

ALLEGANY COUNTY INDUSTRIAL DEVELOPMENT AGENCY

Crossroads Center

Belmont, NY

October 8, 2026

10:00a.m.

https://www.youtube.com/channel/UCXJ1KZ_F90Z77-JQxeHzDXQ?

AGENDA

- Call to Order
- Approval of Previous Minutes
 - September 10, 2026
- Finance Committee Report
 - Balance Sheet
 - Profit & Loss
 - Expense Abstract – Transactions by Vendor
 - CD Bank Statements
 - Approval of Financials as recommended by Finance Committee
- Executive Session - for contractual issue
- Action Items
 - PILOT Fact Sheet Review
 - Education Policy
 - Personnel Committee
 - Review of personal review document
 - Staff Raises
 - Bank Fees
- Old Business
 - ARC Power Grant/ Gateway Marketplace
 - RBDG – BDO Zone Grant
 - EPA Brownfield Grant
 - Microenterprise Grant
 - Allegany County Strategic Plan Economic Development/EDO
 - ABO Board Requirements
 - Policy Review
 - Lighting for Exit 30 and signage
- Schedule of Upcoming Events
 - 10/8/2026 – 5:30pm ACIDA Annual Dinner
 - 10/13/2026 – Brownfields Community Involvement Meeting
 - 11/12/2026 – 9:00am ACIDA/ACLDC/ACCRC/ACUC Meetings
- New Business
- Good of the Order
- Adjournment

Allegany County Industrial Development Agency
MEETING

September 10, 2026

Crossroads Conference Center, Belmont, New York 14813

ACIDA.org

OPENING REMARKS

- Steven Mauro, Chairperson called the board meeting to order at 10:22am.
- Board Members Present: Joseph Hart, Vice Chairperson; Douglas Frank, Treasurer; Terri Ross, Secretary; John Ricci; Thomas McElheny; William Meunier
- Absent:
- By Telephone:
- By Teams: Steven Mauro, Chairperson; Edmund Russell III, Esq. Hodgson Russ LLP
- Others present: Dr. Craig Clark, ACIDA Executive Director; Barb Benjamin, ACIDA Operations Director; Melissa Pingitore, ACIDA Assistant Director;

BOARD MINUTES

- A motion was made by Joseph Hart and seconded by William Meunier to approve the August 13, 2026 minutes. No discussion. Approved/passed 7-0

TREASURERS REPORT

- Finance Committee Report - Douglas reported the Finance Committee met before the IDA meeting and reviewed the financial reports that were presented. Douglas reminded Melissa and Barb that the Finance Committee Meeting Minutes are supposed to be included in the ACIDA Board Packet.
- Finance Committee Review - Banking and Financial Summary
- Balance Sheet; Profit & Loss; Expense Abstract – Transactions by Vendor; CD Bank Statements - Douglas reviewed the financials and reported that the Finance Committee recommends the IDA Board accept the Financial Reports and approve the Transaction by Vendors Summary to pay the monthly bills of \$6397.47. Discussion was on the larger amounts to be paid this month the \$4000 is to support the ACUC, we are switching to QuickBooks online this is the annual fee for desktop which will be reimbursed at a prorated rate once the switch is complete and S Tier West Regional is our annual fee for the website. CD renewal is the CRC CD which will discuss on the CRC meeting. **A motion was made by Terri Ross and seconded by Thomas McElheny to approve the Financial Reports and pay the bills totaling \$6397.47 as recommended by the Finance Committee. No further discussion. Approved/passed 7-0.**

EXECUTIVE SESSION – DISCUSSION OF CONTRACTUAL/FINANCIAL/LEGAL ISSUE

- A motion was made at by John Ricci and seconded by William Meunier at 10:25am to go into Executive Session for discussion of a contractual/financial/legal issue. Approved/passed. 7-0
- A motion was made by William Meunier and seconded by John Ricici to come out of Executive Session at 10:38am. Approved/passed. 7-0
- No action was taken in Executive Session.

ACTION ITEMS

- PILOT Fact Sheet Review – Craig reported that we will present to the P & D Committee after board approval. Last month there were a few things that a board member wanted revised. Discussion on PILOT payments which are a contractual agreement where the project developer makes fixed annual payments to the local taxing jurisdictions through the county. Payments are made to the county and the county distributes to the local tax districts. Craig asked the board members to give him any wording revisions and we'll revise, then send back to the board for review before presenting to P & D Committee. Discussion of sending the board the P & D monthly report before the P & D committee meeting. Due to timing the board will get the monthly report the same time it's sent to the county for the P & D Committee which will be after our monthly meeting.
- Diversity Policy – Craig reported that the Diversity Policy and Anti-Nepotism Policy are requirements for the ESD Grant that we are applying for. It's a million-dollar loan fund for minority women. The full board hasn't had time to review but Governance Committee recommends both policies be approved and passed. **A motion was made by Jhoseph Hart and seconded by Thomas McElheny to approve the Diversity and Anti-Nepotism Policies as recommended by the Governance Committee with the caveat that they can be amended if the full board finds any issues with the policies. Discussion was the Governance Committee should setup a policy review cycle to review all policies. Approved/passed 7-0**
- Anti-Nepotism Policy – see Diversity Policy above.
- Education Policy – The board needs to review and send any comments back to Craig or Steve and they will get to the governance committee for review and recommendations.
- H. Sicherman & Company (The Harrison Studio) contract – Craig reported that we previously approved The Harrison Studio as the consultant for the microenterprise grant now, we have a contract to approve. We have worked with The Harrison Studio since 2022 on microenterprise grants. Ed has reviewed the contract and made a few edits, adding the IDA in a couple of places and extending the insurance period, for a longer time. All documentation was sent to the state this morning for the grant so we plan to start working with The Harrison Studio soon. It's a standard contract and what's interesting is the we only have 10 days to process the payments to the recipients that we get from OCR in order to be in compliance. Discussion on removing the 60-day penalty wording. **A motion was made Thomas McElheny and seconded by John Ricci to approve the H Sicherman & Company (The Harrison Studio) contract with the one contractual change of removing the 60-day penalty wording, pending attorney**

approval. Discussion was to give the Executive Director the authority to sign the amended contract after final counsel review. Approved/passed 7-0

- Personnel Committee – The Governance Committee is in support of forming a Personnel Committee and had a draft of what the functions of a personnel committee would be. We're looking for a motion to recommend forming a personnel committee and some feedback on what the board would like to see from the personnel committee. **A motion was made by Joseph Hart and seconded by William Meunier to approve the recommendation of the Governance Committee to create a personnel committee under the guidance of the Governance Committee. Discussion on the full board reviewing the proposed draft and getting back to the governance committee or full board then next month we can actually approve.**

Approved/passed 7-0

- Bank Fees – Melissa explained we have contacted the bank again and asked if we could get any forgiveness in fees and we are waiting for them to get back to us. We will look at other banking institutions too. Comments and discussions were made about fees and that another bank could do the same thing after we get established. Any new information will be brought to the finance committee.

OLD BUSINESS

- ARC Power Grant – Craig reported we should hear sometime in October or November if we'll be awarded the grant.
- RBDG -BDO zone grant – Craig reported Ecostrat is in the process of letting everyone know we received the A rating and doing PR work. We will have meeting with those interested in doing business in Allegany County.
- 2nd Annual ACIDA Dinner October 8, 2026 - We are all set and are getting rsvp's back. It's at Moonwinks and spouses are invited.
- EPA Brownfield Grant – Craig reported the EPA ground work is going well, we're continuing to do phase I's and a couple of phase II's are almost complete. The next community engagement event is scheduled for October 13, 2026 and our EPA Representative will be there. It's at 6pm in the Cuba Library. Part of the grant requirements is that we hold a number of community engagement events. We'll be touring some of the Brownfield Properties starting at 1pm. Melissa will send out the itinerary for the day. Last time it was in Wellsville and we had 40 people attend. It was very positive and people asked good questions.
- Gateway Marketplace – Craig reported we are waiting on the ARC Power Grant award notification.
- Microenterprise Grant – Craig reported the county has submitted all the documentation to the state and it should go to the Office of Community Renewal (OCR) board soon for approval. It's called post award approval. We've already put it out to the public that the grant is available and have several inquiries.
- Allegany County Strategic Plan Economic Development/EDO – Craig reported he continues to work with the EDO and there was another manufacturing roundtable on September 2, at PM Research. Insyte Consulting was down and they explained they have to offer consulting services. Insyte Consulting is a Manufacturing Extension Partnership (MEP) which means they get federal and state funds to do low cost consulting work for manufacturing companies.
- ABO Board Requirements – Melissa reported there's still board members that need to complete the required trainings to be in compliance. She'll keep sending the links as they are available.

NEW BUSINESS

- It was asked if new items could be added to the agenda? Such as calendar dates for upcoming events, policy and committee meeting dates.
- A tour of the Alle-Catt Wind Project Site was requested. Craig asked if they should come to a board meeting before we plan a tour of the site. Craig asked what day of the week works best. Once Craig gets some dates he'll send them out to the board.
- John would like to see advertising signage put up and lights at the exit. Signage possibly on county property near the new DPW site. Craig said he'd see what he can find out.

GOOD OF THE ORDER

- None

CALENDAR

- *Next Meeting October 8, 2026 @ 10:00am at Crossroads Conference Center, Belmont, NY 14813*

ADJOURNMENT

- A motion was made by Joseph Hart and seconded by John Ricci at 11:09am to adjourn the meeting.
Approved/passed 7-0

Respectfully submitted
Barb Benjamin
Operations Director

ACIDA, ACLDC, ACCRC, ACUC

Balance Sheet

As of October 5, 2026

	Oct 5, 26
ASSETS	
Current Assets	
Checking/Savings	
Community Bank - 12mos CD	658,899.64
Community Bank - 12mos CD	1,402,848.60
Community Bank - 6 mos CD	661,163.43
IDA 110 - CD	755,957.37
110.01 - ACUC (Utility Corporation)	3,931.69
110.02 - Community Checking IDA	169,502.75
110.03 - CRC (Capital Resource Corp)	53,516.31
110.04 - First Citizens-IDA	101,585.30
110.05 - LDC (Local Development Corp)	349,821.05
CRC110 - Capital Resource Corp CD	266,322.91
Total Checking/Savings	4,423,549.05
Accounts Receivable	
ACUC Accounts Receivable	-240.85
Total Accounts Receivable	-240.85
Other Current Assets	
122 - Lease Receivables	436,735.00
135.00 - Prepaid Expenses	2,259.00
Total Other Current Assets	438,994.00
Total Current Assets	4,862,302.20
Fixed Assets	
152.00 - Land held for resale	286,501.00
154.00 - Waterlines	2,078,240.00
156.00 - Building	661,482.19
159.00 - Accumulated Depreciation	-359,168.00
160.00 - Land Improvements	196,414.00
161.00 - Property held for Resale	62,000.00
Total Fixed Assets	2,925,469.19
Other Assets	
131.00 - Due from ACUC	1,746.00
140.00 - Security Deposits	222.00
Total Other Assets	1,968.00
TOTAL ASSETS	7,789,739.39
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
LDC Accounts Payable	3,350.75
20000 - Accounts Payable	3,143.75
Total Accounts Payable	6,494.50
Other Current Liabilities	
IDA Payables	
Accrued 414(h)	146.15
Total IDA Payables	146.15
230.00 - Payroll Liabilities	126.00
285 - ST2012 Series Bond Infrastructu	100,000.00
ACUC210 - Due to ACIDA	1,746.00
Total Other Current Liabilities	102,018.15
Total Current Liabilities	108,512.65

11:24 AM

10/05/26

Accrual Basis

ACIDA, ACLDC, ACCRC, ACUC

Balance Sheet

As of October 5, 2026

	Oct 5, 26
Long Term Liabilities	
210.00 · Security Deposit	12,000.00
280.00 · LT2012 Series-Bond Infrastructu	2,695,000.00
550 · Deferred Inflow of Resources	365,760.00
Total Long Term Liabilities	3,072,760.00
Total Liabilities	3,181,272.65
Equity	
390.00 · Unrestricted Net Assets	5,498,095.34
AC90001 · Opening Balance Equity	-1,252,221.76
AC90002 · ACUC Retained Earnings	1,200,078.00
ACUC900 · ACUC Equity	52,144.00
CRC900 · CRC Equity	305,056.00
Net Income	-1,194,684.84
Total Equity	4,608,466.74
TOTAL LIABILITIES & EQUITY	7,789,739.39

ACIDA, ACLDC, ACCRC, ACUC

Balance Sheet Prev Year Comparison

As of October 5, 2026

	Oct 5, 26	Oct 5, 25	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Community Bank - 6 mos CD	0.00	641,645.87	-641,645.87	-100.0%
Community Bank - 12 mos CD	658,899.64	0.00	658,899.64	100.0%
Community Bank - 12 mos CD	0.00	640,885.21	-640,885.21	-100.0%
Community Bank - 12 mos CD	1,402,848.60	0.00	1,402,848.60	100.0%
Community Bank - 6 mos CD	661,163.43	0.00	661,163.43	100.0%
IDA 110 - CD	755,957.37	0.00	755,957.37	100.0%
110.01 - ACUC (Utility Corporation)	3,931.69	7,588.43	-3,656.74	-48.2%
110.02 - Community Checking IDA	169,502.75	365,669.46	-196,166.71	-53.7%
Total Checking/Savings	4,423,549.05	2,060,941.04	2,362,608.01	114.6%
Accounts Receivable				
ACUC Accounts Receivable	-240.85	1,460.97	-1,701.82	-116.5%
Total Accounts Receivable	-240.85	1,460.97	-1,701.82	-116.5%
Other Current Assets				
122 - Lease Receivables	436,735.00	1,544,275.00	-1,107,540.00	-71.7%
135.00 - Prepaid Expenses	2,259.00	2,259.00	0.00	0.0%
Total Other Current Assets	438,994.00	1,546,534.00	-1,107,540.00	-71.6%
Total Current Assets	4,862,302.20	3,608,936.01	1,253,366.19	34.7%
Fixed Assets				
150.00 - Equipment	0.00	17,659.00	-17,659.00	-100.0%
151.00 - Land	0.00	16,704.00	-16,704.00	-100.0%
152.00 - Land held for resale	286,501.00	286,501.00	0.00	0.0%
154.00 - Waterlines	2,078,240.00	2,078,240.00	0.00	0.0%
155.00 - Leasehold improvements	0.00	193,252.00	-193,252.00	-100.0%
156.00 - Building	661,482.19	1,933,217.00	-1,271,734.81	-65.8%
159.00 - Accumulated Depreciation	-359,168.00	-923,767.00	564,599.00	61.1%
160.00 - Land Improvements	196,414.00	196,414.00	0.00	0.0%
161.00 - Property held for Resale	62,000.00	62,000.00	0.00	0.0%
Total Fixed Assets	2,925,469.19	3,860,220.00	-934,750.81	-24.2%

11:25 AM

10/05/26

Accrual Basis

ACIDA, ACLDC, ACCRC, ACUC Balance Sheet Prev Year Comparison As of October 5, 2026

	Oct 5, 26	Oct 5, 25	\$ Change	% Change
Other Assets				
131.00 · Due from ACUC	1,746.00	1,568.00	178.00	11.4%
140.00 · Security Deposits	222.00	222.00	0.00	0.0%
Total Other Assets	1,968.00	1,790.00	178.00	9.9%
TOTAL ASSETS	7,789,739.39	7,470,946.01	318,793.38	4.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	3,350.75	0.00	3,350.75	100.0%
LDC Accounts Payable	3,143.75	4,510.00	-1,366.25	-30.3%
Total Accounts Payable	6,494.50	4,510.00	1,984.50	44.0%
Other Current Liabilities				
IDA Payables	146.15	0.00	146.15	100.0%
Accrued 414(h)				
Total IDA Payables	146.15	0.00	146.15	100.0%
230.00 · Payroll Liabilities	126.00	0.00	126.00	100.0%
285 · ST2012 Series Bond Infrastructu	100,000.00	95,000.00	5,000.00	5.3%
ACUC210 · Due to ACIDA	1,746.00	1,568.00	178.00	11.4%
Total Other Current Liabilities	102,018.15	96,568.00	5,450.15	5.6%
Total Current Liabilities	108,512.65	101,078.00	7,434.65	7.4%
Long Term Liabilities				
210.00 · Security Deposit	12,000.00	12,000.00	0.00	0.0%
280.00 · LT2012 Series-Bond Infrastructu	2,695,000.00	2,795,000.00	-100,000.00	-3.6%
550 · Deferred Inflow of Resources	365,760.00	1,412,911.00	-1,047,151.00	-74.1%
Total Long Term Liabilities	3,072,760.00	4,219,911.00	-1,147,151.00	-27.2%
Total Liabilities	3,181,272.65	4,320,989.00	-1,139,716.35	-26.4%
Equity				
390.00 · Unrestricted Net Assets	5,498,095.34	5,594,732.21	-96,636.87	-1.7%
AC90001 · Opening Balance Equity	-1,252,221.76	-1,252,221.76	0.00	0.0%
AC90002 · ACUC Retained Earnings	1,200,078.00	1,200,078.00	0.00	0.0%
ACUC900 · ACUC Equity	52,144.00	52,144.00	0.00	0.0%

11:25 AM

10/05/26

Accrual Basis

ACIDA, ACLDC, ACCRC, ACUC
Balance Sheet Prev Year Comparison

As of October 5, 2026

	Oct 5, 26	Oct 5, 25	\$ Change	% Change
CRC900 - CRC Equity	305,056.00	114,266.00	190,790.00	167.0%
Net Income	-1,194,684.84	-2,559,041.44	1,364,356.60	53.3%
Total Equity	4,608,466.74	3,149,957.01	1,458,509.73	46.3%
TOTAL LIABILITIES & EQUITY	7,789,739.39	7,470,946.01	318,793.38	4.3%

11:25 AM

10/05/26

Accrual Basis

ACIDA, ACLDC, ACCRC, ACUC

Profit & Loss

September 5 through October 5, 2026

Sep 5 - Oct 5, 26

Ordinary Income/Expense	
Income	
CRC - Income	
475 · CRC CD Interest	
CRC CD [REDACTED]	700.63
Total 475 · CRC CD Interest	700.63
Total CRC - Income	700.63
IDA Income	
ACIDA CD Interest Income	
IDA CD [REDACTED]	2,012.61
Total ACIDA CD Interest Income	2,012.61
EPA Brownfield Grant	43,991.47
Event Sponsorship Contribution	5,000.00
400.05 · Annual Financial Assistance Fee	3,500.00
IDA Income - Other	435.63
Total IDA Income	54,939.71
LDC Income	
Interest	115.03
Reimbursement for Taxes, etc	2,735.35
Total LDC Income	2,850.38
Total Income	58,490.72
Gross Profit	58,490.72
Expense	
ACUC - Expense	
Waterline Fees	
Utilities-Electric	
6350601 · [REDACTED] ACUC Hot Box 6404	26.03
A635.07 · [REDACTED] Hot Box 6689	29.83
Total Utilities-Electric	55.86
A635.08 · Waterline Supplies	444.09
Total Waterline Fees	499.95
Total ACUC - Expense	499.95
CRC-Expense	
CRC CD Interest	18.62
Total CRC-Expense	18.62
IDA-Expense	
EPA Brownfield Grant	
Consultants/Contractual	38,107.83
Total EPA Brownfield Grant	38,107.83
IDA Payroll	
631 · Salaries/Wages	16,532.66
632 · Payroll Taxes	1,264.75
633 · Payroll Processing Charges	130.92
634 · NYS Disability	-7.20
635 · NYS Paid Family Leave	-71.42
Total IDA Payroll	17,849.71
Internet	59.95

11:25 AM
10/05/26
Accrual Basis

ACIDA, ACLDC, ACCRC, ACUC
Profit & Loss
September 5 through October 5, 2026

	Sep 5 - Oct 5, 26
Office Expense	
Office Phones	93.32
Total Office Expense	93.32
Travel Expense	
Other	262.96
Total Travel Expense	262.96
620.01 · Advertising	809.50
620.13 · Office Supplies	
620.12 · Postage-shipping	148.39
620.28 · Software	27.11
Total 620.13 · Office Supplies	175.50
6201901 · Professional fees	
620.18 · Legal	3,143.75
6201501 · Consulting	15,527.95
Total 6201901 · Professional fees	18,671.70
Total IDA-Expense	76,030.47
LDC Expense	
Professional Fees - Legal Fees	3,350.75
Property	
Maintenance	650.00
School Taxes	1,610.92
Total Property	2,260.92
Total LDC Expense	5,611.67
Total Expense	82,160.71
Net Ordinary Income	-23,669.99
Net Income	-23,669.99

ACIDA, ACLDC, ACCRC, ACUC Profit & Loss Prev Year Comparison January 1 through October 5, 2026

	Jan 1 - Oct 5, 26	Jan 1 - Oct 5, 25	\$ Change	% Change
Ordinary Income/Expense				
Income				
ACUC - Income				
Transfer from IDA	11,001.00	0.00	11,001.00	100.0%
ACUC400 - Waterline Customer payments	21,562.05	21,073.38	488.67	2.3%
Total ACUC - Income	32,563.05	21,073.38	11,489.67	54.5%
CRC - Income				
475 - CRC CD Interest	0.00	4,707.15	-4,707.15	-100.0%
CRC CD	6,491.15	2,262.62	4,228.53	186.9%
CRC CD				
Total 475 - CRC CD Interest	6,491.15	6,969.77	-478.62	-6.9%
Total CRC - Income	6,491.15	6,969.77	-478.62	-6.9%
Crossroads-Income				
Crossroads Refunds				
420.00 - Rental Income	14.51	44.25	-29.74	-67.2%
420.01 - AC Area Foundation	0.00	4,600.00	-4,600.00	-100.0%
420.02 - AC Depts at Crossroads	0.00	48,020.00	-48,020.00	-100.0%
420.02 - AC DEV-PLN-TOURISM	0.00	3,971.00	-3,971.00	-100.0%
420.03 - AC EMS-EMT's	0.00	6,010.00	-6,010.00	-100.0%
420.04 - Audio Care	450.00	4,500.00	-4,050.00	-90.0%
Total 420.00 - Rental Income	450.00	67,101.00	-66,651.00	-99.3%
Total Crossroads-Income	464.51	67,145.25	-66,680.74	-99.3%
IDA Income				
ACIDA 12 mos CD Interest	34,939.96	15,885.21	19,054.75	120.0%
ACIDA 6 mos CD Interest	13,424.24	16,645.87	-3,221.63	-19.4%
ACIDA CD Interest Income				
IDA CD	5,957.37	0.00	5,957.37	100.0%
Total ACIDA CD Interest Income	5,957.37	0.00	5,957.37	100.0%
Bank Fees				
EPA Brownfield Grant	50.00	0.00	50.00	100.0%
Event Sponsorship Contribution	128,517.45	12,361.13	116,156.32	939.7%
Misc	5,000.00	0.00	5,000.00	100.0%
Economic Dev Training Event	602.92	0.00	602.92	100.0%
Misc - Other	35,000.00	0.00	35,000.00	100.0%
Total Misc	35,602.92	0.00	35,602.92	100.0%

11:28 AM

10/05/26

Accrual Basis

ACIDA, ACLDC, ACCRC, ACUC Profit & Loss Prev Year Comparison January 1 through October 5, 2026

	Jan 1 - Oct 5, 26	Jan 1 - Oct 5, 25	\$ Change	% Change
Parking Lot Rental Fee	0.00	10.00	-10.00	-100.0%
Reimbursement	7,868.73	0.00	7,868.73	100.0%
400 · Pilot Administration Fees	-2,760,000.00	-2,555,984.41	-204,015.59	-8.0%
400.01 · ACIDA Admin Fee	13,804.26	1,000.00	12,804.26	1,280.4%
400.02 · PILOT Application fee payment	0.00	2,500.00	-2,500.00	-100.0%
400.04 · Financial Assistance Fee	1,881,201.10	0.00	1,881,201.10	100.0%
400.05 · Annual Financial Assistance Fee	30.00	0.00	30.00	100.0%
Late Fee / Interest	23,000.01	0.00	23,000.01	100.0%
400.05 · Annual Financial Assistance Fee - Other	23,000.01	0.00	23,000.01	100.0%
Total 400.05 · Annual Financial Assistance Fee	23,030.01	0.00	23,030.01	100.0%
416.00 · Microenterprise Grant Award	79,796.24	194,206.15	-114,409.91	-58.9%
420.08 · Rental Income - PIM Research Bui	50,000.00	50,000.00	0.00	0.0%
480.00 · Program Delivery	0.00	55,100.00	-55,100.00	-100.0%
484.00 · Reimbursements/Refunds	669.63	31.40	638.23	2,032.6%
IDA Income - Other	435.63	0.00	435.63	100.0%
Total IDA Income	-479,702.46	-2,208,244.65	1,728,542.19	78.3%
Interest Inc	0.91	0.00	0.91	100.0%
LDC Income	1,121.88	0.00	1,121.88	100.0%
Interest	2,735.35	0.00	2,735.35	100.0%
Reimbursement for Taxes, etc				
Total LDC Income	3,857.23	0.00	3,857.23	100.0%
OFA - Income				
Refund	14.52	1,735.53	-1,721.01	-99.2%
420.12 · Rental Income	0.00	87,000.00	-87,000.00	-100.0%
420.09 · Allegany County	0.00	87,000.00	-87,000.00	-100.0%
Total 420.12 · Rental Income	0.00	87,000.00	-87,000.00	-100.0%
Total OFA - Income	14.52	88,735.53	-88,721.01	-100.0%
450.00 · IDA PILOT Fees	60,255.66	60,110.98	144.68	0.2%
Total Income	-376,055.43	-1,964,209.74	1,588,154.31	80.9%
Gross Profit	-376,055.43	-1,964,209.74	1,588,154.31	80.9%
Expense				
ACUC - Expense	621.00	0.00	621.00	100.0%
Bad Debt				
Insurance	0.00	771.66	-771.66	-100.0%
Directors & Officers				
Total Insurance	0.00	771.66	-771.66	-100.0%

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Accrual Basis

ACIDA, ACLDC, ACCRC, ACUC

Profit & Loss Prev Year Comparison

January 1 through October 5, 2026

	Jan 1 - Oct 5, 26	Jan 1 - Oct 5, 25	\$ Change	% Change
Professional Fees- Legal	829.50	0.00	829.50	100.0%
Reimbursement	7,868.73	0.00	7,868.73	100.0%
Waterline Fees				
Utilities-Electric	791.96	652.59	139.37	21.4%
6350601 · ACUC Hot Box 6404	1,983.40	1,558.65	424.75	27.3%
A635.07 · Hot Box 6689				
Total Utilities-Electric	2,775.36	2,211.24	564.12	25.5%
A635.08 · Waterline Supplies	1,235.03	393.51	841.52	213.9%
A635.09 · Waterline Water Usage	15,545.62	16,595.52	-1,049.90	-6.3%
A635.21 · ACUC Exp-Annual Communications	500.00	542.50	-42.50	-7.8%
A635.22 · Waterline Easement Compensation	1,200.00	1,200.00	0.00	0.0%
Total Waterline Fees	21,256.01	20,942.77	313.24	1.5%
6350302 · Office Supplies				
Postage	6.08	0.00	6.08	100.0%
6350302 · Office Supplies - Other	38.95	0.00	38.95	100.0%
Total 6350302 · Office Supplies	45.03	0.00	45.03	100.0%
A635.01 · Insurance-Waterline Policy ENPO	5,801.00	5,801.00	0.00	0.0%
A635.04 · Corporation Tax return				
IRS Income Tax	0.00	5.00	-5.00	-100.0%
NYS DTF Income Tax	25.00	25.00	0.00	0.0%
A635.04 · Corporation Tax return - Other	1,900.00	1,800.00	100.00	5.6%
Total A635.04 · Corporation Tax return	1,925.00	1,830.00	95.00	5.2%
A635.19 · Professional fees- Permits	220.00	220.00	0.00	0.0%
Total ACUC - Expense	38,566.27	29,565.43	9,000.84	30.4%
CRC-Expense				
CRC CD Interest	18.62	0.00	18.62	100.0%
Insurance				
Directors & Officers	0.00	771.66	-771.66	-100.0%
Total Insurance	0.00	771.66	-771.66	-100.0%
Legal Fees	118.50	0.00	118.50	100.0%
Total CRC-Expense	137.12	771.66	-634.54	-82.2%

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Accrual Basis

ACIDA, ACLDC, ACCRC, ACUC

Profit & Loss Prev Year Comparison

January 1 through October 5, 2026

	Jan 1 - Oct 5, 26	Jan 1 - Oct 5, 25	\$ Change	% Change
Crossroads-Expense				
Insurance				
NY Fire Fee	0.00	14.66	-14.66	-100.0%
Umbrella	0.00	262.00	-262.00	-100.0%
600.05 · Property	0.00	4,618.00	-4,618.00	-100.0%
Total Insurance	0.00	4,894.66	-4,894.66	-100.0%
Utilities				
Repair / Labor	0.00	625.00	-625.00	-100.0%
600.15 · Electric	2,133.55	8,840.05	-6,706.50	-75.9%
600.16 · Heat	919.80	6,359.22	-5,439.42	-85.5%
600.20 · Water Machine	0.00	519.95	-519.95	-100.0%
600.21 · Water Testing				
600.21 · Water Testing Supplies	76.55	269.02	-192.47	-71.5%
600.21 · Water Testing - Other	2,428.00	0.00	2,428.00	100.0%
Total 600.21 · Water Testing	2,504.55	269.02	2,235.53	831.0%
600.221 · Water Yr Equipment Maintenance	0.00	150.00	-150.00	-100.0%
600.23 · Septic	0.00	225.00	-225.00	-100.0%
6001901 · Internet	0.00	505.58	-505.58	-100.0%
6002001 · Water Maintenance Chlorine-Salt	0.00	160.00	-160.00	-100.0%
Total Utilities	5,557.90	17,653.82	-12,095.92	-68.5%
600.01 · Cleaning				
600.01 · Other	0.00	211.00	-211.00	-100.0%
600.02 · Supplies	0.00	1,024.72	-1,024.72	-100.0%
600.01 · Cleaning - Other	0.00	5,699.21	-5,699.21	-100.0%
Total 600.01 · Cleaning	0.00	6,934.93	-6,934.93	-100.0%
600.04 · Equipment				
600.25 · Labor	0.00	125.00	-125.00	-100.0%
6001115 · Supplies	0.00	700.00	-700.00	-100.0%
Total 600.04 · Equipment	0.00	825.00	-825.00	-100.0%
600.07 · Lawn				
600.08 · other	0.00	136.62	-136.62	-100.0%
600.07 · Lawn - Other	0.00	411.00	-411.00	-100.0%
Total 600.07 · Lawn	0.00	547.62	-547.62	-100.0%

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Accrual Basis

ACIDA, ACLDC, ACCRC, ACUC

Profit & Loss Prev Year Comparison

January 1 through October 5, 2026

	Jan 1 - Oct 5, 26	Jan 1 - Oct 5, 25	\$ Change	% Change
600.11 - Maintenance				
Other	50.00	5,355.00	-5,305.00	-99.1%
Supplies/Parts	0.00	937.11	-937.11	-100.0%
Total 600.11 - Maintenance	50.00	6,292.11	-6,242.11	-99.2%
600.12 - Plowing				
6001111 - Refuse	0.00	1,344.50	-1,344.50	-100.0%
6001116 - Environmental Charge	0.00	18.55	-18.55	-100.0%
6001111 - Refuse - Other	0.00	1,114.30	-1,114.30	-100.0%
Total 6001111 - Refuse	0.00	1,132.85	-1,132.85	-100.0%
6001112 - Miscellaneous Expense	0.00	33.00	-33.00	-100.0%
Total Crossroads-Expense	5,607.90	39,658.49	-34,050.59	-85.9%
IDA-Expense				
EPA Brownfield Grant				
Consultants/Contractual	114,524.96	14,242.50	100,282.46	704.1%
Indirect Costs				
Conference Fees	75.00	275.00	-200.00	-72.7%
Total Indirect Costs	75.00	275.00	-200.00	-72.7%
Travel	835.84	2,186.29	-1,350.45	-61.8%
Total EPA Brownfield Grant	115,435.80	16,703.79	98,732.01	591.1%
IDA Payroll				
631 - Salaries/Wages	160,423.60	68,386.53	92,037.07	134.6%
632 - Payroll Taxes	10,530.23	5,357.56	5,172.67	96.6%
633 - Payroll Processing Charges	1,379.76	1,050.64	329.12	31.3%
634 - NYS Disability	102.30	92.60	9.70	10.5%
635 - NYS Paid Family Leave	462.44	199.91	262.53	131.3%
Total IDA Payroll	172,898.33	75,087.24	97,811.09	130.3%
Internet	599.50	0.00	599.50	100.0%
Meeting Expense	952.42	0.00	952.42	100.0%
Food & Beverage	500.00	336.70	163.30	48.5%
other				
Total Meeting Expense	1,452.42	336.70	1,115.72	331.4%

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Accrual Basis

ACIDA, ACLDC, ACCRC, ACUC

Profit & Loss Prev Year Comparison

January 1 through October 5, 2026

	Jan 1 - Oct 5, 26	Jan 1 - Oct 5, 25	\$ Change	% Change
Miscellaneous				
Labor & Mileage	63.80	184.30	-120.50	-65.4%
620.11 · other	200.00	214.00	-14.00	-6.5%
Miscellaneous - Other	711.66	0.00	711.66	100.0%
Total Miscellaneous	975.46	398.30	577.16	144.9%
Office Expense				
Office Phones	933.20	0.00	933.20	100.0%
Total Office Expense	933.20	0.00	933.20	100.0%
Tax				
County & Town Taxes	36.84	0.00	36.84	100.0%
6202502 · Fire Protection Tax	0.00	325.37	-325.37	-100.0%
Total Tax	36.84	325.37	-288.53	-88.7%
Travel Expense				
Conference Fees	1,745.00	0.00	1,745.00	100.0%
Other	2,587.33	1,408.10	1,179.23	83.8%
Travel Expense - Other	-311.66	0.00	-311.66	-100.0%
Total Travel Expense	4,020.67	1,408.10	2,612.57	185.5%
620.01 · Advertising	843.55	1,125.44	-281.89	-25.1%
620.101 · Maintenance	0.00	150.00	-150.00	-100.0%
620.32 · Belmont School Parking Lot	0.00	-500.00	500.00	100.0%
620.101 · Maintenance - Other	0.00	-350.00	350.00	100.0%
620.13 · Office Supplies				
other	1,344.74	1,241.40	103.34	8.3%
620.12 · Postage-shipping	654.15	646.52	7.63	1.2%
620.28 · Software	2,529.88	1,292.37	1,237.51	95.8%
620.13 · Office Supplies - Other	100.99	782.79	-681.80	-87.1%
Total 620.13 · Office Supplies	4,629.76	3,963.08	666.68	16.8%
620.14 · Pilot Payments				
IDA Pilot Fees pass-thru	60,255.66	60,110.98	144.68	0.2%
Total 620.14 · Pilot Payments	60,255.66	60,110.98	144.68	0.2%
620.26 · Awards-Grants				
Program Delivery	10,800.00	37,200.00	-26,400.00	-71.0%

ACIDA, ACLDC, ACCRC, ACUC Profit & Loss Prev Year Comparison January 1 through October 5, 2026

	Jan 1 - Oct 5, 26	Jan 1 - Oct 5, 25	\$ Change	% Change
6202601 · Microenterprise 20ME517-22				
Microenterprise 20ME517-22 ext	77,991.24	194,206.15	-116,214.91	-59.8%
Total 6202601 · Microenterprise 20ME517-22	77,991.24	194,206.15	-116,214.91	-59.8%
6202602 · Microenterprise Grant Admin cos	5,525.00	17,900.00	-12,375.00	-69.1%
Total 62026 · Awards-Grants	94,316.24	249,306.15	-154,989.91	-62.2%
62027 · Office Equipment	350.00	1,298.99	-948.99	-73.1%
6200401 · Insurance	1,902.32	0.00	1,902.32	100.0%
Property	2,744.70	4,575.00	-1,830.30	-40.0%
Truck Stop; Parking Lot; Friend	642.00	562.00	80.00	14.2%
Workers Compensation	295.00	0.00	295.00	100.0%
620.31 · Directors & Officers	2,120.00	252.68	1,867.32	739.0%
Fees and Taxes	2,415.00	252.68	2,162.32	855.8%
620.31 · Directors & Officers - Other	1,163.22	0.00	1,163.22	100.0%
Total 6200401 · Insurance	8,867.24	5,389.68	3,477.56	64.5%
6201901 · Professional fees				
Executive Director - ASC	0.00	36,666.65	-36,666.65	-100.0%
other	0.00	309.90	-309.90	-100.0%
Training Personnel	500.00	0.00	500.00	100.0%
620.15 · Accounting	21,600.00	20,450.00	1,150.00	5.6%
620.16 · Bank Fees	459.94	0.00	459.94	100.0%
620.18 · Legal	0.00	117.36	-117.36	-100.0%
postage reimbursement	64,289.33	10,764.18	53,525.15	497.3%
620.18 · Legal - Other	64,289.33	10,881.54	53,407.79	490.8%
Total 620.18 · Legal				
620.29 · NYS Economic Development Council				
Conference-Registration	0.00	760.00	-760.00	-100.0%
Total 620.29 · NYS Economic Development Council	0.00	760.00	-760.00	-100.0%
6201501 · Consulting	54,827.95	-7,333.00	62,160.95	847.7%
6201502 · Appraisals	0.00	2,500.00	-2,500.00	-100.0%
6201503 · Transcription	285.00	930.00	-645.00	-69.4%
6201901 · Professional fees - Other	0.00	13,977.90	-13,977.90	-100.0%
Total 6201901 · Professional fees	141,962.22	79,142.99	62,819.23	79.4%

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Accrual Basis

ACIDA, ACLDC, ACCRC, ACUC Profit & Loss Prev Year Comparison January 1 through October 5, 2026

	Jan 1 - Oct 5, 26	Jan 1 - Oct 5, 25	\$ Change	% Change
IDA-Expense - Other	27.11	0.00	27.11	100.0%
Total IDA-Expense	607,604.00	494,246.81	113,357.19	22.9%
LDC Expense				
Bank Fees	6.00	0.00	6.00	100.0%
Office				
Supplies	79.74	0.00	79.74	100.0%
Total Office	79.74	0.00	79.74	100.0%
Professional Fees - Legal Fees				
Property	7,020.50	0.00	7,020.50	100.0%
Fees	1.30	0.00	1.30	100.0%
Maintenance	650.00	0.00	650.00	100.0%
School Taxes	1,610.92	0.00	1,610.92	100.0%
Property - Other	148,188.06	0.00	148,188.06	100.0%
Total Property	150,450.28	0.00	150,450.28	100.0%
Total LDC Expense	157,556.52	0.00	157,556.52	100.0%
OFA - Expense				
Utilities				
625.11 - Electric	0.00	3,557.20	-3,557.20	-100.0%
625.12 - Heat	486.60	5,547.35	-5,060.75	-91.2%
625.13 - Water Machine	0.00	519.95	-519.95	-100.0%
625.14 - Water Testing	-2,505.00	550.00	-3,055.00	-555.5%
625.16 - Septic	0.00	225.00	-225.00	-100.0%
6251302 - Repair / Labor	0.00	625.00	-625.00	-100.0%
Total Utilities	-2,018.40	11,024.50	-13,042.90	-118.3%
625.02 - Cleaning				
625.03 - Supplies	0.00	1,049.14	-1,049.14	-100.0%
625.02 - Cleaning - Other	0.00	5,843.51	-5,843.51	-100.0%
Total 625.02 - Cleaning	0.00	6,892.65	-6,892.65	-100.0%
625.06 - Lawn	0.00	547.61	-547.61	-100.0%
625.09 - Plowing	0.00	1,344.50	-1,344.50	-100.0%
625.10 - Refuse				
Environmental Charge	0.00	18.55	-18.55	-100.0%
625.10 - Refuse - Other	0.00	871.32	-871.32	-100.0%
Total 625.10 - Refuse	0.00	889.87	-889.87	-100.0%

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Accrual Basis

ACIDA, ACLDC, ACCRC, ACUC Profit & Loss Prev Year Comparison January 1 through October 5, 2026

	Jan 1 - Oct 5, 26	Jan 1 - Oct 5, 25	\$ Change	% Change
6250701 - Maintenance				
Supplies/Parts	0.00	341.52	-341.52	-100.0%
625.08 - Other	175.00	4,654.00	-4,479.00	-96.2%
Total 6250701 - Maintenance	175.00	4,995.52	-4,820.52	-96.5%
630 - Insurance				
umbrella	0.00	262.00	-262.00	-100.0%
625.04 - Property				
NY Fire Fee	0.00	14.66	-14.66	-100.0%
625.04 - Property - Other	0.00	4,618.00	-4,618.00	-100.0%
Total 625.04 - Property	0.00	4,632.66	-4,632.66	-100.0%
Total 630 - Insurance	0.00	4,894.66	-4,894.66	-100.0%
Total OFA - Expense	-1,843.40	30,589.31	-32,432.71	-106.0%
Transfer to ACUC	11,001.00	0.00	11,001.00	100.0%
Total Expense	818,629.41	594,831.70	223,797.71	37.6%
Net Ordinary Income	-1,194,684.84	-2,559,041.44	1,364,356.60	53.3%
Net Income	-1,194,684.84	-2,559,041.44	1,364,356.60	53.3%

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Accrual Basis

ACIDA
Expenses by Vendor Summary
September 5 through October 5, 2026

	Sep 5 - Oct 5, 26
Armstrong Business Solutions	153.27
CPL ARCHITECTURE ENGINEERING PLANNING	15,527.95
DEL Communications Inc	809.50
HRP Associates Inc	38,107.83
Melissa A Pingitore	262.96
NYSLRS	420.20
Visa	175.50
TOTAL	55,457.21

ACIDA
Deposit Detail
September 5 through October 5, 2026

Type	Num	Date	Name	Account	Amount
Deposit	DEP	09/08/2026	EPA Brownfield Grant	110.04 · First Citizens-IDA	11,469.95
TOTAL			EPA Brownfield Grant		-11,469.95
Deposit	DEP	09/15/2026	Runnings	110.02 · Community Checking IDA	500.00
TOTAL			400.05 · Annual Financial Assistance Fee		-500.00
Deposit	DEP	09/29/2026	EPA Brownfield Grant	110.04 · First Citizens-IDA	32,521.52
TOTAL			EPA Brownfield Grant		-32,521.52
Deposit	DEP	09/29/2026	NY Rushford I Solar, LLC	110.02 · Community Checking IDA	1,000.00
TOTAL			400.05 · Annual Financial Assistance Fee		-1,000.00
Deposit	DEP	09/29/2026	Aggreko	110.02 · Community Checking IDA	1,000.00
TOTAL			400.05 · Annual Financial Assistance Fee		-1,000.00
Deposit	DEP	09/29/2026	Aggreko	110.02 · Community Checking IDA	1,000.00
TOTAL			400.05 · Annual Financial Assistance Fee		-1,000.00
Deposit	DEP	09/29/2026	Aggreko	110.02 · Community Checking IDA	435.63
TOTAL			IDA Income		-435.63

ACIDA
Deposit Detail
September 5 through October 5, 2026

Type	Num	Date	Name	Account	Amount
Deposit	DEP	10/01/2026	Alliance Energy Group	110.02 - Community Checking IDA	5,000.00
				Event Sponsorship Contribution	-5,000.00
TOTAL					-5,000.00



Understanding Payments in Lieu of Taxes (PILOTs)

➤ What is a PILOT?

A PILOT (Payment in Lieu of Taxes) is an economic development tool used by the Allegany County Industrial Development Agency (ACIDA) to assist existing businesses with expansion, attract new businesses, retain jobs, create jobs, and revitalize underutilized properties in Allegany County. It is a contractual agreement where a project developer makes fixed annual **payments to local taxing jurisdictions** in place of traditional real property taxes. It does not replace all property taxes; project owners pay full land taxes, fire district, and other special district taxes.

➤ Strict Oversight & On-Time Payments

The ACIDA monitors and enforces every agreement. We do not simply "set and forget" these contracts; we ensure the community receives exactly what was promised including investments and jobs. The ACIDA works with the County Treasurer to monitor PILOT billing and collection with the County.

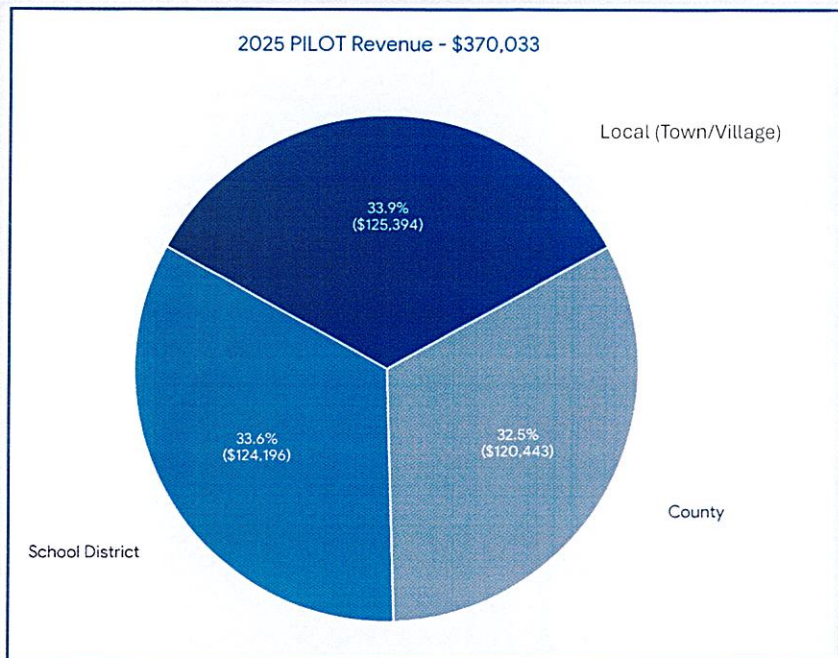
Every project is required to submit a PILOT report annually to the ACIDA. This ensures the project is meeting its job creation/retention goals and financial obligations. If a payment is missed or an obligation is not met, the ACIDA has the legal authority to terminate the agreement, take legal action, and recoup the incentives given on the project. When an agreement is terminated, the project loses its tax-exempt status and is subject to full taxation and, in certain cases, penalties, including, but not limited to, late payment fees, default interest rate, claw backs of financial incentives, and attorney fees. The IDA assesses late fees on late payments.

➤ The ACIDA is a Steward

One of the most frequent misconceptions is that the ACIDA "profits" from the revenue generated by PILOTs. This is entirely false.

- **Zero Revenue from PILOTs:** The ACIDA does not keep a single cent of the PILOT payments. 100% of the funds collected are distributed directly to the affected taxing jurisdictions (the School District, the County, and the Municipality).
- **Self-Sustaining Operations:** The ACIDA is not funded by your tax dollars. Instead, it is funded by a one-time **1% Administrative Project Fee** paid by the developer at the closing of a project.
- **Reinvesting in the County:** These project fees are used for economic development. After covering our operational costs, the IDA funnels this capital back into the community through economic development.

***The Bottom Line:** The ACIDA acts as an engine for economic development throughout the county. We use developer fees to fund the programs that make our county more competitive.*



- All PILOT payments for 2025 were PAID IN FULL = 100% COMPLIANCE.
- The Towns and Villages, the Schools, and the County see an average of a 500% INCREASE in revenue, per project, compared to the yearly taxes owed prior to an ACIDA PILOT.

THE MYTH

PILOTs take money away from the community.

Developers don't pay anything.

School districts lose funding.

PILOTs are permanent handouts.

THE REALITY

PILOTs create new revenue. Most PILOTs are granted for projects that would not happen otherwise. Without the project, the community receives only the current (often discounted) tax. With a PILOT - revenue increases over time until it reaches 100% taxation. The ACIDA does not exempt land taxes. As most projects are built on vacant land, there is an increase in payments generated by the property.

Developers pay every year. A PILOT is not a "tax break" that results in zero payment; it is a structured, predictable payment schedule that typically increases annually.

School district revenues INCREASE. PILOT payments are distributed proportionally to schools, counties, and municipalities just like traditional taxes. PILOTs are ALWAYS an increase over previous tax levies.

PILOTs are temporary. These agreements have a set expiration date (typically 10–20 years). Once expired, the property returns to the tax rolls at its full value.

➤ Contact & Support

For more information, visit: [ACIDA.org](https://www.acida.org) or reach out to the ACIDA team. * Our website always contains up to date information on all of our projects, project benefits, and programs. *

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"Promoting Economic Growth through Accountability and Transparency"





Allegany County Industrial Development Agency

Educational Assistance Policy (for eligible full-time employees)

Purpose - The ACIDA supports the continued education and professional development of eligible full-time employees (FTEs) who have completed at least one year of service. This policy is designed to enable employees to further their education, improve their skills and contribution to the ACIDA; align employee advancement with the ACIDA's strategic priorities; encourage retention by providing a structured forgiveness schedule; and comply with the federal educational assistance tax-exclusion (Internal Revenue Code § 127) up to the annual limit.

Eligibility - All regular full-time employees (FTE) who have completed at least one (1) year of continuous service as of the date of application are eligible.

- The employee must be actively employed in good standing (not under formal disciplinary action) at the time of application and while participating in the program.
- The educational program or coursework to be supported must be demonstrably aligned with the ACIDA's strategic priorities — that is, the knowledge, skills, credential or credentialing pathway gained must support the ACIDA's mission, goals, or operational strategy.
- The employee must maintain a cumulative GPA of 3.0 or better (on a 4.0 scale, or equivalent as defined by the institution) for the coursework supported under this program.
- Participation is at the discretion of the ACIDA, subject to budget availability, operational needs, managerial endorsement and approval of the program.

Annual Benefit Limit - The ACIDA will provide tuition assistance up to a maximum of \$5,250 per calendar year for each eligible employee, consistent with the tax-free educational assistance limit under IRC § 127 for employer-provided educational assistance. Tuition assistance may include tuition, required fees, books and required supplies for the course. This benefit is non-transferable, and unused benefits in one calendar year cannot be carried forward to a subsequent year.

Covered Education and Courses - Eligible education: Coursework at an accredited college/university (undergraduate or graduate), or a certificate/credential program, or approved continuing-education aligned with the ACIDA's needs. The education program or coursework pursued must match with the strategic priorities of the ACIDA — i.e. it must support the ACIDA's mission, goals, or talent-development strategy.

- Covered expenses: Tuition, required fees, books and required supplies for the approved course(s).



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- Non-covered expenses: Meals, lodging, transportation, tools or equipment retained after the course (unless specifically approved), hobby or sports-related courses unless required for the role or credential, or costs not directly tied to the approved education plan.

Courses should not begin (i.e., registration/payment) prior to approval by the ACIDA, unless otherwise approved in writing.

Application and Approval - Applicants must submit to the Executive Director, or in the case of the Executive Director, directly to the Board Chairman:

- A description of the education plan: institution, program, course(s), cost estimate.
- Evidence (or a plan) showing how the coursework aligns with the ACIDA's strategic priorities (e.g., skills gap analysis, credential relevance, future role).
- Their commitment to maintain a cumulative GPA ≥ 3.0 .
- Managerial endorsement confirming relevance of the education to the employee's role and to the ACIDA's priorities.

The ACIDA must approve the application in writing before any tuition assistance is committed. After approval, the ACIDA will either pay the educational institution directly or reimburse the employee upon proof of payment and successful completion of the course (with required GPA) as described herein.

Payment and Reimbursement Process - Payment will follow submission of required documentation: invoice or registration confirmation, proof of payment (if reimbursed), final grade report showing completion and that the GPA requirement (3.0) is met for the term/course. At the time of payment and for the duration of the forgiveness schedule (see below), the employee must remain an active FTE in good standing. If an employee fails to complete the course satisfactorily or fails to maintain the required GPA, the ACIDA may suspend further assistance, and repayment or withholding of assistance may apply per the award agreement.

Forgiveness Schedule and Repayment Obligation - Assistance provided under this program will be subject to a five (5)-year forgiveness schedule, starting from the date of the last tuition payment under the award.

- After 1 full year of continuous service post-payment: 20% forgiveness of the total assistance amount.
- After 2 full years: 40% total forgiveness.
- After 3 full years: 60% total forgiveness.



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- After 4 full years: 80% total forgiveness.
- After 5 full years: 100% forgiveness (i.e., complete discharge of repayment obligation).

Repayment Obligation - If an employee voluntarily terminates employment with the ACIDA (i.e., resigns or gives notice) prior to completing the full 5-year forgiveness schedule, the employee must reimburse the ACIDA for the un-forgiven portion of the tuition assistance. The employee must repay the un-forgiven portion within a timeframe and by means designated by the ACIDA.

The ACIDA may deduct the reimbursement from the employee's final pay or any other amounts due, to the extent permitted by law. If an employee is involuntarily terminated by the ACIDA without cause, or leaves due to death or disability, the ACIDA reserves the right (in its sole discretion) to waive the repayment obligation.

Program Limits and Conditions - Employees may participate only once per calendar year (unless otherwise approved by the ACIDA) and only while eligible as defined by this policy. The ACIDA may limit participation based on budget availability, business needs or strategic priorities. The ACIDA reserves the right to modify, suspend or terminate the program at any time. Awards already granted remain subject to the terms in effect at the time of award unless explicitly amended. The program will be administered in compliance with IRC § 127 and any applicable federal, state or local laws.

Tax Treatment - The ACIDA intends to treat this program as a qualified educational assistance program under IRC § 127 so that eligible assistance up to \$5,250 per calendar year can be excluded from the employee's gross income for federal income tax purposes.

Administration, Records and Compliance - The ACIDA will maintain records on employee service dates, award amounts, forgiveness schedule tracking, GPA documentation, program alignment reviews, and repayment obligations. Prior to each award, the employee must sign an award letter or agreement specifying: assistance amount, strategic alignment justification, GPA requirement, forgiveness schedule, repayment terms, and any other conditions. The program will be reviewed periodically for compliance, alignment with strategic workforce goals, budget impact, retention outcomes, and return on investment.

Policy Review and Effective Date - This policy is effective as of January 1, 2026. The ACIDA reserves the right to amend or terminate this policy at any time. All amendments will be communicated to eligible employees and will indicate whether they apply to existing awards or only to new awards.

Adopted: _____



Allegany County Industrial Development Agency

PERSONNEL COMMITTEE CHARTER

I. Purpose

The Personnel Committee (the "Committee") is a standing committee of the Board of Directors (the "Board") of ACIDA. The primary purpose of the Committee is to assist the Board in fulfilling its governance and oversight responsibilities with respect to human resources policies, executive performance and compensation, employee benefits, and organizational talent strategy.

II. Duties and Responsibilities

The Committee shall have the following duties and responsibilities:

1. Executive Director Oversight

- Oversee the annual performance review process for the Executive Director.
- Establish and review annual performance goals, key performance indicators (KPIs), and objectives for the Executive Director in alignment with the Organizations' strategic plan.
- Review and recommend the Executive Director's annual compensation package (salary, benefits, and incentives) to the full Board for final approval.

2. Policy Review

- Periodically review and recommend updates to human resources policies, employee handbooks, and anti-discrimination guidelines to ensure alignment with legal requirements, industry standards, and the Organizations' values.
- Ensure that all personnel policies are applied consistently and equitably.

3. Compensation and Benefits

- Review organization-wide salary ranges, market benchmarks, and employee benefit plans periodically to ensure they remain competitive, equitable, and sustainable.
- Ensure that total compensation and benefit proposals align with and are accounted for within the Organizations' annual operating budget.

4. Conflict Resolution / Advisory (Appellate)

- Act as an appellate or advisory body for personnel grievances or serious disputes strictly *only* when internal staff escalation paths and management channels have been fully exhausted.
- The Committee's role in grievances is strictly consultative or appellate to ensure fair process, rather than direct operational management.

III. Composition and Membership

- **Size:** The Committee shall consist of at least three (3) and no more than five (5) members of the Board of Directors, appointed by the Board's standard nomination process.
- **Chair:** The Full Board Chair shall serve as the Personnel Committee Chair.
- **Exclusions:** The Executive Director shall *not* be a voting member of the Committee and shall recuse themselves from any discussions, reviews, or votes concerning their own performance evaluation, goals, or compensation.
- **Term:** Members shall serve for terms concurrent with their board tenure or as designated by the Board.

IV. Meetings and Procedures

- **Frequency:** The Committee shall meet at least quarterly, or more frequently as circumstances dictate (such as during the annual performance review season or annual budget planning).
- **Quorum:** A majority of the Committee members shall constitute a quorum for the transaction of business.
- **Minutes:** Minutes of all Committee meetings shall be kept and reported to the full Board at the next regularly scheduled board meeting.

V. Confidentiality

Given the highly sensitive and private nature of human resources, compensation, performance reviews, and personnel grievances, all Committee members and participants shall maintain strict confidentiality regarding all discussions, documents, and deliberations. Unauthorized disclosure of personnel matters may result in removal from the Committee or the Board.

VI. Charter Review

The Committee shall review and assess the adequacy of this Charter annually and recommend any proposed changes to the Board for approval.

Approved and adopted: _____

Allegany County Industrial Development Agency

Personnel Policy

February 2026

These policies provide rules and regulations for all employees of Allegany County Industrial Development Agency ("Agency") relative to matters of personnel benefits. The Executive Director, who serves at the pleasure of the Board of Directors ("Board"), oversees the application and administration of the policies on behalf of the Agency.

These rules and regulations are meant to provide a general framework for employee administration and are subject to approval by the Board.

Standard Work Day

1. Full-Time Employees: A standard work day is defined as eight (8) hours.
2. Part-Time Employees: A standard work day is defined as the number of hours the employee is regularly scheduled to work (e.g. 4 hours). Part-time schedules are determined at the discretion of the Executive Director, or the Board Chair in the case of the Executive Director, and shall not exceed 30 hours per week.
3. Written Deviations: Any deviation from these standard daily schedules must be agreed upon in writing by the Executive Director, or the Board Chair in the case of the Executive Director.

General Leave Provisions

1. Minimum Increment: All forms of paid leave (Vacation, PTO, Personal, etc.) must be used in minimum increments of one (1) hour.

Vacation

1. Unless otherwise approved by the Board of Directors, all employees will be offered paid vacation time at the beginning of the calendar year based on the schedule noted below. A "vacation day" is defined as the number of hours in the employee's standard scheduled workday (e.g., an employee scheduled for 4 hours per day receives 4 hours of pay per vacation day used).
 - a. Employees with one to five years of service receive 12 vacation days.
 - b. Employees with six to ten years of service receive 15 vacation days.
 - c. Employees with over ten years of service receive 20 vacation days.
2. Vacation days offered during the first year of employment will be prorated based on the month of hire and cannot be used during the first six months of service unless approved by the Executive Director (or the Board Chair in the case of the Executive Director).
3. Full Time Employees can rollover up to 40 hours (5 days) of vacation time every year. Part Time Employees (<30) can rollover up to 20 hours of vacation time every year. Any unused vacation time rolled over from the previous year must be used first and cannot be accrued beyond that year.
4. Requests for employee time off shall be submitted to the Executive Director at least two weeks prior to the requested date whenever possible.
 - a. The Executive Director must ask for time off from the Board Chair if the request exceeds two days.
5. Employees will be compensated for vacation days in the calendar year in which they were earned if

he/she terminates employment in that year.

PTO Leave

1. All employees are granted twelve (12) PTO days at the start of each calendar year. A "PTO day" is defined as the number of hours in the employee's standard scheduled workday (e.g., an employee scheduled for 4 hours per day receives 4 hours of pay per PTO day used). Any PTO time not used by the end of the calendar year will NOT roll into the next calendar year.
2. Additional paid PTO leave up to thirty (30) days may be granted by the Executive Director, or the Board Chair in the case of the Executive Director.
3. Accrued PTO leave may be used following a written or verbal request to the Executive Director, or the Board Chair in the case of the Executive Director, for the following reasons impacting the employee or a member of their family for whom they are providing care or assistance with care:
 - a. Sick Leave
 - i. For mental or physical illness, injury or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave; or
 - ii. For the diagnosis, care or treatment of a mental or physical illness, injury or health condition; or need for medical diagnosis or preventive care.
 - b. Safe Leave
 - i. For an absence from work when the employee or employee's family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking:
 1. to obtain services from a domestic violence shelter, rape crisis center, or other services program;
 2. to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;
 3. to meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
 4. to file a complaint or domestic incident report with law enforcement;
 5. to meet with a district attorney's office;
 6. to enroll children in a new school; or
 7. to take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.
4. For purposes of paid sick/safe leave, "family member" is defined as an employee's child (biological, adopted, or foster child, a legal ward, or a child of an employee standing in loco parentis), spouse, domestic partner, parent (biological, foster, step, adoptive, legal guardian, or person who stood in loco parentis when the employee was a minor child), sibling, grandchild, or grandparent; and the child or parent of an employee's spouse or domestic partner.
5. Sick leave in excess of three (3) days must be substantiated by a doctor's certificate upon request of the Executive Director/Board Chair. The Executive Director/Board Chair will never require the disclosure of confidential information as a condition for utilizing sick leave.

6. Upon termination of employment, an employee will not be compensated for unused PTO time.
7. An employee is to notify the Executive Director/Board Chair as soon as possible if he/she is going to be absent from work.
8. Personal leave is leave with pay for personal business including funerals, religious observances or other emergency circumstances without charge against vacation time.
9. Personal leave is not cumulative and does not carry over from year to year.
10. An employee is to notify the Executive Director/Board Chair as soon as possible if he/she is going to use a PTO day.

Disability Leave

1. Employee may be granted a leave of absence not to exceed six (6) months for disability or maternity purposes upon approval of the Executive Director/Board Chair. The employee's position will remain secure for the agreed-upon duration of such requested leave period.
2. A letter from the employee's physician is required before disability time can be taken.
3. Accrued sick leave will be taken before disability leave is started.
4. Any employee who chooses to terminate employment instead of requesting a leave for maternity purposes will be credited with up to 12 days of accrued sick leave in addition to any accrued vacation leave credit.

Jury Duty and Court Appearances

1. An employee who is subpoenaed as a witness in a court of law or is called to serve on a jury may be granted paid leave for that period of time. he/she is required to be away from the Agency.
2. The amount paid shall be the amount by which his/her salary exceeds the amount paid as a witness or juror.

Bereavement

1. An employee shall be granted up to three (3) days compensated leave for a death in the immediate family, which is defined as a spouse, child, parent, sibling, grandparent, or in-law. Extended leave with or without pay may be granted at the discretion of the Executive Director/Board Chair.

Military Leave

1. Military leave shall be granted as provided by the New York State statutes.

Leave of Absence

1. A leave of absence without pay that does not exceed ten (10) days may be granted at the discretion of the Executive Director/Board Chair, as long as the employee has provided the time requested and circumstances involved. A leave of absence exceeding ten (10) days is subject to approval by the Board.

Holidays

1. Employees are entitled to 11 holidays per year, which include:
 - a. New Year's Day
 - b. Martin Luther King Jr. Day

- c. President's Day
 - d. Memorial Day
 - e. Independence Day
 - f. Labor Day
 - g. Columbus Day
 - h. Veteran's Day
 - i. Thanksgiving Day
 - j. Thanksgiving Friday
 - k. Christmas Day
2. If a holiday falls on a Saturday, the holiday will be celebrated on the preceding Friday. If the holiday falls on a Sunday, the holiday will be celebrated on the following Monday.

Health Insurance

- 1. All permanent, full-time employees are eligible for medical, dental and vision insurance. The cost of such plans is approved by the Board on an annual basis, with notification provided to employees outlining their share of the cost of the plans.
- 2. Benefits will begin on the first day of the first full month of employment.
- 3. Benefits will cease upon termination from the Agency.
- 4. Employees have the option of opting out of health insurance as approved by the board.

Retirement Plan

- 1. Full-time employees are enrolled in New York State's retirement system subject to the withholdings required by the NY State Comptroller's Office.

Acknowledgment

I acknowledge that I have been presented with and understand the Allegany County Industrial Development Agency's Personnel Benefits policy dated _____ and that any questions regarding this policy have been addressed.

(Employee Name)

(Employee Signature)

(Date)

ACIDA Employee Performance Review

Employee Name	
Position Held	
Reviewer Name	
Reviewer Title	
Date of This Review	
Date of Last Review	

RATINGS

Quality	Needs Improvement (1)	Below Expectations (2)	Meets Expectations (3)	Exceeds Expectations (4)	Outstanding (5)	Score
Works to Full Potential						
Quality of Work						
Work Consistency						
Communication						
Independent Work						
Takes Initiative						
Follow Through						
Collaboration and Teamwork						
Productivity						
Creativity and Innovation						
Problem-Solving						
Adaptability and Learning						
Integrity and Ethics						
Professionalism						
Client and Customer Relations						
Technical Skills						
Dependability						
Attendance and Punctuality						
Average Rating						

PERFORMANCE SUMMARY

Strengths	Areas for Improvement (address any scores 3 or lower)
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PREVIOUSLY SET GOALS

Goal	Achieved (Yes/No)	Notes
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8/2026 – 8/2027 GOALS

Goal	Key Action Steps	Resources or Support Needed	Target Completion Date
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CAREER DEVELOPMENT

Career Goal	Training or Skill Development Needed	Timeline	Support from Organization
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DISCUSSION

Discussion Topic	Key Takeaways
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COMMENTS AND APPROVAL

Post-Discussion Reviewer Comments	Post-Discussion Employee Comments
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SIGNATURES

Employee Signature

Employee Name

Date

Reviewer Signature

Reviewer Name

Date