


ERIE COUNTY WATER AUTHORITY



INTEROFFICE MEMORANDUM

June 10, 2024

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

From: Joyce Tomaka, Chief Financial Officer 

Subject: Update of the Resolution to the continued use and updated purpose of an Employee Activity Account through Key Bank

As discussed at the June 5, 2024 Board meeting and upon acceptance at that meeting to enter into an agreement with Servomation Refreshments Inc., I would like to propose an update to the 1996 Board resolution.

This account was established by the Board on July 11, 1996 and was set up in the Authority's name with the sub name of "Employee Activity Account". The funds do not belong to the Authority. Therefore, the account sits on the Authority's general ledger as an asset with a corresponding liability. The signors are the same as all other bank accounts as established at the annual meeting.

Any commissions generated from the agreement with Servomation will be deposited into this account. The funds will go towards employee-related expenses or activities and continue to be overseen by the Comptroller.

A resolution authorizing the continued use and updated purpose of this account is on the June 20, 2024 meeting agenda for your consideration.

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

Contract: _____ **Project No.:** _____
Project Description: Authorization to Continue the usage of a Bank Account at Key Bank for an Employee Activity Account

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>Authorization to Continue the usage of a Bank Account at Key Bank for an Employee Activity Account</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>Authorization to Continue the usage of a Bank Account at Key Bank for an Employee Activity Account</u> | |

Approvals Needed:

APPROVED AS TO CONTENT:

- | | | |
|---|--------------------------|-------------------------|
| <input checked="" type="checkbox"/> Comptroller | <u>Jessica R. Borden</u> | Date: <u>6/10/24</u> |
| <input checked="" type="checkbox"/> Chief Operating Officer | <u>J. M. ...</u> | Date: <u>06/11/2024</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 | <u>Oppe ...</u> | Date: <u>06/10/2024</u> |
| <input checked="" type="checkbox"/> Legal | <u>[Signature]</u> | Date: <u>6/11/2024</u> |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|---|--------------------|----------------------|
| <input type="checkbox"/> Secretary to the Authority | <u>[Signature]</u> | Date: <u>6/11/24</u> |
|---|--------------------|----------------------|

Remarks: _____

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