

**THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY**  
**(and its Subsidiaries)**  
**200 CORTLAND AVENUE, SYRACUSE, NEW YORK**  
**MINUTES OF THE JULY 26, 2024, BOARD MEETING**

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

**MEMBERS ABSENT:** DARLENE LATTIMORE, Secretary  
 NEIL BURKE

**STAFF PRESENT:** CHRISTOPHER TUFF, Deputy Chief Executive Officer  
 JACKIE MUSENGO, VP of Human Resources  
 GEOFFREY HOFF, VP of Fleet and Facilities  
 RAHMIN AZRIA, VP of Operations  
 BRUCE FONG, VP of Information Technologies  
 MELISSA BRIM, Associate VP of Finance  
 CHRIS KING, Manager of Procurement  
 BREN DAISS, Director of Special Projects and Planning  
 LYNETTE PADUANO, Director of Marketing and Communications  
 EJ MOSES, Director of Facilities  
 TARA SPRAKER, Director of Capital Programs  
 PAULA CUTRONE, Senior Manager of Transit Data and Equity  
 JASON SMITH, Senior Procurement Analyst  
 JOSH GARDNER, Spec. Transport Manager & Systems Analyst  
 DAVID CARACCIO, Project Manager Facilities  
 JEANNINE JOHNSON, Executive Assistant

**CALL TO ORDER** At 2:45 P.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

MOMENT OF SILENCE

- Chairman Laino requested a moment of silence for the recent passing of former employees Warren “Woody” Woodruff (General Manager), Joyce LoBisco (first female Operations Manager) Cayuga, Dana McMahon Syracuse Operator

RECOGNITION OF ED MUELLER FOR 32 YEARS OF SERVICE ON HIS RETIREMENT

Centro would like to recognize Ed Mueller for his 32 Years of service with Centro. Ed started in 1992 as a bus operator and was promoted to management in 2003 as the Manager of Schedule Development. He ended his career as the Director of Service Planning. We would like to thank Ed for all his years of service at Centro and wish him well in his retirement.

UPCOMING MEETINGS

- Chairman Laino announced the following meetings for August 23, 2024:
  - Governance Committee – 9:00 AM
  - Audit and Finance Committee – 9:30 AM
  - Board Meeting – 10:00 AM

APPROVAL OF THE JUNE 21, 2024, BOARD MEETING MINUTES - MOTION NO. 2725

Motion – Tina Fitzgerald

Seconded – Julius Lawrence

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:

PUBLIC TRANSIT LEADERSHIP INSTITUTE (PTLI)

On July 18th we hosted the New York Public Transit Association (NYPTA) PTLI session in Syracuse. This six-part, year-long series is an in-depth professional development opportunity for mid- to senior-level managers aspiring to advance their careers as senior and executive level public transit professionals. We provided a tour of the facility and shared discussions on technology and programs that we are working on in Central New York.

REACHING PRODUCTIVITY MILESTONES (RPM)

This past week the team and I traveled to the outside properties to celebrate the employees for their years of service to the community and to announce our quarterly operator and maintenance employee of the quarter.

*Operator of the Quarter* – William (Bill) Krichbaum – Syracuse – 22-year employee

*Maintenance Employee of the Quarter* – Vitaly “Vik” Viktorovich – Syracuse – 9-year employee

The program continues to grow and looking forward to future years.

### ONEIDA COUNTY RURAL TRANSIT (OCRT)

We are happy to announce that at the July Oneida County Legislature meeting the Resolution was approved to enter into an agreement with Centro for us to operate their Oneida County Rural Transit service. This service was suspended, and we are happy to finally be able to bring this back to Oneida County. The service will start by connecting the City of Utica, City of Rome and Turning Stone Casino. There are connections along the route for various employers, Mohawk Valley Community College (Utica and Rome Campus), Utica and Rome Hubs. This service should begin in the fall of 2024.

### DRAFT SERVICE CHANGE EQUITY ANALYSIS Sy84 – MOTION NO. 2726

Ms. Daiss, Director of Special Projects and Planning, presented to the Board, a Motion to approve the Draft Service Change Equity Analysis Sy84.

A Motion to approve the Draft Service Change Equity Analysis, Sy84, was raised.

Motion – Tina Fitzgerald  
Seconded – Julius Lawrence  
Carried Unanimously

### CALL-A-BUS QUARTERLY REPORT

Mr. Gardner presented the Call-A-Bus report as follows: June 30th marked the end of the 1st quarter FY25 for Specialized Transportation statistics. Ridership is up about 12% over prior year. Earlier in the day Call-A-Bus participated in the ADA parade in Syracuse commemorating the 34th anniversary of the Americans with Disabilities Act. Tina Fitzgerald brought up annual refresher training that was held with outside Call-A-Bus vendors the previous two Sundays.

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

Ms. Daiss presented to the Board a slide deck describing the in-progress Equity Analysis being completed for the Sy84/ Mattydale/Airport route. Last year, based on customer requests, Centro adjusted service on the Sy84 route to add service to Hancock International Airport. In order to keep on schedule, two route deviations were discontinued. The service now operates on Rt. 11 between N. Salina St and Lawrence Rd in North Syracuse. Centro also established a fare free zone between the parking lot on Air Cargo Road and Terminal A to assist employees during inclement weather. The service continues to operate 26 trips daily with the same amount of revenue hours and an increase in revenue miles. The removal of route deviations makes the service easier to understand and navigate for the customers. As required by Title VI of the Civil Rights Act, staff is in the process of analyzing these changes to review any adverse impacts on minority or low-income populations. No disparate or disproportionate impacts were found in the analysis.

In addition to the analysis, Centro offers alternate service for the impacted population on Route Sy88 North Syracuse – Central Square which continues to serve Brewerton Road between W. Taft Rd and Chestnut St. The Sy84 service also provides opportunities for transit dependent residents to safely and

affordably get to and from work at the airport, thus expanding opportunities for minority and low-income persons.

A Public Hearing will be held on August 13th at 5pm at the Burham Park in Mattydale aboard Centro's new community bus to get additional feedback from the public. After the completion of the public comment period, staff will finalize the Equity Analysis and bring it to the Board for final approval in September.

### AUDIT AND FINANCE COMMITTEE REPORT

#### 2024 ITC PROPERTY, GENERAL LIABILITY, AND GARAGE KEEPER INSURANCE – MOTION NO. 2728

Mr. John Maloff, Centro's Insurance Broker, presented a Motion to approve the 2024 ITC Property, General Liability, and Garage Keeper Insurance.

A Motion to approve the 2024 ITC Property, General Liability, and Garage Keeper Insurance as recommended by the Audit and Finance Committee was raised.

Motion – Julius Lawrence  
Seconded – Louella Williams  
Carried Unanimously

#### 2024 WORKERS COMPENSATION RENEWAL – MOTION NO. 2729

Mr. Cronin presented a Motion to approve the 2024 Worker's Compensation Renewal. A copy of which is attached to these minutes.

A Motion to approve the 2024 Workers Compensation Renewal as recommended by the Audit and Finance Committee was raised.

Motion – Anthony Davis  
Seconded – Tina Fitzgerald  
Carried Unanimously

#### 2024-25 FIRST QUARTER FINANCIAL STATEMENTS – MOTION NO. 2727

Ms. Brim presented the 2024-25 First Quarter Financial Statements, for period ending June 30, 2024. A copy of which is attached to these minutes.

A Motion to Approve the 2024-25 First Quarter Financial Statements as recommended by the Audit and Finance Committee was raised.

Motion – Monty Flynn  
Seconded – Anthony Davis  
Carried Unanimously

BODY SHOP & PAINT SUPPLIES – RESOLUTION NO. 2611

Mr. King, Procurement Manager, presented a Resolution for a contract award for Body Shop & Paint Supplies to NAPA Auto Parts. A copy of the Resolution is attached to these Minutes.

A Motion to approve the contract award to NAPA Auto Parts as recommended by the Audit and Finance Committee was raised.

Motion – Tina Fitzgerald  
 Seconded – Anthony Davis  
 Carried Unanimously

REGIONAL TRANSPORTATION CENTER JANITORIAL SERVICES – RESOLUTION NO. 2612

Mr. King, Procurement Manager, presented a Resolution to approve a contract award for Regional Transportation Center Janitorial Services to Human Technologies Corporation and Northcoast-Community Options. A copy of the Resolution is attached to these Minutes.

A Motion to approve the contract award Human Technologies Corporation and Northcoast-Community Options to as recommended by the Audit and Finance Committee was raised.

Motion – Louella Williams  
 Seconded – Julius Lawrence  
 Carried Unanimously

ADMINISTRATIVE POINT OF SALE TERMINAL PURCHASE – RESOLUTION NO. 2613

Mr. King, Procurement Manager, presented a Resolution to approve a contract award to Genfare in the amount of \$251,687.23 to furnish and install seven Administrative Point of Sale Terminals. A copy of the Resolution is attached to these Minutes.

A Motion to approve the contract award to Genfare in the amount of \$251,687.23 to furnish and install seven Administrative Point of Sale Terminal Purchase, as recommended by the Audit and Finance Committee was raised.

Motion – Anthony Davis  
 Seconded – Tina Fitzgerald  
 Carried Unanimously

EXECUTIVE RECRUITMENT SERVICES – RESOLUTION NO. 2614

Mr. King, Procurement Manager, presented a Resolution to approve a contract award for Executive Recruitment Services to TransPro Consulting. A copy of the Resolution is attached to these Minutes.

A Motion to approve the contract award to TransPro Consulting, as recommended by the Audit and Finance Committee was raised.

Motion – Anthony Davis  
 Seconded – Tina Fitzgerald  
 Carried Unanimously

### PENSION COMMITTEE REPORT

Mr. Joseph Hardick, Chairman of the Authority's Pension Committee, announced that the Pension Committee met earlier this morning, Tim Tindall and Jim Gould from Alesco Advisors LLC presented the quarterly report regarding the investment of assets in the pension plans of the Authority (salaried and non-salaried) and for Centro of Oneida, Inc. (Utica and Rome). After a detailed and lengthy discussion, it was agreed that no action is recommended regarding the respective pension plans at this time. Also heard from Greg Stump, from Boomershine Consulting Group, our actuary. Mr. Stump's presentation was very informative.

### EXECUTIVE SESSION – MOTION NO. 2730


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

Motion – Robert Cuculich  
 Seconded – Julius Lawrence  
 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 – July 2024  
DATE: July 17, 2024

#### **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
  - April 2024 \$ 300,229
  - May 2024 \$ 229,991
  - June 2024 \$ 1,521,459
  - \$27,768,424 (of \$38.5 Mil)

#### **Senator May**

On July 8<sup>th</sup> we hosted Senator May at Centro for a meeting. Steve Koegel, Bren Daiss, and I met with the Senator to thank her for his support of transportation in the State Budget this year. We updated her on the Bus Rapid Transit (BRT) project and discussed other current and future Centro projects. We also concluded the meeting with a tour of the facility.

#### **Assemblyman Stirpe**

On July 9<sup>th</sup> we hosted Assemblyman Stirpe at Centro for a meeting. Steve Koegel, Bren Daiss, and I met with the Assemblyman to thank him for his support of transportation in the State Budget this year. We updated him on the Bus Rapid Transit (BRT) project and discussed other current and future Centro projects. We also concluded the meeting with a tour of the facility.

#### **Mission, Vision, and Values Update**

For the past few weeks, the team has been meeting with staff at all locations to update them on the progress made with updating the Mission, Vision, and Values. Staff has been gathering the feedback of employees for review, we plan to present the final statements to the Board in August at the Governance meeting.

#### **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 Membership, SMTC, Arcadis (Transportation Consultants), Oneida County Rural Transit, Micron, and Genfare (farebox upgrades)

# Audit and Finance Committee Agenda

Presented by Melissa Brim, Associate Vice President of Finance, August 23, 2024

## Board Actions Motions and Resolutions

### MOTIONS

July 31, 2024, Statement of Revenue & Expenditures

### RESOLUTIONS:

Syracuse Transfer Hub Janitorial Services – C. King  
Varonis DatAdvantage System Licensing & Support – C. King  
Minivan Services B – C. King  
Windshield Washer Fluid – C. MacCollum  
Syracuse Facility Bathroom Renovations – C. MacCollum

### SUPPLEMENTAL INFORMATION:

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

### ITEMS REQUIRING FUTURE BOARD ACTION:

August 31, 2024, Statement of Revenues & Expenditures  
September 30, 2024, Statement of Revenues & Expenditures





## STATEMENT OF REVENUES AND EXPENDITURES

Central New York Regional Transportation Authority  
Statement of Revenues and Expenditures  
From 04/01/2024 through 07/31/2024  
(In Whole Numbers)

	CY Actual	CY Budget	CY to Budget Change	% Change CY to Budget	PY Actual	CY to PY Change	% Change CY to PY
<b>Revenue</b>							
Operating Revenue							
Regular Line Passenger Revenue	1,387,790	1,299,627	88,163	6.78%	1,204,486	183,303	15.21%
Special Line Passenger Revenue	1,636,466	1,670,200	(33,734)	(2.01)%	1,575,674	60,792	3.85%
Advertising & Other Revenue	784,968	770,672	14,296	1.85%	671,515	113,453	16.89%
Total Operating Revenue	3,809,223	3,740,499	68,725	1.84%	3,451,675	357,548	10.36%
<b>Expenses</b>							
Operating Expenses							
Salaries & Wages	12,212,646	13,484,823	1,272,177	(9.43)%	11,072,437	1,140,209	10.29%
Other Employee Benefits & Payroll Taxes	1,277,514	1,489,265	211,751	(14.21)%	1,237,293	40,221	3.25%
Healthcare Benefits	4,451,124	5,249,040	797,916	(15.20)%	3,981,173	469,951	11.80%
Workers Compensation	679,415	1,090,300	410,885	(37.68)%	1,107,119	(427,704)	(38.63)%
Pension Benefits	1,642,874	1,310,587	(332,288)	25.35%	1,252,235	390,639	31.19%
Risk Management	769,412	1,179,360	409,948	(34.76)%	913,890	(144,477)	(15.80)%
Purchased Transportation	2,084,628	2,049,400	(35,228)	1.71%	1,707,940	376,688	22.05%
Materials & Supplies	1,718,775	1,633,545	(85,230)	5.21%	1,405,008	313,767	22.33%
Services	1,968,622	2,306,127	337,505	(14.63)%	1,798,567	170,055	9.45%
Fuel	678,320	726,450	48,130	(6.62)%	648,958	29,362	4.52%
Utilities	200,179	213,790	13,611	(6.36)%	193,296	6,883	3.56%
Other Expenses	120,914	152,828	31,914	(20.88)%	91,153	29,761	32.64%
Total Operating Expenses	27,804,424	30,885,516	3,081,091	(9.98)%	25,409,069	2,395,356	9.43%
<b>Non-Operating Revenue</b>							
Assistance and Other Revenue							
Operating Assistance	22,676,024	23,230,667	(554,643)	(2.38)%	21,589,218	1,086,806	5.03%
Mortgage Tax Revenue	2,555,985	2,417,000	138,985	5.75%	2,591,592	(35,607)	(1.37)%
Gain/Loss on Disposal of Capital	15,945	16,667	(722)	(4.33)%	4,605	11,340	246.24%
Investment Revenue	535,070	196,668	338,402	172.06%	341,285	193,786	56.78%
Total Assistance and Other Revenue	25,783,023	25,861,001	(77,978)	(0.30)%	24,526,699	1,256,324	5.12%
<b>Operating Income (Loss)</b>	1,787,822	(1,284,016)	3,071,838	(239.23)%	2,569,306	(781,483)	(30.41)%
<b>Capital Contributions</b>							
Grants for Capital Contributions							
Federal Grants	930,351	1,048,000	(117,649)	(11.22)%	294,669	635,682	215.72%
State Grants	354,437	7,269,800	(6,915,363)	(95.12)%	226,205	128,231	56.68%
Total Capital Contributions	1,284,788	8,317,800	(7,033,012)	(84.55)%	520,874	763,913	146.66%
<b>Non-Operating Expenses</b>							
Non-Operating Expenses							
Depreciation Expense	3,745,879	3,885,000	139,121	(3.58)%	3,970,018	(224,139)	(5.64)%
Total Non-Operating Expenses	3,745,879	3,885,000	139,121	(3.58)%	3,970,018	(224,139)	(5.65)%
<b>Change in Net Position</b>	(673,269)	1,824,984	(2,498,253)	(136.89)%	(879,838)	206,569	(23.47)%
<b>Net Position - Beginning of Year</b>	(215,987,287)	0	(215,987,287)	0.00%	(224,453,514)	8,466,227	(3.77)%
Total Net Position - Beginning of Year	(215,987,287)	0	(215,987,287)	0.00%	(224,453,514)	8,466,227	(3.77)%
<b>Net Position - End of Year</b>	(216,660,556)	1,824,984	(218,485,540)	(11,971.91)%	(225,333,352)	8,672,796	(3.84)%



STATEMENT OF REVENUE AND EXPENDITURES

After four months ending July 31, 2024, the Authority’s consolidated Operating Income (Loss) before capital contributions and non-operating expenses is \$1.8 million.

Operating Revenues

As of July 31, 2024, total operating revenues amount to \$3.8 million, reflecting a \$358 thousand, or a 10% increase from the prior year. Overall, operating revenues are performing inline with budget expectations.

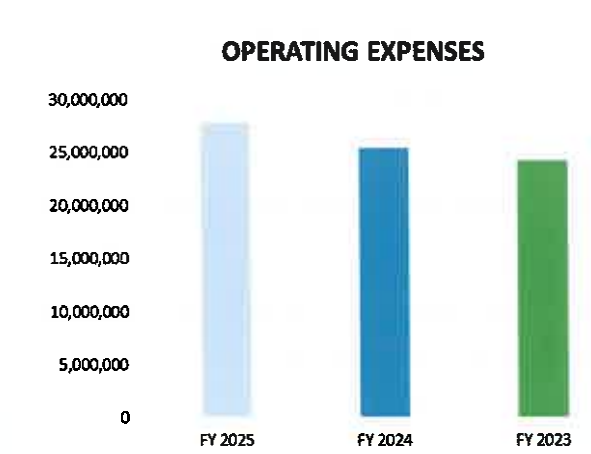
Regular line passenger revenues are performing 7% better than budget expectations and 15% better than the prior year. The favorable budget and prior year variances are driven by an increase in pass sales in Syracuse, and a 10% increase in fixed route ridership systemwide compared to the same period in prior year.

Special line passenger revenues continue to perform 2% below budget expectations, but 4% better than the prior year. The variances are consistent with last month; the favorable prior year variance is due to the budgeted increase service levels pertaining to the Syracuse University contract. However the service being provided has not been realized at the budgeted level, creating the budgeted variance.

Advertising and other revenues are performing inline with budget expectations and is 17% better than the prior year. The variances are consistent with last month; the favorable variance compared to the prior year is primarily driven by an increase in the guaranteed minimum in the transit advertising contract.

Operating Expenses

As of July 31, 2024, total operating expenses amount to \$27.8 million, reflecting a \$2.4 million, or a 9% increase from the prior year. Overall, operating expenses are performing 10% under budget.



Personnel expenses are performing \$2.4 million, or 10% below budget expectations but are \$1.6 million or 9% higher than the prior year. Personnel expenses continue to perform inline with the first three months of the current fiscal year. The personnel budget categories assume all open positions are filled and operational for the entirety of the fiscal year. Currently, there are several open positions for bus operators, maintenance, and administrative staff. The variance in personnel expenses compared to the prior year is largely driven by union wage increases, an increase in the 401a employer match, and higher healthcare costs. The rise in healthcare costs reflects 1,029 more claims and 20,748 more services being requested in the current fiscal year.



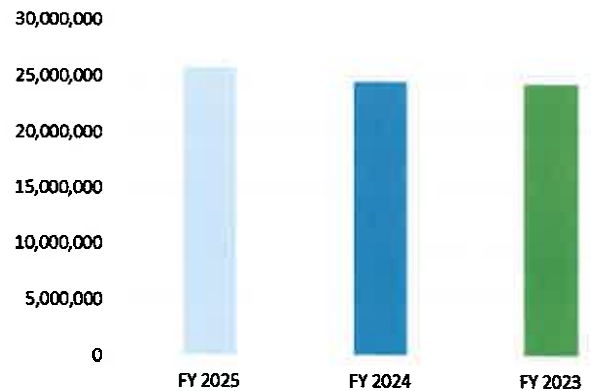
**Non-personnel expenses** are performing \$720 thousand, or 9% below budget expectations but are \$782 thousand, or 12% higher than the expenses from the previous year. All non-personnel expense categories continue to perform inline or under budget. Risk management expenses are performing under budget and under prior year; claims administration, legal fees, and prior year claims expenses are all performing under the anticipated budgeted amount. Service expenses are under budget and over prior year. Service expenses associated with advertising and marketing, training, and software licensing and maintenance support are all under budget due to anticipated expenses not yet realized. We anticipate these expense categories to trend more closely with the budget as the year progresses. The non-personnel categories trending over budget and prior year are purchased transportation, and materials and supplies, which were both budgeted to increase in the current fiscal year.

### Non-Operating Revenues

As of July 31, 2024, total non-operating revenues amount to \$25.8 million, representing a \$1.3 million, or a 5% increase from the prior year. Overall, operating revenues are performing inline with budget expectations.

**Operating assistance** is performing inline with budget and higher than prior year. The notable year over year variances are driven by the increase to the State Transit Operating Assistance (STOA), and favorably performing investment revenue. With investment revenue interest rates consistently trending around 5%, the Authority will continue to invest idle cash as long as it aligns with cash flow requirements.

### NON-OPERATING REVENUE



## INVESTMENT REPORTS

Central New York Regional Transportation Authority  
Inventory of Existing Investments  
As of 07/31/2024  
(In Whole Numbers)

Cash Investments	Institution	Interest Rate	Amount	Total
Unrestricted- Operating Funds				
Commercial Savings - General Fund	M&T Bank	3.50%	\$9,259,916	<u>\$9,259,916</u>
Board Designated - Funded Reserves				
Commercial Savings - Health Reserve	M&T Bank	3.50%	\$3,135,654	
Commercial Savings -Insurance Reserve	M&T Bank	3.50%	\$2,780	
Commercial Checking - Capital Reserve	JP Morgan	2.10%	\$930,269	
Commercial Checking - Paratransit Reserve	JP Morgan	2.10%	\$89,464	<u>\$4,158.167</u>
				<u>\$13,418,083</u>

Investments	Institution	Yield	Term	Market Value	Purchase Date	Maturity Date	Maturity Value
Unrestricted- Operating Funds							
Treasury Bill - Operating Fund	JP Morgan	5.18%	4 mo.	\$5,067,591	4/29/2024	8/27/2024	\$5,087,000
Board Designated - Funded Reserves							
Treasury Bill - Capital Reserve	JP Morgan	5.16%	2 mo.	\$5,035,118	6/13/2024	8/13/2024	\$5,044,000
Treasury Bill - Insurance Reserve	JP Morgan	5.19%	6 mo.	\$4,116,043	2/28/2024	8/29/2024	\$4,133,000
Treasury Bill - Paratransit Reserve	JP Morgan	5.19%	1 mo.	\$5,004,009	7/25/2024	8/20/2024	\$5,018,000
Total Investment Values				<u>\$19,222,762</u>			<u>\$19,282,000</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>
3,337,292	2,591,592	2,555,985	(35,607)	-1.4%	2,417,000	138,985	5.8%

	<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	537,226	-29.5%	1099.9%	582,000	30.9%	-7.7%
May	778,198	557,104	622,405	11.7%	-1846.8%	542,000	2.8%	-44.6%
June	807,832	621,109	512,679	-17.5%	692.5%	613,000	1.3%	-70.5%
July	852,081	651,504	883,676	35.6%	-735.8%	680,000	-4.2%	-63.4%
August	1,213,405	736,644	0	-100.0%	-100.0%	705,000	4.5%	-100.0%
September	755,816	643,528	0	-100.0%	-100.0%	700,000	-8.1%	-100.0%
October	658,916	737,317	0	-100.0%	-100.0%	700,000	5.3%	-100.0%
November	819,898	613,698	0	-100.0%	-100.0%	580,000	5.8%	-100.0%
December	567,517	640,840	0	-100.0%	-100.0%	580,000	10.5%	-100.0%
January	682,916	743,819	0	-100.0%	-100.0%	577,000	28.9%	-100.0%
February	624,144	547,438	0	-100.0%	-100.0%	568,000	-3.6%	-100.0%
March	734,415	425,398	0	-100.0%	-100.0%	588,000	-27.7%	-100.0%
	<u>9,394,319</u>	<u>7,680,275</u>	<u>2,555,985</u>			<u>7,415,000</u>		

<u>County Receipts - July</u>	<u>FY-25</u>	<u>FY-24</u>	<u>\$</u>	<u>%</u>
Onondaga	639,208	395,110	244,098	0.62
Oswego	77,410	65,417	11,993	0.18
Cayuga	40,000	35,830	4,170	0.12
Oneida	127,058	155,147	(28,089)	(0.18)
Total	<u>883,676</u>	<u>651,504</u>	<u>232,171</u>	<u>0.36</u>



## STATEMENT OF CASH FLOW

Central New York Regional Transportation Authority  
Statement of Cash Flow  
As of 7/31/2024  
(In Whole Numbers)

**Cash Flows From Operating Activities:**

Operating Receipts from Fares & Operations	\$ 229,145
Receipts from A/R Billings for Contracts & Other Miscellaneous	138,319
Mortgage Tax Receipts from Counties	512,679
Payments to Vendors & Suppliers	(2,674,341)
Payments of Bank Fees	(1,164)
Payments for Pension Contributions	(360,180)
Payments for Healthcare & Flex Claims-UMR	(548,633)
Payments of Payroll Related Liabilities	(938,711)
Payments of Wages	(1,971,110)
<b>Net Cash Provided by (Utilized in) Operating Activities</b>	<b>\$ (5,613,996)</b>

**Cash Flows From Capital Activities:**

Proceeds from Federal & State Grants Received for Capital Additions	79,242
Proceeds from Federal COVID Emergency Funds	1,521,459
Purchases of Capital Assets	(136,828)

<b>Net Cash Provided by (Utilized in) Capital Activities</b>	<b>\$ 1,463,873</b>
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<b>Net Change in Cash from Operating &amp; Capital Activities</b>	<b>\$ (4,150,123)</b>
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<b>General Fund Cash Balances - Beginning of Period</b>	<b>\$ 12,088,200</b>
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<b>General Fund Cash Balances - End of Period*</b>	<b>\$ 7,938,077</b>
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<b>Insurance Reserve Fund</b>	<b>\$ 2,780</b>
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<b>Health Insurance Reserve</b>	<b>\$ 3,135,654</b>
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<b>Capital Reserve Fund</b>	<b>\$ 930,269</b>
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<b>ParaTransit Reserve</b>	<b>\$ 89,464</b>
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<b>Invested Funds (Restricted &amp; Unrestricted)</b>	<b>\$ 19,222,762</b>
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<b>Total Cash All Sources - End of Period:</b>	<b>\$ 31,319,006</b>
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\*General Fund Cash Includes General Disbursing and Money Market Accounts Only



## PROCUREMENT

### ACTIVE PROCUREMENTS

The following open contracts actively moving through the process:

- Employee Uniforms
- Centro of Oneida Consolidated Facility Consultant
- Janitorial Services- Syracuse HUB
- Minivan Services B
- Varonis Annual Support
- Windshield Washer Fluid
- Pits and Drains Services
- Pension Services – Defined Benefit
- Pension Services – Defined Contribution
- Backup Generator Purchase
- Syracuse Facility Bathroom Renovations
- Email Security Solution

### FUTURE PROCUREMENTS

Items requiring future board action:

Within 2 months:

- Employee Uniforms
- Centro of Oneida Consolidated Facility Consultant
- Email Security Solution
- Backup Generator Purchase
- Pits and Drains Services

Within 6 months:

- Pension Services – Defined Benefit
- Pension Services – Defined Contribution

### REVENUE SERVICE CONTRACTS

There are no agreements actively moving through the process.

### LEASE REVENUE CONTRACTS

There are no agreements actively moving through the process.





## CAPITAL PROGRAMS

### COVID RELIEF FUNDS

The ARP Act grant application was submitted to FTA on November 2, 2021. The ARP grant was executed on January 25, 2022, in the amount of \$38.5 million. To date, a total of \$28.8 million of operating assistance has been expended.

### FEDERAL GRANT FUNDING

#### PENDING APPLICATIONS

**Transit Infrastructure Grant Application**, part of the Infrastructure Investment and Jobs Act (IIJA) included federal Community Project Funding/Congressionally Directed Spending apportionments for fiscal year 2024. CNYRTA submitted two (2) applications to Senator Schumer's and Senator Gillibrand's offices. One (1) of which was selected as part of Senator Gillibrand's request to the Senate Appropriations Committee. The \$2 million for Transit Stop Enhancements for CNYRTA City Bus Stops project is in Stage 1 of the multi-step review and approval process. While our project is included on this list, it is important to note that this is the first stage and does not guarantee funding. Further updates will be provided to the Board as they become available.

#### AWARDED APPLICATIONS

**Section 5307 and 5339 Grant Programs Application**, for federal fiscal year 2024 is in draft review with the FTA. The application includes capital assistance for various projects totaling approximately \$35 million in federal funds. On August 12, 2024, CNYRTA executed the grant award.

### STATE GRANT FUNDING

#### PENDING APPLICATIONS

**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 still under review.

#### AWARDED APPLICATIONS

**Innovative Mobility Transit Pilot Program**, the legislative initiative allocated \$1 million to the CNYRTA. CNYRTA's project plan was submitted to NYSDOT on November 17, 2023. Approval was received on May 20, 2024, awaiting grant agreement.

**Section 5311 Rural Area Formula Grants**, Administered by NYSDOT, FY2023 operating assistance grant was awarded. NYSDOT to provide the grant agreement for approval in the coming weeks.

## CAPITAL PLANNING

CNYRTA's Capital Planning Committee continues to meet bi-weekly to discuss the capital needs of the Authority and to plan for the short and long-term capital improvements consistent with the Authority's Capital Improvement Plan (CIP). In addition, the committee reviews, recommends and approves capital improvement items.

Updates will be provided to the Board as they become available.





Resolution No. 2611

Date: July 26, 2024

**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR**  
**BODY SHOP & PAINT SUPPLIES 2024-2029**

**WHEREAS**, the Central New York Regional Transportation Authority (CNYRTA) has a need for a qualified vendor to provide Body Shop & Paint Supplies; and

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

**WHEREAS**, the Invitation for Bid was publicly let on March 25, 2024; and

**WHEREAS**, twenty-five (25) vendors were invited, of which, six (6) were sent to NYS Certified M/WBE firms and thirteen (13) bid packages were downloaded; and

**WHEREAS**, one (1) bid was received on April 15, 2024, with the lowest responsive and responsible bid received from NAPA Auto Parts; and

**WHEREAS**, the price was determined to be fair and reasonable based upon the 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 NAPA Auto Parts for Body Shop & Paint Supplies. The contract would commence October 1, 2024.

**FACT SHEET**  
**BODY SHOP & PAINT SUPPLIES 2024-2029**

**PROJECT DESCRIPTION:** The CNYRTA has a need for a qualified vendor to provide Body Shop & Paint Supplies.

**ADVERTISEMENT:** An Invitation for Bid was advertised on March 25, 2024 in the NYS Contract Reporter, Post Standard (Onondaga, Cayuga and Oswego County editions), Rome Sentinel, Utica Observer-Dispatch, and Minority Commerce Weekly.

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

**PRICING RECEIVED:** See attached.

**COMMENTS:** NAPA Auto Parts has provided Body Shop & Paint Supplies 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 bid documents staff recommends contract award to NAPA Auto Parts for a five (5) year term, commencing October 1, 2024.

Items	Size	NAPA Auto Parts	
		Price per Unit	Brand Offered
Kleanz-Easy Surface Cleaner 6383	Gallon	\$70.50	MS
Tec/Clean Surface Cleaner- Fast 6384	Gallon	\$71.21	MS
Te502 - Lcf Wash Primer	Gallon	\$262.13	MS
Dtm Primers - 5225-Gray	Gallon	\$248.61	MS
Dtm Primers - 5226-White	Gallon	\$255.84	MS
Dtm Primers - 5227-Black	Gallon	\$255.84	MS
Tec/Prime Plus Iso-Free Dtm Primer - TP570	Gallon	\$332.36	MS
Tec/SYSTEM® DTM 3.5 VOC Epoxy Sealer - 5273, 5274	Gallon	\$320.83	MS
Prism M 3.5 Voc Low Voc Polyurethane 60 Series	Gallon	\$118.62	MS
Tec/Base Basecoat Intermix Color 88/98	Gallon	\$807.86	MS
SGC1 Speed & Glamour Clearcoat	Gallon	\$309.50	MS
Cross/Fire National Rule High Hiding Basecoat - C6 SERIES	Gallon	\$311.36	MS
White- 912828-Ex	Gallon	\$231.66	MS
Green- 912829-Ex	Gallon	\$296.91	MS
Light Blue- 912825-Ex	Gallon	\$231.66	MS
Dark Blue- 912826-Ex	Gallon	\$296.91	MS
Black- 912827-Ex (Also Referenced As N0001-Ex)	Gallon	\$231.66	MS
Conditioning Disc- Course	2"	\$1.43	3M
Conditioning Disc- Medium	2"	\$1.43	3M
Conditioning Disc - Fine	2"	\$1.43	3M
Conditioning Disc- Course	3"	\$2.78	3M
Conditioning Disc- Medium	3"	\$2.78	3M
Conditioning Disc- Fine	3"	\$2.79	3M
Conditioning Disc- 24 Grit	5"	\$99.39	3M
Conditioning Disc- 24 Grit	7"	\$116.96	3M
Single Edge Razor Blades	#9	\$6.87	MS
Well Nut	1/4X20	\$4.52	BK
Well Nut	1/2X20	\$10.87	BK
Steel Rivets	1/8", .376-.500	\$10.00	PRG
Steel Rivets	3/16", .376-.500	\$12.00	PRG
Steel Rivets	1/4", .376-.500	\$18.00	PRG
Aluminum Rivets	1/8", .376-.500	\$11.00	PRG
Aluminum Rivets	3/16", .376-.500	\$12.00	PRG
Aluminum Rivets	1/4", .376-.500	\$20.00	PRG
Stainless Rivets	1/8", .376-.500	\$18.00	PRG
Stainless Rivets	3/16", .376-.500	\$20.00	PRG
Stainless Rivets	1/4", .376-.500	\$65.00	PRG
Blaze Cyclonic 80, Multi-Air Cyclonic P80-D Paper Discs - 63642597505	6 X 11/16	\$59.78	NRA
Blaze Cyclonic 180, Multi-Air Cyclonic P180-D Paper Discs - 63642597508	6 X 11/16	\$49.92	NRA
Blaze Cyclonic 220, Multi-Air Cyclonic P220-D Paper Discs - 63642597509	6 X 11/16	\$49.92	NRA
P320B Disc Abrasives - 07781	6"	\$47.93	NRA
P80C Multi-Air Cyclonic Roll,Norg Sht Roll-Dry Ice - 06113	N/A	\$37.79	NRA
P180 Multi-Air Cyclonic Roll,, Norg Sht Roll-Dry Ice - 06118	N/A	\$31.77	NRA
Hook and Loop Disc Back Up Pad	6"	\$69.01	NRA
Body File Sheet P40E	2-3/4"X5"	\$51.62	NRA
Body File Sheet P40E	2-3/4" X8"	\$90.74	NRA
Body File Sheet P40E	2-3/4X16-1/2	\$61.29	NRA
Aerosol Paint Gloss Black	15 Ounce Can	\$8.28	DC
Aerosol Paint Semigloss Black	15 Ounce Can	\$8.28	DC
Aerosol Paint Flat Black	15 Ounce Can	\$8.28	DC
Aerosol Paint Safety Orange	12 Ounce Can	\$7.53	DC
Aerosol Paint Safety Red	12 Ounce Can	\$7.53	DC
Aerosol Paint Safety Yellow	12 Ounce Can	\$7.53	DC
Chip Brush	2"	\$1.15	AES
22 Ounce Mixing Cup	N/A	\$117.14	3M
28 Ounce Mixing Cup	N/A	\$140.07	3M
6.8 Ounce Mixing Cup	N/A	\$91.28	3M
Clearcoat	Gallon	\$360.10	3MMS
Well Nut	#8-32 .499	\$4.51	BK
680 Series, (Roll) White Removable Reflective Film W/ Adhesive - 680CR-10	5" X 50 Yds.	No Bid	No Bid
Platinum Plus Filler	N/A	\$73.83	3M
Finishing Film Disc P600 Grit	6"	\$58.12	NRA

Sand Paper Disc P180 Grit	8"	\$49.92	NRA
Sand Paper Disc P36 Grit	8"	\$51.63	NRA
Sand Paper Disc P80 Grit	6"	\$57.33	NRA
Sand Paper Sheet 40Grit	2-3/4"X16-1/2"	\$22.84	3M
Sand Paper Sheet P500 Grit	9"X11"	\$1.17	3M
Sand Paper Sheet P400 Grit	9"X11"	\$1.17	3M
Sand Paper Sheet P220 Grit	9"X11"	\$1.17	3M
Body Panel Structural Epoxy Adhesive 220 MI - 04617	N/A	\$51.32	SEM
Dry Guide Coat Kit, Cartridge & Applicator, 50 G, Powder, Dark Gray - 051131-05861	N/A	\$58.33	3M
Professional Series Half Facepiece Respirator Paint Spray Packout - 37079	N/A	\$53.43	3M
Rustseal Rust Preventive Coating, Off White - 4508	Gallon	\$117.50	KBS
Stikit Pad Sanding Backing Paltes/Pads - 05576	6"	\$46.52	3M
Stikit Low Profile Pad Sanding Backing Paltes/Pads - 05656	6"	\$46.55	KBS
Waffle Foam Buffing And Polishing Pad	8"X8"	\$42.05	3M
Milled Fiberglass Filler Reinforced Resin Body Fill - 05816	N/A	\$82.35	3M
Rubbing Compounds Automotive Finishes Super Duty - 05955	Gallon	\$92.94	3M
Waxes Cleaner & Polishes Hand Glaze Liquid Polish - 05990	Quart	\$33.48	3M
Vinyl Tape	1/8"W X 36Yds.	\$8.38	3M
Vinyl Tape	1/4"W X 36Yds.	\$8.38	3M
Vinyl Tape	1/2"W X 36Yds.	\$10.88	3M
Hooks & Loop Fastener Velcro	N/A	\$6.38	3M
Automotive Attachment Tape	1/2"W X 20 Yds.	\$41.21	3M
Automotive Attachment Tape	1/4"W X 20 Yds.	\$24.08	3M
Automotive Attachment Tape	7/8"W X 20 Yds.	\$62.29	3M
Painter's Spray Sock (Fits Over Head), Cotton Blend	One Size Fits All	\$2.01	NSE
Respirator Mask N95	N/A	\$2.50	3M
Respirator Suite Filler Retainer	N/A	\$1.71	3M
Respirator Clean Wipe	N/A	\$0.51	3M
Respirator Half Face Mask Assy Dual Cartridge Packout P95	N/A	\$37.65	3M
Respirator Half Face Mask Assy Dual Cartridge Packout P100	N/A	\$37.65	3M
Particulate Respirator	N/A	\$10.43	3M
Self Etching Primer	N/A	\$19.58	SEM
Scuff Pads	N/A	\$1.29	3M
Scuff Pads Ultra Fine	N/A	\$1.32	3M
Scuff Pads Mandrels/Holder Wheel Madrels 1938	N/A	\$7.98	3M
Stripe Off Wheel / Eraser , W/ Hardware , Moulding & Stripe Removal Disc	4"Dia X 5/8"W X 3/8"-16	\$14.95	DENT FIX
Stripe Off Wheel Eraser , Moulding & Stripe Removal Disc	4"Dia X 5/8"W X 3/8"-17	\$36.99	DENT FIX
Bristle Disc 05539	N/A	\$26.75	3M
Weatherstrip Adhesive	N/A	\$8.84	3M
Spray Gun Lube	N/A	\$9.01	SHARPE
Glass Butyl Tape - Auotmotive	N/A	\$22.15	3M
Undercoating 3M Rocker Shutz Coating	Quart	\$20.99	3M
Undercoating Sprayable	N/A	\$11.25	HUD
Stone Guard Sprayable	N/A	\$9.95	Martin Senour
Applicator Gun	N/A	\$90.64	3M
Strip Disc Blaze- Coarse	4"X1/4	\$48.88	NRA
Stiff Scraper , Tool, Cabon Steel, Molding & Emblem Remover	4"	\$76.10	3M
Marson Platinum	N/A	\$73.83	3M
Atomizing Head	N/A	\$26.56	3M
Spray Gun	N/A	\$302.66	3M
Spray Head	N/A	\$26.69	3M
Paint Spray Gun Nozzels	N/A	\$26.56	3M
Sanding Backing Plates/Pads	N/A	\$17.67	3M
Orbital Sander Dust Collecto Bags	N/A	\$4.69	3M
Spot Putty	N/A	\$49.97	3M
Respirator Half Face Mask Assy Packout	N/A	\$37.65	3M
Spec Adhesive Remover	N/A	\$35.67	3M
Buffing & Polishing Pad	3"	\$8.91	3M
Stikit 80 Grit	8"	\$55.00	NRA
Stikit 80 Grit Vac	8"	\$70.00	NRA
Steel Wool	N/A	\$2.59	BK
Steel Wool	N/A	\$3.00	BK
Fibemat	N/A	\$10.66	MS
14.1 Oz Propane Cylinder	N/A	\$11.82	FIRE POWER
12Mm Masking Tape	N/A	\$3.39	3M
Fibe Mat	N/A	\$12.09	MS

Mixing Cup Lid	N/A	\$0.26	Martin Senour
Mixing Cup Lid	N/A	\$0.26	Martin Senour
Mixing Cup Qt	N/A	\$0.55	Martin Senour
GI Mixing Lid	N/A	\$16.59	Martin Senour
GI Mixing Cup	N/A	\$1.31	Martin Senour
Hand Pump Sprayer	N/A	\$49.49	Martin Senour
Repair Kit Hand Pump Sprayer	N/A	\$25.31	Martin Senour
Caulking Gun	N/A	\$6.57	Martin Senour
Spray Can Filling Machine Mixing Can 16Oz Omni Fill Can - MS 855216000	N/A	\$27.76	Martin Senour
Red Engine Paint Cummins Red	N/A	\$7.32	DC
Air Valve Kit	N/A	\$110.00	Martin Senour
Pro Lite Rebuild Kit	N/A	\$100.00	Martin Senour
Air Adjusting Valve	N/A	\$110.00	Martin Senour
Lithium Cell 2032DI Button Battery	2PK	No Bid	No Bid
Aerosol Gun	N/A	\$12.99	Martin Senour
Plastic Cup 32Oz	N/A	\$0.55	Martin Senour
Mixing Cup	N/A	\$0.34	Martin Senour
Skid No More	Gallon	\$89.19	Martin Senour
Epoxy Primer	N/A	\$248.61	Martin Senour
Clear Primer/Sealer Solvent - Moderate	Gallon	\$80.98	Martin Senour
Clear Primer/Sealer Solvent - Hot	Gallon	\$80.98	Martin Senour
Wash Primer (Bare Metal)	Gallon	\$262.13	Martin Senour
Wash Primer Reducer	N/A	\$161.10	Martin Senour
Wash Primer (BareMetal) Solvent	Gallon	\$41.11	Martin Senour
White Epoxy Primer	N/A	\$255.84	Martin Senour
Antislip Coat	N/A	\$130.92	Martin Senour
Pcc 3.5 Ae Silver	N/A	\$95.93	Martin Senour
Gun Cleaning Kit	N/A	\$27.50	Martin Senour
Paintable Gravel Guard	N/A	\$10.75	HUD
Gun Aerosol	N/A	\$8.21	SEM
Touch Up Brushes	N/A	\$8.54	Martin Senour
Meguiar Vinyl Cleaner	N/A	\$37.78	MEGUIARS
Adhesive Remover	N/A	\$23.52	3M
Skid No More	N/A	\$89.19	Martin Senour
Rivets	1/8", .251-.375	No Bid	No Bid
Paint Suit	LG	\$36.47	Martin Senour
Paint Suit	XL	\$36.47	Martin Senour
Paint Suit	XXL	\$36.47	Martin Senour
Accelerator	N/A	\$103.29	Martin Senour
Prism Accelerator	N/A	\$144.90	Martin Senour
Steel Cleaner	N/A	\$46.86	Martin Senour
Hardener Spray- Clear Coat	Quart	\$178.92	Martin Senour
Hardener Spray- Primer	Quart	\$114.10	Martin Senour
Hardener Spray- Single Stage	Quart	\$177.68	Martin Senour
Acrylic Urethane Integrated Medium Stabilizer	Quart	\$126.25	Martin Senour
Blending Solvent	N/A	\$43.71	Martin Senour
Semi Gloss Black	N/A	\$6.34	DC
Flat Black	N/A	\$6.34	DC
Gloss Black	N/A	\$6.34	DC
Auto-Mask	21"X 115"	\$22.50	RBL
Auto-Mask	43"X 115"	\$38.00	RBL
Automask Dispenser	N/A	\$45.00	RBL
Chip Guard	N/A	\$11.69	SEM
Seam Sealer	N/A	\$15.94	SEM
Turbo Static Mixer	N/A	\$102.72	SEM
Sem Applicator Gun	N/A	\$75.00	SEM
Paint Sticks	N/A	\$56.50	Martin Senour
Tigerseal Black Ureth	N/A	\$17.83	Martin Senour
Tigerseal White Ureth	N/A	\$15.94	Martin Senour
Tigerseal	N/A	\$17.83	Martin Senour
Filter Bags	N/A	\$18.43	NRA
Motor Filter	N/A	\$60.00	NRA
Foam Compound Pad	N/A	\$42.03	3M
175C Hook & Loop Buffing Pad	7-1/2"	\$14.95	SCG
File Belt 36+	N/A	\$2.99	3M
File Belt 80+	N/A	\$2.89	3M

504 Respirator Wipes, Non-Alcohol Wipes	N/A	\$40.93	3M
Emblem Remover Tool	N/A	\$76.10	3M
Blaze Rapid Strip Disc	4"X1/4	\$47.50	NRA
Roloc Bristle Disc	2"X5/8"	\$48.88	3M
Vinyl Tape - PN6409	1/2"X36 Yds	\$13.38	3M
Thread Nut Insert	1/4"X 20	\$4.52	BK
Vinyl Tape - PN6409	3/4"X36Yds	\$63.77	3M
Crystal Premium Tack Cloth	18" X 36"	\$17.95	Martin Senour
Flexible Plastic Bondo Spreader	3" X 6"	\$0.72	Martin Senour
Flexible Plastic Bondo Spreader	3" X 4"	\$0.54	Martin Senour
Tiger Hair - Fiberglass Filler 101190	Gallon	\$114.74	Martin Senour
Scuff Pad Red	N/A	\$25.25	MIR
Scuff Pad Gray	N/A	\$25.25	MIR
Prep Gel	N/A	\$19.62	Martin Senour
Rubbing Compound Finishes Imperial Hand Glaze Liquid - MMM39007	Pint	\$21.97	3M
Plastic Repair	N/A	\$49.87	SEM
Panel Adhesive	N/A	\$46.46	SEM
Perfect-It EX Rubbing Compound 1 Polish	Quart	\$60.13	3M
Perfect-It EX Rubbing Compound 2 Polish	Quart	\$50.81	3M
Perfect-It EX Rubbing Compound 3 Polish	Quart	\$48.42	3M
Sand Paper 220 Grit	N/A	\$1.17	3M
Dura Block (Rubber, 20Pcf Thickness) Blocking Tool For Wet & Dry Sanding	1-1/2"H X 2-5/8"W X 16"L	\$12.52	Martin Senour
Masking Tape	2"	\$14.56	3M
Masking Tape	3/4"	\$5.47	3M
77696007781 - Sanding Disc, 320 Abrasive Grit, Very Fine Grade, Ceramic	6"	\$47.93	NRA
P80-C Norton No-Fil Multi-Air Cyclonic H&L A975 Rolls - 63642506113	2-3/4 X 13 Yds	\$37.79	NRA
Wet Or Dry Wetordry) P220 (213Q A Wt.) Abravise Sheet Sanding Paper	N/A	\$1.17	3M
Wet Or Dry (Wetordry) P400 (213Q A Wt.) Abrasive Sheet Sanding Paper	N/A	\$1.17	3M
Wet Or Dry (Wetordry) P1200 (401Q A Wt.) Abravise Sheet Sanding Paper	N/A	\$0.94	3M
Sait LOK R 2AX Disc 36X	2"	\$36.99	UNA
Sait cutoff wheel 3" X 1/16 X 3/8 A36T 2500RPM	3"	\$32.40	UNA
Sait-Lok disc Medium	N/A	\$30.50	UNA
Sait Lok-R Disc 2" Med Maroon	2"	\$30.50	UNA
1 1/2" -36X Laminated Disc	1 1/2"	No Bid	No Bid

**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR  
REGIONAL TRANSPORTATION CENTER JANITORIAL SERVICES 2024-2029**

**WHEREAS**, the Central New York Regional Transportation Authority (CNYRTA) has a need for janitorial services at the Regional Transportation Center; 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, expires July 31, 2024; 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) and Northcoast-Community Options, both official New York State Industries for the Disabled (NYSID) preferred source organizations in New York State; and

**WHEREAS**, the price submitted by HTC and Northcoast-Community Options 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 and Northcoast-Community Options to provide janitorial services at the Regional Transportation Center for the contract period August 1, 2024, to July 31, 2029.

**FACT SHEET**  
**REGIONAL TRANSPORTATION CENTER JANITORIAL SERVICES 2024-2029**

**PROJECT DESCRIPTION:** The CNYRTA has a need for a qualified vendor to provide janitorial services for the Regional Transportation Center.

**ADVERTISEMENT:** New York State Industries for the Disabled distributes work to Preferred Sources. Human Technologies and Northcoast-Community Options are the Preferred Sources 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	\$268,949.68 / annually *Annual increase on labor rate per NYS published prevailing wage rates
Northcoast-Community Options	\$2,825.45 / 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 RTC, Syracuse Transfer Hub, Utica Facility, and Utica Transfer Hub. Pricing for this contract is based on published NYS prevailing wage rates. HTC has a proven track record.

**RECOMMENDATION:** Staff recommends contract award to Human Technologies Corporation and Northcoast-Community Options, the NYS Preferred Sources for janitorial services at the Regional Transportation Center.



**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR  
ADMINISTRATIVE POINT OF SALE TERMINAL PURCHASE**

**WHEREAS**, the Central New York Regional Transportation Authority (CNYRTA) has a need to purchase seven (7) Administrative Point of Sale Terminals; and

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

**WHEREAS**, the Administrative Point of Sale Terminals are needed to print magnetic bus passes, encode smart cards, and print patron photo ID cards; and

**WHEREAS**, Genfare, the provider of our automatic electronic fare collection system, manufactures Administrative Point of Sale Terminals which are compatible with our existing system, classifying this as a Sole Source Procurement; and

**WHEREAS**, the total cost of the purchase is \$251,687.23; and

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY** that the Chief Executive Officer or a designee is authorized to enter into a contract with Genfare for the purchase of seven (7) Administrative Point of Sale Terminals, totaling \$251,687.23.

**FACT SHEET**  
**ADMINISTRATIVE POINT OF SALE TERMINAL PURCHASE**

**PROJECT DESCRIPTION:** The CNYRTA has the need to purchase seven (7) Administrative Point of Sale Terminals.

**METHOD OF PROCUREMENT:** This is a sole source procurement. Genfare is the manufacturer and sole provider of these Administrative Point of Sale Terminals.

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

**PRICING RECEIVED:** The pricing received from Genfare was in the amount of \$251,687.23.

**COMMENTS:** This purchase will allow the CNYRTA to print magnetic bus passes, encode smart cards, and print patron photo ID cards at all locations including the Syracuse and Utica Hub.

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

**RECOMMENDATION:** Staff recommends that an award be made to Genfare in the amount of \$251,687.23 to furnish and install the Administrative Point of Sale Terminals.

**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR**  
**EXECUTIVE RECRUITMENT SERVICES**

**WHEREAS**, the Central New York Regional Transportation Authority (CNYRTA) has a need to hire a professional recruitment firm to assist in filling the Chief Executive Officer position; and

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

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

**WHEREAS**, fifty-two (52) vendors were invited, of which twenty-seven (27) were sent to NYS Certified M/WBE firms and sixty (60) proposal packages were downloaded, and

**WHEREAS**, three (3) proposals were received on April 25, 2024; and

**WHEREAS**, it was determined by the evaluation committee that TransPro Consulting offered the most advantageous proposal; and

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY**, that the Chief Executive Officer or his designee authorize contract with TransPro Consulting to provide Executive Recruitment Services.

**FACT SHEET**  
**EXECUTIVE RECRUITMENT SERVICES**

**PROJECT DESCRIPTION:** The CNYRTA has a need to hire a professional recruitment firm to assist in filling the Chief Executive Officer position.

**ADVERTISEMENT:** A Request for Proposal was advertised on April 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 April 25, 2024. A selection committee consisting of Anthony Davis, Darlene Lattimore, Jackie Musengo, Monte Flynn, Tina Fitzgerald and Chris King evaluated the proposals. When evaluating proposals, the committee took into consideration: organizational capacity and experience, method of approach and cost.

**PRICING RECEIVED:**

	<b>TransPro Consulting</b>	<b>Corporate Hiring Solutions</b>	<b>Staffing and Recruting</b>
<b>Executive Recruitment Services</b>	\$40,000.00	\$80,000.00	\$9,800.00

**COMMENTS:** TransPro Consulting has provided Executive Recruitment Services in the past with positive results.

**MWBE:** A partial waiver for MWBE participation was approved by NYS Empire Development on this contract, amending the MWBE goal to 20%.

**RECOMMENDATION:** Based upon evaluation of the proposals, staff recommends contract award to TransPro Consulting for the Executive Recruitment Services contract.

## **Title VI – Major Service Change**

### **Preliminary Service Equity Analysis Executive Summary**

#### **Sy 84 Mattydale – Airport**

On September 5, 2023, CNY Centro instituted a temporary route change on the Sy 84 Mattydale bus line to allow service to the Hancock International Airport. The public repeatedly requested service to the airport over the years, particularly to meet the growing demand of employees.

Under the revised routing, buses operate exclusively along Route 11 between North Salina St. in Syracuse to Lawrence Road in North Syracuse, discontinuing deviations into neighborhoods where ridership has not recovered since the pandemic.

As part of the service change, Centro established an Airport Fare Free Zone for airport employees between the parking lot on Air Cargo Road and Terminal A. Employees may ride this part of the service for free, with the cost of the ride reimbursed by the Airport.

Centro recommends that the temporary service change become permanent, therefore the changes require a review to determine if they constitute a major service change. The Service Development Department analyzed the route changes at the trip level to assess the impact of the service change on the neighborhoods. The length of all three inbound patterns decreased by 25%+ thus constituting a major service change.

A service equity analysis was completed for route changes at the trip level. The goal was to assess the impacts on the neighborhoods in which service was discontinued.

An analysis of the minority and low-income impacts revealed both are below Centro's 20% threshold.

Percent Minority	Minority Threshold	Total Impact Minority
9.4%	24.8%	-15.4%
Percent Low-Income	Low-Income Threshold	Total Impact Low-Income
23.2%	25.3%	-2.1%

There is neither a disparate impact to the minority population nor a disproportionate burden to the low-income households.

Public Engagement will continue, including a Public Hearing on August 13, 2024.





## Workers' Compensation Program Renewal for 2024

	Travelers Expiring	Travelers Renewal
	Large Deductible	Large Deductible
Deductible	150,000	150,000
Payroll Exposure	\$32,602,571	\$37,950,533
<b>Total Fixed Cost Subject to Audit</b>		
WC Deductible Premium	\$1,158,663	\$1,267,813
Rate per \$100 of Covered Payroll	\$3.5539/\$100	\$3.3407/\$100
Premium Tax Deposit		
Administration Expense	\$47,241	\$47,241
Rate per \$100 of Covered Payroll	\$0.1449/\$100	\$0.1245/\$100
TRIA/CAT	Included	Included
Surcharges and Assessments	\$265,966	\$334,056
MAXIMUM LOSS CONTENT	\$3,775,200	\$4,144,800
<b>TOTAL FIXED COST</b>	<b>\$1,471,870</b>	<b>\$1,649,110</b>
<b>Estimated Claim Handling Charges</b>		
Per Claim CB	\$1,400	\$1,325
Per Claim CM	\$165	\$160
Per Claim CBx	\$65	\$65
<b>Estimated Claim Handling Costs</b>		
	\$70,240	\$70,665
<b>Cost Summary</b>		
<b>TOTAL ESTIMATED COST</b>	<b>\$1,542,110</b>	<b>\$1,719,775</b>
<b>Collateral Requirements</b>		
Cash Collateral Held (Drawdown)	\$4,181,778	\$4,521,522
Cash Collateral Required All Years (Drawdown)	\$5,861,778	\$6,021,522
Additional Cash Deposit (Drawdown)	\$1,680,000	\$1,500,000
<b>Loss Deposit Escrow</b>		
Loss Fund Balance	\$0	\$0
Loss Fund Required	\$0	\$0
Additional Amount Needed	\$0	\$0

### Loss Development Factors

Year 1 - 1.370  
 Year 2 - 1.119  
 Year 3 - 1.069  
 Year 4 - 1.057  
 Year 5 - 1.056  
 Plus Tax .031

### Loss Development Factors

Year 1 - 1.332  
 Year 2 - 1.107  
 Year 3 - 1.060  
 Year 4 - 1.052  
 Year 5 - 1.051  
 Plus Tax .031

Audit & Finance Committee 7/26/2024

Intermodal Transportation Center  
Property, Liability and Garagekeepers Legal  
7/1/2024 effective date

7/1/2024 to 7/1/2025

7/1/2023 to 7/1/2024

Cost: \$121,594

\$115,996

Limits of Coverage:

Building & Contents: \$9,515,310

\$8,816,700

Rental Income: \$803,100

\$759,200

Parking Receipts: \$235,000

\$227,200

Garagekeepers Legal Liability coverage is included in this Package Policy. Limit is \$2,000,000. Comprehensive deductible is \$250 per claim. Collision deductible is \$500 per claim.

The Property (fire and related peril) deductible is \$2,500 per claim.  
The Business Income (fire and related peril) is a 72 hour deductible.

Public Liability Insurance is based in part on parking revenues. At the end of the policy period the insurance carrier will audit our revenues and adjust the cost of insurance accordingly.

**THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY  
AUDIT AND FINANCE COMMITTEE  
200 CORTLAND AVENUE, SYRACUSE, NEW YORK  
MINUTES OF THE JULY 26, 2024, AUDIT AND FINANCE COMMITTEE MEETING**

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

**MEMBERS ABSENT:** DARLENE LATTIMORE, Secretary  
NEIL BURKE

**STAFF PRESENT:** CHRISTOPHER TUFF, Deputy Chief Operating Officer  
JACKIE MUSENGO, VP of Human Resources  
GEOFFREY HOFF, VP of Fleet and Facilities  
RAHMIN AZRIA, VP of Operations  
MELISSA BRIM, Associate VP of Finance  
BREN DAISS, Senior Director of Planning & Capital Projects  
TARA SPRAKER, Director of Capital Programs  
EJ MOSES, Director of Facilities and Grants  
PAULA CUTRONE, Senior Manager of Transit Data and Equity  
CHRIS KING, Procurement Manager  
JASON SMITH, Senior Procurement Analyst  
JOSHUA GARDNER, Spec. Transport Manager & Systems Analyst  
DAVID CARACCIO, Facilities Project Manager  
JEANNINE JOHNSON, Executive Assistant

**PUBLIC PRESENT:** JOHN MALOFF, Insurance Broker  
DOUG CRONIN, Crown Risk Management  
MARK SCHLEIGEL, Legal Counsel

**CALL TO ORDER**

- At 2:12 P.M. Chairman Laino called the meeting to order.
- Chairman Laino noted a quorum was present
  - The next Committee meeting will be on August 23, 2024



#### 2024 ITC PROPERTY, GENERAL LIABILITY, AND GARAGE KEEPER INSURANCE

Mr. Maloff, Centro's Insurance Broker, presented a Motion to approve the 2024 ITC Property, General Liability and Garage Keeper Insurance. A copy of the Motion is attached to these Minutes.

A Motion to approve the 2024 ITC Property, General Liability and Garage Keeper Insurance, was raised and forwarded to the Board for approval.

Motion – Anthony Davis

Seconded – Tina Fitzgerald

Carried Unanimously to the Board with a recommendation of approval.

#### 2024 WORKERS COMPENSATION RENEWAL

Mr. Cronin presented a Motion to approve the 2024 Workers Compensation Renewal. A copy of the Motion is attached to these Minutes.

A Motion to approve the 2024 Workers Compensation Renewal, was raised and forwarded to the Board for approval.

Motion – Louella Williams

Seconded – Robert Cuculich

Carried Unanimously to the Board with a recommendation of approval.

#### 2024-25 FIRST QUARTER FINANCIAL STATEMENTS

Ms. Brim presented the 2024-25 First Quarter Financial Statements for period ending June 30, 2024. A copy of which is attached to these minutes.

A Motion to approve the 2024-25 First Quarter Financial Statements, was raised and forwarded to the Board for approval.

Motion – Anthony Davis

Seconded – Tina Fitzgerald

Carried Unanimously to the Board with a recommendation of approval.

#### BODY SHOP & PAINT SUPPLIES

Mr. King, Procurement Manager, presented a Resolution to approve a contract award for Body Shop & Paint Supplies to NAPA Auto Parts.

A Motion to approve the Body Shop & Paint Supplies contract to NAPA Auto Parts, was raised and forwarded to the Board for approval.

Motion – Monty Flynn

Seconded – Joseph Hardick

Carried Unanimously to the Board with a recommendation of approval.

#### REGIONAL TRANSPORTATION CENTER JANITORIAL SERVICES

Mr. King, Procurement Manager, presented a Resolution to approve a contract award to Human Technologies Corporation and Northcoast -Community Options for Regional Transportation Janitorial Services.

A Motion to approve the contract award to Human Technologies Corporation and Northcoast-Community Options for Regional Transportation Janitorial Services, 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.

#### ADMINISTRATIVE POINT OF SALE TERMINAL PURCHASE

Mr. King, Procurement Manager, presented a Resolution to approve a contract award to Genfare in the amount of \$251,687.23 to furnish and install seven Administrative Point of Sale Terminals.

A Motion to approve the contract award to Genfare in the amount of \$251,687.23 to furnish and install seven Administrative Point of Sale Terminals, was raised and forwarded to the Board for approval.

Motion – Julius Lawrence

Seconded – Louella Williams

Carried Unanimously to the Board with a recommendation of approval.

#### EXECUTIVE RECRUITMENT SERVICES

Mr. King, Procurement Manager, presented to the Board a Resolution to approve a contract award for Executive Recruitment Services to TransPro Consulting.

A Motion to approve the contract award for Executive Recruitment Services to TransPro Consulting, was raised and forwarded to the Board for approval.

Motion – Tina Fitzgerald

Seconded – Anthony Williams

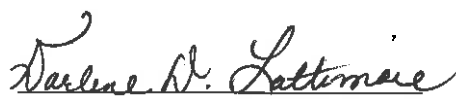
Carried Unanimously to the Board with a recommendation of approval.

ADJOURNED

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

  
Chairman

ATTEST:

  
Secretary