

**Community Development Agency Meeting Minutes**  
**March 18, 2025**  
**Regular Board Meeting**  
**6:30; Common Council Chambers**

**Roll Call-** Joseph DeStefano, Paul Johnson, Gerald Kleiner, Joseph Masi, Sparrow Tobin, Kevin Witt, Kate Wray

Absent: Jude Jean Francois (arrived during Audit Committee prior to resolution), Andrew Green, J. Miguel Rodrigues ( both arrived during main meeting prior to Bills and Communications)

Also present: Maria Bruni, Patricia Racine, Leonora Liz

**Approval of Minutes –01/21/25**

Motion tabled to next meeting.

**Financial Report –**

Financial Report

Checking balance: \$2735.97

Savings balance: \$24,144.26

Motion to approve made by Johnson; seconded by Masi

Motion carried 8-0

Audit Presentation yielded no further questions.

**Executive Director’s Report – Maria Bruni**

The Audit was presented as well as the Annual and PARIS Reports. The resolution for approving and submitting these reports follows. We closed on 84 Linden last week and new family is moving in.

Resolution to accept and approve the Audit for the year ending 12/31/24 and authorize the Executive Director to submit to New York State.

Motion to approve made by Johnson; seconded by Masi

Motion: carried 8-0

Resolution to accept and approve the 2024 Annual report, PARIS Reports for the year ending 12/31/24 and authorize the Executive Director to submit to New York State.

Motion to approve made by Johnson; seconded by Wray

Motion: carried 8-0

**Bills and Communications**

City of Middletown – \$976.22

Gene Grillo – 84 Linden – Legal Services - \$225.00

Charles Carnell – 54 Washington – appraisal - \$125.00

Motion to approve made by Johnson; seconded by Wray  
Motion: carried 10-0

## **Old Business - None**

## **New Business**

## **Adjournment**

Motion to adjourn made by Masi; seconded by Witt  
Motion: carried 10-0

**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

**Minutes**  
**Middletown Community Development Agency**  
**Finance Committee**  
**March 18, 2025**  
**6:30 PM; Common Council Chambers**

**Finance Committee**

Paul Johnson, chair  
Andrew Green  
Joseph Masi  
Kate Wray

**Roll call**

Absent: Andrew Green

**Approval of Minutes Finance Committee – 01/21/25**

Motion to approve made by Masi; seconded by Wray

Motion: carried 3-0

**Old Business Finance Committee - NONE**

**New Business Finance Committee –**

Presentation of Investment Report - Maria Bruni

On the report you will see the inventory of the properties we have acquired over the years, our sales as well as ongoing and upcoming projects. The auditors have assigned a value to each of the properties that is equal to the taxes owed on the properties at the time the CDA acquired them. As of 12/31/24 that value is \$127,313.00.

33 Lafayette was sold in 2024. 84 Linden closed last week. Currently 54 Washington and 168 Linden are under construction. 28 Beacon, 7 Genung and 135 Linden remain in inventory.

Resolution to recommend acceptance of the 2024 Investment Report and advance to the full board for approval.

Motion to approve made by Wray; seconded by Masi

Motion: carried 3-0

**ADJOURNMENT**

Motion for adjournment made by Wray; seconded by Masi

Motion: carried 3-0