



**CITY OF HORNELL INDUSTRIAL DEVELOPMENT AGENCY
AGENDA
March 19, 2026**

CALL TO ORDER -Parmley

SECRETARY'S REPORT – Minutes –February 26, 2026 Meeting - Carbone

TREASURER'S REPORT - February– Flaitz

COMMITTEE REPORTS

Audit Committee –February– Carbone

Personnel Committee – Parmley

Governance Committee – Andolina

EXECUTIVE DIRECTOR'S REPORT

- Paris Report
- Approval Appointments & Policies
- 117 Main St.
- Railhead Project Amendment

EXECUTIVE SESSION – if required

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

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 Council
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

APPOINTMENTS

2025 Designations- Dave Parmley- Chairman
John Buckley- Vice Chairman
Ed Flaitz- Treasurer
John Carbone- Secretary
Rick Andolina Jr.- Vice Treasurer/ Secretary

2025 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

The following designations for 2025 were presented by Chairman Parmley:

John Dagon – Agency Attorney
Harris Beach – General Consul
Evening Tribune – Official Newspaper
Mengel, Metzger, Barr – Internal Accountants

8:43 AM

03/17/26

Accrual Basis

City of Hornell Industrial Development Agency

Balance Sheet

As of February 28, 2026

	Feb 28, 26
ASSETS	
Current Assets	
Checking/Savings	
1030 · Community - Operating Acct.	2,019,196.10
1033 · Five Star Bank MM	34.31
1034 · FIVE STAR BANK	108,876.38
1036 · Community Bank CD	260,451.07
1057 · Maple City Savings CD	150,084.80
1058 · Maple City CD #2	880,997.44
Total Checking/Savings	3,419,640.10
Accounts Receivable	
1105 · PILOT Receivables	71,730.62
1110 · Accounts Receivable - Trade	234,832.14
Total Accounts Receivable	306,562.76
Other Current Assets	
1111 · A/R	157,575.00
12000 · Advance Received Funds	-108,322.69
500 · Deferred Outflow of Resources	14,007.00
Total Other Current Assets	63,259.31
Total Current Assets	3,789,462.17
Fixed Assets	
1610 · Land	860,920.78
1620 · Buildings	8,369,353.32
1630 · Improvements	5,827,094.30
1640 · Machines & Equipment	58,333.31
1660 · Land Improvements	897,482.45
1670 · Office Equipment	23,431.92
1690 · Lease Assets	239,638.00
1700 · Accum Depr - Buildings	-6,445,408.68
1705 · Accum Depr - Improvements	-1,284,031.12
1710 · Accum Depr - Machines & Equip	-58,333.31
1725 · Accum Depr - Office Equipment	-23,432.00
1730 · Accum Depr- Land Improvements	-306,319.00
1790 · Accumulated Depreciation-Leases	-160,977.00
Total Fixed Assets	7,997,752.97
Other Assets	
1187 · Lease Receivable	3,953,147.00
1195 · Pre-Paid expenses	20,994.57
Total Other Assets	3,974,141.57
TOTAL ASSETS	15,761,356.71
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2050 · Accounts Payable - Trade	6,457.02
Total Accounts Payable	6,457.02

8:43 AM

03/17/26

Accrual Basis

City of Hornell Industrial Development Agency

Balance Sheet

As of February 28, 2026

	Feb 28, 26
Other Current Liabilities	
2350 · Accrued Realestate Tax - PILOT	93,890.21
2352 · Prepaid Pilots	-2,392.00
2370 · Accrued Payroll Taxes	6,057.11
24000 · Payroll Liabilities	0.75
618 · Deferred inflow of Resources	1,863.00
638 · Net Pension Liability	4,719.00
Total Other Current Liabilities	104,138.07
Total Current Liabilities	110,595.09
Long Term Liabilities	
2041 · N/P STREDC	54,501.09
2045 · Chamber of Commerce	165,740.00
682 · Lease Liability	87,253.00
683 · OPEB Liability	138,580.81
691 · Deferred Inflow-Leases	3,953,147.00
Total Long Term Liabilities	4,399,221.90
Total Liabilities	4,509,816.99
Equity	
2710 · Fund Balance	5,426,886.35
2750 · Contributed Capital	395,000.00
32000 · Unrestricted Net Assets	5,382,564.81
Net Income	47,088.56
Total Equity	11,251,539.72
TOTAL LIABILITIES & EQUITY	15,761,356.71

8:45 AM

03/17/26

Accrual Basis

City of Hornell Industrial Development Agency
Profit & Loss
February 2026

	Feb 26
Ordinary Income/Expense	
Income	
8040 · Rental Income	300.00
8045 · Lease Income C of C	1,842.00
8050 · Lease Income	75,160.14
Total Income	77,302.14
Gross Profit	77,302.14
Expense	
5010 · Salaries	14,903.84
5018 · Employee Benefit	3,088.75
5026 · IDA Payroll Expenses	1,344.01
6035 · Legal Fees	2,841.00
6070 · Bank Service Charges	39.20
7022 · Lease Expense	6,818.04
7090 · Insurance - General	2,866.30
7100 · Insurance - Group Medical	2,796.75
7160 · Repair & Maintenance - Prop	2,723.65
7170 · Repair & Maintenance - Equip	446.25
7180 · Office Supplies	273.23
7186 · Fees-Quickbooks	30.24
7190 · Outside Services	4,230.00
7290 · Real Estate Taxes	3,875.88
7301 · Utilities Expense	3,555.18
Total Expense	49,832.32
Net Ordinary Income	27,469.82
Other Income/Expense	
Other Income	
8020 · Interest Earned - Bank	585.80
Total Other Income	585.80
Other Expense	
9078 · Int - STREDEC	46.64
Total Other Expense	46.64
Net Other Income	539.16
Net Income	28,008.98

8:51 AM

03/17/26

Accrual Basis

City of Hornell Industrial Development Agency
Profit & Loss Budget Performance
February 2026

	Feb 26	Budget	Jan - Feb 26	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
3102 · Sales Tax Credit	0.00	0.00	0.00	0.00	0.00
50001 · Alstom Reimbursement	0.00	3,485.04	0.00	6,970.08	41,820.48
8040 · Rental Income	300.00	771.67	600.00	1,543.34	9,260.00
8045 · Lease Income C of C	1,842.00	1,872.00	3,684.00	3,744.00	22,464.00
8050 · Lease Income	75,160.14	70,393.78	150,320.28	140,785.82	844,719.34
Total Income	77,302.14	76,522.49	154,604.28	153,043.24	918,263.82
Gross Profit	77,302.14	76,522.49	154,604.28	153,043.24	918,263.82
Expense					
5010 · Salaries	14,903.84	16,260.40	29,533.64	32,520.80	195,125.00
5015 · Retirement - Employers Share	0.00	0.00	0.00	0.00	0.00
5018 · Employee Benefit	3,088.75	2,200.00	6,177.50	4,400.00	26,400.00
5026 · IDA Payroll Expenses	1,344.01	1,299.36	3,257.33	2,598.72	15,592.32
5035 · Consulting Fee	0.00	3,000.00	0.00	8,000.00	25,000.00
5040 · Grant Expense	0.00	0.00	0.00	0.00	118,323.09
6030 · Accounting	0.00	0.00	0.00	0.00	17,500.00
6031 · Quickbooks Software	0.00	0.00	0.00	0.00	831.00
6035 · Legal Fees	2,841.00	5,000.00	10,902.80	10,000.00	35,000.00
6070 · Bank Service Charges	39.20	22.50	79.30	45.00	270.00
6550 · Dues & Subscriptions	0.00	0.00	1,500.00	3,812.00	3,812.00
66000 · Hourly Payroll Expenses	0.00	0.00	4,000.00	0.00	0.00
7000 · Travel & conferences	0.00	0.00	0.00	4,460.00	6,460.00
7002 · meeting expense	0.00	0.00	3,901.80	0.00	656.06
7008 · Education and Training	0.00	0.00	0.00	500.00	500.00
7015 · Equipment	0.00	0.00	0.00	1,000.00	1,000.00
7022 · Lease Expense	6,818.04	3,710.83	6,818.04	7,421.18	44,529.44
7025 · Web Site Services	0.00	0.00	0.00	0.00	617.76
7050 · Telephone & Office Support	0.00	1,076.47	0.00	2,152.91	13,612.24
7090 · Insurance - General	2,866.30	3,436.75	6,038.81	6,873.50	41,241.00
7100 · Insurance - Group Medical	2,796.75	3,259.00	6,329.22	6,518.00	39,108.00
7160 · Repair & Maintenance - Prop	2,723.65	2,000.00	9,530.81	4,000.00	24,000.00
7170 · Repair & Maintenance - Equip	446.25	0.00	642.50	500.00	2,500.00
7180 · Office Supplies	273.23	250.00	273.23	495.83	2,950.00
7185 · Office Expense	0.00	0.00	-0.01	0.00	0.00
7186 · Fees-Quickbooks	30.24		68.04		
7190 · Outside Services	4,230.00	4,500.00	11,532.65	10,000.00	170,000.00
7280 · Postage	0.00	0.00	0.00	300.00	1,500.00
7290 · Real Estate Taxes	3,875.88	225.00	4,147.93	925.00	6,705.00
7300 · Miscellaneous	0.00	0.00	0.00	0.00	5,981.58
7301 · Utilities Expense	3,555.18	2,000.00	6,015.66	3,800.00	14,095.00
Total Expense	49,832.32	48,240.31	110,749.25	110,322.94	813,309.49
Net Ordinary Income	27,469.82	28,282.18	43,855.03	42,720.30	104,954.33
Other Income/Expense					
Other Income					
8020 · Interest Earned - Bank	585.80	3,451.50	3,328.01	6,903.00	41,418.00
Total Other Income	585.80	3,451.50	3,328.01	6,903.00	41,418.00
Other Expense					
9040 · Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
9078 · Int - STREDEC	46.64	46.64	94.48	94.48	494.24
Total Other Expense	46.64	46.64	94.48	94.48	494.24
Net Other Income	539.16	3,404.86	3,233.53	6,808.52	40,923.76
Net Income	28,008.98	31,687.04	47,088.56	49,528.82	145,878.09