



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: January 13, 2025

Subject: Employee Appreciation

In December, a discussion took place that reflected on this past year. The employees of the Authority have demonstrated remarkable dedication and commitment throughout the past year. During the discussion, the Board wished to convey their sincere appreciation for the steadfast dedication and commitment shown by the Authority's employees. An appreciation letter was composed and circulated among the Authority's locations.

A resolution has been included for your consideration to convey the Board's appreciation to Authority employees at the meeting of January 24, 2025.

Thank you.

TDM/alh

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

Contract: Project Description: <u>Appreciation and Recognition of Employees</u>	Project No.: _____
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Item Description:

<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>Appreciation and Recognition of Employees</u>			

Action Requested:


<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>Appreciation and Recognition of Employees</u>	

Approvals Needed:

APPROVED AS TO CONTENT:

<input type="checkbox"/>	_____	Date: _____
<input type="checkbox"/> Chief Operating Officer	_____	Date: _____
<input type="checkbox"/> Executive Engineer	_____	Date: _____
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input type="checkbox"/> Chief Financial Officer	_____	Date: _____
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>01/15/2025</u>
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Remarks: _____

Resolution Date: _____	Item No: _____
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