

The Regular Meeting of the City of Hornell Industrial Development Agency was held February 26, 2026 at 8:00 am at 40 Main Street, Hornell, NY.

PRESENT: John Buckley, Vice Chairman
Ed Flaitz, Treasurer
John Carbone, Secretary
Richard Andolina Jr., Assistant Treasurer

ABSENT: David Parmley, Chairman

ALSO

PRESENT: Michael Nisbet, CEO, Executive Director
John Dagon, Agency Counsel
Elizabeth Hughes, Attorney
Thomas Zuber, Mengel Metzger Barr & Co. LLP
Michelle Burch, Administrative Assistant
Erin Ferris, Administrative Assistant

MINUTES

Mayor John Buckley called the meeting to order at 8:01 am. Mayor Buckley reported that there was a quorum for the meeting as required by the by-laws.

Secretary John Carbone presented the minutes of the January 22, 2026 meeting. A motion was made by Rick Andolina, Jr., seconded by Ed Flaitz to approve the minutes of the January 22, 2026 meeting. Carried All.

Treasurer Ed Flaitz presented the financial statements for January that had been emailed to the Board prior to the meeting. A motion was made by Rick Andolina, Jr., seconded by John Carbone 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 January from the operating account in the amount of \$54,517.74. A motion was made by John Carbone, 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

2025 Audit Report – Tom Zuber, CPA, Partner at Mengel, Metzger, Barr & Co. LLP presented the 2025 City of Hornell IDA audit to the Board. Executive Director Nisbet informed the Board he will

request Harris Beach Murtha to prepare an outline noting structure differences between IDA and IDC to remain compliant and will update the Board. A motion was made by Ed Flaitz, seconded by John Carbone to accept the 2025 City of Hornell IDA audit as presented. Carried All.

117 Main Street – Executive Director Nisbet reported the previously interested party has decided not to proceed. The property continues to draw interest, including realtors requesting to list it and a local company expressing interest in relocating. Nisbet recommended to retain the property for long-term lease income and noted the heating system requires replacement, and quotes will be obtained.

430 Canisteo Street – St. James Hospital donated the property in November 2025. The driveway/old city street, Parcel No. 166.10-03-054.000, to the North of the property does not appear to be included in land deeded to CHIDA. Attorney John Dagon recommends to contact St. James Hospital to request transferring the driveway that provides access to the back parking lot to CHIDA. Executive Director Nisbet informed Board there continues to be significant interest in 430 Canisteo St. property, including multiple parties interested in a long-term lease, and one offer to purchase property. Nisbet stated his preference is to retain ownership of property and pursue a long-term lease.

Shawmut Industrial Park Access Road – Executive Director Nisbet informed the Board the ARC grant application for the Shawmut Industrial Park Access Road project was submitted February 18, 2026 and scored well with the Economic Development Policy and Strategy Committee (EDPSC). The ARC grant funds requested are \$250,000 with a 50% match required. CHIDA's consulting engineer has prepared a request for proposal (RFP) which will be posted in the near future. The project will continue to advance as planned.

Ice House Road Property – Executive Director Nisbet reported that a representative for both Gray Manufacturing and Biscaro will meet with Steve Hubertus at the Ice House Road property to lay out the required easements. The Purchase and Sale Agreement for Ice House Rd. Parcel No. 166.00-03-009.200 is contingent upon both parties establishing mutual ingress/egress easements, with a tentative closing planned for March or April. CHIDA is attempting to locate abstract for Attorney Dagon to proceed with property transfer. Dagon noted when Steve Hubertus completes survey, the deed description can be used to recreate abstract, if needed.

West Street – Executive Director Nisbet reported that Lu Engineers is making progress on West Street project. Nisbet noted that the Jamison Parcel No. 150.00-01-057.000 is located in Hornellsville. To meet the property requirements for the upcoming grant application, the Hornellsville parcel would need to be transferred to the City of Hornell. Mayor Buckley will discuss with Town of Hornellsville after he reviews property drawing. Nisbet noted that County Legislature approval is required for the project to proceed. A local developer has now committed to undertaking the project, which is necessary for advancing to the grant application stage. The grant application is due in April.

Governance Committee Meeting – Executive Director Nisbet noted he had previously discussed with Rick Andolina, Jr. the need for the Governance Committee to meet once per month and requested that delinquent PILOTs and policy review be placed on the next Governance Committee agenda in preparation for the CHIDA Annual Meeting. Attorney Elizabeth Hughes plans to attend to review all policies, with importance placed on the three policies that require annual approval: the Real Property Disposition Policy, Procurement Policy, and Investment Policy. Hughes recommends holding a Governance Committee

meeting prior to the Annual Meeting to review policies, scheduled for March 10, 2026, at 4:00 pm, with a second Governance Committee meeting to approve the policies immediately before the CHIDA Annual Meeting scheduled for March 19, 2026.

Tuttle & Rockwell Building Update – Executive Director Nisbet noted that a phased approach to the façade renovation is being considered in order to distribute project costs over time.

New Business

John Carbone informed the Board he attended a meeting for the local Amvets/VFW/Legion. They are seeking donations to construct a decorative wall honoring all service branches at Veterans Park. Mayor Buckley, who has also participated in prior meetings, and John Carbone both recommended breaking the project into phases. Later phases will include a sidewalk at the Park Drive entrance and pavilion. Mayor Buckley also suggested they consider reaching out to BOCES for assistance. Attorney Hughes recommended that if Board decides to donate, the donation be from the Hornell Area IDC.

Executive Director Nisbet requested an Executive Session for matters pertaining to real estate. A motion was made by Ed Flaitz, seconded by Rick Andolina, Jr. to go out of regular session and enter into Executive Session under Public Officers Law, Article 7, Open Meetings Law, Section 105, paragraph H at 9:12 am. Carried All.

The Executive Session terminated at 9:39 am and a motion was made by Ed Flaitz, seconded by John Carbone to reconvene the meeting at 9:40 am. Carried All.

Old Business – No Report

There being no further business, the meeting was adjourned at 9:40 am upon motion from Rick Andolina, Jr., seconded by Ed Flaitz. Carried All.

Respectfully Submitted,
John Carbone, Secretary