

**MINUTES** of the **MEETING** of the **ERIE COUNTY WATER AUTHORITY** held in the office, 295 Main Street, Room 350, Buffalo, New York, on the 12<sup>th</sup> day of June 2025.

**PRESENT:** Jerome D. Schad, Chair  
 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  
 Sabrina A. Figler, Director of Water Quality  
 Jennifer L. Hibit, Director of Human Resources  
 Jessica R. Brown, Comptroller  
 Lavonya C. Lester, Director of Administration  
 Katherine A. Gillette, Senior Associate Attorney  
 David W. Aubertine, Director of Cybersecurity and Information Technology  
 Matthew W. Barrett, Security Officer

**ATTENDEES:** Earl Wells III, e3 Communications  
 Pat Quinn, Lawley Insurance

## **PLEDGE TO THE FLAG**

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

The meeting was called to order at 9:34 a.m. A quorum was present with three Commissioners.

### **II. READING OF MINUTES**

Motion by Ms. LaGree seconded by Ms. Iannello and carried to waive the reading of the Minutes of the Meeting held on Thursday, May 15, 2025.

### **DISCUSSION**

None

### **VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

### **III. APPROVAL OF MINUTES**

Motion by Ms. LaGree seconded by Ms. Iannello and carried to approve the Minutes of the Meeting held on Thursday, May 15, 2025.

### **DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**IV. REPORTS**

**A. SECRETARY**

1. 2025 Board Meeting Calendar

Secretary McCracken began a discussion with the Board regarding the upcoming July meeting date. The decision was made to reschedule the July meeting to Wednesday, July 23, 2025.

**B. LEGAL**

**C. FISCAL**

1. Presentation by Lawley Insurance

Mr. Quinn, Lawley Insurance, presented an overview of the finalized insurance renewals. Mr. Quinn provided updates and recommendations to the Board. Recommendations given to the Board included executing a two year contract with PERMA and continuing to increase the Excess/Umbrella limits. A brief discussion was held.

2. 2024 ACRF Application Submission

Joyce Tomaka reported to the Board the 2024 Annual Comprehensive Financial Report (ACFR) which is submitted for an award by application to the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada (GFOA). Chair Schad observed that although this document is not mandated it contains a standard compilation of information regarding the Authority's operations. Commissioner LaGree concurred and recognized the significant historical data it encompasses.

3. April 2025 Investment Report

Joyce Tomaka distributed the April 2025 Investment Report along with a brief explanation of the report.

4. April 2025 Financial Report

Jessica Brown distributed the April 2025 Monthly Financial Report and briefly reviewed the data. A brief discussion ensued.

## **D. OPERATIONS**

### **1. Projects Advertised for Bidding – Formal Contracts**

Leonard Kowalski reported to the Board on one Formal Contract that was advertised for bidding since the last Board Meeting:

- Contract No. CH-013, Water System Improvements, Town of Cheektowaga, PN 202000073

### **2. Projects Advertised for Bidding – Short Form Contracts**

Leonard Kowalski reported to the Board on three Short Form Contracts that have been advertised for bidding since the last Board Meeting:

- Furnish and Deliver Potassium Permanganate to ECWA for Use in the Treatment of Water for One Year, from 08/01/2025 through 07/31/2026, PN 202500072
- Furnish and Deliver Fluorosilicic Acid to ECWA for Use in the Treatment of Water for One Year, from 08/01/2025 through 07/31/2026, PN 202500076
- Furnishing of Sodium Hypochlorite to ECWA for Use in the Booster Stations for One Year, from 08/01/2025 through 07/31/2026, PN 202500099

### **3. Final Payment Applications**

Leonard Kowalski reported to the Board one Final Payment Application from 2024:

- Sturgeon Point WTP Sludge Removal, Disposal, and Relocation, PN 202300097

## **E. HUMAN RESOURCES**

### **1. PERMA Conference and Award**

Jennifer Hibit gave the Board an overview of the PERMA conference she and David Iafallo, Coordinator of Employee Relations, attended in May where the Authority was awarded the “Safety Champion Award” by PERMA recognizing the outstanding commitment to workplace safety and proactive risk management. A video created by PERMA to accompany the award was played for the Board. Chair Schad commended Ms. Hibit and Mr. Iafallo’s hard work, stating that safety does not just happen. Ms. Hibit also provided insights into the overall experience with PERMA since the Authority joined in July 2024, noting that PERMA has been partners in reducing the workers’ compensation claims and working to advance safety programs with the Authority’s employees. Ms. Hibit reported that there has been a decrease in both the number of claims and the associated costs of those claims. Commissioner LaGree noted that the move to PERMA was a positive one. Secretary McCracken praised Ms. Hibit for her exceptional direction and guidance, which contributed significantly to the success of this program.

**F. AUDIT COMMITTEE****G. GOVERNANCE COMMITTEE****H. FINANCE COMMITTEE****I. ETHICS COMMITTEE****V. COMMUNICATIONS AND BILLS**

(Communications may be limited to items that are provided electronically. Every effort will be made to provide all communications at future meetings.)

- C-1 NOTICE OF CLAIM – GOETZ V ECWA – RECEIVE AND FILE AND REFER TO LEGAL FOR FOLLOW UP**
- C-2 NOTICE OF CLAIM – PEZZINO/MINERVA HOLDCO LLC V ECWA – RECEIVE AND FILE AND REFER TO LEGAL FOR FOLLOW UP**
- C-3 NOTICE OF CLAIM – HIGH COURTS DEVELOPMENT CORPORATION V ECWA – RECEIVE AND FILE AND REFER TO LEGAL FOR FOLLOW UP**
- C-4 NOTICE OF CLAIM – NOTARO GREENE V ECWA – RECEIVE AND FILE AND REFER TO LEGAL FOR FOLLOW UP**
- C-5 FOIL FROM DODGE CONSTRUCTION NETWORK - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-6 FOIL FROM ROTO-ROOTER SERVICES COMPANY - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-7 FOIL FROM CHRISTOPHER HARRINGTON - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-8 FOIL FROM MARUBENI AMERICA CORPORATION - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-9 FOIL FROM CHEMSTREAM, INC. - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-10 FOIL FROM KIMMY MOODY- RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-11 FOIL FROM SALVATORE TABONE - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**

- C-12 FOIL FROM ALEXANDER CHEMICAL CORPORATION - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-13 FOIL FROM SHANNON CHEMICAL CORPORATION - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-14 FOIL FROM FALLAH KASSAR - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-15 FOIL FROM ELDERWOOD VILLAGE AT WILLIAMSVILLE - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-16 FOIL FROM RANDY SCHMITZ - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-17 FOIL FROM CHRISTOPHER FISHER- RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-18 FOIL FROM COLUCCI & GALLAHER, PC - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**

## **VI. PERSONS ADDRESSING THE AUTHORITY**

Pursuant to the Erie County Water Authority's Open Meetings Law Policy Section 10 Public Expression, as posted on its website, the Commissioners will hear the concerns of persons desiring to address the Commissioners on any Water Authority subject. No one appeared to speak.

## **VII. UNFINISHED BUSINESS**

## **VIII. NEW BUSINESS**

### **ITEM 1 - AUTHORIZATION TO AMEND THE ENVIRONMENTAL PROTECTION AGENCY FEDERAL LOAN PROGRAM'S INCUMBENCY CERTIFICATE BY DESIGNATING THE ERIE COUNTY WATER AUTHORITY'S CHIEF FINANCIAL OFFICER AND EXECUTIVE ENGINEER AS SIGNATORIES, WITH COMPTROLLER AND DIRECTOR OF DISTRIBUTION SERVING AS ALTERNATE SIGNATORIES**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

## **DISCUSSION**

None

## **VOTE**

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

**ITEM 2 - AWARD OF CONTRACT TO FLATIRON CRANE OPERATING COMPANY, LLC  
D/B/A SIMMERS CRANE DESIGN & SERVICES CO. FOR OVERHEAD CRANE  
INSPECTION, REPAIR, AND MAINTENANCE AT VARIOUS ERIE COUNTY  
WATER AUTHORITY FACILITIES FROM JULY 1, 2025 TO JUNE 30, 2026,  
PROJECT NO. 202500056 - \$69,624.00**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

None

**VOTE**

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

**ITEM 3 - AUTHORIZATION TO AMEND THE ERIE COUNTY WATER  
AUTHORITY'S ANNUAL CAPITAL BUDGET FOR THE FISCAL YEAR 2025  
- WATER SYSTEM IMPROVEMENTS, TOWN OF HAMBURG,  
IDENTIFIED AS CONTRACT NO. WE-005, PROJECT NO. 202200055 -  
\$2,000.00**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

On the question, Commissioner LaGree inquired whether this was intended for restoration work. Mr. Kowalski responded that it is for the consulting engineer to complete as-built drawings for the project.

**VOTE**

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

**ITEM 4 - AUTHORIZATION TO AMEND THE ERIE COUNTY WATER  
AUTHORITY'S ANNUAL CAPITAL BUDGET FOR THE FISCAL YEAR 2025  
- SHERIDAN DRIVE MAIN REPLACEMENT, PROJECT NO. 202200206 -  
\$15,000.00**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

None

**VOTE**

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

**ITEM 5 - AUTHORIZATION TO AMEND THE ERIE COUNTY WATER AUTHORITY'S ANNUAL CAPITAL BUDGET FOR THE FISCAL YEAR 2025 – VAN DE WATER WATER TREATMENT PLANT RAW WATER PUMP STATION OVERHEAD GARAGE DOOR REPLACEMENT, PROJECT NO. 202500107 - \$20,000.00**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

On the question, Chair Schad requested clarification on the location. Mr. Kowalski replied with the location.

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 6 - AUTHORIZATION TO AMEND THE ERIE COUNTY WATER AUTHORITY'S ANNUAL CAPITAL BUDGET FOR THE FISCAL YEAR 2025 – VAN DE WATER WATER TREATMENT PLANT RAW WATER PUMP NO. 6 VARIABLE FREQUENCY DRIVE REPLACEMENT, PROJECT NO. 202500110 - \$26,500.00**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 7 - AUTHORIZATION TO AMEND THE ERIE COUNTY WATER AUTHORITY'S ANNUAL CAPITAL BUDGET FOR THE FISCAL YEAR 2025 – PURCHASE OF PLUG HUG FIRE HYDRANT CLEANING EQUIPMENT, PROJECT NO. 202500114 - \$35,000.00**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

On the question, Commissioner Iannello reported that this item will cost effective and safer. Chair Schad asked if it would reduce the number of crews assigned to this task. Mr. Kowalski stated that it is more efficient.

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 8 - AUTHORIZATION FOR THE PURCHASE OF A PLUG HUG FIRE HYDRANT CLEANING SYSTEM, \$34,770.00**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 9 - 2025-2026 INSURANCE COVERAGE AND AUTHORIZATION TO BIND AND PAY INSURANCE INVOICES**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 10 - RATIFICATION OF THE INSTALLATION OF HYDRANTS AND RETIREMENT OF EXISTING HYDRANTS - VARIOUS LOCATIONS**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 11 - AUTHORIZATION TO AMEND POLICY NO. 11 CODE OF ETHICS & CONFLICTS OF INTEREST OF THE ERIE COUNTY WATER AUTHORITY'S EMPLOYEE POLICIES AND PROCEDURES MANUAL**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None



**ITEM 12 - SALARY INCREMENTS - JULY 1, 2025**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 13 - AUTHORIZATION FOR MICHAEL QUINN, DIRECTOR OF DISTRIBUTION, AND MARC BELLACOSE, DISTRIBUTION ENGINEER, TO ATTEND THE 2025 AWWA WATER INFRASTRUCTURE CONFERENCE IN ORLANDO, FLORIDA**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 14 - AUTHORIZATION FOR WILLIAM WHEELER, SENIOR DISTRIBUTION ENGINEER, SETH KRULL, PRODUCTION ENGINEER, SCOTT KLUBEK, PUMP MECHANIC CREW CHIEF, PATRICK RUSSELL, PUMP MECHANIC, AND JAMES WOLFE, PUMP MECHANIC, TO ATTEND TRAINING AT CLA-VAL FACTORY TRAINING CENTER IN ST. CATHERINES, ONTARIO, CANADA**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

On the question, Chair Schad requested more information as to what the training entails. Mr. Kowalski responded that the training is for pump control valves and pressure reducing valves. The employees attending will learn how to properly maintain the valves and rebuild as necessary in the field.

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 15 - AUTHORIZATION TO EXECUTE A PERMANENT EASEMENT RELATING TO WINDOM TANK PROPERTY LOCATED AT 6007 LAKE AVENUE, TOWN OF ORCHARD PARK**

Motion by Ms. LaGree and seconded by Ms. Iannello and carried.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**VIII. ADJOURNMENT**

Motion by Ms. LaGree seconded by Ms. Iannello carried that the meeting adjourned at 10:10 a.m.

**DISCUSSION**

None

**VOTE**

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

Terrence D. McCracken  
Secretary to the Authority

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