

**CITY OF WATERVLIET LOCAL DEVELOPMENT CORPORATION**  
**MEETING**

**June 28, 2021 – 6:00 pm**  
**City of Watervliet – Mayor’s Office**

**MINUTES**

**Members Present:**

Paul Murphy (PM)  
Amy Ethier (AE)  
Charles Patricelli (CP)  
Joe LaCivita (JL)  
Shannon Brundige (SB) – LDC Administrator  
H. Kahn (HK) – LDC Bookkeeper (Attended virtually via ZOOM)

**Excused: None**

SB Called the meeting to order 6:05 pm

Agenda and Discussion Items:

1. Minutes from meeting of June 7, 2021 – S. Brundige
  - a. Minutes were presented for review and approval
  - b. AE – minutes reference the e-mail containing the resignation of Mike Manning, but it’s not included.
  - c. SB – e-mail will be attached to final document
  - d. AE - Motion to approve minutes, PM 2<sup>nd</sup>
    - i. PM – Yes
    - ii. AE – Yes
    - iii. CP -Yes
2. LDC Bank Account – S. Brundige
  - a. CP & AE are signatories on the checks
3. Financial Report & Status of Programs Funded – H. Kahn
  - a. Collett Funeral home has paid \$2,400.00 to catch up on past due loan payments (March, April, May & June 2021)
  - b. Wicked Smart paid via a check in the amount of \$1,009.00.
    - i. CP – Contacted them and they paid via a check this time, but they plan to pay online in future.
  - c. For Your Convenience – We have a collection letter prepared to send out to them tomorrow requesting that they begin to pay August 1, 2021 giving them a one-month buffer. They previously requested LDC money was for a piece of can crushing equipment on a simple promissory note. This company has not paid anything on the loan since 2018.
    - i. SB – The letter is ready to go, it will be sent out via e-mail.

4. New LDC Member – Joe LaCivita
  - a. Accepted his nomination
  - b. Motion to Accept JL – PM, AE 2<sup>nd</sup>
    - i. PM – Yes
    - ii. AE – Yes
    - iii. CP -Yes
      1. ABO training will be sent out by SB
  
5. Discussion:
  - a. PM – We used to have a file sharing system where records of the LDC were posted and accessible to the members of the LDC.
    - ii. SB – it was the Dropbox, we previously used it and stopped when the files became corrupted. Previous use was several years ago and it seems likely that online security has improved. Dropbox account can be set up again for the purposes of file sharing among LDC Members.
  - b. SB - There is still a vacant position on the WLDC board, general discussion about potential residents or business owners who may be interested in economic development in the City of Watervliet. AE – there may be candidates in neighboring communities where we share common economic development goals. CP – The candidate would hopefully be someone with some ties to the City and who has business affiliations.
  - c. CP - Hudson River Cruises, Bike Trail business promotion, Hudson Shores Park Restaurant building. There has been some interest put out by the Hudson River Cruise company to possibly make a request of the LDC to enhance operations at the park by installing piers. The Bike Trail business promotion uses the QR code to make promotions of Watervliet businesses. The way it works is there's a kiosk at the end of the bike trail and someone can scan it and it will direct the user to city businesses such as restaurants. It's a marketing tool that the City can use to support businesses in the city. JL – this was a tool that was used in Cohoes and there was a slogan "Choose Cohoes" that was displayed by each business. It created a marketing cohesion throughout the City. CP – It's a very reasonable and affordable opportunity to market City businesses. This is an opportunity to support business in the City. Hudson Shores Park restaurant is an idea of creating CONNEX container buildings that are a pre-fab restaurant. The designs are customizable and it's much more affordable than new construction. There is a company in Minnesota that does this and they market the units as turn-key and quickly ready to go. The hope is that as the businesses continue to pay back the money, these are some potential opportunities to reinvest into Watervliet business growth. PM & HK – Program income limitations by NYS have made it difficult to keep larger sums of money for economic investment. Only \$35k in program income can be retained by the LDC. PM – there are other grants that are available for economic development such as Mico, Small Business & CBG. JL & PM – The LDC can also own business, property and apply for grants as well as borrow money. CP – grants are

also provided by political figures, e.g. Senator Breslin gave the City \$155,000 for economic development.

- d. CP - The website is being redone – there will be a page for the WLDC. The information will go to Chris Chartrand as well as JL. JL – launch will take place in late July or early August. SB will put together a write up with attachments.
- e. Next meeting September 13, 2021 @6pm.

6. AE - Motion to adjourn, CP 2<sup>nd</sup>.

- i. PM – Yes
- ii. AE – Yes
- iii. CP -Yes
- iv. JL - Yes

Meeting adjourned 6:48pm

Adjournment