MINUTES OF THE REGULAR MEETING OF
THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
HELD ON FRIDAY, OCTOBER 23, 2020 AT 10 A.M.
AT THE RTA OFFICES, 200 CORLAND AVENUE
IN SYRACUSE, NEW YORK

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

MEMBER ABSENT: DARLENE LATTIMORE

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

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board
Meeting will be held on November 20, 2020, commencing with an Audit and Finance Committee
Meeting at 9:00 am, immediately followed by the Board Meeting.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously
carried as Motion No. 2479, that the Regular Meeting Minutes of the September 25, 2020
CNYRTA Board meeting be adopted.

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

LEGISLATIVE MEETING: Mr. Schultz along with Chris Tuff, Linda Biata and Steve Koegel had
recently met with NYS Senator Timothy Kennedy who is the Chair of NYS Senate Transportation
Committee. Senator Kennedy was provided a tour of the facility and the Syracuse Transfer Hub.

DEPARTMENT OF BUDGET: Mr. Schultz along with Chris Tuff and Linda Biata met with
representatives of the NYS Department of the Budget and New York Public Transportation
Association (NYPTA) to discuss funding for fiscal year 2022.
NYS FAIR: Mr. Schultz along with Chris Tuff, Joe DeGray, Brian Green and Mike Robinson, recently met with representatives from the NYS Fair to begin planning for the 2021 State Fair.

COVID-19 EMERGENCY: Mr. Schultz described Authority employee and business impact due to COVID.

RIDERSHIP: Overall ridership is down 65% from the previous year, and passenger revenues remain low. Service contracts with SUNY Oswego and Syracuse University allow for fluctuating service schedules due to COVID.

The Authority has resumed service with the Syracuse Central School District (SCSD). A contract is not yet in place but there is optimism about executing one soon.

WORKERS COMPENSATION: Mr. Schultz asked Ms. Musengo to give a report on Brown and Brown, the Authority’s Workers Compensation manager. She noted a decrease in cases since 2015. Mr. Laino complimented staff on Workers Compensation administration.

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

WRITE-OFF REQUEST: Ms. Brim, Director of Accounting, was invited into the meeting. She then made a request to write-off $20,000 from a settlement reached by the Authority with Normal Communications. The Authority made several attempts to collect the remaining balance owed from the settlement and that amount is determined to be uncollectable. Thereafter and on Motion duly made, seconded and unanimously carried Motion No. 2480, was approved.

Ms. Brim was excused from the meeting.

BUDGET IMPACT STATEMENT: Ms. Biata next discussed the Budget Impact Statement as she had in the Audit and Finance Committee. Approval was requested to include the Budget Impact Statement in the PARIS reporting. Thereafter and on Motion duly made, seconded and unanimously carried the Budget Impact Statement was approved as Motion No. 2481. Mr. Cuculich said that given the state of low interest rates for loans, we should work with our bank to ensure we are receiving the most competitive rate we can.

CONSOLIDATED FINANCE REPORT: Ms. Biata, Vice-President of Finance, then gave the Financial Report. This included a review of the Consolidated Statement of Revenues and Expenditures, Statement of Net Position, Cash Flow Statement, Accounts Receivable Statements, Reserve Statement, Quarterly Investment Report and the OSC Budget Impact Statement. As of 9/30/2020, there was an operating gain of $347,000. Ms. Biata noted that this was a $1 million decrease from last month. Operating revenues are $5.7 million under Budget. Revenue decreases are mainly due to the impact of COVID-19 which resulted in losses in farebox revenues due to decreases in ridership, decreases in contracted revenue services, and losses in revenues due to the cancellation of the New York State Fair. There is a small decrease in advertising and miscellaneous revenues. Ms. Biata noted that the level of cash flow is sufficient as of 9/30/2020, however, the Authority will be drawing on the C.A.R.E.S. Act Grant in October and will need to borrow from the Insurance Reserve.

CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY MINUTES
Thereafter and on Motion duly made, seconded and unanimously caused such consolidated Finance Report was approved as Motion No. 2482.

**TRANSPORTATION ASSET MANAGEMENT PLAN:** Mr. Moses was invited into the meeting to discuss a Federal requirement to have an accountable executive as part of the TAM Plan. The current assigned executive is the COO. We are seeking approval to list Geoff Hoff, the Vice-President of Fleet and Facilities as the account executive for the TAM Plan. Upon Motion duly made, seconded, and unanimously carried, Motion No. 2483, was adopted.

**RESOLUTION – ADMIN. SERVICES FOR EMPLOYEE ASSISTANCE PROGRAM:** Ms. MacCollum was invited into the meeting to present a Resolution for Admin. Services for Employee Assistance Program as she had in the Audit and Finance Committee. The most advantageous proposal was received from Crouse HelpPeople. There is a full MWBE waiver pending with Empire State Development. Thereafter and on Motion duly made, seconded and unanimously carried, Resolution No. 2457, was approved and annexed hereto.

**RESOLUTION – MICROSOFT SOFTWARE LICENSING UPDATE:** Ms. MacCollum next brought to the Board a Resolution utilizing the C.A.R.E.S. Act funds for the first year’s payment and operating funds for years two and three. This agreement approved by the Audit and Finance Committee will include upgrades which allow staff to work remotely. $48,974 would be paid over a three-year term with Dell. Thereafter and on Motion duly made, seconded and unanimously carried Resolution No. 2458, was approved and annexed hereto.

Ms. MacCollum was then excused from the meeting.

**RESOLUTION – BOBCAT TOOLCAT AND ACCESSORIES:** Mr. Moses was invited into the meeting to propose the purchase of a Bobcat ToolCat and accessories for Centro of Oneida, Inc. under a New York State General Services Contract for $62,020. This is 100% State dedicated funding. Thereafter and on Motion duly made, seconded and unanimously carried Resolution No. 2459, was approved and annexed hereto.

**RESOLUTION – FLOOR SCRUBBER/ SWEEPER:** Next, Mr. Moses discussed the purchase of a Tennant Floor Scrubber/Sweeper was next discussed. This would be a replacement for the cleaner used in the Syracuse garage. The Federal General Services Contract would be at a cost of $68,346.52. Thereafter and on Motion duly made, seconded and unanimously carried Resolution No. 2460, was approved and annexed hereto.

Mr. Moses was excused for the meeting.

**RESOLUTION – ROME BUS DEPOT LEASE:** Ms. Spraker, Director of Grants and Revenue Contract Administration, was invited into the meeting to present a lease agreement between Centro of Oneida, Inc. and the City of Rome. It is a 5-year lease as tenant for Rome Bus Depot located on Liberty Street, at $1 per year. There are two possible 5-year renewals. Thereafter and on Motion duly made, seconded and unanimously carried Resolution No. 2461, was approved and annexed hereto.

CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY MINUTES
RESOLUTION – SUNY UPSTATE I-LOT PARKING LEASE: Next Ms. Spraker discussed the I-Lot parking spaces Lease renewal. It is a 5-year term resulting in a revenue of $714,000. Thereafter and on Motion duly made, seconded and unanimously passed Resolution No. 2462, was ratified and annexed hereto.

Ms. Spraker was excused from the meeting.

OPERATIONS REPORT: Mr. DeGray gave the Operations Report.

QUARTERLY CAB REPORT: Ridership continues to trend downward by 40% due to the pandemic as compared to the same quarter last year. Social distancing practices have a negative effect on efficiency. However, customer service remains at pre-pandemic levels.

DIRECTOR OF FLEET MAINTENANCE: Michael Rice has been named the Director of Fleet Maintenance. Mr. Rice has been with the Centro Maintenance Department since 2002 and has held many positions there.

GILLIG REPAIRS: Gillig discovered an issue with the CNG Pontoon brackets. This affected 53 CNG buses. Gillig was proactive in repairing the brackets at no cost to the Authority.

COLLECTIVE BARGAINING AGREEMENTS: Local ATU580 voted down the tentative agreement for a one-year extension for a 2% wage only increase. Negotiations with the Union Board for a new contract will begin shortly.

The Local ATU582 Contract (Rome) was ratified with the necessary majority vote on September 25, for a one-year extension, wage only contract. The agreement will extend the current contract for the period of April 1, 2021 to March 31, 2022. Thereafter, upon Motion duly made, seconded and unanimously carried, a 2% wage increase was approved as Motion No. 2484.

PENSION COMMITTEE REPORT: Chairman Laino asked Mr. Cuculich, Chairman of the Pension Committee to give the pension report. Representatives James Gould and Tim Tindall from Alesco Advisors gave a detailed and lengthy report on all pension plans. It was agreed that the Equity-to-Debt investment ratios will remain as currently agreed upon. The Committee commended Mr. Gould and Mr. Tindall on a job well done.

LEGAL COMMITTEE REPORT/EXECUTIVE SESSION: The Chairman 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. 2485, pursuant to public officer’s law section 105 (1) (d) (discussion regarding current litigation). Upon exiting the Legal Committee Meeting, the Chairman announced no action was taken.
There being no further business to come before the Board, the CNYRTA Board meeting was adjourned.

Chairman

ATTEST:

[Signature]

Secretary
RESOLUTION TO AUTHORIZE CONTRACT AWARD 
FOR ADMIN. SERVICES FOR EMPLOYEE ASSISTANCE PROGRAM

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has the need for a firm to provide Admin. Services for Employee Assistance Program; and

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

WHEREAS, the Request for Proposal was publicly let on August 6, 2020; and

WHEREAS, twelve (12) proposal packages were sent out, of which three (3) were sent to NYS Certified M/WBE firms and twenty-six (26) additional proposal packages were requested; and

WHEREAS, one (1) proposal was received on August 27, 2020; and

WHEREAS, through a review of the proposals submitted, staff determined that Crouse HelpPeople 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 Crouse HelpPeople to provide Admin. Services for Employee Assistance Program commencing January 1, 2021 – December 31, 2025.
FACT SHEET
FOR ADMIN. SERVICES FOR EMPLOYEE ASSISTANCE PROGRAM

PROJECT DESCRIPTION: The CNYRTA is seeking a qualified vendor to provide Admin. Services for Employee Assistance Program.

ADVERTISEMENT: A request for proposal was advertised on August 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 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 Jackie Musengo, Chris Morreale 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.

PRICING RECEIVED:

<table>
<thead>
<tr>
<th>Description</th>
<th>Crouse HelpPeople</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Services for Employee Assistance Program- Year 1</td>
<td>$17.50 per employee</td>
</tr>
<tr>
<td>Admin Services for Employee Assistance Program- Year 2</td>
<td>$17.50 per employee</td>
</tr>
<tr>
<td>Admin Services for Employee Assistance Program- Year 3</td>
<td>$17.50 per employee</td>
</tr>
<tr>
<td>Admin Services for Employee Assistance Program- Year 4</td>
<td>$17.50 per employee</td>
</tr>
<tr>
<td>Admin Services for Employee Assistance Program- Year 5</td>
<td>$17.50 per employee</td>
</tr>
</tbody>
</table>

COMMENTS: Crouse HelpPeople is the incumbent vendor through the existing contract. The CNYRTA staff is satisfied with the service currently provided.

M/WBE: A full waiver for MWBE participation is pending with 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 Crouse HelpPeople for a five (5) year term commencing January 1, 2021 – December 31, 2025.
Resolution No. 2458  
Date: October 23, 2020

RESOLUTION TO AUTHORIZE THE CONTRACT AWARD  
FOR MICROSOFT SOFTWARE LICENSING UPGRADE

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a need  
to upgrade the Authority’s current licensing; and

WHEREAS, the payment for these fees will be made from federal CARES ACT funds for year  
one (1) and operating funds for years two (2) & three (3); and

WHEREAS, this is a multi-year agreement; and

WHEREAS, the cost of the three (3) year licensing upgrade is $48,974; and

WHEREAS, the licensing agreement will allow the Authority to build a remote collaborative  
system; and

WHEREAS, the time period for this multi-year agreement is from November 1, 2020 through  
May 31, 2023; and

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE  
CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY that the Chief  
Executive Officer or a designee is authorized to make a payment in accordance with the  
licensing agreement with Dell, totaling $48,974, from November 1, 2020 through May 31, 2023.
FACT SHEET
RESOLUTION TO AUTHORIZE THE CONTRACT AWARD
FOR MICROSOFT SOFTWARE LICENSING UPGRADE

PROJECT DESCRIPTION: Three (3) year licensing agreement to upgrade the Authority’s current licensing to a level able to support a remote collaborative system.

FUNDING: The contract is to be paid for using federal CARES ACT funds for year one (1) and operating funds for years two (2) & three (3)

PRICING RECEIVED: NYS Office of General Services (OGS) Contract pricing:

<table>
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<th>Months</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
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<tr>
<td>Microsoft Licensing- Year 1</td>
<td>7</td>
<td>200</td>
<td>$55.29</td>
<td>$11,058</td>
</tr>
<tr>
<td>Microsoft Licensing- Year 2</td>
<td>12</td>
<td>200</td>
<td>$94.79</td>
<td>$18,958</td>
</tr>
<tr>
<td>Microsoft Licensing- Year 3</td>
<td>12</td>
<td>200</td>
<td>$94.79</td>
<td>$18,958</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>$48,974</td>
</tr>
</tbody>
</table>

COMMENTS: The purchase of the upgraded licensing agreement from Microsoft will allow CNYRTA to upgrade the Exchange server to Microsoft cloud. This upgrade will allow more capabilities within the Exchange email application as well as the Microsoft Teams application. Microsoft Teams is utilized company-wide to support remote working.

M/WBE: NYS OGS determined this purchase to be excluded from MWBE participation.

RECOMMENDATION: Staff recommends payment in accordance with the licensing agreement with Dell totaling $48,974 from November 1, 2020 through May 31, 2023.
RESOLUTION TO AUTHORIZE CONTRACT AWARD
FOR THE PURCHASE OF BOBCAT 5600/TOOLCAT
FOR CENTRO OF ONEIDA

WHEREAS, the Authority has 100% New York State Dedicated Capital funds in place for this project, and

WHEREAS, purchases of commodities from the purchasing contracts of the New York State Office of General Services is consistent with Authority, State and Federal guidelines and regulations concerning competitive procurement, provided that required Federal clauses are included in the contract; and

WHEREAS, the current New York State contract is with Clark Equipment Co dba Bobcat Company for the 5600 ToolCat; and

WHEREAS, the price of $62,020.23 was deemed fair and reasonable based upon previous pricing received from several Bobcat dealers, 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, surey, 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 be authorized to issue a purchase order to Clark Equipment Co dba Bobcat Company in the amount of $62,020.23.
FACT SHEET

FOR THE PURCHASE OF A NEW
BOBCAT 5600/TOOLCAT

PROJECT DESCRIPTION: The Authority owns a BOBCAT 5600/TOOLCAT with implements and equipment, which can only be used on the proprietary Bobcat connection system. The new ToolCat will be located at the Centro of Oneida Garage in Utica. The vehicle will assist in snow removal and buildings and grounds tasks.

PROJECT MANAGERS: Steve Prosonic

METHOD OF PROCUREMENT: New York state Office of General Services Contract

PRICING: $62,020.23

FUNDING: 100% NYS Dedicated Capital Funds

RECOMMENDATION: Staff recommends purchase of the BOBCAT 5600/TOOLCAT from Thompson and Johnson Equipment Co.
RESOLUTION TO AUTHORIZE THE PURCHASE OF A SCRUBBER/SWEEPER

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has 100% New York State Dedicated Capital funds in place for the purchase of this item; and

WHEREAS, purchases of commodities from the purchasing contracts of the federal General Services Administration schedules is consistent with Authority, State and Federal guidelines and regulations concerning competitive procurement, provided that required Federal clauses are included in the contract; and

WHEREAS, the contract price of $68,346.52 from Tennant Sales and Service Company was determined to be fair and reasonable based upon the 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, and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Chief Executive Officer or his designee is authorized to issue a purchase order to Tennant Sales and Service Company for a Tennant M30 Sweeper/Scrubber using contracts approved by the General Services Administration in an amount of $68,346.52.
TENANT SCRUBBER/SWEeper

Fact Sheet

Project Description: The current sweeper in the Syracuse garage has reached the end of its useful life and requires extensive maintenance and repairs. The new sweeper will reduce maintenance costs and downtime.

Advertisement: No Advertisement required, General Services Administration Contract Purchase

Funding: 100% New York State Dedicated Capital Funds

Pricing Received: The pricing received from current GSA contract holder Tennant Sales and Service Company was determined to be fair and reasonable based upon comparison with pricing received on previous purchases and adjusted for inflation.

Comments: The Authority has used Tennant Sweeper products for over 20 years.

Recommendation: Staff recommends contract award to Tennant Sales and Service, Inc., in the amount of $68,346.52
RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
THE ROME BUS DEPOT (HUB) LEASE 2020-2025

WHEREAS, Centro of Oneida, Inc. has the need to enter the Rome Bus Depot (HUB) lease agreement; and

WHEREAS, this lease contract will be paid for with operating funds, and

WHEREAS, the Bus Depot (Hub) is owned by the City of Rome, and

WHEREAS, the Bus Depot (Hub) is located at 207 West Liberty Street Rome, and

WHEREAS, the City of Rome is leasing the premises to Centro of Oneida, Inc. for one dollar ($1.00) per year, 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 lease contract with the City of Rome, NY commencing September 1, 2020 for a five (5) year period, for lease of the Rome Bus Depot (HUB).
FACT SHEET
THE ROME BUS DEPOT (HUB) LEASE 2020-2025

PROJECT DESCRIPTION: Centro Oneida, Inc. has the need to enter into the Rome Bus Depot (HUB) lease agreement.

ADVERTISEMENT: NA.

FUNDING: This lease contract will be paid for with operating funds.

PROCUREMENT PROCESS: NA.

PRICING/LEASE COMMENTS:
- The Bus Depot (Hub) is owned by the City of Rome, and is located at 207 West Liberty Street Rome.
- the City of Rome is leasing the premises to Centro of Oneida, Inc. for one dollar ($1.00) per year.
- Two (2) five (5) year renewal options.

MWBE: This contract is exempt from MWBE utilization as it is a Revenue Contract.

RECOMMENDATION: It is the CNYRTA staff’s recommendation to award contract to The City of Rome commencing September 1, 2020 for a five (5) year period, with two (2) five (5) year renewal options for the lease of the Rome Bus Depot (HUB) at Liberty Street.
RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
I-LOT PARKING LOT LEASE – STATE UNIVERSITY OF NEW YORK
UPSTATE MEDICAL UNIVERSITY (SUNY UPSTATE) 2020-2025

WHEREAS, CNY Centro, Inc. has the need to renew the I-Lot parking spaces lease agreement; and

WHEREAS, this lease contract will be a revenue earning contract, and

WHEREAS, the lot contains two hundred sixty-seven (267) spaces, and

WHEREAS, and the parcel is bounded by East Washington, Almond, East Fayette, and South McBride Streets in the City of Syracuse, and

WHEREAS, Centro Parking, Inc. holds a permit for the use of the state-owned property from the New York State Department of Transportation Real Estate Division.

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 lease contract with the State University of New York Upstate Medical University commencing September 1, 2020 for a five (5) year period, for parking spaces at the I-Lot.
FACT SHEET
I-LOT PARKING LOT LEASE – STATE UNIVERSITY OF NEW YORK
UPSTATE MEDICAL UNIVERSITY (SUNY UPSTATE) 2020-2025

PROJECT DESCRIPTION: CNY Centro, Inc. has the need to renew the I-Lot parking spaces lease agreement.

ADVERTISEMENT: NA.

FUNDING: This lease contract will be a revenue earning contract.

PROCUREMENT PROCESS: NA.

PRICING/LEASE COMMENTS:

Minimum Rental for 267 spaces. The monthly minimum rent for the term shall be as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th># of Spaces</th>
<th>Rate Per Space</th>
<th>Monthly Rate</th>
<th>Annual Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 1, 2020 - August 31, 2021</td>
<td>267</td>
<td>$42.00</td>
<td>$11,214.00</td>
<td>$134,568.00</td>
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<td>$12,621.46</td>
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$714,439.79

Yearly Rental Increase. The Minimum Rent for the entire premises shall, every year, increase by 3% from the previous period.

M/WBE: This contract is exempt from MWBE utilization as it is a Revenue Contract.

RECOMMENDATION: It is the CNYRTA staff’s recommendation to enter into a lease contract with the State University of New York Upstate Medical University commencing September 1, 2020 for a five (5) year period, for parking spaces at the I-Lot.
MINUTES OF THE REGULAR MEETING OF
CNY CENTRO, INC
HELD ON FRIDAY, OCTOBER 23, 2020 AT 10 A.M.
AT THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK

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

                    TINA FITZGERALD (Via Teleconference)

MEMBER ABSENT:  DARLENE LATTIMORE

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

                      JOSEPH DEGRAY (Sr. Vice-President of
                      Operations); LINDA BIATA (Vice-President of
                      Finance); BARRY M. SHULMAN, of counsel
                      (Via Teleconference)

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board
Meeting will be held on November 20, 2020, at 9:30 a.m.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously
carried as Motion No. 1358, that the Regular Meeting Minutes of the September 25, 2020 meeting
be adopted.

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

FINANCE REPORT: Ms. Biata gave the Finance Report which, was adopted by Motion made,
seconded and unanimously carried as Motion No. 1359.

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

Chairman

ATTEST:

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

TINA FITZGERALD (Via Teleconference)

MEMBER ABSENT: DARLENE LATTIMORE

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

JOSEPH DEGRAY (Sr. Vice-President of Operations); LINDA BIATA (Vice-President of Finance); BARRY M. SHULMAN, of counsel (Via Teleconference)

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board Meeting will be held on November 20, 2020, at 9:30 a.m.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously carried as Motion No. 1249, that the Regular Meeting Minutes of the September 25, 2020 meeting be adopted.

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

FINANCE REPORT: Ms. Biata gave the Finance Report which was adopted by Motion made, seconded and unanimously carried as Motion No. 1250.

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

Chairman

ATTEST:

Secretary
MINUTES OF THE REGULAR MEETING OF
CENTRO OF OSWEGO, INC
HELD ON FRIDAY, OCTOBER 23, 2020 AT 10 A.M.
AT THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK

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

TINA FITZGERALD (Via Teleconference)

MEMBER ABSENT: DARLENE LATTIMORE

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

JOSEPH DEGRAY (Sr. Vice-President of
Operations); LINDA BIATA (Vice-President of
Finance); BARRY M. SHULMAN, of counsel
(Via Teleconference)

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board
Meeting will be held on November 20, 2020, at 9:30 a.m.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously
carried as Motion No. 1265, that the Regular Meeting Minutes of the September 25, 2020 meeting
be adopted.

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

FINANCE REPORT: Ms. Biata gave the Finance Report which was adopted by Motion made,
seconded and unanimously carried as Motion No. 1266.

OPERATIONS REPORT: Mr. DeGray 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.

Chairman

ATTEST:

Secretary
MINUTES OF THE REGULAR MEETING OF
CENTRO OF ONEIDA, INC
HELD ON FRIDAY, OCTOBER 23, 2020 AT 10 A.M.
AT THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK

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

TINA FITZGERALD (Via Teleconference)

MEMBER ABSENT: DARLENE LATTIMORE

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

JOSEPH DEGRAY (Sr. Vice-President of
Operations); LINDA BIATA (Vice-President of
Finance); BARRY M. SHULMAN, of counsel
(Via Teleconference)

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board
Meeting will be held on November 20, 2020, at 9:30 a.m.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously
carried as Motion No. 393, that the Regular Meeting Minutes of the September 25, 2020 meeting
be adopted.

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

FINANCE REPORT: Ms. Biata gave the Finance Report which was adopted by Motion made,
seconded and unanimously carried as Motion No. 394.

OPERATIONS REPORT: Mr. DeGray 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.

ATTEST:

[Signature]
Chairman

[Signature]
Secretary

CENTRO OF ONEIDA, INC. MINUTES
MINUTES OF THE REGULAR MEETING OF
THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
AUDIT AND FINANCE COMMITTEE
HELD ON FRIDAY, OCTOBER 23, 2020 AT 9:30 A.M.
THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK

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

TINA FITZGERALD (Via Teleconference)

STAFF ALSO PRESENT: BRIAN M. SCHULTZ (Chief Executive Officer);
CHRISTOPHER TUFF (Deputy Chief Executive Officer); CAROL LOMBARDO; BRANDAN E.
RAY and STEPHEN T. HELMER, of counsel

JOSEPH DEGRAY (Sr. Vice-President of
Operations); LINDA BIATA (Vice-President of
Finance) (Via Teleconference); MELISSA BRIM;
GEOFF HOFF; STEVE KOEGEL; CAITLIN
MACCOLLUM; EJ MOSES; JACKIE
MUSENGO; TARA SPRAKER; BARRY M.
SHULMAN, of counsel (All Via Teleconference)

Chairman Laino called the meeting to order noting that a quorum was present. He announced that
the next Audit and Finance Committee meeting will be held on November 20, 2020, at 9:00 a.m.

The Chairman complimented Ms. Biata for her great work on the Authority’s finances.

CONSOLIDATED FINANCE REPORT: Ms. Biata, Vice-President of Finance, first gave the
Financial Report. This included a review of the Consolidated Statement of Revenues and
Expenditures, Statement of Net Position, Cash Flow Statement, Accounts Receivable Statements,
Reserve Statement, Quarterly Investment Report and the OSC Budget Impact Statement. As of
9/30/2020, there was an operating gain of $347,000, Ms. Biata noted a $1 million decrease from
last month. Operating revenues are $5.7 million under Budget. Revenue decreases are mainly due
to COVID which resulted in losses in farebox revenues due to the impact of COVID-19 which
resulted in losses in farebox revenues due to decreases in ridership, decreases in contracted revenue
services, and losses in revenues due to the cancellation of the New York State Fair. There is a
small decrease in advertising and miscellaneous revenues. Ms. Biata noted that the level of cash
flow is sufficient as of 9/30/2020, however, we will be drawing on the C.A.R.E.S. Act Grant in
October and will need to borrow form the Insurance Reserve.

AUDIT AND FINANCE COMMITTEE MEETING MINUTES
WRITE-OFF REQUEST: Ms. Brim, Director of Accounting, then made a request to write-off $20,000 from a settlement reached by the Authority with Normal Communications. The Authority made several attempts to collect the remaining balance owed from the settlement; that amount is determined to be uncollectable. Thereafter a Motion was made, seconded, and unanimously carried and forwarded to the Board with recommendation to approve.

BUDGET IMPACT STATEMENT: Ms. Biata next discussed the Budget Impact Statement, which was included in the Board documents previously distributed. She requested approval allowing her to include the Budget Impact Statement in the PARIS reporting. Thereafter a Motion to adoption of the Budget Impact Statement was moved, seconded, and unanimously carried to the Board for approval. Mr. Cuculich said that given the state of low interest rates for loans, we should work with our bank to ensure we are receiving the most competitive rate we can.

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

TRANSPORTATION ASSET MANAGEMENT PLAN: Mr. Moses discussed a Federal requirement to have an accountable executive as part of the TAM Plan. The current assigned executive is the COO. We are seeking approval to list Geoff Hoff, the Vice-President of Fleet and Facilities as the account executive for the TAM Plan. Upon Motion duly made, seconded, and unanimously approved. It was forwarded to the Board with the recommendation for approval.

ADMIN. SERVICES FOR EMPLOYEE ASSISTANCE PROGRAM: Ms. MacCollum presented a proposal for Admin. Services for Employee Assistance Program. The most advantageous proposal was received from Crouse HelpPeople. There is a full MWBE waiver pending with Empire State Development for this contract. A Motion was then made, seconded and unanimously approved, and forwarded to the Board for approval.

MICROSOFT SOFTWARE LICENSING UPDATE: Ms. MacCollum brought to the Board a proposal utilizing the C.A.R.E.S. Act funds for the first year’s payment and operating funds for years two and three. This agreement will include upgrades which allow staff to work remotely. $48,974 would be paid over a three-year term with Dell. Thereafter and on Motion made, seconded and unanimously carried, a Resolution approving such purchase was moved and forwarded to the Board for approval.

BOBCAT TOOLCAT AND ACCESSORIES: Mr. Moses presented a proposal to a purchase of a Bobcat ToolCat and accessories for Centro of Oneida, Inc. under a NYS General Services Contract for $62,020. This is 100% State dedicated funding. Thereafter a Motion was made, seconded, and unanimously approved to be advanced to the Board with recommendation for adoption.

TENNANT FLOOR SCRUBBER/SWEEPER: Next Mr. Moses discussed the purchase of a tenant Floor Sweeper. This would be a replacement for the cleaner used in the Syracuse garage for CNY Centro, Inc. The Federal General Services Administration Contract would be at a cost of $68,346.52, paid 100% through State dedicated capital funds. Thereafter a Motion was made, seconded and unanimously approved to be advanced to the Board for approval.
ROME BUS DEPOT LEASE: Ms. Spraker presented for Centro of Oneida, Inc. a five-year lease with the City of Rome, for the Rome Bus Depot, located on Liberty Street, at $1 per year. There are two possible 5-year renewals. Thereafter a Motion was made, seconded, and unanimously approved to be advanced to the Board for ratification.

SUNY UPSTATE I-LOT PARKING LEASE: Ms. Spraker next presented for CNY Centro, Inc. a lease to renew the I-Lot parking spaces lease. It is a 5-year term resulting in a revenue of $714,000. Thereafter a Motion was made, seconded and unanimously approved to be advanced to the Board for ratification.

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

ATTEST:

Chairman

Secretary

AUDIT AND FINANCE COMMITTEE MEETING MINUTES