



CITY OF SARATOGA SPRINGS
 OFFICE OF COMMUNITY DEVELOPMENT
 City Hall - 474 Broadway
 Saratoga Springs, New York 12866
 Tel: 518-587-3550 x.2575 fax: 518-580-9480
 http://www.saratoga-springs.org/cd



REC'D AUG 05 2015

ECONOMIC DEVELOPMENT REVOLVING LOAN FUND
 EMPLOYMENT CREATION FORM

The City of Saratoga Springs established the Economic Development Revolving Loan Program to stimulate job creation for residents of low- and moderate-income. The Loan Program functions to develop employment opportunities by offering low interest loans and/or loan guarantees to businesses located within the City of Saratoga Springs. The goal of the Loan Program is to create at least one such job for every \$25,000 loaned.

In accordance with application requirement #3 of the Economic Development Revolving Loan Program, a successful loan applicant must create new full-time equivalent (FTE) employment for persons of low- and moderate-income evaluated at the time of hiring. These employment positions should be available to persons with no more than a high school education and should not require previously acquired skills or training.

Loan Applicant: AgroChem Inc & Marcora LLC

Requested City Loan Amount: \$75,000.00

Please provide the information requested below:

1. Total number of FTE positions to be created over next 5 years 5

2. Number of FTE positions created for persons of low- and moderate-income 4

3. Please identify job titles and descriptions for positions for persons of low- and moderate-income:

Position 1 - Title: Chemical Operator/Handler

Description: See attached

Position 2 - Title: Maintenance Technician

Description: See attached

Position 3 - Title: _____

Description: _____

(please use back of page for additional positions, if needed)

4. Please identify the intended hiring process for persons of low- and moderate-income. Describe how you will attract and give persons of low- and moderate-income first priority in filling these new positions:

We source from NYS: 4 Veterans, NYS DOLD and Saratoga County Employment & Training

The positions are low-to-moderate income candidates with HS Diploma and/or GED.

5. Please identify any job training programs that you will offer and/or employment skills to be gained by persons of low- and moderate-income from these newly created positions:

Upon hire, employees working in the chemical plant receive job training from the following:

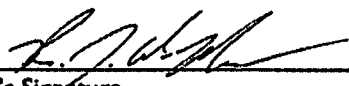
DOT Hazmat awareness certification

Forklift Training

Material safety data sheets-MSDS

Hazard communications

Process Safety Management



Applicant's Signature

7/29/15

Date



Maintenance Technician Role Requirements

FLSA Status: Non-Exempt
Position Status: Full-time
Reports To: Plant Manager
Work Location: Saratoga Springs, NY

Rev:1

July 2015

AgroChem, Inc. is a premier manufacturer of specialty cleaners, EPA sanitizers, and FDA drugs used on dairy farms and milk processing facilities. AgroChem is committed to manufacturing quality products and strives to provide innovative products to meet our customer's needs.

POSITION SUMMARY

Reporting to the Plant Manager, the Maintenance Technician will perform skilled maintenance, fabrication, repair and installation activities within the plant under general supervision of an immediate supervisor. The ideal candidate must be able to work independently and as a team and have a strong work ethic, positive safety record and commitment to quality.

Duties & Responsibilities

- Follow all plant policies & practices to ensure safety, quality, service and cost objectives are met
- Participate in preventive maintenance program for plant equipment and machinery; identify equipment maintenance needs; record mechanical equipment readings; ensure accuracy of records kept
- Perform routine mechanical, electrical, welding, or machining maintenance activities on equipment including lubrication, inspection, and replacement parts
- Submit requests for plant equipment & replacement parts
- Maintain records of plant function readings and equipment history; maintain preventative maintenance records and schedules
- Conduct performance tests of plant equipment using tachometers, pressure gauges, flow meter, amp and volt meters
- Diagnose, troubleshoot, update and repair malfunctioning plant equipment; maintain, repair and overhaul chemical plant equipment including pumps, motors, chemical feeders, compressors, pressure vessels, reactors and other types of mechanical equipment
- Participate in the installation of chemical plant mixing/blending/packaging equipment; participate in making modifications to equipment to meet production needs
- Ensure and adhere to safe work practices and procedures including, but not limited to lockout/tag out and confined space rules and regulations
- Operate powered industrial truck (fork-lift)
- Participate in special projects as assigned
- Perform related duties as required
- Comply with all company policies
- Practice safe work habits in accordance with OSHA and AgroChem specific Environmental Health & Safety expectations

Qualifications (required)

- High school diploma or GED
- Ability to speak, read, write and understand the English language
- Ability to verbally communicate effectively
- 2+ year experience in a manufacturing environment
- Demonstrated comfort with data entry and basic computer skills

Revision 1

1

The duties & responsibilities, qualifications, physical conditions & other statements contained herein represent the current general nature of the job described, & are subject to change at any time, with or without notice. This job description does not limit in any way the assignments that may be given to an employee in the job, & employees are expected to perform any & all duties assigned by their supervisor willingly & without reservation.



Maintenance Technician Role Requirements

FLSA Status: Non-Exempt
Position Status: Full-time
Reports To: Plant Manager
Work Location: Saratoga Springs, NY

Rev:1

July 2015

- Strong, logical decision making skills
- Experience with time management and multitasking
- Exhibits a sense of ownership and accountability
- Strong attention to detail
- Ability to adapt to change
- Solid math skills; basic calculations to include addition, subtraction, multiplication, division, basic percent's and fractions
- Ability to wear a respirator and other personal protective equipment (PPE)
- Ability to work a minimum of an 8 hour shift & be on-call for emergency calls to repair equipment

Qualifications (desired)

- Vocational/trade school training
- Fork-lift certification/experience
- Experience working in a Lean manufacturing facility
- Experience with Hazardous Waste Operations and Emergency Response Standards (HAZWOPER)

Compensation, Benefits & Fun Stuff

- Be apart of a growing company committed to its employees & manufacturing a quality product
- Compensation commensurate with experience
- Medical, Dental & Vision Insurance offered to full-time employees
- Holiday & Vacation time offered for full-time employees following successful completion of the introductory period
- 401k & Profit Sharing program offered

Working Conditions & Physical Efforts

- Work with and around raw materials/chemicals and other physical hazards associated with chemical manufacturing
- Must be able to lift up to 75 lbs. on a regular and continuing basis
- Requires grasping, writing, standing, walking repetitive motions, bending, climbing, listening, and hearing ability and visual acuity
- Talking and hearing occur continuously in the process of communicating with colleagues
- Vision occurs continuously with the most common visual functions being those of near vision, depth perception & color identification
- Requires manual dexterity to use and operate all necessary equipment
- AgroChem, Inc. is a drug & alcohol free work environment

Other

- Regular attendance in conformance with the standards, which may be established from time to time, is essential to the successful performance of this position
- Employees with irregular attendance will be subject to disciplinary action, up to and including termination of employment
- Due to the recent growth and production demand, Chemical Operators may be required to work varying schedules to reflect the business needs.
- Attendance at all scheduled training sessions and meetings is required

Revision 1

2

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Chemical Operator Role Requirements

FLSA Status: Non-Exempt
Position Status: Full-time
Reports To: Plant Manager
Work Location: Saratoga Springs, NY

Rev:1

July 2015

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POSITION SUMMARY

Reporting to the Plant Manager & Production Manager, the Chemical Operator will manufacture and package a variety of products through staging, mixing, blending and packaging tasks. The ideal candidate must be able to work independently and as a team and have a strong work ethic, positive safety record and commitment to quality.

Duties & Responsibilities

- Follow all plant policies & practices to ensure safety, quality, service and cost objectives are met
- Follow detailed procedures to manufacture safe & quality products
- Operate a variety of mixing/blending equipment across plant floor, while demonstrating the understanding of proper equipment use
- Perform various quality checks, including but not limited to GMP (Current Good Manufacturing Practices)
- Troubleshoot processing problems and take corrective action when possible
- Assist in the cleaning and change-over of equipment, ensuring AgroChem Standard Operating Procedures (SOPs) are followed and work area meets all requirements for housekeeping
- Maintain an accurate inventory through activities such as:
 - ✓ proper reporting of material usage
 - ✓ minimizing wastes
 - ✓ ensuring that measuring devices are properly calibrated
- Safely stage and move materials by hand and by operating a powered industrial truck (fork-lift)
- Comply with all company policies
- Practice safe work habits in accordance with OSHA and AgroChem specific Environmental Health & Safety expectations

Qualifications (required)

- High school diploma or GED
- Ability to speak, read, write and understand the English language
- Ability to verbally communicate effectively
- 1+ year experience in a manufacturing environment
- Demonstrated comfort with data entry and basic computer skills
- Strong, logical decision making skills
- Experience with time management and multitasking
- Exhibits a sense of ownership and accountability
- Strong attention to detail
- Ability to adapt to change
- Solid math skills; basic calculations to include addition, subtraction, multiplication, division, basic percent's and fractions
- Ability to wear a respirator and other personal protective equipment (PPE)
- Ability to work a minimum of an 8 hour shift, overtime when needed & occasionally be on-call

Revision 1

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Chemical Operator Role Requirements

FLSA Status: Non-Exempt
Position Status: Full-time
Reports To: Plant Manager
Work Location: Saratoga Springs, NY

Rev:1

July 2015

Qualifications (desired)

- Prior production operator or batch making/mixing experience
- Vocational/trade school training
- Fork-lift certification/experience
- Experience working in a Lean manufacturing facility
- Experience with Hazardous Waste Operations and Emergency Response Standards (HAZWOPER)
- DOT Hazmat Certified, awareness level

Compensation, Benefits & Fun Stuff

- Be apart of a growing company committed to its employees & manufacturing a quality product
- Compensation commensurate with experience
- Medical, Dental & Vision Insurance offered to full-time employees
- Holiday & Vacation time offered for full-time employees following successful completion of the introductory period
- 401k & Profit Sharing program offered

Working Conditions & Physical Efforts

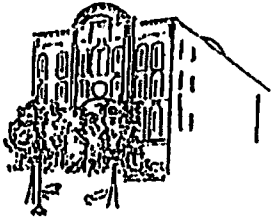
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Appl. #: _____
Date rec'd: _____
(Office use only)

ECONOMIC DEVELOPMENT REVOLVING LOAN PROGRAM

LOAN APPLICATION

Date: July 27, 2015

APPLICANT: AgroChem Inc & Macora LLC

ADDRESS: 3 Duplainville Road

CITY: Saratoga Springs COUNTY: Saratoga STATE: NY ZIP: 12866

PHONE: 518-226-4850 SOCIAL SECURITY #: _____

(If current business address is not within the city limits of Saratoga Springs, please attach proposed Saratoga Springs site location, with data, such as appraisal reports, lease agreements, etc.)

1. TYPE OF BUSINESS:

- () Corporation Macora LLC (AgroChem Inc S Corp)
- () Partnership
- () Sole Proprietorship
- () Date of Formation or Year Established 2005-AgroChem Inc 2015 Macora LLC

2. ATTORNEYS: Alicia Dalton, The Dalton Law Firm

ADDRESS: 112 Spring Street, Suite 317 Saratoga Springs NY 12866

3. ACCOUNTANTS: Amy Roman-CFO Advisory Services

ADDRESS: 517 Broadway Suite 204 Saratoga Springs NY 12866
Ed Selig, LCS&Z, 33 Century Hill Dr. Latham NY 12110

4. BANK: BSNB
 ADDRESS: PO Box 70 Ballston Spa NY 12020
 ACCOUNT OFFICER: Sylvia Anglin
 TELEPHONE: 518-363-8194

5. COMPANY TAX I.D. AgroChem 20-3320916 Macora LLC 47-4322624 6. SIC CODE 32518

<u>PROJECT REQUIREMENTS</u>	<u>AMOUNT</u>	<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>
Land & Buildings	\$ <u>4.14</u>	Loan Program	\$ <u>75,000</u>
Leasehold Improvements	\$ _____	Bank	\$ <u>2,294</u>
Furniture and Equipment	\$ <u>450,000</u>	Other Lenders (see attached)	\$ <u>1,836</u>
Debt Restructure	\$ _____	Grant	\$ _____
Working Capital	\$ _____	Equity	\$ <u>385,000</u>
Other (attachments)	\$ _____		
TOTAL:	\$ <u>4,590,000</u>	TOTAL:	\$ <u>4,590,000</u>

8. PLEASE INDICATE THE SOURCE OF THE EQUITY DOLLARS TO THE PROJECT:
\$385,000 Owners personal resources

<u>9. NATURE OF THE BUSINESS</u>	<u>10. MARKET AREA</u>	<u>11. TYPE OF PRODUCT/ SERVICE</u>
<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Local	<u>Farm & Dairy products</u>
<input type="checkbox"/> Wholesale	<input type="checkbox"/> Regional	_____
<input type="checkbox"/> Service	<input type="checkbox"/> National	_____
<input type="checkbox"/> Other	<input type="checkbox"/> International	_____

12. BUSINESS LOCATIONS/DESCRIPTION

Own Rent _____ Rental Amount \$ _____

Building Size 35,000 sq ft Age of Structure New Construction

13. EMPLOYMENT

Present Number of Employees: 21 on site / 28 total

Projected New Employees (for years 1 – 5) 5 4-on site 1-off site

Type of Jobs: Chemical Operators (3), Maintenance Tech (1) Sales (1)

14. LIST 3 MAJOR CUSTOMERS – NAME, ADDRESS AND TELEPHONE

Leedstone PO Box 2198 Melrose MN 56356 800-996-3303

Dons Dairy 349 Roses Brook, South Kortright NY 607-538-946

Excels Dairy Service 2725 Old Highway 99 Mt Vernon WA 360-848-9494

LIST 3 MAJOR SUPPLIERS – NAME, ADDRESS AND TELEPHONE

Hexicon Inc. 12850 Collection Cer, Chicago IL 60693 450-458-6629

Astro Chemical PO Box 2248 Springfield MA 01102 413-781-724

16. PLEASE INDICATE THE COLLATERAL BEING OFFERED TO THE LOAN PROGRAM AND OTHER LENDERS TO THE PROJECT TO SECURE THE LOAN (S).

Land and Building

17. Property Description: Tax Map # 177.-1-6221

Location: 26 Freedom Way Grande Industrial Park Saratoga Springs NY 12866

Date Acquired: To be acquired when construction completed

Original Mortgage: _____ Monthly Mortgage Amount: _____

Current Balance: _____

Equipment & Furniture Description Chemical manufacturing equipment, material handling, equipment for production/shipping

Date Acquired: _____ To be acquired when approvals are in place

Cost: \$450,000

Remaining Balance: _____

17. PLEASE ATTACH INTERIM FINANCIAL STATEMENTS, NO OLDER THAN 90 DAYS -see attached
INCLUDE 3 MOST RECENT ANNUAL FINANCIAL STATEMENTS. -see attached

18. LIST PROJECTED MONTHLY EARNINGS OR CASH FLOW PROJECTIONS FOR THE NEXT 12 MONTHS.
total sales over next twelve (12) months: \$15,000,000.

19. DEBT SCHEDULE -see attached

<u>Lender</u>	<u>Amount</u>	<u>Maturity Date</u>	<u>Principal Amounts Due In One Year</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

20. HAVE ANY FUNDS BEEN EXPENDED TO DATE ON THE PROJECT FOR WHICH THIS APPLICATION IS BEING MADE?

Yes No If yes, list expenditures and related information (dates, purpose, payee, etc.)

\$7,700. to Commissioner of Finance

City Engineer review

21. IS THE COMPANY PRESENTLY INVOLVED IN ANY LITIGATION, WHICH WOULD HAVE A MATERIAL EFFECT ON THE COMPANY SOLVENCY?

Yes No If yes, please give an explanation.

22. HAS THE COMPANY OR ANY OF ITS MANAGEMENT TEAM OR AFFILIATES, OR ANY OTHER CONCERN WITH WHICH SUCH MANAGEMENT HAS BEEN CONNECTED, EVER BEEN INVOLVED IN BANKRUPTCY, CREDITORS RIGHTS, OR RECEIVERSHIP PROCEEDING OR SOUGHT PROTECTION FROM CREDITORS? Yes No If yes, please give explanation.

23. HAVE THE MANAGEMENT OR PRINCIPAL STOCKHOLDERS OF THE COMPANY EVER BEEN CHARGED WITH OR CONVICTED OF ANY FELONIES OR MISDEMEANORS OTHER THAN MINOR TRAFFIC VIOLATIONS?

Yes No If yes, please give explanation.

A LOAN WILL NOT BE REFUSED SOLELY BECAUSE OF PRIOR CONVICTIONS, AND THIS INFORMATION IS REQUESTED ONLY FOR THE PURPOSE OF EVALUATING THE BUSINESS REPUTATION OF THE COMPANY AND ITS PRINCIPALS, AS REQUIRED BY LAW.

24. PLEASE IDENTIFY ALL PRINCIPALS WHO HAVE A 20% OR GREATER INTEREST IN YOUR BUSINESS.

JOHN DEMARCO
(Name)

26 LAKEWOOD DR.
(Address) SARATOGA SPRINGS, NY 12866

ROB DEMARCO
(Name)

135 SPRING ST.
(Address) SARATOGA SPRINGS, NY 12866

(Name)

(Address)

(Name)

(Address)

FOR YOURSELF AND FOR EACH PRINCIPAL LISTED ABOVE, PLEASE FILL OUT AND RETURN A PERSONAL FINANCIAL STATEMENT (ATTACHED) AND SINGLE REPORT CONTRACT (ALSO ATTACHED). ALL INFORMATION CONTAINED IN THESE FINANCIAL STATEMENTS WILL BE HELD IN THE STRICTEST CONFIDENCE. ADDITIONAL FORMS ARE AVAILABLE FROM THE OFFICE OF COMMUNITY DEVELOPMENT OR SARATOGA ECONOMIC DEVELOPMENT CORPORATION.

THE APPLICANT HEREBY CERTIFIES THAT ALL THE INFORMATION PROVIDED WITH THIS APPLICATION IS TRUE AND COMPLETE. PERMISSION IS ALSO GRANTED TO THE CITY OF SARATOGA SPRINGS ECONOMIC DEVELOPMENT REVOLVING LOAN PROGRAM, TO REQUEST FURTHER DATA, CHECK REFERENCES, MAKE INQUIRIES, VERIFY CONTENT AND INSPECT THE PREMISIES, IN THE COURSE OF EVALUATION OF THIS APPLICATION.

NAME OF APPLICANT *[Signature]*

BY: Robert Demarco

TITLE: President