

**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 28<sup>th</sup> day of April 2026.

**PRESENT:** Jerome D. Schad, Commissioner  
Peggy A. LaGree, Commissioner  
Michele M. Iannello, Commissioner  
Jennifer 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 PT  
Katherine A. Gillette, Senior Associate Attorney  
Lavonya C. Lester, Director of Administration  
David W. Aubertine, Director of Cybersecurity and Information Technology  
Matthew W. Barrett, Security Officer  
Patrick C. McCracken, Manager of Accounting Services

**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.

Ayes: Three; Commrs. Schad, 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 Jennifer Hibit 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 Jennifer Hibit 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 - 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, amended on May 15, 2025, without further amendment.

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

**ITEM 10 - 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:

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

**ITEM 11 - 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 12 - 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 13 - 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  
Chief Account Clerk  
Principal Clerk  
Senior Account Clerk

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

**ITEM 14 - 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 15 - 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 16 - 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 17 - 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 Chief Financial Officer or the Comptroller, to issue and forward purchase orders after departmental approval.

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

**ITEM 18 - AUTHORIZATION TO APPOINT A LABOR-MANAGEMENT HEALTHCARE COALITION REPRESENTATIVE**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to appoint Jennifer Hibit, Secretary to the Authority/Director of Human Resources, 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 19 - COMMITTEES AND BOARDS**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree 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: Three; Commrs. Schad, LaGree and Iannello  
Noes: None

#### **ITEM 20 - 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 on 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 21 - 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 further amendment.

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

#### **ITEM 22 - 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 further amendment.

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

**ITEM 23 - 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 further amendment.

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

**ITEM 24 - AUTHORIZATION TO SIGN THE VEHICLE TITLES AND REGISTRATION DOCUMENTS**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to authorize the Director of Administration, or in their absence the Chief Financial Officer or the Comptroller, 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 25 - 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 adopted on April 29, 2024, without further amendment.

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

**ITEM 26 - 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 April 29, 2024 as amended on April 28, 2026.

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 27 - REAUTHORIZATION OF THE ERIE COUNTY WATER AUTHORITY'S  
PROCUREMENT DISCLOSURE 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 Disclosure Policy adopted on July 6, 2006, as amended on April 28, 2026.

Ayes: Three; Commrs. Schad, LaGree and Iannello

Noes: None

**ITEM 28 - REAUTHORIZATION TO ADOPT THE RETENTION AND DISPOSTION  
SCHEDULE FOR NEW YORK LOCAL GOVERNMENT RECORDS (LGS-01)  
AND APPOINTMENT 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 the appointment of Jennifer Hibit 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 29 - REAUTHORIZATION FOR THE APPROVAL OF SETTLEMENT OF CLAIMS**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to approve the reauthorization and continuation of the settlement of any and all claims with a value under \$25,000.00, subject to the approval of the Secretary to the Authority, General Counsel, Chief Financial Officer and Comptroller, following a recommendation of such by the General Counsel, adopted on September 18, 2025, without further amendment.

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

**ITEM 30 - REAUTHORIZATION FOR THE ERIE COUNTY WATER AUTHORITY'S DEBT MANAGEMENT POLICY**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to approve the reauthorization and continuation of the Erie County Water Authority's Debt Management Policy, adopted on October 20, 2022, and amended on July 23, 2025, without further amendment.

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

**ITEM 31 - ADJOURNMENT**

Motion by Ms. Michele Iannello seconded by Ms. Peggy LaGree and carried to adjourn this annual organization meeting at 9:47 a.m. until the next organization meeting to be held on the first regularly scheduled board meeting after the 27<sup>th</sup> day of April 2027.

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

Jennifer Hibit  
Secretary to the Authority

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