

Arianna Kwiatkowski
City Attorney



CITY OF LACKAWANNA
DEPARTMENT OF LAW

December 12, 2025

VIA EMAIL: foil@ecwa.org

Jennifer L. Hibit
Secretary of the Authority
Erie County Water Authority
714 Ridge Road
Lackawanna, New York 14218

Re: Request for Employee Records -

Dear Secretary Hibit:

On behalf of the City of Lackawanna, I am hereby requesting the following records:

1. Any job description, job specification, payroll records, attendance records and/or other documents showing the regularly scheduled shift assigned to including any time worked on the weekends) from March 1, 2025 through the present.
2. Any records showing whether reported to work or called off on the following dates:
 - March 29, 2025;
 - May 12, 2025;
 - May 24, 2025;
 - June 13, 2025;
 - June 21, 2025;
 - July 3, 2025;
 - July 11, 2025;
 - August 16, 2025;
 - September 1, 2025;
 - October 19, 2025;
 - November 28, 2025; and
 - December 6, 2025.

Please send any responsive records to me via email at cityattorney@lackny.com. Thank you for your consideration of this request.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Arianna Kwiatkowski', written in a cursive style.

Arianna Kwiatkowski