CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
HELD ON FRIDAY, JULY 24, 2020 AT 10:00 A.M.
AT THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK

MEMBERS PRESENT: NICHOLAS LAINO (Chairman); ROBERT
CUCULICH (Vice Chair); TINA
FITZGERALD; JOSEPH HARDICK;
DARLENE LATTIMORE; LOUELLA
WILLIAMS

STAFF ALSO PRESENT: RICHARD LEE (Chief Executive Officer);
BRIAN SCHULTZ (Executive Vice-President);
CHRISTOPHER TUFF (Vice-President of
Administration) and BARRY M. SHULMAN
AND STEPHEN T. HELMER, of counsel (IN
PERSON)

CHRISTINE LoCURTO (Chief Financial
Officer); ROBERT LoCURTO (Chief Operating
Officer) (VIA TELECONFERENCE)

Chairman Laino called the meeting to order, noting that all Board Members were present, hence a quorum. He announced that the next Board meeting will be held on August 21, 2020 preceded by a Governance Committee at 9:00 a. m. and an Audit and Finance Committee at 9:30 a.m. followed by the full Board meeting.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously carried as Motion No. 2460, that the Regular Meeting Minutes of the June 19, 2020 CNYRTA Board meeting be adopted.

EXECUTIVE VICE-PRESIDENT'S REPORT: Mr. Laino then called upon Mr. Schultz to give his report. He presented various C.A.R.E.S. Act funding grants and the extent to which they’ve been drawn down. He reviewed the number of employees with potential health exposure and steps being taken for the protection of employees and riders health. The impact of late STOA payments was also reviewed.

Mr. Schultz also discussed meetings held with Federal, State and local Elected Officials with regard to adequate funding levels.

Cancellation of the 2020 New York State Fair and its financial impact was likewise discussed.
AUDIT AND FINANCE COMMITTEE REPORT: Chairman Laino next gave the Report of the Audit and Finance Committee which met earlier this morning.

SUNY OSWEGO BLUE AND GREEN ROUTES: Mr. Laino then directed the attention of the Board to Contracts with SUNY Oswego regarding free service on both the Blue and Green Routes on Campus. After a discussion, adoption of such contracts was moved, seconded and unanimously carried as Motion No. 2461, for the Blue Route and Motion No. 2462, for the Green Route.

FINANCIAL REPORTS: Ms. LoCurto had presented current Financial Statements at the morning’s Audit and Finance Committee Meeting. They included the Balance Sheet and Operating Statements. All had been approved there. After a discussion, approval of same was moved, seconded and unanimously carried as Motion No. 2463.

WORKERS’ COMPENSATION INSURANCE RENEWAL: Ms. Musengo was invited into the meeting to present a Motion renewing the Authority’s Workers’ Compensation one-year renewal with Travelers. After a detailed discussion and approval of the Audit and Finance Committee for such a renewal was duly moved, seconded and approved as Motion No. 2464.

RESOLUTION – UTICA TRANSFER HUB JANITORIAL SERVICES 2020-2025: Ms. MacCollum was invited into the meeting to present a Resolution for a contract for Janitorial Services at the Utica Hub. The contract is with Human Technologies Corporation and Northcoast Window Cleaning, a NYS Preferred Source partners. The cost will be paid from Operating Funds. Thereafter, ratification of Resolution No. 2442, attached to these Minutes was then moved, seconded and unanimously carried.

RESOLUTION – PDS VISTA SOFTWARE RENEWAL AND MAINTENANCE AGREEMENT 2020-2025: Ms. MacCollum was then asked to present a Resolution for a five-year Maintenance Agreement totaling $202,365.09 and paid for out of Operating Funds. This is a sole source procurement through PDS. Resolution No. 2443, attached to these Minutes was then moved, seconded and unanimously carried.

Ms. MacCollum was excused from the meeting.

RESOLUTION – REPLACE DOOR AT 6A SYRACUSE GARAGE FACILITY: Mr. Hoff was invited into the meeting to present a Resolution to replace Door 6A at the Syracuse Garage Facility. Resolution No. 2444, annexed to these Minutes was then moved, seconded and unanimously carried.

RESOLUTION – REPAIR SYRACUSE HUB SIDEWALK HEATING: Mr. Hoff then presented a Resolution for heated sidewalk repairs. The repairs were approved by the Audit and Finance Committee, $50,000 of the approximate $83,000 repair was reimbursed to the Authority from insurance since this was due to an insurance covered risk. Resolution No. 2445, annexed to these Minutes was then moved, seconded and unanimously approved.

RESOLUTION – ADD CHRISTOPHER TUFF AS SIGNOR OF CERTAIN BANK ACCOUNTS: Ms. Biata then asked the Board to approve Mr. Tuff as signor of Certain Bank
Accounts as indicated on Resolution No. 2446, annexed hereto. Approving same was then duly moved, seconded and adopted.

**RESOLUTION – USE CHRISTOPHER TUFF’S FACSIMILE SIGNATURE ON CERTAIN ACCOUNTS:** Ms. Biata then requested approval of Resolution No. 2447, annexed to these Minutes and consenting to the use of Mr. Huff’s facsimile signatures on certain Authority bank accounts. Approving same was then duly moved, seconded and adopted.

Ms. Biata was excused from the meeting.

**RESOLUTION – INSTALL UV LIGHTING SYSTEM IN RECIRCULATING HEATING AND VENTILATION UNITS:** Mr. Hoff then presented a Resolution regarding installing UV lighting systems for heating and ventilation improvements. The use of highest grade air filters comparable with the current equipment and under the guidance of C&S engineers was explained in detail. The health benefits of this project were discussed in depth by Mr. Hoff and Mr. LoCurto, after which adoption of Resolution No. 2448, was moved, seconded and unanimously approved.

Mr. Hoff was excused from the meeting.

**BUDGET IMPACT STATEMENT:** Ms. LoCurto then presented to the Board for adoption a Budget Impact Statement under Office of the State Comptroller Reg 203.8. On recommendation by the Audit & Finance Committee, such Budget Impact Statement was then duly moved, seconded and adopted as Motion No. 2465, and authorized to be submitted to Albany.

**PENSION COMMITTEE:** Chairman Laino called on Mr. Schultz to give the Pension Committee report. Mr. Schultz stated that the Authority’s Pension Consultants, Alesco Advisors gave a detailed report earlier this morning. Timothy Tindall and James Gould, by remote presentation, reviewed all of the investments in the Centro Non-Salaried D.B. Plan, the Salaried D.B. Plan and the Utica Employees D.B. Plan. Their advice based on their review is to continue with the ratios utilized in earlier guidelines. Their presentation also included a review of Capital Markets. They observed that the last quarter was strong. All three plans are managed identically.

**CHIEF OPERATING OFFICER’S REPORT:** Mr. LoCurto then gave the Chief Operating Officer’s Report.

**RETIREMENT OF RICHARD LEE:** Mr. Laino and Mr. Schultz then reported on this being the last meeting to be attended by Rick Lee who is retiring as Chief Executive Officer as previously announced.

Mr. Laino reflected that he has worked directly with Mr. Lee for about five years, and 10 years before that as a Human Resources Expert. He found him dedicated, hardworking, and has “a lot to be proud of”. He cares deeply for the people whom we serve. On a personal note, Mr. Laino reflected that Mr. Lee will be sorely missed.

Ms. Fitzgerald observed that every interaction with Mr. Lee has been positive; his many years of service was excellent and she is sad to see him leave the Authority.

CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY MINUTES
Ms. Lattimore wishes Mr. Lee the best. He has become a great friend over these years.

Mr. Cuculich observed how Mr. Lee has worked so well with so many groups, as well as the public and elected officials. Mr. Cuculich will miss him.

Ms. Williams stated that she appreciated Mr. Lee. She found him helpful, unique, able to reach across the table effectively and that she will miss him. She will pray for his future endeavors that they will be wonderful with God’s help. She hopes he will continue to more forward safely.

Mr. Schultz noted that Mr. Lee leaves big shoes to fill. Mr. Schultz has thoroughly enjoyed working with Mr. Lee who helped so centrally with so many ventures.

All Board Members in the Board Room individually echoed similar sentiments.

Mr. Lee then responded reflecting working with the Board and Staff as an honor and a great pleasure and that he has boundless respect for the Authority Board and staff. He appreciates everyone and will miss all. He promised to keep in touch.

EXECUTIVE SESSION: By Motion No. 2466, moved, seconded and unanimously carried, the meeting then went into Executive Session pursuant to New York State Public Officers Law Section 105(1)(f) (the employment history of a particular person). Upon exiting Executive Session, the Chairman announced that a discussion was held, but no action taken.

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

Chairman

ATTEST:

Secretary
RESOLUTION TO AUTHORIZE CONTRACT AWARD
FOR UTICA TRANSFER HUB JANITORIAL SERVICES 2020-2025

WHEREAS, the Central New York Regional Transportation Authority has the need for janitorial services at the Utica Transfer HUB; and

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

WHEREAS, the Janitorial Services contract with Human Technologies, a NYS Preferred source, expired January 31, 2020; 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, and

WHEREAS, price proposals were requested from Human Technologies Corporation (HTC) and Northcoast Window Cleaning, LLC, official New York State Industries for the Disabled (NYSID) preferred source organizations in New York State, and

WHEREAS, the pricing submitted by HTC and Northcoast Window Cleaning 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, 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 be authorized to enter into a contract with Human Technologies and Northcoast Window Cleaning to provide janitorial services at the Utica Transfer HUB for the contract period February 1, 2020 to January 31, 2025.
FACT SHEET
FOR UTICA TRANSFER HUB JANITORIAL SERVICES 2020-2025

PROJECT DESCRIPTION: Provide janitorial services for the Utica Transfer HUB, which includes consumables. Currently Human Technologies Corporation, a NYS Preferred Source, performs the janitorial services at the ITC, Syracuse Facility, Utica Facility, Syracuse Transfer Hub, and Bus Shelters & Parking Lots. Additionally, Northcoast Window Cleaning, a NYS Preferred Source, performs window cleaning services at the Syracuse HUB.

METHOD OF PROCUREMENT: New York State Industries for the Disabled distributes work to Preferred Sources. Human Technologies is the Preferred Source for the Syracuse area. Northcoast Window Cleaning is located in the Rochester 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: Services and consumables under this contract will be paid for with Operating dollars.

PRICING RECEIVED:

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Technologies Corporation</td>
<td>$38,462.11/ annually</td>
</tr>
<tr>
<td>Northcoast Window Cleaning</td>
<td>$3,000/ annually</td>
</tr>
</tbody>
</table>

COMMENTS: Pricing for this contract is based on published NYS prevailing wage rates. HTC has a proven track record. Extensions for year 2-5 are optional.

The contract start date was February 1, 2020 and services have started/continued, however final pricing was not received from NYSID until late June 2020 due to vendor and COVID related delays.

MWBE: Not Applicable.

RECOMMENDATION: Staff recommends contract award to Human Technologies Corporation and Northcoast Window Cleaning, LLC, NYS Preferred Sources for janitorial services at the Utica Transfer HUB.
AUTHORIZATION FOR PAYMENT TO PDS VISTA SOFTWARE RENEWAL AND MAINTENANCE 2020-2025

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) utilizes a human resources information system created by PDS who owns the proprietary rights to the system and software; and

WHEREAS, the payment for these fees will be made from operating funds; and

WHEREAS, this is a multi-year agreement; and

WHEREAS, the cost of the five (5) year support agreement is $202,365.09; and

WHEREAS, the maintenance agreement covers updates and technical support; and

WHEREAS, the time period for this multi-year agreement is from August 22, 2020 through August 21, 2025; 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 make a payment in accordance with the contract with PDS, totaling $202,365.09 for support from August 22, 2020 through August 21, 2025.
FACT SHEET
AUTHORIZATION FOR PAYMENT TO PDS VISTA SOFTWARE RENEWAL AND MAINTENACE 2020-2025

PROJECT DESCRIPTION: Five (5) year maintenance agreement for the PDS system.

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

PRICING RECEIVED: Below is a summary of costs for the 2020-2025 term.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance Agreement- Year 1</td>
<td>$39,671.61</td>
</tr>
<tr>
<td>Maintenance Agreement- Year 2</td>
<td>$40,068.33</td>
</tr>
<tr>
<td>Maintenance Agreement- Year 3</td>
<td>$40,469.01</td>
</tr>
<tr>
<td>Maintenance Agreement- Year 4</td>
<td>$40,873.70</td>
</tr>
<tr>
<td>Maintenance Agreement- Year 5</td>
<td>$41,282.44</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$202,365.09</strong></td>
</tr>
</tbody>
</table>

COMMENTS: The software is a Human Resources Information System that manages compensation, benefit packages as well as taxes paid. The purchase of the maintenance agreement with PDS will cover the following:

- Software updates to the application itself
- Software updates due to changes in the law
- Provides technical support

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

RECOMMENDATION: Staff recommends payment in accordance with the contract with PDS totaling $202,365.09 for support from August 22, 2020 through August 21, 2025.
RESOLUTION TO AUTHORIZE A CONTRACT AT THE SYRACUSE GARAGE TO REPLACE DOOR 6A IN THE CNG FUELING STATION

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a federal grant in place for this project; and

WHEREAS, the Authority has an existing competitively awarded contract with C&S Engineers, and the work will be performed by subcontract by their affiliate construction company C&S Companies; and

WHEREAS, the Authority has received proposal from C&S Engineers in the amount of $76,450 to perform the work, and

WHEREAS, the price is determined to be fair and reasonable based upon comparison with hourly rates and previous pricing from similar work performed; 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 the issuing of a purchase order to C&S Engineers in the amount of $76,450 for the replacement of Door 6A.
FACT SHEET
SYRACUSE GARAGE CNG STATION
DOOR 6A REPLACEMENT

PROJECT DESCRIPTION: Door 6A in the Syracuse garage CNG fueling station has been damaged multiple times by bus collisions due to door control issues and the frequency that the door is cycled on a daily basis for fueling operations. A new rapid roll door and controls will alleviate this problem. The new rapid roll door if hit in a collision can be re-installed in it’s tracks by Centro personnel.

ADVERTISEMENT: Existing Contract

FUNDING: Federal Grant NY-2017-042 80% Federal, 10% State, 10% Local

BID RESULTS: Existing Contract

PROCUREMENT PROCESS: Use existing contract with C&S Engineers and subsidiary to complete the work

COMMENTS: New York State Prevailing Wage is required on this project. C&S Engineers contract was competitively awarded, and New York State contract requirements apply to any subcontractor.

DBE and M/WBE: NA

RECOMMENDATION: Issue a purchase order to C&S Engineers for the door replacement.
RESOLUTION NO. 2445

Date: July 24, 2020

RESOLUTION TO AUTHORIZE A CONTRACT AT THE SYRACUSE TRANSFER HUB TO REPAIR DAMAGED SIDEWALKS AND UNDER SLAB SNOW MELT HEATING SYSTEM

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has Insurance Proceeds and 100% New York State Dedicated Capital Funds in place for this project; and

WHEREAS, the Authority has an existing competitively awarded contract with C&S Engineers, and the work will be performed by subcontract by their affiliate construction company C&S Companies; and

WHEREAS, the Authority has received proposal from C&S Engineers in the amount of $82,016 to perform the work, and

WHEREAS, the price is determined to be fair and reasonable based upon comparison with hourly rates and previous pricing from similar work performed; 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 the issuing of a purchase order to C&S Engineers in the amount of $82,016 for the sidewalk and heating system repairs.
FACT SHEET
SYRACUSE HUB SIDEWALK AND UNDER SLAB SNOW MELT HEATING SYSTEM REPAIR

PROJECT DESCRIPTION: The sidewalk and under slab heating system at the Syracuse Transfer Hub was damaged by a water main break on Adams Street. The sidewalk and system is also damaged at the Salina Street entrance to the hub. A combination of insurance proceeds and 100% New York State Dedicated Capital Funds will be used to pay for the project.

ADVERTISEMENT: Existing Contract

FUNDING: Insurance Proceeds $50,000, $32,016 in 100% New York State Dedicated Capital Funds

BID RESULTS: Existing Contract

PROCUREMENT PROCESS: Use existing contract with C&S Engineers and subsidiary to complete the work.

COMMENTS: New York State Prevailing Wage is required on this project. C&S Engineers contract was competitively awarded, and New York State contract requirements apply to any subcontractor.

DBE and M/WBE: NA

RECOMMENDATION: Issue a purchase order to C&S Engineers for the repairs.
AUTHORIZATION TO ADD SIGNATORY TO CNYRTA/CENTRO BANK ACCOUNTS

WHEREAS, the Central New York Regional Transportation Authority and its subsidiary corporations have duly opened certain accounts with M&T Bank for the deposit of their funds and for the execution of necessary banking transactions in the normal course of business; and

WHEREAS, the Authority and its subsidiary corporations have and maintain certain accounts in the following financial institution in the Syracuse area: Manufacturers and Traders (M&T) Bank;

WHEREAS, it is necessary to add Christopher Tuff, (VP of Administration) as signatory to M&T Workers Comp Benefit Account, M&T Misc. Revenue Accounts, M&T Money Market Savings Accounts, and CNYRTA/Centro Pomco Health Benefits Account in order to ensure timely disbursements and other banking transactions; and

NOW, THEREFORE, BE IT RESOLVED that Christopher Tuff be hereby authorized to be added as an authorized signatory for the M&T Workers Comp Benefit Account, M&T Misc. Revenue Accounts, M&T Money Market Savings Accounts, and CNYRTA/Centro Pomco Health Benefits Account of the Authority and its subsidiary corporations, and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Secretary of the Authority and the Chief Executive Officer be and are hereby authorized and directed to furnish said institution with a certified copy of this resolution and any other documentation which they may reasonably require to execute this action.
RESOLUTION and AGREEMENT FOR FACSIMILE SIGNATURE

WHEREAS, the Central New York Regional Transportation Authority and its subsidiary corporations have duly opened certain accounts with M&T Bank for the deposit of their funds and for the execution of necessary banking transactions in the normal course of business; and

WHEREAS, the Authority and its subsidiary corporations have and maintain certain accounts in the following financial institution in the Syracuse area: Manufacturers and Traders (M&T) Bank;

WHEREAS, it is necessary to add Christopher Tuff, (VP of Administration) as the facsimile signature to M&T General Disbursing Account, M&T Payroll Account, M&T CNYRTA/Centro Health Benefits Account, and M&T CNYRTA/Centro Flexible Spending Account in order to ensure timely disbursements and other banking transactions; and

WHEREAS, M&T Bank requires their Resolution and Agreement for Facsimile Signatures to be adopted by the Board; and

NOW, THEREFORE, BE IT RESOLVED that Christopher Tuff be utilized as the authorized Facsimile Signature for the M&T General Disbursing Account, M&T Payroll Account, M&T CNYRTA/Centro Health Benefits Account, and M&T CNYRTA/Centro Flexible Spending Account of the Authority and its subsidiary corporations, and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Secretary of the Authority and the Chief Executive Officer be and are hereby authorized and directed to furnish said institution with a certified copy of this resolution and any other documentation which they may reasonably require to execute this action.
RESOLUTION TO AUTHORIZE A PURCHASE ORDER
TO INSTALL UV LIGHTING SYSTEMS IN RECURRENT HEATING AND
VENTILATION UNITS TO REDUCE POTENTIAL COVID-19 EXPOSURE

WHEREAS, Governor Andrew Cuomo and New York State guidelines recommend the
installation of appropriately designed and deployed ultraviolet germicidal irradiation (UVGI) to
deactivate airborne virus particles; and

WHEREAS, this contract will be paid for using federal CARES Act and 100% NYS Dedicated
Capital Funds; and

WHEREAS, the CNYRTA has an existing contract with Emcor Services Betlem, for HVAC
maintenance and repair services, and

WHEREAS, Emcor submitted a proposal to install Ultra-Violet lighting systems in all air
handlers that recirculate air, at all facilities, in the amount of $67,602.04 based upon the current
contract rates, and

WHEREAS, the price was determined to be fair and reasonable based upon comparison with
other similar projects; 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 staff to issue a purchase order to Emcor Services
Betlem, in the amount not to exceed $67,602.04.
FACT SHEET
Ultra-Violet Light System Installation
Recirculating HVAC System at all Facilities

PROJECT DESCRIPTION: New York State has issued guidelines that recommend the installation of appropriately designed and deployed ultraviolet germicidal irradiation (UVGI) to deactivate airborne virus particles. Germicidal ultraviolet lighting systems is a proven technology that has been used in hospital air handling systems for over a 100 years.

ADVERTISEMENT: NA, project is being completed under current contract

FUNDING: Federal CARES Act and 100% New York State Dedicated Capital Funds

BID RESULTS: NA

PROCUREMENT PROCESS: Current contract with Emcor Services Betlem Contract was awarded August 26, 2016 and commenced September 1, 2016 through July 31, 2021.

COMMENTS: NA

M/WBE: Emcor Services Betlem received an MWBE waiver on their contract.

RECOMMENDATION: Issue a purchase order under the current contract with Emcor Services Betlem in the amount of $67,602.04.
MINUTES OF THE REGULAR MEETING OF
CNY CENTRO, INC
HELD ON FRIDAY, JULY 24, 2020 AT 10:00 A.M.
AT THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK

MEMBERS PRESENT: NICHOLAS LAINO (Chairman); ROBERT
CUCULICH (Vice Chair); TINA
FITZGERALD; JOSEPH HARDICK;
DARLENE LATTIMORE; LOUELLA
WILLIAMS

STAFF ALSO PRESENT: RICHARD LEE
(Chief Executive Officer); BRIAN SCHULTZ
(Executive Vice-President); CHRISTOPHER
TUFF (Vice-President of Administration) and
BARRY M. SHULMAN and STEPHEN T.
HELMER, of counsel (IN PERSON)

CHRISTINE LoCURTO (Chief Financial
Officer); ROBERT LoCURTO (Chief Operating
Officer) (VIA TELECONFERENCE)

Chairman Laino called the meeting to order, noting that all Members were present, hence a quorum. He announced that the next Board meeting will be held on August 21, 2020.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously carried as Motion No. 1352, that the Regular Meeting Minutes of the June 19, 2020, meeting be adopted.

EXECUTIVE VICE-PRESIDENT’S REPORT: Mr. Schultz then gave the Executive Vice-President’s Report.

FINANCIAL REPORT: Ms. LoCurto next gave the Financial Report which was adopted by Motion made, seconded and unanimously carried as Motion No. 1353.

CHIEF OPERATING OFFICER’S REPORT: Mr. LoCurto then gave the Chief Operating Officer’s Report. Mr. LoCurto then gave the Call-A-Bus report including a reduction in ridership.
There being no further business to come before the Board, the CNY Centro, Inc. Board meeting was thereupon duly adjourned.

Chairman

ATTEST:

Secretary
Chairman Laino called the meeting to order, noting that all Members were present, hence a quorum. He announced that the next Board meeting will be held on August 21, 2020.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously carried Motion No. 1243, that the Regular Meeting Minutes of the June 19, 2020, meeting be adopted.

EXECUTIVE VICE-PRESIDENT’S REPORT: Mr. Schultz then gave the Executive Vice-President’s Report.

FINANCIAL REPORT: Ms. LoCurto then gave the Financial Report which was adopted by Motion made, seconded and unanimously carried as Motion No. 1244.

CHIEF OPERATING OFFICER’S REPORT: Mr. LoCurto then gave the Chief Operating Officer’s Report.
There being no further business to come before the Board, the Centro of Cayuga, Inc. Board meeting was thereupon duly adjourned.

Chairman

ATTEST:

Secretary
MINUTES OF THE REGULAR MEETING OF
CENTRO OF OSWEGO, INC.
HELD ON FRIDAY, JULY 24, 2020 AT 10:00 A.M.
AT THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK

MEMBERS PRESENT: NICHOLAS LAINO (Chairman); ROBERT
CUCULICH (Vice Chair); TINA
FITZGERALD; JOSEPH HARDICK;
DARLENE LATTimore; LOUELLA
WILLIAMS

STAFF ALSO PRESENT: RICHARD LEE
(Chief Executive Officer); BRIAN SCHULTZ
(Executive Vice-President); CHRISTOPHER
TUFF (Vice-President of Administration) and
BARRY M. SHULMAN and STEPHEN T.
HELMER, of counsel (IN PERSON)

CHRISTINE LoCURTO (Chief Financial
Officer); ROBERT LoCURTO (Chief Operating
Officer) (VIA TELECONFERENCE)

Chairman Laino called the meeting to order, noting that all Members were present, hence a
quorum. He announced that the next Board meeting will be held on August 21, 2020.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously
carried Motion No. 1259, that the Regular Meeting Minutes of the June 19, 2020, meeting be
adopted.

EXECUTIVE VICE-PRESIDENT’S REPORT: Mr. Schultz then gave the Executive Vice-
President’s Report.

FINANCIAL REPORT: Ms. LoCurto then gave the Financial Report which was adopted by
Motion made, seconded and unanimously carried as Motion No. 1260.

CHIEF OPERATING OFFICER’S REPORT: Mr. LoCurto then gave the Chief Operating
Officer’s Report.
There being no further business to come before the Board, the Centro of Oswego, Inc. Board meeting was thereupon duly adjourned.

Chairman

ATTEST:

Secretary

CENTRO OF OSWEGO, INC. MINUTES
MINUTES OF THE REGULAR MEETING OF
CENTRO OF ONEIDA, INC
HELD ON FRIDAY, JULY 24, 2020 AT 10:00 A.M.
AT THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK

MEMBERS PRESENT: NICHOLAS LAINO (Chairman); ROBERT
CUCULICH (Vice Chair); TINA
FITZGERALD; JOSEPH HARDICK;
DARLENE LATTIMORE; LOUELLA
WILLIAMS

STAFF ALSO PRESENT: RICHARD LEE
(Chief Executive Officer); BRIAN SCHULTZ
(Executive Vice-President); CHRISTOPHER
TUFF (Vice-President of Administration) and
BARRY M. SHULMAN and STEPHEN T.
HELMER, of counsel (IN PERSON)

CHRISTINE LoCURTO (Chief Financial
Officer); ROBERT LoCURTO (Chief Operating
Officer) (VIA TELECONFERENCE)

Chairman Laino called the meeting to order, noting that all Members were present, hence a
quorum. He announced that the next Board meeting will be held on August 21, 2020.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously
carried Motion No. 386, that the Regular Meeting Minutes of the June 19, 2020, meeting be
adopted.

EXECUTIVE VICE-PRESIDENT’S REPORT: Mr. Schultz then gave the Executive Vice-
President’s Report.

FINANCIAL REPORT: Ms. LoCurto then gave the Financial Report which was adopted by
Motion made, seconded and unanimously carried as Motion No. 387.

CHIEF OPERATING OFFICER’S REPORT: Mr. LoCurto then gave the Chief Operating
Officer’s Report. He discussed improvements to the Centro of Oneida facility, now beginning to
be re-occupied. Mr. LoCurto reviewed various new construction elements with the Board. He
cautioned that all of these are somewhat temporary and that the building will require reconstruction
in the future.
There being no further business to come before the Board, the Centro of Oneida, Inc. Board
meeting was thereupon duly adjourned.

Chairman

ATTEST:

Secretary
MINUTES OF THE REGULAR MEETING OF
THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
AUDIT AND FINANCE COMMITTEE
HELD ON FRIDAY, JULY 24, 2020 AT 9:30 A.M.
THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK

MEMBERS PRESENT: NICHOLAS LAINO (Chairman); ROBERT CUCULICH (Vice Chair); TINA FITZGERALD; JOSEPH HARDICK; DARLENE LATTIMORE; LOUELLA WILLIAMS

STAFF ALSO PRESENT: RICHARD LEE (Chief Executive Officer); BRIAN SCHULTZ (Executive Vice-President); CHRISTOPHER TUFF (Vice-President of Administration) CAROL LOMBARDO; and BARRY M. SHULMAN AND STEPHEN T. HELMER, of counsel (IN PERSON)

CHRISTINE LoCURTO (Chief Financial Officer); ROBERT LoCURTO (Chief Operating Officer); LINDA BIATA; MELLISSA BRIM; KYLE FAHSEL; GEOFF HOFF; CAITLIN MacCOLLUM; LILA MacDOWELL; JACKIE MUSENGO; TARA SPRAKER (VIA TELECONFERENCE)

Chairman Laino called the meeting to order, noting that all Committee Members were present. He announced that the next Audit and Finance Committee meeting will be held on August 21, 2020 at 9:30 a.m.

SUNY OSWEGO BLUE ROUTE AGREEMENT: Mr. Schultz first presented a Contract for fare free access service serving the SUNY Oswego Campus Blue Route. This Contract which had previously been distributed to the Board was then approved by Motion made, seconded, unanimously carried, and forwarded to the Board for approval.

SUNY OSWEGO GREEN ROUTE AGREEMENT: Mr. Schultz next presented a contract relating to the SUNY of Oswego Green Route. This Contract which had been previously distributed to the Board was then approved by Motion made, seconded, unanimously carried, and forwarded to the Board for approval.

FINANCIAL REPORTS: Mr. Laino asked Ms. LoCurto to give a detailed report of the Financial Statements. Ms. LoCurto invited Ms. Biata to join her. Together they reviewed the Balance Sheet, P&L statement and others. They reviewed sources of income and a review of expenses all of
which were predicted. Ms. LoCurto explored Federal moneys arising out of Covid virus funding, STOA moneys which are now paid albeit late, and many aspects of the Financial Statements. Upon Motion duly made, seconded and unanimously carried, the Finance Report was forwarded to the Board for adoption.

**BUDGET IMPACT STATEMENT:** Ms. LoCurto then asked the Audit and Finance Committee to review a Budget Impact Statement, as required by rules of the NYS Comptroller. A Motion to approve the Budget Impact Statement was duly made, seconded and unanimously carried and forwarded to the Board for approval.

**WORKERS’ COMPENSATION INSURANCE RENEWAL:** Ms. Musengo next presented a Motion to the Committee for the renewal of Workers’ Compensation Insurance. The thought is to renew with Travelers. The Authority covers the first $150,000 and every claim. The premiums are increasing from $1.55 Million to $1.62 Million. There will also be a request for more cash collateral. Upon Motion duly made, seconded and unanimously approved. It was forward to the Board with recommendation of approval.

**JANITORIAL SERVICES AT ONEIDA HUB:** Ms. MacCollum presented a Resolution to authorize a contract for Janitorial Services at the Utica Transfer Hub. The contract is with Human Technologies Corporation and Northcoast Window Cleaning, a NYS Preferred Source partners. Upon Motion duly made, seconded and unanimously approved. It was forward to the Board with recommendation of approval.

**PDS MULTI-YEAR MAINTENANCE AGREEMENT:** Ms. MacCollum next presented to the Board a Resolution to authorize a PDS Vista Software Renewal and Maintenance Agreement for a five-year term. The cost of the five-year support will be $202,365.09 paid from Operating Funds. Upon Motion duly made, seconded and unanimously approved. It was forward to the Board with recommendation of approval.

**REPLACE DOOR 6A AT THE SYRACUSE GARAGE:** Mr. Hoff presented a Resolution to replace garage door 6A at the Syracuse Garage Facility. It is a 80/10/10 split federal grant. Such Resolution was then moved, seconded and unanimously carried to the Board for final approval.

**REPAIR TO SYRACUSE HUB SIDEWALK HEATING:** Mr. Hoff then presented a Resolution to repair to the sidewalk at the Syracuse Hub which is defective due to a water main break. An insurance settlement will pay the Authority $50,000 as reimbursement because it stems from a water main break. The Authority’s share of the repair costs will be $32,000. Upon Motion duly made, seconded and unanimously approved. It was forward to the Board with recommendation of approval.

**ADD CHRISTOPHER TUFF AS SIGNOR TO CERTAIN BANK ACCOUNTS:** Ms. Biata presented a Resolution for Committee approval allowing Mr. Tuff to sign certain bank accounts. Upon Motion duly made, seconded and unanimously approved. It was forwarded to the Board with recommendation of approval.

**AUDIT AND FINANCE COMMITTEE MEETING MINUTES**
PERMIT CHRISTOPHER TUFF'S FACSIMILE FOR CERTAIN BANK ACCOUNTS: Ms. Biata next presented a Resolution permitting Mr. Tuff's facsimile signature on certain accounts. Upon Motion duly made, seconded and unanimously approved. It was forwarded to the Board with recommendation of approval.

UV LIGHTING: Mr. Hoff presented to the Committee a Resolution for UV lighting, including germicide and technologies. The cost $67,602.04 is considered reasonable. This technology will be utilized in all the Authorities Properties. Upon Motion duly made, seconded and unanimously approved. It was forward to the Board with recommendation of approval.

Ms. LoCurto and Ms. Biata then gave a report on a project in the making soon to present to the Board an analysis of the varied sources of Authority funding. These include C.A.R.E.S. Act provision of COVID-19 dollars together with other emergency funding. Also, revenues not flowing because of cancellations of the State Fair were discussed. Cash draw downs and reimbursement payments were also discussed, as was Authority cash flow.

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

Chairman

ATTEST:

Secretary