

The Regular Meeting of the City of Hornell Industrial Development Agency was held October 23, 2025 at 2:00 pm at 40 Main Street, Hornell, NY.

PRESENT: Dave Parmley, Chairman  
John Buckley, Vice Chairman  
Ed Flaitz, Treasurer, CFO  
John Carbone, Secretary

ABSENT: Richard Andolina Jr., Assistant Treasurer

ALSO

PRESENT: Michael Nisbet, CEO, Executive Director  
John Dagon, Agency Council  
Elizabeth Hughes, Attorney  
Michelle Burch, Administrative Assistant  
Erin Ferris, Administrative Assistant

## **MINUTES**

Chairman Parmley called the meeting to order at 2:01 pm. Chairman Parmley reported that there was a quorum for the meeting as required by the by-laws.

Secretary John Carbone presented the minutes of the September 18, 2025 meeting. A motion was made by John Buckley, seconded by Ed Flaitz to approve the minutes of the September 18, 2025 meeting. Carried All.

Treasurer Ed Flaitz presented the financial statements for September that had been emailed to the Board prior to the meeting. A motion was made by John Carbone, seconded by John Buckley to approve the financial report as presented. Carried All.

## **COMMITTEE REPORTS**

**Audit Committee-** Secretary John Carbone reported that the Audit Committee had paid bills in September from the operating account in the amount of \$137,386.92. A motion was made by Ed Flaitz, seconded by John Buckley to approve the Audit Committee report as presented. Carried All.

**Personnel Committee – No Report**

**Governance Committee** – Secretary John Carbone requested an Executive Session with regards to West Street property.

### **Executive Director Report**

**RC Carwash-** Executive Director Nisbet informed Hornell Street Extension has been completed. Dustin Broderick reached out to Michelle Burch to join the Hornell Area Chamber of Commerce and expressed interest in a Grand Opening upon project completion, anticipated in December. In addition to installing remaining equipment, concrete also needs to be extended to meet completed Hornell Street Extension.

**430 Canisteo Street-**John Dagon working on Quitclaim Deed with St. James Hospital lawyer for 430 Canisteo Street property donated by St. James Hospital. John Dagon recommends after closing to get abstract title for property. CHIDA has agreed to pay St. James Hospital's legal fees for transfer of property. Adam Clark and Bill Harwood cleaned up outside area and noticed water running inside. Water running is coming from heat expansion tank leak. CHIDA reached out to St. James Hospital Director of Facility Operations for recommendations to repair expansion tank leak, which included replacing boiler or installing a new air handler. After closing, the property will be inspected for any necessary repairs. Executive Director Nisbet expects the repairs to be minimal, with the exception of repairing the known heating equipment concern.

**Tuttle & Rockwell Building-** LaChase is working on more cost-effective ways to complete facade and comparing all possible options. Executive Director Nisbet looking at possible grant options to assist with cost.

**New Street by Carwash-** Executive Director Nisbet looking into Appalachian Regional Commission (ARC) and Federal grants to assist in new street project. Projected cost of project for street is currently unknown. Mayor John Buckley suggested benefit of working with companies awarded State Route 36 project will reduce mobilization cost. Mayor John Buckley expects contractor preliminary work of clearing brush on State Route 36 to start this year, however majority of work to start in 2026. CHIDA will reach out for multiple quotes for new street project. Dustin Broderick donating part of RC Carwash property to CHIDA to build new city street. CHIDA working with Steve Hubertus and Mike Griffin to verify property donated accommodates curb cut.

**2026 IDA Budget-** Executive Director Nisbet reviewed the 2026 Hornell Industrial Development Agency budget. Additional properties available to rent include: 40 Main St. upstairs apartment after Giglio's Plumbing & Heating installs washer/dryer and repairs plumbing; 40 Main St. upstairs offices; and 430 Canisteo Street after closing of property with no foreseeable issues to hold up closing per John Dagon. Health insurance listed on budget is current cost, possible increase is unknown. General insurance listed is current cost with 10% possible increase suggested by Steve Peck and additional cost of adding 430 Canisteo Street to properties insured. Outside Services listed on budget reviewed, which include \$120,000 contract with City of Hornell to maintain parking lots and buildings. Suggested depreciation listed may change at the end of the year. Positive cash flow for 2026 should equal depreciation added to net income/loss. A motion to approve the budget made by John Carbone, seconded by Ed Flaitz. Carried All.

Chairman Parmley requested an Executive Session. A motion was made by Ed Flaitz, seconded by John Buckley to go out of regular session and enter into Executive Session under Public Officers Law, Article 7, Open Meeting Law, Section 105, paragraph D at 2:21 pm. Carried All.

The Executive Session terminated at 3:29 pm and a motion was made by Ed Flaitz, seconded by John Buckley to reconvene the meeting at 3:30 pm. Carried All.

**Old Business-** No Report

**New Business-**

**West Street Project-** Executive Director Nisbet requested a motion to approve to accept bid from Lu Engineers not to exceed \$55,000 for engineering and design with regards to West Street property for a housing project on land owned by the Hornell IDA. A motion was made by Ed Flaitz, seconded by John Buckley. Carried All.

There being no further business, the meeting was adjourned at 3:32 pm upon motion from Ed Flaitz, seconded by John Buckley. Carried All.

Respectfully Submitted,  
John Carbone, Secretary