

THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
(and its Subsidiaries)
200 CORTLAND AVENUE, SYRACUSE, NEW YORK
MINUTES OF THE APRIL 25, 2025, BOARD MEETING

MEMBERS PRESENT:

NICHOLAS LAINO, Chair
ANTHONY DAVIS, Vice Chair
TINA FITZGERALD, Treasurer
NEIL BURKE
ROBERT CUCULICH
MONTY FLYNN
JULIUS LAWRENCE
LOUELLA WILLIAMS
FRANK SAYA, Non-Voting Member

MEMBERS ABSENT:

DARLENE LATTIMORE, Secretary

STAFF PRESENT:

CHRISTOPHER TUFF, Deputy Chief Executive Officer
STEVE KOEGEL, VP of Communication and Business Planning
JACQUELYN MUSENGO, VP of Human Resources
GEOFF HOFF, VP of Fleet and Facilities
RAHMIN AZRIA, VP of Operations
MELISSA BRIM, VP of Finance
CAITLIN MACCOLLUM, Senior Director of Procurement
BREN DAISS, Sr Director of Service Planning & Special Projects
JOE DEGRAY, Administrative Advisor
DAVID CARACCIO, Facilities Project Manager
JORGE BORDONHOS, Director of Fleet Maintenance
TARA SPRAKER, Director of Capital Programs
EJ MOSES, Director of Facilities and Grants
CHRISTOPHER KING, Procurement Manager
JOSH GARDNER, Manager Specialized Transport System Analyst
PAULA CUTRONE, Sr Manager of Transit Data and Equity
DEREK SHERMAN, Director of Accounting
JASON SMITH, Sr Procurement Analyst
JIMMY HESTER, Bus Operator Syracuse
TEDDY KNAFELC, Mechanic Syracuse
JEANNINE JOHNSON, Executive Assistant

PUBLIC PRESENT:

BRAD HUNT, Legal Counsel
 MARIO COLONE
 BARRY SHULMAN
 DEBBIE SHULMAN
 TRISHA HIEMSTRA
 MELANIE VILARDI
 BEAU HARBIN
 SAVANNAH HEMPSTEAD

CALL TO ORDER At 10:00 A.M. Chairman Laino called the meeting to order.

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

RECOGNITION OF TEDDY KNAFELC FOR YEARS 36 OF SERVICE ON HIS RETIREMENT

Chairman Laino congratulated Teddy Knafelc. Teddy joined the maintenance department of Centro's Syracuse facility in November of 1988 as a servicer relaying and cleaning buses. Over the next 36 years, Teddy took on additional responsibilities in his roles as a night shift mechanic, dayshift mechanic first class, and in 2004 as the running repairs foreman where he was responsible for overseeing the various aspects of running repairs work, which included brake, suspension, steering, drivetrain, differential, and DOT inspections.

Throughout his career with Centro, Teddy's focus was to ensure that Centro buses were safe for its drivers, mechanics, and the public. He could always be counted on to offer his assistance with many of the obscure project – looking for ways to help the company when needed. And when it came time for DOT inspections, Teddy would make sure the buses were ready.

On April 1, 2025, following a 36-year career with Centro, Teddy closed his toolbox for the final time following his decision to retire and spend time with his family. The Board and staff in attendance applauded Mr. Knafelc for his hard work and dedication over the years.

UPCOMING MEETINGS

- Chairman Laino announced the following meetings for May 30, 2025:
 - Audit and Finance Committee – 9:00 AM
 - Board Meeting – 9:30 AM

APPROVAL OF THE MARCH 26, 2025, BOARD MEETING MINUTES - MOTION NO. 2766

Motion – Robert Cuculich
 Seconded – Louella Williams
 Carried Unanimously

DEPUTY CHIEF EXECUTIVE OFFICER'S REPORT – Mr. Tuff

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

STATE BUDGET UPDATE

As of this report, there is no approved budget, and the legislators are operating under their eighth budget extender, which continues funding until April 29th. NYPTA continues to advocate for our 15% increase in State Operating Assistance (STOA).

CORTLAND COUNTY UPDATE (CONT'D)

Today, there are a few members of the Cortland County Team who helped make the merger so successful.

- Melanie Vilardi – Cortland Deputy County Administrator
- Beau Harbin – County Legislator and Chairman of the Agriculture, Planning, and Environmental Committee
- Savannah Hempstead – Cortland County Clerk
- Trisha Hiemstra – Director of Planning
- Melissa Potter – Mobility Manager

Our Senior Manager of Cortland, Ryan Reynolds, is also with us. He and most of the staff in Cortland transitioned over from Transdev. Ryan brings with him local knowledge of the area and the team. We are happy to have him and the rest of the Cortland staff as part of the Centro team.

SENIOR STAFF REPORTS

HUMAN RESOURCES REPORT – Ms. Musengo

OPEN HOUSE AND ONBOARDING

Centro hosted an Open House at the Cortland Works Career Center on March 8, 2025. We had a number of potential candidates stop by to speak with us on the current open positions available and also the service that Centro will be providing to the Cortland community starting March 31, 2025

The HR team also took a few trips to Cortland to onboard (completed all the new hire paperwork and reviewed Centro's policies and procedures) and train all the current staff that will become Centro of Cortland employees on March 31, 2025. Presenting the employees on our required policies for Harassment, Drug & Alcohol, ADA, Ethics, Diversity, Title VI.

NEW OPERATOR CLASS

Our new operator class started on April 14, 2025. As of right now we have 12 candidates for Syracuse, 4 Oneida, 5 Oswego = 21 trainees. We recently had 12 Syracuse trainees turn in last week from the previous class.

REMINDER FOR THE BOARD

As a reminder to the Board of Members and anyone who is required to file a Financial Disclosure with the Ethic Commission it is due on May 15, 2025

OPERATION/TRANSPORTATION REPORT – Mr. Azria

Operations in Cortland County are going very well as our Syracuse team has been working very closely with the local Cortland team to ensure sufficient staffing levels and services. Operations is happy to report that there has been no lost service over past month even while being short staffed on drivers, thanks to hard work from the local Cortland and Syracuse operations teams.

Operations Continues working closely with community partners to ensure service needs are being met, such as Syracuse University for their Dome events where Centro recently ran over 30 buses for a major concert.

Centro Operations also continues to work on several operational improvements to our services. The most recent example is a new temporary MOU that was just signed with ATU 580 establishing a Call-A-Bus (CAB) Full Time Extra Work List. With the new Via software that Centro rolled out earlier this year for CAB, Centro is now able to better manage and automatically schedule the incoming CAB work. This improvement has allowed us to more easily offer Extra CAB specific work to our CAB operators, effectively allowing Centro to bring a small portion of the previously outsourced work, back in-house and operated by Centro drivers. This has been a welcomed improvement by Centro, our employees and the union alike, as we've all been working together to bring more CAB work in-house. This is another example of Centro working with the union to make some positive improvements for our customers. Centro and ATU 580 will be evaluating this MOU over the next few months in order to determine whether the change will be made permanent.

The Call-A-Bus quarterly report will now be presented.

CALL-A-BUS QUARTERLY REPORT

March marked the end of the 4th quarter for Call-A-Bus statistics. Call-A-Bus ridership continues to increase, it is 4% higher than prior year. Although 4 % seems relatively low, last year was a 12% increase over the previous year. Our telephone access did decline during this quarter, this is attributed to the new Via system going live February 2nd. In March that percentage was significantly higher as customers became accustomed to the new system.

Mr. Gardner presented new reports that we get from the VIA system. First, is ride rating 93.2% of the ratings were 5-star reviews. After a customer's trip is performed, the customer has the ability to rate their trip and add some labels such as quick trip, driver conduct, vehicle quality, and many more. The report below ride rating is service operation. This report gives some good graphical views of passengers per day and detailed ride requests. Detailed ride requests is a good graphic to see how many cancels, no-shows, and completed rides on a given day.

FLEET AND FACILITIES REPORT – Mr. Hoff

BUS BUILD

Mr. Hoff discussed the new Gillig bus status. All 83 buses have arrived. Some are still going through post-delivery inspections. Centro discovered the roofs leaking. Gillig confirmed a bad batch of adhesive was the cause of the roofs not adhering to the bus. Gillig is diligently working on getting these buses repaired.

CURRENT PROJECTS

Mr. Hoff then discussed current projects. Restrooms at the Syracuse location are close to completion. Electrical service on the Cortland side of the property has been completed. This is to power the Compressed Natural Gas (CNG) fueling station project. Centro is upgrading the way they compress natural gas from an engine to electric motors. There are three electric compression skids in total. The first skid is to arrive around June/July.

ONEIDA PROPERTY

Lastly, Mr. Hoff discussed the Oneida property merger. Wendel (Consultant Services) and Centro staff have identified a location for the new property to reside. He discussed the next steps. Which are expected to take around 12 months to complete.

BUSINESS DEVELOPMENT AND CORPORATE COMMUNICATIONS REPORT – Mr. Koegel

RIDERSHIP

Mr. Koegel reported that ridership for the month was up about 4% for the month over the previous year. He also reported that ridership for the year was up about 9% over the previous fiscal year.

CORTLAND

Mr. Koegel reported that service in Cortland is going well and community outreach continues as they assess the current route system, and that some changes may be recommended in the near future.

RIDES FOR VETERANS

Mr. Koegel informed the board that a new program allowing Veterans to ride Centro buses for free would be rolled out to the public in May.

Mr. Koegel introduced Ms. Daiss to the meeting for her report on special projects.

Bren Daiss updated the Board on the status of Centro's special projects. Better Bus Oswego is a system redesign in Oswego County scheduled to launch in January 2026. The Service Development team has been talking to students and the general public already this year. In the beginning of May, more popup events will start at SUNY Oswego with the official public hearing scheduled for September.

Better Bus Onondaga is going well and will launch in the summer of 2026. The team spent some time with the Arcadis consultants in workshops to discuss various concepts and consider how service might

change to best serve the customer. The team is also looking at best practices throughout the industry and moving the BRT process forward as well in tandem with the system redesign. The process is going well. Both Better Bus system redesigns will be following Rome's model to clean up the system, making it easier to understand, and increasing frequency where possible.

AUDIT AND FINANCE COMMITTEE REPORT

ADMINISTRATIVE SERVICES FOR EMPLOYEE ASSISTANCE PROGRAM - RESOLUTION NO. 2653

Ms. MacCollum presented a Motion to authorize a contract award for the Employee Assistance Program. A copy of the Motion is attached to these Minutes.

A Motion to approve a contract award for the Employee Assistance Program to Crouse HelpPeople for a five-year term, commencing January 1, 2026, was raised.

Motion – Anthony Davis
Seconded – Tina Fitzgerald
Carried Unanimously

CLEVER DEVICES FOR MULTIYEAR SOFTWARE & DATABASE MANAGEMENT - RESOLUTION NO. 2654

Ms. MacCollum presented a Motion to authorize a contract award for the Multiyear Software and Database Maintenance Agreement. A copy of the Resolution is attached to these Minutes.

A Motion to authorize a contract award for the Multiyear Software and Database Maintenance Agreement to Clever Devices for software maintenance from April 1, 2025 through March 31, 2030, was raised.

Motion – Tina Fitzgerald
Seconded – Louella Williams
Carried Unanimously

CORTLAND COUNTY FUEL FARM AGREEMENT 2025 - RESOLUTION NO. 2655

Ms. MacCollum presented a Resolution to authorize a contract award for Cortland County Fuel Farm Agreement 2025. A copy of the Resolution is attached to these Minutes.

A Motion to authorize a contract award for Cortland County Fuel Farm Agreement 2025 to Cortland County for a period of one (1) year commencing April 1, 2025, was raised.

Motion – Neil Burke
Seconded – Julius Lawrence
Carried Unanimously

BUS TRANSFER FROM CNYRTA TO WATERTOWN CITIBUS - RESOLUTION NO. 2656

Ms. Spraker presented a Resolution to authorize the Deputy Chief Executive Officer to execute the transfer of one (1) 35-foot Low Floor Orion VII bus, in as is where is condition to Watertown Citibus. A copy of the Resolution is attached to these Minutes.

A Motion to authorize the Deputy Chief Executive Officer to execute the transfer of one (1) 35-foot Low Floor Orion VII bus, in as is where is condition to Watertown Citibus, was raised.

Motion – Robert Cuculich
Seconded – Anthony Davis
Carried Unanimously

BUS DONATION FROM CNYRTA TO THE CITY OF SYRACUSE FIRE DEPARTMENT-
RESOLUTION NO. 2657

Ms. Spraker presented a Resolution to authorize the Deputy Chief Executive Officer to execute the donation of one (1) 35-foot Low Floor Orion VII bus, in as is where is condition to the City of Syracuse Fire Department. A copy of the Resolution is attached to these Minutes.

A Motion to authorize the Deputy Chief Executive Officer, to execute the donation of one (1) 35-foot Low Floor Orion VII bus, in as is where is condition to the City of Syracuse Fire Department, was raised.

Mr. Neil Burke, Board Member, removed himself from the motion.

Motion – Monty Flynn
Seconded – Tina Fitzgerald
Carried Unanimously

PENSION COMMITTEE REPORT

Chairman Laino announced that at the Pension Committee met earlier this morning, Tim Tindall 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). After a detailed and lengthy discussion, it was agreed that no action is recommended regarding the respective pension plans at this time.

FUTURE BUSINESS

Julius Lawrence requested a projector for the upcoming Centro Presentation at the May 2025 TNT meeting.

EXECUTIVE SESSION – MOTION NO. 2767

A Motion to move the meeting into Executive Session to obtain advice from counsel was raised.

Motion – Tina Fitzgerald
Seconded – Louella Williams
Carried Unanimously

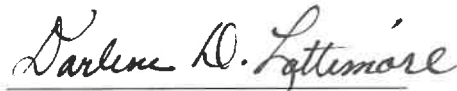
No action was taken in Executive Session.

ADJOURNED

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


Chairman

ATTEST:


Secretary

CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
(and its Subsidiaries)
200 CORTLAND AVENUE, SYRACUSE, NEW YORK
MINUTES OF THE APRIL 25, 2025, ANNUAL BOARD MEETING

MEMBERS PRESENT: NICHOLAS LAINO, Chair
ANTHONY DAVIS, Vice Chair
TINA FITZGERALD, Treasurer
NEIL BURKE
ROBERT CUCULICH
MONTY FLYNN
JULIUS LAWRENCE
LOUELLA WILLIAMS
FRANK SAYA, Non-Voting Member

MEMBERS ABSENT: DARLENE LATTIMORE, Secretary

STAFF PRESENT: CHRISTOPHER TUFF, Deputy Chief Executive Officer
STEVE KOEGEL, VP of Comm. Business Planning
JACQUELYN MUSENGO, VP of Human Resources
GEOFF HOFF, VP of Fleet and Facilities
RAHMIN AZRIA, VP of Operations
MELISSA BRIM, VP of Finance
CAITLIN MACCOLLUM, Senior Director of Procurement
BREN DAISS, Associate VP Comm. Business Planning
JOE DEGRAY, Administrative Advisor
DAVID CARACCIO, Facilities Project Manager
JORGE BORDONHOS, Director of Fleet Maintenance
TARA SPRAKER, Director of Capital Programs
EJ MOSES, Director of Facilities and Grants
CHRISTOPHER KING, Procurement Manager
JOSH GARDNER, Manager Specialized System Analyst
PAULA CUTRONE, Sr Manager of Transit Data and Equity
DEREK SHERMAN, Director of Accounting
JASON SMITH, Sr Procurement Analyst
JIMMY HESTER, Bus Operator Syracuse
TEDDY KNAFELC, Mechanic Syracuse
JEANNINE JOHNSON, Executive Assistant

PUBLIC PRESENT: BRAD HUNT, Legal Counsel
MARIO COLONE
BARRY SHULMAN

DEBBIE SHULMAN
TRISHA HIEMSTRA
MELANIE VILARDI
BEAU HARBIN
SAVANNAH HEMPSTEAD

CALL TO ORDER At 11:05 A.M. Chairman Laino called the meeting to order. The only order of business for this meeting was to vote on the slate of officers for the 2025-2026 fiscal year commencing April 1, 2025. Mr. Laino called on Ms. Williams to provide the Nominating Committee Report.

SLATE OF OFFICERS FOR FISCAL YEAR 2025/2026 – MOTION NO. 2768

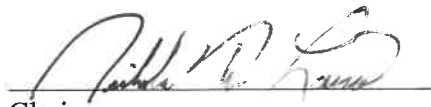
Nicholas Laino, Chair
Anthony Davis, Vice Chair
Darlene Lattimore, Secretary
Tina Fitzgerald, Treasurer

A Motion to Adopt the Slate of Officers for Fiscal Year 2025/2026 as proposed by the Nominating Committee was raised.

Motion – Monty Flynn
Seconded – Neil Burke
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



TO: CNYRTA Board of Members
FROM: Christopher Tuff, Deputy Chief Executive Officer
RE: Monthly Summary Report – April 2025
DATE: April 16, 2025

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 \$16,234,568
 3. ARP Funds
 - Fiscal Year 2023 \$15,095,747
 - Fiscal Year 2024 \$10,620,998
 - Q1 FY 2025 \$ 2,051,679
 - Q2 FY 2025 \$ 2,611,511
 - Q3 FY 2025 \$ 3,875,613
 - January 2025 \$ 417,738
 - February 2025 \$ 313,785
- \$ 34,987,071 (of \$38.5 Mil)

State Budget Update

As of this report, there is no approved budget, and the legislators are operating under their fifth budget extender. NYPTA continues to advocate for our 15% increase in State Operating Assistance (STOA).

Centro of Cortland

Centro of Cortland launched on March 31. Since then, we have successfully provided reliable and equitable transportation for the community. All the routes have been running daily, and we are seeing increased inquiries in our paratransit services. The staff has been busy supporting the transition and training the Cortland team.

Project updates

Steve, Bren, and I met with the Onondaga County Office of the Aging, Moving People Transportation Coalition, and Accessible Transportation Advisory Council (ATAC) to update them on the Bus Rapid Transit (BRT) project, System redesign (Better Bus Onondaga), and the launch of Via.

Various Meetings

Continued meetings to discuss the following items and move these projects forward. The topics include, but are not limited to: Capital Planning, Recruiting, RPM Program, NYPTA, SMTC, Arcadis (Transportation Consultants), Genfare (Farebox)

Audit and Finance Committee Agenda

Presented by Melissa Brim, Vice President of Finance
April 25, 2025

Board Actions Motions and Resolutions

MOTIONS:

RESOLUTIONS:

Administrative Services for Employee Assistance Program – C. MacCollum
Clever Devices Multiyear Software and Database Maintenance Agreement – C. MacCollum
Cortland County Fuel Farm Agreement – C. MacCollum
Recipient to Recipient Bus Transfer to Watertown CitiBus – T. Spraker
Bus Donation to City of Syracuse Fire Department – T. Spraker

SUPPLEMENTAL INFORMATION:

Procurement Summary
Capital Program Summary

ITEMS REQUIRING FUTURE BOARD ACTION:

Draft Financial Statements as of March 31, 2025 (May)
Draft Audited Financial Statements as of March 31, 2025 (June)
Summary Financial Information Section of PAL 2800 Annual Report (June)
Annual PAL 2925 Investment Report & Investment Guidelines (June)
Annual PAL 2879/2824(e) Procurement Report (June)
CNYRTA Procurement Manual Updates (June)
Guidelines Regarding the Disposition of Property (June)



PROCUREMENT

ACTIVE PROCUREMENTS

The following open contracts actively moving through the process:

- Trench Drain Repairs
- Real Time Signage
- Shelter Truck Purchase
- Bus Shelter and Parking Lot Janitorial Services
- Administrative Services for Employee Assistance Program
- Specialized Transportation- Minivan Services A
- Armored Motor Services
- On Premises Backup
- Network Segmentation

FUTURE PROCUREMENTS

Items requiring future board action:

Within 2 months:

- Specialized Transportation- Minivan Services A
- On Premises Backup
- Armored Motor Services

Within 6 months:

- Trench Drain Repairs
- Real Time Signage
- Shelter Truck Purchase
- Bus Shelter and Parking Lot Janitorial Services
- Network Segmentation

REVENUE SERVICE CONTRACTS

LEASE REVENUE CONTRACTS

RTC Unoccupied Space Agreement (Previously Dunkin Donuts)

LEASE AGREEMENTS



CAPITAL PROGRAMS

COVID RELIEF FUNDS

The ARP Act grant application was submitted to the FTA on November 2, 2021. The ARP grant was executed on January 25, 2022, for \$38.5 million. To date, a total of \$35 million in operating assistance has been expended.

FEDERAL GRANT FUNDING

PENDING APPLICATIONS

Section 5307 and 5339 Grant Programs Applications: The federal fiscal year 2025 draft applications are being developed. They include capital assistance for various projects totaling approximately \$26 million in federal funds.

STATE GRANT FUNDING

NEW OPPORTUNITIES

Transit Infrastructure Grant Funding Request, Senator Gillibrand is accepting Congressionally Directed Spending Requests. An application will be submitted in the amount of \$30 million for the Centro of Oneida Consolidated Garage and Office Facility. Applications are under review.

Zero-Emission Transit Transition Program (ZETT) Application, \$17.5 million of funding to be administered by New York State DOT. Applications are under review.

PENDING APPLICATIONS

Section 5311 Grant Program Applications: New York State's 2024-2025 solicitation for projects to be funded via FTA Section 5311 Formula Grants for Rural Areas are underway. Applications are under review.

Supplemental Funds for the Innovative Mobility Initiative: \$9.1 million of state-dedicated funds from the federal Carbon Reduction Program (CRP) for *capital expenditures* to support innovative On-Demand transit services. Plans are under review.

AWARDED APPLICATIONS

No new awards at this time.

CAPITAL PLANNING

CNYRTA's Capital Planning Committee continues to meet bi-weekly to discuss the Authority's capital needs and to plan for short- and long-term capital improvements consistent with the Capital Improvement Plan (CIP).

The projects listed are highlights of projects currently moving through the execution phase.

- Bathroom Renovation
- CNG Electrical Service Upgrade
- CNG Facility Upgrade
- Gas Sensor Upgrade



Consolidated
SPECIALIZED TRANSPORTATION RIDERSHIP
4th QUARTER FY25 2024-2025

	JANUARY 2025	FEBRUARY 2025	MARCH 2025	TOTAL 4TH QTR	Last Qtr. FY 25	PY 4TH QTR	% PY
RIDES REQUESTED							
INDIVIDUAL RIDERS							
Rides Breakdown:							
Paratransit Rides	21,476	19,945	22,121	63,542	62,468	61,390	4%
Fixed Route Rides	1,400	1,341	1,462	1,401	1,450	1,351	4%
Rides Transferred to Fixed Route	15,348	14,067	16,719	46,134	46,964	45,204	2%
	0	0	0	0	137	35	-100%
	0	0	0	0	27	17	-100%
TOTAL RIDES TAKEN	15,348	14,067	16,719	46,134	47,128	45,256	2%

RIDES OFFERED / NOT TAKEN							
Cancellations	2,937	2,909	2,665	8,511	6,792	7,617	12%
No-Shows	659	746	648	2,053	1,596	1,640	25%
Total Cancellations/No-Shows	3,596	3,655	3,313	10,564	8,388	9,257	14%
% Req. Rides Cx'l'd or No-Shows	17%	18%	15%	17%	13%	15%	10%

Note: There were zero no-show suspensions for the quarter

PERFORMANCE GOALS							
Missed Trips:							
Customer did not travel	19	0	0	19	36	29	-53%
ADA Denied Trips	0	0	0	0	0	1	-100%
On Time Performance (within 15 mins / goal 95%)	97%	95%	96%	96%	96%	93%	3%
Ride Time Performance (length of time - goal 95%)	99%	100%	99%	99%	100%	100%	0%
Drop Off Time Performance (> 25 mins before - goal 95%)	91%	91%	94%	92%	91%	88%	5%
Telephone Access:							
(Answered w/in 2 min. goal 85%)	51%	50%	74%	58%	63%	86%	-32%

MOBILITY DEVICE TRIPS	2,262	2,122	2,878	7,262	7,610	7,517	-3%
% Rides MOBILITY DEVICE	15%	15%	17%	16%	16%	17%	-5%

Ride Rating

Date Range: 02/01/2025 - 03/31/2025

Periods by: Days

4.9 1,389

4.3%

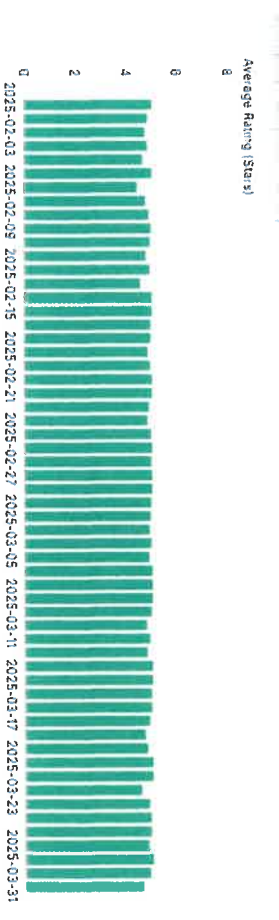
1,294

93.2%

Labels Per Rating



Average Rating



Service Operation (Periodic)

Date Range: 02/01/2025 - 03/31/2025

Periods by: Days

51,855 51,386

99.1%

37,018

71.4%

Download

Show more

Most Demand



Detailed Ride Requests Status



**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
ADMINISTRATIVE SERVICES FOR EMPLOYEE ASSISTANCE PROGRAM**

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has the need for a firm to provide administrative services for the employee assistance program; and

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

WHEREAS, the Request for Proposal was publicly let on February 20, 2025, and

WHEREAS, twenty-one (21) vendors were invited, of which eight (8) were sent to NYS Certified M/WBE firms and thirty-two (32) proposal packages were downloaded, and

WHEREAS, two (2) proposals were received on March 14, 2025; and

WHEREAS, it was determined by the evaluation committee that Crouse HelpPeople 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 is authorized to enter into a five (5) year contract with Crouse HelpPeople for Administrative Services for Employee Assistance Program. The contract would commence January 1, 2026.

FACT SHEET
ADMINISTRATIVE SERVICES FOR EMPLOYEE ASSISTANCE PROGRAM

PROJECT DESCRIPTION: The CNYRTA has the need for an administrator for the employee assistance program. The administrator will provide drug and alcohol program support, short-term counseling and supervisory training.

ADVERTISEMENT: A Request for Proposal was advertised on February 20, 2025, in the NYS Contract Reporter, Post Standard (Onondaga, Cayuga and Oswego County editions), Rome Sentinel, Utica Observer-Dispatch, and Minority Commerce Weekly.

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

PROCUREMENT PROCESS: Two (2) proposals were received on March 14, 2025. A selection committee consisting of Jackie Musengo, Chris Morreale, and Caitlin MacCollum evaluated the proposals. When evaluating proposals, the committee took into consideration: method of approach, organizational capacity and experience, and cost.

PRICING RECEIVED:

	Crouse HelpPeople EAP	ESO Consultants, LLC
Admin. Services- Year 1	\$11,007.50	\$892,320.00
Admin. Services- Year 2	\$11,305.00	\$981,552.00
Admin. Services- Year 3	\$11,305.00	\$1,079,707.20
Admin. Services- Year 4	\$11,602.50	\$1,187,677.92
Admin. Services- Year 5	\$11,602.50	\$1,306,445.71

COMMENTS: Crouse HelpPeople has provided the requested services in the past for CNYRTA with positive results.

MWBE: A full waiver for MWBE participation has been approved by NYS Empire Development on this contract.

RECOMMENDATION: Based upon evaluation of the proposals, staff recommends contract award to Crouse HelpPeople for a five (5) year term, commencing January 1, 2026.

**RESOLUTION TO AUTHORIZE PAYMENT TO CLEVER DEVICES FOR
MULTIYEAR SOFTWARE AND DATABASE MAINTENANCE AGREEMENT**

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) entered into an agreement with Clever Devices in May 2010, to procure an Intelligent Transportation System (ITS) Technologies, Computer Aided Dispatch (CAD), GreyHawk, Ridecheck, and BusWare, software programs; and

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

WHEREAS, this is a sole source procurement, and

WHEREAS, Clever Device software supports the Authority's core functions of fixed route dispatching and produces operational and planning reports and therefore is used by several departments, and

WHEREAS, the cost of the annual software maintenance and support for the five (5) year agreement with all available options is \$1,676,630; and

WHEREAS, the time period for this multi-year agreement is from April 1, 2025, through March 31, 2030; 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 is authorized to enter into a five (5) year software maintenance agreement with Clever Devices from April 1, 2025, through March 31, 2030.

FACT SHEET
MULTIYEAR SOFTWARE AND DATABASE MAINTENANCE AGREEMENT

PROJECT DESCRIPTION: Five (5) year software maintenance agreement that supports dispatching and planning. Clever Devices is our Intelligent Transportation CAD/AVL system. The software aids in fixed route and paratransit dispatching, provides ridership analyses, automatic vehicle monitoring of bus components, onboard stop announcements, and reports for operational and planning purposes.

METHOD OF PROCUREMENT: This is a sole source procurement. This system is proprietary to Clever Devices; therefore, they are the only provider of support and maintenance.

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

PRICING RECEIVED:

Software and Database Maintenance	Price
Year 1- 4/1/2025-3/31/2026	\$344,145
Year 2- 4/1/2026-3/31/2027	\$330,284
Year 3- 4/1/2027-3/31/2028	\$322,630
Year 4- 4/1/2028-3/31/2029	\$333,901
Year 5- 4/1/2029-3/31/2030	\$345,670

COMMENTS: CNYRTA has established a good working relationship with Clever Devices over the past fifteen (15) years. This maintenance agreement provides technical support 24 hours a day, 7 days a week, 365 days a year. Any noted issues are prioritized, tracked and resolved by agreed upon issue categories. Software updates, Software upgrades and Software error and defect corrections are also included in this agreement.

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

RECOMMENDATION: Staff recommends the annual payment in accordance with the agreement with Clever Devices, for software maintenance from April 1, 2025, through March 31, 2030.

**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
CORTLAND COUNTY FUEL FARM AGREEMENT 2025**

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a need to utilize Cortland County's fuel farm; and

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

WHEREAS, Cortland County competitively bid for the delivery of unleaded gasoline and ULS diesel to their fueling station; and

WHEREAS, the lowest responsive responsible bidder for both fuels was Mirabito Energy Products; and

WHEREAS, Cortland County granted access to CNYRTA to fuel operating vehicles at the fuel farm for a period of one (1) year; and

WHEREAS, the price was determined to be fair and reasonable based upon comparison with past pricing and current contracts; 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 one (1) year agreement with Cortland County for Fuel Farm access.

FACT SHEET
FUEL FARM AGREEMENT 2025

PROJECT DESCRIPTION: CNYRTA has a need to fuel operating vehicles in the new service area of Cortland County. Cortland County has an existing fuel farm with contracted rates on unleaded gasoline and ULS diesel, to which they are granting CNYRTA access for a period of one (1) year.

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

PRICING RECEIVED: CNYRTA will be billed monthly by Cortland County at a rate of \$0.25 above cost per gallon.

COMMENTS: Mirabito Energy Products is a current contract holder for CNYRTA's existing gasoline and diesel contracts. They have performed their contractual duties with positive results.

RECOMMENDATION: Staff recommends contract award to Cortland County for a period of one (1) year commencing April 1, 2025.

**RESOLUTION TO AUTHORIZE A BUS TRANSFER FROM CNYRTA TO
WATERTOWN CITIBUS**

WHEREAS, The Central New York Regional Transportation Authority (CNYRTA) was contacted by Watertown CitiBus, a Federal Transit Administration (FTA) Grantee, about acquiring a retired bus to help with their revenue service needs, and

WHEREAS, CNYRTA disposes of various items of personal property when they reach the end of their respective useful lives, as outlined in the CNYRTA's Disposition of Property Guidelines, and in accordance with all other applicable provisions of these Guidelines, and

WHEREAS, CNYRTA followed policy and procedures as defined in the FTA Circular 5010.1F – Award Management Requirements, specifically the Transfer of Rolling Stock – Recipient-to Recipient, and

WHEREAS, the bus is fully depreciated and has no remaining federal interest and based on recent sales of similar buses are of nominal market value, and

WHEREAS, The Federal Transit Administration permits the transfer of rolling stock to another Grantee, once vehicles reach the end of their respective useful lives. And requires a Board Resolution to facilitate the transfer of rolling stock, and

WHEREAS, CNYRTA is in possession of one (1) 35-foot Low Floor Orion VII bus, which has reached the end of its 12-year useful life,

CNYRTA Bus # 1106
VIN: 1VHFF3G58B6707928
Model Year: 2011
In Service: 2/16/2012
Retired: 11/20/2024
Mileage: 459,390
Federal Interest: \$0

WHEREAS, CNYRTA desires to transfer one (1) 35-foot Low Floor Orion VII bus in as is where is condition, to Watertown CitiBus, VIN number 1VHFF3G58B6707928, and

WHEREAS, the subject vehicle shall be excluded from CNYRTA's fleet inventory records, and

WHEREAS, the Transfer of Rolling Stock – Recipient-to Recipient is subject to any further required FTA approvals and completion of and necessary documentation;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Deputy Chief Executive Officer is authorized to execute the transfer of one (1) 35-foot Low Floor Orion VII bus, in as is where is condition, to Watertown CitiBus, bearing VIN number 1VHFF3G58B6707928.

RESOLUTION CERTIFICATION

I, Nicholas F. Laino, Chairman of the Central New York Regional Transportation Authority, do hereby certify that the attached resolution is a true and correct copy of a resolution adopted by the Central New York Regional Transportation Authority on April 25, 2025, and of the whole thereof, and that same is a true and correct copy of said resolution as same appears in the original minutes of the meeting of the Central New York Regional Transportation Authority held on April 25, 2025.

Nicholas F. Laino
Chairman

STATE OF NEW YORK)
) ss:
COUNTY OF ONONDAGA)

On this 25th day of April, 2025 before me personally came Nicholas F. Laino, to me known, who being by me duly sworn, did depose and say that he/she resides at 9 Oakwood Drive, New Hartford, NY; that he/she is the Chairman of the Central New York Regional Transportation Authority, as described in and who executed the forgoing instrument; and that he/she duly acknowledged to me that he/she executed the same.

Notary Public

(SEAL)

**RESOLUTION TO AUTHORIZE A BUS DONATION FROM CNYRTA TO THE
CITY OF SYRACUSE FIRE DEPARTMENT**

WHEREAS, The Central New York Regional Transportation Authority (CNYRTA) was contacted by the City of Syracuse Fire Department, requesting the donation of a retired bus to benefit the community, and

WHEREAS, CNYRTA disposes of various items of personal property when they reach the end of their respective useful lives, as outlined in the CNYRTA's Disposition of Property Guidelines, and in accordance with all other applicable provisions of these Guidelines, and

WHEREAS, CNYRTA followed policy and procedures as defined in the FTA Circular 5010.1F – Disposition of Property with a Fair Market Value of \$10,000 or Less Value, and

WHEREAS, the bus is fully depreciated and has no remaining federal interest and based on recent sales of similar buses is of nominal market value, and

WHEREAS, The Federal Transit Administration permits the disposition of rolling stock once vehicles reach the end of their respective useful lives, and

WHEREAS, CNYRTA is in possession of one (1) 35-foot Low Floor Orion VII bus, which has reached the end of its 12-year useful life,

CNYRTA Bus # 1260
VIN: 1VHFF3G5XC6708399
Model Year: 2012
In Service: 12/7/2012
Retired: 12/23/2024
Mileage: 444,380.7
Federal Interest: \$0

WHEREAS, CNYRTA desires to donate one (1) 35-foot Low Floor Orion VII bus, in as is where is condition, to the City of Syracuse Fire Department, VIN number 1VHFF3G5XC6708399, and

WHEREAS, the subject vehicle shall be excluded from CNYRTA's fleet inventory records, and

WHEREAS, the donation is subject to any further required Syracuse Common Council approvals and completion of any necessary documentation;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Deputy Chief Executive Officer is authorized to execute the donation of one (1) 35-foot Low Floor Orion VII bus, in as is where is condition, to the City of Syracuse Fire Department, bearing VIN number 1VHFF3G5XC6708399.

RESOLUTION CERTIFICATION

I, Nicholas F. Laino, Chairman of the Central New York Regional Transportation Authority, do hereby certify that the attached resolution is a true and correct copy of a resolution adopted by the Central New York Regional Transportation Authority on April 25, 2025, and of the whole thereof, and that same is a true and correct copy of said resolution as same appears in the original minutes of the meeting of the Central New York Regional Transportation Authority held on April 25, 2025.

Nicholas F. Laino
Chairman

STATE OF NEW YORK)
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On this 25th day of April, 2025 before me personally came Nicholas F. Laino, to me known, who being by me duly sworn, did depose and say that he/she resides at 9 Oakwood Drive, New Hartford, NY; that he/she is the Chairman of the Central New York Regional Transportation Authority, as described in and who executed the forgoing instrument; and that he/she duly acknowledged to me that he/she executed the same.

Notary Public

(SEAL)

THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
AUDIT AND FINANCE COMMITTEE
200 CORTLAND AVENUE, SYRACUSE, NEW YORK
MINUTES OF THE APRIL 25, 2025, AUDIT AND FINANCE COMMITTEE MEETING

MEMBERS PRESENT:	NICHOLAS LAINO, Chair ANTHONY DAVIS, Vice Chair TINA FITZGERALD, Treasurer NEIL BURKE ROBERT CUCULICH MONTY FLYNN JULIUS LAWRENCE LOUELLA WILLIAMS FRANK SAYA, Non-Voting Member
MEMBERS ABSENT	DARLENE LATTIMORE, Secretary
STAFF PRESENT:	CHRISTOPHER TUFF, Deputy Chief Executive Officer JACQUELYN MUSENGO, VP of Human Resources GEOFF HOFF, VP of Fleet and Facilities RAHMIN AZRIA, VP of Operations MELISSA BRIM, VP of Finance BREN DAISS, Associate VP Communication & Business Planning CAITLIN MACCOLLUM, Sr Director of Procurement JORGE BORDONHOS, Director of Fleet Maintenance TARA SPRAKER, Director of Capital Programs DEREK SHERMAN, Director of Accounting JOSH GARDNER, Manager Specialized Transport System Analyst CHRISTOPHER KING, Procurement Manager JASON SMITH, Sr Procurement Analyst EJ MOSES, Director of Facilities and Grants JOE DEGRAY, Administrative Advisor JIMMY HESTER, Bus Operator Syracuse JEANNINE JOHNSON, Executive Assistant
PUBLIC PRESENT:	BRAD HUNT, Legal Counsel MARIO COLONE BARRY SHULMAN DEBBIE SHULMAN TRISHA HIEMSTRA MELANIE VILARDI BEAU HARBIN SAVANNAH HEMPSTEAD

CALL TO ORDER At 9:30 A.M. Chairman Laino called the meeting to order.

- Chairman Laino noted a quorum was present
- The next Committee meeting will be on May 30, 2025

ADMINISTRATIVE SERVICES FOR EMPLOYEE ASSISTANCE PROGRAM

Ms. MacCollum presented a Motion to authorize a contract award for the Employee Assistance Program. A copy of the Motion is attached to these Minutes.

A Motion to approve a contract award for the Employee Assistance Program to Crouse HelpPeople for a five-year term, commencing January 1, 2026 as recommended by the Audit and Finance Committee, 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.

CLEVER DEVICES FOR MULTIYEAR SOFTWARE & DATABASE MANAGEMENT

Ms. MacCollum presented a Motion to authorize a contract award for the Multiyear Software and Database Maintenance Agreement. A copy of the Resolution is attached to these Minutes.

A Motion to authorize a contract award for the Multiyear Software and Database Maintenance Agreement to Clever Devices for software maintenance from April 1, 2025 through March 31, 2030, as recommended by the Audit and Finance Committee, was raised and forwarded to the Board for approval.

Motion – Anthony Davis

Seconded – Monty Flynn

Carried Unanimously to the Board with a recommendation of approval.

CORTLAND COUNTY FUEL FARM AGREEMENT 2025

Ms. MacCollum presented a Resolution to authorize a contract award for Cortland County Fuel Farm Agreement 2025. A copy of the Resolution is attached to these Minutes.

A Motion to authorize a contract award for Cortland County Fuel Farm Agreement 2025 to Cortland County for a period of one (1) year commencing April 1, 2025, as recommended by the Audit and Finance Committee, 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.

BUS TRANSFER FROM CNYRTA TO WATERTOWN CITIBUS

Ms. Spraker presented a Resolution to authorize the Deputy Chief Executive Officer to execute the transfer of one (1) 35-foot Low Floor Orion VII bus, in as is where is condition to Watertown Citibus. A copy of the Resolution is attached to these Minutes.

A Motion to authorize the Deputy Chief Executive Officer to execute the transfer of one (1) 35-foot Low Floor Orion VII bus, in as is where is condition to Watertown Citibus, as recommended by the Audit and Finance Committee, 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.

BUS DONATION FROM CNYRTA TO THE CITY OF SYRACUSE FIRE DEPARTMENT

Ms. Spraker presented a Resolution to authorize the Deputy Chief Executive Officer to execute the donation of one (1) 35-foot Low Floor Orion VII bus, in as is where is condition to the City of Syracuse Fire Department. A copy of the Resolution is attached to these Minutes.

A Motion to authorize the Deputy Chief Executive Officer, to execute the donation of one (1) 35-foot Low Floor Orion VII bus, in as is where is condition to the City of Syracuse Fire Department as recommended by the Audit and Finance Committee, was raised and forwarded to the Board for approval.

Mr. Neil Burke, Board Member, removed himself from the motion.

Motion – Anthony Davis

Seconded – Monty Flynn

Carried Unanimously to the Board with a recommendation of approval.

ADJOURNED

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


Chairman

ATTEST:


Secretary