

STAMP Sewer Works, Inc.
Meeting Agenda
Thursday, August 3, 2023
Location: 99 MedTech Drive, Innovation Zone
2:00 p.m.

	Topic	Page #s	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: 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. 1b. Enter Public Session			
2.	Chairman’s Report & Activities: 2a. Agenda Additions / Other Business 2b. Minutes: April 24, 2023	2-4	P. Zelif	Vote
3.	Discussions: 3a. Eminent Domain Resolution from Public Hearing 3b. WWTF Operator Selection Process		M. Masse M. Masse	Disc / Vote Discussion
4.	Adjournment		P. Zelif	Vote

**STAMP Sewer Works, Inc. Meeting
Monday, April 24, 2023
Location: 99 MedTech Drive, Innovation Room
4:00 PM**

STAMP SEWER WORKS, INC. MINUTES

Attendance

Board Members: C. Yunker, P. Battaglia, P. Zeliff, M. Clattenburg, T. Hens, R. Crossen
Staff: L. Farrell, M. Masse, S. Hyde, L. Casey, J. Krencik, P. Kennett, C. Suozzi
Guests: M. Tyler (Phillips Lytle / Video Conference)
Absent: S. Mountain

1.0 Call to Order

P. Zeliff called the meeting to order at 4:04 p.m. in the Innovation Zone.

1a. Enter Executive Session

C. Yunker made a motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 4:04 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 R. Crossen and approved by all members present.

1b. Enter Public Session

P. Battaglia made a motion to enter back into public session at 4:29 p.m., seconded by C. Yunker and approved by all members present.

2.0 Chairman’s Report & Activities

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

2b. Minutes: September 20, 2022

R. Crossen made a motion to accept the September 20, 2022 minutes as presented; the motion was seconded by T. Hens. Roll call resulted as follows:

P. Battaglia -	Yes	C. Yunker -	Yes
T. Hens -	Yes	P. Zeliff -	Yes
S. Mountain -	Absent	R. Crossen -	Yes
M. Clattenburg -	Yes		

The item was approved as presented.

3.0 Discussions

3a. Eminent Domain Resolution – Included with meeting materials was a resolution that authorizes the STAMP Sewer Works, Inc. to pursue eminent domain proceedings on any outstanding easements that are needed for the force main project.

Fund Commitment: None.

T. Hens made a motion to approve Board Resolution No. 1 as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:

P. Battaglia -	Yes	C. Yunker -	Yes
T. Hens -	Yes	P. Zeliff -	Yes
S. Mountain -	Absent	R. Crossen -	Yes
M. Clattenburg -	Yes		

The item was approved as presented.

3b. Phillips Lytle 2023 Additional Contract for Obtaining Easements – Phillips Lytle prepared a proposal to cover the scope of work related to assistance in obtaining up to ten easements requiring eminent domain proceedings for the force main installation.

Fund Commitment: Not to exceed \$90,000.

P. Zeliff confirmed that this amount is not in addition to what was approved by the GCEDC.

T. Hens made a motion to approve the Phillips Lytle Contract to cover assistance in obtaining easements in an amount not to exceed \$90,000 as presented; the motion was seconded by C. Yunker. Roll call resulted as follows:

P. Battaglia -	Yes	C. Yunker -	Yes
T. Hens -	Yes	P. Zeliff -	Yes
S. Mountain -	Absent	R. Crossen -	Yes
M. Clattenburg -	Yes		

The item was approved as presented.

3c. 12/31/22 Audit – The Report to the Board of Directors states that no material weaknesses in internal controls were identified during the audit. It is their opinion that the audited financial statements present fairly, in all material respects, the financial position of the STAMP Sewer Works, Inc. as of December 31, 2022 in accordance with accounting principles generally accepted in the United States of America. There was no financial activity for the year ended 2022. Additionally, the STAMP Sewer Works, Inc. and the STAMP Water Works, Inc. are discretely presented component units on the GGLDC statements due to the GGLDC’s ultimate control over these entities.

P. Battaglia stated concern about the cost of the audit services as it relates to the amount of financial activity for the year. L. Farrell stated that Mostert, Manzanero & Scott and two other firms responded to the Request for Proposal (RFP) for auditing services that was issued in the Fall of 2022. The RFP requested services for three audit years from January 1, 2022 to December 31, 2024, with an option of contracting for an additional two years (2025-2026). Mostert, Manzanero & Scott quoted the best fee rates for each year of the potential five-year engagement.

R. Crossen made a motion to approve the 12/31/22 Audit as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:

P. Battaglia -	Yes	C. Yunker -	Yes
T. Hens -	Yes	P. Zelif -	Yes
S. Mountain -	Absent	R. Crossen -	Yes
M. Clattenburg -	Yes		

The item was approved as presented.

3d. 1st Quarter Financial Statements - L. Farrell reviewed the 1st quarter financial statements with the Board. The following was noted:

- The only expense incurred was a filing fee for the tax year 2021.
- The GGLDC approved transferring funds in the amount of \$25,000 to the STAMP Sewer Works, Inc. with the terms of repayment (if allowable) to be determined on a future date. These funds are currently recorded as grant income. Continued discussion on this matter will occur at a subsequent meeting.

P. Battaglia made a motion to approve the 1st Quarter Financial Statements as presented; the motion was seconded by T. Hens. Roll call resulted as follows:

P. Battaglia -	Yes	C. Yunker -	Yes
T. Hens -	Yes	P. Zelif -	Yes
S. Mountain -	Absent	R. Crossen -	Yes
M. Clattenburg -	Yes		

The item was approved as presented.

4.0 Adjournment

As there was no further business, T. Hens made a motion to adjourn at 4:42 p.m., which was seconded by P. Battaglia and passed unanimously.