

BOARD MEMBERS  
DAVID MADDEN, CHAIRMAN  
WAYNE HAWKINS, VICE CHAIR  
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

## Industrial Development Agency City of Middletown

# City of Middletown Industrial Development Agency ANNUAL MEETING AGENDA Tuesday, January 24, 2023; 4:30 p.m. Council Chambers; City Hall

SWEAR IN BOARD MEMBERS – Richard McCormack, City Clerk

1. ROLL CALL
2. REORGANIZATION  
Nomination and election of Chairperson  
Nomination and election of Vice Chairperson  
Nomination and Resolution to appoint Officers: Administrative Director, Maria Bruni; Treasurer, Leonora Liz; Secretary, Patricia Racine  
Resolution to approve and adopt Mission Statement  
Resolution to approve and adopt Bylaws  
Resolution to approve and adopt Policies  
Resolution to approve the 2023 Meeting Schedule and authorize publication in the Times-Herald Record and the City website.
3. APPROVAL OF MINUTES – 11/17/22  
Motion to approve
4. TREASURERS REPORT - Leonora Liz  
Financial Report as of 12/31/22  
Motion to approve  
  
Resolution to approve RBT as auditor for year ending 12/31/22 and authorize the chairperson to sign documents pertinent to the engagement.
5. BILLS AND COMMUNICATIONS  
Motion to approve  
Times Herald-Record – 58.41  
Fed-Ex – 20.85
6. UNFINISHED BUSINESS  
Poly Craft Industries Corp – presentation of the PILOT Agreement
7. NEW BUSINESS  
Board Members are reminded to turn in Sexual Harassment Training questionnaires and acknowledgement of receipt  
Please sign the Fiduciary Acknowledgment, Certificate of Independence and the Board Self-Evaluation and turn in today
8. 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

RESOLUTION

At the Annual Meeting of the City of Middletown Industrial Development Agency was convened on Tuesday, January 24, 2023 at Middletown City Hall.

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

Resolution No. 2023-1

To appoint Maria Bruni as Administrative Director of the Agency as nominated by \_\_\_\_\_.

To appoint Patricia Racine as Secretary as nominated by \_\_\_\_\_.

To appoint Leonora Liz as Treasurer as nominated by \_\_\_\_\_.

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 \_\_\_\_\_

RESOLUTION

At the Annual Meeting of the City of Middletown Industrial Development Agency was convened on Tuesday, January 24, 2023 at 4:30 PM, local time, at Middletown City Hall.

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

Resolution No. 2023-2

A Resolution to approve and adopt the mission statement of the IDA as presented.

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 \_\_\_\_\_

RESOLUTION

At the Annual Meeting of the City of Middletown Industrial Development Agency was convened on Tuesday, January 24, 2023 at Middletown City Hall.

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

Resolution No. 2023-3

A Resolution to approve and adopt the bylaws of the IDA as presented.

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 \_\_\_\_\_

RESOLUTION

At the Annual Meeting of the City of Middletown Industrial Development Agency was convened on Tuesday, January 24, 2023 at Middletown City Hall.

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

Resolution No. 2023-4

A Resolution to approve and adopt the policies of the IDA as presented.

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 \_\_\_\_\_

RESOLUTION

At the Annual Meeting of the City of Middletown Industrial Development Agency was convened on Tuesday, January 24, 2023 at Middletown City Hall.

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

Resolution No. 2023-5

Whereas publication of the Agency meeting schedule is required by New York State law

Be it resolved that the attached meeting schedule of the City of Middletown Industrial 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 on roll call, which resulted as follows:

Motion:  
Sec'd: J

	<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 \_\_\_\_\_

NOTICE OF 2022 MEETING SCHEDULE  
FOR THE  
CITY OF MIDDLETOWN INDUSTRIAL DEVELOPMENT AGENCY

Unless otherwise noted, IDA meetings are scheduled for the 3<sup>rd</sup> Tuesday of every month and begin at 4:30 pm in the Common Council Chambers at City Hall, 16 James Street, Middletown, NY 10940. Meeting date, time and/or location are subject to change without notice.

Meetings are live streamed via Channel 20

Meetings may be held via <https://middletown-ny.digitaltownhall.com/?> The public may attend virtually by registering at the aforementioned URL or attend in person.

Please see Middletown-NY.com for up to date information.

February 15, 2022

March 15, 2022

April 19, 2022

May 17, 2022

June 21, 2022

July 19, 2022

August 16, 2022

September 20, 2022

October 18, 2022

November 15, 2022

December 13, 2022

City of Middletown Industrial Development Agency  
16 James Street  
Middletown, NY 10940  
845-346-4170

BOARD MEMBERS  
DAVID MADDEN - CHAIRMAN  
WAYNE HAWKINS - VICE CHAIRMAN  
ANDREW BRITTO  
ANTHONY JOSEPH CANTOLI  
JOSEPH M. DESTEFANO

MARIA BRUNI, ADMINISTRATIVE DIRECTOR  
PATRICIA RACINE, SECRETARY  
LEONORA LIZ, TREASURER  
ALEX SMITH, IDA COUNSEL

## Industrial Development Agency City of Middletown

### City of Middletown Industrial Development Agency MEETING MINUTES November 17, 2022; 4:30 p.m. Council Chambers; City Hall

1. ROLL CALL: Present: David Madden, Wayne Hawkins, Andrew Britto, Joseph Cantoli, Joseph DeStefano,  
Also in attendance: Maria Bruni, Patricia Racine, Leonora Liz
2. APPROVAL OF MINUTES – 10/20/22  
Motion to approve made by Hawkins; seconded by Britto  
Motion carried: 5-0
3. TREASURERS REPORT– 03/31/22 through 10/31/22  
Checking: \$467.88  
Pilot checking: \$116.63  
Savings: \$3974.07  
Money Market: \$111,229.57  
Balance: \$115,788.15  
  
Motion to approve made by Britto; seconded by Cantoli  
Motion carried: 5-0
4. BILLS AND COMMUNICATIONS –  
Alex Smith – Legal Services \$160.00  
  
Motion to approve made by Hawkins; seconded by Cantoli  
Motion carried: 5-0
5. UNFINISHED BUSINESS – None
6. NEW BUSINESS –  
Bruni: We have before us today the Authorizing Resolution for Poly Craft Industries. At the last meeting we passed the Inducement Resolution. Rudy Zodda of Bleakley Platt our counsel for this project is here. Could you lead us through the Authorizing Resolution please?

Zodda: Basically the Authorizing Resolution tracks everything that was in the Inducement Resolution. It is the board authorizing the project to proceed and it is based upon public hearing comments that you received or didn't receive tonight. It approves the project which includes a mortgage tax exemption



based on a mortgage of up to \$17,871,411.00 based on the application as well as a sales tax exemption based on expenditures up to the amount of \$6,684,120.00 as well as a PILOT to be determined.

Madden: We're not voting to accept the terms of this project?

Zodda: We are not closing on the transaction it is authorizing it to move forward.

Madden: Any other questions?

Bruni: You might want to report on the public hearing...

Madden: We did have a public hearing at 4:00 there were a couple of questions regarding the project. There were no comments.

Authorizing resolution – Poly Craft Industries

Motion made by DeStefano; seconded by Hawkins

Motion carried 5-0

A Resolution to appointing Marshall & Sterling as the provider for Public Official Liability Insurance, authorize payment in the of \$2245.00 and approve the executive director as signatory for same

Cantoli: Is the price the same as last year?

Racine: Yes.

Motion made by Britto; seconded by Cantoli

Motion carried 5-0

It's time to renew our sexual harassment training. Please view the videos, answer the questions and return only the questionnaire by December 23, 2022.

## 7. ADJOURNMENT

Motion to adjourn made by Hawkins; seconded by Cantoli

Motion carried 5-0

RESOLUTION

At the Annual Meeting of the City of Middletown Industrial Development Agency was convened on Tuesday, January 24, 2023 at 4:30 PM, local time, at Middletown City Hall.

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

Resolution No. 2023-6

Appoint RBT as auditor for the City of Middletown Industrial Development Agency, for year ending December 31, 2022 and authorize the Chairman to sign the Engagement Letter

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 \_\_\_\_\_

01/24/23

# Voucher

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

52-1320987

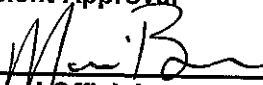
Claimant

Gatehouse Media  
PO Box 631202  
Cincinnati, OH 45263-1202

This order exempt from all Federal & State taxes

Inv date	Invoice #	Acct / description	project	Total
11/30/22	5102854	Advertising/ Notice of public hearing	PolyCraft	58.41
<b>TOTAL</b>				<b>\$58.41</b>

Department Approval

  
Authorized Official

date

11/11/23

Approval for payment

date

# LOCALIQ

Observer-Dispatch | Daily Messenger  
Times Telegram | New Jersey Herald  
Times Herald-Record

ACCOUNT NAME Middletown, Community Development Agency		ACCOUNT # 693265	PAGE # 1 of 1
INVOICE # 0005102854	BILLING PERIOD Nov 1- Nov 30, 2022	PAYMENT DUE DATE December 20, 2022	
PREPAY (Memo Info) \$0.00	UNAPPLIED (Included in amt due) \$0.00	TOTAL AMOUNT DUE <b>\$95.91</b>	
BILLING ACCOUNT NAME AND ADDRESS  Middletown Community Development Agency Middletown Community Dev. Agency 16 James St. Ste. 3 Middletown, NY 10940-5734		BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@ccc.gannett.com	FEDERAL ID 36-4197660
<p><b>Legal Entity:</b> GateHouse Media New York Holdings, Inc.  <b>Terms and Conditions:</b> Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.  <b>All funds payable in US dollars.</b></p>			

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Starting in October ad placements will be assessed a monthly creative processing fee to cover fees associated with award winning ad design, toning, imaging, and sizing. Previous Account Number: LMG-600048005

Date	Description	Amount
11/1/22	Balance Forward	\$33.40
11/8/22	PAYMENT - THANK YOU	-\$33.40

**Package Advertising:**

Start-End Date	Order Number	Description	PO Number	Package Cost
11/11/22	8049707	Notice of Public Hearing		\$58.41
11/30/22	8112602	Bids - Housing Rehabilitation Program	IDA OELD pd	\$37.50

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

# LOCALIQ

Observer-Dispatch | Daily Messenger  
Times Telegram | New Jersey Herald  
Times Herald-Record

ACCOUNT NAME Middletown, Community Development Agency		PAYMENT DUE DATE December 20, 2022		AMOUNT PAID	
ACCOUNT NUMBER 693265		INVOICE NUMBER 0005102854			
CURRENT DUE \$95.91	30 DAYS PAST DUE \$0.00	60 DAYS PAST DUE \$0.00	90 DAYS PAST DUE \$0.00	120+ DAYS PAST DUE \$0.00	UNAPPLIED PAYMENTS \$0.00
					TOTAL AMOUNT DUE <b>\$95.91</b>

REMITTANCE ADDRESS (Include Account# & Invoice# on check)  
  
GateHouse Media New York Holdings, Inc.  
PO Box 631202  
Cincinnati, OH 45263-1202

TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW:

VISA     MASTERCARD     DISCOVER     AMEX

Card Number \_\_\_\_\_  
Exp Date \_\_\_\_/\_\_\_\_/\_\_\_\_    CVV Code \_\_\_\_\_  
Signature \_\_\_\_\_    Date \_\_\_\_\_

000069326500000000000000051028540000959113349

01/24/23

# Voucher

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

52-1320987

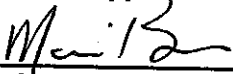
Claimant

Fed Ex  
PO Box 371461  
Pittsburgh, PA 15250-7461

This order exempt from all Federal & State taxes

Inv date	Invoice #	Acct / description	project	Total
11/21/22	7-952-92301	Office expense/delivery School PILOTs		20.85
<b>TOTAL</b>				<b>\$20.85</b>

Department Approval



Authorized Official

1/11/23

date

Approval for payment

date



<b>Invoice Number</b> 7-952-92301	<b>Invoice Date</b> Nov 21, 2022	<b>Account Number</b> 2248-6977-0	Page 1 of 2
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**Billing Address:**

INDUSTIAL 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****FedEx Express Services**

Total Charges	USD	\$20.85
<b>TOTAL THIS INVOICE</b>	<b>USD</b>	<b>\$20.85</b>

You saved \$10.25 in discounts this period!

Other discounts may apply.

To pay your FedEx invoice, please go to [www.fedex.com/payment](http://www.fedex.com/payment). Thank you for using FedEx.

**Account Summary as of Nov 21, 2022**

Previous Balance	0.00
Payments	0.00
Adjustments	0.00
New Charges	20.85

**New Account Balance \$20.85***Payments not received by Dec 06, 2022 are subject to a late fee.*Detailed descriptions of surcharges can be located at [fedex.com](http://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
7-952-92301	USD \$20.85	2248-6977-0	USD \$20.85

**Remittance Advice****Your payment is due by Dec 06, 2022***Payments not received by this date are subject to a late fee.*

795292301400000208592248697704000002085900000208590

0018139 01 AB 0.491 \*\*AUTO TO 2 1324 10940-573403 -C01-P18157-11



INDUSTIAL DEVELOP AGENCY  
16 JAMES ST STE 3  
MIDDLETOWN NY 10940-5734



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



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1324-01-00-0018139-0001-0035271