

**MINUTES** of the **MEETING** of the **ERIE COUNTY WATER AUTHORITY** held in the office, 295 Main Street, Room 350, Buffalo, New York, on the 20<sup>th</sup> day of February 2025.

**PRESENT:** Jerome D. Schad, Chair  
 Peggy A. LaGree, Vice Chair  
 Michele M. Iannello, Treasurer (via videoconference)  
 Terrence D. McCracken, Secretary to the Authority  
 Joyce A. Tomaka, Chief Financial Officer  
 Mark S. Carney, General Counsel  
 Charles E. Eaton, Chief Operating Officer  
 Jennifer Hibit, Director of Human Resources  
 Sabrina A. Figler, Director of Drinking Water Quality  
 Jessica R. Brown, Comptroller  
 Lavonya C. Lester, Director of Administration  
 Katherine A. Gillette, Senior Associate Attorney  
 Michael J. Quinn, Director of Distribution (Water System)  
 David W. Aubertine, Director of Cybersecurity & IT  
 Matthew W. Barrett, Security Officer

**ATTENDEES:** Earl Wells III, e3 Communications

## **PLEDGE TO THE FLAG**

### **I. CALL TO ORDER/ROLL CALL**

The meeting was called to order at 9:30 a.m. A quorum was present with three Commissioners.

### **II. READING OF MINUTES**

Motion by Ms. LaGree seconded by Ms. Iannello and carried to waive the reading of the Minutes of the Meeting held on Friday, January 24, 2025.

### **DISCUSSION**

None

### **VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

### **III. APPROVAL OF MINUTES**

Motion by Ms. LaGree seconded by Ms. Iannello and carried to approve the Minutes of the Meeting held on Friday, January 24, 2025.

### **DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**IV. REPORTS****1. SECRETARY**

## 1. Board Meeting Calendar

Secretary McCracken began a discussion with the Board regarding the upcoming meeting dates. The decision was made to conduct both the Annual Meeting and the May Board Meeting on Thursday, May 15, 2025.

**2. LEGAL****3. FISCAL**

## 1. December 2024 Investment Report

Joyce Tomaka distributed the December 2024 Investment Report along with a brief explanation of the report.

## 2. December 2024 Financial Report

Jessica Brown distributed the December 2024 Monthly Financial report and briefly reviewed the data. A brief discussion ensued.

**4. OPERATIONS**

## 1. Projects Advertised for Bidding – Formal Contracts

Michael Quinn reported to the Board three Formal Contracts that have been advertised for bidding since the last Board Meeting:

- Machining and Fabrication Services, PN 202500007
- Waste Hauling and Disposal of Trash, Aluminum Based Residuals, and Zebra Mussels at Various ECWA Facilities, PN 202500028
- High Voltage Service, Switchgear Inspection, and Emergency Electrical Work Within the ECWA Facilities for a Period of Two Years from June 1, 2025 through May 31, 2027, PN 202500015

## 2. Final Payment Applications

Michael Quinn reported to the Board one completed Final Payment Application for Engineering Contracts:

- Contract GZA-001, Sturgeon Point Water Treatment Plant – Shoreline Stabilization, PN 202200039

### 3. RFP Published

Michael Quinn informed the Board that there has been one RFP published since the last Board meeting:

- Design and Construction Phase Services, Sturgeon Point Water Treatment Plant Surge Control System Design, PN 202400049

Chairman Schad requested a brief overview of the project. Mr. Quinn discussed the project which will be a new process for the Sturgeon Point Water Treatment Plant. Mr. Quinn elaborated on the Authority's existing system and outlined the anticipated advantages that the new process is expected to deliver.

## 5. HUMAN RESOURCES

## 6. AUDIT COMMITTEE

## 7. GOVERNANCE COMMITTEE

## 8. FINANCE COMMITTEE

## 9. ETHICS COMMITTEE

## V. COMMUNICATIONS AND BILLS

**(Communications may be limited to items that are provided electronically. Every effort will be made to provide all communications at future meetings.)**

**C-1 NOTICE OF CLAIM – NATIONAL FUEL V ECWA – RECEIVE AND FILE AND REFER TO LEGAL FOR FOLLOW UP**

**C-2 NOTICE OF CLAIM – HILL V ECWA – RECEIVE AND FILE AND REFER TO LEGAL FOR FOLLOW UP**

**C-3 NOTICE OF CLAIM – NATIONAL FUEL V ECWA – RECEIVE AND FILE AND REFER TO LEGAL FOR FOLLOW UP**

**C-4 FOIL FROM KYLE RENDA - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**

**C-5 FOIL FROM LATESHA MCDONALD - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**

- C-6 FOIL FROM NYS WATER RESOURCES INSTITUTE - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-7 FOIL FROM BUFFALO BRICK AND MORTAR - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-8 FOIL FROM BRENDA AND JAMAL KOUSHESHI - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-9 FOIL FROM D'AMORIE CONSTRUCTION - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-10 FOIL FROM ERICKA BENNETT - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-11 FOIL FROM M&T BANK - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-12 FOIL FROM LATESHA MCDONALD - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-13 FOIL FROM DIETRICH LAW FIRM - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-14 FOIL FROM PAUL FRANCAVILLA - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-15 LETTER FROM NYS DEPARTMENT OF PUBLIC SERVICE - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-16 LETTER FROM DANIEL RUSIN - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-17 LETTER FROM JAMES DOLCE - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**

The Commissioners thanked Mr. Dolce and Mr. Rusin for their years at the Authority and wished them well in retirement.

- C-18 LETTER FROM THE TOWN OF WEST SENECA - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**

Chairman Schad indicated that the correspondence pertains to the Town of West Seneca requesting a change to Direct Service.

- C-19 LETTER FROM DIALYZE DIRECT - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**

## **VI. PERSONS ADDRESSING THE AUTHORITY**

Pursuant to the Erie County Water Authority's Open Meetings Law Policy Section 10 Public Expression, as posted on its website, the Commissioners will hear the concerns of persons desiring to address the Commissioners on any Water Authority subject. No one appeared to speak.

## **VII. UNFINISHED BUSINESS**

## **VIII. NEW BUSINESS**

Secretary McCracken informed the Board that Item 4 will be presented prior to Item 3.

### **ITEM 1 - NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW ACT DETERMINATION RELATIVE TO THE PROPOSED IMPROVEMENTS TO THE STURGEON POINT WATER TREATMENT PLANT AND VAN DE WATER RAW WATER PUMP STATION, IDENTIFIED AS CONTRACT NO. MP-089, PROJECT NO. 202100172**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

#### **DISCUSSION**

On the question, Commissioner LaGree asked for clarification. Mr. Quinn gave a brief explanation regarding the determination.

#### **VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

### **ITEM 2 - AUTHORIZATION TO EXECUTE PERMANENT EASEMENT WITH THE TOWN OF CLARENCE, NEW YORK RELATING TO WATER SYSTEM IMPROVEMENTS, IDENTIFIED AS CONTRACT NO. WSA-018, PROJECT NO. 202200025**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

#### **DISCUSSION**

None

#### **VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

### **ITEM 3 - AUTHORIZATION TO ACCEPT THE CONSTRUCTION AND INSTALLATION OF APPROXIMATELY 2502 LINEAR FEET OF EIGHT (8")**

**INCH PVC (C-900), 1425 LINEAR FEET OF TEN (10") INCH PVC (C-900), SIX (6) HYDRANTS, TWELVE (12) LINE VALVES, TWO (2) TAP VALVES AND APPURTENANCES IN WOODLAND HILLS SUBDIVISION, PHASE 1, TOWN OF CLARENCE, NEW YORK, EC NO. 5572, PROJECT NO. 200300143**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 4 - APPROVAL OF AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES CONTRACT WITH HEALTHWORKS-WNY, LLP TO PROVIDE COMPREHENSIVE OCCUPATIONAL HEALTH SERVICES, PROJECT NO. 202200063**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 5 - APPROVAL OF CHANGE ORDER NO. 2 OF JOHN W. DANFORTH COMPANY FOR VAN DE WATER WATER TREATMENT PLANT FILTER NO. 3 VALVES REPLACEMENT, PROJECT NO. 202200238**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

On the question, Chairman Schad sought confirmation that the change order constituted a time extension. Mr. Quinn verified that it was a time extension.

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 6 - AUTHORIZATION TO AMEND THE ERIE COUNTY WATER AUTHORITY'S ANNUAL CAPITAL BUDGET FOR THE FISCAL YEAR 2025 - WATER DISTRIBUTION SYSTEM HYDRAULIC MODEL DEVELOPMENT, IDENTIFIED AS CONTRACT NO. BC-004, PROJECT NO. 202200159 - \$20,000.00**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

On the question, Commissioner LaGree requested verification of project completion. Mr. Quinn verified the completion of the project.

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 7 - AUTHORIZATION TO AMEND THE ERIE COUNTY WATER AUTHORITY'S ANNUAL CAPITAL BUDGET FOR THE FISCAL YEAR - CISCO SWITCHES - \$22,600.00**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 8 - AUTHORIZATION TO AMEND THE ERIE COUNTY WATER AUTHORITY'S ANNUAL CAPITAL BUDGET FOR THE FISCAL YEAR - VAN DE WATER WATER TREATMENT PLANT BOILER REPLACEMENT, PROJECT NO. 202500032 - \$150,000.00**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 9 - RATIFICATION OF THE INSTALLATION OF HYDRANTS AND VALVES AND RETIREMENT OF EXISTING HYDRANTS AND VALVES - VARIOUS LOCATIONS**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 10 - ACKNOWLEDGEMENT AND ACCEPTANCE OF THE CIVIL SERVICE RESIDENCY REQUIREMENTS OF THE ERIE COUNTY DEPARTMENT OF PERSONNEL**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

On the question, Commissioner LaGree recommended that Policy 92 is reviewed to see if updates are required.

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 11 - REVOCATION OF SEPARATION AND WAIVER AND RELEASE AGREEMENT**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 12 - AUTHORIZATION TO AMEND THE WAGE SCHEDULE FOR BI-WEEKLY EMPLOYEES NOT ELIGIBLE FOR MEMBERSHIP IN A COLLECTIVE BARGAINING UNIT**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 13 - CREATION OF ONE POSITION OF ASSOCIATE ATTORNEY RPT**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.



**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 14 - AUTHORIZATION FOR SABRINA FIGLER, DIRECTOR OF WATER QUALITY TO ATTEND THE AWWA NATIONAL WATER POLICY FLY-IN IN WASHINGTON, DC**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 15 - AUTHORIZATION FOR SABRINA FIGLER, DIRECTOR OF WATER QUALITY, MICHAEL QUINN, DIRECTOR OF DISTRIBUTION, WILLIAM WHEELER, SENIOR DISTRIBUTION ENGINEER, MARC BELLACOSE, DISTRIBUTION ENGINEER, MARK JARMUZ, DISTRIBUTION ENGINEER, SETH KRULL, PRODUCTION ENGINEER, SCOTT KLUBEK PUMP MECHANIC CREW CHIEF, AND GABRIELLA HOLEVINSKI, CHEMIST, TO ATTEND THE NEW YORK STATE AWWA WATER EVENT CONFERENCE IN SARATOGA SPRINGS, NEW YORK**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

On the question, Commissioner Iannello asked Ms. Figler to provide the Board with a summary of the conferences following her return.

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 16 - JACOB KOBLER - APPOINTMENT AS ASSOCIATE ATTORNEY RPT**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**VIII. ADJOURNMENT**

Motion by Ms. LaGree seconded by Ms. Iannello carried that the meeting adjourned at 9:51 a.m.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

Terrence D. McCracken  
Secretary to the Authority

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