1. Agenda

   Documents:

   020723 AGENDA CDA.PDF

2. Meeting Materials

   Documents:

   020723 FC AGENDA.PDF
   020723 - 2 FC MINUTES.PDF

Agenda
Middletown Community Development Agency
Regular Board Meeting
February 7, 2023
7:00 PM; Common Council Chambers

Roll Call

Approval of Minutes – 01/17/23

Financial Report – Lenora Liz

Executive Director's Report – Maria Bruni

Bills and Communications

EMLT $530
EMLT $1100
City of Middletown – interest $264.43
Ackerly & Hubbell - $750

Old Business

New Business

Resolution to approve the bid for the rehabilitation of 220 ½ Linden Ave as submitted by Matthew J. Davies on January 20, 2023 in the amount of $101,800 and authorize the chairman to sign the contract and proceed notice.

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
Tuesday, January 17, 2023
Annual Meeting
6:30 pm; Common Council Chambers

Called to order 6:30

Roll Call- Joseph DeStefano, Paul Johnson, Andrew Green, Jude Jean-Francois(arrived at 6:36), Gerald Kleiner, Kate Ramkissoon, Miguel Rodrigues, Sparrow Tobin, Kevin Witt

Also present: Patricia Racine, Maria Bruni, Leonora Liz

Absent: Joseph Masi, Jude Jean Francois

Reorganization –

Nomination of Vice Chair and resolution to approve
Motion to approve made by DeStefano, seconded by Rodrigues
Motion carried: 7-0; abstention 1

Resolution to approve committee appointments
Motion to approve made by Rodrigues, seconded by Tobin
Motion carried: 8-0

Resolution to approve Mission Statement
Motion to approve made by Johnson, seconded by Rodrigues
Motion carried: 8-0

Resolution to approve Bylaws
Motion to approve minutes made by Johnson, seconded by Witt
Motion carried: 8-0

Resolution to approve Policies
Motion to approve made by Witt, seconded by Tobin
Motion carried: 9-0

Resolution to approve Agency meeting schedule and authorize its publication
Motion to approve minutes made by Johnson, seconded by Wray
Motion carried: 9-0

Approval of Minutes 10/18/22

Motion to approve minutes made by Johnson, seconded by Wray
Motion carried: 9-0

Financial Report – Leonora Liz, treasurer

as of 12/31/22 See attached

checking balance: $4447.02

savings balance: $48,035.02

operating debt: $156,907.67

sales: $222,799.00

Motion to approve made by Johnson, seconded by Jean-Francois
Motion carried: 9-0

Resolution to appoint RBT as auditors for the year ending 12/31/22 and authorize the chair to sign the pertinent documents
Motion to approve made by Johnson, seconded by Jean-Francois
Motion carried: 9-0

Executive Director's Report – Maria Bruni

Maria Bruni: The 2022 Annual Report is in your packet. Our accomplishments for 2022:

8 Talcott Place sold. 149A Wisner is under contract. 220 ½ Linden is under construction. 33 Lafayette has had asbestos abatement and interior demolition

54 Washington has had asbestos abatement

We've completed 11 homes and have 4 more homes that we are working on. 15 homes that will be back on the tax rolls. We did an analysis of what the city has gained from this program. We paid back the taxes in the amount of $57,884 and additionally the properties that have been sold and are back on the tax rolls have generated taxes in the amount $97,000 and change. This program has been able to stabilize neighborhoods and return them to the tax rolls and we have new homeowners in our city. We're pretty proud of that.

We applied to the County of Orange HOME Program for $150,000 for the Washington Street project. We're waiting to find out if we will be awarded during 2023.

Some of the properties received Neighborhood Revitalization Funds in the amount of $20,000. That's our annual report in a nutshell.

Also to update some ongoing projects:

149A Wisner is under contract. That is going to closing. There are before and after pictures in your packet. On Linden the current contractor was taking a little bit to long to complete the project so we exercised our right to terminate the contract. Gene Grillo worked on that. Pretty much the exterior was completed. The interior is back out to bid and is due this Friday. Half the project is roughly done. We expect a new contractor to begin in early February.

Jean-Francois: On Wisner Avenue the fire place was removed? I don't see it in the after picture.

Bruni: You mean the chimney?

Racine: We eliminated the chimney because everything is direct vent. It gave us more room interior-wise

Bruni: The driveway goes down to the back of the property and is blacktopped so that the homeowner can turn around and face the street on the way out. It is a busy neighborhood and a difficult street to navigate.

Johnson: We started in 2014 we did 11 and in 2022 we did five?

Bruni: We've sold one but we've started on five.

Johnson: How many houses have we done, 11? Plus 5 more?

Bruni: Yes. Actually we started in 2014 but our first house was in 2016.

Bills and Communications -

Grillo – legal services: $450

City of Middletown – Interest payment - $1168.78

City of Middletown – tax reimbursement 8 Talcott – 16,673.00

Ayres & Galloway – $79.98

Motion to approve payment made by Johnson seconded by Jean-Francois
Motion carried: 9-0

Old Business -

Reminder: Sexual Harassment training to be turned in.

New Business –

Members are reminded to sign their Fiduciary Acknowledgements, Certificates of Independence and complete the confidential board self-evaluation.

Do not sign the evaluation it is a confidential survey

Adjournment

Motion made by Jean-Francois, seconded by Witt
Motion carried: 9-0

02/07/2023

Voucher

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

47-1024027

This order exempt from all Federal & State taxes

Ackerly & Hubbell Appraisal
1072 Main Street
Fishkill, NY 12524

Inv date	Invoice #	Acct # / description	project	Total
02/07/23	5615	Professional services/appraisal	33 Lafayette	750.00
			TOTAL DUE	$750.00

Department Approval

signature

2/3/23

date

Approval for payment

date

Invoice Date	Invoice #
2/2/2023	5615
Date Due	
2/16/2023	

Ackerly & Hubbell Appraisal Corp.
1072 Main Street, Fishkill NY 12524
Main Office: 845-454-6525
Corporate ID: 14-1811274
Billing Inquiries: wanda@rphubb.com
Checks payable to: Ackerly & Hubbell Appraisal Corp.

Bill To
City of Middletown, Office of Economic & Community Development
16 James Street, 3rd Floor
Middletown, NY 10940
Attn: Patricia Racine

Client Ref #	File #	Description	Amount
N/A	23-29	33 Lafayette, Middletown, NY 10940 Uniform Residential Appraisal Report with an "As Complete" value	$ 750.00
		Total Amount Billed	$ 750.00

Payment Date	Check Number	Description	Amount
		Total Amount Paid	$ 0.00

Total Amount Due: $ 750.00

02/07/2023

Voucher

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

47-1024027

This order exempt from all Federal & State taxes

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

Inv date	Invoice #	Acct # / description	project	Total
02/02/23	2023/35/3	Interest expense/January 2023	149A Wisner	$171.43
02/02/23	2023/35/4	Interest expense/January 2023	220 ½ Linden	93.00
			TOTAL DUE	**$264.43**

Department Approval

signature

2/3/23

date

Approval for payment

signature

signature

date

CITY OF MIDDLETOWN
16 JAMES STREET
MIDDLETOWN, NY 10940
PHONE # (845) 346-4150 FAX # (845) 343-1101

Invoice Number:	**2023/35/0000003**
Invoice Date:	02/02/2023
Due Date:	**03/03/2023**
Page:	1 of 1

Invoice

Customer Code: CDA

Bill To:
COMMUNITY DEVELOPMENT AGENCY
16 JAMES ST
MIDDLETOWN, NY 10940

Remit To:
CITY OF MIDDLETOWN
Attn: FINANCE DEPT.
ATTN: MISC BILLING
16 JAMES ST
MIDDLETOWN, NY 10940
(845) 346-4150

Description: INTEREST ON BRIDGE LOAN FOR 149A WISNER AVE FOR JANUARY 2023 AT 1.5% ANNUM AS AGREED UPON

Property Location: 149 -A WISNER AVE

District / Parcel ID: 330900 / 12-3-15

PO Number:

Service Description	Quantity	Unit	Unit Price	Amount
DRAW #1-5/24/2022-$50,000	31.0000	DAYS	2.050000	63.55
DRAW #2-7/7/2022-$50,000	31.0000	DAYS	2.050000	63.55
DRAW #3-8/2/2022-$35,000	31.0000	DAYS	1.430000	44.33
			Total Amount Due:	171.43

Make Check Payable To: CITY OF MIDDLETOWN

CITY OF MIDDLETOWN
16 JAMES STREET
MIDDLETOWN, NY 10940
PHONE # (845) 346-4150 FAX # (845) 343-1101

Invoice Number:	**2023/35/0000004**
Invoice Date:	02/02/2023
Due Date:	**03/03/2023**
Page:	1 of 1

Invoice

Customer Code: CDA

Bill To:
COMMUNITY DEVELOPMENT AGENCY
16 JAMES ST
MIDDLETOWN, NY 10940

Remit To:
CITY OF MIDDLETOWN
Attn: FINANCE DEPT.
ATTN: MISC BILLING
16 JAMES ST
MIDDLETOWN, NY 10940
(845) 346-4150

Description: INTEREST CHARGED ON BRIDGE LOAN FOR 220 1/2 LINDEN AVE FOR JANUARY 2023 AT 1.5% PER ANNUM AS AGREED UPON.

Property Location: 220 1/2 LINDEN AVE
District / Parcel ID: 330900 / 8-7-5

PO Number:

Service Description	Quantity	Unit	Unit Price	Amount
DRAW #1-8/2/2022-$23,000	31.0000	DAYS	.950000	29.45
DRAW#2-9/26/2022-$50,000	31.0000	DAYS	2.050000	63.55
			Total Amount Due:	93.00

Make Check Payable To: CITY OF MIDDLETOWN

01/13/2023

Voucher

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

47-1024027

This order exempt from all Federal & State taxes

EMLT
186 Rye Hill Road
Monroe, NY 10950

Inv date	Invoice #	Acct # / description	project	Total
12/20/22	1431	Project related/lead clearance	149A Wisner	530.00
			TOTAL DUE	**$530.00**

Department Approval

signature

date 1/17/23

Approval for payment

1/17/23
date

INVOICE

EMLT
Expert Mold & Lead Testing LLC.

Expert Mold and Lead Testing LL
186 Rye Hill R
Monroe, NY 1095
United State

Phone: (845) 249-198
Mobile: 845-249-198

BILL TO
Community Development
Patty Racine

845-551-5351
pracine@middletown-ny.com

Invoice Number:	1431
Invoice Date:	December 20, 202
Payment Due:	January 4, 2023
Amount Due (USD):	**$530.00**

Product	Quantity	Price	Amour
Lead Clearance Inspection Visual and Dust Wipe Inepection 149A Wisner Ave	1	$250.00	$250.0
Dust Wipes Analysis of Lead in Dust Wipes	8	$35.00	$280.0

Total:	$530.0
Amount Due (USD) :	**$530.0**

Notes / Terms

149A Wisner Ave

02/07/2023

Voucher

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

47-1024027

This order exempt from all Federal & State taxes

EMLT
186 Rye Hill Road
Monroe, NY 10950

Inv date	Invoice #	Acct # / description	project	Total
01/12/23	1445	Project related/lead risk	33 Lafayette	550.00
01/12/23	1446	Project related/lead risk	220 ½ Linden	550.00
			TOTAL DUE	**$530.00**

Department Approval

signature

2/3/23

date

Approval for payment

date

Expert Mold & Lead Testing LLC.

INVOICE

Expert Mold and Lead Testing LL
186 Rye Hill R
Monroe, NY 1095
United State

Phone: (845) 249-198
Mobile: 845-249-198

BILL TO
Community Development
Patty Racine

845-551-5351
pracine@middletown-ny.com

Invoice Number:	1445
P.O./S.O. Number:	33 Lafayette Ave
Invoice Date:	January 12, 2023
Payment Due:	January 27, 2023
Amount Due (USD):	**$550.00**

Product	Quantity	Price	Amour
Lead Inspection XRF Lead Based Paint Inspection by XRF as per EPA 40CFR Part 745 and TSCA Title X	1	$550.00	$550.0

Total:	$550.0
Amount Due (USD) :	**$550.0**

INVOICE

Expert Mold & Lead Testing LLC.

Expert Mold and Lead Testing LL
186 Rye Hill R
Monroe, NY 1095
United State

Phone: (845) 249-198
Mobile: 845-249-198

BILL TO
Community Development
Patty Racine

845-551-5351
pracine@middletown-ny.com

Invoice Number:	1446
P.O./S.O. Number:	220.5 Linden Ave
Invoice Date:	January 12, 2023
Payment Due:	January 27, 2023
Amount Due (USD):	**$550.00**

Product	Quantity	Price	Amour
Lead Inspection XRF Lead Based Paint Inspection by XRF as per EPA 40CFR Part 745 and TSCA Title X	1	$550.00	$550.0

Total:	$550.0
Amount Due (USD) :	**$550.0**

RESOLUTION

At a regular meeting of the City of Middletown Community Development Agency convened on Tuesday, February 7, 2023 at 6:30 PM, local time, at Middletown City Hall in the Common Council Chambers.

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

Resolution No. 2023-8

To accept the bid of Matthew J Davies according to the attached bid document dated January 20, 2023 and presented to the members of the board in the amount of $101,800.00 for the Community Development Agency project known as 220 ½ 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_____

Bid opening date	**1/20/2023**		**4:00 PM**						
220 1/2 Linden Ave.	Total	Award							
E&A Contracting	**$119,500.00**								
Matthew J. Davies	**$101,800.00**								
L&B Board Up	**$134,100.00**								

Agenda
Middletown Community Development Agency
Finance Committee
February 17, 2023
7:00 PM; Common Council Chambers
Committee Meetings

Finance Committee

Committee Roll call

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

Approval of Minutes Finance Committee – 10/18/22

Old Business Finance Committee - NONE

New Business Finance Committee –

Resolution to recommend the bid of Matthew J. Davies for the rehabilitation of 220 ½ Linden Ave in the amount of $101,800 and advance to the full board for approval.

Adjournment

Minutes
Middletown Community Development Agency
Finance Committee
February 7, 2023
7:00 PM; Common Council Chambers

Governance Committee

Roll call

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

Approval of Minutes Finance Committee – 10/18/22

Motion to approve made by Masi; seconded by Wray
Motion: carried 3-0

Old Business Governance Committee - NONE

New Business Governance Committee –

Maria Bruni: The original contract for 220 ½ Linden was with Delta in the amount of $164, 910. Du to his inability to complete the contract in a timely fashion we consulted with our attorney and terminated the contract. He did do work which was inspected and paid for. We are holding a retainage of $9390. The balance after paying the contractor is $81,400. We put the rest of the project back out to bid. The new bid which was reviewed by Mike our inspector was in the amount of $101,800 bringing the total project cost to $185,310. We did get an appraisal based on post rehab which came in at $300,000. We're still within budget. We are looking to sell this property, when all is said and done at about $230,000 with incentives. We are asking you to accept the bid and move it forward to the full board.

Joseph DeStefano: This is the Linden Avenue property?

Bruni: Yes, 220 ½.

Resolution to recommend the bid of Matthew J. Davies for the rehabilitation of 220 ½ Linden Ave in the amount of $101,800 and advance to the full board for approval.
Motion to approve made by Masi; seconded by Wray
Motion: carried 3-0

ADJOURNMENT

Motion for adjournment made by Masi; seconded by Wray
Motion: carried 3-0