

**Steuben County Economic Development Corporation  
7234 Route 54 North  
PO Box 393  
Bath, NY 14810  
January 26, 2023  
Regular Meeting Notice**

The Steuben County Economic Development Corporation will hold a Regular Business Meeting at 12:00 pm on January 26, 2023.

Sincerely,

Mark Alger  
Board Chair

Steuben County Economic Development Corporation  
Regular Meeting of the Board of Directors

Agenda

January 26, 2023

12:00 pm

1. Call to Order – Quorum Present Alger
2. Swearing in New Board Members  
Oath of Office J. Hunter, Steuben County Clerk  
M. Caulfield-Member, S. VanEtten-Vice Chair, T. Russo-Treasurer
3. Secretary’s Report Strobel  
a.) December 14, 2022 Minutes
4. Treasurer’s Report – December 2022 Draft Financials Russo
5. Appointment of Committees Alger
6. Adjournment Alger

## RESOLUTION

A regular meeting of the Steuben County Economic Development Corporation was convened on Thursday, January 26, 2023.

The following resolution was duly offered and seconded, to wit:

Resolution No. 01/2023 - \_\_\_\_\_

RESOLUTION OF THE STEUBEN COUNTY ECONOMIC DEVELOPMENT CORPORATION (THE "CORPORATION") APPROVING THE OATH OF OFFICE OF THE CORPORATION'S BOARD MEMBERS.

WHEREAS, the Corporation wishes to renew the term of three of its current board members.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE STEUBEN COUNTY ECONOMIC DEVELOPMENT CORPORATION AS FOLLOWS:

Section 1. The Corporation hereby approves the Oath of Office for the following board members:

- (a) Tony Russo, as Treasurer, for a renewal of term expiring December 31, 2025;
- (b) Michelle Caulfield, as Member, for a renewal of term expiring December 31, 2025;  
and
- (c) Scott VanEtten, as Vice Charman, for a renewal of term expiring December 31, 2023.

Section 2. This Resolutions shall take effect immediately.

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

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Mark R. Alger	[    ]	[    ]	[    ]	[    ]
Scott VanEtten	[    ]	[    ]	[    ]	[    ]
Anthony Russo	[    ]	[    ]	[    ]	[    ]
Dean Strobel	[    ]	[    ]	[    ]	[    ]
Mike Davidson	[    ]	[    ]	[    ]	[    ]
Christine G. Sharkey	[    ]	[    ]	[    ]	[    ]
Michelle Caulfield	[    ]	[    ]	[    ]	[    ]

The Resolutions were thereupon duly adopted.

**SECRETARY'S CERTIFICATION**

STATE OF NEW YORK                    )  
COUNTY OF STEUBEN                ) ss.:

I, the undersigned, Secretary of the Steuben County Economic Development Corporation,  
DO HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of the Steuben  
County Economic Development Corporation (the "Corporation"), including the resolution  
contained therein, held on January 26, 2023, with the original thereof on file in the office of the  
Corporation, and that the same is a true and correct copy of the proceedings of the Corporation  
and of such resolution set forth therein and of the whole of said original insofar as the same  
related to the subject matters therein referred to.

I FURTHER CERTIFY, that all members of said Corporation had due notice of said  
meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the  
Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that  
public notice of the time and place of said meeting was duly given in accordance with such  
Article 7.

I FURTHER CERTIFY, that there was a quorum of the members of the Corporation  
present throughout said meeting.

I FURTHER CERTIFY, that as of the date hereof, the attached resolution is in full force  
and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said  
Corporation this \_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Secretary

**Steuben County Economic Development Corporation**  
**7234 Route 54N, P.O. Box 393, Bath, NY 14810**  
**Minutes of the Regular Meeting, December 14, 2022**

- I. Call to Order:** The Regular Meeting of the Steuben County Economic Development Corporation was called to order at 12:03pm by Chairman Mark Alger. Chairman Alger confirmed that there was a quorum present.

Present:	Mark Alger	Chair
	Michelle Caulfield	Member
	Chris Sharkey	Member
	Mike Davidson	Member
Absent:	Dean Strobel	Secretary
	Scott VanEtten	Vice Chair
	Tony Russo	Treasurer
Others Present:	Jamie Johnson	Executive Director
	Jill Staats	IDA Staff
	Stacy Housworth	IDA Staff
	JC Smith	IDA Staff
	Russ Gaenzle	IDA Counsel

**II. Secretary's Report:**

A motion to approve the September 22, 2022 Regular Meeting Minutes of the Steuben County Economic Development Corporation as presented in the board materials was made by Chris Sharkey, seconded by Mike Davidson. All in favor. Approved.

**III. Treasurer's Report:**

The November 2022 financial statements were reported to the board, as presented in the board packet. A motion to approve the November 2022 financial statements was made by Chris Sharkey, seconded by Mike Davidson. All in favor. Approved.

**IV. Nominating Committee:**

Member Chris Sharkey presented the Nominating Committee Report to the board. There are two (2) board position expiring in 2022; Tony Russo, Treasurer and Michelle Caulfield, member. The board approved the annual appointment of Scott VanEtten, Steuben County Legislative Chair, to the position of vice chair of the EDC. The 2023 officer's positions were also approved. The nominating report is included in the board materials. A motion to approve the nominating committee report was made by Chris Sharkey, seconded by Mike Davidson. All in favor. Approved.

**V. Adjournment:**

With no further business to discuss, a motion was made by Michelle Caulfield to adjourn the meeting at 12:07pm, seconded by Mike Davidson. All in favor. Approved.

## Steuben Area Economic Development Corporation

**Balance Sheet**

As of December 31, 2022

	<u>Dec 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
200 · FIVE STAR checking	139,142.72
201 · Five Star CD - 223481041	<u>98,578.55</u>
<b>Total Checking/Savings</b>	<u>237,721.27</u>
<b>Total Current Assets</b>	<u>237,721.27</u>
<b>TOTAL ASSETS</b>	<b><u>237,721.27</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
1110 · Retained Earnings	-106,005.81
3000 · Opening Bal Equity	350,430.43
Net Income	<u>-6,703.35</u>
<b>Total Equity</b>	<u>237,721.27</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>237,721.27</u></b>



**Steuben Area Economic Development Corporation**  
**Profit & Loss Budget Performance**  
December 2022

	Dec 22	Budget	Jan - Dec 22	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
2140 · Administrative Income	0.00	0.00	0.00	7,600.00	7,600.00
7010 · Interest Income	0.00	15.00	147.65	200.00	200.00
<b>Total Income</b>	<b>0.00</b>	<b>15.00</b>	<b>147.65</b>	<b>7,800.00</b>	<b>7,800.00</b>
<b>Expense</b>					
6035 · Administrative Expense	0.00	0.00	1,525.00	1,500.00	1,500.00
<b>6180 · Insurance</b>					
6185 · Liability Insurance	0.00	0.00	401.00	0.00	0.00
<b>Total 6180 · Insurance</b>	<b>0.00</b>	<b>0.00</b>	<b>401.00</b>	<b>0.00</b>	<b>0.00</b>
<b>6270 · Professional Fees</b>					
6650 · Accounting	0.00	0.00	975.00	0.00	0.00
6270 · Professional Fees - Other	0.00	0.00	0.00	2,000.00	2,000.00
<b>Total 6270 · Professional Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>975.00</b>	<b>2,000.00</b>	<b>2,000.00</b>
6670 · Program Expense	0.00	0.00	3,600.00	3,600.00	3,600.00
6850 · Website	0.00	0.00	250.00	2,000.00	2,000.00
6900 · Marketing	0.00	0.00	100.00	2,000.00	2,000.00
<b>Total Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>6,851.00</b>	<b>11,100.00</b>	<b>11,100.00</b>
<b>Net Ordinary Income</b>	<b>0.00</b>	<b>15.00</b>	<b>-6,703.35</b>	<b>-3,300.00</b>	<b>-3,300.00</b>
<b>Net Income</b>	<b>0.00</b>	<b>15.00</b>	<b>-6,703.35</b>	<b>-3,300.00</b>	<b>-3,300.00</b>

# **Steuben County EDC**

## **2023 Committee Appointments**

### **Governance**

Chris Sharkey, Chair

Michelle Caulfield

Mike Davidson

### **Finance/Audit**

Tony Russo, Chair

Scott VanEtten

Chris Sharkey

### **Personnel/Nominating**

Mark Alger

Dean Strobel

Chris Sharkey