



**Tuesday, July 31, 2018**  
**STAMP Committee Meeting - GCEDC**  
**Andrews Conference Room**  
**10:30 a.m.**

**MINUTES**

**ATTENDANCE**

Committee Members: P. Battaglia, P. Zelif, C. Yunker  
GCEDC / GGLDC Board Members:  
Staff: M. Masse, E. Richardson, S. Hyde  
Guests: J. Gsell (Genesee County), T. Carpenter (Clark Patterson Lee)  
Absent:

**1. Call to Order / Enter Public Session**

P. Zelif called the meeting to order at 10:39 a.m. in the Andrews Conference Room.

**2. Executive Session**

P. Battaglia made a motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 10:39 a.m., for the following reasons:

1. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

The motion was seconded by C. Yunker and approved by all members present.

**Re-Enter Public Session**

P. Battaglia made a motion to enter back into public session at 11:08 a.m., seconded by C. Yunker and approved by all.

**3. Chairman's Report & Activities**

**3a. Agenda Additions / Other Business –**

M. Masse asked the Committee to add item 4e. Dedication of Waterlines to Town of Alabama to the agenda.

**P. Battaglia made a motion to approve adding item 4e to the agenda; the motion was seconded by C. Yunker. Roll call resulted as follows:**

P. Zeff - Yes  
P. Battaglia - Yes  
C. Yunker - Yes

**The item was approved as presented.**

### **3b. Minutes: July 9, 2018**

**P. Battaglia made a motion to approve the minutes from July 9, 2018; the motion was seconded by C. Yunker. Roll call resulted as follows:**

P. Zeff - Yes  
P. Battaglia - Yes  
C. Yunker - Yes

**The item was approved as presented.**

## **4. Discussions / Official Recommendations to the Board:**

**4a. \$33M STAMP Grant Draw Review YTD** – M. Masse reminded the Committee that the imprest account has been set up and on January 12, 2018 Empire State Development (ESD) deposited \$15.1M into the account. The first four Grant Utilization Request Forms (GURF) have been submitted and authorization has been received to release those funds. GURF #5 has been submitted and is awaiting approval.

**4b. Development Status Update-** There are three main categories of development levels regarding business parks. They are as follows:

- a. Market Ready – The site is ready to market externally to attract projects & private investment.
- b. Shovel Ready Lite – The site is more competitive to attract projects & private investment.
- c. Shovel Ready – The site is in the most competitive position to attract projects & private investment.

There is a spreadsheet included in the meeting materials that compares the STAMP site development against those categories, so the Committee can see what we have completed and what still needs to be done as well as infrastructure capacities associated with those tasks.

M. Masse thought that this was a good visual representation of the progress to date at the STAMP site.

**4c. Clark Patterson Lee Contract – Onsite Sewer Treatment Design** – The GCEDC is currently close to getting the Manufacturing Annex Campus at the STAMP site to a shovel ready status based on the definitions previously reviewed. The proposal is crucial to being able to have a sewer solution ready to go to construction that can be built within 12 months to meet a company's facility construction timeline.

M. Masse asked the Committee to recommend a contract with Clark Patterson Lee (CPL), not to exceed \$1,350,000, for Design and Permitting of the STAMP Offsite Wastewater Treatment Facility (WWTF). The contract will be covered by the \$33M ESD grant and is within budget of the sewer force main construction line item.

P. Zelif shared that in his opinion, considering the size (amount) of this contract, the Agency should get different quotes or go out to bid for these services to ensure that we are getting a competitive price.

C. Yunker asked if it would be worth going out to bid considering the relationship that the Agency already has with CPL. How much work would it take to get another company up to speed and who's job would that be.

T. Carpenter shared that CPL has a lot of intimate knowledge of the STAMP project that would require a lot of M. Masse's time and some details may get missed when getting another company up to speed. T. Carpenter also shared that the Agency's budget allows for 10% of the construction for the WWTF for design and permitting. Most companies would quote around 8% and CPL is currently at 6%. He is confident that he has given a competitive quote for this work. In addition, the subconsultant line item may not be used fully.

P. Battaglia shared that they aren't concerned with the quality of work that CPL is doing. It would be nice to say if anyone asked that, yes, the Agency did go out to bid for these services, and yes, we have a competitive quote.

S. Hyde pointed out that the Committee might want to consider time to market. Does bidding out this type of work, that isn't required by the Agency's procurement policies, slow down our timelines.

M. Masse asked if there was some sort of threshold or contract dollar amount that the Committee would prefer the Agency go out to bid for.

P. Zelif shared that it would depend on the type of project but thought that \$100K would make sense to him. He finds it interesting that the Agency goes out to bid for mowing contracts that are under \$5,000 but not for a professional service contract that is over \$1M.

**C. Yunker made a motion to recommend approval of a contract with Clark Patterson Lee for Design and Permitting of the STAMP Onsite Wastewater Treatment Facility, not to exceed \$1,350,000; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

P. Zelif - Yes

P. Battaglia - Yes

C. Yunker - Yes

**The item was approved as presented.**

**4d. Construction Update** - The GCEDC currently has the following construction projects underway:

1. Phase I water – 94% complete as of 7/20/2018, substantial completion walk-through, the water system is operational, and all residents are able to connect, they are still in process of working on restoration of the lawns and driveways, NYSDOT have issued their list and CPL will have additional items.
2. Phase II water – 45% complete as of 7/20/2018
3. Onsite roadway and turn lane construction – 45% complete.

**4e. Dedication of Waterlines to Town of Alabama** – M. Masse shared that as part of the construction of the main water line to service STAMP, the GCEDC’s contractor has completed construction of the line located within the Town of Alabama. The GCEDC would like to dedicate the remainder of the waterlines from Phase I of the water project and 45% of the waterlines from Phase II of the water project over to the Town of Alabama to allow them to provide water to the residents and take over operations and billings of the system.

**C. Yunker made a motion to approve dedication of waterlines to the Town of Alabama; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

P. Zeliff - Yes  
P. Battaglia - Yes  
C. Yunker - Yes

**The item was approved as presented.**

## **5. Adjournment**

As there was no further business, P. Battaglia made a motion to adjourn at 11:44 a.m., seconded by C. Yunker and passed unanimously.