

**ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Board Meeting Documents**

Document Name: _____ **Project No.:** _____

Description: _____

Item Description:

Choose one:

Other: _____

Action Requested:

Choose one:

Other: _____

Approvals Required:

APPROVED AS TO CONTENT:

Chief Financial Officer _____ Date: _____

Chief Operating Officer _____ Date: _____

Claims Rep. – Risk Manager _____ Date: _____

Comptroller _____ Date: _____

Director of Administration _____ Date: _____

Director of Distribution _____ Date: _____

Director of Human Resources _____ Date: _____

Director of IT _____ Date: _____

Director of Production _____ Date: _____

Director of Water Quality _____ Date: _____

Executive Engineer _____ Date: _____

General Counsel (Legal) _____ Date: _____

Other: _____ Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority _____  Date: 09/08/2025

Remarks: _____

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



Erie County Water Authority

295 Main Street • Room 350 • Buffalo, NY 14203-2494
716-849-8484 • Fax 716-849-8463

Office of the Secretary

SENT VIA CERTIFIED MAIL

September 4, 2025

Jean O'Connell, President
J. O'Connell & Associates, Inc.
10646 Main Street
Clarence, New York 14031

Dear Ms. O'Connell:

On June 22, 2023, the Erie County Water Authority (the "Authority") executed a professional services agreement ("Agreement") with J. O'Connell & Associates, Inc. (the "Consultant") to provide grant consulting services. Pursuant to Article 3, Section 3.03 Right to Terminate of the Agreement, the Authority reserves the right to terminate the Consultant's services at any time, without cause, based on seven (7) days' written notice.

Please let this serve as your written notice that the Authority wishes to terminate the Agreement effective September 30, 2025.

Please let me know if you need any further assistance.

Sincerely,

ERIE COUNTY WATER AUTHORITY

A handwritten signature in black ink, appearing to read "TDM", followed by a long horizontal flourish.

Terrence D. McCracken
Secretary to the Authority

TDM:alh

Cc: Board of Commissioners (*via email*)
Joyce A. Tomaka, Chief Financial Officer (*via email*)
Mark S. Carney, General Counsel (*via email*)
Leonard F. Kowalski, Executive Engineer (*via email*)
Lavonya C. Lester, Director of Administration (*via email*)