



**Meeting Agenda – STAMP Committee**  
 Genesee County Economic Development Center  
 Tuesday, December 3, 2019  
 Location: Innovation Zone Conference Room, 10:30 a.m.

Page #’s	Topic	Discussion Leader	Desired Outcome
	<b>1. Call to Order – Enter Public Session</b>	P. Zelif	
	<b>2a. Executive Session</b> Motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105 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.	P. Zelif	Vote
	<b>2b. Enter Public Session</b>		
2-5	<b>3. Chairman’s Report &amp; Activities</b> 3a. Agenda Additions / Deletions / Other Business  3b. Minutes: September 5, 2019	P. Zelif	Vote
6	<b>4. Discussions / Official Recommendations to the Board:</b>		
	4a. \$33M STAMP Grant Draw Review YTD	M. Masse	Discussion
	4b. Construction Update	M. Masse	Discussion
	4c. USFWS ROW Update	M. Masse	Discussion
7-10	4d. e3 Communications STAMP Public Relations Contract	J. Krencik	Disc / Vote
	5. Adjournment	P. Zelif	Vote



**GCEDC STAMP Committee Meeting  
Thursday September 5, 2019  
Innovation Zone Conference Room  
3:00 p.m.**

**MINUTES**

**ATTENDANCE**

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

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

P. Zelif called the meeting to order at 3:06 p.m. in the Innovation Zone Conference Room.

**2. Executive Session**

A. Vanderhoof made a motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 3:06 p.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 P. Battaglia and approved by all members present.

**Re-Enter Public Session**

A. Vanderhoof made a motion to enter back into public session at 3:11 p.m., seconded by P. Battaglia and approved by all.

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

**3a. Agenda Additions / Other Business** – Nothing at this time.

**3b. Minutes: July 9, 2019**

**P. Battaglia made a motion to approve the minutes from July 9, 2019; the motion was seconded by A. Vanderhoof. Roll call resulted as follows:**

P. Zelif - Yes

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P. Battaglia - Yes  
 C. Yunker - Absent  
 A. Vanderhoof- Yes

**The item was approved as presented.**

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

**4a. \$33M STAMP Grant Draw Review YTD** – M. Masse reviewed with the Committee the status of the ESD \$33M grant. The first 18 Grant Utilization Request Forms (GURF) have been submitted and authorization has been received to release those funds. The staff will be preparing GURF #19 next week.

**4b. Construction Update** – M. Masse shared that the construction of the main entrance roadway is completed. The Town of Alabama approved the subdivision of the roadway and will be dedicated to the County soon. Restoration work for the water projects should be done shortly.

**4c. Phase IA/IB Archeological Contract** – The GCEDC needs to complete the Phase IA/IB archeological work on the additional 20 acres it is looking to purchase to determine if any additional archeological work would be required. The amount is less than \$5,000 which does not require additional quotes or Board approval; however, the staff believes that the Board should review and approve this as it is funded by the \$33 million NYS grant.

The proposal is from Deuel Archeology to complete Phase IA/IB Cultural Resource Investigation, not to exceed \$4,695.

**P. Battaglia made a motion to recommend approval of the contract with Deuel Archeology for a Phase IA/IB Cultural Resource Investigation, not to exceed \$4,695; the motion was seconded by A. Vanderhoof. Roll call resulted as follows:**

P. Zeliff - Yes  
 P. Battaglia - Yes  
 C. Yunker - Absent  
 A. Vanderhoof- Yes

**The item was approved as presented.**

**4d. Design & Engineering Contract – 6 MGD / “Big Water” System** – Clark Patterson Lee (CPL) has submitted a proposal for engineering services related to the design and permitting of the Genesee County portion of STAMP Niagara County supplied 6 MFD “Big Water” System. The proposal includes the following:

1. A 6 MGD Lewiston road (NYS route 77) transmission main from the Niagara County Line into the STAMP site.
2. Onsite STAMP water storage tanks and pumping facilities. These facilities will be designed to be expandable for various daily use capacities from up to 6 MGD. We currently anticipate two 3-million-gallon ground storage tanks.

- 3. Onsite STAMP NCWD supplied "Big Water" distribution system layout and Genesee County supplied distribution system layout. Please note that there may be benefits to having a dual NCWD and Genesee county supplied distribution system on the STAMP site.

This contract is covered by the ESD \$8M grant.

**P. Battaglia made a motion to recommend approval of the STAMP 6 MGD "Big Water" System contract with Clark Patterson Lee, for an amount not to exceed \$900,000; the motion was seconded by A. Vanderhoof. Roll call resulted as follows:**

- P. Zelif - Yes
- P. Battaglia - Yes
- C. Yunker - Absent
- A. Vanderhoof- Yes

**The item was approved as presented.**

**4e. Amendment to Survey Contract** – At the last meeting the GCEDC awarded a contract to Frandina Engineering and Land Surveying in the amount of \$2,230 to survey the additional 20 acres the GCEDC is looking to purchase to the north of STAMP site. Our electrical engineering firm notified us after the bid was awarded that they will require a topographical study to be performed on that acreage, and it would be economical to have the survey company complete that work as they do the boundary survey. The GCEDC staff reached out to the three original bidders asking for a revised quote to include a topographical survey as part of the boundary survey. The revised quotes are as follows:

- 1. \$10,250 – Frandina Engineering and Land Surveying
- 2. Declined to Bid – Welch & O'Donoghue
- 3. Declined to Bid – Townsend & Lamendola

**P. Battaglia made a motion to recommend approval of increasing the contract with Frandina Engineering and Land Surveying for survey work, including a topographical survey, with a total cost not to exceed \$10,250; the motion was seconded by A. Vanderhoof. Roll call resulted as follows:**

- P. Zelif - Yes
- P. Battaglia - Yes
- C. Yunker - Absent
- A. Vanderhoof- Yes

**The item was approved as presented.**

**4f. Hunting Permits** – The STAMP site has had hunting by permit only for about seven years, and in the last two years only on the west side of Crosby Road. These permits have always been issued to the Wyder family (approximately 20 or so) each year. The Wyders have always been fair with us, they asked for permission to continue hunting the land prior to us acquiring the property and have always kept an eye on the property for us letting us know of any issues.

We have received calls in the past asking about hunting and told people no, they would get upset but would leave it at that. We received a call from a husband and wife who live on Judge Road who were

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very upset about the Wyders being allowed to hunt this property, they stated they have hunted it for 40 years (to our knowledge they have never asked us for permission) and they feel being that STAMP is funded with taxpayer dollars that there should be a lottery system for the permits. They stated that they were going to attend the STAMP Committee meeting at the end of September to talk to the Committee about their issues.

The GCEDC discussed this issue at the Town of Alabama Board meeting at their August meeting. The Town of Alabama Town Clerk stated that the couple came into the Town hall wanting to start a petition to force the GCEDC to allow others to hunt. The Town Clerk informed them that the GCEDC is not a municipal agency and is a private property owner that they cannot force us to do anything. This may change their minds from attending our next meeting.

The Town Board raised no issues with the GCEDC and respects the fact that the agency is a private property owner and can make any decisions they so choose with the property.

M. Masse was looking for some guidance from the Committee as to whether to continue to allow hunting on the STAMP site in the future.

After some discussion, it was decided that no hunting would be allowed at the STAMP site in the future.

#### **5. Adjournment**

As there was no further business, A. Vanderhoof made a motion to adjourn at 3:49 p.m., seconded by P. Battaglia and passed unanimously.

\$33M STAMP Grant Activity Review YTD

	Draws #1-13 GURFs #1-13	GURF #14	GURF #15	GURF #16	NYISO Refund Rec'd 6/26/19	GURF #17	GURF #18	GURF #19	GURF #20
Total Draw Amount:	\$ 4,899,065.32								
Total GURF Amount:	\$ 6,141,053.97	\$ 152,946.26	\$ 327,578.94	\$ 364,005.65	\$ (18,793.00)	\$ 183,031.47	\$ 123,638.96	\$ 122,263.51	\$ 218,737.45
Date of ESD request:	4/8/2019	5/9/2019	6/7/2019	7/15/2019	8/15/2019	9/26/2019	11/8/2019		
Date ESD funds were Approved:	4/12/2019	5/13/2019	6/17/2019	7/18/2019	8/28/2019	10/3/2019			
			Grant Amount:						
			Cumulative Amount of Grant Funds Expended:						
			Request in Process:						
			Grant Balance Remaining:						
				\$ 33,000,000.00					
				\$ (12,294,791.08)					
				\$ (218,737.45)					
				<u>\$ 20,486,471.47</u>					

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Committee Report for December 3, 2019

Jim Krencik, Director of Marketing & Communications

**E3communications WNY STAMP Public Relations and Social Media Services Contract**

**Discussion:** e3communications, a professional media and public relations firm/ consultant will create dedicated social media channels to promote and market WNY STAMP to various audiences, including those in economic development, workforce and higher education among others. e3communications in the last year created social media channels specifically designed to promote WNY STAMP, maintained them with ongoing posts and provided monthly analytic reports. e3communicaitons will also continue to manage public relations activities and communications for the WNY STAMP site.

**Fund Commitment:** \$24,000 fund commitment. Funding is available and budgeted in the GCEDC Operations/ Marketing budget; and the GCEDC will request a National Grid grant to reimburse the agency for half of the contract amount.

**Board Action Request:** A renewal of services for the Jan. 1, 2020 to Dec. 31, 2020 period at the 2019 funding level of \$24,000 per year.



November 22, 2018

Mark Masse  
Sr. VP of Operations  
Genesee County Economic Development Center  
99 MedTech Drive  
Batavia, NY 14020

RE: 2020 Agreement for Public Relations and Social Media Services for the Science Technology Advanced Manufacturing Plant (STAMP)

Dear Mark:

Please find below the scope of services that e3communications is proposing to market and promote STAMP during 2020.

- Manage public relations activities and provide public relations and public affairs counsel for various issues that have the potential to impact the STAMP project including advocacy efforts to raise awareness of STAMP.
- Design and act as administrator of social media channels for STAMP, including Facebook, Twitter and Instagram.
- Write copy for a monthly calendar of social media posts, including but not limited to ongoing infrastructure work; relevant economic development information in related science, technology and advanced manufacturing sectors; advocacy efforts related to ongoing investment at STAMP; and other information.
- Provide an analytics report on a monthly basis that will demonstrate and profile users of these social media channels and what posts are generating the most interest and traffic. This latter is important for developing future posts and information as well as to assist with other marketing communications tactics to promote STAMP.
- Provide advice and counsel regarding government relations outreach.
- Participate in meetings and other communications with the members of the STAMP Committee and technical team.
- Assist in the coordination of special events (press conferences, familiarization tours, news briefings, etc.).





- Write materials for public meetings and presentations.
- Manage media relations activities to enhance the messaging as well as to announce local/regional events
- Act as point person on local site selectors visits, Upstate Nano Symposium and related marketing workshops.
- Assist with managing media relations and other promotional activities related to NY Loves Nano.
- Assist GCEDC with outreach and communications with NY Loves Nano.
- Coordinate advocacy efforts to raise the awareness of STAMP regionally, nationally, and globally.
- Continue to monitor and track and distribute relevant news articles and placements and provide monthly report of marketing and public relations activities.

All work conducted by e3communications for STAMP will be billed at a flat monthly fee of \$2,000 for a total fee of \$24,000. A description of the services will be provided in each invoice for the work conducted in that month. All terms are 30 days payment.

The terms outlined in this agreement shall remain in effect from January 1, 2020 until December 31, 2020 or until modified or terminated by either party upon thirty (30) days written or verbal notice.

e3communications pledges its confidentiality to STAMP for all work e3communications performs on behalf of STAMP.

If you are in agreement with the terms and conditions outlined above please indicate by signing below. Thank you again for the opportunity to work on behalf of the Science Technology Advanced Manufacturing Park.

Sincerely,  
e3communications

Earl V. Wells III



President

For the Genesee County Economic Development Center

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Mark Masse  
Sr. VP of Operations