

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

Contract: _____ **Project No.:** _____
Project Description: Award Personal Leave to Six ECWA Employees Participating
In the National Prescription Drug Take Back Day (NPDTB)

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>Award PL to Six Employees Participating in NPDTB</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>Award PL to Six Employees Participating in NPDTB</u> | |

Approvals Needed:

APPROVED AS TO CONTENT:

- | | | |
|---|---------------------------|---------------------|
| <input checked="" type="checkbox"/> Other (if Applicable) | <u>Matthew Barnett</u> | Date: <u>2/5/20</u> |
| <input checked="" type="checkbox"/> Chief Operating Officer | <u>Karell Stoll</u> | Date: <u>2/5/20</u> |
| <input type="checkbox"/> Executive Engineer | _____ | Date: _____ |
| <input type="checkbox"/> Director of Administration | _____ | Date: _____ |
| <input type="checkbox"/> Risk Manager | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Chief Financial Officer | <u>Karen A. Brady</u> | Date: <u>2/5/20</u> |
| <input checked="" type="checkbox"/> Legal | <u>Margaret A. Murphy</u> | Date: <u>2/5/20</u> |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|--------------------|---------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u>[Signature]</u> | Date: <u>2/5/20</u> |
|--|--------------------|---------------------|

Remarks: _____

Resolution Date: _____

Item No: _____



**ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM**

February 5, 2020

To: Jerome D. Schad, Chair
Mark S. Carney, Vice Chair
E. Thomas Jones, Treasurer

cc: Terrence D. McCracken, Secretary to the Authority
Daniel J. NeMoyer, Director of Human Resources
Russell J. Stoll, Chief Operating Officer
Karen A. Prendergast, Chief Financial Officer
Margaret A. Murphy, General Counsel

From: Matthew Barrett, Security Officer

Subject: Personal Leave Credit for Approved Community Outreach

As you may remember, the United States Department of Justice, Drug Enforcement Agency ("DEA") works with other public agencies to coordinate a National Prescription Drug Take Back Day ("NPDTB") twice a year. This program offers a safe, convenient, and responsible way to dispose of unused or expired prescription drugs. As the Security Officer of the Erie County Water Authority ("Authority"), I have coordinated Authority volunteers and vans to assist the DEA at various drop-off sites for the past two years. During this time, I noticed that participation by Authority personnel had decreased, but the DEA continued to have the same need for volunteers.

Accordingly, at the October 17, 2019 Board meeting, it was proposed and a resolution was approved that granted an additional personal leave day to Authority employees who participated in the October 26, 2019 NPDTB. As a result of this resolution, six Authority employees volunteered during the October NPDTB.

The DEA will be holding its next NPDTB on Saturday, April 25, 2020.

the past two years. Given the success of the October NPDTB, I have prepared a resolution for today's agenda similar to the resolution which was passed regarding the October NPDRB. The resolution authorizes six Authority employees to represent the Authority at the April NPDTB and to receive an additional personal leave day for their participation.

Thank you.