

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

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

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

Minutes
Middletown Community Development Agency
Finance Committee
January 21, 2025
7:00 PM; Common Council Chambers

Finance Committee

Committee Roll call

Members: Paul Johnson, chair, Andrew Green, Joseph Masi, Kate Wray

Approval of Minutes Finance Committee – 10/15/24

Old Business Finance Committee - NONE

New Business Finance Committee –

Resolution to recommend acceptance of the bid of Matthew J. Davies for the rehabilitation of 168 Linden Avenue in the amount of \$220,000.00 and advance to the full board for approval.

Motion to approve made by Johnson; seconded by Green

Motion: carried 3-0

Resolution to recommend the borrowing of funds from the City of Middletown for the 168 Linden Avenue project in the amount of \$220,000.00 and advance to the full board for approval.

Motion to approve made by Johnson; seconded by Green

Motion: carried 3-0

Resolution to recommend the change order dated November 25, 2024 for 54 Washington Street in the amount of \$9300.00.

Motion to approve made by Johnson; seconded by Green

Motion: carried 3-0

ADJOURNMENT

Motion for adjournment made by Green; seconded by Masi

Motion: carried 3-0