

BOARD MEMBERS
DAVID MADDEN, CHAIRPERSON
WAYNE HAWKINS, VICE CHAIRPERSON
ANDREW BRITTO
ANTHONY CANTOLI
JOSEPH M. DESTEFANO
ELIZABETH NEMETH
BRIAN SEIGERMAN

MARIA BRUNI, ADMINISTRATIVE DIRECTOR
PATRICIA RACINE, SECRETARY
LEONORA LIZ, TREASURER
ALEX SMITH, IDA COUNSEL
BLEAKLEY PLATT LLP, PROJECT COUNSEL

Industrial Development Agency City of Middletown

City of Middletown Industrial Development Agency REGULAR MEETING AGENDA Tuesday, November 18, 2025; 4:30 p.m. Council Chambers; City Hall

1. ROLL CALL

2. APPROVAL OF MINUTES – 09/16/25

Motion to approve

3. REPORTS

- a. Chairperson's Report
- b. Reports of Officers
 1. Financial report – Leonora Liz
Budget review
 2. Executive Director's Report – Maria Bruni
- c. Reports of Committees

4. BILLS AND COMMUNICATIONS

City of Middletown – Administration fee - \$3500

5. UNFINISHED BUSINESS

6. NEW BUSINESS

Resolution to approve the 2026 insurance from Marshall and Sterling in the amount of \$2245.00 and authorize the executive director to sign any pertinent documents.

7. ADJOURNMENT

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

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Industrial Development Agency City of Middletown

City of Middletown Industrial Development Agency REGULAR MEETING MINUTES September 16, 2025; 4:30p.m. Council Chambers; City Hall

1. ROLL CALL: Present: David Madden, Wayne Hawkins, Anthony Cantoli, Joseph DeStefano, Elizabeth Nemeth (arrived during Finance Committee meeting), Brian Seigerman
Absent: Joseph DeStefano
Also in attendance: Maria Bruni, Patricia Racine, Leonora Liz
2. APPROVAL OF MINUTES –05/20/25
Motion to approve made by Seigerman; seconded by Cantoli
Motion carried: 6-0
3. REPORTS
 - a. Chairperson’s Report – none
 - b. Reports of Officers
 1. Financial report – Leonora Liz Financial Report through August 31, 2205
Checking: \$412.76; Pilot Checking: \$178.78; Savings: \$10,355.58; Money Market:
\$261,251.85
Motion to approve made by Britto; seconded by Hawkins
Motion carried 6-0
 2. Executive Director’s Report – Maria Bruni –
Loewke Brill Labor Reports regarding PolyCraft Industries from May through August
show full compliance and no accidents.
Madden: Can you give us an update on PolyCraft’s status?
Bruni: They are in the midst of installing machinery and their interior construction.
I will get an update for the next meeting on their expected completion date.
 - c. Reports of Committees – Hawkins
The finance committee met just this afternoon and recommends the approval of the
budget estimate presented.
4. BILLS AND COMMUNICATIONS –
Federal Express – \$39.83
Quickbooks subscription - \$110.65

Motion to approve made by Seigerman; seconded by Cantoli
Motion carried 6-0
5. UNFINISHED BUSINESS –

6. NEW BUSINESS - none

Resolution to approve the 2026 budget estimate and submit to New York State

Motion to approve made by Hawkins; seconded by Britto

Motion carried 6-0

7. ADJOURNMENT

Motion to adjourn made by Britto; seconded by Cantoli

Motion carried 6-0

RESOLUTION

A regular meeting of the City of Middletown Industrial Development Agency was convened on Tuesday, November 18, 2025 at 4:30 PM, local time, at Middletown City Hall.

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

Resolution No. 2025-9

A resolution appointing Marshall & Sterling as the provider for Public Official Liability Insurance, to authorize payment in the amount of \$2245.00 and approve the executive director as signatory.

The firm is being retained under the professional services category; a bid is not required.

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

Motion:

Sec'd:

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Andrew Britto	[]	[]	[]	[]
Anthony Cantoli	[]	[]	[]	[]
Joseph DeStefano	[]	[]	[]	[]
Wayne Hawkins	[]	[]	[]	[]
David Madden	[]	[]	[]	[]
Elizabeth Nemeth	[]	[]	[]	[]
Brian Seigerman	[]	[]	[]	[]

MOTION:

Seal

Signatures _____ title _____

_____ title _____

BOARD MEMBERS
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WAYNE HAWKINS, VICE CHAIR
ANDREW BRITTO
ANTHONY CANTOLI
JOSEPH M. DESTEFANO
ELIZABETH NEMETH
BRIAN SEIGERMAN

MARIA BRUNI, ADMINISTRATIVE DIRECTOR
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**Industrial Development Agency
City of Middletown**

**FINANCE COMMITTEE
Tuesday, November 18, 2025; 4:30 p.m.
Council Chambers; City Hall**

Finance Committee Members
Wayne Hawkins, Chairperson
Joseph DeStefano
Andrew Britto

1. Roll Call

2. Approval of Minutes

Finance Committee Minutes – 09/16/25

3. Unfinished Business

4. New Business

A resolution to recommend and move to the full board for approval the appointment of Marshall & Sterling as the provider for Public Official Liability Insurance, to authorize payment in the amount of \$2245.00, authorize the executive director to sign any pertinent documents.

5. Adjournment

BOARD MEMBERS
DAVID MADDEN, CHAIRMAN
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**Industrial Development Agency
City of Middletown**

**Minutes
FINANCE COMMITTEE
Tuesday, September 16, 2025; 4:30 p.m.
Council Chambers; City Hall**

Finance Committee Members
Wayne Hawkins, Chairperson
Joseph DeStefano
Andrew Britto

1. Roll Call

Absent: Joseph DeStefano

2. Approval of Minutes - 03/18/25

Motion to approve made by Britto; seconded by Hawkins
Motion Carried 2-0

3. Unfinished Business

4. New Business

Presentation of the 2026 Budget Report – Leonora Liz
See attachment to resolution

A resolution to recommend and move to the full board for approval, the estimated 2026 Budget Report as presented.

An error was made in the attached resolution a motion was made by Britto to amend the resolution and seconded by Hawkins.

Motion Carried 2-0

Amended: A resolution to recommend and move to the full board for approval, the estimated 2026 Budget Report as presented.

The amended resolution was read aloud and is attached to these minutes

Motion to approve made by Britto; seconded by Hawkins

Motion Carried 2-0

5. Adjournment

Motion to approve made by Britto; seconded by Hawkins

Motion Carried 2-0

RESOLUTION

A regular meeting of the City of Middletown Industrial Development Agency Finance Committee was convened on Tuesday, November 18, 2025 at 4:30 PM, local time, at Middletown City Hall.

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

Resolution No. FC 2025-3

A resolution recommending the appointment of Marshall & Sterling as the provider for Public Official Liability Insurance, to authorize payment in the amount of \$2245.00, approve the executive director as signatory for same and recommend to the full board for appointment.

The firm is being retained under the professional services category; a bid is not required.

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

Motion:

Sec'd:

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Andrew Britto	[]	[]	[]	[]
Joseph DeStefano	[]	[]	[]	[]
Wayne Hawkins	[]	[]	[]	[]

MOTION:

Seal

Signatures _____ title _____

_____ title _____