

**Steuben Area Economic Development Corporation  
7234 Route 54N, P.O. Box 393, Bath, NY 14810**

**Minutes of the Regular Meeting  
January 28, 2021**

- I. Call to Order:** The Regular Meeting of the Steuben Area Economic Development Corporation was called to order at 12:00 p.m. by Chairman, Mark Alger at their offices at 7234 State Route 54, Bath, New York 14810. Chairman Alger indicated that a quorum was present.

Present:	Mark Alger	Chairman
Board	Dean Strobel	Secretary
	Tony Russo	Treasurer
	Christine Sharkey	Member
	Mike Nisbet	Member
	Mike Davidson	Member
Staff:	James Johnson	Executive Director
	Jill Staats	IDA Staff
	Keri Allison	IDA Staff
	Russ Gaenzle	SCIDA Counsel
Other:	Jim Griffin	Hornell IDA
	Susan Payne	Three Rivers Corp

**II. Administrative Oath**

Sue Cranmer, Steuben County Clerk's Office administered the oath of office to newly elected board member Michael Davidson.

- III. Secretary's Report:** A motion to approve the December 10, 2020 Steuben Area Economic Development Corporation Regular Meeting minutes was made by Mike Nisbet, seconded by Chris Sharkey. All in favor. Approved.

**IV. Treasurer's Report:**

**a. December 2020 Financials**

The 2020 year end financials were presented to the board by Tony Russo. A motion to approve the December 2020 financials was made by Chris Sharkey, seconded by Mike Nisbet. All in favor. Approved.

**b. 2020 SAEDC Audit**

The 2020 SAEDC Audit Plan was presented to the board at an earlier meeting with Joe Kehm and Kristie Beach of EFPR Group. A motion was made by Mike Nisbet to approve the 2020 Audit Plan by Mike Nisbet, seconded by Mike Davidson. All in favor. Approved.

**V. New Business**

**a. Policy Review**

Harris Beach, LLC has completed a full review of all SAEDC policies to ensure compliance with current regulations. The governance committee met prior to the board meeting to review all policies. Jamie recommended to the board that all policies be adopted as currently written. A motion was made by Dean Strobel to approve all policies, seconded Chris Sharkey. All in favor. Approved.

The following policies were included in this review, and a copy was provided to all Board members:

- Compensation Reimbursement and Attendance
- Defense and Indemnification
- EEO Policies for Personnel Handbook
- Real Property Acquisition
- Sexual Harassment Prevention
- Sexual Harassment Complaint Form
- Audit-Finance Charter
- Capitalization
- Code of Ethics/Whistleblower Policy
- Expenditure Policy Procedure
- Fee Schedule
- Financial Controls
- Governance Committee Charter
- Investment Policy
- Labor Market Policy
- Procurement Policy
- Project Evaluation Criteria
- Project Progress Assessment and Verification
- Property Disposition Guidelines
- Retail Projects
- Termination of Benefits
- Management Assessment of Effectiveness of Internal Controls

**VI. Adjournment**

With no further business to discuss, a motion was made by Chris Sharkey to adjourn the meeting at 12:17 p.m., seconded by Tony Russo. All in favor. Approved.

Meeting was adjourned at 12:17 p.m.

Respectfully Submitted,

Mark Alger  
Secretary