

Steuben Area Economic Development Corporation

7234 Route 54N, P.O. Box 393, Bath, NY 14810

Meeting Minutes

October 23, 2025

I. Call to Order – The Regular Meeting of the Steuben Area Economic Development Corporation was called to order at 12:00 pm by Chairman Strobel, who confirmed that there was a quorum present.

Present:	Dean Strobel	Chair
	Kelly Fitzpatrick	Vice Chair
	Tony Russo	Treasurer
	Mark Alger	Member
	Michelle Caulfield	Member
	Sarah Creath	Member
	James Johnson	Executive Director
	Jill Staats	Deputy Director
	Matt Bull	Director of Community and Infrastructure Development
	Kelly Hortman	Administrative Assistant
	Russ Gaenzle	IDA Counsel
Absent:	Mike Davidson	Secretary
Guests:	Kamala Keeley	Three Rivers Development
	Lindsay Wolf	REDEC
	Tina DeNigro	LGSS (via Zoom)

II. Secretary's Report – A motion to approve the May 14, 2025, meeting minutes as presented in the board materials was made by Alger and seconded by Creath. All voted in favor and the motion passed.

III. Treasurer's Report –

- a) **September Financials** – Johnson presented SAEDC September Financials and transactions since May 2025. Currently, the SAEDC Financials are within budget for 2025. A motion to approve the Treasurer's Report was made by Alger and seconded by Fitzpatrick. All voted in favor and the motion passed.
- b) **2026 Budget** – Johnson presented the SAEDC 2026 Budget as presented in the board packet. On the revenue side, \$7,500 in budgeted income from CDs is anticipated to come in slightly lower than last year. Administrative expense was removed from the budget because staff are no longer assisting with the PARIS report. Program Expense of \$3,600 paid to REDEC for program support was inadvertently removed; Johnson asked that it be added back to the budget. Marketing of \$4,000 should also be added back for support of various programs throughout the year. A motion to approve the SAEDC 2026 Budget with the recommended changes was made by Alger and seconded by Creath. All voted in favor and the motion passed.
- c) **PARIS Report** – A motion to approve the PARIS Budget and its submission was made by Alger and seconded by Fitzpatrick. All voted in favor and the motion passed.

IV. Adjournment – With no further business to discuss, a motion was made by Alger to adjourn the meeting at 12:05 pm, seconded by Fitzpatrick. All voted in favor and the motion passed.

Respectfully submitted,
Dean Strobel
Chair