

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, March 18, 2025; 4:30 p.m. Council Chambers; City Hall

1. ROLL CALL

2. APPROVAL OF MINUTES – 01/28/25 Motion to approve

3. REPORTS

- a. Chairperson's Report
- b. Reports of Officers
 1. Financial report – Leonora Liz
 2. Audit Presentation – RBT
 3. Executive Director's Report – Maria Bruni
Review of Annual Report and PARIS Report, report on Poly Craft labor monitoring
- c. Reports of Committees

Resolution to accept Audit Report, Annual Report and PARIS Report for the year ending 12/31/24 and authorize submission to New York State.

4. BILLS AND COMMUNICATIONS

5. UNFINISHED BUSINESS

6. NEW BUSINESS

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

Resolution to approve and adopt Policies
Motion made by Britto; seconded by Hawkins
Motion: carried 7-0

Resolution to approve the 2024 Meeting Schedule and authorize publication in the Times-Herald
Record and the City website.
Motion made by Hawkins; seconded by Britto
Motion: carried 7-0

2. APPROVAL OF MINUTES – 11/19/24

Motion to approve made by DeStefano; seconded by Cantoli
Motion carried: 7-0

3. REPORTS

a. Chairperson's Report – none

b. Reports of Officers

1. Financial report – none

2. Executive Director's Report – Maria Bruni – We have a monthly report from
Loewke Brill Consulting Group report for Poly Craft. They were in 100% compliance
no accidents were reported.

c. Reports of Committees - none

4. BILLS AND COMMUNICATIONS –

City of Middletown \$24.66

Fed Ex – \$31.22

Motion to approve

Motion made by Britto; seconded by Cantoli

Motion: carried 7-0

5. UNFINISHED BUSINESS - None

6. NEW BUSINESS

Board Members are reminded to turn in Sexual Harassment Training questionnaires and
acknowledgement of receipt

Please sign the Fiduciary Acknowledgment, Certificate of Independence and the Board Self-
Evaluation and turn in today

7. ADJOURNMENT

Motion to adjourn made by Britto; seconded by Hawkins

Motion carried 7-0

RESOLUTION

At a regular meeting of the City of Middletown Industrial Development Agency was convened on Tuesday, March 18, 2025 at 4:30 pm in Middletown City Hall.

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

Resolution No. 2025-7

A resolution to accept the Annual Report, full PARIS Report and Audit for the year ending December 31, 2024 and authorize submission to New York State.

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
DAVID MADDEN - CHAIRMAN
WAYNE HAWKINS - VICE CHAIRMAN
ANDREW BRITTO
ANTHONY JOSEPH CANTOLI
JOSEPH M. DESTEFANO

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Industrial Development Agency City of Middletown

FINANCE COMMITTEE **Tuesday, March 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 – 11/19/24

3. Unfinished Business

4. New Business

Presentation of 2024 Investment Report

Finance Committee resolution to recommend the 2024 Investment Report to the full board for acceptance.

5. Adjournment

BOARD MEMBERS
DAVID MADDEN, CHAIRMAN
WAYNE HAWKINS, VICE CHAIR
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**

**Minutes
FINANCE COMMITTEE
Tuesday, November 19, 2024; 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

Finance Committee Minutes – 10/15/24

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

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, approve the executive director as signatory for same.

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

At a regular meeting of the City of Middletown Industrial Development Agency Finance Committee convened on Tuesday, March 18, 2025 at 4:30 pm in Middletown City Hall.

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

Resolution No. FC 2025-1

A resolution to recommend the Investment Report, for the year ending December 31, 2024 and authorize submission to New York State.

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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:

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

MOTION:

Seal

Signatures _____ title _____

_____ title _____

BOARD MEMBERS
DAVID MADDEN - CHAIRMAN
WAYNE HAWKINS - VICE CHAIRMAN
ANDREW BRITTO
ANTHONY JOSEPH CANTOLI
JOSEPH M. DESTEFANO

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

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

Audit Committee Members
Wayne Hawkins, Chairperson
Anthony Joseph Cantoli
Elizabeth Nemeth

1. Roll Call

2. Approval of Minutes

Audit Committee Minutes – 11/19/24

3. Unfinished Business

4. New Business

Presentation of 2024 Audit - RBT
Review 2024 Annual Report and Investment Report

Audit Committee resolution to recommend the 2024 Audit Report, Annual Report and PARIS Report to the full board for acceptance.

5. Adjournment

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

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

**Industrial Development Agency
City of Middletown**

**AUDIT COMMITTEE MINUTES
Tuesday, November 19, 2024; 4:30 p.m.
Council Chambers; City Hall**

Audit Committee Members
Wayne Hawkins, Chairperson
Anthony Joseph Cantoli
Elizabeth Nemeth

1. Roll Call – absent: Nemeth

2. Approval of Minutes
Audit Committee Minutes -05/07/24

Motion to approve made by Cantoli; seconded by Hawkins
Motion carried: 2-0

3. Unfinished Business

4. New Business

Resolution to recommend the appointment of RBT as auditor for the City of Middletown Industrial Development Agency, for year ending December 31, 2024, authorize the Chairman to sign the Engagement Letter and advance to the full board for approval.

Motion to approve made by Cantoli; seconded by Hawkins
Motion carried: 2-0

5. Adjournment

Motion to approve made by Cantoli; seconded by Hawkins
Motion carried: 2-0

RESOLUTION

At a regular meeting of the City of Middletown Industrial Development Agency Audit Committee convened on Tuesday, March 18, 2025 at 4:30 pm in Middletown City Hall.

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

Resolution No. AC 2025-1

A resolution to recommend the Annual Report, PARIS Report and Audit for the year ending December 31, 2024 and authorize submission to New York State.

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>
Anthony Cantoli	[]	[]	[]	[]
Wayne Hawkins	[]	[]	[]	[]
Elizabeth Nemeth	[]	[]	[]	[]

MOTION:

Seal

Signatures _____ title _____

_____ title _____

BOARD MEMBERS
DAVID MADDEN - CHAIRMAN
WAYNE HAWKINS - VICE CHAIRMAN
ANDREW BRITTO
ANTHONY JOSEPH CANTOLI
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ALEX SMITH, IDA COUNSEL
BLEAKLEY PLATT LLP, PROJECT COUNSEL

**Industrial Development Agency
City of Middletown**

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

Governance Committee Members

Wayne Hawkins, Chairperson
Andrew Britto
Brian Seigerman

1. Roll Call

2. Approval of Minutes - none

3. Unfinished Business

4. New Business

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

5. Adjournment

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

MARIA BRUNI, ADMINISTRATIVE DIRECTOR
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ALEX SMITH, IDA COUNSEL
BLEAKLEY PLATT LLP, PROJECT COUNSEL

**Industrial Development Agency
City of Middletown**

**Minutes
Governance Committee
Tuesday, January 28, 2025; 4:30 p.m.
Council Chambers; City Hall**

Finance Committee Members
Wayne Hawkins, Chairperson
Andrew Britto
Brian Seigerman

1. Roll Call

All present

2. Approval of Minutes - None

3. Unfinished Business

4. New Business

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

Motion to approve made by Britto; seconded by Seigerman

Motion Carried 3-0

Resolution to recommend Bylaws and advance to the full board.

Motion to approve made by Britto; seconded by Seigerman

Motion Carried 3-0

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

Motion to approve made by Britto; seconded by Seigerman

Motion Carried 3-0

5. Adjournment

Motion to approve made by Britto; seconded by Seigerman

Motion Carried 3-0

RESOLUTION

At a meeting of the City of Middletown Industrial Development Agency Governance Committee convened on Tuesday, March 18, 2025 at 4:30 pm in Middletown City Hall

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

Resolution No. GC2025-3

A resolution to approve the submission of the IDA Board Evaluation Report to New York State for the year ending December 31, 2024.

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>
Wayne Hawkins	[]	[]	[]	[]
Andrew Britto	[]	[]	[]	[]
Brian Seigerman	[]	[]	[]	[]

MOTION:

Seal

Signatures _____ title _____

_____ title _____