



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: July 10, 2023

Subject: Leave of Absence – Craig McCann

Craig McCann was recently appointed to the position of Crew Chief. Mr. McCann 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. McCann 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 July 20, 2023. Thank you.

JMC/alh

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

Contract: _____ **Project No.:** _____
Project Description: Authorization to Grant a Leave of Absence to Craig McCann

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 checked="" type="checkbox"/> Director of HR | <u>Jennifer Hibit</u> | Date: <u>7/7/2023</u> |
| <input type="checkbox"/> Chief Operating Officer | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Executive Engineer | <u>Lemard F. Koralik</u> | Date: <u>07/07/2023</u> |
| <input checked="" type="checkbox"/> Director of Operations | <u>John M Catanzaro</u> | Date: <u>7/7/23</u> |
| <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>TCD</u> | Date: <u>7/10/23</u> |
|--|------------|----------------------|

Remarks: _____

Resolution Date: _____ **Item No:** _____