

**THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY  
(and its Subsidiaries)  
200 CORTLAND AVENUE, SYRACUSE, NEW YORK**

**MINUTES OF THE DECEMBER 16, 2022, BOARD MEETING**

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**MEMBERS PRESENT:** NICHOLAS LAINO, Chair  
NEIL BURKE  
MONTY FLYNN  
JOSEPH HARDICK  
JULIUS LAWRENCE  
FRANK SAYA, Non-Voting Member

**MEMBERS ABSENT:** ROBERT CUCULICH, Vice Chair  
ANTHONY DAVIS  
DARLENE LATTIMORE, Secretary  
TINA FITZGERALD, Treasurer  
LOUELLA WILLIAMS

**STAFF PRESENT:** BRIAN M. SCHULTZ, Chief Executive Officer  
CHRISTOPHER TUFF, Deputy Chief Executive Officer  
JOSEPH DEGRAY, Senior VP of Operations  
LINDA BIATA, VP of Finance  
STEVEN KOEGEL, VP of Business Develop. and Corp. Comm.  
JACKIE MUSENGO, VP of Human Resources  
MICHAEL FITZGIBBONS, VP of Information Technologies  
MELISSA BRIM, Director of Accounting  
BREN DAISS, Director of Special Projects and Planning  
BRUCE FONG, Assistant VP of Information Technologies  
JOSHUA GARDNER, Spec. Trans. Administrator & System Analyst  
CAITLIN MACCOLLUM, Director of Procurement  
EJ MOSES, Director of Facilities  
SUZANNA SHEARD CPA, Internal Control Manager  
TARA SPRAKER, Director of Grants and Revenue Contract Admin.

**CALL TO ORDER** At 10:30 A.M. Chairman Laino called the meeting to order.

- Chairman Laino and the Board Members recited the Pledge of Allegiance
- Chairman Laino noted a quorum was not present

## UPCOMING MEETINGS

- Chairman Laino announced the following meetings for January 27, 2023:
  - Pension Committee – 9:00 AM
  - Audit and Finance Committee – 9:30 AM
  - Board Meeting – 10:00 AM

## CHIEF EXECUTIVE OFFICER'S REPORT – Mr. Schultz

In addition to Mr. Schultz's written report, attached to these Minutes, he discussed the following:

### MAKING CONNECTIONS CONFERENCE

Mr. Schultz along with Ms. Musengo, Ms. Wilson, and Ms. Daiss attended the Making Connection Conference in Washington, DC. It was a great conference and Ms. Musengo will be giving you further details in her report.

### STAFF ACCOLADES

Holiday Décor – Mr. Schultz thanked Kayla Garcia, Kim Kinney, and Danielle Rainier for the holiday decorations on the first floor. He also thanked the accounting staff for the decorations on the second floor. It's great to walk around the building and see that.

Food Donations – Once again Centro staff has come through. The boxes for food donations located throughout this building are over-flowing. The food will be going to food pantries supported by the Salvation Army.

Parking Lots – the Buildings and Ground staff has done a great job keeping the parking lots and sidewalks clear and ice free.

### SHARPS CONTAINERS AT THE HUB

We have had communication with Mr. Lawrence regarding the sharps containers at the Hub. Initially, we installed them in the restrooms for people using needles for diabetic reasons. Since then, we found people breaking into the containers for illegal drug use. We have relocated the sharps containers to the customer service area. I'd like to thank Mr. Lawrence for taking the lead on this. Since then Mr. Hoff has found very sturdy, locked, metal containers that will be mounted to the restroom wall. We will also be installing the same metal containers at the RTC. Mr. Lawrence offered additional information regarding various types of illegal drugs and expressed his concern over the illegal drug use in our community.

### SYRACUSE CITY SCHOOL DISTRICT SUPERINTENDENT

Mr. Davis has been serving as the Interim Superintendent for the SCSD. He was recently appointed as the permanent Superintendent. Board Members applauded Mr. Davis's appointment.

## EXECUTIVE STAFF REPORTS

### DEPUTY CHIEF EXECUTIVE OFFICER'S REPORT – Mr. Tuff

#### COMMUNITY OUTREACH

Earlier this year Mr. Tuff challenged Ms. Padano to get Centro more involved with the community through altruism. Since then, Centro has been working with the Salvation Army on the following events:

School Supplies Drive; this took place over the summer at a Syracuse Mets game. Centro provided a bus and invited staff and community members to fill it with school supplies.

Angel Tree Program; we were provided 20 angel tags with the requests of 20 children, who may not have gifts under the tree without this program. These will be delivered today along with the food donations.

Stuff A Bus; we will provide a bus for toy collection at the Clay Walmart on Saturday December 19<sup>th</sup> from 9:00A.M. until 5:30P.M. We have partnered with the Salvation Army, Better Homes and Gardens, and SEFCU, for this event.

Christmas Bureau Distribution; will take place on December 21<sup>st</sup>. We are providing a free shuttle to travel back and forth from the Hub to the OnCenter.

### BUSINESS DEVELOPMENT AND CORPORATE COMMUNICATIONS REPORT – Mr. Koegel

#### RIDERSHIP

Core City service ridership system-wise for the month of November was 64% of pre-covid numbers in basic core service. Ridership totals when including ridership from Syracuse Board of Education Services and Syracuse University shuttles is at 70% of pre-covid numbers.

#### HOLIDAY WISHES VIDEO

The Board was shown the holiday wishes video produced in-house by Mr. Brown and Ms. Paduano. The video includes holiday wishes from many of our staff at all of our locations. It is being distributed on all of our social media platforms.

#### RECRUITMENT COMMERCIAL

We are putting the final touches on the commercial that will begin airing after the holidays and lead up to our open house scheduled for January 7<sup>th</sup>. At the open house we will be allowing people to get behind the wheel of a bus as part of the pre-interview process. We've recruited one of our staff members to be the star of the show – Ben Dorsch.

### HUMAN RESOURCES REPORT – Ms. Musengo

#### NEW OPERATORS

All six operators in the most recent class passed their CDL license road test. They will become fulltime drivers starting January 1<sup>st</sup>. As previously mentioned, an open house will take place on January 7<sup>th</sup>. Interested applicants will be allowed to drive a bus in our parking lot.

#### MAKING CONNECTIONS CONFERENCE

The conference was great. It was comprised of both labor and management. There were a number of discussions that centered on recruiting and retaining employees. Front line workers discussed mentoring and apprenticeship programs they had gone through at their employers on both maintenance and operator

sides. There were a lot of great ideas presented and we made good contacts. The transit agencies present were from across the country, providing different perspectives to us. Starting in January, we will continue communication with our newly made contacts at various transit agencies regarding how we can get these mentorship programs up and running at Centro.

#### INFORMATION TECHNOLOGIES REPORT – Mr. FitzGibbons

##### ACCRUENT

An Accruent representative was on site for approximately three days to review reporting and address some of our concerns. He did leave with some tasks to complete for Centro. Just this morning he sent us some customized reports.

##### MAINTENANCE CONNECTION

After eight months Maintenance Connection is due for an upgrade during the first quarter of 2023.

##### HARDWARE REPLACEMENT

We continue to move forward with replacing our backup system. Now once a backup is done, it can not be changed.

##### AUDIO CONCERNS

We have experienced challenges with both our phone and public address system regarding sound quality. After many hours spent by Mr. Boni, we have identified the issues and will continue to make the needed corrections. We are looking to segment the maintenance bay area and the drivers' area for better sound quality.

##### ASSISTANT VICE PRESIDENT OF INFORMATION TECHNOLOGIES

Bruce Fong, the recent hire taking on the position of Assistant Vice President of Information Technologies was introduced to the Board. Mr. Fong gave a brief review of his qualifications and past work experience prior to being hired by the Authority. He retired from the army at the end of 2021 and has 20 years of IT experience. Mr. Schultz thanked him for his military service and the Board welcomed him to Centro.

#### OPERATION/TRANSPORTATION REPORT – Joe DeGray

##### PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

Mr. DeGray presented the Public Transportation Agency Safety Plan. The Plan must include safety performance targets, a safety management policy, safety risk management, safety assurance and safety promotion. We have combined both our PTASP (federal) and the NYS PTSB's (state) System Safety Plan into one composite Safety Plan. Some of the updates for 2022 include data year over year, training material, and the formation of the Labor/Management Safety Committee which must approve the PTASP prior to Board submittal.



TO: CNYRTA Board of Members  
FROM: Brian M. Schultz, Chief Executive Officer  
RE: Monthly Summary Report – December 2022  
DATE: December 9, 2022

**COVID-19 Emergency**

1. C.A.R.E.S. Act – has been fully expended as listed below:
    - January 20, 2020 – March 31, 2021 \$ 27,835,581
    - April 1, 2021 – June 30, 2021 \$ 4,561,321
    - Total draw to date - \$ 32,666,902 (fully expended)
  2. CRRSSA Funds
    - July 2021 – June 2022 \$16,056,469 (fully expended)
  3. ARP Funds
    - June 2022 \$ 766,526
    - July 2022 \$ 1,666,007
    - August 2022 \$ 900,388
    - September 2022 \$ 992,593
    - October 2022 \$ 1,297,856
    - November 2022 \$ 1,166,400
- \$ 6,789,770 (of \$38.5 Mil)

- a) As of 12/9/2022 – there are two employees out of work for reasons related to COVID-19. Both are bus operators.

**New York Public Transit Association (NYPTA)**

On November 11<sup>th</sup>, I met virtually with my counterparts throughout the state to discuss our budget priorities. We are in the process of compiling this information for presentations to the Governor’s office as well as to our NYS Assembly and Senate delegations. We subsequently met with staff from Governor Hochul’s office on November 22<sup>nd</sup> to present these priorities. Additionally, the NYPTA Board met virtually with Capitol Hill Partners to discuss next year’s conference location and other logistics.

**Meeting with Senator Schumer’s staff**

On November 15<sup>th</sup>, I met virtually with staff from Senator Schumer’s office. We discussed several Centro priorities including expanding the workforce, BRT, capital funding and CDL testing. We committed to keeping the lines of communication open on these topics.

**Shades of Inspiration**

Centro employees stepped up in a BIG way this year during the October Breast Cancer Awareness Going PINK campaign. On November 17<sup>th</sup>, I, along with Chris Tuff, Lynette Paduano, and Casey Brown delivered donations collected from our employees that will help bring some joy and comfort to the lives

of many women in our community who are battling breast cancer. In addition to the personal care items collected, we provided the organization with a \$850 check from our employees' generosity.

### **Bike/Scooter Share**

On November 21<sup>st</sup>, several staff members met virtually with representatives of VEO. VEO is the vendor Centro will be working with to provide bike and scooter services throughout our service area. We will continue our efforts to identify locations for bike and scooter corals.

### **Department of Transportation Commissioner Dominguez**

On November 1<sup>st</sup>, the NYPTA Executive Committee met with DOT Commissioner Dominguez and her staff to discuss state dedicated funding and what programs we may not be able to sustain if STOA is not increased for fiscal 2024. The Commissioner was very receptive and continued to express her support for public transit.

### **Syracuse Metropolitan Transportation Council**

On December 1<sup>st</sup> and 2<sup>nd</sup>, I along with Chris Tuff and Bren Daiss attended meetings of the SMTC Executive and Planning Committees respectively. Topics of these meetings included a review of the current Unified Planning Work Program (which is a compilation of all projects currently supported by the SMTC) and a review of the SMTC budget and YTD financials.

### **Labor Meeting**

On December 6<sup>th</sup>, I along with Chris Tuff, Jackie Musengo, Joe DeGray and Geoff Hoff held our monthly meeting with a committee of labor representatives. The meeting was productive and covered a number of topics present by both labor and management.

### **United Way**

On December 6<sup>th</sup>, Centro staff along with members of the bargaining unit met with Helen Hudson and Nancy Eaton from the United Way of Central New York. We discussed how Centro, and the United way could partner to increase our employees understanding of United Way Programs as well as how the United Way could help Centro with our recruiting efforts.

### **Lights of the Lake**

Centro will be partnering with the City of Syracuse and Onondaga County Parks Departments to provide free access to Lights of the Lake for families who would otherwise not be able to participate in this local tradition. Centro will provide two buses each Thursday night between December 1<sup>st</sup> and January 5<sup>th</sup> (excluding December 22<sup>nd</sup>), County Parks will provide free admission for the buses and City Parks will coordinate ticket distribution for up to 60 people each night.

### **Various Meetings**

Centro staff has continued to meet to discuss and move the following projects forward including but not limited to: Capital Planning, Recruiting, RPM Program, Revenue Contracts, Storeroom Procedures, SMTC, New York State Fair, NYPTA, Lo/No Emission Buses, IBI (Transportation Consultants), Oneida County Rural Transit, the RTC and Local 580

AUDIT AND FINANCE COMMITTEE REPORTFINANCIAL REPORT

Ms. Biata, Vice President of Finance presented the Financial Report for period ending November 30, 2022, a copy of which is attached to these Minutes.

2023 STOP LOSS INSURANCE RENEWAL

Ms. Musengo presented a renewal for Stop Loss Insurance with Sun Life for the 2023 calendar year. We received two competitive quotes. Sun Life, our incumbent, noted a 10% increase over 2022 (\$467,781 to \$516,411) and was the most advantageous option. Therefore, it is our recommendation that the Board approve the renewal for Stop Loss Insurance Coverage with Sun Life.

GILLIG BUS PURCHASE

Ms. MacCollum presented a contract purchase for 64 CNG buses for Onondaga County with Gillig.

ADJOURNED

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

  
Chairman

ATTEST:

  
Secretary

**THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY  
AUDIT AND FINANCE COMMITTEE  
200 CORTLAND AVENUE, SYRACUSE, NEW YORK**

**MINUTES OF THE DECEMBER 16, 2022, AUDIT AND FINANCE COMMITTEE MEETING**

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**MEMBERS PRESENT:** NICHOLAS LAINO, Chair  
NEIL BURKE  
ANTHONY DAVIS  
MONTY FLYNN  
JOSEPH HARDICK  
JULIUS LAWRENCE  
FRANK SAYA, Non-Voting Member

**MEMBERS ABSENT:** ROBERT CUCULICH, Vice Chair  
DARLENE LATTIMORE, Secretary  
TINA FITZGERALD, Treasurer  
LOUELLA WILLIAMS

**STAFF PRESENT:** BRIAN M. SCHULTZ, Chief Executive Officer  
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MICHAEL FITZGIBBONS, VP of Information Technologies  
MELISSA BRIM, Director of Accounting  
BREN DAISS, Director of Special Projects and Planning  
BRUCE FONG, Assistant VP of Information Technologies  
CAITLIN MACCOLLUM, Director of Procurement  
EJ MOSES, Director of Facilities  
SUZANNA SHEARD CPA, Internal Control Manager

**CALL TO ORDER** At 10:00 A.M. Chairman Laino called the meeting to order.

- Chairman Laino noted a quorum was present
- The next Committee meeting will be on January 27, 2023



FINANCIAL REPORT

Ms. Biata presented the Financial Report for period ending November 30, 2022.

STATEMENT OF REVENUE AND EXPENDITURES

As of November 30, 2022, the consolidated Operating Income (loss) is \$6.6 million. Operating Revenues are 1.3% over budget and 4.6% over prior year. Ridership is trending about 5% higher than the same period in prior year. The farebox revenue is down due to fare restructure. Operating expenses are \$7.3 million or 13% under budget.

SUPPLEMENTAL INFORMATION

Additional supplemental information, including the MRT, Statement of Cash Flows, and Investment Report, required to be provided to the Board was briefly reviewed.

2023 STOP LOSS INSURANCE RENEWAL

Ms. Musengo presented a renewal for Stop Loss Insurance with Sun Life for the 2023 calendar year. We received two competitive quotes. Sun Life, our incumbent, noted a 10% increase over 2022 (\$467,781 to \$516,411) and was the most advantageous option. Therefore, it is our recommendation that the Board approve the renewal for Stop Loss Insurance Coverage with Sun Life.

A Motion to approve the renewal for Stop Loss Insurance Coverage with Sun Life was raised and forwarded to the Board for approval.

Motion – Anthony Davis

Seconded – Julius Lawrence

Carried Unanimously to the Board with a recommendation of approval.

GILLIG BUS PURCHASE

Ms. MacCollum presented a contract purchase for 64 CNG buses for Onondaga County with Gillig. The bus purchase will be paid for with Federal and State Grant Funds. Delivery will be in September, 2024. Therefore, it is our recommendation that the Board authorize the purchase of 64 CNG buses with the Gillig Corporation.

A Motion to authorize the purchase of 64 CNG buses with the Gillig Corporation was raised and forwarded to the Board for approval.

Motion – Neil Burke

Seconded – Anthony Davis

Carried Unanimously to the Board with a recommendation of approval.

ADJOURNED

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

  
Chairman

ATTEST:

  
Secretary