

**Minutes of Meeting
Board of Estimate and Apportionment**

The Board of Estimate and Apportionment met in the Common Council Chambers on April 27, 2023 at 4:00 PM.

Members

Mayor DeStefano
President Rodrigues
Ald. Masi

Others Present

L. Liz
M. Bruni
Chief Ewanciw
J. Kleiner

1. Sergeant Welch has applied for a grant from Walmart for \$3,500 to assist in the planning and scheduling of vendors at our annual Kids Day and Night Out Against Crime events. The funds have been awarded and Chief Ewanciw is requesting the authorization for the Treasure to add the funding to the Police Donation budget line A.2705.06.

Furthermore, Chief Ewanciw is also requesting to increase the A.3120.06 Police Department -Use of donation line by the same amount.

Upon a motion duly made by President Rodrigues and seconded by Chairman Masi, the above action was approved.

AYES	NAYS
3	0

- 2 Chief Ewanciw is requesting that the City of Middletown Common Council approve the following transfers within our 2023 budget lines

From	Amount	To
A.3120.100	\$3,405.30	A.3120.200
Personal Services		Other equipment

For the purpose of supporting the expansion of our Community Policing Unit by adding additional personnel to that building, and installing a video entry system. The requested funding above, and the reallocation of funding for the Biometrics computer in our approved budget, will provide the total funding to complete this job.

Upon a motion duly made by Chairman Masi and seconded by Mayor DeStefano, the above action was approved.

AYES	NAYS
3	0

- 3 Richard McCormack is requesting from the Board of Estimate authorization for the Stewart Military Appreciation Picnic to use the mobile stage on Sunday, September 10, 2023.

Also, requesting authorization for the City to set up and take down as well as transport the stage and authorize the Mayor to sign all necessary documents between the City and the event coordinator.

Upon a motion duly made by Mayor DeStefano and seconded by President Rodrigues, the above action was approved.

AYES	NAYS
3	0

4. Richard McCormack is requesting that the Board of Estimate accepts a donation of \$250 from **Capital Market Advisors** for the City's Annual Clean-Up Day.

Upon a motion duly made by President Rodrigues and seconded by Chairman Masi, the above action was approved.

AYES	NAYS
3	0

5. Maria Bruni is requesting authorization for the Mayor to sign all necessary documents and certifications regarding the 2023 CDGB Action Plan. Also, authorization for the submission of the 2023 Action Plan to the Office of Housing and Urban Development.

Upon a motion duly made by mayor DeStefano and seconded by President Rodrigues, the above action was approved.

AYES	NAYS
3	0

6. The Recreation & Parks Department was given a donation in the amount of \$250.00 from the Middletown Lions Club to go towards trophies and awards for the 2023 Fishing Derby. Requesting from the Board of Estimate to accept this donation and authorize the Treasurer to deposit the donation into account A.2029 Special Programs.

Upon a motion duly made by Chairman Masi and seconded by President Rodrigues, the above action was approved.

AYES	NAYS
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7. The Recreation & Parks Department was given a donation in the amount of \$1,900.00 from the Middletown City School District to go towards the Summer Bookmobile. Requesting from the Board of Estimate to accept this donation and authorize the Treasurer to deposit the donation into account A.2029 Special Programs.

Upon a motion duly made by Mayor DeStefano and seconded by Chairman Masi, the above action was approved.

AYES	NAYS
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8. Leonora Liz is requesting from the Board of Estimate to establish the following budget in to the Police Department lines in order to accommodate the hire of three additional police officers start date June 26, 2023. Starting Salary is set at \$72,598 per PBA contract agreement.

FROM	AMOUNT	TO	Total
General Fund Balance	\$ 205,785.33	A.3120.100	120,435
		Personnel Services	
		<i>*includes holiday pay, buyout and education expense</i>	
		A.3120.200	13,500.00
		Police Dept- Other Equipment	
		A.3120.410	8,850.00
		Police Dept-Uniform Allowance	
		A.3120.432	3,000.00
		Police Dept - Background Investigation	
		A.3120.433	6,000.00
		Police Dept - Personnel Training	
		A.9000.860	51,000.00
		Health Insurance	
		A.9000.889	3,000.00
		Dental/Optic Insurance	

Upon a motion duly made by Mayor DeStefano and seconded by President Rodrigues, the above action was approved.

AYES
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NAYS
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9. Leonora Liz is requesting the authorization from the Board of Estimate for the following transfer to cover the cost for consulting and ARPA reporting for Don Paris:

FROM	AMOUNT	TO
A.4785	\$1,182.96	A.3125.100
ARPA		Finance – Personnel Services

Upon a motion duly made by Chairman Masi and seconded by President Rodrigues the above action was approved.

AYES
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NAYS
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10. Leonora Liz is requesting from the Board of Estimate to establish a new policy in regards to the approval of new contract or agreements made with the City of Middletown. It is currently challenging to have on record a fully executed contract by both the City and the vendor/contractor if the mayor signs the contract first. Therefore, she is requesting the following policy be implemented to ensure the City has fully executed contracts and/or agreements on record once the contract has been approved and authorized for signature. Policy reads as follow:
All request for new contracts/ agreements approval that may require the authorization for the Mayor to sign must be signed first by the vendor/contractor before being presented to the Board of Estimate for approval. The contract or agreement must be completely finalized before being presented to the Board of Estimate for approve. Exceptions may be made in discretion of the Board of Estimates and Apportionment.

This policy will be maintained and updated in the Treasurer’s office as part of standard policies and procedure. The proposal is to be made in effect for next Board of Estimate meeting.

Upon a motion duly made by Mayor DeStefano and seconded by Chairman Masi, the above action was approved.

AYES	NAYS
3	0

11. Water/Sewer/Snow Removal Adjustment: 28-30 West main St- Denied for lack of motion

Water/Sewer Adjustment: 104-106 Prospect Ave- 75,000 one period

Upon a motion duly made by Chairman Masi and seconded by Mayor DeStefano, the above action was approved.

AYES	NAYS
3	0

Motion to adjourn @ 4:16 PM

Upon a motion duly made by Chairman Masi and seconded by President Rodrigues the above action was approved.

AYES	NAYS
3	0

Respectfully submitted,
Leonora Liz

Secretary