



CITY OF PORT JERVIS
P.O. BOX 1002
20 HAMMOND STREET
PORT JERVIS, NEW YORK 12771

Industrial Development Agency (IDA) Meeting Minutes
November 19, 2025 7:00 p.m.

Board Members in Attendance: Chairperson Jackie Smith, Linda Hannigan, Caleb Russell

Board Members Absent: Andrew Witkowski

Additional Attendees: Council Liaison Gerald Oney, City Clerk-Treasurer Stacy Hosking, and Attorney Stephen Maier of Harris Beach Murtha, Attorneys at Law (remote)

Chairperson Smith called the meeting to order at 7:05 p.m. and led those present in the Pledge of Allegiance.

Public Hearing:

Chairperson Smith opened the public hearing at 7:06 p.m. and read the public hearing notice.

No one from the public signed up to speak.

Chairperson Smith closed the public hearing at 7:07 p.m.

Approval of Minutes:

Motion by Mr. Russell, seconded by Ms. Hannigan, to approve the October 15, 2025 IDA meeting minutes.

AYE: 3 NAY: 0

City Clerk-Treasurer's Report: none was given

New Business:

Resolution 11/2025-1 Adopting Revisions to Uniform Tax Exemption Policy

Chairperson Smith presented Resolution 11/2025-1 for adoption by the Board for the Revisions to the Uniform Tax Exemption. A Roll Call Vote was taken.

AYE: 3 (Ms. Hannigan, Mr. Russell, Chairperson Smith) NAY: 0

ABSENT: 1 (Mr. Witkowski)

Resolution 11/2025-2 Authorizing Establishment of Bank Account

Ms. Hannigan questioned the inclusion in the document of the line stating, in part, “upon recommendation of PKF O’Connor Davies, Auditor to the Agency”. She noted seeing no mention of a formal recommendation in the reporting. Mr. Maier will strike that clause from the Resolution.

Motion by Ms. Hannigan, seconded by Mr. Russell, to accept the revision to Resolution 11/2025-2 as noted.

AYE: 3 NAY: 0

Chairperson Smith presented revised Resolution 11/2025-2 for adoption by the Board to authorize the establishment of a bank account in certain designated financial institutions and to designate members and officers of the Agency as authorized. A Roll Call Vote was taken.

AYE: 3 (Ms. Hannigan, Chairperson Smith, Mr. Russell) NAY: 0

ABSENT: 1 (Mr. Witkowski)

Old Business: none was given

Other Business:

Mr. Maier mentioned that another project may be coming before the Board. Councilman Oney stated that this additional application would bring the total to three potential projects for the City. Mr. Maier commented that the City could see additional activity once these projects get underway.

Motion by Chairperson Smith, seconded by Mr. Russell, to adjourn the meeting at 7:15 p.m.

AYE: 3 NAY: 0

Respectfully submitted,

Robyn Hendershot

The next regular meeting is tentatively scheduled for **December 17, 2025 at 7:00 p.m. in the Common Council Chambers.**

PUBLIC HEARING AGENDA
CITY OF PORT JERVIS INDUSTRIAL DEVELOPMENT AGENCY

ATTENDANCE LIST