



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 Special Board of Director Meeting

**December 7, 2020**

The Board of Directors of the Chautauqua, Cattaraugus, Allegany and Steuben Southern Tier Extension Railroad Authority met at 9:30 AM on October 19, 2020 via Zoom, with additional meeting attendance available 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

John Carbone  
Rich Dixon  
Jay Gould  
James Griffin  
Brooke Harris  
Steve Havey  
Robert Keis  
Earl McElfresh  
Jerry Scott

### Representing

Steuben County  
Chautauqua County  
Chautauqua County  
Steuben County  
Allegany County  
Allegany County  
Southern Tier West RPDB  
Cattaraugus County  
Allegany County

### Board Members Not In Attendance

Richard Cousins  
Jeff Gray  
John Malter  
Vacant  
Vacant

### Representing

Cattaraugus County  
Chautauqua County  
Steuben County  
Cattaraugus County  
Seneca Nation of Indians

### Others Attending

Thomas Barnes  
Kylie McLaughlin  
Richard Zink

### Representing

STERA Secretary  
WNYP RR  
STERA CEO

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

Recognizing a quorum, Chairman Jay Gould called the meeting to order at 9:32 AM. Introductions were made of those present.

## **2. Reading and Approval of the Minutes of the October 19, 2020 Meeting**

The Board adopted a resolution approving the minutes of the October 19, 2020 Board Meeting (Griffin, Dixon, passing unanimously).

## **3. Unfinished Business**

### **A. NYS DOT PFRAP Tie and Rail Replacement PFRAP Project (Southern Tier Extension Line)**

NYS DOT has instituted a web-based system (Equitable Business Opportunities, or EBO) for reporting MWBE compliance. The use of the EBO system begins with this project and will be used for subsequent projects. There is a one-time registration on the web site, and this can be used by STERA and its subcontractors for this and subsequent projects. However, as STERA is a public body, site registration requires a one-time STERA Board resolution authorizing Richard Zink to be the Responsible Local Official (RLO) for the EBO. The original resolution authorizing application to NYS DOT for grant funds perhaps was written broadly enough to encompass authority to register for the EBO system, but as it did not mention Mr. Zink as RLO. To be safe, the STERA Board decided to issue a separate, more specific resolution. The STERA Board adopted a resolution authorizing Richard Zink, CEO, or any subsequent CEO, as Responsible Local Official (RLO) for the NYS DOT EBO system (Keis, McElfresh, passing unanimously).

## **4. New Business**

### **A. Auditor Contract**

STERA has reached the end of its multi-year audit services contract. The Board adopted a resolution authorizing the issuance of an RFP for 5 years of audit services (Dixon, McElfresh, passing unanimously).

### **B. Other New Business**

There was no other new business.

## **5. Public Comment**

There was no public comment. Mr. Barnes noted that in STERA's press release to the media announcing the meeting, it was noted that the public could attend the Zoom meeting, and it indicated the method for contacting STERA to obtain Zoom meeting info for the meeting.

## **6. Next Meeting Date and Agenda for Next Meeting**

The Board set a special meeting for January 15, 2021 for the selection of the auditor and a regular meeting for March 15, 2021. STERA will communicate dates for the June, October, and December regular scheduled meetings for 2021 in a subsequent email communication.

## **7. Adjournment**

The meeting adjourned at 9:44 AM (Harris, Scott, 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: Thomas M. Barnes

Office: Secretary

Date: December 7, 2020