CONSOLIDATED MINUTES OF THE REGULAR MEETING OF
THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
AND ITS SUBSIDIARY CORPORATIONS
CNY CENTRO, INC.
CENTRO OF CAYUGA, INC.
CENTRO OF OSWEGO, INC.
CENTRO OF ONEIDA, INC.
HELD ON FRIDAY, APRIL 23, 2021 AT 10:00 A.M.
AT 200 CORTLAND AVENUE IN SYRACUSE, NEW YORK

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

STAFF ALSO PRESENT: BRIAN M. SCHULTZ (Deputy Chief Executive Officer); LINDA BIATA; JOSEPH DeGRAY;
STEVEN KOEDEL; JACKIE MUSENGO;
BARRY M. SHULMAN and STEPHEN HELMER, of counsel;
MICHAEL FITZGIBBONS; GEOFF HOFF;
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 May 21, 2021, commencing with a Governance Committee Meeting at 9:00 A.M, followed by an Audit and Finance Committee Meeting at 9:30 A.M, and Authority Meeting at 10:00 A.M.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously carried as Motion No. 2512, that the Minutes of the March 26, 2021, regular Authority Board meeting be adopted.

COMMEMORATION TO DANIEL CROSS FOR YEARS OF SERVICE: Mr. Laino welcomed former Centro Board Marker, Daniel Cross, into the meeting. Mr. Cross retired on April 1, 2021 as Board Marker after 42 years of service in this and several other roles. Mr. Laino, Mr. Schultz, and Mr. DeGray each commended Mr. Cross’ dedication to the Authority and wished him well in his retirement. Mr. Cross was then invited to give remarks. Mr. Cross noted that he enjoyed his time working for the Authority and thanked the Board for their recognition. Mr. Laino next presented Mr. Cross with a commemorative plaque on behalf of the Authority in appreciation for his service.
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 March 2021, the withdrawal amount was $0 making the total draw to date $27,835,581. Seven employees were not working because they either tested positive for COVID-19 or because they came into close contact with someone who had.

NEW YORK STATE FAIR: Mr. Schultz noted that on March 22, Centro staff members met with representatives from the New York State Fair to have a preliminary discussion regarding the New York State Fair. Mr. Schultz stated that at this time, the 2021 New York State Fair and its configuration has not been confirmed. He further noted that State Fair representatives are currently working with vendors and assuming that some level of activity will be happening at the fairgrounds. More will be reported as discussions continue.

SENATOR JOHN MANNION: Mr. Schultz stated that on April 12, he attended a virtual meeting with Senator John Mannion of New York State’s 50th Senate District. Mr. Schultz continued saying that he and Senator Mannion discussed certain matters such as vehicle fleet electrification, challenges facing employers in the region regarding filling job vacancies and the impact of reduced State Operating Assistance (STOA) on the Authority’s budget. Mr. Schultz noted that Senator Mannion is a supporter of public transportation and will be a strong advocate for the Authority.

BIKE SHARE PROGRAM: Mr. Schultz noted the City of Syracuse asked him to participate in its RFP review process for a city “bike share program”. He stated that following the outbreak of COVID-19 in 2020, the company the City had initially hired for its bike share program had ceased operations. Mr. Schultz continued by stating the City has interviewed two other companies who had submitted RFP’s. A selection process is underway.

SYRACUSE UNIVERSITY BUS SHELTERS: Mr. Schultz reported that Syracuse University has approached the Authority and asked to take ownership of approximately 20 bus shelters located within the campus boundaries. He noted these shelters have been fully depreciated of assets, are no longer on the Authority’s books and are no longer useful to the Authority under current Federal guidelines. Mr. Schultz stated that the Authority is in the process of transferring these shelters to the University’s ownership and the University has stated it will maintain and repair these shelters.

DISPATCH RENOVATION UPDATE: Mr. Schultz next noted the Authority has finished renovating its dispatch office space. He stated the space, now doubled in size, has new flooring and allows for greater special accommodations. Mr. Schultz explained that the entirety of the work was completed in-house, except HVAC and electrical.

Mr. Laino commended the excellent work done on the space by the Authority’s in-house team.

SENIOR EXECUTIVE REPORTS: Mr. Schultz then called upon Mr. Tuff, Deputy Chief Executive Officer, and other members of the senior leadership team to give leadership reports.

DEPUTY CHIEF EXECUTIVE OFFICER’S REPORT: Mr. Tuff presented his report.
MOBILE TICKETING: We have been working with GFI, our current farebox vendor to incorporate GFI’s mobile ticketing options into our CentroGoBus app, allowing a one-stop shop opportunity to track the bus, check routing and purchase bus passes. The single app should be more convenient for our customers.

TRIENNIAL REVIEW: Next Mr. Tuff noted the Authority had recently completed its final Triennial review exit interview with the Federal Transportation Authority (FTA). He stated that this is an audit conducted by the FTA for any organization receiving federal Grant money. The review encompasses the procurement process, ADA compliance, maintenance of the facility, and vehicle maintenance. Mr. Tuff indicated that at the conclusion of said review, the FTA made - zero audit findings, making this the 6th consecutive review (18 years) the Authority has had with - zero audit findings by the FTA.

Mr. Schultz stressed the importance of how good performance on these reviews ensures greater ease of access to Federal dollars and grants. He also noted that the reviewers at the FTA were very impressed with the Authority’s performance noting the Authority’s high-performance ranks among the best in the country.

HUMAN RESOURCES REPORT: Mr. Schultz next called upon Ms. Musengo, Vice President of Human Resources, to provide a report on human resources.

SALARY STUDY: Ms. Musengo first discussed the progress of the salary study. Questionnaires have gone out to other comparable agencies. We have extended the deadline by two weeks for questionnaires due to some non-responsive companies. Additionally, we have added more companies to reach our goal of eight responses.

REFRESHER TRAINING: The HR department is in the process of organizing the annual refresher training for all staff. The topics covered will be harassment, substance abuse, workplace violence, domestic violence, Title VI, and diversity.

RECRUITING: We are currently recruiting for bus operators, with the next training class set to begin on May 17. Our goal is to hire 10 part-time operators. This is very challenging considering the number of applicants at this time. The same is true for all hiring at this point.

JOINT COMMISSION ON PUBLIC ETHICS: Ms. Musengo concluded her report with a reminder to all Board Members regarding the Financial Disclosure Statements (FDS) deadline of May 17, for submission to the Joint Commission on Public Ethics (JCOPE). She is available should any Board Member need assistance.

BUSINESS DEVELOPMENT AND CORPORATE COMMUNICATION REPORT: Mr. Schultz then called upon Mr. Koegel, Vice President of Business Development and Corporate Communication, to give his report.

RIDERSHIP: The past 12 months have been very challenging. Our overall ridership is down 66% from the previous year. The number is skewed higher due to a decrease in educational riders including students from Syracuse University, SUNY of Oswego and the Syracuse School District. The good news is that in the past month the trend is starting to reverse.
NEW SERVICES: The recent additions of the vaccine shuttle in both Syracuse and Utica, the Syrculator route and the Hancock Airpark route all debuted in March. Initial ridership is low, however we anticipate ridership will grow as the community familiarizes themselves with the new services.

MARKETING: Mr. Koegel concluded his report with an update on daily social media marketing to support, educate, and promote the Authorities services to the community.

INFORMATION TECHNOLOGY: Mr. Schultz then called upon Mr. FitzGibbons, Vice President of Information Technology, to present his report.

CYBERSECURITY: The Authority is in the process of changing from Symantec to Sophos. The new program allows us to watch our system, in addition technical support staff from Sophos also monitors our system, creating better security throughout all our technology sectors.

MAINTENANCE CONNECTION: This new software program will replace our outdated AS400 System for vehicle maintenance and inventory systems throughout the Authority. We are currently in the design phase and hope to roll it out in three to four months.

TRAPEZE: Mr. FitzGibbons concluded his report discussing the update of a Trapeze module called Workforce Management, which is also in the design phase. This will help us to better record and report on accidents.

FLEET AND FACILITIES REPORT: Mr. Schultz next called upon Mr. Hoff, Vice President of Fleet and Facilities, to present his report.

MECHANIC TRAINEES: The Authority is offering more opportunities for our entry level staff to become mechanic trainees. The trainees start out on the floor, learning basic mechanic functions as they work to become certified mechanics. Replacing retirees continues to be a challenge.

CLEANING AND SANITIZING BUSES: We are continuing to work with our vendors on training staff with the current best practices and use of the most effective products. Management staff is reviewing our buses daily to ensure proper procedures have been followed for the safety of the public and our staff.

REHABILITATION OF FUELING STATION: Our current technology is 20 years old. We expect to receive proposals to rectify this very soon.

AUBURN AND OSWEGO PARKING LOT REPAVING: The current condition of both parking lots is very poor. The project should start this summer.

UNDERGROUND STORAGE TANKS: Mr. Hoff concluded his report discussing the underground tanks. The tanks are used to store diesel, flue and oil. The tops of the tanks, which are also 20 years old are in poor condition, allowing for seepage of water and other contaminants into the tanks. Currently, finalizing specifications is underway.
EARTH DAY CLEANUP: Mr. Schultz concluded his report by thanking Ms. MacCollum for organizing the Authority’s Earth Day cleanup event, which would take place April 24. He stated volunteers from the Authority would participate in a day-long community service operation involving litter removal and other environmental cleanup activities throughout various parts of the community.

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

FINANCIAL STATEMENTS: Ms. Biata, Vice President of Finance, stated that there were no Financial Reports to review due to year-end and the beginning of the Audit. In May she will bring the Preliminary Financial Statements and the Final Audited Financial Statements will be reviewed in the June Board Meeting.

OSC BUDGET IMPACT STATEMENT FOR FISCAL YEAR 2021-2022: Ms. Biata, presented a budget impact statement for the New York State Office of the State Comptroller (OSC) for fiscal year 2021-2022. Thereafter on Motion duly made, seconded and unanimously confirmed, and on the recommendation of the Audit and Finance Committee, approval of the State Comptroller Budget Impact Statement for Fiscal Year 2021-2022 was given as Motion No. 2513.

FINAL CAPITAL PLAN FOR FISCAL YEAR 2021-2022: Ms. Biata next presented on the Authority’s Final Capital Plan which was discussed at the March Audit and Finance Committee meeting. Ms. Biata stated that the plan has remained unchanged since it was presented at the March Audit and Finance Committee meeting and now asked for Board approval. Thereafter on Motion duly made, seconded and unanimously confirmed, and on the recommendation of the Audit and Finance Committee, the approval of the final capital plan was approved as Motion No. 2514.

EXCESS LIABILITY INSURANCE FOR AUTO/GENERAL LIABILITY POLICY RENEWAL: Mr. Jon Maloff, the Authority’s liability insurance agent, next presented the renewal of the Authority’s Auto/General Excess Liability Policy. Mr. Maloff noted that the Authority’s first two tiers of coverage will provide the same coverage as before, with a 1.5% increase in premiums. He advised that the Authority is still awaiting information for the third tier of coverage and that he should know its specifics by April 30. However, he also expects the third layer of coverage to be a minimum increase in premium around 1.5% too. Thereafter on Motion duly made, seconded and unanimously confirmed, and on the recommendation of the Audit and Finance Committee, the approval to renew excess liability insurance was approved as Motion No. 2515.

RESOLUTION – RETIREE DRUG SUBSIDY REOPENING SERVICES: Ms. MacCollum was invited into the meeting to present a proposal to provide retiree drug subsidy reopening services. Ms. MacCollum noted the request for proposal was publicly let on March 11, 2021. She stated the Authority had received one proposal on April 1, 2021 and after evaluating such proposal it was determined that RDS Services offered the most advantageous proposal. Ms. MacCollum noted that the contract is for a five-year term commencing June 1, 2021 and will be paid from proceeds of the findings of the reopening with RDS receiving 25% of the amount received. A full Minority and/or Women-Owned Business Enterprise (MWBE) waiver was approved by NYS Empire Development. Thereafter on Motion duly made, seconded and unanimously confirmed, and on the

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recommendation of the Audit and Finance Committee, RDS’ services were approved as consultant to the Authority per Resolution No. 2477, and annexed to these Minutes.

RESOLUTION – TURN-BY-TURN SOFTWARE PURCHASE AND MAINTENANCE AGREEMENT: Ms. MacCollum next presented a proposal to provide an electronic route assist software program. Clever Devices software currently supports the Authority’s core functions of fixed route dispatching, paratransit dispatching and produces operational planning reports used by several departments. Ms. MacCollum noted the turn-by-turn software will utilize existing Clever Device transit control to display a map of the route and include text to speech turn by turn driving assistance. She explained the contract is for a five-year term and will cost $170,692 that will be paid for with operating funds. Ms. MacCollum noted that as a sole source procurement, MWBE requirements do not apply. Thereafter on Motion duly made, seconded and unanimously conferred, and on the recommendation of the Audit and Finance Committee, the turn-by-turn software purchase was approved as Resolution No. 2478, and annexed to these Minutes.

Ms. MacCollum was excused from the meeting.

RESOLUTION – AUTHORIZATION OF SECTION 5339 AND 5307 GRANT APPLICATION PROGRAMS: Ms. Spraker was invited into the meeting to present a Resolution to authorize the Chief Executive Officer to execute and file an application for Grants Sections 5339 and 5307 with the United States Department of Transportation to receive transportation grant funding. Thereafter on Motion duly made, seconded and unanimously confirmed, and on the recommendation of the Audit and Finance Committee, the authorization to execute and file an application for Grant Sections 5339 and 5307 was approved as Resolution No. 2479, and annexed to these Minutes.

Ms. Spraker was excused from the meeting.

MORTGAGE RECORD TAX: Ms. Biata then presented a statement of receipts of the Mortgage Record Tax (MRT) for the previous fiscal year noting there was a $9.4 million in mortgage tax which is the highest since 2006 when the MRT was $7.8 million. Mr. Laino noted this is a strong indicator for economic health and growth of the region.

CONSOLIDATED ANNUAL REPORT: Ms. Biata concluded by presenting the Authority’s consolidated Annual Report for the prior fiscal year, which was a collaborated effort across multiple departments. Key individuals responsible for the report are Ms. Sheard, Internal Control Manager, Ms. Lynette Paduano, Senior Marketing and Public Outreach Coordinator, Ms. Brim, Director of Accounting, and Mr. Brown, Communications Coordinator. Ms. Biata noted the Annual Report represents a tremendous effort for consolidating the Authority’s Strategic Plan, Annual Financial Plan and the Annual Report, that were previously presented separately.

Mr. Laino commended the Annual Report for its flowing narrative presentation and use of visual aids. He then acknowledged the widespread effort across multiple departments that went into making the Annual Report possible in a relatively short period of time.

OPERATIONS REPORT: The Chairman called on Mr. DeGray, Senior Vice Presidents of Operations to give his report.

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CALL-A-BUS: Mr. DeGray began with the 4th Quarter Report for Fiscal Year 2021 regarding the Authority’s specialized transportation. CAB provided 25,534 rides to an estimated 850 customers in the 4-county service area. Ridership is down about 35% due to the pandemic, compared to the same quarter from the previous year. Total passengers carried for Fiscal Year 2020, was 151,293, as compared to 95,294 for Fiscal Year 2021. He further stated that year to year, ridership saw a 37% decrease.

NEW PARATRANSIT AND FIXED ROUTE VEHICLES: We have received eight Paratransit vehicles and three 30-foot fixed route buses, which are currently going through final inspection by the Authority’s maintenance department. The eight Paratransit vehicles will be distributed among all Authority properties and the three 30-foot vehicles will be placed in Rome for service. A discussion on bus manufacturers and bus manufacturing options followed. Mr. DeGray noted that the Authority was lucky to receive aggressive pricing on recent acquisitions as well as the recently approved Capital Plan’s focus on purchasing new vehicles.

MAINTENANCE RETIREMENT OF DAINEL CROSS: Mr. DeGray also acknowledged the retirement of Mr. Daniel Cross after 42 years of service in the Centro Maintenance Department, following up on remarks made earlier in the meeting. He noted that Mr. Cross has held many positions at Centro, and for the past 30 years has been assigned to the Board Marker position which schedules buses to go out on specific routes and service. Mr. DeGray further noted that Mr. Cross had hardly missed any days of work, and that his role as Board Marker was vital to ensuring customers arrived at their destinations timely and safely.

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 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. 2516, pursuant to New York State Public Officer’s Law section 105 (1) (d) (discussion regarding pending litigation was discussed and the financial history of employees). 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.

Chairman

ATTEST:

Secretary
RESOLUTION TO AUTHORIZE CONTRACT AWARD
FOR RETIREE DRUG SUBSIDY REOPENING SERVICES

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has
the need for a firm to provide reopening services for the retiree drug subsidy program;
and

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

WHEREAS, the Request for Proposal was publicly let on March 11, 2021; and

WHEREAS, five (5) proposal packages were sent out and five (5) additional proposal
packages were requested; and

WHEREAS, one (1) proposal was received on April 1, 2021; and

WHEREAS, through a review of the proposals submitted, staff determined that RDS
Services 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 a five (5) year contract with
RDS Services to provide Retiree Drug Subsidy Reopening Services commencing June 1,
2021- May 31, 2026.
FACT SHEET
FOR RETIREE DRUG SUBSIDY REOPENING SERVICES

PROJECT DESCRIPTION: The CNYRTA is seeking a qualified vendor to provide Retiree Drug Subsidy Reopening services.

ADVERTISEMENT: A request for proposal was advertised on March 11, 2021 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.

PROCUREMENT PROCESS: The CNYRTA publicly let a Request for Proposal (RFP) for these services. This contract is to be awarded based upon evaluation criteria set forth in the RFP. The evaluation committee, consisting of Brian Schultz, Chris Tuff, Jackie Musengo and Caitlin MacCollum, reviewed and evaluated the proposal. When evaluating proposals, the committee took into consideration: experience, the proposer’s technical and human capacity to accomplish services, the proposer’s past performance in regard to similar contracts (where applicable) and the proposer’s ability to complete services in a cost-effective manner.

COMMENTS: RDS Services has performed like kind services with positive results.

M/WBE: A full waiver for MWBE participation has been approved by NYS Empire Development.

RECOMMENDATION: Based on the evaluation criteria set forth in the RFP it is the CNYRTA staff’s recommendation to award contract to RDS Services for a five (5) year term commencing June 1, 2021 – May 31, 2026.
AUTHORIZATION FOR PAYMENT TO CLEVER DEVICES FOR
TURN BY TURN SOFTWARE PURCHASE AND MAINTENANCE AGREEMENT

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a need
to implement electronic route assist; and

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

WHEREAS, this is a multi-year agreement; and

WHEREAS, Clever Device software supports the Authority’s core functions of fixed route
dispatching, paratransit dispatching, and produces operational and planning reports and therefore
is used by several departments; and

WHEREAS, the turn by turn software will utilize the existing Clever Device transit control head
monitor to display a map of the route and includes a text to speech turn by turn driving assistant;
and

WHEREAS, the cost of the software purchase and five-year support is $170,692; and

WHEREAS, the agreement includes an hourly rate of $141 for any necessary map updates to
ensure an accurate turn by turn; 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 authorize the purchase of and a five (5) year maintenance
agreement for turn by turn electronic route assist software with Clever Devices totaling
$170,692.
FACT SHEET
AUTHORIZATION FOR PAYMENT TO CLEVER DEVICES FOR TURN BY TURN SOFTWARE PURCHASE AND MAINTENANCE AGREEMENT

PROJECT DESCRIPTION: The purchase of and five (5) year maintenance agreement for turn by turn electronic route assist software.

FUNDING: The agreement is to be paid for using operating funds.

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COMMENTS: CNYRTA entered into an agreement with Clever Devices in May 2010, to procure an Intelligent Transportation System (ITS) Technologies, Computer Aided Dispatch (CAD), GreyHawk, Ridecheck, and BusWare, software programs and has established a good working relationship over the past eleven years.

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

RECOMMENDATION: Staff recommends the annual payment in accordance with the agreement with Clever Devices, for the purchase and maintenance of turn by turn software for a five-year term.
RESOLUTION NO. 2479  
DATE: April 23, 2021

AUTHORIZING RESOLUTION FOR SECTION 5339 AND 5307 GRANT PROGRAMS

RESOLUTION AUTHORIZING THE FILING OF (AN) APPLICATION WITH THE DEPARTMENT OF TRANSPORTATION, UNITED STATES OF AMERICA, FOR A SECTION 5307 (CMAQ and STP) GRANT UNDER THE URBAN MASS TRANSPORTATION ACT OF 1964, AS AMENDED.

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects;

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program;

WHEREAS, the Authority will follow the terms and conditions included in the new FTA Master Agreement;

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Urban Mass Transportation Act of 1964, as amended, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements there under; and

WHEREAS, It is the goal of the applicant that minority business enterprise be utilized to the fullest extent possible in connection with these projects, and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services.

WHEREAS, the Authority is participating in an FTA pilot program to file this, and all future grant applications electronically;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY:

(1) That the Chief Executive Officer or his designee is authorized to execute and file an application on behalf of the Central New York Regional Transportation Authority with the U.S. Department of Transportation to aid in the financing of capital and operating assistance projects pursuant to Section 9 of the Urban Mass Transportation Act of 1964, as amended.
(2) That the Chief Executive Officer or his designee is authorized to execute and file with such applications an assurance of any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.

(3) That the Chief Executive Officer or his designee is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application for the project.

(4) That the Chief Executive Officer or his designee is authorized to set forth and execute affirmative minority business policies in connection with the project’s procurement needs.

(5) That the Chief Executive Officer or his designee is authorized to execute grant agreements on behalf of the Central New York Regional Transportation Authority with the U.S. Department of Transportation for aid in the financing of the operating and capital assistance projects.
FACT SHEET
AUTHORIZING RESOLUTION FOR SECTION 5339 AND 5307 GRANT PROGRAMS

Federal Fiscal Year 2021 (CNYRTA Fiscal Year 2022)

Section 5307 Capital Assistance for the following projects:

Onondaga County UZA:
Purchase Replacement Bus Shelters $100,000 Total ($80,000 Federal - $20,000 Local)
Computer Equipment $250,000 Total ($200,000 Federal - $50,000 Local)
Purchase Replacement Supervisory Vehicles $115,000 Total ($92,000 Federal - $23,000 Local)
Purchase Replacement Service Vehicle $55,000 Total ($44,000 Federal - $11,000 Local)
Purchase Replacement Paratransit Vehicles $640,000 Total ($512,000 Federal - $128,000 Local)
Maintenance Facility Rehabilitation Project $500,000 Total ($400,000 Federal - $100,000 Local)

Section 5339 Capital Assistance for the following projects:

Oneida County UZA:
Purchase Replacement Service Vehicles $150,000 Total ($120,000 Federal - $30,000 Local)
Purchase Replacement Supervisory Vehicle $30,000 Total ($24,000 Federal - $6,000 Local)
Purchase Four Replacement 35’ Heavy Duty Transit Buses $1,900,000 Total ($1,520,000 Federal - $380,000 Local)
CONSOLIDATED MINUTES OF THE ANNUAL MEETING OF
THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
AND ITS SUBSIDIARY CORPORATIONS
CNY CENTRO, INC.
CENTRO OF CAYUGA, INC.
CENTRO OF OSWEGO, INC.
CENTRO OF ONEIDA, INC.
CENTRO CALL-A-BUS, INC.
DESIGNATED RECIPIENT, INC.
INTERMODAL TRANSPORTATION CENTER, INC.
CENTRO PARKING, INC.
HELD ON FRIDAY, APRIL 23, 2021 AT 10:00 A.M.
AT THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK

MEMBERS PRESENT: NICHOLAS LAINO (Chairman); ROBERT CUCULICH; JOSEPH HARDICK; LOUELLA WILLIAMS;

TINA FITZGERALD; DARLENE LATTIMORE (Via Teleconference);

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

BRANDAN E. RAY, of counsel (Via Teleconference)

Chairman Laino called the Annual Meeting of the Central New York Regional Transportation Authority and its Subsidiaries to order, noting that a quorum was present. The only order of business for this meeting was to vote on the slate of officers for the 2021-2022 fiscal year commencing April 1, 2021. Mr. Laino called on Ms. Williams to provide the Nominating Committee’s slate of officer positions as previously approved at the March 26, 2021 Regular Board meeting. Such slate shall be as follows:

Nicholas Laino, Chairman
Robert Cuculich, Vice Chairman
Darlene D. Lattimore, Secretary
Tina Fitzgerald, Treasurer

Mr. Laino thanked the Board Members for their vote of confidence in him and commended the excellent work of those currently serving as officers.
Mr. Laino asked if there were any other nominations from the floor. There being none, it was then moved, seconded and unanimously carried as Motion No. 2517, that a unanimous ballot be cast for this slate for such period.

There being no further business to come before the Board, this Annual 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, APRIL 23, 2021 AT 9:30 A.M.
AT 200 CORTLAND AVENUE IN SYRACUSE, NEW YORK

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

STAFF ALSO PRESENT:
BRIAN SCHULTZ (Chief Executive Officer);
CHRISTOPHER TUFF (Deputy Chief Executive
Officer); LINDA BIATA; CASEY BROWN;
JOSEPH DeGRAY; STEVE KOEGEL; CAROL
LOMBARDO; CAITLIN MacCOLLUM;
JACKIE MUSENGO; SUZANNA SHEARD;
TARA SPRAKER; BARRY M. SHULMAN and
STEPHEN HELMER, of counsel;
MICHAEL FITZGIBBONS; GEOFF HOFF; EJ
MOSES; 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 May 21, 2021 at 9:30 a.m.

FINANCIAL STATEMENTS: Ms. Biata, Vice President of Finance, stated that there were no
Financial Reports to review due to year-end and the beginning of the Audit. In May she will bring
the Preliminary Financial Statements and the Final Audited Financial Statements will be reviewed
in the June Board Meeting.

OSC BUDGET IMPACT STATEMENT FOR FISCAL YEAR 2021-2022: Ms. Biata, next
presented a Budget Impact Statement for the New York State Office of the State Comptroller
(OSC) for fiscal year 2021-2022. Thereafter, a Motion to approve the Budget Impact Statement
for Fiscal Year 2021-2022 was moved, seconded, and unanimously carried to the Board with
recommendation for adoption.

FINAL CAPITAL PLAN FOR FISCAL YEAR 2021-2022: Ms. Biata next presented the
Authority’s Final Capital Plan which was discussed at the March Audit and Finance Committee
meeting. Ms. Biata stated that the plan has remained unchanged since it was presented at the March
Audit and Finance Committee Meeting and now asked for it to be approved and submitted to the
Board. Thereafter, a Motion to approve the Final Capital Plan for Fiscal Year 2021-2022 was
moved, seconded, and unanimously carried to the Board with recommendation for adoption.

AUDIT AND FINANCE COMMITTEE MEETING MINUTES
EXCESS LIABILITY INSURANCE FOR AUTO/GENERAL LIABILITY POLICY RENEWAL: Mr. Jon Maloff, the Authority’s liability insurance agent, next presented the renewal of the Authority’s Auto/General Excess Liability Policy. Mr. Maloff noted that the Authority’s first two tiers of coverage will provide the same coverage as before, with a 1.5% increase in premiums. He advised that the Authority is still awaiting information for the third tier of coverage and that he should know its specifics by April 30. However, he also expects the third layer of coverage to be a minimum increase in premium around 1.5% too. Thereafter, a Motion to approve the Renewal of Excess Liability insurance was moved, seconded, and unanimously carried to the Board with recommendation for adoption.

A discussion then followed regarding the status of rising insurance premiums, including cybersecurity insurance.

RETIREE DRUG SUBSIDY REOPENING SERVICES: Ms. MacCollum next presented a proposal to provide retiree drug subsidy reopening services. Ms. MacCollum noted the request for proposal was publicly let on March 11, 2021. She stated the Authority had received one proposal on April 1, 2021 and after evaluating such proposal it was determined that RDS Services offered the most advantageous proposal. Ms. MacCollum noted that the contract is for a five-year term commencing June 1, 2021 and will be paid from proceeds of the findings of the reopening with RDS receiving 25% of the amount received. A full Minority and/or Women-Owned Business Enterprise (MWBE) waiver was approved by NYS Empire Development.

Mr. Schultz described RDS’s services to the Committee noting that the service reviews past prescription drug claims for the Authority’s retirees and whether they qualify for a rebate under the Authority’s health insurance. He noted the service would review all previous claims and the Authority would only be required to pay 25% of all rebates if any unclaimed rebates were found.

Thereafter and on Motion made, seconded, and unanimously carried, a Resolution approving RDS Services’ proposal was sent to the Board for approval.

TURN-BY-TURN SOFTWARE PURCHASE AND MAINTENANCE AGREEMENT: Ms. MacCollum next presented a proposal to provide an electronic route assist software program. Clever Devices software currently supports the Authority’s core functions of fixed route dispatching, paratransit dispatching and produces operational planning reports used by several departments. Ms. MacCollum noted the turn-by-turn software will utilize existing Clever Device transit control to display a map of the route and include text-to-speech turn-by-turn driving assistance. She explained the contract is for a five-year term and will cost $170,692 that will be paid for with operating funds. Ms. MacCollum noted that as a sole source procurement, MWBE requirements do not apply.

A discussion then followed regarding the benefits that the software would provide, including that it would help guide drivers to the most optimal bus routes as well as help avoid potential detours that would inhibit the speed of the bus route.
Thereafter and on Motion made, seconded and unanimously carried, a Resolution approving such services was sent to the Board for approval.

SECTION 5339 AND 5307 GRANT APPLICATION PROGRAMS: Ms. Spraker next presented a Resolution to authorize the Chief Executive Officer to execute and file an application for Grant Sections 5339 and 5307 with the United States Department of Transportation to receive transportation grant funding. Thereafter and on Motion made, seconded and unanimously carried, a Resolution approving such application was sent to the Board for approval.

MORTGAGE RECORDING TAX: Ms. Biata then presented a statement of receipts of the Mortgage Recording Tax (MRT) for the FY 2020-21, noting there was a $9.4 million in mortgage tax receipts which is the highest since 2006 when the MRT was $7.8 million. Mr. Laino noted this is a strong indicator for economic health and growth of the region.

CONSOLIDATED ANNUAL REPORT: Ms. Biata concluded by presenting the Authority’s consolidated Annual Report for the prior fiscal year, which was a collaborated effort across multiple departments. Key individuals responsible for the report are Ms. Sheard, Internal Control Manager, Ms. Lynette Paduano, Senior Marketing and Public Outreach Coordinator, Ms. Brim, Director of Accounting, and Mr. Brown, Communications Coordinator. Ms. Biata noted the Annual Report represents a tremendous effort for consolidating the Authority’s Strategic Plan, Annual Financial Plan and the Annual Report, that were previously presented separately.

Mr. Laino commended the Annual Report for its flowing narrative presentation and use of visual aids. He then acknowledged the widespread effort across multiple departments that went into making the Annual Report possible in a relatively short period of time.

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

ATTEST:

Chairman

Secretary