

Steuben Area Economic Development Corporation
7234 Route 54N, P.O. Box 393, Bath, NY 14810
Meeting Minutes
January 25, 2024

- I. **Call to Order** – The Regular Meeting of the Steuben Area Economic Development Corporation was called to order at 1:17pm by Chairman Strobel, who confirmed that there was a quorum present.

Present:	Dean Strobel	Chairman
	Kelly Fitzpatrick	Vice Chair
	Mike Davidson	Secretary
	Tony Russo	Treasurer
	Mark Alger	Member
	Sarah Creath	Member
	James Johnson	Executive Director
	Jill Staats	Deputy Director
	Steve Maier	IDA Counsel
Absent:	Michelle Caulfield	Member
Guests:	Kam Keeley	Three Rivers Development

- II. **Secretary’s Report** – A motion to approve the December 7, 2023 meeting minutes as presented in the board materials was made by Alger and seconded Strobel. Fitzpatrick abstained because she was not a member of the board in 2023. All others voted in favor and the motion passed.

- III. **Treasurer’s Report** – Russo advised that there was nothing new to report on the December financials.

IV. **New Business:**

- a) **Audit Presentation** – Kristie Beach of Kristie M. Beach CPAs, PLLC reviewed the financial audit plan and explained members’ roles in the process. Statements will be completed by the end of March.
- b) **Committee Appointments** - Johnson advised members of their committee assignments as listed in the board packet.
- c) **2024 Bank Signatories** – Previous signatories on the EDC’s bank accounts included Housworth, Alger, Russo, and Johnson. In light of Housworth’s departure from the IDA and Alger moving out of the Chairman’s role, Strobel would be added as the new Chairman leaving three signatories including Johnson and Russo. Johnson prefers having a fourth signatory because some checks require two signatures and members are not always available to assist, so he requested that Alger remain as a signatory on bank accounts. Creath motioned to approve Russo, Johnson, Alger, and Strobel as signatories and remove Housworth. Russo seconded the motion, and all voted in favor. The motion passed.
- d) **Contract with Harris Beach** – Johnson provided an overview of the state reporting process with the system known as PARIS. Reporting to PARIS must be completed by the end of March. As that function is completed through the IDA office manager position which is now vacant, Johnson acknowledged the EDC needs outside assistance to complete the project. Harris Beach provides PARIS reporting services and could complete the EDC’s portion for less than \$5,000 so it falls within the procurement guidelines. Fitzpatrick made a motion to approve the contract with Harris Beach for PARIS reporting, and Davidson seconded the motion. All voted in favor and the motion passed.

- V. **Adjournment** – With no further business to discuss, a motion was made by Alger to adjourn the meeting at 1:19 pm, seconded by Russo. All voted in favor and the motion passed.

Respectfully submitted,
Mike Davidson
Secretary