

**Essex County Capital Resource Corporation  
March 26, 2025 Annual Meeting  
11:00AM  
7566 Court Street, Elizabethtown, NY 12932**

**Open of CRC Meeting**

**Approval of Minutes:**

1. Approval of March 26, 2024 Meeting Minutes

**2024 Reporting Review:**

- a. 2024 Financial Statements – No transactions in 2024
- b. 2024 NYS Comptroller's Annual Report
- c. 2024 Essex County IDA/CRC/Empire Zone Annual Report
- d. 2024 Mission Statement & Performance Measurement Report

**Public Accountability Reform Act (PAAA) Compliance:**

1. Policy Review:
  - a. Property Disposal Policy – No changes proposed
  - b. CRC By-Laws – No changes proposed
  - c. Code of Conduct Policy – No changes proposed
  - d. Audit & Payment Procedures – No changes proposed
  - e. Investment Policy – No changes
  - f. Procurement Policy – No changes proposed
  - g. NEW Videoconferencing Policy
2. Designate Briggs Law Firm as Records Access Officer (FOIL)
3. Designate Champlain National Bank as Official Bank
4. Designate Press Republican & Denton Publications as Official Newspapers

**Adjourn**