MINUTES OF THE REGULAR MEETING OF
THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
HELD ON FRIDAY, SEPTEMBER 25, 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); JOSEPH HARDICK;
LOUELLA WILLIAMS

TINA FITZGERALD (Via Teleconference)

STAFF ALSO PRESENT: BRIAN SCHULTZ (Chief Executive Officer);
CHRISTOPHER TUFF (Deputy Chief Executive
Officer); BARRY M. SHULMAN and
BRANDAN E. RAY, of counsel

LINDA BIATA (Vice President of Finance);
CHRISTINE LoCURTO (Chief Financial
Officer); ROBERT LoCURTO (Chief Operating
Officer) (Via Teleconference)

Chairman Laino opened the meeting noting that a quorum was present. Chairman Laino will be
contacting Board Members regarding Committee assignments very soon. The next monthly Board
Meeting will be held on October 23, 2020, commencing with a Pension Committee Meeting at
9:00 A.M. and an Audit and Finance Committee Meeting at 9:30 A.M. Following thereafter will
be the October Board Meeting.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously
carried as Motion No. 2475, that the Regular Meeting Minutes of the August 21, 2020, CNYRTA
Board meeting be adopted.

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

NYPTA STRATEGIC LEADERSHIP TEAM: Mr. Schultz then reported on the activities of
NYPTA’s Strategic Leadership Team comprised of transit leadership throughout the state. Issues
were discussed regarding transit strategy and messaging for the coming New York State legislative
session.

COMMUNITY OUTREACH: Mr. Schultz also demonstrated the newly wrapped bus honoring
essential workers. The bus was put into service last week to thank all essential workers who helped
keep our community running throughout the pandemic.

CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY MINUTES
APTA TECH CONFERENCE: Mr. Schultz further reviewed the APTA TECH virtual conference and its program that was attended by key staff members.

Mr. Schultz thanked Christine LoCurto and Rob LoCurto for their years of service for the Authority. Mr. Schultz stated that with these two retirements, nearly 50 years of experience will be leaving Centro and that will not be easy to replace. Mr. Schultz stated that he will miss working with Rob and Christine and wished them well in retirement.

AUDIT AND FINANCE COMMITTEE REPORT: The Chairman then gave the Report of the Audit and Finance Committee which met earlier this morning.

INSURANCE EXTENSION OF CONTRACT: Chairman Laino first called upon Mr. Maloff to join the meeting as insurance consultant to the Authority. Mr. Maloff gave a report seeking ratification for the continuation of a Real Property Insurance Renewal Policy. The insurer of choice is Affiliated Factory Mutual Insurance. The policy is being renewed effective from September 9, 2020 to September 9, 2021. The premium cost is $17,706 and its deductibles, as explained by Mr. Maloff, include earthquakes and floods. An analysis of the policy had previously been distributed to each Board Member. Thereafter and upon Motion made, seconded and unanimously approved the renewal of such policy was adopted as Motion No. 2476.

CONSOLIDATED FINANCE REPORT: Ms. Biata then gave the Consolidated Report of the Authority’s revenues and expenses after five (5) months of the current fiscal year. Revenues and expenses which had been previously reported to the Board, were then discussed in depth. Thereafter it was moved, seconded and unanimously carried as Motion No. 2477, that Consolidated Statements be adopted. Mr. Laino observed that they had been excellently presented.

PROCUREMENT MANUAL UPDATE: Ms. MacCollum was then invited into the meeting to explain and seek approval for certain changes to the Authority’s Procurement Manual as she had earlier this morning before the Audit and Finance Committee. She reviewed changes to authorization levels and reported on all the updates. Thereafter and on Motion duly made, seconded and unanimously carried, such updates were approved as Motion No. 2478.

RESOLUTION – CHECK SIGNING AUTHORIZATION POLICY: Ms. Biata presented a Resolution to approve a new check signing authorization policy to be forwarded to the full Board for approval. Thereafter a Motion was made, seconded and unanimously carried as Resolution No. 2451.

RESOLUTION – LINDA BIATA AS TREASURY MANAGEMENT SIGNER FOR M&T BANK SERVICES: Next given Ms. LoCurto’s retirement, a new authorized signer is required for M&T Bank services. Ms. LoCurto sought authorization for Linda Biata to become the Treasury Management Signer for M&T bank services. Such authority was moved, seconded and unanimously carried and annexed hereto as Resolution No. 2452.

RESOLUTION – NYSDOT ATTACHMENT #2 GRANT: Mr. Moses was then invited into the meeting to present a Resolution authorizing the Chief Executive Officer to sign attachment #2 to New York State contract K007389, for capital projects. A Motion was made, seconded and unanimously approved as Resolution No. 2453, and annexed to these Minutes.

CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY MINUTES
RESOLUTION – PURCHASE OF 11 PARATRANSIT VEHICLES: Mr. Moses next presented a Resolution to authorize the purchase of 11 paratransit vehicles at the cost of $84,834 per vehicle. The current in-service paratransit vehicles have reached the end of their useful lives. The payment will be 100% State financed. The successful bidder, on the State contract is Sheppard Brothers, Inc. Thereafter and on motion made, seconded and unanimously carried, Resolution No. 2454, approving such purchase was attached to these Minutes.

RESOLUTION – NYSDOT ATTACHMENT #3: Mr. Moses next presented a Resolution authorizing the Chief Executive Officer to sign attachment #3 to New York State contract K007389, for capital projects. Such Resolution, annexed to these Minutes, was then moved, seconded and unanimously approved as Resolution No. 2455.

Mr. Moses was then excused from the meeting.

RESOLUTION – BUS TRANSFER CARDS: Ms. MacCollum next presented as she had in the Audit and Finance Committee a Resolution for the 5-year contract for bus transfer cards. The payment is from operating funds. The lowest responsive and responsible bidder is Electronic Data Magnetics, Inc. It was then moved, seconded and unanimously carried as Resolution No. 2456, and attached to these minutes.

Ms. MacCollum was excused from the meeting.

AUTHORIZATION FOR LINE OF CREDIT ADVANCES: Ms. Biata noted that due to the retirements of Rick Lee and Ms. LoCurto, the Board needed to recognize newly assigned officers for any advances for the Authority’s line of credit. Ms. Biata requested that the Authority recognize that as of October 1, 2020, Mr. Schultz as the Authority’s Chief Executive Officer and Ms. Biata as the Authority’s Vice President of Finance are authorized to approve any advances on the Authority’s line of credit. Mr. Laino so noted the authorizations in the Board’s Minutes. Ms. Biata also advised the line of credit renewal would likely be addressed during the November or December 2020 Board meeting.

Chairman Laino, on behalf of the current Board and previous Boards thanked Christine LoCurto for her 25 years of service. Ms. LoCurto thanked the Board and assured them she was leaving the Authority in the excellent hands of the Finance department staff.

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

UPSEU AGREEMENT: He discussed a Centro of Oneida Utica tentative agreement with UPSEU. The agreement is for one (1) year, and if approved by the Board of Members, will have a 2% increase to wage and pension benefit.

ATU 580 TENTATIVE AGREEMENT: A tentative agreement with ATU 580 for a one-year extension will be voted on September 28, 2020. An update will be giving at the October Board meeting.
Chairman Laino thanked Rob LoCurto for his nearly 25 years of service, not only for the Authority, but his service to the public. Rob thanked the Board, his staff and the union, crediting his success on support across the board.

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

Chairman

ATTEST:

Secretary
AUTHORIZATION TO APPROVE
CNYRTA CHECK SIGNING AUTHORIZATION POLICY

WHEREAS, the Central New York Regional Transportation Authority and its subsidiary corporations do hereby establish a policy and procedures for those people who are authorized to sign and issue checks on its behalf and the use of facsimile signature. The purpose of this policy is communicate a clear understanding regarding this important matter. It also is necessary to implement appropriate internal controls over our financial matters; and

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

WHEREAS, it is confirmed that there are (4) authorized signatories to the M&T Bank Accounts of the Authority and its subsidiary corporations; Christopher Tuff (Deputy Chief Executive Officer), Joseph Michael DeGray (Sr. VP of Operations), Steve J. Koegel (VP of Business Development & Corporate Communications) and Linda Biata (VP of Finance).

NOW, THEREFORE, BE IT RESOLVED that the CNYRTA Check Signing Authorization Policy be hereby approved, 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.
Policy Name:  CNYRTA Check Signing Policy

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<th>Segment</th>
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<tr>
<td>POL.203</td>
<td>Finance</td>
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<td>VP of Finance, Linda Biata</td>
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Policy Statement
The purpose of this policy is to provide guidelines for all departments of CNYRTA regarding check signing authority and use of facsimile signature.

Who Should Read This Policy
All CNYRTA employees that are responsible for approving the purchase of goods or services or other recurring expenditures of the CNYRTA.

Related Procedures
CNYRTA Cash Management Procedures
CNYRTA Abila Processing Procedures
CNYRTA PDS Payroll Processing Procedures

The Policy
The CNYRTA maintains that its internal controls are sufficient to allow for a facsimile signature on all checks. In addition to the requirement that all pay requests and/or purchase requisitions require approvals prior to being processed, the CNYRTA has a sophisticated positive pay process with a clear separation of duties between those that can generate a check (Accounts Payable, Payroll) and those that maintain the script that submits the positive file to the bank (Information Systems).

In order for a check to be honored by the CNYRTA’s primary bank, M&T Bank, both the physical check and the information in the electronically submitted positive pay file (check amount, check number, and payee) must all match. In the event that a payroll check is produced outside of a normal check run (manual check), a file will be submitted to the bank automatically by the PDS system. PDS will send an email confirmation of the upload.
CNYRTA POLICY

Accounting staff will review M&T positive pay daily for any positive pay exceptions. If there is an exception, research is completed to confirm if the check is valid. At which point the check is marked cleared to pay. Checks presented to the bank that have not been included in a positive pay file or that are stale dated are not honored by the bank.

Blank check stock does not contain any check numbers, accounts numbers or routing numbers and the check writing printers are restricted to only authorized personnel.

The facsimile signature is an image that is embedded in the code that generates the checks for the payroll account. The accounts payable checks are printed using the Abila Accounting Software which has the signature saved in a check format within the system. Once a check is printed from either system anyone can make an exact facsimile of the signature. Positive pay on our accounts ensures that any oddities due to forgery or fake checks is flagged.

It is the responsibility of UMR to secure and control the use of the facsimile signature used for the Centro accounts. Accounting reconciles the accounts used by UMR monthly using check run information provided by UMR. Any reconciling items will be researched. If any fraudulent activity is identified, the bank would be notified immediately and investigated.

Rules:

Accounts Payable – General Disbursing Account:
The facsimile signature for Chris Tuff will be used for all checks. For any checks exceeding $25,000 a second signature is required by one of the following authorized signatories: Linda Biata, Joe DeGray, Steve Koegel. No manual checks are produced for this account. The second signature responsibility will be rotated amongst signors every month.

Payroll Account:
The facsimile signature for Chris Tuff is used on all paper payroll checks. Any manual checks produced will require a handwritten signature by one of the following authorized signatories: Linda Biata, Joe DeGray, Steve Koegel, Chris Tuff.

UMR – 3rd Party Checks for Centro Health Benefits Account, Flex Spending Account:
The facsimile signature of Chris Tuff has been provided to UMR for use on all checks cut on Centro’s behalf for all health benefits and flex spending expenditures. No manual checks are produced for any of the accounts used by UMR.

All policies are subject to amendment.
POL.203 - (Oct. 2020)
Page 2 of 2
AUTHORIZATION TO APPROVE TREASURY MANAGEMENT SIGNER
FOR M&T BANKING SERVICES

WHEREAS, the Central New York Regional Transportation Authority and its subsidiary corporations have duly opened certain accounts with Manufacturers and Traders (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, it is necessary to authorize Linda Biata (VP of Finance) as the Treasury Management (TM) Signer; and

NOW, THEREFORE, BE IT RESOLVED that Linda Biata will be hereby authorized to be added as an authorized TM signer for all services related to CNYRTA deposit accounts at M&T Bank; 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 AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO SIGN ATTACHMENT #2 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 $2,676,595 for payment of costs of mass transportation capital projects per the attached Project Agreement Schedule A, Attachment #2;

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 #2 to New York State contract #K007389, in the amount of $2,676,595.00.
RESOLUTION CERTIFICATION

I, Nicholas F. Laino, Chairman of the Central New York Regional Transportation Authority, do hereby certify that the attached resolution is a true and correct copy of a resolution adopted by the Central New York Regional Transportation Authority on September 25, 2020, 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 25, 2020.

Nicholas F. Laino
Chairman

STATE OF NEW YORK )
COUNTY OF ONONDAGA )

ss:

On this 25th day of September, 2020 before me personally came Nicholas F. Laino, to me known, who being by me duly sworn, did depose and say that he/she resides at 9 Oakwood Drive, New Hartford, NY; that he/she is the Chairman of the Central New York Regional Transportation Authority, as described in and who executed the forgoing instrument; and that he/she duly acknowledged to me that he/she executed the same.

Carol Ann Pontello Lombardo
Notary Public

(SEAL)
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<th>Description</th>
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**Central New York Regional Transportation District**

**Project Location/Description of Service Area**

**General Project Description**

**Agreement Purpose:**

- When Available
- Administration Collection

**Compliance Period:** 4/1/2018 to 3/31/2023

**Central New York Regional Transportation Authority**

**Contract Administration:**

**Project Description Funding and Development Schedule**


Attachment 2
NY POTA - State of New York

By:

NYSDOT:

Date: 9/25/2020

Print Name: Brian M. Scultiz

Title: Chief Executive Officer

By:

COUNTRY OF ORIGIN: New York

STATE OF NEW YORK

SIGNATURE:

CPR: 1819 Urban Master Services Agreement

Central New York Regional Transportation Authority

Contractor's Contract #: 5007389
RESOLUTION TO AUTHORIZE THE PURCHASE OF ELEVEN (11) PARATRANSPORT VEHICLES

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a NYS DOT 100% dedicated capital funds grant 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 is with Shepard Bros, Inc. for cutaway type 1A Paratransit vehicles; and

WHEREAS, the pricing received in the amount of $84,834 per vehicle is deemed to be fair and reasonable based upon similar bus purchases, 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 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 to Sheppard Bros., Inc. for eleven (11) Ford F-350 Type 1A Paratransit buses in accordance with current purchasing contracts issued by the New York State Office of General Services in an amount of $933,174.
FACT SHEET
PARATRANSPORT VEHICLE PURCHASE

PROJECT DESCRIPTION: The current paratransit buses have reached the end of their seven (7) year and four (4) year useful life as defined by the Federal Transit Administration (FTA). The current vehicles are expensive and difficult to maintain. The new buses will be a smaller vehicle, less expensive; gasoline fueled, better fuel economy, and only have a four (4) year useful life as defined by the FTA. The buses will be covered under warranty for the four (4) years.

ADVERTISEMENT: No Advertisement required, New York State Contract Purchase

FUNDING: 100% New York State Dedicated Capital Funds

PRICING RECEIVED: The pricing received from current New York State contract holder Shepard Bros. was determined to be fair and reasonable based upon comparison with pricing received on previous purchases and adjusted for inflation.

COMMENTS: These buses are constructed in the Coach and Equipment, Inc. facility in Penn Yan, NY

RECOMMENDATION: Staff recommends contract award to Shepard Bros., Inc., in the amount of $84,834 per vehicle and $933,174 total for eleven (11) buses.
RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO SIGN ATTACHMENT #3 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 $1,202,335.00 for payment of costs of mass transportation capital projects per the attached Project Agreement Schedule A, Attachment #3;

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 #3 to New York State contract #K007389, in the amount of $1,202,335.00.
RESOLUTION CERTIFICATION

I, Nicholas F. Laino, Chairman of the Central New York Regional Transportation Authority, do hereby certify that the attached resolution is a true and correct copy of a resolution adopted by the Central New York Regional Transportation Authority on September 25, 2020, 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 25, 2020.

[Signature]
Nicholas F. Laino
Chairman

STATE OF NEW YORK )
COUNTY OF ONONDAGA ) ss:

On this 25th day of September, 2020 before me personally came Nicholas F. Laino, to me known, who being by me duly sworn, did depose and say that he/she resides at 9 Oakwood Drive, New Hartford, NY; that he/she is the Chairman of the Central New York Regional Transportation Authority, as described in and who executed the foregoing instrument; and that he/she duly acknowledged to me that he/she executed the same.

[Signature]
Notary Public

(SEAL)
My commission expires Apr 19, 2023
Quillino in Orange County
No. 000063201
New Paltz, State of New York
Carol Ann Portello Lombardo

Date: ____________________________
By: ______________________________
NYS DOT:

Date: ____________________________
By: ______________________________

Name: Brian M. Schultz
Title: Chief Executive Officer

CGRATTEE

STATE OF NEW YORK
COUNTY OF Oneida

Attachment 3

SPV189 Urban Mass Transit Agreement
Central New York Regional Transportation Authority
Contractor's Contract #: K007389
RULES FOR RENTAL CAR COMPENSATION

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a need to purchase Bus Transfer Cards; and

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

WHEREAS, the Invitation for Bid was publicly let on June 26, 2020; and

WHEREAS, nine (9) bid packages were sent out, and thirteen (13) additional bid packages were requested; and

WHEREAS, two (2) bids were received on July 17, 2020 with the lowest responsive and responsible bid received from Electronic Data Magnetics Inc.; and

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Chief Executive Officer or his designee is authorized to enter into a five (5) year contract with Electronic Data Magnetics Inc. for Bus Transfer Cards. The contract would commence December 1, 2020.
FACT SHEET
BUS TRANSFER CARDS 2020-2025

PROJECT DESCRIPTION: The CNYRTA is seeking a qualified vendor to provide Bus Transfer Cards.

ADVERTISEMENT: An Invitation for Bid was advertised on June 26, 2020 in the NYS Contract Reporter, Post Standard (Onondaga, Cayuga and Oswego County editions), Rome Sentinel, Utica Observer-Dispatch, the Minority Commerce Weekly and CNY Vision.

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

PRICING RECEIVED:

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<th>Vendor:</th>
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<th>Magnetic Ticket &amp; Label</th>
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COMMENTS: If the CNYRTA continues its current trend of ordering approximately 2.3 Million bus transfer cards per year and the contract was awarded to Electronic Data Magnetics, Inc., the contract value would be approximately $27,715.00 per year.

MWBE: NYS Empire Development granted a full waiver on this contract.

RECOMMENDATION: Based upon evaluation of the bid documents staff recommends contract award to Electronic Data Magnetics, Inc. for a five (5) year term, commencing December 1, 2020.
MINUTES OF THE REGULAR MEETING OF
CNY CENTRO, INC
HELD ON FRIDAY, SEPTEMBER 25, 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); JOSEPH HARDICK; LOUELLA WILLIAMS

TINA FITZGERALD (Via Teleconference)

STAFF ALSO PRESENT: BRIAN SCHULTZ (Chief Executive Officer); CHRISTOPHER TUFF (Deputy Chief Executive Officer); BARRY M. SHULMAN and BRANDAN E. RAY, of counsel

LINDA BIATA (Vice President of Finance); CHRISTINE LoCURTO (Chief Financial Officer); ROBERT LoCURTO (Chief Operating Officer) (Via Teleconference)

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board Meeting will be held on October 23, 2020, at 10:00 A.M.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously carried as Motion No. 1356, that the Regular Meeting Minutes of the August 21, 2020 meeting be adopted.

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

SOUTH EAST GATEWAY COMMITTEE: Mr. Schultz reported that on September 8, 2020, he and Chris Tuff met virtually with committee members to discuss the status of the projects underway in the South East Gateway Area. Projects include the Salt City Market and rehabilitation of the former Coyne Textile Building to be a 5G campus for JMA Wireless.

CIRCULATOR BUS: Next Mr. Schultz discussed a new service. He provided a map and logo of the new Circulator Bus and the service it will provide to downtown Syracuse. The bus will operate on a constant look through downtown, bordered by Dinosaur-Bar-B-Que on the north and Hotel Syracuse on the south. By design the loop does not service the hub. We have been working with several community partners and this service will roll out in October.

CNY CENTRO, INC. MINUTES
FINANCE REPORT: Ms. Biata gave the Finance Report which was adopted by Motion made, seconded and unanimously carried as Motion No. 1357.

CHIEF OPERATING OFFICER’S REPORT: Mr. LoCurto gave the Chief Operating Officer’s Report. A tentative agreement with ATU 580 for a one-year extension will be voted on September 28, 2020. An update will be giving at the October Board meeting.

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

Chairman

ATTEST:

Secretary
MINUTES OF THE REGULAR MEETING OF
CENTRO OF CAYUGA, INC
HELD ON FRIDAY, SEPTEMBER 25, 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); JOSEPH HARDICK; LOUELLA WILLIAMS

TINA FITZGERALD (Via Teleconference)

STAFF ALSO PRESENT: BRIAN SCHULTZ (Chief Executive Officer); CHRISTOPHER TUFF (Deputy Chief Executive Officer); BARRY M. SHULMAN and BRANDAN E. RAY, of counsel

LINDA BIATA (Vice President of Finance); CHRISTINE LoCURTO (Chief Financial Officer); ROBERT LoCURTO (Chief Operating Officer) (Via Teleconference)

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board Meeting will be held on October 23, 2020, at 10:00 A.M.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously carried as Motion No. 1247, that the Regular Meeting Minutes of the August 21, 2020 meeting be adopted.

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

APTA CONFERENCE: On September 9th and 10th, he along with several staff members, attended APTA Tech which is the annual APTA conference that was held virtually due to the current pandemic. We attended breakout sessions on topics such as Covid-19 Innovations, Contactless Payment, Leveraging Technology to Improve Service, Emerging Technology in Fare Collection and Safety and Security Considerations. It was an interesting way to hold a conference but all in all there was a lot of good information.

NYPTA STRATEGIC LEADERSHIP TEAM: On September 11th he met virtually with the NYPTA Strategic Leadership Team, which is comprised of transit leaders throughout the state, to discuss our strategy and messaging for the coming legislative session.

FINANCE REPORT: Ms. Biata gave the Finance Report which was adopted by Motion made, seconded and unanimously carried as Motion No. 1248.

CENTRO OF CAYUGA, INC. MINUTES
CHIEF OPERATING OFFICER’S REPORT: Mr. LoCurto gave the Chief Operating Officer’s Report.

A tentative agreement with ATU 580 for a one-year extension will be voted on September 28, 2020. An update will be giving at the October Board meeting.

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, SEPTEMBER 25, 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); JOSEPH HARDICK; LOUELLA WILLIAMS

TINA FITZGERALD (Via Teleconference)

STAFF ALSO PRESENT: BRIAN SCHULTZ (Chief Executive Officer);
CHRISTOPHER TUFF (Deputy Chief Executive Officer); BARRY M. SHULMAN and
BRANDAN E. RAY, of counsel

LINDA BIATA (Vice President of Finance);
CHRISTINE LoCURTO (Chief Financial Officer); ROBERT LoCURTO (Chief Operating Officer) (Via Teleconference)

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board Meeting will be held on October 23, 2020, at 10:00 A.M.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously carried as Motion No. 1263, that the Regular Meeting Minutes of the August 21, 2020 meeting be adopted.

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

APTA CONFERENCE: On September 9th and 10th, he along with several staff members, attended APTA Tech which is the annual APTA conference that was held virtually due to the current pandemic. We attended breakout sessions on topics such as Covid-19 Innovations, Contactless Payment, Leveraging Technology to Improve Service, Emerging Technology in Fare Collection and Safety and Security Considerations. It was an interesting way to hold a conference but all in all there was a lot of good information.

NYPTA STRATEGIC LEADERSHIP TEAM: On September 11th, he met virtually with the NYPTA Strategic Leadership Team, which is comprised of transit leaders throughout the state, to discuss our strategy and messaging for the coming legislative session.
FINANCE REPORT: Ms. Biata gave the Finance Report which was adopted by Motion made, seconded and unanimously carried as Motion No. 1264.

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

A tentative agreement with ATU 580 for a one-year extension will be voted on September 28, 2020. An update will be given at the October Board meeting.

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

[Signature]
Chairman

ATTEST:
[Signature]
Secretary

CENTRO OF OSWEGO, INC. MINUTES
MINUTES OF THE REGULAR MEETING OF
CENTRO OF ONEIDA, INC
HELD ON FRIDAY, SEPTEMBER 25, 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); JOSEPH HARDICK; LOUELLA WILLIAMS

TINA FITZGERALD (Via Teleconference)

STAFF ALSO PRESENT: BRIAN SCHULTZ (Chief Executive Officer); CHRISTOPHER TUFF (Deputy Chief Executive Officer); BARRY M. SHULMAN and BRANDAN E. RAY, of counsel (IN PERSON)

LINDA BIATA (Vice President of Finance); CHRISTINE LoCURTO (Chief Financial Officer); ROBERT LoCURTO (Chief Operating Officer) (Via Teleconference)

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board Meeting will be held on October 23, 2020, at 10:00 A.M.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously carried as Motion No. 390, that the Regular Meeting Minutes of the August 21, 2020 meeting be adopted.

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

UTICA DOWNTOWN REVITALIZATION INITIATIVE: Mr. Schultz described the Utica Downtown Revitalization Initiative (DRI). Mr. Tuff met virtually with the Local Planning Committee. $13,400,000 in projects were submitted, the State will review the list and select the projects they will fund for $9,750,000. The projects cover revitalization and redevelopment of several locations along Genesee St. in downtown Utica.

FINANCE REPORT: Ms. Biata gave the Finance Report which was adopted by Motion made, seconded and unanimously carried as Motion No. 391.

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

UPSEU AGREEMENT: He discussed a Centro of Oneida Utica tentative agreement with UPSEU. The agreement is for one (1) year, and if approved by the Board of Members, will have a 2%
increase to wage and pension benefit. Thereafter a Motion was made, seconded and unanimously carried and such one (1) year 2% Agreement was then approved by the Board as Motion No. 392.

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]
Patricia D. Lattimore
Secretary

CENTRO OF ONEIDA, INC. MINUTES
MINUTES OF THE REGULAR MEETING OF
THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
AUDIT AND FINANCE COMMITTEE
HELD ON FRIDAY, SEPTEMBER 25, 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); JOSEPH HARDICK;
LOUELLA WILLIAMS
TINA FITZGERALD (Via Teleconference)

STAFF ALSO PRESENT: BRIAN SCHULTZ (Chief Executive Officer);
CHRISTOPHER TUFF (Deputy Chief Executive
Officer); BARRY M. SHULMAN and
BRANDAN E. RAY, of counsel
CHRISTINE LoCURTO (Chief Financial
Officer); ROBERT LoCURTO (Chief Operating
Officer); LINDA BIATA (Vice-President of
Finance); JOSEPH DEGRAY; STEVEN
KOEGEL; CAITLIN MacCOLLUM; JON
MALOFF; TARA SPRAKER; E.J. MOSES (All
Via Teleconference); CAROL LOMBARDO

Chairman Laino called the meeting to order noting that a quorum was present. He announced that
the next Audit and Finance Committee meeting will be held on October 23, 2020 at 9:30 A.M.

INSURANCE EXTENSION OF CONTRACT: Ms. Biata, Vice President of Finance, called upon
Mr. Maloff insurance consultant to the authority. Mr. Maloff gave a report seeking ratification for
the continuation of a Real Property Insurance Renewal Policy. The insurer of choice is Affiliated
Factory Mutual Insurance. The policy is being renewed effective from September 9, 2020 to
September 9, 2021. The premium cost is $17,706 and its deductibles, as explained by Mr. Maloff,
includes earthquakes and floods. An analysis of the policy had previously been distributed to each
Committee Member. Thereafter and upon Motion made, seconded and unanimously approved the
renewal of such policy was recommended to the Board for approval.

CONSOLIDATED FINANCE REPORT: Ms. Biata then gave the Consolidated Report of the
Authority’s revenues and expenses after 5 months of the current fiscal year. Detailed revenues and
expenses which had been previously reported to the Board, were also discussed in depth. Mortgage
tax revenues in August were excellent. Cash flow is positive largely because of STOA receipts. A
discussion arose regarding clarification of CARES ACT moneys. The funds are secured in a 5307
AUDIT AND FINANCE COMMITTEE MEETING MINUTES
grant and will remain available for the Authority’s use. Thereafter, and upon Motion made, seconded and unanimously carried to the Board for approval, that the Consolidated Statements be adopted. Mr. Laino observed that they had been excellently presented.

**APPROVAL OF PROCUREMENT MANUAL UPDATE:** Ms. MacCollum presented certain changes to the Authority’s Procurement Manual. She reviewed changes to authorization levels and reported on all the updates. Thereafter and on Motion duly made, seconded and unanimously carried such updates were moved to the Board for approval.

**CHECK SIGNING POLICY UPDATE:** Ms. Biata presented a Resolution to approve a new check signing authorization policy. Thereafter and on Motion duly made, seconded and unanimously carried the policy update was moved to the Board for approval.

**AUTHORIZING LINDA BIATA AS TREASURY MANAGEMENT SIGNER FOR M&T BANK SERVICES:** Next given Ms. LoCurto retirement, a new authorized Treasury Management Signer for M&T bank services. Ms. LoCurto sought authorization for Linda Biata in this regard. Upon Motion made, such authority was unanimously moved, seconded and carried to the Board with recommendation for approval.

**AUTHORIZE CEO SIGN TO ATTACHMENT #2:** A Resolution was then submitted by Mr. Moses for consent to allow the Chief Executive Officer to sign Attachment #2 for NYSDOT funds. Upon Motion duly made, unanimously moved, seconded and forwarded to the board for approval.

**PURCHASE OF 11 PARATRANSIT VEHICLES:** Mr. Moses then presented a Resolution to authorize the purchase of 11 paratransit vehicles at the cost of $84,834 per vehicle. The successful Proposer, on State contract is Sheppard Brothers, Inc. The current in-service paratransit vehicles have reached the end of their useful lives. The payment will be 100% State financed. Thereafter and on Motion made, seconded and unanimously carried, a Resolution approving such purchase was moved to the Board for approval.

**AUTHORIZE CEO TO SIGN ATTACHMENT #3:** Mr. Moses next proposed to the Committee a Resolution authorizing the Chief Executive Officer to sign Attachment #3 to New York State contract K007389, an Urban Matter Grant Agreement for NYSDOT funds. Upon Motion duly made such Resolution, was then moved, seconded and unanimously approved to be advanced to the Board with recommendation for approval.

**BUS TRANSFER CARDS:** Ms. MacCollum proposed a 5-year contract for the purchase of bus transfer cards. The payment is from operating funds. The lowest responsive and responsible bidder is Electronic Data Magnetics, Inc. There is a full MWBE waiver on this contract. Upon Motion duly made, seconded and unanimously carried, the Resolution was sent to the Board with recommendation of approval.

**AUTHORIZATION FOR LINE OF CREDIT:** Ms. Biata noted that due to the retirements of Rick Lee and Ms. LoCurto, the Committee needed to recognize newly assigned officers for any advances for the Authority’s line of credit. Ms. Biata requested that the Committee recognize that as of October 1, 2020, Mr. Schultz as the Authority’s Chief Executive Officer and Ms. Biata as the Authority’s Vice President of Finance are authorized to approve any advances on the
Authority’s line of credit. Mr. Laino so noted the authorizations in the Minutes and moved to the Board for approval. Ms. Biata also advised the line of credit renewal would likely be addressed in November or December 2020 Board meeting.

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

Chairman

ATTEST:

Secretary