

Essex County Capital Resource Corporation
March 25, 2020 Annual Meeting
11:00 AM
7566 Court Street, Elizabethtown, NY 12932

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

Also Present: Jody Olcott (via conference call)
Carol Calabrese (via conference call)
Sarah LaFountain (via conference call)

Open of CRC Meeting

Chairman Darren Darrah opened the meeting at 11:25 AM.

Approval of Minutes

1. Approval of March 27, 2019 Annual Meeting Minutes

Motion #2020-1: A motion to approve the March 27, 2019 Meeting Minutes was made by Jamie Rogers and seconded by John Boyea. All members were in favor.

New Business

1. Adoption of 2019 Annual Report

Motion #2020-2: A motion to approve the 2019 Essex County IDA/CRC/Empire Zone Annual Report was made by John Boyea and seconded by James Bowen. All members were in favor.

2. Adoption of 2019 OSC Report – Jody Olcott explained that the Comptrollers Report stated the projects that the CRC has worked with (non for profits). All businesses either met or exceeded their goal for job creation and/or retention.

Motion #2020-3: A motion to approve the 2019 NYS Comptroller's Annual Report was made by Jamie Rogers and seconded by Darren Darrah. 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
 - e. Investment Policy
 - f. Procurement Policy

Jody Olcott stated that there were no changes proposed.

Motion #2020-4: A motion to re-adopt the Property Disposal Policy, CRC By-Laws, Code of Conduct Policy, Audit & Payment Procedures, Investment Policy and Purchasing Policy was made by Darren Darrah and seconded by John Boyea. 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
7. Independent Board Member Checklist & Form
8. Acknowledgment of Fiduciary Duty Form
9. Annual Mission Statement and Measurement Report for 2019
10. Elect Committees
 - a. Governance Committee
 - b. Audit Committee

Motion #2020-5: A motion to approve the designation of Jen Briggs of Briggs Norfolk as the Records Access Officer (FOIL), the designation of Champlain National Bank as official bank, the designation of Press Republican & Denton Publications as official newspapers, to approve the Annual Mission Statement and Measurement Report for 2019 and to Elect the Governance Committee and Audit Committee as the full board was made by Jamie Rogers and seconded by John Boyea. All members were in favor.

Adjourn

Motion #2020-6: A motion to adjourn the meeting at 11:35 AM was made by Darren Darrah and seconded by John Boyea. All members were in favor.