



**CITY OF MIDDLETOWN
BOARD OF ESTIMATE AND APPORTIONMENT AGENDA
JULY 2, 2026 - 4:00 PM**

1. ROLL CALL
2. APPROVAL OF MINUTES
 - 2.1. Accept the Minutes of June 16, 2026
3. NEW BUSINESS
 - 3.1. **30 Church Street Request for Proposals for the Purchase of Vacant Property**

Requesting authorization to open submitted proposals regarding the Request for Proposals for the purchase of the vacant property owned by the City and known as 30 Church Street. Proposals are to be publicly opened and read on July 2, 2026 at 4pm at the Board of Estimate meeting.

- 3.2. Accept CDM Smith 2026 hourly rates

Requesting the approval to incorporate CDM Smith's 2026 hourly rates into any applicable contracts that the City has with them based on hourly rates. Attached is the schedule submitted by CDM Smith on June 4, 2026 showing the comparison of both the 2025 hourly rates and the 2026 hourly rates.

- 3.3. Request for Approval to Dispose various City Equipments

BE IT RESOLVED that the Common Council of the City of Middletown, NY, concurs with the Board of Estimate and Apportionment to declare the following equipment as surplus and authorizes its disposal in the manner deemed most advantageous to the City, which, will most likely be through scrapping:

Requesting that the equipment shown in the attached photographs be declared surplus, and that authorization be granted to the Commissioner of Public Works to

dispose of the equipment in the manner deemed most advantageous to the City, which will most likely be through scrapping.

The equipment consists of outdated mowers and various attachments, including plows, that are incompatible with the City's current equipment fleet. The items are no longer operational or salvageable and have no remaining useful value to the department.

Photo 1: Old Fisher Plow that does not fit any of the current trucks within the fleet.

Photo 2 and Photo 4: Old Ferris Mowers with blown motors. They do not run.

Photo 3: Old Toro Mower that does not run. It was taken from the State Hospital when they closed.

Photo 5: Old Fisher Plow is not compatible with any of the current trucks the department has.

Photo 6: Old Tractor attachments for a tractor that the City no longer owns. They will not attach to the new tractors.

Photo 7: Old Tractor attachments that are not operational due to the fact that they will not attach to the new tractor.

Photo 8: Old Fisher Plow — no Fisher equipment to attach it to. It will not attach to any of the trucks currently owned.

3.4. Approval to accept 2026-2027 GIVE grant funding

The City of Middletown Police Department has been approved for a grant in the amount of \$100,000 from the New York State Department of Criminal Justice Services under the G.I.V.E 2026-2027 (Gun Involved Violence Elimination) grant for the period of July 1, 2026 through June 30, 2027.

Requesting that the City of Middletown authorize acceptance of this grant to the GIVE grant revenue line A.3332. Expenses for this grant will be expensed G.I.V.E grant budget line A.3137.104.

This project would be paid in full through the New York State GIVE grant administered by the New York State Department of Criminal Justice Services. This funding will be used for Gun Involved Violence Elimination initiatives. If you have any questions, please contact me.

3.5. Request to dispose of Police Department, car 37

Requesting to dispose vehicle #37, a 2010 Chevrolet Impala - VIN# 2G1WA5EK1A1208269. Car #37 needs costly engine/transmission/power steering repairs. The vehicle will not pass NYS inspection in its current condition and the cost of repairs far outweigh worth of vehicle.

3.6. Authorization to accept a donation of \$1,000.00 from First Federal Savings of Middletown for the outdoor movie night program.

3.7. Authorization to set the salary for the Confidential Secretary to the Commissioner of Public Works

Requesting to set the salary for the Confidential Secretary to the Commissioner of Public Works to \$69,706. The position was approved by the Civil Service Commission on January 20th, 2026. The salary is effective upon the approval of the Common Council.

3.8. Authorization to approve the Cherry Road Amendment #9

BE IT RESOLVED; that the Board of Estimate and Apportionment authorizes an agreement with Cherryroad Technologies Inc

BE IT FURTHER RESOLVED; that the Board of Estimate and Apportionment authorizes the Mayor to sign the agreement. The contract will begin January 1st, 2026 through December 31st, 2027. Total cost of \$195,000 a year.

Additional Services for a 6 month will be rendered for a total of \$88,500 for onsite support at the Police Department.

BE IT FURTHER RESOLVED; that the Board of Estimate and Apportionment authorizes the Treasurer to transfer \$88,500 in the following manner,

FROM	TO	AMOUNT
GENERAL FUND BALANCE	A. 1331.900 GENERAL EXPENSE	\$88,500

TO COVER THE COST OF ADDITIONAL SERVICES.

3.9. Authorization to Transfer Funds within the General Budget to cover cost of insurance claims

BE IT RESOLVED; that the Board of Estimate and Apportionment authorizes the Treasurer to transfer \$20,000, in the following manner,

FROM	TO	AMOUNT
A.1900.964 Refunds and Cancellation	A.1900.915 Liability Claims	\$20,000

To cover the cost of future claims, current expense total to date \$73,212

3.10. Authorization to Approve the Orange Bank and Trust Proposal for Water Billing Printing & Mail

BE IT RESOLVED; that the Board of Estimate and Apportionment approves a proposal from Orange Bank and Trust Company for water bill printing and mailing services.

BE IT FURTHER RESOLVED; that the Board of Estimate and

Apportionment authorizes the Mayor to sign any agreements.

The Finance Department has experienced a significant increase in printing and postage costs associated with the distribution of water bills. As part of the Department's ongoing efforts to modernize operations and improve efficiency, we are exploring enhancements to the residential water billing process, including expanded electronic billing and payment options.

To support these modernization efforts, Orange Bank & Trust has proposed covering the costs associated with the printing and mailing of water bills. In addition, the bank has offered to fund the implementation costs for PayServ, the payroll services provider the City is currently evaluating as part of its payroll system transition, including the initial setup costs and the first two payroll processing runs.

This partnership would provide immediate cost savings to the City while supporting the Finance Department's initiatives to modernize critical financial operations, improve customer service, and reduce ongoing administrative expenses.

3.11. Authorization to approve the PayServ Proposal for payroll services

BE IT RESOLVED; that the Board of Estimate and Apportionment authorizes an agreement with PayServ Payroll Solutions for payroll services.

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

The cost will be about \$29,000 per year, split between all funds.

The Finance Department is actively working to address payroll-related audit findings and ongoing concerns raised by multiple departments regarding workload, processing inefficiencies, and payroll errors. In addition, the City's current payroll system has become increasingly unreliable, resulting in system crashes and data integrity issues that negatively impact payroll processing and staff productivity.

To improve the accuracy, reliability, and efficiency of payroll operations, the City is evaluating the implementation of PayServ as its new payroll processing platform. As part of this transition, Orange Bank & Trust has offered to fund the initial implementation cost of **\$5,000**, as well as the cost of the **first two payroll processing runs**. This contribution will help offset implementation expenses while supporting the City's efforts to modernize payroll operations, strengthen internal controls, and improve service delivery to employees.

4. WATER/SEWER/LAWN MAINTENANCE ADJUSTMENT

4.1. 53-55 Horton Avenue -Lawn Maintenance

4.2. 34 Beers Drive -Water/Sewer

4.3. 38 Washington Street - Water/Sewer

5. ADJOURNMENT