

**MINUTES**  
**ALBANY PARKING AUTHORITY MEETING**  
**March 30, 2017**

**1. Call to Order.**

The meeting of the Board of Directors was called to order at 8:35 AM, Thursday, March 30, 2017 at the APA offices. Board members in attendance were Kevin O'Connor, Jeff Sperry, Beth Lacey, Chris Burke and Bill Pettit. Also present was Executive Director Matthew Peter, Director of Operations Sean Palladino, Director of Enforcement Doug Case, Director of Administration, Human Resources Administrator Lyle Winokur, Executive Assistant Stephanie Shank and APA legal counsel Thomas Owens. Also present was Tony Iadicicco with the Albany Center Gallery, as well as Jamie Sullivan and Brendan Kennedy with BST.

**2. Acceptance of minutes of Thursday, March 30, 2017.**

Following review/discussion, a motion was made to accept the minutes of the February 23, 2016 Board meeting: motion Burke, second Pettit: passed 5-0.

**3. Presentations.**

a. Mural Update- Tony Iadicicco. The Albany Parking Authority has an approved budget for \$60K for new murals and aesthetics in 2017. Tony Iadicicco, with Albany Center Gallery, presented the Board with various concepts for murals on the Quackenbush and Riverfront garages, as well as walkways around the garages, from international and regional artists. The APA is expecting the mural painting to begin in late spring of 2017. The Board passed a resolution to authorize Executive Director Matthew Peter to enter into a contract with Albany Center Gallery to proceed with the murals within the scope of the budget: motion Burke, second Lacey: passed 5-0.

b. Audit Presentation- Jamie Sullivan, BST. BST presented to the Audit Committee/Board the December 31, 2016 audited financial statements. Following the presentation by BST, and follow-up discussion by the Audit Committee/Board, the Audit Committee unanimously approved the 2016 Audit Financial Statements, and authorized its filing to PARIS.

Legal counsel Thomas Owens then reviewed with the Board the Procurement Guidelines, Property Disposition/Acquisition Policies, and Investment Policy, Resolution 2017-02-01. The Board voted on the resolution: motion Lacey, second Burke: passed 5-0.

**4. Review/Approve Policies (Resolution 2017-03-01)**

Executive Director Matthew Peter presented to the Board the updated Performance Goals to be approved by the Board. The goals will be submitted to PARIS as part of the resolution to approve policies, which also includes the Annual Report, Investment Report and the 2016 Independent Audit (Resolution 2017-03-01). Following review/discussion by the Board of the goals, the Board motioned to approve the 2017-03-01 Resolution: motion Sperry, second Burke: passed 5-0.

**5. Communications.**

Executive Director Matthew Peter updated the Board on two new policies the APA is drafting. The first is to bring the maternal leave policy up to date with the City's policy and unionized worker's policy. Currently the APA has no paid leave whereas the City offers half pay at 10 weeks and the State offers 5 weeks at full-pay. Executive Director further explains that the APA will be looking into adopting a policy that offers the option of either the 10 weeks at half pay or 5 weeks at full pay, as well as making it a parental leave policy rather than maternal and also covering adoption. E.D. Peter distributed the policy to the Board members for review and final approval for the next month's Board meeting.

The second policy for review is a Tuition Reimbursement Policy. Executive Director Peter distributed the policy to the Board members for review. This policy will reimburse up to \$3000 a year or \$1500 a semester and would be required to directly relate to the job and be approved by management. A motion to adopt the Tuition Reimbursement policy was made: motion Sperry, second Lacey: passed 5-0.

**6. Review of Financials.**

Executive Director Matthew Peter updated the Board that the Albany Parking Authority is on target with the 2017 Budget.

**7. New Business.**

- a. Executive Director Matthew Peter updated the Board on the Pay by Phone/Pay by Plate program and that the APA will be entering into contract with the awarded meter vendor, Parkeon, pending Board approval: motion Burke, second Lacey: passed 5-0. Executive Director Matthew Peter requested that the Board motion to approve Passport as the Pay by Phone provider for the test program: motion Sperry, second Burke: passed 5-0.
- b. Executive Director Matthew Peter updated the Board that the Feasibility Study RFP has been awarded to Desman. Desman has also been awarded the contract for the Engineering Services RFP. Executive Director Matthew Peter requested Board approval to enter into contract with Desman for the Engineering Services: motion Pettit, second Lacey: passed 5-0.
- c. Executive Director Matthew Peter requested approval from the Board to move forward with issuing an RFP for Single Space Meters. The Board approved unanimously.

**8. Unfinished Business.**

None.

**9. Executive Session.**

The Board entered into Executive Session to discuss the employment history of certain individuals at 10:00AM. No actions were taken in executive session.

**10. Employment matters.** The Board discussed an employment contract for the Executive Director. Based on the Board's positive review of the Executive Director's performance since his initial appointment (increased revenue, budget execution, substantially improved labor relations and leadership/oversight of staff, substantially improved Board communications with the Board, increased emphasis on compliance with PAAA, increased positive communications with (and feedback from) stakeholders). The Board determined that it was in the best interests of the Authority to protect the Authority from an unplanned departure of the Executive Director for the next three years in order to continue this positive trend of Authority mission accomplishment and performance. The Board unanimously approved a resolution which authorized the Chairman to negotiate and execute an employment agreement with the Executive Director for a three (3) year term at an initial salary (and benefits) equal to the Executive Director's current salary (and benefits), subject to annual review, and other reasonable terms and conditions. Motion by Sperry, second Burke: passed 5-0.

**11. Adjournment.**

There being no further business after executive session the meeting adjourned at 10:30AM.