



Meeting Agenda – STAMP Committee
 Genesee County Economic Development Center
 Wednesday, December 6, 2023 - 8:00 a.m.
 Location: 99 MedTech Drive, Innovation Zone

| Page #'s | Topic | Discussion Leader | Desired Outcome |
|----------|--|-------------------|-----------------|
| | 1. Call to Order – Enter Public Session | P. Zelif | |
| | 1a. Executive Session Motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105 for the following reasons: <ol style="list-style-type: none"> 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 public body, but only when publicity would substantially affect the value thereof. 1b. Enter Public Session | P. Zelif | |
| 2-3 | 2. Chairman’s Report & Activities 2a. Agenda Additions / Deletions / Other Business 2b. Minutes: October 4, 2023 | P. Zelif | Vote |
| 4 | 3. Discussions / Official Recommendations to the Board: | | |
| | 3a. NCWD Reimbursement for Easements | M. Masse | Disc / Vote |
| 5-8 | 3b. Bids for Hedgerow Removal in Accordance with Part 182 Permit | M. Masse | Disc / Vote |
| 9-12 | 3c. General Services Agreement with CC Environment & Planning | M. Masse | Disc / Vote |
| 13-16 | 3d. GCEDC STAMP e3communications Contract | J. Krencik | Disc / Vote |
| | 4. Adjournment | P. Zelif | Vote |



GCEDC STAMP Committee Meeting
Wednesday, October 4, 2023
Location: 99 MedTech Drive, Innovation Zone
8:00 a.m.

MINUTES

ATTENDANCE

Committee Members: M. Clattenburg, C. Kemp, C. Yunker
Staff: M. Masse, L. Farrell, S. Hyde, L. Casey, P. Kennett, J. Krencik, E. Finch
Guests: R. Crossen (Town of Alabama Supervisor), M. Fitzgerald (Phillips Lytle)
Absent: P. Zeliff

1. Call to Order / Enter Public Session

M. Clattenburg called the meeting to order at 8:03 a.m. in the Innovation Zone.

1a. Executive Session

C. Yunker made a motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 8:03 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.

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 8:45 a.m., seconded by C. Kemp and approved by all.

2. Chairman's Report & Activities

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

2b. Minutes: September 6, 2023

C. Kemp made a motion to approve the September 6, 2023 minutes; the motion was seconded by C. Yunker. Roll call resulted as follows:

P. Zeliff - Absent
C. Yunker - Yes
M. Clattenburg – Yes

C. Kemp - Yes

The item was approved as presented.

3. Discussions / Official Recommendations to the Board:

3a. Storage Yard Agreement In conjunction with the installation of the force main from the STAMP site to the direct discharge point at Oak Orchard Creek, the GCEDC had to extend the rental agreement for the storage of pipes until construction is completed.

Fund Commitment: \$4,000 from the \$33 million.

Board Action Request: Approval of payment of \$4,000 to the landowner.

C. Yunker made a motion to recommend to the full Board the approval of the storage yard agreement and approval of the payment of \$4,000 to the landowner as presented; the motion was seconded by C. Kemp. Roll call resulted as follows:

P. Zeff - Absent
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 8:46 a.m., seconded by C. Kemp and passed unanimously.

STAMP Payment for easements

Discussion: In conjunction with the installation of the force main within Niagara County to the Genesee County line, the NCWD may need to secure easements and is looking to pay up to \$500 per easement. This would be outside the scope of the current contract for engineering services and needs Board approval.

Fund Commitment: Up to \$500 per easement from the \$33 million.

Board Action Request: Approval of payment of up to \$500 per easement.

Payment for removal of Hedgerow in accordance with Part 182 Permit

Discussion: Contractor will remove approximately 325 feet of hedgerow separating the STAMP site from New York State Department of Environmental Conservation's (NYSDEC) John White Wildlife Management Area. The hedgerow is approximately 35 feet wide and is comprised mainly of small trees and shrubs, with some larger trees scattered throughout. All trees and shrubs must be removed, including their stumps, and all material must be disposed of off-site. After removal is completed, the ground must be graded and decompacted, as needed, to ensure it is level in preparation for seeding (the contractor is not responsible for seeding). See attached satellite map.

Bids received from the following:

1. Alleghany Farm Services, LLC \$5,500
2. Spurline Construction \$19,000
3. Wheatville Blacksmith & Tree Declined to bid, cannot meet the insurance requirements

Fund Commitment: \$5,500, from the Part 182 mitigation account.

Board Action Request: Approval of awarding of contract for hedgerow removal in accordance with the NYSDEC issued Part 182 permit to Alleghany Farm Services, LLC not to exceed \$5,500 to be paid out of the Part 182 mitigation account.



November 29, 2023

Proposal For:

Genesee County Economic Development Center

Job Name: Hedge Row Clearing

Job Location: Alabama, NY

Anticipated Start date: Fall/Winter 2023

Anticipated Completion: Winter 2023/2024

SCOPE OF WORK

- Remove hedgerow from an area approximately 325' by 35' consisting of small trees, shrubs, some large trees, and stumps off site.
- Grade and prepare 325' by 35' area for seeding.

Total Price.....\$5,500

TERMS & CONDITIONS

Total price is to remove material and grade the estimated 325' by 35' area. If additional work is requested in outside of the original requested area then additional cost will be added. All material pricing for the Project is valid for 30 days from the date of this Proposal. Due to supplier/trucking logistics delays, extensive shipping challenges, and extensive material delivery delays, material pricing is only valid for 30 days. All materials will be re-quoted at the time of actual purchase to reflect changes. Fuel surcharges will be applied if fuel costs rise more than 7% above current fuel rates of 11/29/23, on road and off-road fuel.

Payment Terms & Conditions are as follows:

The project will be invoiced upon project completion. Payment is expected within 30 days of date on invoice. Interest on past due accounts will be at 2% per month or at the maximum legal rate whichever is greater. Owner will not hold retainage on any amount due to Alleghany Construction, Corp. Owner will be responsible for payment of reasonable attorney fees required for the collection of past due or disputed accounts. Our cost proposal is based on providing our standard insurance unless specifically stated otherwise. All payments, including progress payments, payments for change orders and extra work, and final payment are the sole responsibility of the Owner and shall be paid according to the terms of payment stipulated herein and on invoice documents. **Receipt of payment from any**



funding agency, local, state, or federal by the Owner is specifically not a condition precedent to payment for payments due to Alleghany Construction Corp. by the Owner.

Sincerely submitted,

Drew Klotzbach

Drew Klotzbach, President
Alleghany Construction Corporation
drew@alleghanyfs.com



11171 Alley Road
Alden, NY 14004

SLCGCEDC110123

TO: Mark Masse
PHONE #: (585)343-4866, ext. 17
EMAIL: mmasse@gcedc.com
JOB DESCRIPTION: Hedgerow Removal
LOCATION: Alabama, NY

WE HEREBY SUBMIT THE FOLLOWING PROPOSAL:

AS PER YOUR REQUEST, WE HAVE COMPILED A WORK SCOPE FOR YOUR CONSIDERATION:

WORK SCOPE:

Hedgerow is 325' in length starting at Route 77 and 35' wide

- Remove trees, shrubs, and stumps
- Material removed from site
- Site to be accessible from Route 77 at hedgerow
- Ground graded
- Permits to be handled by GCEDC

NOTES:

- Nonorganic debris can be hauled off at an additional disposal cost, or left behind if needed

WE HEREBY SUBMIT PRICING BASED ON THE WORK SCOPE ABOVE:

JOB COST TOTAL (NOT INCLUDING SALES TAX): **\$19,000.00**

IF TAX EXEMPT PLEASE SUBMIT CERTIFICATE TO ap@spurlineconstruction.com WITH SIGNED PROPOSAL.

PAYMENT TO BE MADE AS FOLLOWS:

TERMS: DUE UPON RECEIPT OF INVOICE

Accepted PROPOSAL

SPUR LINE CONSTRUCTION IS AUTHORIZED TO COMPELTE THE WORK OUTLINED IN THE ABOVE PROPOSAL AND AT THE PRICING INCLUDED.

AUTHORIZED SIGNATURE:

* PLEASE ATTACH A COPY OF PO IF APPLICABLE

General Services agreement with CC Environment and Planning

Discussion: As the GCEDC continues to work on permitting the STAMP site there are issues that arise in dealing with the DEC. This contract will allow the GCEDC to utilize CC Environment and Planning's historical knowledge of STAMP as well as their environmental knowledge to move through and respond to any issues/concerns that the DEC may bring up. The scope of work is as follows:

1. General Environmental Services: Includes assistance with on- and off-site design review, permitting, and SEQR; other environmental services, as necessary; and participation in STAMP Technical Team meetings.
2. Force Main Frac-out Monitoring: Conduct required monitoring within the 2023 force main fracout areas in accordance with the monitoring plan approved by USFW

Fund Commitment: \$49,300 to be covered under the \$33 million.

Committee Action request: Recommend approval to the full Board the proposal for CC Environment and Planning.



CC Environment & Planning

Katlyn Hojnacki
Senior Ecologist/Operations Manager

November 29, 2023

Genesee County Economic Development Center
Attn: Mark Masse, VPO
99 MedTech Drive, Suite 106
Batavia, NY 14020
Via Email: mmasse@gcedc.com

Re: STAMP General Environmental Services and Force Main Frac-out Monitoring

Dear Mark:

I am pleased to submit the following proposal for CC Environment & Planning to provide continued environmental review, planning, and technical support services toward development of STAMP (Science & Technology Advanced Manufacturing Park) in the Town of Alabama, Genesee County, NY. As a member of the STAMP Technical Team since its inception, CC Environment & Planning has the background, project expertise, and relationships to ensure efficient and effective delivery of the services described below.

This Letter Agreement (hereinafter referred to as "Agreement") is a proposal for consulting services by CC Environment & Planning (hereinafter named as "Contractor") for Genesee County Economic Development Center (hereinafter referred to as "Client"). This agreement shall commence upon signature. The following services and terms of the Agreement between the Client and Contractor are as follows:

Scope of Services

1. General Environmental Services: Includes assistance with on- and off-site design review, permitting, and SEQR; other environmental services, as necessary; and participation in STAMP Technical Team meetings.
2. Force Main Frac-out Monitoring: Conduct required monitoring within the 2023 force main frac-out areas in accordance with the monitoring plan approved by USFWS.

Schedule and Fee

Project activities will commence immediately upon receipt of a signed contract through December 2024. This contract is proposed as a time and materials with a not to exceed estimated budget of \$49,300 broken out by tasks below. Invoices will be submitted monthly based on the 2024 rate sheet in Attachment A.

Task 1 – General Env. Services: \$30,800

Task 2 – Frac-out Monitoring: \$18,500

Conditions

The Contractor guarantees the quality of this work. Once this offer is accepted payments are to be made at times specified upon presentation of an invoice by Contractor. However, the Client and the Contractor may mutually decide to reschedule, postpone, or delay this project as business needs may suddenly dictate without penalty and without time limit, subject only to mutually agreeable time frames in the future.

Assumptions

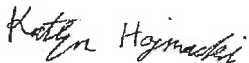
The proposed schedule and fee for this project are based on the following assumptions:

1. The Client and the project team will provide appropriate, timely access to contacts and information and provide requested feedback necessary to complete the scope of services as scheduled.
2. All parties will make every effort to ensure timely answers to questions as related to the scope of services and progress.
3. All parties will inform each other immediately of any unforeseen changes, new developments, or other issues that affect and influence this project so necessary adjustments can be made.
4. Adjustments to the total fee based on unforeseen circumstances, an adjusted timeline, or additional services outside the stated scope will require negotiation and written consent of both parties.

ACCEPTANCE

If this proposal meets with your approval, please countersign below and return one copy for our records. If you have any questions, please contact me. We appreciate the opportunity to provide these services toward the continued development of STAMP.

Sincerely,



Katlyn Hojnacki, Senior Ecologist
CC Environment & Planning

AUTHORIZATION

CC Environment & Planning is hereby authorized by Genesee County Economic Development Center to proceed with the services described herein in accordance with the terms and conditions proposed herein.

Genesee County Economic Development Center

Date



CC Environment & Planning

CC ENVIRONMENT & PLANNING BILLING RATES CALENDAR YEAR 2024

| Employee Type | Hourly Rate |
|--|---------------|
| Principal Ecologist | \$185.00 |
| Senior Environmental Scientist/Planner | \$160.00 |
| Environmental Scientist/Planner | \$130.00 |
| Graphic Designer/GIS Analyst | \$115.00 |
| Environmental Technician | \$95.00 |
| Office/Administrative Assistant | \$80.00 |
| | |
| | |
| Travel/Materials | At Cost |
| Outside Contracted Services | Cost plus 10% |

GCEDC

Jim Krencik, Marketing & Communications Director

Board Meeting Report

December 7, 2023

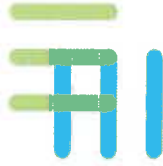
E3communications STAMP Public Relations and Social Media Services Contract

Discussion: e3communications, a professional media and public relations firm/consultant, has submitted a proposal for 2024 services related to public relations, sales and marketing content, and social media marketing for the Western New York Science & Technology Advanced Manufacturing Park (STAMP).

In 2023, e3communications supported GCEDC staff with STAMP planning, sales and marketing, and government/stakeholder relations. e3communications also maintains an expanded social media presence to audiences in project development and the greater public.

Fund Commitment: \$24,000 fund commitment. Funding is available and budgeted in the 2024 GCEDC Marketing - Operations budget for the full contract.

Board Action Request: Approval of a contract for services for the Jan. 1, 2024 to Dec. 31, 2024 period at \$24,000 per year.



November 30, 2023

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)

To Whom It May Concern:

Please find below the scope of services that e3communications is proposing to once again implement to market and promote STAMP on behalf of the Genesee County Economic Development Center for 2024.

- 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, project and infrastructure construction, and related partners.
- Assist in the coordination of special events (press conferences, familiarization tours, news briefings, etc.). This would include developing a program/agenda, writing of scripts, invitations, logistics and other tactics.
- Write materials for public meetings and presentations.
- Manage media relations activities to enhance the messaging as well as to announce local/regional events.
- 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.
- Design and act as administrator of social media channels for STAMP, including Facebook, Twitter and LinkedIn.
- Write copy for a monthly calendar of sales and marketing content and 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.

All work conducted by e3communications for STAMP in 2024 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, 2024 until December 31, 2024 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

Name

Title

Date