

### **City of Port Jervis IDA Meeting:**

A meeting of the City of Port Jervis IDA was held in the Council Chambers, 20 Hammond Street, Port Jervis, New York on May 20, 2024 at 6:05 p.m.

#### **Attendance-**

<b>Jackie Smith</b>	<b>Chair</b>	<b>Present</b>
<b>John Heckman</b>		<b>Absent</b>
<b>Donn Copa</b>		<b>Absent</b>
<b>Andrew Witkowski</b>		<b>Present</b>
<b>Caleb Russell</b>		<b>Present</b>
<b>Maria Mann</b>	<b>Liaison</b>	<b>Present</b>

Also, Deputy City Clerk Treasurer Bobbie Jo Muller.

**Pledge of Allegiance-** 6:05 p.m. – Rose for the Pledge of Allegiance to the Flag.

Welcome New Board Members Andrew Witkowski and Caleb Russell.

**Approval of Minutes** - August 21, 2023 - Not enough members from meeting present.

- G. Oney is no longer eligible as Chairperson because he was appointed to the Common Council.
- Motion to appoint Jackie Smith as Chairperson by C. Russell, second by A. Witkowski – Motion Carried.
- Did not join the NYS Economic Development Council because the training they were giving was not accessible online and in person training was not local.
- J. Smith stated that the Mayor advised her that an Official from the Orange County IDA was willing to come here and meet with the board members for training.
- Reviewed the Draft Financial Statements from the 2023 Audit.
- Discussed the issue with the money deposited into the IDA account last year in error and moving the interest they earned in error.
- Budget needed for 2024, B. Muller will create.
- Draft application for 103 Jersey Avenue was reviewed by board members. Discussed the fees and the terms of the Pilot.
- There was no application fee paid.
- The application has not been reviewed by Attorney, because no deposit was provided.
- The IDA needs to get an updated fee schedule.

The next meeting is scheduled for Monday, June 17, 2024 at 6:00pm.

7:00 pm - Motion to adjourn by A. Witkowski, second by C. Russell.

Respectfully,  
Bobbie Jo Muller, Deputy City Clerk Treasurer