

Chautauqua Region Economic Development Corporation (CREDC)

**Center for Innovation & Economic Development  
214 Central Avenue, Dunkirk NY  
1<sup>st</sup> Floor Conference Room  
&  
Electronically via Live Stream on YouTube & Zoom**

March 25, 2025  
11:35 a.m.

PRESENT:

Gary Henry	Chairman
Sagan Sheffield-Smith	Treasurer
Amy Harding	Secretary
Tom Harmon	Member
John Healy	Member

Also in attendance:

Mark Geise	Administrative Director/CEO
Richard E. Dixon	Chief Financial Officer
Shelby Bilske	Successor CFO
Milan K. Tyler, Esq.	Counsel
Gregory L. Peterson, Esq.	Counsel
Lisa Cole	Counsel
Elizabeth Hughes	Counsel – Harris Beach
Kristine Morabito	IDA Staff
Rosie Strandburg	IDA Staff
Kayla Strandburg	IDA Staff
Nate Aldrich	IDA Staff
Jeanette Lo Bello	IDA Staff
Jason Sample	IDA Staff
Crystal Erhard	IDA Staff
PJ Wendel	County Executive
Ellen Ditonto	BPU
Greg Bacon	Observer/Jamestown Post Journal

Absent Board Members:

Daniel Heitzenrater	Vice Chairman
Kevin Muldowney	Member
Daniel DeMarte	Member

---

Meeting was called to order by Gary Henry, Chairman, at 11:35 a.m.

---

Gary Henry

Next, we'll move right into CREDC. I would like to welcome everybody to the Board of Director's Meeting for Chautauqua Region Economic Development Corporation. We are at the Center for Innovation & Economic Development, 214 Central Avenue, Dunkirk NY. We are streaming live via YouTube and Zoom. It's March 25, 2025 at 11:35 a.m. We'll go ahead and do Roll Call.

Board

Aye – Unanimous. (5 Members in Attendance)

Gary Henry

We have already received the minutes from the February 25, 2025 meeting and had a chance to review those. Do we have a motion to accept the minutes?

Sagan Sheffield-Smith

So moved.

Gary Henry

Thank you Sagan. Do we have a second?

John Healy

Second.

Gary Henry

Thank John. All those in favor say Aye.

Board

Aye – Unanimous

Gary Henry

Opposed? The minutes have been approved. Next, we'll move into New Business A – Housekeeping Resolution again presented by Elizabeth from Harris Beach.

Elizabeth Hughes

Hello again, everyone. So, the Housekeeping Resolution for CREDC is identical to the Housekeeping Resolution presented previously in the IDA meeting. It's the same Board Appointments, the same changes made to that, the same meeting schedule just for CREDC, obviously, and some of the IDA's. So, are there any questions on this Resolution at this time?

Gary Henry

Hearing none, Amy can you move New Business A1 for us?

Amy Harding

Yes. Resolution 3-25-25-01 Housekeeping Resolution

Gary Henry

Do we have a second?

Tom Harmon

Second.

Gary Henry

Thank you Tom. We'll go ahead and do a Roll Call Vote.

Board

Aye Unanimous.

Gary Henry

The Resolution is unanimously approved. Next, we'll move into New Business B – Review of the Policies and Resolutions again presented by Elizabeth.

Elizabeth Hughes

All right, so very similar to the IDA. It is the same Policies, with one exception. Number three changed policies that were IDA specific. So, for CREDC, we only have four change policies, and those are going to be the Code of Ethics, Conflict of Interest, Foil, Procurement, and Sexual Harassment. The other three, again, were Ida specific. We have the same two policies that we are statutorily required to adopt by Public Authorities Law with no changes. The Investment Deposit Policy and the Real Property Disposition Policy. Then we also have the same two new policies for CREDC, Continuity of Operations Policy and the Record Retention Policy. So, are there any questions at this time on CREDC specific policy changes?

Gary Henry

Hearing none, John can you move New Business B1 for us?

John Healy

Resolution 03-25-25-02 Policy Approvals

Gary Henry

Do we have a second?

Amy Harding

I'll second.

Gary Henry

Thank you Amy. We'll do a Roll Call Vote.

Board

Aye Unanimous. The Policy Approvals are unanimously approved. Do we have an Executive Director's Report?

Mark Geise

No

Gary Henry

Treasurer's Report?

Rich Dixon

We need to approve the Audit.

Gary Henry

So, we'll go ahead. The Audit is the same as the one that we already reviewed through the IDA. Was there any additional questions for CREDC? Can we have a motion to accept the Audit?

Sagan Sheffield-Smith

So moved.

Gary Henry

Thank you Sagan. Do we have a second?

Tom Harmon

Second.

Gary Henry

Thank you Tom. All those in favor say Aye.

Board

Aye Unanimous.

Gary Henry

Opposed? The Audit has been approved. Any Old Business to come before the Board?

We will consider the meeting adjourned.

Meeting adjourned at 11:38 a.m.

---

---

(Assistant) Secretary

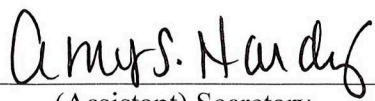
---


(Vice) Chairman

We will consider the meeting adjourned.

Meeting adjourned at 11:38 a.m.

---

  
(Assistant) Secretary

  
(Vice) Chairman