



CITY OF PORT JERVIS

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

Industrial Development Agency (IDA) Meeting Minutes August 20, 2025 7:00 p.m.

Board Members in Attendance: Chairperson Jackie Smith, Linda Hannigan, John Heckman, Caleb Russell, Andrew Witkowski

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

Chairperson Smith called the meeting to order at 7:00 p.m. and led those present in the Pledge of Allegiance.

Public Comment: none was given

Approval of Minutes:

Motion by Mr. Witkowski, seconded by Mr. Heckman, to approve the August 6, 2025 IDA meeting minutes.

AYE: 5 NAY: 0

City Clerk-Treasurer's Report:

Ms. Hosking shared with the Board information pertaining to the transfer of IDA funds, which are currently being held by the City, back to the Board. Once a resolution is done and a bank account is opened by the Board, the funds will be transferred.

New Business:

Review of Fiscal Audit for Year Ending December 31, 2024 and Review of PARIS Report for Year Ending December 31, 2024:

Mr. Maier explained that the PARIS Report and audit were not ready but the Board could review the remaining items. Ms. Hosking explained that the window for the auditors had been missed, and they would be completing the audit when able to do so. The Board will receive a draft audit to accept and finalize. Once finalized, it can be uploaded. Ms. Hosking noted the Board's audit is intertwined with the City's but confirmed it will be done as a separate report.

Review of Governance Committee Charter:

Mr. Maier noted the charter was standard and offered to answer questions, if any.

Ms. Hannigan commented that the document was straightforward and asked if the Board should consider adopting a procedure so the Board stays in compliance with policies. Mr. Maier stays up-to-date with law changes and will notify the Board with updates. Mr. Russell also inquired if the Board should set an internal procedure for compliance, and Mr. Maier stated it would be in the Board's purview to do.

Motion by Chairperson Smith, seconded by Mr. Heckman, to adopt the Governance Committee Charter.

AYE: 5 NAY: 0

Review of Audit and Finance Committee Charter:

Chairperson Smith recommended the Board consider internal controls for this as well.

Motion by Mr. Witkowski, seconded by Mr. Heckman, to adopt the Audit and Finance Committee Charter.

AYE: 5 NAY: 0

Review of By-laws:

Mr. Maier stated the Board would be readopting the amended and restated by-laws. Mr. Witkowski commented that the document was straightforward and standard. Ms. Hannigan asked if there was a conflict of interest between the policy and the by-laws. Mr. Maier stated the by-laws are broad and added that there are no conflicts between the two.

Motion by Mr. Heckman, seconded by Mr. Witkowski, to adopt the By-laws of the Agency.

AYE: 5 NAY: 0

Motion by Mr. Witkowski, seconded by Mr. Heckman, to appoint the following as officers of the Board: Ms. Jackie Smith, Chairperson; Mr. John Heckman, Vice Chairperson; Ms. Linda Hannigan, Treasurer; and Mr. Caleb Russell, Secretary.

AYE: 5 NAY: 0

Motion by Mr. Russell, seconded by Ms. Hannigan, to appoint the following to the Governance Committee: Chairperson Smith, Mr. Russell, and Mr. Witkowski.

AYE: 5 NAY: 0

Motion by Mr. Witkowski, seconded by Mr. Heckman, to appoint the following to the Audit and Finance Committee: Ms. Hannigan, Mr. Heckman, and Mr. Russell.

AYE: 5 NAY: 0

Councilman Oney inquired about appointing alternate members to the committees. Mr. Maier noted the appointment of alternates would need a formal adoption by the Board.

Motion by Mr. Witkowski, seconded by Mr. Heckman, to appoint Ms. Hannigan and Mr. Heckman as alternates to the Governance Committee.

AYE: 5 NAY: 0

Motion by Mr. Heckman, seconded by Mr. Witkowski, to appoint Mr. Witkowski and Chairperson Smith as alternates to the Audit and Finance Committee.

AYE: 5 NAY: 0

Bond Cap Allocation Surrender:

As there are no current projects, the IDA must give back funds. The Board and Mr. Maier discussed the issuance of tax exempt bonds. Councilman Oney shared that a project could be coming before the Board. Mr. Maier discussed those applicants most likely to do tax exempt and noted that it would be acceptable for the Board to temporarily postpone. Mr. Russell suggested waiting to find out about the potential project before taking final action.

Motion by Mr. Witkowski, seconded by Mr. Heckman, to table the Bond Cap Allocation Surrender.

AYE: 5 NAY: 0

Motion by Mr. Russell, seconded by Mr. Heckman, to enter into Executive Session at 7:28 p.m. to discuss legal and hiring matters. The Board invited Ms. Hosking and Ms. Robyn Hendershot into Executive Session.

AYE: 5 NAY: 0

Motion by Mr. Russell, seconded by Mr. Heckman, to end Executive Session and return to the Regular Meeting at 7:54 p.m.

AYE: 5 NAY: 0

Motion by Mr. Russell, seconded by Mr. Heckman, to authorize the IDA chairperson and Council to negotiate and enter into an individual contractual agreement with Ms. Robyn Hendershot for the purpose of taking meeting minutes.

AYE: 5 NAY: 0

Motion by Chairperson Smith, seconded by Mr. Witkowski, to adjourn the meeting at 7:55 p.m.

AYE: 5 NAY: 0

Respectfully submitted,
Robyn Hendershot

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