



**GCEDC STAMP Committee Meeting**  
**Wednesday, June 5, 2024**  
**Location: 99 MedTech Drive, Innovation Zone**  
**8:00 a.m.**

**MINUTES**

**ATTENDANCE**

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

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

P. Zelif called the meeting to order at 8:01 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.

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

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

M. Clattenburg made a motion to enter back into public session at 8:39 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: May 1, 2024**

**C. Yunker made a motion to approve the May 1, 2024, minutes; 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.**

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

**3a. O’Connell Electric Proposal for Substation** – O’Connell Electric has prepared a proposal to complete the design and engineering and review of the high side of the substation (NYPA) that is related to the control house and installation of the control house. The reasons for utilizing O’Connell for this work are as follows:

1. They are already on-site doing work for another entity
2. The project cannot withstand the delay that an RFP process would entail
3. A second electrical firm would lead to confusion and finger pointing about any work quality or timeliness issues
4. They are familiar with NYPA specifications and their engineering team since they have been working on this project with them

**Fund Commitment:** \$3,430,350 to be included in the \$56 million FAST NY award and we would use operating funds to pay until FAST NY funds become available.

**Board Action Request:** Recommend approval to the full Board of the O’Connell Electric contract not to exceed \$3,430,350.

This contract is related to engineering professional services only.

**C. Yunker made a motion to recommend to the full Board the approval of the O’Connell Electric Proposal for Substation not to exceed \$3,430,350 as presented; 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.**

**3b. Phillips Lytle Fees-** Phillips Lytle has prepared a proposal to cover the scope of work for the remainder of 2024 as it relates to Tech Team support for the offsite sewer permitting and wetland permitting, the wastewater treatment facility permitting, and force main installation. M. Fitzgerald stated that the last increase to the contract was for services provided through the end of 2023, but Phillips Lytle was able to stretch it to mid-2024. Phillips Lytle *hopes* that they can stretch this increase to the contract beyond the end of 2024.

**Fund Commitment:** Not to exceed \$500,000 to be included in the \$33 million.

**DRAFT**

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

**C. Yunker made a motion to recommend to the full Board the approval of the Phillips Lytle Fees 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.**

**3c. Access Agreement for Edwards Vacuum -** As part of their construction of their manufacturing facility, Edwards (Geis) would like to access their site via the hammerhead off of STAMP Drive. There is a small (approximately 200 ft by 200 ft) area that is owned by the GCEDC. This Access Agreement allows Edwards (Geis) to install a stone road across this parcel to connect the hammerhead to their site.

**Fund Commitment:** None.

**Committee Action Request:** Recommend approval of access agreement.

**M. Clattenburg made a motion to recommend to the full Board the approval of the access agreement for Edwards Vacuum(Geis) 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.**

**4. Adjournment**

As there was no further business, M. Clattenburg made a motion to adjourn at 8:44 a.m., seconded by C. Kemp and passed unanimously.