



**ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM**

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

From: Terrence D. McCracken, Secretary to the Authority

Date: June 13, 2023

Subject: Vacation Notice for New Employee

On June 5, 2023, the Erie County Water Authority (the "Authority") welcomed Marc A. Bellacose as a newly hired Distribution Engineer. In accordance with the Authority's Employee Policy and Practices, Mr. Bellicose was interviewed, selected, and recruited by Jen Hibit, Leonard Kowalski, Mike Quinn and myself (the "Interview Committee"). The Interview Committee determined that Mr. Bellacose's qualifications and experience are the best fit for the vacant position of Distribution Engineer and fit the need set forth in the Engineering Department's succession plans.

Mr. Bellicose has 18 years' experience in the Town of Amherst (the "Town") including capital planning and emergency repairs of the Town's water distribution system, project management and construction phases services for water main improvement projects.

Mr. Bellacose expressed that he would be foregoing significant benefit leave time with the Town and has requested consideration for an additional one-time benefit of two weeks outside the general employee accrual policy.

Pursuant to the Authority's current Employee Policies and Procedures Manual Policy No. 41 (Vacation Policies & Procedures), the Authority may offer additional vacation time to newly hired employees whose salary grade is 30E or above for the purpose of attracting qualified applicants to these senior executive positions. The salary grade for a Distribution Engineer is 25E.

The Interview Committee recommends and respectfully requests the Board grant Mr. Bellicose the additional two weeks of vacation. A resolution has been included for your consideration in the meeting of June 22, 2023.

TDM/tg

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

Contract:

Project No.:

Project Description: Vacation Time for New Employee

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>Vacation Time for New Employee</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 checked="" type="checkbox"/> Director of HR	<u>Jennifer Hibit</u>	Date: <u>6/14/2023</u>
<input checked="" type="checkbox"/> Chief Operating Officer	<u>Russell J. Fells</u>	Date: <u>6/14/2023</u>
<input checked="" type="checkbox"/> Executive Engineer	<u>Lemard F. Konalike</u>	Date: <u>06/14/2023</u>
<input checked="" type="checkbox"/> Comptroller	<u>Jessica R. Braun</u>	Date: <u>6/14/2023</u>
<input type="checkbox"/> Claims Rep/Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer	<u>Oppe Imine</u>	Date: <u>06/14/2023</u>
<input checked="" type="checkbox"/> Legal	<u>[Signature]</u>	Date: <u>6/14/2023</u>

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u>[Signature]</u>	Date: <u>6/15/2023</u>
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Remarks: _____

Resolution Date: _____

Item No: _____