MINUTES OF THE REGULAR MEETING OF  
THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY  
HELD ON FRIDAY, DECEMBER 18, 2020, AT 9:30 A.M.  
AT 200 CORTLAND AVENUE IN SYRACUSE, NEW YORK  

MEMBERS PRESENT:  
NICHOLAS LAINO (Chairman); ROBERT  
CUCULICH (Vice Chairman)  
DARLENE LATTIMORE; TINA  
FITZGERALD (Both Via Teleconference)  

MEMBERS ABSENT:  
JOSEPH HARDICK; LOUELLA WILLIAMS  

STAFF ALSO PRESENT:  
BRIAN M. SCHULTZ (Chief Executive Officer);  
CHRISTOPHER TUFF (Deputy Chief Executive  
Officer); LINDA BIATA (Vice-President of  
Finance); BARRY M. SHULMAN, of counsel  
JOSEPH DeGRAY (Sr. Vice-President of  
Operations); GEOFF HOFF (Vice-President of  
Fleet & Facilities); JACKIE MUSENGO (Vice-  
President of Human Resources); STEPHEN T.  
HELMER and BRANDAN E. RAY, of counsel  
(All Via Teleconference)  

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board  
Meeting will be held on January 22, 2021, commencing with a Pension Committee Meeting at  
9:00 a.m. followed immediately thereafter by an Audit and Finance Committee Meeting.  
Following immediately thereafter will be the January Board Meeting.  

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously  
carried as Motion No. 2489, that the Minutes of the November 20, 2020 regular Authority Board  
meeting be adopted.  

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

COVID-19 EMERGENCY: Mr. Schultz provided an update on the C.A.R.E.S Act funds. For  
November 2020, $5.7 million was withdrawn making a total withdrawal amount for the fiscal year  
of $21,130,028. This is expected to be fully expended by the end of the fiscal year due to reduction  
in Statewide Mass Transportation Operating Assistance (STOA) funding and rider reduction.  
Currently 44 employees are not working because they either tested positive for COVID-19 or  

CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY MINUTES
because they came into close contact with someone who had tested positive. Most salary staff can
and are working from home on a rotating basis.

**NYPTA PUBLIC TRANSIT LEADERSHIP INSTITUTE (PTLI):** Mr. Schultz commended Chris
Tuff, Geoff Huff and Josh Gardner for graduating from the Public Transit Leadership Institute
(PTLI) on December 4th. PTLI is a year-long professional development series for mid- to senior
and executive level public transit professionals. Mr. Schultz commended their excellent work
presenting their final project to the institute and representing the Authority.

**DISPATCH REMODELING:** Mr. Schultz also noted that plans to remodel the dispatch office
began this week as it is cramped and non-conducive to a positive work environment and unable to
social distance. Most of the remodeling is being done in-house.

Chairman Laino asked about how the Authority handled the recent heavy snow fall in the region.
Mr. Schultz remarked that it went quite well. Chairman Laino also asked if the upstate transit
properties are still united in their advocacy. Mr. Schultz stated that they continue to work together.
Mr. Schultz advised that they are sending letters to their congressional representatives to request
additional funds for public transportation, advocating that they include up to $32 billion in the next
stimulus package. The current bill before congress only has $15 billion for transit.

**AUDIT AND FINANCE COMMITTEE:** Chairman Laino then commenced a detailed, in-depth,
discussion on what took place at the Audit and Finance Committee which met earlier this morning.

**CONSOLIDATED FINANCE REPORT:** Ms. Biata, Vice-President of Finance, first presented the
Financial Report. This included a Consolidated Statement of Revenues and Expenditures, State of
Net Position, Cash Flow Statement, Accounts Receivable Statements and Reserve Statement. As
of November 30, 2020, there was an operating gain of $3.6 million. Chairman Laino noted it’s
important we manage this very well this year, as we will need those funds going forward into the
future years to help mitigate some challenges that we will have. Thereafter, on Motion duly made,
seconded and unanimously confirmed, and on the recommendation of the Audit and Finance
Committee, such Consolidated Financial Report was approved as Motion No. 2490.

**FY 2021-2022 REVISED BUDGET:** Ms. Biata next presented the revised Proposed Budget and
Financial Plan for Fiscal Year 2021-2022. She noted the budget required modification following
a STOA reduction of an additional 5% and the New York State Department of Transportation
(NYSDOT) requesting authorities to draw down C.A.R.E.S. Act funding. Thereafter, on Motion
duly made, seconded and unanimously confirmed, and on the recommendation of the Audit and
Finance Committee, such revised Budget updates were approved as Motion No. 2491.

**LINE OF CREDIT:** Ms. Biata presented a commitment letter from M&T Bank regarding the
Authority’s Line of Credit it has with the bank. The Line of Credit is at the tax-exempt rate of
3.7% and the terms are the same as the letter governing the current Line of Credit. This is set to
begin on January 12, 2021. Thereafter, on Motion duly made, seconded and unanimously carried,
and on the recommendation of the Audit and Finance Committee, such new Line of Credit with
M&T Bank was approved as Motion No. 2492.
STOP LOSS INSURANCE: Ms. Musengo was invited into the meeting to discuss stop loss insurance. Since the Authority is self-insured in respect to medical and dental claims, this insurance is used to cover the difference in excess of claims of $250,000. The policy's term will be from January 1, 2021 to December 31, 2021. After examining stop-loss policies, it was determined Sun Life provided the greatest financial benefits with a $458,948 yearly fee which is a 0.5% increase over the prior year. The Sun Life proposal will save the Authority approximately $87,000 per year. Thereafter, on Motion duly made, seconded and unanimously carried, and on the recommendation of the Audit and Finance Committee, the stop loss insurance policy was approved as Motion No. 2493.

HEALTH & DENTAL INSURANCE: Ms. Musengo discussed the UMR Medical Insurance for the Authority. She noted the premiums will increase by 2% given the recent trends in the healthcare industry and to account for inflation. Ms. Musengo noted the increase was fair given current circumstances and that the insurance benefits would remain the same. The dental insurance plan with Delta Dental will remain the same with no increase in premiums. Thereafter, on the recommendation of the Audit and Finance Committee, a Motion to adopt Health and Dental Insurance premiums, was moved, seconded, and unanimously approved as Motion No. 2494.

MEDICAL INSURANCE: Ms. Musengo also discussed the Centro of Oneida, Inc. medical plan with Excellus. Premiums will be increasing by 13% in 2021. Other options were explored given the sharp increase in premiums, but no other health insurance plan was quantifiable enough to switch. Plan benefits will remain the same. Thereafter, on the recommendation of the Audit and Finance Committee, a Motion to adopt the Blue Cross/Blue Shield Medical Insurance premium, was moved, seconded, and unanimously approved as Motion No. 2495.

Mr. Laino thanked Ms. Musengo for her hard work. Ms. Musengo was excused from the meeting.

RESOLUTION – ARMORED MOTOR SERVICES: Ms. MacCollum was invited into the meeting to present a Resolution for a 5-year armored motor vehicle services contract. The lowest responsive responsible bidder was Loomis Armored US, LLC. This would be paid for 100% by operating funds. The pricing for Year 1 will be $560.45 per month for CNY Centro, Inc. and $451.36 per month for Centro of Oneida, Inc. Both are subject to annual increases. Thereafter on Motion duly made, seconded and unanimously carried, and on the recommendation of the Audit and Finance Committee, Resolution No. 2464, annexed to these Minutes, was unanimously adopted.

RESOLUTION – INTEGRATED MOBILE TICKETING & ELECTRONIC VALIDATION SYSTEM PURCHASE: Next Ms. MacCollum discussed a Resolution for a mobile ticketing and electronic validation system that will enable riders to pay fares electronically. This is a sole source purchase through Genfare for the implementation of the system as well as a three-year support agreement. The system will be funded 100% by the C.A.R.E.S. Act pending a likely modification to the Authority’s grant in the amount of $730,227.72. Mr. Moses was invited into the meeting to speak on the forthcoming changes to the Authority’s grant and that they were likely to be implemented. Thereafter on Motion duly made, seconded and unanimously carried, and on the recommendation of the Audit and Finance Committee, Resolution No. 2465, annexed to these Minutes, was unanimously adopted.
Mr. Moses was excused from the meeting.

RESOLUTION – SPECIALIZED TRANSPORTATION – MINIVAN SERVICES A: Next Ms. MacCollum presented a Resolution for a 5-year minivan service contract. The lowest responsive responsible bidder was Suburban Taxi. This will be funded 100% by operating funds with an hourly rate of $42. Thereafter on Motion duly made, seconded and unanimously approved, and on the recommendation of the Audit and Finance Committee, Resolution No. 2466, annexed to these Minutes, was unanimously adopted.

Ms. MacCollum was excused from the meeting.

INSURANCE RESERVES: Discussion followed in which Ms. Biata suggested to the Committee that due to budget revisions and diminishing cash reserves, that the Authority consider adding an insurance reserve due to concerns surrounding the likely rising costs of insurance in the coming months. The intent being to offset costs with reserves rather than with raising employee premiums. Mr. Schultz added, the Board will likely want to take action on the insurance reserves at next month’s Board meeting.

OPERATIONS REPORT: Mr. DeGray then gave the Operations Report.

SYRACUSE TRANSIT HUB: When the Hub was built, heated sidewalks were installed to help with the removal of snow and ice. Recently, a water main break caused damage to the heating system. C&S Engineering has now completed the repair for the winter season.

PARA-TRANSIT BUSES: Eight new para-transit buses with a 7-year 125k mile warranty, are in production and should be in service by early spring at the latest.

SAFETY MANAGEMENT SYSTEM PLAN: A recent policy from the Federal Transportation Authority (FTA) requiring all Public Transportation Systems that receive federal funding to develop a Safety Plan which includes policies and procedures to implement Safety Management Systems. Mr. Green was invited into the meeting to present the Authority’s proposed plan. Mr. Green along with Mr. Sinclair were tasked with the creation of the Authority’s Safety Plan as mandated by the FTA. They attended a conference in Philadelphia in March 2020 and used information learned there regarding safety performance and management in developing the Authority’s new Safety Plan. They noted they combined the Authority’s previous plan with the FTA Safety Management System Plan into one composite plan for submission to the FTA. Chairman Laino complemented Mr. Green and Mr. Sinclair’s efforts and asked if the plan must be renewed annually which, they noted it must. Thereafter, a Motion to adopt the Authority’s compliant FTA Safety Plan was moved, seconded, and unanimously carried, for adoption and submission to the FTA as Motion No. 2496.

Mr. Green was excused from the meeting.
Mr. Laino wished everyone a safe and happy holiday season. There being no further business to come before the Board, the CNYRTA Board was adjourned.

Chairman

ATTEST:

Secretary

3195
RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR INTEGRATED MOBILE TICKETING & ELECTRONIC VALIDATION SYSTEM PURCHASE

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a need to update the fare collection process in order to adapt to changing technologies; and

WHEREAS, the contract will be paid for with federal CARES ACT funds; and

WHEREAS, Genfare is the manufacturer of the Authority’s current fare collection system and owns the proprietary rights to the system and software. The equipment will allow the Authority to continue to use a significant investment in infrastructure that is currently in place, classifying this as a Sole Source Procurement for consistency purposes; and

WHEREAS, the cost of the contract and three (3) year support agreement is $730,227.72; and

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY that the Chief Executive Officer or a designee is authorized to enter into a contract with Genfare for Integrated Mobile Ticketing & Electronic Validation System Purchase, totaling $730,227.72.
FACT SHEET
RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR INTEGRATED
MOBILE TICKETING & ELECTRONIC VALIDATION SYSTEM PURCHASE

PROJECT DESCRIPTION: The CNYRTA has a need to update the fare collection process in order to adapt to changing technologies. This update will include the purchase of farebox validators allowing Centro riders to utilize electronic fare media.

FUNDING: The contract is to be paid for using federal CARES ACT funds.

PRICING RECEIVED:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
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<tr>
<td>Fast Fare-e Validator- Qty 225 @ $1,600 each</td>
<td>$360,000</td>
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<tr>
<td>Increase to existing Support Agreement- Year 1</td>
<td>$15,000</td>
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<td>Support Agreement- Year 2</td>
<td>$52,952.82</td>
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<td>Support Agreement- Year 3</td>
<td>$54,541.90</td>
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<tr>
<td>Mobile Link- Year 1</td>
<td>$25,000</td>
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<td>Mobile Link- Year 2</td>
<td>$25,750</td>
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<tr>
<td>Mobile Link- Year 3</td>
<td>$26,523</td>
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<tr>
<td>Mobile Link Set-up &amp; Configuration</td>
<td>$25,000</td>
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<tr>
<td>Program Management and Implementation</td>
<td>$96,660</td>
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<tr>
<td>Link- Enhanced Reporting, Implementation</td>
<td>$25,000</td>
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<td>$7,700</td>
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<td>$7,931</td>
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<tr>
<td>Link- Enhanced Reporting- Year 3</td>
<td>$8,169</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$730,227.72</strong></td>
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</table>

COMMENTS: This contract includes the initial implementation and hardware costs as well as three (3) years of support. The support included in the above pricing is in addition to the current three (3) year support agreement entered into on January 24, 2020. Upon award of this contract, the previous support agreement will be terminated, and the new support will be in effect, covering all necessary support.

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

RECOMMENDATION: Staff recommends contract award to Genfare totaling $730,227.72.
RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
ARMOURED MOTOR SERVICES

WHEREAS, the Central New York Regional Transportation Authority has the need for Armored Motor Services to both CNY Centro Inc. and Centro of Oneida Inc.; and

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

WHEREAS, the Invitation to Bid was publicly let on October 29, 2020 and

WHEREAS, four (4) bid packages were sent out and one (1) additional bid package was requested, and

WHEREAS, two (2) bids were received on November 20, 2020 with the lowest responsive and responsible bid from Loomis Armored US, LLC, and

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Chief Executive Officer or his designee is authorized to enter into a contract with Loomis Armored US, LLC for Armored Motor Services. The contract would commence on March 1, 2021.
FACT SHEET
ARMORED MOTOR SERVICES

PROJECT DESCRIPTION: The CNYRTA is seeking a qualified vendor to provide Armored Motor Services.

ADVERTISEMENT: An Invitation for Bid was advertised on October 29, 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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Vendor- Loomis</th>
<th>Vendor- Brinks</th>
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</thead>
<tbody>
<tr>
<td>CNY Centro Inc Monthly Fee</td>
<td>$560.45</td>
<td>$960.85</td>
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<tr>
<td>Centro of Oneida Monthly Fee</td>
<td>$451.36</td>
<td>$727.55</td>
</tr>
<tr>
<td>Yearly Escalator</td>
<td></td>
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<tr>
<td>Year 2</td>
<td>3%</td>
<td>5%</td>
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<tr>
<td>Year 3</td>
<td>3%</td>
<td>5%</td>
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<tr>
<td>Year 4</td>
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<td>5%</td>
</tr>
<tr>
<td>Year 5</td>
<td>3%</td>
<td>5%</td>
</tr>
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</table>

COMMENTS: Loomis Armored US, LLC has provided Armored Motor Services in the past for CNYRTA with good results.

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

RECOMMENDATION: Based upon evaluation of the bid documents staff recommends contract award to Loomis Armored US, LLC for a five (5) year term.
RESOLUTION NO. 2466
Date: December 18, 2020

RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
SPECIALIZED TRANSPORTATION - MINIVAN SERVICES A 2021-2026

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

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

WHEREAS, the Invitation to Bid was publicly let October 20, 2020, and

WHEREAS, twenty (20) bid packages were sent out, five (5) of which were sent to NYS
certified M/WBE firms, and eleven (11) additional bid packages were requested, and

WHEREAS, three (3) bids were received on November 10, 2020 with the lowest
responsive and responsible bid received from Suburban Taxi,

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 Suburban Taxi for Specialized Transportation - Minivan Services. The
contract would commence on February 1, 2021.
FACT SHEET
SPECIALIZED TRANSPORTATION - MINIVAN SERVICES A 2021-2026

PROJECT DESCRIPTION: The CNYRTA is seeking a qualified vendor to provide Specialized Transportation Services - Minivan Services.

ADVERTISEMENT: An Invitation for Bid was advertised October 20, 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:

<table>
<thead>
<tr>
<th>Minivan Service</th>
<th>Suburban Taxi-Hourly Rate</th>
<th>Red Carpet Coach-Hourly Rate</th>
<th>We Do It All-Hourly Rate</th>
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<tbody>
<tr>
<td>Monday- Friday-7:00AM - 5:30PM</td>
<td>$42</td>
<td>$68.97</td>
<td>$85</td>
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<td>Monday- Friday-8:00AM – 6:00PM</td>
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</tr>
<tr>
<td>Monday- Friday-7:00AM – 6:00PM</td>
<td>$42</td>
<td>$68.97</td>
<td></td>
</tr>
<tr>
<td>Monday- Friday-6:30AM – 5:00PM</td>
<td>$42</td>
<td>$68.97</td>
<td></td>
</tr>
<tr>
<td>Saturday/ Sunday/ Holidays (holidays on as needed basis)- 1:00PM-6:00PM</td>
<td>$42</td>
<td>$68.97</td>
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<tr>
<td>As needed 7 days per week (including holidays)</td>
<td>$42</td>
<td>$68.97</td>
<td>$95</td>
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</table>

COMMENTS: The pricing proposed by Suburban Taxi is consistent with what the CNYRTA currently pays for these services. Suburban Taxi has performed like services to the community with good results.

MWBE: A full waiver request for MWBE participation is currently pending with Empire State Development.

RECOMMENDATION: Based upon evaluation of the bid documents staff recommends contract award to Suburban Taxi for a five (5) year term.
MINUTES OF THE REGULAR MEETING OF
CNY CENTRO, INC
HELD ON FRIDAY, DECEMBER 18, 2020, AT 9:30 A.M.
AT 200 CORTLAND AVENUE IN SYRACUSE, NEW YORK

MEMBERS PRESENT: NICHOLAS LAINO (Chairman); ROBERT
CUCULICH (Vice Chairman)

DARLENE LATTIMORE; TINA
FITZGERALD (Both Via Teleconference)

MEMBERS ABSENT: JOSEPH HARDICK; LOUELLA WILLIAMS

STAFF ALSO PRESENT: BRIAN M. SCHULTZ (Chief Executive Officer);
CHRISTOPHER TUFF (Deputy Chief Executive
Officer); LINDA BIATA (Vice-President of
Finance); BARRY M. SHULMAN, of counsel

JOSEPH DeGRAY (Sr. Vice-President of
Operations); GEOFF HOFF (Vice-President of
Fleet & Facilities); JACKIE MUSENGO (Vice-
President of Human Resources); STEPHEN T.
HELMER and BRANDAN E. RAY, of counsel
(All Via Teleconference)

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board
Meeting will be held on January 22, 2021, at 10:00 a.m.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously
carried as Motion No. 1362, that the Minutes of the November 20, 2020, regular CNY Centro, Inc.
Board meeting be adopted.

CHIEF EXECUTIVE OFFICER’S REPORT: The Chairman then called upon Mr. Schultz who
gave the Chief Executive Officer’s Report. Mr. Schultz noted that plans to remodel the CNY
Centro, Inc. dispatch office began this week as it is cramped and non-conducive to a positive work
environment. Dispatch staff have been moved to a new space temporarily. All the remodeling is
being done in-house.

FINANCE REPORT: Ms. Biata presented the Finance Report for CNY Centro, Inc. after which,
a Motion was made, seconded, and unanimously adopted as Motion No. 1363.

OPERATIONS REPORT: Mr. DeGray then gave the Operations Report, part of which concerned
the Syracuse Transit Hub. When the Hub was built, heated sidewalks were installed to help with
the removal of snow and ice. Recently, a water main break caused damage to the heating system. C&S Engineering has now completed the repair for the winter season.

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, DECEMBER 18, 2020, AT 9:30 A.M.
AT 200 CORTLAND AVENUE IN SYRACUSE, NEW YORK

MEMBERS PRESENT: NICHOLAS LAINO (Chairman); ROBERT CUCULICH (Vice Chairman)

DARLENE LATTIMORE; TINA FITZGERALD (Both Via Teleconference)

MEMBERS ABSENT: JOSEPH HARDICK; LOUELLA WILLIAMS

STAFF ALSO PRESENT: BRIAN M. SCHULTZ (Chief Executive Officer); CHRISTOPHER TUFF (Deputy Chief Executive Officer); LINDA BIATA (Vice-President of Finance); BARRY M. SHULMAN, of counsel

JOSEPH DeGRAY (Sr. Vice-President of Operations); GEOFF HOFF (Vice-President of Fleet & Facilities); JACKIE MUSENGO (Vice-President of Human Resources); STEPHEN T. HELMER and BRANDAN E. RAY, of counsel (All Via Teleconference)

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board Meeting will be held on January 22, 2021, at 10:00 a.m.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously carried as Motion No. 1253, that the Minutes of the November 20, 2020, regular Centro of Cayuga, Inc. Board meeting be adopted.

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

FINANCE REPORT: Ms. Biata presented the Finance Report for Centro of Cayuga, Inc. after which, a Motion was made, seconded, and unanimously adopted as Motion No. 1254.

OPERATIONS REPORT: Mr. DeGray then gave the Operations 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, DECEMBER 18, 2020, AT 9:30 A.M.
AT 200 CORTLAND AVENUE IN SYRACUSE, NEW YORK

MEMBERS PRESENT: NICHOLAS LAINO (Chairman); ROBERT CUCULICH (Vice Chairman)
DARLENE LATTIMORE; TINA FITZGERALD (Both Via Teleconference)

MEMBERS ABSENT:

STAFF ALSO PRESENT: JOSEPH HARDICK; LOUELLA WILLIAMS
BRIAN M. SCHULTZ (Chief Executive Officer); CHRISTOPHER TUFF (Deputy Chief Executive Officer); LINDA BIATA (Vice-President of Finance); BARRY M. SHULMAN, of counsel
JOSEPH DeGRAY (Sr. Vice-President of Operations); GEOFF HOFF (Vice-President of Fleet & Facilities; JACKIE MUSENGO (Vice-President of Human Resources); STEPHEN T. HELMER and BRANDAN E. RAY, of counsel (All Via Teleconference)

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board Meeting will be held on January 22, 2021, at 10:00 a.m.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously carried as Motion No. 1269, that the Minutes of the November 20, 2020, regular Centro of Oswego, Inc. Board meeting be adopted.

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

FINANCE REPORT: Ms. Biata presented the Finance Report for Centro of Oswego, Inc. after which, a Motion was made, seconded, and unanimously adopted as Motion No. 1270.

OPERATIONS REPORT: Mr. DeGray then gave the Operations Report.
There being no further business to come before the Board, the Centro of Oswego, Inc. Board meeting was thereupon duly adjourned.

ATTEST:

[Signature]
Secretary

Chairman

CENTRO OF OSWEGO, INC. MINUTES
MINUTES OF THE REGULAR MEETING OF
CENTRO OF ONEIDA, INC
HELD ON FRIDAY, DECEMBER 18, 2020, AT 9:30 A.M.
AT 200 CORTLAND AVENUE IN SYRACUSE, NEW YORK

MEMBERS PRESENT:  NICHOLAS LAINO (Chairman); ROBERT
                     CUCULICH (Vice Chairman)
                     DARLENE LATTIMORE; TINA
                     FITZGERALD (Both Via Teleconference)

MEMBERS ABSENT:    JOSEPH HARDICK; LOUELLA WILLIAMS

STAFF ALSO PRESENT:  BRIAN M. SCHULTZ (Chief Executive Officer);
                      CHRISTOPHER TUFF (Deputy Chief Executive
                      Officer); LINDA BIATA (Vice-President of
                      Finance); BARRY M. SHULMAN, of counsel
                      JOSEPH DeGRAY(Sr. Vice-President of
                      Operations); GEOFF HOFF (Vice-President of
                      Fleet & Facilities); JACKIE MUSENGO (Vice-
                      President of Human Resources); STEPHEN T.
                      HELMER and BRANDAN E. RAY, of counsel
                      (All Via Teleconference)

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board
Meeting will be held on January 22, 2021, at 10:00 a.m.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously
carried as Motion No. 397, that the Minutes of the November 20, 2020, regular Centro of Oneida,
Inc. Board meeting be adopted.

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

FINANCE REPORT: Ms. Biata presented the Finance Report for Centro of Oneida, Inc. after
which, a Motion was made, seconded, and unanimously adopted as Motion No. 398.

HEALTH INSURANCE: Ms. Biata called upon Ms. Musengo to discuss the Centro of Oneida,
Inc. employee health insurance plan with Excellus. Ms. Musengo noted that plan premiums will
increase by 13% in 2021. Other insurance options were explored given the sharp increase, but none
were quantifiable enough to proceed with a change in plans. The health insurance plan benefits
will remain the same.

OPERATIONS REPORT: Mr. DeGray then gave the Operations Report.

CENTRO OF ONEIDA, INC. MINUTES
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, DECEMBER 18, 2020 AT 9:30 A.M.
AT 200 CORTLAND AVENUE IN SYRACUSE, NEW YORK

MEMBERS PRESENT: NICHOLAS LAINO (Chairman); ROBERT CUCULICH (Vice Chairman)

DARLENE LATTIMORE; TINA FITZGERALD (Both Via Teleconference)

MEMBERS ABSENT: LOUELLA WILLIAMS; JOSEPH HARDICK

STAFF ALSO PRESENT: BRIAN M. SCHULTZ (Chief Executive Officer);
CHRISTOPHER TUFF (Deputy Chief Executive Officer); LINDA BIATA (Vice-President of
Finance) (Via Teleconference); CAROL LOMBARDO; BARRY M. SHULMAN, of

JOSEPH DeGRAY; MICHAEL FITZGIBBONS;
JOSH GARDNER; BRIAN GREEN; GEOFF HOFF; STEVE KOEGEL; CAITLIN
MacCOLLUM; EJ MOSES; JACKIE MUSENGO; TIM SINCLAIR; TARA
SPRAKER; STEPHEN HELMER and
BRANDAN E. RAY, of counsel (All Via
Teleconference)

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 January 22, 2021 at 9:30 a.m.

CONSOLIDATED FINANCE REPORT: Ms. Biata, Vice-President of Finance, first presented the Financial Report. This included a Consolidated Statement of Revenues and Expenditures, State of Net Position, Cash Flow Statement, Accounts Receivable Statements and Reserve Statement. As of November 30, 2020, there was an operating gain of $3.6 million. Ms. Biata noted operational revenues were $6.8 million. Operating expenses are at $5.9 million. Revenue and expenses are both under budget. Ms. Biata noted that Operational Revenues are 56% under budget which is approximately the same from previous fiscal years. Mortgage tax revenue remains at a record high of $1.1 million over budget.

Ms. Biata further noted that reserves and cash flow remain sufficient as of November 30, 2020 and the Authority received $6,700,000 in Statewide Mass Transportation Operating Assistance (STOA) monies in December. Mr. Laino noted this is a good trend. Ms. Biata also noted the
Authority is using a substantial amount of C.A.R.E.S. Act funding and funds from the mortgage tax.

Thereafter, a Motion to adopt the Financial Report was moved, seconded, and unanimously carried to the Board with the recommendation for adoption.

FY 2021-2022 REVISED BUDGET: Ms. Biata next presented the revised Proposed Budget and Financial Plan for Fiscal Year 2021-2022. She noted the Budget required modification following a STOA reduction of an additional 5% and the New York State Department of Transportation (NYSDOT) requesting authorities to draw down C.A.R.E.S. Act funding. Because of this some slight changes to the 2021-2022 Budget proposed at the November Meeting were needed, in particular:

FY 2021 was modified to demonstrate full use of C.A.R.E.S. Act funds ($6 million). FY 2022 budget will be reduced by $6 million. The C.A.R.E.S. Act funds will be used in their entirety in FY 2021, and the reserves in place at the end of FY 2021 will be used to close any deficit in FY 2022. Discussion followed regarding the amount expected from STOA and what changes in funding the Authority may expect to see.

For the Budget’s cash flows, in FY 2021 there is an expected cash flow of $11.3 million, which Ms. Biata noted is substantially higher than normal, but by the end of FY 2022 cash flow should return to a normal amount of $4.7 million. Additionally, operating gains are expected to be $4.6 million for FY 2021. From FY 2022 onward, the Authority intends to fund future budget deficits primarily with reserves.

Thereafter, a Motion to adopt the Proposed Budget for Fiscal Year 2021-2022 was moved, seconded, and unanimously carried to the Board with the recommendation for adoption.

LINE OF CREDIT: Ms. Biata presented a commitment letter from M&T Bank regarding the Authority’s Line of Credit it has with the bank. The Line of Credit is at the tax-exempt rate of 3.7% and the terms are the same as the letter governing the Authority’s current Line of Credit. This is set to begin on January 12, 2021. Thereafter, a Motion to approve the new line of credit with M&T Bank was moved, seconded, and unanimously carried to the Board with the recommendation for adoption.

STOP LOSS INSURANCE: The Chairman called on Ms. Musengo to discuss stop loss insurance. Since the Authority is self-insured within respect to medical and dental claims, this insurance is used to cover the difference in excess of claims over $250,000. The policy’s term will be from January 1, 2021 to December 31, 2021. After examining stop-loss policies, it was determined SunLife provided the greatest financial benefits with a $458,948 yearly fee which is a 0.5% increase over the prior year. The Sun Life proposal will save the Authority $87,000 per year. Thereafter, a Motion to purchase stop loss insurance with Sun Life, was moved, seconded, and unanimously carried to the Board with the recommendation for adoption.

HEALTH & DENTAL INSURANCE: Ms. Musengo discussed the UMR Medical Insurance for the Authority. She noted the premiums will increase by 2% given the recent trends in the healthcare
industry and to account for inflation. Ms. Musengo noted the increase was fair given current circumstances and that the insurance benefits would remain the same. The dental insurance plan with Delta Dental will remain the same with no increase in premiums. Thereafter, a Motion to adopt the Health/Dental Insurance plan, was moved, seconded, and unanimously carried to the Board with the recommendation for adoption.

**MEDICAL INSURANCE:** Ms. Musengo also discussed the Centro of Oneida, Inc. medical plan with Excellus. Premiums will be increasing by 13% in 2021. Other options were explored given the sharp increase in premiums, but no other health insurance plan was quantifiable enough to switch. Plan benefits will remain the same. Thereafter, a Motion to adopt the Excellus Blue Cross/Blue Shield Medical Insurance premium, was moved, seconded, and unanimously carried to the Board with the recommendation for adoption.

Mr. Laino thanked Ms. Musengo for her hard work.

**ARMORED MOTOR SERVICES:** Ms. MacCollum presented a Resolution for a 5-year armored motor vehicle services contract. The lowest responsive responsible bidder was Loomis Armored US, LLC. The pricing for Year 1 will be $560.45 per month for CNY Centro, Inc. and $451.36 per month for Centro of Oneida, Inc. Both are subject to annual increases. This would be paid for 100% out of operating funds. Thereafter and on Motion made, seconded and unanimously carried, a Resolution approving such purchase was moved to the Board for approval.

**INTEGRATED MOBILE TICKETING & ELECTRONIC VALIDATION SYSTEM PURCHASE:** Next Ms. MacCollum presented a Resolution for a mobile ticketing and electronic validation system that will enable riders to utilize mobile tickets as well as pay fares electronically. This is a sole source purchase through Genfare for the implementation of the system as well as a 3-year support agreement. The system will be funded 100% by the C.A.R.E.S. Act pending a likely modification to the Authority’s grant in the amount of $730,227.72. Mr. Moses spoke on the forthcoming changes to the Authority’s grant and that they were likely to be implemented. Thereafter and on Motion made, seconded and unanimously carried, a Resolution approving such purchase was moved to the Board for approval.

**SPECIALIZED TRANSPORTATION – MINIVAN SERVICES A:** Next Ms. MacCollum presented a Resolution for a 5-year minivan service contract. The lowest responsive responsible bidder was Suburban Taxi. This will be funded 100% by operating funds with an hourly rate of $42. Thereafter and on Motion made, seconded and unanimously carried, a Resolution approving such purchase was moved to the Board for approval.

**INSURANCE RESERVES:** Discussion followed in which Ms. Biata suggested to the Committee that due to budget revisions and diminishing cash reserves, that the Authority consider adding an insurance reserve due to concerns surrounding the likely rising costs of insurance in the coming months. The intent would be to offset costs with reserves rather than with raising employee premiums. Mr. Schultz added the Committee will likely want to take action on the insurance reserves at next month’s meeting.
There being no further business to come before the Committee, the CNYRTA Audit and Finance Committee was duly adjourned.

Chairman

ATTEST:

Secretary