

THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
AUDIT AND FINANCE COMMITTEE
200 CORTLAND AVENUE, SYRACUSE, NEW YORK
MINUTES OF THE SEPTEMBER 26, 2025, AUDIT AND FINANCE COMMITTEE MEETING

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

MEMBERS ABSENT: NICHOLAS LAINO, Chair
 HEATHER SNOW

STAFF PRESENT: CHRISTOPHER TUFF, Chief Executive Officer
 JACQUELYN MUSENGO, VP of Human Resources
 RAHMIN AZRIA, VP of Operations
 BRUCE FONG, VP of Information Technology
 MELISSA BRIM, VP of Finance
 BREN DAISS, Sr Director of Service Planning & Special Projects
 CHRIS MORRALE, Director of Human Resources
 DAVID CARACCIO, Facilities Project Manager
 CHRISTOPHER KING, Procurement Manager
 THOMAS GAINES, Procurement Analyst
 JASON SMITH, Sr Procurement Analyst
 SUZANN HENSLEY, Internal Control Manager
 JEANNINE JOHNSON, Executive Assistant
 BILLY GREENE, Desktop Support Specialist

PUBLIC PRESENT: BRAD HUNT, Legal Counsel

CALL TO ORDER At 9:08 A.M. Vice Chairman Davis called the meeting to order.

- Vice Chairman Davis noted a quorum was present
- The next Committee meeting will be on October 24, 2025

AUGUST 31, 2025, STATEMENT OF REVENUE AND EXPENDITURES

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

A Motion to approve the August 31, 2025, Statement of Revenue and Expenditures, was raised and forwarded to the Board for approval.

Motion – Tina Fitzgerald

Seconded – Louella Williams

Carried Unanimously to the Board with a recommendation of approval.

GASOLINE – BULK DELIVERY

Mr. King presented a Resolution to authorize the contract award for Gasoline - Bulk Delivery 2026-2031. A copy of the Resolution is attached to these Minutes.

A Motion to authorize the contract award for Gasoline Bulk Delivery 2026-2031 to Mirabito Energy Products, was raised and forwarded to the Board for approval.

Motion – Neil Burke

Seconded – Tina Fitzgerald

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

THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
(and its Subsidiaries)
200 CORTLAND AVENUE, SYRACUSE, NEW YORK
MINUTES OF THE SEPTEMBER 26, 2025, BOARD MEETING

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

MEMBERS ABSENT: NICHOLAS LAINO, Chair
 HEATHER SNOW

STAFF PRESENT: CHRISTOPHER TUFF, Chief Executive Officer
 JACQUELINE MUSENGO, VP of Human Resources
 GEOFF HOFF, VP of Fleet and Facilities
 RAHMIN AZRIA, VP of Operations
 STEVE KOEGEL, VP of Communication and Business Planning
 BRUCE FONG, VP of Information Technologies
 MELISSA BRIM, VP of Finance
 BREN DAISS, Sr Director of Service Planning & Special Projects
 CHRIS MORREALE, Director of Human Resources
 DEREK SHERMAN, Director of Accounting
 CHRISTOPHER KING, Procurement Manager
 PAULA CUTRONE, Sr Manager of Transit Data and Equity
 JASON SMITH, Sr Procurement Analyst
 SUZANN HENSLEY, Internal Control Manager
 JEANNINE JOHNSON, Executive Assistant
 THOMAS GAINES, Procurement Analyst
 DAVE CARACCIO, Facilities Project Manager
 BILLY GREENE, Desktop Support Specialist

PUBLIC PRESENT: BRAD HUNT, Legal Counsel
 ANDREW PEASE, Arcadis
 PETER KING, Moving People Transportation Coalition

CALL TO ORDER At 10:01 A.M. Vice Chairman Davis called the meeting to order.

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

UPCOMING MEETINGS

- Vice Chairman Davis announced the following meetings for October 24, 2025:
 - Pension Committee Meeting – 9:00 AM
 - Audit and Finance Meeting – 9:30 AM
 - Board Meeting – 10:00 AM

APPROVAL OF THE AUGUST 22, 2025, BOARD MEETING MINUTES - MOTION NO. 2798

Motion – Neil Burke

Seconded – Darlene Lattimore

Carried Unanimously

DEPUTY CHIEF EXECUTIVE OFFICER’S REPORT – Mr. Tuff

The following was mentioned, in addition to Mr. Tuff’s written report that is attached to these Minutes.

TOMPKINS COUNTY AREA TRANSIT (TCAT)

On September 19th, I participated in a discussion at TCAT with Senator Cooney and Senator Webb. We discussed funding concerns with TCAT and Cortland County. The discussion was positive and concluded with a request for us to discuss ideas for a funding mechanism with NYPTA to support counties joining authorities.

COMMUNITY INVOLVEMENT

Tunnels to Towers

On August 17th, we provided transportation for the Tunnels to Towers 5 K run/walk. This is the 5th year we have provided transportation for the event, and every year, participation has grown. This year, we provided transportation for almost 1,100 participants.

Breast Cancer Awareness Month

On September 24th, we launched our pink bus in partnership with the American Cancer Society Men Wear Pink Campaign. We are pleased to launch this bus for the second consecutive year, continuing to raise awareness for this cause. The bus will be on the road and at various events in Central New York.

SENIOR STAFF REPORTS

INFORMATION TECHNOLOGIES REPORT – Mr. Fong

PROJECT UPDATES

Cortland County Relocation Project: Successful Migration

Over the weekend of September 6th, the IT team successfully completed the relocation of all IT equipment from the Cortland County Highway Department to the new Grant Street facility.

This comprehensive project involved:

- Establishment of a new Internet circuit.
- Installation of over 70 cable drops supporting critical infrastructure, including 15 door readers, 17 cameras, 5 phones & PCs, two servers, three printers (including a large multifunction device), and multiple wireless access points.

The final outstanding item is the re-establishment of the Driver's Internet system at the new location, which was central to the previous highway department operations.

Acknowledgement

Special thanks are extended to Bob Boni, IT Manager, for his exceptional project management, vendor coordination, and schedule adherence. Recognition is also given to Carlos Galindo for his expertise in network configurations and troubleshooting.

Active Directory Infrastructure Upgrade: Near Completion

The extensive Active Directory infrastructure upgrade is now substantially complete. The final phase involves the decommissioning of legacy servers.

CYBERSECURITY INITIATIVES

Windows 11 Upgrade Progress

- The deadline for Windows 11 upgrades is October 14th. Out of over 200 workstations, 34 devices remain to be upgraded.
- Automation tools have significantly streamlined this process. The primary challenge continues to be the upgrade of "mobile" devices.
- The team remains committed to meeting the October 14th deadline.

Network Segmentation Project Underway

- The network segmentation project is progressing rapidly, with the team actively collaborating with the vendor to establish policies for blocking undesirable network traffic. Further updates will be provided as this project advances.

UPCOMING INITIATIVES

Clever Devices On-Premise Solution

- Following the successful resolution of funding, the requisition process for keeping Clever Devices on-premise will now commence. Further updates will be provided as this project moves forward.

Strategic Financial Note: Microsoft Licensing

- We are currently in the final year of our Microsoft licensing agreement. Discussions are underway with the vendor to determine future licensing requirements.
- To meet evolving cybersecurity objectives, a change in our licensing structure will be necessary. This will likely result in a significant increase in costs compared to our current three-year agreement, which totaled over \$300,000. The board is advised to anticipate a potential substantial adjustment in future licensing expenditures.

OPERATION/TRANSPORTATION REPORT – Mr. Azria

THE GREAT NEW YORK STATE FAIR

The New York State Fair has concluded and by all measures it was a very successful Fair for Centro. As we anticipated, Centro saw significant increases in ridership, especially at our park and ride locations. This is due to a combination of factors including but not limited to increased parking rates at the Fairgrounds while Centro's fares remained flat, as well as an increased awareness of the ease and convenience of using our park and rides to get to the Fair. In fact, there was even a news story about park and ride being the best way to the Fair that aired during the Fair.

However, this increased ridership did cause some delays due to processing speeds at our fareboxes not being able to keep up with the volume of riders. As a result, we are already working on plans to improve our boarding speeds to make next year's Fair even better.

DOMES OVERFLOW SERVICE

The Board was provided with an update to our Dome Overflow service, which is also something that Mr. Azria has personally been working on it for over 5 years, even before his time at Centro when he worked for Syracuse University. Centro has entered an MOU with ATU 580 and an amendment to the service agreement with Syracuse University and strongly believe it will be mutually beneficial for all parties.

For decades Centro has operated "overflow service" for Dome events, often adding upwards of 30, 40 or 50 buses to support these major events. This overflow service was made possible through a service agreement with Syracuse University and by the hundreds of Centro staff that voluntarily work overtime to fill these extra service needs.

Because of the size of these events, past staffing shortages, and some of the conditions of our labor agreement, the University has had to increasingly rely on several other transportation vendors to support these events, which has created logistical and operational challenges when managing these events and

ultimately affects the fan experience, as transit buses are better suited for major events than school buses or charter buses.

The MOU with ATU provides additional financial incentives for all Centro staff working to support Dome events.

The Amendment with Syracuse University provides more advanced notice to the University regarding fulfillment of "overflow service" needs so that they can better manage vendor orders if needed and will ultimately result in more Centro buses at events, which will improve the rider/fan experience, while providing a higher billable rate to support the financial incentives being offered to Centro staff.

This is a great example of how Centro is working to better serve our community and stakeholder needs, while also working to improve the lives of our employees.

HUMAN RESOURCES – Ms. Musengo

RECRUITMENT

Centro had fifty-five (55) candidates attend the Syracuse open house on Saturday, September 6, 2025. Thanks to the success of the open house and our ongoing recruitment efforts, we are pleased to share that we will be launching one of our largest operator training classes to date. The new operator training program is scheduled to begin on Monday, September 29, 2025. Currently, we have twenty-five (25) candidates from Syracuse and five (5) from Utica enrolled in the class. Additionally, we are in the process of hiring two (2) mechanics for the Syracuse location.

WELLNESS FAIR

Centro in Syracuse recently hosted a Wellness Fair, which saw strong participation from employees. The event was a great success and featured several local vendors from the area.

ETHICS TRAINING

In-person ethics training was completed for Board Members last year; this year they are only required to complete a 30-minute online ethics training course. A link to the training has been emailed to all board members, and it must be completed by the end of the year.

Ms. Musengo informed the Board Members that if they did not receive the email or encounter any issues accessing the training, please let her know, so in turn she can assist them or connect them with someone at the NYS Commission on Ethics Office for further support.

BUSINESS DEVELOPMENT AND CORPORATE COMMUNICATIONS REPORT – Mr. Koegel

RIDERSHIP

Mr. Koegel reported on ridership from the Month of August and the New York State Fair. Mr. Koegel reported that State Fair ridership was up 18% over the previous year, attributable to the increase in on-site parking fees at the fair and better weather compared to 2024. He also reported that fixed route ridership continues to show gains in all properties. In total, ridership was up about 6% when factoring in the number of weekdays compared to last year. Mr. Koegel invited Ms. Cutrone to the table to present the Authority's Title VI report.

Ms. Cutrone presented the following Resolution, which required a Motion to approve.

ENDORISING CNYRTA 2025 TITLE VI PROGRAM – RESOLUTION NO. 2664

Ms. Cutrone presented a Resolution to authorize Endorsing CNYRTA Title VI Program.

A Motion to authorize Endorsing CNYRTA Title VI Program was raised. A copy of Title VI Program September 2025 is attached to these Minutes.

Motion – Tina Fitzgerald
Seconded – Darlene Lattimore
Carried Unanimously

Mr. Koegel then invited Ms. Daiss to the table to provide updates on Better Bus Projects in Oswego County and Onondaga County.

BETTER BUS SYSTEM REDESIGN

Oswego

Ms. Daiss spoke with the Board about the Better Bus Oswego system redesign. Public outreach is going well; the Service Development team made some changes based on earlier feedback and went back out to the public this month in Fulton and Oswego to discuss adjustments. The team is excited to be moving that system redesign forward to launch in 2026.

Onondaga

Ms. Daiss also discussed the Better Bus Onondaga system redesign. In earlier public outreach, the public said they were willing to walk further for better frequency, so Centro is increasing frequency where possible. The public said they didn't always want to connect into the hub, so Centro is removing the pulse system and large line-ups and proposing five to six routes that don't connect through the hub but elsewhere in the system. The public gave feedback that bus schedules were confusing, so Centro is streamlining routes and making the entire system easier to understand.

Ms. Daiss introduced Mr. Andrew Pease, of Arcadis, Centro's transit planning consultant. After today, Centro and the consultant team will have hosted 21 public events this week, including two operator outreach sessions and several rides on Centro routes to chat with riders. Discussion revolved around some of the proposed changes to the system and how to find details on Centro's website and give feedback.

AUDIT AND FINANCE COMMITTEE REPORT

AUGUST 31, 2025, STATEMENT OF REVENUE AND EXPEDITURES – MOTION NO. 2799

Ms. Brim presented a Motion to approve the August 31, 2025, Statement of Revenue and Expenditures. A copy of the Statement and Motion are attached to these Minutes.

A Motion to approve the August 31, 2025, Statement of Revenue and Expenditures, was raised.

Motion – Julius Lawrence
Seconded – Tina Fitzgerald
Carried Unanimously

GASOLINE BULK DELIVERY – RESOLUTION NO. 2665

Mr. King presented a Resolution to authorize a contract award for Gasoline Bulk Delivery – 2026-2031. A copy of the Resolution is attached to these Minutes.

A Motion to authorize a contract award for Gasoline Bulk Delivery –2026-2031 to Mirabito Energy Products 2026-2031 as recommended by the Audit and Finance Committee was raised.

Motion – Neil Burke
Seconded – Darlene Lattimore
Carried Unanimously

OLD BUSINESS

Mr. Julius Lawrence wanted to remind the Board Members that the Southwest Community Center is having a 50th anniversary celebration on November 1, 2025, and encouraged everyone to attend.

NEW BUSINESS

Mr. Peter King from the Moving People Transportation Coalition asked to speak to the Board Members and attendees. He informed everyone that Monday September 29th through October 4th, 2025, is a week without driving week. A kickoff event will take place at Centro's Syracuse HUB on September 29th, and all are invited to attend.

Mr. Tuff also reminded Board Members and attendees that the next Board meeting in October will be Wear Pink Day in honor of Breast Cancer Awareness Month.

ADJOURNED

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

Chairman

ATTEST:

Secretary