

Steuben Area Economic Development Corporation
7234 Route 54N, P.O. Box 393, Bath, NY 14810
Meeting Minutes
December 18, 2025

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
	Michelle Caulfield	Member
	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:	Dean Strobel	Chairman
	Tony Russo	Treasurer
	Mark Alger	Member
Guests:	Kam Keeley	Three Rivers Development

II. **Secretary’s Report** – Davidson presented the October 23, 2025, meeting minutes as presented in the board materials. A motion to approve the minutes was made by Creath and seconded by Caulfield. All voted in favor and the motion passed.

III. **Treasurer’s Report** –

- a) **October/November 2025 Financials** – Johnson reviewed the October/November financials for the SAEDC as presented in the board package. Motion to approve the report as presented was made by Davidson and seconded by Creath. All voted in favor and the motion passed.
- b) **Audit Engagement** – Johnson reviewed the 2025 Audit Engagement with KMB CPAs included in the board packet. A motion to approve the one-year engagement as presented was made by Creath and seconded by Davidson. All voted in favor and the motion passed.

IV. **New Business:**

- a) **Nominations of Officers**- Johnson presented the proposed slate of board members and officers which were reviewed and recommended by the nominating committee. No additional nominations from the board were made. Creath motioned to approve the slate as presented which was seconded by Davidson. All voted in favor and the motion passed.
- b) **Fee Policy** - Johnson reviewed the revised Fee Schedule as presented in the board packet. The revision addresses concerns over reimbursement of costs prior to closing for large-scale renewable energy projects. The recommendation is to collect payment totaling one-eighth of one percent of the total project costs upon submission of the project application. This payment will be held in escrow to be used for agency costs excluding legal fees. At time of closing, the payment will be credited against the agency fee of 1%. A motion to approve the revised Fee Schedule was made by Davidson and seconded by Creath. All voted in favor and the motion passed.

V. **Adjournment** – With no further business to discuss, a motion was made by Caulfield to adjourn the meeting at 12:19 pm, seconded by Creath. All voted in favor and the motion passed.

Respectfully submitted,

Mike Davidson
Secretary