



ESSEX COUNTY IN THE PARK  
INDUSTRIAL DEVELOPMENT AGENCY

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**Essex County IDA Special Board Meeting  
September 2, 2020 at 10:00AM  
7566 Court Street, Elizabethtown, NY**

**Present:** Darren Darrah (via conference call)  
Jamie Rogers (via conference call)  
Roy Holzer (via conference call)  
Matthew Courtright (via conference call)  
James Monty (via conference call)

**Also Present:** Jody Olcott  
Carol Calabrese  
Jen Briggs (via conference call)

**Absent:** John Boyea  
James Bowen

**Open of Meeting**

Chairman Darren Darrah opened the special meeting at 10:00AM. The purpose of this special meeting is to review the USDA Rural Development grant received in the amount of \$300,000 and review the proposed loan guidelines and application as well as any other business to come before the board.

**USDA Rural Development Community Revolving Loan Program Policy & Guidelines & Application**

Draft policy and guidelines as well as application were distributed to the Board for review. The documents were reviewed by USDA as well as Jen Briggs. There will be a fixed interest rate. The USDA will be 37.6% of the total project cost. Race & ethnicity must be gathered at application as well as Board & staff. Business must have DUNS #.

**Motion #2020-91:** A motion to approve the IDA USDA Rural Development Community Revolving Loan Program Policy & Guidelines was made by Darren Darrah and seconded by Roy Holzer. All members were in favor.

**Motion #2020-92:** A motion to approve the IDA USDA Rural Development Community Revolving Loan Program Application was made by Darren Darrah and seconded by Roy Holzer. All members were in favor.

**Adjourn Meeting**

**Motion #2020-93:** A motion to adjourn the meeting at 10:14AM was made by Jamie Rogers and seconded by James Monty. All members were in favor.