



## CITY OF PORT JERVIS

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

### **Industrial Development Agency (IDA) Meeting Minutes October 15, 2025 7:00 p.m.**

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

Additional Attendees: Council Liaison Gerald Oney

Chairperson Smith called the meeting to order at 7:01 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 September 17, 2025 IDA meeting minutes.

AYE: 5      NAY: 0

City Clerk-Treasurer's Report: none was given

New Business:

Resolution 10/2025-1 Adopting Fiscal Year 2026-2029 Proposed Budget

The resolution had been emailed to members prior to the meeting for their review.

Ms. Hannigan commented that the proposed budget is projecting large revenues but is showing a lower amount for professional fees. Chairperson Smith noted that project owners pay attorney's fees associated with PILOTs when projects are approved.

Mr. Russell asked if project-generated funds would be transferred to the City and suggested some of the funds could be used for advertising to possibly increase interest for future projects. Mr. Witkowski and Ms. Hannigan stated that the funds do not get transferred to the City. Mr. Heckman added that the IDA could purchase property, and Mr. Russell mentioned the Board could consider providing grants and/or giving donations. The IDA Board, Mr. Oney noted, had primarily been involved in PILOTs but there are three (3) other functions of the IDA.

Motion by Mr. Heckman, seconded by Mr. Witkowski, to adopt the Fiscal Year 2026-2029 budget as proposed.

AYE: 5 (Mr. Heckman, Ms. Hannigan, Chairperson Smith, Mr. Witkowski, Mr. Russell)

NAY: 0

Chairperson Smith stated the approved budget will be submitted and allow the IDA Board to move forward.

Old Business: none was given

Other Business: none was given

Motion by Chairperson Smith, seconded by Mr. Witkowski, to adjourn the meeting at 7:08 p.m.

AYE: 5          NAY: 0

Respectfully submitted,  
*Robyn Hendershot*

The next regular meeting is tentatively scheduled for **November 19, 2025 at 7:00 p.m. in the Common Council Chambers.**