

**STAMP Water Works, Inc.**  
 Meeting Agenda  
 Wednesday, December 3<sup>rd</sup>, 2025  
 Location: 99 MedTech Drive, Innovation Zone  
 9:00 a.m.

Page #'s	Topic	Discussion Leader	Desired Outcome
	1. Call To Order – Enter Public Session	P. Zelif	
2-3	<b>2. Chairman's Report &amp; Activities</b> 2a. Additions / Deletions to the Agenda 2b. Minutes: September 3, 2025	P. Zelif	Vote
4-7	<b>3. Discussions / Official Recommendations to the Board</b> 3a. Accept Town of Batavia Work on PRV Valves Complete	M. Masse	Disc / Vote
8	3b. Dedicate Completed PRV Work to Town of Alabama	M. Masse	Disc / Vote
9-10	3c. Water Rate Discussion	M. Masse	Disc / Vote
	Adjournment	P. Zelif	Vote

**STAMP Water Works, Inc. Meeting**  
**Wednesday, September 3, 2025**  
**Location: 99 MedTech Drive, Innovation Room**  
**9:00 AM**

**STAMP WATER WORKS, INC. MINUTES**

**Attendance**

Board Members: P. Zelif, R. Crossen, M. Clattenburg, C. Yunker, M. Cianfrini, P. Battaglia (Video Conference)  
Staff: M. Masse, J. Krencik, L. Farrell, K. Galdun  
Guests: J. O'Malley, G. Logan (Tonawanda Seneca Nation), C. Zinni (City of Batavia Resident)  
Absent: T. Hens

*\*P. Battaglia attended the meeting via Video Conference, therefore he did not count towards the quorum.*

**1.0 Call to Order**

P. Zelif called the meeting to order at 9:20 a.m. in the Innovation Zone.

**2.0 Chairman's Report & Activities**

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

**2b. Minutes: March 26, 2025**

**R. Crossen made a motion to accept the March 26, 2025, minutes as presented; the motion was seconded by C. Yunker. Roll call resulted as follows:**

M. Clattenburg -Yes	P. Zelif – Yes
R. Crossen - Yes	C. Yunker – Yes
M. Cianfrini – Yes	T. Hens – Absent
P. Battaglia – N/A (Video Conference/Not officially in attendance)	

**The item was approved as presented.**

**3.0 Discussions**

**3a. Appointment of Secretary** – Due to a prior resignation of a board member, there had been a vacancy for the office of Secretary on the STAMP Water Works Board.

**C. Yunker made a motion to appoint M. Cianfrini as the STAMP Water Works Secretary; the motion was seconded by M. Clattenburg. Roll call resulted as follows:**

M. Clattenburg -Yes	P. Zelif – Yes
R. Crossen - Yes	C. Yunker – Yes

**DRAFT**

M. Cianfrini – Yes                      T. Hens – Absent  
P. Battaglia – N/A (Video Conference/Not officially in attendance)

**The item was approved as presented.**

**4.0 Adjournment**

As there was no further business, C. Yunker made a motion to adjourn at 9:22 a.m., which was seconded by M. Clattenburg and passed unanimously.

Mark Masse

## **STAMP Water Works Corporation**

### **Acceptance of Town of Batavia water facilities**

**Discussion:** The Town of Batavia has completed the work of installing PRV valves in the Town of Alabama water system thereby replacing the current manually controlled valves. The Town of Batavia is requesting that the STAMP Water Works Corp. acknowledge that the Water Works Corp. approved the installation of this work, that the project has been satisfactorily completed and that SWWC accepts ownership of the work.

**Fund Commitment:** None.

**Board Action Request:** Approval of the acknowledgement that the Water Works Corp. approved the installation of this work, that the project has been satisfactorily completed and that SWWC accepts ownership of the work.

Gregory H. Post, Supervisor  
Daniel G. Underhill, Deputy Supervisor  
Patti Michalak, Councilwoman  
Sharon White, Councilwoman  
Chad Zambito, Councilman



Jennifer Zambito, Town Clerk  
Raymond Tourt, Highway. Supt.  
Lisa A. Funke, Town Justice  
Andrew J. Young, Sr., Town Justice

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November 10, 2025

Mark A. Masse, President & CEO  
Genesee County Economic Development Center  
99 MedTech Drive  
Batavia, New York 14020

**Re: Water Facilities Project for Stamp Water Works, Inc. (hereinafter "SWWC")**

Dear Mr. Masse:

As you know, the Town of Batavia (hereinafter "Batavia") and the SWWC entered into an "Amendment No. 1 to Agreement for Operation and Maintenance of Water Facilities for Stamp Water Works, Inc." dated May 15, 2025, (hereinafter "Amended Agreement"). Paragraph 5 of the Amended Agreement authorizes Batavia with the permission of the SWWC to undertake construction projects or capital improvements. This same paragraph requires SWWC to pay Batavia, either on a time and material basis, or to reimburse Batavia for any outside vendors that it uses, for construction projects relating to additional services, capital improvements, and/or repairs beyond ordinary maintenance.

Pursuant to the Amended Agreement, Batavia undertook and completed a capital construction project for water facilities to increase the effectiveness of delivery of water by the Town of Alabama to the Western New York Science & Technology Advanced Manufacturing Park (hereinafter "STAMP"). The capital improvement construction work (hereinafter "Water Facilities Project") consisted of the following work:

- A. Installing three new pressure reducing valves in precast concrete vaults.
- B. Installing one new check valve and one gate valve with a 1" metered bypass to direct how water would travel into the Town of Alabama water system to improve the pressure and availability of water to both the Alabama system as a whole and to increase the pressure and flow available at the STAMP project site.
- C. Three existing pressure reducing valves were removed from service, and another pressure reducing valve was modified operationally to adjust the flow going through it.

To complete this Water Facilities Project, the Town of Batavia solicited bids and awarded

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three bids. One bid was for materials, excluding precast concrete vaults and manholes, the second bid was for the precast concrete vaults and manholes, and the final bid was for the installation and construction of the Water Facilities Project. Batavia paid for all necessary materials and the construction contractor has completed and has been paid for all portions of the work for the Water Facilities Project. I am attaching a letter, dated May 28, 2025, from the Genesee County Commissioner of Public Works, Timothy J. Hens, P.E., certifying that the water system improvements were satisfactorily completed and that the project was ready to be placed into service.

The purpose of this letter is to request a Resolution from the SWWC Board of Directors acknowledging that this Water Facilities Project was approved in advance by SWWC, that the project has been satisfactorily completed, and that SWWC has made all required reimbursement payments to Batavia for this project. In this Resolution, I would also ask that the SWWC accepts ownership of this Water Facilities Project. It is my understanding that the SWWC thereafter intends to offer the project water facilities for dedication to the Town of Alabama, at which time, these water facilities will be subject to the Operation and Maintenance Agreement by and between the Town of Alabama and the Town of Batavia.

Thank you very much for your time and kind consideration in this matter.

Sincerely,



Kevin D. Earl, Esq.  
Counsel to the Supervisor

KDE/aa

Enclosure

CC by email only:

Gregory Post, Batavia Town Supervisor  
Steve Mountain, P.E., Batavia Town Engineer  
Steven R. Tanner, P.E., Assistant Batavia Town Engineer



**GENESEE COUNTY  
DEPARTMENT OF PUBLIC WORKS**

153 Cedar Street  
Batavia, New York 14020  
Phone: (585) 344-8508 Fax: (585) 343-9303

Timothy J. Hens, P.E. Commissioner  
Paul Osborn, Deputy Commissioner  
Craig Smith, Deputy Commissioner

Laura Wadhams P.E.  
*Assistant County Engineer*

Justin Gerace, EIT  
*Assistant County Engineer*

Chris Klein  
*Fleet Maintenance Supervisor*

Jason Long  
*Airport Supervisor*

May 28, 2025

Steve R. Tanner, P.E.  
Town of Batavia  
3833 West Main Street Road  
Batavia, NY 14020

**RE: TOWN OF ALABAMA WATER SYSTEM IMPROVEMENTS  
CERTIFICATION OF COMPLETION**

Dear Mr. Tanner:

We have received certification from your firm that the above-referenced project has been satisfactorily completed in accordance with the plans and specifications that were previously approved by the Department of Health on December 20, 2024.

Based on the satisfactory test results submitted, this project may be placed into service.

I can be reached at (585) 344-8508 if you have any questions.

Very truly yours,

TIMOTHY J. HENS, P.E.  
Commissioner of Public Works

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## Dedication of water facilities to the Town of Alabama

**Discussion:** The Town of Batavia has completed the work of installing PRV valves in the Town of Alabama water system thereby replacing the current manually controlled valves. If the previous agenda item was approved, then the SWWC has accepted ownership of the improvements and now would like to dedicate them to the Town of Alabama since it is part of their overall water system.

**Fund Commitment:** None.

**Board Action Request:** Approval of the dedication to the improvements to the Town of Alabama water system to the Town of Alabama.

## Approval of water rate at STAMP

**Discussion:** Attached is the current water rate and the proposed water rate for 2026 for any users at the STAMP site.

**Fund Commitment:** None.

**Board Action Request:** Approval of the water rate for 2026 at STAMP.

STAMP Water Works Corp.  
Water rate calculation

	Approved 2/19/25	Proposed 1/1/26
	Per 1,000 gallons MCWA Sourced	Per 1,000 gallons MCWA Sourced
Purchase of water	\$ 2.71	\$ 2.71
Unbilled purchase of water (flushing)	0.56	0.56
Genesee County surcharge	1.20	1.20
System reserve	1.00	1.00
Operation and maintenance	0.10	0.10
Administration	0.10	0.10
PRV valve repayment	1.20	1.20
	<u>\$ 6.87</u>	<u>\$ 6.87</u>