



**GCEDC STAMP Committee Meeting**  
**Wednesday, June 4, 2025**  
**Location: 99 MedTech Drive, Innovation Zone**  
**8:00 a.m.**

**MINUTES**

**ATTENDANCE**

Committee Members: M. Clattenburg, C. Kemp, C. Yunker, P. Zeliff  
Staff: M. Masse, L. Farrell, P. Kennett, K. Galdun, C. Suozzi, J. Krencik  
Guests: R. Crossen (Town of Alabama Supervisor), M. Fitzgerald (Phillips Lytle-Video Conference)  
Absent:

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

P. Zeliff called the meeting to order at 8:00 a.m. in the Innovation Zone.

**1a. Executive Session**

M. Clattenburg made a motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 8:01 a.m., for the following reasons:

1. Discussions regarding proposed, pending, or current litigation.
2. 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.
3. The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such a public body, but only when publicity would substantially affect the value thereof.

*J. Krencik left the room at 8:03 a.m. and came back in at 8:06 a.m.*

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

**1b. Re-Enter Public Session**

C. Yunker made a motion to enter back into public session at 8:29 a.m., seconded by M. Clattenburg and approved by all.

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

**2a. Agenda Additions / Deletions/ Other Business** – Nothing at this time.

**2b. Minutes: April 30, 2025**

**C. Yunker made a motion to approve the April 30, 2025, minutes; the motion was seconded by M. Clattenburg. Roll call resulted as follows:**

P. Zelif - Yes  
C. Yunker - Yes  
M. Clattenburg - Yes  
C. Kemp - Yes

**The item was approved as presented.**

**3. Discussions / Official Recommendations to the Board:**

**3a. Phillips Lytle 2025 Fee –** Phillips Lytle has prepared a proposal to cover the scope of work for the remainder of 2025 and first half of 2026 as it relates to Tech Team support for the offsite sewer permitting and wetland permitting, the wastewater treatment facility permitting, and force main installation.

**Fund Commitment:** Not to exceed \$500,000 to be included in the \$56 million.

**Board Action Request:** Recommend approval to the full Board of Phillips Lytle contract not to exceed \$500,000.

M. Fitzgerald outlined that the proposal covers the last half of 2025 and the first half of 2026, excluding any litigation, and mirrors the scope and timeframe of the previous year's approval. L. Farrell noted to members that detailed invoices are received monthly for all work performed.

**C. Yunker made a motion to recommend to the full Board the approval of the Phillips Lytle contract, not to exceed \$500,000, as presented; the motion was seconded by C. Kemp. Roll call resulted as follows:**

P. Zelif - Yes  
C. Yunker - Yes  
M. Clattenburg - Yes  
C. Kemp - Yes

**The item was approved as presented.**

**3b. NYPA T Line Security Letter of Credit -** NYPA is requiring a construction security requirement for the line restoration for any work done within the 345 kv ROW. The security request amount is \$4,000,000. The purpose of the security is to restore the line if the developer abandons the project midway and then NYPA is required to restore the lines.

They would like to establish a timeline of mid-July to get this executed. NYPA needs to have this in place before any work can be done related to line modification.

NYPA has stated that a Letter of Credit, Cash, or Surety Bond is acceptable.

**Board Action Request:** Recommend approval to the full Board of pursuing a Letter of Credit for security.

M. Masse reviewed rates for a Letter of Credit (LOC) and Surety Bonds, noting that LOC rates were lower at 1% compared to 1.5%–2% for Surety Bonds. He recommended proceeding with a LOC and, if approved, would obtain quotes, returning in July if rates exceed expectations. P. Zelif inquired whether the LOC would likely remain unused, which M. Masse confirmed unless the project is abandoned or

NYPA needs to restore the line. The LOC would remain in place until project completion or station energization, scheduled for June 2026.

**C. Kemp made a motion to recommend to the full Board the approval of pursuing a Letter of Credit as presented; the motion was seconded by C. Yunker. Roll call resulted as follows:**

P. Zelif - Yes  
C. Yunker - Yes  
M. Clattenburg – Yes  
C. Kemp - Yes

**The item was approved as presented.**

**4. Adjournment**

As there was no further business, C. Yunker made a motion to adjourn at 8:33 a.m., seconded by M. Clattenburg and passed unanimously.