

Steuben Area Economic Development Corporation
7234 Route 54N, P.O. Box 393, Bath, NY 14810
Meeting Minutes
February 26, 2026

- I. **Call to Order** – The Regular Meeting of the Steuben Area Economic Development Corporation was called to order at 12:01 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
Sarah Creath	Member
James Johnson	Executive Director
Jill Staats	Deputy Director
Matt Bull	Director of Community and Infrastructure Development
Russ Gaenzle	IDA Counsel- Harris Beach Murtha
Kelly Hortman	Administrative Assistant

Remote: Dean Strobel Chair

Guests: Terry McGarrity LP Building Solutions (Zoom)
Gregg Fuerstenberg LP Building Solutions (Zoom)
Joshua Ost Laborer’s Local 785 (Zoom)
Tim Crilly Park Grove Realty
Danielle Parks Steuben County - County Clerk
Judy Hunter Steuben County – County Clerk

- II. **Oath – Board Members** - Judy Hunter, County Clerk of Steuben County, administered the oath of office to renew members, Caulfield, Russo, and Fitzpatrick. A motion to approve the Resolution as presented in the Board Packet was made by Davidson and seconded by Alger. All voted in favor and the motion passed.
- III. **Secretary’s Report** – Davidson presented the January 2026, meeting minutes as presented in the board materials. A motion to approve the minutes was made by Alger and seconded by Creath. All voted in favor and the motion passed.
- IV. **Treasurer’s Report** – Russo reported there was no activity reported in the January financials. Alger made a motion to approve the financials and Creath seconded the motion. All voted in favor and the motion passed.
- V. **Committee Appointments** – Johnson advised members of their committee assignments as listed in the board packet, noting there were no changes from 2025.
- VI. **New Business:**
- a) Ratification of IDA Policies – Harris Beach Murtha completed their annual review of the Agency’s policies. The overview of all the policies was presented in the board materials and included updates to the Project Progress Assessment and Employment Verification Policy. A motion to approve the policy update as outlined in the board packet was made by Alger and seconded by Creath. All voted in favor and the motion passed.
 - b) In addition to the policy changes, the following appointments were presented: Ethics Officer (Alger), CFO (Johnson), Records Access Officer (Hortman) and Contracting Officer (Johnson). A motion to approve the

appointments was made by Caulfield and seconded by Davidson. All voted in the favor and the motion passed.

VII. Adjournment – With no further business to discuss, a motion was made by Alger to adjourn the meeting at 12:08 pm, seconded by Creath. All voted in favor and the motion passed.

Respectfully submitted,
Mike Davidson
Secretary