

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

**Document Name:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_

**Description:** \_\_\_\_\_

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**Item Description:**

Choose one:

Other: \_\_\_\_\_

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**Action Requested:**

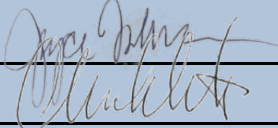
Choose one:

Other: \_\_\_\_\_

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**Approvals Required:**

**APPROVED AS TO CONTENT:**

Chief Financial Officer		Date: 09/10/25
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Chief Operating Officer		Date: 09/10/25
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Claims Rep. – Risk Manager		Date: _____
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Comptroller		Date: _____
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Director of Administration		Date: _____
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Director of Distribution		Date: _____
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Director of Human Resources		Date: _____
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Director of IT		Date: _____
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Director of Production		Date: _____
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Director of Water Quality		Date: _____
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Executive Engineer		Date: _____
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General Counsel (Legal)		Date: _____
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Other: _____		Date: _____
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**APPROVED FOR BOARD RESOLUTION:**

Secretary to the Authority		Date: 09/10/25
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**Remarks:** \_\_\_\_\_

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



## 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: September 10, 2025

SUBJECT: Appointment of the Secretary to the Authority

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As you are aware, I have announced my intention to retire from the position of Secretary to the Authority, with my final working day set for Friday, September 26, 2025. As a result, the Office of the Secretary posted the position vacancy on the Authority's website. Eight resumes were submitted. Upon review of the applicants' resumes, it was determined that two candidates best met the qualifications for the position and were interviewed. Attempts to schedule interviews with two additional candidates were made but were not successful. Interviews were conducted by Joyce Tomaka, Chuck Eaton, and me (the "Interview Committee"). Following the interviews, the Committee determined that it would be in the best interest of the Authority to appoint Jennifer Hibit as Secretary to the Authority.

During the interview, Ms. Hibit showcased her impressive skills and is now serving in a role of substantial responsibility as the Authority's Director of Human Resources. Ms. Hibit possesses over twenty (20) years of experience, encompassing numerous duties and responsibilities essential for the role of Secretary to the Authority. In her three (3) years with the Authority, Ms. Hibit gained a profound understanding of our operations, the personnel, and the communities we serve, which further indicates her exceptional qualifications and establishes her as an asset to the Authority. A copy of her resume is attached for your review.

Should you agree, I would recommend Ms. Hibit start at Salary Grade 37E, Step 3 with an annual salary of \$195,651.04. Pursuant to the Authority's Employment Policy and Procedures Policy No. 92, the Secretary's office will prepare a resolution of appointment to Secretary of the Authority for the September 18, 2025 Board meeting.

Any Commissioner wishing to discuss the appointment will have the opportunity during the Executive Session scheduled for the September 18, 2025 Board meeting. If this appointment is approved by the Board, I anticipate a start date of September 29, 2025 for Ms. Hibit. Should you have any questions, please do not hesitate to contact me. Thank you.

TDM:alh  
Attachment