

ERIE COUNTY WATER AUTHORITY  
AUTHORIZATION FORM  
For Approval/Execution of Documents  
(check which apply)

**Contract:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_  
**Project Description:** Travel/Training 2020 New York Water Event Conference (AWWA)  
01/13/2020 to 04/16/2020 for John Catanzaro, Director of Operations.

**Item Description:**

- |  |  |   |                                       |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement                                   | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment          | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD   | <input type="checkbox"/> NYSDOT Agreement              | <input type="checkbox"/> Contract Documents | <input type="checkbox"/> Addendum     |
| <input type="checkbox"/> Recommendation for Award of Contract        | <input type="checkbox"/> Recommendation to Reject Bids |   |                                       |
| <input type="checkbox"/> Request for Proposals                       |  |   |                                       |
| <input checked="" type="checkbox"/> Other <u>Travel Request Form</u> |  |   |                                       |

**Action Requested:**

- |   |  |
|---|--|
| <input type="checkbox"/> Board Authorization to Execute                       | <input type="checkbox"/> Legal Approval                              |
| <input type="checkbox"/> Board Authorization to Award                         | <input type="checkbox"/> Execution by the Chairman                   |
| <input type="checkbox"/> Board Authorization to Advertise for Bids            | <input type="checkbox"/> Execution by the Secretary to the Authority |
| <input type="checkbox"/> Board Authorization to Solicit Request for Proposals |  |
| <input checked="" type="checkbox"/> Other <u>Board Approval</u>               |  |

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

- |   |                           |                       |
|---|---------------------------|-----------------------|
| <input type="checkbox"/> Other (if Applicable)              | _____                     | Date: _____           |
| <input checked="" type="checkbox"/> Chief Operating Officer | <u><i>[Signature]</i></u> | Date: <u>3/3/2020</u> |
| <input checked="" type="checkbox"/> Executive Engineer      | <u><i>[Signature]</i></u> | Date: <u>3/3/20</u>   |
| <input type="checkbox"/> Director of Administration         | _____                     | Date: _____           |
| <input type="checkbox"/> Risk Manager                       | _____                     | Date: _____           |
| <input type="checkbox"/> Chief Financial Officer            | _____                     | Date: _____           |
| <input type="checkbox"/> Legal                              | _____                     | Date: _____           |

**APPROVED FOR BOARD RESOLUTION:**

- |  |                           |                       |
|--|---------------------------|-----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u><i>[Signature]</i></u> | Date: <u>03/04/20</u> |
|--|---------------------------|-----------------------|

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_

**Resolution Date:** \_\_\_\_\_ **Item No:** \_\_\_\_\_



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(check which apply)

**Contract:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_  
**Project Description:** Travel/Training 2020 New York Water Event Conference (AWWA)  
04/14/2020 to 04/16/2020 for Steven Denzler, Distribution Engineer.

**Item Description:**

- |  |  |   |                                       |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement                                   | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment          | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD   | <input type="checkbox"/> NYSDOT Agreement              | <input type="checkbox"/> Contract Documents | <input type="checkbox"/> Addendum     |
| <input type="checkbox"/> Recommendation for Award of Contract        | <input type="checkbox"/> Recommendation to Reject Bids |   |                                       |
| <input type="checkbox"/> Request for Proposals                       |  |   |                                       |
| <input checked="" type="checkbox"/> Other <u>Travel Request Form</u> |  |   |                                       |

**Action Requested:**

- |   |  |
|---|--|
| <input type="checkbox"/> Board Authorization to Execute                       | <input type="checkbox"/> Legal Approval                              |
| <input type="checkbox"/> Board Authorization to Award                         | <input type="checkbox"/> Execution by the Chairman                   |
| <input type="checkbox"/> Board Authorization to Advertise for Bids            | <input type="checkbox"/> Execution by the Secretary to the Authority |
| <input type="checkbox"/> Board Authorization to Solicit Request for Proposals |  |
| <input checked="" type="checkbox"/> Other <u>Board Approval</u>               |  |

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

- |   |                                  |                     |
|---|----------------------------------|---------------------|
| <input type="checkbox"/> Other (if Applicable)              | _____                            | Date: _____         |
| <input checked="" type="checkbox"/> Chief Operating Officer | <u>/s/Russell J. Stoll</u>       | Date: <u>3/4/20</u> |
| <input checked="" type="checkbox"/> Executive Engineer      | <u><i>Lemard F. Koralick</i></u> | Date: <u>3/4/20</u> |
| <input type="checkbox"/> Director of Administration         | _____                            | Date: _____         |
| <input type="checkbox"/> Risk Manager                       | _____                            | Date: _____         |
| <input type="checkbox"/> Chief Financial Officer            | _____                            | Date: _____         |
| <input type="checkbox"/> Legal                              | _____                            | Date: _____         |

**APPROVED FOR BOARD RESOLUTION:**

- |  |                   |                       |
|--|-------------------|-----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u><i>TCE</i></u> | Date: <u>03/04/20</u> |
|--|-------------------|-----------------------|

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_

**Resolution Date:** \_\_\_\_\_ **Item No:** \_\_\_\_\_



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(check which apply)

**Contract:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_  
**Project Description:** Travel/Training 2020 New York Water Event Conference (AWWA)  
01/13/2020 to 04/16/2020 for Leonard F. Kowalski, Executive Engineer.

**Item Description:**

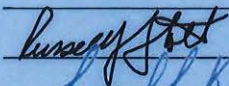
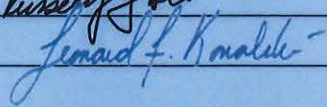
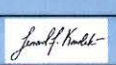
- |  |  |   |                                       |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement                                   | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment          | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD   | <input type="checkbox"/> NYSDOT Agreement              | <input type="checkbox"/> Contract Documents | <input type="checkbox"/> Addendum     |
| <input type="checkbox"/> Recommendation for Award of Contract        | <input type="checkbox"/> Recommendation to Reject Bids |   |                                       |
| <input type="checkbox"/> Request for Proposals                       |  |   |                                       |
| <input checked="" type="checkbox"/> Other <u>Travel Request Form</u> |  |   |                                       |

**Action Requested:**

- |   |  |
|---|--|
| <input type="checkbox"/> Board Authorization to Execute                       | <input type="checkbox"/> Legal Approval                              |
| <input type="checkbox"/> Board Authorization to Award                         | <input type="checkbox"/> Execution by the Chairman                   |
| <input type="checkbox"/> Board Authorization to Advertise for Bids            | <input type="checkbox"/> Execution by the Secretary to the Authority |
| <input type="checkbox"/> Board Authorization to Solicit Request for Proposals |  |
| <input checked="" type="checkbox"/> Other <u>Board Approval</u>               |  |

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

<input type="checkbox"/> Other (if Applicable)	_____	Date: _____
<input checked="" type="checkbox"/> Chief Operating Officer		Date: <u>3/3/2020</u>
<input checked="" type="checkbox"/> Executive Engineer	 	Date: <u>03-03-2020</u>
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input type="checkbox"/> Chief Financial Officer	_____	Date: _____
<input type="checkbox"/> Legal	_____	Date: _____

**APPROVED FOR BOARD RESOLUTION:**

<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>03/04/20</u>
--	--	-----------------------

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_

**Resolution Date:** \_\_\_\_\_ **Item No:** \_\_\_\_\_



ERIE COUNTY WATER AUTHORITY  
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(check which apply)

**Contract:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_  
**Project Description:** Travel/Training 2020 NYSAWWA Water Event Conference, Saratoga NY,  
Paul Miklos, Sturgeon Pt WTP Crew Chief and Todd Myers, Sturgeon Pt  
WTP Sr. Operator

**Item Description:**

- |  |  |   |                                       |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement                                   | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment          | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD   | <input type="checkbox"/> NYSDOT Agreement              | <input type="checkbox"/> Contract Documents | <input type="checkbox"/> Addendum     |
| <input type="checkbox"/> Recommendation for Award of Contract        | <input type="checkbox"/> Recommendation to Reject Bids |   |                                       |
| <input type="checkbox"/> Request for Proposals                       |  |   |                                       |
| <input checked="" type="checkbox"/> Other <u>Travel Request Form</u> |  |   |                                       |

**Action Requested:**

- |   |  |
|---|--|
| <input type="checkbox"/> Board Authorization to Execute                       | <input type="checkbox"/> Legal Approval                              |
| <input type="checkbox"/> Board Authorization to Award                         | <input type="checkbox"/> Execution by the Chairman                   |
| <input type="checkbox"/> Board Authorization to Advertise for Bids            | <input type="checkbox"/> Execution by the Secretary to the Authority |
| <input type="checkbox"/> Board Authorization to Solicit Request for Proposals |  |
| <input checked="" type="checkbox"/> Other <u>Board Approval</u>               |  |

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

- |   |                           |                       |
|---|---------------------------|-----------------------|
| <input checked="" type="checkbox"/> Other (if Applicable)   | <u><i>[Signature]</i></u> | Date: <u>3/3/20</u>   |
| <input checked="" type="checkbox"/> Chief Operating Officer | <u><i>[Signature]</i></u> | Date: <u>3/3/2020</u> |
| <input checked="" type="checkbox"/> Executive Engineer      | <u><i>[Signature]</i></u> | Date: <u>3-3-2020</u> |
| <input type="checkbox"/> Director of Administration         | _____                     | Date: _____           |
| <input type="checkbox"/> Risk Manager                       | _____                     | Date: _____           |
| <input type="checkbox"/> Chief Financial Officer            | _____                     | Date: _____           |
| <input type="checkbox"/> Legal                              | _____                     | Date: _____           |

**APPROVED FOR BOARD RESOLUTION:**

- |  |                           |                     |
|--|---------------------------|---------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u><i>[Signature]</i></u> | Date: <u>3/4/20</u> |
|--|---------------------------|---------------------|

**Remarks:** \_\_\_\_\_

**Resolution Date:** \_\_\_\_\_

**Item No:** \_\_\_\_\_



ERIE COUNTY WATER AUTHORITY  
AUTHORIZATION FORM  
For Approval/Execution of Documents  
(check which apply)

**Contract:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_  
**Project Description:** NYP ADWA WATER EVENT Sabrina Figler

**Item Description:**

- |   |  |   |                                       |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement                            | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment          | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD                                  | <input type="checkbox"/> NYSDOT Agreement              | <input type="checkbox"/> Contract Documents | <input type="checkbox"/> Addendum     |
| <input type="checkbox"/> Recommendation for Award of Contract | <input type="checkbox"/> Recommendation to Reject Bids |   |                                       |
| <input type="checkbox"/> Request for Proposals                |  |   |                                       |
| <input checked="" type="checkbox"/> Other <u>Travel</u>       |  |   |                                       |

**Action Requested:**

- |   |  |
|---|--|
| <input type="checkbox"/> Board Authorization to Execute                       | <input type="checkbox"/> Legal Approval                              |
| <input type="checkbox"/> Board Authorization to Award                         | <input type="checkbox"/> Execution by the Chairman                   |
| <input type="checkbox"/> Board Authorization to Advertise for Bids            | <input type="checkbox"/> Execution by the Secretary to the Authority |
| <input type="checkbox"/> Board Authorization to Solicit Request for Proposals |  |
| <input checked="" type="checkbox"/> Other <u>Approve travel</u>               |  |

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

- |   |                      |                       |
|---|----------------------|-----------------------|
| <input type="checkbox"/> Other (if Applicable)              | _____                | Date: _____           |
| <input checked="" type="checkbox"/> Chief Operating Officer | <u>Russell Stolt</u> | Date: <u>3/3/2020</u> |
| <input type="checkbox"/> Executive Engineer                 | _____                | Date: _____           |
| <input type="checkbox"/> Director of Administration         | _____                | Date: _____           |
| <input type="checkbox"/> Risk Manager                       | _____                | Date: _____           |
| <input type="checkbox"/> Chief Financial Officer            | _____                | Date: _____           |
| <input type="checkbox"/> Legal                              | _____                | Date: _____           |

**APPROVED FOR BOARD RESOLUTION:**

- |  |                          |                       |
|--|--------------------------|-----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u>T. E. [Signature]</u> | Date: <u>03/04/20</u> |
|--|--------------------------|-----------------------|

**Remarks:** \_\_\_\_\_

**Resolution Date:** \_\_\_\_\_ **Item No:** \_\_\_\_\_



## TRAVEL REQUEST

Name SABRINA FIGLER Today's Date 2.25.20

Job Title DIRECTOR of WATER QUALITY

Department WATER QUALITY

Destination(s) SARATOGA Springs, NY NH/ACOWA WATER EVENT

Reason for Travel ☒ (check one): Training ☒ Authority Business ☒

Is this training needed to meet professional licensing requirements? no

Description of training or business, and reasons and benefits of attendance

SESSIONS ON WATER QUALITY, DBPs, CT, HEAD AND LSL,  
operations + WQC meeting

### Dates of Travel

From: Day (M) T W T F S S, Date 2.13.20 To: Day (M T (W) T F S S), Date 2.15.20

Total number of business days: 3

Estimated Cost Transportation costs can be obtained from Trish Fabozzi in Legal X8456.

Transportation \$ 00 Hotel Accommodations \$ 318.04 Meals \$ 100.00

TOTAL ESTIMATED COST \$ 500 (W) REGISTRATION FEE \$ 830.00 (330.00)

Balance in the travel budget prior tot his trip \$4000 \$2000 G/L Number 60120 60212 (104)  
60120 60237 (109)

Comments (i.e. spouse traveling, preferences):

### Approvals:

Department Head Sabrina Figler Date 2.25.20

Executive Director Musele J. Stoll Date 2/26/2020

Secretary TRE Date 03/04/20

Date of Resolution \_\_\_\_\_ Item No. \_\_\_\_\_

# TRAVEL REQUEST

Name Leonard Kowalski Today's Date 3-3-2020

Job Title Executive Engineer

Department Engineering

Destination(s) Saratoga Springs, NY

Reason for Travel ☒ (check one): Training ☒ Authority Business ☐

Is this training needed to meet professional licensing requirements? Yes

Description of training or business, and reasons and benefits of attendance

AWWA Annual Water Conference. Attendance is required to stay up to date with the latest regulations and technology that affect the water industry.

## Dates of Travel

From: Day (M T W T F S S), Date 4-13-2020 To: Day (M T W T F S S), Date 4-16-2020

Total number of business days: 4

**Estimated Cost** Transportation costs can be obtained from Trish Fabozzi in Legal X8456.

Transportation \$ 25 Hotel Accommodations \$ 500 Meals \$ 100

TOTAL ESTIMATED COST \$ 625 W/ REGISTRATION FEE \$ 980

Balance in the travel budget prior tot his trip \$ 5500 G/L Number 2501 401000 921237

Comments (i.e. spouse traveling, preferences): None

## Approvals:

Department Head Leonard F. Kowalski Date 3-3-2020

Executive Director Russell J. Stoll Date 3/3/2020

Secretary [Signature] Date 03/04/20

Date of Resolution \_\_\_\_\_ Item No. \_\_\_\_\_

## TRAVEL REQUEST

Name Steven Denzler Today's Date 2/18/2020

Job Title Distribution Engineer

Department Design 2501

Destination(s) Saratoga Springs, NY

Reason for Travel ☒ (check one): Training ☐ Authority Business ☒

Is this training needed to meet professional licensing requirements? yes

Description of training or business, and reasons and benefits of attendance

Annual NY state AWWA conference - meet vendors,  
learn new regulations and networking

### Dates of Travel

From: Day (M T W T F S S), Date 4/14/20 To: Day (M T W T F S S), Date 4/16/20

Total number of business days: 3

Estimated Cost Transportation costs can be obtained from Trish Fabozzi in Legal X8456.

Transportation \$ 75 Hotel Accommodations \$ 250 Meals \$ 75

TOTAL ESTIMATED COST \$ 400 W/ REGISTRATION FEE \$ 755

Balance in the travel budget prior tot his trip \$ 5000 G/L Number 2501 401000 921212

Comments (i.e. spouse traveling, preferences): spouse possible - use truck

BI if possible

### Approvals:

Department Head Samuel F. Konaluk Date 3-3-2020

Executive Director Russell Stoll Date 3/3/2020

Secretary [Signature] Date 03/04/20

Date of Resolution \_\_\_\_\_ Item No. \_\_\_\_\_



# TRAVEL REQUEST

Name John Catanzaro Today's Date 3-3-2020

Job Title Director of Operations

Department Line Maintenance

Destination(s) Saratoga Springs, NY

Reason for Travel ☒ (check one): Training ☒ Authority Business ☐

Is this training needed to meet professional licensing requirements? Yes

Description of training or business, and reasons and benefits of attendance

AWWA Annual Water Conference. Attendance is required to stay up to date with the latest regulations and technology in the water industry.

## Dates of Travel

From: Day (M T W T F S S), Date 4-14-2020 To: Day (M T W T F S S), Date 4-16-2020

Total number of business days: 3

Estimated Cost Transportation costs can be obtained from Trish Fabozzi in Legal X8456.

Transportation \$ 25 Hotel Accommodations \$ 500 Meals \$ 100

TOTAL ESTIMATED COST \$ 625 W/ REGISTRATION FEE \$ 980

Balance in the travel budget prior tot his trip \$ 5500 G/L Number 2501 401000 921237

Comments (i.e. spouse traveling, preferences): None

## Approvals:

Department Head James F. Karcher Date 3-3-2020

Executive Director Russell P. Stiles Date 3/3/2020

Secretary T. C. M. Date 03/04/20

Date of Resolution \_\_\_\_\_ Item No. \_\_\_\_\_



## TRAVEL REQUEST

Name: Paul Miklos Date: 02/26/2020

Job Title: WTPO Crew Chief, STP

Department: Production

Destination(s): 2020 NYS AWWA Annual Meeting/Conference, Saratoga Springs, NY

**Reason for Travel / (check one):** Training ☒ Authority Business ☐

Is this training needed to meet professional licensing requirements? Yes

Description of training or business, and reasons and benefits of attendance:

AWWA NYS annual conference with many various sessions to attend regarding information on all aspects of water production and distribution.

### Dates of Travel

From: Day (M **T** W T F S S), Date: 04/14/2020 To: Day (M T W **T** F S S), Date: 04/16/2020

Total number of business days: 3

**Estimated Cost** Transportation costs can be obtained from Trish Fabozzi X8456.

Transportation \$ N/A Hotel Accommodations \$ 310.00 Meals \$ 50.00

**TOTAL ESTIMATED COST** \$ 360.00 **W/ REGISTRATION FEE** \$ 715.00

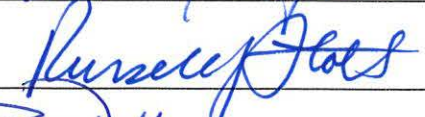
Balance in the travel budget prior to this trip \$ 8,825.00

G/L Number: 401000 Unit No.: 1010 Primary No.: 640137

**Comments** (i.e. spouse traveling, preferences): None

### Approvals:

Department Head:  Date: 3/3/20

Executive Director:  Date: 3/3/2020

Secretary:  Date: 3/4/20

Date of Resolution: \_\_\_\_\_ Item No.: \_\_\_\_\_



## TRAVEL REQUEST

Name: Todd Meyers Date: 02/26/2020

Job Title: Sr. Water Treatment Plant Operator, Sturgeon Point WTP

Department: Production

Destination(s): 2020 NYS AWWA Annual Meeting/Conference, Saratoga Springs, NY

**Reason for Travel / (check one):** Training ☒ Authority Business ☐

Is this training needed to meet professional licensing requirements? Yes

Description of training or business, and reasons and benefits of attendance:

AWWA NYS annual conference with many various sessions to attend regarding information on all aspects of water production and distribution.

### Dates of Travel

From: Day (M **T** W T F S S), Date: 04/14/2020 To: Day (M T W **T** F S S), Date: 04/16/2020

Total number of business days: 3

**Estimated Cost** Transportation costs can be obtained from Trish Fabozzi X8456.

Transportation \$ N/A Hotel Accommodations \$ 310.00 Meals \$ 50.00

**TOTAL ESTIMATED COST** \$ 360.00 **W/ REGISTRATION FEE** \$ 715.00

Balance in the travel budget prior to this trip \$ 8,825.00


G/L Number: 401000 Unit No.: 1010 Primary No.: 640137

**Comments** (i.e. spouse traveling, preferences): None

### Approvals:

Department Head:  Date: 3/3/20

Executive Director:  Date: 3/3/2020

Secretary:  Date: 03/04/20

Date of Resolution: \_\_\_\_\_ Item No.: \_\_\_\_\_