



**CITY OF HORNELL INDUSTRIAL DEVELOPMENT AGENCY
AGENDA
June 25, 2025**

CALL TO ORDER -Parmley

SECRETARY'S REPORT – Minutes –May 21, 2026 Meeting - Carbone

TREASURER'S REPORT - May– Flaitz

COMMITTEE REPORTS

**Audit Committee –May– Carbone
Personnel Committee – Flaitz
Governance Committee – Andolina**

EXECUTIVE DIRECTOR'S REPORT

Procurement Policy Amendment

EXECUTIVE SESSION – if required

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

The Regular Meeting of the City of Hornell Industrial Development Agency was held May 21, 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
Elizabeth Hughes, Attorney, via telephone
Michelle Burch, Administrative Assistant
Erin Ferris, Administrative Assistant
Heinz Pollinger, Hornell American Legion

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.

Veterans Memorial at James Street Park – Pollinger reported banners were installed at James Street Park last year. Veterans Memorial Wall planned for Park Drive entrance, with a goal of completion by July 4th. The American Legion, Amvets, and VFW working with the City on the proposed project to include a wall with military emblems, a railroad-style depot, a sidewalk to the wall, and lighting. Hornell DPW will extend the sidewalk to the wall, after wall installed. Initial work being donated: Parks and Cheresnowsky are providing digging, Southern Tier Concrete is donating blocks, Hunt donating materials for the depot, and Pollinger has the plaques, military signs, and letters. Simmons Rockwell is donating \$100 for every car sold this month. The wall is estimated at \$10,000, with fundraising to follow. The long-term 2–3 year plan includes additional monuments: a Civil War monument, a ship anchor dedicated to the USS Canisteo, POW/MIA monument, additional wall off Duane Street, and a static display pending government approval. Hunt Engineering is preparing design plans for the depot, which will include plaques and posted train times. HPG will host the groundbreaking ceremony.

Secretary John Carbone presented the minutes of the April 23, 2026 meeting. A motion was made by John Buckley, seconded by Rick Andolina, Jr. to approve the minutes of the April 23, 2026 meeting. Carried All.

Treasurer Ed Flaitz presented the financial statements for April that had been emailed to the Board prior to the meeting. A motion was made by John Buckley, 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 April from the operating account in the amount of \$31,914.97. A motion was made by Rick Andolina, Jr., 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

Alstom Master Lease Update – Executive Director Nisbet reported the Alstom Master Lease is moving forward. Attorney Hughes updated that negotiations are still underway, and Harris Beach has been in contact with Alstom and Community Bank, N.A. CBNA is awaiting real estate documents and comments from company in regards to Master Lease.

430 Canisteo St Update – Executive Director Nisbet reported CHIDA is currently in negotiations with a prospective long-term tenant; the proposal is being reviewed by the President of the company, with no final decision to date. The building will require some upgrades for the tenant, which was included in the proposed price to the company. Options are still being explored to attempt to separate utilities, if unable to do so, tenants will be billed for utilities.

Ice House Rd Land to Biscaro – Executive Director Nisbet reported sale of Ice House Rd property (Tax Parcel No. 166.00-03-009.200) is moving forward. A right-of-way agreement has been reached with the prospective buyer and the neighboring company and the survey for the property is complete.

Shawmut Park New Access Rd – Executive Director Nisbet stated CHIDA consulting engineer is working directly with the NYSDOT, Erdman Anthony engineering company and future construction company. The grant application has been submitted to Appalachian Regional Commission (ARC) and is in the process of being entered into the Pathways grant portal for further review. Nisbet reported the Erdman Anthony contract has not been signed to date; CHIDA is awaiting requested waiver before signing design engineering contract to remain compliant with grant regulations.

Executive Director Nisbet requested an Executive Session to consult with legal counsel. A motion was made by John Buckley, seconded by Ed Flaitz to go out of regular session and enter Executive Session under Public Officers Law, Article 7, Open Meetings Law, Section 105, paragraph D at 8:24 am. Carried All.

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

Old Business – No Report

New Business – No Report

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

Respectfully Submitted,
John Carbone, Secretary

3:48 PM

06/17/26

Accrual Basis

City of Hornell Industrial Development Agency
Balance Sheet
As of May 31, 2026

	May 31, 26
ASSETS	
Current Assets	
Checking/Savings	
1030 · Community - Operating Acct.	1,840,809.05
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	3,242,583.07
Accounts Receivable	
1105 · PILOT Receivables	175,695.40
1110 · Accounts Receivable - Trade	153,280.67
Total Accounts Receivable	328,976.07
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	3,743,141.14
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	13,310.84
Total Other Assets	3,966,457.84
TOTAL ASSETS	15,707,351.95
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2050 · Accounts Payable - Trade	7,137.02
Total Accounts Payable	7,137.02

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06/17/26

Accrual Basis

City of Hornell Industrial Development Agency
Balance Sheet
As of May 31, 2026

	<u>May 31, 26</u>
Other Current Liabilities	
2350 · Accrued Realestate Tax - PILOT	192,030.99
2352 · Prepaid Pilots	-100,892.00
2370 · Accrued Payroll Taxes	7,123.53
24000 · Payroll Liabilities	0.75
618 · Deferred inflow of Resources	1,863.00
638 · Net Pension Liability	4,719.00
Total Other Current Liabilities	<u>104,845.27</u>
Total Current Liabilities	111,982.29
Long Term Liabilities	
2041 · N/P STREDC	50,144.07
2045 · Chamber of Commerce	160,214.00
682 · Lease Liability	87,253.00
683 · OPEB Liability	138,580.81
691 · Deferred Inflow-Leases	3,953,147.00
Total Long Term Liabilities	<u>4,389,338.88</u>
Total Liabilities	4,501,321.17
Equity	
2710 · Fund Balance	5,426,886.35
2750 · Contributed Capital	395,000.00
32000 · Unrestricted Net Assets	5,382,564.81
Net Income	1,579.62
Total Equity	<u>11,206,030.78</u>
TOTAL LIABILITIES & EQUITY	<u><u>15,707,351.95</u></u>

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06/17/26

Accrual Basis

City of Hornell Industrial Development Agency
Profit & Loss
May 2026

	May 26
Ordinary Income/Expense	
Income	
8040 · Rental Income	300.00
8045 · Lease Income C of C	1,842.00
8050 · Lease Income	75,253.45
Total Income	77,395.45
Gross Profit	77,395.45
Expense	
5010 · Salaries	18,629.80
5018 · Employee Benefit	3,088.75
5026 · IDA Payroll Expenses	1,474.48
6035 · Legal Fees	2,070.00
6070 · Bank Service Charges	49.60
7010 · Equipment Rental Copier lease	441.01
7022 · Lease Expense	3,578.34
7100 · Insurance - Group Medical	3,048.27
7160 · Repair & Maintenance - Prop	5,472.35
7170 · Repair & Maintenance - Equip	255.00
7186 · Fees-Quickbooks	30.24
7190 · Outside Services	2,920.00
7285 · Phone	244.34
7290 · Real Estate Taxes	7,888.58
7301 · Utilities Expense	1,676.61
Total Expense	50,867.37
Net Ordinary Income	26,528.08
Other Income/Expense	
Other Income	
8020 · Interest Earned - Bank	617.20
Total Other Income	617.20
Other Expense	
9078 · Int - STREDEC	43.01
Total Other Expense	43.01
Net Other Income	574.19
Net Income	27,102.27

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

	May 26	Budget	Jan - May 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	17,425.20	41,820.48
8040 · Rental Income	300.00	771.67	1,500.00	3,858.35	9,260.00
8045 · Lease Income C of C	1,842.00	1,872.00	9,210.00	9,360.00	22,464.00
8050 · Lease Income	75,253.45	70,393.78	376,080.61	351,967.16	844,719.34
Total Income	77,395.45	76,522.49	386,790.61	382,610.71	918,263.82
Gross Profit	77,395.45	76,522.49	386,790.61	382,610.71	918,263.82
Expense					
5010 · Salaries	18,629.80	16,260.42	77,971.12	81,302.06	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	15,443.75	11,000.00	26,400.00
5026 · IDA Payroll Expenses	1,474.48	1,299.36	7,177.63	6,496.80	15,592.32
5035 · Consulting Fee	0.00	0.00	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	17,500.00	14,027.50	17,500.00	17,500.00
6031 · Quickbooks Software	0.00	0.00	0.00	0.00	831.00
6035 · Legal Fees	2,070.00	3,500.00	24,664.80	18,500.00	35,000.00
6070 · Bank Service Charges	49.60	22.50	232.70	112.50	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	441.01		987.47		
7015 · Equipment	0.00	0.00	0.00	1,000.00	1,000.00
7022 · Lease Expense	3,578.34	3,710.83	17,553.06	18,553.63	44,529.44
7025 · Web Site Services	0.00	0.00	0.00	0.00	617.76
7050 · Office Support	0.00	1,875.00	4,000.00	9,375.00	22,500.00
7090 · Insurance - General	0.00	3,436.75	6,038.81	17,183.75	41,241.00
7100 · Insurance - Group Medical	3,048.27	3,259.00	15,474.03	16,295.00	39,108.00
7160 · Repair & Maintenance - Prop	5,472.35	2,000.00	20,270.14	10,000.00	24,000.00
7170 · Repair & Maintenance - Equip	255.00	100.00	1,722.25	600.00	2,500.00
7180 · Office Supplies	0.00	150.00	273.23	1,145.83	2,950.00
7185 · Office Expense	0.00	0.00	-0.01	0.00	0.00
7186 · Fees-Quickbooks	30.24		1,896.48		
7190 · Outside Services	2,920.00	10,000.00	147,452.65	144,900.00	170,000.00
7280 · Postage	0.00	0.00	175.98	600.00	1,500.00
7285 · Phone	244.34		733.02		
7290 · Real Estate Taxes	7,888.58	5,750.00	12,036.51	6,675.00	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
May 2026

	May 26	Budget	Jan - May 26	YTD Budget	Annual Budget
7301 · Utilities Expense	1,676.61	850.00	13,729.74	7,792.25	14,095.00
Total Expense	50,867.37	71,913.86	391,512.66	430,626.91	822,197.25
Net Ordinary Income	26,528.08	4,608.63	-4,722.05	-48,016.20	96,066.57
Other Income/Expense					
Other Income					
8020 · Interest Earned - Bank	617.20	3,451.50	6,528.81	17,257.50	41,418.00
Total Other Income	617.20	3,451.50	6,528.81	17,257.50	41,418.00
Other Expense					
9040 · Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
9078 · Int - STREDEC	43.01	43.01	227.14	227.14	494.24
Total Other Expense	43.01	43.01	227.14	227.14	494.24
Net Other Income	574.19	3,408.49	6,301.67	17,030.36	40,923.76
Net Income	27,102.27	8,017.12	1,579.62	-30,985.84	136,990.33