MINUTES OF THE REGULAR MEETING OF
THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
HELD ON FRIDAY, SEPTEMBER 27, 2019 AT 10:00 A.M.
AT THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK

MEMBERS PRESENT:  BRIAN SCHULTZ (Chairman); ROBERT CUCULICH; JOSEPH HARDICK; NICHOLAS LAINO; DONNA REESE; LOUELLA WILLIAMS

MEMBER ABSENT:  TINA FITZGERALD; DARLENE LATTIMORE

STAFF ALSO PRESENT:  RICHARD LEE (Chief Executive Officer); LINDA BIATA; CHRISTOPHER TUFF; BARRY M. SHULMAN and IAN S. LUDD of counsel

The Chairman called the meeting to order at 10:00 A.M., noting that a quorum was present. He announced that the next Authority monthly Board meeting will be held on October 25, 2019. On that date, there will be a Pension Committee meeting at 9:00 A.M., a Strategic Planning Committee meeting at 9:30 A.M., an Audit and Finance Committee at 10:00 A.M., with the Board immediately meeting thereafter.

APPROVAL OF MONTHLY MINUTES: A Motion was made, seconded and unanimously carried as Motion No. 2406, that the Minutes of the July 26, 2019 monthly CNYRTA Board meeting be adopted.

CHIEF EXECUTIVE OFFICER’S REPORT: Mr. Lee gave the Chief Executive Officer’s report at the request of the Chairman. He began by reminding the Board that they will be soon be contacted, if they have not already been so, for Ethics training as mandated by law. Such training is currently scheduled to follow the next month’s Board meeting.

NEW YORK STATE FAIR: Mr. Lee and Mr. Tuff reported on the recently held New York State Fair. It was a huge success. Mr. Tuff described the Fair, post-event. Mr. Tuff observed that this was another record year at the Fair, with total attendance growing from 1,279,010 in 2018 to 1,329,275 in 2019. This indicates growth, since 2015, of an astounding 46%. In response to questions posed by Board members, Mr. Tuff complimented all of the Centro personnel, both drivers, mechanics, buildings and grounds staff and administrative staff, who together worked to make this event such a success. Mr. Tuff also discussed Park-And-Ride operations adjustments that were made day by day at the Fair, based on continual assessment of attendance and traffic flow. Ms. Reese asked to be included in future planning sessions, regarding transportation and accessibility at the Fair. She complimented the Centro staff on-site, including for easing transportation for the disabled.

CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY MINUTES
Mr. Tuff then reviewed various other changes in 2019, such as addition of the Willis Avenue lot. A detailed State Fair report had previously been distributed to each Board member. The Board congratulated Mr. Tuff and his staff.

**CNG BUSES:** Mr. Geoff Hoff then discussed CNG buses and their utility onsite as it relates to fuel economy. Mr. Hoff reviewed for the board the tremendous amount of savings over the last 10 years when the authority elected to continue with the technology as compared to other fuel typed vehicles such as diesel or diesel electric hybrid buses. Mr. Hoff was excused from the meeting.

**CONGRESSMAN KATKO – CYBER SECURITY ROUND TABLE:** As part of the Chief Executive Officer’s Report, Mr. Lee reported noted that he has been invited by Congressman Katko to represent public transportation at a Cyber Security Roundtable he hosted. Security experts and representatives from the United State Department of Homeland Security were present. Mr. Lee was able to share Centro’s general security framework and what has been accomplished with improving Cyber Security. Our cyber security program is directed by Michael Fitzgibbons. It was a very informative meeting.

**UPSTATE TRANSIT FEDERAL CENSUS PROMOTION:** Representatives of Governor Cuomo’s office recently met with leaders of the four Upstate Transit Authorities to discuss how they might participate in promoting the upcoming 2020 Federal Census. The intent is to remind citizens of the importance of participating in the upcoming Census. Crucial to this effort is educating all to the importance of the Census. Ms. Reese stressed the need for the inclusion of disabled individuals to enhance adequate governmental program funding.

**TITLE VI POLICIES AND TITLE VI PROGRAM REPORT:** Ms. Paula Cutrone was then invited into the meeting to give a report on Title VI. The Program Report, submitted to the Federal Transit Administration every three years, was prepared by the Centro Planning Department. Ms. Cutrone described Title VI Policies and the Title VI Program Report, in depth. Copies of these Policies and Reports had also been distributed earlier as part of the Board packet, prior to this meeting. Thereafter, and after much discussion, and upon Motion duly made, seconded and unanimously carried, approval of the Title VI Policies was adopted as Motion No. 2407. After discussion of its contents, the Title VI Program Report, as presented by Ms. Cutrone was likewise reviewed and unanimously carried as Motion No. 2408.

Ms. Cutrone was then excused from the meeting.

**AUDIT AND FINANCE COMMITTEE REPORT:** Mr. Laino, Chairman of the Audit and Finance Committee then reported on matters dealt with at the Audit and Finance Committee meeting, held earlier this morning.

**INSURANCE REPORT:** Mr. Maloff, Insurance Consultant to the Authority, was invited into the meeting. As he had at the Audit and Finance Committee, held earlier this morning, he presented a proposed renewal for Property Insurance, effective September 9, 2019. It is the same carrier as is currently serving the Authority, Factory Mutual Insurance Company. Last year, the premium cost was $161,682. This year the cost is $175,308. Otherwise the insurance contract is the same as last.
year. This insurance was put in place on September 9, 2019, effective as of that date. After Motion duly made, seconded and unanimously carried as Motion No. 2409, and as supported by the Audit and Finance Committee, approval and ratification of this insurance contract was adopted.

FINANCIAL REPORT: Linda Biata gave the Financial Report. She reviewed various revenue lines including operating revenues (.74% within budget), operating expenses (1.2% under budget) and 2.1% over the prior year but pointed out that it is still early in the current fiscal year and expenses should trend closer to budget as the fiscal year progresses. She discussed several operating line items, all contained in a report previously distributed to the Board. Workers Compensation expense is trending under budget and prior year due to a new light and modified duty program initiative implemented. Health and medical expenses continue to trend over budget due to several high dollar claims and prescription costs. There are three claims being lased from stop loss which results in increased expenses for the Authority. Mr. Laino asked Ms. Biata to explain Stop Loss coverage under current health insurance contracts. She discussed the annual financial and performance review (Section 17-a submission), which when sent to Albany forms the basis for STOA subsidy monies. She discussed the amended budget, which includes $37,167,300 in STOA, a 9.58% increase over fiscal year 2018-2019. She reminded the Board that this was a significant increase, however it still did not close the budget gap and without any increase in revenue the 2020/2021 projection indicates a $2.9 million shortfall. After a detailed review, the Consolidated Statement of Revenues and Expenditures was moved, seconded and unanimously adopted as Motion No. 2410.

RESOLUTIONS: Mr. Laino then stated, that at the Audit and Finance Committee meeting, several Resolutions were offered and unanimously approved as follows:

RESOLUTION – BUS WINDSHIELD WASHER FLUID: Ms. MacCollum was invited into the meeting to present a Resolution to purchase bus windshield washer fluid, the monies for which are to be paid out of operating funds. M/WBE full waiver was approved. Thereafter, and upon Motion duly made, seconded and unanimously carried, a Resolution for the purchase of windshield washer fluid from Solvents and Petroleum was unanimously adopted as Resolution No. 2403, annexed hereto.

RESOLUTION – MINIVAN SERVICES: Ms. MacCollum then presented a Resolution for minivan services. These are paid from operating funds, based on an hourly cost ratio. M/WBE approvals are pending. The selected Bidder is Aladdin Transportation. Thereafter, and upon Motion duly made, seconded and unanimously carried, a Resolution for the minivan services was unanimously adopted and annexed to the minutes as Resolution No. 2404.

RESOLUTION – VARONIS APPLICATION AND SUPPORT: Ms. MacCollum next presented a Resolution for providing Varonis Application and support, payable out of Operations funds. The successful Bidder was Dox Electronics; M/WBE paperwork is in process. After discussion, Resolution No. 2405, annexed to these minutes, was moved, seconded and unanimously carried.

RESOLUTION – SUPPLEMENTAL GRANT ATTACHMENT NO. 1: Mr. Moses was invited into the meeting to propose a Resolution empowering the Chief Executive Officer to enter into a Supplemental Grant Attachment No. 1, as a contract with the New York State Department of
Transportation. This is financed 100% by New York State and will provide the Authority with $4,441,261. This Resolution was then moved, seconded and unanimously approved as Resolution No. 2406.

RESOLUTION – REPLACEMENT OF FOUR SERVICE TRUCKS: Mr. Moses then proposed a Resolution for the purchase of four (4) replacements trucks from the State contract. This is a 100% NYS DOT purchase consistent with Authority, State and Federal guidelines. The cost of four pickup trucks, to be purchased under this grant, will not exceed the Grant budget of $200,000 total. Thereafter, and upon Motion duly made, seconded and unanimously carried, Resolution No. 2407, annexed hereto and to purchase four (4) such service vehicles was unanimously carried.

RESOLUTION – REPLACEMENT OF RTC PARKING CONTROL EQUIPMENT: The next Resolution presented by Mr. Moses was for the purchase of replacement RTA Parking Control Equipment at the RTC parking lots. The successful vendor is Ber National Controls, Inc., located in Syracuse. This contract will be paid for 100% from State funds in the amount of $188,047.04 with contingency funds of $36,952.96, up to a total grant budget of $225k. Thereafter, Resolution No. 2408, annexed to these minutes was moved, seconded an unanimously carried.

RESOLUTION – UTICA KITCHENETTE AND OFFICE RENOVATIONS: The next Resolution presented by Mr. Moses was for creating a kitchenette at the Centro of Oneida, in Utica location, including office renovations. Mr. Moses explained the benefit of this Grant which will convert much needed space to a Break Room. This Resolution was then moved, seconded and unanimously adopted as Resolution No. 2409.

RESOLUTION – BODY SHOP AND PAINT SUPPLIES: Ms. MacCollum next presented a Resolution with regard to a 5-year contract for body shop and paint supplies. The low and responsive Bidder is NAPA Auto Parts. This contract will be paid for out of operating funds. Thereafter, and upon Motion duly made, seconded and unanimously carried, Resolution No. 2410, annexed to these minutes, was adopted unanimously.

RESOLUTION – EMPLOYEE UNIFORMS: Ms. MacCollum then presented a Resolution for the purchase of employee uniforms for the years 2019-2024. The lowest response and responsive bid was received from Zink Screen Printing and Design contingent upon the purchase of Northeast Uniforms Operations. The contract commences October 1, 2019 and will be paid for out of operating funds. An M/WBE waiver has been requested. Thereafter, and upon Motion duly made, seconded and unanimously carried, Resolution No. 2411, annexed to these minutes was adopted.

RESOLUTION – PITS AND DRAINS CLEANING SERVICE: The next Resolution presented to the Board was with regard to the cleaning services for pits and drains. The successful Bidder was Environmental Products and Services of Vermont. This contract commences November 1, 2019. Ms. MacCollum went through the various pricing elements in detail. A full M/WBE waiver request has been approved by the New York State Empire Development. Thereafter, Resolution No. 2412, annexed hereto to these minutes was moved, seconded and unanimously carried was adopted.

Mr. Moses and Ms. MacCollum were excused from the meeting. Ms. Spraker was invited into present two Resolutions.
RESOLUTION – FOOD SERVICE LEASE SPACE NO. 2 (SUBWAY SPACE): The first presented by Ms. Spraker was with regard to food service lease space for Subway at the RTC. Details of this Lease, as they evolved, have been presented previously to the Board. Approval of the Board is now sought. The term of the Lease is 10 years, with two 5-year renewal options. Lease details had been sent to the Board. Thereafter, Resolution No. 2413, annexed to these minutes and approval of such Lease, was moved, seconded and unanimously carried.

RESOLUTION – GREYHOUND LEASE AGREEMENT: Ms. Spraker next provided a detailed Resolution to the Board with regard to the Greyhound Lease at the RTC. This is a 10-year Lease, with two 5-year renewal options. After discussion, approval of the Greyhound Lease at the RTC, as indicated on the annexed Resolution and as previously presented to the Board, was moved, seconded and unanimously carried as Resolution No. 2414.

AMTRAK LEASE UPDATE: Mr. Lee brought the Board up-to-date with regard to the status of the lease negotiations with Amtrak which are being held up by questions about the rehabilitation or replacement of the platform at the RTC. After resolving these items, the Amtrak Lease will be voted upon. Mr. Lee stated that he would keep the Board notified as platform issues develop at the RTC.

THE OPERATION / TRANSPORTATION REPORT: The Operation / Transportation Report was given by Mr. Tuff, in tandem with a portion of the Chief Executive Officer’s report given earlier in the meeting.

GOVERNANCE COMMITTEE: Ms. Sheard was invited into the meeting. She discussed the Governance Committee with the Board. It had met earlier this morning Various Governance items were reviewed, beginning with the FY2018-19 Annual Internal Control Report. Of 61 issues raised, 12 have been completely resolved, with another seven finalized today. Ms. Sheard explained that the remaining issues are being addressed via ongoing action plans. Mr. Schultz asked for an analysis with regard to operational effectiveness. Ms. Sheard reviewed significant items in the annual report with the Board, and in response to certain questions posed by Mr. Schultz, reviewed some of the current action plan items to be focused upon. The kickoff of a new Annual Internal Control Review will be in November. The quarterly internal control newsletter was then discussed as a source of compliments to Ms. Sheard. Finally, steps toward a strategic plan were highlighted, for which additional discussion will be held at the subsequent Board meeting as a Strategic Planning committee was set aside for that purpose.
There being no further business to come before the Board, the CNYRTA Board meeting was adjourned.

[Signature]
Chairman

ATTEST:
[Signature]
Secretary
RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
WINDSHIELD WASHER FLUID 2019-2024

WHEREAS, the Central New York Regional Transportation Authority has the need for Windshield Washer Fluid; and

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

WHEREAS, the Invitation to Bid was publicly let on July 8, 2019, and

WHEREAS, five (5) bid packages were sent out and four (4) additional bid packages were requested, and

WHEREAS, one (1) bid was received on July 30, 2019 from Solvents and Petroleum,

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 Solvents and Petroleum for Windshield Washer Fluid. The contract would commence on October 1, 2019.
RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR SPECIALIZED TRANSPORTATION - MINIVAN SERVICES 2019-2024

WHEREAS, the Central New York Regional Transportation Authority has the need for Specialized Transportation Services - Minivan Services; and

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

WHEREAS, the Invitation to Bid was publicly let June 12, 2019, and

WHEREAS, sixteen (16) bid packages were sent out, eleven (11) of which were sent to a NYS certified M/WBE firms, one (1) of which was sent to Federally certified DBE firms, and three (3) additional bid packages were requested, and

WHEREAS, five (5) bids were received on July 3, 2019 with the lowest responsive and responsible bid received from Aladdin Transportation,

WHEREAS, the price was determined to be fair and reasonable based upon comparison with the other bids and independent cost estimate; and

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Chief Executive Officer or his designee is authorized to enter into a five (5) year contract with Aladdin Transportation for Minivan Services. The contract would commence on October 1, 2019.
RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
VARONIS APPLICATION & SUPPORT 2019-2022

WHEREAS, the Central New York Regional Transportation Authority has the need for
Varonis Application & Support; and

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

WHEREAS, the Invitation to Bid was publicly let on July 3, 2019, and

WHEREAS, thirty four (34) bid packages were sent out, twenty two (22) of which were
sent to a NYS certified M/WBE firms, two (2) of which were sent to a NYS certified
SDVOB firms, two (2) of which were sent to federally certified DBE firms, and ten (10)
additional bid packages were requested, and

WHEREAS, one (2) bids were received on July 25, 2019 with the lowest responsive and
responsible bid received from Dox Electronics,

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 three (3) year
contract with Dox Electronics for Varonis Application & Support. The contract would
commence on October 1, 2019.
RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO SIGN ATTACHMENT #1 TO CONTRACT #K007389 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 $4,441,261.00 for the 10% state share of costs of mass transportation capital projects in Onondaga County and Oneida County, and 100% New York State dedicated capital funds per the attached Project Attachment #1;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Chief Executive Officer is authorized to sign attachment #1 to New York State contract #K007389, in the amount of $4,441,261.00.
RESOLUTION CERTIFICATION

I, Brian M. Schultz, 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 September 27, 2019, 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 September 27, 2019.

Brian M. Schultz
Chairman

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

On this 27th day of September, 2019 before me personally came Brian M. Schultz, to me known, who being by me duly sworn, did depose and say that he/she resides at 407 Maple Dr. Fayetteville, 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.

Carol Ann Pontello Lombardo
Notary Public

(SEAL)
RESOLUTION TO AUTHORIZE THE PURCHASE
OF FOUR (4) SERVICE VEHICLES

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has federal grant NY-2017-042 and 100% NYSDOT grant funds in place for the purchase of vehicles; and

WHEREAS, purchases of commodities from the purchasing contracts of the New York State Office of General Services is consistent with Authority, State and Federal guidelines and regulations concerning competitive procurement, provided that required Federal clauses are included in the contract; and

WHEREAS, the current New York State contract requires a mini-bid system for the procurement of vehicles; 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 issue a purchase order for four (4) Ford F-350 pick-up trucks not to exceed the grant budget of $200,000 total.
RESOLUTION TO AUTHORIZE THE PURCHASE OF REPLACEMENT PARKING CONTROL EQUIPMENT FOR THE WILLIAM F. WALSH REGIONAL TRANSPORTATION CENTER

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has NYSDOT 100% dedicated capital funds in place for the purchase of parking control equipment; and

WHEREAS, purchases of commodities from the purchasing contracts of the New York State Office of General Services is consistent with Authority, State and Federal guidelines and regulations concerning competitive procurement, provided that required Federal clauses are included in the contract; and

WHEREAS, the current New York State contract is with Ber-National Controls, Inc. for parking control equipment; and

WHEREAS, the pricing received in the amount of $188,047.04 for equipment and installation is deemed to be fair and reasonable based upon similar past purchases, and

WHEREAS, staff requests purchasing authorization for contingency funds in the amount of $36,952.96 up to the grant budget of $225,000, 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 a contract with Ber National Controls, Inc. for parking control equipment in accordance with current purchasing contracts issued by the New York State Office of General Services in an amount of $188,047.04 with contingency funds in the amount of $36,952.96 up to grant budget of $225,000.00.
RESOLUTION TO AUTHORIZE CONTRACT AWARD
FOR THE CONSTRUCTION AND RENOVATION OF
OFFICES AND BREAK-ROOM AT CENTRO OF ONEIDA GARAGE

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a need to construct and renovate offices and a break-room at the Centro of Oneida garage; and

WHEREAS, this contract will be paid for using Federal Transit Administration grant NY-90-X767; and

WHEREAS, the Invitation to Bid was publicly let on July 15, 2019, and

WHEREAS, five (5) bids were received on August 29, 2019, with the low responsive and responsible bid from J. Priore Construction Co., Inc. in the amount of $138,900.00; 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, 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 a contract with J. Priore Construction Co., Inc., in the amount of $138,900.
RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
BODY SHOP & PAINT SUPPLIES 2019-2024

WHEREAS, the Central New York Regional Transportation Authority has the need for a firm to provide Body Shop & Paint Supplies; and

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

WHEREAS, the Request for Proposal was publicly let on August 15, 2019, and

WHEREAS, nineteen (19) proposal packages were sent out, eight (8) of which were sent to NYS certified M/WBE firms, three (3) of which were sent to a NYS certified SDVOB firms, two (2) of which were sent to federally certified DBE firms, and four (4) additional proposal packages were requested, and

WHEREAS, one (1) proposal was received on September 6, 2019. Through a review of the proposals submitted, staff determined that Napa Auto Parts offered the most advantageous proposal.

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, 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 a five (5) year contract with Napa Auto Parts for Body Shop & Paint Supplies. The contract would commence on October 1, 2019.
RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR EMPLOYEE UNIFORMS 2019-2024

WHEREAS, the Central New York Regional Transportation Authority has the need for Employee Uniforms; and

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

WHEREAS, the Invitation to Bid was publicly let on August 6, 2019, and

WHEREAS, forty-three (43) bid packages were sent out, fourteen (14) of which were sent to a NYS certified M/WBE firms, seven (7) of which were sent to a NYS certified SDVOB firms, seven (7) of which were sent to federally certified DBE firms, and twelve (12) additional bid packages were requested, and

WHEREAS, two (2) bids were received on August 28, 2019 with the lowest responsive and responsible bid received from Zink Screen Printing & Design,

WHEREAS, the price was determined to be fair and reasonable based upon comparison with the other bids and independent cost estimate; and

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Chief Executive Officer or his designee is authorized to enter into a five (5) year contract with Zink Screen Printing & Design for Employee Uniforms. The contract would commence on October 1, 2019.
RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
PITS & DRAINS SERVICES 2019-2024

WHEREAS, the Central New York Regional Transportation Authority has the need for Pits & Drains Services; and

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

WHEREAS, the Invitation to Bid was publicly let on August 1, 2019, and

WHEREAS, seven (7) bid packages were sent out and three (3) additional bid packages were requested, and

WHEREAS, two (2) bids were received on August 22, 2019, with the lowest responsive and responsible bid received from Environmental Products & Services of Vermont,

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 Environmental Products & Services of Vermont for Pits & Drains Services. The contract would commence on November 1, 2019.
RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR 
A QUICK SERVE RESTAURANT TENANT LEASE SPACE 
- SUBWAY 2019-2029

WHEREAS, the William F. Walsh Regional Transportation Center (RTC) has the need to fill a quick serve restaurant tenant lease space; and

WHEREAS, this lease contract will be a revenue earning contract, and

WHEREAS, the ABO regulations were followed, and a Request for Proposal was publicly let on February 4, 2019, and

WHEREAS, seven (7) proposal packages were sent out, and ten (10) additional proposal packages were requested, and

WHEREAS, one (1) proposal was received on March 4, 2019. Through a review of the proposals submitted, staff determined that Miz Enterprises, Inc d/b/a Subway Restaurant offered the most advantageous proposal meeting the fair market value.

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 lease contract with Miz Enterprises, Inc d/b/a Subway Restaurant commencing August 1, 2019 for a 10 year period, with two (2) five-year renewal options for a Quick Serve Restaurant Tenancy at the RTC.
Resolution No. _____
Date: September 27, 2019

RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
GREYHOUND LEASE AGREEMENT 2019-2029

WHEREAS, the William F. Walsh Regional Transportation Center (RTC) has the need
to renew the Greyhound Lease Agreement; and

WHEREAS, this lease contract will be a revenue earning contract, and

WHEREAS, the ABO regulations were followed, and a lease was negotiated with
Greyhound Lines, Inc., 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 lease contract
with Greyhound Lines, Inc. commencing August 1, 2019 for a 10-year period, with two
(2) five (5) year renewal options for Tenancy at the RTC.
MINUTES OF THE REGULAR MEETING OF
CENTRO OF CAYUGA, INC
HELD ON FRIDAY, SEPTEMBER 27, 2019 AT 10:00 A.M.
at the RTA Offices, 200 Cortland Avenue
IN SYRACUSE, NEW YORK

MEMBERS PRESENT: BRIAN SCHULTZ (Chairman); ROBERT
CUCULICH; JOSEPH HARDICK; NICHOLAS
LAINO; DONNA REESE; LOUELLA
WILLIAMS

MEMBERS ABSENT: TINA FITZGERALD; DARLENE
LATTIMORE

STAFF ALSO PRESENT: RICHARD LEE (Chief Executive Officer);
LINDA BIATA; CHRISTOPHER TUFF;
BARRY M. SHULMAN and IAN S. LUDD of
counsel

The Chairman called the Centro of Cayuga, Inc. Board meeting to order, noting that a quorum was
present. He announced that the next monthly Board meeting will be held on October 25, 2019.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously
carried as Motion No. 1220, that the Minutes of the July 26, 2019 Centro of Cayuga, Inc. monthly
Board meeting are adopted.

CHIEF EXECUTIVE OFFICER’S REPORT: The Chairman called upon Mr. Lee to give the Chief
Executive Officer’s report.

FINANCIAL REPORT: Linda Biata was invited into the meeting and gave the Centro of Cayuga,
Inc. Financial Report which was moved, seconded and unanimously approved as Motion No. 1221.

OPERATIONS/TRANSPORTATION REPORT: Mr. Tuff gave the Centro of Cayuga, Inc.
Operations/Transportation Report.

There being no further business to come before the Board, the Centro of Cayuga, Inc. Board
meeting was thereupon duly adjourned.

Chairman

STBT:

Secretary
MINUTES OF THE REGULAR MEETING OF
CNY CENTRO, INC
HELD ON FRIDAY, SEPTEMBER 27, 2019 AT 10:00 A.M.
AT THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK

MEMBERS PRESENT: BRIAN SCHULTZ (Chairman); ROBERT
CUCULICH; JOSEPH HARDICK; NICHOLAS
LAINO; DONNA REESE; LOUELLA
WILLIAMS

MEMBERS ABSENT: TINA FITZGERALD; DARLENE
LATTIMORE

STAFF ALSO PRESENT: RICHARD LEE (Chief Executive Officer);
LINDA BIATA; CHRISTOPHER TUFF;
BARRY M. SHULMAN and IAN S. LUDD of
counsel

The Chairman opened the CNY Centro, Inc. Board meeting, noting that a quorum was present. He
announced that the next monthly Board meeting will be held on October 25, 2019 at 10:00 A.M.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously
carried as Motion No. 1328, that the Minutes of the July 26, 2019 CNY Centro, Inc. monthly Board
meeting be adopted.

CHIEF EXECUTIVE OFFICER’S REPORT: Mr. Lee next gave the Chief Executive Officer’s
report.

SOUTHEAST GATEWAY REVITALIZATION INITIATIVE: Mr. Lee informed the Board that
he and Chris Tuff attended the Southeast Gateway Initiative meeting on July 29, 2019. Several
development projects and potential projects were discussed. The program manager organized
several tours of the Gateway area for members of the business community to tour and become
familiar with the development of operations available in the area. Centro provided buses for the
tours, held in July and August. Mr. Lee also discussed investors on the developing Southeast
Gateway Initiative, who are also invited on the tours. Mr. Lee complimented Assemblywoman
Hunter on her support of this marketing effort.

Mr. Lee called upon Mr. Tuff to inform the Board with regard to a certain homicide on Salina
street for which an arrest was aided by Centro operating personnel.

FINANCIAL REPORT: Ms. Biata was then invited into the meeting and gave the Financial Report
for CNY Centro, Inc. Thereafter, and after a full discussion, such Financial Report was adopted
per Motion No. 1329, made, seconded and unanimously carried.

CNY CENTRO, INC. MINUTES
OPERATIONS/TRANSPORTATION REPORT: Mr. Tuff gave the Operations/Transportation report.

NEW YORK STATE FAIR: Mr. Lee and Mr. Tuff reported on the recently held New York State Fair. It was a huge success. Mr. Tuff described the Fair, post-event. Mr. Tuff observed that this was another record year at the Fair, with total attendance growing from 1,279,010 in 2018 to 1,329,275 in 2019. This indicates growth since 2015, of an astounding 46%. In response to questions posed by Board members, Mr. Tuff complimented all of the Centro personnel, both driving and administrative staff, who together, worked to make this event such thereto a success. Mr. Tuff also discussed Park-And-Ride operations adjustments that were made day-by-day at the Fair, various parking and circulations enhancements and the like.

Mr. Tuff then reviewed various other changes in 2019, such as addition of the Willis Avenue lot. A detailed State Fair report had previously been distributed to each Board member. The Board congratulated Mr. Tuff and his staff.

There being no further business to come before the Board, the CNY Centro, Inc Board meeting was thereupon duly adjourned.

ATTEST:

Chairman

Secretary

CNY CENTRO, INC. MINUTES
MINUTES OF THE REGULAR MEETING OF
CENTRO OF OSWEGO, INC
HELD ON FRIDAY, SEPTEMBER 27, 2019 AT 10:00 A.M.
AT THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK

MEMBERS PRESENT: BRIAN SCHULTZ (Chairman); ROBERT
CUCULICH; JOSEPH HARDICK; NICHOLAS
LAINO; DONNA REESE; LOUELLA
WILLIAMS

MEMBERS ABSENT: TINA FITZGERALD; DARLENE
LATTIMORE

STAFF ALSO PRESENT: RICHARD LEE (Chief Executive Officer);
LINDA BIATA; CHRISTOPHER TUFF;
BARRY M. SHULMAN and IAN S. LUDD of
counsel

The Chairman opened the Centro of Oswego, Inc. Board meeting, noting that a quorum was
present. He announced that the next monthly Board meeting will be held on October 25, 2019.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously
carried as Motion No. 1236, that the Minutes of the July 26, 2019 Centro of Oswego, Inc. monthly
Board meeting are adopted.

CHIEF EXECUTIVE OFFICER’S REPORT: Mr. Lee was called upon to give the Chief
Executive Officer’s report.

FINANCIAL REPORT: Linda Biata was invited into the meeting and gave the Centro of Oswego,
Inc. Financial Report which was moved, seconded and unanimously approved as Motion No. 1237.

OPERATIONS/TRANSPORTATION REPORT: Mr. Tuff gave the Centro of Oswego, Inc.
Operations/ Transportation Report.

There being no further business to come before the Board, the Centro of Oswego, Inc. Board
meeting was thereupon duly adjourned.

ATTEST:

Chairman

Secretary
MINUTES OF THE REGULAR MEETING OF
CENTRO OF ONEIDA, INC
HELD ON FRIDAY, SEPTEMBER 27, 2019 AT 10:00 A.M.
AT THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK

MEMBERS PRESENT: BRIAN SCHULTZ (Chairman); ROBERT CUCULICH; JOSEPH HARDICK; NICHOLAS LAINO; DONNA REESE; LOUELLA WILLIAMS

MEMBERS ABSENT: TINA FITZGERALD; DARLENE LATTIMORE

STAFF ALSO PRESENT: RICHARD LEE (Chief Executive Officer); LINDA BIATA; CHRISTOPHER TUFF; BARRY M. SHULMAN and IAN S. LUDD of counsel

The Chairman called the Centro of Oneida, Inc. Board meeting to order, noting that a quorum was present. The next meeting will be held on October 25, 2019.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously carried as Motion No. 363, that the Minutes of the July 26, 2019, Centro of Oneida, Inc. monthly Board meeting be approved.

CHIEF EXECUTIVE OFFICER’S REPORT: The Chairman then called upon Mr. Lee to give the Chief Executive officer’s report.

FINANCIAL REPORT: Linda Biata gave the Financial Report, adoption of which was moved, seconded and unanimously approved as Motion No. 364.

OPERATIONS/TRANSPORTATION REPORT: Mr. Tuff gave the Centro of Oneida, Inc. Operation/Transportation Report.

There being no further business to come before the Board, the Centro of Oneida, Inc. Board meeting was thereupon duly adjourned.

[Signature]
Chairman

ATTEST:
[Signature]
Secretary

CENTRO OF ONEIDA, INC. MINUTES
MINUTES OF THE REGULAR MEETING OF
AUDIT AND FINANCE COMMITTEE
HELD ON FRIDAY SEPTEMBER 27, 2019 AT 9:30 A.M.
THE RTA OFFICES, 200 CORLAND AVENUE
IN SYRACUSE, NEW YORK

MEMBERS PRESENT: BRIAN SCHULTZ (Chairman); ROBERT CUCULICH; JOSEPH HARDICK; NICHOLAS LAINO; DONNA REESE; LOUELLA WILLIAMS

MEMBERS ABSENT: TINA FITZGERALD; DARLENE LATTIMORE

STAFF ALSO PRESENT: RICHARD LEE (Chief Executive Officer); LINDA BIATA; MELISSA BRIM; NATHAN DOW; MICHAEL FITZGIBBONS; GEOFF HOFF; STEVEN KOEGEL; CAROL LOMBARDO; CAITLIN MacCOLLUM; LILA MacDOWELL; EJ MOSES; SUZANNA SHEARD; JEREMY SMITH; TARA SPRAKER; CHRISTOPHER TUFF; BARRY M. SHULMAN and IAN S. LUDD of counsel

The Chairman opened the Audit and Finance Committee meeting, noting that a quorum was present. The next monthly Audit and Finance Committee meeting will be held October 25, 2019 at 9:30 A.M.

FINANCIAL REPORT: Linda Biata gave the Financial Report. She reviewed various revenue lines including operating revenues (.74% within budget), operating expenses (1.2% under budget) and 2.1% over the prior year but pointed out that it is still early in the current fiscal year and expenses should trend closer to budget as the fiscal year progresses. She discussed several operating line items, all contained in a report previously distributed to the Board. Workers Compensation expense is trending under budget and prior year due to a new light and modified duty program initiative implemented. Health and medical expenses continue to trend over budget due to several high dollar claims and prescription costs. There are three claims being lasered from stop loss which results in increased expenses for the Authority. Mr. Laino asked Ms. Biata to explain Stop Loss coverage under current health insurance contracts. She discussed the annual financial and performance review (Section 17-a submission), which when sent to Albany forms the basis for STOA subsidy monies. She discussed the amended budget, which includes $37,167,300 in STOA, a 9.58% increase over fiscal year 2018-2019. She reminded the Board that this was a significant increase, however it still did not close the budget gap and without any increase in revenue the 2020/2021 projection indicates a $2.9 million shortfall. After a detailed review, the Consolidated Statement of Revenues and Expenditures was moved, seconded and unanimously adopted and sent to the Board for approval.

AUDIT AND FINANCE COMMITTEE MEETING MINUTES
Several Resolutions were then offered and approved as follows:

**BUS WINDSHIELD WASHER FLUID:** Ms. MacCollum presented a Resolution to purchase bus windshield washer fluid, the monies for which are to be paid out of operating funds. M/WBE full waiver was approved. Thereafter, and upon Motion duly made, seconded and unanimously carried, a Resolution for the purchase of windshield washer fluid from Solvents and Petroleum was sent to the Board for approval.

**MINIVAN SERVICES:** Ms. MacCollum then presented a Resolution for minivan services. These are paid from operating funds, based on an hourly cost ratio. M/WBE approvals are pending. The selected Bidder is Aladdin Transportation. Thereafter, and upon Motion duly made, seconded and unanimously carried, a Resolution for the minivan services was sent to the Board for approval.

**VARONIS APPLICATION AND SUPPORT:** Ms. MacCollum next presented a Resolution for providing Varonis Application and support, payable out of Operations funds. The successful Bidder was Dox Electronics; M/WBE paperwork is in process. After discussion, and upon Motion duly made, seconded and unanimously carried, a Resolution was sent to the Board for approval.

**SUPPLEMENTAL GRANT ATTACHMENT NO. 1:** Mr. Moses presented a Resolution empowering the Chief Executive Officer to enter into a Supplemental Grant Attachment No. 1, as a contract with the New York State Department of Transportation. This is financed 100% by New York State and will provide the Authority with $4,441,261. This Resolution was then moved, seconded and unanimously carried and sent to the Board for approval.

**REPLACEMENT OF FOUR SERVICE TRUCKS:** Mr. Moses then proposed a Resolution for the purchase of four (4) replacements trucks from State contract. This is a 100% NYS DOT purchase consistent with Authority, State and Federal guidelines. The cost of four pickup trucks, to be purchased under this grant, will not exceed the Grant budget of $200,000 total. Thereafter, and upon Motion duly made, seconded and unanimously carried, a Resolution was sent to the Board for approval.

**REPLACEMENT OF RTC PARKING CONTROL EQUIPMENT:** The next Resolution presented by Mr. Moses was for the purchase of replacement RTA Parking Control Equipment at the RTC parking lots. The successful vendor is Ber National Controls, Inc., located in Syracuse. This contract will be paid for 100% from State funds in the amount of $188,047.04 with contingency funds of $36,952.96, up to a total grant budget of $225k. Thereafter, a Resolution was moved, seconded an unanimously carried and sent to the Board for approval.

**UTICA KITCHENETTE AND OFFICE RENOVATIONS:** Mr. Moses next discussed creating a kitchenette at the Centro of Oneida, in Utica location, including office renovations. Mr. Moses explained the benefit of this Grant which will convert much needed space to a Break Room. This Resolution was then moved, seconded and unanimously adopted and sent to the Board for approval.

**BODY SHOP AND PAINT SUPPLIES:** Ms. MacCollum next presented a Resolution with regard to a 5-year contract for body shop and paint supplies. The low and responsive Proposer is NAPA

AUDIT AND FINANCE COMMITTEE MEETING MINUTES
Auto Parts. This contract will be paid for out of operating funds. Thereafter, and upon Motion duly made, seconded and unanimously carried a Resolution was sent to the Board for approval.

**EMPLOYEE UNIFORMS:** Ms. MacCollum then presented a Resolution for the purchase of employee uniforms for the years 2019-2024. The lowest response and responsive bid was received from Zink Screen Printing and Design contingent upon the purchase of Northeast Uniforms Operations. The contract commences October 1, 2019 and will be paid for out of operating funds. An M/WBE waiver has been requested. Thereafter, and on Motion duly made, seconded and unanimously carried, a Resolution was sent to the Board for approval.

**PITS AND DRAINS CLEANING SERVICE:** The next Resolution presented to the Board was with regard to the cleaning services for pits and drains. The successful Bidder was Environmental Products and Services of Vermont. This contract commences November 1, 2019. Ms. MacCollum went through the various pricing elements in detail. A full M/WBE waiver request has been approved by the New York State Empire Development. Thereafter, and on Motion duly made, seconded and unanimously carried, a Resolution was sent to the Board for approval.

**FOOD SERVICE LEASE SPACE NO. 2 (SUBWAY SPACE):** Mrs. Spraker presented a Resolution with regard to food service leased space for Subway at the RTC. Details of this Lease, as they evolved have been presented previously to the Board. Approval of the Board is now sought. The term of the Lease is 10 years, with two 5-year renewal options. Lease details had been presented to the Board. Thereafter, and upon Motion duly made, seconded and unanimously carried and on approval of such Lease, a Resolution was sent to the Board for approval.

**GREYHOUND LEASE AGREEMENT:** Ms. Spraker next provided a detailed Resolution to the Board with regard to the Greyhound Lease at the RTC. This is a 10-year Lease, with two 5-year renewal options. After discussion, approval of the Greyhound Lease at the RTC, as indicated on the annexed Resolution and as previously presented to the Board, was moved, seconded and unanimously carried, a resolution was sent to the Board for approval.

With no further business to come before the CNYRTA Audit and Finance Committee meeting was thereupon duly adjourned.

Chairman

**ATTEST:**

Darlene O. Lottimore
Secretary

AUDIT AND FINANCE COMMITTEE MEETING MINUTES
MINUTES OF THE REGULAR MEETING OF
GOVERNANCE COMMITTEE
HELD ON FRIDAY SEPTEMBER 27, 2019 AT 9:00 A.M.
THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK

MEMBERS PRESENT: BRIAN SCHULTZ (Chairman); ROBERT
CUCULICH; JOSEPH HARDICK; NICHOLAS
LAINO; DONNA REESE; LOUELLA
WILLIAMS

MEMBERS ABSENT: TINA FITZGERALD; DARLENE
LATTIMORE

STAFF ALSO PRESENT: RICHARD LEE (Chief Executive Officer);
LINDA BIATA; SUZANNA SHEARD;
CHRISTOPHER TUFF; BARRY M.
SHULMAN and IAN S. LUDD of counsel

The Chairman opened the Governance Committee meeting, noting that a quorum was present.

Chairman Schultz called upon Ms. Suzanna Sheard to give the report of the Governance Committee. Various Governance items were reviewed, beginning with the FY2018-19 Annual Internal Control Report. Of 61 issues raised, 12 have been completely resolved, with another seven finalized today. Ms. Sheard explained that the remaining issues are being addressed via ongoing action plans. Mr. Schultz asked for an analysis with regard to operational effectiveness. Ms. Sheard reviewed significant items in the annual report with the Board, and in response to certain questions posed by Mr. Schultz, reviewed some of the current action plan items to be focused upon. The kickoff of a new Annual Internal Control Review will be in November. The quarterly internal control newsletter was then discussed as a source of compliments to Ms. Sheard. Finally, steps toward a strategic plan were highlighted, for which additional discussion will be held at the subsequent Board meeting as a Strategic Planning committee was set aside for that purpose. With no further business to come before the CNYRTA Governance Committee meeting was thereupon duly adjourned.

Chairman

ATTEST:

Secretary

GOVERNANCE COMMITTEE MEETING MINUTES