

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

**Contract:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_  
**Project Description:** One Year Leave of Absence for Nicholas Roman

**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 checked="" type="checkbox"/> Other <u>Board Approval for Leave of Absence</u> |  |

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

<input checked="" type="checkbox"/> Dir. of Human Resources	<u>David La Muz</u>	Date: <u>08/06/20</u>
<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 checked="" type="checkbox"/> Chief Financial Officer	<u>Karen A. Bendugast</u>	Date: <u>08/06/2020</u>
<input checked="" type="checkbox"/> Legal	<u>Margaret A. Murphy</u>	Date: <u>08/06/2020</u>

**APPROVED FOR BOARD RESOLUTION:**

<input checked="" type="checkbox"/> Secretary to the Authority	<u>TCD</u>	Date: <u>08/06/20</u>
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**Remarks:** \_\_\_\_\_

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

**From:** Nick Roman <[nroman@ecwa.org](mailto:nroman@ecwa.org)>  
**Sent:** Thursday, August 6, 2020 12:55 PM  
**To:** Terrence McCracken <[tmccracken@ecwa.org](mailto:tmccracken@ecwa.org)>  
**Subject:** Nick Roman Leave of absence

Terry,

First I would like to thank you for selecting me to become the new Sr. WTPO at the Van de Water Treatment Plant.

My first couple weeks have been great and I have already learned much from Carl.

Due to the position currently only being provisional, I would like to request a leave of absence from my WTPO position until such time I am officially designated as a permanent Sr. WTPO.

Thank you very much again for your consideration.

Regards,  
Nick Roman