

1. Agenda

Documents:

[030723 CDA AGENDA.PDF](#)

2. Meeting Materials

Documents:

[030723 - AC MINUTES DRAFT.PDF](#)

[030723 - FC MINUTES.PDF](#)

[030723 AUDIT AGENDA.PDF](#)

[030723 FINANCE AGENDA.PDF](#)

Agenda

Middletown Community Development Agency

Regular Board Meeting

March 7, 2023

7:00 PM; Common Council Chambers

Roll Call

Approval of Minutes – 02/07/23

Motion to approve minutes

Financial Report – Lenora Liz

Financial Report

Motion to accept financial report

Audit presentation

Resolution to accept and approve the 2022 Audit, Annual Report and PARIS Report and authorize Maria Bruni, Executive Director, to submit the same to New York State.

Executive Director's Report – Maria Bruni

Bills and Communications

City of Middletown - 238.84

Times Herald-Record - \$157.52

Grillo - \$360.00

Ayres & Galloway - \$5.54

Fed Ex - \$50.86

Motion to approve payment

Old Business

New Business

Resolution to approve the change order for 220 ½ Linden dated 2/23/23 in the amount of \$4768.35 and authorize payment

Resolution to approve the bid for the rehabilitation of 33 Lafayette as submitted by Matthew J. Davies on February 27, 2023 in the amount of \$288,000 and authorize the chairman to sign the contract and proceed notice.

Resolution to obtain a bridge loan from the City of Middletown in the amount of \$288,000 plus financing costs for the rehabilitation of 33 Lafayette Avenue.

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, February 7, 2023

Regular Meeting

7:00 pm; Common Council Chambers

Roll Call- Joseph DeStefano, Paul Johnson, Jude Jean-Francois, Gerald Kleiner, Joseph Masi, Miguel Rodrigues, Sparrow Tobin, Kevin Witt, Kate Wray

Also present: Patricia Racine, Maria Bruni

Absent: Andrew Green

Approval of Minutes - 01/17/23

Motion to approve minutes made by Johnson, seconded by Wray

Motion carried: 9-0

Financial Report – Maria Bruni

The financial report is in your packets. The full report will be presented at the next meeting.

Executive Director's Report – Maria Bruni

An update on 149A Wisner Ave, the buyer has the contract in hand. They had their own inspection which went well, nothing major. The bid opening for 54 Washington is this Friday for the demo. Once the demo is complete we will put it out for bid. Lafayette is out for rehab bids which are due next week.

Bills and Communications -

EMLT \$530

EMLT \$1100

City of Middletown – interest \$264.43

Ackerly & Hubbell - \$750

Motion to approve payment made by Masi seconded by Johnson

Motion carried: 9-0

Old Business - none

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.

Motion made by Masi, seconded by Wray

Motion carried: 9-0

Adjournment

Motion made by Masi, seconded by Rodrigues
Motion carried: 9-0

DRAFT

RESOLUTION

At a regular meeting of the City of Middletown Community Development Agency convened on Tuesday, March 7, 2023 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. 2023-9

To accept and approve the 2022 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 Ramkissoon	[]	[]	[]	[]
J. Miguel Rodrigues	[]	[]	[]	[]
Sparrow Tobin	[]	[]	[]	[]
Kevin Witt	[]	[]	[]	[]

MOTION:

Seal

Signatures _____ title _____

_____ title _____

RESOLUTION

At a regular meeting of the City of Middletown Community Development Agency convened on Tuesday, March 7, 2023, 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. 2023-10

A resolution to approve the change order for 220 ½ Linden dated 2/23/23 in the amount of \$4768.35 (see attached) and authorize payment

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 Ramkissoon	[]	[]	[]	[]
J. Miguel Rodrigues	[]	[]	[]	[]
Sparrow Tobin	[]	[]	[]	[]
Kevin Witt	[]	[]	[]	[]

MOTION:

Seal

Signatures _____ title _____

_____ title _____

Middletown Community Development Agency

Contract Change Order

Date: 2/28/23

To:

Contract Date: 2/8/23

Property: 220 1/2 LINDEN

Contract Amt.: \$ 101,800

1. Changes from the Contractor Plans and Specifications:

Relocate gas lines, hot and cold water lines 1718.35

Add dryer circuit, 30 amp AC, 30 amp hot water

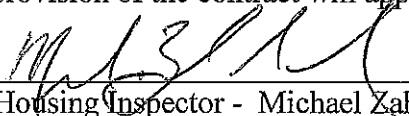
microwave line, wire 2 vanity lights, repair damaged

wiring, closet lights/wiring, recessed lights (6)

inspection fee, switches 3050.00

TOTAL 4768.35

The time provided for completion in the contract is unchanged, increased, decreased (circle one) by X calendar days. This document shall become an amendment to the contract and all provision of the contract will apply hereto.

Recommend by: 
Housing Inspector - Michael Zahorchak

2. Approved by CDA Board on: _____ Resolution attached.

RESOLUTION

At a regular meeting of the City of Middletown Community Development Agency convened on Tuesday, March 7, 2023 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. 2023-11

To accept the bid of Matthew J Davies according to the attached bid document dated February 27, 2023 and presented to the members of the board in the amount of \$288,00.00 for the Community Development Agency project known as 33 Lafayette Ave 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 _____

RESOLUTION

At a regular meeting of the City of Middletown Community Development Agency convened on Tuesday, March 7, 2023 at 7:00 PM, local time, at Middletown City Hall in the Mayor's Office.

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

Resolution No. 2023-12

WHEREAS, in an effort to fulfill the goals and guidelines adopted by the Community Development Agency and to accomplish the rehabilitation of distressed properties for sale to qualified home buyers, the Agency requires limited financing, and

WHEREAS, The City of Middletown has been authorized by the Community Development agency to assist with bridge financing for the rehabilitation of distressed properties

THEREFORE, BE IT RESOLVED, that the Community Development Agency is hereby authorized to obtain a bridge loan from the City of Middletown for the rehabilitation of the Community Development Agency project known as 33 Lafayette in the amount of \$288,000.00 plus financing costs pursuant to the guidelines adopted by said Agency pursuant to Common Council resolution 56-20 and CDA resolution 2020-9.

BE IT FURTHER RESOLVED that the Chairman of the Agency shall be authorized to sign any and all documents regarding said financing.

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	[]	[]	[]	[]
J. Miguel Rodrigues	[]	[]	[]	[]
Sparrow Tobin	[]	[]	[]	[]
Kevin Witt	[]	[]	[]	[]
Kate Wray	[]	[]	[]	[]

MOTION:

Seal

Signatures _____ title _____
_____ title _____

Meeting Minutes
Middletown Community Development Agency
Audit Committee
March 7, 2023
7:00 PM; Common Council Chambers

Audit Committee

Committee Roll call

Members present: Paul Johnson, chair; Jude Jean-Francois Gerald Kleiner, Kevin Witt (Arrived at Audit Presentation)

Approval of Minutes Audit Committee – 01/17/23

Motion to approve made by Johnson; Seconded by Jean-Francois
Motion Carried: 3-0

Old Business Audit Committee – none

New Business Audit Committee

Audit Presentation by Donna Crowley, RBT: The auditors report a clean opinion. Net position is down to \$7500 from \$58,600 due to project costs, which went down a little, and no sales of property. No internal control findings and no compliance findings.

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 Johnson; Seconded by Kleiner
Motion Carried: 4-0

Adjournment

Motion to adjourn made by Johnson; seconded by Witt
Motion Carried: 4-0

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

Governance Committee

Roll call

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

Approval of Minutes Finance Committee – 02/07/23

Motion to approve made by Johnson; seconded by Wray

Motion: carried 4-0

Old Business Finance Committee - NONE

New Business Finance Committee –

Maria Bruni: We have three items for you tonight: a resolution for a change order for Linden Ave in the amount of \$4768.35. This is for changes and upgrades to the electrical system. The resolution to accept the bid of Matthew J. Davies for the rehab of Lafayette in the amount of \$288,000 We got two bids on that property EA in the amount of \$306,750 and Matthew J. Davies for 288,000. We are recommending the acceptance of Matthew J. Davies bid. As you know 33 Lafayette is a huge house with two levels. Its been gutted and abated. And then we are looking for a resolution to recommend obtaining a bridge loan from the City of Middletown in the amount of \$288,000 for the rehab of Lafayette so that we can start that project.

Resolution to recommend approval the change order for 220 ½ Linden dated 2/23/23 in the amount of \$4768.35, and advance to the full board for approval.

Motion to approve made by Johnson; seconded by Masi

Motion: carried 4-0

Tobin: What are we going to sell this property for?

Bruni: It appraised at \$360,000 and now we have to start the rehab. Once we get into the rehab we will be able to set the selling price. PathStone will do that. We don't qualify the buyers, PathStone does. Once PathStone qualifies we will go into contract then the whole process with the bank begins.

Closing does take a while because of the numerous grants that can be involved. We have our grant, the State could come in with a grant, the banks have grants for closing costs. Its not like a straight deal with a cash offer where you can close like that.

For example 149A Wisner, we are in contract and it's going to the bank for closing. They are going through the process with whatever bank they have and other grants that are involved.

Tobin so \$288,000 is not ...(unintelligible)

Bruni: Right. There are some soft costs involved as well and then we'll look at a price somewhere between \$288,000 and \$360,000. Then we have our grant and perhaps other grants. The bank holds the first mortgage and we hold the second mortgage on the grant. We try to move as fast as possible but it's the paperwork in between. We also want to have a finished project.

Now the buyer for 149A Wisner, she walked through that property several times before she decided to move forward. So there's due diligence that takes time on their part. They have their own home inspector.

Rodrigues: So what are soft costs? The water bill?

Bruni: No, soft costs are appraisal, environmentals, taxes that we owe the city.

Rodrigues: That's still a good deal. It's a little scary looking right now.

Bruni: It's a nice property with a backyard and driveway. A nice four bedroom. We had to clean it out before anything else. But our CDBG program was able to cover the environmental work. So we will be fine.

Johnson: To clarify, this discussion has concerned Lafayette?

Bruni: Yes.

Resolution to recommend the bid of Matthew J. Davies for the rehabilitation of 33 Lafayette in the amount of \$288,000 and advance to the full board for approval.

Motion to approve made by Johnson; seconded by Green

Motion: carried 4-0

Resolution to recommend obtaining a bridge loan from the City of Middletown in the amount of \$288,000 plus financing costs for the rehabilitation of 33 Lafayette Avenue.

Motion to approve made by Johnson; seconded by Wray

Motion: carried 4-0

ADJOURNMENT

Motion for adjournment made by Johnson; seconded by Masi

Motion: carried 4-0

Agenda
Middletown Community Development Agency
Audit Committee Meeting
March 7, 2023
7:00 PM; Common Council Chambers

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

Roll call

Approval of Minutes Audit Committee – 01/17/23

Old Business Audit Committee - NONE

New Business Audit Committee –

Audit presentation

Resolution to recommend approval of the 2022 Audit, Annual Report and PARIS Report and advance to the full board for approval.

THE AGENDA IS TENTATIVE AND ESTABLISHED
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ITEMS MAY BE ADDED OR ELIMINATED AT ANY TIME

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 Johnson; Seconded by Witt
Motion Carried: 3-0

Adjournment

Motion to adjourn made by Witt; seconded by Kleiner
Motion Carried: 3-0

RESOLUTION

At a regular meeting of the City of Middletown Community Development Agency Audit Committee convened on Tuesday, March 7, 2023 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 2023-2

A resolution to recommend approval of the 2022 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 _____

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

Finance Committee
Committee Roll call

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

Approval of Minutes Finance Committee – 02/07/23

Old Business Finance Committee - NONE

New Business Finance Committee –

Resolution to recommend approval the change order for 220 ½ Linden dated 2/23/23 in the amount of \$4768.35, and advance to the full board for approval.

Resolution to recommend the bid of Matthew J. Davies for the rehabilitation of 33 Lafayette in the amount of \$101,800 and advance to the full board for approval.

Resolution to recommend obtaining a bridge loan from the City of Middletown in the amount of \$288,000 plus financing costs for the rehabilitation of 33 Lafayette Avenue.

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 –

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

RESOLUTION

At a regular meeting of the City of Middletown Community Development Agency Finance Committee convened on Tuesday, May 3, 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 2023-2

A resolution to approve the change orders for 220 ½ Linden Avenue dated, February 28, 2023 (see attached) 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	[]	[]	[]	[]
Joseph Masi	[]	[]	[]	[]
Kate Ramkissoon	[]	[]	[]	[]
Andrew Green	[]	[]	[]	[]

MOTION:

Seal Signatures _____ title _____

_____ title _____

Middletown Community Development Agency

Contract Change Order

Date: 2/28/23

To:

Contract Date: 2/8/23

Property: 220 1/2 LINDEN

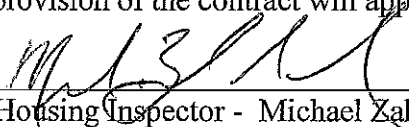
Contract Amt.: \$ 101,800

1. Changes from the Contractor Plans and Specifications:

<u>Relocate gas lines, hot and cold water lines</u>	<u>1718.35</u>
<u>Add dryer circuit, 30 amp AC, 30 amp hot water</u>	
<u>microwave line, wire 2 vanity lights, repair damaged</u>	
<u>wiring, closet lights, wiring, recessed lights (6)</u>	
<u>inspector fee, switches</u>	<u>3050.00</u>
TOTAL	<u>4768.35</u>

The time provided for completion in the contract is unchanged, increased, decreased (circle one) by X calendar days. This document shall become an amendment to the contract and all provision of the contract will apply hereto.

Recommend by:


Housing Inspector - Michael Zahorchak

2. Approved by CDA Board on: _____ Resolution attached.

RESOLUTION

At a meeting of the City of Middletown Community Development Agency Finance Committee convened on Tuesday, March 7, 2023 at 7:00 PM, local time, at Middletown City Hall in the Council Chambers.

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

Resolution No. FC2023-3

RESOLVED; that the City of Middletown Community Development Agency Finance Committee wishes to forward to the full board the Bid from Matthew J. Davies for 33 Lafayette for the sum of \$288,000 as represented in the attached bid documents dated February 27, 2023.

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	[]	[]	[]	[]
Andrew Green	[]	[]	[]	[]
Joseph Masi	[]	[]	[]	[]
Kate Ramkissoon	[]	[]	[]	[]

MOTION:

Signatures _____ title _____

Signatures _____ title _____

Seal

RESOLUTION

At a meeting of the City of Middletown Community Development Agency Finance Committee convened on Tuesday, March 7, 2023 at 7:00 PM, local time, at Middletown City Hall in the Council Chambers.

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

Resolution No. FC2023-4

RESOLVED; that the City of Middletown Community Development Agency Finance Committee wishes to forward to the full board the recommendation to borrow funds from the City of Middletown for 33 Lafayette Avenue project in the amount of \$288,000.00 plus financing costs

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	[]	[]	[]	[]
Andrew Green	[]	[]	[]	[]
Joseph Masi	[]	[]	[]	[]
Kate Wray	[]	[]	[]	[]

MOTION:

Signatures _____ title _____

Signatures _____ title _____

Seal