



CITY OF PORT JERVIS

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

Industrial Development Agency (IDA) Meeting Minutes September 17, 2025 7:00 p.m.

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

Absent: Caleb Russell

Additional Attendees: Council Liaison Gerald Oney and Attorney Stephen Maier of Harris Beach Murtha, Attorneys at Law (remote)

Chairperson Smith called the meeting to order 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 20, 2025 IDA meeting minutes.

AYE: 4 NAY: 0

City Clerk-Treasurer's Report: none was given

New Business:

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

Mr. Witkowski commented that it was straightforward. Ms. Hannigan reviewed it and had no comments.

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

Mr. Maier stated the report looks in order, and he should be able to submit it.

Chairperson Smith noticed errors on the report in the names of the Board members, and Mr. Maier will make the necessary corrections.

Old Business:

Bond Cap Allocation Surrender:

Chairperson Smith informed the Board that the allocation adjustment letter had been received.

The Board and Mr. Maier discussed the Bond Cap Allocation surrender and submitting the form.

Motion by Mr. Witkowski, seconded by Mr. Heckman, to authorize the Bond Cap Allocation surrender back to New York State.

AYE: 4 NAY: 0

Resolutions:

Motion by Chairperson Smith, seconded by Mr. Heckman, to accept and approve the Fiscal Audit and the PARIS Report with the corrections previously noted for the PARIS Report.

AYE: 4 (Mr. Witkowski, Chairperson Smith, Ms. Hannigan, Mr. Heckman)

NAY: 0

Motion by Mr. Witkowski, seconded by Mr. Heckman, to set a public hearing for amending the Uniform Tax Exempt Policy (UTEP)

AYE: 4 NAY: 0

Mr. Maier will send information out to the taxing jurisdictions and will confirm the number of days required for publishing the public hearing notice. Mr. Maier will host the public hearing.

Other Business: none was given

Motion by Chairperson Smith, seconded by Mr. Heckman, to enter into Executive Session at 7:12 p.m. The Board does not anticipate voting on any matter. The Board invited Ms. Robyn Hendershot; Ms. Tatyana Gartner and Mr. Brett Gartner, owners of 103 Jersey Avenue; Mr. Jim Farr; and Ms. Valerie Maginsky into Executive Session.

AYE: 4 NAY: 0

Motion by Chairperson Smith, seconded by Mr. Heckman, to end Executive Session and return to the Regular Meeting at 7:51 p.m.

AYE: 4 NAY: 0

The Board made no decisions in regards to 103 Jersey Avenue.

Motion by Chairperson Smith, seconded by Mr. Heckman, to add an agenda item.

AYE: 4 NAY: 0

Motion by Mr. Heckman, seconded by Ms. Hannigan, to approve the updated IDA application provided by the attorney.

AYE: 4 NAY: 0

Motion by Chairperson Smith, seconded by Mr. Witkowski, to adjourn the meeting at 7:52 p.m.

AYE: 4 NAY: 0

Respectfully submitted,
Robyn Hendershot

The next regular meeting is tentatively scheduled for **October 15, 2025 at 7:00 p.m. in the Common Council Chambers.**