



ESSEX COUNTY IN THE PARK
INDUSTRIAL DEVELOPMENT AGENCY
EMPIRE ZONE

7566 Court Street . P.O. Box 217 . Elizabethtown, NY 12932
873-9114 . Fax 873-2011 . E-mail: info@essexcountyida.com
Web Site: www.essexcountyida.com

**Essex County IDA Annual Board Meeting
March 26, 2026 at 9:00AM
7566 Court Street, Elizabethtown, NY**

Present: John Boyea **Also Present:** Jody Olcott
Jamie Rogers Carol
Calabrese
James Bowen
Stephen McNally
Matthew Brassard
Matthew Courtright (Via Zoom)

Absent: Darren Darrah

Open of Annual Meeting

Secretary Jamie Rogers opened the meeting at 9:02AM.

Public Comment

No Comment

Election of Officers

- a. Chairman
- b. Vice-Chairman
- c. Secretary
- d. Treasurer

Motion #2026-15: A motion to go into executive session at 9:03AM to discuss personnel issue was made by Matthew Brassard and seconded by John Boyea. All members were in favor.

Motion #2026-16: A motion to exit executive session at 9:20AM was made by Matthew Brassard and seconded by John Boyea. All members were in favor.

Motion #2026-17: A motion to elect Jamie Rogers as Chairman, James Bowen as Vice-Chairman and John Boyea as Secretary/Treasurer was made by Matthew Courtright and seconded by Matthew Brassard. James Bowen voted no. Motion passes.

2025 Reporting Review

- a. 2025 Financial Statements – Jody Olcott provided short summary of 2025 financials and noted that accountant will be presenting to the IDA Board at the next meeting.

Motion #2026-18: A motion to approve the 2025 Financial Audit was made by James Bowen and seconded by Jamie Rogers. All members were in favor.

- b. 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 #2026-19: A motion to approve the 2025 NYS Comptroller's Report was made by Matthew Brassard and seconded by John Boyea. All members were in favor.

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

Motion #2026-20: 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.

- d. 2025 Mission Statement & Performance Measurement Report

Motion #2026-21: A motion to approve the 2025 Mission Statement & Performance Measurement Report was made by Matthew Brassard and seconded by Matthew Courtright. All members were in favor.

Public Accountability Reform Act (PAAA) Compliance

1. Policy Review

- a. Personnel Manual
- b. Property Disposal Policy
- c. IDA By-Laws
- d. Audit & Payment Procedures
- e. Travel & Expense Policy
- f. Purchasing Policy
- g. Code of Conduct
- h. Compensation Policy
- i. Investment Policy & 2025 Investment Report
- j. Whistleblower Policy
- k. Revolving Loan Program Guidelines
- l. MWBE Policy
- m. Videoconferencing Policy
- n. Uniform Project Evaluation Policy
- o. Uniform Tax-Exempt Policy (UTEP)

Motion #2026-22: A motion to re-adopt the Personnel Manual, Property Disposal Policy, IDA By-Laws, Audit & Payment Procedures, Travel & Expense Policy, Purchasing Policy, Code of Conduct, Compensation Policy, Investment Policy & 2025 Investment Report, Whistleblower Policy, Revolving Loan Program Guidelines, MWBE Policy, Videoconferencing Policy, Uniform Project Evaluation Policy and Uniform Tax-Exempt Policy (UTEP) with no proposed changes was made by Matthew Brassard and seconded by John Boyea. All members were in favor.

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

Motion #2026-23: A motion to designate Briggs Law Firm LLP as Records Access Officer, 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.

5. Independent Board Member Checklist & Acknowledgement of Fiduciary Duty Form – Board members completed the required forms and submitted for file.
6. Committees
 - a. Audit Committee Charter
 - b. Finance Committee Charter
 - c. Governance Committee Charter
 - d. Elect Committee Members

Motion #2026-24: A motion to elect the following members to committees: Matthew Brassard, Stephen McNally and Darren Darrah as Audit Committee, elect John Boyea, Jamie Rogers and James Bowen as Finance Committee and elect Matthew Courtright, John Boyea and James Bowen as Governance Committee was made by Matthew Brassard and seconded by Jamie Rogers. All members were in favor.

Adjourn

Motion #2026-25: A motion to adjourn the annual meeting at 10:00AM was made by Stephen McNally and seconded by John Boyea. All members were in favor.