



ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

August 10, 2021

To: Jerome D. Schad, Chair
Peggy A. LaGree, Vice Chair
Michele M. Iannello, Treasurer

From: Karen A. Prendergast, Chief Financial Officer *KAP*

Subject: Standard Work Day Reporting

The New York State and Local Employees' Retirement System (NYSLRS) requires all appointed and elected officials to complete a three-month record of activities and to establish a standard workday to be used in our monthly reporting. In September of 2018, the Board adopted a standard workday for Commissioners of 6-hours.

The Standard Workday and Reporting Resolution must be amended, adopted, and filed with the Pension Integrity Bureau of the NYSLRS whenever a new Commissioner is appointed or there is a change in any record of activities.

I have drafted a resolution for Board consideration establishing a Standard Workday of 6 hours based on the completed Record of Activities of Commissioners Schad and Iannello.

Please let me know if you have any questions or require additional information.

cc T. McCracken

Please type or print clearly
in blue or black ink

Employer Location Code

5 0 6 2 9

Received Date

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.11/19)

BE IT RESOLVED, that the Erie County Water Authority / 50629 hereby established the following standard work days for these titles and will
(Name of Employer) (Location Code)
report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
Appointed Officials:									
Jerome D. Schad	7031	50576768	ECWA Board Member	04/28/19 - 04/27/22	6 hrs	11.6 day/mo	<input type="checkbox"/>	Biweekly	<input type="checkbox"/>
Michele M. Iannello	3758	72634454	ECWA Board Member	04/28/21 - 04/27/24	6 hrs	9.3 day/mo	<input type="checkbox"/>	Biweekly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, Terrence D. McCracken, secretary/clerk of the governing board of the Erie County Water Authority, of the State of New York,
(Name of Secretary or Clerk) (Circle one) (Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 19th day of August, 2021
on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Erie County Water Authority on this 19th day of August, 2021,
(Name of Employer)

(Signature of Secretary or Clerk)

Affidavit of Posting: I, Terrence D. McCracken being duly sworn, deposes and says that the posting of the Resolution began on

August 19, 2021 and continued for at least 30 days. That the Resolution was available to the public on the:
(Date)

☒ Employer's website at: ecwa.org

☐ Official sign board at: _____

☐ Main entrance Secretary or Clerk's office at: _____

(seal)

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

Contract: _____ **Project No.:** _____
Project Description: Standard Workday Reporting for Appointed Officials

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>Standard workday resolution</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>Adopt Standard Workday for Commissioners Schad and Iannello</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 checked="" type="checkbox"/> Chief Financial Officer | <u>Karen A. Bendegast</u> | Date: <u>08/10/2021</u> |
| <input type="checkbox"/> Legal | _____ | Date: _____ |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|--------------------------|-----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u>T. J. [Signature]</u> | Date: <u>08/11/21</u> |
|--|--------------------------|-----------------------|

Remarks: _____

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