



**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**

To: Jerome D. Schad, Chair  
Peggy A. LaGree, Vice Chair  
Michele M. Iannello, Treasurer

From: John M. Catanzaro, Director of Operations

Cc: Terrence D. McCracken, Secretary to the Authority

Date: June 13, 2023

Subject: Leave of Absence

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Timothy Meegan was recently appointed to the position of Crew Chief. Mr. Meegan has requested a leave of absence from his permanent position of Line Maintenance Operator while serving in his new position. I fully recommend approving his request.

A resolution granting Mr. Meegan a leave of absence from his permanent position of Line Maintenance Operator while serving in his position of Crew Chief has been included for your consideration in the meeting of June 22, 2023. Thank you.

JMC/tg

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

<b>Contract:</b> <b>Project Description:</b> <u>Authorization to Grant a Leave of Absence</u>	<b>Project No.:</b> _____
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**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>Leave of Absence</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 type="checkbox"/> Other _____	

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

<input type="checkbox"/> Director of HR	_____	Date: _____
<input checked="" type="checkbox"/> Chief Operating Officer		Date: <u>6/14/2023</u>
<input type="checkbox"/> Executive Engineer	_____	Date: _____
<input checked="" type="checkbox"/> Director of Operations		Date: <u>6/14/23</u>
<input type="checkbox"/> Claims Rep/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>6/14/2023</u>
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**Remarks:** \_\_\_\_\_  
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<b>Resolution Date:</b> _____	<b>Item No:</b> _____
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