

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

**MINUTES OF THE JUNE 23, 2023, BOARD MEETING**

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

**MEMBERS ABSENT:**            NICHOLAS LAINO, Chair  
    DARLENE LATTIMORE, Secretary  
    ANTHONY DAVIS

**STAFF PRESENT:**                BRIAN M. SCHULTZ, Chief Executive Officer  
    CHRISTOPHER TUFF, Deputy Chief Executive Officer  
    LINDA BIATA, VP of Finance  
    GEOFFREY HOFF, VP of Fleet and Facilities  
    MICHAEL FITZGIBBONS, VP of Information Technologies  
    RAHMIN AZRIA, Associate VP of Operations  
    BRUCE FONG, Assistant VP of Information Technologies  
    JOSEPH DEGRAY, Administrative Advisor  
    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  
    SUZANNA LEVESQUE CPA, Director of Internal Control  
    CHRISTOPHER KING, Procurement Manager  
    PAULA CUTRONE, Ser. Dev. Data Analyst and Research Specialist  
    MALLORY LAGUZZA, Internal Control Analyst  
    CAROL LOMBARDO, Executive Assistant

**CALL TO ORDER**    At 10:15 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

### UPCOMING MEETINGS

- Vice Chairman Cuculich announced the following meetings for July 28, 2023:
  - Pension Committee – 9:00 AM
  - Audit and Finance Committee – 9:30 AM
  - Board Meeting – 10:00 AM

### APPROVAL OF THE MAY 19, 2023, BOARD MEETING MINUTES MOTION NO. 2641

Motion – Louella Williams  
 Seconded – Joseph Hardick  
 Carried Unanimously

### RECOGNITION OF KIMBERLY KINNE FOR YEARS OF SERVICE ON HER RETIREMENT

Mr. Schultz recognized the recent retirement of 38-year employee, Kimberly Kinne. Kim has preformed a number of roles at Centro, starting as a Part-Time Bus Operator in 1985. She became a Full-Time Bus Operator in 1997. In 2000 Kim was promoted to an Inside/Outside Supervisor. Kim became the 19A Training Supervisor in 2003, making Kim responsible for scheduling new bus operator training classes as well as monitoring compliance and maintaining records for all NYS 19A regulations. She has done countless hours of training of new bus operators. On April 1, 2023, she did retire from a full-time capacity but we are fortunate that she will be staying on as a part-time employee. The Board and staff present applauding Kim for her hard work and dedication.

### CHIEF EXECUTIVE OFFICER'S REPORT – Mr. Schultz

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

### PUBLIC HEARINGS

The public hearings are scheduled for next week. These public hearings are to discuss service changes that have already happened. We are not expecting a huge turnout. We will have a virtual meeting and two in person meetings at the Salt City Market.

### EXPLORING TOMORROW'S TRANSIT

We had an online forum to present our findings regarding Exploring Tomorrow's Transit. Mr. Schultz thanked Ms. Daiss, she did a phenomenal job representing Centro. Megan Vitale from SMTC also joined Ms. Daiss. They discussed the results of the surveys. There were questions submitted in advance, which Ms. Daiss answered.

### ANNUAL REPORT

The Annual Report was given to Board Members. Mr. Schultz thanked Mr. Koegel and the marketing staff for the great job they did with the report.

### CONGRATULATIONS TO TINA FITZGERALD

Ms. Fitzgerald was recently appointed to the Board as the result of newly passed legislation regarding inclusion of a disabled person or a transit dependent person on our Board. Ms. Fitzgerald was appointed by Governor Hochul.

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

On June 8<sup>th</sup>, Mike Rice Director of Fleet Maintenance and myself visited Slingerlands in Albany. They are a large hydrogen equipment manufacturer and soon to be a producer of hydrogen. We toured their facilities and operations. It looks like a great faculty, and they should be able to benefit transit in the long run. As we explore our use of hydrogen and will be a definite partner in the future.

### GENFARE FAREBOX

Mr. Tuff pointed out the new farebox that was on display for Board Members to inspect. A demonstration will take place after the meeting for any Board Members interested in seeing the new farebox. It allows us to do actual pass cards and also incorporates the mobile ticketing. It will scan a QR code from a cell phone. Installation will start the week of July 3<sup>rd</sup> in Syracuse. The outer properties follow. Our go live date is August 1<sup>st</sup>. A lengthy discussion ensued regarding the technologic possibilities going forward.

### NEW YORK STATE FAIR

We are in the process of gearing up for the fair. I, along with Mr. DeGray met with State Fair staff on June 22<sup>nd</sup>. It looks like our involvement will be very similar to last year's.

### HUMAN RESOURCES REPORT – Mr. Schultz

#### NEW OPERATORS CLASS

We just had a class of new operators turn in, 14 in all, including 12 for Syracuse, one in Oswego and one in Cayuga. The next class starts Monday June 26<sup>th</sup>. That class include nine operators for Syracuse and two for Oneida County.

### FLEET AND FACILITIES REPORT – Mr. Hoff

#### TRANSIT SOLUTIONS

Recently, Transit Solutions presented to us a demonstration regarding their camera systems. The company works exclusively with buses. The products demonstrated looked good and are compatible with equipment we already have. We will begin testing in two buses. One will use our existing cameras with a Transit Solutions DVR. The second bus will use Transit Solutions camera and DVR. Our staff will review the product. We are told the system is faster and easier to look up data.

#### SAFEFLEET

At the Atlanta APTA conference, a bus was outfitted with the SAFEFLEET Infotainment Monitor. It's a live feed showing the bus cameras. There was also advertising space on the monitor. Our initial tests will only include the various cameras live feed. Our hope is that it will be a deterrent for bad behavior on our buses. In the future we could also use the monitor to post information and advertisements.

## INFORMATION TECHNOLOGIES REPORT – Mr. FitzGibbons

### PHISHING TEST

We did a phishing test earlier this month. Phishing is a nefarious way to get into our system through email. The results weren't as good as hoped for. There were about 18.5% clicks, which is high for the Authority. We will be doing additional staff training, including passwords, authentication, and reporting events.

### CURRENT PROJECTS

The current projects we are working on are; an upgrade to the PDS (payroll) System, performing server upgrades, supporting the GFI upgrade, and gearing up for the new Trapeze RISC software installation. Going forward we have proof of concept processes with outside supervisor and tablets usage for operations in the outer properties.

## BUSINESS DEVELOPMENT AND CORPORATE COMMUNICATIONS REPORT – Ms. Daiss

### BRT

We are in ongoing discussions with our stakeholders and continuing to work internally with our consultant IBI. We are working on updating the SMART 1 study which was finished in 2018, which will include an implementation plan.

### ON DEMAND SYSTEM

We had a good conversation with the union in Rome and continue to work internally and with our planning consultants. We expect to put out an RFP soon for the software. We hope to roll this out in Rome in 2024.

### RIDERSHIP

Ms. Cutrone presented Ridership numbers. System wide our ridership increased for city core services. Increases are as follows: Syracuse 21%, Auburn 14%, Oswego 11%, Fulton 56%, Utica 20%, and Rome 26%. As of today, all high school and college services are down for the summer break. Our amphitheater shuttle resumed on June 11<sup>th</sup>. It runs from Warren Street to the circle outside of the amphitheater for all shows. We continue to run our seasonal service to Lakeview Park and to the fairgrounds.

## OPERATION/TRANSPORTATION REPORT – Mr. Azria

### PROCESS IMPROVEMENT

We have completed the hiring progress for both senior supervisory positions discussed last month. With these and other recent hires we are now shifting our focus to process improvement and training of our supervisor staff. Over the next three to five months, we will be performing a review of all operational processes. Our Standard Operating Procedures will be included in that review. Along with that, we have high hopes for the Trapeze RISC software implementation. Currently our accident processing is currently very paper and labor intensive. We are hoping to use tablets out in the field, making it more efficient and allowing us to use the data to improve trend analysis and address reoccurring issues. Eventually we hope to do targeted training because of the data gathered.

## AUDIT AND FINANCE COMMITTEE REPORT

### FISCAL YEAR END MARCH 31, 2023, AUDIT REPORT – MOTION NO. 2642

Gregg Evans, a partner from The Bonadio Group presented a detailed Audit Report. The report was also distributed to the Board Members.

A Motion to adopt the Audit Report as recommended by the Audit and Finance Committee was raised.

Motion – Tina Fitzgerald  
 Seconded – Louella Williams  
 Carried Unanimously

### SUMMARY FINANCIAL INFORMATION SECTION OF PAL 2800 ANNUAL REPORT – MOTION NO. 2643

Ms. Biata presented a Motion for the Summary Financial Information which is required to be reported under Public Authorities Law (PAL) 2800 and submitted to the Public Authorities Reporting Information System (PARIS). The Summary Financial Information is contained in the Final Approved Audited Statements. Therefore, it is our recommendation to approve the Summary Financial Information Section of PAL 2800 Annual Report.

A Motion to approve the Summary Financial Information Section of PAL 2800 Annual Report as recommended by the Audit and Finance Committee was raised.

Motion – Louella Williams  
 Seconded – Neil Burke  
 Carried Unanimously

### DISPOSITION OF PROPERTY GUIDELINES – MOTION NO. 2644

Next, Ms. Biata presented a Motion for the operative policy and instructions to Authority officers and staff regarding the Disposal of Property in accordance with the New York State Public Authorities Accountability Act of 2005, noting there have been no changes since past reports.

A Motion to approve the Disposition of Property Guidelines as recommended by the Audit and Finance Committee was raised.

Motion – Monty Flynn  
 Seconded – Neil Burke  
 Carried Unanimously

ANNUAL PAL 2925 INVESTMENT REPORT AND INVESTMENT GUIDELINES – MOTION NO. 2645

Ms. Biata presented a Motion for the Annual PAL 2925 Investment Report and Investment Guidelines. This is also a required PARIS filing.

A Motion to approve the Annual PAL 2925 Investment Report and Investment Guidelines as recommended by the Audit and Finance Committee was raised.

Motion – Julius Lawrence  
Seconded – Monty Flynn  
Carried Unanimously

ANNUAL PAL 2879/2824 (e) PROCUREMENT REPORT – MOTION NO. 2646

Ms. MacCollum presented a Motion for the Annual PAL 2879/2824 (e) Procurement Report. This report is required under PAL 2879/2824 (e) and will be filed in PARIS.

A Motion to approve the Annual PAL 2879/2824 (e) Procurement Report as recommended by the Audit and Finance Committee was raised.

Motion – Monty Flynn  
Seconded – Louella Williams  
Carried Unanimously

PROCUREMENT MANUAL UPDATE – MOTION NO. 2647

Ms. MacCollum also presented a Motion for the updates to the Procurement Manual. The Procurement Manual is required to be filed in PARIS.

A Motion to approve the Procurement Manual Update as recommended by the Audit and Finance Committee was raised.

Motion – Julius Lawrence  
Seconded – Tina Fitzgerald  
Carried Unanimously to the Board with a recommendation of approval.

ANNUAL SUBSIDY PAYMENTS – RESOLUTION NO. 2570

Ms. Biata presented a Resolution for the recommended Annual Subsidy Payments for the Authority's subsidiaries for Fiscal Year 2023-2024. A copy of the Resolution is attached to these Minutes.

A Motion to approve the Annual Subsidy Payments as recommended by the Audit and Finance Committee was raised.

Motion – Monty Flynn  
Seconded – Louella Williams

Carried Unanimously

JP MORGAN BANK NEW ACCOUNT – RESOLUTION NO. 2571

Ms. Biata presented a Resolution for a new account with JP Morgan Bank. A copy of the Resolution is attached to these Minutes.

A Motion to approve a new account with JP Morgan Bank as recommended by the Audit and Finance Committee was raised.

Motion – Julius Lawrence

Seconded – Neil Burke

Carried Unanimously

MICROSOFT SOFTWARE LICENSING – RESOLUTION NO. 2572

Ms. MacCollum presented a Resolution for a contract for Microsoft Software Licensing with Dell Marketing, L.P. A copy of the Resolution is attached to these Minutes.

A Motion to approve Microsoft Software Licensing with Dell Marketing, L.P. as recommended by the Audit and Finance Committee was raised.

Motion – Louella Williams

Seconded – Monty Flynn

Carried Unanimously

TRAPEZE RISC SOFTWARE – RESOLUTION NO. 2573

Ms. MacCollum presented a Resolution for a contract for Trapeze RISC Software with Trapeze Software Group. A copy of the Resolution is attached to these Minutes.

A Motion to approve Trapeze RISC Software with Trapeze Software Group as recommended by the Audit and Finance Committee was raised.

Motion – Tina Fitzgerald

Seconded – Neil Burke

Carried Unanimously

CNG ENGINE #2 OVERHAUL – RESOLUTION NO. 2574

Ms. MacCollum presented a Resolution for a contract for CNG Engine#2 Overhaul with Milton Cat. A copy of the Resolution is attached to these Minutes.

A Motion to approve a CNG Engine Overhaul (engine #2) with Milton Cat as recommended by the Audit and Finance Committee was raised.

Motion – Julius Lawrence  
Seconded – Louella Williams  
Carried Unanimously

SEDAN AND LIFT EQUIPPED VEHICLE SERVICES – RESOLUTION NO. 2575

Ms. MacCollum presented a Resolution for a contract for Sedan and Lift Equipped Vehicle Services with Suburban Transportation. A copy of the Resolution is attached to these Minutes.

A Motion to approve a contract for Sedan and Lift Equipped Vehicle Services with Suburban Transportation as recommended by the Audit and Finance Committee was raised.

Motion – Louella Williams  
Seconded – Monty Flynn  
Carried Unanimously

MANAGEMENT REPORT ON INTERNAL CONTROL

Ms. Levesque presented the Management Report on Internal Control for Fiscal Year Ending March 31, 2023. Committee Members received the report prior to today's meeting. The Authority is required to submit this report annually, certifying that it followed a review process to assess the adequacy and effectiveness of its internal control system. This report is informational only. No Board action was required.

PERSONNEL COMMITTEE REPORT

DEPUTY CHIEF EXECUTIVE OFFICER CONTRACT – MOTION NO. 2648

Vice Chairman Cuculich announced that the Personnel Committee met in Executive Session, to discuss a personnel matter.

A Motion to approve the three-year contract with Deputy Chief Executive Officer Christopher Tuff as recommended by the Personal Committee was raised.

Motion – Julius Lawrence  
Seconded – Louella Williams  
Carried Unanimously



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 – June 2023  
DATE: June 15, 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
    - Fiscal Year 2023 \$ 15,095,747
    - April 2023 \$ 381,742
    - May 2023 \$ 910,860
- \$16,388,349 (of \$38.5 Mil)

#### **Tabletop Exercise with TSA**

On May 17<sup>th</sup> the Transportation Security Administration (TSA) was onsite to work with Centro staff to review several tabletop scenarios regarding safety and security of buses and facilities. The exercise was well prepared and presented and Centro staff participated in open and active review of these scenarios. This was a great exercise, and I would like to thank our Director of Security, Kevin Perrin for arranging this opportunity.

#### **I 81 Viaduct Discussion**

I, along with several Centro staff participated in a discussion regarding the I 81 Viaduct project. Centro hosted several representatives from DOT to review current plans and each upcoming phase of construction. The meeting was very informative as we reviewed how each phase of this project will impact Centro operations.

#### **Genfare Farebox Kickoff**

On May 18<sup>th</sup>, Centro hosted Genfare representatives to discuss the implementation of the farebox replacement project approved by the Board in May of 2023. This will be an extensive project replacing all fareboxes in Centro's fleet. Chris Tuff is the lead on this project and will have a more to update the board in coming weeks.

#### **Rome On-Demand Service Review**

On May 26<sup>th</sup>, I along with Chris Tuff, Steve Koegel, Joe DeGray, and Bren Diass met with representatives of the Rome ATU 582 to review our plans to implement On-Demand Service in the City of Rome in early 2024. The meeting was productive, and we agreed to continue to meet as new developments regarding this service becomes available.

### **Service to Syracuse Airport**

On May 30<sup>th</sup>, I along with Steve Koegel met with representatives from the Syracuse Airport to discuss service to the airport. This was a preliminary discussion and we gathered information regarding their workforce and passengers. We will meet again in the coming months to discuss this topic further.

### **Rochester CEO Bill Carpenter Retirement**

On June 1<sup>st</sup>, I traveled to Rochester to attend an event held for retiring CEO Bill Carpenter. Bill has served as CEO of the Rochester transit system for the past 11 years. The event was attended by other transit CEO's along the thruway as well as local elected officials and representatives from the FTA. We at Centro wish Bill a happy, healthy and long retirement.

### **NYPTA**

On June 9<sup>th</sup>, in my capacity as President of NYPTA, I participated in a regular monthly meeting with representatives from NYS DOT to discuss statewide transit issues including funding, proposed legislation, and grant opportunities.

## ACCOUNTING

### Audit & Finance Action Item Summary:

Gregg Evans, partner from Bonadio Group will present the audited Financial Statements as of March 31, 2023, along with the related reports for the year ended March 31, 2023. The audited financial statements must be formally approved by the Board before they can be uploaded into the Public Authorities Reporting Information System (PARIS) and included in the New York State Comprehensive Annual Financial Report (CAFR).

With approval of the basic financial statements, the financial information contained therein will be converted into the required Public Authorities Law 2800 report format and submitted in PARIS. We are required to certify that the information submitted therein was discussed and approved by the Board. By presenting and discussing the statements as part of the motion above, this approval is implicit.

The Investment Report is a summary of the types of interest-bearing accounts and other investments the Authority has deposited funds during the year, along with a copy of CNYRTA Investment Guidelines.

The Guidelines Regarding the Disposition of Property has been adopted by the Board by Resolution. Annually the Board is required to review and, if necessary, revise the Guidelines.

The Annual Procurement Report is a compilation of all contracts the CNYRTA entered into or paid during the year which exceeded \$5,000. Because of the extent of information required about each of the many contracts, much of the information is manually assembled and entered into a spreadsheet which is then uploaded into PARIS.

The Procurement Manual is also required to be approved and submitted under PAL 2879. There have been minimal administrative processes edited and no policy changes. Additionally, a request to update the Procurement Thresholds for Authorization with the increase of the Assistant Inventory Manager threshold from \$2,500 to \$5,000.

The subsidy payments are based strictly on the approved budget operating deficit excluding operating assistance and MRT. The purpose is to reinforce the legal separation between the Authority and its subsidiaries.

## PROCUREMENT

### ACTIVE PROCUREMENTS

The following open contracts actively moving through the process:

- Microsoft Software Licensing
- Trapeze RISC Software
- CNG Engine #2 Overhaul
- Sedan and Lift Equipped Vehicle Services
- Snow Removal Services
- Trash Removal Services
- Sophos Endpoint Protection Licensing
- Syracuse Facility Janitorial Services
- Utica Facility Janitorial Services
- CNG Facility Upgrade
- Maintenance Garage Dust Removal

### FUTURE PROCUREMENTS

Items requiring future board action:

Within 2 months:

- Snow Removal Services

Within 6 months:

- Trash Removal Services
- Sophos Endpoint Protection Licensing
- Syracuse Facility Janitorial Services
- Utica Facility Janitorial Services
- CNG Facility Upgrade
- Maintenance Garage Dust Removal

### REVENUE SERVICE CONTRACTS

The following agreements actively moving through the process:

- City of Syracuse

## RISK MANAGEMENT

### RISK MANAGEMENT INSURANCE POLICIES

Insurance Coverage	Insurance Company	Description	Policy Limits	Policy Dates	2023 Actual	Other Information
Storage Tank Liability	Ace American Ins. Co.	Underground storage tanks (ASTs) also all properties except ITC (\$25k ded.)	\$1m/\$2m/\$25K ded	1/1/22-1/1/23	\$ 15,772	Under \$50k - does not need Board approval
Cyber Security	To Be Determined	Cyber Security				Under \$50k - does not need Board approval
Commercial General Liability	Northfield Insurance Co.	Personal injury & property at Utica Hub	\$1,000,000	2/1/22-2/1/23	\$ 42,474	Under \$50k - does not need Board approval
Garagekeepers Legal & Garage Liability	Travelers	Rt \$1 kols-damage to veh's/personal injuries also covers J-lot for GL only	\$1,000,000	3/1/22-3/1/23	\$ 6,967	Under \$50k - does not need Board approval
Excess liability - 1st layer	Princeton Excess	1st layer of excess liability ins. Over self-insured retention auto (\$1.5m) & GL (1m)	\$5,000,000	5/1/23 - 5/1/24	\$ 654,366	Lloyds no longer carrier - had to split the \$15m amongst 3 carriers to get same coverage. Requires Board Approval
Excess Liability - 2nd layer	Hudson Excess	2nd layer of excess liability ins. Over Princeton	\$5,000,000	5/1/23 - 5/1/24	\$ 451,700	Lloyds no longer carrier - had to split the \$15m amongst 3 carriers to get same coverage. Requires Board Approval
Excess Liability - 3rd layer	Lexington	3rd layer of excess liability ins. Over excess of Princeton and Hudson	\$5,000,000	5/1/23 - 5/1/24	\$ 433,302	Lloyds no longer carrier - had to split the \$15m amongst 3 carriers to get same coverage. Requires Board Approval
Personal Injury & liability at Hub	Westchester Surplus Lines Ins. Co.	Covers BI and customer PD at Syr. Hub w/ \$5,000 deductible per claim	\$1,000,000	5/25/23-5/25/24	\$ 36,839	Under \$50k - does not need Board approval
Property & General Liability Pkg Including Garagekeepers Legal Liability	Travelers Indemnity Co.	Covers damage and/or destruction to ITC building & property \$2,500 deductible. Covers personal injury medical cost & GL claims from public. Garagekeeper Covers damage to parked cars at RTC ded. \$250 Comp/\$500 Collision	\$1m each occ/\$2m aggregate \$2,000,000 (garagekeeper liability)	7/1/22 - 7/1/23	\$ 107,493	Requires Board Approval
Boilers/Machinery at the RTC	Travelers Property Cas.	Covers ITC mechanical systems (machinery) various includes business interruption		7/1/22 - 7/1/23	\$ 2,140	Under \$50k - does not need Board approval
Employee Dishonesty Theft of Funds	Travelers	Public Employee bond & protection against theft of money (commercial crime policy) \$10,000 deductible	\$100k per occ./\$400k excess	7/1/21-7/1/24	\$ 9,357	Under \$50k - does not need Board approval
Pollution liability coverage at the ITC	Greenwich Ins. Co. (XL Group)	Pollution liability coverage including coverage for leakage of underground storage tank at the RTC. Covers 3rd party damage & remediation (3 yr. policy)	\$1,000,000	7/6/22-7/6/25	\$ 51,437	3 year invoice totaling \$51,437. Approved at the 6/24/22 Board Meeting.
D&O (Directors & Officers), EPL	Ace American Ins. Co.	Directors & Officers and Employment Practices Liability (EPL) \$50K deductible D&O \$100K deductible EPL	\$1m each	8/6/22 - 8/6/23	\$ 37,692	Under \$50k - does not need Board approval
Property Insurance	Affiliated Factory Mutual	Buildings including Hub, buses in garage, personal property inc. simulators, \$25k deductible	various	9/9/22 - 9/9/23	\$ 261,719	Requires Board Approval

## GRANT ADMINISTRATION

### COVID RELIEF FUNDS

**CARES ACT Grant**, 5311 funds converted into 5307 funds, approved on July 24, 2020, in the amount of \$5.5 million for operating assistance and capital improvements has a current balance of \$104 thousand. A total of \$4.9 million of operating assistance, and \$496 thousand for capital improvements is fully expended. The remaining balance of this grant will be used for capital purchases.

**CRRSAA Act Grant**, Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) approved on December 27, 2020, allocated funds to the support the transit industry. The Authority received operating and capital funds in the amount of \$16.6 million. The remaining balance of this grant (\$178 thousand) will be used for capital purchases.

**ARP Act Grant**, American Rescue Plan Act, approved On March 11, 2021, which includes \$ 1.9 trillion in supplemental appropriations for COVID-19 relief, \$30.5 billion of which will be allocated to support the transit industry during the COVID-19 public health emergency, was signed into law. The ARP Act grant application was submitted to FTA on November 2, 2021. The ARP grant was executed on January 25, 2022, in the amount of \$38.5 million. To date, a total of \$16.4 million of operating assistance has been expended.

### FEDERAL GRANT FUNDING

**Section 5307 and 5339 Grant Programs Application**, the federal fiscal year 2023 draft application is being developed. The application includes capital assistance for various projects totaling \$13,678,400 in federal funds.

**Transit Infrastructure Grant Application**, the Infrastructure Investment and Jobs Act (IIJA) formerly known as Bipartisan Infrastructure Law (BIL) included federal fiscal year 2023 Community Project Funding/Congressionally Directed Spending apportionments. A draft application is being developed in the amount of \$3,000,000 from the fiscal year 2022 award.

**Low or No Emission Grant Program and the Grants for Buses and Bus Facilities Competitive Program**, FTA announced the opportunity to apply for approximately \$1.22 billion in competitive grants under the fiscal year 2023 Low or No Emission Grant Program and \$469 million in competitive grants under the fiscal year 2023 Grants for buses and Bus Facilities Program. The grants are to help modernize bus fleets and bus facilities across the country, including to help transit agencies purchase or lease low or no emission vehicles that use advanced technologies to help improve air quality and combat climate change. Draft applications are being developed for submission to both funding opportunities. Three (3) applications were submitted on April 12, 2023 – two (2) for Hydrogen Vehicles and one (1) for Compressed Natural Gas (CNG) Vehicles. Updates will be provided to the Board as they become available.

### STATE GRANT FUNDING

The New York State's 2021-2023 Section 5311 Formula Grants for Rural Areas is still under review by NYSDOT, and updates will be provided to the Board as they become available.

Grant Application for the Transit Capital Program (ATC) are still under review by NYSDOT, and updates will be provided to the Board as they become available.

**Transit Infrastructure Grant Funding Request**, Senator Schumer and Senator Gillibrand are accepting Congressionally Directed Spending Requests under the Infrastructure Investment and Jobs Act (IIJA) formerly known as Bipartisan Infrastructure Law (BIL) for fiscal year 2024. Applications were submitted in the amount of \$5,000,000 for the Centro of Oneida Consolidated Garage and Office Facility and \$1,000,000 for Solar Powered Bus Stops for CNYRTA City Bus Stops. Updates will be provided to the Board as they become available.

## LEASE REVENUE CONTRACTS

### Vacant Space

Food Service Lease Space 1: Our Broker, Ed Kiesa of CBRE is continuing to pursue tenants.

Conversations and communications continue to be slow due to the pandemic. Updates will continue to be provided to the Board as they become available.

News Stand Shop Space: A fair market value assessment was completed by a third-party vendor. A Request for Proposal will be publicly let on June 16<sup>th</sup>. Updates will continue to be provided to the Board as they become available.

### Items Requiring Future Board Action:

Within 2 months:

News Stand Shop Space Lease – RTC



CNYRTA Annual Calculation of Monthly Subsidy Amounts for Operating Subsidiaries

Resolution No. **2570**  
 Date: June 23, 2023

<u>Budget 2023/2024</u>	<u>CNY Centro</u>	<u>C-A-B</u>	<u>Oswego</u>	<u>Cayuga</u>	<u>Oneida</u>	<u>TOTAL</u>
Oper Rev	\$ 9,931,300	\$ 459,250	\$ 569,750	\$ 180,800	\$ 721,700	\$ 11,862,800
Oper Exp	\$ 54,092,341	\$ 10,087,324	\$ 4,688,187	\$ 3,618,877	\$ 15,502,373	\$ 87,989,102
Net Loss per approved budget	\$ (44,161,041)	\$ (9,628,074)	\$ (4,118,437)	\$ (3,438,077)	\$ (14,780,673)	\$ (76,126,302)
Monthly Subsidy Per Approved Budget	\$ (3,680,087)	\$ (802,340)	\$ (343,203)	\$ (286,506)	\$ (1,231,723)	\$ (6,343,859)
2022/2023 Subsidy	\$ (3,906,280)	\$ (525,567)	\$ (254,341)	\$ (226,991)	\$ (932,503)	\$ (5,845,683)

The subsidy payments here are not related specifically to any accounting entries and are based strictly on the approved budget operating deficit excluding operating assistance and MRT, as shown in the above calculations.  
 The purpose of the resolution is discussed below:

Philosophically and technically, the subsidy resolution reinforces the legal separation between the Authority and its various Centro bus operations (for liability and other financial purposes).

Funds CNYRTA receives (from all sources) are combined and moved to the operations in the subsidiaries' counties and are not held for other purposes such as research and development at the Authority level, as has from time to time been the case from the early days of the Authority, when public transportation provided by a governmental entity was not so well established that funds flowed to it locally. With regard to the MRT, any amount in excess of what is needed to balance each subsidiary budget may be held by the Authority, to establish reserves and for other purposes as authorized by the Board, pursuant to the Authority's enabling legislation.

**WHEREAS** it is necessary for the Central New York Regional Transportation Authority (CNYRTA) to establish an additional banking relationship to diversify funding and to have the flexibility to earn higher returns; and

**WHEREAS** the CNYRTA is proposing opening a new account with JP Morgan; and

**WHEREAS** JP Morgan Bank is requesting such documents be completed at this time in order to allow an account to be opened; and

**WHEREAS** the persons authorized to open and manage such accounts is Linda Biata, Vice President of Finance who is the Official Custodian of funds for the CNYRTA; and

**WHEREAS** all current CNYRTA authorized signers:

Christopher Tuff, Deputy Chief Executive Officer  
Joe DeGray, Sr. VP of Operations  
Steve Koegel, VP of Communications and Business Planning  
Linda Biata, VP of Finance  
Melissa Brim, Director of Accounting

be additionally authorized signers for established account; and

**WHEREAS** JP Morgan upon approval will provide the following products and services to the CNYRTA:

Checking with Interest  
ACH Debit Block with 1 authorized ID  
Post No Check Block  
JPMorgan Access  
Bank and Billing statements online  
Cash Reporting – transaction history  
ACH and Wire/Book Transfers

**NOW, THEREFORE LET IT BE RESOLVED** that the Secretary of the CNYRTA Board and the Vice President of Finance of the CNYRTA be and hereby authorized and directed to establish an account with JP Morgan and to deposit the funds of the organization therein. The individuals identified shall have authority to endorse and make deposits, sign checks, withdrawal funds, and otherwise operate the account on behalf of the organization:

**AND LET IT BE FURTHER RESOLVED** that the Secretary is also authorized to execute such banking resolutions with JP Morgan as required.

**RESOLUTION TO AUTHORIZE THE CONTRACT AWARD**  
**FOR MICROSOFT SOFTWARE LICENSING**

**WHEREAS**, the Central New York Regional Transportation Authority (CNYRTA) has a need to renew the Authority's current licensing; and

**WHEREAS**, the contract will be paid for with operating funds; and

**WHEREAS**, the current New York State contract is with Dell Marketing, L.P. as a Microsoft Reseller; and

**WHEREAS**, this is a multi-year agreement; and

**WHEREAS**, the cost of the three (3) year licensing agreement is \$305,458.26; and

**WHEREAS**, the time period for this licensing agreement is from June 1, 2023 through May 31, 2026; 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 make payments in accordance with the licensing agreement with Dell, totaling \$305,458.26, from June 1, 2023, through May 31, 2026.

**FACT SHEET**  
**FOR MICROSOFT SOFTWARE LICENSING**

**PROJECT DESCRIPTION:** Three (3) year licensing agreement to renew the Authority's current licensing.

**FUNDING:** The contract is to be paid for using operating funds.

**PRICING RECEIVED:** NYS Office of General Services (OGS) Contract pricing:

Description	Price
Microsoft Licensing- Year 1	\$101,819.42
Microsoft Licensing- Year 2	\$101,819.42
Microsoft Licensing- Year 3	\$101,819.42
<b>Total</b>	<b>\$305,458.26</b>

**COMMENTS:** This is a continuation of our licensing agreement which provides us with the Microsoft 365 office suite. This includes, among other things: Outlook for email, a collaboration environment in the cloud with TEAMS and One Drive, and other productivity tools. In addition, this agreement covers the operating systems (OS) for all client workstations and servers totaling 300+, which is required for the systems to function.

**M/WBE:** NYS OGS determined this purchase to be excluded from MWBE participation.

**RECOMMENDATION:** Staff recommends payment in accordance with the licensing agreement with Dell totaling \$305,458.26 from June 1, 2023, through May 31, 2026.

**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR  
THE PURCHASE OF TRAPEZE RISC SOFTWARE**

**WHEREAS**, the Central New York Regional Transportation Authority (CNYRTA) has a need to purchase a risk, incident and safety compliance software system; and

**WHEREAS**, the purchase will be paid for with operating funds; and

**WHEREAS**, the cost of the five-year software licensing, integrations, maintenance and support for the RISC module is \$140,402.23; and

**WHEREAS**, CNYRTA entered into an agreement with Trapeze Software Group (Trapeze) in April 1998, to procure fixed route (FX), operations (OPS), ridership (PLAN), paratransit (PASS) scheduling and the overall database (FX-MON) software programs.

**WHEREAS**, RISC is a Trapeze module that will assist CNYRTA in tracking and monitoring incidents, events and accidents using real time data collection. This software is proprietary to Trapeze, classifying this as a sole source procurement for consistency purposes; and

**WHEREAS**, the time period for this licensing agreement is from July 1, 2023 through June 30, 2028; 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 make payments in accordance with the contract with Trapeze Software Group, Inc. totaling \$140,402.23 from July 1, 2023, through June 30, 2028.

**FACT SHEET**  
**THE PURCHASE OF TRAPEZE RISC SOFTWARE**

**PROJECT DESCRIPTION:** The CNYRTA has a need to purchase a risk, incident and safety compliance software system that will assist in reporting requirements by tracking and monitoring incidents, events and accidents using real time data collection.

**FUNDING:** The contract is to be paid for using operating funds.

**PRICING RECEIVED:**

<b>Subscription Services- Year 1</b>	<b>\$23,033.97</b>
<b>Integration Services- Qty 2 @ \$6,262.50 per</b>	<b>\$13,125.00</b>
<b>Subscription Services- Year 2</b>	<b>\$24,185.67</b>
<b>Subscription Services- Year 3</b>	<b>\$25,394.95</b>
<b>Subscription Services- Year 4</b>	<b>\$26,664.70</b>
<b>Subscription Services- Year 5</b>	<b>\$27,997.94</b>
<b>Total</b>	<b>\$140,402.23</b>

**COMMENTS:** CNYRTA has a safety program to identify safety hazards and repeat incidents. Currently, tracking of incidents includes multiple sources and some manual data gathering. Identifying trends is inefficient, difficult, and open to human error. RISC (Risk, Incident and Safety Compliance) is a flexible application to meet our current and future needs. This system will help to track and evaluate risk mitigations efforts and establish KPI's (key performance indicators) of how safety program adjustments are performing. Data collected is centralized and supports safety compliance reporting accurately and more efficiently.

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

**RECOMMENDATION:** Staff recommends payment in accordance with the contract with Trapeze Software Group, Inc. totaling \$140,402.23.

**RESOLUTION TO AUTHORIZE CONTRACT AWARD**  
**CNG ENGINE OVERHAUL (ENGINE #2)**

**WHEREAS**, The Central New York Regional Transportation Authority (CNYRTA) has the need to have an engine overhaul performed on engine #2 in the CNG fueling station; and

**WHEREAS**, the service will be paid for using 100% New York State Dedicated Capital Funds; and

**WHEREAS**, repairs are needed to engine #2 in the CNG fueling station to extend the life of this engine and ensure the ability to fuel our CNG buses; and

**WHEREAS**, Milton Cat is the manufacturer of the three (3) engines that are in the CNG fueling station. Repairs and services are only to be performed by the manufacturer of these engines deeming it a sole source procurement; and

**WHEREAS**, the cost of the overhaul for engine #2 is \$105,774.63; 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 an award to Milton Cat for an engine overhaul of engine #2 in the CNG fueling station, in the amount of \$105,774.63.

**FACT SHEET**  
**CNG ENGINE OVERHAUL (ENGINE #2)**

**PROJECT DESCRIPTION:** The CNYRTA has the need to have an engine overhaul performed on engine #2 in the CNG fueling station. The overhaul includes reman cylinder head, and cylinder packs, also includes rod and main bearings, as well as the cam bearing, oil pump, rocker arms, oil cooler, lifter assembly, turbo, water pump aux. pump, spark plugs, fuel shut off, and fuel regulator, carburetor, thermostats, exhaust studs, pm kit, required seals and gaskets.

**METHOD OF PROCUREMENT:** This is a sole source procurement. Milton Cat is the original manufacturer of these engines. All work performed on these engines must be performed by the manufacturer.

**FUNDING:** This contract is to be paid for using 100% New York State Dedicated Capital Funds.

**PRICING:** The pricing received from Milton Cat was \$105,774.63.

**COMMENTS:** CNYRTA staff performs routine maintenance to the CNG facility engines but does not have the specialized equipment/ training to complete the overhaul. The CNG fueling station is an integral part of day-to-day operations at the Authority and this overhaul will extend the life of this engine.

**MWBE:** This is a sole source procurement; therefore, it is not applicable to MWBE requirements.

**RECOMMENDATION:** Staff recommends that an award be made to Milton Cat in the amount of \$105,774.63 to perform this work.



**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR  
SEDAN AND LIFT EQUIPPED VEHICLE SERVICES 2023-2028**

**WHEREAS**, the Central New York Regional Transportation Authority (CNYRTA) has a need for a qualified vendor to provide sedan and lift equipped vehicle services; and

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

**WHEREAS**, the Invitation for Bid was publicly let on May 4, 2023; and

**WHEREAS**, twenty-two (22) bid packages were sent out, of which five (5) were sent to NYS Certified M/WBE firms, and eight (8) additional bid packages were requested; and

**WHEREAS**, two (2) bids were received on May 25, 2023, with the lowest responsive and responsible bid received from Suburban Transportation; and

**WHEREAS**, the price was determined to be fair and reasonable based upon comparison with the other bids and independent cost estimate; 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 enter into a five (5) year contract with Suburban Transportation for sedan and lift equipped vehicle services. The contract would commence December 1, 2023.

**FACT SHEET**  
**SEDAN AND LIFT EQUIPPED VEHICLE SERVICES 2023-2028**

**PROJECT DESCRIPTION:** The CNYRTA has a need for a qualified vendor to provide sedan and lift equipped vehicle services.

**ADVERTISEMENT:** An Invitation for Bid was advertised on May 4, 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 Vision.

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

**PRICING RECEIVED:**

<b>Sedan Services</b>	<b>Suburban Transportation</b>	<b>Blue Chip Transportation</b>
Mon. – Fri. – 5AM-5PM- with a 1-hour split from 11AM to 12PM	\$46	\$58
Mon. – Fri. – 6AM-6PM- with a 1-hour floating/flexible split	\$46	\$55
Sat. and Sun. – 9AM-9PM, with a 1-hour floating/flexible split	\$51	\$65
Mon. – Fri. – 7AM-6PM, with a 2-hour floating/flexible split	\$51	\$62
<b>Lift Equipped Services</b>		
Seven Days a Week – 8AM-6PM, with a 1-hour floating/flexible split	\$71	\$96
Mon. – Fri. – 7AM-6PM, with a 2-hour floating/flexible split	\$74	\$93

**COMMENTS:** Suburban Transportation has provided specialized transportation services in the past for CNYRTA with good results.

**MWBE:** There is a full waiver for MWBE participation currently pending with NYS Empire Development.

**RECOMMENDATION:** Based upon evaluation of the bid documents staff recommends contract award to Suburban Transportation for a five (5) year term, commencing December 1, 2023.

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

**MINUTES OF THE JUNE 23, 2023, AUDIT AND FINANCE COMMITTEE MEETING**

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

**MEMBERS ABSENT:** NICHOLAS LAINO, Chair  
DARLENE LATTIMORE, Secretary  
ANTHONY DAVIS

**STAFF PRESENT:** BRIAN M. SCHULTZ, Chief Executive Officer  
CHRISTOPHER TUFF, Deputy Chief Executive Officer  
LINDA BIATA, VP of Finance  
GEOFFREY HOFF, VP of Fleet and Facilities  
MICHAEL FITZGIBBONS, VP of Information Technologies  
RAHMIN AZRIA, Associate VP of Operations  
BRUCE FONG, Assistant VP of Information Technologies  
JOSEPH DEGRAY, Administrative Advisor  
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  
SUZANNA LEVESQUE CPA, Director of Internal Control  
CHRISTOPHER KING, Procurement Manager  
MALLORY LAGUZZA, Internal Control Analyst  
CAROL LOMBARDO, Executive Assistant

**CALL TO ORDER** At 9:40 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 July 28, 2023

### FISCAL YEAR END MARCH 31, 2023, AUDIT REPORT

Gregg Evans, a partner from The Bonadio Group presented a detailed report on the draft Audited Financial Statements and Required Reports as of March 31, 2023. The draft audited Financial Statements and Required Reports was also distributed to the Committee Members at this time. Once again, it was a clean Audit with no findings of any kind. Therefore, it is our recommendation to adopt the draft Audited Financial Statement and Required Reports.

A Motion to adopt the Audit Report was raised and forwarded to the Board for approval.

Motion – Louella Williams

Seconded – Tina Fitzgerald

Carried Unanimously to the Board with a recommendation of approval.

Ms. Biata thanked her staff for their work on the audit and throughout the year. Mr. Schultz added his thanks to the top-notch finance department. A report like this reflects on the entire company. It represents everyone following proper procedures.

### SUMMARY FINANCIAL INFORMATION SECTION OF PAL 2800 ANNUAL REPORT

Ms. Biata presented the Summary Financial Information required to be reported under Public Authorities Law (PAL) 2800 and submitted to the Public Authorities Reporting Information System (PARIS). The Summary Financial Information is contained in the Final Approved Audited Statements. Therefore, it is our recommendation to approve the Summary Financial Information Section of PAL 2800 Annual Report.

A Motion to approve the Summary Financial Information Section of PAL 2800 Annual Report was raised and forwarded to the Board for approval.

Motion – Julius Lawrence

Seconded – Tina Fitzgerald

Carried Unanimously to the Board with a recommendation of approval.

### DISPOSITION OF PROPERTY GUIDELINES

Next, Ms. Biata presented the operative policy and instructions to Authority officers and staff regarding the Disposal of Property in accordance with the New York State Public Authorities Accountability Act of 2005, noting there have been no changes since past reports. Therefore, it is our recommendation to approve the Disposition of Property Guidelines.

A Motion to approve the Disposition of Property Guidelines was raised and forwarded to the Board for approval.

Motion – Louella Williams

Seconded – Tina Fitzgerald

Carried Unanimously to the Board with a recommendation of approval

ANNUAL PAL 2925 INVESTMENT REPORT AND INVESTMENT GUIDELINES

Ms. Biata presented the Annual PAL 2925 Investment Report and Investment Guidelines and reviewed with the Committee. This is also a required PARIS filing. Therefore, it is our recommendation to approve the Annual PAL 2925 Investment Report and Investment Guidelines.

A Motion to approve the Annual PAL 2925 Investment Report and Investment Guidelines was raised and forwarded to the Board for approval.

Motion – Monty Flynn

Seconded – Joseph Hardick

Carried Unanimously to the Board with a recommendation of approval.

ANNUAL PAL 2879/2824 (e) PROCUREMENT REPORT

Ms. MacCollum presented the Annual PAL 2879/2824 (e) Procurement Report and reviewed with the Committee. This report is required under PAL 2879/2824 (e) and will be filed in PARIS. Therefore, it is our recommendation to approve the Annual PAL 2879/2824 (e) Procurement Report.

A Motion to approve the Annual PAL 2879/2824 (e) Procurement Report was raised and forwarded to the Board for approval.

Motion – Julius Lawrence

Seconded – Neil Burke

Carried Unanimously to the Board with a recommendation of approval.

PROCUREMENT MANUAL UPDATE

The updates to the Procurement Manual were reviewed by the Committee. The Procurement Manual is required to be filed in PARIS. Therefore, it is our recommendation to approve the Procurement Manual Update.

A Motion to approve the Procurement Manual Update was raised and forwarded to the Board for approval.

Motion – Julius Lawrence

Seconded – Neil Burke

Carried Unanimously to the Board with a recommendation of approval.

### ANNUAL SUBSIDY PAYMENTS

Ms. Biata presented the recommended Annual Subsidy Payments for the Authority's subsidiaries for Fiscal Year 2024. These include Annual Subsidy Payments as follows:

CNY Centro, Inc.	\$	3,680,087
Call-A-Bus, Inc.	\$	802,340
Centro of Oswego, Inc.	\$	343,203
Centro of Cayuga, Inc.	\$	286,506
Centro of Oneida, Inc.	\$	1,231,723

Therefore, it is our recommendation that the Board approve the Annual Subsidy Payments.

A Motion to approve the Annual Subsidy Payments was raised and forwarded to the Board for approval.

Motion –Louella Williams

Seconded – Neil Burke

Carried Unanimously to the Board with a recommendation of approval.

### JP MORGAN BANK – NEW ACCOUNT

Ms. Biata requested authorization to open a new account with JP Morgan Bank, to capture credit card transactions for the new GFI system. Therefore, it is our recommendation that the Board approve opening a new account with JP Morgan Bank

A Motion to approve opening a new account with JP Morgan Bank was raised and forwarded to the Board for approval.

Motion – Neil Burke

Seconded – Julius Lawrence

Carried Unanimously to the Board with a recommendation of approval.

### MICROSOFT SOFTWARE LICENSING

Ms. MacCollum presented a contract for Microsoft Software Licensing with Dell Marketing, L.P. which holds the current New York State contract. The Microsoft Software Licensing will be paid for with operating funds. Therefore, it is our recommendation that the Board award a three-year contract to Dell Marketing, L.P. for Microsoft Software Licensing.

A Motion to award a three-year contract to Dell Marketing, L.P. for Microsoft Software Licensing was raised and forwarded to the Board for approval.

Motion – Julius Lawrence

Seconded – Louella Williams

Carried Unanimously to the Board with a recommendation of approval.

#### TRAPEZE RISC SOFTWARE

Ms. MacCollum presented a contract for Trapeze RISC Software with Trapeze Software Group. This software will utilize real time data to track accidents, helping to make our safety programs more efficient. The contract will cover implementation and five years of maintenance. The Trapeze RISC Software will be paid for with operating funds. This software is proprietary to Trapeze, deeming it a sole source procurement. Therefore, it is our recommendation that the Board award a five-year contract to Trapeze Software Group for Trapeze RISC Software.

A Motion to award a five-year contract to Trapeze Software Group for Trapeze RISC Software was raised and forwarded to the Board for approval.

Motion – Louella Williams

Seconded – Neil Burke

Carried Unanimously to the Board with a recommendation of approval.

#### CNG ENGINE OVERHAUL (ENGINE #2)

Ms. MacCollum presented a contract for a CNG Engine Overhaul (engine #2) with Milton Cat. Milton Cat is the manufacturer of the three compressor engines in the CNG fueling station. Repairs and services are only to be performed by the manufacturer of these engines, deeming it a sole source procurement. The CNG Engine Overhaul (engine #2) will be paid for with New York State Dedicated Capital Funds. Therefore, it is our recommendation that the Board award a contract to Milton Cat for CNG Engine Overhaul (engine #2).

A Motion to award a contract to Milton Cat for CNG Engine Overhaul (engine #2) was raised and forwarded to the Board for approval.

Motion – Julius Lawrence

Seconded – Monty Flynn

Carried Unanimously to the Board with a recommendation of approval.

#### SEDAN AND LIFT EQUIPPED VEHICLE SERVICES

Ms. MacCollum presented a contract for Sedan and Lift Equipped Vehicle Services with Suburban Transportation. It was publicly let on May 4, 2023. Twenty-two packages were sent out, of which five were sent to NYS Certified M/WBE, with an additional eight requested. On May 25, 2023, two bids were received. The lowest, responsive, responsible bidder being Suburban Transportation. The Sedan and Lift Equipped Vehicle Services will be paid for with operating funds. Therefore, it is our recommendation that

the Board award a five-year contract to Suburban Transportation for Sedan and Lift Equipped Vehicle Services.

A Motion to award a five-year contract to Suburban Transportation for Sedan and Lift Equipped Vehicle Services was raised and forwarded to the Board for approval.

Motion – Tina Fitzgerald

Seconded – Louella Williams

Carried Unanimously to the Board with a recommendation of approval.

#### MANAGEMENT REPORT ON INTERNAL CONTROL

Ms. Levesque presented the Management Report on Internal Control for Fiscal Year Ending March 31, 2023. Committee Members received the report prior to today's meeting. The Authority is required to submit this report annually, certifying that it followed a review process to assess the adequacy and effectiveness of its internal control system. This report is informational only. No Board action was required.


Mr. Schultz thanked Ms. Levesque and Mr. Tuff for their hard work with Internal Control.

#### ADJOURNED

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

  
Chairman

ATTEST:

  
Secretary