

Essex County Capital Resource Corporation
March 26, 2024 Annual Meeting
11:00 AM
7566 Court Street, Elizabethtown, NY

Present: Darren Darrah
John Boyea (Via Zoom)
Jamie Rogers
James Monty

Also Present: Jody Olcott
Carol Calabrese

Open of CRC Meeting

Chairman Darren Darrah opened the meeting at 10:33AM.

Public Comment

No comment

Election of Officers

1. Chairman, Vice-Chairman, Secretary, Treasurer

Motion #2024-1: A motion to re-elect Darren Darrah as Chairman, James Bowen as Vice-Chairman and Jamie Rogers as Secretary/Treasurer was made by Jamie Rogers and seconded by James Monty. All members were in favor.

2. CRC Board Open Seat – James Monty to discuss

2023 Reporting

1. Adopt 2023 NYS Comptroller's Annual Project Report - Board received report regarding all outstanding bond projects through CRC . Each project was reviewed and employment verified. All projects met or exceeded their projections stated in their applications.

Motion #2024-2: A motion to adopt the CRC 2023 NYS Comptroller's Annual Project report was made by James Monty and seconded by John Boyea. All members were in favor.

2. Adopt 2023 Essex County IDA/CRC/Empire Zone Annual Report - Sarah prepared this years Annual Report using the new software Canva she is using for marketing. Annual Report summarizes all activities for 2023 including loan program and other community development related projects.

Motion #2024-3: A motion to adopt the 2023 Essex County IDA/CRC/Empire Zone Annual Report was made by James Monty and seconded by Darren Darrah. All members were in favor.

3. Adopt the CRC Mission Statement & Performance Measurement Report for 2023 – There was no projects through CRC for 2023.

Motion #2024-4: A motion to adopt the CRC Mission Statement & Performance Measurement Report for 2023 was made by James Monty and seconded by John Boyea. All members were in favor.

Approval of Minutes

1. Approval of March 29, 2023 Annual Meeting Minutes – Tabled to next meeting.

New Business

1. Policy Review

- a. Property Disposal Policy – no changes
- b. CRC By-Laws – omit teleconferencing, add videoconferencing
- c. Code of Conduct Policy – no changes
- d. Audit & Payment Procedures – no changes
- e. Investment Policy – no changes
- f. Procurement Policy – no changes

Motion #2024-5: A motion to re-adopt the Property Disposal Policy, Code of Conduct Policy, Audit & Payment Procedures, Investment Policy and Procurement Policy and By-Laws with changes omitting teleconferencing and adding videoconferencing was made by James Monty and seconded by Darren Darrah. All members were in favor.

- 2. Designate Briggs Law Firm LLP as Records Access Officer (FOIL)
- 3. Designate Champlain National Bank as Official Bank
- 4. Designate Press Republican & Denton Publications as Official Newspapers

Motion #2024-6: A motion to designate Briggs Law Firm LLP as Records Access Officer (FOIL), designate Champlain National Bank as official bank and designate Press Republican & Denton Publications as official newspapers was made by John Boyea and seconded by Darren Darrah. James Monty abstained on official bank.

- 5. Independent Board Member Checklist & Form - Board members to complete and send to the IDA office.
- 6. Acknowledgment of Fiduciary Duty Form - Board members to complete and send to the IDA office.
- 7. Elect Committees
 - a. Governance & Audit Committees – All board members

Motion #2024-7: A motion to re-elect the Governance & Audit Committees as all board members was made by James Monty and seconded by Darren Darrah. All members were in favor.

Motion #2024-8: A motion to adjourn the meeting at 10:38AM was made by Jamie Rogers and seconded by Darren Darrah. All members were in favor.