

**THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY**  
**(and its Subsidiaries)**  
**200 CORTLAND AVENUE, SYRACUSE, NEW YORK**  
**MINUTES OF THE FEBRUARY 28, 2025, BOARD MEETING**

---

**MEMBERS PRESENT:**

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

**STAFF PRESENT:**

CHRISTOPHER TUFF, Deputy Chief Executive Officer  
STEVE KOEGEL, VP of Communication and Business Planning  
JACQUELYN MUSENGO, VP of Human Resources  
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  
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  
JASON SMITH, Sr Procurement Analyst  
JIMMY HESTER, Bus Operator Syracuse  
BOGDAN PECHANY, Bus Operator Syracuse  
SAW AUNG, Mechanic Utica  
MICHAEL BRENNAN, Bus Operator Syracuse  
VITALY VIKTOTOVICH, Maintenance Utica  
RYAN SERIANNI, Director of Operations Utica  
JEANNINE JOHNSON, Executive Assistant

**PUBLIC PRESENT:**

BRAD HUNT, Legal Counsel  
TRISHA HIEMSTRA, Director of Planning Cortland County  
MELISSA POTTER, Mobility Manager Cortland County

CALL TO ORDER At 9:32 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

UPCOMING MEETINGS

- Chairman Laino announced the following meetings for March 28, 2025:
  - Audit and Finance Committee – 9:00 AM
  - Board Meeting – 9:30 AM

APPROVAL OF THE JANUARY 24, 2025, BOARD MEETING MINUTES - MOTION NO. 2756

Motion – Neil Burke

Seconded – Monty Flynn

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:

REACHING PRODUCTIVITY MILESTONES

*Quarterly Winners:*

Maintenance Employee of the Quarter Troy Sigle (Syracuse)

Operator of the Quarter Bouchaib Brika (Utica)

Admin Employee of the Quarter Amanda Wilson (Syracuse)

*Annual Winners: (each winner was presented with a trophy)*

Maintenance Employee of the Year Vitaly Viktorovich (Utica)

Operator of the Year Bogdan Pecheny (Syracuse)

Rookie Maintenance Employee of the Year Saw Aung (Utica)

Rookie Operator of the Year Michael Brennan (Cayuga)

LEGISLATIVE MEETINGS

Over the past 2 weeks, Steve Koegel and I have meet with Assemblywoman Hunter and Senator Cooney to review our State Fiscal year 2026 funding requests. The Chairman, Steve, and I also are scheduled to meet with Senator Griffo and Assemblywoman Buttenschon this afternoon to discuss the same funding requests.

CORTLAND COUNTY

The team is continuing to work diligently on the merger of Cortland County. This morning, we have brought forward several agreements that the finance team has been working on the last few weeks. Here with us today are Trisha Hiemstra and Melissa Potter from Cortland County they have been our points of contact with Cortland County during the past 7 months. They have been very helpful with coordinating meetings with the local stakeholders in Cortland. The past few weeks Steve, Bren and I, along with Trisha and Melissa met with Cornell University, Tompkins-Cortland Community College – President and Student Government. They have also coordinated meeting with the Mayors of Cortland, Homer and

Marathon. We are a month away from the launch and I cannot thank the teams from Centro and Cortland enough for their hard work during this time.

## SENIOR STAFF REPORTS

### HUMAN RESOURCES REPORT – Ms. Musengo

#### HR REPORT

##### Collective Bargaining Unit Contract

##### Centro and United Food and Commercial Workers Union (UFCW)

The Company and the UFCW reached a tentative agreement on the Operations and Maintenance Bargaining Unit Contract for March 31, 2025. The union staff ratified the union contract on February 19, 2025, for one year. This was done to align more with our other union contracts. Now they will be on a fiscal year renewal and some established procedures will be similar with our other properties. We also needed to update some language since their old contract had contractual language pertaining to a private employer. Centro needed to add the appropriate contractual language for a public authority. In addition, it will give Centro some time to assess the service in the Cortland area before any changes are to be made. The wages were brought more in line to industry standards in Cortland County starting at \$20.00 per hour for bus operators and \$27.06 per hour for mechanics and we established a spare board.

The Company will need a motion to approve the UFCW agreement to be effective March 31, 2025, from the Board of Members.

#### IFCW (CORTLAND COUNTY) UNION CONTRACT – MOTION NO. 2757

A Motion to approve the ICFW (Cortland County) Union Contract was raised.

Motion – Louella Williams

Seconded – Monty Flynn

Carried Unanimously

Lastly, Centro will be hosting an Open House at the Cortland Works Career Center on March 8, 2025, from 9:00am to 12:00pm. We will be recruiting for bus operators and mechanics along with onboarding the current staff.

### OPERATION/TRANSPORTATION REPORT – Mr. Azria

Ms. Azria reported as follows: Like all other departments, Operations continues to make all necessary preparations to onboard the new Cortland operation. Examples include new radios for their buses, uniform preparations, and setting up our fleet and management systems such as VIA for Call-A-Bus and Trapeze for fixed route to accommodate the new staff and vehicles.

Over the past month we've been rolling out single point sign-on across all our properties. This is a term used when a user can sign onto one system and access multiple systems. Our buses have multiple systems

including video, routing and fareboxes which required separate logins. This created additional points of potential errors, affecting data and making it harder for drivers.

Thanks to our service development team for spearheading the effort, operations has transitioned all properties to single point sign-on over the past month. We're already received very positive feedback from our drivers, and this will reduce potential errors and improve our data collection moving forward.

As previously announced, last month we rolled out a new system for our CAB operations, which included a mobile app for our customers. The rollout went very well and we're already seeing operational improvements and receiving positive feedback from the transition.

Call-A-Bus operations has already noticed a slight decline in call volume, which can be attributed to adoption of the mobile app by our customers. We'll have more call volume details at our next quarterly CAB report.

With the new app, every rider is asked to rate their service. To date, over 1400 customers have already rated the new service and over 91% of the ratings were 5 out of 5 stars.

#### BUSINESS DEVELOPMENT AND CORPORATE COMMUNICATIONS REPORT – Mr. Koegel

Mr. Koegel reported that ridership was down in January compared to the previous year. However, that was due to poor weather and school cancellations at the high school and college level. Ridership among city residents was still up over the previous year.

Mr. Koegel also reported that work continues to assume the bus routes in Cortland County on March 31. Mr. Koegel reported that there would be no immediate route changes in the system, however there would be changes in Cortland's fare structure. All fares in Cortland would mimic Centro's existing fares in all the communities it serves with \$1 fares for all city routes, and \$3 fare for commuter routes that extends to Cornell. He noted this would result in a fare decrease for the majority of riders.

Mr. Koegel invited Mrs. Daiss to the meeting to discuss other service projects.

Ms. Daiss updated the Board on the public outreach effort for Better Bus Onondaga. The Phase 1 outreach happened in February which included eight Open House events plus stakeholder meetings which were attended by close to 70 attendees from around the community. We've also seen approximately 1200 website visits to the Better Bus page with about 150 surveys completed. Centro's planning consultant, Arcadis, also held three operator outreach sessions to speak directly to operators about their favorite and least favorite routes (and why) and about what's working and what's not working as far as routes and scheduling is concerned. Overall, it was a great outreach effort where we heard much feedback about topics we have already been considering; this means we're on the right track.

Next, Centro staff and consultants will dive deeper into those surveys and conversations and start more targeted internal conversations to develop network concepts. The next public outreach will likely be in May.

AUDIT AND FINANCE COMMITTEE REPORT

UPSEU PENSION BENEFIT INCREASE – MOTION NO. 2758

Ms. Musengo presented a Motion to approve the UPSEU Pension Benefit Increase/Index. A copy of the Motion is attached to these Minutes.

A Motion to approve the UPSEU Pension Benefit Increase/Index as recommended by the Audit and Finance Committee was raised

Motion – Anthony Davis  
 Seconded – Darlene Lattimore  
 Carried Unanimously

THIRD PARTY ADMINISTRATOR FOR AUTO AND LIABILITY SERVICES – MOTION NO. 2642

Mr. King presented a Resolution to authorize a contract award for Third Party Administrator for Auto and Liability Services to PMA Management Corp for a five-year term, commencing April 1, 2025. A copy of the Resolution is attached to these Minutes.

A Motion to authorize a contract award for Third Party Administrator for Auto and Liability Services to PMA Management Corp for a five-year term, commencing April 1, 2025, as recommended by the Audit and Finance Committee was raised.

Motion – Julius Lawrence  
 Seconded – Monty Flynn  
 Carried Unanimously

UTICA TRANSFER HUB JANITORIAL SERVICES – MOTION NO. 2643

Mr. King presented a Resolution to authorize a retro contract award for Janitorial Services at the Utica Transfer Hub to Human Technologies Corporation for a five-year term, commencing February 1, 2025. A copy of the Resolution is attached to these Minutes.

A Motion to authorize a retro contract award for Janitorial Services at the Utica Transfer Hub to Human Technologies Corporation for a five-year term, commencing February 1, 2025, as recommended by the Audit and Finance Committee was raised.

Motion – Neil Burke  
 Seconded – Anthony Davis  
 Carried Unanimously

VEHICLE LIFT INSPECTION AND REPAIR SERVICES – MOTION NO. 2644

Mr. Smith presented a Resolution to authorize a contract award for Vehicle Lift Inspection and Repair Services to Filtrec Corporation for a five-year term commencing November 1, 2025. A copy of the Resolution is attached to these Minutes.

A Motion to authorize a contract award for Vehicle Lift Inspection and Repair Services to Filtrec Corporation for a five-year term commencing November 1, 2025, as recommended by the Audit and Finance Committee was raised.

Motion – Tina Fitzgerald  
Seconded – Darelene Lattimore  
Carried Unanimously

DIESEL TANK REPLACEMENT – UTICA – MOTION NO. 2645

Mr. Smith presented a Resolution to authorize a contract award for Diesel Tank Replacement – Utica to S&W Services, LLC. A copy of the Resolution is attached to these Minutes.

A Motion to authorize the issuance of a purchase order to S & W Services, LLC, in the amount of \$140,000 to furnish and install a diesel tank at the Utica Facility, as recommended by the Audit and Finance Committee, was raised.

Motion – Neil Burke  
Seconded – Darlene Lattimore  
Carried Unanimously

CORTLAND FACILITY LEASE AGREEMENT – MOTION NO. 2646

Ms. MacCollum presented a Resolution to authorize a contract award for the Cortland Facility Lease Agreement 2025-2035. A copy of the Resolution is attached to these Minutes.

A Motion to authorize a contract award for the Cortland Facility Lease Agreement 2025-2035, as recommended by the Audit and Finance Committee was raised.

Motion – Tina Fitzgerald  
Seconded – Darlene Lattimore  
Carried Unanimously

ASSET AGREEMENT – CORTLAND COUNTY – MOTION NO. 2647

Ms. MacCollum presented a Resolution to authorize the Chief Executive Office or his designee to execute the Asset Acquisition Agreement. A copy of the Resolution is attached to these Minutes.

A Motion to authorize the Chief Executive Office or his designee to execute the Asset Acquisition Agreement, as recommended by the Audit and Finance Committee was raised.

Motion – Louella Willams  
Seconded – Monty Flynn  
Carried Unanimously

NYS DOT AGREEMENT #C006013 ATTACHMENT #1 – MOTION NO. 2648

Ms. Spraker presented a Resolution to authorize the Deputy Chief Executive officer to sign Attachment #1 to contract #C006013 with the New York State Department of Transportation. A copy of the Resolution is attached to these Minutes.

A Motion to authorize the Deputy Chief Executive officer to sign Attachment #1 to contract #C006013 with the New York State Department of Transportation, as recommended by the Audit and Finance Committee was raised.

Motion – Anthony Davis  
 Seconded – Darlene Lattimore  
 Carried Unanimously

GRANT AGREEMENT CONTRACT #K007618 WITH THE NYS DEPARTMENT OF TRANSPORTATION - MOTION NO. 2649

Ms. Spraker presented a Resolution to authorize the Deputy Chief Executive Officer to enter into Grant Agreement #K007618 with the New York State Department of Transportation. A copy of the Resolution is attached to these Minutes.

A Motion to authorize the Deputy Chief Executive Officer to enter into Grant Agreement #K007618 with the New York State Department of Transportation, as recommended by the Audit and Finance Committee was raised.

Motion – Robert Cuculich  
 Seconded – Monty Flynn  
 Carried Unanimously

OLD BUSINESS

Board members inquired on the out of services buses that are up for auction and were told that they are currently on the Public Surplus website. Mr. Lawrence brought up issues with the new buses and he was reassured that Centro is aware and currently working with the manufacturer to have them corrected.

EXECUTIVE SESSION – MOTION NO. 2759

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

Motion – Tina Fitzgerald  
 Seconded – Darlene Lattimore  
 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





TO: CNYRTA Board of Members  
FROM: Christopher Tuff, Deputy Chief Executive Officer  
RE: Monthly Summary Report – February 2025  
DATE: February 19, 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
- \$ 34,673,286 (of \$38.5 Mil)

**NYPTA Executive Board Meeting**

On February 3, I joined the NYPTA board meeting in Albany to finalize our plan for Transit Awareness Day on February 4. We also discussed future conference dates and locations for the NYPTA Conferences beyond the fall of 2024.

**Transit Awareness Day**

On February 4, I joined our NYPTA partners in Albany to collectively lobby out elected officials in the Senate and Assembly to review the State Operating Assistance (STOA) for the State Fiscal year 2026 budget ask.

**Reaching Productivity Milestones (RPM)**

From January 30<sup>th</sup> through February 1<sup>st</sup>, several of the executive team and I traveled to our outside properties to hold our Quarterly RPM presentations. These presentations also included annual awards (2023) for Rookie of the year for Operator and Maintenance, Operator and Maintenance employee of the year, annual safe driving and mile marker awards.

**Various Meetings**

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

# Audit and Finance Committee Agenda

Presented by Melissa Brim, Vice President of Finance  
February 28, 2025

## Board Actions Motions and Resolutions

### MOTIONS:

January 31, 2025, Statement of Revenue and Expenditures – M. Brim  
UPSEU Pension Benefit Increase/Index – J. Musengo

### RESOLUTIONS:

Third Party Administrator for Auto and General Liability Services – C. King  
Utica Transfer Hub Janitorial Services – C. King  
Vehicle Lift Inspection and Repair Services – J. Smith  
Diesel Tank Replacement – Utica – J. Smith  
Cortland Facility Lease Agreement – C. MacCollum  
Asset Acquisition Agreement – Cortland County – C. MacCollum  
NYS DOT Grant Agreement #C006013 Attachment #1 – T. Spraker

### SUPPLEMENTAL INFORMATION:

Investment Report  
Mortgage Recording Tax (MRT) Statement  
Statement of Cash Flow  
Procurement Summary  
Capital Program Summary

### ITEMS REQUIRING FUTURE BOARD ACTION:

February 28, 2025, Statement of Revenues & Expenditures  
2025-26 Final Operating Budget & Financial Plan  
2025-26 Final Capital Budget & Financial Plan



## STATEMENT OF REVENUES AND EXPENDITURES

Central New York Regional Transportation Authority  
Statement of Revenues and Expenditures  
From 04/01/2024 through 01/31/2025  
(In Whole Numbers)

	Actual	Budget	Budget Change	% Change to Budget	Prior Year Actual	CY to PY Change	% Change CY to PY
Operating Revenue							
Regular Line Passenger Revenue	3,609,525	3,357,280	252,245	7.51%	3,381,581	227,944	6.74%
Special Line Passenger Revenue	5,933,244	5,941,100	(7,856)	(0.13)%	5,724,858	208,385	3.64%
Advertising & Other Revenue	1,966,333	1,904,000	62,333	3.27%	1,774,955	191,378	10.78%
Total Operating Revenue	11,509,102	11,202,380	306,722	2.74%	10,881,394	627,707	5.77%
Operating Expenses							
Salaries & Wages	31,537,897	34,319,298	2,781,401	(8.10)%	28,793,680	2,744,217	9.53%
Other Employee Benefits & Payroll Taxes	3,249,778	3,702,025	452,247	(12.21)%	3,106,086	143,692	4.62%
Healthcare Benefits	11,019,264	13,198,250	2,178,986	(16.50)%	10,293,902	725,362	7.04%
Workers Compensation	1,825,060	3,025,300	1,200,240	(39.67)%	2,709,719	(884,658)	(32.64)%
Pension Benefits	3,710,871	3,280,167	(430,705)	13.13%	3,156,035	554,837	17.58%
Risk Management	2,166,165	2,951,400	785,235	(26.60)%	2,455,266	(289,101)	(11.77)%
Purchased Transportation	4,993,089	5,123,800	130,711	(2.55)%	4,894,414	98,675	2.01%
Materials & Supplies	3,947,225	4,131,585	184,360	(4.46)%	3,298,815	648,411	19.65%
Services	5,377,004	5,777,479	400,476	(6.93)%	4,966,653	410,351	8.26%
Fuel	1,674,720	1,846,100	171,380	(9.28)%	1,799,759	(125,039)	(6.94)%
Utilities	578,977	575,050	(3,927)	0.68%	529,087	49,890	9.42%
Other Expenses	392,662	382,153	(10,508)	2.74%	252,384	140,278	55.58%
Total Operating Expenses	70,472,712	78,312,607	7,839,895	(10.01)%	66,255,800	4,216,912	6.36%
Non-Operating Revenue							
Operating Assistance	57,847,942	59,846,667	(1,998,725)	(3.33)%	53,513,977	4,333,964	8.09%
Mortgage Tax Revenue	7,034,820	6,259,000	775,820	12.39%	6,707,438	327,382	4.88%
Gain/Loss on Disposal of Capital	47,284	41,667	5,617	13.48%	30,967	16,317	52.69%
Investment Revenue	1,218,922	491,670	727,252	147.91%	1,072,939	145,983	13.60%
Total Non-Operating Revenue	66,148,968	66,639,004	(490,036)	(0.74)%	61,325,321	4,823,646	7.87%
Operating Income (Loss)	7,185,357	(471,224)	7,656,581	(1,624.82)%	5,950,916	1,234,441	20.74%
Capital Contributions							
Federal Grants	31,856,636	34,390,900	(2,534,264)	(7.36)%	935,138	30,921,498	3,306.62%
State Grants	9,994,862	19,291,700	(9,296,838)	(48.19)%	4,641,766	5,353,096	115.32%
Total Capital Contributions	41,851,497	53,682,600	(11,831,103)	(22.04)%	5,576,904	36,274,593	650.44%
Non-Operating Expenses							
Depreciation Expense	9,524,343	9,712,500	188,157	(1.93)%	9,743,695	(219,352)	(2.25)%
Total Non-Operating Expenses	9,524,343	9,712,500	188,157	(1.94)%	9,743,695	(219,352)	(2.25)%
Change in Net Position	39,511,211	44,160,776	(4,649,565)	(10.52)%	1,784,125	37,727,086	2,114.59%
Net Position - Beginning of Year	(215,991,016)	0	(215,991,016)	0.00%	(224,453,514)	8,462,498	(3.77)%
Total Net Position - Beginning of Year	(215,991,016)	0	(215,991,016)	0.00%	(224,453,514)	8,462,498	(3.77)%
Net Position - End of Year	(176,478,505)	44,160,776	(220,639,281)	(499.62)%	(222,669,390)	46,190,885	(20.74)%



## STATEMENT OF REVENUE AND EXPENDITURES

After ten months ending January 31, 2025, the Authority reports a consolidated operating income of \$7.2 million, excluding capital contributions and non-operating expenses.

### Operating Revenues

Total operating revenues amount to \$11.5 million, reflecting a \$627 thousand (6%) increase over prior year, exceeding budget expectations by \$307 thousand (3%).

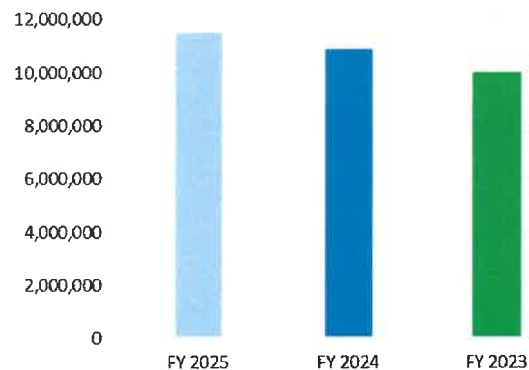
	Actual	Budget	Budget Change	% Change to Budget	Prior Year Actual	CY to PY Change	% Change CY to PY
Operating Revenue							
Passenger Revenues	9,542,769	9,298,380	244,389	3%	9,106,439	436,329	5%
Advertising & Other Revenue	1,966,333	1,904,000	62,333	3%	1,774,955	191,378	11%
Total Operating Revenue	11,509,102	11,202,380	306,722	3%	10,881,394	627,707	6%

Passenger revenues are performing 3% over budget expectations, and 6% over prior year.

Regular line passenger revenues are performing 8% over budget expectations, and 7% over prior year. This positive variance remains consistent with prior months and is driven by increases in farebox revenue, pass sales, and Call-a-Bus revenue. Fixed-route ridership across the system is trending 8% higher compared to the same period last year.

Special line passenger revenues are meeting budget expectations and have increased by 4% year-over-year. This favorable variance is attributed to budgeted contract rate increases, new community partnerships, and increased service levels related to the Syracuse University contract.

### OPERATING REVENUE



Advertising and other revenues are performing 3% over budget expectations and 11% over prior year.

Lease revenues are performing in line with budget expectations and 2% over prior year. The performance over prior year is in line with annual rent increases.

Advertising, parking & other revenues are exceeding budget expectations by 4% and are 16% over prior year. The favorable budget variance is due to increased RTC parking revenues and vending revenue, while the year-over-year improvement is mainly driven by the minimum guarantee in the transit advertising contract, and parking revenue.



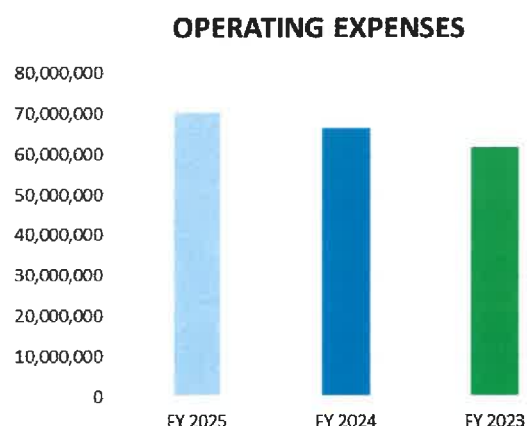
## Operating Expenses

Total operating expenses amount to \$70.5 million, which are \$7.8 million (10%) under budget expectations, and \$4.2 million (6%) increase over the previous year.

	Actual	Budget	Budget Change	% Change to Budget	Prior Year Actual	CY to PY Change	% Change CY to PY
Operating Expenses							
Personnel Expenses	51,342,870	57,525,040	6,182,170	-11%	48,059,422	3,283,448	7%
Non-Personnel Expenses	19,129,842	20,787,567	1,657,725	-8%	18,196,378	933,464	5%
Total Operating Expenses	70,472,712	78,312,607	7,839,895	-10%	66,255,800	4,216,912	6%

**Personnel expenses** are performing \$5 million (11%) under budget expectations, but are \$3.3 (7%) over prior year.

Personnel expenses continue to trend 11% under budget and 7% over prior year, with all categories under budget except for pension benefits. The higher-than-expected pension costs are driven by the increased 401(a) employer match and adjusted contributions based on actuarial recommendations to fund each plan on a 10-year amortization schedule. Consequently, pension contributions have decreased for both salaried and non-salaried plans, except for the Utica pension plans. Additionally, the personnel budget assumes all positions are filled for the entire fiscal year; however, ongoing vacancies, particularly among bus operators and maintenance staff, are contributing to the budget variance.



Year over year, personnel expenses continue to follow established trends, with all categories exceeding prior year expenses, except for workers' compensation, which has decreased due to 28 fewer open claims. The most significant cost increases are driven by union wage adjustments for operators and maintenance staff, a higher 401(a) employer match, and rising healthcare expenses. The increase in healthcare costs is attributed to 243 additional claims and 23,428 more services utilized this fiscal year.

**Non-personnel expenses** are \$1.7 million (8%) under budget expectations but \$933,000 (5%) over prior year. Most non-personnel categories are on or under budget while exceeding prior year's expenses, except for Risk Management and Fuel. These variances align with established trends, economic conditions, operational needs, and anticipated budget adjustments.

**Risk Management expenses** are below both budget expectations and prior year expense levels, driven primarily by reduced claims administration costs, legal fees, and prior year claims, which continue to support this favorable variance.

**Materials & Supplies and Services** expenses are trending under budget, but over prior year expense levels. Budget variances are attributed to anticipated advertising, marketing, training, and software licensing and maintenance costs that have yet to be incurred. Prior year variances align with established trends and operational needs.

**Fuel** expenses are 9% under budget expectations, and 7% under prior year expense levels, driven by a reduced CNG fuel rate secured by the Authority.

**Purchased Transportation** expenses are in line with budget expectations and are performing 2% over prior year. Purchase Transportation vendors continue to provide 83% of paratransit service, gradually aligning with service levels provided in the same period last year.



## Non-Operating Revenues

Non-operating revenues total \$66 million, which are in line with budget expectations, and are reflecting a \$4.8 million (9%) increase over the prior year

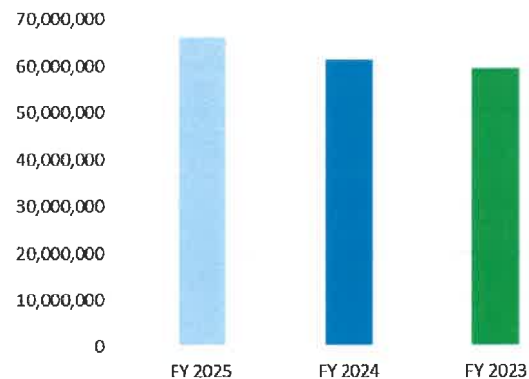
	Actual	Budget	Budget Change	% Change to Budget	Prior Year Actual	CY to PY Change	% Change CY to PY
Non-Operating Revenue							
Operating Assistance	57,847,942	59,846,667	(1,998,725)	-3%	53,513,977	4,333,964	8%
Mortgage Tax Revenue	7,034,820	6,259,000	775,820	12%	6,707,438	327,382	5%
Gain/Loss on Disposal of Capital	47,284	41,667	5,617	13%	30,967	16,317	53%
Investment Revenue	1,218,922	491,670	727,252	148%	1,072,939	145,983	14%
Total Non-Operating Revenue	66,148,968	66,639,004	(490,036)	-1%	61,325,321	4,823,646	8%

**Operating assistance** revenues are 3% under budget expectations, and 8% over prior year. This year-over-year variance is driven by increased State Transit Operating Assistance (STOA), and unanticipated 5311 Operating Assistance for our rural counties. The budget variance reflects lower-than-expected utilization of Federal Assistance, which is allocated based on expenses. The remaining COVID relief funds are expected to be fully utilized by the fiscal year's end.

**Mortgage tax revenues** are exceeding budget expectations by 12% and is 5% over prior year. While this revenue source is performing strongly, its inherent volatility requires ongoing monitoring and conservative planning.

**Investment revenues** are exceeding budget expectations by over 100% and are 19% over the prior year. With current investment rates averaging around 4.0%, the Authority will continue to evaluate opportunities to invest idle cash, ensuring cash flow needs are met.

### NON-OPERATING REVENUE





## INVESTMENT REPORT

Central New York Regional Transportation Authority  
Inventory of Existing Investments  
As of 01/31/2025  
(In Whole Numbers)

Cash Investments	Institution	Interest Rate	Amount	Total
Unrestricted - Operating Funds				
Commercial Savings - General Fund	M&T Bank	2.50%	\$11,095,433	<u>\$11,095,433</u>
Board Designated - Funded Reserves				
Commercial Savings - Health Reserve	M&T Bank	2.50%	\$3,182,801	
Commercial Savings - Insurance Reserve	M&T Bank	2.50%	\$2,822	
Commercial Checking - Capital Reserve	JP Morgan	1.65%	\$1,077,508	
Commercial Checking - Paratransit Reserve	JP Morgan	1.65%	\$90,300	<u>\$4,353,431</u>
Total Cash Investment Value				<u>\$15,448,864</u>

Investments	Institution	Yield	Term	Market Value	Purchase Date	Maturity Date	Maturity Value
Board Designated - Funded Reserves							
Treasury Bill - Capital Reserve	JP Morgan	4.16%	1 mo.	\$5,154,091	01/30/2025	03/06/2025	\$5,173,000
Treasury Bill - Insurance Reserve	JP Morgan	4.18%	2 mo.	\$4,216,019	12/16/2024	02/11/2025	\$4,220,000
Treasury Bill - Paratransit Reserve	JP Morgan	4.17%	2 mo.	\$5,123,388	01/07/2025	03/04/2025	\$5,141,000
Total Investment Values				<u>\$14,493,498</u>			<u>\$14,534,000</u>



## MORTGAGE RECORDING TAX STATEMENT

Actual Receipts YTDBudget Variance YTD

<u>FY-23</u>	<u>FY-24</u>	<u>FY-25</u>	<u>\$ vs PY</u>	<u>% vs PY</u>	<u>FY-25 Bud</u>	<u>\$</u>	<u>%</u>
8,035,759	6,707,438	7,034,820	327,382	4.9%	6,259,000	775,820	12.4%

	<u>Actual</u> <u>FY-23</u>	<u>Actual</u> <u>FY-24</u>	<u>Actual</u> <u>FY-25</u>	<u>Actual</u> <u>vs PY</u>	<u>YTD</u> <u>vs PY</u>	<u>Budget</u> <u>FY 25</u>	<u>Actual Vs</u> <u>Budget</u>	<u>YTD</u> <u>Variance</u>
April	899,181	761,875	538,204	-29.4%	-1328.9%	582,000	-7.5%	-7.5%
May	778,198	557,104	622,405	11.7%	3070.3%	542,000	14.8%	3.3%
June	807,832	621,109	512,679	-17.5%	-2726.3%	613,000	-16.4%	-3.7%
July	852,081	651,504	878,691	34.9%	1790.7%	680,000	29.2%	5.6%
August	1,213,405	736,644	739,495	0.4%	1842.2%	705,000	4.9%	5.4%
September	755,816	643,528	668,431	3.9%	2771.5%	700,000	-4.5%	3.6%
October	658,916	737,317	880,437	19.4%	1420.5%	700,000	25.8%	7.0%
November	819,898	613,698	824,214	34.3%	906.9%	580,000	42.1%	11.0%
December	567,517	640,840	704,965	10.0%	826.4%	580,000	21.5%	12.1%
January	682,916	743,819	665,298	-10.6%	806.8%	577,000	15.3%	12.4%
February	624,144	547,438	0	-100.0%	3285.1%	568,000		3.0%
March	734,415	425,398	0	-100.0%	-1950.4%	588,000		-5.1%
<b>Totals</b>	<b><u>9,394,319</u></b>	<b><u>7,680,275</u></b>	<b><u>7,034,820</u></b>			<b><u>7,415,000</u></b>		

**County Receipts - Jan**

	<u>FY-25</u>	<u>FY-24</u>	<u>\$</u>	<u>%</u>
Onondaga	424,270	459,786	(35,515)	-8%
Oswego	73,410	126,102	(52,693)	-42%
Cayuga	31,022	33,642	(2,620)	-8%
Cortland	12,597	-	12,597	
Oneida	124,000	124,290	(290)	0%
<b>Total</b>	<b><u>665,298</u></b>	<b><u>743,819</u></b>	<b><u>(78,521)</u></b>	<b><u>(0.11)</u></b>





## STATEMENT OF CASH FLOW

Central New York Regional Transportation Authority  
Statement of Cash Flow  
As of 01/31/2025  
(In Whole Numbers)

**Cash Flows From Operating Activities:**

Operating Receipts from Fares, Contract Bill & Misc Items	\$ 940,548
Mortgage Tax Receipts	704,965
Investment Transfer	5,000,000
Payments to Vendors, & Bank Fees	(3,621,755)
Payments for Employee Benefits	(811,384)
Payments of Payroll Related Wages & Liabilities	(3,714,115)
<b>Net Cash Provided by (Utilized in) Operating Activities</b>	<b>\$ (1,501,741)</b>

**Cash Flows From Capital Activities:**

Federal & State Grants Proceeds for Capital Additions	6,551,722
Proceeds from Federal Operating Assistance	1,165,549
Purchases of Capital Assets	(5,637,716)
<b>Net Cash Provided by (Utilized in) Capital Activities</b>	<b>\$ 2,079,555</b>

<b>Net Change in Cash from Operating &amp; Capital Activities</b>	<b>\$ 577,814</b>
---	-------------------

<b>General Fund Cash Balances - Beginning of Period</b>	<b>\$ 4,210,623</b>
---	---------------------

<b>General Fund Cash Balances - End of Period*</b>	<b>\$ 4,788,438</b>
--	---------------------

**Reserve Funds:**

Insurance Reserve	2,822
Health Insurance Reserve	3,182,801
Capital Reserve Fund	1,077,508
ParaTransit Reserve	90,300
Invested Reserve Funds	14,493,498
<b>Reserve Funds Total</b>	<b>\$ 18,846,929</b>

<b>Total Cash All Sources - End of Period:</b>	<b>\$ 23,635,367</b>
--	----------------------

\*General Fund Cash Includes General Disbursing and Money Market Accounts Only



## PROCUREMENT

The Procurement team successfully met the January submission deadlines for NYS's EEO, MWBE, and SDVOB quarterly reporting, and the annual goal plans for the MWBE and SDVOB programs for the upcoming fiscal year.

In accordance with NYS Executive Law, all state-funded procurements exceeding the \$25k threshold mandates a utilization goal of 30% for MWBEs and 6% for SDVOBs. Procurement builds the annual goals using the operating and capital budgets as a foundation, considering planned formal procurements and the availability of applicable MWBEs and SDVOBs in the marketplace.

### ACTIVE PROCUREMENTS

The following open contracts actively moving through the process:

- TPA for Auto & GL Services
- Trench Drain Repairs
- Real Time Signage
- Electricity Services
- Vehicle Lift Inspections & Repair Services
- Shelter Truck Purchase
- Bus Shelter and Parking Lot Janitorial Services
- Diesel Tank Replacement- Utica
- Admin for EAP Services
- Specialized Transportation- Minivan Services A
- Armored Motor Services

### FUTURE PROCUREMENTS

Items requiring future board action:

Within 2 months:

- Electricity Services
- Diesel Tank Replacement- Utica

Within 6 months:

- Trench Drain Repairs
- Real Time Signage
- Shelter Truck Purchase
- Bus Shelter and Parking Lot Janitorial Services
- Admin for EAP Services
- Specialized Transportation- Minivan Services A
- Armored Motor Services

### REVENUE SERVICE CONTRACTS

Jury Duty Service

### LEASE REVENUE CONTRACTS

RTC Unoccupied Space Agreement (Previously Dunkin Donuts)

### LEASE AGREEMENTS

Cortland County Building Agreement



## 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 \$34.7 million in operating assistance has been expended.

### FEDERAL GRANT FUNDING

#### PENDING APPLICATIONS

**Section 5307 and 5339 Grant Programs Application:** The federal fiscal year 2025 draft application is being developed. It includes capital assistance for various projects totaling approximately \$26 million in federal funds.

### STATE GRANT FUNDING

#### 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 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

**Accelerated Transit Capital Program (ATC):** Administered by NYSDOT, the fiscal year 2024 award for \$3,282,600 was received on February 18, 2025.

**Modernization and Enhancement Program (MEP):** Administered by NYSDOT, the fiscal year 2024 award for \$4,009,074 was received on February 18, 2025.

**Innovative Mobility Transit Pilot Program:** A legislative initiative allocated \$1 million to CNYRTA. Approval was received on May 20, 2024, awaiting grant agreement.

## 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
- New Fixed Route Buses



## MOTION

### UPSEU Pension Benefit Increase/Index

The CNYRTA Board of Members approved an indexing mechanism in February 2017 to help manage annual pension benefit increases for UPSEU employees under the Centro of Oneida – Utica Transit Pension Plan. This mechanism, based on the CPI-W, ensures that annual increases—subject to board approval—are no less than 1% and do not exceed 3%. As of January 1, 2025, the CPI-W stands at 2.86%. Currently, the benefit is \$75.04 per year of service. Therefore, we propose the following:

Employees retiring January 1, 2025 – December 31, 2025, will receive a 2.86% increase or \$77.19 per year of service.

We will need a motion from the Board of Members to authorize the proposed plan amendment.



**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR  
THIRD PARTY ADMINISTRATOR FOR AUTO & GENERAL LIABILITY  
SERVICES**

**WHEREAS**, the Central New York Regional Transportation Authority (CNYRTA) has the need for a firm to provide Third Party Administrator Services for Auto & General Liability; and

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

**WHEREAS**, the Request for Proposal was publicly let on November 4, 2024, and

**WHEREAS**, thirteen (13) vendors were invited, of which seven (7) were sent to NYS Certified M/WBE firms and fourteen (14) proposal packages were downloaded, and

**WHEREAS**, three (3) proposals were received on December 5, 2024; and

**WHEREAS**, it was determined by the evaluation committee that PMA Management Corp. 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 PMA Management Corp. for Third Party Administrator Services for Auto & General Liability. The contract would commence April 1, 2025.

**FACT SHEET**  
**THIRD PARTY ADMINISTRATOR FOR AUTO & GENERAL LIABILITY**  
**SERVICES**

**PROJECT DESCRIPTION:** The CNYRTA has the need for a firm to provide Third Party Administrator Services for Auto & General Liability.

**ADVERTISEMENT:** A Request for Proposal was advertised on November 4, 2024, 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:** Three (3) proposals were received on December 5, 2024. A selection committee consisting of Chris Tuff, Jackie Musengo, Chris Morreale, and Chris King evaluated the proposals. When evaluating proposals, the committee took into consideration: method of approach, organizational capacity and experience, and cost.

**PRICING RECEIVED:**

	<b>PMA Management Corp.</b>	<b>TriStar</b>	<b>FutureComp</b>
<b>Third Party Administrator Services – Year 1</b>	\$115,000.00	\$190,875.00	\$300,000.00
<b>Third Party Administrator Services – Year 2</b>	\$115,000.00	\$198,510.00	\$300,000.00
<b>Third Party Administrator Services – Year 3</b>	\$115,000.00	\$206,450.00	\$300,000.00
<b>Third Party Administrator Services – Year 4</b>	\$125,000.00	\$214,708.00	\$300,000.00
<b>Third Party Administrator Services – Year 5</b>	\$125,000.00	\$223,297.00	\$300,000.00

**COMMENTS:** PMA Management Corp. has provided third party administrator services in the past for the CNYRTA with positive results.

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

**RECOMMENDATION:** Based upon evaluation of the proposals, staff recommends contract award to PMA Management Corp. for a five (5) year term, commencing April 1, 2025.

**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR  
UTICA TRANSFER HUB JANITORIAL SERVICES 2025-2030**

**WHEREAS**, the Central New York Regional Transportation Authority (CNYRTA) has a need for janitorial services at the Utica Transfer Hub; and

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

**WHEREAS**, the current Janitorial Services contract with Human Technologies, a NYS Preferred source, expired January 31, 2025; and

**WHEREAS**, all State agencies, political subdivisions and public benefit corporations (which includes most public authorities), are required to purchase approved products and services from preferred sources when available; and

**WHEREAS**, a price proposal was requested from Human Technologies Corporation (HTC), an official New York State Industries for the Disabled (NYSID) preferred source organization in New York State; and

**WHEREAS**, the price submitted by HTC is determined to be fair and reasonable based on the published prevailing wages rates and past pricing; 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 contract with Human Technologies to provide janitorial services at the Utica Transfer Hub for the contract period February 1, 2025 to January 31, 2030.

**FACT SHEET**  
**UTICA TRANSFER HUB JANITORIAL SERVICES 2025-2030**

**PROJECT DESCRIPTION:** The CNYRTA has a need for a qualified vendor to provide janitorial services at the Utica Transfer Hub.

**ADVERTISEMENT:** New York State Industries for the Disabled distributes work to Preferred Sources. Human Technologies is the Preferred Source for the Syracuse area. Preferred sources have the first right of refusal for services performed at New York State Agencies. Purchases from preferred sources take precedence over all other sources of supply and competitive procurement methods.

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

**PRICING RECEIVED:**

COMPANY	PRICE
Human Technologies Corporation	\$48,273.12/ annually *Annual increase on labor rate per NYS published prevailing wage rates

**COMMENTS:** Currently Human Technologies Corporation, a NYS Preferred Source, performs the janitorial services at the ITC, Syracuse Transfer Hub, Syracuse Facility, and Utica Facility. Pricing for this contract is based on published NYS prevailing wage rates. HTC has a proven track record.

**RECOMMENDATION:** Staff recommends retro contract award to Human Technologies Corporation, the NYS Preferred Source for janitorial services at the Utica Transfer Hub, for a five (5) year term, commencing February 1, 2025.



**RESOLUTION TO AUTHORIZE CONTRACT AWARD**  
**VEHICLE LIFT INSPECTION AND REPAIR SERVICES 2025-2030**

**WHEREAS**, the Central New York Regional Transportation Authority (CNYRTA) has a need for a qualified vendor to provide Vehicle Lift Inspection and Repair Services; and

**WHEREAS**, this contract will be paid for using Operating Funds; and

**WHEREAS**, the Invitation for Bid was publicly let on January 16, 2025; and

**WHEREAS**, six (6) vendors were invited, and eleven (11) bid packages were downloaded; and

**WHEREAS**, one (1) bid was received on February 7, 2025, with the lowest responsive and responsible bid received from Filtrec Corporation; and

**WHEREAS**, the price was determined to be fair and reasonable based upon comparison with past pricing 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 Filtec Corporation for Vehicle Lift Inspection and Repair Services. The contract would commence November 1, 2025.

**FACT SHEET**  
**VEHICLE LIFT INSPECTION AND REPAIR SERVICES 2025-2030**

**PROJECT DESCRIPTION:** The CNYRTA has a need for a qualified vendor to provide Vehicle Lift Inspection and Repair Services.

**ADVERTISEMENT:** An Invitation for Bid was advertised on January 16, 2025 in the NYS Contract Reporter, Post Standard (Onondaga, Cayuga and Oswego County editions), Rome Sentinel, Utica Observer-Dispatch and the Minority Commerce Weekly.

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

**PRICING RECEIVED:**

<b>Annual Inspection:</b>		<b>Quarterly Inspection:</b>	
Syracuse	<b>\$3,925</b>	Syracuse	<b>\$460</b>
Auburn	<b>\$320</b>	Auburn	<b>\$320</b>
Oswego	<b>\$330</b>	Oswego	<b>\$330</b>
Rome	<b>\$330</b>	Rome	<b>\$330</b>
Utica	<b>\$855</b>	Utica	<b>\$855</b>
<b>Repairs:</b>		<b>Training:</b>	
Straight Time	<b>\$136</b>	Syracuse Facility	<b>\$300</b>
Overtime	<b>\$160</b>	Utica Facility	<b>\$300</b>
Misc. Materials	<b>20% Markup</b>		
Travel Charge	<b>\$130</b>		
Equipment	<b>15% Markup</b>		

**COMMENTS:** Filtrec Corporation has provided Vehicle Lift Inspection and Repair Services for past contracts with good results. Filtrec's proposed pricing has remained consistent with the current contract and includes an annual increase of 3% for years 2-5.

**MWBE:** A full waiver for MWBE participation was approved by NYS Empire State Development on this contract.

**RECOMMENDATION:** Based upon evaluation of the bid documents staff recommends contract award to Filtrec Corporation for a five (5) year term, commencing November 1, 2025.

**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR  
DIESEL TANK REPLACEMENT - UTICA**

**WHEREAS**, the Central New York Regional Transportation Authority (CNYRTA) has a need for a qualified vendor to furnish and install a replacement diesel tank at the Utica facility; and

**WHEREAS**, this contract will be paid for using grant funds with an 80% Federal share, 10% State share and 10% Local share; and

**WHEREAS**, the Invitation for Bid was publicly let on January 21, 2025; and

**WHEREAS**, fifty-three (53) vendors were invited, of which seven (7) were sent to NYS Certified M/WBE firms and twenty-five (25) bid packages were downloaded; and

**WHEREAS**, three (3) bids were received on February 13, 2025, with the lowest responsive and responsible bid received from S&W Services, LLC; 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 issue a purchase order for a diesel tank to S&W Services, LLC, in the amount of \$140,000.

**FACT SHEET**  
**DIESEL TANK REPLACEMENT - UTICA**

**PROJECT DESCRIPTION:** The CNYRTA has a need for a qualified vendor to furnish and install a replacement diesel tank at the Utica facility.

**ADVERTISEMENT:** An Invitation for Bid was advertised on January 21, 2025, in the NYS Contract Reporter, Post Standard (Onondaga, Cayuga and Oswego County editions), Rome Sentinel, Utica Observer-Dispatch and the Minority Commerce Weekly.

**FUNDING:** This contract is to be paid for using grant funds with an 80% Federal share, 10% State share and 10% Local share.

**PRICING RECEIVED:**

Description	S&W Services, LLC.	NW Contracting	LiftSafe, FuelSafe, Inc.
Diesel Tank Replacement - Utica	\$140,000.00	\$157,487.00	\$165,000.00

**COMMENTS:** S&W Services, LLC, has performed like kind services in the past with positive results.

**RECOMMENDATION:** Staff recommends the Board authorize the issuance of a purchase order to S&W Services, LLC, in the amount of \$140,000 to furnish and install a diesel tank at the Utica facility.

**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR  
CORTLAND FACILITY LEASE AGREEMENT 2025-2035**

**WHEREAS**, the Central New York Regional Transportation Authority (CNYRTA) has a need to enter into a lease agreement for the Centro of Cortland Facility; and

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

**WHEREAS**, the facility is owned by 1657 Hillside, LLC, and

**WHEREAS**, the facility is located at 40 Grant Street, Cortland, NY 13045, and

**WHEREAS**, the lease term is ten (10) years with a base rent of \$14,545.63 per month or \$174,547.50 per year, with an annual increase of \$5,133.75 per year; and

**WHEREAS**, the lease agreement includes an option to purchase the premises at any time during the lease term for a purchase price of \$1,950,000; 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 lease agreement with 1657 Hillside, LLC, commencing once final lease contract negotiations are complete for a ten (10) year period, for the lease of the Cortland Facility.

**RESOLUTION TO AUTHORIZE**  
**ASSET ACQUISITION AGREEMENT**

**WHEREAS**, the Central New York Regional Transportation Authority (CNYRTA) and Cortland County, New York (County) have considered the many benefits to the citizens of the County of having the Authority take over mass transportation services throughout the County through a New York State public benefit subsidiary corporation; and

**WHEREAS**, the Authority authorized the formation of this public benefit subsidiary corporation (Centro of Cortland, Inc.), which formation has been accomplished, for the purpose of acquiring selected assets of the County, and the provision of mass transportation services throughout the County and from other parts of the Central New York Regional Transportation District to and from the County; and

**WHEREAS**, Centro of Cortland, Inc. and CNYRTA are prepared to enter into a certain Asset Acquisition Agreement with the County for the acquisition of such fixed assets and rolling stock and Federal and New York State grant receivables and rights, used or usable in the operation of a mass transit system, to and from the County; and

**WHEREAS**, upon closing of the terms of such Asset Acquisition Agreement, the citizens of the County will have access to and receive affordable and professional mass transportation services through the County and Central New York as well;

**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 execute the Asset Acquisition Agreement, which may be amended as necessary on terms acceptable by the Authority and its counsel, with Cortland County, New York.

Resolution No. 2648  
Date: February 28, 2025

**RESOLUTION AUTHORIZING THE DEPUTY CHIEF EXECUTIVE OFFICER  
TO SIGN ATTACHMENT #1 TO CONTRACT #C006013 WITH THE NEW  
YORK STATE DEPARTMENT OF TRANSPORTATION**

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has received a funding commitment from New York State for \$7,521,109 in 100% New York State dedicated capital funds for payment of costs of mass transportation capital projects per the attached Project Agreement Schedule A, Attachment #1;

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 sign Attachment #1 to New York State contract #C006013, in the amount of \$7,521,109.

**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 February 28, 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 February 28, 2025.

---

Nicholas F. Laino  
Chairman

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

On this 28th day of February, 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 No. 2649  
Date: February 28, 2025

**RESOLUTION AUTHORIZING THE DEPUTY CHIEF EXECUTIVE OFFICER  
TO ENTER INTO GRANT AGREEMENT CONTRACT #K007618 WITH THE  
NEW YORK STATE DEPARTMENT OF TRANSPORTATION**

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has received a funding commitment from New York State for \$1,000,000 in Omnibus funds for payment of costs of mass transportation operating assistance for the Innovative Mobility Initiative Pilot Program per the attached Project Agreement Schedule A;

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 enter into a grant agreement with New York State under contract #K007618, in the amount of \$1,000,000.00.

**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 February 28, 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 February 28, 2025.

---

Nicholas F. Laino  
Chairman

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

On this 28th day of February, 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 FEBRUARY 28, 2025, AUDIT AND FINANCE COMMITTEE MEETING**

---

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

**STAFF PRESENT:** CHRISTOPHER TUFF, Deputy Chief Executive Officer  
 STEVE KOEGEL, VP of Communication and Business Planning  
 JACQUELYN MUSENGO, VP of Human Resources  
 RAHMIN AZRIA, VP of Operations  
 MELISSA BRIM, VP of Finance  
 CAITLIN MACCOLLUM, Sr Director of Procurement  
 BREN DAISS, Sr Director of Service Planning & Special Projects  
 TARA SPRAKER, Director of Capital Programs  
 JOSH GARDNER, Manager Specialized Trans. & Systems Analyst  
 PAULA CUTRONE, Senior Manager of Transit Data and Equity  
 DAVE CARACCIO, Facilities Project Manager  
 CHRISTOPHER KING, Procurement Manager  
 JASON SMITH, Sr Procurement Analyst  
 JACKIE GARDNER, Bus Operator Syracuse  
 JIMMY HESTER, Bus Operator Syracuse  
 JENNIFER GASHI, Manager of Revenue Operations  
 JEANNINE JOHNSON, Executive Assistant  
 BOGDAN PECHANY, Bus Operator Syracuse  
 SAW AUNG, Mechanic Utica  
 MICHAEL BRENNAN, Bus Operator Syracuse  
 VITALY VIKTOTOVICH, Maintenance Utica  
 RYAN SERIANNI, Director of Operations Utica

**PUBLIC PRESENT:** BRAD HUNT, Legal Counsel  
 TRISHA HIEMSTRA, Director of Planning Cortland County  
 MELISSA POTTER, Mobility Manager Cortland County

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 March 28, 2025

JANUARY 31, 2025, STATEMENT OF REVENUE AND EXPENDITURES

Ms. Brim presented a Motion to approve the January 31, 2025, Statement of Revenue and Expenditures. A copy of which is attached to these minutes.

A Motion to approve the January 31, 2025, Statement of Revenue and expenditures as recommended by the Audit and Finance Committee was raised and forwarded to the Board for approval.

Motion – Tina Fitzgerald

Seconded – Darlene Lattimore

Carried Unanimously to the Board with a recommendation of approval.

UPSEU PENSION BENEFIT INCREASE

Ms. Musengo presented a Motion to approve the UPSEU Pension Benefit Increase/Index. A copy of the Motion is attached to these Minutes.

A Motion to approve the UPSEU Pension Benefit Increase/Index as recommended by the Audit and Finance Committee was raised and forwarded to the Board for approval.

Motion – Monty Flynn

Seconded – Julius Lawrence

Carried Unanimously to the Board with a recommendation of approval.

THIRD PARTY ADMINISTRATOR FOR AUTO AND LIABILITY SERVICES

Mr. King presented a Resolution to authorize a contract award for Third Party Administrator for Auto and Liability Services to PMA Management Corp for a five-year term, commencing April 1, 2025. A copy of the Resolution is attached to these Minutes.

A Motion to authorize a contract award for Third Party Administrator for Auto and Liability Services to PMA Management Corp for a five-year term, commencing April 1, 2025, as recommended by the Audit and Finance Committee was raised and forwarded to the Board for approval.

Motion – Tina Fitzgerald

Seconded – Darlene Lattimore

Carried Unanimously to the Board with a recommendation of approval.

UTICA TRANSFER HUB JANITORIAL SERVICES

Mr. King presented a Resolution to authorize a retro contract award for Janitorial Services at the Utica Transfer Hub to Human Technologies Corporation for a five-year term, commencing February 1, 2025. A copy of the Resolution is attached to these Minutes.

A Motion to authorize a retro contract award for Janitorial Services at the Utica Transfer Hub to Human Technologies Corporation for a five-year term, commencing February 1, 2025, 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.

#### VEHICLE LIFT INSPECTION AND REPAIR SERVICES

Mr. Smith presented a Resolution to authorize a contract award for Vehicle Lift Inspection and Repair Services to Filtrec Corporation for a five-year term commencing November 1, 2025. A copy of the Resolution is attached to these Minutes.

A Motion to authorize a contract award for Vehicle Lift Inspection and Repair Services to Filtrec Corporation for a five-year term commencing November 1, 2025, as recommended by the Audit and Finance Committee was raised and forwarded to the Board for approval.

Motion – Tina Fitzgerald

Seconded – Julius Lawrence

Carried Unanimously to the Board with a recommendation of approval.

#### DIESEL TANK REPLACEMENT - UTICA

Mr. Smith presented a Resolution to authorize a contract award for Diesel Tank Replacement – Utica to S&W Services, LLC. A copy of the Resolution is attached to these Minutes.

A Motion to authorize the issuance of a purchase order to S & W Services, LLC, in the amount of \$140,000 to furnish and install a diesel tank at the Utica Facility, as recommended by the Audit and Finance Committee, was raised and forwarded to the Board for approval.

Motion – Neil Burke

Seconded – Darlene Lattimore

Carried Unanimously to the Board with a recommendation of approval.

#### CORTLAND FACILITY LEASE AGREEMENT

Ms. MacCollum presented a Resolution to authorize a contract award for the Cortland Facility Lease Agreement 2025-2035. A copy of the Resolution is attached to these Minutes.

A Motion to authorize a contract award for the Cortland Facility Lease Agreement 2025-2035, as recommended by the Audit and Finance Committee was raised and forwarded to the Board for approval.

Motion – Tina Fitzgerald

Seconded – Robert Cuculich

Carried Unanimously to the Board with a recommendation of approval.

ASSET AGREEMENT – CORTLAND COUNTY

Ms. MacCollum presented a Resolution to authorize the Chief Executive Office or his designee to execute the Asset Acquisition Agreement. A copy of the Resolution is attached to these Minutes.

A Motion to authorize the Chief Executive Office or his designee to execute the Asset Acquisition Agreement, as recommended by the Audit and Finance Committee was raised and forwarded to the Board for approval.

Motion – Louella Williams

Seconded – Monty Flynn

Carried Unanimously to the Board with a recommendation of approval.

NYS DOT AGREEMENT #C006013 ATTACHMENT #1

Ms. Spraker presented a Resolution to authorize the Deputy Chief Executive officer to sign Attachment #1 to contract #C006013 with the New York State Department of Transportation. A copy of the Resolution is attached to these Minutes.

A Motion to authorize the Deputy Chief Executive officer to sign Attachment #1 to contract #C006013 with the New York State Department of Transportation, as recommended by the Audit and Finance Committee was raised and forwarded to the Board for approval.

Motion – Anthony Davis

Seconded – Neil Burke

Carried Unanimously to the Board with a recommendation of approval.

GRANT AGREEMENT CONTRACT #K007618 WITH THE NYS DEPARTMENT OF TRANSPORTATION

Ms. Spraker presented a Resolution to authorize the Deputy Chief Executive Officer to enter into Grant Agreement #K007618 with the New York State Department of Transportation. A copy of the Resolution is attached to these Minutes.

A Motion to authorize the Deputy Chief Executive Officer to enter into Grant Agreement #K007618 with the New York State Department of Transportation, as recommended by the Audit and Finance Committee was raised and forwarded to the Board for approval.

Motion – Darlene Lattimore

Seconded – Louella Williams

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