



DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
WATER PURIFICATION DISTRICT  
1 CANAL ROAD, SOUTH  
ALBANY, NEW YORK 12204  
REMITTANCE: 112 STATE ST., BASEMENT, ALBANY, NY 12207  
PHONE: (518) 447-1611 FAX: (518) 433-0369  
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ANGELO GAUDIO, P.E.  
EXECUTIVE DIRECTOR

March 21, 2023

Hon. Andrew Joyce  
Chairman  
Albany County Legislature  
112 State Street – Suite 710  
Albany, New York 12207

**Re: CSEA Contract Approval and associated Budget Transfer**

Dear Mr. Joyce

The Albany County Water Purification District (District) is requesting approval of the CSEA collective bargaining agreement for the Albany County Water Purification District Unit and the associated budget amendments for the settled compensation. The District Board of Commissioners approved the proposed CSEA contract on April 12, 2023. The contract term for the unit is January 1, 2022 through December 31, 2027. After a lengthy negotiation a summary of the proposed compensation package is summarized below:

- 2022 – 2% salary adjustment for all CSEA staff
- 2023 – 2% salary adjustment for all CSEA staff
- 2024 – 3% salary adjustment for all CSEA staff
- 2025 – 3% salary adjustment for all CSEA staff
- 2026 – 3% salary adjustment for all CSEA staff
- 2027 – 3% salary adjustment for all CSEA staff
- \$2,500 signing bonus for all CSEA staff

To allow for the salary adjustments outlined above the budget amendments presented in the attached budget amendment spreadsheet are being requested.

The requested transfers are not anticipated to negatively impact the District's 2023 budget.

If you have any questions or concerns you may reach me at (518) 447-1617.

Sincerely,



Angelo Gaudio, P.E.  
Executive Director

cc: Dennis A. Feeney, Majority Leader  
Rebekah Kennedy, Majority Counsel  
Frank Mauriello, Minority Leader  
Arnis Zilgme, Minority Counsel

Enc: Budget Amendment Spreadsheet  
CSEA MOU

APPROPRIATIONS													
BUDGET LINE			DESCRIPTION			INCREASE		DECREASE		UNIT COST		DEPARTMENT NAME	
FUND	ORG	OBJ	FOR POSITIONS ONLY			STATE POS.		POSITION		CONTROL			
			CODE										
G9	8130	13121	001	630005	SENIOR LABORATORY TE					\$2,024		\$52,121	Sewage Treatment
G9	8130	13122	001	630006	LABORATORY TECHNICIA					\$1,840		\$47,342	Sewage Treatment
G9	8130	13122	002	630007	LABORATORY TECHNICIA					\$1,840		\$47,342	Sewage Treatment
G9	8130	13631	001	630010	SENIOR INSTRUMENT TE					\$2,682		\$69,054	Sewage Treatment
G9	8130	17004	001	630012	PROCESS OPERATOR III					\$2,507		\$64,523	Sewage Treatment
G9	8130	17004	002	630013	PROCESS OPERATOR III					\$2,507		\$64,523	Sewage Treatment
G9	8130	17004	003	630014	PROCESS OPERATOR III					\$2,507		\$64,523	Sewage Treatment
G9	8130	17004	004	630015	PROCESS OPERATOR III					\$2,507		\$64,523	Sewage Treatment
G9	8130	17004	005	630016	PROCESS OPERATOR III					\$2,507		\$64,523	Sewage Treatment
G9	8130	17004	006	630017	PROCESS OPERATOR III					\$2,507		\$64,523	Sewage Treatment
G9	8130	17004	007	630018	PROCESS OPERATOR III					\$2,507		\$64,523	Sewage Treatment
G9	8130	17004	008	630019	PROCESS OPERATOR III					\$2,507		\$64,523	Sewage Treatment
G9	8130	17006	001	630020	PROCESS OPERATOR II					\$2,100		\$54,053	Sewage Treatment
G9	8130	17006	002	630021	PROCESS OPERATOR II					\$2,100		\$54,053	Sewage Treatment
G9	8130	17006	003	630022	PROCESS OPERATOR II					\$2,100		\$54,053	Sewage Treatment
G9	8130	17006	004	630023	PROCESS OPERATOR II					\$2,100		\$54,053	Sewage Treatment
G9	8130	17006	005	630024	PROCESS OPERATOR II					\$2,100		\$54,053	Sewage Treatment
G9	8130	17006	006	630025	PROCESS OPERATOR II					\$2,100		\$54,053	Sewage Treatment
G9	8130	17006	007	630026	PROCESS OPERATOR II					\$2,100		\$54,053	Sewage Treatment
G9	8130	17006	008	630027	PROCESS OPERATOR II					\$2,100		\$54,053	Sewage Treatment
G9	8130	17006	009	630028	PROCESS OPERATOR II					\$2,100		\$54,053	Sewage Treatment
G9	8130	17006	010	630029	PROCESS OPERATOR II					\$2,100		\$54,053	Sewage Treatment
G9	8130	17006	011	630030	PROCESS OPERATOR II					\$2,100		\$54,053	Sewage Treatment
G9	8130	17006	012	630031	PROCESS OPERATOR II					\$2,100		\$54,053	Sewage Treatment
G9	8130	17006	013	630032	PROCESS OPERATOR II					\$2,190		\$56,369	Sewage Treatment
G9	8130	17006	014	630033	PROCESS OPERATOR II					\$2,190		\$56,369	Sewage Treatment
G9	8130	17006	015	630034	PROCESS OPERATOR II					\$2,190		\$56,369	Sewage Treatment
G9	8130	17006	016	630035	PROCESS OPERATOR II					\$2,190		\$56,369	Sewage Treatment
G9	8130	17006	017	630036	PROCESS OPERATOR II					\$2,190		\$56,369	Sewage Treatment
G9	8130	17006	018	630037	PROCESS OPERATOR II					\$2,190		\$56,369	Sewage Treatment
G9	8130	17006	019	630038	PROCESS OPERATOR II					\$2,190		\$56,369	Sewage Treatment
G9	8130	17006	020	630039	PROCESS OPERATOR II					\$2,190		\$56,369	Sewage Treatment
G9	8130	17008	002	630041	PROCESS OPERATOR I					\$1,751		\$45,061	Sewage Treatment
G9	8130	17008	005	630044	PROCESS OPERATOR I					\$1,751		\$45,061	Sewage Treatment
G9	8130	17008	006	630045	PROCESS OPERATOR I					\$1,751		\$45,061	Sewage Treatment
G9	8130	17008	007	630046	PROCESS OPERATOR I					\$1,751		\$45,061	Sewage Treatment

G9	8130	17008	008	630047	PROCESS OPERATOR I	\$1,751	\$45,061	Sewage Treatment
G9	8130	17021	001	630052	MAINT MECHANIC III	\$2,466	\$63,493	Sewage Treatment
G9	8130	17021	002	630053	MAINT MECHANIC III	\$2,466	\$63,493	Sewage Treatment
G9	8130	17024	002	630054	MAINT MECHANIC II	\$2,042	\$52,548	Sewage Treatment
G9	8130	17024	003	630055	MAINT MECHANIC II	\$2,042	\$52,548	Sewage Treatment
G9	8130	17024	005	630057	MAINT MECHANIC II	\$2,042	\$52,548	Sewage Treatment
G9	8130	17024	006	630058	MAINT MECHANIC II	\$2,042	\$52,548	Sewage Treatment
G9	8130	17024	008	630060	MAINT MECHANIC II	\$2,042	\$52,548	Sewage Treatment
G9	8130	17024	009	630061	MAINT MECHANIC II	\$2,042	\$52,548	Sewage Treatment
G9	8130	17026	001	630063	MAINT MECHANIC I	\$1,800	\$46,348	Sewage Treatment
G9	8130	17026	002	630064	MAINT MECHANIC I	\$1,800	\$46,348	Sewage Treatment
G9	8130	17032	002	630066	MECH SPECIALIST	\$2,276	\$58,584	Sewage Treatment
G9	8130	17036	001	630067	MECH SPECIALIST HVAC	\$2,513	\$64,693	Sewage Treatment
G9	8130	17115	001	630068	ELECTRICIAN	\$2,682	\$69,054	Sewage Treatment
G9	8130	17115	002	630069	ELECTRICIAN	\$2,101	\$54,101	Sewage Treatment
G9	8130	17513	001	630072	AUTO MECHANIC 40	\$2,137	\$55,001	Sewage Treatment
G9	8130	18147	002	630074	CUSTODIAL WORKER	\$1,448	\$37,274	Sewage Treatment
G9	8130	18403	003	630078	LABORER	\$1,448	\$37,274	Sewage Treatment
G9	8130	18403	004	630079	LABORER	\$1,448	\$37,274	Sewage Treatment
G9	8130	18403	005	630080	LABORER	\$1,448	\$37,274	Sewage Treatment
G9	8130	18403	006	630081	LABORER	\$1,448	\$37,274	Sewage Treatment
G9	8130	16525	001	630086	MAINT CONTROL MECH	\$1,990	\$51,219	Sewage Treatment
G9	8130	17026	003	630091	MAINT MECHANIC I	\$1,800	\$46,348	Sewage Treatment
G9	8120	17014	001	620001	COLLECTION SYSTEM ME	\$2,028	\$52,212	Sanitary Sewers
G9	8120	17016	001	620002	COLLECTION SYSTEM MA	\$1,961	\$50,488	Sanitary Sewers
G9	8130	19900			Overtime	\$65,000	\$325,000	Sewage Treatment
G9	8130	19950			Longevity	\$3,650	\$52,200	Sewage Treatment
G9	8130	19954			Enhanced	\$105,000	\$105,000	Sewage Treatment
G9	8130	89030			Social Security	\$22,728	\$351,565	Sewage Treatment
G9	8120	19900			Overtime	\$600	\$3,600	Sanitary Sewers
G9	8120	19954			Enhanced	\$5,000	\$5,000	Sanitary Sewers
G9	8120	89030			Social Security	\$734	\$9,055	Sanitary Sewers
G9	8130	19952			Compensatory Time Payout		\$207,354	Sewage Treatment
G9	8120	19952			Compensatory Time Payout		\$4,939	Sanitary Sewers
G	G	0599			Appropriated Fund Balance		\$63,091	\$1,572,963

A9 6100 44252 Medical Services Therapy \$54,757 \$69,182,126

A9 9901 99901 Transfer other Funds \$54,757 \$54,757

TOTAL APPROPRIATIONS \$384,898 \$330,141

ESTIMATED REVENUES					
BUDGET LINE		DESCRIPTION		DECREASE	INCREASE
FUND	ORG	OBJ	FOR POSITIONS ONLY	UNIT COST	DEPARTMENT NAME

G5 5031 05031 Interfund Transfer \$54,757 \$54,757

TOTAL REVENUES \$0 \$54,757

GRAND TOTAL \$384,898 \$384,898



## MEMORANDUM OF UNDERSTANDING

MADE BY AND BETWEEN  
THE COUNTY OF ALBANY AND CSEA, Local 1000 AFSCME, AFL-CIO  
ALBANY COUNTY WATER PURIFICATION DISTRICT UNIT #6000-08,  
ALBANY COUNTY LOCAL #801  
January 25, 2023

The parties agree, subject to the approval by the Albany County Legislature and ratification by CSEA members of the bargaining unit, that all terms of the agreement that expired December 31, 2021 will continue forward except as modified below:

### 1. DUES DEDUCTIONS AND UNION RIGHTS

Amend; see ATTACHMENT "1".

### 2. TERM OF AGREEMENT:

The term of the collective bargaining agreement shall be January 1, 2022 through December 31, 2027.

### 3. SALARY INCREASE:

Amend **Article V Salary Section 1.**, p. 5, to read as follows: The salaries of all employees shall be adjusted by the following; (See Attachment "2" Salary Schedule, to be added):

1/1/2022 - 2% salary increase, retroactive to 1/1/2022, for all members of the bargaining unit on payroll on 1/1/2022. One-time signing bonus payment of \$2,500 to all titles in the bargaining unit. Any retroactive salary increase shall be paid after ratification by both parties and signing of the final agreement. \$2,500 signing bonus will be paid ~~in separate check from payroll~~ no more than two pay periods after ratification and signing of the final agreement by both parties.

1/1/2023 - 2% salary increase, retroactive to 1/1/2023

1/1/2024 - 3% salary increase

1/1/2025 - 3% salary increase

1/1/2026 - 3% salary increase

1/1/2027 - 3% salary increase

#### **4. LONGEVITY:**

Amend **Article V Salary Section 3. Longevity**, p. 7, to read as follows:

The County agrees to provide Longevity according to the following:

**Effective 1/1/2023, the County agrees to provide Longevity according to the following:**

Years of Continuous Service	Amount per Year
3-4	\$150
5-6	\$350
7-9	\$600
10-14	\$900
15-19	\$1250
<u>20+</u>	<u>\$3200</u>

**Effective 1/1/2024, the County agrees to provide Longevity according to the following:**

Years of Continuous Service	Amount per Year
3-4	\$150
<u>5-6</u>	<u>\$450</u>
<u>7-9</u>	<u>\$850</u>
<u>10-14</u>	<u>\$1200</u>
<u>15-19</u>	<u>\$1850</u>
<u>20+</u>	<u>\$4500</u>

Longevity shall be paid the last pay period of the month in which the employee's anniversary date falls.

All increases applied under this section shall apply to those employees on the payroll on or after the signing of this agreement and/or any employees who have transferred employment within Albany County or separated service due to retirement or disability since January 1, 2022.

#### **5. ABSENCE WITH PAY:**

Amend **Article VI Absence with Pay Section 1. (a) Holidays**, p. 7, to include Juneteenth.

~~Amend Article VI Absence with Pay Section 1. (b) Holidays, p. 8, to read as follows: An employee who works on a holiday shall be compensated for the holiday at two (2) times his or her regular hourly rate for the number of hours worked. This provision shall apply only on the day the holiday is observed, except for any actual holiday that falls on a weekend worked by Swing Shift Process Operators, who shall receive two (2) times his or her regular rate of pay for all hours worked on the actual holiday.~~

Add Article VI Absence with Pay Section 1. (g) Sick Leave, p. 9, to read as follows: Employees absent for personal illness for three (3) consecutive days or in excess of three (3) consecutive days shall be required to provide proof of illness.

Add Article VI Absence with Pay Section 10. Other Leaves, p. 18, to read as follows: (g.) If an employee is required to remain absent because of quarantine and presents a written statement of the attending physician or local health officer proving the necessity of such absence for him/herself only, he/she shall be granted leave with pay for the period of required absence without charge against accumulated sick leave, personal leave, vacation or overtime credits for a maximum of five days annually. Prior to return to duty, such employee may be required to submit a written statement from the local health officer having jurisdiction that his/her return to duty will not jeopardize the health of the other employees.

#### **6. LEAVES WITHOUT PAY:**

Add Article VII Leaves Without Pay Section 4. Abandonment of Employment, p. 19, to read as follows: Absence of work without approval (unauthorized absences) for a period in excess of seven (7) consecutive workdays will be considered a voluntary resignation.

#### **7. RETIREMENT HEALTH INSURANCE**

Add Article X Health and Disability Insurance and Retirement Section 10. Retirement (C), p. 24, to read as follows: Employees must have completed fifteen (15) years of service with the County to be eligible for continuation of health insurance in retirement.



## **8. WORKING CONDITIONS:**

Amend **Article XX Working Conditions Section 1. Call in Guarantee**, p. 38, to read as follows: (a.) All employees *Maintenance Staff* who are called in to work prior to or after their regular scheduled workday shall receive a minimum guarantee of *four (4) hours pay* at the appropriate rate of pay. However, in the instance that an employee is called in within fifteen minutes of his/her arrival time or departure time the employee shall be compensated for actual time worked with no minimum. In addition, all employees who are called in to work prior to or after regular scheduled workday shall be compensated at their overtime rate.

(b.) Any Maintenance Staff\* called in on an observed holiday, as established by this agreement, shall be paid one and a half (1.5) times his/her regular rate of pay for at least four (4) hours plus two (2) hours of compensatory time and one and a half (1.5) times his/her regular rate of pay for any time worked beyond the four (4) hours.

(c.) An on-call procedure will be established, and the Executive Director will determine weekly on-call assignments. The on-call assignments will be voluntarily bid using a seniority system; employees will not be allowed to sign up for more than four voluntary assignments and there shall be two cycles of the bid per quarter.

(d.) Titles for on-call assignments are limited to Maintenance Staff\*.

\* Maintenance Staff includes the following titles: Maintenance Mechanic I, II, III; Mechanic Specialists (Automotive, HVAC, etc.); Collection Systems Maintenance Mechanic; Maintenance Storm Crew; Incinerator Mechanics/Technicians; Electricians; and Laborers.

Amend **Article XX Working Conditions Section 3. Work Hours**, p. 38, to read as follows:

All employees are required to work forty (40) hours per work week.

All Mechanics, Electricians, ~~Laboratory personnel~~, Instrument Technicians, and Laborers shall work Monday through Friday 7:00 a.m. to 3:30 p.m.

All Collections System personnel, ~~Laborers~~ Laboratory personnel and Custodial Workers shall work Monday through Friday 7:30 a.m. to 4:00 p.m.

With the exception of the Swing Shift Operators, all Process Operators shall work one of the following shifts:

Shift 1: 11:30 p.m. to 8:00 a.m.

Shift 2: 7:30 a.m. to 4:00 p.m.

Shift 3: 3:30 p.m. to 12:00 a.m.

(meal breaks shall be unpaid for 30 minutes at a time designated by the supervisor)

All Process Operators are to report to the North Plant... (to include remaining language of current CBA)

Amend **Article XX Working Conditions Section 5. Out of Title Work**, p. 41, to read as follows: Employees who work out of title for at least six consecutive days shall be paid for all days at the higher hourly rate for said work retroactive to the first day of performing any work out of title. However, an employee may refuse to perform out-of-title work if it is either against the law or if it would endanger the life of any person. In addition to the benefits provided for in this Section, the County agrees to abide by New York State Civil Service Law section 61.2.

#### **9. PROBATIONARY PERIOD:**

Amend **Article XXI Probationary Period Section 1.**, p. 44, to read as follows: An employee in the competitive, non-competitive or labor classes shall be on probation for a period of fifty-two (52) weeks from the date of appointment. All probationary employees shall be given a performance evaluation after twenty-six (26) weeks of continuous service to determine satisfactory performance for eligibility of the mid-tier pay increase. The twenty-six (26)-week review shall occur twenty-six (26) weeks from the employee's hire date or as soon as possible thereafter. Any employee who is eligible for a higher rate of pay based off that review shall receive a retroactive salary adjustment to the date that is twenty-six (26) weeks from the employee's hire date. If an employee does not receive a satisfactory performance evaluation and mid-tier pay increase after twenty-six (26) weeks of continuous service but successfully completes the fifty-two (52) week probationary period, he/she shall be paid the full 6% pay increase retroactive to fifty-two (52) weeks from the employee's hire date in addition to any and all other pay increases due at that time.

#### **10. MISCELLANEOUS:**

Amend **Article XXIII Miscellaneous Section 9.**, p. 47, to read as follows: The County agrees to continue to provide uniforms to Maintenance Staff and five (5) t-shirts to all titles in the

bargaining unit. In addition, the County agrees to continue to provide laundry facilities and laundry soap to all employees.

The County shall provide \$150 allowance for work boots per year to all non-maintenance employees. Maintenance Staff shall be entitled to two (2) allowances of \$150 for work boots per year. Work boots shall meet ASTM F 2413-11 ratings. Employees must submit proof of purchase and ASTM requirement.

Effective 1/1/2023 the annual amount for the above boot allowance shall increase \$10 per allowance for each year of the contract.

In the event an employee does not have proper footwear, the supervisor may send the employee home to change and return to work. At the discretion of the District's Executive Director or the Director's designee, the employee shall be allowed to use paid leave time for the time he/she is out.

Amend Add **Article XXIII Miscellaneous Section 19:** ~~The parties agree that the County may request negotiations with CSEA regarding a change from weekly pay to bi-weekly pay during the life of this agreement.~~ The parties agree that during the life of this agreement the County may request negotiations with CSEA regarding a change from eight (8) hour shifts to twelve (12) hour shifts and further agree that during the life of this agreement CSEA may request negotiations with the County regarding shift differentials and/or six (6)-month review and mid-tier pay increases.

Add **Article XXIII Miscellaneous Section 20: Labor Management Safety and Health Committee,** to read as follows: Albany County Water Purification District and CSEA shall establish a Labor/Management Health and Safety Committee. The committee shall be composed of an equal number of representatives appointed by each party and shall be co-chaired by a CSEA and an Employer representative. The general responsibility of the committee will be to promote a safe and healthful workplace by recognizing hazards and recommending abatement of hazards and education programs. To fulfill this responsibility, the committee shall: meet at least quarterly; conduct inspections to find and evaluate hazards, and to offer recommendations for control of potential health and safety hazards; appoint members, as needed, from the area of concern from CSEA to participate in inspections; receive copies of all injury and illness reports, lists of toxic materials and exposure records; promote health and safety education; maintain and review minutes of Health and Safety Committee meetings.

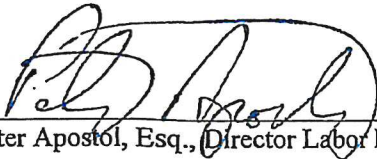


Members of the Health and Safety Committee shall be allowed paid time off from their regular work while performing committee duties and shall also be allowed paid time off for training relating to health and safety.

IN WITNESS WHEREOF, the parties hereto have caused this MOA to be signed by their respective representatives on this 20<sup>th</sup> day of January 2023.

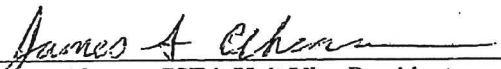
THE COUNTY OF ALBANY

CSEA, Local 1000 AFSCME, AFL-CIO  
ALBANY COUNTY WATER PURIFICATION  
DISTRICT UNIT #6000-08

  
Peter Apostol, Esq., Director Labor Relations

  
Christopher Disonell, CSEA Unit President

  
Angelo Gaudio, Director Water District

  
James Ahearn, CSEA Unit Vice President

  
William Maloney, CSEA Unit Treasurer

  
Virginia O'Brien, Labor Relations Specialist



## **ATTACHMENT "1"**

1. Amend **Article III Dues Deduction Section 1. Dues Deductions**, p. 5, to read as follows:

The Employer shall deduct from the wages of employees and remit, at the end of each month, to CSEA, Inc., 143 Washington Avenue, Albany, New York 12210, regular membership dues and other authorized deductions for those employees who have signed the authorized payroll deductions. All deductions shall be identified by the employee's name and social security number. Such deductions shall be made in accordance with the authorization signed by the member and shall not be revocable unless CSEA notifies the Employer that they are no longer members.

2. Amend **Article IV Union Rights**, p. 6, to read as follows:

Upon the hiring of a new employee, the Employer shall provide the Unit President and the CSEA Labor Relations Specialist the following information:

Employee's Name

Address

Job Title

Department and work location

Within thirty (30) days of providing the above-referenced notice, the Albany County Water Purification District shall allow CSEA to meet with a new employee for a reasonable amount of time, not to exceed forty-five (45) minutes, during his or her work time. There shall be no charge to the leave credits of both the new employee and/or the CSEA representative and the Employer's representative shall not be present unless specifically requested by CSEA.

The Union shall be entitled to receive all personnel information pertaining to the bargaining unit upon request. The District shall have a reasonable period to comply with the request.

**ATTACHMENT "2" Starting Salary Schedule (to be added)**



Local 1000 AFSCME, AFL-CIO

## CAPITAL REGION OFFICE

1 Lear Jet Lane, Suite 2  
Latham, New York 12110

Office: 518-782-4400 • Fax: 518-785-4595

**Stay Union ★ Stay Strong**

RONALD BRIGGS	SHANA DAVIS	SCOTT GARTLAND	DANIELLE KILMER	MICHAEL GARFOLO	CYNTHIA STILES	STACEY DEYO	DENISE WARREN
Capital Region President	Executive Vice President	1st Vice President	2nd Vice President	3rd Vice President	Secretary	Treasurer	Capital Region Director

March 2, 2023

**VIA EMAIL AND FIRST-CLASS MAIL**

Email: [Peter.Apostol@albanycounty.ny.gov](mailto:Peter.Apostol@albanycounty.ny.gov)

Peter Apostol, Esq.  
Director of Employee Relations  
Albany County  
112 State Street, 9th Floor  
Albany, New York 12207

Dear Director Apostol:

Please be advised the CSEA membership of our Albany County Water Purification District Unit, #6000-08, voted to ratify the attached Memorandum of Understanding for the January 1, 2022 – December 31, 2027, successor Collective Bargaining Agreement.

Please notify me upon approval of same by the Albany County Legislature. Should you have any questions, please do not hesitate to contact me.

Thank you in advance for your attention to this matter.

Sincerely,

Virginia M. O'Brien  
Labor Relations Specialist

Encl.

cc: D. Warren, Region Director (*Via Email Only w/o Encl.*)  
T. Edwards, Local President (*Via Email Only w/o Encl.*)  
C. Disonell, Unit President (*Via Email Only w/Encl.*)  
A. Gaudio, Director (*Via Email Only w/Encl.*)