



ESSEX COUNTY IN THE PARK
INDUSTRIAL DEVELOPMENT AGENCY

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Essex County IDA Special Board Meeting
May 2, 2024 at 9:00 AM
7566 Court Street, Elizabethtown, NY

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

Also Present: Jody Olcott
Carol Calabrese

The purpose of this special meeting is to discuss the NYS DEC Smart Growth Grant recently awarded to the IDA and any other business to come before the board.

Open of Meeting

Chairman Darren Darrah opened the meeting at 9:00AM.

Adirondack Park & Catskill Community DEC Smart Growth Grant

The Essex County IDA applied for and was awarded a \$125,000 grant from the Adirondack Park & Catskill Community DEC Smart Growth Grant to be used for the Agriculture Producers Revitalization Micro-Enterprise Grant Program.

Motion #2024-17: A motion to approve the MWBE & DVOB policy provided by DEC was made by Darren Darrah and seconded by Jamie Rogers. All members were in favor. Policy to read as follows:

NON-DISCRIMINATION & EQUAL EMPLOYMENT OPPORTUNITY POLICY

- a) This organization will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its workforce on state contracts.
- b) This organization shall state in all solicitations or advertisements for employees, that under the performance of this contract all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability, or marital status and that such union or representative will affirmatively cooperate in the implementation of this organization's obligations herein.

c) At the request of the Empire State Development (ESD), this organization shall require each employment agency, labor union, or authorized representative not discriminate on the basis of race, creed, color, national origin, sex, age, disability, or marital status and that such union or representative will affirmatively cooperate in the implementation of this organization's obligations herein.

d) The organization shall comply with the provisions of the Human Rights Law, all other State and Federal statutory and constitutional non-discrimination provisions. The organization and its sub-vendors shall not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status, or domestic violence victim status, and shall also follow the requirements of the Human Rights Law regarding non-discrimination based on prior criminal conviction and prior arrest.

e) The organization will include the provisions of sections (a) through (d) of this agreement in every subcontract in such a manner that the requirements of:

MWBE

This organization will and will cause its contractors and subcontractors to make good faith efforts to achieve the MWBE contract participation goals set by the state for that area in which the state-funded project is located, by taking the following steps:

1. Actively and affirmatively solicit bids for contracts and subcontracts from qualified state certified MBEs or WBEs, including solicitations to MWBE contractor associations.
2. Request a list of state certified MWBEs from the DEC and solicit bids from them directly.
3. Ensure that plans, specifications, request for proposals, and other documents used to secure bids will be made available in sufficient time for review by prospective MWBEs.
4. Where feasible, divide the work into smaller portions to enhanced participation by MWBEs.
5. Document and maintain records of bid solicitations, including those to MWBEs and the results thereof. Contractor will also maintain records of actions that its subcontractors have taken toward meeting MWBE contract participation goals.
6. Ensure that payments to MWBEs are made on a timely basis so that undue financial hardship is avoided.

SDVOB

This organization will and will cause its contractors and subcontractors to make good faith efforts to achieve the SDVOB contract participation goals set by the state for that area in which the State-funded project is located, by taking the following steps:

1. Actively and affirmatively solicit bids for contracts and subcontracts from qualified state certified SDVOBs, including solicitations to contractor associations.
2. Request a list of State-certified SDVOBs from the DEC and solicit bids from them directly
3. Ensure that plans, specifications, request for proposals and other documents used to secure bids will be made available in sufficient time for review by prospective SDVOBs.

4. Where feasible, divide the work into smaller portions to enhanced participations by SDVOBs.
5. Document and maintain records of bid solicitations, including those to SDVOBs and the results thereof. Contractor will also maintain records of actions that its subcontractors have taken toward meeting SDVOB contract participation goals.
6. Ensure that progress payments to SDVOBs are made on a timely basis so that undue financial hardship is avoided.

Motion #2024-18: A motion to accept the \$125,000 grant from the Adirondack Park & Catskill Community DEC Smart Growth Grant to be used for the Agriculture Producers Revitalization Micro-Enterprise Grant Program was made by John Boyea and seconded by Jamie Rogers. All members were in favor.

NYS Comptrollers Audit

The Comptrollers office will be beginning an audit on Tuesday, May 7, 2024. They will begin with payroll and retirement reporting for 2023 and review audited materials. They anticipate audit will take approximately 2 months to complete.

Adjourn

Motion #2024-19: A motion to adjourn the meeting at 9:12AM was made by Darren Darrah and seconded by Jamie Rogers. All members were in favor.