

# City of Port Jervis, New York



Industrial Development Agency  
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## Industrial Development Agency Meeting Minutes January 21, 2026

### Board Members in Attendance:

Caleb Russell, Chairman  
Rosita Everett  
Linda Hannigan  
Andrew Witkowski  
Michael Witt

### Others in Attendance:

Stephen Maier, Esq. of Harris Beach Murtha (via remote meeting)  
Julie Marshall of Harris Beach Murtha (via remote meeting)  
Stacy Hosking, City Clerk-Treasurer

Chairperson Russell called the meeting to order at 7:03 PM and led those present in the Pledge of Allegiance.

### Approval of Minutes

Motion by L. Hannigan, seconded by A. Witkowski to approve the November 19, 2025 meeting minutes. Approved unanimously.

### Resolutions

Resolution 1/2026-1 Annual Meeting Resolution Appointing Officers and Adopting Policies  
Motion by M. Witt, seconded by A. Witkowski to adopt resolution. Approved unanimously.

### Resolution 1/2026-2 Authorizing Bank Account Signatories

Motion by M. Will, seconded by L. Hannigan to adopt resolution. Approved unanimously.

### New Business

S. Maier noted the 255 East Main project is moving forward and an application for IDA assistance is in process. The next steps would be board review and adoption of an Inducement Resolution with scheduling of a public hearing.

Mr. Maier also noted that 2 additional projects are expected to make an application for IDA assistance during the year.

The IDA received the annual notification of Private Activity Bond Allocation. Mr. Maier discussed the notice and how the IDA can utilize the allocation for projects.

Old Business

None

Motion by A. Witkowski, seconded by M. Witt to adjourn the meeting at 7:21 PM. Approved unanimously.

Respectfully submitted,

*Julie Marshall*