

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

**Present:** Darren Darrah  
John Boyea  
Jamie Rogers  
Matthew Stanley  
Matthew Courtright (Zoom)

**Also Present:** Jody Olcott  
Carol Calabrese

**Absent:** James Monty

**Open of CRC Meeting**

Chairman Darren Darrah opened the meeting at 11:0 AM.

**Approval of Minutes**

1. Approval of March 26, 2024 Meeting Minutes

**Motion#2025-1:** A motion to approve the March 26, 2024 meeting minutes was made by Darren Darrah and seconded by John Boyea. All members were in favor.

**2024 Reporting Review**

1. 2024 Financial Statements – No transactions in 2024
2. 2024 NYS Comptroller’s Annual Report
3. 2024 Essex County IDA/CRC/Empire Zone Annual Report
4. 2024 Mission Statement & Performance Measurement Report

**Motion #2025-2:** A motion to approve the 2024 NYS Comptroller’s Annual Report, 2024 Essex County IDA/CRC/Empire Zone Annual Report and the 2024 Mission Statement & Performance Measurement Report was made by Jamie Rogers and seconded by Darren Darrah. All members were in favor.

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

1. Policy Review
  - a. Property Disposal Policy
  - b. CRC By-Laws
  - c. Code of Conduct Policy
  - d. Audit & Payment Procedures
  - e. Investment Policy
  - f. Procurement Policy

**Motion #2025-3:** A motion to re-adopt the Property Disposal Policy, CRC By-Laws, Code of Conduct Policy, Audit & Payment Procedures, Investment Policy and Procurement Policy without any changes was made by Matthew Stanley and seconded by James Bowen. All members were in favor.

g. New Videoconferencing Policy

**Motion #2025-4:** A motion to adopt the new videoconferencing policy was made by Matthew Stanley and seconded by James Bowen. All members were in favor.

2. Designate Briggs Law Firm as Records Access Officer (FOIL)
3. Designate Champlain National Bank as official bank
4. Designate Press Republican and Sun Community News as official newspapers

**Motion #2025-5:** A motion to designate Briggs Law Firm LLP as Records Access Officer (FOIL), Champlain National Bank as official bank and Press Republican and Sun Community News as official newspapers was made by Matthew Stanley and seconded by James Bowen. All members were in favor.

**Adjourn**

**Motion #2025-6:** A motion to adjourn the meeting at 11:07AM was made by James Bowen and seconded by Jamie Rogers. All members were in favor.