

CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
REGULAR BOARD MEETING
September 11th, 2018
6:00 P.M.

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

ABSENT: M.J. Madison, J. Harper, C. Nowak, M. Mahar, S. Ficken, D. Ross

OTHERS: Ben Vitale, Amanda Vitale, Greg Frigon, D. Manion

The meeting was called to order at 6:15 PM by Board President: John Musumeci.

APPROVAL OF AGENDA

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

QUARTERLY REPORT

B. Vitale reviewed the income and expense reports. He summarized that it was pretty boring and basically the same as normal. There was nothing that stood out, and no big changes. Cash accounts have remained steady, however, we have not made the \$85,000.00 deposit to capital reserve this year as we normally do. This is due to the new roof project that is currently going on and just about done, for Buda's and the Market Diner. Also, no extra money was deposited into savings this year due to the \$143,000.00 that we invested into the Halal instead of savings in the first and second quarters this year. We will be spending another \$103,000.00 on the Halal, but should not have to take any money from our savings to do so. Another \$11,000.000 was also spent this year, replacing the air conditioning unit for the administration building. However, even amongst all of these expenses, B. Vitale reported that our capital reserve and savings accounts are still in very good standings.

J.A. Delaney asked how collecting license payments was going for the staff. B. Vitale explained that we were helping one vendor who came to us, and we have given the vendor an alternative payment schedule and working with them to ensure that the license is payed in full. B. Vitale also explained that there were other tenants who may have to pay in full in the future due to their payment

habits. J.A. Delaney suggested that the Board put some thought into moving in a direction where licenses must be paid in full upon signing.

J.A. Delaney then asked about our legal and professional expenses B. Vitale explained that they will be higher in the second quarter, due to the DeMarco case, and other projects that the Authority has been working on.

Resolved; a motion was made by J.A. Delaney and seconded by K. Batman to accept the quarterly report as presented. All in favor; no one opposed; no abstentions.

PERSONNEL COMMITTEE PRESENTATION- Chip Pratt

C. Pratt passed out and reviewed an organizational chart to the Board of Directors. C. Pratt presented that the Market Administrator and Market Facilities Manager positions were brought up to the same organizational and pay level as the Market Manager position. C. Pratt also presented that all other positions were given a fifty cent raise. Also, the Maintenance 1 position has been filled, and Adam Vitale has come onto the organizational chart as a warm body, coming in at 4AM on Sundays in the absence of Frank Recore.

B. Vitale presented that we are currently down 2 positions, but the staff is working together to cover all hours and responsibilities. For example, Barb is still part time, but will fill in for a full day here or there when needed. B. Vitale also explained that with such a small staff, we like to bring in only one new employee at a time to allow for training.

J.A. Delaney asked if job descriptions would be changing due to this. B. Vitale explained that we are a flexible staff and that everyone understands that. The job descriptions already mention “and other duties as assigned by...” J.A. Delaney recommend that they be updated for approval. No action was taken on this matter.

M. Broccoli presented that D. Ross was the chair person for the personnel committee, but for unforeseen reasons, is no longer attending meetings. In turn, M. Broccoli and C. Pratt are filling in for his absence.

M. Broccoli presented about updates on the nepotism policy. The committee and legal professional had looked into this. Amanda and Adam can work here and Ben can give them orders day to day to conduct business. But, for any more substantial items such as employee evaluation, hiring, firing, and reprimand, there would have to be a Board Member or Committee responsible. But, as long as transparency is maintained, everything will be okay. After some discussion, it was decided that the Board President would be responsible for this, and the evaluation process should be constant throughout the staff.

M. Broccoli then presented to the Board about the consultant that would be coming in to help the Board develop a job description for our Executive Director. He explained that we are unique here, in that we have a small staff, and all staff members have a large range of responsibilities. B. Vitale has been the Executive Director here for many years, and has assumed a vast array of responsibilities. Because of our unique position, K. Batman helped the committee to find a consultant that specialized in this, and could help us to create a personalized job description for the Authority. Nancy Taylor was found, and agreed to work with the staff and Board to create a job description that we are all comfortable with. The cost would be \$2,400.00, and the job will be completed by Christmas.

Resolved; a motion was made by C. Pratt, and K. Batman to move ahead with Nancy Taylor and accept her proposal. All in favor, no one opposed, no abstentions.

CBD OIL ON THE MARKET

B. Vitale presented on the sale of CBD oil on the Market. J.A. Delaney asked for clarification on exactly what CBD oil is. There was much discussion, and D. Manion presented about the legality of CBD and the difference between CBD and THC. B. Vitale recommended that the Board allow for the sale of CBD oil with no TCH allowed. B. Vitale presented that disallowing the THC is our best option so that the staff does not have to question or do the math each time CBD oil is being sold. More discussion led to the recommendation that the Authority also require the vendors selling the CBD oil to present documentation of where they are getting the product from to verify that it is from an approved source, as well as any additional documentation requested on behalf of the Authority.

Resolved; a motion was made by J.A. Delaney, and M.E. Chesbro to approve the sale of CBD oil on the market, given that it contains no THC and any necessary documentation can be produced. All in favor, no one opposed, no abstentions.

BOARD DISCUSSION

J. Musumeci updated the Board on an employee that was recently terminated. The employee had requested an exit interview, but never appeared for the interview. The individual also submitted unemployment paperwork, but was filled out incorrectly. Correctly filed paperwork was never submitted.

B. Vitale updated the Board on the situation with the sale of Mediterranean Specialty Foods. The new owner has taken over, as part of a turn key transition. Mike is staying on as an advisor, and the lease will not change until the current lease expires in six months.

Resolved; a motion was made by M. Broccoli and seconded by J.A. Delaney, to move forward with the transition. All in favor; no one opposed; no abstentions.

B. Vitale presented about a Fall conference that we will be hosting. B. Vitale estimated that it would cost the Market between \$2,000 and \$2,500 to put on the day and a half conference. B. Vitale explained that he had met with the Commissioner of Agriculture and Kevin King earlier in the month, and that they had expressed interest in assisting with the meeting. B. Vitale reviewed the schedule that was created for the meeting. J. Musumeci suggested that Board members be able to attend at no cost.

Resolved; a motion was made by M. Broccoli and seconded by C. Pratt, to approved the \$2,500.00 and proceed with the event. All in favor; no one opposed; no abstentions.

C. Pratt asked for an update on the Halal. B. Vitale presented that it was going very well. They are working on hooking up water, and that the inside is going to be absolutely beautiful and very high quality with the materials that they are using. M. Broccoli agreed that it is top notch and very high quality. They are currently working on sidewalks, but the parking lot will not be paved right away. But things are moving quickly and looking very good.

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

Resolved; a motion was made by M. Broccoli and seconded by J.A. Delaney, to go out of executive session and into regular session for the purpose of discussing an individual employee. All in favor; no one opposed; no abstentions.

NEXT MEETING

The next meeting of the Board of Directors will be on October 9th, 2018 at 5:00 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 K. Batman, to adjourn at 7:55 p.m. All in favor; no one opposed; no abstentions.