

**Steuben Area Economic Development Corporation**  
**7234 Route 54N, P.O. Box 393, Bath, NY 14810**  
**Meeting Minutes**  
**October 26, 2023**

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

Present:	Mark Alger	Chairman
	Scott VanEtten	Vice Chair
	Tony Russo	Treasurer
	Dean Strobel	Secretary
	Michelle Caulfield	Member
	Mike Davidson	Member
	Christine Sharkey	Member
	James Johnson	Executive Director
	Jill Staats	Deputy Director
	Steve Maier	IDA Counsel
	Russ Gaenzle	SCIDA Counsel (via Zoom)

Absent: None

Guests: Kam Keeley Three Rivers Development

- II. Secretary's Report** – A motion to approve the June 22, 2023 meeting minutes as presented in the board materials was made by Sharkey and seconded Caulfield. All voted in favor and the motion passed.
- III. Treasurer's Report** – Johnson reviewed the financials to date. A motion to approve the September 2023 financials as presented in the board materials was made by Van Etten and seconded by Strobel. All voted in favor and the motion passed.
- IV. New Business:**
- a) 2024 Budget** – Johnson provided an overview of the budget, noting it is similar to last year's budget except for a slight increase in insurance. Sharkey made a motion to approve the budget as presented, and Van Etten seconded the motion. All voted in favor and the motion passed.
- V. Adjournment** – With no further business to discuss, a motion was made by Davidson to adjourn the meeting at 12:08 pm, seconded by Sharkey. All voted in favor and the motion passed.

Respectfully submitted,  
Dean Strobel  
Secretary