

Steuben Area Economic Development Corporation
7234 Route 54N, P.O. Box 393, Bath, NY 14810
Meeting Minutes
January 23, 2025

- I. **Call to Order** – The Regular Meeting of the Steuben Area Economic Development Corporation was called to order at 1:14 pm 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
	Michelle Caulfield	Member
	Sarah Creath	Member
	Mark Alger	Member
	James Johnson	Executive Director
	Jill Staats	Deputy Director
	Matt Bull	Director of Community and Infrastructure Development
	Russ Gaenzle	IDA Counsel- Harris Beach Murtha
	Kelly Hortman	Administrative Assistant
Guests:	Kam Keeley	Three Rivers Development

- II. **Secretary's Report** – Davidson presented the December 12, 2024, meeting minutes as presented in the board materials. A motion to approve the minutes was made by Alger and seconded by Creath. All voted in favor and the motion passed.
- III. **Treasurer's Report** – Russo reported there were no changes in 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/Calendar** - Johnson advised members of their committee assignments as listed in the board packet. A tentative Board Meeting calendar was reviewed as well.
 - c) **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. EDC engaged with Harris Beach Murtha last year to provide these reporting services and Johnson recommended a similar engagement for this year's report. Due to the prior relationship with Harris Beach Murtha and limited cost, this will fall within current procurement guidelines. Fitzpatrick made a motion to approve the contract with Harris Beach Murtha for PARIS reporting, and Alger seconded the motion. All voted in favor and the motion passed.
- V. **Adjournment** – With no further business to discuss, a motion was made by Fitzpatrick to adjourn the meeting at 1:16 pm, seconded by Alger. All voted in favor and the motion passed.

Respectfully submitted,
Mike Davidson
Secretary