



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

August 9, 2023

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

From: Terrence D. McCracken, Secretary to the Authority

Subject: Appointment Notice for Chief Operating Officer

As you are aware, due to the resignation of Chief Operating Officer Russ Stoll, the Office of the Secretary posted the position vacancy on the Authority's website. Three resumes were submitted. Upon review of the applicants' resumes, it was determined that two candidates best met the qualifications for the position and were interviewed. Interviews were conducted by Joyce Tomaka, Jennifer Hibit, and myself (the "Interview Committee"). Following the completion of interviews, the Committee agreed that it would be in the best interest of the Authority to hire Charles Eaton for the position of Chief Operating Officer.

Mr. Eaton presented impressively during the interview and is currently employed in a position of significant responsibility. Mr. Eaton's more than thirty (30) years of experience includes many of the duties and responsibilities required for the position of Chief Operating Officer. In his former senior positions in local, state and federal government Mr. Eaton obtained a strong understanding of our operations and the communities we serve, which further demonstrated he is highly qualified and would be an asset to the Erie County Water Authority. A copy of his resume is attached for your review.

Mr. Eaton has met all pre-employment requirements and will start with an annual salary of \$175,583.20 (Grade 37E, Step 1). Pursuant to the Authority's Employment Policy and Procedures Policy No. 92, the Secretary's office will prepare a resolution of appointment to Chief Operating Officer for the August 17, 2023 meeting.

Any Commissioner wishing to discuss the appointment in Executive Session at the August 17, 2023 Board meeting must notify me in writing by close of business Tuesday, August 15, 2023. If this appointment is approved by the Board, I anticipate a start date of September 18, 2023 for Mr. Eaton. Should you have any questions, please do not hesitate to contact me. Thank you.

TDM:alh
Attachment

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

Contract:	Project No.:
Project Description: <u>Appointment of Chief Operating Officer</u>	

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>Appointment of Chief Operating Officer</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>Appointment of Chief Operating Officer</u>	

Approvals Needed:

APPROVED AS TO CONTENT:

<input type="checkbox"/> Director of HR	_____	Date: _____
<input type="checkbox"/> Chief Operating Officer	_____	Date: _____
<input type="checkbox"/> Executive Engineer	_____	Date: _____
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Claims Rep/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>8/9/2023</u>
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Remarks: _____

Resolution Date: _____	Item No: _____
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