

Essex County Capital Resource Corporation  
March 26, 2013 11:00 AM  
7566 Court Street, Elizabethtown, NY 12932

**Present:** Darren Darrah  
James Bowen  
Charles Bryant  
Gerald Morrow  
Jamie Rogers  
Joseph Kusalonis  
Jorja Sanders

**Also Present:** Jody Olcott  
Carol Calabrese

Chairman Darren Darrah opened the meeting at 12:02PM.

**Approval of Minutes**

1. Approval of March 28, 2012 Meeting Minutes

**Motion #2013-1:** A motion to approve the March 28, 2012 meeting minutes was made by Jamie Rogers and seconded by James Bowen. All members were in favor.

**New Business**

1. Adoption of 2012 Annual Report

**Motion #2013-2:** A motion to approve the 2012 Annual Report was made by Gerald Morrow and seconded by Darren Darrah. All members were in favor.

2. Adoption of 2012 OSC Report

**Motion #2013-3:** A motion to approve 2012 Office of the State Comptroller Report was made by Darren Darrah and seconded by Joseph Kusalonis. All members were in favor.

3. Review & Adoption of all CRC Policies
  - a. Property Disposal Policy
  - b. CRC By-Laws
  - c. Code of Conduct Policy
  - d. Audit & Payment Procedures

**Motion #2013-4:** A motion to re-adopt the Property Disposal Policy, Code of Conduct Policy, and Audit & Payment Procedures was made by Jamie Rogers and seconded by James Bowen. All members were in favor.

**Motion #2013-5:** A motion to re-adopt the CRC By-Laws with changes made to reflect duties of Secretary and Treasurer to shadow the same language as the IDA was made by James Bowen and seconded by Darren Darrah. All members were in favor.

4. Designate Briggs Norfolk as Records Access Officer (FOIL)
5. Designate Champlain National Bank as Official Bank
6. Designate Press Republican & Denton Publications as Official Newspapers

**Motion #2013-6:** A motion to designate Records Access Officer (FOIL) as Briggs Norfolk LLC, designate Champlain National Bank as official Bank and designate the Press Republican and Denton Publications as official Newspapers were made by Darren Darrah and seconded by James Bowen. All members were in favor.

7. Annual Mission Statement and Measurement Report for 2012

**Motion #2013-7:** A motion to approve the Mission Statement and Measurement Report for 2012 was made by Gerald Morrow and seconded by Joseph Kusalonis. All members were in favor.

8. Elect Committees

- a. Governance Committee - Jorja Sanders, Darren Darrah, Jamie Rogers
- b. Audit Committee - Joseph Kusalonis, Charles Bryant, James Bowen

**Motion #2013-8:** A motion to approve election of committee officers for CRC was made by Jamie Rogers and seconded by James Bowen. All members were in favor.

**Adjourn**

**Motion #2013-9:** A motion to adjourn the meeting at 12:10PM was made by Gerald Morrow and seconded by Joseph Kusalonis. All members were in favor.