

ITEM 1 - TEMPORARY SECRETARY

Motion by seconded by and carried to appoint Joyce
A. Tomaka as Temporary Secretary for the Annual Meeting.

Ayes:

Noes:

05/15/25-alh

ITEM 2 - TEMPORARY CHAIR

Motion by seconded by and carried to appoint Peggy
A. LaGree as Temporary Chair for the Annual Meeting.

Ayes:

Noes:

05/15/25-alh

ITEM 3 - CHAIR

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

Ayes:

Noes:

05/15/25-alh

ITEM 4 - VICE CHAIR

Motion by _____ seconded by _____ and carried to nominate Peggy A. LaGree as Vice Chair of the Erie County Water Authority for the ensuing year.

Ayes:

Noes:

05/15/25-alh

ITEM 5 - TREASURER

Motion by seconded by and carried to nominate
Michele M. Iannello as Treasurer of the Erie County Water Authority for the
ensuing year.

Ayes:

Noes:

05/15/25-alh

ITEM 6 - SECRETARY

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

Ayes:

Noes:

05/15/25-alh

ITEM 7 - ASSISTANT TREASURER

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

Ayes:

Noes:

05/15/25-alh

ITEM 8 - ASSISTANT SECRETARY

Motion by seconded by and carried to nominate
Joyce A. Tomaka as Assistant Secretary to the Erie County Water Authority for
the ensuing year.

Ayes:

Noes:

05/15/25-alh

**ITEM 9 - AUTHORIZATION TO AMEND THE ERIE COUNTY WATER
AUTHORITY'S INVESTMENT GUIDELINES**

Motion by seconded by

WHEREAS, the Erie County Water Authority's (the "Authority") Board of Commissioners (the "Board") adopted the Investment Guidelines on March 24, 2022; and

WHEREAS, following a review of the Investment Guidelines, Joyce Tomaka, Chief Financial Officer, has recommended revisions to better serve the Authority; and

WHEREAS, the Designation of Depositories section the Investment Guidelines have been amended to reflect the current financial institutions utilized by the Erie County Water Authority; and

WHEREAS, the Permitted Investments section of the Investment Guidelines has also been amended to list only current bond covenants;

NOW, THEREFORE, BE IT RESOLVED:

That the Board approves amending the Erie County Water Authority's Investment Guidelines for the reasons stated above.

Ayes:

Noes:

05/15/25-alh

**ITEM 10 - AUTHORIZATION OF THE ERIE COUNTY WATER
AUTHORITY'S INVESTMENT GUIDELINES**

Motion by seconded by and carried to authorize and continue
the Erie County Water Authority's Investment Guidelines, adopted on March 24,
2022, as amended on May 15, 2025.

Ayes:

Noes:

05/15/25-alh

ITEM 11 - AUTHORIZATION TO DESIGNATE DEPOSITORIES FOR FUNDS

Motion by seconded by and carried that the Erie County Water Authority designate the financial institutions listed below as depositories for funds collected by the Treasurer:

JPMORGAN CHASE BANK, N.A.
JPMORGAN SECURITIES LLC
KEY BANK OF NEW YORK
M&T BANK
MANUFACTURERS & TRADERS TRUST COMPANY/
WILMINGTON TRUST, N.A.
NBT BANK, 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:

Noes:

05/15/25-alh

**ITEM 12 - AUTHORIZATION TO APPROVE THE FOLLOWING TO
EXECUTE ERIE COUNTY WATER AUTHORITY
CHECKS ON BEHALF OF THE ERIE COUNTY WATER
AUTHORITY**

Motion by seconded by and carried to authorize the
following to execute Erie County Water Authority checks on behalf of the Erie
County Water Authority:

Chief Operating Officer
Director of Administration
Secretary to the Authority
Treasurer

Ayes:

Noes:

05/15/25-alh

**ITEM 13 - AUTHORIZATION FOR THE FOLLOWING TO
ORIGINATE WIRE TRANSFERS OR TRANSFERS
BETWEEN ACCOUNTS ON BEHALF OF THE ERIE
COUNTY WATER AUTHORITY**

Motion by seconded by 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:

Noes:

05/15/25-alh

**ITEM 14 - AUTHORIZATION FOR THE FOLLOWING TO APPROVE
ORIGINATED WIRE TRANSFERS BY TELEPHONE OR
ONLINE ON BEHALF OF THE ERIE COUNTY WATER
AUTHORITY**

Motion by seconded by 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 Officer Manager
Business Office Manager
Chief Account Clerk
Senior Account Clerk

Ayes:

Noes:

05/15/25-alh

**ITEM 15 - AUTHORIZATION FOR 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 seconded by and carried to authorize the
following to originate direct deposits and approve direct payments through the
Automated Clearing House on behalf of the Erie County Water Authority:

Cash Manager
Comptroller
Manager of Accounting Services

Ayes:

Noes:

05/15/25-alh

**ITEM 16 - AUTHORIZATION FOR THE CASH MANAGER TO
MANAGE ONLINE INQUIRY ACCESS TO ERIE COUNTY
WATER AUTHORITY BANK ACCOUNTS FOR THE
PURPOSE OF VIEWING DEPOSITORY, COLLATERAL
AND INVESTMENT ACTIVITY AND RESEARCHING AND
REFUNDING CUSTOMER PAYMENTS**

Motion by seconded by and carried to authorize 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:

Noes:

05/15/25-alh

**ITEM 17 - AUTHORIZATION TO APPROVE THE FOLLOWING TO
EXECUTE ALL FEDERAL AND STATE TAX RETURNS ON
BEHALF OF THE ERIE COUNTY WATER AUTHORITY**

Motion by seconded by 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:

Noes:

05/15/25-alh

**ITEM 18 - AUTHORIZATION TO ISSUE AND FORWARD
PURCHASE ORDERS AFTER DEPARTMENTAL
APPROVAL**

Motion by seconded by 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:
Noes:

05/15/25-alh

**ITEM 19 - APPOINTMENT OF LABOR-MANAGEMENT
HEALTHCARE COALITION REPRESENTATIVE**

Motion by seconded by and carried to appoint
Jennifer Hibit, Director of Human Resources, as the Erie County Water
Authority's representative for the Labor-Management Healthcare Coalition, Inc.
for the ensuing year.

Ayes:

Noes:

05/15/25-alh

ITEM 20 - COMMITTEES AND BOARDS

Motion by seconded by and carried to approve that the Members of the Authority 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. The Members of the Authority's Board of Commissioners shall be voting members of each standing committee. In addition, the Governance Committee will include the Secretary to the Authority and the Attorney as the non-voting ad hoc members. The Audit Committee will include the Secretary to the Authority, Executive Director/COO and the Attorney as the non-voting ad hoc members. The Finance Committee will also include the Secretary to the Authority, Deputy Director/CFO and the Comptroller as the non-voting ad hoc members. The Ethics Committee shall include Raymond C. Herman, Robert C. Freeman and Anne E. Joynt as the non-voting ad hoc members. The three (3) ad hoc members appointed to the Ethics Committee shall also comprise the Authority's Independent Ethics Panel.

Ayes:

Noes:

05/15/25-alh

ITEM 21 - RULES OF ORDER

Motion by seconded by 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:

Noes:

05/15/25-alh

**ITEM 22 - REAUTHORIZATION OF THE DEFENSE AND
INDEMNIFICATION POLICY NO. 94**

Motion by seconded by and carried to reauthorize and
continue the Defense and Indemnification Policy No. 94.0, adopted on March 26,
2019 and readopted as Policy 94 on September 20, 2023, without amendment.

Ayes:

Noes:

05/15/25-alh

**ITEM 23 - REAUTHORIZATION OF THE TRAVEL AND TRAINING
POLICY NO. 8**

Motion by seconded by and carried to reauthorize and
continue the Travel and Training Policy No. 8.0, adopted on February 7, 2019 and
readopted as Policy No. 8 on September 20, 2023, as amended on April 17, 2025.

Ayes:

Noes:

05/15/25-alh

**ITEM 24 - REAUTHORIZATION OF THE TIMEKEEPING POLICY
NO. 29**

Motion by seconded by and carried to reauthorize and
continue the Timekeeping Policy No. 29.0, adopted on February 7, 2019 and
readopted as Policy No. 29 on September 20, 2023, without amendment.

Ayes:

Noes:

05/15/25-alh

**ITEM 25 - AUTHORIZATION TO SIGN VEHICLE TITLES AND
REGISTRATION DOCUMENTS**

Motion by seconded by and carried to authorize the Director of Administration, who oversees fleet operations, 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; and

WHEREAS, in the absence of the Director of Administration, the Authority's Comptroller or Chief Financial Officer may sign the necessary documents to transfer or establish ownership of Authority vehicles.

Ayes:

Noes:

05/15/25-alh

**ITEM 26 - AUTHORIZATION TO READOPT THE ERIE COUNTY
WATER AUTHORITY'S MISSION STATEMENT**

Motion by seconded by and carried to readopt the Erie County

Water Authority's Mission Statement, adopted on April 29, 2024, without
amendment.

Ayes:

Noes:

05/15/25-alh

**ITEM 27 - REAUTHORIZATION OF THE ERIE COUNTY WATER
AUTHORITY'S PROCUREMENT POLICY**

Motion by seconded by and carried to reauthorize and
continue the Erie County Water Authority's Procurement Policy, adopted on
April 29, 2024, re-adopted and re-approved on April 17, 2025.

Ayes:

Noes:

05/15/25-alh

**ITEM 28 - REAUTHORIZATION TO ADOPT THE RETENTION AND
DISPOSITION SCHEDULE FOR NEW YORK LOCAL
GOVERNMENT RECORDS (LGS-01) AND APPOINTMENT
OF THE RECORDS MANAGEMENT OFFICER**

Motion by seconded by and carried to 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:

Noes:

05/15/25-alh

**ITEM 29 - AUTHORIZATION TO FILE A RECERTIFICATION OF
THE RECORD OF ACTIVITIES FOR THE ERIE COUNTY
WATER AUTHORITY COMMISSIONER JEROME D.
SCHAD**

Motion by seconded by and carried to authorize to
file a recertification of the record of activities for the Erie County Water
Authority Commissioner Jerome D. Schad.

Ayes:

Noes:

05/15/25-alh

ITEM 30 - ADJOURNMENT

Motion by seconded by 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 27th day of April 2026.

Ayes:

Noes:

05/15/25-alh