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Agenda

Middletown Community Development Agency
Annual Meeting
January 17, 2023
6:30 PM; Common Council Chambers

Roll Call

Reorganization –

Nominate vice chair

Resolution to approve vice chair

Resolution to approve committees

Resolution to approve Bylaws

Resolution to approve Mission Statement

Resolution to approve Policies

Resolution to approve Agency meeting schedule and authorize its publication

Members to sign Fiduciary Acknowledgments, Certificates of Independence and complete the Board Self Evaluation.

Approval of Minutes –10/18/22

Financial Report –

Resolution to appoint RBT as auditors for the year ending 12/31/22 and authorize the chair to sign pertinent documents.

Executive Director's Report

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

Old Business

Reminder: Sexual Harassment training to be turned in.

New Business

Members to sign Fiduciary Acknowledgments, Certificates of Independence and complete the Board Self Evaluation.

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

RESOLUTION

At the annual meeting of the City of Middletown Community Development Agency convened on Tuesday, January 17, 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. 2023-1

A resolution to approve _____ as vice chair of the Community Development Agency.

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	[]	[]	[]	[]
Kevin Witt	[]	[]	[]	[]
Jude Jean-Francois	[]	[]	[]	[]
Gerald Kleiner	[]	[]	[]	[]
Joseph Masi	[]	[]	[]	[]
Kate Wray	[]	[]	[]	[]
J. Miguel Rodrigues	[]	[]	[]	[]
Sparrow Tobin	[]	[]	[]	[]
Andrew Green	[]	[]	[]	[]

MOTION:

Seal

Signatures _____ title _____

_____ title _____

RESOLUTION

At the annual meeting of the City of Middletown Community Development Agency convened on Tuesday, January 17, 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. 2023-2

A resolution to approve committee appointments.

Governance Committee members: Miguel Rodrigues, Sparrow Tobin and Paul Johnson;

Audit Committee members: Jude Jean-Francois, Gerald Kleiner and Kevin Witt and Paul Johnson

Finance Committee members: Joseph Masi, Kate Ramkissoon, Andrew Green and Paul Johnson.

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	[]	[]	[]	[]
Kevin Witt	[]	[]	[]	[]
Jude Jean-Francois	[]	[]	[]	[]
Gerald Kleiner	[]	[]	[]	[]
Joseph Masi	[]	[]	[]	[]
Kate Wray []	[]	[]	[]	[]
J. Miguel Rodrigues	[]	[]	[]	[]
Sparrow Tobin	[]	[]	[]	[]
Andrew Green	[]	[]	[]	[]

MOTION:

Seal

Signatures _____ title _____

_____ title _____

RESOLUTION

At the annual meeting of the City of Middletown Community Development Agency convened on Tuesday, January 17, 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. 2023-3

Approve and adopt the mission statement as presented.

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	[]	[]	[]	[]
Kevin Witt	[]	[]	[]	[]
Jude Jean-Francois	[]	[]	[]	[]
Gerald Kleiner	[]	[]	[]	[]
Joseph Masi	[]	[]	[]	[]
Kate Wray	[]	[]	[]	[]
J. Miguel Rodrigues	[]	[]	[]	[]
Sparrow Tobin	[]	[]	[]	[]
Andrew Green	[]	[]	[]	[]

MOTION:

Seal

Signatures _____ title _____

_____ title _____

RESOLUTION

At the annual meeting of the City of Middletown Community Development Agency convened on Tuesday, January 17, 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. 2023-4

Approve and adopt the bylaws as presented.

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	[]	[]	[]	[]
Kevin Witt	[]	[]	[]	[]
Jude Jean-Francois	[]	[]	[]	[]
Gerald Kleiner	[]	[]	[]	[]
Joseph Masi	[]	[]	[]	[]
Kate Wray	[]	[]	[]	[]
J. Miguel Rodrigues	[]	[]	[]	[]
Sparrow Tobin	[]	[]	[]	[]
Andrew Green	[]	[]	[]	[]

MOTION:

Seal

Signatures _____ title _____

_____ title _____

RESOLUTION

At the annual meeting of the City of Middletown Community Development Agency convened on Tuesday, January 17, 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. 2023-5

Approve and adopt the policies as presented.

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	[]	[]	[]	[]
Kevin Witt	[]	[]	[]	[]
Jude Jean-Francois	[]	[]	[]	[]
Gerald Kleiner	[]	[]	[]	[]
Joseph Masi	[]	[]	[]	[]
Kate Wray	[]	[]	[]	[]
J. Miguel Rodrigues	[]	[]	[]	[]
Sparrow Tobin	[]	[]	[]	[]
Andrew Green	[]	[]	[]	[]

MOTION:

Seal

Signatures _____ title _____

_____ title _____

RESOLUTION

At the annual meeting of the City of Middletown Community Development Agency convened on Tuesday, January 17, 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. 2023-6

Be it resolved that the attached meeting schedule of the City of Middletown Community Development Agency is approved by the board and authorized to be published in the Times Herald-Record and the City of Middletown website.

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	[]	[]	[]	[]
Kevin Witt	[]	[]	[]	[]
Jude Jean-Francois	[]	[]	[]	[]
Gerald Kleiner	[]	[]	[]	[]
Joseph Masi	[]	[]	[]	[]
KateWray	[]	[]	[]	[]
J. Miguel Rodrigues	[]	[]	[]	[]
Sparrow Tobin	[]	[]	[]	[]
Andrew Green	[]	[]	[]	[]

MOTION:

Seal

Signatures _____ title _____

_____ title _____

Community Development Agency Special Meeting Minutes

Tuesday, October 18, 2022

6:30 pm; Common Council Chambers

Roll Call- Jude Jean Francois, Andrew Green, Paul Johnson, Gerald Kleiner, Kate Ramkissoon, Sparrow Tobin , Kevin Witt

Absent: Joseph DeStefano, Joseph Masi, Miguel Rodrigues

Also present: Patricia Racine, Maria Bruni, Leonora Liz

Approval of Minutes 10/03/22

Motion to approve minutes made by Tobin, seconded by Witt

Motion carried: 7-0

Treasurer's Report – Presentation of the 2023 Budget

In front of you are the actuals for the 2021 budget, the estimated for 2022 and the proposed for 2023 through 2026. The 2023 reflects revenue from 3 houses sold and corresponding expense for the renovations. There are few changes from last year for other lines. One change for 2024 is \$150,000 from a HOME grant that we have applied for.

Executive Director's Report –

Thank s to Leonora for working with us on developing the budget. We will be asking you to approve that later in the meeting.

149A Wisner is nearly complete and we have a buyer who will be visiting the property tomorrow.

220 ½ Linden rehab is moving along.

33 Lafayette and 54 Washington asbestos abatements are completed and the interior demo is underway at Lafayette.

Tobin: Going forward is there a plan to scale up this program? Or this is far as we can go with the current manpower? There are other cities that have more abandoned houses. Are we trying to expand? Are we half way there or are we at capacity?

Bruni: We would like to expand it. As you said – manpower. We put these things out to bid and if we had more contractors we could do more. To scale up we need more contractors. Also we applied for a grant from the county that we are hoping to get. That would help us as well. We applied for \$150,000. The more money we can get the more houses we can renovate.

Bills and Communications -

Old Business – none

New Business –

Resolution to approve the 2023 Community development Agency budgets through 2026 and authorize submission to New York State.

Motion made by Johnson, seconded by Ramkissoon

Motion carried: 7-0

A motion to go into executive session for legal counsel.

Motion made by Johnson; seconded by Ramkissoon

A motion to exit executive session was made by Johnson and seconded by Ramkissoon

Adjournment

Motion made by Witt, seconded by Ramkissoon

Motion carried: 7-0

RESOLUTION

At the annual meeting of the City of Middletown Community Development Agency convened on Tuesday, January 17, 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. 2023-6

Be it resolved that RBT is approved as the auditor for the year ending December 31, 2022 and the chair is authorized to sign documents pertinent to this engagement.

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	[]	[]	[]	[]
Kevin Witt	[]	[]	[]	[]
Jude Jean-Francois	[]	[]	[]	[]
Gerald Kleiner	[]	[]	[]	[]
Joseph Masi	[]	[]	[]	[]
Kate Wray	[]	[]	[]	[]
J. Miguel Rodrigues	[]	[]	[]	[]
Sparrow Tobin	[]	[]	[]	[]
Andrew Green	[]	[]	[]	[]

MOTION:

Seal

Signatures _____ title _____

_____ title _____

Agenda
Middletown Community Development Agency
Audit Committee Meeting
January 17, 2023
6:30 PM; Common Council Chambers

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

Roll call

Approval of Minutes Audit Committee – 03/01/22

Old Business Audit Committee - NONE

New Business Audit Committee –

Resolution to recommend RBT as auditor for the Community Development Agency for year ending 12/31/22 and advance to the full board for approval

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RESOLUTION

At the annual meeting of the City of Middletown Community Development Agency Audit Committee convened on Tuesday, January 17, 2023 at 6:30 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 2023-1

A resolution to recommend RBT as auditor for the year ending 12/31/23 and advance to the full board.

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 _____

Meeting Minutes
Middletown Community Development Agency
Audit Committee
March 01, 2022
7:15 PM; Common Council Chambers

Audit Committee

Committee Roll call

Members present: Paul Johnson, chair; Jude Jean-Francois, Gerald Kleiner, Thomas Burr

Approval of Minutes Audit Committee – 03/16/21

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

Motion Carried: 4-0

Old Business Audit Committee – none

New Business Audit Committee – Presentation of Audit by RBT

Shannon Mannese from RBT CPAs LLC introduced by Kelly Ann Kelly:

Total assets: \$172,000 increase, noncurrent liabilities \$53,000 increase. The net position was \$76,903 net increase over last year. There were no deficiencies and no compliance findings. Overall the audit went very well this year.

Johnson: If there are any questions from the committee and the board please ask them now.

Maria Bruni: I also would like to report that the PARIS Report and the Annual Report along with the Audit Report will be submitted to New York State. The highlights are the sale of property. Thanks to Patti, Kelly Ann and our auditors this year for all of their work.

Resolution to approve the 2021 audit, annual report and PARIS Report and advance to the full board.

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

Kevin Witt: In order to be transparent, I was not a member of this committee or council during the period that was audited but I am comfortable with the results.

Motion Carried: 4-0

Adjournment

Motion to adjourn made by Johnson; seconded by Witt

Motion Carried: 4-0

Meeting Minutes
Middletown Community Development Agency
Audit Committee
January 17, 2023
6:30 PM; Common Council Chambers

Audit Committee

Committee Roll call

Members present: Paul Johnson, chair; Gerald Kleiner, Kevin Witt

Absent: Jude Jean-Francois

Approval of Minutes Audit Committee – 03/01/22

Motion to approve made by Johnson; Seconded by Witt

Motion Carried: 3-0

Old Business Audit Committee – none

New Business Audit Committee

Resolution recommend RBT as auditor for the Community Development Agency for year ending 12/31/22 and advance to the full board for approval

Motion to recommend made by Witt; Seconded by Kleiner

Motion Carried: 3-0

Adjournment

Motion to adjourn made by Witt; seconded by Kleiner

Motion Carried: 3-0

Agenda
Middletown Community Development Agency
Governance Committee Meeting
January 18, 2022
6:30 PM; Common Council Chambers

Members: Paul Johnson, chair
Miguel Rodrigues
Sparrow Tobin

Roll call

Approval of Minutes Governance Committee - 01/18/22

Old Business Governance Committee - NONE

New Business Governance Committee –

Resolution to recommend the Mission Statement and advance to the full board.

Resolution to recommend Bylaws and advance to the full board.

Resolution to recommend the Policies and advance to the full board.

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Minutes
Middletown Community Development Agency
Governance Committee
January 18, 2022
7:00 PM; Common Council Chambers

Governance Committee

Roll call

Members: all present

Paul Johnson, chair

Miguel Rodrigues

Sparrow Tobin

Approval of Minutes Governance Committee – 01/19/21

Motion to approve made by Johnson; seconded by Tobin

Motion: carried 3-0

Old Business Governance Committee - NONE

New Business Governance Committee –

Resolution to recommend the Mission Statement and advance to the full board

Motion to approve made by Rodrigues; seconded by Tobin

Motion: carried 3-0

Resolution to recommend Bylaws and advance to the full board

Motion to approve made by Rodrigues; seconded by Tobin

Motion: carried 3-0

Resolution to recommend Policies and advance to the full board

Motion to approve made by Rodrigues; seconded by Tobin

Motion: carried 3-0

ADJOURNMENT

Motion for adjournment made by Rodrigues; seconded by Tobin

Motion: carried 3-0

RESOLUTION

At a meeting of the City of Middletown Community Development Agency Governance Committee convened on Tuesday, January 17, 2023 at 6:30 PM, local time, at Middletown City Hall

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

Resolution No. GC2023-1

RESOLVED; that the City of Middletown Community Development Agency Governance Committee approves of and wishes to forward to the full board the attached 2023 Mission Statement.

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>
Paul Johnson	[]	[]	[]	[]
J. Miguel Rodrigues	[]	[]	[]	[]
Sparrow Tobin	[]	[]	[]	[]

MOTION:

Signatures _____ title _____

_____ title _____

Seal

RESOLUTION

At a meeting of the City of Middletown Community Development Agency Governance Committee convened on Tuesday, January 17, 2023 at 6:30 PM, local time, at Middletown City Hall

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

Resolution No. GC2023-2

RESOLVED; that the City of Middletown Community Development Agency Governance Committee approves of and wishes to forward to the full board the attached 2023 Bylaws.

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>
Paul Johnson	[]	[]	[]	[]
J. Miguel Rodrigues	[]	[]	[]	[]
Sparrow Tobin	[]	[]	[]	[]

MOTION:

Signatures _____ title _____

_____ title _____

Seal

RESOLUTION

At a meeting of the City of Middletown Community Development Agency Governance Committee convened on Tuesday, January 17, 2023 at 6:30 PM, local time, at Middletown City Hall

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

Resolution No. GC2023-3

RESOLVED; that the City of Middletown Community Development Agency Governance Committee approves of and wishes to forward to the full board the attached 2023 Policies.

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>
Paul Johnson	[]	[]	[]	[]
Miguel Rodrigues	[]	[]	[]	[]
Sparrow Tobin	[]	[]	[]	[]

MOTION:

Signatures _____ title _____

_____ title _____

Seal

Minutes
Middletown Community Development Agency
Governance Committee
January 17, 2023
6:30 PM; Common Council Chambers

Governance Committee

Roll call

Members: all present

Paul Johnson, chair

Miguel Rodrigues

Sparrow Tobin

Approval of Minutes Governance Committee – 01/18/22

Motion to approve made by Tobin; seconded by Rodrigues

Motion: carried 3-0

Old Business Governance Committee - NONE

New Business Governance Committee –

Resolution to recommend the Mission Statement and advance to the full board

Motion to approve made by Tobin; seconded by Rodrigues

Motion: carried 3-0

Resolution to recommend Bylaws and advance to the full board

Motion to approve made by Tobin; seconded by Rodrigues

Motion: carried 3-0

Resolution to recommend Policies and advance to the full board

Motion to approve made by Tobin; seconded by Rodrigues

Motion: carried 3-0

ADJOURNMENT

Motion for adjournment made by Johnson; seconded by Rodrigues

Motion: carried 3-0