



**CITY OF HORNELL INDUSTRIAL DEVELOPMENT AGENCY
AGENDA
May 21, 2026**

CALL TO ORDER -Parmley

SECRETARY'S REPORT –Minutes-April 23, 2026 Regular Meeting- Carbone

TREASURER'S REPORT - April– Flaitz

COMMITTEE REPORTS

Audit Committee –April– Carbone

Personnel Committee – Parmley

Governance Committee-Andolina

EXECUTIVE DIRECTOR'S REPORT

EXECUTIVE SESSION – if required

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

40 Main Street
Hornell, NY 14843
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BETTER BUSINESS
STARTS HERE.

The Regular Meeting of the City of Hornell Industrial Development Agency was held April 23, 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, via telephone
Michelle Burch, Administrative Assistant
Erin Ferris, Administrative Assistant

MINUTES

Chairman Dave Parmley called the meeting to order at 8:00 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 March 19, 2026 and March 24, 2026 meetings. A motion was made by Ed Flaitz, seconded by Rick Andolina, Jr. to approve the minutes of the March 19, 2026 and March 24, 2026 meetings. Carried All.

Treasurer Ed Flaitz presented the financial statements for March 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 March from the operating account in the amount of \$292,009.48.

Personnel Committee – No Report

Governance Committee – Rick Andolina, Jr. reported the Request for Proposal (RFP) for design engineering for the Shawmut Connector Rd. project was posted on the City of Hornell IDA website on March 27, 2026 and three proposals were received including Erdman Anthony, Fagan Engineers and Lu Engineers, for the Board's review. These quotes are preliminary and expected to change as the project advances. Andolina noted that the ARC grant application was submitted on February 2026 to support project costs, and CHIDA is currently awaiting a waiver letter from the ARC NYS Program Manager before proceeding with design engineering.

After reviewing submitted proposals with CHIDA consultant, Mike Griffin, the Governance Committee is requesting Board approval to proceed with Erdman Anthony's proposal at a cost not to exceed \$187,100, with the expectation that the amount will decrease due to the concrete supplier already being on site.

Executive Director Nisbet emphasized the time-sensitive nature of the project and the need to engage an engineer promptly to coordinate with Union Concrete who is also working with NYS DOT. Union Concrete has agreed to construct the new access road into Shawmut Park, allowing CHIDA to avoid mobilization costs. Nisbet confirmed that CHIDA is waiting for the ARC waiver letter, as ARC regulations prohibit spending any funds applied for or committed to in the ARC grant application without prior approval. It was clarified to the ARC NYS Program Manager that design engineering was not included in the grant application; the engineering costs listed in the grant application pertained only to construction engineering. Nisbet stated Mike Griffin plans to meet with Gary Hosmer with NYS DOT to coordinate the CHIDA project with NYS DOT timelines.

RESOLUTION AUTHORIZING THE CITY OF HORNEILL INDUSTRIAL DEVELOPMENT AGENCY (THE ‘AGENCY’) TO (i) APPROVE THE SELECTION OF ERDMAN ANTHONY FOR DESIGN ENGINEERING SERVICES FOR THE SHAWMUT CONNECTOR ROAD PROJECT, NOT TO EXCEED \$187,100; AND (ii) NEGOTIATE, EXECUTE AND DELIVER AN AGREEMENT FOR SUCH SERVICES AND ANY RELATED DOCUMENTS.

A motion was made by Ed Flaitz, seconded by John Carbone to approve to negotiate and proceed with Erdman Anthony proposal presented to Board for design engineering for the Shawmut Connector Road project, at a cost not to exceed \$187,100. Carried All.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<i>Yea</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
David Parmley	[X]	[]	[]	[]
John Carbone	[X]	[]	[]	[]
Ed Flaitz	[X]	[]	[]	[]
John Buckley	[X]	[]	[]	[]
Richard Andolina, Jr.	[X]	[]	[]	[]

The Resolutions were thereupon duly adopted.

A motion was made by Ed Flaitz, seconded by John Carbone to approve the above Committee reports presented. Carried All.

EXECUTIVE DIRECTOR REPORT

West Street Grant Application – Executive Director Nisbet confirmed the West Street Subdivision Project ESD County Infrastructure Grant was submitted April 17, 2026.

Alstom Master Lease – Executive Director Nisbet reported that CHIDA proposed a Master Lease to Alstom Transportation, Inc. (“Alstom”) to consolidate all existing leases between CHIDA and Alstom into a single agreement, and to provide for certain safety and structural upgrades to the leased facilities (the “Improvements”). Alstom requested that CHIDA fund the Improvements, with rental payments to be increased accordingly. Mr. Nisbet presented a

Commitment Letter from Community Bank, N.A., to the Board setting forth the terms of a \$2,500,000 loan to fund the Improvements (the “Loan”). CHIDA will work in consultation with its attorneys to finalize the terms of the Loan, the Master Lease, and any related documents.

The following resolution was duly offered by Rick Andolina, Jr., and seconded by Ed Flaitz, to wit:

RESOLUTION AUTHORIZING THE CITY OF HORNELL INDUSTRIAL DEVELOPMENT AGENCY (THE “AGENCY”) TO: (i) EXECUTE A COMMITMENT LETTER WITH COMMUNITY BANK, N.A.; (ii) NEGOTIATE, EXECUTE AND DELIVER ANY DOCUMENTS NECESSARY TO EFFECTUATE THE LOAN; AND (iii) NEGOTIATE, EXECUTE AND DELIVER THE MASTER LEASE AGREEMENT AND ANY DOCUMENTS NECESSARY IN CONNECTION THEREWITH.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

	<i>Yea</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
David Parmley	[X]	[]	[]	[]
John Carbone	[X]	[]	[]	[]
Ed Flaitz	[X]	[]	[]	[]
John Buckley	[X]	[]	[]	[]
Richard Andolina, Jr.	[X]	[]	[]	[]

The resolution was thereupon duly adopted.

430 Canisteo St. Renovations – Executive Director Nisbet updated Board on renovations needed for the Canisteo Street property. Four quotes have been received for the renovation work for the upper left rental space when facing the building, with the lowest quote at approximately \$35,000. Nisbet stated that CHIDA would initially fund the renovations, with costs to be incorporated into the square foot lease rate for a proposed 10-year lease. Nisbet also noted that utilities cannot be separated and is reviewing how to incorporate utility costs into the lease pricing. The interested party currently leases space from CHIDA, and this location would provide the company with additional space. Nisbet will review the quotes and provide an update at the next meeting.

CHIDA Revised Application – Executive Director Nisbet updated the Board that Attorney Hughes reviewed and revised the CHIDA Application for Financial Assistance.

RESOLUTION AUTHORIZING THE CITY OF HORNELL INDUSTRIAL DEVELOPMENT AGENCY (THE “AGENCY”) TO APPROVE THE REVISED CHIDA APPLICATION FOR FINANCIAL ASSISTANCE.

A motion was made by John Carbone, seconded by Ed Flaitz, to approve the revised CHIDA Application as presented. Carried All.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	<i>Yea</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
David Parmley	[X]	[]	[]	[]
John Carbone	[X]	[]	[]	[]
Ed Flaitz	[X]	[]	[]	[]
John Buckley	[X]	[]	[]	[]
Richard Andolina, Jr.	[X]	[]	[]	[]

The Resolutions were thereupon duly adopted.

117 Main St. Update – Executive Director Nisbet reported that previously interested parties are no longer interested in the property. The interested party discussed at the March meeting has opted to purchase a different building. The other party that had expressed interest in relocating a restaurant to the property declined the CHIDA proposal and submitted a counteroffer. Director Nisbet does not recommend moving forward with the proposed counteroffer with agreement from the Board. Building still maintains interest and Nisbet will keep Board informed of any updates.

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 Executive Session under Public Officers Law, Article 7, Open Meetings Law, Section 105, paragraph H at 8:14 am. Carried All.

The Executive Session terminated at 9:00 am and a motion was made by Rick Andolina, Jr., seconded by Ed Flaitz to reconvene the meeting at 9:00 am. Carried All.

Old Business – No Report

New Business – No Report

There being no further business, the meeting was adjourned at 9:01 am upon motion from Ed Flaitz, seconded by Rick Andolina, Jr. Carried All.

Respectfully Submitted,
John Carbone, Secretary

City of Hornell Industrial Development Agency
Balance Sheet
As of April 30, 2026

	Apr 30, 26
ASSETS	
Current Assets	
Checking/Savings	
1030 · Community - Operating Acct.	1,824,759.27
1033 · Five Star Bank MM	34.32
1034 · FIVE STAR BANK	110,206.39
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	3,226,533.29
Accounts Receivable	
1105 · PILOT Receivables	58,299.02
1110 · Accounts Receivable - Trade	140,283.45
Total Accounts Receivable	198,582.47
Other Current Assets	
1111 · A/R	157,575.00
500 · Deferred Outflow of Resources	14,007.00
Total Other Current Assets	171,582.00
Total Current Assets	3,596,697.76
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	15,950.04
Total Other Assets	3,969,097.04
TOTAL ASSETS	15,563,547.77
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2050 · Accounts Payable - Trade	6,457.02
Total Accounts Payable	6,457.02

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05/18/26

Accrual Basis

City of Hornell Industrial Development Agency
Balance Sheet
As of April 30, 2026

	<u>Apr 30, 26</u>
Other Current Liabilities	
2350 · Accrued Real estate Tax - PILOT	74,634.61
2352 · Prepaid Pilots	-101,392.00
2370 · Accrued Payroll Taxes	5,702.45
24000 · Payroll Liabilities	0.75
618 · Deferred inflow of Resources	1,863.00
638 · Net Pension Liability	4,719.00
Total Other Current Liabilities	-14,472.19
Total Current Liabilities	-8,015.17
Long Term Liabilities	
2041 · N/P STREDC	51,597.62
2045 · Chamber of Commerce	162,056.00
682 · Lease Liability	87,253.00
683 · OPEB Liability	138,580.81
691 · Deferred Inflow-Leases	3,953,147.00
Total Long Term Liabilities	4,392,634.43
Total Liabilities	4,384,619.26
Equity	
2710 · Fund Balance	5,426,886.35
2750 · Contributed Capital	395,000.00
32000 · Unrestricted Net Assets	5,382,564.81
Net Income	-25,522.65
Total Equity	11,178,928.51
TOTAL LIABILITIES & EQUITY	15,563,547.77

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City of Hornell Industrial Development Agency
Profit & Loss
April 2026

05/18/26

Accrual Basis

	<u>Apr 26</u>
Ordinary Income/Expense	
Income	
8040 · Rental Income	300.00
8045 · Lease Income C of C	1,842.00
8050 · Lease Income	75,253.44
Total Income	<u>77,395.44</u>
Gross Profit	77,395.44
Expense	
5010 · Salaries	14,903.84
5018 · Employee Benefit	3,088.75
5026 · IDA Payroll Expenses	1,239.43
6035 · Legal Fees	8,625.00
6070 · Bank Service Charges	39.60
7010 · Equipment Rental Copier lease	273.23
7022 · Lease Expense	3,578.34
7100 · Insurance - Group Medical	3,048.27
7160 · Repair & Maintenance - Prop	3,908.36
7170 · Repair & Maintenance - Equip	739.75
7186 · Fees-Quickbooks	1,767.96
7190 · Outside Services	800.00
7280 · Postage	175.98
7285 · Phone	244.34
7301 · Utilities Expense	2,625.32
Total Expense	<u>45,058.17</u>
Net Ordinary Income	32,337.27
Other Income/Expense	
Other Income	
8020 · Interest Earned - Bank	1,919.44
Total Other Income	1,919.44
Other Expense	
9078 · Int - STREDEC	44.22
Total Other Expense	<u>44.22</u>
Net Other Income	1,875.22
Net Income	<u><u>34,212.49</u></u>

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

	Apr 26	Budget	Jan - Apr 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	13,940.16	41,820.48
8040 · Rental Income	300.00	771.67	1,200.00	3,086.68	9,260.00
8045 · Lease Income C of C	1,842.00	1,872.00	7,368.00	7,488.00	22,464.00
8050 · Lease Income	75,253.44	70,393.78	300,827.16	281,573.38	844,719.34
Total Income	77,395.44	76,522.49	309,395.16	306,088.22	918,263.82
Gross Profit	77,395.44	76,522.49	309,395.16	306,088.22	918,263.82
Expense					
5010 · Salaries	14,903.84	16,260.42	59,341.32	65,041.64	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	12,355.00	8,800.00	26,400.00
5026 · IDA Payroll Expenses	1,239.43	1,299.36	5,703.15	5,197.44	15,592.32
5035 · Consulting Fee	0.00	5,300.00	0.00	17,800.00	25,000.00
5040 · Grant Expense	0.00	0.00	250.00	35,023.09	118,323.09
6030 · Accounting	0.00	0.00	14,027.50	0.00	17,500.00
6031 · Quickbooks Software	0.00	0.00	0.00	0.00	831.00
6035 · Legal Fees	8,625.00	0.00	22,594.80	15,000.00	35,000.00
6070 · Bank Service Charges	39.60	22.50	183.10	90.00	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
7010 · Equipment Rental Copier lease	273.23		546.46		
7015 · Equipment	0.00	0.00	0.00	1,000.00	1,000.00
7022 · Lease Expense	3,578.34	3,710.82	13,974.72	14,842.80	44,529.44
7025 · Web Site Services	0.00	0.00	0.00	0.00	617.76
7050 · Office Support	0.00	1,027.45	4,000.00	4,180.36	13,612.24
7090 · Insurance - General	0.00	3,436.75	6,038.81	13,747.00	41,241.00
7100 · Insurance - Group Medical	3,048.27	3,259.00	12,425.76	13,036.00	39,108.00
7160 · Repair & Maintenance - Prop	3,908.36	2,000.00	14,797.79	8,000.00	24,000.00
7170 · Repair & Maintenance - Equip	739.75	0.00	1,467.25	500.00	2,500.00
7180 · Office Supplies	0.00	250.00	273.23	995.83	2,950.00
7185 · Office Expense	0.00	0.00	-0.01	0.00	0.00
7186 · Fees-Quickbooks	1,767.96		1,866.24		
7190 · Outside Services	800.00	4,900.00	144,532.65	134,900.00	170,000.00
7280 · Postage	175.98	300.00	175.98	600.00	1,500.00
7285 · Phone	244.34		488.68		
7290 · Real Estate Taxes	0.00	0.00	4,147.93	925.00	6,705.00
7300 · Miscellaneous	0.00	0.00	0.00	0.00	5,981.58

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

	Apr 26	Budget	Jan - Apr 26	YTD Budget	Annual Budget
7301 · Utilities Expense	2,625.32	992.25	12,053.13	6,942.25	14,095.00
Total Expense	45,058.17	44,958.55	340,645.29	355,393.41	813,309.49
Net Ordinary Income	32,337.27	31,563.94	-31,250.13	-49,305.19	104,954.33
Other Income/Expense					
Other Income					
8020 · Interest Earned - Bank	1,919.44	3,451.50	5,911.61	13,806.00	41,418.00
Total Other Income	1,919.44	3,451.50	5,911.61	13,806.00	41,418.00
Other Expense					
9040 · Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
9078 · Int - STREDEC	44.22	44.22	184.13	184.13	494.24
Total Other Expense	44.22	44.22	184.13	184.13	494.24
Net Other Income	1,875.22	3,407.28	5,727.48	13,621.87	40,923.76
Net Income	34,212.49	34,971.22	-25,522.65	-35,683.32	145,878.09