



Chautauqua, Cattaraugus, Allegany & 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"

Terry Everetts, Chairman
Richard Zink, Chief Executive Officer

Fee Schedules

Unlike typical fees for services charged by IDA's, STERA does not charge fees for its services.

However, when undertaking capital construction projects, all of which are grant funded, usually by a combination of public and private grant funding, STERA does charge an administrative fee for contract and construction management, which is paid for out of the grant funds. This charging of administrative fees is typical of all public entities similarly undertaking capital construction projects funded by grants. The administrative fee that STERA charges typically is 2% of the total project cost (unless projected administrative costs are greater than this amount), which is in line with most grant funding source program requirements (and is in fact lower than the maximum allowed administrative cost charge allowed by a number of them).

Per its contractual agreements with Norfolk Southern Railway Company, STERA also charges Norfolk Southern a flat \$40,000 administrative fee per year during the course of STERA's ownership of the two railroad lines.

Fees for Provision of Copies of Records Per STERA's Public Access to Records Policy:

- A. There shall be no fee charged for:
 - 1) inspection of records;
 - 2) search for records; or
 - 3) any certification pursuant to this part.
- B. Copies may be provided without charging a fee.
- C. Fees for copies may be charged, provided that:
 - 1) the fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches. This section shall not be construed to mandate the raising of fees where agencies or municipalities in the past have charged less than 25 cents for such copies;
 - 2) the fee for photocopies of records in excess of 9 x 14 inches shall not exceed the actual cost of reproduction; or
 - 3) STERA has the authority to redact portions of a paper record and does so prior to disclosure of the record by making a photocopy from which the proper redactions are made.
- D. The fee STERA may charge for a copy of any other record is based on the actual cost of reproduction and may include only the following:
 - 1) an amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill required to prepare a copy of the requested record, but only when more than two hours of the employee's time is necessary to do so; and
 - 2) the actual cost of the storage devices or media provided to the person making the request in complying with such request; or
 - 3) the actual cost to STERA of engaging an outside professional service to prepare a copy of a record, but only when STERA's information technology equipment is inadequate to prepare a copy, and if such service is used to prepare the copy.

- E. When STERA has the ability to retrieve or extract a record or data maintained in a computer storage system with reasonable effort, or when doing so requires less employee time than engaging in manual retrieval or redactions from non-electronic records, STERA shall be required to retrieve or extract such record or data electronically. In such case, STERA may charge a fee in accordance with paragraph D (1) and (2) above.
- F. STERA shall inform a person requesting a record of the estimated cost of preparing a copy of the record if more than two hours of STERA's employee's time is needed, or if it is necessary to retain an outside professional service to prepare a copy of the record.
- G. STERA may require that the fee for copying or reproducing a record be paid in advance of the preparation of such copy.
- H. STERA may waive a fee in whole or in part when making copies of records available.