



Chautauqua, Cattaraugus, Allegany and Steuben Counties
Southern Tier Extension Railroad Authority
Center for Regional Excellence, 4039 Route 219, Suite 200, Salamanca, New York 14779
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“This institution is an equal opportunity organization”

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

**Minutes of Board of Directors Meeting
October 16, 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, October 16 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
Jay Gould, Chautauqua County
Steve Havey, Allegany County
Robert Keis, Southern Tier West RPDB
Keri Kerper, Cattaraugus County
John Malter, Steuben County
George Prete, Steuben County
Jerry Scott, Allegany County

Board Members Not In Attendance

Jeff Gray, Chautauqua County
Corey Wiktor, Cattaraugus County

Others Attending

Jeff Bauman, WNYPRR
Stephanie Beneng, STERA secretary
Angie Kennedy, Seneca Nation
Sharon Ray, Seneca Nation
Richard Zink, STERA CEO

1. Call to Order and Introduction of Those Present

Recognizing a quorum, Chairman Jay Gould 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 March 20, 2023 Meeting

The Board adopted a resolution approving the minutes of the March 20, 2023 Board Meeting (Dixon, Scott, passing unanimously).

3. Officers

The Board approved officer positions of Jay Gould, Chairman and Steve Havey, Vice Chairman (Malter, Prete, passing unanimously) and the appointment of John Malter to second Vice Chairman (Prete, Scott, passing unanimously).

4. Communications

Mr. Zink updated the Board on communications from Allegany County nominating John Malter and Gary Barnes to the STERA board.

5. Treasurer's Report

Mr. Zink presented the Treasurer's Report for September 30, 2023. Mr. Zink noted that the Audit Committee had met to review and approve the financial statements.

For the year to date ending September 2023, the treasurer reported the following:

- Net income of \$15,750.08 on revenues of \$920,922.99
- Net assets of \$3,833,948.22 on assets of \$3,838,948.22
- Cash balance of \$91,752.22
- Accounts payable \$5,000.00
- Accounts receivable and grants receivable \$0.00

The following treasury resolutions were adopted:

- Approval of the Treasurer's Report for September 30, 2023 (Havey, Dixon, passing unanimously)
- Approval of four checks:
 - Admin payment to Southern Tier West RP&DB in the amount of \$5000
 - 2% grant admin payment to Southern Tier West RP&DB in the amount of \$17,618.46
 - Payment to WNYPRR in the amount of \$47,520.84
 - Future check to be written for D&O insurance; Mr. Zink will notify board of amount in advance (Keis, Malter, passing unanimously)

6. Reports of Committees

A. Audit Committee

The Audit Committee met earlier that day, reviewed and approved the financial statements, and recommended that the Board approve the statements (Kerper, Scott, passing unanimously).

The Board also approved the 2024 Budget and the Four-Year Financial Plan 2024-2027 (Dixon, Benson, passing unanimously).

B. Governance Committee

The Governance Committee met and reviewed the financial disclosure and ethics report, and recommended that the Board approve it. The Board approved the report (Malter, Kerper, passing unanimously).

7. Old or Unfinished Business

A. WNYP RR Operating Status Report

Vice president for sales and marketing Jeff Bauman provided a report to the Board. Mr. Bauman said that there continues to be increased interest in rail. The tracks from Olean to Hornell have been repaired using sonar testing. Cimolai's new plant in Olean is ready to begin using rail service.

B. Status Reports on Current and Proposed Rehabilitation Projects

Mr. Bauman updated the board on the following projects and explained that the Front Street PFRAP bridge repair is held up at the state level due to MWBE requirements.

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)

C. Seneca Nation Representation on STERA Board

It was agreed that STERA will write a letter to the Seneca Nation council inviting representation on the STERA board.

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

1. Compliance with NYS ABO Training Requirements
2. ABO Policy Guidance
3. Discussion of Any Desired Policy Modifications – none

No action was needed on 7D at this time.

E. Other Old or Unfinished Business

8. New Business

A. Appointment of new committee member roles. Jeff Gray's role on the governance committee will need to be filled by next meeting.

9. Public Comment – none

- A. Angie Kennedy requested a copy of bylaws. Bylaws are available on the STERA website. Ms. Kennedy also asked for an update on the possible sale of a STERA parcel in Salamanca beside the old railroad yard on West Main Street. A contact at Norfolk Southern was provided as the best next step.

10. Next Meeting Date and Agenda for Next Meeting

The next meeting will be held Monday, March 25, 2024.

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. The meetings of the committees will be held at the office of the Southern Tier West Regional Planning and Development Board in Salamanca, NY.

11. Adjournment

The meeting adjourned at 10:21 AM (Benson, Dixon, 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: *Stephanie M. Beneng*
 Office: Secretary
 Date: October 16, 2023