

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

**Board Meeting Notice**  
**February 26, 2026**

**Steuben Area Economic Development Corporation** will hold a Board Meeting at 12:00 pm on February 26, 2026. The meeting is open to the public and those wishing to view the meeting as it is being held may do so by visiting:

[SAEDC February 26, 2026 12:00 PM Board of Directors Meeting](#)

Sincerely,  
Dean Strobel  
Board Chair

Steuben Area Economic Development Corporation  
Regular Meeting of the Board of Directors  
Agenda  
February 26, 2026, 12:00 pm

- |    |  |                    |
|----|--|--------------------|
| 1. | Call to Order – Quorum present   | Fitzpatrick        |
| 2. | Oath-Board Members   | County Clerk       |
| 3. | Secretary’s Report – January 22, 2026, minutes.  | Davidson           |
| 4. | Treasurer’s Report –<br>a) January Financials  | Russo              |
| 5. | Committee Appointments   | Johnson            |
| 6. | New Business:<br>a) 2026 Policies  | Johnson<br>Johnson |
|    | i. Ratification of SAEDC policies<br><a href="#">Steuben Area Economic Development Corporation Documents</a> |                    |
|    | ii. Appointment of Ethics Officer (Alger)  |                    |
|    | iii. Appointment of CFO (Johnson)  |                    |
|    | iv. Appointment of Records Access Officer (Kelly Hortman)  |                    |
|    | v. Appointment of Contracting Officer (Johnson)  |                    |
| 7. | Adjournment  | Fitzpatrick        |

**RESOLUTION  
STEUBEN COUNTY LEGISLATURE  
BATH, NEW YORK**

DATE APPROVED : 01/28/2026  
PERM. NO. : 029-26

INTRO. NO. : 21-21  
INTRO. DATE: 01/28/2026

INTRO. BY : K. Fitzpatrick      SECONDED BY : W. Thew

**VOTE:**

ROLL CALL	<u>      </u>	YES	<u>      </u>	AMENDED	<u>      </u>	LOST	<u>      </u>
ADOPTED	<u>X</u>	NO	<u>571</u>	TABLED	<u>      </u>	W/DRWN	<u>      </u>
ACCLAMATION	<u>X</u>	ABSTN'D	<u>0</u>	POSTPONED	<u>      </u>		
		ABSENT	<u>643</u>	REF'D/COM	<u>      </u>		

**COMMITTEES:**

       Y:        N:        Y:        N:        Y:        N:       

**TITLE: APPOINTING MEMBERS TO THE STEUBEN AREA ECONOMIC DEVELOPMENT CORPORATION.**

**WHEREAS**, by resolution dated July 28, 2011, the Steuben County Industrial Development Agency adopted certain amendments to the Certificate of Incorporation and By-Laws of the Steuben Area Economic Development Corporation to reflect that the sole member of the Corporation shall be the County of Steuben acting by and through the Chair of the Legislature of the County; and

**WHEREAS**, the County desires to appoint the Board of Directors of the Steuben Area Economic Development Corporation; and

**WHEREAS**, the By-Laws of the Steuben County Area Economic Development Corporation authorize that the number of Directors of the Corporation shall be seven (7); and

**WHEREAS**, the Directors of the Corporation are appointed to serve three (3) year staggered terms, excepting one appointee who shall serve a term of one (1) year.

**NOW THEREFORE, BE IT**

**RESOLVED**, the following persons as recommended by the Steuben County Manager are hereby appointed as members of the Steuben Area Economic Development Corporation for the terms as indicated and shall hold office until reappointed or a successor is appointed, and has qualified to wit:

**January 1, 2024 through December 31, 2026**

Sarah Creath, Principal, BCK Partners, Inc., 27 East Market Street, Corning, NY 14830  
Mike Davidson, Davidson's Furniture, 161 Main Street, Hornell, NY 14843

**January 1, 2026 through December 31, 2026**

Kelly H. Fitzpatrick, Chair, Steuben County Legislature, 6342 Robie Road, Savona, NY 14879

**January 1, 2025 through December 31, 2027**

Mark R. Alger, County Resident, 109 Rumsey Street, Bath, NY 14810  
Dean Strobel, General Manager, BelGioioso Cheese, 8600 Main Street, Campbell, NY 14821

**January 1, 2026 through December 31, 2028**

Michelle Caulfield, Superintendent, Corning-Painted Post School District, 165 Charles St., Corning NY 14830  
Anthony Russo, Southern Tier Provisions, 6683 State Route 415, Bath, NY 14810

**AND BE IT FURTHER RESOLVED**, the members shall serve without compensation except for necessary expenses, upon presentation of receipts, related to the fulfillment of their duties on the Steuben Area Economic Development Corporation; and be it further

**RESOLVED**, a certified copy of this resolution shall be forwarded to each of the above-named appointees; James C. Johnson, Executive Director, Steuben County Industrial Development Agency, 7234 Route 54 N, Bath, NY 14810; Chelsea Robertson, Executive Director, Southern Tier Central Regional Planning & Development Board, 8 Denison Parkway East, Suite 301, Corning, NY 14830; Counsel to the Steuben County Industrial Development Agency; and the County Auditor.

STATE OF NEW YORK)

ss.:

COUNTY OF STEUBEN)

I, the undersigned, Deputy Clerk of the Steuben County Legislature, **DO HEREBY CERTIFY**, that the foregoing is a copy of a resolution duly adopted by said County Legislature while in session in the Legislative Chambers in the Village of Bath, New York, January 28, 2026; that it is a correct transcript therefrom and of the whole of said original.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and the seal of the said County Legislature at Bath, New York, January 29, 2026.

  
Amanda L. Chapman, Deputy Clerk

## RESOLUTION

A regular meeting of the Steuben Area Economic Development Corporation was convened on Thursday, February 26, 2026.

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

Resolution No. 02/2026-

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE AGENCY

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

- (a) Michelle Caulfield, as member, for a renewal of term expiring December 31, 2028;
- (b) Kelly Fitzpatrick, as Vice Chair, for a renewal of term expiring December 31, 2026;  
and
- (c) Anthony Russo, as Member, for a renewal of term expiring December 31, 2028.

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 "Agency"), including the resolution contained therein,  
held on February 26, 2026 with the original thereof on file in the office of the Agency., 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 Agency 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 Agency 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 Agency  
this \_ day of \_\_\_\_\_, 2026.

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Secretary

**Steuben Area Economic Development Corporation**  
**7234 Route 54N, P.O. Box 393, Bath, NY 14810**  
**Meeting Minutes**  
**January 22, 2026**

- I. **Call to Order** – The Regular Meeting of the Steuben Area Economic Development Corporation was called to order at 12:56 pm by Vice Chair Fitzpatrick, who confirmed that there was a quorum present.

Present:	Kelly Fitzpatrick	Vice Chair
	Mike Davidson	Secretary
	Tony Russo	Treasurer
	Michelle Caulfield	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 (Via Zoom)
	Kelly Hortman	Administrative Assistant
Guests:	Kam Keeley	Three Rivers Development
Absent:	Dean Strobel	Chairman
	Sarah Creath	Member

- II. **Secretary's Report** – Davidson presented the December 18, 2025, meeting minutes as presented in the board materials. A motion to approve the minutes was made by Alger and seconded by Russo. All voted in favor and the motion passed.
- III. **Audit Presentation** – Kristie Beach of Kristie M. Beach CPAs, PLLC had previously reviewed the financial audit plan and explained members' roles in the process. Statements will be completed by the end of March. A motion to approve the Audit Plan was made by Davidson and seconded by Alger. All voted in favor and the motion passed.
- IV. **Treasurer's Report** – Russo reported there were no changes in the December financials. The year ended with \$14,192 less in the checking, but \$4,943 of this was made up in interest income, rolled over from the current CD investment. 2025 ended with a \$9,000 (estimated) loss, which was anticipated due to the lack of project-related activities for the year. The only activity for the month of December was \$1000.00 payment for webhosting which was included in the budget. A motion was made to approve December 2025 Financials as presented in the board packet was made by Caulfield and seconded by Alger. All voted in favor and the motion passed.
- V. **New Business:**  
a) **Board Annual Disclosures** – Board members received annual forms and annual survey to be completed.
- VI. **Adjournment** – With no further business to discuss, a motion was made by Alger to adjourn the meeting at 12:59 pm, seconded by Davidson. 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 1/31/2026**

Run: 2/12/2026 at 7:43 AM

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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	105,432.68	105,432.68	0.00
20.0201.020.00 SAEDC Five Star CD	<u>109,292.15</u>	<u>109,292.15</u>	<u>0.00</u>
Total Current Assets	214,724.83	214,724.83	0.00
Non-Current Assets			
Fixed Assets			
Land			
Buildings			
Equipment			
Goodwill			
Depreciation			
<b>Total Assets</b>	<u><u>214,724.83</u></u>	<u><u>214,724.83</u></u>	<u><u>0.00</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>223,974.58</u>	<u>0.00</u>
Total Fund Balance	223,974.58	223,974.58	0.00
Current Year Change in Fund Balance	<u>0.00</u>	<u>(9,249.75)</u>	<u>9,249.75</u>
Total Fund Equity	<u>223,974.58</u>	<u>214,724.83</u>	<u>9,249.75</u>
<b>Total Liabilities and Fund Balance</b>	<u><u>223,974.58</u></u>	<u><u>214,724.83</u></u>	<u><u>9,249.75</u></u>



Statement of Activity - MTD and YTD by Department  
Steuben Area Economic Development Council  
For 1/31/2026

SAEDC

Income	M-T-D Actual	Y-T-D Actual	Y-T-D Budget	Variance
Administrative Income				
Business Development Income				
Other Income				
20.2791.100.00 Interest Income	0.00	0.00	3,500.00	(3,500.00)
Total Other Income	0.00	0.00	3,500.00	(3,500.00)
Total Income	0.00	0.00	11,000.00	(11,000.00)
Expenses				
Office Expenses				
Professional Services Expense				
20.6210.400.00 Accounting	0.00	0.00	8,000.00	8,000.00
Total Professional Services Expenses	0.00	0.00	8,000.00	8,000.00
Salaries & Wages Expense				
Administrative Expenses				
20.6630.400.00 Marketing	0.00	0.00	4,000.00	4,000.00
Total Administrative Expenses	0.00	0.00	4,000.00	4,000.00
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	721.00	721.00
Total Insurance Expense	0.00	0.00	721.00	721.00
Infrastructure Expense				
Other Expenses				
Total Expenses	0.00	0.00	16,321.00	16,321.00
Excess Revenue Over (Under) Expenses	0.00	0.00	(5,321.00)	5,321.00

# **Steuben Area EDC**

## **2026 Committee Appointments**

### **Governance**

Mark Alger, Chair

Michelle Caulfield

Sarah Creath

### **Finance/Audit**

Tony Russo, Chair

Kelly Fitzpatrick

Mike Davidson

### **Personnel/Nominating**

Mark Alger

Dean Strobel

Tony Russo

## **STEUBEN AREA ECONOMIC DEVELOPMENT CORPORATION**

### **Project Progress Assessment and Employment Verification Policy**

The Steuben Area Economic Development Corporation (SAEDC) will annually assess project progress toward achieving investment, and job creation, or retention ~~or other objectives~~ of the project applicant. To achieve this, SAEDC will annually collect a certified statement and documentation verifying the information provided in the application related to project investment and full-time equivalent jobs to be retained and or created as a result of the financial assistance has been attained. ~~is still accurate and if not require the company provide a revised list of salary and fringe benefit averages or ranges for categories of jobs retained and jobs created.~~

The information will be collected as part of the PARIS reporting requirements annually and the data gathered will be reviewed by SAEDC staff for completeness. If the data is incomplete or the company demonstrates it has not met its project goals, EDC staff will meet with the company to assess project performance and the company's ability to fulfill the original project goals.

A company that has reached or exceeded its employment goals and maintained them for five consecutive years is deemed to have met the employment goal for the life of the project.

Results from annual questionnaires will be added to each project's file to monitor project performance.

Data on all individual projects will be compiled and submitted to the EDC Board of Directors for review. In the case where project goals cannot be met, EDC staff will report back to the board the findings of the individual company outreach and a determination will be ~~made as to whether the EDC's recapture policy should be implemented~~. made per the EDC's Termination of Benefits Policy.

Approved and adopted on this 26th day of February 2026.

# **STEUBEN AREA ECONOMIC DEVELOPMENT CORPORATION**

## **Project Progress Assessment and Employment Verification Policy**

The Steuben Area Economic Development Corporation (SAEDC) will annually assess project progress toward achieving investment, job creation, retention or other objectives of the project applicant. To achieve this, the SAEDC will annually collect a certified statement and documentation verifying the information provided in the application related to full time equivalent jobs to be retained and created as a result of the financial assistance is still accurate and if not require the company provide a revised list of salary and fringe benefit averages or ranges for categories of jobs retained and jobs created.

The information will be collected as part of the PARIS reporting requirements annually and the data gathered will be reviewed by SAEDC staff for completeness. If the data is incomplete or the company demonstrates it has not met its project goals, EDC staff will meet with the company to assess project performance and the company's ability to fulfill the original project goals.

Data on all individual projects will be compiled and submitted to the EDC Board of Directors for review. In the case where project goals cannot be met, EDC staff will report back to the board the findings of the individual company outreach and determination will be made as to whether the EDC's recapture policy should be implemented.

Approved and Adopted on this 26th day of February 2026.