



## ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

TO: Jerome D. Schad, Chair  
Peggy A. LaGree, Vice Chair  
Michele M. Iannello, Treasurer

FROM: Terrence D. McCracken, Secretary to the Authority

DATE: February 7, 2025

SUBJECT: Salary Grade Change

---

A vacant position allows the Authority to evaluate our current needs and implement necessary adjustments. I have had the opportunity to assess the Authority's requirements and propose an adjustment to the salary grade of the Deputy Administrative Director position. The position currently is classified as salary grade 36E and I am recommending the position to be reclassified as salary grade 32E.

A resolution has been included for your consideration at the meeting of February 20, 2025.

Thank you for your consideration in this matter.





TDM:alh

ERIE COUNTY WATER AUTHORITY  
AUTHORIZATION FORM  
For Approval/Execution of Documents  
(check which apply)

<b>Contract:</b>	<b>Project No.:</b>
<b>Project Description:</b> <u>Amend the Non-Rep/Managerial Career and Salary Plan Changing the</u>	
<u>Salary Grade of Deputy Administrative Director ECWA</u>	

<b>Item Description:</b>			
<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> Addendum
<input type="checkbox"/> Recommendation for Award of Contract	<input type="checkbox"/> Recommendation to Reject Bids		
<input type="checkbox"/> Request for Proposals			
<input checked="" type="checkbox"/> Other <u>Amend the Non-Rep/Managerial Career and Salary Plan</u>			

<b>Action Requested:</b>	
<input type="checkbox"/> Board Authorization to Execute	<input type="checkbox"/> Legal Approval
<input type="checkbox"/> Board Authorization to Award	<input type="checkbox"/> Execution by the Chairman
<input type="checkbox"/> Board Authorization to Advertise for Bids	<input type="checkbox"/> Execution by the Secretary to the Authority
<input type="checkbox"/> Board Authorization to Solicit Request for Proposals	
<input checked="" type="checkbox"/> Other <u>Amend the Non-Rep/Managerial Career and Salary Plan</u>	

<b>Approvals Needed:</b>		
<b>APPROVED AS TO CONTENT:</b>		
<input type="checkbox"/> Other (if Applicable)	_____	Date: _____
<input checked="" type="checkbox"/> Chief Operating Officer		Date: <u>2/7/2025</u>
<input type="checkbox"/> Executive Engineer	_____	Date: _____
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: <u>02/10/2025</u>
<input checked="" type="checkbox"/> Legal		Date: <u>02/07/2025</u>
<b>APPROVED FOR BOARD RESOLUTION:</b>		
<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>02/10/2025</u>

<b>Remarks:</b> _____
_____

<b>Resolution Date:</b> _____	<b>Item No:</b> _____
-------------------------------	-----------------------