



ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

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

FROM: Mark S. Carney, General Counsel

CC: Jennifer L. Hibit, Secretary to the Authority

DATE: January 5, 2026

SUBJECT: Appointment of Associate Attorney RPT

There is a vacancy with respect to an Associate Attorney RPT position due to the resignation of Jessica A. Kulpit. The Office of the Secretary posted the new position on the Authority's website and received two applicants. Jennifer Hibit and I (the "Interview Committee") conducted interviews of the applicants. Following the completion of the interviews, the Interview Committee agreed that it would be in the best interest of the Authority to hire Daniel M. Killelea, Esq. as an Associate Attorney RPT.

During the interview, the Interview Committee discussed the duties, requirements, salary, and benefits of the Associate Attorney RPT position. Mr. Killelea demonstrated he possessed the necessary knowledge and expertise to fulfill the position. As the Board is aware, Associate Attorney RPT is an exempt position which must be done by appointment by the Board of Commissioners.

The title of Associate Attorney RPT is a part-time position with an hourly rate of \$100.00 for a maximum of 19 hours biweekly. A resolution to approve the appointment of Daniel M. Killelea to the position of Associate Attorney RPT has been included for your consideration at the meeting of January 15, 2026.

I have attached Mr. Killelea's resume for your review. If you have any questions, please do not hesitate to contact me. Thank you for your consideration in this matter.

MSC:mes

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

Document Name: _____ **Project No.:** _____

Description: _____

Item Description:

Choose one:

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Action Requested:

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Approvals Required:

APPROVED AS TO CONTENT:

Chief Financial Officer _____ Date: _____

Chief Operating Officer _____ Date: _____

Claims Rep. – Risk Manager _____ Date: _____

Comptroller _____ Date: _____

Director of Administration _____ Date: _____

Director of Distribution _____ Date: _____

Director of Human Resources _____ Date: _____

Director of IT _____ Date: _____

Director of Production _____ Date: _____

Director of Water Quality _____ Date: _____

Executive Engineer _____ Date: _____

General Counsel (Legal) _____ Date: 1/05/2026

Other: _____ Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority _____ Date: 01/05/2026

Remarks: _____

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