# CITY OF MIDDLETOWN
# BOARD OF ESTIMATE AND APPORTIONMENT AGENDA
# JULY 16, 2026 - 4:00 PM

1. ROLL CALL

2. APPROVAL OF MINUTES

   2.1. Accept the Minutes of 07/02/2026 and 07/07/2026

3. NEW BUSINESS

   3.1. Requesting a Resolution to Enter into an Amended Agreement with Permitium for the Licensing Director Portal to Begin Online Dog Registrations and Renewals

   The City Clerk respectfully requests authorization for the Mayor to execute an amended agreement with Permitium to implement its License Director platform for dog licensing and renewals. The City has successfully utilized Permitium for vital records since 2022 and has been extremely satisfied with its products and customer service. The new platform will modernize the City's dog licensing program by allowing residents to register and renew licenses online, providing automated renewal and rabies vaccination reminders, improving compliance with licensing requirements, reducing paper and postage costs, and allowing unlimited staff users without additional licensing fees. There is no cost to the City to implement or use the service; residents choosing to complete transactions online will pay a technology convenience fee charged directly by Permitium, while in-person transactions at City Hall will continue to be available at no additional cost.

   3.2. Approval to accept STOP DWI second period enforcement

   The City entered into an Inter-Municipal Agreement with the County of Orange and approved by the Common Council in March 2026, for STOP DWI funding. We were notified that the second enforcement period funding has been awarded in the amount of $9,000. Request to accept the funds to be deposited into revenue line A.3333. These funds will be expensed from A.3141.103 through Stop DWI overtime entries

   3.3. Approval to accept Skoufis/National Night Out Grant Funding for 2027

   The City of Middletown Police Department has been awarded $10,000 sponsored

by Senator Skoufis' office. The funding will be used for operating expenses for our National Night Out Against Crime event for 2027.
Requesting to have a resolution prepared allowing us to accept this funding to be deposited into account A.3334, and increase, A.3146.932, the DCJS/Skoufis expense grant line for use in 2027

3.4. Approval to Apply for Grant funds through Consolidated Funding Application (CFA) for Paramount Theatre Roof

The City of Middletown desires to apply for financial assistance through the 2026 Consolidated Funding Application (CFA) under the Environmental Protection Fund: Parks, Preservation and Heritage Grants; and the Homes and Community Renewal Main Street Program.

The City will be requesting funding to replace two roofs at the Paramount Theatre: The large roof over the auditorium/stage and the metal roof over the backstage area.

The grant application requires that the applicant obtain the approval and endorsement of the governing body of the municipality that is applying for funding.

Seeking authorization for the Mayor to sign as the sole signatory, any and all necessary documents required pertaining to the Consolidated Funding Application and for approval of the submission for grant.

3.5. Authorization to approve the Harry Rotolo proposal for fire alarm service at the new Court House

BE IT RESOLVED; that the Board of Estimate and Apportionment authorizes an agreement with Harry F. Rotolo & Son's requesting approval of the new contract for monthly Fire Alarm Services at the Courthouse on 25 South Street. The fee for Fire Alarm Service is $39.00 a month with a 4% increase every year.

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

3.6. Authorization to approve a budget transfer within the Fire Department

BE IT RESOLVED; that the Board of Estimate and Apportionment authorizes the Treasurer to transfer 10,448, in the following manner,

| FROM | TO | AMOUNT |
|---|---|---|
| A.3410.440<br>Repairs to Equipment | $10,448 | A.3410.200<br>Other Equipment |

To replace Thermal Imaging Camera.

4. WATER/SEWER/LAWN MAINTENANCE ADJUSTMENT

5. ADJOURNMENT

# CITY OF MIDDLETOWN
# BOARD OF ESTIMATE AND APPORTIONMENT MINUTES
# JULY 2, 2026

**Roll Call**
**Present:** Mayor DeStefano, Council President Rodrigues, Alderman Masi
**Absent:**

**Approval of Minutes**

**Accept the Minutes of June 16, 2026**
*Accept the Minutes of June 16, 2026*

**Motion by:** Alderman Masi **Seconded by:** Mayor DeStefano
**AYES:** Mayor DeStefano, Council President Rodrigues, Alderman Masi
**NAYS:** None
**ABSTAIN:** None

**New Business**

**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.*

**Motion by:** Alderman Masi **Seconded by:** Mayor DeStefano
**AYES:** Mayor DeStefano, Council President Rodrigues, Alderman Masi
**NAYS:** None
**ABSTAIN:** None

**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.*

**Motion by:** Alderman Masi **Seconded by:** Council President Rodrigues
**AYES:** Mayor DeStefano, Council President Rodrigues, Alderman Masi
**NAYS:** None
**ABSTAIN:** None

**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.*

**Motion by:** Council President Rodrigues **Seconded by:** Mayor DeStefano
**AYES:** Mayor DeStefano, Council President Rodrigues, Alderman Masi
**NAYS:** None
**ABSTAIN:** None

**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.*

**Motion by:** Alderman Masi **Seconded by:** Council President Rodrigues
**AYES:** Mayor DeStefano, Council President Rodrigues, Alderman Masi
**NAYS:** None
**ABSTAIN:** None

**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.*

**Motion by:** Mayor DeStefano **Seconded by:** Council President Rodrigues
**AYES:** Mayor DeStefano, Council President Rodrigues, Alderman Masi
**NAYS:** None
**ABSTAIN:** None

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

**Motion by:** Alderman Masi **Seconded by:** Mayor DeStefano
**AYES:** Mayor DeStefano, Council President Rodrigues, Alderman Masi
**NAYS:** None
**ABSTAIN:** None

**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.*

**Motion by:** Alderman Masi **Seconded by:** Council President Rodrigues
**AYES:** Mayor DeStefano, Council President Rodrigues, Alderman Masi
**NAYS:** None
**ABSTAIN:** None
$79,282.
Motion to Amend
**Motion by:** Alderman Masi **Seconded by:** Council President Rodrigues
**AYES:** Mayor DeStefano, Council President Rodrigues, Alderman Masi
**NAYS:** None
**ABSTAIN:** None

**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 January1st, 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 $88,500in the following manner,

| *FROM* | *TO* | *AMOUNT* |
|---|---|---|
| *GENERAL FUND BALANCE* | *A. 1331.900*<br>*GENERAL EXPENSE* | *$88,500* |

TO COVER THE COST OF ADDITIONAL SERVICES.

**Motion by:** Mayor DeStefano **Seconded by:** Council President Rodrigues
**AYES:** Mayor DeStefano, Council President Rodrigues, Alderman Masi
**NAYS:** None
**ABSTAIN:** None

**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*<br>*Refunds and Cancellation* | *A.1900.915*<br>*Liability Claims* | *$20,000* |

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

**Motion by:** Council President Rodrigues **Seconded by:** Alderman Masi
**AYES:** Mayor DeStefano, Council President Rodrigues, Alderman Masi
**NAYS:** None
**ABSTAIN:** None

**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.*
*T*
*o 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.*

**Motion by:** Alderman Masi **Seconded by:** Council President Rodrigues
**AYES:** Mayor DeStefano, Council President Rodrigues, Alderman Masi
**NAYS:** None
**ABSTAIN:** None

**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.

**Motion by:** Alderman Masi **Seconded by:** Mayor DeStefano
**AYES:** Mayor DeStefano, Council President Rodrigues, Alderman Masi
**NAYS:** None
**ABSTAIN:** None

**Water/Sewer/Lawn Maintenance Adjustment**

**53-55 Horton Avenue -Lawn Maintenance**

Dies for lack of motion
**Motion by:** Alderman Masi **Seconded by:** Mayor DeStefano
**AYES:** Mayor DeStefano, Council President Rodrigues, Alderman Masi
**NAYS:** None
**ABSTAIN:** None

**34 Beers Drive -Water/Sewer**

Reduce to 6,000 gallons
**Motion by:** Alderman Masi **Seconded by:** Council President Rodrigues
**AYES:** Mayor DeStefano, Council President Rodrigues, Alderman Masi
**NAYS:** None
**ABSTAIN:** None

**38 Washington Street - Water/Sewer**

N eed to provide further documantation
**Motion by:** Alderman Masi **Seconded by:** Council President Rodrigues
**AYES:** Mayor DeStefano, Council President Rodrigues, Alderman Masi
**NAYS:** None
**ABSTAIN:** None

**Adjournment**
@ 4:20 PM
**Motion by:** Alderman Masi **Seconded by:** Mayor DeStefano
**AYES:** Mayor DeStefano, Council President Rodrigues, Alderman Masi
**NAYS:** None
**ABSTAIN:** None

# CITY OF MIDDLETOWN
# BOARD OF ESTIMATE AND APPORTIONMENT MINUTES
# JULY 7, 2026

**Roll Call**
**Present:** Mayor DeStefano, Council President Rodrigues, Alderman Masi
**Absent:**

**Approval of Minutes**
**Motion by:** Mayor DeStefano **Seconded by:** Council President Rodrigues
**AYES:** Mayor DeStefano, Council President Rodrigues, Alderman Masi
**NAYS:** None
**ABSTAIN:** None

**New Business**

**Authorization to approve 2026 Bond Resolution to cover the cost of City Wide Capital Needs**
*Requesting authorization to approve the attached 2026 Capital Bond Resolution for various Citywide Needs. The City plans to borrow the funding by priority and phased over the next couple of years. The total capital plan is for $9,530,477.*

**Motion by:** Mayor DeStefano **Seconded by:** Council President Rodrigues
**AYES:** Mayor DeStefano, Council President Rodrigues, Alderman Masi
**NAYS:** None
**ABSTAIN:** None

**Water/Sewer/Lawn Maintenance Adjustment**

**Adjournment**
@ 7:03 P.M.
**Motion by:** Alderman Masi **Seconded by:** Council President Rodrigues
**AYES:** Mayor DeStefano, Council President Rodrigues, Alderman Masi
**NAYS:** None
**ABSTAIN:** None

MEMORANDUM

**To:** Mayor Joseph M. DeStefano, Council President J, Miguel Rodrigues, and Finance Chairman Alderman Joseph G. Masi
**CC:** Leonora Liz, City Treasurer and Members of the Common Council
**From:** Richard P. McCormack, City Clerk
**Date:** July 8, 2026
**Re:** Authorization to Execute an Amended Agreement with Permitium for Dog Licensing Services

I respectfully request authorization to enter into an amended agreement with Permitium to add its **License Director** module for the processing of dog licenses and renewals.

The City Clerk's Office has utilized Permitium for vital records processing since 2022, and we have been extremely pleased with both the platform and the level of customer service provided. Based on our experience, I am confident that expanding our partnership with Permitium will significantly improve the City's dog licensing program and the services we provide to residents.

Our current dog licensing platform through BAS is outdated, cumbersome to use, and offers limited online functionality. While residents can renew licenses online, the system generally only accommodates renewals when rabies vaccination information is already current. As a result, many residents are still required to visit City Hall in person to complete new registrations or resolve licensing issues.

The Permitium License Director platform will modernize this process by allowing residents to apply for dog licenses online for the first time, eliminating the need for many to take time away from work to visit City Hall. This enhanced convenience will improve customer service while reducing administrative burdens on staff.

The new platform will also provide several operational improvements, including:

- Electronic renewal reminders delivered by email and text, reducing paper, printing, and postage costs.
- Automated reminders requesting updated rabies vaccination documentation throughout the licensing cycle, rather than relying on residents to submit records only when licenses are due for renewal.
- Follow-up notifications for overdue licenses, giving the Clerk's Office a practical tool to improve compliance and maintain more accurate licensing and vaccination records.

- Unlimited user licenses, allowing additional Clerk's Office staff to process applications and renewals without additional licensing costs. Under our current BAS agreement, we are limited to three user licenses and must pay additional fees for each added user.

There is **no cost to the City** to implement or utilize the License Director platform. Residents who choose to conduct transactions online will pay a technology convenience fee charged directly by Permitium, generally ranging from approximately **$3.00 to $4.00 per transaction**, depending on the type and amount of the transaction. Residents who prefer not to pay the convenience fee may continue to conduct their licensing transactions in person at City Hall.

Overall, this upgrade will provide a more convenient experience for residents while improving efficiency, increasing compliance with state licensing requirements, maintaining more current rabies vaccination records, and reducing ongoing administrative costs—all without additional expense to the City.

For these reasons, I respectfully request authorization to execute the amended agreement with Permitium to implement the License Director platform for the City of Middletown's dog licensing program.

# AMENDMENT #1 TO AGREEMENT BY AND BETWEEN
# Middletown City Clerk AND PERMITIUM, LLC

**Customer Information:**

| | |
|---|---|
| Agency Name ("Customer"): | Middletown City Clerk |
| Customer Address: | 16 James Street, Middletown, NY 10940 |
| Primary Contact Name: | Rick McCormack |
| Primary Contact Email Address: | rmccormack@middletownny.gov |
| Primary Contact Phone: | (845) 346-4168 |

**Order Form Information:**

| | |
|---|---|
| Prepared By: | Patrick Walker |
| Order Form Creation Date: | July 1,2026 |
| Order Form Expiration Date: | July 31,2026 |

**THIS AMENDMENT** is made to the Agreement for the provision of software for permit and license applications by and between Permitium, LLC ("Permitium"), and the Middletown City Clerk (the "CLIENT").

**WHEREAS**, CLIENT and Permitium originally entered into this AGREEMENT to provide software services to the City Clerk's office for automated vital records ordering and payment processing

**WHEREAS**, CLIENT and Permitium wish to amend the AGREEMENT to update the following items:

Add LicenseDirector – Early Adopter Program (EAP) Overview - Exhibit 1
Add LicenseDirector – Statement of Work (SOW) – Exhibit 2

**NOW THEREFORE**, the CLIENT and Permitium hereby agree to amend the AGREEMENT in the following manner:

Add to Transaction Service's section of Agreement the following:

## Cost of Service

Cost for **LicenseDirector** software, implementation services or support – Permitium will charge:

**Transaction Services:**

| Name of Service | Term Start Date | Term End Date | Technology Fee per Transaction(1) |
|---|---|---|---|
| LicenseDirector - EAP | 10/01/2026 | 08/31/2027 | See Table Below |

| Authorization Fee(2) | $0-$20 | $20-$60 | $60-$100 | $100-$200 | $200-$400 | $400+ |
|---|---|---|---|---|---|---|
| Permitium Technology Fee(3) | $3 | $4 | $5 | 5% | 4% | 3% |

1. Technology Fee is charged to the consumer (record requester or applicant); there is no charge to the Customer (agency) with the exception of applications or orders where the Customer elects not to pass the Technology Fee on to the consumer and instead covers the Technology Fee cost. Credit card company fees are passed through to the applicant by Permitium based on our contract rate. The current rate is $0.30 per transaction plus 3.3% of the total transaction.
2. The Authorization Fee is how much the agency charges an applicant for a given Authorization
3. Based upon the Authorization Fee, the Permitium Technology Fee is charged to the consumer at a fixed dollar ($) amount up to $100. For Authorization Fees in excess of $100, the consumer will be charged a set percentage(%) of the Authorization Fee (See table above)

Additional details relating to the scope of Professional Services have been included in the Statement of Work attached as Exhibit 1.

**By signing this Amendment, I represent and warrant that the information provided is true and accurate, and I am authorized to sign on behalf of Customer and bind Customer to the terms and conditions of this Amendment, including the Amendment Terms and any documents attached to the Amendment or otherwise incorporated by reference. This Order Form is effective as of the earlier of the date of signature below or the first service term start date above (the "Effective Date").**

**Customer**

**Signature:**

**Printed Name:**

**Title:**

**Date:**

**Permitium**

**Signature:** P. Walker

**Printed Name: Patrick Walker**

**Title: Sales Manager**

**Date: July 1, 2026**

## Exhibit 1 - Early Adopter Program (EAP) Overview

Welcome to the LicenseDirector Early Adoption Program. As an early adopter, you are more than a customer; you are a key collaborator in our development process. This program is designed to stress-test our systems, refine our collaborative workflows, and ensure that our final release meets the highest standards of efficiency and reliability. Your insights will directly shape the future of LicenseDirector.

**Goals:**

- Identify and resolve bugs, glitches, and technical issues.
- Gather user feedback to enhance usability, functionality, and feature set.
- Evaluate server load and performance under real-world conditions.
- Determine the overall user satisfaction and willingness to use the product.
- Verify the effectiveness of the collaborative features in real-world scenarios with live authorization submission and processing.

**Feedback Collection:**

To collect feedback effectively, we will employ various methods including:

- Defined use cases
- Regular surveys to gauge user satisfaction and identify areas of improvement
- Regular virtual meetings to check-in, provide additional training and review new features or fixes
- Occasional virtual focus groups and interviews throughout the process to gather in-depth feedback

**Customer Commitments:**

- Attend the regularly scheduled meetings virtually
- Provide detailed qualitative data, with examples when possible, of the user experience and suggested enhancements
- When reporting issues, provide information on the task being performed, record reference if applicable, screenshots, steps to reproduce and clear indications of the actual outcome vs the expected outcome
- Optional: provide a testimonial during or after the EAP, highlighting improvements to your processes or other exciting outcomes

## Exhibit 2 – Statement of Work

**SUMMARY**

This Statement of Work sets forth a description of the Transaction Services and the scope of Professional Services to be provided by Permitium to Customer, identified in the Amendment, in connection with Customer's access and usage of Permitium's Transaction Services. We have provided an approach that is designed to achieve Customer's strategic goals and ensure a smooth organizational transition. Our approach offers innovation and agility while managing costs predictably.

**SCOPE**

**SaaS:**
Permitium will provide the Customer with the following SaaS solutions as identified in a fully executed Order Form between Customer and Permitium:

- LicenseDirector, a secure, cloud-based SaaS solution for processing permit and license applications

Permitium provides SaaS solutions inclusive of the following services:

- Standard technical support

Remittance of Customer Funds:
Permitium will collect payments and deliver to the Customer by the 25th of the following month a monthly statement which will be itemized for every transaction submitted the previous month, and remit funds collected on behalf of the Customer monthly via ACH for the total amount collected less applicable transaction fees.

**Professional Services:**

- Standard Implementation and Onboarding: Permitium will provide standard onboarding and implementation services including:
  - Standard configuration
  - Standard testing
  - Standard one-time training

- The Professional Services listed on this Statement of Work ("SOW") will be provided remotely by Permitium and there is no reference of travel by Permitium to Customer here within. If Customer requests that Permitium be onsite at Customer, then any reasonable travel expenses incurred by Permitium will be paid for by Customer.

**Permitium's Project Commitment**

- Implement Permitium SaaS solution(s), configured based on standard options and with input received from customer team for the implementation
- Up to three virtual recorded training sessions
- Create QR Code Flyers, if applicable
- Go-live support
- Provide ongoing service hosting and support

**Customer's Project Commitment**

- Customer agrees to work expediently with Permitium to provide all necessary information, graphics and other resources as needed in order to go live with the Permitium solution by the mutually agreed upon go-live target date (typically the term start date for the subscription or transaction services).

- Complete user training for customer staff, with each trained user thereby both contributing to the User Acceptance Testing ("UAT") process as well as demonstrating personal proficiency with the SaaS solution's final configuration. Each trained user will be expected to process at least 5 'test' orders by transaction type prior to the Permitium SaaS solution go-live
- Customer to place live Permitium site links throughout their agency website, with clear instructions directing public usage of the Permitium service(s) as the sole method for submitting applications or record requests
- Replace and redirect any and all PDF application forms from customer website within 7 days of Permitium SaaS solution go-live

**ORANGE COUNTY, NEW YORK**

**STOP-DWI / Traffic Safety Programs**
**22 Wells Farm Road**
**Goshen, New York 10924**
**845-615-0575**

**Steven M. Neuhaus**
*County Executive*

*Coordinator*
*Robert Doss*
*Deputy Commissioner*
*Emergency Services*

*Administrator*
*John Jones*

**To:** CITY OF MIDDLETOWN Police Department

**From:** Robert Doss, Deputy Commissioner/Police Liaison Services

**Date:** June 25, 2026

Reference is made to that certain Inter-Municipal Agreement, entered into March 11, 2026 by and between the County of Orange ("County") and the CITY OF MIDDLETOWN ("Municipality") pursuant to which the Municipality agreed to participate in a component of the County's STOP DWI Program that provides reimbursement for certain man hours expended in operating enforcement patrols in its jurisdiction ("Agreement").

In accordance with the Agreement, based on data submitted by the Municipality for the "first" enforcement period, Municipality is hereby awarded the following for the "second" enforcement period of July 1, 2026, thru September 8, 2026, which includes the Independence Day and Labor Day holiday weekend enforcement campaigns:

**Not to Exceed**
**$9000**

In accordance with the terms of the Agreement, this Award Letter shall be appended to the Agreement and made a part thereof.

Attached to this Award Letter are the following to be completed at the end of the "second" enforcement period for the "second" enforcement period award:

- A Patrol Summary Sheet summarizing all data regarding your department's patrols for the enforcement campaign.
- A Final Reimbursement Claim spreadsheet that must be fully completed with the participating officers' names, hours, and salary/overtime costs per patrol shift.

**NOTE: The maximum reimbursement will be time-and-one-half based on the participating officers' hourly rate, and no hourly rate higher than your department's highest-paid Sergeant will be approved.**

Thank you for your commitment to deterring intoxicated driving on our county's roadways. If you have any questions, please do not hesitate to contact our office.

JOHN EWANCIW
CHIEF OF POLICE

TELEPHONE
845-343-3151
FAX NUMBER
845-343-2660

**CITY OF MIDDLETOWN POLICE DEPARTMENT**
2 JAMES STREET
MIDDLETOWN, NEW YORK 10940
ESTABLISHED 1888

July 9, 2026

Mayor Joseph DeStefano
Members of the Common Council
And Board of Estimate
City of Middletown
16 James Street
Middletown, New York 10940

Dear Mayor DeStefano and Members,

The City entered into an Inter-Municipal Agreement with the County of Orange and approved by the Common Council in March 2026, for STOP DWI funding.

We were notified that the second enforcement period funding has been awarded in the amount of $9000, therefore I request to accept the funds to be deposited into revenue line A.3333. These funds will be expensed from A.3141.103 through Stop DWI overtime entries.

Thank you.
Very truly yours,

John Ewanciw
Chief of Police

JE: ccd

**CHAIR**
INVESTIGATIONS AND GOVERNMENT OPERATIONS

**COMMITTEES**
CORPORATIONS, AUTHORITIES AND COMMISSIONS
FINANCE
INSURANCE
JUDICIARY
LABOR
LOCAL GOVERNMENT

**SENATOR**
**JAMES SKOUFIS**
42ND SENATORIAL DISTRICT
STATE OF NEW YORK

DEPUTY MAJORITY LEADER FOR
STATE-FEDERAL RELATIONS

**ALBANY OFFICE:**
612 LEGISLATIVE OFFICE BUILDING
ALBANY, NY 12247
OFFICE: 518-455-3290

**DISTRICT OFFICE:**
15 QUAKER AVE., STE 202
CORNWALL, NY 12518
OFFICE: 845-567-1270

**E-MAIL:**
SKOUFIS@NYSENATE.GOV

June 25, 2026

John Ewanciw
Chief of Police
City of Middletown Police Department
16 James Street
Middletown, NY 10940

Dear Chief Ewanciw:

It is my pleasure to award the City of Middletown Police Department a grant in the amount of $10,000 for National Night Out. This funding has been secured via Senate budget resolution as a legislative initiative, and will be administered by the Division of Criminal Justice Services.

This funding can take some time to move forward. Funds are paid out on a reimbursement-basis, with expenses made after April 1, 2026, considered eligible. After processing all legislative initiative funding, Senate Finance will send award notices to the relevant agencies by the fall of 2026. Once the agency has received this, it can take up to six months before outreach occurs to the awardee. At the earliest, you would hear back from the administering agency at the beginning of 2027.

If you ever need any status updates, have any questions or need any assistance throughout the grant process, please do not hesitate to contact William Alexander, my Director of Operations, at (845) 567-1270. Thank you for your cooperation and patience as well as your partnership on behalf of those we serve.

Sincerely,

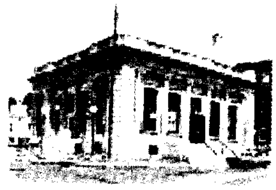
James Skoufis
Senator, 42nd District

CC: City of Middletown Mayor Joseph DeStefano

Congrats! Thank you!

JOHN EWANCIW
CHIEF OF POLICE

TELEPHONE
845-343-3151
FAX NUMBER
845-343-2660



**CITY OF MIDDLETOWN POLICE DEPARTMENT**
2 JAMES STREET
MIDDLETOWN, NEW YORK 10940
ESTABLISHED 1888

July 9, 2026

Honorable Joseph DeStefano
Mayor - City of Middletown
Board of Estimate and Apportionment
City Hall
16 James Street
Middletown, New York 10940

Dear Mayor DeStefano and members of the BOE,

The City of Middletown Police Department has been awarded $10,000 sponsored by Senator Skoufis' office. The funding will be used for operating expenses for our National Night Out Against Crime event for 2027.

I am requesting to have a resolution prepared allowing us to accept this funding, DCJS/Skoufis expense grant line for use in 2027.

If you have any questions, please contact me.

Very truly yours,

John Ewanciw
Chief of Police

JE:ccd

CITY OF MIDDLETOWN
Office of Economic & Community Development

July 13, 2026

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

**RE: PARAMOUNT THEATRE – CFA APPLICATION**

The City of Middletown desires to apply for financial assistance through the 2026 Consolidated Funding Application (CFA) under the Environmental Protection Fund: Parks, Preservation and Heritage Grants; and the Homes and Community Renewal Main Street Program.

The City will be requesting funding to replace two roofs at the Paramount Theatre: The large roof over the auditorium/stage and the metal roof over the backstage area.

The grant application requires that the applicant obtain the approval and endorsement of the governing body of the municipality that is applying for funding.

We are seeking authorization for the Mayor to sign as the sole signatory, any and all necessary documents required pertaining to the Consolidated Funding Application and for approval of the submission for grant.

Thank you for your attention to this matter.

Maria Bruni, Director
Economic & Community Development

# DEPARTMENT OF PUBLIC WORKS

# MEMORANDUM

Date: June 1, 2026

To: Honorable Mayor DeStefano, Members of the Board of Estimate and Apportionment, Members of the Common Council

Cc: Leonora Liz, Treasurer and Richard McCormack, City Clerk

From: Jacob Tawil, Commissioner of Public Works

Re: Approval of Agreement from Harry F Rotolo & Son's for Fire Alarm Services at Courthouse on 25 South St.

We are hereby requesting your consideration and approval of the enclosed agreement from Harry F. Rotolo & Son's, dated June 3, 2026, requesting approval of the new contract for monthly Fire Alarm Services at the Courthouse on 25 South Street.

The fee for Fire Alarm Service is $39.00 a month with a 4% increase every year.

Thank you.

JT/mc

# DEPARTMENT OF PUBLIC WORKS

# MEMORANDUM

Date: June 1, 2026

To: Honorable Mayor DeStefano, Members of the Board of Estimate and Apportionment, Members of the Common Council

Cc: Leonora Liz, Treasurer and Richard McCormack, City Clerk

From: Jacob Tawil, Commissioner of Public Works

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The fee for Fire Alarm Service is $39.00 a month with a 4% increase every year.

Thank you.

JT/mc

**HARRY F. ROTOLO & SON, INC.**
*- Electrical Contractors -*
390 East Main Street • Middletown, New York 10940
Phone 845-343-8160 • Fax 845-343-8610



1. City of Middletown-Courthouse being owner/occupant (lessee) of hereby premises at 25 South Street, Middletown, NY 10940, hereby rent, from Harry F. Rotolo & Son, Inc., a monitoring system to be delivered and installed at the above premises. This agreement shall commence on June 3, 2026 and last for one year from the commencement date. The above owner/occupant (lessee) shall pay in the sum of $39.00 per month for maintenance plus taxes.
2. Harry F. Rotolo & Son, Inc., in return for such consideration, agree to keep and maintain said monitoring system in good, serviceable condition and inspect it whenever duly notified.
3. It is further agreed that this contract shall automatically renew itself for the period of one year, and from one year thereafter. If any of the above-mentioned subscribers wants to terminate this contract, then written notice must be provided at least 30 days prior to expiration date. There will be a 4% increase on the monthly maintenance fee after the first year and every year following this contract.
4. In the event of a "breach of contract" to this agreement such as failure of installment payment by owner/occupant (lessee), Harry F. Rotolo, Inc. shall have the right to declare the entire balance due. Harry F. Rotolo & Son, Inc. shall also have the right to enter the premises for the purpose of removing the system and attempt to collect any charges that

have accrued or were accrued, hereunder. Harry F. Rotolo & Son, Inc will not be held liable for any damages to the premises during the time of removal of system.

5. The owner/occupant (lessee) shall not disturb, injure, or remove the monitoring system or and/or permit anyone at anytime to do so. The owner/occupant (lessee) shall indemnify Harry F. Rotolo & Son, Inc. from any losses.
6. Harry F. Rotolo & Son, Inc. is not an insurer and does not undertake to guarantee any loss or damage to the owner/occupant (lessee) by reason of burglary, theft, fire, or any other cause. Harry F. Rotolo & Son, Inc. shall not be liable of any negligence or oversight on the part of its employees.
7. Neither party shall change the terms of this contract except by mutual consent in writing.

Signature ______________________

Date ______________________

Please sign and return original document

| PRIMARY ACCOUNT # | |
|---|---|
| NGDL9631 | |
| BACKUP ACCOUNT # | |
| | |
| CHECK IF: | SPECIAL INSTRUCTIONS OR ADDITIONAL INFORMATION ATTACHED AS ADDITIONAL PAGE(S) |

**NationWideDigital Monitoring Co.**

P.O. BOX 7297 FREEPORT, NY 11520
T: 1-800-221-0826 F: 1-800-248-7111
E: dataentry@nationwidedigital.com

# Alarm Monitoring Agreement

| DATE |
|---|
| 5/27/2026 |
| INSTALLER # |
| |

**ACCOUNT TYPE**

- BURGLARY
- COMMERCIAL
- FIRE
- RESIDENTIAL
- OTHER

## SUBSCRIBER

NAME: City of Middletown Courthouse
ADDRESS: 25 South Street
CITY: Middletown STATE: NY ZIP: 10940
CROSS ST:
PHONE #1: 845-476-3630
PHONE #2:
*ENHANCED CALL VERIFICATION REQUIRES TWO PHONE NUMBERS*
PASS CODE: MAX OF 20 CHARACTERS

## INSTALLER

COMPANY: Harry F. Rotolo & Son, Inc.

Herein refered to as "Installer." Installer consents to the terms and conditions of this agreement including those on the reverse (page 2).

X

INSTALLER SIGNATURE

## PANEL INFORMATION

PANEL MAKE: Honeywell
PANEL FORMAT:
PANEL PHONE #:

## ALARM CONDITION

WE ARE NOT RESPONSIBLE FOR RESPONDING TO SIGNALS RECEIVED THAT ARE NOT LISTED BELOW

| REPORTING CODE | DESCRIPTION | VERIFY SIGNAL | AGENCY (P/F/M/T/I) | NOTIFY CALL LIST |
|---|---|---|---|---|
| | | Y N | FIRE | Y N |
| | | Y N | FIRE | Y N |
| | | Y N | FIRE | Y N |
| | | Y N | FIRE | Y N |
| | | Y N | FIRE | Y N |
| | | Y N | FIRE | Y N |
| | | Y N | FIRE | Y N |
| | | Y N | FIRE | Y N |
| | | Y N | FIRE | Y N |
| | | Y N | FIRE | Y N |
| | | Y N | FIRE | Y N |
| | | Y N | FIRE | Y N |
| | | Y N | FIRE | Y N |
| | | Y N | FIRE | Y N |
| | | Y N | FIRE | Y N |
| | | Y N | FIRE | Y N |

COMMERCIAL HOLD UP & FIRE SIGNALS ARE NOT VERIFIED. BURG SIGNALS ARE VERIFIED UNLESS SPECIFICALLY NOTED ABOVE.

## CALL LIST

PLEASE LIST IN ORDER OF PRIORITY

| | PHONE NUMBER | TYPE | NAME |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

## AUTHORITY NOTIFICATION

| | NAME | PHONE NUMBER | PERMIT # |
|---|---|---|---|
| POLICE (P) | City of Middletown | 845-343-3169 | |
| FIRE (F) | Central Fire House | 845-343-4169 | |
| MEDICAL (M) | | | |
| GUARD (T) | | | |
| INSTALLER (I) | | | |

## CHECK ALL THAT APPLY

OPEN/CLOSE: SUPERVISED SCHEDULE ATTACH SCHEDULE TO FORM / LOG ONLY / WEEKLY REPORT / MONTHLY REPORT

Email:

TEST TIMER: TWICE DAILY / DAILY / WEEKLY / MONTHLY / NO TEST

Herein refered to as "Subsriber." Subscriber consents to the terms and conditons of this agreement including those on the reverse (page 2).

X

SUBSCRIBER SIGNATURE

5/27/2026
DATE

FOR OFFICE USE ONLY
Nationwide Digital Monitoring Co. "Central Station"

X

CENTRAL STATION SIGNATURE DATE

Rev. 3-17



Submit

Reset Form

HEN
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IRE
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ELL

# HARRY F. ROTOLO & SON, INC.

*- Electrical Contractors -*

390 East Main Street • Middletown, New York 10940
Phone 845-343-8160 • Fax 845-343-8610

May 27, 2026

City of Middletown
16 James Street
Middletown, NY 10940

Re: Fire Alarm Monitoring- Account# NGDL9631 (25 South Street, Middletown, NY 10940)

To Whom It May Concern:

We are in the process of updating our records for our alarm accounts. We would appreciate you filling out the information below and returning it to us no later than May 29, 2026. If we do not receive this information from you, then your account will remain the same.

Please list the names and numbers in order that you would like your emergency calls for your Fire Alarm System. Please keep in mind that number one is the first to be contact call.

| | Name | Phone Number(s) |
|---|---|---|
| 1) | Central Fire House | 845-343-4169 |
| 2) | Middletown Police Dept | 845-343-3169 |
| 3) | Ross Mastria | 845-741-6199 |
| 4) | Brian Smith | 845-806-7476 |
| 5) | Jacob Tawil | 845-321-4344 |
| 6) | | |
| 7) | | |

Sincerely,

Harry F. Rotolo, III
President
Harry F. Rotolo & Son, Inc

81 East Main Street
Middletown, NY 10940
www.MiddletownFireDept.com

Phone: 845-344-5003
Fax: 845-344-5031
Facebook.com/MiddletownFireDepartment

July 14,2026

Board of Estimate
City of Middletown
16 James Street
Middletown, NY 10940

The Fire Department respectfully requests the Board of Estimate recommend and the Common Council approve a resolution to transfer the following monies in the 2026 Fire Department Operating Budget:

| FROM | AMOUNT | TO |
|---|---|---|
| **A.3410.440**<br>**Repairs to Equipment** | **$ 10,448.** | A.3410.200<br>Other Equipment |
| To replace Thermal Imaging Camera | | |
| | | |

Sincerely,

Bob Brady
Fire Chief