

Agenda

Middletown Community Development Agency
Regular Meeting
Monday, November 3, 2025
7:00 PM; Common Council Chambers

Roll Call

Approval of Minutes – 10/06/25

Motion to accept

Financial Report – Leonora Liz

Financial report – Motion to accept

Executive Director's Report – Maria Bruni

Bills and Communications

EMLT – lead clearance – 168 Linden Ave. - \$630.00

Grillo – legal services – transfer 135 Linden to City – 105.00

Grillo – legal services – 54 Washington - \$135.00

Motion to approve

Old Business

New Business

Resolution to approve RBT as auditors for year ending 12/31/25 for a fee of \$5600.00.

Adjournment

THE AGENDA IS TENTATIVE AND ESTABLISHED
USING ALL AVAILABLE INFORMATION AT THE TIME OF ITS CREATION.
ITEMS MAY BE ADDED OR ELIMINATED AT ANY TIME

Community Development Agency Meeting Minutes
October 6, 2025
Regular Board Meeting
7:00; Common Council Chambers

Roll Call- Joseph DeStefano, Paul Johnson, Andrew Green, Jude Jean Francois (arrived during the financial report), Joseph Masi, J. Miguel Rodrigues, Sparrow Tobin, Kevin Witt, Kathleen Wray

Also present: Maria Bruni

Absent: Gerald Kleiner

Approval of Minutes –08/04/25

Motion to accept made by Masi; seconded by Witt

Motion: carried 8-0

Financial Report –

Checking: \$769.00

Savings: \$60,966.23

Motion to approve made by Masi; seconded by Wray

Motion: carried 9-0

Budget Presentation

Resolution to approve and authorize submission of the 2026 CDA budget and estimated 2027 through 2029 budgets as presented.

Motion to approve made by Masi; seconded by Wray

Motion: carried 9-0

Executive Director's Report – Maria Bruni

168 Linden is completed and is with PathStone who is marketing it for sale. 54 Washington we're waiting on the home owner to obtain homeowner's insurance and we are looking to closing soon.

We are looking at a grant from New York State called Move-In, which will provide a funding mechanism for cross-mod homes. We need at least 10 properties for the program that are under city control.

Bills and Communications

Gannett – legal ad – Genung - \$56.03

City of Middletown – interest 54 Washington - \$923.80

City of Middletown – interest 168 Linden – \$483.91

Charles Carnell – 168 Linden – appraisal - \$850

Gene Grillo - \$300.30

Motion to approve

Motion to approve made by Masi; seconded by Green

Motion: carried 9-0

Old Business – None

New Business

135 Linden belongs to the CDA. The council has already discussed the situation with 137 Linden and has been favorable regarding the contract. 135 Linden will be demolished and transferred to the owner of 137, the city is working with Alex on the spot zoning explanation. There will be a restriction in the deed that the property cannot be built on.

Bruni: The 135 Linden house is in very poor condition and cannot be rehabbed by the CDA. Our recommendation has been to tear it down.

Resolution to transfer 135 Linden Avenue to the City of Middletown

Motion to approve made by Green; seconded by Wray

Motion: carried 9-0

Adjournment

Motion to adjourn made by Masi; seconded by Wray

Motion: carried 9-0

RESOLUTION

At the annual meeting of the City of Middletown Community Development Agency convened on Monday November 3, 2025 at 7:00 PM, local time, at Middletown City Hall in the Common Council Chambers.

The following resolution was duly offered and seconded, to wit:

Resolution No. 2025-19

Be it resolved that RBT is approved as the auditor for the year ending December 31, 2026 for a fee of \$5600.00 and authorize the chair to sign documents pertinent to this engagement.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Motion:

Sec'd:

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Joseph DeStefano	[]	[]	[]	[]
Paul Johnson	[]	[]	[]	[]
Kevin Witt	[]	[]	[]	[]
Jude Jean-Francois	[]	[]	[]	[]
Gerald Kleiner	[]	[]	[]	[]
Joseph Masi	[]	[]	[]	[]
Kate Wray	[]	[]	[]	[]
J. Miguel Rodrigues	[]	[]	[]	[]
Sparrow Tobin	[]	[]	[]	[]
Andrew Green	[]	[]	[]	[]

MOTION:

Seal

Signatures _____ title _____

_____ title _____

Agenda
Middletown Community Development Agency
AUDIT COMMITTEE
Monday, November 3, 2025; 7:00 p.m.
Council Chambers; City Hall

Audit Committee Members
Paul Johnson, Chairperson
Jude Jean-Francois
Gerald Kleiner
Kevin Witt

Roll call

Approval of Minutes – 03/18/25

Old Business Audit Committee - NONE

New Business Audit Committee –

Resolution to recommend the approval of RBT as auditors for the year ending December 31, 2025 with a fee of \$5600.00 and forward to the full board.
approval.

THE AGENDA IS TENTATIVE AND ESTABLISHED
USING ALL AVAILABLE INFORMATION AT THE TIME OF ITS CREATION.
ITEMS MAY BE ADDED OR ELIMINATED AT ANY TIME

Community Development Agency Meeting Minutes
January 21, 2025
Audit Committee Meeting
6:30 pm; Common Council Chambers

Audit Committee

Paul Johnson, Chairperson
Jude Jean-Francois
Gerald Kleiner
Kevin Witt

Roll call

Absent Jude Jean-Francois (arrived prior to Resolution)

Approval of Minutes Audit Committee – 01/21/25

Motion to approve made by Witt; seconded by Kleiner

Motion carried: 3-0

Old Business Audit Committee – none

New Business Audit Committee –

Presentation of Audit – Shannon Mannese of RBT, LLC

The CDA received a clean opinion and there were no internal control weaknesses, findings or compliance issues.

Presentation of Annual Report and PARIS Reports - Maria Bruni

Basically, the Audit, Investment Report and Annual Report all go into the PARIS Report and is submitted to New York State. It is all online and you will see it on our website.

Resolution to recommend acceptance of the 2024 Audit, Annual Report and PARIS Report and advance to the full board for approval.

Motion to approve made by Witt; seconded by Kleiner

Motion carried: 3-0

Adjournment

Motion to approve made by Witt; seconded by Kleiner

Motion carried: 4-0

RESOLUTION

At the annual meeting of the City of Middletown Community Development Agency Audit Committee convened on Monday November 3, 2025 at 7:00 p.m., local time, at Middletown City Hall in the Common Council Chambers.

The following resolution was duly offered and seconded, to wit:

Resolution No. AC 2025-3

A resolution to recommend RBT as auditor for the year ending 12/31/25 and advance to the full board.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Motion:

Sec'd:

	Yea	Nay	Abstain	Absent
Paul Johnson	[]	[]	[]	[]
Jude Jean-Francois	[]	[]	[]	[]
Gerald Kleiner	[]	[]	[]	[]
Kevin Witt	[]	[]	[]	[]

MOTION:

Seal

Signatures _____ title _____

_____ title _____