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**Steuben Area Economic Development Corporation**  
**7234 Route 54 North**  
**PO Box 393**  
**Bath, NY 14810**

**Board Meeting Notice**  
**April 24, 2025**

**Steuben Area Economic Development Corporation** will hold a Board Meeting at 12:00 pm on April 24, 2025. The meeting is open to the public and those wishing to view the meeting as it is being held may do so by visiting:

<https://us02web.zoom.us/j/88411909844?pwd=Bw6hYlGmtlvQLbnHxStlFTSXFZ4OvE.1>

Sincerely,

Dean Strobel  
Board Chair

Steuben Area Economic Development Corporation  
Regular Meeting of the Board of Directors  
Agenda  
April 24, 2025, 12:00 pm

- |    |  |              |
|----|--|--------------|
| 1. | Call to Order – Quorum present               | Strobel      |
| 2. | Oath of Office- Swearing In                  | County Clerk |
| 3. | Secretary’s Report – March 27, 2025, minutes | Davidson     |
| 4. | Treasurer’s Report – March financials        | Russo        |
| 5. | New Business - None                          |              |
| 6. | Adjournment                                  | Strobel      |

## RESOLUTION

A regular meeting of the Steuben Area Economic Development Corporation was convened on Thursday, April 24, 2025.

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

Resolution No. 04/2025 -

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE STEUBEN AREA ECONOMIC DEVELOPMENT CORPORATION:

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

- (a) Dean Strobel, as Chair, for a renewal of term expiring December 31, 2027;
- (b) Kelly Fitzpatrick, as Vice Chair, for a renewal of term expiring December 31, 2025;  
and
- (c) Mark Alger, as Member, for a renewal of term expiring December 31, 2027.

Section 2. This Resolution 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      | [     ]    | [     ]    | [     ]        | [     ]       |
| Kelly Fitzpatrick  | [     ]    | [     ]    | [     ]        | [     ]       |
| Anthony Russo      | [     ]    | [     ]    | [     ]        | [     ]       |
| Dean Strobel       | [     ]    | [     ]    | [     ]        | [     ]       |
| Mike Davidson      | [     ]    | [     ]    | [     ]        | [     ]       |
| Sarah Creath       | [     ]    | [     ]    | [     ]        | [     ]       |
| 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 Area Economic Development Corporation, DO  
HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of the Steuben Area  
Economic Development Corporation (the "Corp."), including the resolution contained therein, held  
on April 24, 2025 with the original thereof on file in the office of the Corp., and that the same is a  
true and correct copy of the proceedings of the Corp. 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 Corp. 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 Corp. 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 Corp  
this \_ day of \_\_\_\_\_, 2025.

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Secretary

**Steuben Area Economic Development Corporation**  
**7234 Route 54N, P.O. Box 393, Bath, NY 14810**  
**Meeting Minutes**  
**March 27, 2025**

- I. **Call to Order** – The Regular Meeting of the Steuben Area Economic Development Corporation was called to order at 12:55pm by Chairman Strobel, who confirmed that there was a quorum present.

|          |                    |  |
|----------|--------------------|--|
| Present: | Dean Strobel       | Chairman   |
|          | Kelly Fitzpatrick  | Vice Chair   |
|          | Mike Davidson      | Secretary  |
|          | Sarah Creath       | Member   |
|          | James Johnson      | Executive Director                                   |
|          | Jill Staats        | Deputy Director                                      |
|          | Matt Bull          | Director of Community and Infrastructure Development |
|          | Russ Gaenzle       | IDA Counsel  |
|          | Kelly Hortman      | Administrative Assistant                             |
| Absent:  | Mark Alger         | Member   |
|          | Tony Russo         | Treasurer  |
|          | Michelle Caulfield | Member   |
| Guests:  | Kamala Keeley      | Three Rivers Development                             |
|          | Kristie Beach      | Kristie M. Beach CPAs                                |
|          | Julie Marshall     | Harris Beach Murtha                                  |
|          | Kevin Groff        | LGSS   |

- II. **Secretary's Report** – A motion to approve the February 27, 2025, meeting minutes as presented in the board materials was made by Fitzpatrick and seconded Creath. All voted in favor and the motion passed.

- III. **Treasurer's Report** – Johnson advised that there were no changes to the financial position. A motion was made by Davidson and seconded by Creath to accept the financials as presented. All voted in favor and the motion passed.

- a) **Audit Presentation** – Kristie Beach of Kristie M. Beach CPAs, PLLC reviewed the financial audit. She did note that the IT policy would have to be documented later this year after technology updates are made. Fitzpatrick motioned to accept the audit results and Creath seconded. All voted in favor and the motion passed.

IV. **New Business:**

- a) **Expenditure Policy** – Johnson noted that the annual policy review was completed by Harris Beach Murtha and the policy was updated to include LGSS policy. Fitzpatrick motioned to approve the policy as presented, and Creath seconded the motion. All voted in favor and the motion passed.
- b) **Ratification of PARIS report** – Johnson presented the PARIS report for approval, noting this entity reports only on the SUNY CCC dorm project for which the EDC offered conduit financing. Davidson motioned to accept the PARIS report and documents and authorize their submission. Creath seconded and all voted in favor. The motion passed.

Johnson also presented three additional documents included in the PARIS filing.

- i. **Operations and Accomplishments:** Johnson reviewed as presented. A motion was made by Fitzpatrick and seconded by Creath. All voted in favor and the motion passed.
- ii. **Performance Measurements:** Johnson reviewed as presented in the board packet. A motion was made by Creath and seconded by Fitzpatrick. All voted in favor and the motion passed.
- iii. **Management Assessment of Effectiveness of Internal Controls:** Johnson reviewed as presented in the board packet. A motion was made by Davidson. Fitzpatrick seconded the motion. All voted in favor and the motion passed.

- c) **Board Evaluations** – Johnson noted that all Board members completed the annual questionnaire, and the results were compiled as presented in the board packet. Fitzpatrick motioned to accept the Board Evaluations and Creath 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 12:58 pm, seconded by Fitzpatrick. All voted in favor and the motion passed.

Respectfully submitted,  
Mike Davidson  
Secretary

**Statement of Financial Position by Fund with Comparison to Prior Year End**  
**Steuben Area Economic Development Council**  
**For 3/31/2025**

Run: 4/14/2025 at 12:21 PM

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SAEDC

|   | This Year                | Last Year                | Change                   |
|---|--------------------------|--------------------------|--------------------------|
| <b>Assets</b>   |                          |                          |                          |
| Current Assets  |                          |                          |                          |
| 20.0200.020.00 SAEDC Checking xx2455 - Five Star Bank | 118,625.43               | 119,625.43               | (1,000.00)               |
| 20.0201.020.00 SAEDC Five Star CD                     | <u>104,349.15</u>        | <u>104,349.15</u>        | <u>0.00</u>              |
| Total Current Assets                                  | 222,974.58               | 223,974.58               | (1,000.00)               |
| Non-Current Assets                                    |                          |                          |                          |
| Fixed Assets  |                          |                          |                          |
| Land  |                          |                          |                          |
| Buildings   |                          |                          |                          |
| Equipment   |                          |                          |                          |
| Goodwill  |                          |                          |                          |
| Depreciation  |                          |                          |                          |
| <b>Total Assets</b>                                   | <u><u>222,974.58</u></u> | <u><u>223,974.58</u></u> | <u><u>(1,000.00)</u></u> |
| <b>Liabilities and Fund Balance</b>                   |                          |                          |                          |
| Liabilities   |                          |                          |                          |
| Current Liabilities                                   |                          |                          |                          |
| Non-Current Liabilities                               |                          |                          |                          |
| Fund Equity   |                          |                          |                          |
| NonSpendable Fund Balance                             |                          |                          |                          |
| Fund Balance  |                          |                          |                          |
| 20.0915.090.00 Fund Balance                           | <u>223,974.58</u>        | <u>229,809.61</u>        | <u>(5,835.03)</u>        |
| Total Fund Balance                                    | 223,974.58               | 229,809.61               | (5,835.03)               |
| Current Year Change in Fund Balance                   | <u>(1,000.00)</u>        | <u>(5,835.03)</u>        | <u>4,835.03</u>          |
| Total Fund Equity                                     | <u>222,974.58</u>        | <u>223,974.58</u>        | <u>(1,000.00)</u>        |
| <b>Total Liabilities and Fund Balance</b>             | <u><u>222,974.58</u></u> | <u><u>223,974.58</u></u> | <u><u>(1,000.00)</u></u> |

Statement of Activity - MTD and YTD by Department  
Steuben Area Economic Development Council  
For 3/31/2025

SAEDC

| Income                               | M-T-D<br>Actual | Y-T-D<br>Actual | Y-T-D<br>Budget | Variance    |
|--------------------------------------|-----------------|-----------------|-----------------|-------------|
| Administrative Income                |                 |                 |                 |             |
| Business Development Income          |                 |                 |                 |             |
| Other Income                         |                 |                 |                 |             |
| 20.2791.100.00 Interest Income       | 0.00            | 0.00            | 5,000.00        | (5,000.00)  |
| Total Other Income                   | 0.00            | 0.00            | 5,000.00        | (5,000.00)  |
| Total Income                         | 0.00            | 0.00            | 12,500.00       | (12,500.00) |
| Expenses                             |                 |                 |                 |             |
| Office Expenses                      |                 |                 |                 |             |
| Professional Services Expense        |                 |                 |                 |             |
| 20.6210.400.00 Accounting            | 1,000.00        | 1,000.00        | 7,000.00        | 6,000.00    |
| Total Professional Services Expenses | 1,000.00        | 1,000.00        | 7,000.00        | 6,000.00    |
| Salaries & Wages Expense             |                 |                 |                 |             |
| Administrative Expenses              |                 |                 |                 |             |
| 20.6630.400.00 Marketing             | 0.00            | 0.00            | 4,000.00        | 4,000.00    |
| 20.6640.400.00 Website               | 0.00            | 0.00            | 1,000.00        | 1,000.00    |
| Total Administrative Expenses        | 0.00            | 0.00            | 5,000.00        | 5,000.00    |
| Utility Expenses                     |                 |                 |                 |             |
| 20.6670.400.00 Program Expense       | 0.00            | 0.00            | 3,600.00        | 3,600.00    |
| Total Utility Expenses               | 0.00            | 0.00            | 3,600.00        | 3,600.00    |
| Travel Expenses                      |                 |                 |                 |             |
| Insurance Expense                    |                 |                 |                 |             |
| 20.6800.400.00 Insurance             | 0.00            | 0.00            | 700.00          | 700.00      |
| Total Insurance Expense              | 0.00            | 0.00            | 700.00          | 700.00      |
| Infrastructure Expense               |                 |                 |                 |             |
| Other Expenses                       |                 |                 |                 |             |
| Total Expenses                       | 1,000.00        | 1,000.00        | 16,300.00       | 15,300.00   |
| Excess Revenue Over (Under) Expenses | (1,000.00)      | (1,000.00)      | (3,800.00)      | 2,800.00    |