

The Regular Meeting of the City of Hornell Industrial Development Agency was held March 19, 2026 at 8:00 am at 40 Main Street, Hornell, NY.

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

ALSO

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

MINUTES

Chairman Dave Parmley called the meeting to order at 8:08 am. 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 February 26, 2026 meeting. A motion was made by Rick Andolina, Jr., seconded by Mayor John Buckley to approve the minutes of the February 26, 2026 meeting. Carried All.

Treasurer Ed Flaitz presented the financial statements for February that had been emailed to the Board prior to the meeting. A motion was made by John Carbone, seconded by Rick Andolina, Jr. 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 February from the operating account in the amount of \$35,173.16. A motion was made by Ed Flaitz, seconded by Rick Andolina, Jr. to approve the Audit Committee report as presented. Carried All.

Personnel Committee – No Report

Governance Committee – Rick Andolina, Jr. reported to the full Board the Governance Committee, in consultation with legal counsel, reviewed the new and revised policies at its meeting on March 19, 2026 at 7:30 am. The Governance Committee voted to approve the policies and recommends them for adoption by the Board. Attorney Hughes reviewed the policies with the Board.

Procurement Policy

- Revised to increase threshold amounts for verbal and written quotations to provide increased flexibility
- Policy required to be reviewed and readopted annually

Code of Ethics

- Revised to reference governing statute

Sexual Harassment Policy

- Revised to align with New York State model policy to maintain compliance with Labor Law and Executive Law requirements
- Required for NYS employer

Airborne Infectious Disease

- New policy to align with New York State model policy to maintain compliance with Labor Law and Executive Law requirements
- Required for NYS employer

Real Property Acquisition Policy

- New policy to ensure compliance with legal requirements to acquire property

Internal Control Policy

- Revised to increase disbursement threshold requiring two signatures from \$1,000 to \$2,500
- Expenditures over \$2,500 require only one signature if previously approved by Board or included in adopted budget

FOIL Policy

- New policy, adopted to ensure compliance with Public Officers Law
- Erin Ferris designated as Records Access Officer
- Michael Nisbet designated as FOIL Appeals Officer

Record Retention & Disposition Policy

- New policy to ensure compliance with NYS legal requirements and Executive Law regarding recording keeping guidelines

Investment Policy & Property Disposition Policy

- No changes to policies
- Policies required to be reviewed and readopted annually

A motion was made by John Carbone, seconded by Ed Flaitz to approve new and revised policies as presented. Carried All.

Attorney Hughes reviewed 2026 City of Hornell IDA appointments previously reviewed with the Governance Committee, and noted the only difference is designations of officers.

2026 BOARD of DIRECTORS – Dave Parmley – Chairman
John Buckley – Vice Chairman
Ed Flaitz – Treasurer
John Carbone – Secretary
Rick Andolina, Jr. – Vice Treasurer/Secretary

2026 COMMITTEES
Personnel Committee – Dave Parmley – Chairman
Ed Flaitz – Member
John Carbone – Member

Audit Committee – John Carbone – Chairman
Ed Flaitz – Member
Rick Andolina, Jr. – Member

Governance Committee – Rick Andolina, Jr. – Chairman
John Carbone – Member
John Buckley – Member

DESIGNATIONS
John Dagon – Agency Attorney
Harris Beach Murtha – General Counsel
Evening Tribune – Official Newspaper
Mengel, Metzger, Barr & Co., LLP – Internal Accountants

DESIGNATIONS of OFFICERS
Records Access Officer – Erin Ferris
Record Management Officer – Erin Ferris
Ethics Officer – Michael Nisbet
Contracting Officer – Michael Nisbet
FOIL Appeals Officer – Michael Nisbet

A motion was made by Mayor John Buckley, seconded by John Carbone to approve the appointments as presented. Carried All.

Attorney Hughes presented the summary of the Confidential Board Survey Evaluations for CHIDA that will be submitted to the ABO. The Board reviewed the results. Ed Flaitz asked Hughes if any issues were identified; Hughes reported she saw no problems and noted the Governance Committee is discussing a Rolling Action Item List to keep the Board fully informed on projects. A motion was made by Ed Flaitz, seconded by Rick Andolina, Jr. to approve the submittal of the Confidential Board Survey Evaluation summary to the ABO. Carried All.

Rick Andolina, Jr. reported that the Governance Committee is considering initiating a strategic planning process, including the use of a Rolling Action Item List to keep the Board fully informed of current and upcoming projects. The Committee is also discussing engaging a professional consultant to assist in the process. Attorney Hughes noted that Julie Marshall at Harris Beach Murtha, may be a useful resource.

EXECUTIVE DIRECTOR REPORT

PARIS Report – Executive Director Nisbet reviewed the PARIS report previously emailed to Board for review. A motion was made by Rick Andolina, Jr., seconded by Ed Flaitz to approve the submittal of the City of Hornell IDA PARIS Report as presented. Carried All.

117 Main St.– Executive Director Nisbet reviewed with Board there is an interested party looking at property. Michelle Burch is working closely with company to move forward. Quotes to repair heating system and water pipe replacement are being obtained. Building will also require overall inspection and other minor repairs. Company interested in possible 3-year lease. Nisbet will provide an update to the Board when available.

430 Canisteo St. – Executive Director Nisbet continues to work with interested party to lease property. The company, who currently leases from CHIDA, is deciding between 430 Canisteo St. and Corning. Company interested in potential 10-year lease. Renovations will be required and lease price will be dependent on renovations requested and term of lease. Nisbet will provide an update to the Board when available.

Potential Upcoming Project – Executive Director Nisbet reported on an upcoming development project anticipated to start in 2027. Company ready to submit application to CHIDA within the next month. Harris Beach currently reviewing CHIDA application, once approved the application will be provided to company. Harris Beach also working on developing standardized assessment procedure to structure future PILOT agreements and fee schedule. Attorney Hughes recommended developing a uniform Agency practice to establish a consistent, standard procedure moving forward. Company will also schedule meeting with Mayor Buckley to discuss project.

Railhead – Executive Director Nisbet reviewed with Board bank financing for 40 Park Drive is contingent upon the lease for 30 Park Drive. Board previously approved Letter of Intent and Assignment and Assumption of Lease and PILOT to Giglio – Bradley Group LLC for 30 Park Drive in November 2025. The Letter of Intent was executed December 17, 2025. Attorney Hughes advised Board to amend and ratify Letter of Intent to “Giglio - Bradley Group LLC or entity to be formed on their behalf” to advance bank financing. Harris Beach will draft assignment documents once financing is secured. A motion was made by Rick Andolina, Jr., seconded by Ed Flaitz to approve to amend and ratify Letter of Intent as discussed. Carried All.

Executive Director Nisbet requested an Executive Session for matters pertaining to real estate. A motion was made by John Carbone, seconded by Rick Andolina, Jr. to go out of regular session and enter Executive Session under Public Officers Law, Article 7, Open Meetings Law, Section 105, paragraph H at 8:38 am. Carried All.

The Executive Session terminated at 9:30 am and a motion was made by Rick Andolina, Jr., seconded by Ed Flaitz to reconvene the meeting at 9:30 am. Carried All.

Old Business – No Report

There being no further business, the meeting was adjourned at 9:31 am upon motion from Rick Andolina, Jr., seconded by Ed Flaitz. Carried All.

Respectfully Submitted,
John Carbone, Secretary