



**Chautauqua, Cattaraugus, Allegany & 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"**

John Margeson, Chairman

## **MINUTES – MARCH 16, 2009**

The Chautauqua, Cattaraugus, Allegany, and Steuben Southern Tier Railroad Authority met at 10:00 a.m. on March 16, 2009 at the Center for Regional Excellence, Salamanca, New York. The following persons were in attendance:

### **Board Members**

Jay Gould  
James Cooper  
Joseph Eade  
Terry Everetts  
John Margeson, Chairman  
Thomas Ryan

### **Representing**

Chautauqua County  
Chautauqua County  
Cattaraugus County  
Cattaraugus County  
Allegany County  
Steuben County

### **Other Attending**

Carl Belke  
Robert Iszard  
Donald Rychnowski  
Richard Zink  
Sarah Phearsdorf

### **Representing**

WNYPRR  
Empire State Development  
Southern Tier West  
Southern Tier West  
Southern Tier West

### **Call To Order and Introductions**

In the absence of Chairman Margeson, Joseph Eade called the meeting to order at 10:00 a.m. Introductions were made and a sign-in sheet was circulated.

### **Reading and Approval of the Minutes of the December 15, 2008 Meeting**

Jay Gould moved to approve the December 15, 2008 minutes at the next Board meeting due to members not being able to open them in the format they were sent. Richard Zink replied that future Board minutes would be sent to members in a .pdf format. Terry Everetts seconded the motion and it carried.

### **Bills and Communications**

There was a communication from the Southern Tier West Regional Planning & Development Board, appointing James Cooper from Chautauqua County to represent Southern Tier West on the Authority Board. Mr. Cooper is replacing Lucille White.

The Authority received two bills from Buffamante Whipple Buttafaro, P.C. associated with the 2008 audit.

## **Report of the Treasurer**

### **a. Treasurer's Report**

Richard Zink, STERA Treasurer, distributed a Report for the period ending February 28, 2009. On the income statement reimbursements were made by NYS for requests that the Authority submitted for the William Parment Multi-modal and Cathy Young construction grants. These monies have been disbursed to the proper contractors which include GW Peoples and WNYPRR.

The STERA Board accepted the Treasurer's Report (Gould, Everett, passing unanimously).

### **b. Audit**

Jay Gould reported that Audit Committee had a teleconference with the Auditor, went through the Audit, and recommended that it be accepted as presented. Mr. Gould so moved, Mr. Cooper seconded the motion and it carried.

## **Committee Reports**

### **a. Audit Committee**

The Authority wants to switch to "Quick Books" software for the audit, which will make the process faster and put in place external controls. The amount of the software is approximately \$200. Chairman Margeson suggested that the Audit Committee come back with a recommendation at the next STERA Board Meeting with an amount of money staff can use without Board approval.

Treasurer Richard Zink will mail a copy of the Audit to Board members who were not present at today's meeting.

The Audit Committee recommended that the Treasurer put a two percent administration fee on the all the monies pulled in through construction contracts.

### **b. Governance Committee**

Joe Eade reported that this Committee had not met; an Annual Report will be submitted to the NYS Authority Budget Office before the deadline.

## **Unfinished Business**

### **WNYP Report**

Carl Belke gave a summary of the line's operating status, condition of both lines, and proposed rehabilitation projects and funding opportunities. A copy of the report was distributed to members present and is attached to the minutes.

### **Status of Application Submitted to Renew and Rebuild NY Bond Program and NYSDOT Passenger & Freight Rail Assistance Program**

Don Rychnowski reported that the program has designs and contractors, and should be ready to move.

### **NYS Public Authorities Accountability ACT Compliance**

Don Rychnowski reported that there are three new Board members who need to be contacted to see if they have completed the PAAA training.

**NYS DOT – STW Contract: Regional Transportation Plan Project**

Don Rychnowski reported that Southern Tier West is moving forward on a joint application between Southern Tier West and STERA for \$15 million to be submitted to the stimulus bill. Authorization to submit this application will be needed at a later date.

**Multi-modal Freight Transfer Facility & Manufacturing Center Project Status**

Don Rychnowski reported that Southern Tier West is still working on the project - - had a meeting with the City of Olean, and the Towns of Olean and Allegany and they have agreed to move forward with preliminary design.

**Cattaraugus County Remediation Project Status**

No Update.

**New Business**

WNYP provided an update that they currently have a new Chief Financial Officer, Ray Martelle.

**Public Comment**

There was no public comment.

**Next Meeting Date and Agenda**

The next STERA Board Meeting will be held on Monday, May 18<sup>th</sup> at 10:00 a.m. at the Center for Regional Excellence, Salamanca, New York.

**Adjournment**

The Board Meeting adjourned at 11:20 a.m. (Eade, Gould, passing unanimously).

sjp