Onondaga County Industrial Development Agency

Project Summary

1/14/2022

P1. Project	**Immediate Mailing Services, Inc**	**2. Project Number**	**3101-21-15B**
3. Location	Clay	**4. School District**	
		6. Project Type	Expansion and renovation
5. Tax Parcel(s)	095.-02-20.2	**Village**	Liverpool

7.Total Project Cost	**$**	**1,100,000.00**
Land	$	480,000
Site Work	$	-
Building	$	500,000
Furniture & Fixtures	$	-
Equipment	$	100,000
Equipment Subject to NYS Production Exemption	$	-
Engineering/Architecture Fees	$	10,000
Financial Charges	$	5,000
Legal Fees	$	5,000
Other	$	-

8. Total Jobs	8
8A. Job Retention	0
8B: Job Creation (Next 5 Years)	8

Cost Benefit Analysis

Immediate Mailing Services, Inc

	Fiscal Impact ($)
Estimated Abatement Cost	**$123,261**
Sales Tax Abatement	$88,000
Mortgage Recording Tax Abatement	$3,600
Real Property Tax Relief	$31,661
New Investment	**$6,003,674**
PILOT Payments	$192,449
Project Wages (10 years)	$4,490,000
Construction Wages	$326,475
Employee Benefits (10 years)	$0
Project Capital Investment	$980,000
Agency Fees	$14,750
Benefit:Cost Ratio	**48.71 :1**

Project Description

IMS, Inc is proposing to expand their operation by acquiring and renovatiing three buildings, approximately 15,892 sq.ft., to be used for warehousing and office space. This project is located in the Town of Clay.

Immediate Mailing Services, Inc

1/7/2022

A) PILOTS Estimate Table Worksheet

for **10** years

OCIDA estimate of current market value	$ 441,417
Projected investment	$ 500,000
OCIDA estimate of increase in value	$ 158,920
OCIDA estimated value after project is completed	$ 600,337
Taxes that would have been collected if the project did not occur	$ 164,784
Scheduled PILOT payments	$ 192,449

PILOT YEAR	Exemption %	Onondaga County	Clay	Liverpool School District	Total PILOT	Full Tax Payment w/o PILOT	Net Exemption
1	100%	$ 2,161	$ 1,119	$ 11,769	$ 15,049.11	$ 20,467	$ 5,418
2	90%	$ 2,284	$ 1,183	$ 12,436	$ 15,902.73	$ 20,876	$ 4,974
3	80%	$ 2,410	$ 1,248	$ 13,126	$ 16,784.47	$ 21,294	$ 4,510
4	70%	$ 2,541	$ 1,316	$ 13,838	$ 17,695.13	$ 21,720	$ 4,025
5	60%	$ 2,676	$ 1,386	$ 14,573	$ 18,635.49	$ 22,154	$ 3,519
6	50%	$ 2,815	$ 1,458	$ 15,333	$ 19,606.39	$ 22,597	$ 2,991
7	40%	$ 2,959	$ 1,533	$ 16,116	$ 20,608.68	$ 23,049	$ 2,441
8	30%	$ 3,108	$ 1,610	$ 16,925	$ 21,643.21	$ 23,510	$ 1,867
9	20%	$ 3,261	$ 1,689	$ 17,760	$ 22,710.88	$ 23,980	$ 1,270
10	10%	$ 3,419	$ 1,771	$ 18,622	$ 23,812.60	$ 24,460	$ 648
TOTAL		**$ 27,636**	**$ 14,314**	**$ 150,499**	**$ 192,449**	**$ 224,109**	**$ 31,661**

	Year				
	0	**1**	**2**	**3**	
Jobs					
Current/Actuals	0				
Creation Goals		5	3		
Total Employment Goals	0	5	8	8	

ONONDAGA COUNTY INDUSTRIAL DEVELOPMENT AGENCY
APPLICATION FOR BENEFITS

1. Fill in all blanks using "none", "not applicable" or "not available". If you have any questions about the way to respond, please call the Onondaga County Industrial Development Agency (the "Agency" or "OCIDA") at 315-435-3770.

2. If providing an estimate put "(est.)" after the figure or answer. If more space is needed to answer any specific question, attach a separate sheet.

3. If the OCIDA Board approves benefits, it is the company's responsibility to obtain and submit all necessary forms and documents.

4. When completed, return this Application by mail or fax to the Agency at the address indicated below. A signed application may also be submitted electronically in PDF format to Nancy Lowery at nancylowery@ongov.net. **An Application will not be considered by the Agency until the Application fee has been received.**

5. The Agency will not give final approval for this Application until the Agency receives a completed NYS Full Environmental Assessment Form concerning the project which is the subject of this Application. The form is available at http://www.dec.ny.gov/permits/6191.html.

6. Please note the Public Officers Law declares all records in the possession of the OCIDA (with certain limited exceptions) are open to public inspection and copying. If the Applicant is of the opinion that there are elements of the project which are in the nature of trade secrets which, if disclosed to the public or otherwise widely disseminated, would cause substantial injury to the Applicant's competitive position, this Applicant must identify such elements in writing and request that such elements be kept confidential. In accordance with Article 6 of the Public Officer's Law, the OCIDA may also redact personal, private, and/or proprietary information from publicly disseminated documents.

7. The Applicant will be required to pay the Agency Application fee and, if accepted as a project of the Agency, all administrative and legal fees as stated in Section VI of the Application.

8. A complete Application consists of the following 9 items:
   - This Application
   - Local Access Agreement
   - Employment Plan
   - Conflict of Interest
   - A feasibility statement indicating the need for the requested benefits
   - Description of Project, Site Plans/Sketches, and Maps
   - NYS Full Environmental Assessment Form
   - A check payable to the Agency in the amount of $1,000
   - A check payable to Barclay Damon LLP in the amount of $2,500

9. This Application was adopted by the OCIDA Board on September 14, 2021.

It is the policy of the Agency that any project receiving benefits from the Onondaga County Industrial Development Agency will utilize 100% local contractors and local labor for the construction period of the project unless a waiver is granted in writing by the Agency.

Return to:

Onondaga County Industrial Development Agency
Attn: Nancy Lowery
333 W. Washington Street, Suite 130
Syracuse, NY 13202
Phone: 315-435-3770 | Fax: 315-435-3669
nancylowery@ongov.net

Section I: Applicant Information

Please answer all questions. Use "None", "Not Applicable" and "See Attached" where necessary.

Submittal Date: _____

A) Applicant/Project Operator information (company receiving benefits):

Applicant/Project Operator: Immediate Mailing Services, Inc

Applicant/ Project Operator Address: 245 Commerce Blvd, Liverpool NY

Phone: 315-437-4189 Fax: _____

Website: IMSDIRECT.com E-mail: swilks@imsdirect.com

Federal ID#: 16-1313143 NAICS: _____

State and Year of Incorporation/Organization: NY and 1987

Owner (if different from Applicant/Project Owner): 245 Commerce LLC

Owner Address: _____

Federal ID#: 20-2279231

State and Year of Incorporation/Organization: 01/01/2005

List of stockholders, members, or partners of Owner:
Warren Lee Vanderpool and John Maisha

B) Individual Completing Application:

Name: Warren Lee Vanderpool

Title: Owner

Address: _____

Phone: _____ Fax: _____

E-mail: Leev@imsdirect.com

C) Company Contact (if different from individual completing application):

Name: Sam Wilks

Title: Senior Accountant

Address: 245 Commerce Blvd, Liverpool NY 13088

Phone: 315-437-4189 Cell Phone: _____

E-mail: swilks@imsdirect.com

D) Company Counsel:

Name of Attorney: Dominick Giacona

Firm Name: DVG Law

Address: 110 Genesee Street, Auburn NY 13021

Phone: 315-370-3642 Cell Phone: _____

E-mail: dgiacona@dvglaw.com

E) Business Organization (check appropriate category):

☑ Corporation ☐ Partnership

☐ Public Corporation ☐ Joint Venture

☐ Sole Proprietorship ☐ Limited Liability Company

☐ Other (please specify): _____

Year Established: 1987

State in which Organization is established: NY

F) List all stockholders, members, or partners with % of ownership greater than 5%:

Name	% of ownership
Warren Lee Vanderpool	93
John Mashia	7

G) Applicant Business Description:

Please attach a description of your Company's background, products, customers, goods and services.

Estimated % of sales within Onondaga County: 55.10%

Estimated % of sales outside Onondaga County but within New York State: 15.23%

Estimated % of sales outside New York State but within the U.S.: 29.67%

Estimated % of sales outside the U.S.: 0

(*Percentage to equal 100%)

H) Applicant History: If the answer to any of the following is "Yes", please explain below. If necessary, attach additional information.

1. Is the company or management of the Company now a plaintiff or defendant in any civil or criminal litigation? ☐Yes ☑No
2. Has any person listed above ever been convicted of a criminal offense (other than a minor traffic violation)? ☐Yes ☑No
3. Has any person listed in Section I ever been in receivership or declared bankruptcy? Please attach any explanations. ☐Yes ☑No

I) Has the Project Beneficiary received assistance from OCIDA, Syracuse Industrial Development Agency (SIDA), New York State or the Onondaga Civic Development Corporation (OCDC) in the past? If yes please attach an explanation and please give year, project name, and description of benefits and address of project.

☑Yes ☐No

Section II: Project and Site Information

A) Project Location: Location where the investment will take place. If Company is moving, the new location should be entered here and the current location should be in Section I.

Address: 4575 Buckley Road

Legal Address (if different): _____

City: Clay Village/Town: Liverpool

Zip Code: 13088 School District: _____

Tax Map Parcel ID(s): 095.-02-20.2.

Current Assessed Value: $ 441,417 Footage of Existing Building: ~15,892

Census Tract: 45060.36.067.0111.02

B) Type (Check all that apply):

- ☐ New construction
- ☑ Expansion/Addition to current facilities
- ☑ Renovation of existing facility
- ☐ Housing Project
- ☐ Renewable Energy Project
- ☐ Retail
- ☐ Purchase of machinery and/or equipment
- ☐ Brownfield/Remediated Brownfield
- ☐ LEED Certification
- ☐ Demolition and Construction
- ☐ Acquisition of existing facility/property
- ☐ Other:

C) Project Narrative: A statement that there is a likelihood that the project would not be undertaken but for the financial assistance provided by the Agency or, if the project could be undertaken without financial assistance provided by the Agency, a statement indicating why the project should be undertaken by the agency.

* For a Retail Project (also see page 14)
* For a Renewable Energy Project (also see page 15)
* For a Housing Project (also see page 17)

D) Description of Project: Please provide a detailed narrative of the proposed Project. Please separately attach the description and any copies of site plans, sketches or maps. This narrative should include, but is not limited to:

☐ (i) the size of the Project in square feet and a breakdown of square footage per each intended use;

☐ (ii) the size of the lot upon which the Project sits or is to be constructed;

☐ (iii) the current use of the site and the intended use of the site upon completion of the Project;

☐ (iv) the principal products to be produced and/or the principal activities that will occur on the Project site;

☐ (v) please describe your method for site control (Own, lease, other).

E) Select Project type for all end users at Project site (you may check more than one):
**Please check any and all end users as identified below

☐ Industrial	☐ Bank Office
☐ Acquisition of Existing Facility	☐ Retail (see page 14)
☐ Housing Project (see page 17)	☐ Mixed Use
☐ Equipment Purchase	☐ Facility for Aging
☐ Multi-Use Tenant	☐ Civic Facility (not for profit)
☐ Renewable Energy Project (see page 15)	☐ Other _____
☑ Commercial	

F) If applicant will not occupy 100% of the building in a real estate transaction, provide information on tenant(s) that includes name, present address, and percentage of project to be leased, type of business organization, relationship to applicant, date and term of lease.

G) For the Agency to consider this Project, please provide the following information:

1. Does the Project consist of new construction or expansion or substantial renovation of an existing facility?
   ☑ Yes ☐ No
2. Will the Project create new employment opportunities or retain existing jobs that may otherwise be lost?
   ☑ Yes ☐ No
3. Does the Project beneficiary serve a customer base primarily outside of Onondaga County?
   ☐ Yes ☑ No

H) Will the completion of the Project result in the removal of an industrial or manufacturing plant of the company 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 company located within the state? Please explain if you answer "Yes" by attaching a response.

☐ Yes ☑ No

I) Please attach a description of any compelling circumstances the Agency should be aware of while reviewing this application.

J) Local Approvals (Site Plan and Environmental Review)

1. Have site plans been submitted to the appropriate town or local planning department?

   ☑Yes. What is the status? ☐No. When will the plans be submitted?

   Was determined no SEQR was necessary, only building permit. No approval necessary

2. Has the project received site plan approval from the town or local planning board?

   ☐Yes ☑No

3. If no, what is the anticipated approval date? No approval necessary. Waiting on building permit
4. If yes, provide the Agency with a copy of the Planning Board's approval resolution along with the related SEQR determination. (NOTE: SEQR determination is required for final approval and sales tax agency appointment.)
5. Environmental Information
   a. Please attach the appropriate Environmental Impact Forms to your application. Here is a link to the SEQR forms: http://www.dec.ny.gov/permits/6191.html
   b. Have any environmental issues been identified on the property?

      ☐Yes ☑No

      If yes, please attach an explanation.

Section III: Construction

A) Project Costs and Finances

Description of Costs	Total Budget Amount	% of Total Budget to be Procured in Onondaga County	Total Private Expenditure (should be less than or equal to total budget amount)
Land Acquisition	480,000	100%	
Site Work/Demo			
Building Construction & Renovation	500,000	80%	20%
Furniture & Fixtures			
Equipment	100,000	80%	20%
Engineering/Architect	10,000	100%	
Financial Charges	5,000	100%	
Legal	5,000	100%	
Other			
Management/Developer Fees			
Total Project Cost	1,100,000		

Note: Do not include OCIDA fees, OCIDA application fees or OCIDA legal fees as part of the Total Project Cost. You may attach a separate chart if needed.

B) TOTAL Capital Costs $ 1,100,000

Project refinancing: estimated amount
(for refinancing of existing debt only) $ 0

Sources of Funds for Project Costs:

1. Bank Financing $ 800,000
2. Equity (excluding equity that is attributed to grants/tax credits) $ 300,000
3. Tax Exempt Bond Issuance (if applicable) $ _____
4. Taxable Bond Issuance (if applicable) $ _____

5. Public Sources (Include sum total of all state and federal grants and tax credits) $ _____

-Identify each state and federal grant/credit:

_____ $ _____

_____ $ _____

_____ $ _____

6. Total Sources of Funds for Project Costs $ 1,100,000

C) Employment and Payroll Information

*Full Time Equivalent (FTE) is defined as one employee working no less than 40 hours per week or two or more employees together working a total of 40 hours per week.

1. Are there people currently employed at the project site?
   ☐Yes ☑No If yes, provide number of FTE jobs at the facility: 0
2. Complete the following:

Estimate the number of FTE jobs to be retained as a result of this Project:	0
Estimate the number of construction jobs to be created by this Project:	20
Estimate the average length of construction jobs to be created (months):	6 months
Current annual payroll at facility:	$0
Please list, if any, benefits that will be available to either full and/or part time employees:	401k, health insurance, dental insurance, access to supplementary insruance, PTO
Average annual benefit paid by the company ($ or % salary) per FTE job:	$2,609.92
Amount or percent of wage employees pay for benefits:	~ 9%
Provide an estimate of the number of residents in the Economic Development Region (Onondaga, Madison, Cayuga, Oneida, Oswego, and Cortland Counties) to fill new FTE jobs:	8

D) New Employment Benefits

i. Complete the following chart indicating the number of FTE jobs presently employed at the Project and the number of FTE jobs that will be created at the Project site at the end of the first, second, and third, years after the Project is completed. Jobs should be listed by title of category (see below), including FTE independent contractors or employees of independent contractors that work at the Project location. Do not include construction workers.

ii. Feel free to include additional information or a substitute chart if you think additional material would add clarity.

Please use this chart to illustrate the current employment:

Job Title/Category	Current Annual Pay	Current Employment (FTE)
0	0	0

Please use this chart to illustrate the projected employment growth:

Job Title/Category	Current Annual Pay	Jobs Created Year 1	Jobs Created Year 2	Jobs Created Year 3
First/Mid level manager	60,000	2	1	
Professional	75,000	2		
Operator Technician	35,000	1		
Admin	50,000		1	
Sales	50,000		1	

If you prefer, you may attach a job chart of your own that outlines the job growth projections regarding the Project.

E) Financial Assistance sought (estimated values):

☑ Real Property Tax Abatement (PILOT): _____

☑ Mortgage Recording Tax Exemption (.75% of amount mortgaged): 3,600

☑ Sales and Use Tax Exemption (4% Local, 4% State): 88,000

☐ Tax Exempt Bond Financing (Amount Requested): _____

☐ Taxable Bond Financing (Amount Requested): _____

F) Mortgage Recording Tax Exemption Benefit Calculator: Amount of mortgage that would be subject to mortgage recording tax:

Mortgage Amount (include sum total of construction/permanent/ bridge financing): $ 480,000

Estimated Mortgage Recording Tax Exemption Benefit (product of mortgage amount as indicated above, multiplied by .0075): $ 3,600

G) Sales and Use Tax Benefit Calculator: Gross amount of costs for goods and services that are subject to State and local Sales and Use Tax – said amount to benefit from the Agency's Sales and Use Tax exemption benefit:

$ 1.1M

Estimated State and local Sales and Use Tax Benefit (product of 8% multiplied by the figure, above) (This should match the amount in section "E" on page 9, this calculation only exists to help you with your estimate):

$ 88,000

Section IV: Estimate of Real Property Tax Abatement Benefits

Section IV of this Application will be: (i) completed by IDA Staff based upon information contained within the Application, and (ii) provided to the Applicant for ultimate inclusion as part of this completed Application prior to the completed application being provided to the OCIDA Board.

A) PILOTS Estimate Table Worksheet

OCIDA estimate of current value	
New construction and renovation costs	
OCIDA estimate of increase in value	
OCIDA estimated value of completed project	
OCIDA estimate of taxes that would have been collected if the project did not occur	
Scheduled PILOT payments	

PILOT Year	Exemption %	County PILOT Amount	Local PILOT Amount	School PILOT Amount	Total PILOT	Full Tax Payment w/o PILOT	Net Exemption
1	100						
2	90						
3	80						
4	70						
5	60						
6	50						
7	40						
8	30						
9	20						
10	10						
TOTAL							

Estimates provided are based on current property tax rates and assessment value (current as of date of application submission) and have been calculated by IDA staff.

SECTION: V For Retail Projects Only

1. Will the cost of the retail portion of the Project exceed one-third of the total project cost?

   ☐Yes ☐No

2. Is the Project located in a distressed area? A distressed area is a census tract that has a) a poverty rate of a least 20% or at least 20% of households receiving public assistance, and (b) an unemployment rate of least 1.25 times the statewide unemployment rate for the year to which the date relates.

   ☐Yes ☐No

3. Is the Project likely to attract a significant number of visitors from outside of the economic development region?

   ☐Yes ☐No

4. Is the predominate 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 Town, City, County or Village of where the Project will be located.

   ☐Yes ☐No

SECTION VI: For Solar Projects Only

Please complete the following as an addendum:

1. Describe the reasons why the Agency's financial assistance is necessary. Describe how the Project would be affected if these benefits were not provided. [see Section II (C)]

2. Is the applicant leasing the property?
   - ☐ Yes, please provide a copy of the lease
   - ☐ No, purchased the property. Please provide documentation.

3. Has the applicant provided written communication to the affected taxing jurisdictions notifying them of its intent to construct a renewable energy project?
   - ☐ Yes
   - ☐ No

4. Has the applicant received a letter of support for the megawatt cost to be used as a basis for the PILOT from the town, city or village where the Project is located?
   - ☐ Yes. Please provide copy.
   - ☐ No

5. Has the applicant received a letter of support for the megawatt cost to be used as a basis for PILOT from the school district?
   - ☐ Yes. Please provide copy.
   - ☐ No

6. Is the entire parcel being used for the solar project?
   - ☐ Yes
   - ☐ No, if not, have you reached out to the town assessor to discuss a subdivision or slash parcel? Explain: _____

7. Will the applicant enter into a decommissioning plan with the host community, including financial assurance the plan can be executed?
   - ☐ Yes, explain.
   - ☐ No

*PLEASE SEE FOLLOWING PAGE FOR OCIDA SOLAR BEST PRACTICES

OCIDA SOLAR PILOTs GUIDANCE AND BEST PRACTICE

To be placed on the OCIDA meeting agenda, proposed solar projects must provide OCIDA with the following in advance of the Project's first OCIDA meeting:

1. Fully completed OCIDA application.
2. Copy of Environmental Assessment Form.
3. A SEQR resolution approved by a local municipality indicating municipality will be lead agency, the type of action (I, II, or unlisted) and, if completed, the SEQR determination made by the municipality.
4. Copies of your zoning applications submitted to the local municipality.
5. Verification of parcel subdivision process with the town (if the entire parcel will not be used for the solar project).
6. A statement clarifying whether the applicant will lease or purchase the real property on which the Project is situated. If leased, provide a copy of the proposed or executed lease. If lease parcel is less then entire parcel then see 5 above.
7. A supporting document from the School District and the Town Board outlining the agreed upon cost per megawatt to be used as a basis for the PILOT. OCIDA cannot create the PILOT schedule without this information.

You will receive a draft Cost Benefit Analysis and a Draft PILOT schedule from this office. You may use these documents as your Project progresses through the OCIDA approval process. OCIDA staff are available to update these two documents as needed.

SECTION VII: For Housing Projects Only

Please complete the following as an addendum:

1. Describe the reasons why the Agency's financial assistance is necessary. Describe how the project would be impacted if these benefits were not provided. [see Section II (C)]

2. Is the Project being built in a blighted area? Please describe.

3. Is the Project fulfilling an unmet need in the area? Please explain.

4. Please provide a market study documenting a need for such housing.

5. Is there support from local government officials for the Project and for the financial assistance being requested from the Agency? Please provide written documentation.

6. Is the Project considered infill in a populated area? Please explain.

7. Does the Project provide walkability?

8. Is there additional county infrastructure necessary to service the Project? If, yes, please explain.

9. Is the Project part of a larger mixed-use development? Please describe.

Section VIII: Local Access Policy Agreement

In absence of a waiver permitting otherwise, every project seeking the assistance of the Onondaga County Industrial Development Agency (Agency) must use local general contractors, sub-contractors, and labor for one-hundred percent (100%) of the construction of new, expanded, or renovated facilities. The project's construction or project manager need not be a local company.

Noncompliance may result in the revocation and/or recapture of all benefits extended to the project by the Agency. Local Labor is defined as laborers permanently residing in the State of New York counties of Cayuga, Cortland, Herkimer, Jefferson, Madison, Oneida, Onondaga, Oswego, Tompkins, and Wayne. Local (General/Sub) Contractor is defined as a contractor operating a permanent office in the State of New York counties of Cayuga, Cortland, Herkimer, Jefferson, Madison, Oneida, Onondaga, Oswego, Tompkins and Wayne. The Agency may determine on a case-by-case basis to waive the Local Access Policy for a project or for a portion of a project where consideration of warranty issues, necessity of specialized skills, significant cost differentials between local and non-local services or other compelling circumstances exist. The procedure to address a local labor waiver can be found in the OCIDA handbook, which is available upon request.

Prior to issuance of any NYS Tax & Finance ST-60 forms, the Applicant must submit a **Contractor Status Report to the Agency.**

In consideration of the extension of financial assistance by the Agency Immediate Mailing Services, Inc (the Company) understands the Local Access Policy and agrees to complete Appendix C of the Agency's application at the time of the application to the Agency and as part of a request to extend the valid date of the Agency's tax-exempt certificate for the Project. The Company understands that an Agency tax-exempt certificate is typically valid for 12 months from the effective date of the project inducement and extended thereafter upon request by the Company. The Company further understands that any request for a waiver to this policy must be submitted in writing and approved by the Agency.

I agree to the conditions of this agreement and certify all information provided regarding the construction and employment activities for the project as of 1/11/2022 (date).

Company: Immediate Mailing Services, Inc

Representative for Contract: Samantha Wilks

Address: 245 Commerce Blvd City: Liverpool State: NY Zip: 13088

Phone: 315-437-4189 Email: swilks@IMSDIRECT.com

Project Address: 4575 Buckley Road City: Liverpool State: NY Zip: 13090

General Contractor: _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Authorized Representative: _____ Title: _____

Signature: _____

Section IX: Agency Fee Schedule

* Minimum Fee to be applied to all project receiving OCIDA benefits is 1% of the Total Project Cost (TPC)

ACTIVITY	FEES	COMMENTS
Non- refundable Application Fee	$1,000	Due at time of application
Legal Deposit	$2,500	Due at time of application
Minimum Fee of 1% of TPC 1. Sales and Use Tax Exemption 2. Mortgage Recording Tax 3. PILOT **is an additional fee**	.01 X TPC .0025 X TPC (total .0125)	Due at closing
Bonds Bond refinancing and refunding	.0025 of TPC	Due at closing
Agency Legal Fees Fee for first $20 million Fee for expenses above $20 million	.0025 X of the project cost or bond amount .00125 X of project cost or bond amount	Due at closing

OCIDA reserves the right to modify this schedule at any time and assess fees and charges in connection with other transactions such as grants of easement or lease or sale of OCIDA-owned property.

Section X: Recapture of Tax Abatement/Exemptions

Information to be Provided by Companies: Each Company agrees that to receive benefits from the Agency it must, whenever requested by the Agency or required under applicable statutes or project documents, provide and certify or cause to be provided and certified such information concerning the Company, its finances, its employees and other topics which shall, from time to time, be necessary or appropriate, including but not limited to, such information as to enable the Agency to make any reports required by law or governmental regulation.

Please refer to the OCIDA Uniform Tax Exemption Policy. (add hyperlink)

I have read the foregoing and agree to comply with all the terms and conditions contained therein as well as policies of the Onondaga County Industrial Agency.

Name of Applicant Company: Immediate Mailing Services, Inc

Signature of Officer or Authorized Representative:

Name & Title of Officer or Authorized Representative: Samantha Wilks Senior Accountant

Date: 1/11/2022

Section XI: Conflict of Interest

Agency Board Members

1. Patrick Hogan, Chairperson
2. Janice Herzog, Vice Chairperson
3. Steve Morgan, Director
4. Victor Ianno, Director
5. Sue Stanczyk, Director
6. Kevin Ryan, Director
7. Fanny Villarreal, Director

Agency Officers/Staff

1. Robert M. Petrovich, Executive Director
2. Nathaniel Stevens, Treasurer
3. Nancy Lowery, Secretary
4. Karen Doster, Recording Secretary
5. Christopher Cox, Assistant Treasurer

Agency Legal Counsel & Auditor

1. Jeffrey Davis, Esq., Barclay Damon LLP
2. Amanda Fitzgerald, Esq., Barclay Damon LLP
3. Michael G. Lisson, CPA, Grossman St. Amour Certified Public Accountants PLLC

The Applicant has received from the Agency a list of members, officers and staff of the Agency. To the best of my knowledge, no member, officer or employee of the Agency has an interest, whether direct or indirect, in any transaction contemplated by this Application, except as hereinafter described:

Name of Applicant Company: Immediate Mailing Services, Inc

Signature of Officer or Authorized Representative:

Name & Title of Officer or Authorized Representative: Samantha Wilks Senior Accountant

Date: 1/11/2022

Section XII: Representations, Certifications, and Indemnification

Samantha Wilks (Name of CEO or other authorized representative of Applicant) confirms and says that he/she is the Senior Accountant (title) of Immediate Mailing Services, Inc (name of corporation or other entity) named in the attached Application (the "Applicant"), that he/she has read the foregoing Application and knows the contents thereof, and hereby represents, understands, and otherwise agrees with the Agency and as follows:

A. **First Consideration for Employment:** In accordance with §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 agreements, where practicable, the Applicant will first consider persons eligible to participate in WIA programs who shall be referred by the CNY Works for new employment opportunities created as a result of the Project.

B. **Other NYS Facilities:** In accordance with §862 (1) of the New York General Municipal Law, the Applicant understands and agrees that projects which will 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 within the state is ineligible for Agency Financial Assistance, unless otherwise approved by the Agency as reasonably necessary to preserve the competitive position of the project in its respective industry or is reasonably necessary.

C. **Annual Sales Tax Filings:** In accordance with §874(8) of the New York General Municipal Law, the Applicant understands and agrees that if the Project receives any sales tax exemptions as part of the Financial Assistance from the Agency, 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.

D. **Outstanding Bonds:** The Applicant understands and agrees to provide on an annual basis any information regarding bonds, if any, issued by the Agency for the project that is requested by the Comptroller of the State of New York.

E. **Employment Reports:** The Applicant understands and agrees that, if the Project receives any financial assistance from the Agency, the Applicant agrees to file with the Agency, at least annually or as otherwise required by the Agency, reports regarding the number of people employed at the project site, salary levels, contractor utilization and such other information (collectively, "Employment Reports") that may be required from time to time on such appropriate forms as designated by the Agency. Failure to provide Employment Reports within 30 days of an Agency request shall be an Event of Default under the PILOT Agreement between the Agency and Applicant and, if applicable, an Event of Default under the Agent Agreement between the Agency and Applicant. In addition, a Notice of Failure to provide the Agency with an Employment Report may be reported to Agency board members, with said report being an agenda item subject to the open meetings law.

F. Absence of Conflicts of Interest: The Applicant has received from the Agency a list of the members, officers and employees of the Agency. No member, officer or employee of the Agency has an interest, whether direct or indirect in any transaction contemplated by this Application, except as hereinafter described in Section X.

G. Compliance: The Applicant understands and agrees that it is in substantial compliance with applicable local, state, and federal tax, worker protection, and environmental laws, rules, and regulations.

H. The Applicant understands and agrees that the provisions of Section 862(1) of the New York 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.

I. 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.

J. 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 in the Project.

K. 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.

L. The Applicant and the individual executing this Application on behalf of Applicant acknowledge that the Agency and its counsel will rely on the representations and covenants made in this Application when acting hereon and hereby represents that the statements made herein do not contain any untrue statement of a material fact and do not omit to state a material fact necessary to make the statement contained herein not misleading.

M. The OCIDA has the right to request and inspect supporting documentation regarding attestations made on this application.

N. Hold Harmless Agreement: Applicant hereby releases Onondaga County Industrial Development Agency and the members, officers, servants, agents and employees thereof (the "Agency") 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 limiting the generality of the foregoing, all cause of action and attorney's fees and any other expenses incurred in defending any suits or action which may arise as a result of any of the foregoing. If, for any reason, the Applicant fails to conclude or consummate necessary negotiations, or fails, 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 the Applicant are unable to reach final agreement with respect to the Project, then, and in the event, upon presentation of an invoice itemizing the same, the Applicant shall pay to the Agency, its agents or assigns, all costs incurred by the Agency in the process of the Application, including attorney's fees, if any.

Name of Applicant Company: Immediate Mailing Services, Inc

Signature of Officer or Authorized Representative:

Name & Title of Officer or Authorized Representative: Samantha Wilks Senior Accountant

Date: 1/11/2022

STATE OF NEW YORK)

COUNTY OF ONONDAGA) ss.;

Samantha Wilks, being first duly sworn, deposes and says:

1. That I am the Senior Accountant (Corporate Officer) of Immediate mailing Services, INC (Applicant) and that I am duly authorized on behalf of the Applicant to bind the Applicant.

2. That I have read and 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 10th day of January, 2022.

(Notary Public)

TARA DEBOIS
NOTARY PUBLIC-STATE OF NEW YORK
No. 01DE6318212
Qualified in Cayuga County
My Commission Expires 01-20-2023

End of Application

Rev 8.5.21

OCIDA Application Information:

Section I

I) Has the Project Beneficiary received assistance from OCIDA, SIDA, New York State or the Onondaga Civic Development Corporation in the past? If yes please attach an explanation and please give year, project name, description of benefits and address of project: In 2019 we did an expansion project that involved purchasing another building at 220 commerce blvd, Liverpool NY in order to warehouse more supplies and to expand the current building at 245 commerce blvd Liverpool NY 13090. For this project we also applied and received aid from OCIDA. The amount of savings via the PILOT was $43,395.

Section II

I) Please attach a description of any compelling circumstances the Agency should be aware of while reviewing this application: N/A

Section II

C) IMS Current annual payroll in Liverpool ~$7,135,107

IMS current Liverpool FTE ~123

IMS current annual payroll NYS ~$10,155,772.90

IMS current NYS FTE ~181.5

Anticipated growth at Buckley location:

8 FTE

Annual payroll ~$360,000- $600,000

F) 245 Commerce LLC purchased the building in cash for $600,000, the mortgage is going to be $480,000 once the appraisal by five star bank is done. $480,000 was used for the tax benefit calculation. $800,000 was used in the financing box because a line of credit will also be used to finance the renovations.

4575 Buckley Road

Project Narrative:

IMS, Inc. is an integrated service provider for Conversational AI and Omnichannel Communications. IMS has the following products: conversational AI, robotic process automation, direct link, alerts & preference management, billing & payments, and statements & document solutions. The industries that IMS's customers are mostly within are healthcare, financial services, and government. IMS started out primarily with printing and mailing documents for local companies and has expanded to what it is today and continues to grow and reach into new areas and industries.

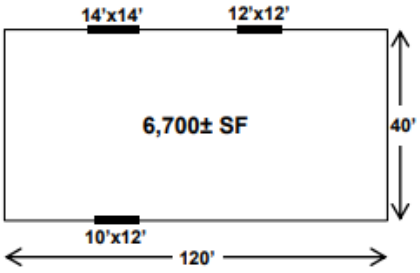
IMS is currently growing with more and larger customers. This additional buildings will be used to warehouse material and office space. By moving some offices and material storage from the main IMS building (245 Commerce) to the new buildings, we will be able to bring new equipment into the main building and increase production. The increased storage at the new facility will allow IMS to buy material in bulk when prices are good. This will allow us to keep up with the increase in customers and take on larger customers. The use of the buildings will primarily be storing material and a small section will be for offices, specifically for the IT department.

The assistance with this project would be a great investment into the growth of the company and the potential for job creation. Any financial assistance would aid this project. The growth of this company exceeds expectations year to year and our job growth increases with each passing year; this project would aid in the growth of the company even further. The project could be taken without the assistance, but it would prolong the project and make it more difficult. The project should be undertaken by the agency because it will bring more business and jobs to the area.

Building 1:

Current: Office space and warehouse space. The heat is gas and there is no AC in the warehouse. Currently empty.

Building 1



Building Features

- 19' ceiling height
- 16'6" clear height
- Boiler and heating systems are roughly 1.5 years old
- Restroom in warehouse and office space
- Gas fired heater in warehouse, no AC

IMS plan:

Front space

This is where the offices are going to be. The main office area will be completed gutted to start. The entire building is going to get insulated. There will be a total remodel of the interior including the addition of 2 bathrooms, 2 conference rooms, kitchen area, 6 offices, and expanded office area upstairs and downstairs.

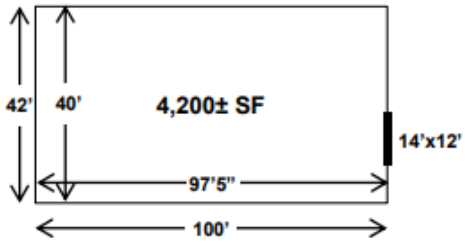
Back space

This area will get turned into a warehouse space. The area will be insulated and there will be Heat/AC added. A new security system will be added, one with cameras. Wifi and electricity will be added. A new roof and sliding will be added on. There will also be new lighting and gutters, and any other outside items that need renovating.

Building 2:

Current: Warehouse building. Heat using gas, no AC, and no water servicing.

Building 2



Building Features

- 16' clear height
- Well insulated
- Gas fired heater, no AC
- No water servicing the building

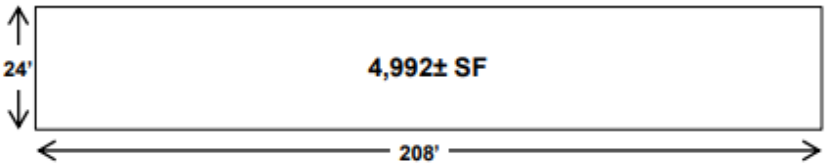
IMS Plan:

There will be A/C and humidifiers installed into the building. The building will have a loading dock added on to it. On the inside the warehouse will need new racking for pallet storage. Security system with cameras will be added to this building as well. The lighting needs an upgrade. A lift truck will be purchased for the inside for pallets.

Building 3:

Current: Storage building with 20 units, empty. No water or electricity at this building.

Building 3



Building Features

- Storage building
- 20 overhead doors ranging in size from 7' x 9' to 7' 6" x 11' 6"
- No water servicing the building
- Electricity does service building

IMS Plan:

The doors on each unit will all be replaced. The building will need new paint and new siding. Cameras and new lighting will be added to this building. This building area is going to have fencing added around it.

<u>Exterior area:</u>

Current: Older pavement, surrounded by grass and trees.

2.22 acres

IMS Plan:

Landscape around entrance and buildings is going to get cleaned up and updated. There will be security, cameras, and updated lighting throughout the land. There will also be new fencing added to the area as well.

Town of Clay:

- We have reached out to Mark Territo and discussed the plans. Mark gave us the number for the individual we have to get the building permit through. A SEQR was determined not necessary as all renovations are interior or do not impact the surrounding land.

1.14.22

Site Control

- The land/ buildings were purchased by 245 Commerce LLC and a sublease will be set up between 245 Commerce LLC and IMS Inc. The closing on the buildings occurred the week of 12/27/2021.

*Estimated start date: Feb-March 2022