



**Chautauqua, Cattaraugus, Allegany and Steuben Counties**  
**Southern Tier Extension Railroad Authority**  
Center for Regional Excellence, 4039 Route 219, Suite 200, Salamanca, New York 14779  
TEL (716) 945-5301 FAX (716) 945-5550 TDD (716) 945-5301

“This institution is an equal opportunity organization”

**Frank “Jay” Gould, Chairman**  
**Richard Zink, Chief Executive Officer**

**Minutes of Board of Directors Meeting**  
**March 20, 2023**

The Board of Directors of the Chautauqua, Cattaraugus, Allegany and Steuben Southern Tier Extension Railroad Authority held a meeting at 9:30 AM on Monday, March 20 in the Conference Room in the office of the Southern Tier West Regional Planning and Development Board, 4039 Route 219, Suite 200, Salamanca, New York. The following persons were in attendance:

**Board Members In Attendance**

Gary Barnes, Allegany County  
Don Benson, Cattaraugus County  
Rich Dixon, Chautauqua County  
Jeff Gray, Chautauqua County  
James Griffin, Steuben County  
Robert Keis, Southern Tier West RPDB  
Keri Kerper, Cattaraugus County  
George Prete, Steuben County  
Jerry Scott, Allegany County  
Corey Wiktor, Cattaraugus County

**Board Members Not In Attendance**

Jay Gould, Chautauqua County  
Steve Havey, Allegany County  
John Malter, Steuben County

**Others Attending**

Jeff Bauman, WNYP RR  
Stephanie Beneng, STERA secretary  
Edward Bysiek, Bysiek CPA  
Kylie McLaughlin, WNYP RR  
Richard Zink, STERA CEO

**1. Call to Order and Introduction of Those Present**

Recognizing a quorum, Vice-Chairman Bob Keis called the meeting to order at 9:30 a.m. Introductions were made of those present.

**2. Reading and Approval of the Minutes of the October 17, 2022 Meeting**

The Board adopted a resolution approving the minutes of the October 17, 2022 Board Meeting (Dixon, Wiktor, passing unanimously).

**3. Communications**

Mr. Zink updated the board on communications with the Seneca Nation regarding a parcel of land in Salamanca.

#### **4. Treasurer's Report**

Mr. Zink presented the Treasurer's Report for February 28, 2023. Mr. Zink noted that the Audit Committee had met to review and approve the financial statements. For the year to date ending February 28, 2023, the treasurer reported the following:

- Net income of \$ 0.00 on revenues of \$ 0.00
- Net assets of \$3,865,066.40 on assets of \$3,870,066.40
- Cash balance of \$76,002.14
- Accounts payable \$28,000
- Accounts receivable and grants receivable \$40,000

Mr. Bysiek then presented the annual audit report.

The following treasury resolutions were adopted:

- Approval of the Treasurer's Report for February 28, 2023 (Kerper, Prete, passing unanimously)
- Approval of four checks:
  - \$40,000 to Southern Tier West RP&DB
  - \$ RONY, Railroads of New York for legislative education
  - \$3,000 to Bysiek CPA PLLC
  - \$99.92 for a grant closeout  
(Dixon, Scott, passing unanimously)
- Approval of the 2022 audit as presented (Griffin, Barnes, passing unanimously)

#### **5. Reports of Committees**

##### **A. Audit Committee**

The Audit Committee met earlier that day, reviewed and approved the interim financial statements, and recommended that the Board approve the interim statements.

##### **B. Governance Committee**

The Governance Committee met and reviewed current policies, reports, structure, governance and operating activities, and recommended that the board make no changes at this time.

#### **6. Old or Unfinished Business**

##### **A. WNYP RR Operating Status Report**

Kylie McLaughlin, assistant vice president and general manager, provided a management report to the STERA Board. 2022 saw only one reportable incident. There is a five-year safety assessment coming up. An Operation Lifesaver course was organized for ER responders and filled to capacity at 30 participants.

Vice president for sales and marketing Jeff Bauman said that there are more cars on the rails: there was an increase of 449 cars compared to January/February of 2022. The freight primarily being carried is fracking sand, plastic, and food products. The track at the former Siemen's plant has been inspected and is ready for Cimolai's mid-summer

launch.

**B. Status Reports on Current and Proposed Rehabilitation Projects**

1) Active Projects:

- NYSDOT PFRAP Bridge Repair and Tie Installation Project (Southern Tier Extension Line and Buffalo Line)
- NYS DOT PFRAP Olean Enginehouse and Yard Improvement Project
- STERA Tie and Rail Replacement PFRAP Project (Southern Tier Extension Line)

2) Proposed Projects:

- Proposed Bridge NY Project (Salamanca Main Street Bridge Replacement and Track Realignment, Southern Tier Extension Line)
- Proposed Seneca Trail

**3) Seneca Nation of Indians Representation on STERA Board**

There has been no movement on the appointment of representatives to the STERA Board by the Seneca Nation of Indians.

**4) Compliance with NYS Public Authorities Accountability Act (PAAA) and Public Authorities Reform Act (PARA) and Other Statutory and Regulatory Requirements**

1. Compliance Status – NYS ABO Training Requirements
2. Discussion of Any Desired Policy Modifications - none

**5) Other Old or Unfinished Business**

**7. New Business**

A. Appointment of Nominating Committee: Rich Dixon, Jerry Scott, Steve Havey, Corey Wiktor, and George Prete.

B. Annual Ethics Form Filing

**8. Public Comment – none**

**9. Next Meeting Date and Agenda for Next Meeting**

The next meeting is the annual meeting and will be held Monday, June 12, 2023.

There will be an Audit Committee meeting immediately preceding each scheduled Board meeting. The Governance Committee and Executive Committee will meet as required.

Additional special meetings of the committees may be called as needed during 2023. The meetings of the committees will be held at the office of the Southern Tier West Regional Planning and Development Board in Salamanca, NY.

**10. Adjournment**

The meeting adjourned at 10:28 AM (Gray, Benson, passing unanimously).

I certify that this is an accurate summary of the meeting of the Board of Directors of the Chautauqua, Cattaraugus, Allegany, and Steuben Southern Tier Extension Railroad Authority held on the date indicated above.

Name: \_\_\_\_\_

Office: Secretary

Date: March 20, 2023