Friday, which shall record all cash/checks/money orders and demand drafts received by the Authority on that day. Saturday and Sunday's daily report shall be done on Monday or the next business day.
2. All cash and all checks received are to be kept in a locked secure place until deposit in the Authority's bank account.
3. The Daily Report shall list all cash received in the office along with the receipt number and if a check was received, the check number shall be documented along with the receipt number.
4. All cash and checks are to be placed in a locked bank bag and placed in the bank's night depository for deposit on the next official bank day. This procedure ensures that all monies received by the Authority are posted on the actual date of the transaction.
5. On the next day the bank is open for business, the monies stored in the bank's night depository shall be formally deposited into the Authority's account.
6. After a deposit is made, the bank receipt shall be stapled to the duplicate deposit slip and the deposit slip forwarded to the Accounts Manager.

ATTACHEMNTS:

Exhibit A - Copy of Daily Report Form

The Board of Directors approved this Policy at their meeting on 1/21/2014

Amended this 4th day of April, 2023



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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

DAILY STALL ASSIGNMENT POLICY

POLICY: To establish a consistent procedure for assignments of Central New York Regional Market Authority (“CNYRMA”) stalls for daily use by vendors on the Retail Markets.

PURPOSE: To ensure that daily vendors have equal opportunity to vend on the Retail Markets.

SCOPE: The Market Manager will ensure that all daily vendors follow the same procedure.

PROCEDURE:

1. The term, “collector,” shall be used to signify the Authority employee who is physically engaged in the act of collecting payment.
2. The Market Manager is responsible for the assignment of daily stalls on the Retail Market.
3. For a daily stall, the vendor is required to contact the CNYRMA before a stall can be assigned. Vendors are encouraged to contact the CNYRMA on Monday for Thursday, Saturday and Sunday Retail Markets, or at any time after Monday. The earlier contact is made with the Authority, the greater the likelihood space will be available.
4. A list shall be maintained in the office of the CNYRMA for each Retail Market of the current week. Any CNYRMA employee is able to add names to the list for each Retail Market. (Exhibits A & B)
5. The following information should be included on the list:
6. Each Friday, the Market Manager shall assign daily stalls for the weekend. Stalls are assigned in order of call (first come, first served). The Market Manager will prepare a Stall Assignment Sheet at this time (Exhibit C).
7. After the Stall Assignment Sheets are prepared, the Market Manager will call each daily vendor and notify them of their stall assignment and answer any questions or

requests. If there are no stalls available for the requested Retail Market space, the Market Manager will recommend to the vendor that they arrive the requested morning and to see if a stall becomes available. They are considered to be on standby the morning of the Retail Market.

8. The morning of the Retail Market, the Market Manager/collector assigns daily stalls according to the Stall Assignment Sheet prepared the previous Friday. Any standby daily vendors are then placed in stalls that remain vacant.

ATTACHMENTS:

- Exhibit A - Saturday Vendor List
- Exhibit B - Sunday Vendor List
- Exhibit C - Stall Assignment Sheet

The Board of Directors approved this Policy at their meeting on 2/21/2014

Amended and restated this 4th day of April, 2023

EXHIBIT A: SATURDAY VENDOR LIST

INSURANCE

EXPIRES

	Stall	Name	Phone #	√	Selling		
1							
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WILL NOT BE HERE:

EXHIBIT B: SUNDAY FLEA MARKET VENDOR LIST

INSURANCE

EXPIRES:

	Stall	Name	Phone #	√	
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GARAGE SALE \$75 A SPOT * SS# ON FILE **TIMES HERE**

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	"D" Shed			Farmers Market			
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	"E" Shed			Farmers Market					
	Notes								



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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

DATA BACKUP POLICY

POLICY: To establish a policy and procedure by which essential information of the Central New York Regional Market Authority (“CNYRMA”) is preserved, stored, and is regularly backed-up.

PURPOSE: Information gathered by the CNYRMA on a day-by-day basis is proprietary and essential to the continued operation of the CNYRMA. The preservation, storage and protection of, and future access to, this information is necessary to the continuity of the CNYRMA.

SCOPE: The Executive Director and the Accounts Manager shall be responsible for the implementation of the preservation procedures and to ensure that these procedures are regularly followed.

PROCEDURE:

1. All information of the CNYRMA shall be considered proprietary and shall be regularly stored, on a day-by-day basis, in the iCloud Drive of the CNYRMA. This information may not be stored on personal computers of employees without the written consent of the Executive Director.
2. All employees will save to the CNYRMA iCloud Drive all information of the CNYRMA including, but not limited to, the following:
 - All documents
 - All files
 - All photos
 - All information stored in the accounting software program
3. No less frequently than once per month, all documents, files, and photos of the CNYRMA shall be backed up to the CNYRMA iCloud Drive.
4. No less frequently that once per month, all information stored in the CNYRMA accounting software program shall be copied to an external CD.
5. The separate external CD will be kept in the possession of the Executive Director, or their designee, and shall not be kept on-site except for the purpose of backing-up additional information.

The Board of Directors approved this Policy at their meeting on 1/21/2014

Amended and restated this 4th day of April, 2023



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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

DELIVERY FEE POLICY

POLICY: To establish an effective method of collecting delivery fees from non-leaseholders delivering to wholesale tenants and/or vendors of the retail market area, excluding the delivery of packaging supplies and ice to anyone.

PURPOSE: To ensure that the Central New York Regional Market Authority ("CNYRMA") tenants and vendors do not have to compete with businesses not authorized to use the facilities, and to prevent the use of the CNYRMA facilities at no charge.

SCOPE: Any individual or business delivering merchandise to wholesale tenants and/or to vendors on the CNYRMA Retail Market. The function of a delivery by a non-leaseholder is a matter of business strictly between the delivery organization or individual and the CNYRMA. If any tenant or leaseholder gets involved or interferes in any way with the collection of delivery fees, that tenant could be in default of their lease.

PROCEDURE:

1. A security guard shall be posted at the main entrance of the CNYRMA. All vehicles delivering at the CNYRMA are required to enter through the main entrance.
2. All vehicles making a delivery to the CNYRMA shall stop and check with guard to announce their destination and whether they have a lease.
3. If the delivery is being made to a Leaseholder in the CNYRMA's Retail Market Commons or to the Regional Market Diner, there shall be no fee for the delivery. All deliveries being made to Wholesale Tenants and/or to vendors of the Retail Market shall be subject to the payment of a Delivery Fee of \$13. The delivery fee may be amended from time to time by the CNYRMA Board of Directors.
4. Only cash will be accepted as payment of the delivery fee. However, if authorized by the office, a check can be accepted from vendors or Wholesale Tenants. No T-Checks or company vouchers will be accepted. If a driver or delivery does not stop and report to the

guard, they will not be allowed to deliver that day. They will be allowed to come back and deliver the next day (after 12:00 am).

5. The guard on duty will complete the Delivery Ticket with the date, truck company name, truck license plate number and the business/vendor to whom they are delivering.
6. The guard on duty shall personally provide the Delivery Ticket with directions to the delivery driver and return to their post.
7. The guard on duty will also complete the Delivery Ticket log with the required information about the delivery and sign the log.
8. The delivery driver will put the Delivery Fee into the Delivery Ticket envelope and seal it. The driver will remove the receipt stub for their records and place the ticket into the drop box located next to the entry door of the security building.
9. Before 12:00 PM on each business day, the guard on duty will cash the drawer out with a designated CNYRMA employee to reconcile the cash and checks collected and to balance the total with the receipts issued. The total of cash and checks are then included in the Market's daily report and deposited. This may be longer on holidays, weekends or due to unforeseen circumstances.

ATTACHEMENTS:

- Exhibit A - copy of the Delivery Fee Ticket
- Exhibit B - copy of the Daily Reconciliation form
- Exhibit C - copy of the Delivery Log

The Board of Directors approved this Policy at their meeting on 1/21/2014

Amended and restated this 4th day of April, 2023

DELIVERY TICKET

Cash, Money Order or
Certified Bank Check ONLY.
NO Personal Checks or
vouchers accepted.

NO 18727

License Number:

Carrier/Company:

Date:

Delivery Charge:

\$13.00

Company Delivering To:



Exhibit B:

Delivery Daily Reconciliation

Date: _____

Deliveries

_____ x \$13.00 = _____ = _____ total

Outstanding Deliveries: _____

Deliveries by mail: _____

Void: _____

Delivery Daily Reconciliation

Date: _____

Deliveries

_____ x \$13.00 = _____ = _____ total

Outstanding Deliveries: _____

Deliveries by mail: _____

Void: _____



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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

EBT & CREDIT TOKEN DISTRIBUTION POLICY AND PROCEDURE

POLICY: To establish a policy and procedure for the distribution of EBT and Credit Tokens.

PURPOSE: To establish an effective method for the EBT and Credit token program, which provides customers of the Central New York Regional Market Authority (“CNYRMA”) with an easy and effective way to use their EBT (SNAP benefit card) and/or credit card. Additionally, this policy is to establish an effective method to maintain protection, accountability, and accuracy of the program.

SCOPE: To allow EBT participants to use a portion of their EBT benefits to purchase eligible products, while at the same time allowing Credit customers to use their Credit cards at the CNY Regional Market and to increase vendor/tenant sales and income.

PROCEDURE:

1. The Market Manager, or their designee, shall be responsible for distributing all EBT and Credit tokens on Market days. Markets are currently held on Thursdays, Saturdays and Sundays.
2. An appropriate amount of tokens shall be taken from the locked safe within the CNYRMA Welcome Center by the Market Manager, or their designee. The tokens should then be recounted by the Market Manager, or designee, using the electronic counter with the Market Office operator present to verify the count.
3. The amount counted in EBT tokens shall be documented in the EBT Token Log and the amount counted in Credit tokens shall be documented in the Credit Token Log. Both records are to be signed by the Market Manager, or their designee, and the Market Office Operator.
4. After amounts are recorded, the EBT tokens are to be loaded into the token dispenser and then locked. The Credit tokens are to remain in the locked box under the counter.

5. When a customer purchases EBT tokens the Market Office Operator shall swipe the EBT card for the desired amount and the customer will enter their PIN number into the keypad. When the dollar amount is approved, tokens are placed in the dispenser to disburse EBT tokens. The customer is responsible for removing the tokens from the dispenser and verifying the amount dispensed. A copy of the transaction receipt will be kept by the CNYRMA and one will be given to the customer.
6. When a customer comes to buy Credit tokens, the Market Office Operator will swipe or insert the chip of the customer's credit card, and enter the desired dollar amount. When the dollar amount is approved, the customer will sign the pad for the transaction, and the Market Office Operator will unlock the box containing the Credit tokens and distribute the amount approved. A copy of the transaction receipt will be kept by the CNYRMA (with the dollar amount verified, circled, and initialed), and one will be given to the customer.
7. At the end of each Market day the quantity of each token dispensed will be recorded in the appropriate log. Any unused tokens are to be counted and removed from the machines and returned to the locked safe in the up in the CNYRMA Welcome Center.
8. On Monday morning the Accounts Manager, or their designee, will verify the number of tokens returned and the number dispensed.

ATTACHMENTS:

- Exhibit A - Copy of the EBT Token Log
- Exhibit B - Copy of the Credit Token Log

The Board of Directors approved this Policy at their meeting on 1/21/2014

Amended and restated this 4th day of April, 2023



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✉ cnyrma@gmail.com
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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

EBT & CREDIT TOKEN REDEMPTION POLICY AND PROCEDURE

POLICY: To establish a policy and procedure for EBT and Credit Token Redemptions for Vendor/Tenants and Customers of the Central New York Regional Market Authority (“CNYRMA”).

PURPOSE: To insure that all token redemption transactions are completed accurately and efficiently.

SCOPE: To allow EBT participants to use a portion of their EBT benefits to purchase eligible products, while at the same time allowing credit card customers to use their credit cards at the CNY Regional Market and to increase vendor/tenant sales and income.

PROCEDURE:

1. Vendors/Tenants will be permitted to accept EBT and Credit tokens if, and only if, they have a completed a Farmers' Market Wireless EBT (Electronic Benefits Transfer) Program Participation Agreement Form (Agreement) on file with the CNYRMA. The necessary Agreement Form is available in the Administrative Offices of the CNYRMA.
2. Only Vendors/Tenants selling approved food items listed in the Agreement will be permitted to accept EBT tokens. All Vendors/Tenants are eligible to accept Credit tokens.
3. During regular office hours, Vendors/Tenants can redeem tokens for reimbursement at the Administrative Offices of the CNYRMA. The redemption amount can either be applied to a current Lease Agreement or a check can be issued by the CNYRMA. No cash will be given for tokens by the CNYRMA.
4. When a Vendor/Tenant redeems tokens they will be given a three-part redemption receipt to fill out. The Vendor/Tenant is responsible for filling out the amount of EBT and Debit/Credit tokens and the total amount of tokens being redeemed. An employee of the CNYRMA will verify the amounts and place the tokens in a paper

bag. Both the Vendor/Tenant and the employee of the CNYRMA will sign the receipt. The pink copy of the redemption receipt is to be given to the Vendor/Tenant for their records. Each bag will be labeled with the date, the Vendor's/Tenant's name, the total amount in the bag and the last three digits of the corresponding receipt.

5. All redeemed tokens will be turned in to the Accounts Manager, or her designee, for verification. The total amount redeemed is to be initialed upon verification. Once verified the receipts are to be turned in to the Market Manager, or his designee, to be applied accordingly within the accounting software program.
6. If a check is to be issued to the Vendor/Tenant, the yellow copy of the redemption receipt will be stapled to the check stub. If the redemption is to be applied to a current lease the yellow copy is to be stapled to the copy of the Lease Agreement and placed in the Vendor's/Tenant's file. All white copies are to be returned to the Accounts Manager to be filed with the correlating monthly reconciliation.

ATTACHMENTS:

Exhibit A - Copy of the Farmers' Market Wireless EBT (Electronic Benefits Transfer) Program Participation Agreement Form.

Exhibit B - Three-part redemption receipt

The Board of Directors approved this Policy at their meeting on 3/18/2014

Amended and restated this 4th day of April, 2023

Exhibit A:



Farmers' Market Federation of New York

117 Highbridge St., Suite U-3

Fayetteville, NY 13066

315-637-4690

315-637-4691 (fax)

www.nyfarmersmarket.com

**Farmers' Market Wireless EBT (Electronic Benefits Transfer) Program
Participation Agreement for Farmers and Vendors**

Background Information

The NYS Farmers Market Wireless EBT Program is operated by the Farmers Market Federation of NY under contract with the NYS Department of Agriculture and Markets and funded by the NY Office of Temporary and Disability Assistance. The purpose of the program is to enable Food Stamp/EBT participants to make purchases of Food Stamp eligible foods and plants at open-air farmers markets lacking electricity and phone lines needed for wired EBT terminals.

From 2000 through 2005, the project tested the use of wireless terminals assigned to individual farmers and vendors in making EBT transactions. In 2005, the program transitioned to the use of single "market terminals" at farmers markets willing to operate a "Farmers Market EBT Token System" to enable Food Stamp/EBT customers to make purchases of \$1.00 "Farmers Market EBT Tokens" bearing the market's name from the market manager for use in making purchases of eligible food and plant products (see below) from participating farmers and vendors. Under this system, farmers and vendors at Food Stamp Program-authorized farmers markets equipped with a single wireless terminal can accept and redeem Farmers Market EBT tokens for a wide variety of farm products without being directly authorized by USDA.

For eligible farmers and vendors who wish to participate, the process will operate as follows: \$1.00 denomination "Farmers Market EBT Tokens" bearing the market's name will be "sold" to Food Stamp/EBT customers by the market manager at the manager's booth/table through a transaction in which the customer's EBT debit card is swiped through the "Market Terminal" for a requested dollar amount of tokens, and the value of the sale is credited to the market's EBT bank account. The EBT customer uses the tokens to purchase eligible food and food plant products from participating farmers and vendors. EBT token eligible items include fruits, vegetables, meats, eggs and poultry, dairy products, baked goods, jams and jellies, honey and maple products, apple cider, grape juice, and other processed foods for human consumption, as well as plants or seeds used to grow food for human consumption, such as vegetable bedding plants and potted herbs. EBT token ineligible items include wine, ornamental plants, cut flowers, Christmas trees, wool products, other non-food items, and prepared foods (hot or cold) for immediate consumption, such as coffee, sandwiches, wraps, or hot apple cider.

Participating farmers and vendors accept EBT tokens bearing the participating market's name from customers making purchases of eligible items of their choice. No change is given during purchases – if a transaction is for less than \$1.00 or a multiple, the farmer or vendor adds products to make up the difference – or the customer uses cash. At the end of each market day, the farmer or vendor counts the EBT tokens and brings them to the market manager, who verifies the count and enters the amount deposited on an EBT token redemption form/log. The amount is initialed by the farmer or vendor. On a weekly basis, the market reimburses farmers and vendors by means of a check drawn on the market's EBT bank account for the full amount of the EBT tokens redeemed during the previous week. This check is either mailed or issued in person. Market managers will redeem only EBT tokens issued by the market bearing their market's name. If a farmer attends two EBT participating markets operated by different market sponsors, and collects EBT tokens with different market names, he/she must redeem the different tokens with the respective market. Farmers who choose not to participate and do not complete an application, or who sell only EBT ineligible products, cannot accept Farmers Market EBT tokens.

Participation

I am a farmer or vendor who markets Food Stamp/EBT eligible products at a farmers market that will be issued a single wireless EBT "market terminal" and wish to participate in the project and accept EBT tokens. I understand that to participate I must complete and sign this Agreement. I understand that the market will provide issuance and redemption services for Farmers Market EBT tokens and will reimburse me fully for the value of the tokens I accept bearing the market's name and present to the market manager for redemption. I understand that I will be provided with "We Gladly Accept EBT Tokens" signage to ensure that consumers know I am participating, and that promotional efforts will be undertaken by the Federation and the market to inform consumers that the market accepts EBT cards.

I understand that the market has agreed to participate in the NYS Farmers Market Wireless EBT Program to enable Food Stamp EBT customers to use a portion of their EBT benefits to purchase eligible products at the market, to increase awareness and use of the market, and to increase farmers' sales and income. I understand there may be uncertainties involved in the program, including the volume of EBT token sales that may result, and the possibility that wireless service could be temporarily interrupted (requiring

suspension of EBT token sales). I agree to hold the Farmers' Market Federation of NY, the NYS Dept. of Agriculture & Markets, and the NYS Office of Temporary and Disability Assistance harmless for any problems/claims arising from the project.

I also understand that if the market allows customers to accept debit and credit transactions that I may also participate in this program. However, because the discount fees incurred in accepting debit and credit transactions cannot be covered by the NYS Farmers Market Wireless EBT Program, those costs must be borne by the users of the program. Knowing that accepting debit and credit tokens will increase sales for my business, I agree to allow the market to retain a share, to be determined by the Farmers market Federation of NY of each debit/credit token I redeem to cover my share of the program costs.

As a participant in the project, I agree to:

- Complete and sign this Participation Agreement and submit it to the farmers market sponsor or manager.
- Prominently post at all times at my market stand the "We Accept EBT Tokens" signage provided by the market.
- Explain to interested customers how they can obtain Farmers Market EBT tokens at the manager's booth/table.
- Accept Farmers Market EBT tokens ONLY in exchange for Food Stamp/EBT Program-eligible foods and plants under USDA FNS rules.
- Accept ONLY Farmers Market EBT tokens issued by -- and bearing the name of -- the farmers markets attended.
- Not return cash change in EBT token transactions. If a sale is for less than \$1.00 or a multiple, the difference will be made up with additional products of the customer's own choice, or with cash.
- Count the EBT tokens accepted from customers and deposit with the market manager on a regular basis or when requested to do so by the market manager.
- Treat each customer with respect and dignity.
- Notify the market sponsor/manager and the Federation of any problems with the project.
- Complete a post-project farmer/vendor survey form regarding the project.
- Allow the market to retain a discount fee per debit./credit token to cover the market cost of accepting debit/credit transactions.
- Redeem all tokens on a regular basis to keep tokens circulating in the market.

Farmer market(s) at which I will accept EBT tokens	Day attended	Season (months)
_____	_____	_____
_____	_____	_____
_____	_____	_____

I am a: Grower/producer _____ Non-farmer/producer _____

I sell the following items at the farmers market

- | | | | |
|---------------------------------|-----------------|-------------------|---------------------|
| ___ fruits | ___ meats | ___honey | ___cider/juices |
| ___ vegetables | ___ poultry | ___baked goods | ___vegetable plants |
| ___ herbs | ___ cheese | ___maple products | ___potted herbs |
| ___ eggs | ___ other dairy | ___preserves | ___other _____ |
| ___ non-food items (list) _____ | | | |

Farmer/Vendor Signature	Date
-------------------------	------

Print Name	Business Name
------------	---------------

Address	City State Zip
---------	----------------

Phone	E-mail
-------	--------

Application accepted by:

Signature of Market Sponsor/Manager	Date
-------------------------------------	------

13810

EST. 1938

**CENTRAL NEW YORK REGIONAL
MARKET AUTHORITY**

Date _____

2100 Park St. • Syracuse, N.Y. 13208 • (315) 422-8647

Vendor Name _____ Phone # _____

Total EBT \$ _____ Total Debit/Credit \$ _____ Total Redeemed \$ _____

Apply to Lease _____ OR _____ Issue Check _____

Memo _____

Vendor Signature

Landlord Signature

White/Yellow: Office copy • Pink: Vendor copy

13810

EST. 1938

**CENTRAL NEW YORK REGIONAL
MARKET AUTHORITY**

Date _____

2100 Park St. • Syracuse, N.Y. 13208 • (315) 422-8647

Vendor Name _____ Phone # _____

Total EBT \$ _____ Total Debit/Credit \$ _____ Total Redeemed \$ _____

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Memo _____

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Landlord Signature

White/Yellow: Office copy • Pink: Vendor copy

13810

EST. 1938

**CENTRAL NEW YORK REGIONAL
MARKET AUTHORITY**

Date _____

2100 Park St. • Syracuse, N.Y. 13208 • (315) 422-8647

Vendor Name _____ Phone # _____

Total EBT \$ _____ Total Debit/Credit \$ _____ Total Redeemed \$ _____

Apply to Lease _____ OR _____ Issue Check _____

Memo _____

Vendor Signature

Landlord Signature



☎ 315-422-8647
✉ cnyrma@gmail.com
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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

EQUAL OPPORTUNITIES AND AFFIRMATIVE POLICY

POLICY: This policy outlines the manner in which the Central New York Regional Market Authority (“CNYRMA” or “Authority”) will create and maintain equal opportunities in the work place.

PURPOSE: To provide equal opportunities and treatment to all employment applicants and employees at the Central New York Regional Market Authority (Authority), regardless of race, color, creed (religion), sex, national origin, age, disability, marital status, domestic violence victim status, veteran status, sexual orientation, predisposing genetic information or any other protected characteristic under applicable law.

SCOPE: All candidates, applicants, and existing employees of the Authority.

PROCEDURE:

It is the policy of Central New York Regional Market Authority (Authority) to provide equal employment opportunities regardless of race, color, creed (religion), sex, national origin, age, disability, marital status, domestic violence victim status, veteran status, sexual orientation, predisposing genetic information or any other protected characteristic under applicable law. The Authority shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, the Authority will also take affirmative action to develop and administer programs for diversity and inclusion and promote equal opportunity as called for by applicable laws and Executive Orders, to ensure there is no discrimination in the company's policies and practices, that minority

group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons will be introduced into our workforce solely on qualifications and merit and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The aforementioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

The Affirmative Action Officer has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide our affirmative action program throughout the Authority. A notice explaining the company's policy will remain posted on the Authority's website.

The Board of Directors approve this Policy at their meeting held on 2/8/2022

Amended and restated this 4th day of April, 2023



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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

INVESTMENT POLICY

POLICY: To establish a guideline for the manner in which the Central New York Regional Market Authority (“CNYRMA” or “Authority”) investments shall be monitored and managed.

PURPOSE: It is recognized that the CNYRMA's mission is based on the ability to promote commerce and agriculture in Central New York. This mission is primarily accomplished through the leasing of buildings or land. As a result, it is not in the best interest of the CNYRMA to participate in medium or high risk investments. For the purpose of this policy, funds of the CNYRMA shall consist of all monies and other financial resources available for investments by the CNYRMA on its own behalf or on the behalf of any other entity or individual

SCOPE: The Executive Director or his designee shall determine the level of funds appropriated to the different approved investment vehicles on a regular basis. They shall also provide to the Board of Directors, an investment report to be included at quarterly board meetings of the Authority.

PROCEDURE:

1. The Authority’s approved vehicles for investments are as follows:

- Bank maintained tenant security accounts
- Municipal Money Market
- Municipal Certificates of Deposit

The following banks are approved for CNYRMA banking institution:

- M & T Bank
- Solvay Bank

2. All security of Authority’s tenants shall be deposited only into bank managed security deposit accounts with all, if any, interest returned to the individual account or to the tenant.

3. The Authority’s funds remaining for investment shall be placed in Municipal CD's or in a Municipal Money Market account.

4. The Executive Director or their designee shall maintain a file documenting the securities held as collateral for the municipal deposits.
5. The Authority's Board of Directors shall review the balances of these accounts during the approval of the cash accounts in the quarterly reports.
6. The Finance Committee should annually review the deposits, the collateral and any other reports and report their findings to the Board of Directors.

The Board of Directors approved this Policy at their meeting on 1/21/2014

Amended and restated this 4th day of April, 2023



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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

LATE FEE POLICY

POLICY: To establish a manner in which the Central New York Regional Market Authority (“CNYRMA” or “Authority”) lease payment late fees will be the consistent for all Commercial Tenants and Farmer/Flea Market Vendors since the Authority does not send monthly statements regarding license payments. The license signed by the vendor is the only invoice the vendor will receive.

PURPOSE: To make it easier for the Commercial Tenants and Farmer/Flea Market Vendors to understand policies regarding Late Fee Charges of the CNYRMA.

SCOPE: The Executive Director or their designee shall communicate this policy to all Commercial Tenants and Farmer/Flea Market Vendors when the lease is signed.

PROCEDURE:

1. Commercial Tenants shall have until the 10th day of each month to pay the Basic Rent. If payment has not been made by the close of business on the 10th day of the month a late fee will be assessed on the next business day.
2. Upon execution of the license agreement, Farmers/Flea Market Vendors will be provided the schedule of lease payments. If payment has not been received by the close of business on or before the 1st market day of the month or if received by mail the payment is not post-marked on or before the 1st market day of the month a late fee will NOT be assessed, but the vendor will not be permitted to set up until payment has been received by the administrative office.

The Board of Directors approved this Policy at their meeting on 1/21/2014

Amended and restated this 4th day of April, 2023



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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

NEPOTISM POLICY

POLICY: This procedure outlines the manner in which the Central New York Regional Market Authority (“CNYRMA” or “Authority”) will manage the employment of relatives.

PURPOSE: The Central New York Regional Market Authority (“CNYRMA” or the “Authority”) recognizes that Relatives of current employees may seek employment at the Authority and/or Relatives may subsequently work together at the Authority. To promote a productive environment, free from conflicts of interest as well as favoritism and unfair advantage, whether perceived or real, the Authority has adopted the following rules and guidelines related to employment of Relatives, as defined below. This Policy applies to all Authority employees, including all directors, officers, employees, volunteers, staff and any other person who provides services to the Authority, whether full-time, part-time, employed pursuant to contract, employed on probation and/or temporary employees.

SCOPE: These policies shall apply to all employees and directors of the Authority.

DEFINITION OF RELATIVE:

For purposes of this Policy, the term Relative shall be construed in accordance with Section 73 of the New York State Public Officers Law, as amended from time to time, and shall mean any person living in the same household as another individual and any person who is a direct descendant of an individual's grandparents or the spouse of such descendant (“Relative”).

HIRING OF RELATIVES:

Relatives seeking employment at the Authority must use standard application channels and Authority employees are prohibited from participating in any decision to hire a Relative.

WORKING RELATIONSHIP AMONG RELATIVES:

Authority employees are prohibited from participating in any decision concerning a Relative's:

- Employment (e.g. hire)
- Transfer
- Promotion
- Compensation
- Discipline
- Discharge
- Other personnel considerations

CHANGE IN RELATIVE STATUS:

If two (2) CNYRMA employees marry, cohabitate or otherwise qualify as Relatives in accordance with the definition above, they must report the change in status to the President of the Personnel Committee, who will work with the employees to develop a solution to avoid concerns addressed in this Policy.

PUBLIC OFFICERS LAW:

For the avoidance of doubt, this Policy shall be applied and carried out in accordance with Section 73 of the New York State Public Officers Law.

The Board of Directors adopted this Policy at their meeting this 4th day of April, 2023



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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

PAYROLL PROCESSING POLICY

POLICY: To establish a consistent procedure for payroll processing at the Central New York Regional Market Authority (“CNYRMA” or “Authority”).

PURPOSE: To ensure accurate payroll and accruals.

SCOPE: The Executive Director or the Market Manager will oversee the payroll process for the Market staff, security, and any other 1099 employees.

PROCEDURE:

1. Payroll is processed on a biweekly basis.
2. The first day of the pay period is Tuesday and the last day of the pay period is Monday.
3. On Monday, an office employee will print out time sheets from the time clock. Hours will be tallied for each employee.
4. Before the payroll hours are called into the payroll service, the tallied hours (Payroll Report), time sheets (Detailed Payroll Report), and spreadsheet displaying vacation time, sick time, and holidays will be reviewed by the Executive Director or Market Manager. They will be signed off by the reviewing party.
5. On Monday, the Sheriff Deputies times are also brought to the office. These hours will also be reviewed and signed off on by the Executive Director or Market Manager. (We receive the “Payroll and Roster,” as well as a calendar listing that lists the days and times that each deputy worked.
6. When all time sheets have been calculated and approved, an office employee will report the hours into the payroll service utilized by the Authority.

7. Any changes such as hourly rates, new employee pay rates, or corrections shall be made or pre-approved by the Executive Director.
8. On Tuesday, the payroll package shall arrive by mail and received by an approved employee.
9. Payroll checks shall be manually signed by the Executive Director, unless the employee is enrolled in automatic deposit. While signing checks, the Executive Director will review all checks and payment subs for the following: individual time sheets for each employee, tallied hours for employee, tallied time for each Sheriff Deputy, and sick, holiday, and vacation pay for each employee.
10. In the event that the Executive Director is unavailable to sign payroll checks, a member of the Authority's board of directors, who is approved to do so, can sign checks following the same process.
11. Checks are to be placed into envelopes by the signing party and distributed to employees. When employees accept their paycheck, they shall sign and date their time sheet to verify receipt of their paycheck and agreement with the paid hours.
12. Paychecks for Sheriff Deputies shall be placed in sealed envelopes and given to the Deputy to disburse to individual Deputies.
13. At the conclusion of the last payroll for each month, an office employee shall update the monthly sick and vacation time accruals and complete the State Retirement report.
14. All work sheets shall be filed into the appropriate binders.

ATTACHMENTS:

- Exhibit A - Payroll Report
- Exhibit B - Detailed Payroll Report
- Exhibit C - Vacation, Sick, and Holiday Time Spreadsheet
- Exhibit D - Deputy Payroll and Roster
- Exhibit E - Deputy Calendar
- Exhibit F - Sick and Vacation Time Accrual Spreadsheet

The Board of Directors approved this Policy at their meeting held on 1/19/2016

Amended and restated this 4th day of April, 2023

Exhibit A:

PAYROLL REPORT FOR PAYGROUP: TIME TAX 1470
 For The Period 12/29/2015 12:00 AM Thru 01/12/2016 12:00 AM

Pay Rate	Total Hrs:	Total Pay:	PayCategory	Hours	Amount	PayCategory	Hours	Amount	PayCategory	Hours	Amount
			Regular								
			Overtime 1.5								
			Overtime 2								
Pay Rate \$0.00	Total Hrs: 0:00	Total Pay: \$0.00									

			Regular								
			Overtime 1.5								
			Overtime 2								
Pay Rate \$0.00	Total Hrs: 0:00	Total Pay: \$0.00									

			Regular								
			Overtime 1.5								
			Overtime 2								
Pay Rate \$0.00	Total Hrs: 0:00	Total Pay: \$0.00									

			Regular								
			Overtime 1.5								
			Overtime 2								
Pay Rate \$0.00	Total Hrs: 0:00	Total Pay: \$0.00									

			Regular								
			Overtime 1.5								
			Overtime 2								
Pay Rate \$0.00	Total Hrs: 0:00	Total Pay: \$0.00									

			Regular								
			Overtime 1.5								
			Overtime 2								
Pay Rate \$0.00	Total Hrs: 0:00	Total Pay: \$0.00									

Payroll Summary

Pay Category	Hours	Amount
Regular	0:00	\$0.00
Overtime 1.5	0:00	\$0.00
Overtime 2	0:00	\$0.00
-Special Pay-	0:00	\$0.00
Total	0:00	\$0.00

DETAILED PAYROLL REPORT Employee Name:

Payroll Group: TimeTrax Payroll / Employee Group: Group 2

For The Pay Period: 12/29/2015 12:00 AM Thru 01/12/2016 12:00 AM

Printed: 06-Jan-16 09:45 AM

<u>PayCategory</u>	<u>Hours</u>	<u>Amount</u>	<u>PayCategory</u>	<u>Hours</u>	<u>Amount</u>	<u>PayCategory</u>	<u>Hours</u>	<u>Amount</u>	<u>PayRate</u>
Regular									0.00
Overtime 1.5									
Overtime 2									
Total Pay:								\$0.00	

<u>Status</u>	<u>Actual</u>	<u>Edited</u>	<u>In/Out</u>	<u>Reg</u>	<u>Ot1</u>	<u>Ot2</u>	<u>Total</u>
Absent	Tue Dec 29						
Absent	Wed Dec 30						
Absent	Thu Dec 31						
Absent	Fri Jan 01						
Absent	Sat Jan 02						
Absent	Sun Jan 03						
Absent	Mon Jan 04						
Absent	Tue Jan 05						
Absent	Wed Jan 06						
Total							

Exhibit B :

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>0800-1500 0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1630 1630-2000</p>	<p>0800-1300 0800-1400 1400-2000</p>
<p>0800-1500 0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1700 1700-2000</p>	<p>0800-1300 0800-1400 1400-2000</p>
<p>0800-1500 0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1630 1630-2000</p>	<p>0800-1300 0800-1400 1400-2000</p>
<p>0800-1500 0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1630 1630-2000</p>	<p>0800-1300 0800-1400 1400-2000</p>
<p>0800-1500 0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1600 1600-2000</p>	<p>0800-1200 1200-1630 1630-2000</p>	<p>0800-1300 0800-1400 1400-2000</p>

2015

Exhibit F :

CNY Regional Market Authority
 Sick/Vacation Time "year"
 "MONTH"

Name	Previous Month Balance		"Month" Week Ending								Month Total		Month Accrual		Month Balance	
	Vaca	Sick	"week 1" Vaca	"week 1" Sick	"week 2" Vaca	"week 2" Sick	"week 3" Vaca	"week 3" Sick	"week 4" Vaca	"week 4" Sick	Vaca	Sick	Vaca	Sick	Vaca	Sick
	50.27	169.52									0.00	1.75	8.66	8.66	58.93	176.43
	61.86	41.62	13.00	4.00		1.75				8.50	13.00	16.25	13.33	8.66	62.19	34.03
	95.76	170.18	8.00			11.50	16.00		10.75		34.75	11.50	8.66	8.66	69.67	167.34
	270.21	1064.95							10.00	1.50	10.00	1.50	13.33	8.66	273.54	1072.11
	0.00	0.00									0.00	0.00	8.66	8.66	8.66	8.66
	256.07	56.28	16.00	8.50		8.00					16.00	16.50	13.33	8.66	253.4	48.44
	259.97	1520.00									0.00	0.00	13.33	8.66	273.3	1520
	0.00	0.00									0.00	0.00	8.66	8.66	8.66	8.66
	235.32	420.94	8.00			3.00					11.00	0.00	8.66	8.66	232.98	429.6
	45.94	69.94									0.00	0.00	8.66	8.66	54.6	78.6
	47.89	107.22							16.00		16.00	0.00	8.66	8.66	40.55	115.88

1520 hrs. Sick Leave Accum. Max.
 320 hrs. Vac. Leave Accum. Max.

Printed:



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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

PETTY CASH POLICY

POLICY: This procedure outlines the manner in which the Central New York Regional Market Authority (“CNYRMA”) will manage the Petty Cash account.

PURPOSE: Under certain circumstances, a petty cash fund may be authorized as a way of making limited recurring or small cash purchases for CNYRMA.

SCOPE: The Accounts Manager will ensure that proper procedure is followed.

PROCEDURE:

1. This account may be used for a small repetitive or cash purchases under \$100 as required by the CNYRMA and approved by the appropriate authority.
2. Authorization for purchase — approval for purchase is obtained from the Accounts Manager before making the purchase using Petty Cash. Prior approval is necessary to insure the following:
 - Proposed purchase can properly be made from petty cash.
 - CNYRMA authorized the purchase and will reimburse the purchaser.
 - Purchaser understands the procedures for purchase, requirements for receipt and procedures for reimbursement.
3. Making purchases — Upon approval by the custodian for the specific purchase and the amount to be spent, the individual making the purchase will:
 - Make the authorized purchase.
 - Pay for the purchase utilizing petty cash funds.
 - Secure a receipt or signed itemized ticket noted by the vendor as “PAID.”
4. A Petty Cash Log will be maintained by the Accounts Manager.

ATTACHMENT:

Exhibit A - Petty Cash Log Form

The Board of Directors approved this Policy at their meeting on 1/21/2014

Amended and restated this 4th day of April, 2023

Exhibit A:

CNY Regional Market Authority
Petty Cash Log

Beginning Bal: \$185.00

Date	Amount	Reason	Amnt Left
			\$185.00
			\$185.00
			\$185.00
			\$185.00
			\$185.00
			\$185.00
			\$185.00
			\$185.00
			\$185.00
			\$185.00
			\$185.00
			\$185.00
			\$185.00
			\$185.00
			\$185.00
			\$185.00
			\$185.00
			\$185.00
			\$185.00

Petty Cash as of : \$185.00

Please Reimburse: \$0.00

January 13, 2014



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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

PREPARATION AND RETENTION OF BOARD MEETING DOCUMENTS POLICY

POLICY: This procedure outlines the manner in which the Central New York Regional Market Authority (“CNYRMA”) will prepare and manage documents pertaining to the meetings of the Board of Directors and the committees thereof.

PURPOSE: It is vital for the Authority to effectively and accurately maintain record of meetings, and to provide proper public notice and transparency of such.

SCOPE: It is the responsibility of the Executive Director, in coordination with the Secretary of the Board of Directors, to accurately document all regularly scheduled meetings, special meetings, and committee meetings of the Board of Directors for the Authority.

PROCEDURE:

1. The Executive Director or their designee shall post a schedule of all board meetings at the beginning of each year on the Authority’s website.
2. No less than one week prior to any meeting of the Board of Directors, the Executive Director or their designee shall post notice of the meeting on the Authority’s website. Notice shall include:
 - a. meeting agenda;
 - b. meeting time;
 - c. meeting location; and
 - d. video streaming link.
3. No less than twenty-four (24) hours prior to to any meeting of the Board of Directors, the Executive Director or their designee shall post the board packet, containing items and documents to be discussed.

4. During all meetings of the Board of Directors, the Executive Director or their designee will be responsible for:
 - a. live video streaming the meeting;
 - b. creating a video recording of the meeting; and
 - c. taking minutes for the meeting.
5. No more than five (5) business days following the meeting, the Executive Director or their designee shall post the video recording of the meeting to the Authority's website, to be retained for no less than five (5) years.
6. No more than fourteen (14) days following the meeting, the Executive Director or their designee shall prepare and post meeting minutes to the Authority's website, to be maintained for no less than two (2) years.
7. Minutes from the previous meeting shall be included in the packet for the next meeting of the Board of Directors for approval.
8. All documents shall be maintained in the Authority's administrative office in accordance with the Authority's record retention policy.

The Board of Directors approved this Policy at their meeting held on 1/21/2014

Amended and restated this 4th day of April, 2023



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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

PROPERTY ACQUISITION POLICY

POLICY: This procedure outlines the manner in which the Central New York Regional Market Authority (“CNYRMA” or “Authority”) will go about the process of acquiring property.

PURPOSE: Pursuant to Section 826 of the of the Public Authorities Law, the Authority the power to acquire by the exercise of the right of eminent domain or otherwise such real estate within the district and other property as may be necessary, to sue and be sued, to incur debts, liabilities and obligations, to issue bonds and other evidences of indebtedness. This policy shall apply to any acquisitions of real property by the Authority.

SCOPE: This policy shall apply to any acquisitions of real property by the Authority.

GENERAL:

1. All acquisitions of real property shall comply with applicable State, federal and local law, including but not limited to Title 28-BB of Article 8 of the Public Authorities Law, Chapter 766 of the Laws of New York 2005, better known as the Public Authorities Accountability Act ("PAAA"), the State Environmental Quality Review Act (“SEQRA”), the Eminent Domain Procedure Law ("EDPL"), any requirements of the CNYRMA's bond resolutions, and any other applicable state and local law or regulation.
2. The Executive Director is hereby authorized to negotiate the terms and conditions of the acquisition of real property located within the area described in section 2675-c(11) of the Public Authorities Law necessary to accomplish the corporate purposes of CNYRMA and consistent with this policy. The CNYRMA may acquire in the name of the CNYRMA by purchase or condemnation, gift or devise, real property or rights therein, including by lease, license and easement, on terms necessary or convenient in furtherance of its corporate purposes.
3. The CNYRMA shall maintain a record for each transaction that documents its compliance with this policy.

4. The CNYRMA shall maintain a system of inventory for all real property under its control.
5. The CNYRMA shall procure any outside professional services, such as title insurance and commercial real estate brokerage services, pursuant to the CNYRMA's Procurement Policy.

IMPLEMENTATION:

1. CNYRMA staff shall identify parcels in the "preferred site" area, with determination as to size and other particulars needed.
2. Once potentially acceptable parcels have been identified, those parcels shall be evaluated internally under the direction of the Executive Director of the CNYRMA. When necessary or convenient, the Executive Director may seek participation from CNYRMA staff, real estate counsel, engineering, environmental, archeological, and other consultants, title insurance company and a licensed commercial real estate broker or brokers. Any evaluation of the affected parcel shall examine such issues as ownership; zoning; road access, including access to interstates; easements and other encumbrances; parcel history; recent sales history; proximity to environmentally compromised areas; potential government funding sources for parcel remediation or developments; market availability; recent appraisals; brokerage arrangements; existing tenants and the terms and conditions of their leases.
3. Prior to contract for the acquisition of real property, the CNYRMA shall obtain two (2) appraisals by Members of the Appraisal Institute ("MAI") or other reasonable and professionally prepared valuation projections consistent with then-current industry standards and practices. If the appraisals are materially different, the CNYRMA may attempt to reconcile the differences in value through determining an average of the two appraisals, or by seeking a third review appraisal which shall constitute the final determination of value. The contract price for acquiring real property is subject to the approval of the CNYRMA Board, in its sole discretion.
4. The CNYRMA may enter into a contract to obtain the right to enter onto real property being considered for acquisition for the purposes of conducting archeological, environmental, geotechnical and any other relevant studies and investigations of such property, either separately or as part of a contract for acquisition of such property.
5. Notwithstanding any other provision of this Policy, no contract for the acquisition of real property shall be binding on the CNYRMA until first approved by the Board of the CNYRMA.

EMINENT DOMAIN:

1. Notwithstanding the foregoing, if the CNYRMA finds and determines that it is necessary or convenient in the furtherance of its public purpose, and that other efforts to acquire particular properties have proven ineffective, then the CNYRMA may proceed pursuant to the Eminent Domain Procedure Law (“EDPL”), as authorized by Title 28-BB of Article 8 of the Public Authorities Law.

The Board of Directors adopted this Policy at their meeting held on this 4th day of April, 2023



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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

PROPERTY DISPOSITION POLICY

POLICY: This procedure outlines the manner in which the Central New York Regional Market Authority (“CNYRMA” or “Authority”) will dispose of property.

PURPOSE: To establish a standard practice for the disposal of Authority property, to ensure appropriate payment amounts are received through the disposal of such property.

SCOPE: This policy applies to the disposition of all property of the Authority that is covered by the Public Authorities Accountability Act of 2005.

DEFINITIONS:

1. “Contracting Officer” shall mean the officer or employee of the Central New York Regional Market Authority (hereinafter, the “Authority”) who shall be appointed by resolution to be responsible for the disposition of property.
2. “Dispose” or “disposal” shall mean transfer of title or any other beneficial interest in personal or real property in accordance with section 2897 of the Public Authorities Law.
3. “Property” shall mean personal property in excess of five thousand dollars (\$5,000) in value, and real property, and any inchoate or other interest in such property, to the extent that such interest may be conveyed to another person for any purpose, excluding an interest securing a loan or other financial obligation of another party.

SECTION 1. DUTIES:

A. The Authority shall:

- i. maintain adequate inventory controls and accountability systems for all property owned by the Authority and under its control;

- ii. periodically inventory such property to determine which property shall be disposed of;
- iii. produce a written report of such property in accordance with subsection B herewith; and
- iv. transfer or dispose of such property as promptly and practicably as possible in accordance with Section 3 below.

B. The Authority shall:

- i. publish, not less frequently than annually, a report listing all real property owned in fee by the Authority. Such report shall consist of a list and full description of all real and personal property disposed of during such period. The report shall contain the price received by the Authority and the name of the purchaser for all such property sold by the Authority during such period; and
- ii. shall deliver copies of such report to the Comptroller of the State of New York, the Director of the Budget of State of New York, the Commissioner of the New York State Office of General Services, and the New York State Legislature (via distribution to the majority leader of the senate and the speaker of the assembly).

SECTION 2. TRANSFER OR DISPOSITION OF PROPERTY:

- A. Supervision and Direction. Except as otherwise provided herein, the duly appointed contracting officer (the “Contracting Officer”) shall have supervision and direction over the disposition and sale of property of the Authority. The Authority shall have the right to dispose of its property for any valid corporate purpose.
- B. Custody and Control. The custody and control of Authority property, pending its disposition, and the disposal of such property, shall be performed by the Authority or by the Commissioner of General Services when so authorized under this section.
- C. Method of Distribution. Unless otherwise permitted, the Authority shall dispose of property for not less than its fair market value by sale, exchange, or transfer, for cash, credit, or other property, with or without warranty, and upon such other terms and conditions as the Authority and/or contracting officer deems proper. The Authority may execute such documents for the transfer of title or other interest in property and take such other action as it deems necessary or proper to dispose of such property under the provisions of this section. Provided, however, no disposition of real property, any interest in real property, shall be made unless an

appraisal of the value of such property has been made by an independent appraiser and included in the record of the transaction and provided further, that no disposition of any other property, which because of its unique nature or the unique circumstances of the proposed transaction is not readily valued by reference to an active market for similar property, shall be made without a similar appraisal.

- D. Sales by the Commissioner of General Services (the “Commissioner”). When the Authority shall have deemed that transfer of property by the Commissioner will be advantageous to the State of New York, the Authority may enter into an agreement with the Commissioner of pursuant to which Commissioner may dispose of property of the Authority under terms and conditions agreed to by the Authority and the Commissioner. In disposing of any such property, the Commissioner shall be bound by the terms hereof and references to the contracting officer shall be deemed to refer to such Commissioner.
- E. Validity of Deed, Bill of Sale, Lease, or Other Instrument. A deed, bill of sale, lease, or other instrument executed by or on behalf of the Authority, purporting to transfer title or any other interest in property of the Authority in accordance herewith shall be conclusive evidence of compliance with the provisions of these guidelines and all applicable law insofar as concerns title or other interest of any bona fide grantee or transferee who has given valuable consideration for such title or other interest and has not received actual or constructive notice of lack of such compliance prior to the closing.
- F. Bids for Disposal; Advertising; Procedure; Disposal by Negotiation; Explanatory Statement.
- i. Except as permitted by all applicable law, all disposals or contracts for disposal of property made or authorized by the Authority shall be made after publicly advertising for bids except as provided in subsection (iii) of this Section F.
 - ii. Whenever public advertising for bids is required under subsection (i) of this Section F:
 - a. the advertisement for bids shall be made at such time prior to the disposal or contract, through such methods, and on such terms and conditions as shall permit full and free competition consistent with the value and nature of the property proposed for disposition;
 - b. all bids shall be publicly disclosed at the time and place stated in the advertisement; and

- c. the award shall be made with reasonable promptness by notice to the responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the Authority, price and other factors considered; provided, that all bids may be rejected at the Authority's discretion.
- iii. Disposals and contracts for disposal of property may be negotiated or made by public auction without regard to subsections (i) and (ii) of this Section F but subject to obtaining such competition as is feasible under the circumstances, if:
 - a. the personal property involved has qualities separate from the utilitarian purpose of such property, such as artistic quality, antiquity, historical significance, rarity, or other quality of similar effect, that would tend to increase its value, or if the personal property is to be sold in such quantity that, if it were disposed of under subsections (i) and (ii) of this Section F, would adversely affect the state or local market for such property, and the estimated fair market value of such property and other satisfactory terms of disposal can be obtained by negotiation;
 - b. the fair market value of the property does not exceed fifteen thousand dollars;
 - c. bid prices after advertising therefore are not reasonable, either as to all or some part of the property, or have not been independently arrived at in open competition;
 - d. the disposal will be to the state or any political subdivision, and the estimated fair market value of the property and other satisfactory terms of disposal are obtained by negotiation;
 - e. under those circumstances permitted by subsection (v) below; or
 - f. such action is otherwise authorized by law.
- iv. (A) An Explanatory statement shall be prepared of the circumstances of each disposal by negotiation of:
 - a. any personal property which has an estimated fair market value in excess of fifteen thousand dollars;

- b. any real property that has an estimated fair market value in excess of one hundred thousand dollars, except that any real property disposed of by lease or exchange shall only be subject to clauses (3) through (4) of this subparagraph;
- c. any real property disposed of by lease, if the estimated annual rent over the term of the lease is in excess of \$15,000; or
- d. any real property or real and related personal property disposed of by exchange, regardless of value, or any property any part of the consideration for which is real property.

(B) Each statement shall be transmitted to the persons entitled to receive copies of the report required under all applicable law not less than ninety (90) days in advance of such disposal, and a copy thereof shall be preserved in the files of the Authority making such disposal.

v. Disposal of Property for less than Fair Market Value (“FMV”)

- a. No assets owned, leased or otherwise in the control of the Authority may be sold, leased, or otherwise alienated for less than its FMV except if:
 - 1. Transferee is a government or public entity and terms of transfer require ownership and use to remain with the government or public entity; or
 - 2. Purpose of transfer is within purpose, mission or statute of the authority; or
 - 3. Written notification to Governor, Speaker, and Temporary President. Such notification is subject to denial. Denial by Governor is in the form of a certification. Denial by legislature is in the form of a resolution. Denial must be made within 60 days of receiving notification during January through June. Provided no denial then authority may effectuate transfer. If legislature receives the notification in July through December, then legislature may take 60 days from January 1 of the following year. However, a local may obtain local approval from the chief executive and legislature of the political subdivision in lieu of the notification to the Governor, Speaker and Temporary President provided the

local authority's enabling legislation provides for such approval and the property was obtained by the authority from the political subdivision.

b. If below MV transfer is proposed, the following information is required to be provided to the authority's board and the public:

1. Description of Asset;
2. Appraisal of the FMV of the asset;
3. Description of purpose of transfer, the kind and amount of the benefit to the public resulting from the transfer such as jobs and wages created or preserved;
4. Value received compared to FMV;
5. Names of private parties to the transaction and value received;
6. Names of private parties that have made an offer, the value of offer, and purpose for which the asset would have been used.

c. Board must make a written determination that there is no reasonable alternative to the proposed below-market transfer that would achieve the same purpose of such transfer.

The Guidelines are subject to modification and amendment at the discretion of the Authority board and shall be filed annually with the NYS Comptroller on or before the 31st of March.

The designated Contracting Officer for the Authority shall be appointed by the Executed Director.

The Board of Directors adopted this Policy at their meeting held on this 4th day of April, 2023



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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

PUBLIC ACCESS TO RECORDS POLICY

POLICY: This policy provides information concerning the procedures by which records may be obtained from the Central New York Regional Market Authority (“CNYRMA” or the “Authority”) in accordance with the Freedom of Information Law (“FOIL”).

PURPOSE: To establish a standard practice and procedure for the public to access records of the Authority under the FOIL.

SCOPE: This policy applies to public access to all records maintained by the CNYRMA.

SECTION 1. DESIGNATION OF RECORDS ACCESS OFFICER:

1. The following person is designated as the records access officer; however, the Executive Director may from time to time designate another person as the records access person as he/she may deem necessary or desirable:

Ms. Amanda Vitale, Executive Director
Central New York Regional Market Authority
2100 Park Street
Syracuse, NY 13208
(315)422-8647
amandavitale.cnyrma@gmail.com

2. The records access officer is responsible for insuring appropriate authority response to public requests for access to records.
 - a. Maintain an up-to-date subject matter list reasonably detailing all records in the possession of the Authority, whether or not available under FOIL.
 - b. Maintain a record setting forth the name, public office address, title, and salary of every officer or employee of the Authority.

SECTION 2. REQUESTS FOR PUBLIC ASSESS TO RECORDS:

1. A written request for a record shall be made to the Record Access Officer. In addition, a written request for a record may be submitted in the form of electronic mail and the Authority shall respond to such requests by electronic mail, using forms, to the extent practicable, consistent with the form(s) developed by the Committee on Open Government.
2. A response shall be given within five business days of receipt of a request by:
 - a. informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;
 - b. granting or denying access to records in whole or in part;
 - c. acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgment, or if it is known that circumstances prevent disclosure within twenty business days from the date of such acknowledgment, providing a statement in writing indicating the reason for inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part; or
 - d. if the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.
3. In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the authority, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.

SECTION 3. DENIAL OF ASSESS TO RECORDS:

1. Denial of access to records shall be in writing stating the reason therefor and advising the requester of the right to appeal to the individual established to determine appeals, who shall be identified by name, title, business address and business phone number.
2. The following person shall determine appeals regarding denial of access to records under the Freedom of Information Law:

Anthony Emmi, Board President
Central New York Regional Market Authority
2100 Park Street
Syracuse, NY 13208
(315)422-8647
c/o Amanda Vitale at: amandavitale.cnyrma@gmail.com

3. Any person denied access to records may appeal within thirty days of a denial.
4. The time for deciding an appeal by the individual to determine appeals shall commence upon receipt of a written appeal identifying:
 - a. the date and location of requests for records;
 - b. a description, to the extent possible, of the records that were denied; and
 - c. the name and return address of the person denied access.
5. A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.
6. The person designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:

Committee on Open Government
Department of State
41 State Street
Albany, NY 12231

7. The person designated to determine appeals shall inform the appellant and the Committee on Open Government of its determination in writing within ten business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth subdivision (f) of this section.

SECTION 4. FEES:

1. Fees for reproduction may be charged as follows:
 - a. 25 cents per page for photocopies not exceeding 9 by 14 inches. If the paper copies requested are larger than 9"x14" the Authority can charge the actual cost of making the copies; or
 - b. The actual cost of reproducing a record, which may include:
 - i. An amount equal to the hourly salary attributed to the lowest paid authority employee who has the necessary skill required to prepare a copy of the requested record if more than 2 hours of time is required;
 - ii. The actual cost of the storage devices;
 - iii. The actual cost to the authority of engaging an outside professional service to prepare a copy of a record in the event the authority's information technology equipment is inadequate to prepare a copy.

The Board of Directors adopted this Policy at their meeting held on this 4th day of April, 2023



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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

PURCHASING POLICY

POLICY: To establish a guideline for the manner in which the Central New York Regional Market Authority ("CNYRMA" or the "Authority") purchases shall be monitored and managed.

PURPOSE: To form as a guideline for purchases to be made by the Authority.

SCOPE: The Authority's Executive Director shall be responsible for the developing and administering a central purchasing system and a set of procedures to insure that all purchases, sales, leases, rentals and servicing of materials, supplies, equipment and services for the Authority are made pursuant to and in compliance with the provisions of applicable laws and regulations and the particulars of the Purchasing Policy.

PROCEDURE:

1. Every purchase to be made must be initially reviewed by the Executive Director to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; sole source purchases; goods purchased from agencies for the blind or disabled; goods purchased from correctional institutions; purchases under State contracts; surplus and second-hand purchases from another governmental entity; and professional service contracts.
2. The Authority shall purchase materials, supplies, equipment and services, as required, at the best possible value.
 - a. Purchases will be secured by use of method that assures that goods will be purchased at the best value and that favoritism will be avoided.

3. Purchase contracts for materials, supplies and equipment involving an estimated annual expenditure in excess of \$20,000 and public works contracts in excess of \$35,000 shall be awarded only after public advertising soliciting formal bids pursuant to Section 103 of the General Municipal Law.
4. Purchases may be made, through available state contracts of the Office of General Services, Division of Standards and Purchase, Department of Correctional Services, New York State Industries for the Disabled, Industries for the Blind of New York State and the surplus and second-hand purchases from another governmental entity, wherever such practices are in the best interest of the Authority.
5. Opportunity shall be provided to all responsible supplier to do business with the Authority.
6. When soliciting bids, a statement of “general conditions” shall be included with all specification submitted to suppliers. These general conditions shall be incorporated in all contracts awarded for the purchase of materials, supplies, equipment and services.
7. The Executive Director shall establish a procedure for maintaining an up-to-date property and inventory record of all equipment with a value of \$5,000 or greater.
8. The Executive Director shall authorize all purchase, after first determining that unencumbered balanced of budgetary appropriations are adequate to cover such obligations. Authorization will be provided in the in the form of a completed and signed Purchase Requisition Form (Exhibit A). All bills shall include a copy of the approved Purchase Requisition Form upon payment.
9. No official or employee of the Authority shall be interested financially in any purchase or contract secured by the Authority with a value of over \$300. This also preclude acceptance of gratuities, financial or otherwise, by the above persons, from any supplier of materials, supplies, equipment or services to the Authority.
10. Periodically, the authorized limited for the purchasing transactions shall be reviewed, evaluated and adjusted to more accurately reflect the market pricing, inflation, processing expenses and the Authority’s utilization experience.
11. The following authorized dollar limits are effective immediately. These limits are applicable per total transaction for related items.

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Transaction Dollar Limit		Process
<u>Purchase of:</u>		
<u>Supplies & Equipment</u>	<u>Contracts</u>	
\$0-\$5,000	\$0-\$10,000	Employee completes a Purchase Requisition Form and forwards it to the Executive Director, for approval. Once approval has been received, the purchase can be completed. The receipt of purchase, completed and approved requisition form, and signed packing slip (when applicable) must be submitted and attached to payment.
\$5,001-\$19,999	\$ 1 0 , 0 0 1 - \$34,999	Employee completes purchase requisition and forwards to Executive Director. Executive Director obtains quotations from at least three (3) separate vendors (if available) and issues authorization to vendor submitting lowest responsive quotation.
\$20,000 and up	\$35,000 and up	Executive Director prepares, or causes to be prepared, written specification. Executive Director advertises for competitive sealed bids in conformance with Municipal Law 103. Contract or authorization issued by Executive Director.

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12. All professional services between the Authority and any other entity shall be reviewed and approved by the Board of Directors at the Annual Meeting.
13. Professional Services involve specialized expertise, use of professional judgment and/or a high degree of creativity. They are not purchase contracts or contracts for public work, as those phrases are used in the bidding statutes, and therefore are not subject to the competitive bidding procedures. The individual or company may be chosen based on qualifications to include, but not limited to, reliability, skill, education and training, experience, demonstrated effectiveness, judgment and integrity. These qualifications are not necessarily found in the individual or company that offers the lowest price.
14. Any and all inquiries to determine whether a proposed service qualifies as professional shall be made to the Executive Director, taking into consideration the following guidelines. If there is a question whether a proposed service qualifies as professional the Board of Directors shall make the final determination.
- a. Whether the services are subject to State licensing or testing requirements;
 - b. Whether substantial formal education or training is a necessary prerequisite to the performance of the services;
 - c. Whether the services require an enduring professional and/or confidential relationship between the Authority and a vendor of proven ability.
15. Professional and technical services shall include but not be limited to the following:
- a. Accounting (CPA), Advertising Agency Promotion, Architectural, Computer Customized Software Programming Services, Consultants, Design Services, Engineering, Instructors/Teachers/Training, Insurance Coverage and/or Insurance Broker, Investment Management Services, Laboratory Testing, Legal, Management or Municipally Owned Property, Medical & Dental Services, Public Relations, Records Indexing and Writing, Editing or Artwork.

In instances where a potential service may fall within this category or professional or technical service, but is not included in the aforementioned list, the Board of Directors will begin and complete the determination process. Once reviewed and authorized, the category or firm will be included on the list and subsequent approval will not be required.

16. Agreements for professional services are made in the best interest of the Authority, utilizing Requests for Qualifications (RFQ) or a Request for Proposal (RFP). An RFP may consider inclusive factors such as price, staffing and suitability for needs, reliability, skill, education and training, experience, demonstrated effectiveness, judgment and integrity, and much include negotiations on a fair and equal basis. The RFP at minimum should include:

- a. Solicitation of a sufficient number of qualified firms. While this number will vary depending upon the situation, a minimum of three (3) firms should be contacted.
- b. The needs of the Authority and the desired format of the vendor's response must be shown as clearly and as specifically as possible. Vagueness in the RFP will hamper the award process.

17. Documentation of awards is critical and will continue to be maintained.

18. Exemptions to the RFP and bidding process are as follows:

- a. **Emergency Provisions.** Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety, property or welfare of the residents. This section does not preclude alternate proposals if time permits.
- b. **Sole Source Purchase.** When it is clearly determined that there is only one vendor capable of providing a particular material or service as provided for in Section 103 of the General Municipal Law.
- c. **Purchasing on State Contracts.**

EXHIBITS:

Exhibit A - Purchase Requisition Form

The Board of Directors approved this Policy at their meeting on 1/21/2014

Amended and restated this 4th day of April, 2023



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Purchase Requisition Form

Department: ^(circle one) Maintenance Administration Purchase Order #: _____

Company Order From: _____

Cost: \$ _____ ^(circle one) Estimated Written Quote Verbal Quote

If selecting "Written Quote," please attach the quote to this form.

Items Requested: _____

Employee Name: _____ Date: _____

Employee Signature: _____

Approved By: _____ Date: _____

Signature of Approval: _____



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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

RETURNED & BOUNCED CHECKS POLICY

POLICY: To establish an effective method of dealing with returned and bounced checks at Central New York Regional Market Authority (“CNYRMA” or the “Authority”).

PURPOSE: To ensure all returned and bounced checks are handled with uniformity.

SCOPE: The Receptionist and the Accounts Manager will coordinate to ensure this procedure is followed.

PROCEDURE:

1. The term, “collector,” shall be used to signify the Authority employee who is physically engaged in the act of collecting payment.
2. Payment to CNYRMA is expected to be paid in a responsible and timely manner. However, on occasion, checks from vendors that have been returned by the bank for insufficient funds or bounced due to the account being closed.
3. Returned Check Policy:
 - a. All returned checks will incur a minimum \$25.00 fee per returned check.
 - b. Checks returned for insufficient funds will automatically be re-deposited.
 - c. A representative of the Authority will send a letter to the vendor with a copy of the returned check notice.
 - d. The letter will clearly state the additional \$25.00 returned check fee will be added to the original amount owed. The letter will advise the vendor that their name will now be placed on a Bounced Check list and that from that date forward, payment for space must be made in cash.

- e. It is the responsibility of the collector to ensure that the vendor who is paying by check is not on the Bounced Check list.
- f. No post-dated checks will be accepted.

4. Disputing a Returned Check:

If the returned check is the result of a bank error, the letter to the vendor must be prepared as follows:

- a. The letter must be on original bank letterhead paper.
- b. The letter must state that the BANK made an error that caused the check to be returned. Upon receipt of a bank letter, then Authority will redeposit the original check, if the customer so desires, and any related charges will be waived.

The Board of Directors approved this Policy at their meeting held on 1/21/2014

Amended and restated this 4th day of April, 2023



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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

TRAVEL POLICY

POLICY: To establish an outline for the manner in which the Central New York Regional Market Authority (“CNYRMA” or “Authority”) will manage travel for Authority-related business.

PURPOSE: The purpose of this policy is to establish and communicate standards for approving and reimbursements for travel.

SCOPE: The Executive and staff that participate in approved overnight travel related to Authority business.

PROCEDURE:

1. The Executive Director is to approve any day travel for the staff. No approval from the Board of Directors is necessary.
2. For overnight travel by the Executive Director, an approval by resolution of the Board of Directors is required.
3. For overnight travel of staff, other than the Executive Director, approval from the Executive Director is first necessary. Once approval has been received from the Executive Director, the Board of Directors must then approve the travel through resolution.
4. If there is not enough time to get approval by resolution, then the President of the Board of Directors shall be authorized to approve the travel. In the absence of the President, then the Chair of the Personnel Committee shall be authorized to approve the proposed travel and then report to the Board.
5. The Authority shall reimburse staff personnel and the Executive Director for all reasonable and necessary expenses incurred while traveling on Authority-related business. All expenses shall be itemized in any form required by the Authority and receipts shall be provided where applicable. If the employee's personal vehicle is used, mileage shall be reimbursed utilizing the then applicable Internal Revenue Service reimbursement rate. Mileage incurred in driving to and from home to work and in return shall not be reimbursable.

The Board of Directors approved this Policy at their meeting held on 1/21/2014

Amended and restated this 4th day of April, 2023



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CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

UNCLAIMED CHECKS POLICY

POLICY: To establish a consistent procedure for overseeing unclaimed checks which have been issued by the Central New York Regional Market Authority (“CNYRMA” or “Authority”) to the Authority’s vendor.

PURPOSE: To ensure that unclaimed checks are dealt with in a timely and efficient manner.

SCOPE: All lost or unclaimed checks cut from the CNYRMA checking account.

PROCEDURE:

1. The Accounts Manager will provide the Executive Director a list of all outstanding checks at the conclusion of each month’s checking account reconciliation.
2. On a semi-annual basis the Accounts Manager will comprise a list of all outstanding checks six (6) or more months old.
3. The Accounts Manager, with the assistance of the office staff will begin a process of due diligence.
 - a. The staff will review the check to verify that it was a legitimate claim and not a duplicate check.
 - b. If it is a legitimate claim, the procedure shall continue.
 - c. If it is not a legitimate claim or is a duplicate check, the Accounts Manager shall void the check.
4. Once has been determined that the check is legitimate, the office staff shall send out a Due Diligence letter, attached as Exhibit “A” via first class and certified mail, along with a Replacement Check Request, attached as Exhibit “B”, to the payee.

5. If there is no reply within thirty (30) days from the payee, the CNYRMA will again send the Due Diligence Letter via first class and certified mail.
6. If there is still no reply after sixty (60) days, the unclaimed check will be cancelled and a new check will not be reissued until a completed Replacement Check Request is received.
7. Once the Replacement Check Request is received, the original check will be voided and a new check will be issued to the payee.

ATTACHMENTS:

Exhibit A - Due Diligence Letter

Exhibit B - Replacement Check Request

The Board of Directors approved this Policy at their meeting held on 2/8/2022

Amended and restated this 4th day of April, 2023

Exhibit "A"



2100 Park Street, Syracuse, NY 13208
(315) 422-8647 ~ Fax (315) 422-6897

[Insert Date]

VIA FIRST CLASS AND CERTIFIED MAIL RETURN RECEIPT REQUESTED

[Insert Vendor Name]
[Insert Vendor Address Line 1]
[Insert Address Line 2]

Dear [Insert Vendor Name],

Our records indicate that the check issued to you, listed below, has not been presented for payment. Please review your records to determine if you still have this check in your possession. If you the check is in your possession and more than six (6) months have passed since the date on the check, it is likely that a financial institution will no longer accept the check and you may need to be re-issued a new check. To request a new check, please complete the enclosed replacement check request.

If the check listed below is no longer in your possession please complete the enclosed replacement check request.

Check Number(s):
Check Date(s):
Check Amount(s):

Please complete the enclosed replacement check request within thirty (30) days and return it to the following address:

Central New York Regional Market Authority
2100 Park Street
Syracuse, NY 13208

If you have any questions or concerns, please feel free to call our office at: (315) 422-8647.

Sincerely,

EMPLOYEE NAME
EMPLOYEE TITLE

EMPLOYEE EMAIL

Exhibit "B"



2100 Park Street, Syracuse, NY 13208
(315) 422-8647 ~ Fax (315) 422-6897

REPLACEMENT CHECK REQUEST

According to CNYRMA records, the following checks have not been presented for payment:

Name:
Check Number: _____
Check Date: _____
Check Amount(s): \$0000.00

Please issue a replacement check. By requesting a replacement check, you are acknowledging and certifying the below:

- This check has not been presented for payment by me or my representative and will not be presented at any time in the future.
 - I have made a diligent search for the check and have been unable to find or recover the same.
 - I certify that these funds are due to me and that there is no pending claim against this check.
 - If I find this check, receive this check, or receive the funds from this check, I will immediately return the funds to the CNYRMA.
 - I understand that knowingly making false statements could subject me to criminal penalties.
 - Briefly state the reason the checks were not cashed: _____
-

Do **NOT** reissue the checks.

- Briefly state the reason the checks should not be reissued: _____
-

Signature

Date

Print Name

Telephone No.

Address

Company

City, State

Zip Code



☎ 315-422-8647
✉ cnyrma@gmail.com
🌐 www.cnyregionalmarket.com
📍 2100 Park Street, Syracuse, NY 13208

CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

UNCLAIMED FUNDS POLICY

POLICY: To establish a consistent procedure for identification and remittance of unclaimed funds of the Central New York Regional Market Authority (“CNYRMA” or “Authority”) to the New York State Comptroller.

PURPOSE: To ensure that unclaimed funds are dealt with in a timely and efficient manner consistent with New York State Abandoned Property Law (“APL”).

SCOPE: To apply to all dormant unclaimed funds of the Authority.

PROCEDURE:

1. Consistent with APL, the CNYRMA Accounts Manager will review books and records to determine the types of properties that should be examined and the associated dormancy periods.
2. Perform due diligence reviewing the mandated statutory requirements of the Articles(s)/ Section(s) of the APL relative to the CNYRMA.
3. Prepare a summary report consistent with the APL requirements. The report shall contain the following information:
 - a. the name and last known address, if any, of the person or entity appearing to be entitled to such property;
 - b. description of such abandoned property;
 - c. the amount of such abandoned property;
 - d. The date such amount was demandable, payable, or received; and
 - e. such other identifying information as the Comptroller may require.
4. This report shall be remitted as outlined in the Handbook for Reporters of Unclaimed Funds.

The Board of Directors adopted this Policy at their meeting held on this 4th day of April, 2023



☎ 315-422-8647
✉ cnyrma@gmail.com
🌐 www.cnyregionalmarket.com
📍 2100 Park Street, Syracuse, NY 13208

CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

WHISTLEBLOWER POLICY

POLICY: This procedure outlines the manner in which the Central New York Regional Market Authority (“CNYRMA” or “Authority”) will appropriately manage any report made in good faith.

PURPOSE: The purpose of this whistleblower policy (the “Policy”) is to ensure that no director, officer, employee or volunteer of the Authority who in good faith reports any action or suspected action taken by or within the Authority that is a violation of any law, rule or regulation which creates and presents a substantial and specific danger to public health or safety, or improper governmental action (“Misconduct”) shall suffer intimidation, harassment, discrimination or other retaliation or, in the case of employees, adverse employment action.

SCOPE: Any director, officer, employee, or volunteer of the Authority.

DEFINITIONS:

1. **Good Faith.** Information concerning potential Misconduct is disclosed in “good faith” when the individual making the disclosure reasonably believes such information to be true and reasonably believes that it constitutes potential Misconduct.
2. **Authority Employee.** All directors, officers, employees, volunteers, staff and any other person who provides services to the Authority, whether full-time, part-time, employed pursuant to contract, employed on probation and/or temporary employees.\
3. **Whistleblower.** Any Authority Employee who in Good Faith discloses information concerning Misconduct by another Authority Employee, or concerning the business of the Authority itself.
4. **Personnel Action.** Any action affecting compensation, appointment, promotion, transfer, assignment, reassignment, reinstatement or evaluation of performance.

PROCEDURE:

All Authority Employees who discover or have knowledge of Misconduct or potential Misconduct concerning other Authority Employees, a person having any business dealings with the Authority, or the Authority itself, shall report such activity in accordance with the following procedures:

1. The Authority Employee shall disclose any information concerning Misconduct either orally or in a written report to: (i) his or her supervisor; (ii) the Authority Ethics Officer, as defined herein; or (iii) the President of the Authority's Board of Directors (the "Board"). "Ethics Officer" means an employee, officer or director of the Authority designated to administer this Policy.
2. All Authority Employees who discover or have knowledge of Misconduct shall report such Misconduct in a prompt and timely manner.
3. The individual to whom the potential Misconduct is reported, if not the Ethics Officer, shall acknowledge receipt of the reported Misconduct or suspected Misconduct and shall report such Misconduct to the Ethics Officer. The Ethics Officer shall then report to the Authority's Board.
4. Any report of Misconduct shall be investigated and handled in a timely and reasonable manner, which may include referring such information to an appropriate law enforcement agency where applicable.

NO RETALIATION OR INTERFERENCE:

No Authority Employee shall retaliate against any Whistleblower for the disclosure of potential or suspected Misconduct, whether through threat, coercion, or abuse of authority; and, no Authority Employee shall interfere with the right of any other Authority Employee by any improper means aimed at deterring disclosure of potential or suspected Misconduct. Any attempts at retaliation or interference are strictly prohibited and:

1. No Authority Employee who in Good Faith discloses potential violations of the Authority's internal policies or other instances of potential Misconduct shall suffer harassment, retaliation or adverse Personnel Action.
2. All allegations of retaliation against a Whistleblower or interference with an individual seeking to disclose potential Misconduct will be thoroughly investigated by the Authority.

3. Any Authority Employee who retaliates against or had attempted to interfere with any individual for having in Good Faith disclosed potential violations of the Authority's internal policies or other instances of potential Misconduct is subject to discipline, which may include termination of employment.
4. Any allegation of retaliation or interference will be taken and treated seriously and irrespective of the outcome of the initial complaint, will be treated as a separate matter.

REPORTS NOT MADE IN GOOD FAITH: Any Authority Employee who makes a report that is not made in Good Faith, may be subject to discipline, including, but not limited to: termination from employment and/or the Board.

REPORTING REQUIREMENTS: A copy of the Policy shall be distributed to all Authority Employees by the Ethics Officer.

CONFIDENTIALITY: The identity of the Whistleblower and the substance of his or her allegations shall be kept confidential to the best extent possible, consistent with the need to conduct an adequate investigation.

OTHER LEGAL RIGHTS NOT IMPAIRED: This Policy is not intended to limit, diminish or impair any other rights or remedies that an individual may have under the laws of the State of New York with respect to disclosing potential Misconduct free from retaliation or adverse Personnel Action. Specifically, this Policy shall not be applied in a manner that would limit, diminish or repair any other rights or remedies that an individual may have under New York State Civil Service Law § 75-b.

The Board of Directors approved this Policy at their meeting held on 2/8/2022

Amended and restated this 4th day of April, 2023