

PROJECT AGREEMENT

THIS PROJECT AGREEMENT (the "Project Agreement"), made as of February 1, 2020, by and among the TOWN OF COLONIE INDUSTRIAL DEVELOPMENT AGENCY, a public benefit corporation of the State of New York, with offices at the Town of Colonie Public Operations Center, 347 Old Niskayuna Road, Latham, New York 12110 (the "Agency"), TRIXIE GIRL LLC, a limited liability company duly organized, validly existing and in good standing under the laws of the State of New York, with offices at 27 Princess Lane, Loudonville, New York 12211 (the "Company") and CHRIS' COFFEE SERVICE, INC., a corporation organized and existing under the laws of the State of New York, having an office for the transaction of business located at 10 Corporate Circle, Albany, New York 12203 (the "Sublessee").

WITNESSETH:

WHEREAS, Title 1 of Article 18-A of the General Municipal Law of the State of New York (the "Enabling Act") was duly enacted into law as Chapter 1030 of the Laws of 1969 of the State of New York; and

WHEREAS, the Enabling Act authorizes and provides for the creation of industrial development agencies for the benefit of the several counties, cities, villages and towns in the State of New York (the "State") and empowers such agencies, among other things, to acquire, construct, reconstruct, lease, improve, maintain, equip and dispose of land and any building or other improvement, and all real and personal properties, including, but not limited to machinery and equipment deemed necessary in connection therewith, whether or not now in existence or under construction, which shall be suitable for manufacturing, warehousing, research, commercial, or industrial purposes, in order to advance the job opportunities, health, general prosperity and economic welfare of the people of the State and to improve their standard of living; and

WHEREAS, the Enabling Act further authorizes each such agency, for the purpose of carrying out any of its corporate purposes, to lease or sell any or all of its facilities, whether then owned or thereafter acquired; and

WHEREAS, the Agency was created, pursuant to and in accordance with the provisions of the Enabling Act, by Chapter 232 of the Laws of 1977, as amended by Chapter 594 of the Laws of 1980 of the State, as amended (collectively, with the Enabling Act, the "Act") and is empowered under the Act to undertake the Project (as hereinafter defined) in order to advance the job opportunities, health, general prosperity and economic welfare of the people of the State and improve their standard of living; and

WHEREAS, the Company and the Sublessee, on behalf of themselves and/or entities formed or to be formed on behalf of the foregoing, submitted an application (the "Application") to the Agency requesting the Agency's assistance with respect to a certain project (the "Project") on behalf of the Company and the Sublessee consisting of the following: (A) the acquisition of an interest in approximately 5.49 acres of land located at 348 Old Niskayuna Road, Latham (tax map no. 18.-4-3.2) in the Town of Colonie, Albany County, New York (the "Land"), the

acquisition and construction of an approximately 64,000 square foot building on the Land (the "Improvements"), and the acquisition and installation therein of certain equipment not part of the Chris' Coffee Equipment (as such term is defined herein) (the "Facility Equipment"; and, together with the Land and the Improvements, the "Project Facility"), which Project Facility is to be leased and subleased by the Agency to the Company and of which Project Facility (i) 34,500 square feet will be further subleased by the Company to the Sublessee (together with the hereinafter defined Chris' Coffee Equipment, the "Chris' Coffee Facility") and the Sublessee will acquire and install certain equipment and personal property therein (the "Chris' Coffee Equipment"), which Chris' Coffee Facility will be used by the Sublessee as a manufacturing and warehouse facility for its business of coffee roasting and packaging; and (ii) the remaining 29,500 square feet will be available to the Sublessee for future expansion and/or for lease to third-party tenants (the "Expansion Facility"); (B) the granting of certain "financial assistance" (within the meaning of Section 854(14) of the Act) with respect to the foregoing, including potential exemptions from mortgage recording taxes (except as limited by Section 874 of the Act), transfer taxes and sales and use taxes (collectively, the "Financial Assistance"); and (C) the lease (with an obligation to purchase) or sale of the Project Facility to the Company or such other person as may be designated by the Company and agreed upon by the Agency and the lease (with an obligation to purchase) or sale of the Chris' Coffee Equipment to the Sublessee or such other person as may be designated by the Sublessee and agreed upon by the Agency; and

WHEREAS, by resolution duly adopted by the members of the Agency on January 27, 2020 (the "Resolution"), the Agency has conferred on the Company and the Sublessee in connection with the Project certain financial assistance consisting of: (a) an exemption from New York State and local sales and use taxes for purchases and rentals related to the Project with respect to the qualifying personal property included in or incorporated into the Project Facility or used in the acquisition, construction, reconstruction or equipping of the Project Facility; and (b) an exemption from mortgage recording tax (collectively, the sales and use tax exemption benefit, and the mortgage recording tax benefit, are hereinafter collectively referred to as the "Financial Assistance"); and

WHEREAS, it has been estimated and confirmed by the Company and the Sublessee that the Company has included within its Application for Financial Assistance that: (i) the purchase of goods and services relating to the Project and subject to New York State and local sales and use taxes are estimated in an amount up to \$3,000,000, and, therefore, the value of the sales and use tax exemption benefits authorized and approved by the Agency cannot exceed \$240,000, and (ii) the mortgage recording tax exemption amount shall be provided to a mortgage or mortgages in a total amount not to exceed \$4,900,000; and

WHEREAS, the Company proposes to lease the Land and Improvements to the Agency, and the Agency desires to lease the Land and Improvements from the Company pursuant to the terms of a certain Underlying Lease dated as of February 1, 2020 (the "Underlying Lease"), by and between the Company and the Agency; and

WHEREAS, the Agency proposes to acquire an interest in the Equipment pursuant to a bill of sale from the Company; and

WHEREAS, the Agency proposes to sublease the Project Facility to the Company, and the Company desires to lease the Project Facility from the Agency, upon the terms and conditions set forth in a certain Lease Agreement dated as of February 1, 2020 (the "Lease Agreement"); and

WHEREAS, the Agency proposes to acquire an interest in the Chris' Coffee Equipment pursuant to a bill of sale from the Sublessee; and

WHEREAS, the Agency proposes to lease the Chris' Coffee Equipment to the Sublessee, and the Sublessee desires to lease the Chris' Coffee Equipment from the Agency, upon the terms and conditions set forth in a certain Equipment Lease Agreement dated as of February 1, 2020 (the "Equipment Lease Agreement"); and

WHEREAS, by its Resolution, the Agency authorized the Company and the Sublessee to act as its agents for the purposes of undertaking the Project and the Agency delegated to the Company and the Sublessee the authority to appoint sub-agents subject to the execution of this Project Agreement and compliance with the terms set forth herein and in the Resolution; and

WHEREAS, in order to define the obligations of the Company and the Sublessee regarding their ability to utilize the Agency's sales and use tax exemption benefit as agent of the Agency to acquire, construct, equip and complete the Project Facility and to undertake the Project, the Agency, the Company and the Sublessee will enter into this Project Agreement; and

WHEREAS, the Agency 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 this Project Agreement, that the Company and the Sublessee provide assurances with respect to the terms and conditions herein set forth; and

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

WHEREAS, no Financial Assistance shall be provided to the Company and the Sublessee prior to the effective date of this Project 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 as follows:

ARTICLE I PURPOSE OF PROJECT

Section 1.01 Purpose of Project. It is understood and agreed by the parties hereto that the purpose of the Agency's provision of Financial Assistance with respect to the Project is to, and that the Agency is entering into the Underlying Lease, the Lease Agreement, the Equipment Lease Agreement and this Project Agreement 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 the Town of Colonie and to otherwise accomplish the public purpose of the Act.

ARTICLE II REAL PROPERTY TAX EXEMPTION

Section 2.01. PILOT Agreement. Intentionally Omitted.

ARTICLE III SALES AND USE TAX EXEMPTION

Section 3.01. Scope of Authorization of Sales Tax Exemption. The Agency hereby authorized the Company and the Sublessee, subject to the terms and conditions of this Project Agreement, to act as its agents in connection with the acquisition, construction and installation of the Project Facility. The Agency's authorization with respect to such Sales Tax Exemption provided to the Company and its Sub-Agents (if any, as defined in and appointed pursuant to Section 3.02) pursuant to this Project Agreement and any Sub-Agent Appointment Agreements (as defined in Section 3.02) issued hereunder shall be subject to the limitations set forth in this Project Agreement. The right of the Company and the Sublessee to act as agents of the Agency shall expire no later than January 31, 2021, unless extended by a resolution adopted by the members of the Agency. The value of the sales and use tax exemption benefits shall not exceed the amounts described in the Application and as set forth in Section 3.03(b) hereof unless approved by a resolution adopted by the members of the Agency. All contracts entered into by the Company and the Sublessee as agents for the Agency shall include the following language:

"This contract is being entered into by _____ (the "Agent"), as agent for and on behalf of the Town of Colonie Industrial Development Agency (the "Agency"), in connection with a certain project of the Agency for the benefit of the Agent consisting in part of the acquisition and installation of certain machinery, furniture, fixtures, equipment, apparatus and building materials, all for incorporation, installation and use in certain premises located at 348 Old Niskayuna Road, Latham in the Town of Colonie, Albany County, New York (the "Premises"). The machinery, furniture, fixtures, equipment, apparatus and building materials or services necessary for the completion of, to be incorporated or installed in or for use in the Premises shall be exempt from the sales and use taxes levied by the State of New York if the acquisition thereof is effected in accordance with the terms and conditions set forth in the Project Agreement dated as of February 1, 2020 by and among the Agency, the Company and the Sublessee (the "Project Agreement"); and the Agent hereby represents that this contract is in compliance with the terms of the Project Agreement. This contract is non-recourse to the Agency, and the Agency shall not be directly, indirectly or contingently liable or obligated hereunder in any manner or to any extent whatsoever. By execution or acceptance of this contract, the vendor/contractor hereby acknowledges and agrees to the terms and conditions set forth in this paragraph."

Section 3.02. Appointment of Sub-Agents. Subject to the terms and conditions of this Project Agreement and pursuant to the Resolution, the Agency hereby delegates to the Company and the Sublessee the authority to appoint sub-agents of the Agency in connection with the Project, which may be agents, subagents, contractors, subcontractors, contractors and subcontractors of such agents and subagents and such other parties as the Company and/or the Sublessee choose (each, a "Sub-Agent"). The appointment of each such Sub-Agent will be effective only upon: (1) the execution by the Sub-Agent and the Company or the Sublessee of the Sub-Agent Appointment Agreement attached hereto as Exhibit B, the terms and provisions of which are incorporated herein, and (2) the receipt by the Agency of a fully executed Sub-Agent Appointment Agreement and a completed Form ST-60 in accordance with Section 3.03(e) below.

Section 3.03. Representations and Covenants of the Company and the Sublessee.

(a) The Company and the Sublessee hereby incorporate and restate their representations, covenants and warranties made in the Lease Agreement and the Equipment Lease Agreement, respectively.

(b) The Company and the Sublessee further covenant and agree that the purchase of goods and services relating to the Project and subject to State and local sales and use taxes are estimated in the amount up to \$3,000,000, and, therefore, the value of the sales and use tax exemption benefits authorized and approved by the Agency cannot exceed \$240,000.

(c) The Company and the Sublessee further covenant and agree to complete "IDA Appointment of Project Operator or Agent For Sales Tax Purposes" (Form ST-60) for themselves and each Sub-Agent and to provide said form to the Agency within fifteen (15) days of appointment such that the Agency can execute and deliver said form to the State Department of Taxation and Finance within thirty (30) days of appointment.

(d) The Company and the Sublessee further covenant and agree to file an annual statement with the State Department of Taxation and Finance an "Annual Report of Sales and Use Tax Exemptions" (Form ST-340) regarding the value of sales and use tax exemptions the Company, the Sublessee and their Sub-Agents have claimed pursuant to the agency conferred on the Company and the Sublessee with respect to the Project in accordance with Section 874(8) of the Act. The Company and the Sublessee further covenant and agree that they will, within thirty (30) days of each filing, provide a copy of same to the Agency, but in no event later than February 15 of each year. The Company and the Sublessee understand and agree that the failure to file such annual statement will result in the removal of (1) the Company's and the Sublessee's authority to act as agents for the Agency, and (2) the authority of any sub-agent of the Agency appointed by the Company and/or the Sublessee pursuant to Section 3.02 hereof to act as agent for the Agency.

(e) The Company and the Sublessee further acknowledge and agree that all purchases made in furtherance of the Project by the Company, the Sublessee and any Sub-Agent shall be made using "IDA Agent or Project Operator Exempt Purchase Certificate" (Form ST-123, a copy of which is attached hereto as Exhibit C), and it shall be the responsibility of the Company, the Sublessee or the Sub-Agent, as the case may be, (and not the Agency) to complete Form ST-123.

The Company and the Sublessee acknowledge and agree that they shall identify the Project on each bill and invoice for such purchases and further indicate on such bills or invoices that the Company and/or the Sublessee is making purchases of tangible personal property or services necessary for the completion of, to be incorporated or installed in or for use in the Project as agent of the Agency. For purposes of indicating who the purchaser is, the Company and the Sublessee acknowledge and agree that the bill or invoice should state, "I, [NAME OF AGENT], certify that I am a duly appointed agent of the Town of Colonie Industrial Development Agency and that I am purchasing the tangible personal property or services necessary for the completion of, to be incorporated or installed in or for use in the following IDA project and that such purchases qualify as exempt from sales and use taxes under my Project Agreement with the Town of Colonie Industrial Development Agency." The Company and the Sublessee further acknowledge and agree that the following information shall be used by the Company and the Sublessee to identify the Project on each bill and invoice: Chris' Coffee Service, Inc. / Trixie Girl LLC Project; 348 Old Niskayuna Road, Town of Colonie, Albany County, New York; IDA Project No.: 0105-20-01A.

(f) The Company and the Sublessee acknowledge and agree that the Agency shall not be liable, either directly or indirectly or contingently, upon any such contract, agreement, invoice, bill or purchase order in any manner and to any extent whatsoever (including payment or performance obligations), and the Company and/or the Sublessee shall be the sole party or parties liable thereunder.

(g) Upon request by the Agency with reasonable notice to the Company and/or the Sublessee, the Company and/or the Sublessee shall make available at reasonable times to the Agency all such books, records, contracts, agreements, invoices, bills or purchase orders of the Company, the Sublessee and any Sub-Agent, and require all appropriate officers and employees of the Company to respond to reasonable inquiries by the Agency, as shall be necessary (y) to indicate in reasonable detail those costs for which the Company, the Sublessee or any Sub-Agent shall have utilized the Sales Tax Exemption and the dates and amounts so utilized, and (z) to permit the Agency to determine any amounts owed by the Company and/or the Sublessee under this Section 3.02 or under Article 5.

Section 3.04. Hold Harmless Provisions.

(a) The Company and the Sublessee hereby release the Agency and its members, officers, agents (other than the Company and the Sublessee) and employees from, agree that the Agency and its members, officers, agents (other than the Company and the Sublessee) and employees shall not be liable for and agree to indemnify, defend and hold the Agency and its members, officers, agents (other than the Company and the Sublessee) and employees harmless from and against any and all claims, causes of action, judgments, liabilities, damages, losses, costs and expenses arising as a result of the Agency's undertaking the Project, including, but not limited to, (1) liability for loss or damage to property or bodily injury to or death of any and all persons that may be occasioned, directly or indirectly, by any cause whatsoever pertaining to the Project 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 Project Facility, (2) liability arising from or expense incurred by the Agency's acquiring, constructing, equipping, installing, owning, leasing or selling the Project Facility, including, without limiting the generality of the foregoing,

any sales or use taxes which may be payable with respect to goods supplied or services rendered with respect to the Project Facility, all liabilities or claims arising as a result of the Agency's obligations under this Project Agreement or the enforcement of or defense of validity of any provision of this Project Agreement, (3) all claims arising from the exercise by the Company and the Sublessee of the authority conferred on them pursuant to Sections 3.01 and 3.02 hereof, and (4) all causes of action and reasonable attorneys' fees and other expenses incurred in connection with any suits or actions which may arise as a result of any of the foregoing; provided that any such claims, causes of action, judgments, liabilities, damages, losses, costs or expenses of the Agency are not incurred or do not result from the gross negligence or intentional wrongdoing of the Agency or any of its members, officers, agents (other than the Company and the Sublessee) or employees. The foregoing indemnities shall apply notwithstanding the fault or negligence in part of the Agency or any of its officers, members, agents (other than the Company and the Sublessee) or employees and notwithstanding the breach of any statutory obligation or any rule of comparative or apportioned liability.

(b) In the event of any claim against the Agency or its members, officers, agents (other than the Company and the Sublessee) or employees by any employee of the Company, the Sublessee or any contractor of the Company, the Sublessee or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the obligations of the Company and the Sublessee hereunder shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Company or the Sublessee or such contractor under workers' compensation laws, disability benefits laws or other employee benefit laws.

(c) To effectuate the provisions of this Section 3.04, the Company and the Sublessee agree to provide for and insure, in the liability policies required by Section 3.05 of this Project Agreement, their respective liabilities assumed pursuant to this Section 3.04.

(d) Notwithstanding any other provisions of this Project Agreement, the obligations of the Company and the Sublessee pursuant to this Section 3.04 shall remain in full force and effect after the termination of this Project 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 and the payment of all expenses, charges and costs incurred by the Agency, or its officers, members, agents (other than the Company and the Sublessee) or employees, relating thereto.

Section 3.05. Insurance Required.

(a) The Company and the Sublessee agree that they shall maintain all insurance required under the Lease Agreement and the Equipment Lease Agreement, respectively.

(b) The Company and the Sublessee agree that they shall cause their general contractor for the Project to maintain, effective as of the date hereof and until the construction of the Project Facility is complete, insurance with respect to the Project Facility against such risks and for such amounts as are customarily insured against by businesses of like size and type,

paying, as the same become due and payable, all premiums with respect thereto, with the Agency named on each such policy as an additional insured.

ARTICLE IV COMMITMENTS AND REPORTING

Section 4.01. Compliance Commitments. The Company and the Sublessee agree and covenant that they shall meet and maintain the following commitments beginning in the first year in which Financial Assistance is so claimed, and continuing for five years following the Project's Completion Date (as defined in the Lease Agreement):

(a) The total investment actually made with respect to the Project at the Project's Completion Date shall equal or exceed \$4,972,000 (which represents the product of 80% multiplied by \$6,215,000, being the total project cost as stated in the Company's Application for Financial Assistance (the "Investment Commitment")).

(b) The Sublessee shall no later than January 31, 2022 create FTE employment at the Project Facility equal to 40.5 FTE employees (representing 90% multiplied by the total number of new FTE employee positions proposed to be created by the Sublessee by January 31, 2022 as stated in the Application for Financial Assistance) and the Sublessee shall no later than January 31, 2023 create and thereafter retain FTE employment at the Project Facility equal to 46 FTE employees (representing 90% multiplied by the total number of new FTE employee positions proposed to be created by the Sublessee by January 31, 2023 and thereafter as stated in the Application for Financial Assistance). The employment requirements set forth in the paragraph (b) are hereinafter referred to as the "Employment Commitment". In no event shall any independent contractor as determined under the laws of the State of New York be included in calculating the number of FTE employees employed within the Town of Colonie and/or at the Project Facility.

(c) The Company and the Sublessee shall annually provide to the Agency certain information to confirm that the Project is achieving the investment, job retention, job creation, and other objectives of the Project (the "Reporting Commitment").

Section 4.02. Reporting Requirement. As part of the commitments set forth in Section 4.01, the Company and the Sublessee shall provide annually, to the Agency, a certified statement and supporting documentation: (i) enumerating the full time equivalent jobs retained and the full time equivalent jobs created as a result of the Financial Assistance, by category, including full time equivalent independent contractors or employees of independent contractors who work at the Project location, and (ii) indicating that the salary and fringe benefit averages or ranges for categories of jobs retained and jobs created that was provided in the application for 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 D contains a form of annual certification that the Company and the Sublessee must complete and submit to the Agency on an annual basis. The Agency reserves the right to modify such form to require additional information that the Agency must have in order to comply with its reporting requirements under the Act.

ARTICLE V
SUSPENSION, DISCONTINUATION, RECAPTURE AND/OR TERMINATION OF
FINANCIAL ASSISTANCE

Section 5.01. Suspension, Discontinuation, Recapture and/or Termination of Financial Assistance. It is understood and agreed by the Parties hereto that the Agency is entering into the Underlying Lease, the Lease Agreement, the Equipment Lease Agreement and this Project Agreement in order to provide Financial Assistance to the Company and the Sublessee for the Project Facility and to accomplish the public purposes of the Act.

(a) In accordance with Section 875(3) of the New York General Municipal Law, the policies of the Agency, and the Resolution, the Company and the Sublessee covenant and agree that they are subject to recapture of all State sales and use tax exemption benefits if:

- (1) the Company, the Sublessee or their Sub-Agents, if any, authorized to make purchases for the benefit of the Project is not entitled to the State sales and use tax exemption benefits; or
- (2) the State sales and use tax exemption benefits are in excess of the amounts authorized by the Agency to be taken by the Company, the Sublessee or their Sub-Agents, if any; or
- (3) the State sales and use tax exemption benefits are for property or services not authorized by the Agency as part of the Project; or
- (4) the Project has failed to comply with a material term or condition to use the property or services in the manner required by any project document between the Company, the Sublessee and/or the Agency.

Each of the foregoing four events are hereinafter referred to as a "State-Mandated Recapture Event". The Agency shall evaluate, annually as of December 31, or at any time information is brought to the Agency's attention, whether a State-Mandated Recapture Event has occurred.

(b) In addition to Section 5.01(a), in accordance with the policies of the Agency and the Resolution and this Project Agreement, the Company and the Sublessee covenant and agree that the Agency shall have the right to suspend, discontinue, recapture or terminate all or any portion of any Financial Assistance:

- (1) for projects that utilized local sales and use tax exemptions, the project was not entitled to such exemptions, such exemptions were in excess of the amounts authorized by the Agency; and/or such exemptions were for property or services not authorized by the Agency ("Local Sales Tax Benefit Violation");
- (2) the Company and the Sublessee fail to reach and maintain their Employment Commitment ("Job Deficit");

(3) the total investment actually made with respect to the Project on the Completion Date fails to meet the Investment Commitment (“Investment Deficit”);

(4) the Company and the Sublessee fails to meet their Reporting Commitment (“Reporting Failure”); or

(5) there otherwise occurs any event of default under any Basic Document (each, an “Event of Default”) or a material violation of the terms and conditions of any Basic Document (a “Material Violation”).

The Agency shall evaluate, annually as of December 31, or at any time information is brought to the Agency’s attention, whether a Local Sales Tax Benefit Violation, Job Deficit, Investment Deficit, Reporting Failure, Event of Default or Material Violation (each a “Noncompliance Event”) has occurred. Notwithstanding the foregoing, the Agency may determine whether an Event of Default has occurred pursuant to any Basic Document in accordance with the terms of the Basic Document.

At the time of any Noncompliance Event, the Agency shall determine by resolution whether to exercise its right to suspend, discontinue, recapture or terminate all or any portion of the Financial Assistance, and shall consider the following criteria in determining whether to proceed to suspend, discontinue, recapture or terminate all or any portion of the Financial Assistance:

- Whether the Company and/or the Sublessee have proceeded in good faith.
- Whether the Project has not performed as required due to economic issues, changes in market conditions or adverse events beyond the control of the Company and/or the Sublessee.
- Whether the enforcement by the Agency of its right to suspend, discontinue, recapture or terminate all or any portion of the Financial Assistance would create a more adverse situation for the Company and/or the Sublessee, such as the Company and/or the Sublessee going out of business or declaring bankruptcy, which would not occur if the Agency’s rights were not exercised.
- Whether the enforcement by the Agency of its right to suspend, discontinue, recapture or terminate all or any portion of the Financial Assistance would create an adverse situation for the residents of the Town of Colonie.
- The assessment prepared in accordance with the Agency’s Annual Assessment Policy.
- Such other criteria as the Agency shall determine is a relevant factor in connection with any decision regarding the exercise of its right to suspend, discontinue, recapture or terminate all or any portion of the Financial Assistance.

The Agency shall document its evaluation of the above criteria in writing and based upon its evaluation, the Agency shall determine whether to suspend, discontinue, recapture or terminate all or any portion of the Financial Assistance (the "Determination"). The Determination shall provide terms, if any, by which the Company and/or the Sublessee may remedy any Noncompliance Event upon which the Determination was based. The Company and/or the Sublessee must submit written documentation to the Agency of compliance with all terms and conditions of the Determination in order for the Agency to consider whether to resume Financial Assistance to the Company and/or the Sublessee (which will be at the Agency's sole discretion).

(c) If a State-Mandated Recapture Event occurs or the Agency makes a Determination, the Company and the Sublessee agree and covenant that they will: (i) cooperate with the Agency in its efforts to recover or recapture any or all Financial Assistance obtained by the Company and/or the Sublessee; and (ii) promptly pay over any or all such amounts to the Agency that the Agency demands in connection therewith. Upon receipt of such amounts, the Agency shall then redistribute such amounts to the appropriate affected tax jurisdictions, unless agreed to otherwise by any local taxing jurisdiction. The Company and the Sublessee further understand and agree that in the event that the Company and/or the Sublessee fail to pay over such amounts to the Agency, the New York State Tax Commissioner may assess and determine the State sales and use tax due from the Company and/or the Sublessee, together with any relevant penalties and interest due on such amounts.

(d) If the Lease Agreement for the Project is voluntarily terminated by the Company prior to the expiration of two-thirds of the total stated term of the Lease Agreement, the Agency reserves the right to require the Company to pay back all or some portion of the Financial Assistance in accordance with this Article V.

ARTICLE VI MISCELLANEOUS PROVISIONS

Section 6.01. Survival. All warranties, representations, and covenants made by the Company and the Sublessee herein shall be deemed to have been relied upon by the Agency and shall survive the delivery of this Project Agreement to the Agency regardless of any investigation made by the Agency.

Section 6.02. Notices. All notices, certificates and other communications under this Project Agreement shall be in writing and shall be deemed given when delivered personally or when sent by certified mail, postage prepaid, return receipt requested, or by overnight delivery service, addressed as follows:

If to the Agency:

Town of Colonie Industrial Development Agency
Town of Colonie Public Operations Center
347 Old Niskayuna Road
Latham, New York 12110
Attention: Chairman

With a copy to: Barclay Damon LLP
80 State Street
Albany, New York 12207
Attention: Melissa C. Bennett, Esq.

If to the Company: Trixie Girl LLC
27 Princess Lane
Loudonville, New York 12211
Attention: Christian J. Nachtrieb, Jr.

With a copy to: Law Offices of Robert Sneeringer, Jr.
50 Chapel Street
Albany, New York 12207
Attention: Robert J. Sneeringer, Esq.

or at such other address as any party may from time to time furnish to the other party by notice given in accordance with the provisions of this Section. All notices shall be deemed given when received or delivery of same is refused by the recipient or personally delivered in the manner provided in this Section.

Section 6.03. Amendments. No amendment, change, modification, alteration or termination of this Project Agreement shall be made except in writing upon the written consent of the Company, the Sublessee and the Agency.

Section 6.04. Severability. The invalidity or unenforceability of any one or more phrases, sentences, clauses or sections in this Project Agreement or the application thereof shall not affect the validity or enforceability of the remaining portions of this Project Agreement or any part thereof.

Section 6.05. Counterparts. This Project Agreement may be executed in any number of counterparts each of which shall be deemed an original but which together shall constitute a single instrument.

Section 6.06. Governing Law. This Project Agreement shall be governed by, and all matters in connection herewith shall be construed and enforced in accordance with, the laws of the State applicable to agreements executed and to be wholly performed therein and the parties hereto hereby agree to submit to the personal jurisdiction of the federal or state courts located in Albany County, New York.

Section 6.07. Term. Except as specifically provided otherwise, the term of this Project Agreement shall be the longer of: (1) the term of the Lease Agreement; or (2) five years following the Project's Completion Date. The Project will remain "active" for purposes of Section 874(12) of General Municipal Law and the Agency's Annual Assessment Policy during the term of this Project Agreement.

Section 6.08 Mortgage Recording Tax Exemption. The Agency hereby grants to the Company exemption from mortgage recording taxes (except to the extent limited by Section 874 of the

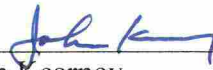
Act) for one or more Mortgages securing an aggregate principal amount not to exceed \$4,900,000 or such greater amount as approved by the Agency in its sole and absolute discretion, in connection with the financing of the Project Work (the "Mortgage Recording Tax Exemption").

Section 6.09. Section Headings. The headings of the several Sections in this Project 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 Project Agreement.

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

TOWN OF COLONIE INDUSTRIAL
DEVELOPMENT AGENCY

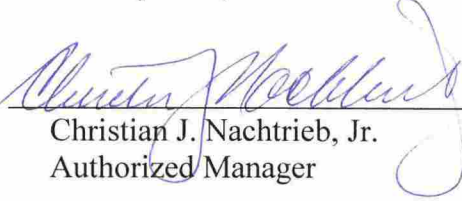
By:  _____
John Kearney
Chairman

Signature Page to Project Agreement
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TRIXIE GIRL LLC

By: Machristay LLC, as Sole Member

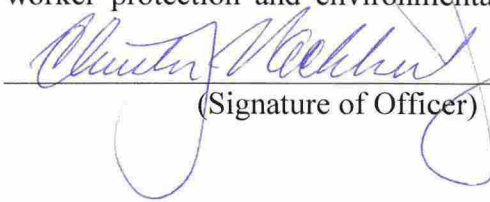
By:


Christian J. Nachtrieb, Jr.
Authorized Manager

STATE OF NEW YORK)
COUNTY OF ALBANY) ss.:

Christian J. Nachtrieb, Jr., being first duly sworn, deposes and says:

1. That I am the Authorized Manager of Trixie Girl LLC and that I am duly authorized on behalf of the Company to bind the Company and to execute this Project Agreement.
2. That the Company confirms and acknowledges that the owner, occupant, or operator receiving Financial Assistance for the Project is in substantial compliance with all applicable local, state and federal tax, worker protection and environmental laws, rules and regulations.


(Signature of Officer)

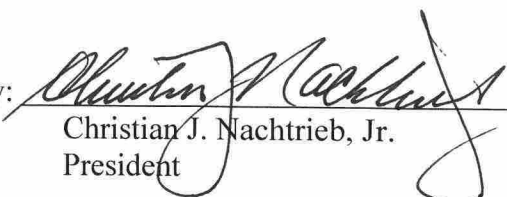
Subscribed and affirmed to me
under penalties of perjury
this 24 day of February, 2020.


(Notary Public)

DANA M. BERGMANN *Besetto*
NOTARY PUBLIC-STATE OF NEW YORK
NO. 02BE6346578
QUALIFIED IN RENSSELAER COUNTY
MY COMMISSION EXPIRES 08/15/2020

Signature Page to Project Agreement
Page 2 of 3

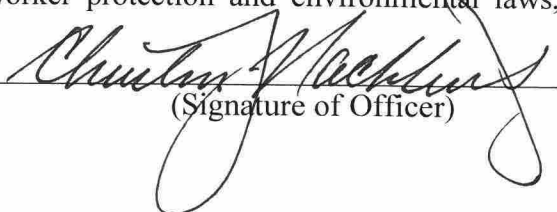
CHRIS' COFFEE SERVICE, INC.

By: 
Christian J. Nachtrieb, Jr.
President

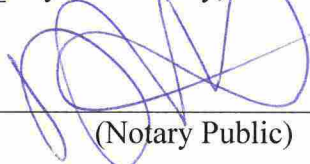
STATE OF NEW YORK)
COUNTY OF ALBANY) ss.:

Christian J. Nachtrieb, Jr., being first duly sworn, deposes and says:

1. That I am the President of Chris' Coffee Service, Inc. that I am duly authorized on behalf of the Sublessee to bind the Sublessee and to execute this Project Agreement.
2. That the Sublessee confirms and acknowledges that the owner, occupant, or operator receiving Financial Assistance for the Project is in substantial compliance with all applicable local, state and federal tax, worker protection and environmental laws, rules and regulations.


(Signature of Officer)

Subscribed and affirmed to me
under penalties of perjury
this 24 day of February, 2020.


(Notary Public)



Signature Page to Project Agreement
Page 3 of 3

EXHIBIT A

PILOT Agreement

None.

EXHIBIT B

FORM OF SUB-AGENT APPOINTMENT AGREEMENT

THIS SUB-AGENT APPOINTMENT AGREEMENT (the "Agreement"), dated as of _____, 20__, is by and between [TRIXIE GIRL LLC, a limited liability company of the State of New York, having an office for the transaction of business at 27 Princess Lane, Loudonville, New York 12211] [CHRIS' COFFEE SERVICE, INC., a corporation organized and existing under the laws of the State of New York, having an office for the transaction of business located at 10 Corporate Circle, Albany, New York 12203] (the "Company"), and [NAME OF SUB-AGENT], a _____ of the State of New York, having an office for the transaction of business at _____ (the "Sub-Agent").

W I T N E S S E T H:

WHEREAS, the Town of Colonie Industrial Development Agency (the "Agency") was created by Chapter 232 of the Laws of 1977, as amended by Chapter 594 of the Laws of 1980 of the State of New York pursuant to Title 1 of Article 18-A of the General Municipal Law of the State of New York (collectively, the "Act") as a body corporate and politic and as a public benefit corporation of the State of New York (the "State"); and

WHEREAS, by resolution of its members adopted on January 27, 2020 (the "Resolution"), the Agency authorized the Company to act as its agent for the purposes of undertaking a project for the benefit of the Company and [Trixie Girl LLC] [Chris' Coffee Service, Inc.] (the "Project") consisting of: (A) the acquisition of an interest in approximately 5.49 acres of land located at 348 Old Niskayuna Road, Latham (tax map no. 18.-4-3.2) in the Town of Colonie, Albany County, New York (the "Land"), the acquisition and construction of an approximately 64,000 square foot building on the Land (the "Improvements"), and the acquisition and installation therein of certain equipment not part of the Chris' Coffee Equipment (as such term is defined herein) (the "Facility Equipment"; and, together with the Land and the Improvements, the "Project Facility"), which Project Facility is to be leased and subleased by the Agency to Trixie Girl LLC and of which Project Facility (i) 34,500 square feet will be further subleased by Trixie Girl LLC to Chris' Coffee Service, Inc. (together with the hereinafter defined Chris' Coffee Equipment, the "Chris' Coffee Facility") and Chris' Coffee Service, Inc. will acquire and install certain equipment and personal property therein (the "Chris' Coffee Equipment"), which Chris' Coffee Facility will be used by Chris' Coffee Service, Inc. as a manufacturing and warehouse facility for its business of coffee roasting and packaging; and (ii) the remaining 29,500 square feet will be available to Chris' Coffee Service, Inc. for future expansion and/or for lease to third-party tenants (the "Expansion Facility"); (B) the granting of certain "financial assistance" (within the meaning of Section 854(14) of the Act) with respect to the foregoing, including potential exemptions from mortgage recording taxes (except as limited by Section 874 of the Act), transfer taxes and sales and use taxes (collectively, the "Financial Assistance"); and (C) the lease (with an obligation to purchase) or sale of the Project Facility to Trixie Girl LLC or such other person as may be designated by Trixie Girl LLC and agreed upon by the Agency and the lease (with an obligation to purchase) or sale of the Chris' Coffee

Equipment to Chris' Coffee Service, Inc. or such other person as may be designated by Chris' Coffee Service, Inc. and agreed upon by the Agency; and

WHEREAS, the Company and the Agency entered into a Project Agreement by and among the Company, [Trixie Girl LLC] [Chris' Coffee Service, Inc.] and the Agency dated as of February 1, 2020 (the "Project Agreement");

WHEREAS, by the Resolution and the Project Agreement, the Agency delegated to the Company and [Trixie Girl LLC] [Chris' Coffee Service, Inc.] the authority to appoint sub-agents subject to compliance with the terms set forth therein;

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

1. The Company hereby appoints the Sub-Agent as an agent of the Agency for the purpose of assisting the Company and the Agency in the completion of the Project and benefitting from the State and local sales and use tax exemption relative to expenditures made in furtherance thereof. The Sub-Agent is only an agent of the Agency for the aforementioned purposes. The Sub-Agent hereby agrees to limit its activities as agent for the Agency under the authority of this Agreement to acts reasonably related to the completion of the Project Facility.

2. The Sub-Agent covenants, agrees and acknowledges:

a. To make all records and information regarding State and local sales and use tax exemption benefits claimed by it in connection with the Project available to the Company and the Agency upon request. The Sub-Agent agrees to comply with all procedures and policies established by the State Department of Taxation and Finance, or any similar entity, regarding the documenting or reporting of any State and local sales and use tax exemption benefits, including providing to the Company all information of the Sub-Agent necessary for the Company to complete the State Department of Taxation and Finance's "Annual Report of Sales and Use Tax Exemptions" (Form ST-340).

b. To be bound by and comply with the terms and conditions of Section 875(3) of the Act as if such section were fully set forth herein. Without limiting the scope of the foregoing, the Sub-Agent acknowledges that pursuant to Section 875(3) of the Act, the Agency shall recover, recapture, receive or otherwise obtain from the Sub-Agent the portion of the Financial Assistance (the "Recapture Amount") consisting of: (1) (a) that portion of the State sales and use tax exemption claimed by the Sub-Agent to which the Sub-Agent was not entitled, which is in excess of the amount of the State sales and use tax exemption authorized by the Agency or which is for property or services not authorized by the Agency; or (b) the full amount of such State sales and use tax exemption claimed by the Sub-Agent, if the Sub-Agent fails to comply with a material term or condition regarding the use of the property or services as represented to the Agency in the application to the Agency in regard to the Project or otherwise; and (2) any interest or penalties thereon imposed by the Agency or by operation of law or by judicial order or otherwise.

c. That the failure of the Sub-Agent to promptly pay such Recapture Amount to the Agency will be grounds for the State Commissioner of Taxation and Finance to collect

sales and use taxes from the Sub-Agent under Article 28 of the Tax Law, together with interest and penalties. In addition to the foregoing, the Sub-Agent acknowledges and agrees that for purposes of exemption from State sales and use taxation, "sales and use taxation" shall mean sales and compensating use taxes and fees imposed by article twenty-eight or twenty-eight-A of the Tax Law but excluding such taxes imposed in a city by section eleven hundred seven or eleven hundred eight of such article twenty-eight.

d. That all purchases made by the Sub-Agent in connection with the Project shall be made using "IDA Agent or Project Operator Exempt Purchase Certificate" (Form ST-123, a copy of which is attached hereto as Exhibit A), and it shall be the responsibility of the Sub-Agent (and not the Agency) to complete Form ST-123. The Sub-Agent acknowledges and agrees that it shall identify the Project on each bill and invoice for such purchases and further indicate on such bills or invoices that the Sub-Agent is making purchases of tangible personal property or services necessary for the completion of, to be incorporated or installed in or for use in the Project as agent of the Agency. For purposes of indicating who the purchaser is, the Sub-Agent acknowledges and agrees that the bill or invoice should state, "I, [NAME OF SUB-AGENT], certify that I am a duly appointed agent of the Town of Colonie Industrial Development Agency and that I am purchasing the tangible personal property or services necessary for the completion of, to be incorporated or installed in or for use in the following IDA project and that such purchases qualify as exempt from sales and use taxes under my Sub-Agent Appointment Agreement." The Sub-Agent further acknowledges and agrees that the following information shall be used by the Sub-Agent to identify the Project on each bill and invoice: Chris' Coffee Service, Inc. / Trixie Girl LLC Project; 348 Old Niskayuna Road, Town of Colonie, Albany County, New York; IDA Project No.: 0105-20-01A.

e. That the Sub-Agent shall indemnify and hold the Agency harmless from all losses, expenses, claims, damages and liabilities arising out of or based on labor, services, materials and supplies, including equipment, ordered or used in connection with the Project Facility (including any expenses incurred by the Agency in defending any claims, suits or actions which may arise as a result of any of the foregoing), for such claims or liabilities that arise as a result of the Sub-Agent acting as agent for the Agency pursuant to this Agreement or otherwise.

The Sub-Agent shall indemnify and hold the Agency, its members, officers, employees and agents and anyone for whose acts or omissions the Agency or any one of them may be liable, harmless from all claims and liabilities for loss or damage to property or any injury to or death of any person that may be occasioned subsequent to the date hereof by any cause whatsoever in relation only to Sub-Agent's work on or for the Project Facility, including any expenses incurred by the Agency in defending any claims, suits or actions which may arise as a result of the foregoing.

The foregoing defenses and indemnities shall survive expiration or termination of this Agreement and shall apply whether or not the claim, liability, cause of action or expense is caused or alleged to be caused, in whole or in part, by the activities, acts, fault or negligence of the Agency, its members, officers, employees and agents, anyone under the direction and control of any of them, or anyone for whose acts or omissions the Agency or any of them may be liable, and whether or not based upon the breach of a statutory duty or obligation or any theory or rule

of comparative or apportioned liability, subject only to any specific prohibition relating to the scope of indemnities imposed by statutory law.

f. That as agent for the Agency or otherwise, the Sub-Agent will comply at the Sub-Agent's sole cost and expense with all the requirements of all federal, state and local laws, rules and regulations of whatever kind and howsoever denominated applicable to the Sub-Agent with respect to the Project Facility.

g. That Section 875(7) of the Act requires the Agency to post on its website all resolutions and agreements relating to the Sub-Agent's appointment as an agent of the Agency or otherwise related to the Project, including this Agreement, and that Public Officers Law Article 6 declares that all records in the possession of the Agency (with certain limited exceptions) are open to public inspection and copying. If the Sub-Agent feels that there is information about the Sub-Agent in the Agency's possession 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 Sub-Agent's competitive position, the Sub-Agent must identify such elements in writing, supply same to the Agency prior to or contemporaneously with the execution hereof and request that such elements be kept confidential in accordance with Public Officers Law Article 6. Failure to do so will result in the posting by the Agency of all information in accordance with Section 875 of the Act.

3. During the construction period, if any (and for at least one year thereafter in the case of Products and Completed Operations as set forth below), the Sub-Agent shall carry liability insurance of the type and providing the minimum limits set forth below:

i. Workers' compensation and employer's liability with limits in accordance with applicable law.

ii. Comprehensive general liability providing coverage for:

Premises and Operations
Products and Completed Operations
Owners Protective
Company's Protective
Contractual Liability
Personal Injury Liability
Broad Form Property Damage (including completed operations)
Explosion Hazard Collapse Hazard
Underground Property Damage Hazard

Such insurance shall have a limit of liability of not less than \$1,000,000 (combined single limit for personal injury, including bodily injury or death, and property damage).

iii. Comprehensive auto liability, including all owned, non-owned and hired autos, with a limit of liability of not less than \$1,000,000 (combined single limit for personal injury, including bodily injury or death, and property damage).

iv. Excess “umbrella” liability providing liability insurance in excess of the coverages in (ii) and (iii) above with a limit of not less than \$4,000,000.

iv. Excess “umbrella” liability providing liability insurance in excess of the coverages in (ii) and (iii) above with a limit of not less than \$4,000,000.

A policy or policies of flood insurance in an amount not less than the greater of \$500,000 or the maximum amount of flood insurance available with respect to the Project Facility under the Flood Disaster Protection Act of 1973, as amended, whichever is less. This requirement will be waived upon presentation of evidence satisfactory to the Agency that no portion of the Project Facility is located within an area identified by the U.S. Department of Housing and Urban Development as having special flood hazards.

THE AGENCY DOES NOT IN ANY WAY REPRESENT THAT THE INSURANCE SPECIFIED HEREIN, WHETHER IN SCOPE OR COVERAGE OR LIMITS OF COVERAGE, IS ADEQUATE OR SUFFICIENT TO PROTECT THE SUB-AGENT’S BUSINESS OR INTEREST.

4. (A) All insurance required pursuant to paragraph 3 hereof, shall be procured and maintained in financially sound and generally recognized responsible insurance companies selected by the Sub-Agent and authorized to write such insurance in the State and satisfactory and having a Best rating satisfactory to the Agency. Such insurance may be written with deductible amounts comparable to those on similar policies carried by other companies engaged in businesses similar in size, character and other respects to those in which the Sub-Agent is engaged. All policies evidencing such insurance shall name the Sub-Agent as insured and the Agency as additional insured, as their interests may appear, and provide for at least thirty (30) days’ written notice to the Sub-Agent and the Agency prior to cancellation, lapse, reduction in policy limits or material change in coverage thereof. The policies evidencing the insurance required by paragraph 3 hereof shall name the Agency as an additional insured on a primary and noncontributory basis with any coverage held by the Agency, if any. All insurance required hereunder shall be in form, content and coverage satisfactory to the Agency. Certificates and policies satisfactory in form and substance to the Agency to evidence all insurance required hereby shall be delivered to the Agency as of the date hereof. The Sub-Agent shall deliver to the Agency on or before the first Business Day of each calendar year thereafter a certificate dated not earlier than the immediately preceding month reciting that there is in full force and effect, with a term covering at least the next succeeding calendar year, insurance in the amounts and of the types required by paragraphs 3 and 4 hereof. At least thirty (30) days prior to the expiration of any such policy, the Sub-Agent shall furnish to the Agency evidence that the policy has been renewed or replaced, or is no longer required by this Agreement.

(B) All premiums with respect to the insurance required by paragraph 3 hereof shall be paid by the Sub-Agent; provided, however, that, if the premiums are not timely paid, the Agency may pay such premiums and the Sub-Agent shall pay immediately upon demand all sums so expended by the Agency, together with interest thereon at the rate of interest equal to ten percent (10%) per annum or the maximum rate permitted by law, whichever is less.

5. Failure of the Sub-Agent to comply with any of the provisions of this Agreement shall result in the immediate nullification of the appointment of the Sub-Agent and the immediate termination of this Agreement and may result in the loss of the Sub-Agent's or the Company's State and local sales and use tax exemption with respect to the Project at the sole discretion of the Agency. In addition, such failure may result in the recapture of the State and local sales and use taxes avoided.

6. The Company acknowledges that the assumption of certain obligations by the Sub-Agent in accordance with this Agreement does not relieve the Company of its obligations under any provisions of the Resolution, the [Equipment] Lease Agreement, by and between the Company and the Agency dated as of February 1, 2020, the Project Agreement or of any other agreement entered into by the Company in connection with the Project.

7. The Company and the Sub-Agent agree that the Agency is a third-party beneficiary of this Agreement.

8. This Agreement shall be in effect until the earlier of: (i) the completion of the work on the Project by the Sub-Agent; or (ii) the Sub-Agent's loss of status as an agent of the Agency as set forth herein. Notwithstanding the foregoing, the provisions of Sections 2(b), 2(c) and 2(e) shall survive the termination of this Agreement.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the Company and the Sub-Agent have caused this Agreement to be executed in their respective names by their respective duty authorized officers, all as of the day and year first above written.

[TRIXIE GIRL LLC]
[CHRIS' COFFEE SERVICES, INC.]

By: _____
Name:
Title:

[NAME OF SUB-AGENT]

By: _____
Name:
Title:

Exhibit A to Sub-Agent Appointment Agreement

Form ST-123 (see attached)



IDA Agent or Project Operator

Exempt Purchase Certificate

Effective for projects beginning on or after June 1, 2014

ST-123
(7/14)

This certificate is not valid unless all entries have been completed.

Note: To be completed by the purchaser and given to the seller. Do not use this form to purchase motor fuel or diesel motor fuel exempt from tax. See Form FT-123, *IDA Agent or Project Operator Exempt Purchase Certificate for Fuel*.

Name of seller	Name of agent or project operator
Street address	Street address
City, town, or village State ZIP code	City, town, or village State ZIP code
Agent or project operator sales tax ID number (see instructions)	

Mark an **X** in one: ☐ Single-purchase certificate ☐ Blanket-purchase certificate (valid only for the project listed below)**To the seller:**

You must identify the project on each bill and invoice for such purchases and indicate on the bill or invoice that the IDA or agent or project operator of the IDA was the purchaser.

Project information

I certify that I am a duly appointed agent or project operator of the named IDA and that I am purchasing the tangible personal property or services for use in the following IDA project and that such purchases qualify as exempt from sales and use taxes under my agreement with the IDA.

Name of IDA		
Name of project	IDA project number (use OSC number)	
Street address of project site		
City, town, or village	State	ZIP code
Enter the date that you were appointed agent or project operator (mm/dd/yy)	/	/
Enter the date that agent or project operator status ends (mm/dd/yy)	/	/

Exempt purchases(Mark an **X** in boxes that apply)

- ☐ A. Tangible personal property or services (other than utility services and motor vehicles or tangible personal property installed in a qualifying motor vehicle) used to complete the project, but not to operate the completed project
- ☐ B. Certain utility services (gas, propane in containers of 100 pounds or more, electricity, refrigeration, or steam) used to complete the project, but not to operate the completed project
- ☐ C. Motor vehicle or tangible personal property installed in a qualifying motor vehicle

Certification: I certify that the above statements are true, complete, and correct, and that no material information has been omitted. I make these statements and issue this exemption certificate with the knowledge that this document provides evidence that state and local sales or use taxes do not apply to a transaction or transactions for which I tendered this document and that willfully issuing this document with the intent to evade any such tax may constitute a felony or other crime under New York State Law, punishable by a substantial fine and a possible jail sentence. I understand that this document is required to be filed with, and delivered to, the vendor as agent for the Tax Department for the purposes of Tax Law section 1838 and is deemed a document required to be filed with the Tax Department for the purpose of prosecution of offenses. I also understand that the Tax Department is authorized to investigate the validity of tax exclusions or exemptions claimed and the accuracy of any information entered on this document.

Signature of purchaser or purchaser's representative (include title and relationship)	Date
Type or print the name, title, and relationship that appear in the signature box	

Instructions

To the purchaser

You may use Form ST-123 if you:

- have been appointed as an agent or project operator by an industrial development agency (IDA) and
- the purchases qualify for exemption from sales and use tax as described in the IDA contract.

You may use Form ST-123 as a single-purchase certificate or as a blanket certificate covering the first and subsequent purchases qualifying for the project listed.

Agent or project operator sales tax ID number — If you are registered with the Tax Department for sales tax purposes, you must enter your sales tax identification number on this certificate. If you are not required to be registered, enter **N/A**.

Industrial development agencies and authorities (IDAs) are public benefit corporations under General Municipal Law Article 18-A and the Public Authorities Law, for the purpose of promoting, developing, encouraging, and assisting in the acquisition, construction, reconstruction, improvement, maintenance, equipping, and furnishing of industrial, manufacturing, warehousing, commercial, research, and recreational facilities in New York State.

IDAs are exempt from the payment of sales and use tax on their purchases, in accordance with Tax Law section 1116(a)(1). However, IDAs do not normally make direct purchases for projects. Commonly, IDAs instead appoint a business enterprise or developer, contractor, or subcontractor as its agent or project operator. Such purchases made by the agent or project operator, acting within the authority granted by the IDA, are deemed to be made by the IDA and therefore exempt from tax.

Example 1: IDA agreement with its agent or project operator states that contractor X may make all purchases of materials and equipment necessary for completion of the project, as agent for the IDA. Contractor X rents a backhoe and a bulldozer for site preparation, purchases concrete and lumber to construct a building, and purchases machinery to be installed in the building. All these purchases by contractor X as agent of the IDA are exempt from tax.

Example 2: IDA agreement with its agent or project operator states that contractor X may make all purchases of materials and equipment to be incorporated into the project, as agent for the IDA. Contractor X makes the same purchases as in Example 1. Since the concrete, lumber, and machinery will actually be incorporated into the project, contractor X may purchase these items exempt from tax. However, rental of the backhoe and bulldozer is not exempt since these transactions are normally taxable and the IDA agreement does not authorize contractor X to make such rentals as agent of the IDA.

A contractor or subcontractor not appointed as agent or project operator of an IDA must present suppliers with Form ST-120.1, *Contractor Exempt Purchase Certificate*, when making purchases that are ordinarily exempt from tax in accordance with Tax Law sections 1115(a)(15) and 1115(a)(16). For more information, see Form ST-120.1.

Exempt purchases

To qualify, the purchases must be made within the authority granted by the IDA and used to complete the project (not to operate the completed project).

- Mark box A to indicate you are purchasing tangible personal property and services (other than utility services and motor vehicles or tangible personal property installed in a qualifying motor vehicle) exempt from tax.
- Mark box B to indicate you are purchasing certain consumer utility services used in completing the project exempt from tax. This includes gas, electricity, refrigeration, and steam; and gas, electric, refrigeration, and steam services.
- Mark box C to indicate you are purchasing a motor vehicle or tangible personal property related to a qualifying motor vehicle exempt from tax.

Misuse of this certificate

Misuse of this exemption certificate may subject you to serious civil and criminal sanctions in addition to the payment of any tax and interest due. These include:

- A penalty equal to 100% of the tax due;
- A \$50 penalty for each fraudulent exemption certificate issued;
- Criminal felony prosecution, punishable by a substantial fine and a possible jail sentence; and
- Revocation of your *Certificate of Authority*, if you are required to be registered as a vendor. See TSB-M-09(17)S, *Amendments that Encourage Compliance with the Tax Law and Enhance the Tax Department's Enforcement Ability*, for more information.

To the seller

When making purchases as agent or project operator of an IDA, the purchaser must provide you with this exemption certificate with all entries completed to establish the right to the exemption. You **must** identify the project on each bill and invoice for such purchases and indicate on the bill or invoice that the IDA or agent or project operator of the IDA was the purchaser.

As a New York State registered vendor, you may accept an exemption certificate in lieu of collecting tax and be protected from liability for the tax if the certificate is valid. The certificate will be considered valid if it is:

- accepted in good faith;
- in your possession within 90 days of the transaction; and
- properly completed (all required entries were made).

An exemption certificate is accepted in good faith when you have no knowledge that the exemption certificate is false or is fraudulently given, and you exercise reasonable ordinary due care. If you do not receive a properly completed certificate within 90 days after the delivery of the property or service, you will share with the purchaser the burden of proving the sale was exempt.

You must also maintain a method of associating an invoice (or other source document) for an exempt sale with the exemption certificate you have on file from the purchaser. You must keep this certificate at least three years after the due date of your sales tax return to which it relates, or the date the return was filed, if later.

Privacy notification

New York State Law requires all government agencies that maintain a system of records to provide notification of the legal authority for any request, the principal purpose(s) for which the information is to be collected, and where it will be maintained. To view this information, visit our Web site, or, if you do not have Internet access, call and request Publication 54, *Privacy Notification*. See *Need help?* for the Web address and telephone number.

Need help?



Visit our Web site at **www.tax.ny.gov**

- get information and manage your taxes online
- check for new online services and features



Sales Tax Information Center:

(518) 485-2889

To order forms and publications:

(518) 457-5431



Text Telephone (TTY) Hotline

(for persons with hearing and speech disabilities using a TTY):

(518) 485-5082

Exhibit C

Form ST-123
(see attached)



IDA Agent or Project Operator

Exempt Purchase Certificate

Effective for projects beginning on or after June 1, 2014

ST-123
(7/14)

This certificate is not valid unless all entries have been completed.

Note: To be completed by the purchaser and given to the seller. Do not use this form to purchase motor fuel or diesel motor fuel exempt from tax. See Form FT-123, *IDA Agent or Project Operator Exempt Purchase Certificate for Fuel*.

Name of seller	Name of agent or project operator
Street address	Street address
City, town, or village State ZIP code	City, town, or village State ZIP code
Agent or project operator sales tax ID number (see instructions)	

Mark an **X** in one: ☐ Single-purchase certificate ☐ Blanket-purchase certificate (valid only for the project listed below)**To the seller:**

You must identify the project on each bill and invoice for such purchases and indicate on the bill or invoice that the IDA or agent or project operator of the IDA was the purchaser.

Project information

I certify that I am a duly appointed agent or project operator of the named IDA and that I am purchasing the tangible personal property or services for use in the following IDA project and that such purchases qualify as exempt from sales and use taxes under my agreement with the IDA.

Name of IDA		
Name of project	IDA project number (use OSC number)	
Street address of project site		
City, town, or village	State	ZIP code
Enter the date that you were appointed agent or project operator (mm/dd/yy)	/	/
Enter the date that agent or project operator status ends (mm/dd/yy)	/	/

Exempt purchases(Mark an **X** in boxes that apply)

- ☐ A. Tangible personal property or services (other than utility services and motor vehicles or tangible personal property installed in a qualifying motor vehicle) used to complete the project, but not to operate the completed project
- ☐ B. Certain utility services (gas, propane in containers of 100 pounds or more, electricity, refrigeration, or steam) used to complete the project, but not to operate the completed project
- ☐ C. Motor vehicle or tangible personal property installed in a qualifying motor vehicle

Certification: I certify that the above statements are true, complete, and correct, and that no material information has been omitted. I make these statements and issue this exemption certificate with the knowledge that this document provides evidence that state and local sales or use taxes do not apply to a transaction or transactions for which I tendered this document and that willfully issuing this document with the intent to evade any such tax may constitute a felony or other crime under New York State Law, punishable by a substantial fine and a possible jail sentence. I understand that this document is required to be filed with, and delivered to, the vendor as agent for the Tax Department for the purposes of Tax Law section 1838 and is deemed a document required to be filed with the Tax Department for the purpose of prosecution of offenses. I also understand that the Tax Department is authorized to investigate the validity of tax exclusions or exemptions claimed and the accuracy of any information entered on this document.

Signature of purchaser or purchaser's representative (include title and relationship)	Date
Type or print the name, title, and relationship that appear in the signature box	

Instructions

To the purchaser

You may use Form ST-123 if you:

- have been appointed as an agent or project operator by an industrial development agency (IDA) and
- the purchases qualify for exemption from sales and use tax as described in the IDA contract.

You may use Form ST-123 as a single-purchase certificate or as a blanket certificate covering the first and subsequent purchases qualifying for the project listed.

Agent or project operator sales tax ID number — If you are registered with the Tax Department for sales tax purposes, you must enter your sales tax identification number on this certificate. If you are not required to be registered, enter **N/A**.

Industrial development agencies and authorities (IDAs) are public benefit corporations under General Municipal Law Article 18-A and the Public Authorities Law, for the purpose of promoting, developing, encouraging, and assisting in the acquisition, construction, reconstruction, improvement, maintenance, equipping, and furnishing of industrial, manufacturing, warehousing, commercial, research, and recreational facilities in New York State.

IDAs are exempt from the payment of sales and use tax on their purchases, in accordance with Tax Law section 1116(a)(1). However, IDAs do not normally make direct purchases for projects. Commonly, IDAs instead appoint a business enterprise or developer, contractor, or subcontractor as its agent or project operator. Such purchases made by the agent or project operator, acting within the authority granted by the IDA, are deemed to be made by the IDA and therefore exempt from tax.

Example 1: IDA agreement with its agent or project operator states that contractor X may make all purchases of materials and equipment necessary for completion of the project, as agent for the IDA. Contractor X rents a backhoe and a bulldozer for site preparation, purchases concrete and lumber to construct a building, and purchases machinery to be installed in the building. All these purchases by contractor X as agent of the IDA are exempt from tax.

Example 2: IDA agreement with its agent or project operator states that contractor X may make all purchases of materials and equipment to be incorporated into the project, as agent for the IDA. Contractor X makes the same purchases as in Example 1. Since the concrete, lumber, and machinery will actually be incorporated into the project, contractor X may purchase these items exempt from tax. However, rental of the backhoe and bulldozer is not exempt since these transactions are normally taxable and the IDA agreement does not authorize contractor X to make such rentals as agent of the IDA.

A contractor or subcontractor not appointed as agent or project operator of an IDA must present suppliers with Form ST-120.1, *Contractor Exempt Purchase Certificate*, when making purchases that are ordinarily exempt from tax in accordance with Tax Law sections 1115(a)(15) and 1115(a)(16). For more information, see Form ST-120.1.

Exempt purchases

To qualify, the purchases must be made within the authority granted by the IDA and used to complete the project (not to operate the completed project).

- Mark box A to indicate you are purchasing tangible personal property and services (other than utility services and motor vehicles or tangible personal property installed in a qualifying motor vehicle) exempt from tax.
- Mark box B to indicate you are purchasing certain consumer utility services used in completing the project exempt from tax. This includes gas, electricity, refrigeration, and steam; and gas, electric, refrigeration, and steam services.
- Mark box C to indicate you are purchasing a motor vehicle or tangible personal property related to a qualifying motor vehicle exempt from tax.

Misuse of this certificate

Misuse of this exemption certificate may subject you to serious civil and criminal sanctions in addition to the payment of any tax and interest due. These include:

- A penalty equal to 100% of the tax due;
- A \$50 penalty for each fraudulent exemption certificate issued;
- Criminal felony prosecution, punishable by a substantial fine and a possible jail sentence; and
- Revocation of your *Certificate of Authority*, if you are required to be registered as a vendor. See TSB-M-09(17)S, *Amendments that Encourage Compliance with the Tax Law and Enhance the Tax Department's Enforcement Ability*, for more information.

To the seller

When making purchases as agent or project operator of an IDA, the purchaser must provide you with this exemption certificate with all entries completed to establish the right to the exemption. You **must** identify the project on each bill and invoice for such purchases and indicate on the bill or invoice that the IDA or agent or project operator of the IDA was the purchaser.

As a New York State registered vendor, you may accept an exemption certificate in lieu of collecting tax and be protected from liability for the tax if the certificate is valid. The certificate will be considered valid if it is:

- accepted in good faith;
- in your possession within 90 days of the transaction; and
- properly completed (all required entries were made).

An exemption certificate is accepted in good faith when you have no knowledge that the exemption certificate is false or is fraudulently given, and you exercise reasonable ordinary due care. If you do not receive a properly completed certificate within 90 days after the delivery of the property or service, you will share with the purchaser the burden of proving the sale was exempt.

You must also maintain a method of associating an invoice (or other source document) for an exempt sale with the exemption certificate you have on file from the purchaser. You must keep this certificate at least three years after the due date of your sales tax return to which it relates, or the date the return was filed, if later.

Privacy notification

New York State Law requires all government agencies that maintain a system of records to provide notification of the legal authority for any request, the principal purpose(s) for which the information is to be collected, and where it will be maintained. To view this information, visit our Web site, or, if you do not have Internet access, call and request Publication 54, *Privacy Notification*. See *Need help?* for the Web address and telephone number.

Need help?



Visit our Web site at **www.tax.ny.gov**

- get information and manage your taxes online
- check for new online services and features



Sales Tax Information Center: (518) 485-2889

To order forms and publications: (518) 457-5431



Text Telephone (TTY) Hotline
(for persons with hearing and speech disabilities using a TTY): (518) 485-5082

EXHIBIT D

FORM OF ANNUAL REPORTING QUESTIONNAIRE

Dated: _____

Please complete the below information in connection with the financial assistance your project is receiving from the Town of Colonie Industrial Development Agency and return to the address below no later than 30 days from the date hereof. Failure to accurately and timely provide the requested information could subject your project to suspension or forfeiture of benefits previously received or currently receiving, pursuant to the Agency's Recapture Policy.

Name of company: _____

Name of project: _____

Address of project: _____

SALES TAX EXEMPTION BENEFITS:

Did your company receive sales tax exemption benefits on your project during 20__?

(Circle one) YES NO

If yes, enter the amount of sales tax exemption claimed in 20__: \$_____

(Attach a copy of Form ST-340 submitted to the Department of Taxation and Finance)

JOB CREATION/RETENTION:

Current number of FTEs (as of 12/31/___): _____

Total jobs created in 20__: _____

Total jobs retained from prior year: _____

(Full-time equivalent or FTE = >30 hours/week)

(Attach copies of Form NYS-45 for all four quarters of 20__)

(If Form NYS-45 does not accurately reflect the FTE at the project location, also include an internal report verifying the job information)

Include Full time equivalent independent contractors/employees of independent contractors

Number of residents of the Agency's defined Labor Market Area employed at the Project: _____

Number of residents of the Town of Colonie ("Town") employed at the Project: _____

Number of FTE construction jobs during 20__: _____

For salary and benefit information, indicate whether the numbers provided in the application remain accurate; if not, provide new numbers.

JOBS CREATED:

Professional/Managerial/Technical Jobs _____
Number of Town residents in such Jobs _____
Average Salary or Salary Range _____
Average Benefits or Benefits Range _____

Skilled Jobs _____
Number of Town residents in such Jobs _____
Average Salary or Salary Range _____
Average Benefits or Benefits Range _____

Semi-skilled or Unskilled Jobs _____
Number of Town residents in such Jobs _____
Average Salary or Salary Range _____
Average Benefits or Benefits Range _____

JOBS RETAINED:

Professional/Managerial/Technical Jobs _____
Average Salary or Salary Range _____
Average Benefits or Benefits Range _____

Skilled Jobs _____
Average Salary or Salary Range _____
Average Benefits or Benefits Range _____

Semi-skilled or Unskilled Jobs _____
Average Salary or Salary Range _____
Average Benefits or Benefits Range _____

CAPITAL INVESTMENT:

Complete the amounts of the capital investment categories listed below as of December 31, 20__:

Purchase of land \$ _____
Purchase of existing buildings \$ _____
Renovations/additions to existing buildings \$ _____
New building construction \$ _____
Machinery and equipment costs \$ _____
Utilities, roads and appurtenant costs \$ _____

Date: _____

I hereby certify to the Town of Colonie Industrial Development Agency that the information provided above is true and accurate. I understand that failure to report completely and accurately may be subject to penalty of perjury and result in enforcement of provisions of the Company Documents executed in connection with the above project, including but not limited to event of default under the Company Documents and suspension or forfeiture of benefits previously received or currently receiving, pursuant to our Recapture Policy.

Name: _____

Title: _____

Return to:
Executive Director
Town of Colonie Industrial Development Agency
Town of Colonie Public Operations Center
347 Old Niskayuna Road
Latham, New York 12110