

Steuben Area Economic Development Corporation
7234 Route 54N, P.O. Box 393, Bath, NY 14810
Meeting Minutes
March 19, 2026

- I. **Call to Order** – The Regular Meeting of the Steuben Area Economic Development Corporation was called to order at 2:52 pm by Secretary Davidson, who confirmed that there was a quorum present.

Present:	Kelly Fitzpatrick	Vice Chair
	Tony Russo	Treasurer
	Mike Davidson	Secretary
	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
Zoom:	Dean Strobel	Chairman (did not vote)
	Mark Alger	Member (did not vote)
Guests:	None	

- II. **Secretary's Report** – A motion to approve the February 26, 2026, meeting minutes as presented in the board materials was made by Russo and seconded Fitzpatrick. All voted in favor and the motion passed.

- a) **Treasurer's Report** –Russo reviewed the monthly financial reports as presented in the Board Packet; there was no activity during the month. A motion to approve the financial statements as presented was made by Fitzpatrick and seconded by Creath. All voted in favor and the motion passed.
- b) **Audit Presentation** – As was reported during the IDA Board Meeting, Kristie Beach of Kristie M. Beach CPAs, PLLC reviewed the financial audit for 2025. She reported that there were no findings and the only activity was the repayment of the bond with the CCC Housing Foundation. Creath motioned to accept the audit results and Fitzpatrick seconded. All voted in favor and the motion passed.

III. **New Business:**

- a) **Ratification of PARIS report** – During the IDA Board Meeting, Julie Marshall, of Harris Beach Murtha, provided an overview of this year's reporting results, noting this entity reports only on the SUNY CCC dorm project for which the EDC had offered conduit financing. This financing paid off in 2025, and it will be the final year of reporting for the project. Creath motioned to accept the PARIS report and documents and authorize their submission. Russo seconded and all voted in favor. The motion passed.
- i. **Operations and Accomplishments:** Johnson presented the report which is also included with PARIS. Fitzpatrick motioned to approve the report as presented, and Creath seconded the motion. All voted in favor and the motion passed.
- ii. **Performance Measurements:** Johnson presented the report that lists the agency's performance goals. He reviewed the questions at the end to verify the Board's agreement. Russo motioned to approve the report as presented, and Creath seconded the motion. All voted in favor and the motion passed.
- iii. **Management Assessment of Effectiveness of Internal Controls:** Johnson presented the document which outlines and certifies the various internal control policies in place. Fitzpatrick motioned to approve the document with an amended date, and Russo seconded the motion. All voted in favor and the motion passed.

- IV. Board Evaluations** – Johnson presented the 2025 Board Evaluation results. Russo motioned to accept the results and Fitzpatrick seconded the motion. All voted in favor and the motion passed.
- V. Adjournment** – With no further business to discuss, a motion was made by Fitzpatrick to adjourn the meeting at 2:55 pm, seconded by Creath. All voted in favor and the motion passed.

Respectfully submitted,
Mike Davidson
Secretary