



**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: July 12, 2023

Subject: Creation of Two (2) Instrumentation Electrical and Electronics Technicians

---

I have requested Civil Service add two positions into our inventory for the title of Electrical & Electronics Technician. These important positions are at the request of our Electrical Engineer Scott Aiple. I do anticipate hiring one new person to that department however, the new positions would be for consideration of upgrades for two current employees in a lower title.

If you agree, a resolution will need to be passed authorizing these positions to be added to our inventory.

Thank you for your consideration in this matter. Should you have any questions, please feel free to contact me.

TDM/alh

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

**Contract:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_  
**Project Description:** Creation of Two (2) Instrumentation Electrical and Electronics Technician Positions

**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>Creation of Two (2) Instrumentation Electrical and Electronics Technician Positions</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>Creation of Two (2) Instrumentation Electrical and Electronics Technician Positions</u> |  |

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

- |   |       |             |
|---|-------|-------------|
| <input type="checkbox"/> Other (if Applicable)      | _____ | Date: _____ |
| <input type="checkbox"/> Chief Operating Officer    | _____ | Date: _____ |
| <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 |  | Date: <u>7/13/2023</u> |
|--|--|------------------------|

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

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