

**MINUTES**  
**ALBANY PARKING AUTHORITY MEETING**  
**September 29<sup>th</sup>, 2016**

**1. Call to Order.**

The meeting of the Board of Directors was called to order at 8:41 AM, Thursday, September 29, 2016 at the APA offices. Board members in attendance were Kevin O'Connor, Beth Lacey, Chris Burke, and William Pettit III. Jeff Sperry was excused. Also present was Executive Director Matthew Peter, Director of Administration Linda Shell, Director of Operations Sean Palladino, Director of Enforcement Doug Case, Executive Assistant Stephanie Shank and APA legal counsel Thomas Owens.

**2. Acceptance of minutes of August 31, 2016.**

Following review/discussion, a motion was made to accept the minutes of the August 31, 2016 Board meeting: motion Burke, second Lacey; passed 4-0.

**3. Communications.**

1. Executive Director Matthew Peter updated the Board of an upcoming project with National Grid to install LED lighting throughout all the garages (including some exterior lighting) which will result in significant energy savings. RISE is considered to be a sole source provider to the APA because only RISE (and no other vendor) is able to provide exclusive pricing and a warranty through National Grid for the materials and associated labor. Therefore, the APA did not have to go out to bid or other competitive process. Staff confirmed the sole source status/benefits of RISE with National Grid. Concern was mentioned by the Board Members of the garages being dark. APA will discuss with RISE the use of skeleton lighting throughout the garage. Executive Director Peter briefed the Board on APA Resolution 2016-09-02 and the following discussion: motion Pettit, second Lacey; passed 4-0.
2. Executive Director Peter discussed various accomplishments the APA had during 2016. APA will be meeting with Gramercy to discuss press coverage on the accomplished initiatives during 2016 as well as prospective initiatives for 2017, to present to the Board at the following Board Meeting.

**4. Review of Financials**

3. Executive Director Peter presented to the Board the monthly financial dashboard explaining that there is a healthy trend on revenue. It was reported that we had Additional Professional Fees for almost \$5K for CT Male for the ADA Compliance project, and the first of the renovation bills from Desman for \$14K.
4. Executive Director Peter presented a PowerPoint briefing to the Board on the Preliminary 2017 Budget, which was adopted unanimously by the Board. Included in the presentation were the 2016 Budget Assumptions, as well as the 2016 Projected Final Budget. Executive Director Peter also reviewed the Budget Assumptions and Projected Budget for 2017. Goals for the APA in 2017 were also discussed.

**5. New Business**

5. The Albany Parking Authority presented the Board with APA Resolution 2016-09-01 In accordance with the Public Authorities Law, this resolution revises of the APA Procurement Policy to allow the APA to "piggyback" on City contracts. Following discussion on this resolution the Board voted on the resolution: motion Burke, second Lacey; passed 4-0

**6. Unfinished Business.**

None.

**7. Executive Session.**

A motion to enter into executive session was made by B. Pettit, seconded by B. Lacey to discuss the employment history of certain corporations, and passed unanimously. The Board entered into executive session at 10:02a.m. The Board left executive session at 10:20 a.m. and returned to its regular session. No actions were taken in executive session.

**8. Adjournment.**

There being no further business, the meeting adjourned at 10:25 AM.