



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

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

From: Mark S. Carney, General Counsel

Cc: Terrence D. McCracken, Secretary to the Authority
Daniel J. NeMoyer, Director of Human Resources

Date: May 5, 2022

Subject: Appointment of Associate Attorney (Part-Time)

There has been a vacancy with respect to a Part Time Attorney position since Timothy Gallagher left Erie County Water Authority.

As Division Head, I meet with the Authority's Secretary to devise a plan by which this vacancy can be filled, to that end the position was advertised with the Erie County Bar Association, the Minority Bar Association, and the Women's Bar Association of Western New York.

Two resumes were received, however only one applicant chose to interview for the position.

Ms. Rebecca Bylewski was interviewed by me and the Secretary to the Authority and found to be worthy candidate for appointment and offered the position. We have attached her resume for your review.

As the Board is aware, Associate Attorney (Part-Time) is an exempt position which must be done by appointment to the Board of Commissioners.

Ms. Bylewski has successfully completed all the of the pre-employment requirements and we would therefore both notify the Board, requesting her appointment, and put forth a resolution for Ms. Bylewski to be hired.

Ms. Bylewski shall be compensated at \$100.00 per hour, not to exceed nineteen (19) hours per biweekly pay period.

Budget- Legal 0510
Salaries 401000 920201

MSC:mes
Attachment

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

Contract: _____ **Project No.:** _____
Project Description: Appointment of Rebecca A. Bylewski as Associate Attorney (Part-Time)

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>Appointment of Rebecca A. Bylewski as Associate Attorney (Part-Time)</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>Appointment of Rebecca A. Bylewski as Associate Attorney (Part-Time)</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. Rendusgar</u> | Date: <u>05/12/2022</u> |
| <input checked="" type="checkbox"/> Legal | <u>[Signature]</u> | Date: <u>5/12/2022</u> |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|--------------------|----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u>[Signature]</u> | Date: <u>5/12/22</u> |
|--|--------------------|----------------------|

Remarks: _____

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