CITY OF MIDDLETOWN
COMMUNITY DEVELOPMENT AGENCY

Joseph DeStefano, Chairman; Paul Johnson, Vice Chairman
Board Members: Judy Ann Francois, Andrew Green, Gerald Klemer, Joseph Mast, Eric Wray, J. Miguel Rodriguez, Sparrow Tobin, Kevin Witt
Maria Bruni, Executive Director; Leonora Liz, Treasurer; Pamela Racine, Secretary; Eugene Cello, Attorney

Agenda
Middletown Community Development Agency
Regular Meeting
February 20, 2024
7:00 PM; Common Council Chambers

Roll Call

Approval of Minutes –01/16/24

Financial Report – 01/31/24

Motion to accept

Executive Director's Report

Bills and Communications

City of Middletown – January Interest payment - $254.20 – 33 Lafayette
Gannett – Legal Ad – $57.80

Old Business

New Business

Resolution to accept the bid of Matthew J. Davies in the amount of $246,000 for the project known as 84 Linden Avenue and authorize the chairman to sign the pertinent paperwork pending approval of counsel.

Resolution to obtain a bridge loan from the City of Middletown in the amount of $246,000 plus financing costs for the rehabilitation of 84 Linden Avenue.

Adjournment

THE AGENDA IS TENTATIVE AND ESTABLISHED
USING ALL AVAILABLE INFORMATION AT THE TIME OF ITS CREATION.
ITEMS MAY BE ADDED OR ELIMINATED AT ANY TIME

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Community Development Agency Meeting Minutes
January 16, 2024
Regular Board Meeting
7:00 pm; Common Council Chambers

Roll Call- Joseph DeStefano, Paul Johnson, Gerald Kleiner, Sparrow Tobin, Kevin Witt, Kate Wray, Joseph Masi, J. Miguel Rodrigues, Andrew Green, Jude Jean Francois
Also present: Patricia Racine, Maria Bruni

Reorganization –

Nominate vice chair – Paul Johnson was nominated by Miguel Rodrigues
Resolution to approve vice chair – Motion to approve made by Miguel; seconded by Witt
Motion: carried 9-0-1 abstain (Johnson)

Resolution to approve committees – Motion to approve made by Rodrigues; seconded by Wray
Motion: carried 10-0

Resolution to approve Mission Statement – Motion to approve made by Green; seconded by Johnson
Motion: carried 10-0

Resolution to approve Bylaws – Motion to approve made by Johnson; seconded by Wray
Motion: carried 10-0

Resolution to approve Policies – Motion to approve made by Johnson; seconded by Rodriguez
Motion: carried 10-0

Resolution to approve Agency meeting schedule and authorize its publication – Motion to approve made by Masi; seconded by Witt
Motion: carried 10-0

Approval of Minutes – 11/12/13

Motion to approve minutes made by Johnson; seconded by Wray
Motion carried: 10-0

Financial Report –

Resolution to appoint RBT as auditors for the year ending 12/31/23 and authorize the chair to sign pertinent documents

Motion to approve made by Masi; seconded by Tobin
Motion carried: 10-0

DRAFT

Executive Director's Report – Maria Bruni

We, along with PathStone, had an open house on 1/6/24 at 33Lafayatte from 9-12pm. We had 12 eligible families and 3 families submitted their application immediately. We are hoping to hear soon from PathStone if we are in contract.

In 2024 we have the following projects coming up:

84 Linden Ave, 168 Linden Ave, 7 Genung Street.

54 Washington - we will move on this as soon as we hear about the grant funding.

Bills and Communications –

Grillo – legal services: $435
City of Middletown – November interest payment - $148.94 – 220 ½ Linden
City of Middletown – November interest payment - $246.00 – 33 Lafayette
City of Middletown – December interest payment - $254.20 – 33 Lafayette
PathStone - $1500.00
Daniel J. O'Brien – survey – $900.00 – 84 Linden
EagleView – roof survey - $32.50

Motion to approve payment by Masi; seconded by Witt
Motion carried: 10-0

Old Business – Reminder – Sexual Harassment training questionnaires are due February 6, 2024, which is the next CDA meeting

New Business – Members to sign Fiduciary Acknowledgements, Certificates of Independence and complete the Board Self Evaluation.

Motion to approve by Masi; seconded by Witt
Motion carried: 10-0

Adjournment

Motion to approve by Masi; seconded by Witt
Motion carried: 10-0

DRAFT

Joseph DeStefano, Chairman; Paul Johnson, Vice Chairman
Board Members: Andrew Green, Jude Jean-Francois, Gerald Kleiner, Joseph Masi, Kate Wray, L. Miguel Rodrigues, Sparrow Tobin, Kevin Witt
Maria Brunt, Executive Director; Leonora Liz, Treasurer; Patricia Racine, Secretary; Ergone Gillo, Attorney

Agenda
Middletown Community Development Agency
Finance Committee
February 20, 2024
7:00 PM; Common Council Chambers
Committee Meetings

Finance Committee
Committee Roll call

Members: Paul Johnson, chair; Andrew Green, Joseph Masi, Kate Wray

Approval of Minutes Finance Committee – none

Old Business Finance Committee - NONE

New Business Finance Committee –

Resolution to recommend acceptance of the bid of Matthew J. Davies for the rehabilitation of 84 Linden Ave in the amount of $246,000 and advance to the full board for approval.

Resolution to recommend the borrowing of funds from the City of Middletown for the 84 Linden Avenue project in the amount of $246,000 and advance to the full board for approval.

Adjournment

RESOLUTION

At a meeting of the City of Middletown Community Development Agency Finance Committee convened on Tuesday, February 20, 204 at 7:00 PM, local time, at Middletown City Hall in the Council Chambers.

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

Resolution No. FC2024-1

RESOLVED; that the City of Middletown Community Development Agency Finance Committee wishes to forward to the full board the Bid from Matthew J. Davies for 84 Linden for the sum of $246,000 as represented in the attached bid documents dated February 5, 2024.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Motion:
Sec'd:

	Yea	***Nay***	***Abstain***	***Absent***
Paul Johnson	[ ]	[ ]	[ ]	[ ]
Andrew Green	[ ]	[ ]	[ ]	[ ]
Joseph Masi	[ ]	[ ]	[ ]	[ ]
Kate Ramkissoon	[ ]	[ ]	[ ]	[ ]

MOTION:

Signatures _____ title_____

Signatures_____ title_____

Seal

RESOLUTION

At a meeting of the City of Middletown Community Development Agency Finance Committee convened on Tuesday, February 20, 204 at 7:00 PM, local time, at Middletown City Hall in the Council Chambers.

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

Resolution No. FC2024-2

RESOLVED; that the City of Middletown Community Development Agency Finance Committee wishes to forward to the full board the recommendation to borrow funds from the City of Middletown for 84 Linden Avenue project in the amount of $246,000.00 plus financing costs

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Motion:
Sec'd:

	Yea	***Nay***	***Abstain***	***Absent***
Paul Johnson	[ ]	[ ]	[ ]	[ ]
Andrew Green	[ ]	[ ]	[ ]	[ ]
Joseph Masi	[ ]	[ ]	[ ]	[ ]
Kate Wray	[ ]	[ ]	[ ]	[ ]

MOTION:

Signatures _____ title_____

Signatures _____title_____

Seal

RESOLUTION

At a regular meeting of the City of Middletown Community Development Agency convened on Tuesday, February 20, 2024 at 7:00 PM, local time, at Middletown City Hall in the Common Council Chambers.

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

Resolution No. 2024-8

To accept the bid of Matthew J Davies according to the attached bid document dated February 5, 2024 and presented to the members of the board in the amount of $246,000.00 for the Community Development Agency project known as 84 Linden Avenue and to authorize the chairman to sign the agreement with the contractor pending approval of counsel.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Motion:
Sec'd:

	Yea	**Nay**	**Abstain**	**Absent**
Joseph DeStefano	[ ]	[ ]	[ ]	[ ]
Paul Johnson	[ ]	[ ]	[ ]	[ ]
Jude Jean-Francois	[ ]	[ ]	[ ]	[ ]
Andrew Green	[ ]	[ ]	[ ]	[ ]
Gerald Kleiner	[ ]	[ ]	[ ]	[ ]
Joseph Masi	[ ]	[ ]	[ ]	[ ]
Kate Wray	[ ]	[ ]	[ ]	[ ]
J. Miguel Rodrigues	[ ]	[ ]	[ ]	[ ]
Sparrow Tobin	[ ]	[ ]	[ ]	[ ]
Kevin Witt	[ ]	[ ]	[ ]	[ ]

MOTION:

Seal

Signatures _____ title_____

_____ title_____

RESOLUTION

At a regular meeting of the City of Middletown Community Development Agency convened on Tuesday, February 20, 2024 at 7:00 PM, local time, at Middletown City Hall in the Mayor's Office.

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

Resolution No. 2024-9

WHEREAS, in an effort to fulfill the goals and guidelines adopted by the Community Development Agency and to accomplish the rehabilitation of distressed properties for sale to qualified home buyers, the Agency requires limited financing, and

WHEREAS, The City of Middletown has been authorized by the Community Development agency to assist with bridge financing for the rehabilitation of distressed properties

THEREFORE, BE IT RESOLVED, that the Community Development Agency is hereby authorized to obtain a bridge loan from the City of Middletown for the rehabilitation of the Community Development Agency project known as 84 Linden Avenue in the amount of $246,000.00 plus financing costs pursuant to the guidelines adopted by said Agency pursuant to Common Council resolution 56-20 and CDA resolution 2020-9.

BE IT FURTHER RESOLVED that the Chairman of the Agency shall be authorized to sign any and all documents regarding said financing.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Motion:
Sec'd:

	Yea	*Nay*	*Abstain*	*Absent*
Joseph DeStefano	[ ]	[ ]	[ ]	[ ]
Paul Johnson	[ ]	[ ]	[ ]	[ ]
Jude Jean-Francois	[ ]	[ ]	[ ]	[ ]
Andrew Green	[ ]	[ ]	[ ]	[ ]
Gerald Kleiner	[ ]	[ ]	[ ]	[ ]
Joseph Masi	[ ]	[ ]	[ ]	[ ]
J. Miguel Rodrigues	[ ]	[ ]	[ ]	[ ]
Sparrow Tobin	[ ]	[ ]	[ ]	[ ]
Kevin Witt	[ ]	[ ]	[ ]	[ ]
Kate Wray	[ ]	[ ]	[ ]	[ ]

MOTION:

Seal

Signatures _____ title_____

_____ title_____