

**MINUTES**  
**ALBANY PARKING AUTHORITY MEETING**  
**February 29, 2024**

**1. Call to Order.**

The meeting of the Board of Directors was called to order at 8:30am, Thursday, February 29, 2024, at the APA offices. Board members in attendance were Board Chairman, Jeff Sperry, Vice Chairman, Christopher Burke, Bill Pettit, Jordine Jones and Jennifer Ceponis. Present were Acting Executive Director, Sean Palladino, Director of Enforcement, Doug Case, Part-time Chief Budget Manager, Misty Ferguson, Senior Manager of Marketing, Kevin McClintock, General Counsel, Allan O'Brien, Legal Counsel, Thomas Owens, and Special Assistant, Stephanie Wright.

**2. Acceptance of Minutes of January 25, 2024.**

Following review/discussion, a motion was made to accept the minutes of the January 25<sup>th</sup> Board meeting by Christopher Burke, seconded by Jordine Jones; passed 3-0.

**3. Gallagher Insurance Review.**

Gallagher Insurance, the Authority's insurance broker, reviewed with the Board all insurance coverages provided to the Authority.

**4. Reports from Governance.**

The Governance Committee reported that it had met on February 23, 2024. Committee Chair, Jordine Jones, reviewed the highlights from the Committee meeting with the Board. ABO guidelines have been reviewed, by APA staff, confirming all required postings on the Authority's website are up to date. Additionally, committee members reviewed the summary results of the confidential board evaluations which were completed by all Board members. It was recommended that the Board have further discussion on the following items:

- A. Board members have sufficient opportunity to research, discuss, questions and prepare before decisions are made and votes taken.
- B. Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.
- C. The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.

Finally, the Committee reviewed the APA's procurement, property disposition, property acquisition and investment policies as required annually. The Committee recommends a change to the procurement policy to conform with changes to New York State Law and ABO best practices.

**5. Discussion of Confidential Board Summary.**

Vice Chairman, Christopher Burke, discussed with the Board and APA staff the items requested for review through the confidential board evaluation. It was recommended that more time is provided to Board members prior to making major decisions. Board Secretary and Committee Chair of Governance, Jordine Jones, also recommends that any major proposal be highlighted in the receiving email where attention is of high importance.

**6. Resolutions.**

The following resolution was brought before the Board of Directors:

Resolution 2024-02-01 Approving Policies. On a motion made by Jordine Jones, seconded by Jennifer Ceponis; the motion was passed 5-0.

## **7. Review of Financials.**

Part-time Chief Budget Manager, Misty Ferguson, presented the Board with the January 2024 financial review. January reported a negative net income of -\$98,662. A negative net income for January is a typical cyclical event due to timing of semi-annual payments such as APA insurance and weather-related reductions in parking revenues. Expenses reported slightly below budget projections. Notably, computerization and professional fees are slightly elevated for the month due to preparations to move to the new office space. These expenses are expected to level out once the move is finalized and pose no financial risk at this time. Both meter, daily garage, and lot revenue came in well above budget expectations, each exceeding budget predictions by over 10%. Event revenue is reporting slightly below budget expectations, however, due to the sporadic nature of events downtown, this is not cause for budget concerns. We anticipate revenues to even out throughout the year.

## **8. Enforcement Numbers.**

Acting Executive Director, Sean Palladino, reviewed YTD enforcement numbers.

## **9. Communications.**

General Counsel, Allan O'Brien, discussed with the Board proposed changes in healthcare coverage. The APA's MVP HRA plan covers employee's deductibles. The deductibles increased to \$250 for individuals and \$500 for family plans. Due to this increase, MVP requires a board resolution acknowledging the changes. Resolution 2024-02-02, was brought before the Board, to approve the amended HRA agreement. A motion was made by Christopher Burke, seconded by Bill Pettit; passed 5-0.

## **10. New Business.**

Acting Executive Director, Sean Palladino, updated the Board on the following RFPs and Projects:

- i. Website Re-Design: The new website will be going live on March 26<sup>th</sup>.
- ii. Downtown BID Wayfinding Sign Installation: A pre-bid is tentatively scheduled for mid-March.
- iii. Installation and Enhancement of Lighting and Cameras in Lots: Currently waiting on National Grid to complete inspections. Project completion is expected by end of February to early March.
- iv. Repair and Preventative Maintenance: The scope includes a 3-year repair schedule and, in addition to, will also include a new reversible lane at Green Hudson Garage as well as green infrastructure alongside of the garage.
- v. New Office Renovation: Expected move-in is expected during the second week of March.
- vi. Garage Camera Expansion Project: Pre-construction meeting is being scheduled.

Per the APA's updated Enabling Legislation, the APA is able to make improvements to properties that are adjacent to APA facilities which are dependent on and supported by parking. Currently, the APA and City would like to enter into an agreement, where the City would create a permitting process for on-street restaurant seating. In metered areas, the APA would receive a \$100 per space per month fee that the City would collect from the permit holder. Resolution 2024-02-03 was presented to the Board, to approve the MOA with the City and a motion was made by Jordine Jones, seconded by Jennifer Ceponis; passed 5-0.

Acting Executive Director, Sean Palladino, updated the Board on monthly passes.

The Authority's meter pilot program began testing app only parking which reduces multi-space meters in various areas as well as using app only in low-use areas where current single space meters are located. To date, the program has been successful with very few complaints. This project continues to move forward gradually.

Acting Executive Director, Sean Palladino, updated the Board on usage of the EV Stations within the APA Garages. There has been a decrease in usage YTD, however revenue has significantly increased due to raising the rate from .15 cents/kilowatt hour to .25 cents/kilowatt hour, which is currently the nationwide standard.

Additionally, the APA is collaborating with CDTA for on-street EV Charging Stations and the APA is currently waiting on next steps from CDTA.

Acting Executive Director, Sean Palladino, updated the Board on the status of the DRI reimbursement. The Authority continues to work with the NY Department of State to complete the reimbursement requirements and project close-out.

Acting Executive Director, Sean Palladino, updated the Board on the ARPA grant for the Installation of Cameras and Lights in Lots. The first request for reimbursement has been submitted to the City and is currently with the City Auditor awaiting approval. Additionally, the ESD grant reimbursement, for the Riverfront Feasibility Study, is on schedule for 2Q of 2024.

#### **11.Unfinished Business.**

None.

#### **12.Executive Session.**

On a motion by Jennifer Ceponis, seconded by Bill Pettit and unanimously approved, the Board entered Executive Session at 9:17am to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. On a motion by Christopher Burke, seconded by Jennifer Ceponis and unanimously approved, the Executive Session adjourned at 10:22am and returned to the open meeting. No action was taken.

#### **13.Adjournment.**

There being no further business, a motion was made by Bill Pettit, seconded by Jordine Jones and unanimously approved, the meeting adjourned at 10:23am.