

**Essex County Capital Resource Corporation**  
**March 26, 2026 Annual Meeting**  
**10:45AM**  
**7566 Court Street, Elizabethtown, NY**

**Present:** John Boyea  
Jamie Rogers  
James Bowen  
Stephen McNally  
Matthew Brassard

**Also Present:** Jody Olcott  
Carol Calabrese

**Absent:** Darren Darrah  
Matthew Courtright

**Open of Annual Meeting**

Chairman Jamie Rogers opened the meeting at 10:47AM.

**Public Comment**

No Comment

**Approval of Minutes**

1. Approval of March 26, 2025 Meeting Minutes

**Motion #2026-1:** A motion to approve the March 26, 2025 meeting minutes was made by Matthew Brassard and seconded by John Boyea. All members were in favor.

**2025 Reporting Review**

1. 2025 NYS Comptroller's Annual Report - Summary of outstanding projects was provided to Board and reviewed to determine if projects met their projections. This information will be provided on the NYS Comptroller's Annual Report due by March 31, 2025.

**Motion #2026-2:** A motion to approve the 2025 NYS Comptroller's Annual Report was made by Matthew Brassard and seconded by John Boyea. All members were in favor.

2. 2025 Essex County IDA/CRC Annual Report - Printed document was provided to Board for review highlighting projects in 2025.

**Motion #2026-3:** A motion to approve the 2025 Essex County IDA/CRC Annual Report was made by Matthew Brassard and seconded by Jamie Rogers. All members were in favor.

3. 2025 Mission Statement & Performance Measurement Report

**Motion #2026-4:** A motion to approve the 2025 Mission Statement & Performance Measurement Report was made by Jamie Rogers and seconded by John Boyea. All members were in favor.

## **Public Accountability Reform Act (PAAA) Compliance**

1. Policy Review
  - a. Property Disposal Policy
  - b. CRC By-Laws
  - c. Code of Conduct
  - d. Audit & Payment Procedures
  - e. Investment Policy
  - f. Procurement Policy
  - g. Videoconferencing Policy

**Motion #2026-5:** A motion to re-adopt the Property Disposal Policy, CRC By-Laws, Code of Conduct, Audit & Payment Procedures, Investment Policy, Procurement Policy and Videoconferencing Policy with no changes was made by Matthew Brassard and seconded by Jamie Rogers. All members were in favor.

2. Designate Briggs Law Firm as Records Access Officer (FOIL)
3. Designate Champlain National Bank as official bank
4. Designate Press Republican and Denton Publications as official newspapers

**Motion \$2026-6:** A motion to designate Briggs Law Firm as Records Access Officer (FOIL), designate Champlain National Bank as official bank and designate Press Republican and Denton Publications as official newspapers was made by John Boyea and seconded by James Bowen. All members were in favor.

## **New Business**

1. 2025 Essex County IDA Staff Reviews

**Motion #2026-6:** A motion to go into executive session at 11:05AM to discuss personnel was made by Matthew Brassard and seconded by Jamie Rogers. All members were in favor.

**Motion #2026-7:** A motion to exit executive session at 11:20AM was made by Matthew Brassard and seconded by James Bowen. All members were in favor.

**Motion #2026-8:** A motion to approve the 2025 staff reviews and following raises: Sarah LaFountain \$2,912, Jody Olcott \$2,861 and Carol Calabrese \$2,861 effective January 1, 2026 was made by James Bowen and seconded by John Boyea. All members were in favor.

## **Adjourn**

**Motion #2026-9:** A motion to adjourn the meeting at 11:21AM was made by James Bowen and seconded by Jamie Rogers. All members were in favor.