

Essex County Capital Resource Corporation
March 24, 2022 Annual Meeting
10:30AM
7566 Court Street, Elizabethtown, NY 12932

Present: Darren Darrah (via Zoom)
John Boyea (via Zoom)
Jamie Rogers (via Zoom)
Matthew Courtright (via Zoom)
James Bowen (via Zoom)

Also Present: Jody Olcott
Carol Calabrese

Absent: James Monty
Roy Holzer

Open of CRC Meeting

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

Approval of Minutes

1. Approval of the September 13, 2021 Meeting Minutes

Motion #2022-1: A motion to approve the September 13, 2021 meeting minutes was made by Darren Darrah and seconded by Matthew Courtright. Jamie Rogers Abstained. Motion passes.

New Business

1. Adoption of 2021 Annual Report

Motion #2022-2: A motion to adopt the 2021 Essex County IDA/CRC/Empire Zone Annual Report was made by Darren Darrah and seconded by John Boyea. All members were in favor.

2. Adoption of 2021 Office of the State Comptroller's Report

Motion #2022-3: A motion to approve the 2021 NYS Comptroller's CRC annual report was made by Matthew Courtright and seconded by John Boyea. All members were in favor.

3. Review & Re-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

Motion #2022-4: A motion to re-adopt the Property Disposal Policy, CRC By-Laws, Code of Conduct Policy, Audit & Payment Procedures, Investment Policy and Procurement Policy was made by Darren Darrah and seconded by Jamie Rogers. All members were in favor.

4. Designate Jen Briggs of Briggs Law Firm as the Records Access Officer (FOIL)

Motion 2022-5: A motion to designate Jen Briggs of Briggs Law Firm as the Records Access Officer (FOIL) was made by Darren Darrah and seconded by John Boyea. All members were in favor.

5. Designate Champlain National Bank as Official Bank

Motion #2022-6: A motion to designate Champlain National Bank as Official Bank was made by James Bowen and seconded by Jamie Rogers. All members were in favor.

6. Designate Press Republican & Denton Publications as Official Newspapers

Motion #2022-7: A motion to designate Press Republican and Denton Publications as Official newspapers was made by Jamie Rogers and seconded by Darren Darrah. All members were in favor.

7. Annual Mission Statement and Measurement Report for 2021

Motion #2022-8: A motion to approve the CRC Annual Mission Statement and Measurement Report for 2021 was made by John Boyea and seconded by Matthew Courtright. All members were in favor.

8. Elect Committees (Governance & Audit)

Motion #2022-9: A motion to elect Governance & Audit Committees as all board members was made by John Boyea and seconded by James Bowen. All members were in favor.

Adjourn

Motion #2022-10: A motion to adjourn the meeting at 10:37AM was made by Darren Darrah and seconded by Jamie Rogers. All members were in favor.