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# APPLICATION FOR FINANCIAL ASSISTANCE

**Oneida County Industrial Development Agency**

584 Phoenix Drive

Rome, New York 13441-1405

(315) 338-0393 telephone

(315) 338-5694 fax

<https://www.oneidacountyida.org/>

Shawna M. Papale, Executive Director

[spapale@mvedge.org](mailto:spapale@mvedge.org)

**Please submit the signed and notarized completed application (Pages 1-25 ONLY), which must include any applicable addendum or supplemental information requested in the application, along with payment of a non-refundable \$500 Application Fee (\$5,000 for Solar applications) and a \$1,000 Commitment Fee (will be applied to final closing costs) to the Oneida County Industrial Development Agency, 584 Phoenix Drive, Rome NY 13441-1405, within 14 days prior to the OCIDA Board of Directors meeting at which you want the Application to be included on the Agenda. Wire transfer and ACH payments are acceptable but all related fees incurred by the Agency are payable by the Applicant. An electronic version of the application must accompany the original application via physical media or e-mail.**

ProTrade Garages Westmoreland

Project Name

9/18/2025

Date of Submission

## **Important Notes to Applicant:**

Upon the submission of this application to the OCIDA, the application becomes a public document. Be advised that any action brought before the Agency is public information. All agendas for the OCIDA are issued publicly prior to the full agency meeting. Upon the submission of this application to the OCIDA, the application becomes a public document and OCIDA is required by law to post on its website and make available to the public this Application and supporting materials. If when completing this Application, you deem any information to be specifically exempted from disclosure under Article Six of the Public Officers Law, please answer the question "This information is deemed to be exempt from disclosure under Article Six of the Public Officers Law and is submitted on the attached confidential addendum." It is acceptable to submit any confidential addendum electronically as a .pdf file separate from the application, but any confidential addendum must still be submitted with the hard copy of the full application (see Page 1). Please answer any such questions on a separate Addendum titled, "Confidential and Protected by Article Six of the Public Officers Law." If OCIDA is challenged to produce any information the Applicant identifies as protected, the Applicant will be required at its sole cost to defend such assertion on behalf of OCIDA.

The information requested by this application is necessary to determine the eligibility of your project for OCIDA benefits. Please answer all questions and respond "Not Applicable", "NA", or "none" where appropriate. If you're response is an estimate, please indicate so. Attach additional sheets if more space is needed for a response. **All applications must include a completed and signed NYS SEQR form and Cost Benefit Analysis form (please consult with OCIDA) before the application is considered complete.**

By signing and submitting this Application, the Applicant acknowledges that it received a copy of the Uniform Tax Exemption Policy and the Oneida County IDA Penalty for Failure to Meet Employment Levels as adopted by the Agency and Agency Memorandums pertaining to the benefits of projects financed through the Agency.

A project financed through the Agency involves the preparation and execution of significant legal documents. Please consult with an attorney before signing any documents in connection with the proposed project. You will receive an engagement letter from the OCIDA legal counsel. You will be asked to sign the engagement letter acknowledging you will be responsible for all legal fees of OCIDA legal counsel and that you understand the process. Should you not close and legal services have been rendered by the OCIDA legal counsel, Applicant will be responsible for those costs.

If your project requires a public hearing, a representative of the applicant is required to be present. A date will be coordinated by the OCIDA legal counsel.

If you have any questions how to calculate the OCIDA's application fee please refer to the enclosed Memorandum to Companies -Sale Leaseback Transactions or contact the OCIDA.

**Part I: Applicant Information**

**Note:** In responding to the following questions, please keep in mind that the Applicant will be party to all of the documents and is the individual or if entity will be formed which will receive the actual financial assistance from the Agency.

**Applicant**

1(a) Applicant's Legal Name: ProTrade Garages, LLC

1(b) Principal Address: 4513 Brooks Blvd.

Marcy, NY13403

1(c) Telephone/Facsimile Numbers: (315) 725-2875

(315) 725-3781

1(d) Email Address: info@protradegarages.com

1(e) Secondary Email Address N/A

1(f) Contact Person: Matthew Labella or Brett Hughes

1(g) Is the Applicant a  Corporation:  If Yes, Public  Private   
If public, on which exchange is it listed?   
 Subchapter S  
 Sole Proprietorship  
 General Partnership  
 Limited Partnership  
 Limited Liability Corporation/Partnership  
 Single-Member LLC (name and EIN below):

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

EIN #: \_\_\_\_\_

DISC  
 Other(specify) \_\_\_\_\_

1(h) State of Organization (if applicable) New York

**Applicant's Stockholders, Members, Directors and Officers, Partners.**

2(a) Provide the following information with respect to any person with 15% or more in equity holdings in any entity in ownership chain of the project. Add additional sheets if necessary.

<u>Name</u>	<u>Address</u>	<u>Percentage of Ownership</u>
Matthew Labella	4513 Brooks Blvd., Marcy, NY 13403	50%
Brett Hughes	9621 Belloak Ln., Waxhaw, NC 28173	50%

2(b) Is the Applicant, or any of the individuals listed in 2(a) above, related directly or indirectly to any other entity by more than 50% common ownership? **If Yes**, indicate name of such entity and the relationship.  Yes  No

2(c) Is the Applicant affiliated with any other entity, directly or indirectly, other than as listed in the response to 2(a) above? **If Yes**, please indicate name and relationship of such other entity and the address thereof:  Yes  No

**Applicant's Counsel and Accountant**

**3(a) Applicant's Attorney**

Name/Title: Jeff Lottermoser  
Firm: Getnick, Livingston, Atkinson, and Priore, LLP  
Address: 258 Genesee St. Utica, NY 13502  
  
Telephone/Fax: (315) 797-9261  
Email: jtl@getnicklivingston.com

**3(b) Applicant's Accountant**

Name/Title: Jeff Hanretty  
Firm: Jeffrey W. Hanretty, CPA Associates  
Address: 8365 Seneca Tpke.  
New Hartford, NY 13413  
Telephone/Fax: (315) 733-4333  
Email: jwhcpa2@gmail.com

**Business Description**

**4(a)** Describe the nature of your business and principal products and/or services. Attach additional sheets if necessary.

(Please refer to attachment for full executive summary)

Executive Summary

This proposal outlines the development of a 15,000 SF contractor garage facility on a 2.2-acre site located in the Town of Westmoreland, NY. The project is being developed to meet a demonstrated need for modern, functional space catering to small service-based businesses in the region. We are seeking financial incentives and support available through the Oneida County IDA (OCIDA) and Mohawk Valley EDGE to bring this high-impact, non-retail project to fruition.

## Part II: Project Information

**5(a)** Explain your project in detail. This description should include explanation of all activities which will occur due to this project. Attach additional sheets if necessary.

(Please refer to attachment for full executive summary)

### II. Project Overview

Project Name: Westmoreland Contractor Garages

Location: Rte. 233 in the Town of Westmoreland, NY

Site Size: 2.2 acres

Total Building Area: 15,000 square feet (multi-unit garage bays)

Construction Type: Pre-engineered metal building with concrete slab

Number of Units: Fifteen 1,000 SF garage bays, customizable for tenant needs

Zoning: By-right use for light industrial/commercial

Estimated Project Cost: \$1.5 million

## Reasons for Project

**6(a)** Please explain in detail why you want to undertake this project.

The project is being developed to meet a demonstrated need for modern, functional space catering to small service-based businesses in the region

### Intended Use & Tenancy Profile:

This facility will not serve retail customers. It is designed for non-retail, service-oriented businesses. These tenants require secure, heated workspaces with utility access, overhead doors, and small office buildouts—but do not generate walk-in or consumer traffic. These types of businesses are underserved in the current market and are crucial to supporting both residential and commercial growth in the region.

**6(b)** Why are you requesting the involvement of the Agency in your project?

This project cannot move forward without the financial assistance of the Agency. Rising construction costs, high interest rates, and the specialized nature of contractor garage space make the project financially unfeasible without available incentives. But for this assistance, the property will remain underutilized, and the region will continue to lack modern, functional space for small trades and service-based businesses. With OCIDA's support, ProTrade Garages, LLC will be able to deliver a shovel-ready, high-impact project that creates construction jobs, supports entrepreneurship, and strengthens Oneida County's tax base for the long term.

6(c) Please confirm by checking the box below, if there is the likelihood that the Project would not be undertaken **BUT FOR** the Financial Assistance provided by the Agency.

Yes     No

If the Project could be undertaken without Financial Assistance provided by the Agency, ("**No**" is checked above) then provide a statement in the space provided below indicating why the Agency should approve the requested assistance:

How will the Applicant's plans be affected or scaled back if Agency approval is not granted?

The project is being developed to meet a demonstrated need for modern, functional space catering to small service-based businesses in the region. We are seeking financial incentives and support available through the Oneida County IDA (OCIDA) and Mohawk Valley EDGE to bring this high-impact, non-retail project to fruition. Without agency approval we lack sufficient means and capital stack to bring a project like this into fruition.

6(d) Will the proposed project result in the Applicant or any project occupant moving from one area of the New York State to another area of the State or abandoning one or more facilities within the State

Yes     No

Is the proposed project reasonably necessary to preserve the competitive position of the Applicant or project occupant in its respective industry?

Yes     No

Is the proposed project reasonably necessary to discourage the applicant or project occupant from removing such other plant or facility to a location outside of New York State?

Yes     No

6(e) If you answered YES to any of the questions in 6(d) above, please provide a statement and evidence supporting the same. Include the name of all taxing jurisdictions in which the abandoned facility or plant lies, and whether Applicant has had any discussions with said taxing jurisdictions regarding the abandonment. Please provide as much detail as possible below.

6(f) Has the Applicant or any related entity previously secured financial assistance in Oneida County (whether through the Agency, the Empire State Development Corporation, or any other entity) ?  Yes  No

**If Yes**, please explain (indicate date of benefit, location of facility and outstanding balance).

6(g) Has the Applicant or any related entity secured financial assistance anywhere within the United States within the last 90 days or does the Applicant or any related entity anticipate receiving financial assistance within the next 90 days?  Yes  No

**If Yes**, please explain.

6(h) Check all categories best describing the type of project for all end users at project site (you may check more than one; if checking more than one indicate percentage of square footage the use represents):

Please provide percentage of sq. footage for each use (if more than one category):

- |   |                      |   |
|---|----------------------|---|
| <input type="checkbox"/> Manufacturing                  | <input type="text"/> | % |
| <input type="checkbox"/> Industrial Assembly or Service | <input type="text"/> | % |
| <input type="checkbox"/> Back office operations         | <input type="text"/> | % |
| <input type="checkbox"/> Research and Development       | <input type="text"/> | % |
| <input type="checkbox"/> Technology/Cybersecurity       | <input type="text"/> | % |
| <input checked="" type="checkbox"/> Warehousing         | 100                  | % |
| <input type="checkbox"/> Commercial or Recreational     | <input type="text"/> | % |
| <input type="checkbox"/> Retail                         | <input type="text"/> | % |

- |                      |   |                      |   |
|----------------------|---|----------------------|---|
| Add Housing Addendum | <input type="checkbox"/> Residential housing (specify) _____              | <input type="text"/> | % |
|                      | <input type="checkbox"/> Pollution Control (specify) _____                | <input type="text"/> | % |
|                      | <input type="checkbox"/> Environmental (e.g., Brownfield) (specify) _____ | <input type="text"/> | % |
| Add Solar Addendum   | <input type="checkbox"/> Other (specify ie; renewable energy) _____       | <input type="text"/> | % |

6(i) Check all categories best describing the **scope of the project**:

- Acquisition of land
- Acquisition of existing building
- Renovations to existing building
- Construction of addition to existing building
- Demolition of existing building or part of building
- Construction of a new building
- Acquisition of machinery and/or equipment
- Installation of machinery and/or equipment
- Other (specify) \_\_\_\_\_

6(j) Please indicate the financial assistance you are requesting of the Agency, and provide the estimated value of said assistance. Attach a sheet labeled Annual PILOT that shows the annual utilization of the Real Property Tax Abatement by year and by taxing jurisdiction (PLEASE CONSULT WITH IDA STAFF ON PILOT CALCULATIONS).

**Assistance Requested**

**Estimated Values**

**Fill-in** Real Property Tax Abatement (value of PILOT savings): \$ \_\_\_\_\_

Mortgage Tax Exemption (.75%) \$ 9,000.00

Amount of mortgage: \$ 1,200,000 (fill-in)

Sales and Use Tax Exemption \*\* (8.75%) \$ 62,956.25 (Not available for solar)

Value of goods/services to be exempted from sales tax: \$ 719,500 (fill-in)

Issuance by the Agency of Tax Exempt Bonds(bond dollar value)\$ \_\_\_\_\_

**\*\* TOTAL EXEMPTION ASSISTANCE REQUESTED: \$ 71,956**

Is the financial assistance requested by the Applicant consistent with the IDA's Uniform Tax Exemption Policy?  Yes  No

**If No**, please provide a written statement describing the financial assistance being requested and detailing the reasons the IDA should consider deviating from its Policy.

\*\* Note that the estimate provided above will be provided to the New York State Department of Taxation and Finance. The Applicant acknowledges that the transaction documents will include a covenant by the Applicant that the estimate, above, represents the maximum amount of sales and use tax benefit currently authorized by the Agency with respect to this Application. The Agency may utilize the estimate, above, as well as the (9)proposed total Project Costs as contained within this Application, to determine the Financial Assistance that will be offered. It is the responsibility of the applicant to inform the IDA within 10 days if the project amount changes.

**Part III: Facility Information**

**Attach copies of the most recent real property tax bills. Include copies for all taxing jurisdictions for the site/ facility that IDA assistance is being sought.**

**Facility (Physical Information) If multiple locations please provide information on all.**

7(a) Street Address of Facility:

Located on Rte. 233 (Property Survey Attached)

7(b) City, Town and/or Village (list ALL incorporated municipalities):

Westmoreland

7(c) School District:

Westmoreland

7(d) For what purpose was the facility site most recently used (i.e., light manufacturing, heavy manufacturing, assembly, etc.)?

Vacant Land

7(e) Zoning Classification of location of the project:

Commercial

7(f) Please describe in detail the facility to be acquired, constructed or renovated (including number of buildings, square footage, number of floors, type of construction,) and attach plot plans, photos or renderings, if available. If there are infrastructure improvements (water, sewer, gas, electrical, etc.) please provide details along with who will carry out those improvements and who will fund them. ***Please be as specific as possible.***

Project Name: Westmoreland Contractor Garages  
Location: Rte. 233 in the Town of Westmoreland, NY  
Site Size: 2.2 acres  
Total Building Area: 15,000 square feet (multi-unit garage bays)  
Construction Type: Pre-engineered metal building with concrete slab  
Number of Units: Fifteen 1,000 SF garage bays, customizable for tenant needs  
Zoning: By-right use for light industrial/commercial

Brett Hughes and Matthew Labella bring significant experience in commercial real estate development and strategic partnerships. As owner/operators, we will act as the project's general contractor and oversee all aspects of entitlement, construction, and lease-up.

7(g) Has construction or renovation commenced?  Yes  No

**If Yes**, please describe the work in detail that has been undertaken to date, including the date of commencement.

**If No**, indicate the estimated dates of commencement and completion:

Construction Commencement: Fall 2025

Construction completion: Spring 2026

7(h) Will the construction or operation of the facility or any activity which will occur at the site require any local ordinance or variance to be obtained or require a permit or prior approval of any state or federal agency or body (other than normal occupancy and/or construction permits)?

Yes  No

**If Yes**, please describe.

Site plan approval and building permit issuance from Town of Westmoreland Planning/Zoning.

Has the Project received site plan approval from the Planning Department?

Yes  No  N/A

**If Yes**, please provide the Agency with a copy of the planning department approval along with the related State Environmental Quality Review (SEQR) determination. If no, please provide the status of approval:

7(i) Will the project have a significant effect on the environment?  Yes  No

**Important: please attach and sign Part 1 of either the the long or short Environmental Assessment Form to this Application.**

7(j) What is the useful life of the facility? 30 years

7(k) Is the site in a former Empire Zone?  Yes  No

**If Yes**, which Empire Zone: \_\_\_\_\_

Is project located in a Federal HUB Zone or distressed area:  Yes  No

Provide detail.

**ALL APPLICANTS MUST ANSWER PART IV-8(a)**

**Part IV: Retail Project Questionnaire**

To ensure compliance with Section 862 of the New York General Municipal Law, the Agency requires additional information if the proposed Project is one where customers personally visit the Project site to undertake either a retail sale transaction or to purchase services.

**8(a).** Will any portion of the project (including that portion of the cost to be financed from equity or other sources) consist of facilities or property that are or will be primarily used in making sales of goods or services to customers who personally visit the project site?

Required  Yes or  No **If the answer is YES, please continue below.**  
**If the answer is NO, proceed to Section Part V - Facility (Legal Info)**

For purposes of Question A, the term “retail sales” means (i) sales by a registered vendor under Article 28 of the Tax Law of the State of New York (the “Tax Law”) primarily engaged in the retail sale of tangible personal property (as defined in Section 1101(b)(4)(i) of the Tax Law), or (ii) sales of a service to customers who personally visit the Project.

**8(b).** What percentage of the cost of the Project will be expended on such facilities or property primarily used in making sales of goods or services to customers who personally visit the project? 0.00%. **If the answer is less than 33% do not complete the remainder of this retail determination page and proceed to next section, Part V Facility (Pg 13)**

**\* If the answer to A above is Yes AND the answer to B above is greater than 33.33%, indicate which of the following questions below apply to the project:**

1. Will the project be operated by a not-for-profit corporation  Yes  No

2. Is the Project location or facility likely to attract a significant number of visitors from outside Oneida County?

Yes  No

**If yes,** please provide a third party market analysis or other documentation supporting your response.

3. Is the predominant purpose of the project to make available goods or services which would not, but for the project, be reasonably accessible to the residents of the municipality within which the proposed project would be located because of a lack of reasonably accessible retail trade facilities offering such goods or services?

Yes  No

**If yes,** please provide a third party market analysis that demonstrates that a majority of the project’s customers are expected to come from outside of Oneida County and the project will not directly compete with existing businesses located in Oneida County.

**Part V: Facility (Legal Information)**

**9(a)** With respect to the **present owner** of the land or facility, please give the following information and provide a brief statement regarding the status of the acquisition.

*(Note: the present owner is not necessarily the user of the facility, but that party which holds legal title to the facility.)*

Legal Name: Patricia M. Reap  
Address: 7540 Hillside Drive  
Clinton, NY 13323  
Telephone: N/A  
Balance of Mortgage: Unknown  
Holder of Mortgage: Unknown

If the Applicant is not the present owner of the facility, please attach any written agreements and contracts concerning the acquisition of the real property and/or equipment.

Attached

**9(b)** Is there a legal relationship, directly or indirectly, by virtue of common control or through related persons, between the Applicant and the present owner of the facility?  
 Yes  No. **If Yes**, please explain.

**9(c)** Will a related real estate holding company, partnership or other entity, be involved in the ownership structure of the transaction?  
 Yes  No. **If Yes**, please explain.

**9(d)** Will the title owner of the facility/property also be the user of the facility?  
 Yes  No **If Yes**, please explain.

9(e) Is the Applicant currently a tenant in the facility?  Yes  No

9(f) Are you planning to use the entire proposed facility?  
 Yes  No

**If No**, please give the following information with respect to tenant(s) which will remain in the facility after the completion of the project, including the square footage the Applicant will occupy:

<u>Name of Tenant</u>	<u>Floors Occupied</u>	<u>Sq. Ft. Occupied</u>	<u>Nature of Business</u>

9(g) Are any of the tenants related to the owner of the facility?  
 Yes  No **If Yes**, please explain.

9(h) Will there be any other users utilizing the facility?  
 Yes  No

**If Yes**, please explain. Provide detail of the contractual arrangement including any financial exchange for the use of the site or property.

The facility will be leased to multiple small businesses in the trades and service sectors, including contractors (electrical, plumbing, HVAC, carpentry), landscapers, and other equipment-based service providers. Tenants will enter into standard commercial lease agreements directly with ProTrade Garages, LLC, typically structured as 12-month renewable terms with ba

### Part VI: Equipment

10(a) List the principal items or categories of equipment to be acquired as part of the project. If you are requesting sales tax exemption it is important to be as detailed as possible. (If a complete list is not available at time of application, as soon as one is available but prior to final authorizing resolution, please submit a detailed inventory of said equipment to be covered.) Attach a sheet if needed.

N/A

10(b) Please provide a brief description of any equipment which has already been purchased or ordered, attach all invoices and purchase orders, list amounts paid and dates of expected delivery. Attach a sheet if needed.

N/A

10(c) What is the useful life of the equipment? \_\_\_\_\_ 0 \_\_\_\_\_ years

**Part VII: Employment Information**

"FTE" shall mean a full time employee that has a minimum of thirty-five (35) scheduled hours per week, or any combination of two or more part-time employees that work a minimum of fifteen (15) scheduled hours per week, when combined together, constitute the equivalent of a minimum of thirty-five (35) scheduled hours per week, and whose workplace location is the project facility. For this purpose an employee shall include a leased employee regularly retained by the company.

**11(a)** Estimate how many construction jobs will be created or retained as a result of this project.

20

**11(b)** Will the project preserve permanent, private sector jobs or increase the overall number of permanent, private sector jobs in the State of New York?

Yes  No **If Yes**, explain below.

Estimated Jobs Created By Tenants (Construction): 15–20 temporary jobs  
 Estimated Jobs Created By Tenant (Permanent): Estimated 20–30 FTEs across tenant businesses

**11(c)** Have you experienced any employment changes (+ or -) in the last three (3) years?

Yes  No **If Yes**, explain below.

**11(d)** Job Information related to project \*\*\*

Estimate below how many jobs will be created and retained as a result of this project, if OCIDA assistance is granted. **PLEASE MAKE SURE TOTAL PART-TIME EMPLOYEES ARE TURNED INTO FULL-TIME EQUIVALENTS (FTE) for Line B. - See Pg. 17.**

<b>Number of Jobs BEFORE Project</b>	<b>Location 1</b>	<b>Location 2</b>	<b>Location 3</b>	<b>Location 4</b>	<b>Location 5</b>	
Address in NYS	ProTrade Garages					<b>Total</b>
Full-Time Company						0
Full-Time Independent Contractors	0					0
Full-Time Leased						0
<b>A. Total Full-Time BEFORE</b>	0	0	0	0	0	0
Part-Time Company						0
Part-Time Independent Contractors	0					0
Part-Time Leased						0
<b>B. Total FTE Part-Timers BEFORE</b>						0
<b>C. Total FTE BEFORE*</b>	0	0	0	0	0	0

\*For **Total FTE BEFORE** add full-time employees (line A) plus part-time employees that have been converted to FTE (line B).

	Location 1	Location 2	Location 3	Location 4	Location 5	Total
<b>Number of Jobs AFTER Project (within 3 years of project completion)</b>						
Full-time Company						0
Full-Time Independent Contractors	0					0
Full-Time Leased						0
<b>A. Total Full-Time AFTER</b>	0	0	0	0	0	0
Part-Time Company						0
Part-Time Independent Contractors						0
Part-Time Leased						0
<b>B. Total FTE Part-Timers AFTER</b>						0
<b>C. Total FTE AFTER *</b>	0	0	0	0	0	0

\*For **Total FTE AFTER** add full-time employees (line A) plus part-time employees that have been converted to FTE (line B).

	Location 1	Location 2	Location 3	Location 4	Location 5	Total
<b>Estimate the number of residents from the Labor Market Area** in which the Project is located that will fill the JOBS CREATED within three years of project completion</b>						
<b>A. Full-Time</b>	0					0
<b>B. FTE Part-Timers</b>	0					0
<b>C. Total AFTER</b>	0	0	0	0	0	0

\*\* Labor Market Area includes Oneida, Lewis, Herkimer, and Madison Counties

Provide Any Notes To Job Information Below

Estimated Jobs Created By Tenants (Construction): 15–20 temporary jobs

Estimated Jobs Created By Tenants (Permanent): Estimated 20–30 FTEs across tenant businesses

SALARY AND BENEFITS	Retained Jobs		Created Jobs	
	Average Annual Salary <i>per employee</i>	Average Fringe Benefits (as a percentage of wages)	Average Annual Salary <i>per employee</i>	Average Fringe Benefits (as a percentage of wages)
Management	\$	%	\$	%
Administrative	\$	%	\$	%
Production	\$	%	\$	%
Independent Contractor	\$	%	\$	%
Other	\$	%	\$	%
Overall Weighted Average	\$	%	\$	%

\*\*\* By statute, Agency staff must project the number of Full-Time Jobs that would be retained and created if the request for Financial Assistance is granted. "FTE" shall mean a full time employee that has a minimum of thirty-five (35) scheduled hours per week, or any combination of two or more part-time employees that work a minimum of fifteen (15) scheduled hours per week, when combined together, constitute the equivalent of a minimum of thirty-five (35) scheduled hours per week, and whose workplace location is the project facility. For this purpose an employee shall include a leased employee regularly retained by the company.

**11(e)** Please list NAICS codes for the jobs affiliated with this project:

N/A
-----

**Part VIII: Estimated Project Cost and Financing**

**12(a)** List the costs necessary for preparing the facility.

LAND Acquisition	\$	180,000	(If lease value use OTHER below)
Existing Building(s) ACQUISITION	\$		
Existing Building(s) RENOVATION	\$		
NEW Building(s) CONSTRUCTION	\$	1,555,500	
Site preparation/parking lot construction	\$		
Machinery & Equipment that is TAXABLE	\$		
Machinery & Equipment that is TAX-EXEMPT	\$		
Furniture & Fixtures	\$		
Installation costs	\$		
Architectural & Engineering	\$		
Legal Fees (applicant, IDA, bank, other counsel)	\$	10,000	
Financial (all costs related to project financing)*	\$		
Permits (describe below)	\$		
Other (describe below) ie: solar decommissioning expense	\$		

Other:	Cost:	Subtotal \$	1,745,500
1. <input type="text"/>	<input type="text"/>		
2. <input type="text"/>	<input type="text"/>		
3. <input type="text"/>	<input type="text"/>	Agency Fee <sup>1</sup> \$	8,728
4. <input type="text"/>	<input type="text"/>		
5. <input type="text"/>	<input type="text"/>	<b>Total Project Cost \$</b>	<b>1,754,228</b>

\* **Bank fees, title insurance, appraisals, environmental reviews, etc.**

<sup>1</sup> **See Attached Fee Schedule (Page 22) for Agency Fee amount to be placed on this line.**

Permit/Other Information

**12(b)** Has the Applicant contacted any bank, financial institution or private investor with respect to financing the proposed project?  Yes  No **If Yes**, please provide details below.

Utica Gas & Electric Federal Credit Union

**12(c)** Has the Applicant received a commitment letter for said financing? **If Yes**, please provide a copy along with this application.  Yes  No

**12(d) Sources of Funds for Project Costs**

Bank Financing: ----- \$ 1,280,000

Equity (excluding equity that is attributed to grants/tax credits) -- \$ 474,228

Tax Exempt Bond Issuance (if applicable) ----- \$ \_\_\_\_\_

Taxable Bond Issuance (if applicable) ----- \$ \_\_\_\_\_

Public Sources (Include sum total of all state and federal tax credits and grants) Break out individually below.----- \$ \_\_\_\_\_

Identify each Public state and federal grant/credit:

Comments:

Source	<input type="text"/>	\$ <input type="text"/>	
Source	<input type="text"/>	\$ <input type="text"/>	
Source	<input type="text"/>	\$ <input type="text"/>	
Source	<input type="text"/>	\$ <input type="text"/>	

**Total Sources of Funds for Project Costs: \$ 1,754,228**

**Part IX: Real Estate Taxes**

**13(a)** For each tax parcel which comprises the facility, and for which assistance is being sought, please provide the following information using figures from the most recent tax year. If an increase in the assessment is anticipated due to the proposed project, please indicate the new estimated assessment amount in the **POST- PROJECT** column. Attach copies of the most recent tax bills for all jurisdictions.

Tax Map Parcel #	Current Land Assessment	Current Building Assessment	Current Total Assessment	Current Total Taxes Amount (\$)	Estimated Post-Project Assessment
302.00-1-67.1	\$ 22,000	\$ 0	\$ 22,000	\$ 1,188	\$ 375,000

**13(b)** Will the entirety of each tax parcel be subject to the PILOT?  YES  NO

**13(c)** If the entirety of each parcel will not be subject to the PILOT, will the municipality require a subdivision?  YES  NO

**\*If a subdivision is required, it is the responsibility of the Applicant to complete subdivision approval prior to commencement of the PILOT Agreement, and to provide the Agency with the tax parcel number(s) assigned.**

**13(d)** Address of Receiver of Town and/or Village Taxes (include all jurisdictions):

50 Station Rd., Westmoreland, NY 13490

Town of Westmoreland

---

**13(e)** Address of Receiver of School Taxes:

PO Box 430, Westmoreland, NY 13490

Westmoreland Central School District

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**13(f)** Has the current property owner or user been granted an Ag-District exemption on the tax map parcel anytime during the past 4 years?

Yes  No

If Yes explain below.

**13(g)** Please consult with Agency staff to complete a Cost/Benefit Analysis form to attach to this Application.

Use space below for additional information

## NYS SEQRA Environmental Review

- The applicant must complete, sign and return to the IDA **either** the Short Form Environmental Assessment Form (SEAF) **or** the Full Environmental Assessment Form (FEAF). See the NYS DEC website for the most current versions of these documents.

<https://dec.ny.gov/regulatory/permits-licenses/seqr>

- To determine which EAF form is appropriate for the project, the applicant should consult with its engineer or legal counsel.
- It is the IDA's strong preference that the municipality that governs the jurisdiction where the project is located (e.g., a Planning Board, Zoning Board or other supervisory board) serve as lead agency for the SEQRA review.
- In limited cases, the IDA will act as lead agency, but it may lead to additional cost to the applicant if a review is required to make a determination of environmental impact.
- If another public body is serving as lead agency for the SEQRA review the applicant should provide the IDA with a signed Part 2 (and Part 3 if using the Long Form) and any minutes of meetings that detail the lead agency's determination.
- The IDA cannot grant any financial assistance until the SEQRA review process is complete.

## REPRESENTATIONS AND CERTIFICATION BY APPLICANT

The undersigned requests that this Application be submitted for review to the Oneida County Industrial Development Agency (the "Agency") and its Board of Directors.

Approval of the Application can be granted solely by this Agency's Board of Directors. The undersigned acknowledges that Applicant shall be responsible for all costs incurred by the Agency and its counsel in connection with the attendant negotiations whether or not the transaction is carried to a successful conclusion.

The Applicant further understands and agrees with the Agency as follows:

1. **Annual Sales Tax Filings.** In accordance with Section 858-b(2) of the New York General Municipal Law, the Applicant understands and agrees that, if the Project receives any sales tax exemptions as part of the Financial Assistance from the Agency, in accordance with Section 874(8) of the General Municipal Law, the Applicant agrees to file, or cause to be filed, with the New York State Department of Taxation and Finance, the annual form prescribed by the Department of Taxation and Finance, describing the value of all sales tax exemptions claimed by the Applicant and all consultants or subcontractors retained by the Applicant.
2. **Annual Employment, Tax Exemption & Bond Status Reports.** The Applicant understands and agrees that, if the Project receives any Financial Assistance from the Agency, the Applicant agrees to file, or cause to be filed, with the Agency, on an annual basis, reports regarding the number of people employed at the project site as well as tax exemption benefits received with the action of the Agency. For Applicants not responding to the Agency's request for reports by the stated due date, a \$500 late fee will be charged to the Applicant for each 30-day period the report is late beyond the due date, up until the time the report is submitted. Failure to provide such reports as provided in the transaction documents will be an Event of Default under the Lease (or Leaseback) Agreement between the Agency and Applicant. In addition, a Notice of Failure to provide the Agency with an Annual Employment, Tax Exemption & Bond Status Report may be reported to Agency board members, said report being an agenda item subject to the Open Meetings Law.
3. **Absence of Conflict of Interest.** The Applicant has consulted the Agency website of the list of the Agency members, officers and employees of the Agency. No member, officer, or employee of the Agency has an interest, whether direct or indirect, in any transaction contemplated by this Application, except as herein after described (if none, state "none"):
4. **Hold Harmless.** Applicant hereby releases the Agency and its members, officers, servants, agents and employees from, agrees that the Agency shall not be liable for and agrees to indemnify, defend and hold the Agency harmless from and against any and all liability arising from or expense incurred by (A) the Agency's examination and processing of, and action pursuant to or upon, the attached Application, regardless of whether or not the Application or the Project described therein or the tax exemptions and other assistance requested therein are favorably acted upon by the Agency, (B) the Agency's acquisition, construction and/or installation of the Project described therein and (C) any further action taken by the Agency with respect to the Project; including without limiting the generality of the foregoing, all causes of action and attorneys' fees and any other expenses incurred in defending any suits or actions which may arise as a result of any of the foregoing. If, for any reason, the Applicant fails to conclude or consummate necessary negotiations, or fails, within a reasonable or specified period of time, to take reasonable, proper or requested action, or withdraws, abandons, cancels or neglects the Application, or if the Agency or the Applicant are unable to reach final

agreement with respect to the Project, then, and in the event, upon presentation of an invoice itemizing the same, the Applicant shall pay to the Agency, its agents or assigns, all costs incurred by the Agency in the processing of the Application, including attorneys' fees, if any.

5. The Applicant acknowledges that the Agency has disclosed that the actions and activities of the Agency are subject to the Public Authorities Accountability Act signed into law January 13, 2006 as Chapter 766 of the 2005 Laws of the State of New York.
6. The Applicant acknowledges that the Agency is subject to New York State's Freedom of Information Law (FOIL). **Applicant understands that all Project information and records related to this application are potentially subject to disclosure under FOIL subject to limited statutory exclusions.**
7. The Applicant acknowledges that it has been provided with a copy of the Agency's recapture policy (the "Recapture Policy"). The Applicant covenants and agrees that it fully understands that the Recapture Policy is applicable to the Project that is the subject of this Application, and that the Agency will implement the Recapture Policy if and when it is so required to do so. The Applicant further covenants and agrees that its Project is potentially subject to termination of Agency financial assistance and/or recapture of Agency financial assistance so provided and/or previously granted.
8. The Applicant understands and agrees that the provisions of Section 862(1) of the New York General Municipal Law, as provided below, will not be violated if Financial Assistance is provided for the proposed Project:

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

9. The Applicant confirms and acknowledges that the owner, occupant, or operator receiving Financial Assistance for the proposed Project is in substantial compliance with applicable local, state and federal tax, worker protection and environmental laws, rules and regulations.
10. The Applicant confirms and acknowledges that the submission of any knowingly false or knowingly misleading information may lead to the immediate termination of any Financial Assistance and the reimbursement of an amount equal to all or part of any tax exemption claimed by reason of the Agency's involvement the Project.
11. The Applicant confirms and hereby acknowledges that as of the date of this Application, the Applicant is in substantial compliance with all provisions of Article 18-A of the New York General Municipal Law, including, but not limited to, the provision of Section 859-a and Section 862(1) of the New York General Municipal Law.
12. The Applicant and the individual executing this Application on behalf of the Applicant acknowledge that the Agency will rely on the representations made herein when acting on this Application and hereby represent that the statements made herein do not contain any untrue statement of a material

fact and do not omit to state a material fact necessary to make the statements contained herein not misleading.

13. The Applicant acknowledges receipt of notice from the Agency pursuant to Section 224-a(8)(d) of the New York Labor Law that the estimated mortgage recording tax exemption benefit amount, the estimated sales and use tax exemption benefit amount, and the estimated real property tax abatement benefit amount as so identified within this Application are "public funds" and not otherwise excluded under Section 224-a(3) of the New York Labor Law. Applicant further acknowledges and understands that it has certain obligations as related thereto pursuant to Section 224-a(8)a) of the New York Labor Law.

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

Brett Hughes, being first duly sworn, deposes and says:

1. That I am the Member (Corporate Office) of ProTrade Garages, LLC (Applicant) and that I am duly authorized on behalf of the Applicant to bind the Applicant.
2. That I have read the attached Application, I know the contents thereof, and that to the best of my knowledge and belief, this Application and the contents of this Application are true, accurate and complete.

Brett Hughes BMA

(Signature of Officer)

Subscribed and affirmed to me under penalties of perjury this 12th day of October, 2025.

[Signature]  
(Notary Public)

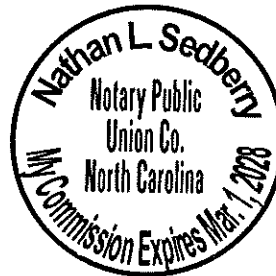
If the application has been completed by or in part by other than the person signing this application for the applicant please indicate who and in what capacity:

By: Brett Hughes

Print Name: Nathan L Sedberry

Title: Notary Public

Date: 10-30-2025



**Please submit the signed and notarized completed application along with payment of a non-refundable \$500 Application Fee and a \$1,000 Commitment Fee** (will be applied to final closing costs) to the **Oneida County Industrial Development Agency**, 584 Phoenix Drive, Rome NY 13441-1405, **within 14 days prior to the OCIDA Board of Directors meeting at which you want the Application to be included on the Agenda**. Wire transfer and ACH payments are acceptable but all related fees incurred by the Agency are payable by the Applicant. It is advised that an electronic version of the application accompany the original application via hard copy or e-mail. An electronic version of the application must accompany the original application via physical media or e-mail.

# **ProTrade Garages – Project Summary & Eligibility Review**

## **I. Executive Summary**

ProTrade Garages is building a 15,000-square-foot contractor garage facility on a 2.2-acre site in Westmoreland, NY. The plan includes 15 spacious (1000 sq ft), heated bays, each with utility access, oversized overhead doors, and ample space for storing tools, equipment, and vehicles. The site will also feature a large parking lot designed specifically for trucks and trailers, something many tradespeople need but rarely find.

These service-oriented businesses require functional, purpose-built space that traditional commercial or mini-storage options fail to provide. ProTrade Garages fills this gap with secure, modern workspace tailored to contractors, landscapers, electricians, and other trades. By addressing a critical shortage in the Mohawk Valley, the project will foster small business growth, support entrepreneurship, and help retain skilled labor in the region

## **II. Intended Use (Non-Retail)**

This facility is not intended for retail or consumer-facing businesses. Anticipated tenants include, but are not limited to:

- HVAC contractors
- Plumbing and electrical companies
- Landscaping and snow removal businesses
- General contractors and skilled trades
- Equipment storage and logistics providers

There will be no walk-in traffic or storefront retail operations. The space is designed exclusively to support the daily operations, storage, and equipment needs of service-based businesses.

## **III. Policy Alignment: Oneida County IDA Criteria**

We've reviewed the Oneida County IDA's Uniform Tax Exemption Policy and believe our project fits well within the eligibility criteria guidelines. ProTrade Garages is a non-retail, service-oriented facility that provides essential workspace for local tradespeople. The site is currently underutilized, and this development represents a meaningful private investment of approximately \$1.5 million. Our goal is to support small business growth, retain skilled labor, and convert vacant land into a productive, tax-generating asset. There's currently nothing like this in the area, and we're ready to move forward with construction as soon as approvals are in place.

#### **IV. Requested Support**

We are seeking guidance on our eligibility and the associated costs to apply for the following benefits:

- Sales Tax Exemption on materials and construction costs
- Mortgage Recording Tax Exemption associated with project financing

We are not seeking PILOT (Payment in Lieu of Taxes) incentives at this time.

Thank you for your consideration,

Brett Hughes & Matthew Labella

ProTrade Garages, LLC

TOWN OF WESTMORELAND  
JOINT ZONING BOARD OF APPEALS/PLANNING BOARD

100 Station Road  
P.O. Box 310  
Westmoreland, NY 13490

Date: 10/7/25

The Town of Westmoreland Joint Zoning Board of Appeals/Planning Board RESOLVED the

Site Plan Site Plan Modification Area Variance Use Variance Special Permit  
application of:

ProTrade Garages

for a 300' L X 50' W X 16' H 15,000 Sq. Ft one story Facility that will contain 15-1,000 Sq Ft  
units to be used for Professional Trades Storage  
be approved as submitted

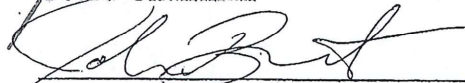
If the above mentioned:

Site Plan Site Plan Modification Area Variance Use Variance Special Permit

is not in compliance, the application will be terminated. Furthermore, any modifications or upgrades to the site plan of the above mentioned property must be reviewed and approved by the Joint Zoning Board of Appeals/Planning Board before being instituted.



Board Chairman



Property Owner

\_\_\_\_\_  
Renter/Leaser (if applicable)



# Market Demand Summary & Tenant Interest Report

**ProTrade Garages – Westmoreland, New York**  
**Prepared for: Mohawk Valley EDGE / IDA Review**  
**Date: 9/29/25**

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## 1. Executive Overview

ProTrade Garages is developing a purpose-built contractor workspace facility on Route 233 in the Town of Westmoreland, Oneida County, New York. This report summarizes the documented demand for the project based on market conditions and direct expressions of interest collected to date. While no formal feasibility study has been commissioned, available evidence strongly supports the need for this facility in the Mohawk Valley region.

Since August of this year, ProTrade Garages has received **14 qualified pre-leasing inquiries** from local businesses and independent contractors. These leads were generated prior to large scale paid marketing or public advertising, signaling existing unmet demand in the service area.

This document provides a formal overview of the service offering, target market, regional need, and verification of demand through aggregated data.

---

## 2. Project Description

The proposed facility will consist of leasable contractor bays designed specifically for tradespeople, small business operators, and equipment-based enterprises. Each unit will offer features not currently available within the mini-storage or oversized industrial leasing markets, including:

- Approximately 1,000 sq. ft. per unit
- 12' x 14' drive-in overhead doors
- 24/7 gated access with surveillance
- Sufficient electrical capacity for tools and machinery
- Secure and professionally managed environment

The Westmoreland site was selected for its proximity to I-90 and accessibility to contractors throughout Oneida County and surrounding areas.

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### 3. Target Users & Service Profile

The facility is intended to serve:

- Contractors and tradespeople (e.g., electricians, plumbers, HVAC techs, carpenters, painters, roofers)
- Small business owners operating in service, maintenance, logistics, or specialty trades
- Equipment-based sole proprietors and multi-vehicle operators
- Serious hobbyists requiring workspace beyond residential or storage-unit capacity

These users often face limited workspace options that are either too small to accommodate vehicles and equipment or disproportionately expensive relative to their space needs.

---

### 4. Regional Market Need

Within Oneida County and the broader Mohawk Valley region, there is a demonstrated lack of appropriately sized and priced contractor workspace. Current alternatives generally fall into two categories:

1. **Mini-storage units** – insufficient size, no power capacity, and restricted access
2. **Industrial warehouse space** – oversized footprints, high rental costs, and inflexible lease terms

The increase in independent contractors, small-scale trades, mobile service operators, and equipment-based businesses has created an unmet need for intermediate-size workspace. Local economic development efforts have supported workforce growth in the building trades, creating further demand for space of this type.

Based on regional employment and small business registration data, there is a substantial and growing base of end-users who would utilize contractor bay facilities if made available in the region.

---

### 5. Evidence of Demand (Aggregated Lead Summary)

Since initiating pre-leasing outreach in August, ProTrade Garages has collected **14 qualified expressions of interest** from contractors, small businesses, and independent operators in the Mohawk Valley region.

Key characteristics of the aggregated leads include:

- **Number of leads:** 14
- **Geographic relevance:** All inquiries originated from businesses or individuals located within Oneida County or surrounding Mohawk Valley communities

- **Intended uses:**
  - Contractor business operations
  - Vehicle and equipment storage
  - Tool and inventory management
  - Light workshop or fabrication space
- **Lead generation:**

Interest has been generated through a combination of targeted outreach and limited paid advertising (including Facebook placements), rather than broad marketing or public campaigns

A confidential copy of the lead list is included separately as an attachment to this submission.

---

## **6. Market Gap & Competitive Landscape**

Preliminary research and market observation show no existing facility in the region offering purpose-built contractor bays with both industrial-level features and small-space affordability. Industrial parks and warehousing options remain cost-prohibitive or oversized for most trades and independent operators. Meanwhile, storage facilities lack the infrastructure required for commercial use.

ProTrade Garages fills this niche by delivering professionally managed, secure, scalable workspace that aligns with the operational footprint of local service and construction businesses.

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## **7. Pre-Leasing Projections**

Based on the 14 collected leads and the early-stage nature of outreach, ProTrade Garages anticipates strong initial absorption of available bays. The project expects to convert a portion of these early inquiries into formal leases once construction milestones and leasing terms are finalized.

The level of interest achieved to date is considered above average for a project at this stage and serves as practical validation of demand.

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## **8. Conclusion**

The aggregated lead data, regional contractor demographics, and absence of comparable facilities demonstrate a clear market need for the ProTrade Garages development. While no third-party feasibility study has been commissioned, the organic interest from local businesses, combined with well-documented market conditions, validates the viability of this project.

A copy of the lead list has been provided as a separate confidential attachment to support this submission.

ProTrade Garages respectfully submits this report as evidence of demand for the proposed development and as support for financial assistance consideration.

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project: Proposed Self-Storage Facility, NYS RT. 233			
Project Location (describe, and attach a location map): Tax Map ID: #302.000-1-67.1			
Brief Description of Proposed Action: Construction of a 15,000 square foot self-storage facility, paving of associated areas, and installation of utilities.			
Name of Applicant or Sponsor: ProTrade Garages, LLC (Matthew LaBella)		Telephone: 315-725-3781	
Address: 4513 Brooks Blvd.		E-Mail:	
City/PO: Marcy		State: NY	Zip Code: 13403
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: NYSDOT Utility Permit NYSDEC General Permit		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		_____ 2.128 acres	
b. Total acreage to be physically disturbed?		_____ 2.128 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ 2.128 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input checked="" type="checkbox"/> Other(Specify): Public Parking			
<input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ There will be no on-site sources of wastewater	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?  b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?  b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	





**Disclaimer:** The EAF Mapper is a screening tool intended to assist project sponsors and reviewing agencies in preparing an environmental assessment form (EAF). Not all questions asked in the EAF are answered by the EAF Mapper. Additional information on any EAF question can be obtained by consulting the EAF Workbooks. Although the EAF Mapper provides the most up-to-date digital data available to DEC, you may also need to contact local or other data sources to confirm data provided by the Mapper or to obtain data not provided by the Mapper.



Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	Yes
Part 1 / Question 12b [Archeological Sites]	Yes
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local, New York State, and federal wetlands and waterbodies is known to be incomplete. Refer to the EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	No
Part 1 / Question 16 [100 Year Flood Plain]	No
Part 1 / Question 20 [Remediation Site]	No

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

**Short Environmental Assessment Form  
 Part 2 - Impact Assessment**

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing: a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**PRINT FORM**

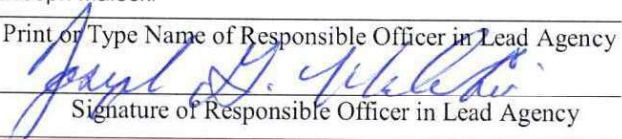
Project:

Date:

### *Short Environmental Assessment Form Part 3 Determination of Significance*

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

The Westmoreland Planning Board, acting as SEQR Lead Agent, for the ProTrade building storage project, located off NYS Route 233 has reviewed the project and it's potential impacts and finds that the proposed project will not have any adverse environmental impact.

<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.	
<input checked="" type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.	
Town of Westmoreland Planning Board	October 13, 2025
Name of Lead Agency	Date
Joseph Malecki	Planning Board Chairman
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
	Signature of Preparer (if different from Responsible Officer)
Signature of Responsible Officer in Lead Agency	

**PRINT FORM**

**ONEIDA COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
 COST/BENEFIT ANALYSIS  
 Required by §859-a(3) of the  
 New York General Municipal Law**

7-Oct-25

Name of Applicant: ProTrade Garages LLC

Description of Project: Buildout of 15,000 SF of commercial/industrial storage space to be leased contractors

Name of All Sublessees or Other Occupants of Facility: \_\_\_\_\_  
 \_\_\_\_\_

Principals or Parent of Applicant: Brett Hughes and Matthew Labella

Products or Services of Applicant to be produced or carried out at facility: Storage garages for industrial/commercial contractors

Estimated Date of Completion of Project: Apr-26

Type of Financing/ Structure: \_\_\_\_\_ Tax-Exempt Financing  
 \_\_\_\_\_ X \_\_\_\_\_ Taxable Financing  
 \_\_\_\_\_ Sale/ Leaseback  
 \_\_\_\_\_ Other

Type of Benefits being Sought by Applicant: \_\_\_\_\_ Taxable Financing  
 \_\_\_\_\_ Tax-Exempt Bonds  
 \_\_\_\_\_ X \_\_\_\_\_ Sales Tax Exemption on Eligible Expenses Until Completion  
 \_\_\_\_\_ X \_\_\_\_\_ Mortgage Recording Tax Abatement  
 \_\_\_\_\_ Real Property Tax Abatement

**Project Costs**

Land Acquisition	\$ 180,000
Existing Building(s) ACQUISITION	\$ -
Existing Building(S) RENOVATION	\$ -
NEW Building(s) CONSTRUCTION	\$ 1,555,500
Installation Costs	\$ -
Site Preparation/Parking Lot Construction	\$ -
Machinery & Equipment (other than furniture)	\$ -
Furniture & Fixtures	\$ -
Architectural & Engineering	\$ -
Legal Fees (applicant, IDA, bank, other counsel)	\$ 10,000
Financial (all costs related to project financing)	\$ -
Permits	\$ -
Other	\$ -
Agency Fee	\$ 8,728
<b>TOTAL COST OF PROJECT</b>	<b>\$ 1,754,228</b>

**Assistance Provided by the Following:**

EDGE Loan:	\$ -
MVEDD Loan:	\$ -
Grants - Please indicate source & Amount:	
Other Loans - Please indicate source & Amount:	\$ -

**Company Information**

		<b>Average Salary of these Positions</b>
Existing Jobs	0	\$ -
Created Jobs FTE (over three years)	0	\$ -
Retained Jobs	0	\$ -

**Earnings Information for Oneida County**

Average Salary of Direct Jobs for Applicant	\$ -
Average of County Indirect Jobs	\$ -
Average of Construction Jobs	\$ 32,000

Note: \$1,000,000 in construction expenditures generates 15 person - years of employment  
Construction Person Years of Employment: **20**

**Calculation of Benefits (3 Year Period)**

	Total Earnings	Revenues
Direct Jobs		
Created	\$ -	\$ -
Existing	\$ -	\$ -
Indirect Jobs		
Created	\$ -	\$ -
Existing	\$ -	\$ -
Construction - only one year		
Person Years	\$ 640,000	\$ 27,200
<b>TOTALS Calculation of Benefits (3 Yr Period)</b>	<b>\$ 640,000</b>	<b>\$ 27,200</b>

**TAXABLE GOODS & SERVICES**

		Spending Rate	Expenditures	State & Local Sales Tax Revenues
Direct Jobs	Created	36%	\$ -	\$ -
	Existing	0.36	\$ -	\$ -
Indirect Jobs	Created	0.36	\$ -	\$ -
	Existing	0.36	\$ -	\$ -
Construction - only one year	Person Years	0.36	\$ 230,400	\$ 22,464
<b><u>TOTAL TAXABLE GOODS &amp; SERVICES</u></b>			<b>\$ 230,400</b>	<b>\$ 22,464</b>

Local (3 year) real property tax benefit (assuming 60% of jobs existing and created own a residence) with an average assessment of \$80,000 and the remainder of jobs existing created pay real property taxes through rent based on an average assessment per apartment of \$50,000.

		Municipality	
Tax Rate for School District where facility is located:	41.029066	Westmoreland	24-25
Tax Rate for Municipality where facility is located: Vill & Twn Combined	0	Westmoreland	2025
Tax Rate for County:	12.149213	Oneida	2025
Total Rate:	53.178279		
Real Property Taxes Paid:	\$ -		

**COSTS: IDA BENEFITS**

Real Property Taxes Abatement	\$ -
Mortgage Tax Abated (.75%)	\$ 9,000
Estimated Sales Tax Abated During Construction Period (8.75%)	\$ 62,956
Total:	\$ 71,956

NOTE: If there is a tax-exempt financing of all or a portion of the project cost, there is a neutral cost/benefit because of lower interest rates by reason of exclusion of interest from gross income of bondholders for purposes of Federal and State income taxes. Taxable financing carries the same cost/benefit for State Income Tax purposes. Such cost/benefits cannot be quantified.