



ESSEX COUNTY IN THE PARK  
INDUSTRIAL DEVELOPMENT AGENCY

7566 Court Street . P.O. Box 217 . Elizabethtown, NY 12932  
(518) 873-9114 . Fax (518) 873-2011 . E-mail: [info@essexcountyida.com](mailto:info@essexcountyida.com)  
Web Site: [www.essexcountyida.com](http://www.essexcountyida.com)

**Essex County IDA Annual Board Meeting**  
**March 26, 2025 at 9:00AM**  
**7566 Court Street, Elizabethtown, NY**

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

**Also Present:** Jody Olcott  
Carol Calabrese

**Open of Annual Meeting**

Chairman Darren Darrah opened the meeting at 9:02AM.

**Public Comment**

No Comment

**Election of Officers**

- a. Chairman
- b. Vice-Chairman
- c. Secretary
- d. Treasurer

**Motion #2025-15:** A motion to re-elect Darren Darrah as Chairman, James Bowen as Vice-Chairman and Jamie Rogers as Secretary & Treasurer was made by James Monty and seconded by Matthew Stanley. All members were in favor.

**2024 Reporting Review**

- a. 2024 Financial Statements

**Motion #2025-16:** A motion to approve the 2024 Financial Statements as draft financials was made by Matthew Stanley and seconded by James Bowen. All members were in favor. Steve Woods will present the 2024 financials at the next meeting.

- b. 2024 NYS Comptroller's Annual Report

**Motion #2025-17:** A motion to approve the 2024 NYS Comptroller's Annual Report as presented was made by Darren Darrah and seconded by Joh Boyea. All members were in favor.

c. 2024 Essex County IDA/CRC/Empire Zone Annual Report

**Motion #2025-18:** A motion to approve the 2024 Essex County IDA/CRC/Empire Zone Annual Report with the removal of Paper and Pencil Restaurant project was made by Darren Darrah and seconded by James Monty. All members were in favor.

d. 2024 Mission Statement & Performance Measurement Report

**Motion #2025-19:** A motion to approve the 2024 Mission Statement & Performance Measurement Report was made by Darren Darrah and seconded by James Monty. All members were in favor.

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

1. Policy Review

- a. Personnel Policy
- b. Property Disposal Policy
- c. Travel & Expense Policy
- d. Purchasing Policy
- e. Code of Conduct
- f. Compensation Policy
- g. Investment Policy & 2024 Report
- h. Whistleblower Policy
- i. Revolving Loan Program Guidelines
- j. MWBE Policy

**Motion #2025-20:** A motion to re-adopt the Personnel Policy, Property Disposal Policy, Travel & Expense Policy, Purchasing Policy, Code of Conduct, Compensation Policy, Investment Policy, Whistleblower Policy, Revolving Loan Program Guidelines and MWBE Policy without any changes was made by James Monty and seconded by Matthew Courtright. All members were in favor.

k. IDA By-Laws – Change: Add Finance Committee

**Motion #2025-21:** A motion to amend the IDA By-Laws with the change of adding the Finance Committee was made by James Monty and seconded by James Bowen. All members were in favor.

l. Audit & Payment Procedures – Change: Board approval within 45 days and copy warrant to accompany payment documentation

**Motion #2025-22:** A motion to amend the Audit & Payment Procedures with the change of Board Approval within 45 days and copy of warrant to accompany payment documentation was made by James Monty and seconded by John Boyea. All members were in favor.

m. New Videoconferencing Policy

**Motion #2025-23:** A motion to adopt the Videoconferencing Policy was made by James Monty and seconded by Darren Darrah. All members were in favor.

- n. New Uniform Project Evaluation Policy – New policy includes uniform review of straight lease back transaction incentives.

**Motion #2025-24:** A motion to adopt the Uniform Project Evaluation Policy was made by Darren Darrah and seconded by James Bowen. All members were in favor.

- 2. Bond Application – Changes: more detailed job creation/retention reporting, FTE definition

**Motion #2025-25:** A motion to amend the Bond Application with a change to define full time employees to be 35 hours per week and above and also changing job reporting and projections to include better detail was made by James Monty and seconded by Darren Darrah. All members were in favor.

- 3. Designate Records Access Officer (FOIL)
- 4. Designate Champlain National Bank as Official Bank
- 5. Designate Press Republican & Sun Community News as official newspapers

**Motion #2025-26:** A motion to designate Briggs Law Firm LLP as Records Access Officer (FOIL), Champlain National Bank as official bank and Press Republican & Sun Community News as official newspapers was made by John Boyea and seconded by Jamie Rogers. All members were in favor.

- 6. Independent Board Member Checklist & Acknowledgement of Fiduciary Form – Board members completed forms and were placed in file.
- 7. Committees
  - a. Audit Committee Charter
  - b. Finance Committee Charter
  - c. Governance Committee Charter

**Motion #2025-27:** A motion to re-adopt the Audit Committee Charter, Finance Committee Charter and Governance Committee Charter without any changes and to re-elect James Bowen, John Boyea and Jamie Rogers as Finance Committee, James Bowen, John Boyea and Jamie Rogers as Audit Committee and Matthew Stanley, Darren Darrah and James Monty as Governance Committee was made by Darren Darrah and seconded by John Boyea. All members were in favor.

### **Adjourn**

**Motion #2025-28:** A motion to adjourn the annual meeting at 10:06AM was made by Jamie Rogers and seconded by Matthew Stanley. All members were in favor.