

CITY OF WATERVLIELT LOCAL DEVELOPMENT CORPORATION
MEETING

January 24, 2021 – 6:00 pm
City of Watervliet – Mayor’s Office

MINUTES

Members Present:

Paul Murphy (PM)
Charles Patricelli (CP) – Via Phone
Joe LaCivita (JL)
Amy Ethier (AE)
Shannon Brundige (SB) – LDC Administrator

Excused:

H. Kahn (HK) – LDC Bookkeeper

SB Called the meeting to order 6:06 pm

Agenda and Discussion Items:

1. Minutes from meeting of October 12, 2021 – S. Brundige
 - a. Minutes were presented for review and approval
 - b. JL - Motion to approve minutes, PM 2nd
 - i. PM – Yes
 - ii. JL – Yes
 - iii. CP -Yes
 - iv. AE - Yes

2. Financial Report & Status of Programs Funded – S. Brundige
 - a. Received payments from Wicket Smart and Collett Funeral Home
 - b. No payment received from Thayer – ForYourConvenience
 - i. SB will follow up with attorney to ensure that litigation is filed against Rich Thayer.
 - ii. Thayer previously requested and received money from LDC to obtain a can crushing machine and has defaulted on his repayment.

3. Expense Reimbursement Policy & Credit Card – A. Ethier
 - a. There have been some issues lately with the Fire & Ice event with the way LDC can make a payment. Currently, the only way LDC can fund programs is with a check. Either an individual purchases items and puts in for reimbursement from the LDC, or the LDC writes a check directly. This can be challenging. One option to resolve this is to obtain a credit card. Pioneer Bank does not do debit cards linked to the LDC bank account because it is a commercial account, what they can offer is a credit card that is linked to the actual checking account the LDC has there. There’s fees and rates but the interest rates only kick in if the

monthly balance isn't paid off each month. Obtaining a credit card would also provide flexibility to purchase items online and use the credit card to pay. Alternatively, the LDC can continue to reimburse for personal purchases, but should have an expense reimbursement policy.

JL – Does the LDC follow a procurement policy? PM – the LDC did have a procurement, but nothing has been updated recently. How much are the expenses running? JL – the expenses for the Fire & Ice event have been small ancillary expenses, no big-ticket expenses. CP – doesn't believe that the expenses will be large – the credit card will be used to purchase things on-line.

- b. SB – It seems that the Fire and Ice Event is out of order on the agenda since it's coming up now. Can CP please describe the event.
- c. CP – The idea is to have an event that can fill the gap for the City's 2 major events, the Arsenal City Race and the Memorial Day Parade and be able to use the park for a community type event. There will be several fire pits, various businesses will be there to support (Black Bear, etc). Parts of it will be free, food and drink to purchase. It's an adult only event, 21 & over – admission charge. There will be an ice sculpture and an ice carving live with a chainsaw. It will be from 5-10p. The idea is to be comparable with these types of events that they hold in winter in Saratoga or Lake George. Some items that need to be orders are novelty type items, glowsticks, cups, wristbands, T-shirts, etc., to make things festive. Many of these items need to be ordered online. The event is February 25, 2022. AE – What is the admission? CP – It's a \$5 admission fee and there will be tastings and other events. PM – whose staffing and parking? JL – There will be some parking and there will likely be shuttles between the Arsenal City Tavern, Black Bear Inn & Patrick's Pub. PM – So it's a Fire & Ice pub crawl and river fun fest. CP – there were more elaborate plans that included fireworks, but since it's the first year, we didn't want to overshoot, and we will see how the event goes. PM – This sounds like a great idea, I think the LDC should obtain a credit card to help with these expenses. AE – I'm not sure how quickly the credit card will take to arrive. JL – to CP, was the committee asking that the LDC be a partner in this or a sponsor? CP – the City isn't supposed to be have these types of events as a City sponsored event, so the LDC is needed to be there in name. Some examples are in Cohoes, the LDC runs the music festival and in Albany BID that does some of the programs there. JL – From an audit perspective, the LDC should not cover operating expenses of the municipality, so is the LDC mentioned as a sponsor of the event? CP – Yes, it is. JL- OK, the City has a credit card – in order to beat the timeframe, why don't we run the expenses through that card and the LDC can reimburse them. So long as it's not operating expenses its permissible. PM – has the committee asked for and/or received any donated items. CP – the firepits and wood are being donated. AE – are there any insurance issues, will this event be covered under the insurance. PM – we do have insurance; it should cover these types of activities. JL – The City should be held harmless, since the event takes place on city property. SB – RJ Carrigan Insurance is the

LDC insurance agency, policy was pulled up and confirmed and event was covered. Directors and Officers policy also confirmed. Effective 6/11/2021 for one year. Policy was distributed to all members of the LDC for review.

- d. AE – OK well then back to the issue, I will reach out to obtain the credit card from Pioneer Bank so it is started and get it set up for online access including auto payment, so we don't run into any issues with fees.
- e. SB – since H isn't here, just make sure he is looped into getting the monthly statements.
- f. AE – Can we circulate a copy of the City reimbursement policy?
- g. SB – the policies have been updated in anticipation of the updated LDC website.

4. General Discussion

- a. SB – LDC Website needs to be updated. JL – it's now being hosted by Capital IT, will contact them to get the ball rolling on WLDC website design. All policies will be posted on the website. JL – I will work with the website designers and get the information updated. The old domain is www.watervlietldc.com – should be available to be reused. There should also be a link from the City website.
- b. SB – Has the engagement letter been received from the audit company? CP – Nothing has been received. JL – Who is the audit company? SB – the audit company is called Mostert, Manzanero & Scott, LLP, they are out of Utica and focus on LDC audit. SB – the audit is needed to complete the PARIS reporting requirements.
- c. PM – I'd like to review the mission of the LDC to see if there's an opportunity expand the scope of it. I will also be reviewing with CP and JL a grant opportunity to try and get the LDC back up and "perking" to help with business and economic development – general information only. SB – can also help to administer the applications.
- d. AE – what happened with Hudson shores park ideas with the boat owners and scanner codes. CP – it's still being worked on, there are meetings this week including with (Kevin) the owner of the barge and a possible opportunity for the LDC to purchase or fund ramps or docks or the Conex container buildings.
- e. SB – next meeting March 14, 2022 @6pm.
- f. PM – we need another member. CP – we are still looking for someone with a business connection in the City.

5. Adjournment AE - Motion to adjourn, PM 2nd.

- a. PM – Yes
- b. JL - Yes

Meeting adjourned 6:38pm