

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