

The Regular Meeting of the Hornell Area Industrial Development Corporation held March 19, 2026 at 9:32 am, directly following the City of Hornell Industrial Development Agency meeting 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

Chairman Dave Parmley called the meeting to order at 9:32 am. Chairman Parmley reported that there was a quorum for the meeting as required by the by-laws.

SECRETARY'S REPORT

Secretary John Carbone presented the minutes of the February 26, 2026 meeting. A motion was made by Mayor John Buckley, seconded by Rick Andolina, Jr. to approve the minutes of the February 26, 2026 meeting. Carried All.

TREASURER'S REPORT

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 Mayor John Buckley, seconded by Rick Andolina, Jr. to approve the financial report as presented. Carried All.

COMMITTEE REPORTS

Audit Committee – No Report

Personnel Committee – No Report

Governance Committee – The Governance Committee, in consultation with legal counsel, reviewed the new and revised HAIDC policies at its meeting 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 be reflective of legal requirements of IDC and provide increased flexibility
- Policy required to be reviewed and readopted annually

Code of Ethics

- Revised to reference governing statute

Real Property Acquisition Policy

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

FOIL/Public Access to Records 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 record keeping guidelines

Investment Policy & Property Disposition Policy

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

A motion was made by Ed Flaitz, seconded by John Carbone to approve the Hornell Area IDC policies as presented. Carried All.

Attorney Hughes noted the Hornell Area IDC PARIS report had been emailed to the Board prior to the meeting for review. A motion was made by Ed Flaitz, seconded by John Carbone to approve the submittal of the PARIS report as presented. Carried All.

Attorney Hughes reviewed the 2026 Hornell Area IDC appointments previously reviewed with the Governance Committee. Committee appointments remain unchanged, with the only modification being the designation 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 Rick Andolina, Jr., seconded by Ed Flaitz to approve the appointments as presented. Carried All.

New Business

Attorney Hughes advised the Board that packets had been distributed containing the following: Certification of No Conflict of Interest, Annual Financial Disclosure Form, Certificate of Independence for Members, Acknowledgement of Fiduciary Duties and the Confidential Evaluation of Board Performance. Hughes requested that all forms be completed and returned. The Summary Results of the Confidential Evaluations of Board Performance for FY 2025 will be submitted to the NYS Authorities Budget Office.

John Carbone requested information from Hughes regarding potential revenue generating strategies for the Hornell Area IDC. Hughes will review and provide an update at an upcoming meeting.

There being no further business, the meeting was adjourned at 9:37 am upon motion from Ed Flaitz, seconded by John Carbone. Carried All.

Respectfully Submitted,
John Carbone, Secretary