

**THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY**  
**(and its Subsidiaries)**  
**200 CORTLAND AVENUE, SYRACUSE, NEW YORK**

**MINUTES OF THE APRIL 28, 2023, BOARD MEETING**

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**MEMBERS PRESENT:**

ROBERT CUCULICH, Vice Chair  
DARLENE LATTIMORE, Secretary  
TINA FITZGERALD, Treasurer  
NEIL BURKE  
MONTY FLYNN  
JOSEPH HARDICK  
JULIUS LAWRENCE  
LOUELLA WILLIAMS  
FRANK SAYA, Non-Voting Member

**MEMBERS ABSENT:**

NICHOLAS LAINO, Chair  
ANTHONY DAVIS

**STAFF PRESENT:**

BRIAN M. SCHULTZ, Chief Executive Officer  
CHRISTOPHER TUFF, Deputy Chief Executive Officer  
JOSEPH DEGRAY, Senior VP of Operations  
LINDA BIATA, VP of Finance  
STEVEN KOEGEL, VP of Business Develop. and Corp. Comm.  
JACKIE MUSENGO, VP of Human Resources  
GEOFFREY HOFF, VP of Fleet and Facilities  
MICHAEL FITZGIBBONS, VP of Information Technologies  
RAHMIZ AZRIA, Associate VP of Operations  
BRUCE FONG, Assistant VP of Information Technologies  
MELISSA BRIM, Senior Director of Accounting  
CAITLIN MACCOLLUM, Senior Director of Procurement  
BREN DAISS, Director of Special Projects and Planning  
TARA SPRAKER, Director of Grants and Revenue Contract Admin.  
LYNETTE PADUANO, Director of Marketing and Communications  
EJ MOSES, Director of Facilities  
CHRISTOPHER KING, Procurement Manager  
PAULA CUTRONE, Ser. Dev. Data Analyst and Research Specialist  
MALLORY LAGUZZA, Internal Control Analyst  
CASEY BROWN, Communication Coordinator  
CAROL LOMBARDO, Executive Assistant

CALL TO ORDER At 10:30 A.M. Vice Chairman Cuculich called the meeting to order.

- Vice Chairman Cuculich and the Board Members recited the Pledge of Allegiance
- Vice Chairman Cuculich noted a quorum was present

MOMENT OF SILENCE

Mr. Schultz asked for a moment of silence for the recent passing of long time Centro Employee Terry McGriff. Mr. McGriff was a supervisor. He joined Centro as a part-time operator in 2005, advancing to a full-time operator and worked his way up to the role of supervisor.

UPCOMING MEETINGS

- Vice Chairman Cuculich announced the following meetings for May 19, 2023:
  - Governance Committee – 9:00 AM
  - Audit and Finance Committee – 9:30 AM
  - Board Meeting – 10:00 AM

APPROVAL OF THE MARCH 24, 2023, BOARD MEETING MINUTES MOTION NO. 2632

Motion – Julius Lawrence  
 Seconded – Tina Fitzgerald  
 Carried Unanimously

CHIEF EXECUTIVE OFFICER’S REPORT – Mr. Schultz

In addition to Mr. Schultz’s written report, attached to these Minutes, he discussed the following:

RECOGNITION OF ANTHONY BATTILANA FOR YEARS OF SERVICE ON HIS RETIREMENT

Mr. Schultz congratulated 21-year employee Anthony (Tony) Battilana on his retirement. Mr. Battilana began his career in 2002 with 15 years of body shop experience. Tony started at Centro as a mechanic and advanced to foreman. He was responsible for distributing work and overseeing staff performance of assigned work. Over the years, Tony suggested several great ideas to streamlining the painting process including, removing encumbrance tasks such as “clear coat paint” to a “single stage” fleet paint, saving both time and money. The Board and staff in attendance applauded Mr. Battilana for his hard work and dedication over the years.

RMP EVENT

Mr. Schultz reminded Board Members that the Quarterly RPM Event was scheduled to take place after the conclusion of the Board Meeting and encouraged Board Members to attend.

HONOR FLIGHT SYRACUSE

Mr. Schultz wants Centro to be active in the community. Recently Centro was once again able to participate in the Honor Flight held on April 22<sup>nd</sup>. Photos of the event were shown to the Board. Mr. Schultz called on Mr. Brown to share his experience. Mr. Brown considered it an honor and a privilege to fly with 81 veterans to Washington DC where we spent the day touring the war memorials. The day culminated in Syracuse

with a hero's welcome, consisting of approximately 2000 people to cheer on these men and women, many of which did not receive a hero's welcome when they returned from the conflicts they were sent to fight in. It was my pleasure to document the day, included live streaming on Facebook of the welcome home event. Mr. Schultz also thank Ms. Musengo and Mr. Musengo for representing Centro at the welcome event. We have been a part of Honor Flight for years and will continue to do so.

#### EARTH DAY CLEAN UP

Mr. Schultz called on Ms. MacCollum to report on Centro's participation in the Earth Day Clean Up held on April 22<sup>nd</sup>. Ms. MacCollum stated that it was the third year of participation, and that Centro staff was able to clean up a bigger area than in years passed. We were able to fill the backend of our buildings and grounds truck. We had approximately 60 staff members and their families participating.

#### DEPUTY CHIEF EXECUTIVE OFFICER'S REPORT – Mr. Tuff

##### APTA MOBILITY CONFERENCE

Mr. DeGray, Mr. Hoff, and I, attended the APTA Conference held in Minneapolis. The conference was very educational and provided a lot of information, as well as demonstration of new products. Especially new mirrors which we have some in-house at this time to test. The new videos mirrors would replace the need for traditional sideview mirrors. This would eliminate blind spots.

#### HUMAN RESOURCES REPORT – Ms. Musengo

##### NEW YORK STATE COMMISSION ON ETHICS

Ms. Musengo reminded Board Members and staff who meet the threshold to complete their annual questionnaires and submit them back to the Commission. They are due on May 15<sup>th</sup>.

##### OPEN HOUSE

We held another open house on March 25<sup>th</sup>. We had 60 candidates that showed up despite the rainy day. We hired eight bus operator trainees from the event. The new training class started on April 17<sup>th</sup>, included 14 trainees in Syracuse, one in Oswego, one in Cayuga and five in Oneida.

#### INFORMATION TECHNOLOGIES REPORT – Mr. FitzGibbons

##### DESKTOP SUPPORT SPECIALIST NEW HIRE

We recently hired a new Desktop Support Specialist, Billy Greene. This will enable Carlos to focus on cybersecurity. Carlos presented a plan to set baseline of Cybersecurity and a plan with metrics to move forward.

##### EQUIPMENT REFRESH

We continue to upgrade desktops in Utica and Oswego. We are also looking at our closets in Oswego and Auburn that are literally water closets.

FLEET AND FACILITIES REPORT – Mr. HoffWORKFORCE DEVELOPMENT

Workforce Development Institute (WDI) is a statewide non-profit working to increase opportunities for New Yorkers. We can use Workforce Development for one staff training project at a time. Once that project is complete, we can move on to the next one. Recently, Workforce Development informed us about Childcare Subsidies. If a staff member meets the criteria, they can apply and receive the subsidy. We will have a representative on property the second week of May.

BUSINESS DEVELOPMENT AND CORPORATE COMMUNICATIONS REPORT – Mr. Koegel  
RIDERSHIP

City services are at 60% as compared to what they were pre-Covid. Overall, we are at about 70% total ridership for the same period. We continue to trend in the right direction.

TITLE VI – MAJOR SERVICE CHANGE EQUITY ANALYSIS – MOTION NO. 2633

As required by the FTA, included in your packet was the Equity Analysis regarding a reduction of service that was greater than 25% of the total service on the road. At this time we cannot put those services back on the road, requiring us to do the equity analysis. A public hearing will be scheduled in the future to inform the public of these changes.

A Motion to accept the Title VI – Major Service Change was raised.

Motion – Tina Fitzgerald  
Seconded – Monty Flynn  
Carried Unanimously

SOCIAL MEDIA ANNUAL REPORT

Ms. Paduano was called upon to present an in-depth PowerPoint presentation summarizing Centro's social media activity for FY 2022/2023. The presentation included an overview of @GoCentroBus's top post performers for each quarter. A summary of launch dates and growth rates for Centro's various sites is as follows:

Site	Launch date	Growth in subscribers for fiscal year 2023
Facebook	4/25/2014	11.86%
Instagram	4/25/2014	20.63%
Twitter	4/29/2014	7.59%
YouTube	1/18/2017	28.48%
LinkedIn	4/27/2021	133.72%

Mr. Schultz commented on the quality of the graphics that are created by the Marketing team and how it helps promote Centro throughout the community. He thanked by Marketing staff for their excellent work.

EXPLORING TOMORROW'S TRANSIT

Ms. Daiss was called upon to discuss Exploring Tomorrow's Transit. We have received over 850 survey cards to date. The survey is due to close in mid-May. Survey cards were once again available for any Board Member needing them.

OUTREACH TO AREA SCHOOLS

Ms. Daiss also discussed working with area high schools on outreach and special projects. She is currently working with Chittenango High School's project-based learning class, called Research Writing. The class teaches senior real-world business scenarios and gives students assignments as if they were in a professional setting. Students toured our campus last month and are researching solar-powered bus stops and an upcoming community bus project. The project also gives students exposure to how a transportation authority works and why providing public transit is so important.

OPERATION/TRANSPORTATION REPORT – Joe DeGray

Mr. Schultz took a moment to acknowledge the upcoming retirement of Mr. DeGray, noting that more information would be presented in future meetings. This will be the final report by Mr. DeGray as the Senior Vice President of Operations.

QUARTERLY CALL-A-BUS REPORT

March 31<sup>st</sup> marked the end of the 4<sup>th</sup> quarter for FY '23 for specialized transportation statistics. CAB provided 40,315 rides to an estimated 1,200 customers in our four-county service area. Ridership is up about 22% compared to the same quarter last year. Total ridership for fiscal 2023 was 151,959 across all counties. We have recently hired four new employees for our CAB call center, and we are now back to full staff.

RECOGNITION OF PAT HARRINGTON FOR YEARS OF SERVICE ON HER RETIREMENT

Mr. Schultz congratulated 24-year employee Pat Harrington on her retirement. Since 1998 Ms. Harrington has been the receptionist at Centro, greeting all our visitors. Ms. Harrington will be retiring in early June of this year. The Board and staff in attendance applauded Ms. Harrington for her dedication over the years.

AUDIT AND FINANCE COMMITTEE REPORTMICRO MARKET AND VENDING SERVICES – RESOLUTION NO. 2563

Ms. MacCollum presented a Resolution for Micro Market and Vending Services with Servomation Refreshments, Inc. A copy of the Resolution is attached to these Minutes.

A Motion to approve a contract Micro Market and Vending Services with Servomation Refreshments, Inc., as recommended by the Audit and Finance Committee was raised.

Motion – Darlene Lattimore

Seconded – Joseph Hardick

Carried Unanimously

RISK MANAGER FOR WORKERS COMPENSATION – RESOLUTION NO. 2564

Ms. MacCollum presented a Resolution for Risk Manager for Workers Compensation with Crown Risk Management. A copy of the Resolution is attached to these Minutes.

A Motion to award a 5-year contract to Crown Risk Management for Risk Manager for Workers Compensation, as recommended by the Audit and Finance Committee was raised.

Motion – Tina Fitzgerald  
 Seconded – Darlene Lattimore  
 Carried Unanimously

PARATRANSIT REPLACEMENT VEHICLES – RESOLUTION NO. 2565

Ms. MacCollum presented a Resolution for 13 Paratransit Replacement Vehicles with Shepard Brothers, Inc. A copy of the Resolution is attached to these Minutes.

A Motion to approve a contract for 13 Paratransit Replacement Vehicles with Shepard Brothers, Inc., as recommended by the Audit and Finance Committee was raised.

Motion – Tina Fitzgerald  
 Seconded – Monty Flynn  
 Carried Unanimously

FAREBOX REPLACEMENTS – RESOLUTION NO. 2566

Ms. MacCollum presented a Resolution for Farebox Replacements with Genfare. A copy of the Resolution is attached to these Minutes.

A Motion to approve a contract for Farebox Replacements with Genfare, as recommended by the Audit and Finance Committee was raised.

Motion – Julius Lawrence  
 Seconded – Louella Williams  
 Carried Unanimously

OUTDOOR LEASE SPACE REDUCTION – RESOLUTION NO. 2567

Ms. Spraker presented a Resolution for Outdoor Lease Space Reduction with Greyhound Lines, Inc., Amendment #5. A copy of the Resolution is attached to these Minutes.

A Motion to ratify a contract for Outdoor Lease Space Reduction with Greyhound Lines, Inc., Amendment #5, as recommended by the Audit and Finance Committee was raised.

Motion – Neil Burke  
 Seconded – Louella Williams

Carried Unanimously

AUTOMOBILE AND GENERAL LIABILITY COVERAGE RENEWAL MOTION NO. 2634

Mr. Jon Maloff, the Authority's liability insurance agent presented a contract for the renewal of the Authority's Auto/General Excess Liability Policy. For the May 1, 2023, to May 1, 2024, the coverage was provided by three insurance carriers:

Princeton Excess & Surplus Lines Insurance Co.

\$5,000,000 per accident in excess of:

\$1,500,000 Self-Insured Retention-Auto Liability

\$1,000,000 Self-Insured Retention-General Liability

\$622,997.38 - 5-1-2022 - 5-1-2023

\$654,365.63 - 5-1-2023 - 5-1-2024

Hudson Excess Insurance Co.

\$5,000,000 excess of Princeton

\$426,832.74 - 5-1-2022 - 5-1-2023

\$451,700.42 - 5-1-2023 - 5-1-2024

Lexington Insurance Co.

\$5,000,000 excess of Princeton and Hudson

\$402,236.13 - 5-1-2022 - 5-1-2023

\$433,302.43 - 5-1-2023 - 5-1-2024

A Motion to approve Automobile and General Liability Coverage Renewal, as recommended by the Audit and Finance Committee was raised.

Motion – Darlene Lattimore

Seconded – Neil Burke

Carried Unanimously

LEGAL COMMITTEE REPORT

EXECUTIVE SESSION – MOTION NO. 2574

Mr. Hardick, Chairman of the Authority's Legal Committee, announced that at the Legal Committee met earlier today in Executive Session, pursuant to New York State Public Officer's Law section 105 (1) (d) (discussion on a specific legal matter). Upon exiting the Legal Committee Meeting, Mr. Hardick announced no action was taken.

A Motion to move into Executive Session was raised.

Motion – Tina Fitzgerald

Seconded – Monty Flynn

Carried Unanimously

PENSION COMMITTEE REPORT

Mr. Cuculich, Chairman of the Authority's Pension Committee, announced that at the Pension Committee met earlier this morning, Tim Tindall and Chris Marioni from Alesco Advisors LLC presented the quarterly

report regarding the investment of assets in the pension plans of the Authority (salaried and non-salaried) and for Centro of Oneida, Inc. (Utica and Rome). After a detailed and lengthy discussion, it was agreed that no action is recommended regarding the respective pension plans at this time. Also heard from Greg Stump, from Boomershine Consulting Group, our actuary. Mr. Stump's presentation was very informative.

ADJOURNED

There being no further business to come before the Board, the CNYRTA and its Subsidiaries Board meeting was adjourned.

  
\_\_\_\_\_  
Chairman

ATTEST:

  
\_\_\_\_\_  
Secretary



TO: CNYRTA Board of Members  
FROM: Brian M. Schultz, Chief Executive Officer  
RE: Monthly Summary Report – April 2023  
DATE: April 28, 2023

### **COVID-19 Emergency**

1. C.A.R.E.S. Act – has been fully expended	
- Total draw to date -	\$ 32,666,902
2. CRRSSA Funds – has been fully expended	
- Total draw to date	\$16,056,469
3. ARP Funds	
- June 2022	\$ 766,526
- July 2022	\$ 1,666,007
- August 2022	\$ 900,388
- September 2022	\$ 992,593
- October 2022	\$ 1,297,856
- November 2022	\$ 1,166,400
- December 2022	\$ 605,052
- January 2023	\$ 1,684,921
- February 2023	\$ 2,692,639
	\$ 11,772,403 (of \$38.5 Mil)

There were no draws against the ARP funds in March.

### **New York Public Transit Association (NYPTA):**

On March 21<sup>st</sup>, I met virtually with the NYPTA Board of Directors to continue to refine our budget requests being presented to our local delegations and the Governor's office. As of the writing of this report, there is no approved budget and the legislators are working under their second budget extender. We are hopeful this will be resolved prior to our board meeting.

### **Reconnecting Communities Grant**

The City of Syracuse was a successful bidder on the Reconnecting Communities Grant. Centro is an active partner with the city and participated in a virtual kick off meeting on March 23<sup>rd</sup>. This meeting was attended by many involved partners from transportation, county government, city government and other community partners. I will continue to provide updates as this process continues.

### **Rosamond Gifford Zoo**

On March 31<sup>st</sup>, I met virtually with Bishop Colette Mathews-Clark who is a member of the board and Carrie Large who is the Executive Director of Friends of the Zoo. We had a very productive conversation regarding service to the zoo and Centro supporting special events. We will continue this dialogue over the coming months

**NYS Department of Transportation:**

On April 12<sup>th</sup>, I had my regular monthly meeting with Janet Ho (Assistant Commission for Finance), Bill Carpenter (CEO Rochester) and other NYPTA staff to review ongoing and outstanding issues. These meetings are always informative and productive as it gives us a direct channel to NYSDOT.

**Accessible Transportation Advisory Committee (ATAC)**

On April 18<sup>th</sup>, we had our regular quarterly meeting with ATAC. Topics for discussion included, but were not limited to, disability etiquette training for new drivers, future transit changes and paper access to the ETT surveys, Micron service, and the I 81 project and impact on public transportation.

**RESOLUTION TO AUTHORIZE LEASE CONTRACT AMENDMENT #5 FOR  
GREYHOUND OUTDOOR LEASE SPACE REDUCTION**

**WHEREAS**, the William F. Walsh Regional Transportation Center (RTC) has the need to reduce the outdoor area rental size for the Greyhound Lines, Inc. tenant lease space; and

**WHEREAS**, this lease contract is a revenue earning contract, which commenced on August 1, 2019 for a 10-year period, with two (2) five (5) year renewal options for Tenancy at the RTC, and

**WHEREAS**, as a result of the tenant's termination of an affiliate subcontract with Adirondack Transit Lines, Inc. the tenant has agreed to a divide of the outdoor parking area, and

**WHEREAS**, Greyhound Lines, Inc. and Adirondack Transit Lines, Inc. will operate separately, and

**WHEREAS**, the outdoor parking area space and monthly rent will be reduced by half, and new monthly rental rate will be \$280.00 per month through July 2024 with an annual 10% increase, and

**WHEREAS**, the staff of CNYRTA is aware of no interest held by any Member of the CNYRTA or any staff member thereof or any family member of such individual in the firm to which this contract is made; and

**WHEREAS**, to the best of our knowledge and belief, no member of the governing body of CNYRTA, or its subsidiaries, and no other officer, employee or agent of CNYRTA, or its subsidiaries, whether or not exercising any functions or responsibilities in connection with the carrying out of the project to which this contract pertains, during his/her tenure or two years thereafter, has any personal interest, direct or indirect in this contract; and

**WHEREAS**, to the best of our knowledge and belief, no member of the governing body of the CNYRTA, or its subsidiaries, and no other officer, agent, servant or employee employed by or appointed by CNYRTA, or its subsidiaries, is in any way or manner interested, directly or indirectly, as principal, surety, or otherwise, in this contract.

**WHEREAS**, to the best of our knowledge and belief, this award is consistent with the Code of Ethical Conduct for Members of the Central New York Regional Transportation Authority originally adopted by it on July 20, 1990, as Motion No. 775, and as revised and updated on April 25, 2008, as Motion No. 1709.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY**, that the Chief Executive Officer or his designee is authorized to amend the lease contract with Greyhound Lines, Inc. to reduce the total monthly outdoor parking rent to \$280.00 commencing December 1, 2022 through July 30, 2029. All other contract terms remain unchanged.

**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR  
RISK MANAGER FOR WORKERS COMPENSATION 2023-2028**

**WHEREAS**, the Central New York Regional Transportation Authority (CNYRTA) has the need for a firm to provide risk management for workers compensation services; and

**WHEREAS**, this contract will be paid for using operating funds, and

**WHEREAS**, the Request for Proposal was publicly let on February 2, 2023, and

**WHEREAS**, fifty-two (52) proposal packages were sent out, of which sixteen (16) were sent to NYS Certified M/WBE firms and twelve (12) additional proposal packages were requested, and

**WHEREAS**, five (5) proposals were received on March 2, 2023; and

**WHEREAS**, it was determined by the evaluation committee that Crown Risk Management offered the most advantageous proposal; and

**WHEREAS**, the staff of CNYRTA is aware of no interest held by any Member of the CNYRTA or any staff member thereof or any family member of such individual in the firm to which this contract is made, and

**WHEREAS**, to the best of our knowledge and belief, no member of the governing body of CNYRTA, or its subsidiaries, and no other officer, employee or agent of CNYRTA, or its subsidiaries, whether or not exercising any functions or responsibilities in connection with the carrying out of the project to which this contract pertains, during his/her tenure or two years thereafter, has any personal interest, direct or indirect in this contract, and

**WHEREAS**, to the best of our knowledge and belief, no member of the governing body of the CNYRTA, or its subsidiaries, and no other officer, agent, servant or employee employed by or appointed by CNYRTA, or its subsidiaries, is in any way or manner interested, directly or indirectly, as principal, surety, or otherwise, in this contract, and

**WHEREAS**, to the best of our knowledge and belief, this award is consistent with the Code of Ethical Conduct for Members of the Central New York Regional Transportation Authority originally adopted by it on July 20, 1990, as Motion No. 775, and as revised and updated on April 25, 2008, as Motion No. 1709.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY**, that the Chief Executive Officer or his designee authorized to enter into a five (5) year contract with Crown Risk Management to provide risk management for workers compensation services. The contract would commence September 1, 2023.

**FACT SHEET**  
**RISK MANAGER FOR WORKERS COMPENSATION 2023-2028**

**PROJECT DESCRIPTION:** The CNYRTA is seeking a firm to provide risk management for workers compensation services.

**ADVERTISEMENT:** A Request for Proposal was advertised on February 2, 2023, in the NYS Contract Reporter, Post Standard (Onondaga, Cayuga and Oswego County editions), Rome Sentinel, Utica Observer-Dispatch, the Minority Commerce Weekly and CNY Visions.

**FUNDING:** This contract is to be paid for using Operating funds.

**PROCUREMENT PROCESS:** five (5) proposals were received on March 2, 2023. A selection committee consisting of Brian Schultz, Chris Tuff, Jackie Musengo, Chris Morreale, Amanda Wilson and Caitlin MacCollum evaluated the proposals. When evaluating proposals, the committee took into consideration: experience, the proposer's technical and human capacity to accomplish services, the proposer's past performance in regard to similar contracts (where applicable) and the proposer's ability to complete services in a cost-effective manner.

**PROPOSALS RECEIVED:** Proposals were received from the following vendors:

- Crown Risk Management, LLC
- Brown & Brown Empire State
- OneGroup
- Marsh
- Epic

**COMMENTS:** Crown Risk Management has performed like kind services to other companies throughout the State with positive results.

**MWBE:** There is a 30% MWBE goal on this contract.

**RECOMMENDATION:** Based upon evaluation of the proposals, staff recommends contract award to Crown Risk Management for a five (5) year period.

**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR  
MICRO MARKET AND VENDING SERVICES 2023-2028**

**WHEREAS**, the Central New York Regional Transportation Authority (CNYRTA) has the need for a qualified vendor to provide micro market and vending services; and

**WHEREAS**, this is a revenue contract, and

**WHEREAS**, the Request for Proposal was publicly let on January 11, 2023, and

**WHEREAS**, fifteen (15) proposal packages were sent out, of which three (3) were sent to NYS Certified M/WBE firms and twelve (12) additional proposal packages were requested, and

**WHEREAS**, three (3) proposals were received on February 8, 2023; and

**WHEREAS**, it was determined by the evaluation committee that Servomation Refreshments, Inc. offered the most advantageous proposal; and

**WHEREAS**, the staff of CNYRTA is aware of no interest held by any Member of the CNYRTA or any staff member thereof or any family member of such individual in the firm to which this contract is made, and

**WHEREAS**, to the best of our knowledge and belief, no member of the governing body of CNYRTA, or its subsidiaries, and no other officer, employee or agent of CNYRTA, or its subsidiaries, whether or not exercising any functions or responsibilities in connection with the carrying out of the project to which this contract pertains, during his/her tenure or two years thereafter, has any personal interest, direct or indirect in this contract, and

**WHEREAS**, to the best of our knowledge and belief, no member of the governing body of the CNYRTA, or its subsidiaries, and no other officer, agent, servant or employee employed by or appointed by CNYRTA, or its subsidiaries, is in any way or manner interested, directly or indirectly, as principal, surety, or otherwise, in this contract, and

**WHEREAS**, to the best of our knowledge and belief, this award is consistent with the Code of Ethical Conduct for Members of the Central New York Regional Transportation Authority originally adopted by it on July 20, 1990, as Motion No. 775, and as revised and updated on April 25, 2008, as Motion No. 1709.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY**, that the Chief Executive Officer or his designee authorize contract with Servomation Refreshments, Inc. to provide micro market and vending services for a five (5) year period, that would commence July 1, 2023.

**FACT SHEET**  
**MICRO MARKET AND VENDING SERVICES 2023-2028**

**PROJECT DESCRIPTION:** The CNYRTA is seeking a qualified vendor to provide micro market and vending services.

**ADVERTISEMENT:** A Request for Proposal was advertised on January 11, 2023, in the NYS Contract Reporter, Post Standard (Onondaga, Cayuga and Oswego County editions), Rome Sentinel, Utica Observer-Dispatch, the Minority Commerce Weekly and CNY Visions.

**FUNDING:** This is a revenue contract.

**PROCUREMENT PROCESS:** three (3) proposals were received on February 8, 2023. A selection committee consisting of Brian Schultz, Chris Tuff, Joe DeGray, Geoff Hoff, Chris Morreale and Caitlin MacCollum evaluated the proposals. When evaluating proposals, the committee took into consideration: experience, the proposer's technical and human capacity to accomplish services, the proposer's past performance in regard to similar contracts (where applicable) and the proposer's ability to complete services in a cost-effective manner.

**PROPOSALS RECEIVED:** Proposals were received from the following vendors:

- Servomation Refreshments
- American Food and Vending
- Crickler Vending

**COMMENTS:** The revenue produced from this contract will be the greater of 33.85% of gross sales or the minimum monthly guarantee of \$4,000.

In compliance with Title 24. Social Welfare Chapter 1. State Commission for the Blind and Visually Handicapped § 8714-a., CNYRTA has an existing agreement with the Office of Children and Family Services, New York State Commission for the Blind (NYSCB) to split monthly commissions 50/50. CNYRTA will remit 50% of the revenue received from Servomation to NYSCB on a monthly basis.

**MWBE:** This contract is exempt from MWBE utilization as it is a revenue contract.

**RECOMMENDATION:** Based upon evaluation of the proposals, staff recommends contract award to Servomation Refreshments, Inc. for the Micro Market and Vending Services contract for a five (5) year period.

**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR  
THE PURCHASE OF REPLACEMENT FAREBOXES**

**WHEREAS**, the Central New York Regional Transportation Authority (CNYRTA) has a need to purchase replacement fareboxes and associated support services; and

**WHEREAS**, the purchase will be paid for with 100% State Dedicated Funds; and

**WHEREAS**, Genfare is the manufacturer of the Authority's current fare collection system and owns the proprietary rights to the system and software. The equipment will allow the Authority to continue to use a significant investment in infrastructure that is currently in place, classifying this as a Sole Source Procurement for consistency purposes; and

**WHEREAS**, the equipment will be installed throughout the CNYRTA fleet replacing or upgrading the existing equipment; and

**WHEREAS**, the total cost of the purchase is \$3,561,478; and

**WHEREAS**, the price was deemed fair and reasonable based on comparable Genfare pricing we have received in past procurements; and

**WHEREAS**, the staff of CNYRTA is aware of no interest held by any Member of the CNYRTA or any staff member thereof or any family member of such individual in the firm to which this contract is made, and

**WHEREAS**, to the best of our knowledge and belief, no member of the governing body of CNYRTA, or its subsidiaries, and no other officer, employee or agent of CNYRTA, or its subsidiaries, whether or not exercising any functions or responsibilities in connection with the carrying out of the project to which this contract pertains, during his/her tenure or two years thereafter, has any personal interest, direct or indirect in this contract, and

**WHEREAS**, to the best of our knowledge and belief, no member of the governing body of the CNYRTA, or its subsidiaries, and no other officer, agent, servant or employee employed by or appointed by CNYRTA, or its subsidiaries, is in any way or manner interested, directly or indirectly, as principal, surety, or otherwise, in this contract, and

**WHEREAS**, to the best of our knowledge and belief, this award is consistent with the Code of Ethical Conduct for Members of the Central New York Regional Transportation Authority originally adopted by it on July 20, 1990, as Motion No. 775, and as revised and updated on April 25, 2008, as Motion No. 1709.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY** that the Chief Executive Officer or a designee is authorized to enter into a contract with Genfare for the purchase of replacement fareboxes, totaling \$3,561,478.

**FACT SHEET**  
**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR**  
**THE PURCHASE OF REPLACEMENT FAREBOXES**

**PROJECT DESCRIPTION:** Replacement fareboxes will be installed throughout the CNYRTA fleet replacing or upgrading the existing equipment.

**FUNDING:** The contract is to be paid for using 100% State Dedicated Funds.

**PRICING RECEIVED:**

Description	Quantity	Unit Price	Extended Price
Fast Fare Fareboxes	215	\$ 18,331	\$ 3,941,165
Training farebox and Simulator	2	\$ 18,856	\$ 37,712
Vault and Data System Upgrades	1	\$ 177,544	\$ 177,544
Program Management	1	\$ 92,416	\$ 92,416
Farebox Installation	1	\$ 157,991	\$ 157,991
Vault and Data System Upgrade Installation	1	\$ 20,076	\$ 20,076
Fast Fare Spare Parts	1	\$ 420,070	\$ 420,070
Centro project contingency	0	\$ 50,000	\$ -
GL Implementation	0	\$ 95,000	\$ -
GL and ML subscription (Year 1)	0	\$ 128,916	\$ -
GL and ML subscription (Year 2)	1	\$ 132,784	\$ 132,784
GL and ML subscription (Year 3)	1	\$ 136,768	\$ 136,768
Open Link Validator Credit (100% 237*\$1,600)	237	\$ 1,600	- \$379,200
Odyssey Farebox Salvage Credit	1	\$ 722,253	- \$722,253
Parts Inventory buy back	1	\$ 70,583	- \$70,583
Additional Validator Exp	1	\$ 132,700	- \$132,700
Centro Labor reimbursement	1	\$ 100,312	- \$100,312
Genfare Management Investment	1	\$ 150,000	- \$150,000
<b>Total</b>			<b>\$ 3,561,478</b>

**COMMENTS:** This purchase will allow the CNYRTA to replace the current farebox system with the new Fast Fare system which combines the contactless fare collection and cash fare collection into one system and form factor.

**M/WBE:** The software is proprietary to Genfare. This is a sole source procurement; therefore, it is not applicable to MWBE requirements.

**RECOMMENDATION:** Staff recommends payment in accordance with the contract with Genfare totaling \$3,561,478.

**RESOLUTION TO AUTHORIZE THE PURCHASE OF  
THIRTEEN (13) PARATRANSIT VEHICLES**

**WHEREAS**, the Central New York Regional Transportation Authority (CNYRTA) has a need to purchase replacement paratransit vehicles; and

**WHEREAS**, this contract will be paid for using grant funds, a mixture of Federal and State funds; and

**WHEREAS**, the current New York State contract is with Shepard Bros., Inc. for dual rear cutaway eleven (11) passenger paratransit vehicles; and

**WHEREAS**, the pricing received in the amount of \$126,691 per vehicle was deemed fair and reasonable based upon NYS contract pricing and past purchasing history; and

**WHEREAS**, the staff of CNYRTA is aware of no interest held by any Member of the CNYRTA or any staff member thereof or any family member of such individual in the firm to which this contract is made; and

**WHEREAS**, to the best of our knowledge and belief, no member of the governing body of CNYRTA, or its subsidiaries, and no other officer, employee or agent of CNYRTA, or its subsidiaries, whether or not exercising any functions or responsibilities in connection with the carrying out of the project to which this contract pertains, during his/her tenure or two years thereafter, has any personal interest, direct or indirect in this contract; and

**WHEREAS**, to the best of our knowledge and belief, no member of the governing body of the CNYRTA, or its subsidiaries, and no other officer, agent, servant or employee employed by or appointed by CNYRTA, or its subsidiaries, is in any way or manner interested, directly or indirectly, as principal, surety, or otherwise, in this contract.

**WHEREAS**, to the best of our knowledge and belief, this award is consistent with the Code of Ethical Conduct for Members of the Central New York Regional Transportation Authority originally adopted by it on July 20, 1990, as Motion No. 775, and as revised and updated on April 25, 2008, as Motion No. 1709.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY**, that the Chief Executive Officer or his designee is authorized to issue a purchase order to Shepard Bros., Inc. for thirteen (13) dual rear cutaway eleven (11) passenger paratransit vehicles in accordance with current purchasing contracts issued by the New York State Office of General Services in an amount of \$1,646,983.

**FACT SHEET**  
**THIRTEEN (13) PARATRANSIT VEHICLE PURCHASE**

**PROJECT DESCRIPTION:** The Central New York Regional Transportation Authority (CNYRTA) has a need to purchase replacement paratransit vehicles. The current paratransit vehicles have reached the end of their four (4) year useful life as defined by the Federal Transit Administration.

**FUNDING:** The contract is to be paid for using grant funds, a mixture of Federal and State funds.

**PRICING RECEIVED:** The pricing received from current New York State contract holder Shepard Bros. was determined to be fair and reasonable based upon comparison with pricing received on previous purchases and adjusted for inflation.

**COMMENTS:** These buses are constructed in the Coach and Equipment, Inc. facility in Penn Yan, NY.

**RECOMMENDATION:** Staff recommends contract award to Shepard Bros., Inc., in the amount of \$126,691 per vehicle and \$1,646,983 total for thirteen (13) buses.

**THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY  
(and its Subsidiaries)  
200 CORTLAND AVENUE, SYRACUSE, NEW YORK**

**MINUTES OF THE APRIL 28, 2023, ANNUAL BOARD MEETING**

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**MEMBERS PRESENT:**                    ROBERT CUCULICH, Vice Chair  
    DARLENE LATTIMORE, Secretary  
    TINA FITZGERALD, Treasurer  
    NEIL BURKE  
    MONTY FLYNN  
    JOSEPH HARDICK  
    JULIUS LAWRENCE  
    LOUELLA WILLIAMS  
    FRANK SAYA, Non-Voting Member

**MEMBERS ABSENT:**                    NICHOLAS LAINO, Chair  
    ANTHONY DAVIS

**STAFF PRESENT:**                    BRIAN M. SCHULTZ, Chief Executive Officer  
    CHRISTOPHER TUFF, Deputy Chief Executive Officer  
    JOSEPH DEGRAY, Senior VP of Operations  
    LINDA BIATA, VP of Finance  
    STEVEN KOEGEL, VP of Business Develop. and Corp. Comm.  
    JACKIE MUSENGO, VP of Human Resources  
    GEOFFREY HOFF, VP of Fleet and Facilities  
    MICHAEL FITZGIBBONS, VP of Information Technologies  
    RAHMIZ AZRIA, Associate VP of Operations  
    BRUCE FONG, Assistant VP of Information Technologies  
    MELISSA BRIM, Senior Director of Accounting  
    CAITLIN MACCOLLUM, Senior Director of Procurement  
    BREN DAISS, Director of Special Projects and Planning  
    TARA SPRAKER, Director of Grants and Revenue Contract Admin.  
    LYNETTE PADUANO, Director of Marketing and Communications  
    EJ MOSES, Director of Facilities  
    CHRISTOPHER KING, Procurement Manager  
    PAULA CUTRONE, Ser. Dev. Data Analyst and Research Specialist  
    MALLORY LAGUZZA, Internal Control Analyst  
    CASEY BROWN, Communication Coordinator  
    CAROL LOMBARDO, Executive Assistant

CALL TO ORDER At 11:25 A.M. Vice Chairman Cuculich called the meeting to order. The only order of business for this meeting was to vote on the slate of officers for the 2023-2024 fiscal year commencing April 1, 2023. Mr. Cuculich called on Ms. Williams to provide the Nominating Committee Report.

SLATE OF OFFICERS FOR FISCAL YEAR 2023/2024 – MOTION NO. 2635

Nicholas Laino, Chair  
Robert Cuculich, Vice Chair  
Darlene Lattimore, Secretary  
Tina Fitzgerald, Treasurer

A Motion to Adopt the Slate of Officers for Fiscal Year 2023/2024 as proposed by the Nominating Committee was raised.

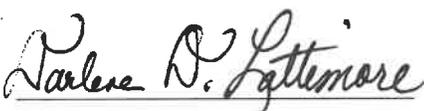
Motion – Monty Flynn  
Seconded – Julius Lawrence  
Carried Unanimously

ADJOURNED

There being no further business to come before the Board, the CNYRTA and its Subsidiaries the Annual Board meeting was adjourned.

  
\_\_\_\_\_  
Chairman

ATTEST:

  
\_\_\_\_\_  
Secretary

**THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY  
AUDIT AND FINANCE COMMITTEE  
200 CORTLAND AVENUE, SYRACUSE, NEW YORK**

**MINUTES OF THE APRIL 28, 2023, AUDIT AND FINANCE COMMITTEE MEETING**

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**MEMBERS PRESENT:**                    ROBERT CUCULICH, Vice Chair  
    DARLENE LATTIMORE, Secretary  
    TINA FITZGERALD, Treasurer  
    NEIL BURKE  
    MONTY FLYNN  
    JOSEPH HARDICK  
    JULIUS LAWRENCE  
    LOUELLA WILLIAMS  
    FRANK SAYA, Non-Voting Member

**MEMBERS ABSENT:**                    NICHOLAS LAINO, Chair  
    ANTHONY DAVIS

**STAFF PRESENT:**                    BRIAN M. SCHULTZ, Chief Executive Officer  
    CHRISTOPHER TUFF, Deputy Chief Executive Officer  
    JOSEPH DEGRAY, Senior VP of Operations  
    LINDA BIATA, VP of Finance  
    STEVEN KOEGEL, VP of Business Develop. and Corp. Comm.  
    JACKIE MUSENGO, VP of Human Resources  
    GEOFFREY HOFF, VP of Fleet and Facilities  
    MICHAEL FITZGIBBONS, VP of Information Technologies  
    RAHMIZ AZRIA, Associate VP of Operations  
    BRUCE FONG, Assistant VP of Information Technologies  
    MELISSA BRIM, Senior Director of Accounting  
    CAITLIN MACCOLLUM, Senior Director of Procurement  
    BREN DAISS, Director of Special Projects and Planning  
    TARA SPRAKER, Director of Grants and Revenue Contract Admin.  
    CHRISTOPHER KING, Procurement Manager  
    CAROL LOMBARDO, Executive Assistant

**CALL TO ORDER**    At 10:15 A.M. Vice Chairman Cuculich called the meeting to order.

- Vice Chairman Cuculich noted a quorum was present
- The next Committee meeting will be on May 19, 2023

AUTOMOBILE AND GENERAL LIABILITY COVERAGE RENEWAL

Mr. Jon Maloff, the Authority's liability insurance agent presented a contract for the renewal of the Authority's Auto/General Excess Liability Policy. For the May 1, 2023, to May 1, 2024, the coverage was provided by three insurance carriers:

Princeton Excess & Surplus Lines Insurance Co.

\$5,000,000 per accident in excess of:

\$1,500,000 Self-Insured Retention-Auto Liability

\$1,000,000 Self-Insured Retention-General Liability

\$622,997.38 - 5-1-2022 - 5-1-2023

\$654,365.63 - 5-1-2023 - 5-1-2024

Hudson Excess Insurance Co.

\$5,000,000 excess of Princeton

\$426,832.74 - 5-1-2022 - 5-1-2023

\$451,700.42 - 5-1-2023 - 5-1-2024

Lexington Insurance Co.

\$5,000,000 excess of Princeton and Hudson

\$402,236.13 - 5-1-2022 - 5-1-2023

\$433,302.43 - 5-1-2023 - 5-1-2024

A Motion to approve Automobile and General Liability Coverage Renewal was raised and forwarded to the Board for approval.

Motion – Monty Flynn

Seconded – Tina Fitzgerald

Carried Unanimously to the Board with a recommendation of approval.

MICRO MARKET AND VENDING SERVICES

Ms. MacCollum presented a contract for Micro Market and Vending Services with Servomation Refreshments, Inc. It was publicly let on January 11, 2023, 15 packages were sent out, including three sent to NYS Certified M/WBE firms, and an additional 12 requested. On February 8, 2023, three proposals were received. The most advantageous proposal was submitted by Servomation Refreshments, Inc. The Micro Market and Vending Services is a revenue contract. Therefore, it is our recommendation that the Board award a 5-year contract to Servomation Refreshments, Inc. for Micro Market and Vending Services.

A Motion to award a 5-year contract to Servomation Refreshments, Inc. for Micro Market and Vending Services was raised and forwarded to the Board for approval.

Motion – Julius Lawrence

Seconded – Darlene Lattimore

Carried Unanimously to the Board with a recommendation of approval.

### RISK MANAGER FOR WORKERS COMPENSATION

Ms. MacCollum presented a contract for Risk Manager for Workers Compensation with Crown Risk Management. It was publicly let on February 2, 2023, 52 packages were sent out, including 16 sent to NYS Certified M/WBE firms, with an additional 12 requested. On March 2, 2023, five proposals were received. The most advantageous proposal was submitted by Crown Risk Management. The Risk Manager for Workers Compensation will be paid for with operating funds. Therefore, it is our recommendation that the Board award a 5-year contract to Crown Risk Management for Risk Manager for Workers Compensation.

A Motion to award a 5-year contract to Crown Risk Management for Risk Manager for Workers Compensation was raised and forwarded to the Board for approval.

Motion – Neil Burke

Seconded – Monty Flynn

Carried Unanimously to the Board with a recommendation of approval.

### PARATRANSIT REPLACEMENT VEHICLES

Ms. MacCollum presented a contract for 13 Paratransit Replacement Vehicles with Shepard Brothers, Inc. The current New York State contract is with Shepard Brothers, Inc. The Paratransit Replacement Vehicles will be paid for with grant funds. Therefore, it is our recommendation that the Board authorize a purchase order to Shepard Brothers, Inc. for Paratransit Replacement Vehicles.

A Motion to authorize a purchase order to Shepard Brothers, Inc. for Paratransit Replacement Vehicles was raised and forwarded to the Board for approval.

Motion – Tina Fitzgerald

Seconded – Monty Flynn

Carried Unanimously to the Board with a recommendation of approval.

### FAREBOX REPLACEMENTS

Ms. MacCollum presented a contract for Farebox Replacements with Genfare. Genfare is the manufacturer of the Authority's current fare collection system and owns the proprietary rights to the system and software. The Farebox Replacements will be paid for with 100% State Dedicated Funds. Therefore, it is our recommendation that Board award a contract to Genfare for Farebox Replacements.

A Motion to award a contract to Genfare for Farebox Replacements was raised and forwarded to the Board for approval.

Motion – Julius Lawrence

Seconded – Darlene Lattimore

Carried Unanimously to the Board with a recommendation of approval.

OUTDOOR LEASE SPACE REDUCTION

Ms. Spraker presented a lease contract for Outdoor Lease Space Reduction with Greyhound Lines, Inc., Amendment #5. This is a revenue earning contract that commenced on August 1, 2019. As a result of the tenant's termination of an affiliate subcontract with Adirondack Transit Lines, Inc. the tenant has agreed to divide the outdoor parking area. Therefore, it is our recommendation that the Board ratify a reduction in monthly outdoor parking for Greyhound Lines, Inc. effective December 1, 2022, through July 30, 2029.

A Motion to ratify a reduction in monthly outdoor parking for Greyhound Lines, Inc. was raised and forwarded to the Board for approval.

Motion – Monty Flynn

Seconded – Tina Fitzgerald

Carried Unanimously to the Board with a recommendation of approval.

PRELIMINARY FINANCIAL STATEMENTS

Ms. Biata reminded the Board that at the May Board meeting the Preliminary Financial Statements for period ending March 31, 2023, will be presented by Ms. Brim.

ADJOURNED

There being no further business to come before the Committee, the Audit and Finance Committee Meeting was adjourned.

  
Chairman

ATTEST:

  
Secretary