

Agenda

Middletown Community Development Agency

Regular Meeting

March 19, 2024

7:00 PM; Common Council Chambers

Roll Call

Approval of Minutes –02/20/24

Financial Report – Leonora Liz

Financial report ending 02/29/24

Motion to accept

2023 Audit

Executive Director's Report – Maria Bruni

Presentation of Annual Report

Resolution to accept and approve the 2023 Audit, Annual Report and PARIS Report and authorize Maria Bruni, Executive Director, to submit the same to New York State.

Bills and Communications

EMLT - \$530 – 33 Lafayette lead clearance

Gannett – Legal Ad – \$38.91 – meeting schedule

Gene Grillo – \$300 - Legal Services – 33 Lafayette

Motion to approve

Old Business

New Business

Resolution to designate Joseph M. DeStefano as Chairperson pursuant to Article II, Section 2 of the Middletown Community Development Agency By-Laws and, as such, shall have the authority to sign all contracts, deeds and other instruments that may be required in connection with the transfer of any real property owned by said Agency.

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

Community Development Agency Meeting Minutes
February 20, 2024
Regular Board Meeting
7:00 pm; Common Council Chambers

Roll Call- Joseph DeStefano, Paul Johnson, Jude Jean Francois. Andrew Green, Gerald Kleiner, Joseph Masi, Kate Wray, J. Miguel Rodrigues, Kevin Witt

Also present: Leonora Liz, Patricia Racine, Maria Bruni

Absent: Sparrow Tobin

Approval of Minutes – 01/16/2024

Motion to approve minutes made by Masi, seconded by Johnson

Motion carried: 9-0

Financial Report - 12/31/23 - 1/31/24

Checking account: \$1,049.87

Savings account: \$8,679.19

Motion to accept financial reports made by Masi, seconded by Wray

Motion carried: 9-0

Executive Director's Report – Maria Bruni

A bid opening for 84 Linden Avenue was held on February 5, 2024. We had two bidders and the lowest responsible bid was Matthew J. Davies who was awarded the bid in the amount of \$246,000.00.

Lafayette is completed and the buyers have contracts. As soon as they come back signed we will be moving towards the closing.

Patti is looking at a project on 168 Linden Avenue as our next project. We did sell 220 ½ Linden last year and along with 84 and 168 we are looking a good impact on the neighborhood.

Rodrigues: That's a good price. Is it a complete gut?

Bruni: Many of our other projects have been a complete gut. This one will not be. We will try to save the original woodwork and plaster where we can.

Bills and Communications –

City of Middletown – January interest payment - \$254.20 – 33 Lafayette

Gannett – Legal ad - \$57.80

Motion to approve payment by Masi, seconded by Jean Francois

Motion carried: 9-0

Old Business - NONE

New Business –

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

Motion to approve by Johnson, seconded by Green
Motion carried: 9-0

Resolution to obtain a bridge loan from the City of Middletown in the amount of \$246,000.00 plus financing cost for the rehabilitation of 84 Linden Avenue.

Motion to approve by Masi, seconded by Witt
Motion carried: 9-0

Adjournment

Motion to approve by Masi, seconded by Johnson
Motion carried: 9-0

RESOLUTION

At a regular meeting of the City of Middletown Community Development Agency convened on Tuesday, March 19, 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. 2023-10

To accept and approve the 2023 Audit, Annual Report and PARIS Report and authorize Maria Bruni, Executive Director, to submit the same to New York State.

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>
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 _____

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Sec'd:

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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 _____

Agenda
Middletown Community Development Agency
COMMITTEE OF THE WHOLE ACTING ON BEHALF OF THE
AUDIT COMMITTEE & FINANCE COMMITTEE
Tuesday, March 19, 2024; 4:30 p.m.
Council Chambers; City Hall

Audit Committee Members

Paul Johnson, Chairperson
Jude Jean-Francois
Gerald Kleiner
Kevin Witt

Finance Committee Members

Paul Johnson, Chairperson
Joseph Masi
Kate Wray
Andrew Green

Roll call

Approval of Minutes

Audit Committee – 01/16/24
Finance Committee – 02/20/24

Old Business Audit Committee - NONE

New Business Audit Committee –

2023 Audit

Presentation of 2023 Audit and Internal Control Report - RBT
Review 2023 Annual Report and Investment Report

Audit Committee resolution to recommend the 2023 Audit, Annual Report and PARIS Report and advance to the full board for approval.

Finance Committee resolution to recommend the 2023 Investment Report and advance to the full board for approval.

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

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 Avenue in the amount of \$246,000.00 and advance to the full board for approval.

Motion to approve made by Johnson; seconded by Masi

Motion: carried 4-0

Resolution to recommend the borrowing of funds from the City of Middletown for the 84 Linden Avenue project in the amount of \$246,000.00 and advance to the full board for approval.

Motion to approve made by Johnson; seconded by Masi

Motion: carried 4-0

ADJOURNMENT

Motion for adjournment made by Johnson; seconded by Masi

Motion: carried 4-0

Community Development Agency Meeting Minutes

January 16, 2024

Audit Committee Meeting

7:00 pm; Common Council Chambers

Audit Committee

Committee Roll call

Members present: Paul Johnson, chair, Jude Jean-Francois, Gerald Kleiner, Kevin Witt

Approval of Minutes Audit Committee – 3/07/2023

Motion to approve made by Johnson; seconded by Jean-Francois

Motion carried: 4-0

Old Business Audit Committee – none

New Business Audit Committee –

Resolution to recommend RBT as auditor for the Community Development Agency for year ending 12/31/23 and advance to the full board for approval.

Motion to approve made by Johnson; seconded by Kleiner

Motion carried: 4-0

Adjournment

Motion to approve made by Johnson; seconded by Jean-Francois

Motion carried: 4-0

RESOLUTION

At a regular meeting of the City of Middletown Community Development Agency Audit Committee convened on Tuesday, March 19, 2024 at 7:00 p.m., local time, at Middletown City Hall in the Common Council Chambers.

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

Resolution No. AC 2024-2

A resolution to recommend approval of the 2023 audit, annual report and PARIS Report and advance to the full board for approval

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	[]	[]	[]	[]
Jude Jean-Francois	[]	[]	[]	[]
Gerald Kleiner	[]	[]	[]	[]
Kevin Witt	[]	[]	[]	[]

MOTION:

Seal

Signatures _____ title _____

_____ title _____

RESOLUTION

At a regular meeting of the City of Middletown Community Development Agency Finance Committee convened on Tuesday, March 19, 2024 at 7:00 p.m., local time, at Middletown City Hall in the Common Council Chambers.

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

Resolution No. FC 2024-3

A resolution to recommend approval of the 2023 Investment Report and advance to the full board for approval

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	[]	[]	[]	[]
Jude Jean-Francois	[]	[]	[]	[]
Gerald Kleiner	[]	[]	[]	[]
Kevin Witt	[]	[]	[]	[]

MOTION:

Seal

Signatures _____ title _____

_____ title _____