

**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