



Kevin O'Bryan, Chairman
Dep. Mayor Monica Kurzejeski

Andrew Ross, Vice Chairman
John Donohue

**TROY LOCAL DEVELOPMENT CORPORATION
Board of Directors Meeting
Planning Department Conference Room
City Hall
433 River Street, Suite 5001
Troy, New York 12180**

**August 19, 2016
8:30 a.m.**

AGENDA

- I. Approval of Minutes from July 8, 2016 board meeting.
- II. Façade Improvement Grants
 - 377 Congress Street, Adam Siemiginowski
- III. BDAP Loan Authorizing Resolution
 - 22-24 4th Street d/b/a Troy Innovation Garage
- IV. Victorian Stroll Sponsorship
- V. 2265 Fifth Ave – Maintenance contract with Lewis Lawn Care
- VI. Financials
- VII. Old Business
- VIII. New Business
- IX. Adjournment



**TROY LOCAL DEVELOPMENT CORPORATION
Board of Director
Meeting Minutes**

**July 8, 2016
8:30 a.m.**

BOARD MEMBERS PRESENT: Kevin O’Bryan, Dep. Mayor Monica Kurzejeski, Andy Ross and John Donohue

ABSENT:

ALSO IN ATTENDANCE: Justin Miller, Mary Ellen Flores, Steve Strichman, Cheryl Kennedy, Tom Nardacci, Jeff Buell, Kathleen Tesnakis, Steve Jenkins, Deanna DalPos and Denee Zeigler

Minutes

The Chairman called the meeting to order at 8:30 a.m.

I. Minutes

The board reviewed the minutes from the June 17, 2016 board meeting.

**John Donohue made a motion to approve the June 17, 2016 board meeting minutes.
Dep. Mayor Monica Kurzejeski seconded the motion, motion carried.**

II. Façade Grant Program

The Chairman spoke to the 50/50 Façade Grant applicants and advised that all of the information submitted was reviewed ahead of time. There were no questions from the board members. Ms. Kurzejeski advised that we will be in contact with them for additional information and requirements now that they are approved.

Dep. Mayor Monica Kurzejeski made a motion to approve the 50/50 Façade Grants listed below:

- 1423 Fifth Ave, Nick Davis
- 39 First Street, Richard Hirsch
- 429 River Street, River Street Café

John Donohue seconded the motion, motion carried.

III. BDAP Loan - Troy Innovation Garage

Tom Nardacci spoke to the board about his project located at 22-24 4th Street. He advised that he purchased the building in November. Mr. Nardacci explained that the building has been underutilized since the Italian restaurant left. He advised that his company, Gramercy Communications, has been growing and will use about 4,000 sf of the space as its permanent home. He advised that in the other 10,000 sf will be the Troy Innovation Garage, a co-working space geared towards the creative economy. He noted that this concept has generated a lot of attention in the capital region as well some state and national news. Mr. Nardacci explained that it is geared to entrepreneurs who are currently working from their homes, starting their own companies, and would like to rent out the space on either a weekly or monthly basis. They will be able to use shared work spaces with state of the art equipment that will help them take their businesses to the next level. Mr. Nardacci advised that the shared space makes up about 80% of the building. He anticipates the space being full on opening. Mr. Nardacci advised that he has received all of his planning approvals and anticipates Gramercy moving into the space in mid-August and the Innovation Garage opening in late September.

Mr. Nardacci advised that they wanted to pay special attention to the façade of the building. He advised that he has been through the local historic review process as well as approval from SHPO. Mr. Nardacci advised Steve Jenkins design for the façade. The board asked how this project is different from The Center of Gravity. Mr. Nardacci advised that this project is complementary to that space. He advised that he has been meeting with them from the beginning and noted that they are geared more towards the science and tech side of things. The Troy Innovation Garage will be geared more towards the creative economy; public relation and marketing firms, film, television, etc. The board had a general discussion on how the rental of space will work and memberships. He noted that individual work stations can be rented out and there will be 14 private suites. There will be no leases; everything will be monthly memberships to allow for flexibility for entrepreneurs. He noted that the people that have been walking through to look at the space are from the larger surrounding areas such as Clifton Park, North Albany and Loudonville. Mr. Nardacci advised they would like to serve as a way to supply Troy with new businesses.

Mr. Nardacci introduced Steve Jenkins to the board. Mr. Jenkins talked about the façade of the building and its history. He noted that they will be reconstructing the façade; working with what is there and making improvements at the same time. He advised that they have been working closely with SHPO. Mr. Jenkins advised that he wants to create a light, open feel that will serve as almost a beacon at night time. They are making a big investment to the space. Mr. Donohue asked about the timeframe. Mr. Jenkins advised that it will go quick, but will take a few months to complete. They hope to have it completed in early Fall. Mr. Nardacci advised that the roof has also been replaced.

Mr. Nardacci spoke about their logo and how it speaks for their tagline “Sparking Creativity”.

The board advised they had no other questions at this time and will work to set up a loan term sheet for final approval at the next meeting.

Andy Ross made a motion to approve the BDAP loan application for 22-24 4th Street, LLC d/b/a Troy Innovation Garage in the amount of \$120,000.

John Donohue seconded the motion, motion carried.

IV. BDAP Loan - Ekologic

Kathleen Tesnakis spoke to the board about the upcoming Grand Central Holiday Show. She advised that this year she is very excited to participate because they have reduced the number of participants from 70 to 40. Ms. Tesnakis advised that she is asking for a loan in the amount of \$10,000 in order to assist with purchasing additional supplies, fees and additional employees. She explained that last year was an interesting year where there were some very serious challenges. Despite the issues that came up, she came in only \$6,000 under her best year. Mr. Donohue asked about the background of her company. Ms. Tesnakis advised that she is a recycled clothing designer and manufacturer that has been in business for 20 years; 14 of those have been in this area. She advised they recycle cashmere that is about to be thrown out in the garment district in NYC. Mr. Ross advised that his company has worked with Ekologic in the past and they do phenomenal work. Ms. Tesnakis advised that her business has been growing each year. The board agreed that this a good loan to make. Ms. Tesnakis advised that part of her job is to travel the county with her work to art shows and she will not be in the area from August 1st to September 12th. The board had a general discussion and advised that we can use the same loan terms as last year in order to move this forward.

Andy Ross made a motion to approve the BDAP loan for Ekologic, Inc. in the amount of \$10,000.

John Donohue seconded the motion, motion carried.

V. Financials

Mary Ellen Flores presented the balance sheet financials to the board advising that we have assets of \$4,456,000 with \$853,000 is in cash. She advised that the balance sheet hasn't changed too much. She did note that the Quackenbush loan did close and was moved from a receivable line. The funds were received on July 1st. The account will normalize next month. She advised that the financials being presented today are just a snapshot in time of the account.

Ms. Flores went over the operating statement with the board. She indicated that we show a loss for this month as compared to last month. She advised that the entry made for the 10% loss allowance was booked incorrectly in April and was corrected in June. Ms. Flores advised that we are still working on a couple of delinquent loans. The chairman asked for a report to be presented at the next meeting regarding the loans.

Ms. Kurzejeski advised that Troy Kitchen made a payment, but is still behind by three payments. She advised that she is working on setting up a meeting with Mr. Nelson to discuss the loan. The chairman advised that the loan guarantor should also be notified. The board had a general discussion on him restructuring his loan once he is current.

Ms. Flores advised that a notice was sent out to Rare Form and The Balance Loft. Infinity Café will have something hand delivered to them due to previous attempts to send certified mail was never signed for.

Ms. Flores advised that there are no other changes to the profit and loss report.

**Dep. Mayor Monica Kurzejeski made a motion to approve the financials as presented.
Mr. Donohue seconded the motion, motion carried.**

VI. Adjournment

The board advised that there is a possibility they will not meet in August. Information will be sent around if this is the case. With no other items to discuss, the meeting was adjourned at 9:08 a.m.

**Dep. Mayor Monica Kurzejeski made a motion to adjourn the meeting.
Andy Ross seconded the motion, motion carried.**

DRAFT

**Troy Local Development Corporation
50/50 Façade Improvement Program
Application for Funding Assistance**

Applicant:

Building Address 377 Congress St. Troy, NY 12180
 Applicant Name Adam Siemiginowski
 Applicant Address 377 Congress St. 2nd Floor, Troy, NY 12180
 Telephone 518-526-4122 Email adam@susthomes.com
 Is the applicant the owner? Yes No
 Owner Name Adam Siemiginowski / Susthomes LLC
 Owner Address 377 Congress St. 2nd Floor, Troy, NY 12180

Building Information:

Type of Construction: Masonry Frame Other
 Number of Floors: 4 Basement Yes No
 Building Square Footage: 3000 Lot Dimensions: _____

Existing conditions of the building:

Front Façade:	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input checked="" type="checkbox"/>	Fair	<input type="checkbox"/>	Poor	<input type="checkbox"/>	At Risk
Side Wall(s):	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input checked="" type="checkbox"/>	Poor	<input type="checkbox"/>	At Risk
Rear Wall:	<input type="checkbox"/>	Excellent	<input checked="" type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor	<input type="checkbox"/>	At Risk
Roof:	<input type="checkbox"/>	Excellent	<input checked="" type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor	<input type="checkbox"/>	At Risk
Other:	<input type="checkbox"/>	Excellent	<input checked="" type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor	<input type="checkbox"/>	At Risk

Occupancy Information:

Building is vacant Yes No
 # of commercial units in the building: 1 (1st Floor Store)

List all existing businesses at this address or any business proposed to occupy the building:

Business Name	Owner Name & Address	# Of Years at Current Address	# Of Years at Previous Address
<u>1st Floor Store</u>	<u>Adam Siemiginowski</u>	<u>0</u>	<u>0</u>

of residential units in the building: 3

Schedule of Work:

Proposed Method of Work Contract Self-Help Combination

Date work can begin by: 8/8/16
Date work must be completed by: 9/30/16

Do you anticipate a need for architect design services? Yes No
Do you anticipate a need for contractor design services? Yes No

Total Project Cost \$20,370 Grant Request \$10,000

Describe any recent improvements you have made to the building, if any:
Developed Full Site-Plan w/ Architect for Planning + Building Dept.
Renovating Interior for full COO and Occupancy

Provide a brief summary of all proposed activities:

Loth front and left facade of building
Cover Building w/ 3/8" Insulation
Cap Windows w/ Aluminum matching neighboring buildings
Install soffits along roofline / repair gutters
Affix Vinyl 'celor-shake' siding to front and left facade
Retinish and paint front stairs and doorway
Install 'THE HILL' sign on facade to advertise neighborhood business

Additional Information:

Are you or any other owner of the property a City of Troy employee? Yes No

Have you ever received grant money for this project? Yes No

If yes, please describe:

Signature [Signature] Date 7/19/16

The Troy Development Corporation certifies that it will comply with all Federal statutes and regulations that prohibit discrimination on the basis of race, color, national origin, religion, sex, handicap, age, or any other nondiscrimination statute(s), which may apply to the applicant.



377 Congress Street – Corner of Congress and 15th Street

Scope of Work

Building Address: 377 Congress St. Troy, NY 12180

Contact Information: Adam Siemigowski ⁵¹⁸⁻ Phone: 526-4122 Email: adam@susthomes.com

1. Describe Proposed Work:

(Please estimate amounts where applicable)

	Upgrade Existing	New Replacement	New Installation	Repair Existing	Removal	Estimate
Roofing				X		(A) 16870
Masonry						
Windows / Doors	X					(A)(B) 500
Storefront				X		(A)
Detailing / Restoration		X				(A)
Painting / Siding		X				(A)
Handicap Accessibility						
Other: <u>Signage</u>						(C) 3000
					Total:	20,370

2. Attachments

- ✓ • Photographs of building – all sides & roof, if applicable. Detailed photos of problem Areas are recommended
- ✓ • Estimates/Quotes of proposed work
- ✓ • An estimated project schedule
- ✓ • Evidence of insurance

I, the applicant, hereby agree to perform the work in accordance with the permit guidelines established by Bureau of Code Enforcement in the City of Troy.

For properties located in the City of Troy's local Historic District, I hereby agree to perform the work in accordance with the historical technical specifications for maintenances and repair work.


Applicant's Signature

7/19/16
Date

Source of Funds Loan & Personal:

Use of Funds :

- Replacing all old smoky painted 3 times paneling with sheet rock*
- Taping new sheet rock*
- Adding wood trim*
- Painting all sheet rock and trim etc.. *
- Replacing all carpeting that has been ripped up by previous owner*
- Replacing missing flooring *
- Repairing and replacing light fixtures*
- Repairing /replacing all the windows (\$13000)
- Replacing all emergency exits lights and safety lights (Per City Code) (\$1600)
- Refinishing the wood floors in Hall*
- Adding windows to the covered windows in basement (1250.00)
- Adding emergency smoke/Fire alert pull linked/Monthly Monitored system (\$12000.00) (Per City Code)
- Camera / alarm Security System (\$12,500.00)
- Kitchen Cooking Equipment & Small Wares (\$14,000.00)
- 5 Panic Bars for emergency exits (Per City Code) (\$1200)
- Updated All 4 Bathrooms (\$10,000.00)
- Repairing parking lot (paving, painting & trees & shrubbery) (Per City Code) (\$5500.00)
- Fencing around 2 family home (per city code) (\$3500.00)
- Repairing roof to entrance of building (\$2500)
- Replacing ansul & hood system in kitchen (per city Code) (\$4200)
- Tables, chairs, plates, glassware, linen, decorations etc.. (\$15,000.00)
- Small repairs & servicing updating HVAC & Refrigeration etc.... (\$5000)
- Startup, Advertising, vender fees, deposits & licenses (\$13,750.00)

*=JAS Construction totaling \$65,000.00

Plus All Above

Totaling \$180,000.00 in total project cost!

AUTHORIZING RESOLUTION
(77 Congress Street LLC – Loan)

A regular meeting of the Troy Local Development Corporation was convened on August 19, 2016, at 8:30 a.m.

The following resolution was duly offered and seconded, to wit:

Resolution No. _____

RESOLUTION OF THE TROY LOCAL DEVELOPMENT CORPORATION
AUTHORIZING (i) THE ISSUANCE OF A \$120,000 REAL ESTATE LOAN
TO 22-24 4TH STREET, LLC WITH RESPECT TO A CERTAIN PROJECT
(AS DEFINED HEREIN) AND (ii) THE EXECUTION AND DELIVERY OF A
LOAN AGREEMENT AND RELATED DOCUMENTS.

WHEREAS, the Troy Local Development Corporation (the “Corporation”) is a duly-established, not-for-profit local development corporation of the State pursuant to Section 1411(h) of the Not-for-Profit Corporation Law (“N-PCL”) and a Certificate of Reincorporation filed on April 5, 2010 (the “Certificate”) established for the charitable and public purposes of relieving and reducing unemployment, promoting and providing for additional and maximum employment, bettering and maintaining job opportunities, instructing or training individuals to improve or develop their capabilities for such jobs, by encouraging the development of, or retention of, an industry in the community or area, and lessening the burdens of government and acting in the public interest; and

WHEREAS, 22-24 4th Street, LLC, d/b/a Troy Innovation Garage has applied to the Corporation for a \$120,000 Loan (the “Loan”) in connection with a certain project (the “Project”) consisting of façade improvements at 22-24 4th Street, Troy, New York and certain soft costs authorized by TLDC; and

WHEREAS, the Corporation desires to authorize the issuance of the Loan, the terms of which have been presented at this meeting, and approve the execution and delivery of a Loan Agreement (“Agreement”), along with related documents, to memorialize the terms and conditions by which the Loan shall be extended by the Corporation, including the repayment thereof and security therefore.

NOW, THEREFORE, BE IT RESOLVED BY THE DIRECTORS OF THE TROY LOCAL DEVELOPMENT CORPORATION AS FOLLOWS:

Section 1. The Corporation hereby authorizes the provision of the Loan to the Company in furtherance of the Project. The Chairman, Vice Chairman and/or the Chief Executive Officer of the Corporation are hereby authorized, on behalf of the Corporation, to execute and deliver a Loan Agreement, along with related documents and modification agreements (collectively, the “Loan Documents”), in such form as prepared and approved by

counsel to the Corporation and as approved by the Chairman, Vice Chairman and/or the Chief Executive Officer.

Section 2. The Secretary or Assistant Secretary of the Corporation are hereby authorized, where appropriate, to affix the seal of the Corporation to the Loan Documents and to attest the same, all with such changes, variations, omissions and insertions as the Chairman, Vice Chairman and/or Chief Executive Officer of the Corporation shall approve, and the execution thereof by the Chairman, Vice Chairman and/or Chief Executive Officer of the Corporation to constitute conclusive evidence of such approval.

Section 3. The officers, employees and agents of the Corporation are hereby authorized and directed for and in the name and on behalf of the Corporation to do all acts and things required and to execute and deliver all such checks, certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolutions and to cause compliance by the Corporation with all of the terms, covenants and provisions of the documents executed for and on behalf of the Corporation.

Section 4. These Resolutions shall take effect immediately.

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

	<i>Yea</i>	<i>Nea</i>	<i>Absent</i>	<i>Abstain</i>
Kevin O'Bryan	[]	[]	[]	[]
Monica Kurzejeski	[]	[]	[]	[]
Steven Strichman	[]	[]	[]	[]
Andrew Ross	[]	[]	[]	[]
John Donohue	[]	[]	[]	[]

The Resolution was thereupon duly adopted.

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

I, the undersigned Secretary of the Troy Local Development Corporation, DO HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of the Troy Local Development Corporation (the " Corporation "), including the resolution contained therein, held on August 19, 2016 with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Corporation and of such resolution set forth therein and of the whole of said original insofar as the same related to the subject matters therein referred to.

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

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

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation this __ day of _____, 2016.

Secretary

[SEAL]



Kevin O'Bryan, Chairman
Deputy Mayor Monica Kurzejeski

Andrew Ross, Vice Chairman
John Donohue

July 27, 2016

22-24 4th Street, LLC
Tom Nardacci
24 4th Street
Troy, New York 12180

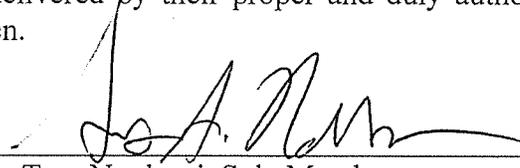
Dear Mr. Nardacci,

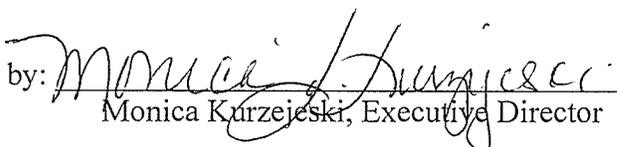
The Troy Local Development Corporation ("TLDC") proposes to grant the request by 22-24 4th Street, LLC, d/b/a Troy Innovation Garage (the "Company") for financial assistance in the form of a loan (the "Loan") under the following terms and conditions ("Term Sheet" or "Agreement"):

- Purpose: Complete renovation of the façade of 22-24 4th Street, Troy, New York (the "Property"), future home of the Troy Innovation Garage, as outlined in the Application to TLDC.
- Amount: One Hundred Twenty Thousand Dollars (\$120,000.00).
- Estimated Monthly Payment: \$2,736.42
- Interest Rate: prime rate plus 1% - as of 07/26/2016 rate would be 4.50%.
- Maturity: 24 months (Balloon).
- Repayment: Monthly payments of principal and interest based on a four (4) year amortization schedule.
- Penalties: Five (5) percent of the monthly payment amount due if payment is more than fifteen (15) days late.
- Security Required: Promissory Note, Loan Agreement, Personal Guaranty of Sole Member of Company, 2nd Mortgages on the Property and 2212 12th Street, Troy, New York.
- Loan Closing and Disbursement of Proceeds: Loan Proceeds to be disbursed at closing to be used for complete renovation of the façade of the Property as outlined within the Application. Loan Closing will be scheduled within 30 days from the date the TLDC receives all documentation and preconditions listed below but not to exceed four months from the date of this Term Sheet.
- TLDC Closing Costs: Company to pay all reasonable TLDC attorneys' fees and all recording and filing costs.
- Preconditions:
 - Submission of 2014 and 2015 tax returns for the Company and any other guarantors.

- Submission of Company Organizational Documents, including Articles of Organization, Operating Agreement, Good Standing Certificate and Authorizing Resolutions.
- Submission of Documentary evidence of fire and liability insurance on locations of businesses.
- Submission of details on all outstanding Company loans, subordination agreement(s) with other secured lenders.
- Title Reports for Property and 2212 12th Street, Troy, New York.
- Submission of Project plans and specifications, along with construction contracts.
- Submission of all project approvals and permits.
- Sign and return this Term Sheet to TLDC by, August 10, 2016.
- Reporting:
 - Provide annual tax returns and financial statements within forty-five (45) days of December 31st.
 - Submission of an annual employment plan to the TLDC by February 15 of each year.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed and delivered by their proper and duly authorized officers as of the day and year first written.

by:  date: 8/10/16
Tom Nardacci, Sole Member

by:  date: 8/18/16
Monica Kurzejeski, Executive Director

The Annual Troy Victorian



June 27, 2016

Ms. Monica Kurzejeski, Deputy Mayor
Troy Local Development Corporation
Troy City Hall
433 River Street
Troy, New York 12180

Dear Ms. Kurzejeski:

On behalf of the Chamber's board of directors, membership, and entire community, I would like to thank the Troy Local Development Corporation for your past support of the Troy Victorian Stroll. Plans are already well underway for the 34th Annual Troy Victorian Stroll, scheduled for **Sunday, December 4, 2016** from 11:00 a.m. to 5:00 p.m. Historic downtown Troy will again be bustling with nearly 25,000 people from all over the Northeast who come to see the region's best performers and experience the area's largest *free* holiday festival.

Thank you for your interest in returning as a \$5,000 underwriting sponsor for this year's Stroll. Your commitment will allow the Chamber to maintain and grow the event's strong reputation as the Northeast's premier winter event. Your sponsorship **Platinum Level Sponsorship (\$5,000)** includes the following benefits:

- Opportunity to be associated with the area's premier community-focused holiday event attended by nearly 25,000 people from across the Northeast
- Company name & logo featured on all promotional materials as primary sponsor, including:
 - More than 600 Stroll Posters, tent cards and entertainment posters throughout the Capital Region
 - CDTA Bus tails
 - Advertisements in the following publications: *Times Union*, *Resident Magazine* and *Capital Region Living Magazine*
- Underwriting co-sponsor listing in the official Stroll promotional flyer distributed by the *Times Union*, *The Record* and the *Saratogian*
- Underwriting co-sponsor name & logo listing on the redesigned Troy Victorian Stroll website (nearly 10,000 visitors each month) & Chamber website (nearly 18,000 visitors each month)
- Underwriting co-sponsor acknowledgement on live radio interviews
- Name recognition on all Stroll press releases
- Company name & logo recognition in the Chamber monthly newsletter, *insight* (2,700 distribution list with a pass-on rate of 6,000)
- Company name & logo recognition in Chamber enewsletter (3,200 distribution list, sent twice a week with a 26% open rate)
- Live entertainment upon request during the Stroll

For the purpose of promotion, the deadline to confirm your commitment is Monday, August 22, 2016. If you have any questions or would like additional information, please do not hesitate to contact me directly at 518.687.1249. Thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink that reads "Kate Ollier". The signature is written in a cursive, flowing style.

Kate Ollier
Director of Member Engagement & Business Development

ADMINISTERED by the RENSSELAER COUNTY REGIONAL CHAMBER OF COMMERCE

WWW.VICTORIANSTROLL.COM | 90 FOURTH STREET, SUITE 200, TROY, NEW YORK 12180 | 518.274.7020



Lewis

LAWN CARE & MASONRY

PO Box 113

Wynantskill, New York 12198

518.312.9104

Troy Local Development Corporation

433 River St Suite 5000

Troy NY 12180



Project Location:
2265 5th Ave
Troy NY 12180
279.7395
7.14.16

Details:

1. Cut back all growth down to 3 inches or less in height. \$400 plus sales tax
 - a. This does not include trees with diameter larger than 3 inches.
 - b. Cut growth on property down to 3 inches or less
 - c. Remove Debris
2. July 14th to October 31st, Lawn Maintenance (\$40 per mow + tax)
 - a. Grass will not be cut when it is excessively wet.
 - b. Mowing will be done every 14 days.
 - c. The property will be weed-whacked.
 - d. The interval can be changed with written notice.
 - e. The contract may be terminated with written notice 7 days prior to termination date.

Payment Schedule:

A signed copy of this proposal and should be sent to Lewis Lawn Care and Masonry, LLC at PO Box 113 Wynantskill NY 12198. Upon Receipt, The work will be scheduled and will commence ASAP. Invoices will be billed monthly. An st124 form or a not for profit form is necessary to alleviate sales tax.

Respectfully submitted,

A handwritten signature in cursive script that reads "Brad Lewis".

Brad Lewis, Partner

Accepted by: _____

Contact Information: