

CITY OF MIDDLETOWN
BOARD OF ESTIMATE AND APPORTIONMENT AGENDA
MARCH 16, 2026 - 7:00 PM
COMMON COUNCIL CHAMBERS

1. ROLL CALL
2. APPROVAL OF MINUTES
 - 2.1. Accept the Minutes of 02/26/2026
3. NEW BUSINESS
 - 3.1. Proposal for Engineering Services for the Middletown Police Roof Replacement project

Please add the enclosed proposal for the referenced project for Engineering Services during the Construction phase of the PD roof replacement, to be submitted to the BOE for their consideration. This cost will be based on an hourly basis based on actual time spent by the consultant. So, we are requesting \$10,000.00 for this hourly service.

The **preliminary** estimated cost of the construction is \$250,000.00 without hazardous material abatement or \$325,000.00 if hazardous material is encountered and abated, plus submitted Engineering costs for design and inspection services.

We are requesting temporary borrowing from the fund balance to get the project started in the amount of \$100,000.00. Upon opening the bids, City may choose to issue a BAN to be converted to long-term borrowing for this capital project.

- 3.2. Authorizing the Award of a Contract for Catwalk Repairs and Renovations at the Paramount Theatre and Authorizing a Budget Transfer

WHEREAS, repairs to the catwalk system at the Paramount Theatre are required to address an **urgent safety need for authorized access to the attic space**; and

WHEREAS, **Tsivicon, LLC** submitted a bid in the amount of **\$221,000.00**, with an optional **\$12,000.00 deduction** for the re-use of existing catwalk guardrails; and

WHEREAS, **McLaren Engineering Group**, an Engineering and Surveying Firm, will provide engineering and construction phase services associated with the project.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Middletown concurs with the Board of Estimate and Apportionment, and upon the recommendation of the Commissioner of Public Works, hereby awards the contract to Tsivicon, LLC for repairs and renovations to the catwalk system at the Paramount Theatre in an amount not to exceed \$221,000.00, with the option to accept a \$12,000.00 deduction for the re-use of existing guardrails,

subject to the approval of Corporation Counsel; and

BE IT FURTHER RESOLVED, that the Common Council authorizes the retention of **McLaren Engineering Group** to provide engineering and construction phase services associated with this project at a cost **not to exceed ten percent (10%) of the project construction cost**; and

BE IT FURTHER RESOLVED, that the Common Council hereby authorizes a **transfer of \$224,000.00 from the General Fund Balance to the Paramount Catwalk Project Capital Line H.0931.470** to fund this project; and

BE IT FURTHER RESOLVED, that the **Mayor is authorized to execute any and all documents necessary** to effectuate the contracts and project funding.

BE IT FURTHER RESOLVED, that the Director of Economic and Community Development is authorized to pursue and any all grant opportunities for project funding.

- 3.3. Resolution Amending Resolution No. 88-24 Adopted May 21, 2024 Authorizing Acceptance of a Grant for The Middletown Community Campus Strategic Plan

WHEREAS, the Common Council previously adopted **Resolution No. 88-24 on May 21, 2024**, authorizing the acceptance of a **\$55,000 grant through Empire State Development's Strategic Planning and Feasibility Studies and Smart Growth Comprehensive Planning Grant Program** to create a Strategic Plan for the Middletown Community Campus; and

WHEREAS, the grant requires a **ten percent (10%) local match from the City of Middletown in the amount of \$5,500**.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Middletown, New York, concurs with the Board of Estimate and Apportionment and hereby **amends Resolution No. 88-24** to authorize acceptance of the **\$55,000 grant from Empire State Development** for the creation of a Strategic Plan for the Middletown Community Campus, which includes a **required City match of \$5,500**

4. WATER/SEWER/LAWN MAINTENANCE ADJUSTMENT
5. ADJOURNMENT



**CITY OF MIDDLETOWN
BOARD OF ESTIMATE AND APPORTIONMENT MINUTES
FEBRUARY 26, 2026**

Roll Call

Present: Council President Rodrigues, Alderman Masi

Absent: Mayor DeStefano

Approval of Minutes

Accept the Minutes of 2/11/2026

Motion by: Alderman Masi **Seconded by:** Council President Rodrigues

AYES: Council President Rodrigues, Alderman Masi

NAYS: None

ABSTAIN: None

New Business

Authorization to approve agreement with Harry Rotolo for monthly Alarm Services

BE IT RESOLVED; that the Board of Estimate and Apportionment authorizes an agreement with Harry F. Rotolo & Son's, dated January 1, 2026, for renewal of the contracts for monthly Alarm Services at City buildings for the year 2026 with a 4% increase from 2025.

The fee for Fire Alarm Services is \$39.00 a month for the following buildings: City Hall, WWTP, Rail Trail, Senior Center and Warming Station.

The Fee for Burglar Alarm is \$39 a month for the Warming Station.

The cost of the services is currently a budgeted item.

BE IT FURTHER RESOLVED; that the Board of Estimate and Apportionment authorizes the Mayor to sign the agreement.

Motion by: Alderman Masi **Seconded by:** Council President Rodrigues

AYES: Council President Rodrigues, Alderman Masi

NAYS: None

ABSTAIN: None

Authorization to Enter into an Agreement with Sullivan County SPCA for Sheltering Dogs for 2026

Request that the Board of Estimate authorize the attached contract with the Sullivan County SPCA for Sheltering Dogs for 2026 and that the Mayor be authorized to sign the agreement.

Motion by: Alderman Masi **Seconded by:** Council President Rodrigues

AYES: Council President Rodrigues, Alderman Masi

NAYS: None

ABSTAIN: None

Authorization to transfer within the 2026 City Budget BE IT RESOLVED; that the Board of Estimate and Apportionment authorizes the Treasurer to transfer \$10,000, in the following manner,

<i>FROM</i>	<i>TO</i>	<i>AMOUNT</i>
<i>A.9000.860</i>	<i>A.1325.480</i>	<i>\$10,000</i>
<i>State Health Insurance</i>	<i>Finance Office Expense</i>	

Motion by: Alderman Masi **Seconded by:** Council President Rodrigues

AYES: Council President Rodrigues, Alderman Masi

NAYS: None

ABSTAIN: None

Water/Sewer/Lawn Maintenance Adjustment

Water/Sewer -15 Smith Street - Originally tabled for further investigation

Reduce 4/1 50,000 gallons

Motion by: Alderman Masi **Seconded by:** Council President Rodrigues

AYES: Council President Rodrigues, Alderman Masi

NAYS: None

ABSTAIN: None

Snow Removal 366-368 North Street

Died for lack of motion

Motion by: Alderman Masi **Seconded by:** Council President Rodrigues

AYES: Council President Rodrigues, Alderman Masi

NAYS: None

ABSTAIN: None

Adjournment

Motion by: Alderman Masi **Seconded by:** Council President Rodrigues

AYES: Council President Rodrigues, Alderman Masi

NAYS: None

ABSTAIN: None

Katie Gass

From: Leonora Liz
Sent: Thursday, March 12, 2026 4:45 PM
To: Katie Gass
Subject: RE: Middletown Police Station Roof Draft Proposal

Please add to agenda. It is now open for Monday.

From: J Tawil <jtawil14@yahoo.com>
Sent: Wednesday, March 11, 2026 4:31 PM
To: mayordestefano@yahoo.com; J Miguel Rodrigues <jmrodrigues57@yahoo.com>; Joseph Masi Yahoo <barney10940@yahoo.com>; John Ewanciw <jewanciw@middletownpolice.com>; Leonora Liz <lliz@middletownny.gov>; Richard McCormack <rmccormack@middletownny.gov>; Katie Gass <kgass@middletownny.gov>; Mary Connolly <mconnolly@middletownny.gov>
Subject: Fw: Middletown Police Station Roof Draft Proposal

Hello Leonora,

Please add the enclosed proposal for the referenced project for Engineering Services during the Construction phase of the PD roof replacement, to be submitted to the BOE for their considerations. This cost will be based on hourly basis based on actual time spent by the consultant. So, we are requesting \$10,000.00 for this hourly services.

The **preliminary** estimated cost of the construction is \$250,000.00 without hazard material abatement or \$325,000.00 if hazardous material is encountered and abated, plus submitted Engineering costs for design and inspection services.

We are requesting temporary borrowing from the fund balance to get the project started in the amount of \$100,000.00. Upon opening the bids, City may chose to issue a BAN to be converted to long term borrowing for this capital project. This would include reimbursement of the temp borrowing from the fund balance.

Please feel free to with any questions.

Respectfully,

Jacob S. Tawil, P.E. | Commissioner

Department of Public Works
City of Middletown | 16 James Street |
Middletown, New York 10940 |
T: 845-343-3169 | F: 845-343-4014

 Please consider the environment before printing this email.

----- Forwarded Message -----

From: Jonathan DiRocco <jdirocco@cplteam.com>
To: Jacob Tawil <jtawil14@yahoo.com>
Cc: Jacob Tawil <jtawil@middletownny.gov>; Tim Moot <tmoot@cplteam.com>; Katie Gass <kgass@middletownny.gov>
Sent: Wednesday, March 11, 2026 at 03:07:13 PM EDT



March 10, 2026

Jacob Tawil, P.E.
Commissioner
Department of Public Works
16 James Street
Middletown, NY 10940

Re: 2 James Street – Middletown Police Station Roof Replacement Construction Administration

Dear Mr. Tawil,

In accordance with our discussions, we are pleased to submit a proposal for the Middletown Police Station Roof Replacement project for the City of Middletown. Our understanding of this project is the City of Middletown is looking to replace the roof of their Police Station on the upper portion of the building only, which is approximately 5,250 sf.

SCOPE OF SERVICES

To date, CPL conducted an on-site meeting with Tremco (roofing manufacturer) to evaluate whether the existing roof could be restored using their liquid-applied system. Following the assessment, it was determined that restoration is not feasible, and a full roof replacement is required. CPL has previously sent a proposal for the Environmental Testing, Design and Bid tasks.

Our services would include the following tasks (Tasks 1, 2 & 3 were previously submitted):

TASK 4: Construction Administration

CPL will provide typical construction administration services. CPL will review submittals, provide responses to RFIs, review pay requests and hold weekly progress meetings.

COMPENSATION

Our fee proposal breakdown on a task basis to complete the work described above is as follows:

Task 4: Construction Administration \$ 6,500.00 – 7,500 Hourly Not to Exceed

HOURLY TOTAL \$ 6,500.00 – 7,500 Hourly Not to Exceed

Not included in this proposal:

- *Reimbursable expenses.



- Boundary survey. CPL will provide a separate proposal for this upon request.
- Topographical survey. CPL will provide a separate proposal for this upon request.
- Underground utility mapping. CPL will provide a separate proposal for this upon request.
- Environmental Phase I and or II study.
- Any fees for agency reviews, applications, permits, or licenses.
- Third party special inspection services of all Structural components as scheduled in the bid documents.
- Contractor Construction Management services.
- Property survey for the purpose of obtaining easements or rights-of-way.
- Preparation of legal descriptions.
- Preparation of easement maps and descriptions.
- Design of Fire suppression system.
- Involvement with LEED Certifications or other green building initiatives.
- Grant applications or funding paperwork.
- Meeting any new funding agency requirements or reviews for future State or Federal funding sources that may be obtained including MWBE requirements and American Iron and Steel compliance.
- Solar analysis. We will provide a separate proposal for this scope of services.

*Schedule of Reimbursable Expenses: Article 11.8 Compensation For Reimbursable Expenses of AIA Document B101 is very specific on what is considered a reimbursable expense. These include, but may not be limited to, reproductions, transportation, etc.


We will submit invoices monthly, as the work progresses.

This proposal is based on an Hourly fee with a Not to Exceed range. Please provide an authorized signature in the designated space below and return one copy or provide an executed purchase order.

Please contact us if you have any questions or require any additional information. We look forward to this opportunity to be of service to the City of Middletown.

Very truly yours,

CPL


Timothy J. Moot, PG
Vice President


Jonathan DiRocco, AIA
Senior Architectural Project Manager

Proposal Accepted By:

Signature: _____ Date: _____
City of Middletown



**CITY OF MIDDLETOWN, NEW YORK
COMMON COUNCIL
RECORD OF VOTE**

THE FOLLOWING WAS PRESENTED

By: Alderman Masi
 Seconded by: Alderman Tobin
 Date of Adoption: May 21, 2024
 Index No: 88-24

I hereby certify that the attached is a true copy of a Resolution and/or Local Law adopted by the City of Middletown Common Council.

Richard P. McCormack
 Clerk to the Common Council

Names	Ayes	Noes	Abstain	Absent
Ald. Tobin	X			
Ald. Jean-Francois	X			
Ald. Johnson	X			
Ald. Wray				X
Ald. Kleiner	X			
Ald. Green				X
Ald. Witt	X			
Ald. Masi	X			
Pres. Rodrigues	X			
Total	7			2

I hereby approve the attached Resolution/Local Law.

 Joseph M. DeStefano, Mayor

 Date

Authorization to Accept a \$55,000 Grant From the Empire State Development Corporation to Create a Strategic Plan for Middletown Community Campus

BE IT RESOLVED; that the Common Council of the City of Middletown, NY, concurs with the Board of Estimate and Apportionment and authorizes the acceptance of a \$55,000 grant through the Empire State Development: Strategic Planning and Feasibility Studies and the Smart Growth Comprehensive Planning Grant Program in order to create a Strategic Plan for Middletown Community Campus

BE IT FURTHER RESOLVED; that the Board of Estimate and Apportionment authorizes the Mayor as the sole signatory for any and all necessary documents to sign the agreement and authorizes the Treasurer to establish/adjust the 2024 budget for the following lines in the General Fund:

Budget Neutral Adjustment:

Increase Revenue line A.3990 Misc State Aid \$55,000
Increase Expense line A.6200.498 Economic Development - MMC Grant Expense \$55,000

Prepared by:
Maria Bruni, Director of Economic and Community Development

Attachments:

1.	MCC EDS Planning Funding 2024
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CITY OF MIDDLETOWN
Office of Economic & Community Development

May 10, 2024

City of Middletown
Board of Estimate
16 James Street
Middletown, New York 10940

RE: MIDDLETOWN COMMUNITY CAMPUS ESD GRANT AWARD

The City of Middletown has been awarded \$55,000 through the Empire State Development: Strategic Planning and Feasibility Studies and the Smart Growth Comprehensive Planning Grant Program in order to create a Strategic Plan for the Middletown Community Campus.

As our application estimated \$300,000 in planning funds to be utilized at the MCC, this planning grant will be completed alongside the Brownfield Opportunity Area (BOA) funding received for the site.

We are seeking authorization for the Mayor to sign as the sole signatory, any and all necessary documents required pertaining to the grant, and to authorize the Treasurer to establish a line through the general fund balance.

Thank you for your attention to this matter.

Maria Bruni, Director
Economic & Community Development