

Agenda

Middletown Community Development Agency
Regular Meeting
March 18, 2025
6:30 PM; Common Council Chambers

Roll Call

Approval of Minutes –01/21/25

Financial Report – Leonora Liz
Financial report – Resolution to accept

2024 Audit presentation - RBT

Resolution to accept and approve the 2024 Audit, and authorize Maria Bruni, Executive Director, to submit the same to New York State.

Executive Director's Report – Maria Bruni
2024 Annual Report Presentation

Resolution to accept and approve the 2024 Annual Report and PARIS Reports and authorize Maria Bruni, Executive Director, to submit the same to New York State.

Resolution to approve submission of the 2024 Board Evaluation Report and letter to New York State.

Bills and Communications

City of Middletown - \$976.22
Gene Grillo – 84 Linden – Legal Service - \$225.00
Charles Carnell – 54 Washington – appraisal - \$1250.00

Motion to approve

Old Business

New Business

Adjournment

THE AGENDA IS TENTATIVE AND ESTABLISHED
USING ALL AVAILABLE INFORMATION AT THE
TIME OF ITS CREATION

Community Development Agency Meeting Minutes
January 21, 2025
Regular Board Meeting
7:00; Common Council Chambers

Roll Call- Joseph DeStefano, Paul Johnson, Jude Jean Francois, Andrew Green, Gerald Kleiner, Joseph Masi, J. Miguel Rodrigues, Sparrow Tobin, Kevin Witt

Absent: Kate Wray

Also present: Maria Bruni, Patricia Racine

Reorganization –

Nominate vice chair

Nomination to elect Paul Johnson as vice chair made by Rodrigues

Resolution to approve Paul Johnson as vice chair

Made by Kleiner; seconded by Rodrigues

Motion: carried 8-0-1 abstention

Resolution to approve committees

Made by Masi; seconded by Green

Motion: carried 9-0

Resolution to approve Mission Statement

Made by Masi; seconded by Rodrigues

Motion: carried 9-0

Resolution to approve Bylaws

Made by Rodrigues; seconded by Johnson

Motion: carried 9-0

Resolution to approve Policies

Made by Rodrigues; seconded by Johnson

Motion: carried 9-0

Resolution to approve Agency meeting schedule and authorize its publication

Made by Rodrigues; seconded by Masi

Motion: carried 9-0

Approval of Minutes –10/15/24

Motion to accept made by Johnson; seconded by Masi

Motion: carried 9-0

Financial Report –

Written financial report provided.

A full report will be provided at the next meeting.

Resolution to approve RBT as auditors for the year ending 12/31/24 and authorize the chair to sign pertinent documents.

Motion to approve made by Masi; seconded by Johnson

Motion: carried 9-0

Executive Director's Report – Maria Bruni

Thank you for your cooperation with the reorganization items this evening. We have a contract in hand for 84 Linden. The property should be closing soon. 54 Washington is progressing quickly. You have a change order for that tonight. 168 Linden is the next house. You have resolutions regarding the bid and financing for that one. We are making good progress on Linden.

Bills and Communications

City of Middletown – November Interest payment - \$236.10 – 84 Linden

City of Middletown – December Interest payment - \$243.97 – 84 Linden

City of Middletown – October interest payment - \$90.85 – 54 Washington

City of Middletown – November interest payment - \$118.50 – 54 Washington

City of Middletown – December interest payment - \$122.45 – 54 Washington

TD Bankcard/Amazon – \$53.69

Gannett – \$58.48

Daniel J. O'Brien, PLS – \$900.00 – Washington St

DeStefano: What brought the garage and property line to your attention?

Bruni: The survey.

Motion to approve made by Masi; seconded by Johnson

Motion: carried 9-0

Old Business - None

New Business

Resolution to approve 168 Linden Avenue bid from Matthew J. Davies in the amount of \$220,000.00.

Motion to approve made by Green seconded by Witt

Motion: carried 9-0

Resolution to approve 168 Linden bridge loan from City of Middletown in the amount of \$220,000.00.

Motion to approve made by Masi seconded by Witt

Motion: carried 9-0

Resolution to approve change order for 54 Washington Street in the amount of \$9300.00.

Motion to approve made by Johnson seconded by Witt
Motion: carried 9-0

Members were reminded to sign Fiduciary Acknowledgments, Certificates of Independence and complete the Board Self Evaluation.

Reminder: Sexual Harassment training to be turned in by March 4, 2025 or evidence that you have taken the City's Sexual Harassment Training.

Adjournment

Motion to adjourn made by Rodrigues; seconded by Masi
Motion: carried 9-0



**MIDDLETOWN COMMUNITY DEVELOPMENT AGENCY
FINANCIAL REPORT
JANUARY 1ST THROUGH FEBRUARY 28TH 2025**

Checkbook Beginning Balance	\$ 284.75
<i>Deposits:</i>	
Transfer from Savings Account	\$ 63,931.76
Drawdown from City	
Deposit	\$ -
Total Deposits	\$ 63,931.76
<i>Withdrawals:</i>	
Ck# Vendor	
1409 City of Middletown	\$ (811.87)
1410 Gannett	\$ (58.98)
1411 TD Card Services	\$ (53.69)
1412 Daniel J. O'Brien, PLS	\$ (900.00)
1413 Quality Heating and Cooling	\$ (10,300.00)
1414 ReBuild	\$ (29,106.00)
1415 ReBuild	\$ (15,300.00)
1416 ReBuild	\$ (4,950.00)
Total Withdrawals	\$ (61,480.54)
Checkbook Ending Balance	\$ 2,735.97
Savings Account Beginning Balance	\$ 30,776.02
<i>Deposits:</i>	
Drawdowns from City	\$ 57,300.00
Sales of Homes	
Interest Earned	\$ -
Other	
Total Deposits	\$ 57,300.00
<i>Withdrawals:</i>	
Transfer to Checking account	\$ (63,931.76)
Total Withdrawals	\$ (63,931.76)
Savings Account Ending Balance	\$ 24,144.26
City of Middletown - Operating Debt Beginning	\$ 347,453.77
Borrowed	\$ 48,000.00
Repaid	\$ -
End Balance	\$ 395,453.77
Sales to Date	
Total Sales for 2025	\$ -

Attested to :

Leonora Liz
Treasurer



MIDDLETOWN COMMUNITY DEVELOPMENT AGENCY
FINANCIAL REPORT FEBRUARY 28TH, 2025
BUDGET VERSUS ACTUAL YTD PERFORMANCE

	YTD Actual	YTD Budget	Annual Budget	Difference
<u>Income</u>				
Sales	-	(214,166.70)	(1,285,000.00)	1,285,000.00
Interest Income	-	(3.00)	\$ (18.00)	18.00
Other Income	(9,300.00)	-	\$ -	(9,300.00)
Total Income	(9,300.00)	(214,169.70)	(1,285,018.00)	1,275,718.00
<u>Expense</u>				
<u>Project Related:</u>				
168 Linden	-	36,666.70	220,000.00	220,000.00
54 Washington	59,656.00	29,166.70	175,000.00	115,344.00
7 Genung St	-	35,833.30	215,000.00	215,000.00
Project Related - Other	-	35,833.30	215,000.00	215,000.00
Total Project Related	59,656.00	137,500.00	825,000.00	765,344.00
Advertising	-	33.30	200.00	200.00
Professional Services	-	1,583.30	9,500.00	9,500.00
Office supplies	-	33.30	200.00	200.00
Interest Expense	455.28	416.70	2,500.00	2,044.72
Total Expense	60,111.28	139,566.60	837,400.00	777,288.72
Net Profit/(Loss)	(50,811.28)	74,603.10	447,618.00	

03/04/25

Voucher

City of Middletown
Community Development Agency
16 James St; 3rd floor
Middletown, NY 10940

City of Middletown
Attn Finance Dept; 16 James St.
Middletown, NY 10940

47-1024027

This order exempt from all Federal & State taxes

Inv date	Invoice #	Acct # / description	project	Total
02/01/25	2025/35/4	84 Linden Interest payment/January 2025	84 Linden	243.97
02/01/25	2025/35/5	54 Washington Interest payment/January 2025	54 Washington	232.51
01/01/25	2025/35/6	54 Washington Interest payment/December 2024 partial	54 Washington	44.46
03/01/25	2025/35/8	54 Washington interest payment/ February 2025	54 Washington	234.92
03/01/25	2025/35/9	84 Linden interest payment/February 2025	84 Linden	220.36
TOTAL DUE				\$976.22

Department Approval

Ma B.
signature

2/27/25
date

Approval for payment

signature AP

signature

date

03/04/25

Voucher

City of Middletown
Community Development Agency
16 James St; 3rd floor
Middletown, NY 10940

Eugene Grillo
PO Box 3046
Middletown, NY 10940

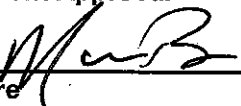
47-1024027

This order exempt from all Federal & State taxes

Inv date	Invoice #	Acct # / description	project	Total
02/10/25	118	Professional Services/ Legal Service	84 Linden	225.00
TOTAL DUE				\$225.00

Department Approval

signature

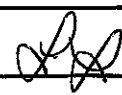


date

2/20/25

Approval for payment

date



RESOLUTION

At a regular meeting of the City of Middletown Community Development Agency convened on Tuesday, March 18, 2025 at 6:30 PM, local time, at Middletown City Hall in the Common Council Chambers.

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

Resolution No. 2025-11

To accept and approve the 2024 Audit and authorize Maria Bruni, Executive Director, to submit the same to New York State.

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	[]	[]	[]	[]
Jude Jean-Francois	[]	[]	[]	[]
Andrew Green	[]	[]	[]	[]
Gerald Kleiner	[]	[]	[]	[]
Joseph Masi	[]	[]	[]	[]
Kate Wray	[]	[]	[]	[]
J. Miguel Rodrigues	[]	[]	[]	[]
Sparrow Tobin	[]	[]	[]	[]
Kevin Witt	[]	[]	[]	[]

MOTION:

Seal

Signatures _____ title _____

_____ title _____

RESOLUTION

At a regular meeting of the City of Middletown Community Development Agency convened on Tuesday, March 18, 2025 at 6:30 PM, local time, at Middletown City Hall in the Common Council Chambers.

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

Resolution No. 2025-12

To accept and approve the 2024, Annual Report and PARIS Report and authorize Maria Bruni, Executive Director, to submit the same to New York State.

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	[]	[]	[]	[]
Jude Jean-Francois	[]	[]	[]	[]
Andrew Green	[]	[]	[]	[]
Gerald Kleiner	[]	[]	[]	[]
Joseph Masi	[]	[]	[]	[]
Kate Wray	[]	[]	[]	[]
J. Miguel Rodrigues	[]	[]	[]	[]
Sparrow Tobin	[]	[]	[]	[]
Kevin Witt	[]	[]	[]	[]

MOTION:

Seal

Signatures _____ title _____

_____ title _____

Agenda
Middletown Community Development Agency
AUDIT COMMITTEE
Tuesday, March 18, 2025; 6:30 p.m.
Council Chambers; City Hall

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

Roll call

Approval of Minutes -01/21/25

Old Business Audit Committee - NONE

New Business Audit Committee –
Presentation of Audit

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

Adjournment

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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
7:00 pm; Common Council Chambers

Audit Committee

Committee Roll call

Members present: Paul Johnson, chair, Jude Jean-Francois, Gerald Kleiner, Kevin Witt

Approval of Minutes Audit Committee – 3/19/24

Motion to approve made by Witt; seconded by Jean-Francois

Motion carried: 4-0

Old Business Audit Committee – none

New Business Audit Committee –

Resolution to recommend RBT as auditor for the Community Development Agency for year ending 12/31/23 and advance to the full board for approval.

Motion to approve made by Witt; seconded by Kleiner

Motion carried: 4-0

Adjournment

Motion to approve made by Witt; seconded by Kleiner

Motion carried: 4-0

Agenda
Middletown Community Development Agency
FINANCE COMMITTEE
Tuesday, March 18, 2025; 6:30 p.m.
Council Chambers; City Hall

Finance Committee Members

Paul Johnson, Chairperson
Joseph Masi
Kate Wray
Andrew Green

Roll call

Approval of Minutes – 01/21/25

Old Business Audit Committee - NONE

New Business Audit Committee –

Presentation of Investment Report

A resolution to recommend acceptance of the 2024 investment Report and advance to the full board for approval.

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

Agenda
Middletown Community Development Agency
Governance Committee Meeting
March 18, 2025
6:30 PM; Common Council Chambers

Members: Paul Johnson, chair
Miguel Rodrigues
Sparrow Tobin

Roll call

Approval of Minutes Governance Committee - 01/21/25

Old Business Governance Committee - NONE

New Business Governance Committee –
Resolution to approve submission of the Board Evaluation Report to New York
State.

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

RESOLUTION

At a meeting of the City of Middletown Community Development Agency Governance Committee convened on Tuesday, January 21, 2025 at 6:45 PM, local time, at Middletown City Hall

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

Resolution No. GC2025-1

RESOLVED; that the City of Middletown Community Development Agency Governance Committee approves of and wishes to forward to the full board the attached 2025 Mission Statement.

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>
Paul Johnson	[]	[]	[]	[]
J. Miguel Rodrigues	[]	[]	[]	[]
Sparrow Tobin	[]	[]	[]	[]

MOTION:

Signatures _____ title _____

_____ title _____

Seal

RESOLUTION

At a meeting of the City of Middletown Community Development Agency Governance Committee convened on Tuesday, January 21, 2025 at 6:45 PM, local time, at Middletown City Hall

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

Resolution No. GC2025-2

RESOLVED; that the City of Middletown Community Development Agency Governance Committee approves of and wishes to forward to the full board the attached 2025 Bylaws.

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>
Paul Johnson	[]	[]	[]	[]
J. Miguel Rodrigues	[]	[]	[]	[]
Sparrow Tobin	[]	[]	[]	[]

MOTION:

Signatures _____ title _____

_____ title _____

Seal

RESOLUTION

At a meeting of the City of Middletown Community Development Agency Governance Committee convened on Tuesday, January 21, 2025 at 6:45 PM, local time, at Middletown City Hall

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

Resolution No. GC2025-3

RESOLVED; that the City of Middletown Community Development Agency Governance Committee approves of and wishes to forward to the full board the attached 2025 Policies.

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>
Paul Johnson	[]	[]	[]	[]
Miguel Rodrigues	[]	[]	[]	[]
Sparrow Tobin	[]	[]	[]	[]

MOTION:

Signatures _____ title _____

_____ title _____

Seal

Community Development Agency Meeting Minutes
January 21, 2025
Governance Committee Meeting
7:00 pm; Common Council Chambers

Roll Call- Paul Johnson, chair, Miguel Rodrigues, Sparrow Tobin

Approval of Minutes Governance Committee – 01/16/2024

Motion to approve by Rodrigues; seconded by Tobin

Motion carried: 3-0

Old Business Governance Committee – NONE

New Business Governance Committee –

Resolution to recommend the Mission Statement and advance to the full board.

Motion to approve by Rodrigues; seconded by Tobin

Motion carried: 3-0

Resolution to recommend Bylaws and advance to the full board.

Motion to approve by Rodrigues; seconded by Tobin

Motion carried: 3-0

Resolution to recommend the Policies and advance to the full board.

Motion to approve by Rodrigues; seconded by Tobin

Motion carried: 3-0

Adjournment

Motion to approve made by Rodrigues; seconded by Tobin

Motion carried: 3-0

RESOLUTION

At a meeting of the City of Middletown Community Development Agency Governance Committee convened on Tuesday, March 18, 2025 at 6:30 PM, local time, at Middletown City Hall

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

Resolution No. GC2025-4

RESOLVED; that the City of Middletown Community Development Agency Governance Committee approves the submission of the 2024 Board Evaluation to New York State

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>
Paul Johnson	[]	[]	[]	[]
Miguel Rodrigues	[]	[]	[]	[]
Sparrow Tobin	[]	[]	[]	[]

MOTION:

Signatures _____ title _____

_____ title _____

Seal