



**CITY OF HORNELL INDUSTRIAL DEVELOPMENT AGENCY  
AGENDA  
December 18, 2025**

**CALL TO ORDER - Parmley**

**SECRETARY'S REPORT – Minutes 11/20/25 Meeting – Carbone**

**TREASURER'S REPORT -November- Flaitz**

**COMMITTEE REPORTS**

**Audit Committee – November - Carbone  
Personnel Committee – Parmley  
Governance Committee – Andolina**

**EXECUTIVE DIRECTOR REPORT**

**EXECUTIVE SESSION – if required**

**OLD BUSINESS**

**NEW BUSINESS**

**ADJOURNMENT**

The Regular Meeting of the City of Hornell Industrial Development Agency was held November 20, 2025 at 9:00 am at 40 Main Street, Hornell, NY.

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

ABSENT: David Parmley, Chairman

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**

Mayor John Buckley called the meeting to order at 9:02 am. Mayor Buckley reported that there was a quorum for the meeting as required by the by-laws.

Executive Director Nisbet requested an Executive Session for matters pertaining to real estate. A motion was made by Ed Flaitz, seconded by John Carbone to go out of regular session and enter into Executive Session under Public Officers Law, Article 7, Open Meeting Law, Section 105, paragraph D at 9:04 am. Carried All.

The Executive Session terminated at 10:32 am and a motion was made by Ed Flaitz, seconded by John Carbone to reconvene the meeting at 10:33 am. Carried All.

Mayor John Buckley presented the minutes of the October 23, 2025 meeting. A motion was made by Rick Andolina Jr., seconded by Ed Flaitz to approve the minutes of the October 23, 2025 meeting. Carried All.

Mayor John Buckley presented the financial statements for October 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 October from the operating account in the amount of \$44,546.38. A motion was made by Ed Flaitz, seconded by Rick Andolina Jr. 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 is scheduled to meet with an Alfred business on Monday for a potential long-term lease. Several renovations may be required, including installing an overhead door, removing partitions, running a gas line to the air handler installed in 2023 to provide heat to the upstairs floor, and replacing the leaking expansion tank downstairs. Attorney John Dagon stated the recorded new deed has not yet been received from the County Clerk's office and recommended not to do any major repairs until received. Once the recorded deed is received, Attorney John Dagon will order an abstract to confirm that the title is clean.

**Tree Removal** – Executive Director Nisbet discussed tree that requires removal at IDA owned property, 38 Main Street. Three estimates have been received, with the highest at approximately \$2,600. The lowest estimate was submitted by Rodney Caward for \$1,200 which includes removal of tree and grinding down stump to make ground level. CHIDA approved of Rodney Caward estimate and will schedule.

**Dave Jiusto Land-** Executive Director Nisbet requested a motion to approve the transfer of 50 feet of CHIDA land to Dave Jiusto, located directly behind Fairlawn Apartments and adjacent to 100 feet Dave Jiusto previously purchased from CHIDA in 2019, at no cost for the land. Approval of the land transfer is contingent upon Dave Jiusto assuming responsibility for all closing costs, cost for additional survey if needed, and accepting the *Declaration of Restrictions and Covenants* dated August 31, 2017.

**RESOLUTION AUTHORIZING THE CITY OF HORNELL INDUSTRIAL DEVELOPMENT AGENCY (THE "AGENCY") TO (i) APPROVE THE TRANSFER OF FIFTY (50) FEET OF LAND TO DAVE JIUSTO; (ii) NEGOTIATE, EXECUTE AND DELIVER A LAND TRANSFER AGREEMENT BETWEEN THE AGENCY AND DAVE JIUSTO AND ANY RELATED DOCUMENTS RELATED TO THE SAME.**

A motion was made by Ed Flaitz, seconded by John Carbone to approve the 50 feet land transfer to Dave Jiusto. Carried All.

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

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

The Resolutions were thereupon duly adopted.

**Railhead-** Executive Director Nisbet discussed Letter of Intent for the Railhead property located at 30 Park Drive. The interested company has already presented a business idea, and agreed to take over the current lease and PILOT. This transfer is contingent on establishing a business within two years, in addition to Dave Woolever giving up equity in the current lease. Attorney Elizabeth Hughes confirmed Letter of Intent has been drafted and clarified the LOI represents the first step in the process, the second step is the Assignment and Assumption of the Lease and PILOT. To streamline the transfer, Attorney Elizabeth Hughes recommended voting to approve the Assignment and Assumption of Lease and PILOT, contingent upon the LOI conditions being satisfied.

A motion was made by Rick Andolina Jr., seconded by Ed Flaitz to approve Railhead LOI and Assignment and Assumption of Lease and PILOT. Carried All.

**RESOLUTION AUTHORIZING THE CITY OF HORNELL INDUSTRIAL DEVELOPMENT AGENCY (THE "AGENCY") TO (i) APPROVE THE LETTER OF INTENT FOR RAILHEAD; AND (ii) APPROVE THE ASSIGNMENT AND ASSUMPTION OF LEASE AND PAYMENT IN LIEU OF TAX AGREEMENT (PILOT) LOCATED AT 30 PARK DRIVE TO GIGLIO-BRADLEY GROUP LLC.**

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

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

The Resolutions were thereupon duly adopted.

**Iron Shore-** Executive Director Nisbet briefed the board with an update on the Iron Shore refinance. City of Hornell IDA is named in the mortgage due to the Lease/Leaseback, however CHIDA has no obligation for repayment of the loan. Attorney Elizabeth Hughes confirmed Harris Beach has reviewed and approved the Iron Shore refinance documents.

**Resolution Approvals-** Executive Director Nisbet requested a motion to approve the *ADOPTION OF THE 2026 BUDGET* Resolution and *EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH LU ENGINEERING* Resolution. A motion was made by Ed Flaitz, seconded by John Carbone to approve the October Resolutions presented. Carried All.

**Old Business-** No Report

**New Business-** Mayor John Buckley discussed the City of Hornell would like to plan a workshop following the holidays with the City Planner to discuss economic development in the downtown corridor. Mayor Buckley noted there are unspent funds available for reallocation and confirmed the Main Street grant application has been submitted. Mayor Buckley requested CHIDA work with the City of Hornell to focus on the business community in the downtown area.

There being no further business, the meeting was adjourned at 10:45 am upon motion from Ed Flaitz, seconded by John Carbone. Carried All.

Respectfully Submitted,  
John Carbone, Secretary

DRAFT

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12/16/25

Accrual Basis

**City of Hornell Industrial Development Agency**  
**Balance Sheet**  
**As of November 30, 2025**

	<u>Nov 30, 25</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1030 · Community - Operating Acct.	2,323,202.23
1033 · Five Star Bank MM	34.30
1034 · FIVE STAR BANK	106,009.82
1036 · Community Bank CD	253,440.70
1057 · Maple City Savings CD	150,246.16
1058 · Maple City CD #2	870,905.23
<b>Total Checking/Savings</b>	<u>3,703,838.44</u>
<b>Accounts Receivable</b>	
1105 · PILOT Receivables	110,037.67
1110 · Accounts Receivable - Trade	211,787.34
<b>Total Accounts Receivable</b>	<u>321,825.01</u>
<b>Other Current Assets</b>	
1111 · A/R	157,575.00
500 · Deferred Outflow of Resources	13,805.00
<b>Total Other Current Assets</b>	<u>171,380.00</u>
<b>Total Current Assets</b>	<u>4,197,043.45</u>
<b>Fixed Assets</b>	
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	-179,256.00
<b>Total Fixed Assets</b>	<u>8,198,569.97</u>
<b>Other Assets</b>	
1187 · Lease Receivable	4,874,437.00
1195 · Pre-Paid expenses	27,973.71
<b>Total Other Assets</b>	<u>4,902,410.71</u>
<b>TOTAL ASSETS</b>	<u><u>17,298,024.13</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2050 · Accounts Payable - Trade	-193.02
<b>Total Accounts Payable</b>	<u>-193.02</u>

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12/16/25

Accrual Basis

City of Hornell Industrial Development Agency

Balance Sheet

As of November 30, 2025

	Nov 30, 25
Other Current Liabilities	
2350 · Accrued Real estate Tax - PILOT	597,236.05
2352 · Prepaid Pilots	3,500.00
2370 · Accrued Payroll Taxes	2,704.85
2371 · Employees Retirement Fees	159.96
24000 · Payroll Liabilities	15.44
618 · Deferred inflow of Resources	4,728.00
638 · Net Pension Liability	5,077.00
Total Other Current Liabilities	613,421.30
Total Current Liabilities	613,228.28
Long Term Liabilities	
2041 · N/P STREDC	58,847.24
2043 · EDA- Shovel Ready initiative	40,832.33
2045 · Chamber of Commerce	176,792.00
2400 · Deferred Revenue	125,986.00
682 · Lease Liability	291,773.00
683 · OPEB Liability	133,170.00
691 · Deferred Inflow-Leases	4,874,437.00
Total Long Term Liabilities	5,701,837.57
Total Liabilities	6,315,065.85
Equity	
2710 · Fund Balance	5,386,052.70
32000 · Unrestricted Net Assets	5,400,231.37
Net Income	196,674.21
Total Equity	10,982,958.28
TOTAL LIABILITIES & EQUITY	17,298,024.13

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## City of Hornell Industrial Development Agency

## Profit &amp; Loss

November 2025

12/16/25

Accrual Basis

	Nov 25
Ordinary Income/Expense	
Income	
8040 · Rental Income	74,410.14
8045 · Lease Income C of C	1,050.00
Total Income	75,460.14
Gross Profit	75,460.14
Expense	
5010 · Salaries	11,023.09
5015 · Retirement - Employers Share	6,568.00
5018 · Employee Benefit	3,088.75
5026 · IDA Payroll Expenses	1,320.69
5040 · Grant Expense	83,300.00
6035 · Legal Fees	3,052.50
66000 · Hourly Payroll Expenses	5,600.00
7022 · Lease Expense	3,485.04
7025 · Web Site Services	18.36
7050 · Telephone & Office Support	1,000.00
7090 · Insurance - General	0.00
7100 · Insurance - Group Medical	2,843.95
7160 · Repair & Maintenance - Prop	3,467.91
7170 · Repair & Maintenance - Equip	832.11
7180 · Office Supplies	1,844.99
7190 · Outside Services	7,594.53
7280 · Postage	300.33
7301 · Utilities Expense	1,248.28
Total Expense	136,588.53
Net Ordinary Income	-61,128.39
Other Income/Expense	
Other Income	
8020 · Interest Earned - Bank	2,981.04
Total Other Income	2,981.04
Other Expense	
9078 · Int - STREDEC	50.26
Total Other Expense	50.26
Net Other Income	2,930.78
Net Income	-58,197.61



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12/16/25

Accrual Basis

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

	Nov 25	Budget	Jan - Nov 25	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
3101 · Grant Income	0.00	0.00	0.00	0.00	0.00
8040 · Rental Income	74,410.14	82,806.00	875,824.29	903,762.00	986,568.00
8045 · Lease Income C of C	1,050.00	1,050.00	25,236.00	11,550.00	12,600.00
9788.7 · Lease Interest	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>75,460.14</b>	<b>83,856.00</b>	<b>901,060.29</b>	<b>915,312.00</b>	<b>999,168.00</b>
<b>Gross Profit</b>	<b>75,460.14</b>	<b>83,856.00</b>	<b>901,060.29</b>	<b>915,312.00</b>	<b>999,168.00</b>
<b>Expense</b>					
5010 · Salaries	11,023.09	14,910.00	151,340.20	178,998.00	197,625.00
5015 · Retirement - Employers Share	6,568.00	0.00	6,568.00	0.00	6,884.00
5018 · Employee Benefit	3,088.75	2,200.00	33,976.25	24,200.00	26,400.00
5026 · IDA Payroll Expenses	1,320.69	1,308.30	13,931.89	14,391.26	15,699.56
5035 · Consulting Fee	0.00	3,181.82	3,300.00	31,818.18	35,000.00
5040 · Grant Expense	83,300.00		118,323.09		
6030 · Accounting	0.00	0.00	14,080.00	17,500.00	17,500.00
6035 · Legal Fees	3,052.50	2,690.91	17,611.75	27,309.09	30,000.00
6070 · Bank Service Charges	0.00	20.00	150.00	250.00	270.00
6550 · Dues & Subscriptions	0.00	1,500.00	0.00	3,812.00	3,812.00
6560 · Depreciation Expense	0.00	21,932.36	0.00	219,323.64	241,256.00
66000 · Hourly Payroll Expenses	5,600.00		22,675.00		
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	84,237.62	136,257.00	148,644.00
7025 · Web Site Services	18.36	0.00	617.76	0.00	0.00
7050 · Telephone & Office Support	1,000.00	1,357.00	11,180.36	14,639.00	15,996.00
7090 · Insurance - General	0.00	3,336.83	34,764.29	36,705.17	40,042.00
7100 · Insurance - Group Medical	2,843.95	2,166.45	15,157.54	23,449.55	25,616.00
7160 · Repair & Maintenance - Prop	3,467.91	1,578.31	34,911.56	23,421.69	25,000.00
7170 · Repair & Maintenance - Equip	832.11	299.68	7,481.01	3,200.32	3,500.00
7180 · Office Supplies	1,844.99	823.37	8,473.26	9,716.63	10,540.00
7190 · Outside Services	7,594.53	2,000.00	105,200.53	108,000.00	110,000.00
7280 · Postage	300.33	362.26	3,834.17	3,922.74	4,285.00
7290 · Real Estate Taxes	0.00	0.00	7,357.63	6,705.00	6,705.00
7300 · Miscellaneous	0.00	0.00	8,538.26	0.00	0.00
7301 · Utilities Expense	1,248.28	936.59	31,533.36	13,159.32	14,095.91
<b>Total Expense</b>	<b>136,588.53</b>	<b>72,990.88</b>	<b>736,357.74</b>	<b>904,738.59</b>	<b>986,830.47</b>
<b>Net Ordinary Income</b>	<b>-61,128.39</b>	<b>10,865.12</b>	<b>164,702.55</b>	<b>10,573.41</b>	<b>12,337.53</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
8020 · Interest Earned - Bank	2,981.04	4,619.60	32,590.55	48,989.40	53,609.00
8025 · Interest Earned - Other	0.00	0.00	0.00	0.00	0.00
<b>Total Other Income</b>	<b>2,981.04</b>	<b>4,619.60</b>	<b>32,590.55</b>	<b>48,989.40</b>	<b>53,609.00</b>
<b>Other Expense</b>					
6570 · Ammortization Expense	0.00	0.00	0.00	0.00	0.00
9078 · Int - STREDEC	50.26	0.00	618.89	0.00	0.00
<b>Total Other Expense</b>	<b>50.26</b>	<b>0.00</b>	<b>618.89</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>2,930.78</b>	<b>4,619.60</b>	<b>31,971.66</b>	<b>48,989.40</b>	<b>53,609.00</b>
<b>Net Income</b>	<b>-58,197.61</b>	<b>15,484.72</b>	<b>196,674.21</b>	<b>59,562.81</b>	<b>65,946.53</b>