

MINUTES of the **MEETING** of the **ERIE COUNTY WATER AUTHORITY** held in the office, 295 Main Street, Room 350, Buffalo, New York, on the 18th day of December 2025.

PRESENT: Jerome D. Schad, Chair
 Peggy A. LaGree, Commissioner
 Michele M. Iannello, Commissioner (via teleconference)
 Jennifer L. Hibit, 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
 Lavonya C. Lester, Director of Administration
 Katherine A. Gillette, Senior Associate Attorney
 Jessica R. Brown, Comptroller
 David W. Aubertine, Director of Cybersecurity and Information Technology
 Matthew W. Barrett, Security Officer

ATTENDEES: Earl Wells III, e3 Communications

PLEDGE TO THE FLAG

I. CALL TO ORDER/ROLL CALL

The meeting was called to order at 9:32 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, November 20, 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, November 20, 2025.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

IV. REPORTS

A. SECRETARY

B. LEGAL

C. FISCAL

1. October 2025 Investment Report

Ms. Tomaka distributed the October 2025 Investment Report along with a brief explanation of the report.

2. October 2025 Financial Report

Ms. Brown distributed the October 2025 Financial Report along with a brief explanation of the report. A brief discussion ensued.

D. OPERATIONS

1. Projects Advertised for Bidding – Formal Contracts

Mr. Kowalski reported to the Board on one Formal Contracts that has been advertised for bidding since the last Board Meeting:

- Contract MP-086, Ball Pump Station Phase 1 Rehabilitation, PN 202000177

E. HUMAN RESOURCES

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.)

Chair Schad requested a motion to suspend the rules on the normal process to deal with Communications and Bills and consider them in three categories: Notices of Claims, FOILs and other Correspondence.

Motion by Ms. LaGree and seconded by Ms. Iannello and carried to suspend the rules on the normal process to deal with Communications and Bills and consider them in three categories: Notices of Claims, FOILs and other Correspondence.

- C-1 NOTICE OF CLAIM – FINN V ECWA – RECEIVE AND FILE AND REFER TO LEGAL FOR FOLLOW UP**
- C-2 NOTICE OF CLAIM – HILL V ECWA – RECEIVE AND FILE AND REFER TO LEGAL FOR FOLLOW UP**
- C-3 NOTICE OF CLAIM – RAPPEYE V ECWA – RECEIVE AND FILE AND REFER TO LEGAL FOR FOLLOW UP**
- C-4 NOTICE OF CLAIM – VERIZON V ECWA – RECEIVE AND FILE AND REFER TO LEGAL FOR FOLLOW UP**
- C-5 NOTICE OF CLAIM – VERIZON V ECWA – RECEIVE AND FILE AND REFER TO LEGAL FOR FOLLOW UP**
- C-6 FOIL FROM BRENDA BLASK-LEWIS - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-7 FOIL FROM DIVINE CAPITAL AGENCY - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-8 FOIL FROM INTEGER - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-9 FOIL FROM COLLINS & COLLINS - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-10 FOIL FROM DANIEL WARREN - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-11 FOIL FROM DEBRA PIETRZAK - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-12 FOIL FROM RAY E - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-13 FOIL FROM COFORGE - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-14 FOIL FROM COFORGE - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-15 FOIL FROM MARK ZURADA - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-16 FOIL FROM MARK ZURADA - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**

- C-17 FOIL FROM MARK ZURADA - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-18 FOIL FROM MARK ZURADA - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-19 FOIL FROM MARK ZURADA - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-20 FOIL FROM MARK ZURADA - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-21 FOIL FROM MARK ZURADA - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-22 FOIL FROM MARK ZURADA - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-23 FOIL FROM MARK ZURADA - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-24 FOIL FROM MARK ZURADA - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-25 FOIL FROM MARK ZURADA - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-26 FOIL FROM JENNIFER EPSTEIN - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-27 FOIL FROM JOE GUZA- RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-28 FOIL FROM MARTHA BUSTAMANTE - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**
- C-29 LETTER FROM JAMES FIGLER - RECEIVE AND FILE AND REFER TO SECRETARY FOR FOLLOW UP**

Chair Schad thanked Mr. Figler for his service to the Authority.

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 ACCEPT THE CONSTRUCTION AND INSTALLATION OF APPROXIMATELY 560 LINEAR FEET OF EIGHT (8") INCH PVC (C-900), ONE (1) HYDRANT, AND APPURTENANCES IN WOODLAND HILLS SUBDIVISION, PHASE 2, TOWN OF CLARENCE, NEW YORK, EC NO. 7541, PROJECT NO. 202500246

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 - AUTHORIZATION TO EXECUTE AN ENTERPRISE AGREEMENT WITH MICROSOFT CORPORATION RELATIVE TO MICROSOFT OFFICE 365 AND MICROSOFT OFFICE PROFESSIONAL PLUS SOFTWARE

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

DISCUSSION

On the question, Chair Schad requested clarification regarding the services provided within the agreement. Mr. Aubertine clarified the services provided.

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

ITEM 3 - APPROVAL OF CHANGE ORDER NO. 1 OF ZOLADZ CONSTRUCTION CO., INC. FOR NEW OPERATIONS CENTER GRADING AND DRAINAGE PROJECT, IDENTIFIED AS CONTRACT NO. LA-007, PROJECT NO. 202300077

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

ITEM 4 - APPROVAL OF CHANGE ORDER NO. 1 OF AMSTAR OF WESTERN NEW

YORK INC. FOR WATER STORAGE TANK REFURBISHING – GARTMAN, CHESTNUT RIDGE, STURGEON POINT CLEARWELL TANKS, IDENTIFIED AS CONTRACT NO. W-035-A, PROJECT NO. 202300060

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 - APPROVAL OF CHANGE ORDER NO. 1 OF ERIE PAINTING & MAINTENANCE, INC. FOR STORAGE TANK REFURBISHING – EDEN 2, NEWSTEAD, IDENTIFIED AS CONTRACT NO. W-035-C, PROJECT NO. 202300060

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

ITEM 6 - APPROVAL OF AMENDMENT NO. 2 TO THE AGREEMENT WITH ADVANCED ANALYTICAL SOLUTIONS, LLC. FOR THE FURNISHING AND DELIVERING OF CHEMISTRY AND MICROBIOLOGY PROFICIENCY SAMPLES AND CHEMISTRY STANDARDS, PROJECT NO. 202400005

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 - APPROVAL OF AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES CONTRACT WITH NUSSBAUMER & CLARKE, INC. TO PROVIDE CONSULTING ENGINEERING SERVICES FOR THE DESIGN AND CONSTRUCTION FOR RAW WATER TRANSMISSION MAIN, VAN DE WATER RAW WATER TO VAN DE WATER TREATMENT PLANT, IDENTIFIED AS CONTRACT NO. NC-040, PROJECT NO. 201900104 - \$90,000.00

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 8 - RATIFICATION OF THE INSTALLATION OF HYDRANTS AND VALVES AND
RETIREMENT OF EXISTING HYDRANTS AND VALVES - 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 9 - AUTHORIZATION TO AMEND THE ERIE COUNTY WATER AUTHORITY'S
ANNUAL O&M BUDGET FOR THE FISCAL YEAR 2025 – UNIT 2010 LINE
MAINTENANCE, LINE 15 PAYMENT TO CONTRACTORS - REPAIR -
\$150,000.00**

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 10 - AUTHORIZATION TO AMEND POLICY NO. 61 LEAVES OF ABSENCE 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 11 - CREATION OF ONE POSITION OF DIRECTOR OF DRINKING WATER QUALITY (ECWA) PART-TIME

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 - AUTHORIZATION FOR TWO EMPLOYEES TO CARRY OVER THEIR 2025 VACATION TIME BALANCE IN EXCESS OF THIRTY DAYS INTO THE CALENDAR YEAR 2026

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

DISCUSSION

On the question, Commissioner LaGree stated that this was due to a system error. Secretary Hibit verified.

VOTE

Ayes: Two; Commrs. LaGree and Iannello; Chair Schad abstained.

Noes: None

ITEM 13 - JEFFREY BOCHIECHIO - APPOINTMENT AS ASSOCIATE ATTORNEY RPT

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 - APPROVAL OF A LEAVE OF ABSENCE FOR TIMOTHY MEEGAN

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

ITEM 15 - APPROVAL OF A LEAVE OF ABSENCE FOR THOMAS NEMOYER

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

ITEM 16 - SALARY INCREMENTS - JANUARY 1, 2026

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

ITEM 17 - FIRST LONGEVITY INCREMENTS - JANUARY 1, 2026

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

ITEM 18 - ADDITIONAL LONGEVITY INCREMENTS - JANUARY 1, 2026

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 19 - AUTHORIZATION TO AMEND THE WAGE SCHEDULE FOR BI-WEEKLY
EMPLOYEES NOT ELIGIBLE FOR MEMBERSHIP IN A COLLECTIVE**

BARGAINING UNIT

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

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

ITEM 20 - AUTHORIZATION TO AMEND THE ERIE COUNTY WATER AUTHORITY'S ANNUAL O&M BUDGET FOR THE FISCAL YEAR 2025 – UNIT 1020 CONTROL OPERATIONS, LINE 25 WATER PURCHASED - \$215,000.00

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

DISCUSSION

On the question, Commissioner LaGree sought additional details regarding the circumstances. Mr. Kowalski gave a brief overview of the process and the new procedures that will be implemented moving forward. Chair Schad inquired if purchasing water helps with balancing the system. Mr. Kowalski has verified that it was, which contributes to a more efficient operation.

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 9:50 a.m.

DISCUSSION

None

VOTE

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None



Jennifer Hibit
Secretary to the Authority

ALH