

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