

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
 Resolution No. IDA-18-12-33  
 December 7, 2018

A regular meeting of the St. Lawrence County Industrial Development Agency (the "SLCIDA") was convened on December 7, 2018 at 8:30 AM, local time, in the Main Conference Room of the Ernest J. LaBaff Industrial Building, 19 Commerce Lane, Canton, New York.

The meeting was called to order by the Chairman, and upon roll being called, the following members of the SLCIDA were:

MEMBER	PRESENT	ABSENT
Blevins, Lynn		X
Hooper, Donald	X	
Hall, Mark C.	X	
LaBaff, Ernest	X	
McMahon, Andrew	X	
Morrill, Steven	X	
Staples, Brian W.	X	

The following persons were ALSO PRESENT: Patrick Kelly, Thomas Plastino, Richard Williams, Kimberly Gilbert and Lori Sibley; Andrew Silver, Esq. (Agency Council)

On motion duly made by Hall and seconded by LaBaff, the following resolution was placed before members of the St. Lawrence County Industrial Development Agency:

**(i) AUTHORIZING AND ADOPTING AN AMENDED AND RESTATED APPLICATION AND ADOPTING CERTAIN AMENDED PROJECT AGREEMENTS; (ii) ADOPTING TECHNICAL CORRECTIONS; and (iii) ADOPTING A NEW FORM OF EXHIBIT FOR PROJECT AUTHORIZING RESOLUTIONS**

**WHEREAS**, the St. Lawrence County Industrial Development Agency (the "SLCIDA") is authorized and empowered by Title 1 of Article 18-A of the General Municipal Law of the State of New York (the "State") as amended, and Chapter 358 of the Laws of 1971 of the State, as amended (collectively, the "Act") to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of industrial, manufacturing, warehousing, commercial, research, and recreation facilities, including industrial pollution control facilities, railroad facilities and certain horse racing facilities, for the purpose of promoting, attracting, encouraging and developing recreation and economically sound commerce and industry to advance the job opportunities, health, general prosperity and economic welfare of the people of the State, to improve their recreation opportunities, prosperity and standard of living, and to prevent unemployment and economic deterioration; and

**WHEREAS**, on June 29, 2016, the SLCIDA adopted Resolution No. IDA-16-06-17, adopting a form of an amended and restated Application incorporating provisions required by Section 859-a(4) of the Act; and

**WHEREAS**, pursuant to Section 3 of Resolution No. IDA-16-06-17, the Chief Executive Officer has modified the Application from time to time so as to remain consistent with any future reforms or amendments as needed; and

**WHEREAS**, in connection of the foregoing the SLCIDA has conducted an internal review of its Application and related Project approval documents and has determined that further amendments to these documents are needed to more clearly incorporate the provisions required by Section 859-a(4) of the Act; and

**WHEREAS**, the SLCIDA has also conducted an internal review of certain projects it has approved and desires to amend certain resolutions in order to better clarify terms and conditions associated with the respective projects, and desires to clarify terms and conditions associated with future projects;

**NOW, THEREFORE, BE IT RESOLVED** by the members of the St. Lawrence County Industrial Development Agency as follows:

Section 1. The SLCIDA hereby authorizes and adopts the form of an amended and restated Application and related Project approval documents, copies of which are attached hereto as **Exhibit A** and made a part thereof; and

Section 2. The Chief Executive Officer is hereby authorized to modify this application from time to time so as to remain consistent with any future reforms or amendments as needed; and

Section 3. The SLCIDA wishes to amend the following SLCIDA resolutions to better clarify terms and conditions:

Resolution No. IDA-18-06-16:

Add **WHEREAS**, *the Company covenants that the Project will assist in the Creation of 9 Full Time Equivalent positions.*

Resolution No. IDA-16-12-38:

Add **WHEREAS**, *the Company covenants that the Project will assist in the Retention of 20 Full Time Equivalent positions and Creation of 2 Full Time Equivalent positions.*

Resolution No. IDA-17-06-17:

Add **WHEREAS**, *the Company covenants that the Project will assist in the Creation of 10 Full Time Equivalent positions.*

Resolution No. IDA-17-08-20:

Add **WHEREAS**, *the Company covenants that the Project will assist in the Retention of 143 Full Time Equivalent positions.*

Resolution No. IDA-18-05-15:

Add **WHEREAS**, *the Company covenants that the Project will assist in the Retention of 249 Full Time Equivalent positions, and*

*Add Section 9 to read as follows: The value of New York State and local sales and use tax exemption provided to the Company under this project is estimated to be \$304,000.*

Resolution No. IDA-18-09-20:

Add **WHEREAS**, *the Company covenants that the Project will assist in the Creation of 20 Full Time Equivalent positions.*

Resolution No. IDA-17-11-38:

Correct Section 2(C) to read as follows: *The exemption from sales and use tax on purchases and rentals of goods and services related to the undertaking of the Project conveyed to the Company by the SLCIDA shall expire on December 31, 2018, unless extended pursuant to the terms of the Agency Compliance Agreement.*

Resolution No. IDA-17-09-30:

Add **WHEREAS**, *the Company covenants that the Project will assist in the Retention of 14 Full Time Equivalent positions and Creation of 2 Full Time Equivalent position.*

Section 4. The SLCIDA hereby authorizes and adopts Terms and Conditions criteria for inclusion with Project Authorizing Resolutions, a form of which is attached to this Resolution as **Exhibit B**, and made a part thereof, and

Section 5. The officers, employees and agents of the SLCIDA are hereby authorized and directed to do all things necessary or appropriate for the accomplishment of the purposes of this resolution, and all acts heretofore taken by the SLCIDA are hereby approved, ratified, and confirmed, and

Section 6. This Resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to vote on roll call, which resulted as follows:

Member	Aye	Nay	Abstain	Absent
Blevins, Lynn				X
Hall, Mark C.	X			
Hooper, Donald	X			
LaBaff, Ernest	X			
McMahon, Andrew	X			
Morrill, Steven	X			
Staples, Brian W.	X			

The resolution was thereupon declared duly adopted.

**SECRETARY’S CERTIFICATION**

STATE OF NEW YORK                    )  
COUNTY OF ST. LAWRENCE        )        SS.:

The undersigned, being the Secretary of the St. Lawrence County Industrial Development Agency, DOES HEREBY CERTIFY THAT:

I have compared the foregoing extract of the minutes of the meeting of the St. Lawrence County Industrial Development Agency (the “Agency”) including the resolution contained therein, held on December 7, 2018 with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Agency and of such resolution set forth therein and of the whole of said original insofar as the same relates to the subject in matters therein referred to.

I FURTHER CERTIFY that all members of said Agency had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY that there was a quorum of the members of the Agency present throughout said meeting.

I FURTHER CERTIFY that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Agency this 7<sup>th</sup> day of December 2018.

\_\_\_\_\_  
(Mr.) Lynn Blevins, Secretary



# St. Lawrence County Industrial Development Agency

## Application for Assistance (revised 12/2018)

This is an Equal Opportunity Program. Discrimination is prohibited by Federal Law. Complaints of discrimination may be filed with the USDA, Director, Office of Civil Rights, Washington, D.C. 20250.

### INSTRUCTIONS

1. The Agency will not take action on any application unless, in the judgment of the Agency, said application contains sufficient information upon which to base a decision whether to approve or tentatively approve an action.
2. Please answer all questions using "None" or "Not Applicable" where the question is not appropriate to the project which is the subject of this application ("the Project"). If more space is needed to answer a question, please attach a separate sheet.
3. Please note that Article 6 of the Public Officers Law declares that all records in the possession of the Agency (with certain limited exceptions) are open to public inspection and copying. If the applicant feels that there are elements of the Project which are in the nature of trade secrets or information, the nature of which is such that if disclosed to the public or otherwise widely disseminated would cause substantial injury to the applicant's competitive position, the applicant may identify such elements in writing and request that such elements be kept confidential in accordance with Article 6 of Public Officers Law.
4. The applicant will be required to pay the Agency all actual costs incurred in connection with this application and the Project contemplated herein (to the extent such expenses are not paid out of the proceeds of the Agency's bonds issued to finance the project). The applicant will also be expected to pay all costs incurred by general counsel and bond counsel to the Agency. If applicable, the costs incurred by the Agency, including the Agency's general counsel and bond counsel, may be considered a part of the project and included as a part of the resultant bond issue.
5. The Agency has established a project fee for each type of project in which the Agency participates. Unless the Agency agrees in writing to the contrary, this project fee is required to be paid by the applicant at or prior to the granting of any financing assistance by the Agency.

### FEE SCHEDULE

*The forms of assistance listed below have a fee of 1% of the total bond series or project cost benefited by the Agency assistance, as applicable. A non-refundable fee of \$2,000 is payable to the SLCIDA at the time the application is submitted which will be credited toward the total fee at closing. If you are applying for multiple types of assistance only one fee of \$2,000 is due.*

- Tax Exempt Industrial Revenue Bonds – Complete Appendix A & B
- Payment in Lieu of Taxes (PILOT) – Complete Appendix B
- Mortgage Recording Tax Exemption – Complete Appendix B
- Sales and Use Tax Exemption – Complete Appendix B

### Applicant/Company Information

Applicant Name: _____	Federal ID#: _____
Address: _____	Contact Name: _____
_____	Contact Title: _____
City/State/Zip: _____	Contact Email: _____
Telephone: _____	Cell: _____
Alternate Phone: _____	Fax: _____

Will the proposed project be located within the municipality of the applicant's current operations?  Yes  No  N/A

#### FORM OF ENTITY:

- Privately Held Corporation
- Public Corporation (Listed as \_\_\_\_\_ on \_\_\_\_\_ Exchange)
- Limited Liability Company
- Partnership:  General  Limited      Number of Partners: \_\_\_\_\_ General \_\_\_\_\_ Limited
- Other: \_\_\_\_\_

For assistance please contact St. Lawrence County Industrial Development Agency at (315) 379-9806/TDD Number: 711

If the entity is a Corporation, Limited Liability Company or Partnership:

Date Established: \_\_\_\_\_ Place of Organization: \_\_\_\_\_ SIC Code: \_\_\_\_\_

If the entity is currently located outside New York State, is it authorized to do business in New York State?  Yes  No  
 N/A

Principal Officers:

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____

Principal Owners with 10% or more in equity holdings with a percentage ownership:

Name	Percentage
_____	_____
_____	_____
_____	_____
_____	_____

Is the Company, or are the owners of the Company, involved in any lawsuits which could have a financial impact on the Company?  Yes  No

Has the Company, or any of its owners, ever been involved in bankruptcy?  Yes  No

Are the owners of the Company citizens of the United States?  Yes  No

Has the Applicant (or any related company) been involved in any prior financing, whether by this Agency, or by a financial institution, in the county in which this project is located?  Yes  No

If yes, please explain:

Bank References:

Major Trade References:

_____	_____
_____	_____
_____	_____

Legal Counsel: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_

Are there any concerns that may be regarded as parent companies, subsidiaries, or affiliates of the Company, including concerns in which the Company or any of its principals holds an interest greater than 5%?  Yes  No

If yes, please provide a list of names and addresses of all concerns. Attach additional pages as needed.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Nature of Relationship: \_\_\_\_\_ % Ownership

**Business History**

Provide a brief history of the Company including changes in ownership operations, overview of operating performance, location and size of current operations, products and/or services, major accounts, principal competitors, and major events affecting sales and/or expenses:

**Site Information**

Project Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Town: \_\_\_\_\_  
 Village/City: \_\_\_\_\_  
 School District: \_\_\_\_\_  
 Tax Map Parcel: \_\_\_\_\_

Note utilities currently on site:  
 Municipal Water       Municipal Sewer  
 Electric                       Telecom  
 Gas  
 Other:  
 Other:

Who is the current legal owner of the proposed site?	
What is the size of the existing facility and site, if applicable?	
What is the size of the proposed facility and site?	
What is the current zoning of the project site?	
Does the project require local planning or permitting approvals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain:	
Will the project meet zoning regulations after completion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, explain what zoning changes will be needed:	
Identify any Federal, State or local regulatory agencies or boards that will need to approve your project, or will oversee your operations:	
Will a site plan application need to be filed? If yes, please include a copy, if prepared.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company completed the required SEQR application?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If yes, what is the date of the application?	

**Project Description**

**Description of the project:** (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> New construction                                     | <input type="checkbox"/> Purchase of new machinery and equipment |
| <input type="checkbox"/> Addition to an existing facility                     | <input type="checkbox"/> Refinancing of an existing project      |
| <input type="checkbox"/> Renovation and modernization of an existing facility | <input type="checkbox"/> Other:                                  |
| <input type="checkbox"/> Acquisition of an existing facility                  | <input type="checkbox"/> Other:                                  |

**Project Type for all end users at project site:** (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Industrial                          | <input type="checkbox"/> Facility For Aging              |
| <input type="checkbox"/> Back Office                         | <input type="checkbox"/> Multi-Tenant                    |
| <input type="checkbox"/> Retail                              | <input type="checkbox"/> Equipment Purchase              |
| <input type="checkbox"/> Acquisition of an existing facility | <input type="checkbox"/> Civic Facility (not for profit) |
| <input type="checkbox"/> Mixed Use                           | <input type="checkbox"/> Commercial                      |
| <input type="checkbox"/> Housing                             | <input type="checkbox"/> Other:                          |

What is the proposed commencement date of construction or acquisition of the project?

What is the timetable for the project including when the project will be in full use?

Provide a brief description of the Project. Please identify specific uses and activities occurring within the project location. List proposed products to be manufactured and/or services to be rendered and the markets for those goods and services. Include impact on Company in terms of its operations, profitability, marketing, and other significant operating financial factors. Attach additional pages as needed.



Does the Applicant intend to lease or sublease more than 10% (by area or fair market value) of the Project?

Yes  No

Does the Project include facilities or property that is primarily used in making retail sales of goods or services to customers who personally visit such facilities?  Yes (*complete shaded box below*)  No

If the answer to the previous question is yes, what percentage of the cost of the Project will be expended on such facilities or property primarily used in making retail sales of goods or services to customers who personally visit the Project? \_\_\_\_\_

If more than 33.33%, indicate whether any of the following apply to the Project:

Will the Project be operated by a not-for-profit corporation?  Yes  No

Is the Project likely to attract a significant number of visitors from outside the economic development region in which the Project will be located?  Yes  No

If yes, please explain: \_\_\_\_\_

Would the Project occupant, but for the contemplated financial assistance from the Agency, locate the Project and related jobs outside of New York State?  Yes  No

Is the predominant purpose of the Project to make available goods or services which would not, but for the Project, be reasonably accessible to the residents of the City, Town or Village within which the Project will be located because of a lack of reasonably accessible retail trade facilities offering such goods or services?  Yes  No

If yes, please explain: \_\_\_\_\_

Is the proposed project a Franchise?  Yes  No

*If Yes, please provide a Franchise Agreement.*

Will the Project be located in a census tract or block numbering area (or census tract or block number area contiguous thereto) which, according to the most recent census data, has 1) a poverty rate of at least 20% for the year in which the data relates, or at least 20% of household receiving public assistance, and 2) an unemployment rate of at least 1.25 times the statewide unemployment rate for the year in which the data relates?  Yes  No

If yes, please explain: \_\_\_\_\_

Does the applicant have other facilities or related companies located in New York State, outside of the jurisdiction in which the project will take place?  Yes  No

If yes, will this other facility or company be closed or have operations reduced as a result of this proposed project?

Yes  No

If yes, please explain: \_\_\_\_\_

Are there any current occupants of this proposed site that will have their operations affected (including reduced or discontinued) as a result of this proposed project?  Yes  No

If yes, please explain: \_\_\_\_\_

If the answer to either of the previous two questions is yes, indicate whether any of the following apply to the Project:

Is the Project reasonably necessary to preserve the competitive position of the Company or such Project Occupant in its industry?  Yes  No

If yes, please explain: \_\_\_\_\_

Is the Project reasonably necessary to discourage the Company or such Project Occupant from removing such other plant or facility to a location outside the State of New York?  Yes  No  
 If yes, please explain: \_\_\_\_\_

Has the applicant actively sought sites and/or facilities in another state?  Yes  No  
 If yes, please explain: \_\_\_\_\_

Does the project involve pollution control or processing primarily for solid waste disposal?  Yes  No  
 If yes, please describe the type of pollution to be abated, existing methods of abatement, or the proposed method of abatement, construction and equipment to be financed: \_\_\_\_\_

Is there a likelihood that the Project would not be undertaken but for the financial assistance provided by the Agency?  
 Yes  No

If the Project could be undertaken without financial assistance provided by the agency, then provide a statement below indicating why the Project should be undertaken by the Agency: \_\_\_\_\_

**ADDITIONAL REQUIREMENTS:** Include the following items as attachments as necessary.

<b>COMPANY INFORMATION: (Prior to Closing)</b>		
<input type="checkbox"/>	<input type="checkbox"/> N/A	Entity formation documents as appropriate (DBA Certificate, Articles of Incorporation, Bylaws, Certificate of Formation, Operating Agreement, Partnership Agreement)
<input type="checkbox"/>	<input type="checkbox"/> N/A	Copy of Environmental Assessment Forms (Agency will provide assistance as needed)
<b>FINANCIAL INFORMATION:</b>		
<input type="checkbox"/>	<input type="checkbox"/> N/A	Company profit and loss statements, balance sheets, and capital statements for the last 2 years. If the business is a sole proprietorship, provide copies of the IRS 1040 and Schedule C. If accountant prepared financial statements are available, they should also be provided.
<input type="checkbox"/>	<input type="checkbox"/> N/A	Company Annual Reports (form 10-k) for the two most recent fiscal years
<input type="checkbox"/>	<input type="checkbox"/> N/A	Quarterly reports and current reports since most recent Annual Report, if any

**Project Costs, Sources and Uses of Funding**

Estimate the costs necessary for the construction, acquisition, rehabilitation, improvements and equipping of the project.

**Project Costs:**

Item/Use of Funds	Amount		
Land Acquisition			Acres
Building Purchase			Square Feet
Construction or Renovation (Materials)			
Construction or Renovation (Labor)			
Site Work			
Machinery & Equipment			
Furniture & Fixtures			
Working Capital/Inventory			
Other:			
<b>Subtotal Project</b>	<b>\$</b>		
Legal Fees (Other than Company's Attorney)			
Agency's Fee (1% of Bond or Benefited Project Amount)			
<b>Subtotal Project</b>	<b>\$</b>		

**Sources of Funding:**

Source	Amount	Rate	Term	Percentage
Company Equity		N/A	N/A	N/A
Bank Loan				
SLCIDA-LDC Loan				
Other:				
Other:				
Other:				
Other:				
<b>Total</b>	<b>\$</b>	<b>%</b>		<b>100%</b>

Please provide a list of all New York State incentives that have been approved, or are pending approval, as part of this project (example: Grants, Tax Credits, etc...)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please identify participating lenders:

Lender: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Lender: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

For assistance please contact St. Lawrence County Industrial Development Agency at (315) 379-9806/TDD Number: 711

**Job Creation**

Please complete the following chart for the permanent jobs created by the Project. Enter data as follows:

For purposes of this application, we are providing the following guidelines to help you calculate employment levels:

- Full Time: Any permanent employee who works 30 or more hours each week, and does so on a regularly-scheduled basis.
- Part Time Temporary/Seasonal: Any employee who works fewer than 30 hours each week, and does so on an occasional, temporary or as-needed basis.

- A:** Insert the number of full time and part time jobs that currently exist within your company at the time of application.  
**B:** Indicate the average annual wage for each job type listed in A (full time, part time, or other).  
**C:** Indicate the average annual Benefit for each job type listed in A (full time, part time, or other).  
**D:** Insert the number of jobs to be created during year 1 of the project for each job type (full time, part time, or other).  
**E:** Insert the number of jobs to be created during year 2 of the project for each job type (full time, part time, or other).  
**F:** Insert the number of jobs to be created during year 3 of the project for each job type (full time, part time, or other).  
**G:** The total number of jobs to be created for each job type (full time, part time, or other) will automatically calculate.

	(A)	(B)	(C)	(D)	(E)	(F)	(G)
Jobs	Current Jobs	Average Annual Wage	Average Annual Benefit Cost	Number of Jobs Created Year 1	Number of Jobs Created Year 2	Number of Jobs Created Year 3	Total New Jobs Created
<b>Full Time</b>							
Management		\$	\$				
Professional		\$	\$				
Administrative		\$	\$				
Production		\$	\$				
Independent Contractor		\$	\$				
Other:		\$	\$				
<b>Total</b>		\$	\$				
<b>Part Time</b>							
Management		\$	\$				
Professional		\$	\$				
Administrative		\$	\$				
Production		\$	\$				
Independent Contractor		\$	\$				
Other:		\$	\$				
<b>Total</b>		\$	\$				

If you classified any of the above jobs as "Other", please clarify job type, benefits offered, etc.: \_\_\_\_\_

Of the new jobs to be created, how many of those vacancies do you expect to fill with St. Lawrence County residents? \_\_\_\_\_

Please list any benefits currently provided to your full/part time employees (e.g. medical, dental, vision or life insurance; retirement program; etc.) \_\_\_\_\_

Indicate the number of construction jobs that will be created as a direct result of this project: \_\_\_\_\_

## ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY

**RECAPTURE POLICY**

APPROVED JUNE 29, 2016

**Policy:**

It is the policy of the St. Lawrence County Industrial Development Agency (the "SLCIDA") to ensure responsible provision of public benefits to companies for job creation/retention projects. In furtherance of this, SLCIDA wishes to set forth criteria which will assist the SLCIDA in evaluating project performance and determine the appropriateness of recapturing, limiting or terminating a contract with a recipient of IDA benefits.

**Applicability:**

This policy shall apply to all projects which the SLCIDA has authorized.

**Procedure:**

All SLCIDA project applicants are required to submit, on a quarterly basis, a copy of the form NYS-45. The NYS-45 will act as a general indicator of the status of the project's employment performance.

All SLCIDA project applicants are required to submit, on an annual basis and no more than 45 days after the end of the calendar year, a "St. Lawrence County IDA Project Report" documenting the position of the project at the end of the calendar year. The report shall include such information as: jobs projected to be created/retained; estimated salary of jobs to be created/retained; current number of Full Time and Part Time and/or Seasonal) jobs; number of construction jobs created through the year; exemptions from taxes and Payment in Lieu of Tax made; and status of bond financing related to the project.

SLCIDA will utilize both of the aforementioned reports, in addition to information compiled throughout the project (site visits; follow-ups; phone/email and general correspondence) to gauge the status of the project in relation to the original commitment of the company as stated in the project application. The project will undergo further review should significant deficiencies be found in any area. SLCIDA will request from project applicants justification for deficiencies/shortfalls, and will compare justifications against industry standards, current market conditions and current economic conditions. Said information will be used by SLCIDA to determine whether the project applicant/project operator did all that it could to meet the obligations outlined in the application and project agreements.

SLCIDA, in its sole discretion and on a case-by-case basis, may determine with respect to a particular project to require the project applicant to agree to the recapture by SLCIDA of the value of any or all exemptions from taxation granted with respect to the project by virtue of the SLCIDA's involvement. Events that SLCIDA may determine will trigger recapture may include, but shall not be limited to, the following:

1. sale or closure of a facility;
2. significant reduction in employment levels;
3. significant change in use of facility;
4. significant change in business activities or project applicant or operator, including a shift of production activity or relocation of operations to a facility outside of SLCIDA's jurisdiction;
5. material non-compliance with or breach of terms of the SLCIDA transaction documents, or of zoning or land use laws or regulations or federal, state, or local environmental laws or regulations;
6. failure to respond to SLCIDA inquiries and/or requests regarding non-compliance with provision of quarterly and/or annual follow-up reporting documents; or
7. failure to respond to SLCIDA inquiries and/or requests concerning any information regarding the project or the project applicant or any project operator.

Upon the occurrence of any of the event triggers listed above, the SLCIDA will send written notice to the project applicant, demanding provision of, or requesting an explanation for failure to provide, information requested by SLCIDA.

Should SLCIDA find that (a) significant deficiencies in the achievement of the economic benefits promised as described in the application and the project agreements have occurred and (2) there appears to be no justification satisfactory to the SLCIDA to explain the deficiencies, the SLCIDA may determine to undertake any enforcement action available to the SLCIDA under the SLCIDA's agreements to seek redress for the deficiencies.

Enforcement action taken by SLCIDA may include, but shall not be limited to:

1. Requesting cure of the deficiency by a final notice letter.
2. Forwarding an event of default notice as described in the project agreements.
3. Notifying the appropriate New York State agencies of the project operator's failure to comply.
4. Terminating any or all of the project agreements.
5. Reducing the value of financial assistance moving forward.
6. Terminating any future financial assistance.
7. Requiring that the value of the all of the financial assistance utilized to date to be repaid in full or in part, with interest.

*All recaptured amounts of Financial Assistance shall be redistributed to the appropriate affected taxing jurisdictions, unless agreed to otherwise by such affected taxing jurisdictions.*

## APPENDIX A – Bond Financing

Please complete this section if you are applying for Bond Financing.

Bond Counsel:

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Bond Counsel Contact: \_\_\_\_\_

Bond Counsel Contact Email: \_\_\_\_\_

If the Company is asking the Agency to issue its qualified small issue private activity bonds (colloquially known as “small issue IDBs”), what is the dollar value of “capital expenditures” (as determined in accordance with the provisions of the Internal Revenue Code) that the Company or any related company or person, has expended/will expend within this County?

Over the last three years ..... \_\_\_\_\_

During the present year (20 ) ..... \_\_\_\_\_

First year after project completion ..... \_\_\_\_\_

Second year after project completion ..... \_\_\_\_\_

Third year after project completion ..... \_\_\_\_\_

Has the company made any arrangements for the marketing or purchasing of the bonds?  Yes  No

If yes, please provide information:

What is your total estimated interest expense (assuming taxable interest)? \_\_\_\_\_

What is your total estimated interest expense (assuming tax exempt interest rate)? \_\_\_\_\_

## APPENDIX B

Please complete this section if you are applying for any of the following:  
 Lease Transaction, Bond Financing ▪ Payment in Lieu of Taxes  
 Mortgage Recording Tax Exemption ▪ or ▪ Sales and Use Tax Exemption.

**MORTGAGE RECORDING TAX EXEMPTION BENEFIT:** Amount of mortgage that would be subject to mortgage recording tax:

Mortgage Amount (Include sum total of construction/permanent/bridge financing):\$ \_\_\_\_\_

Estimated Mortgage Recording Tax Exemption benefit  
 (product of mortgage amount as indicated above multiplied by .0075%): \$ \_\_\_\_\_

**SALES AND USE TAX:** Gross amount of costs for goods and services that are subject to the 8% State and Local Sales and Use Tax in St. Lawrence County – said amount to benefit from the Agency’s Sales and Use Tax exemption benefit.

**ESTIMATED COSTS ELIGIBLE FOR SALES TAX EXEMPTION BENEFIT:**

Construction/Renovation: Materials	
Site Work	
Non-Manufacturing Equipment	
Furniture & Fixtures	
Machinery & Equipment	
Construction/Renovation: Labor	
Other:	
Other:	
<b>Total</b>	<b>\$</b>

Estimated State and Local Sales and Use Tax Benefit (product of .08 multiplied by the total figure above): **\$** \_\_\_\_\_

**INFORMATION FOR ESTIMATED REAL PROPERTY TAX EXEMPTION BENEFIT:**

What is the pre-project assessment of the property? \_\_\_\_\_  
 What is the estimated post-project assessment? \_\_\_\_\_  
 What is the property tax ID# \_\_\_\_\_

**ESTIMATED OTHER BENEFITS:**

**Sales Tax Revenue**

If the project will result in the manufacturing or selling of a new product, estimate the amount of annual sales taxes that will be generated on retail sales of the new product. Otherwise, enter “N/A” \_\_\_\_\_

If the project will result in increased production or sales of an existing product, estimate the amount of annual sales tax that will be generated on the retail sales of the increased production. Otherwise, enter “N/A”. \_\_\_\_\_

**Real Property Taxes**

Estimate the amount of annual real property taxes that will be payable on the Project (at the end of the PILOT Agreement, if any). Otherwise, enter “N/A”. \_\_\_\_\_

**REAL PROPERTY TAX BENEFIT:** Identify and describe if the Project will utilize a real property tax exemption benefit OTHER THAN the Agency’s PILOT benefit: \_\_\_\_\_

IDA PILOT Benefit: Agency staff will indicate the amount of PILOT Benefit based on estimated Project Costs as contained herein and anticipated tax rates and assessed valuation, including the annual PILOT Benefit abatement amount for each year of the PILOT benefit year and the sum total of PILOT Benefit abatement amount for the term of the PILOT depicted on **Cost/Benefit Analysis** attached.

What other benefits will the Project bring to the community and region?

- This project will result in the building of a new plant or the expansion of an existing facility.
- This project will result in the reoccupation of a formerly-vacant building.
- This project directly contributes to “green” or “environmentally friendly” technology.
- This project will result in bringing new inventions, licenses or products to market.

This project will result in expansion of infrastructure capacity.

Other: \_\_\_\_\_

### REPRESENTATIONS BY THE APPLICANT:

The Applicant understands and agrees with the Agency as follows:

- A. Job Listings. In accordance with Section 858-b(2) of the New York General Municipal Law, the Applicant understands and agrees that, if the project receives any financial assistance from the Agency, except as otherwise provided by collective bargaining agreement, new employment opportunities created as a result of the project will be listed with the NYS Department of Labor, Department of Employment Services and with the administrative entity of the local workforce investment area created by the Federal Workforce Investment and Opportunity Act (WIOA) in which the project is located.
- B. First Consideration for Employment. In accordance with Section 858-b(2) of the New York General Municipal Law, the Applicant understands and agrees that, if the project receives any financial assistance from the Agency, except as otherwise provided by collective bargaining agreement, where practicable, the Applicant will first consider persons eligible to participate in WIOA programs who shall be referred by those WIA entities for new employment opportunities created as a result of said project.
- C. Annual Sales Tax Filings. In accordance with Section 874(8) of New York General Municipal Law, the Applicant understands and agrees that, if the project receives any financial assistance from the Agency, in accordance with Section 874(8) of the General Municipal Law, the Applicant agrees to file, or cause to be filed with the New York State Department of Taxation and Finance, the annual form prescribed by the Department of Taxation and Finance describing the value of all sales tax exemptions claimed by the Applicant and all consultants or subcontractors retained by the Applicant, and to provide a copy of such filing to the Agency.
- D. Quarterly Employment Reports. The Applicant understands and agrees that, if the project receives any financial assistance from the Agency, the Applicant agrees to file, or cause to be filed with the Agency on a quarterly basis, reports regarding the number of people employed at the project site.
- E. Absence of Conflicts of Interest. The Applicant has received from the Agency a list of all members, officers and employees of the Agency. No member, officer or employer of the Agency has an interest, whether direct or indirect, in any transaction contemplated by this application, except as hereinafter described:
- F. Hold Harmless. The Applicant hereby releases the Agency and its members, directors, officers, servants, agents and employees thereof from, agrees that the Agency shall not be liable for and agrees to indemnify, defend and hold the Agency harmless from and against any and all liability arising from or expense incurred by (a) the Agency's examination and processing of, and action pursuant to or upon, the attached Application, regardless of whether or not the Application or the Project described therein or the tax exemptions and other assistance requested therein are favorably acted upon by the Agency, (B) the Agency's acquisition, construction and/or installation of the Project described therein and (C) any further action taken by the Agency with respect to the Project, including without limitation the generality of the foregoing, all causes of action and attorneys' fees and any other expenses incurred in defending any suits or actions which may arise as a result of any of the foregoing.
- G. Recapture. The Applicant understands and agrees that the Agency can impose on the Company penalties or sanctions for projects that do not meet performance standards or project goals as outlined on the Agency's Recapture Policy on Page 9 of this Application. Said penalties/sanctions may include the return by the Company of all or part of the benefits received.
- H. Affirmation. The Applicant understands and agrees that the provisions of Section 862(1) of the New York State General Municipal Law, as provided below, will not be violated if Financial Assistance is provided for the proposed project:

862. Restrictions on funds of the agency. (1) No funds of the agency shall be used in respect of any project if the completion thereof would result in the removal of an industrial or manufacturing plant of the project occupant from one area of the state to another area of the state or in the abandonment of one or more plants or facilities of the project occupant located within the state, provided, however, that neither restriction shall apply if the agency shall determine on the basis of the application before it that the project is reasonably necessary to discourage the project occupant from removing such other plant or facility to a location outside the state or is reasonably necessary to preserve the competitive position of the project occupant in its respective industry.

The Applicant confirms and acknowledges that the owner, occupant, or operator receiving Financial Assistance for the proposed Project is in substantial compliance with applicable local, state and federal tax worker protection and environmental laws, rules and regulations.



The Applicant confirms and acknowledges that the submission of any knowingly false or knowingly misleading information may lead to the immediate termination of any Financial Assistance and the reimbursement of an amount equal to all or part of any tax exemption claimed by reason of the Agency's involvement with the Project.

The Applicant confirms and hereby acknowledges that as of the date of this Application, the Applicant is in substantial compliance with all provisions of Article 18-A of the New York General Municipal Law, including, but not limited to, the provision of Section 859-a and Section 862(1) of the New York General Municipal Law.

The grounds of deponent's belief relative to all matters in the said application which are not stated upon his own personal knowledge, are investigations which deponent has caused to be made concerning the subject matter of this application as well as the information acquired by deponent in the course of his duties as an officer of and from the books and papers of said corporation.

As an officer of said Corporation (hereinafter referred to as the "applicant") deponent acknowledges and agrees that the applicant shall be and is responsible for all costs incurred by the St. Lawrence County Industrial Development Agency (hereinafter referred to as the "Agency") acting on behalf of the attached whether or not the application, the project it describes, the attendant negotiations and ultimately the necessary issue of bonds are ever carried to a successful conclusion. If, for any reason whatsoever, the applicant fails to conclude or consummate necessary negotiations or fails to act within a reasonable or specified period of time to take reasonable, proper, or requested action or withdraws, abandons, cancels, or neglects the application or if the Agency or Applicant are unable to find buyers willing to purchase the total bond issue required, then upon presentation of invoice, Applicant shall pay to the Agency, its agents, or assigns all actual costs involved in conduct of the application, up to that date and time, including but not necessarily limited to fees of bond counsel for the Agency and fees of general counsel for the Agency. Upon successful conclusion and sale of the required bond issue, the Applicant shall pay to the Agency an administrative fee set by the Agency and not to exceed an amount equal to **1% of the total project cost benefited by the Agency's assistance**. The cost incurred by the Agency and paid by the applicant, including bond counsel and Agency general counsel fees, and the administrative fee, may be considered as a cost of the project and included as part of the resultant bond issue. The \$2,000.00 application fee shall be credited toward this amount.

**CERTIFICATION:**

STATE OF NEW YORK )

COUNTY OF ) ss.:

\_\_\_\_\_, being first duly sworn, deposes and says:

1. That I am the \_\_\_\_\_ (Corporate Officer Title) of \_\_\_\_\_ (Officer of Company Submitting Application) and that I am duly authorized on behalf of the Applicant to bind the Applicant.
2. That I have read the attached Application, I know the contents thereof, and that to the best of my knowledge and belief, this Application and the contents of this Application are true, accurate and complete.

\_\_\_\_\_  
(Signature of Officer)

Subscribed and affirmed to  
me under penalties of perjury

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Notary Public)

**PROJECT AGREEMENT**

THIS PROJECT AGREEMENT (hereinafter, the “Agreement”), made as of October 4, 2018, by and between the **ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY**, a New York public benefit corporation, with offices at 19 Commerce Lane, Suite 1, Canton, New York 13617 (the “SLCIDA”), and \_\_\_\_\_, a New York Corporation, with offices at \_\_\_\_\_ (the “Company”).

**WITNESSETH:**

**WHEREAS**, the SLCIDA was created by Chapter 132 of the Laws of 1971 of the State of New York (the “State”), as amended, codified as Section 914 of the General Municipal Law of the State (“GML”), pursuant to Title 1 of Article 18-A of the GML, as amended (collectively, the “Act”); and

**WHEREAS**, the Company has submitted an application (the “Application”) to the SLCIDA requesting the SLCIDA’s assistance with respect to a certain project (the “Project”), and

**WHEREAS**, by Resolution, adopted on \_\_\_\_\_ (the “Resolution”), the SLCIDA has conferred on the Company in connection with the Project certain benefits, exemptions and other financial assistance (collectively, as applicable, based upon the Resolution, which may include a sales and use tax exemption benefit, mortgage recording tax benefit, and partial abatement from real property taxes benefit, are hereinafter collectively referred to as the “Financial Assistance”); and

**WHEREAS**, the SLCIDA requires, as a condition and as an inducement for it to enter into the transactions contemplated by the Resolution and as more particularly described in the project documents (collectively, as applicable, the Company Lease Agreement, the Leaseback Agreement and PILOT Agreement, the Agency Compliance Agreement and related documents (collectively, the “Project Documents”)) that the Company provide assurances with respect to the terms and conditions herein set forth; and

**WHEREAS**, this Agreement sets forth the terms and conditions under which Financial Assistance shall be provided to the Company; and

**WHEREAS**, no Financial Assistance shall be provided to the Company prior to the effective date of this Agreement.

**NOW THEREFORE**, in consideration of the covenants herein contained and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, it is mutually agreed by the parties hereof as follows:

**ARTICLE I – REPRESENTATIONS AND WARRANTIES**

Section 1.1 Agency. The SLCIDA does hereby restate and incorporate herein by reference its representations, warranties and covenants contained in the Project Documents as if the same were fully set forth herein.

Section 1.2 Company. The Company does hereby restate and incorporate herein by reference its representations, warranties and covenants contained in the Project Documents as if the same were fully set forth herein.

ARTICLE II – FINANCIAL ASSISTANCE COVENANTS

Section 2.1 Financial Assistance. The Resolution approved by the SLCIDA authorized the Financial Assistance to the Company and determined employment retention and/or creation minimum levels based, in part, on the Company-certified information regarding employment and general operations of the Company that the Company provided in the Application. In reliance on the certifications provided by the Company in the Application, the SLCIDA agrees to provide the Company with the following Financial Assistance related to the Project:

(1) Sales and Use Tax Exemptions:	
(2) Mortgage Recording Tax Exemption:	
(3) Real Property Tax Exemption:	

Section 2.2 Purpose of Project. It is understood and agreed by the parties hereto that the purpose of the SLCIDA’s provision of Financial Assistance with respect to the Project is to, and that the SLCIDA is entering into the Project Documents in order to, promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of the Project facility to advance job opportunities, health, general prosperity and economic welfare of the people of St. Lawrence County and to otherwise accomplish the public purpose of the Act.

Section 2.3 Application. The Company represents and warrants that the information contained within the Application regarding (a) the number of full time equivalent job (“FTE’s) by category, to be retained and created as a result of the Financial Assistance authorized in the PROJECT AUTHORIZING RESOLUTION and (b) the salary and fringe benefit averages and/or ranges for the categories of FTE’s to be retained and created is accurate.

Section 2.4 Certification and Documentation. The Company shall provide to the SLCIDA the following certified statements and documentations:

- (a) on an annual basis (i) enumerating the FTEs retained and created as a result of the Financial Assistance, by category, including full time equivalent independent contractors or employees of independent contractors that work at the Project location, and (ii) indicating that the salary and fringe benefit averages or ranges for categories of jobs retained and created that was provided in the Application or Financial Assistance is still accurate and if it is not still accurate, providing a revised list of salary and fringe benefit averages or ranges for categories of jobs retained and jobs created. **Exhibit A** contains the form of annual certification as so required as discussed above as well as additional Project assessment information that the SLCIDA requires, on an annual basis no later than January 31 of each year, to be submitted to the SLCIDA by the Company; and
- (b) on a quarterly basis, a form NYS-45 as of the last payroll for each fiscal quarter, and, for all contract employees, a report containing the number of contract employees delivered at the same time as the form NYS-45.

Section 2.5 Recapture Agreement. The parties hereto understand and agree that **Exhibit B** to this Agreement contains a copy of the Recapture Agreement entered into, by and between the Company and the SLCIDA, which provides for the suspension or discontinuance of Financial Assistance, or for the modification of the PILOT Agreement, if any, to require increased payments, in accordance with policies developed by the SLCIDA. Additionally, the Recapture Agreement provides for the return of all or part of the Financial Assistance provided for the Project, including all or part of the amount of any tax exemptions,

which shall be redistributed to the appropriate affected tax jurisdiction, as provided for in policies developed by the SLCIDA, unless agreed to otherwise by any local taxing jurisdiction or jurisdictions.

Section 2.6 PILOT Agreement. If applicable, the parties hereto understand and agree that **Exhibit C** o this Agreement contains a copy of the PILOT Agreement entered into by and between the Company and the Agency.

Section 2.7 Employment Listing. To list new employment opportunities created as a result of the Project with the following entities (hereinafter, the “OET Entities”): (1) the New York State Department of Labor Community Services Division and (2) the St. Lawrence County One Stop Career Center, the administrative entity of the service delivery area created by the Federal Job Training Partnership Act (P.L. No. 97-300) in which the Project is located (while currently cited in Section 858-b of the Act, the Federal Job Training Partnership Act was repealed effective June 1, 2000, and has been supplanted by the Workforce Innovation and Opportunity Act of 2014 (P.L. No. 105-220)).

Section 2.8 Employment Consideration. Except as otherwise provided by collective bargaining agreement, the Company agrees, where practicable, to first consider for such new employment opportunities persons eligible to participate in federal job training partnership programs who shall be referred by the OET Entities.

Section 2.9 Contingent Nature. Notwithstanding the provisions of Section of this Agreement, the SLCIDA and the Company agree that the amount of Financial Assistance to be received by the Company with respect to the Project shall be contingent upon, and shall bear a direct relationship to, the success or lack of success of the Project in delivering the promised public benefits, as outlined in the Application.

Section 2.10 Compliance. Under penalty of perjury, the Company certifies that it is in substantial compliance with all local, state, and federal tax, worker protection and environmental laws, rules and regulations.

### ARTICLE III – MISCELLANEOUS

Section 3.1 Term. This Agreement shall become effective and the obligations of the Company shall arise absolutely and unconditionally upon the execution and delivery of this Agreement by the Company and the SLCIDA. Unless otherwise provided by amendment hereof, this Agreement shall continue to remain in effect until the termination or expiration of all Financial Assistance, as provided for in the Project Documents.

Section 3.2 Survival. All warranties, representations, and covenants made by the Company herein shall be deemed to have been relied upon by the SLCIDA and shall survive the delivery of this Agreement to the SLCIDA regardless of any investigation made by the SLCIDA.

Section 3.3 Notices. All notices, certificates and other communications under this Agreement shall be in writing and shall be deemed given when delivered pursuant to the terms of the Project Documents.

Section 3.4 Amendments. No amendment, change, modification, alteration or termination of this Agreement shall be made except in writing upon the written consent of the Company and the SLCIDA.

Section 3.4 Severability. The invalidity or unenforceability of any one or more phrases, sentences, clauses or sections in this Agreement or the application thereof shall not affect the validity or enforceability of the remaining portions of this Agreement or any part thereof.

Section 3.5 Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State, without regard or reference to its conflict of laws principles.

Section 3.6 Section Headings. The headings of the several Sections in this Agreement have been prepared for convenience of reference only and shall not control, affect the meaning of or be taken as an interpretation of any provision of this Agreement.

*[Signature Page to Project Agreement]*

IN WITNESS WHEREOF, the parties hereto have executed this Project Agreement as of the day and year first above written.

**ST. LAWRENCE COUNTY INDUSTRIAL  
DEVELOPMENT AGENCY**

\_\_\_\_\_  
Dated

By: \_\_\_\_\_  
Name: Patrick J. Kelly  
Title: Chief Executive Officer

**INSERT COMPANY NAME HERE**

\_\_\_\_\_  
Dated

By: \_\_\_\_\_  
Name: Insert name here  
Title: Insert title here

**EXHIBIT A**

FORM OF:

ANNUAL EMPLOYMENT AND SALARY AND FRINGE BENEFITS AND RELATED PROJECT  
INFORMATION CERTIFICATION LETTER

January \_\_, 2019

Re: New Project Verification

Dear:

The St. Lawrence County Industrial Development Agency (the “SLCIDA”) is currently providing assistance in connection with your project in St. Lawrence County.

The SLCIDA is required to file an annual report with the New York State Comptroller providing information on its activities, and the activities of projects that are assisted by the SLCIDA. In order for the SLCIDA to compile that report, it is necessary that we obtain information relating to assistance provided and benefits derived from all entities that receive such assistance. Failure by the SLCIDA to file the report information required by New York State could result in the SLCIDA losing its ability to provide future assistance or the entity suffering claw-back provisions and forfeiting benefits previously received. Therefore, it is important that this information be provided in an accurate and timely manner.

Attached please find a questionnaire to be completed and returned to the SLCIDA by \_\_\_\_\_. If you have any questions regarding the required information, please do not hesitate to call our office.

We appreciate your assistance in this matter. Please scan and email to [PKelly@slcida.com](mailto:PKelly@slcida.com) or Fax to 315-386-2573.

Very truly yours,

Patrick Kelly  
Chief Executive Officer  
St. Lawrence County Industrial Development Agency

**ANNUAL CERTIFIED STATEMENT AND REPORT**

<b>COMPANY NAME GOES HERE</b>
PROJECT NAME:
<b>PROJECT NAME GOES HERE</b>
COMPANY CONTACT INFORMATION:
<b>COMPANY MAIN CONTACT PERSON NAME GOES HERE</b>
<b>COMPANY MAIN CONTACT PERSON PHONE GOES HERE</b>
<i>Please correct any of the above-listed information.</i>

**Financing Information**

Has the St. Lawrence County Industrial Development Agency provided project financing assistance through issuance of a bond or note?

If financing assistance was provided, please provide the following:

	Yes	No	N/A
Original principal balance of bond or note issued:			
Outstanding principal balance of such bond or note, as of December 31, 20__			
Principal paid during 20__			
Outstanding principal balance of such bond or note, at December 31, 20__			
Interest Rate on bond or note as of December 31, 20__			
Final Maturity Date of the bond or note			
Is the Company a Not-For-Profit?			

**Sales Tax Abatement Information**

	Yes	No	N/A
Has the St. Lawrence County Industrial Development Agency provided project financing assistance through the conveyance of a Sales and Use Tax Exemption on your project during 20__?			
If yes, please provide the amount of sales tax savings received on your project during 20__.	\$		

**(A copy of the ST-340 sales tax report submitted to New York State for the reporting period is required to be attached with this report)**



**Mortgage Recording Tax Abatement Information**

Has the St. Lawrence County Industrial Development Agency provided project financing assistance through the conveyance of a Mortgage Recording Tax Abatement on your project during 20__?	Yes	No	N/A
If yes, please provide the amount of mortgage recording tax savings received on your project during 20__.	\$		

**(Mortgage Recording Tax Abatement Information should only be reported in the year that the mortgage was placed upon the project.)**

**Jobs Information**

Please complete the following chart for the permanent jobs created by the Project. Enter data as follows:

For purposes of this application, we are providing the following guidelines to help you calculate employment levels:

- Full Time: Any permanent employee who works 30 or more hours each week and does so on a regularly-scheduled basis.
- Part Time Temporary/Seasonal: Any employee who works fewer than 30 hours each week, and does so on an occasional, temporary or as-needed basis.

- A: Insert the number of full time and part time jobs that currently exist within your company at the time of application.  
 B: Indicate the average annual wage for each job type listed in A (full time, part time, or other).  
 C: Indicate the average annual Benefit for each job type listed in A (full time, part time, or other).

	(A)	(B)	(C)
Jobs	Current Jobs	Average Annual Wage	Average Annual Benefit Cost
<b>Full Time</b>			
Management		\$	\$
Professional		\$	\$
Administrative		\$	\$
Production		\$	\$
Independent Contractor		\$	\$
Other:		\$	\$
<b>Total</b>		\$	\$
<b>Part Time</b>			
Management		\$	\$
Professional		\$	\$
Administrative		\$	\$
Production		\$	\$
Independent Contractor		\$	\$
Other:		\$	\$
<b>Total</b>		\$	\$

**A copy of Form NYS-45 for the project location is required to be submitted with this report. If the Form NYS-45 is not available for the specific project location or the form does not accurately reflect the full-time equivalent jobs created, then an internal report verifying the total jobs by employment category as outlined above at the location is required with this submission.**

**Salary and Fringe Benefits**

---

Are the salary and fringe benefit averages or ranges for categories of jobs retained and jobs created described in the Application still complete, true, and accurate:            Yes            No

If not, please provide the revised amounts using the table below:

	Professional or Managerial	Skilled	Semi-Skilled	Unskilled
Estimated Salary and Fringe Benefit Averages or Ranges				
Estimated Number of Employees Residing in St. Lawrence County				

Number of FTE construction jobs during reporting year: \_\_\_\_\_

**20\_\_ Capital Investment**

---

Real Estate	
Construction	
Machinery and Equipment	
Other Taxable Expenses	
Other Non-Taxable Expenses	
<b>Total Capital Investment</b>	

**Officer's Certification**

---

I certify that to the best of my knowledge and belief all of the information with this form is correct. I also understand that failure to report completely and accurately may result in enforcement of provisions of the Project Agreement, including but not limited to voidance of the agreement and potential claw back of benefits.

Signed: \_\_\_\_\_  
 (Authorized Company Representative)

Date: \_\_\_\_\_

**EXHIBIT B**

Recapture Agreement

**EXHIBIT C**

PILOT Agreement  
N/A

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
(ST. LAWRENCE COUNTY, NEW YORK)

and

*INSERT COMPANY NAME*

---

AGENCY COMPLIANCE AGREEMENT / AGENT AGREEMENT  
for conveyance of sales and use tax exemption benefit.

---

**TERM OF CONVEYANCE OF AGENT STATUS:**  
\_\_/\_\_/20XX – \_\_/\_\_/20XX

ST. LAWRENCE COUNTY, NEW YORK

Company Name:	
Project Name:	
Project Number:	

**BENEFIT LIMITED TO \$\_\_\_\_,000**

**AGENCY COMPLIANCE AGREEMENT**

THIS AGENCY COMPLIANCE AGREEMENT, dated as of May 14, 2016 (the "Agreement"), is by and between the **ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY**, public benefit corporation of the State of New York, having its principal office at 19 Commerce Lane, Suite 1, Canton, New York 13617 (the "SLCIDA"), and INSERT COMPANY NAME, a privately-held corporation, organized under the laws of the State of Delaware, and having offices at INSERT ADDRESS, INSERT TOWN/VILLAGE, New York 13642 (the "Company").

WITNESSETH:

WHEREAS, the SLCIDA was created by Chapter 132 of the Laws of 1973 of the State of New York, as amended, pursuant to Title 1 of Article 18-A of the General Municipal Law of the State of New York, as amended (collectively, the "Act");

WHEREAS, the COMPANY has submitted an application (the "APPLICATION") to the SLCIDA requesting the SLCIDA's assistance with a certain project in the form of Sales and Use Tax Exemptions:

SLCIDA Project Number:	4001-16-__
Project Address:	ADDRESS INSERT TOWN/VILLAGE, New York 136__
Estimated value of goods and services to be exempt from New York State and local sales and use tax:	\$____0,000
Estimated value of New York State and local sales and use tax exemption provided:	<b>LIMITED TO \$__,000</b>

WHEREAS, pursuant to SLCIDA by Resolution #IDA-16-\_\_-\_\_, duly adopted by the SLCIDA on \_\_\_\_\_, 2016, the SLCIDA authorized the COMPANY to act as its agent for the purposes of undertaking a certain project, more fully described herein, subject to the COMPANY entering into this Agency Compliance Agreement:

The Project consists of: Exemption from sales and use tax on purchases and rentals of goods and services related to the Company's acquisition and installation, in and around its plant located at ADDRESS, INSERT TOWN/VILLAGE, New York (the "Land"), of a INSERT PROJECT DESCRIPTION (the "Equipment" and collectively with the "Land", the "Facility")

WHEREAS, said appointment includes the following as it relates to any proposed acquisition, construction, renovation, equipping and completion of any buildings, whether or not any materials or supplies described below are incorporated into or become an integral part of such Facility: (i) all purchases, leases, rentals and other uses of tools, machinery and equipment in connection with acquisition, construction, renovation and equipping of the Facility, and (ii) all purchases, rentals, uses or consumption of supplies, materials and services of every kind and description used in connection with acquisition, construction, renovation and equipping of the Facility, and (iii) all purchases, leases, rentals and uses of equipment, machinery, and other tangible personal property (including installation

costs with respect thereto), installed or placed in, upon or under such Facility, entering into contracts and doing all things requisite and proper for completing the Facility;

WHEREAS, the Company has agreed with the SLCIDA, on behalf of the SLCIDA and as the SLCIDA's agent, to limit its activities as agent for the SLCIDA under the authority of the appointing resolution to acts reasonably related to the construction, renovation and equipping of the Facility as set forth in the APPLICATION;

NOW, THEREFORE, the parties hereto hereby agree as follows:

#### ARTICLE I: REPRESENTATIONS AND COVENANTS OF THE COMPANY and SLCIDA

Section 1.1 Representations and Covenants of Company. Company makes the following representations and covenants as the basis for the undertakings on its part herein contained:

(a) The Company is a business entity duly authorized to do business in the State of New York, is in good standing under the laws of the State of New York, and has full legal right, power and authority to execute, deliver and perform this Agreement. This Agreement has been duly authorized, executed and delivered by Company.

(b) To the best of Company's knowledge, neither the execution and delivery of this Agreement nor the consummation of the transactions contemplated hereby nor the fulfillment of or compliance with the provisions hereof will conflict with or result in a breach of or constitute a default under any of the terms, conditions or provisions of any law or ordinance of the State or any political subdivision thereof, Company's organizational documents, as amended, or any restriction or any agreement or instrument to which Company is a party or by which it is bound.

(c) Any and all leasehold improvements undertaken by Company with respect to the Facility and the design, construction, equipping and operation of the Facility will conform with all applicable zoning, planning, building and environmental laws, ordinances, rules and regulations of governmental authorities having jurisdiction over the Facility. The Company shall defend, indemnify and hold the SLCIDA harmless from any liability or expenses, including reasonable attorneys' fees, resulting from any failure by Company to comply with the provisions of this subsection.

(d) This Agreement constitutes a legal, valid and binding obligation of Company enforceable against Company in accordance with its terms.

(e) The SLCIDA hereby appoints and the Company hereby agrees to act on behalf of the SLCIDA, as its Agent, under the terms of this Agreement, to construct and equip the Facility in accordance with the Plans and Specifications.

#### ARTICLE II: SPECIAL COVENANTS

Section 2.1 No Warranty of Condition or Suitability by SLCIDA. The SLCIDA makes no warranty, either express or implied, as to the condition, design, operation, merchantability or fitness of, or title to, the Facility or that it is or will be suitable for Company's purposes or needs.

Section 2.2 Hold Harmless Provisions.

(a) Company agrees that the SLCIDA, its directors, members, officers, agents (except agents of the Company) and employees shall not be liable for, and agrees to defend, indemnify, release and hold the SLCIDA, its directors, members, officers, agents (except agents of the Company) and employees harmless from and against, any and all (i) liability for loss or damage to Property or injury to or death of any and all Persons that may be occasioned by, directly or indirectly, any cause

whatsoever pertaining to the Facility or arising by reason of or in connection with the occupation or the use thereof or the presence of any Person or Property on, in or about the Facility or the Land, and (ii) liability arising from or expense incurred in connection with the SLCIDA's acquisition, construction, renovation, equipping and owning and leasing of the Facility, including, without limiting the generality of the foregoing, all claims arising from the breach by Company of any of its covenants contained herein, the exercise by Company of the authority conferred upon them pursuant to this Agreement and all causes of action and attorneys' fees (whether by reason of third party claims or by reason of the enforcement of any provision of this Agreement (including without limitation this Section) or any of the other documents delivered by the SLCIDA), and any other expenses incurred in defending any claims, suits or actions which may arise as a result of any of the foregoing, provided that any such losses, damages, liabilities or expenses of the SLCIDA are not incurred and do not result from the gross negligence or intentional or willful wrongdoing of the SLCIDA or any of its directors, members, agents (except the Company and Company) or employees. The foregoing indemnities shall apply notwithstanding the fault or negligence in part of the SLCIDA, or any of its members, directors, officers, agents or employees, and irrespective of the breach of a statutory obligation or the application of any rule of comparative or apportioned liability. The foregoing indemnities are limited only to the extent of any prohibitions imposed by law, and upon the application of any such prohibition by the final judgment or decision of a competent court of law, the remaining provisions of these indemnities shall remain in full force and effect.

(b) Notwithstanding any other provisions of this Agreement, the obligations of Company pursuant to this Section shall remain in full force and effect after the termination of this Agreement until the expiration of the period stated in the applicable statute of limitations during which a claim, cause of action or prosecution relating to the matters herein described may be brought, and the payment in full or the satisfaction of such claim, cause of action or prosecution relating to the matters herein described and the payment of all expenses and charges incurred by the SLCIDA, or its members, directors, officers, agents and employees, relating to the enforcement of the provisions herein specified.

(c) In the event of any claim against the SLCIDA or its members, directors, officers, agents or employees by any employee or contractor of Company or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the obligations of Company hereunder shall not be limited in any way by any limitation on the amount or type of damages, compensation, disability benefits or other employee benefit acts.

Section 2.3 Right to Inspect Facility. The SLCIDA and its duly authorized agents shall have the right at all reasonable times to inspect the Facility.

Section 2.4 Qualification in State. Company, throughout the term of this Agreement, shall continue to be duly authorized to do business in the State.

Section 2.5 Appointment of Project Operator and Agents.

(a) Company, effective of the date hereof and until the SLCIDA consents in writing to a termination of this Agreement, or maximum amount of sales and use tax exemption allowed under filed ST-60 has been reached, shall accept authority to purchase on behalf of SLCIDA all materials to be incorporated into and made an integral part of the Facility, and the following activities as they relate to any construction, erection and completion of any building(s), whether or not any materials, equipment or supplies described below are incorporated into or become an integral part of such buildings: (1) all purchases, leases, rentals and other uses of tools, machinery and equipment in connection with construction and equipping, (2) all purchases, rentals, uses of consumption of



supplies, materials, utilities and services of every kind and description used in connection with construction and equipping, and (3) all purchases, leases, rentals and uses of equipment, machinery and other tangible personal property (including installation costs), installed or placed in upon or under such building or facility, including all repairs and replacements of such property.

(b) The authority accepted by the Company on behalf of the SLCIDA as outlined in Section 2.5(a) is deemed also to be accepted by any other project operator or agent that the Company may duly appoint.

Section 2.6 Agreement to File Appointment of Project Operator Information (the ST-60). The effectiveness of an agency appointment by the SLCIDA is expressly conditioned upon the timely execution by the SLCIDA of New York State Department of Taxation and Finance “IDA Appointment of Project Operator or Agency for Sales Tax Purposes” (Form ST-60) for the SLCIDA’s Agent (the Company) and for each Agent as the Company chooses who provides materials, equipment, supplies or services (the “Authorized Agent(s)”). The ST-60 shall serve to evidence that the SLCIDA has appointed an Agent (the form of which to be completed by Company) and deliver said form to the SLCIDA. Company agrees that it will ensure that the Form ST-60 will be presented to the SLCIDA within twenty-one (21) days, to enable the SLCIDA to fully execute and deliver Form ST-60 to the State Department of Taxation and Finance within thirty (30) days of appointment. The ST-60 is not and cannot be used as an exemption document.

The Company acknowledges that the executed Form ST-60 is not and cannot serve as a sales or use tax exemption certificate or document. No copy of the executed Form ST-60 shall be tendered to any person required to collect sales tax as a basis to make such purchases exempt from tax. No such person required to collect sales or use taxes may accept the executed Form St-60 in lieu of collecting any tax required to be collected.

The Company acknowledges that the Civil and Criminal penalties for misuse by the Company of a copy of Form ST-60 as an exemption certificate or document or for failure to pay or collect tax shall be as provided in the Tax Law. In addition, the use by an Authorized Agent of such Form ST-60 as an exemption certificate or document shall be deemed to be, under Articles 28 and 37 of the Tax Law, the issuance of a false or fraudulent exemption certificate or document with the intent to evade tax.

Section 2.7. IDA Agent or Operator Exempt Purchase Certificate (the ST-123). The Company and its Authorized Agents (i.e. only those for whom forms ST-60 have been filed) shall utilize Form ST-123 “IDA Agent or Project Operator Exempt Purchase Certificate” to make purchases for the project exempt from state and local sales taxes as an agent of the SLCIDA. The Company and its Authorized Agents, by accepting this authority, understand and agree that misuse of the Form ST-123 may subject them to serious civil and criminal sanctions in addition to the payment of any tax and interest due. Contractors or subcontractors that are not agents of the SLCIDA shall utilize form ST-120.1, *Contractors Exempt Purchase Certificate*, when making project-related purchases that are exempt from sales tax under sections 111(a)(15) and 1115(a)(16) of the Tax Law.

Section 2.8 Agreement to File Annual Statements and Provide Information (including ST-340). On an annual basis beginning in the first year in which the financial assistance is conferred by the SLCIDA to the Company, through and until the end of the calendar year following the date of the termination of the project, the Company shall file with the New York State Department of Taxation and Finance an annual statement of the value of all sales and use tax exemptions claimed in connection with the Facility in compliance with Sections 874(8) and (9) of the New York State General Municipal Law (Form ST-340). Company shall deliver a copy of such annual statement to the SLCIDA at the time of filing with the Department of Taxation and Finance. Company further agrees to deliver and

certify or cause to be delivered and certified whenever requested by the SLCIDA such information concerning Company, its finances, its operations, its employment and its affairs necessary to enable the SLCIDA to make any report required by law, governmental regulation or any of the SLCIDA documents. Such information shall be delivered within thirty (30) days following written request from the SLCIDA.

Section 2.9 Agreement to Convey Project Status. Should the project require modification, either by extending the project beyond its original completion date, or by increasing or decreasing the amount of sales and use tax exemption benefits authorized for the project, the Company must provide the circumstances to the SLCIDA in writing within twenty-one (21) days of the change.

Section 2.10 Books of Record and Account; Financial Statements and Documents Retention.

(a) The Company, at all times, agrees to maintain proper accounts, records and books in which full and correct entries shall be made, in accordance with generally accepted accounting principles, of all transactions and events relating to the business and affairs of Company and any and all records relating to the sales and use tax exemptions claimed in connection with the Facility in compliance with this Agreement.

(b) The Company must retain for at least six (6) years from the date of expiration of its Contract copies of (i) this Agreement and (ii) all contracts, agreements, invoices, bill or purchases entered into or made by such Agent using Form ST-123 and to make all such records available to the SLCIDA upon reasonable notice. This provision shall survive the expiration or termination of this Agreement.

Section 2.11 Recovery Provisions. In compliance with General Municipal Law §875(3), the policies of the SLCIDA and the Resolution, the Company covenants and agrees that the SLCIDA shall recover, recapture, receive or otherwise obtain from the Company and to any other parties as the Company may designate, or other person or entity State Sales and Use Exemption benefits taken or purported to be taken by any such person to which the person is not entitled or which are in excess of the amounts authorized or which are for property or services not authorized or taken in cases where such agent or project operator, or other person or entity failed to comply with a material term or condition to use property or services in the manner required by the Company through this Agreement. The Company shall cooperate with the SLCIDA in its efforts to recover, recapture, receive or otherwise obtain such State Sales and Use Exemption benefits, and the Company shall promptly pay over any such amounts to the SLCIDA that SLCIDA demands in connection herewith. Failure to pay over such amounts to the SLCIDA shall be grounds for the New York State Commissioner of Taxation and Finance to assess and determine State Sales and Use taxes due as a result of this violation, together with any relevant penalties and interest due on such amounts. This provision shall survive the expiration or termination of this Agreement.

Section 2.12 Identification of Equipment. If any equipment is to or may become the Property of the SLCIDA pursuant to the provisions of this Agreement then such equipment shall be properly identified by Company by such appropriate records, including computerized records, as may be approved by the SLCIDA. All Equipment and other Property of whatever nature affixed or attached to the Land or used or to be used by Company in connection with the Facility shall be deemed presumptively to be owned by the SLCIDA, rather than Company, unless the same were utilized for purposes of construction of the Facility or were installed by Company and title thereto was retained by Company in a manner provided subsequent to any Lease Agreement and such Equipment and other Property were properly identified by such appropriate records as were approved by the SLCIDA.

Section 2.13 Depreciation Deductions and Investment Tax Credit. The parties agree that, as between them, Company shall be entitled to all depreciation deductions with respect to any depreciable property comprising a part of the Facility and to any investment credit with respect to any part of the Facility.

Section 2.14 Aggregate Sales and Use Tax Exemption. Company agrees that the purchase of goods and services relating to the Project and subject to New York State and local sales and use taxes are estimated to be \$\_\_\_\_00,000, and the value of New York State and local sales and use tax exemption authorized and approved by the SLCIDA, subject to the terms thereof, cannot under any circumstances exceed \$\_\_\_\_,000 or any increased amount listed in a filed ST-60. Benefits taken or purported to be taken by the Company or its Authorized Agents which are in excess of this amount shall be subject to the recovery provisions outlined in Section 2.11 herein.

Section 2.15 Expiration. The Agent Status created by this Agreement is limited to the Facility and will expire on \_\_\_\_\_. Company may apply in writing to extend this agency authority by showing good cause. Benefits taken or purported to be taken by the Company or its Authorized Agents after this date shall be subject to the recovery provisions outlined in Section 2.11 herein.

Section 2.16 Disclosure. Pursuant to GML §875(7) this Agreement and related project documents shall be made available on the Internet and copies of same shall also be provided, without charge to any person who asks for it in writing or in person. Any information exempted from disclosure under Article 6 of the Public Officers Law, will be deleted.

Section 2.17 Execution of Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 2.18 Notices. All notices, certificates and other communications hereunder shall be in writing and shall be either delivered personally or sent by certified mail, postage prepaid, return receipt requested, addressed as follows or to such other address as any party may specify in writing to the other:

To the SLCIDA:

\_\_\_\_\_  
St. Lawrence County  
Industrial Development Agency  
19 Commerce Lane, Suite 1  
Canton, New York 13617  
Attn: Patrick J. Kelly, Chief Executive  
Officer

With a copy to:

\_\_\_\_\_  
Silver and Collins, Attorneys at Law  
44 Court Street  
Canton, New York 13617  
Attn: Andrew Silver, Esq.

To the Company:

\_\_\_\_\_  
Name of company  
address  
city state zip  
attn



**EXHIBIT B**

**FINANCIAL ASSISTANCE TERMS AND CONDITIONS**

<b>1.</b>	<b>Applicant Name/Project Number:</b>	
<b>2.</b>	<b>Project Description (the “Project”):</b>	
<b>3.</b>	<b>Type of Financial Assistance Requested:</b>	
<b>4.</b>	<b>Total Amount of Project:</b>	
<b>5.</b>	<b>Benefited Project Amount:</b>	
<b>6.</b>	<b>Estimated value of NYS Sales &amp; local sales and use tax exemption to be provided to the Company for this Project:</b>	
<b>7.</b>	<b>PILOT Structure</b>	
<b>8.</b>	<b>Mortgage Recording Tax Exemption</b>	
<b>9.</b>	<b>Full-time Equivalent Jobs to be Retained as a Result of the Project:</b>	
<b>10.</b>	<b>Full-Time Equivalent Jobs to be Created as a Result of the Project:</b>	
<b>11.</b>	<b>Expiration of the Financial Assistance:</b>	