

**MINUTES** of the **ANNUAL MEETING** of the **ERIE COUNTY WATER AUTHORITY** held in the office, 295 Main Street, Room 350, Buffalo, New York, on the 29<sup>th</sup> day of April 2024.

**PRESENT:** Jerome D. Schad, Commissioner  
Peggy A. LaGree, Commissioner  
Michele M. Iannello, Commissioner  
Terrence D. McCracken, Secretary to the Authority  
Joyce A. Tomaka, Chief Financial Officer  
Mark S. Carney, General Counsel  
Charles E. Eaton, Chief Operating Officer  
Leonard F. Kowalski, Executive Engineer  
Jennifer Hibt, Director of Human Resources  
Sabrina A. Figler, Director of Water Quality  
Lavonya C. Lester, Director of Administration  
David W. Aubertine, Director of Cybersecurity and Information Technology  
Matthew W. Barrett, Security Officer

**ATTENDEES:**

## **PLEDGE TO THE FLAG**

### **I. CALL TO ORDER/ROLL CALL**

The meeting was called to order at 9:30 a.m. A quorum was present with three Commissioners.

### **ITEM 1 - NOMINATION OF TEMPORARY SECRETARY**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to appoint Joyce A. Tomaka as Temporary Secretary for the Annual Meeting.

Ayes: Three; Commrs. Schad, LaGree and Iannello  
Noes: None

### **ITEM 2 - NOMINATION OF TEMPORARY CHAIR**

Motion by Mr. Jerome Schad seconded by Ms. Michele Iannello and carried to appoint Peggy A. LaGree as Temporary Chair for the Annual Meeting.

04/29/24

Ayes: Three; Commrs., LaGree and Iannello  
Noes: None

**ITEM 3 - NOMINATION OF CHAIR**

Nominations were opened for the office of Chair.

Motion by Ms. Peggy LaGree seconded by Ms. Michele Iannello and carried to nominate Jerome D. Schad as Chair of the Erie County Water Authority for the ensuing year.

Motion by Ms. Peggy LaGree seconded by Ms. Michele Iannello and carried to move that nominations be closed.

Ayes: Three; Commrs. Schad, LaGree and Iannello  
Noes: None

Motion carried to elect Jerome D. Schad as Chair.

At this point, Ms. Peggy LaGree turned the meeting over to the newly elected Chair.

**ITEM 4 - NOMINATION OF VICE CHAIR**

Nominations were opened for the office of Vice Chair.

Motion by Ms. Michele Iannello seconded by Mr. Jerome Schad and carried to nominate Peggy A. LaGree as Vice Chair of the Erie County Water Authority for the ensuing year.

Motion by Ms. Michele Iannello seconded by Mr. Jerome Schad and carried to move that nominations be closed.

Ayes: Three; Commrs. Schad, LaGree and Iannello  
Noes: None

Motion carried to elect Peggy A. LaGree as Vice Chair.

**ITEM 5 - TREASURER**

Nominations were opened for the office of Treasurer.

Motion by Ms. Peggy LaGree seconded by Mr. Jerome Schad and carried to nominate Michele M. Iannello as Treasurer of the Erie County Water Authority for the ensuing year.

Motion by Ms. Peggy LaGree seconded by Mr. Jerome Schad and carried to move that nominations be closed.

Ayes: Three; Commrs. Schad, LaGree and Iannello  
Noes: None

Motion carried to elect Michele M. Iannello as Treasurer.

#### **ITEM 6 - SECRETARY**

Nominations were opened for the office of Secretary.

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to nominate Terrence D. McCracken as Secretary to the Erie County Water Authority for the ensuing year.

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to move that nominations be closed.

Ayes: Three; Commrs. Schad, LaGree and Iannello  
Noes: None

Motion carried to elect Terrence D. McCracken as Secretary to the Erie County Water Authority.

#### **ITEM 7 - ASSISTANT TREASURER**

Nominations are open for the office of Assistant Treasurer.

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to nominate Lavonya C. Lester as Assistant Treasurer to the Erie County Water Authority for the ensuing year.

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to move that nominations be closed.

Ayes: Three; Commrs. Schad, LaGree and Iannello  
Noes: None

Motion carried to elect Lavonya C. Lester as Assistant Treasurer to the Authority.

#### **ITEM 8 - ASSISTANT SECRETARY**

Nominations are open for the office of Assistant Secretary.

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to nominate

Joyce A. Tomaka as Assistant Secretary to the Erie County Water Authority for the ensuing year.

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to move that nominations be closed.

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

Motion carried to elect Joyce A. Tomaka as Assistant Secretary to the Authority.

**ITEM 9 - AUTHORIZATION TO DESIGNATE DEPOSITORIES FOR FUNDS**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried that the Erie County Water Authority designate the financial institutions listed below as depositories for funds collected by the Treasurer:

BANK OF AMERICA  
EVANS BANK, N.A.  
JP MORGAN CHASE BANK, N.A.  
JP MORGAN SECURITIES LLC  
KEY BANK OF NEW YORK  
M&T BANK  
MANUFACTURERS & TRADERS TRUST COMPANY/  
WILMINGTON TRUST, N.A.  
UBS FINANCIAL SERVICES, INC.

And furthermore, the Treasurer is hereby authorized and directed to execute all necessary signature cards and other financial institution documents necessary for funds collected by the Treasurer to be deposited in the named institutions. This resolution incorporates by reference any resolution required by a financial institution to be adopted by the governing board of a depositor.

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 10 - AUTHORIZATION TO APPROVE THE FOLLOWING TO EXECUTE ERIE COUNTY WATER AUTHORITY CHECKS ON BEHALF OF THE ERIE COUNTY WATER AUTHORITY**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to authorize

the following to execute Erie County Water Authority checks on behalf of the Authority:

Chief Operating Officer  
 Director of Administration  
 Secretary to the Authority  
 Treasurer

Ayes: Three; Commrs. Schad, LaGree and Iannello  
 Noes: None

**ITEM 11 - AUTHORIZATION TO APPROVE THE FOLLOWING TO ORIGINATE  
 WIRE TRANSFERS OR TRANSFERS BETWEEN ACCOUNTS ON  
 BEHALF OF THE ERIE COUNTY WATER AUTHORITY**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to authorize the following to originate wire transfers or transfers between accounts on behalf of the Erie County Water Authority:

Cash Manager  
 Comptroller  
 Manager of Accounting Services

Ayes: Three; Commrs. Schad, LaGree and Iannello  
 Noes: None

**ITEM 12 - AUTHORIZATION FOR THE FOLLOWING TO APPROVE ORIGINATED  
 WIRE TRANSFERS BY TELEPHONE OR ONLINE ON BEHALF OF THE  
 ERIE COUNTY WATER AUTHORITY**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to authorize the following to approve originated wire transfers by telephone or online on behalf of the Erie County Water Authority:

Assistant Business Office Manager  
 Business Office Manager  
 Chief Account Clerk  
 Senior Account Clerk

Ayes: Three; Commrs. Schad, LaGree and Iannello  
 Noes: None

**ITEM 13 - AUTHORIZATION TO APPROVE THE FOLLOWING TO ORIGINATE DIRECT DEPOSITS AND APPROVE DIRECT PAYMENTS THROUGH THE AUTOMATED CLEARING HOUSE (ACH) ON BEHALF OF THE ERIE COUNTY WATER AUTHORITY**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to authorize the following to originate direct deposits and approve direct payments through the Automated Clearing house (ACH) on behalf of the Erie County Water Authority:

Cash Manager  
Comptroller  
Manager of Accounting Services

Ayes: Three; Commrs. Schad, LaGree and Iannello  
Noes: None

**ITEM 14 - AUTHORIZATION FOR THE CASH MANAGER TO MANAGE ONLINE INQUIRY ACCESS TO AUTHORITY BANK ACCOUNTS FOR THE PURPOSE OF VIEWING DEPOSITORY, COLLATERAL AND INVESTMENT ACTIVITY AND RESEARCHING AND REFUNDING CUSTOMER PAYMENTS**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to approve the authorization for the Cash Manager to manage and permit others inquiry access to depository, collateral and investment activity and to research and refund customer payments online on behalf of the Erie County Water Authority.

Ayes: Three; Commrs. Schad, LaGree and Iannello  
Noes: None

**ITEM 15 - AUTHORIZATION TO APPROVE THE FOLLOWING TO EXECUTE ALL FEDERAL AND STATE TAX RETURNS ON BEHALF OF THE ERIE COUNTY WATER AUTHORITY**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to authorize the following to execute all Federal and State Tax Returns on behalf of the Erie County Water Authority:

Cash Manager  
Chief Financial Officer  
Comptroller  
Manager of Accounting Services

Ayes: Three; Commrs. Schad, LaGree and Iannello  
Noes: None

**ITEM 16 - AUTHORIZATION TO ISSUE AND FORWARD PURCHASE ORDERS  
AFTER DEPARTMENTAL APPROVAL**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to approve the Director of Administration and, in the absence of the Director of Administration, the Comptroller, to issue and forward purchase orders after departmental approval.

Ayes: Three; Commrs. Schad, LaGree and Iannello  
Noes: None

**ITEM 17 - AUTHORIZATION TO APPOINT A LABOR-MANAGEMENT  
HEALTHCARE COALITION REPRESENTATIVE**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to appoint Jessica R. Brown, Comptroller as the Authority's representative for the Labor-Management Healthcare Coalition, Inc. for the ensuing year.

Ayes: Three; Commrs. Schad, LaGree and Iannello  
Noes: None

**ITEM 18 - COMMITTEES AND BOARDS**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to approve that the following committee and board assignments for the coming year be made and that the Chair of the Erie County Water Authority will continue to be empowered to name new committees and assign members.

	Finance Committee	Audit Committee	Governance Committee	Ethics Board
Jerome D. Schad, Chair	X	X	X	X
Peggy A. LaGree, Vice Chair	X	X	X	X
Michele M. Iannello, Treasurer	X	X	X	X

Ayes: Three; Commrs. Schad, LaGree and Iannello  
Noes: None

### **ITEM 19 - RULES OF ORDER**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to approve that the Board of Commissioners adopt parliamentary Rules of Procedure using the publication based Robert's "Rules of Order,": Jones, O.G., (1990) *Parliamentary Procedure at a Glance*. New York, Penguin Books.

Ayes: Three; Commrs. Schad, LaGree and Iannello  
Noes: None

### **ITEM 20 - REAUTHORIZATION OF THE DEFENSE AND INDEMNIFICATION POLICY (POLICY NO. 94)**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to approve that the Board of Commissioners reauthorize and continue the Defense and Indemnification Policy No. 94.0, adopted on March 26, 2019, and re-adopted as Policy No. 94 on September 20, 2023, without amendment.

Ayes: Three; Commrs. Schad, LaGree and Iannello  
Noes: None

### **ITEM 21 - REAUTHORIZATION OF THE TRAVEL AND TRAINING POLICY (POLICY NO. 8)**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to approve that the Board of Commissioners reauthorize and continue the Travel and Training Policy No.



8.0, adopted on February 7, 2019, and re-adopted as Policy No. 8 on September 20, 2023, without amendment.

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

#### **ITEM 22 - REAUTHORIZATION OF THE TIMEKEEPING POLICY (POLICY NO. 29)**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to approve that the Board of Commissioners reauthorize and continue the Timekeeping Policy No. 29.0, adopted on February 7, 2019, and re-adopted as Policy No. 29 on September 20, 2023, without amendment.

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

#### **ITEM 23 - AUTHORIZATION TO SIGN THE AUTOMOBILE TITLES AND REGISTRATION DOCUMENTS**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to authorize the Director of Administration, or in her absence the Comptroller or Chief Financial Officer, to transfer ownership of sold vehicles by signing the title after confirming receipt of payment and signing necessary Department of Motor Vehicles' documents to register new Erie County Water Authority vehicles.

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

#### **ITEM 24 - AUTHORIZATION TO READOPT THE ERIE COUNTY WATER AUTHORITY'S MISSION STATEMENT**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to approve that the Board of Commissioners authorize to readopt the Erie County Water Authority's Mission Statement, without amendment.

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 25 - REAUTHORIZATION OF THE ERIE COUNTY WATER AUTHORITY'S  
PROCUREMENT POLICY**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to approve that the Board of Commissioners reauthorize and continue the Erie County Water Authority's Procurement Policy adopted on January 18, 2024, without amendment.

Ayes: Three; Commrs. Schad, LaGree and Iannello  
Noes: None

**ITEM 26 - REAUTHORIZATION OF THE ERIE COUNTY WATER AUTHORITY'S  
INVESTMENT GUIDELINES**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to approve that the Board of Commissioners reauthorize and continue the Erie County Water Authority's Investment Guidelines, adopted on March 24, 2022, without amendment.

Ayes: Three; Commrs. Schad, LaGree and Iannello  
Noes: None

**ITEM 27 - REAUTHORIZATION TO ADOPT THE RETENTION AND DISPOSITION  
SCHEDULE FOR NEW YORK LOCAL GOVERNMENT RECORDS (LGS-  
01) AND APPOINTMENT TO THE POSITION OF THE RECORDS  
MANAGEMENT OFFICER**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to approve that the Board of Commissioners reauthorize to adopt the Retention and Disposition Schedule for New York Local Government Records (LGS-01) and appointment of Terrence D. McCracken to the position of Records Management Officer of the Erie County Water Authority for the ensuing year.

Ayes: Three; Commrs. Schad, LaGree and Iannello  
Noes: None

**ITEM 28 - ADJOURNMENT**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to adjourn this annual organization meeting until the next organization meeting to be held on the first regularly scheduled board meeting after the 27<sup>th</sup> day of April 2025.

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

A handwritten signature in black ink, appearing to read 'T. D. McCracken', with a long horizontal flourish extending to the right.

Terrence D. McCracken  
Secretary to the Authority

ALH