



**CITY OF HORNELL INDUSTRIAL DEVELOPMENT AGENCY
AGENDA
January 22, 2026**

CALL TO ORDER - Parmley

SECRETARY'S REPORT – Minutes – 12/18/25 Meeting – Carbone

TREASURER'S REPORT - December– Flaitz

COMMITTEE REPORTS

Audit Committee – December - Carbone

Personnel Committee – Parmley

Governance Committee – Andolina

EXECUTIVE DIRECTOR REPORT

EXECUTIVE SESSION – if required

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

40 Main Street
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BETTER BUSINESS
STARTS HERE.

The Regular Meeting of the City of Hornell Industrial Development Agency was held December 18, 2025 at 8:00 am at 40 Main Street, Hornell, NY.

PRESENT: David Parmley, Chairman
John Buckley, Vice Chairman
Ed Flaitz, Treasurer, CFO
John Carbone, Secretary
Richard Andolina Jr., Assistant Treasurer

ALSO

PRESENT: Michael Nisbet, CEO, Executive Director
John Dagon, Agency Council
Shawn Griffin, Attorney
Elizabeth Hughes, Attorney
Michelle Burch, Administrative Assistant
Erin Ferris, Administrative Assistant

MINUTES

Chairman Dave Parmley called the meeting to order at 8:02 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 November 20, 2025 meeting. A motion was made by Mayor John Buckley, seconded by Rick Andolina Jr. to approve the minutes of the November 20, 2025 meeting. Carried All.

Treasurer Ed Flaitz presented the financial statements for November 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 November from the operating account in the amount of \$138,596.20. A motion was made by Mayor John Buckley, 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

430 Canisteo Street- Executive Director Nisbet reported the downstairs boiler is operational and the expansion tank has been replaced. Erin Ferris is working with National Fuel to request installation of an additional meter on the opposite side of building to allow easier access for running gas line to the air handler which services the upstairs of the property. If National Fuel does not approve the additional

meter, gas line can be run from the existing meter. The air handler currently provides only air conditioning to the upstairs; adding a gas line will allow heating of the upstairs rentable spaces, enabling CHIDA to bill tenants accurately and allow tenants to control their own heat. A light manufacturing company from Alfred, has expressed interest in downstairs space, and plans to contact CHIDA in January for a potential long-term lease. Several renovations may be required including installing a small overhead door if company decides to lease property. John Dagon stated CHIDA took ownership of property on Quitclaim Deed. John Dagon has received recorded deed for property and has sent in for abstract for property to prove title is clear.

Railhead- Executive Director Nisbet reported David Woolever, Chad Giglio and Michael Bradley have signed the Letter of Intent for property located at 30 Park Drive. Chad Giglio and Michael Bradley intend to assume the Lease and PILOT, contingent upon Giglio-Bradley Group LLC establishing a business within 2 years and David Woolever relinquishing his equity in the 30 Park Drive property which is noted and agreed upon in the Letter of Intent. Chad Giglio and Michael Bradley expect to close on Railhead property located at 40 Park Drive in near future and 30 Park Drive Assumption of Lease and PILOT will be dated to coincide with closing date of 40 Park Drive.

40 Main Street Upstairs Apartment- Executive Director Nisbet discussed work being done upstairs by Giglio's Plumbing to make apartment rentable, including turning water back on after previous leak repair, replacing bathroom tub and installing stackable washer/dryer unit. A prospective tenant has expressed interest in apartment.

PEF Lease- PEF has requested to continue leasing on a month-to-month basis. Executive Director Nisbet has requested 6-month notice if tenant plans to vacate. Once PEF relocates, office space is in good condition and able to be leased with no major improvements required.

117 Main Street- Executive Director Nisbet updated Board regarding the party interested in relocating restaurant to property remains interested. CHIDA waiting on required estimates from interested party. The building currently has the water shut off due to leak, furnace needs replaced, and air conditioning system will need to be upgraded to support restaurant needs if interested party decides to proceed. If interested party decides to lease property, CHIDA will be responsible for repairing water leak and replacing furnace; any additional work required will be the responsibility of the potential lessee. Mayor John Buckley recommended establishing a deadline for prospective project to proceed. Local realtor has confirmed to CHIDA additional parties are interested in the property. CHIDA will send letter to current interested party setting a deadline of February 26, 2026 to require firm commitment to proceed with project.

Executive Director Nisbet requested an Executive Session for matters pertaining to real estate and legal matters. A motion was made by John Carbone, seconded by Ed Flaitz to go out of regular session and enter into Executive Session under Public Officers Law, Article 7, Open Meetings Law, Section 105, paragraph D at 8:16 am. Carried All.

The Executive Session terminated at 8:52 am and a motion was made by John Carbone, seconded by Rick Andolina Jr., to reconvene the meeting at 8:53 am. Carried All.

Old Business

Executive Director Nisbet requested a motion to approve the sale of +/- 2.7 acres of vacant real property located on Ice House Road (Tax Parcel No. 166.00-03-009.200) to Eric Biscaro, or an entity to be formed on his behalf for \$22,000.00, contingent upon the execution of a Right of Way Agreement between Eric Biscaro and adjoining property owner, Gray Manufacturing, as well as Eric Biscaro beginning construction at the Ice House Road property within one year of the execution of the contract of sale, with the option to extend up to two years from execution of the contract, upon approval by the Board. A motion was made by John Carbone, seconded by Ed Flaitz to approve sale of the Ice House Road property upon satisfaction of the contingencies. Carried All.

RESOLUTION AUTHORIZING THE CITY OF HORNELL INDUSTRIAL DEVELOPMENT AGENCY (THE "AGENCY") TO (i) APPROVE THE SALE OF +/- 2.7 ACRES OF VACANT REAL PROPERTY LOCATED ON ICE HOUSE ROAD (TAX PARCEL NO. 166.00-03-009.200) TO ERIC BISCARO FOR TWENTY-TWO THOUSAND DOLLARS (\$22,000.00), SUBJECT TO EXECUTION OF A RIGHT OF WAY AGREEMENT BETWEEN ERIC BISCARO AND GRAY MANUFACTURING AND THE REQUIREMENT THAT ERIC BISCARO COMMENCE CONSTRUCTION AT THE PROPERTY WITHIN ONE YEAR OF THE EXECUTION OF THE CONTRACT OF SALE, WITH THE OPTION TO EXTEND THE COMMENCEMENT DATE FOR UP TO AN ADDITIONAL YEAR UPON APPROVAL BY THE BOARD; AND (ii) NEGOTIATE, EXECUTE AND DELIVER A PURCHASE AND SALE AGREEMENT BETWEEN THE AGENCY AND ERIC BISCARO AND ANY RELATED DOCUMENTS NECESSARY TO EFFECTUATE THE SAME.

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 Parmiley	[X]	[]	[]	[]
John Carbone	[X]	[]	[]	[]
Ed Flaitz	[X]	[]	[]	[]
John Buckley	[X]	[]	[]	[]
Richard Andolina Jr.	[X]	[]	[]	[]

The Resolutions were thereupon duly adopted.

New Business- No Report

There being no further business, the meeting was adjourned at 8:54 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 December 31, 2025

	<u>Dec 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
1030 · Community - Operating Acct.	1,877,258.39
1033 · Five Star Bank MM	34.31
1034 · FIVE STAR BANK	108,876.38
1036 · Community Bank CD	260,451.07
1057 · Maple City Savings CD	150,084.80
1058 · Maple City CD #2	880,997.44
Total Checking/Savings	<u>3,277,702.39</u>
Accounts Receivable	
1105 · PILOT Receivables	83,837.62
1110 · Accounts Receivable - Trade	<u>212,247.93</u>
Total Accounts Receivable	<u>296,085.55</u>
Other Current Assets	
1111 · A/R	157,575.00
500 · Deferred Outflow of Resources	<u>13,805.00</u>
Total Other Current Assets	<u>171,380.00</u>
Total Current Assets	<u>3,745,167.94</u>
Fixed Assets	
1610 · Land	860,920.78
1620 · Buildings	7,974,353.32
1630 · Improvements	2,034,951.30
1640 · Machines & Equipment	58,333.31
1660 · Land Improvements	4,689,625.45
1670 · Office Equipment	23,431.92
1690 · Lease Assets	457,974.00
1700 · Accum Depr - Buildings	-6,319,191.68
1705 · Accum Depr - Improvements	-1,103,539.12
1710 · Accum Depr - Machines & Equip	-58,333.31
1725 · Accum Depr - Office Equipment	-22,102.00
1730 · Accum Depr- Land Improvements	-218,598.00
1790 · Accumulated Depreciation-Leases	<u>-179,256.00</u>
Total Fixed Assets	<u>8,198,569.97</u>
Other Assets	
1187 · Lease Receivable	4,874,437.00
1195 · Pre-Paid expenses	<u>28,174.08</u>
Total Other Assets	<u>4,902,611.08</u>
TOTAL ASSETS	<u>16,846,348.99</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2050 · Accounts Payable - Trade	<u>6,457.02</u>
Total Accounts Payable	<u>6,457.02</u>
Other Current Liabilities	
2350 · Accrued Realestate Tax - PILOT	104,559.21
2352 · Prepaid Pilots	-3,392.00
2370 · Accrued Payroll Taxes	1,872.60
618 · Deferred inflow of Resources	4,728.00
638 · Net Pension Liability	<u>5,077.00</u>
Total Other Current Liabilities	<u>112,844.81</u>
Total Current Liabilities	<u>119,301.83</u>

City of Hornell Industrial Development Agency
Balance Sheet
As of December 31, 2025

	<u>Dec 31, 25</u>
Long Term Liabilities	
2041 · N/P STREDC	57,399.73
2043 · EDA- Shovel Ready initiative	40,832.33
2045 · Chamber of Commerce	169,424.00
2400 · Deferred Revenue	125,986.00
682 · Lease Liability	291,773.00
683 · OPEB Liability	133,170.00
691 · Deferred Inflow-Leases	<u>4,874,437.00</u>
Total Long Term Liabilities	<u>5,693,022.06</u>
Total Liabilities	5,812,323.89
Equity	
2710 · Fund Balance	5,386,052.70
32000 · Unrestricted Net Assets	5,400,232.08
Net Income	<u>247,740.32</u>
Total Equity	<u>11,034,025.10</u>
TOTAL LIABILITIES & EQUITY	<u>16,846,348.99</u>

**City of Hornell Industrial Development Agency
Profit & Loss
December 2025**

	<u>Dec 25</u>
Ordinary Income/Expense	
Income	
3102 · Sales Tax Credit	0.00
8040 · Rental Income	300.00
8045 · Lease Income C of C	1,842.00
8050 · Lease Income	<u>75,160.14</u>
Total Income	<u>77,302.14</u>
Gross Profit	77,302.14
Expense	
5010 · Salaries	10,903.84
5018 · Employee Benefit	3,698.37
5026 · IDA Payroll Expenses	1,355.66
6031 · Quickbooks Software	831.00
6035 · Legal Fees	3,202.78
6070 · Bank Service Charges	39.80
66000 · Hourly Payroll Expenses	5,600.00
7022 · Lease Expense	3,485.04
7050 · Telephone & Office Support	2,431.88
7090 · Insurance - General	<u>-22,154.40</u>
7100 · Insurance - Group Medical	1,818.07
7160 · Repair & Maintenance - Prop	5,074.18
7170 · Repair & Maintenance - Equip	638.74
7180 · Office Supplies	2,664.09
7185 · Office Expense	300.00
7190 · Outside Services	6,802.65
7280 · Postage	414.00
7300 · Miscellaneous	<u>-2,556.68</u>
7301 · Utilities Expense	<u>688.33</u>
Total Expense	<u>25,237.35</u>
Net Ordinary Income	52,064.79
Other Income/Expense	
Other Income	
8020 · Interest Earned - Bank	<u>22,971.96</u>
Total Other Income	<u>22,971.96</u>
Other Expense	
9040 · Miscellaneous Expense	0.00
9078 · Int - STREDEC	<u>49.05</u>
Total Other Expense	<u>49.05</u>
Net Other Income	<u>22,922.91</u>
Net Income	<u>74,987.70</u>

City of Hornell Industrial Development Agency
Profit & Loss Budget Performance
December 2025

	Dec 25	Budget	Jan - Dec 25	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
3101 · Grant Income	0.00	0.00	0.00	0.00	0.00
3102 · Sales Tax Credit	0.00	0.00			
8040 · Rental Income	300.00	82,806.00	3,600.00	986,568.00	986,568.00
8045 · Lease Income C of C	1,842.00	1,050.00	22,104.00	12,600.00	12,600.00
8050 · Lease Income	75,160.14		938,810.94		
9788.7 · Lease Interest	0.00	0.00	0.00	0.00	0.00
Total Income	77,302.14	83,856.00	964,514.94	999,168.00	999,168.00
Gross Profit	77,302.14	83,856.00	964,514.94	999,168.00	999,168.00
Expense					
5010 · Salaries	10,903.84	18,627.00	160,932.70	197,625.00	197,625.00
5015 · Retirement - Employers Share	0.00	6,884.00	7,868.04	6,884.00	6,884.00
5018 · Employee Benefit	3,698.37	2,200.00	37,674.62	26,400.00	26,400.00
5026 · IDA Payroll Expenses	1,355.66	1,308.30	16,598.14	15,699.56	15,699.56
5035 · Consulting Fee	0.00	3,181.82	3,300.00	35,000.00	35,000.00
5040 · Grant Expense	0.00		118,323.09		
6030 · Accounting	0.00	0.00	14,080.00	17,500.00	17,500.00
6031 · Quickbooks Software	831.00		831.00		
6035 · Legal Fees	3,202.78	2,690.91	20,814.53	30,000.00	30,000.00
6070 · Bank Service Charges	39.80	20.00	189.80	270.00	270.00
6550 · Dues & Subscriptions	0.00	0.00	1,500.00	3,812.00	3,812.00
6560 · Depreciation Expense	0.00	21,932.36	0.00	241,256.00	241,256.00
66000 · Hourly Payroll Expenses	5,600.00		28,275.00		
66900 · Reconciliation Discrepanci...	0.00	0.00	0.00	0.00	0.00
7000 · Travel & conferences	0.00	0.00	458.15	2,000.00	2,000.00
7002 · meeting expense	0.00		656.06		
7005 · Conferences - IDA & EZ	0.00	0.00	0.00	4,460.00	4,460.00
7008 · Education and Training	0.00	0.00	0.00	500.00	500.00
7015 · Equipment	0.00	0.00	0.00	1,000.00	1,000.00
7022 · Lease Expense	3,485.04	12,387.00	87,722.66	148,644.00	148,644.00
7025 · Web Site Services	0.00	0.00	617.76	0.00	0.00
7050 · Telephone & Office Support	2,431.88	1,357.00	13,612.24	15,996.00	15,996.00
7090 · Insurance - General	-22,154.40	3,336.83	35,700.88	40,042.00	40,042.00
7100 · Insurance - Group Medical	1,818.07	2,166.45	18,639.19	25,616.00	25,616.00
7160 · Repair & Maintenance - Prop	5,074.18	1,578.31	39,985.74	25,000.00	25,000.00
7170 · Repair & Maintenance - Equip	638.74	299.68	8,119.75	3,500.00	3,500.00
7180 · Office Supplies	2,664.09	823.37	11,137.35	10,540.00	10,540.00
7185 · Office Expense	300.00		300.00		
7190 · Outside Services	6,802.65	2,000.00	113,806.91	110,000.00	110,000.00
7280 · Postage	414.00	362.26	4,248.17	4,285.00	4,285.00
7290 · Real Estate Taxes	0.00	0.00	7,357.63	6,705.00	6,705.00
7300 · Miscellaneous	-2,556.68	0.00	5,981.58	0.00	0.00
7301 · Utilities Expense	688.33	936.59	12,938.20	14,095.91	14,095.91
Total Expense	25,237.35	82,091.88	771,669.19	986,830.47	986,830.47
Net Ordinary Income	52,064.79	1,764.12	192,845.75	12,337.53	12,337.53
Other Income/Expense					
Other Income					
8020 · Interest Earned - Bank	22,971.96	4,619.60	55,562.51	53,609.00	53,609.00
8025 · Interest Earned - Other	0.00	0.00	0.00	0.00	0.00
Total Other Income	22,971.96	4,619.60	55,562.51	53,609.00	53,609.00

5:31 PM
01/20/26
Accrual Basis

**City of Hornell Industrial Development Agency
Profit & Loss Budget Performance
December 2025**

	<u>Dec 25</u>	<u>Budget</u>	<u>Jan - Dec 25</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Other Expense					
6570-Ammortization Expense	0.00	0.00	0.00	0.00	0.00
9040 · Miscellaneous Expense	0.00		0.00		
9078 · Int - STREDEC	49.05	0.00	667.94	0.00	0.00
Total Other Expense	49.05	0.00	667.94	0.00	0.00
Net Other Income	22,922.91	4,619.60	54,894.57	53,609.00	53,609.00
Net Income	74,987.70	6,383.72	247,740.32	65,946.53	65,946.53