

**CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
QUARTERLY BOARD MEETING
Tuesday, November 13th, 2018
3:30 P.M.**

PRESENT: C. Pratt, J.A. Delaney, K. Batman, M. Mahar, M.E. Chesbro, M. Broccoli, J. Musumeci, A. Emmi, C. Nowak

ABSENT: M.J. Madison, S. Ficken, D. Ross, R. Daratt

OTHERS: Ben Vitale, Amanda Vitale, Ryan Poplawski

The meeting was called to order at 3:37 PM by Board President: John Musumeci.

APPROVAL OF AGENDA

Resolved; a motion was made by K. Batman and seconded by M.E. Chesbro to approve the agenda. All in favor; no one opposed; no abstentions.

APPROVAL OF PRIOR MINUTES

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

QUARTERLY REPORT

B. Vitale reviewed the income and expense reports. Income on several accounts is lower than last year, and the Authority may end up slightly under budget this year. Promotional Leases is low, but this could increase quickly. This is not anticipated, but is a possibility. When considering expenses, payroll is down \$6,000. This is due to the fact that the Authority has been operating short staffed for some time this year. B. Vitale explained that this has only been possible because of the current work habits and flexibility on the staff. Repairs to Buildings and Repairs to Grounds are both up. This is due to how aggressive the Authority has been lately with improvements being made to the facility. This is allowing the Authority to make great strides in the right direction to make the upcoming years more manageable with an aging facility. Interest expenses have increased slightly and caused this to be slightly higher than normal, but the Authority has managed to stay under budget on Security, Trash Removal, and Operating Insurance. The Authority has maintained a safe facility in order to make this possible. The health plan has also come in under budget as well. This is because the Executive Director does not currently receive health insurance benefits from the Authority, we lost an employee that had previously been covered with a family insurance plan through the Authority, and another full time employee has health care coverage through another staff member. This will not be the case when considering upcoming changes. When considering Legal and Professional

Expenses, the Authority is up in that area as well. This is due to the the increased work done with the Authority's Engineers and Attorney's this past year. This is due to the number of projects that went out for bid this year, and for work on the DeMarco case. Water and Sewer Expenses were up due to a large water leak. This leak has now been found and repaired, which should lead to some savings. Bad Debt expenses are high, as the Authority works to clean up accounts that had been sitting for some time. Credit and Debit fees are up, due to the increased activity that is being seen in the token program. Capital Reserve did not change this year, due to the resolution to use this money for the new roof on Buda's and the Market Diner.

Resolved; a motion was made by M. Broccoli and seconded by C. Pratt to accept the quarterly report as presented. All in favor; no one opposed; no abstentions.

FINANCE COMMITTEE PRESENTATION- Chip Pratt

C. Pratt turned the table over to B. Vitale to present on the budget. He explained that the yellow highlighted copy of the budget from the prior month's packet was the original budget presented to the committee, and the pink highlighted version is the updated version with the changes recommended by the committee.

B. Vitale reviewed the changes that were made from the yellow copy to the pink copy. The payroll budget was increased to account for upcoming staffing changes, and to balance out this increase there were decreases to the budgets for repairs to buildings, repairs to grounds, and repairs to equipment. These decreases can be supported because we typically maintain new equipments, and don't typically utilize the entire budget in those areas. The budget for interest expense was increased as well, because interest rates seem to be creeping up lately and the Authority needs to be prepared for that. The budget for health insurance was increased significantly. This increase was recommended by the committee to prepare for upcoming changes to staffing. The budget for legal and professional expenses was decreased. This is in hopes that we will not be using these services as heavy in the upcoming year as we have in this past year. This past year was high because of the multiple projects that we had go out to bid, as well as the ongoing lawsuit with DeMarco. Decreases were also made to the accounts for capital reserve, maintenance supplies, security, and electricity. These changes all combined to create a balanced budget, keeping in mind awareness of upcoming changes in the next five years and consistency through that. However, this budget will only work if the Authority continues to be consistent and conservative with our resources.

C. Pratt supported B. Vitale's presentation, and explained that these changes were consistent with the recommendations made by the committee.

M.E. Chesbro asked why we would decrease the budget for energy cost, and how that could be supported. B. Vitale explained that this is possible because we have been very proactive with energy expenses with things such as LED lights and solar power. Because of this, we have been constantly under budget with electricity. Gas expenses have also decreased. Also, since we found and repaired a substantial water leak, we expect that our water expense will decrease.

J.A. Delaney asked if the projected budget for leases came from the current leases, and asked about the daily and license rates for the upcoming season.

Resolved: a motion was made by K. Batman and seconded by M. Mahar to accept the budget and extended 5 year budget.

B. Vitale presented the proposed rates for the upcoming year. It was proposed and recommended by the committee that the rates increase by 3%, except for the dealer rate which will increase by 6%. B. Vitale explained the importance of keeping the dealer rate up from the farmer rate, but explained that the difference is not so bad when all broken down and all factors are taken into account. But B. Vitale added that it is also important that we continue to increase rates and revenue, especially considering upcoming changes that will be happening.

M.E. Chesbro asked if it was necessary to do the increase. B. Vitale explained that consistently doing small increases keeps us safe both when considering upcoming changes and overall inflation of expenses. B. Vitale also explained that it is best to do small increases every year, because it is much tougher to play catch up with a large increase later. Broken down, the farmer rate with the increase is still only twenty nine dollars a day. A lengthy discussion then pursued concerning rate increases.

Resolved: a motion was made by K. Batman, and seconded by C. Pratt to accept the proposed license rate increases and keep daily rates the same. 7 in favor, M.E. Chesbro opposed, J.A. Delaney abstained.

PERSONNEL COMMITTEE PRESENTATION- Marty Broccoli

M. Broccoli passed out the job description that was created by request of the Board of Directors for the Executive Director position. M. Broccoli asked that everyone take some time to read it, and that they send him input. M. Broccoli explained that part one of the packet was an overview of everything, part two was a compilation of the interviews that she conducted, part three was a list of who she interviewed, and part four was the condensed job description. M. Broccoli presented that he believed that she did a good job of doing what she was asked, and that she completed the task ahead of schedule. J. Musumeci requested the M. Broccoli compile the feedback and present on it at the next meeting. M. Broccoli agreed to do so. J.A. Delaney suggested that everyone begin thinking about how

the Board would like to go about the process of selecting a new Executive Director.

ACTION ITEM- Changing the time for doors to open: Sunday Flea Market

J. Musumeci explained the proposed change from 1:00pm back to 2:00pm. B. Vitale explained that the change is necessary, because there has been feedback from a majority of the Flea Market vendors that they would like the rule to change back to the later time. J.A. Delaney asked how we would get the word out about the change. B. Vitale explained that most of the vendors are already anticipating the change, and that word would travel very quickly both by word of mouth and by use of memos. B. Vitale also explained that this would not be a challenging task since the majority of the vendors are requesting the change anyways.

Resolved; a motion was made by C. Pratt, and J.A. Delaney to approve the change of the time that the doors can be opened on Sunday from 1:00pm back to 2:00pm. All in favor, no one opposed, no abstentions.

BOARD DISCUSSION

Resolved; a motion was made by J.A. Delaney and seconded by A. Emmi, to go out of regular session and into executive session for the purpose of discussing litigation and personnel matters. All in favor; no one opposed; no abstentions.

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

NEXT MEETING

The next meeting of the Board of Directors will be on December 11th, 2018 at 3:30 p.m.

Resolved; a motion was made by M. Broccoli and seconded by M.E. Chesbro, to accept the date and time for the next meeting of the Board of Directors. All in favor; no one opposed; no abstentions.

ADJOURNMENT

Resolved; a motion was made by J.A. Delaney and seconded by M. Broccoli, to adjourn at 5:27 p.m. All in favor; no one opposed; no abstentions.