MINUTES OF THE REGULAR MEETING OF
THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
HELD ON FRIDAY, JANUARY 22, 2021 AT 10:30 A.M.
AT 200 CORTLAND AVENUE IN SYRACUSE, NEW YORK

MEMBERS PRESENT: ROBERT CUCULICH (Vice Chair); JOSEPH HARDICK

NICHOLAS LAINO (Chairman); DARLENE LATTIMORE; TINA FITZGERALD;
LOUELLA WILLIAMS (Via Teleconference)

STAFF ALSO PRESENT: BRIAN M. SCHULTZ (Chief Executive Officer);
CHRISTOPHER TUFF (Deputy Chief Executive Officer); LINDA BIATA (Vice-President of
Finance); JOSEPH DeGRAY (Sr. Vice-President of Operations); STEPHEN T. HELMER and
BARRY M. SHULMAN, of counsel

BRANDAN E. RAY, of counsel (Via Teleconference)

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board
Meeting will be held on February 26, 2021, commencing with a Governance Committee Meeting
at 9:00 a.m. followed by an Audit and Finance Committee Meeting. The Board Meeting will
commence after the conclusion of the Committee Meetings.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously
carried as Motion No. 2497, that the Minutes of the December 18, 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 use of C.A.R.E.S Act funds.
For December 2020, $2 million was withdrawn making a total withdrawal amount to date of
$23,206,439. As of January 14, 2021, 39 employees were not working because they either tested
positive for COVID-19 or because they came into close contact with someone who had. However,
the number continues to decline. At the time of the meeting the number had decreased to 31.

SUNY POLYTECHNIC INSTITUTE: Mr. Schultz noted that the Governor’s office approached
the Authority regarding providing shuttle services from parking lots to the SUNY Poly Fieldhouse

CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY MINUTES
which the state is using for administering COVID-19 vaccinations. This service would also provide transportation for the elderly. This free shuttle service began on January 19, 2021, and will run seven days a week for 11 hours per day.

RIDERSHIP: Mr. Schultz continued, stating that ridership continues to be down approximately 55%. When considering all services including the Paratransit and Special Line Contract Service, ridership is down 70% from the same time last year. Given the circumstances surrounding COVID-19, this was to be expected.

LATEST STIMULUS: Mr. Schultz next noted the federal government has passed the Coronavirus Response and Relief Supplemental Appropriations Act (the “CRRSA”). Included within the CRRSA funding was $14 billion for mass transit services. The Authority will be allocated approximately $16 million, to be drawn down against incurred expenses from the first federal stimulus at the beginning of 2020. Mr. Schultz publicly thanked the efforts of U.S Senator Chuck Schumer of New York and Congressman John Katko of New York’s 24th Congressional District for their efforts in getting the CRRSA passed. Mr. Laino requested that a formal communication be sent to Mr. Schumer and Mr. Katko commending them for their efforts.

ALTERNATIVE FLUE TAX CREDIT: Mr. Schultz next discussed the legislation that was passed at the end of 2020 regarding the Alternative Flue Tax Credit. The Authority relies on this credit, which will bring us approximately $.5 million for our CNG usage.

MASK MANDATE ORDER: Mr. Schultz then mentioned the latest Executive Order from President Biden requiring masks to be worn on all airplanes, trains, intercity buses and other interstate modes of transportation. The Authority is currently discussing the enforceability of this order with their transit partners. The Board will be made aware of any additional details regarding enforceability once the order is reviewed in its entirety.

AUDIT AND FINANCE COMMITTEE: Chairman Laino then commenced a detailed discussion on what took place at the Audit and Finance Committee which met earlier this morning. He also informed the Board of an in-depth additional meeting he attended the previous week with executive staff regarding the business brought forth at today’s Audit & Finance Committee meeting. Chairman Laino also discussed Mr. Cuculich’s support for the financial moves the Authority is making to ensure good fiscal planning.

CONSOLIDATED FINANCE REPORT: Chairman Laino reviewed the Consolidated Financial Reports presented in detail by Ms. Biata at the Audit & Finance Committee Meeting. Chairman Laino made note of the increase in Mortgage Recording Tax, which not only benefits the Authority but also the communities of the various counties we serve. Thereafter on Motion duly made, seconded and unanimously confirmed, and on the recommendation of the Audit and Finance Committee, the Consolidated Finance Report was approved as Motion No. 2498.

INCREASE BOARD DESIGNATED SELF-INSURANCE REVIEW: Chairman Laino next reviewed the proposed increase to the Authority’s Self-Insurance Reserves from current $3.2 million in reserves to $4 million in reserves, which is the same amount the reserve held in 2006. The increase was requested to account for the increase in liability premiums. Thereafter on Motion duly made, seconded and unanimously confirmed, and on the recommendation of the Audit and
Finance Committee, the increase of the Authority’s Self-Insurance Reserves to $4 million was approved as Motion No. 2499.

**ESTABLISH HEALTH INSURANCE RESERVE:** Chairman Laino next reviewed the discussion of establishing a health insurance reserve that was made at the previous committee meeting. Chairman Laino favors this action, reminding the Board that the Authority is self-insured and creating the reserve will be prudent to account for rising costs of healthcare. Thereafter on Motion duly made, seconded and unanimously confirmed, and on the recommendation of the Audit and Finance Committee, the Health Insurance Reserve was approved as Motion No. 2500.

**PENSION CONTRIBUTION MODIFICATION FOR CENTRO DEFINED BENEFIT PLANS:** Chairman Laino next discussed the Motion to increase the pension contribution to the Authority’s Defined Benefit Pension Plans. Once again, this represents good fiscal planning. The current minimum and budgeted contribution amount is $3.3 million. The recommendation is to increase the contribution to the maximum pension contribution amount which would be an additional $1.6 million. This additional amount would be a 70/30 split between the non-salaried and salaried plan respectively. Thereafter on Motion duly made, seconded and unanimously confirmed, and on the recommendation of the Audit and Finance Committee, the Maximum Recommended Pension Contribution was approved as Motion No. 2501.

**RESOLUTION – CONSULTANT FOR SALARY STUDY:** Caitlin MacCollum next was invited into the meeting to discuss the proposal to provide a contract award for a salary study consultant. The payment for the consultant would come from operating funds (approximately $80k). Ms. MacCollum noted that there were six proposals received and that after careful consideration by the evaluation committee, it was determined that Segal’s offer was most advantageous. Chairman Laino noted that Ms. MacCollum greatly improved the Authority’s request for proposals by removing any unnecessary details in the requests. The results were an increase in the number of companies who sent proposals in response. Thereafter on Motion duly made, seconded and unanimously confirmed, and on the recommendation of the Audit and Finance Committee, Resolution No. 2467, annexed to these Minutes, was unanimously approved.

**RESOLUTION – BUS SHELTER & PARKING LOT JANITORIAL SERVICES 2021-2026:** Ms. MacCollum next discussed a bid for bus shelter and parking lot janitorial services. It was noted that five proposals were received, and the lowest responsive, responsible bidder was H2H Facility Services. This 5-year contract will commence on February 1, 2021 and payment would come from operating funds. Thereafter on Motion duly made, seconded and unanimously confirmed, and on the recommendation of the Audit and Finance Committee, Resolution No. 2468, annexed to these Minutes, was unanimously approved.

Ms. MacCollum was excused from the meeting.

**RESOLUTION – GRANT ATTACHMENT NO. 4 TO CONTRACT #K007389:** Ms. Spraker was invited into the meeting and noted that the Authority has received a funding commitment from the New York State Department of Transportation to purchase 18 CNG buses according to a Project Agreement. The amount from the funding commitment is $5,959,195. Board authorization is required for the CEO to sign the Project Agreement on behalf of the Authority. Thereafter on Motion duly made, seconded, and unanimously confirmed, and on the recommendation of the CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY MINUTES
Audit and Finance Committee, Resolution No. 2469, annexed to these Minutes, was unanimously approved.

Ms. Spraker was excused from the meeting.

**OPERATIONS REPORT:** Joseph DeGray, Senior Vice President of Operations, gave the Operations Report.

**CAB QUARTERLY REPORT:** Mr. DeGray stated that ridership is down 40% from the previous year, although it is beginning to flatten out. Mr. DeGray also commended the Operations Team on maintaining social distancing protocols on vehicles and at the Authority’s facilities.

**MANAGER OF QUALITY CONTROL:** Mr. DeGray was pleased to announce the promotion of Peter MacNaughton to Manager of Quality Control. Mr. MacNaughton was previously the Working Foreman in Truck-Bus Repair, which takes care of our fleet and small para-transit vehicles. His new role will include regulating the bus fleet mechanics and ensuring that fewer buses require repeat repairs. The Authority looks forward to his future contributions to the organization.

**PENSION COMMITTEE REPORT:** Chairman Laino then turned the floor over to Mr. Cuculich, Chairman of the Authority’s Pension Committee, who announced that at the Pension Committee Meeting held earlier that morning. James Gould and Tim Tindall from Alesco Advisors LLC gave a quarterly report for the investment of assets in the pension plans of the Authority (salaried and non-salaried) and for Centro of Oneida, Inc. (Utica and Rome). After a detailed and lengthy discussion, it was agreed that the Equity-to-Debt investment ratios will remain as currently agreed upon. The Board commended Mr. Gould and Mr. Tindall on a job well done.

**LEGAL COMMITTEE REPORT – EXECUTIVE SESSION:** Chairman Laino then asked Mr. Hardick, Chairman of the Legal Committee to give his report. The Legal Committee met in Executive Session on Motion made, seconded and unanimously carried as Motion No. 2502, pursuant to New York State Public Officer’s Law section 105 (1) (d) (discussion regarding current litigation). Upon exiting the Legal Committee Meeting, Mr. Hardick announced no action was taken.

There being no further business to come before the Committee, the CNYRTA Board Meeting Committee was duly adjourned.

[Signature]
Chairman

[Signature]
Secretary

CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY MINUTES
RESOLUTION TO AUTHORIZE CONTRACT AWARD
FOR CONSULTANT FOR SALARY STUDY

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has the need for a firm to provide consultant services for a salary study; and

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

WHEREAS, the Request for Proposal was publicly let on December 3, 2020, and

WHEREAS, thirty-one (31) proposal packages were sent out, six (6) of which were sent to NYS Certified M/WBE firms, and sixteen (16) additional proposal packages were requested, and

WHEREAS, six (6) proposals were received on December 30, 2020; and

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Chief Executive Officer or his designee authorize contract with Segal to provide Consultant for Salary Study services commencing upon award.
FACT SHEET
CONSULTANT FOR SALARY STUDY

PROJECT DESCRIPTION: The CNYRTA is seeking a qualified vendor to provide consultant services for a salary study.

ADVERTISEMENT: A request for proposal was advertised on December 3, 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 Visions.

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

PROPOSAL RESULTS: Six (6) proposals were received on December 30, 2020: Gallagher, Global Employment Services, HR One, Pinnacle HR, Segal and TAMD Management. A selection committee consisting of Brian Schultz, Chris Tuff, Jackie Musengo, Chris Morreale and Caitlin MacCollum evaluated the proposals based upon selection criteria included in the request for proposal package.

PROCUREMENT PROCESS: At the conclusion of the committee’s thorough evaluation of all proposals it was determined that interviews would be necessary with three (3) proposers for further information and answers to questions posed. Gallagher, HR One and Segal were invited to interview on January 8th via Microsoft Teams. All were allotted forty-five (45) minutes for presentation and a Q&A period with the evaluation committee.

COMMENTS: Segal has provided like kind service in the past with good results.

M/WBE: A full waiver for MWBE participation is pending with NYS Empire Development.

RECOMMENDATION: Based upon evaluation of the proposal, staff recommends contract award to Segal for the Consultant for Salary Study contract.
RESOLUTION TO AUTHORIZE CONTRACT AWARD
BUS SHELTER & PARKING LOT JANITORIAL SERVICES 2021-2026

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a need for Bus Shelter & Parking Lot Janitorial Services; and

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

WHEREAS, the Invitation for Bid was publicly let on October 6, 2020; and

WHEREAS, eighty-six (86) bid packages were sent out, of which thirty-four (34) were sent to NYS Certified M/WBE firms, and thirteen (13) additional bid packages were requested; and

WHEREAS, five (5) bids were received on October 28, 2020 with the lowest responsive and responsible bid received from H2H Facility Services; 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 H2H Facility Services for Bus Shelter & Parking Lot Janitorial Services. The contract would commence February 1, 2021.
FACT SHEET
BUS SHELTER & PARKING LOT JANITORIAL SERVICES 2021-2026

PROJECT DESCRIPTION: The CNYRTA is seeking a qualified vendor to provide Bus Shelter & Parking Lot Janitorial Services.

ADVERTISEMENT: An Invitation for Bid was advertised on October 6, 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>Description</th>
<th>H2H Facility Services</th>
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<th>ACI Luxury Maintenance</th>
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COMMENTS: H2H Facility Services has provided like kind service in the past with good results.

MWBE: There is a 15% MBE goal on this contract. A partial waiver for WBE participation is currently pending with NYS Empire Development.

RECOMMENDATION: Based upon evaluation of the bid documents staff recommends contract award to H2H Facility Services for a five (5) year term, commencing February 1, 2021.
RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO SIGN ATTACHMENT #4 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 $5,959,195.00 for payment of costs for the purchase of 18 CNG transit buses per the attached Project Agreement Schedule A, Attachment #4;

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 #4 to New York State contract #K007389, in the amount of $5,959,195.00.
**Attachment 4**

**Dated:**

**PROJECT DESCRIPTION, FUNDING AND DEVELOPMENT SCHEDULE**

**Contractor/Grantee:**

Central New York Regional Transportation Authority

**Comptroller's Contract #:** K007389  **Contract period:** 4/1/2018 to 3/31/2023

**AGREEMENT PURPOSE:**
- [ ] Main Agreement
- [ ] Administrative Correction
- [x] Additional Available Funds

**GENERAL PROJECT DESCRIPTION**

SFY1819 Urban Master Grant Agreement

**PROJECT LOCATION/JURISDICTION or SERVICE AREA**

Central New York Regional Transportation District

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**Attachment Total:** $5,959,195  $0  $5,959,195  $0

* With NYSDOT concurrence, the state share may be interchanged among PINs within the Schedule and total State share

** If DOT-PAY is listed under the Admin/Direct column, then the Federal Dollars for that row is not included in the Federal Share of the Agreement.

1/7/2021
MINUTES OF THE REGULAR MEETING OF
CNY CENTRO, INC
HELD ON FRIDAY, JANUARY 22, 2021 AT 11:00 A.M.
AT 200 CORTLAND AVENUE IN SYRACUSE, NEW YORK

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

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

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board
Meeting will be held on February 26, 2021, at 10:30 a.m.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded, and unanimously
carried as Motion No. 1364, that the Minutes of the December 18, 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.

FINANCE REPORT: Ms. Biata presented the Finance Report for CNY Centro, Inc. after which,
it was reviewed, moved, seconded, and unanimously adopted as Motion No. 1365.

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

ATTEST:

Secretary

Chairman
MINUTES OF THE REGULAR MEETING OF
CENTRO OF CAYUGA, INC
HELD ON FRIDAY, JANUARY 22, 2021 AT 11:00 A.M.
AT 200 CORTLAND AVENUE IN SYRACUSE, NEW YORK

MEMBERS PRESENT: ROBERT CUCULICH (Vice Chair); JOSEPH HARDICK

NICHOLAS LAINO (Chairman); DARLENE LATTIMORE; TINA FITZGERALD;
LOUELLA WILLIAMS (Via Teleconference)

STAFF ALSO PRESENT: BRIAN M. SCHULTZ (Chief Executive Officer);
CHRISTOPHER TUFF (Deputy Chief Executive Officer); LINDA BIATA (Vice-President of
Finance); JOSEPH DeGRAY (Sr. Vice-President of Operations); STEPHEN T. HELMER and
BARRY M. SHULMAN, of counsel

BRANDAN E. RAY, of counsel (Via
Teleconference)

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board
Meeting will be held on February 26, 2021, at 10:30 a.m.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously
carried as Motion No. 1255, that the Minutes of the December 18, 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, it was reviewed, seconded and unanimously adopted as Motion No. 1256.

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

CENTRO OF CAYUGA, INC. MINUTES
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, JANUARY 22, 2021 AT 11:00 A.M.
AT 200 CORTLAND AVENUE IN SYRACUSE, NEW YORK

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

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

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board
Meeting will be held on February 26, 2021, at 10:30 a.m.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously
carried as Motion No. 1271, that the Minutes of the December 18, 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, it was reviewed, moved, seconded and unanimously adopted as Motion No. 1272.

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:

Chairman

Secretary
MINUTES OF THE REGULAR MEETING OF
CENTRO OF ONEIDA, INC
HELD ON FRIDAY, JANUARY 22, 2021 AT 11:00 A.M.
AT 200 CORTLAND AVENUE IN SYRACUSE, NEW YORK

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

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

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board
Meeting will be held on February 26, 2021, at 10:30 a.m.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously
carried as Motion No. 399, that the Minutes of the December 18, 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.

SUNY POLYTECHNIC INSTITUTE: Mr. Schultz noted that the Governor’s office approached
the Authority regarding providing shuttle services from parking lots to the SUNY Poly Fieldhouse
which the state is using for administering COVID-19 vaccinations. This service will also provide
transportation for the elderly. This service began on January 19, 2021, and will run seven days a
week for 12 hours per day.

FINANCE REPORT: Ms. Biata presented the Finance Report for Centro of Oneida, Inc. after
which, it was reviewed, moved, seconded and unanimously adopted as Motion No. 400.

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

Chairman

ATTEST:

Darlene Lettenmore
Secretary
MINUTES OF THE REGULAR MEETING OF
THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
AUDIT AND FINANCE COMMITTEE
HELD ON FRIDAY, JANUARY 22, 2021 AT 10:00 A.M.
AT 200 CORTLAND AVENUE IN SYRACUSE, NEW YORK

MEMBERS PRESENT: ROBERT CUCULICH (Vice Chair); JOSEPH HARDICK

NICHOLAS LAINO (Chairman); DARLENE LATTIMORE; TINA FITZGERALD;
LOUELLA WILLIAMS (Via Teleconference)

STAFF ALSO PRESENT: BRIAN M. SCHULTZ (Chief Executive Officer);
CHRISTOPHER TUFF (Deputy Chief Executive Officer); LINDA BIATA (Vice-President of
Finance); JOSEPH DeGRAY (Sr. Vice-President of Operations); CAROL LOMBARDO; JACKIE
MUSENGO; STEPHEN T. HELMER and
BARRY M. SHULMAN, of counsel;

GEOFF HOFF; STEVEN KOEGEL; CAITLIN MacCOLLUM; EJ MOSES; TARA SPRAKER;
BRANDAN E. RAY, of counsel (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 February 26, 2021 at 9:00 a.m.

CONSOLIDATED FINANCE REPORT: Ms. Biata, Vice-President of Finance, then presented the
Financial Report. This includes a Consolidated Statement of Revenues and Expenditures, State of
Net Position, Cash Flow Statement, Accounts Receivable Statements and Reserve Statement. As
of December 31, 2020, the quick ratio is 3.26 which is an improvement from March 31, 2020 when
it was 2.10. Ms. Biata next noted with pleasure there was an operational gain of $5.1 million. Both
revenue and expenses continue to trend the same as prior months. Revenues are 56% under budget
and expenses are 11% under budget. Ms. Biata next noted that mortgage tax revenue remains at a
high of $1.7 million for the month. Ms. Biata provided the Quarterly Investment Report and Budget
Impact Statement. She noted that the Budget Impact Statement contains the same figures as the
Proposed Budget Report given at the December meeting. She explained how there were no
significant changes in reserves and that overall cashflow remains in a good position. Thereafter, a
Motion to adopt the Financial Report was moved, seconded, and unanimously carried to the Board
with the recommendation for adoption.

INCREASE BOARD DESIGNATED SELF-INSURANCE REVIEW: Ms. Biata next presented a
proposal to increase the Authority’s Self-Insurance Reserves. She noted the current reserves for

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self-insurance are $3.2 million. There was a request to increase the reserve to $4 million which is
the same amount the reserve held in 2006. The increase was requested to account for the increase
in liability premiums. Thereafter, a Motion to adopt the increase of the Authority’s Self-Insurance
Reserve to $4 million was moved, seconded, and unanimously carried to the Board with the
recommendation for adoption.

ESTABLISH HEALTH INSURANCE RESERVE: Ms. Biata next presented a proposal to create
a health insurance reserve that was discussed at the previous committee meeting. Ms. Biata noted
that the health insurance reserve would not exceed $1.5 million. Since the Authority is self-insured,
and there had been three lasered claims of approximately $500k each in 2020. The $1.5 million in
reserves would help to offset any large, future insurance claims. Mr. Laino favors this action
reminding the Board that the Authority is self-insured and creating the reserve will be prudent to
account for rising costs of healthcare. Thereafter, a Motion to approve the Health Insurance
Reserve was moved, seconded, and unanimously carried to the Board with the recommendation
for adoption.

PENSION CONTRIBUTION MODIFICATION FOR CENTRO DEFINED BENEFIT PLANS:
Ms. Biata brought attention to the Motion to increase the pension contribution to the Authority’s
Defined Benefit Pension Plans. Ms. Biata noted the current minimum and budgeted contribution
amount is $3.3 million. She would like to recommend contributing the maximum pension
contribution amount which would be an additional $1.6 million. This additional amount would be
a 70/30 split between the non-salaried and salaried plan respectively. Thereafter, a Motion to
Increase Pension Contribution, was moved, seconded, and unanimously carried to the Board with
the recommendation for adoption.

CONSULTANT FOR SALARY STUDY: Ms. MacCollum discussed the proposal to provide a
contract award for a salary study consultant. The payment for the consultant would come from
operating funds (approximately $80k). Ms. MacCollum noted that there were six proposals
received and that after careful consideration by the evaluation committee, it was determined that
Segal’s offer was most advantageous. Mr. Schultz noted that Ms. MacCollum greatly improved
the Authority’s request for proposals by removing any unnecessary details in the requests. He
added that by doing this, it increased the number of companies who sent proposals in response.
Mr. Schultz commended Ms. MacCollum for her efforts. Thereafter and on motion made,
seconded, and unanimously carried, a Resolution approving such consultant was moved to the
Board for approval.

BUS SHELTER & PARKING LOT JANITORIAL SERVICES 2021-2026: Ms. MacCollum next
discussed a bid for bus shelter and parking lot janitorial services. It was noted that five proposals
were received, and the lowest responsive, responsible bidder was H2H Facility Services. This 5-
year contract will commence on February 1, 2021 and payment would come from operating funds.
Thereafter and on motion made, seconded and unanimously carried, a Resolution approving such
contract was moved to the Board for approval.

ATTACHMENT NO. 4 TO CONTRACT #K007389: Ms. Spraker noted that the Authority has
received a funding commitment from the New York State Department of Transportation to
purchase 18 CNG buses according to a Project Agreement. The amount from the funding

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commitment is $5,959,195. Board authorization is required for the CEO to sign the Project Agreement on behalf of the Authority. Thereafter and on motion made, seconded and unanimously carried, a Resolution approving such contract was moved to the Board for approval.

Mr. Cuculich commented that the Authority presently has a good cash flow position and is maintaining cash reserves. He commended the Audit and Finance Team’s efforts to maintain the reserves given the uncertainty of public funding at the present time. Mr. Laino strongly agreed with this statement.

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

Chairman

ATTEST:

Secretary

AUDIT AND FINANCE COMMITTEE MEETING MINUTES