

MINUTES
ALBANY PARKING AUTHORITY MEETING
April 30, 2020

1. Call to Order.

The meeting of the Board of Directors was called to order at 8:32am, Thursday, April 30, 2020 via Zoom Video Conference and the APA offices. Board members in attendance were Jeff Sperry, Christopher Burke, Bill Pettit, Jordine Jones and Jennifer Ceponis. Present was Executive Director Matthew Peter, Associate Director Sean Palladino, Director of Enforcement Doug Case, Director of Administration Lyle Winokur, General Counsel Sevil Barber, Chief Budget Manager Misty Ferguson, Executive Assistant Stephanie Wright and APA legal counsel Thomas Owens.

2. Acceptance of minutes of Thursday, March 26, 2020.

Following review/discussion, a motion was made to accept the minutes of the March 26, 2020 Board meeting: motion Christopher Burke, second Jennifer Ceponis: passed 5-0.

3. Reports from Finance Committee.

The Finance Committee reported that it had met on Wednesday, April 22nd. Committee Chairman Bill Pettit and Executive Director Matthew Peter briefed the Board on the highlights from the Committee meeting. As of this report, with 25.00% of the year complete, revenue totaled \$2,097,337.95 and this was 24.23% of budget. Expense was \$1,980,718 or 23.22% of budget. This includes a payment for the Snow Melter in the amount of \$164,713 which is reimbursable by the repair and replacement fund which has been requested, a down payment for additional cameras in all three garages in the amount of \$31,656, two additional Parkeon meters in the amount of \$11,100 and a final payment for the APA server upgrade in 2019 in the amount of \$21,753.

Executive Director Matthew Peter reported to the Board that the Authority's 1st Quarter actual/estimated budget numbers were provided to all the Board Members. Board Chairman Jeff Sperry acknowledged that the Board of Directors have received and accepted the reports from the April Finance Committee.

4. Investment Portfolio.

Executive Director Matthew Peter reviewed with the Board the Investment Portfolio Report provided by the Authority's Investment Firm, Hugh Johnson Advisors.

5. Reports from Audit Committee.

The Audit Committee reported that it had met on Wednesday, April 22nd. Committee Chair Christopher Burke briefed the Board on the highlights from the Committee meeting. The Committee reviewed the Independent Auditor from BST and how they presented the Authority's financials. It was also discussed that there were no conflicts or financial conflicts that exist with the Authority's current Auditor.

Committee Chair Christopher Burke also reviewed with the Board the length of time BST has been the Authority's Auditor and the current contract. Pursuant to an RFP issued by the APA in 2014, BST was retained and has completed the independent financial and investment audits of the APA for years 2014 through 2018. The Board authorized the Authority to retain BST for an additional five years in October 2019. During the Audit Committee Meeting, Committee Chair Christopher Burke recommended the APA go out to RFP to maintain the Authority's due diligence when appropriate once contract with BST expires in 2023.

The Committee also reviewed the Committee Charter to determine if there were any recommended changes to the charter. There were no changes recommended by the Committee at this time. Chair of the Audit Committee Christopher Burke requested the charter language be regularly reviewed and updated as necessary.

Board Chairman Jeff Sperry acknowledged that the Board of Directors have received and accepted the reports from the April Audit Committee.

6. Communications.

Executive Director Matthew Peter reviewed with the Board that the Authority continues to work with the City of Albany and the Albany Police Department on delivery zones for restaurants for take out and delivery.

7. New Business.

Executive Director Matthew Peter updated the Board on various employment positions.

It was discussed with the Board that the Authority continues to follow the Governor's guidelines and timeline.

Executive Director Matthew Peter introduced General Counsel Sevil Barber to update the Board regarding programs through a payroll-type system that are able to provide the appropriate services moving forward with the program.

Executive Director Matthew Peter updated the Board that the Authority continues to work together with the City on an initiative to reduce its carbon footprint through a City-wide Tree Initiative.

Additionally, Executive Director Matthew Peter updated the Board that the Authority has been in communication with its NYSDOS contact for the Downtown Revitalization Initiative ("DRI") contract. The Authority continues to work with other City partners and NYSDOT to ensure permits are in place and design elements are reviewed and approved for when the DRI contract and additional required documents are finalized.

Executive Director Matthew Peter explained there are no new updates with Liberty Park.

Finally, Executive Director Matthew Peter discussed with the Board that the Uplighting RFP proposals came in higher than the estimated budget for the project. This project is currently being put on hold. We have requested that Authority's design team re-evaluate the labor and materials costs to have better understanding for the budget moving forward.

8. Unfinished Business.

None.

9. Executive Session.

On a motion by Bill Pettit, second by Jordine Jones and unanimously approved, the Board entered into Executive Session at 9:14am to discuss the employment history of certain individuals or corporations. On a motion by Chris Burke, second by Bill Pettit and unanimously approved, the Executive Session was adjourned at 9:36am and returned to the open meeting. No actions were taken in Executive Session.

10. Adjournment.

There being no further business, the meeting adjourned at 9:36am.