




ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

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

FROM: Joyce Tomaka, Chief Financial Officer 

DATE: October 16, 2024

SUBJECT: Creation of one (1) position of Warehouse Supervisor

The Stores Department is a vital unit of the Authority's organization. It warehouses our extensive inventory of materials necessary to effectively and efficiently perform tasks related to the inspection, service, maintenance and repair of the equipment, water lines and all appurtenances of the distribution system of the Authority. The development of a new Barcoding and Scanning system for all inventory has been underway for some time and will enhance our current Asset Inventory Management System to provide more accurate counts at all inventory locations on a real-time basis. In order to ensure a positive transition to this new system, as well as supervise the workflow within the Stores Department along with the departments it services, I recommend creating one (1) position of Warehouse Supervisor to supervise the operations of the Stores Department and all activities related to the new Asset Inventory Management System.

The title of Warehouse Supervisor will be Salary Grade 29 and has a starting salary of \$76,531.52. I have requested authorization from the Erie County Department of Personnel to add one position of Warehouse Supervisor to the Authority's inventory.

A resolution to approve the creation of one (1) position of Warehouse Supervisor has been included for your consideration at the meeting of October 17, 2024.

Thank you for your consideration in this matter.

cc: Terrence D. McCracken

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

Contract: _____ **Project No.:** _____
Project Description: Creation of one (1) Warehouse Supervisor position

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>Creation of one (1) Warehouse Supervisor position</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>Creation of one (1) Warehouse Supervisor position</u> | |

Approvals Needed:

APPROVED AS TO CONTENT:

- | | | |
|---|-------|-------------|
| <input type="checkbox"/> Other (if Applicable) | _____ | 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>10/16/2024</u> |
|--|--|-------------------------|

Remarks: _____

Resolution Date: _____ **Item No:** _____