

The Regular Meeting of the City of Hornell Industrial Development Agency was held December 12, 2024, at 1:00 pm, at 40 Main Street, Hornell, NY.

PRESENT: David Parmley, Chairman  
John Buckley, Vice Chairman  
Ed Flaitz, Treasurer, CFO  
John Carbone, Secretary  
Rick Andolina Jr., Assistant Treasurer

ALSO

PRESENT: Michael Nisbet, CEO, Executive Director  
Margaret Frungillo, Administrative Assistant  
John Dagon, Agency Counsel

### **MINUTES**

Chairman Parmley called the meeting to order at 1:03 pm. Parmley reported there was a quorum for the meeting as required by the by-laws.

### **SECRETARY'S REPORT**

Secretary Carbone presented the minutes of the November 21, 2024 regular meeting that had been sent to the Board prior to the meeting. A motion was made by Rick Andolina and seconded by Ed Flaitz to approve the minutes of the 11/21/24 meeting as presented. Carried All.

### **TREASURER'S REPORT**

Treasurer Flaitz presented the financial statements for November that had been e-mailed 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** – Audit Committee Chairman John Carbone, reported that the Audit Committee had paid bills for the month of November from the operating account in the amount of \$52,347.87 and the escrow account for \$66,980.30. A motion was made John Buckley, seconded by Ed Flaitz to approve the audit committee report as presented. Carried All.

**Personnel Committee** – No report

**Governance Committee**- No Report

## **Executive Director Report-**

**103-113 Main Street-** Nisbet reported that in the process of LeChase removing the top panels found the part of the roof on the building began to come down. LeChase also found that the windows had been framed into the panels. Universal Builders repaired the roof and LeChase was able to finished removing the panels. Nisbet stated that he will be meeting with the architect, LeChase and a City representative to decide what will be needed to repair the facade.

**West Street-** Executive Director Nisbet stated that he has had three engineers review the West Street properties and they are doing the preliminary work and rendering the set-up recommendations for the housing development. Fagan Engineers are writing the RFP for the development of the lots. The recommendations are for 1 acre or ½ acre lots. The infrastructure will need to be developed after the design is agreed upon which includes an access road from West Street, sewer, water and utilities.

Executive Director Nisbet further stated that he has a meeting scheduled with Jamie Johnson and Matt Bull from the Steuben County IDA to discuss available grants for the project.

Chairman Parmley requested an Executive Session for matters pertaining to real estate and personnel. 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 1:15 pm. Carried All.

The Executive Session terminated at 2:43pm and a motion was made by Ed Flaitz, seconded by John Carbone to reconvene the meeting at 2:44pm. Carried All.

Chairman Parmley requested a motion to approve the Policies and Procedures for 2025 that were presented to the board prior to the meeting. A motion was made by Ed Flaitz, seconded by John Carbone to approve the policies and procedures as presented. Carried All.

There being no old or new business, the meeting was adjourned at 2:45pm upon motion from Ed Flaitz, seconded by John Carbone. Carried All.

Respectfully Submitted,  
John Carbone, Secretary