

Albany Community Development Agency

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Hon. Kathy M. Sheehan (*Mayor*)
Hon. Carolyn McLaughlin (*City of Albany Common Council President*)
Hon. Darius Shahinfar (*City of Albany Treasurer*)
Faye C. Andrews (*Director, ACDA*)
Nala R. Woodard (*City Clerk*)
John J. Reilly, Esq. (*Corporation Counsel*)
Tara B. Wells (*Administrative Services Acting Commissioner*)

Michael J. Yevoli, *Chief Executive Officer*

ACDA MINUTES OF REGULAR MEETING Tuesday, July 1, 2014 4:00 PM

Attending: Carolyn McLaughlin, Darius Shahinfar, Faye Andrews, Nala Woodard, John Reilly, and Tara Wells

Absent: Kathy Sheehan

Also Present: Luis Pérez, James Matteo, Sean McLaughlin, and Craig Petrekis (President, Alpine Environmental Services, Inc.)

The regular meeting of the ACDA was brought to order at 4:25 PM.

Roll Call

All Board members were present except for Kathy Sheehan.

Reading of Minutes of the Regular Meeting of May 13, 2014

Since the minutes of the previous meeting had been distributed to the Board members in advance for review, a proposal was made to dispense with the reading of the minutes.

Approval of Minutes of the Regular Meeting of May 13, 2014

A proposal was made to approve the minutes of the Regular Board Meeting as presented. A motion to accept the minutes, as presented, was made by Darius Shahinfar and seconded by Nala Woodard. A vote being taken, the minutes were accepted unanimously.

New Business

526 Central Avenue contract extension

ACDA has a contract with Alpine Environmental Services (“Alpine”) to provide engineering and remediation services relative to the cleanup at the site of the former Police Station building located at 526 Central Avenue, but this contract is set to expire at the end of July. While progress has been made, it was noted that the site still needs additional remediation. A detailed change order was submitted by Alpine justifying the additional work and costs involved with extending the contract for an additional year at a total cost of \$85,830. Craig Petrekis, President of Alpine, was in attendance to address the board and to answer questions.

The Board, having heard the presentation from Mr. Petrekis, entered into a discussion of the contract extension. A motion to authorize the Director of ACDA to extend the contract with Alpine by executing change order #5 at a

sum not to exceed \$85,830 as detailed above was made by Nala Woodard and seconded by Carolyn McLaughlin. A vote being taken, the Resolution passed by a vote of 6-0.

Approval of ACDA funding for Grant Writer contract for the City

In March 2014, the Albany Police Department and Albany Corporation Counsel began a public bidding process for the purpose of obtaining grant writing services for the City of Albany. The bid was publicly advertised and submissions were received on April 2, 2014. Bids were reviewed and J. O’Connell and Associates, Inc. were chosen as the most suitable as they had the most experience and knowledge about municipal grant writing. The consultant fees for the grant writing services are \$60,000 per year, to be paid on the monthly basis for \$5,000 per month. The Albany Police Department is able to provide \$30,000 toward the services, and ACDA is able to provide the additional \$30,000 to support the vital grant writing services for all city departments.

The board, finding that this project falls within the purpose of ACDA, entered into a discussion of the proposed grant writer funding. A motion to authorize ACDA to grant \$30,000 to support grant writing services as detailed above was made by Darius Shahinfar and seconded by Carolyn McLaughlin. A vote being taken, the Resolution passed by a vote of 6-0.

Approval of contract between the City and ACDA for community development program year 40 funds

The City of Albany has entered into a contractual agreement with ACDA on June 1, 2013 to administer its Community Planning and Development Funds (CPD) for a twelve month period with the option to extend said agreement for an additional twelve month period. An agreement was distributed to the board between the City and ACDA since ACDA is responsible for administering all monies received as a result of Year 40 CDBG, HOME, ESG, and HOPWA grants.

The board, finding that this project falls within the purpose of ACDA, entered into a discussion of the proposed contract extension. A motion to extend said contract for the time period of May 1, 2014 to April 30, 2014 as detailed above was made by Darius Shahinfar and seconded by Tara Wells. A vote being taken, the Resolution passed by a vote of 6-0.

Approval of extension of Public Access Coordinator funding

ACDA has entered into a contractual agreement with the City of Albany on May 1, 2012 to fund the position of Public Access Coordinator for a twelve month period with the option to extend said agreement for an additional twelve month period. The Public Access Coordinator oversees the Public Access Studio and assists members of the public in using the studio equipment to produce programming to be aired on the local public access channels. In addition, the Public Access Coordinator will have the knowledge and expertise to promote programming for the ACDA and other local organizations, including but not limited to assisting neighborhood associations and local boards and commissions in videotaping their meetings to be aired on the public access channels. The cost of extending the contract for an additional year is \$15,000.

The board, finding that this project falls within the purpose of ACDA, entered into a discussion of the proposed contract extension. A motion to extend said contract for the time period of May 1, 2014 to April 30, 2014 as detailed above was made by Darius Shahinfar and seconded by Carolyn McLaughlin. A vote being taken, the Resolution passed by a vote of 6-0.

Discussion of the South Pearl Street façades

The board entered into a discussion of the façade beautification project on South Pearl Street to update the board as to the project’s status. The project has been progressing well and is near completion.

Unfinished Business

None

Other Business

None

Communications

None

There being no further business, the meeting was adjourned at 4:55 PM by Darius Shahinfar.

Respectfully submitted,

Faye Andrews, Secretary