

BOARD MEMBERS
DAVID MADDEN, CHAIRPERSON
WAYNE HAWKINS, VICE CHAIRPERSON
ANDREW BRITTO
ANTHONY CANTOLI
JOSEPH M. DESTEFANO
ELIZABETH NEMETH
BRIAN SEIGERMAN

MARIA BRUNI, ADMINISTRATIVE DIRECTOR
PATRICIA RACINE, SECRETARY
LEONORA LIZ, TREASURER
ALEX SMITH, IDA COUNSEL
BLEAKLEY PLATT LLP, PROJECT COUNSEL

**Industrial Development Agency
City of Middletown**

**City of Middletown
Industrial Development Agency
REGULAR MEETING AGENDA
Tuesday, September 17, 2024; 4:30 p.m.
Council Chambers; City Hall**

1. ROLL CALL

2. APPROVAL OF MINUTES – 05/21/24

Motion to approve

3. REPORTS

- a. Chairperson's Report
- b. Reports of Officers
 - 1. Financial report – None
 - 2. Executive Director's Report – Maria Bruni
- c. Reports of Committees

4. BILLS AND COMMUNICATIONS

Fed Ex \$2.50
Alex Smith \$280.00
City of Middletown – Quickbooks reimbursement \$192.00

Motion to approve

5. UNFINISHED BUSINESS

6. NEW BUSINESS

Resolution to authorize Vice Chair to sign checks in the absence of the Treasurer, through September 30, 2024.

7. ADJOURNMENT

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

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Industrial Development Agency City of Middletown

City of Middletown Industrial Development Agency REGULAR MEETING MINUTES Tuesday, May 21, 2024; 4:30 p.m. Council Chambers; City Hall

1. ROLL CALL

Absent: Anthony Joseph Cantoli

2. APPROVAL OF MINUTES – 03/19/24

Motion to approve made by Britto; seconded by Hawkins
Motion: carried 6-0

3. REPORTS

a. Chairperson's Report

I would like to take a minute tonight to remember a former IDA board member who passed recently, John Degan. I feel that John has served the City of Middletown in just about every capacity possible, including the IDA. So if we could just take a minute to remember John and all he did for us and the example he set for us. (a moment of silence)

I would also like to thank our Audit Committee for coming together a couple of weeks ago. A special meeting for just the Audit Committee.

b. Reports of Officers

1. Financial report – Leonora Liz

Account balances:
Checking \$3224.97
Savings \$5208.36
Money Market \$260,217.51
PILOT Checking \$116.64

Motion to accept made by DeStefano; seconded by Hawkins
Motion: carried 6-0

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2. Executive Director's Report – Maria Bruni

In your packet you have the April 2024 monthly report from Loewke Brill for the Poly Craft project covering site visit on April 17. They checked for residence for 19 workers. None were out of the area. There are two vendors, Cioffi Excavation which is 100% in local labor compliance and Sullivan Construction Group which is also 100% in compliance.

We did get a request from Loewke Brill regarding a waiver of our Labor Policy which, per our Labor Policy was handled by our Audit Committee. This will be discussed under committee reports by our Vice Chairman, Wayne Hawkins

3. Reports of Committees

Audit Committee – Wayne Hawkins

As Maria said, we met and discussed the waiver request from Poly Craft. Our consultant Poly Craft had done some research. Poly Craft could not find local labor at a level that was fiscally reasonable.

Bruni: I would like to note that Poly Craft did ask for two quotes: One came back 53% higher than the out of area bid and the other declined to bid. The Audit Committee approved the waiver.

Hawkins: They also reached out to the local Iron Workers Union and the Union was unable to assist.

4. **BILLS AND COMMUNICATIONS**

Fed Ex \$55.91

Motion to approve made by Britto; seconded by Hawkins

Motion: carried 6-0

5. **UNFINISHED BUSINESS**

6. **NEW BUSINESS**

7. **ADJOURNMENT**

Motion to adjourn made by Seigerman seconded by Hawkins

09/17/24

Voucher

City of Middletown
Industrial Development Agency
16 James St; 3rd floor
Middletown, NY 10940

Fed Ex
PO Box 371461
Pittsburgh, PA 15250-7461

52-1320987

This order exempt from all Federal & State taxes

Inv date	Invoice #	Acct / description	project	Total
06/03/24	9-675-34942	Office Supplies/postage		2.50
TOTAL				\$2.50

Department Approval



Authorized Official

9/13/24

date

Approval for payment

date



Invoice Number	Invoice Date	Account Number	Page
9-675-34942	Jun 03, 2024	2248-6977-0	1 of 2

Billing Address:
 INDUSTRIAL DEVELOP AGENCY
 16 JAMES ST STE 3
 MIDDLETOWN NY 10940-5734

Shipping Address:
 INDUSTRIAL DEVELOP AGENCY
 16 JAMES ST STE 3
 MIDDLETOWN NY 10940-5734

Invoice Questions?
Contact FedEx Revenue Services
 Phone: 800.622.1147
 M-F 7 AM to 8 PM CST
 Sa 7 AM to 6 PM CST
 Internet: fedex.com

Invoice Summary

Other Charges USD \$2.50
TOTAL THIS INVOICE USD \$2.50

Other discounts may apply.

Account Summary as of Jun 03, 2024

Previous Balance 0.00
 Payments 0.00
 Adjustments 0.00
 New Charges 2.50
New Account Balance \$2.50

Detailed descriptions of surcharges can be located at fedex.com

To ensure proper credit, please return this portion with your payment to FedEx. Please do not staple or fold. Please make check payable to FedEx.

Invoice Number	Invoice Amount	Account Number	Account Balance
9-675-34942	USD \$2.50	2248-6977-0	USD \$2.50

Remittance Advice

Your payment is due by Jun 18, 2024

96753494280000002501224869770400000025010000000000

0011221 01 AB 0.547 **AUTO T4 0 1152 10940-573403 -C01-P11232-I1



INDUSTIAL DEVELOP AGENCY
 16 JAMES ST STE 3

MIDDLETOWN NY 10940-5734



FedEx
 P.O. Box 371461
 Pittsburgh PA 15250-7461



63313530007272

09/17/24

Voucher

City of Middletown
Industrial Development Agency
16 James St; 3rd floor
Middletown, NY 10940

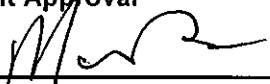
Alex Smith Esq.
6 North Street
Middletown, NY 10940

52-1320987

This order exempt from all Federal & State taxes

Inv date	Invoice #	Acct / description	project	Total
07/01/24		Professional Services/Poly Craft	Poly Craft	280.00
TOTAL				\$280.00

Department Approval



Authorized Official

9/13/24

date

Approval for payment

date

ALEX SMITH, ESQ.
Corporation Counsel of the City of Middletown
16 James Street
Middletown, New York 10940
(845) 346-4140
(845) 346-4146 (fax)
asmith22@hvc.rr.com

July 1, 2024

Maria Bruni
Middletown IDA
16 James Street
Middletown, New York 10940

FOR PROFESSIONAL SERVICES RENDERED
2024 – Second Quarter

IDA

Services at \$200.00 per hour.....\$280.00

Balance owed as of 6/30/24.....\$280.00

MB
10/5
7/2/24

Page 2
7/1/242
IDA

DATE	TYPE OF SERVICE RENDERED	HOURS
5/3/24	Draft Poly Craft resolution	.75
5/15/24	Review contracts, confer with attorneys, & draft Correspondence	.65

Total Services: **1.40 hours**

DATE	DISBURSEMENTS	AMOUNT
None		

09/17/24

Voucher

City of Middletown
Industrial Development Agency
16 James St; 3rd floor
Middletown, NY 10940

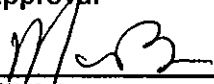
City of Middletown
Finance Dept.
16 James St.
Middletown, NY 10940

52-1320987

This order exempt from all Federal & State taxes

Inv date	Invoice #	Acct / description	project	Total
07/12/24		Office Supply/QuickBooks		192.00
TOTAL				\$192.00

Department Approval



Authorized Official

9/13/24

date

Approval for payment

date

Patricia Racine

From: Intuit Customer Service <No_Reply@notifications.intuit.com>
Sent: Friday, July 12, 2024 2:38 PM
To: Patricia Racine
Subject: Your QuickBooks order confirmation



Order confirmation

Thank you for your order,
Patti Racine.

Order # : 2000030334382
Customer # : *5284
Order date: Jul 12, 2024
Total charges: \$1134.23
Payment method: VISA *9901
Payment authorization code:
014979

Download information

We sent a separate email with your license number and a link to where you can download your product.

Order information

Qty	Item	Type	Amount
1	Intuit QuickBooks Plus Annual Subscription Pro Download 3	Subscription	\$1049.00
1	Intuit Data Protect Monthly Entire PC	Subscription	\$0.00
1	Intuit QuickBooks Annual Support	Subscription	\$0.00
1	Intuit QuickBooks Data Recovery Service	One-time	\$0.00
		Subtotal:	\$1049.00
		Sales Tax:	\$85.23
		Total:	\$1134.23

Notes: IDA \$192
CDA \$308
OECD \$548 - 8686.480

RESOLUTION

At a regular meeting of the City of Middletown Industrial Development Agency was convened on Tuesday, September 17, 2024 at 4:30 pm in Middletown City Hall.

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

Resolution No. 2024-9

WHEREAS, the bylaws of the IDA provide that “the Vice Chairperson will be the auxiliary signer and may act, upon resolution of the Board in the absence of the Chairperson or Treasurer, and WHEREAS, the Treasurer is presently on leave.

NOW THEREFORE BE IT RESOLVED by the City of Middletown IDA that:

1. The IDA adopts the aforesaid recitations as findings of fact.
2. The IDA hereby authorizes Vice Chairperson, Wayne Hawkins, to sign all checks on behalf of the IDA, effective immediately and through September 30,2024.

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

Motion:
Sec'd:

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Andrew Britto	[]	[]	[]	[]
Anthony Cantoli	[]	[]	[]	[]
Joseph DeStefano	[]	[]	[]	[]
Wayne Hawkins	[]	[]	[]	[]
David Madden	[]	[]	[]	[]
Elizabeth Nemeth	[]	[]	[]	[]
Brian Seigerman	[]	[]	[]	[]

MOTION:

Seal

Signatures _____ title _____

_____ title _____