

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 ANNUAL MEETING AGENDA Tuesday, January 28, 2025; 4:30 p.m. Council Chambers; City Hall

SWEAR IN BOARD MEMBERS – Richard McCormack, City Clerk

1. ROLL CALL
2. REORGANIZATION  
Nomination and election of Chairperson  
Nomination and election of Vice Chairperson  
Nomination and Resolution to appoint Officers: Administrative Director, Maria Bruni; Treasurer, Leonora Liz; Secretary, Patricia Racine  
Resolution to approve and adopt amended Bylaws  
Resolution to form committees and appoint committee members  
Resolution to approve and adopt Mission Statement  
Resolution to approve and adopt Policies  
Resolution to approve the 2023 Meeting Schedule and authorize publication in the Times-Herald Record and the City website.
3. APPROVAL OF MINUTES – 11/19/24  
Motion to approve
4. TREASURER’S REPORT - Leonora Liz  
Financial Report as of 12/31/24  
Motion to accept
5. BILLS AND COMMUNICATIONS  
Motion to approve
6. UNFINISHED BUSINESS
7. 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
8. 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 November 19, 2024; 4:30p.m. Council Chambers; City Hall

1. ROLL CALL: Present: David Madden, Wayne Hawkins, Andrew Britto, Anthony Cantoli, Joseph DeStefano, Elizabeth Nemeth, Brian Seigerman  
DeStefano and Nemeth arrived during Approval of Minutes.  
Also in attendance: Maria Bruni, Patricia Racine, Leonora Liz
2. APPROVAL OF MINUTES – 10/15/24, (approved following financial report)  
Motion to approve made by Britto; seconded by Cantoli  
Motion carried: 7-0
3. REPORTS
  - a. Chairperson’s Report - none
  - b. Reports of Officers
    1. Financial report – Leonora Liz  
PILOT Checking: \$116.63  
Checking: \$2694.56  
Savings: \$1709.39  
Money Market: \$260,611.28  
Motion to accept the financial report DeStefano; sec’d Britto  
Motion carried 7-0
    2. Executive Director’s Report – Maria Bruni – We have a monthly report from Loewke Brill Consulting Group report for Poly Craft covering site visit on October 17, 2024. During this period they checked there were no laborers on site to check for local residency no accidents were reported. Cioffi Excavating was in 100% compliance, Sullivan Construction Group were in 97.09% compliance and Brecknock Builders had previously requested a local labor waiver which was granted.
  - c. Reports of Committees – Wayne Hawkins – There were two committee meetings today. The Finance Committee recommended approval of the insurance quote from Marshall & Sterling. The Audit Committee recommended approval of RBT as auditors for the fiscal year ending 12/31/24
4. BILLS AND COMMUNICATIONS – None

5. UNFINISHED BUSINESS - None

6. NEW BUSINESS

Resolution to appoint 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 for same.

Motion to approve made by DeStefano; seconded by Cantoli

Motion carried: 6-0-1

Resolution to appoint RBT as auditor for the City of Middletown Industrial Development Agency, for year ending December 31, 2024 and authorize the Chairman to sign the Engagement Letter

Motion to approve made by Britto; seconded by Cantoli

Motion carried: 7-0

7. ADJOURNMENT

Motion to adjourn made by Britto; seconded by Seigerman

Motion carried 7-0

RESOLUTION

At the Annual Meeting of the City of Middletown Industrial Development Agency was convened on Tuesday, January 28, 2025 at Middletown City Hall.

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

Resolution No. 2025-1

A resolution to appoint Maria Bruni as Administrative Director, Patricia Racine as Secretary and Leonora Liz as Treasurer of the Agency .

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 \_\_\_\_\_

RESOLUTION

At the Annual Meeting of the City of Middletown Industrial Development Agency was convened on Tuesday, January 28, 2025 at Middletown City Hall.

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

Resolution No. 2025-2

A Resolution to approve and adopt the bylaws of the IDA as presented.

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 \_\_\_\_\_

RESOLUTION

At the Annual Meeting of the City of Middletown Industrial Development Agency was convened on Tuesday, January 28, 2024 at Middletown City Hall.

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

Resolution No. 2025-3

A resolution approving establishment of committees and appointment of members.

RESOLVED, that the Board of Directors hereby establishes a Finance Committee, Audit Committee and Governance Committee, consisting of at least 3 board members, including the Vice Chairperson of the Agency to act as Chairperson of the Committee, with the powers and duties as described in the Agency Bylaws, Section 6.

RESOLVED FURTHER, that such Committees shall consist of the following persons:

Finance: Wayne Hawkins, Joseph DeStefano, Andrew Britto

Audit: Wayne Hawkins, Anthony Cantoli, Elizabeth Nemeth

Governance: Wayne Hawkins, Brian Seigerman, Andrew Britto

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 \_\_\_\_\_

RESOLUTION

At the Annual Meeting of the City of Middletown Industrial Development Agency was convened on Tuesday, January 28, 2025 at 4:30 PM, local time, at Middletown City Hall.

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

Resolution No. 2025-4

A Resolution to approve and adopt the mission statement of the IDA as presented.

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 \_\_\_\_\_

RESOLUTION

At the Annual Meeting of the City of Middletown Industrial Development Agency was convened on Tuesday, January 28, 2025, 2023 at Middletown City Hall.

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

Resolution No. 2025-5

A Resolution to approve and adopt the policies of the IDA as presented.

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 \_\_\_\_\_

RESOLUTION

At the Annual Meeting of the City of Middletown Industrial Development Agency was convened on Tuesday, January 28, 2025 at Middletown City Hall.

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

Resolution No. 2025-6

Whereas publication of the Agency meeting schedule is required by New York State law

Be it resolved that the attached meeting schedule of the City of Middletown Industrial Development Agency is approved by the board and authorized to be published in the Times Herald-Record and the City of Middletown website.

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 \_\_\_\_\_

NOTICE OF 2025 MEETING SCHEDULE  
FOR THE  
CITY OF MIDDLETOWN INDUSTRIAL DEVELOPMENT AGENCY

Unless otherwise noted, IDA meetings are scheduled for the 3<sup>rd</sup> Tuesday of every month and begin at 4:30 pm in the Common Council Chambers at City Hall, 16 James Street, Middletown, NY 10940. Meeting date, time and/or location are subject to change without notice.

Meetings are live streamed via Channel 20

Please see MiddletownNY.com for up to date information.

February 18, 2025

March 18, 2025

April 22, 2025

May 20, 2025

June 17, 2025

July 15, 2025

August 19, 2025

September 15, 2025

October 20, 2025

November 17, 2025

December 15, 2025

City of Middletown Industrial Development Agency

16 James Street

Middletown, NY 10940

845-346-4170

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

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

### **GOVERNANCE COMMITTEE** **Tuesday, January 28, 2024; 4:30 p.m.** **Council Chambers; City Hall**

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

Resolution to recommend Bylaws and advance to the full board.

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

#### **5. Adjournment**

RESOLUTION

At a meeting of the City of Middletown Industrial Development Agency Governance Committee convened on Tuesday, January 28, 2025 at 4:30 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 Industrial 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>
Wayne Hawkins	[    ]	[    ]	[    ]	[    ]
Andrew Britto	[    ]	[    ]	[    ]	[    ]
Brian Seigerman	[    ]	[    ]	[    ]	[    ]

MOTION:

Signatures \_\_\_\_\_ title \_\_\_\_\_

\_\_\_\_\_ title \_\_\_\_\_

Seal

RESOLUTION

At a meeting of the City of Middletown Industrial Development Agency Governance Committee convened on Tuesday, January 28, 2025 at 4:30 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 Industrial 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>
Wayne Hawkins	[    ]	[    ]	[    ]	[    ]
Andrew Britto	[    ]	[    ]	[    ]	[    ]
Brian Seigerman	[    ]	[    ]	[    ]	[    ]

MOTION:

Signatures \_\_\_\_\_ title \_\_\_\_\_

\_\_\_\_\_ title \_\_\_\_\_

Seal

RESOLUTION

At a meeting of the City of Middletown Industrial Development Agency Governance Committee convened on Tuesday, January 28, 2025 at 4:30 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 Industrial 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>
Wayne Hawkins	[    ]	[    ]	[    ]	[    ]
Andrew Britto	[    ]	[    ]	[    ]	[    ]
Brian Seigerman	[    ]	[    ]	[    ]	[    ]

MOTION:

Signatures \_\_\_\_\_ title \_\_\_\_\_

\_\_\_\_\_ title \_\_\_\_\_

Seal