



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: Terrence D. McCracken, Secretary to the Authority

DATE: February 13, 2025

SUBJECT: Appointment of Associate Attorney RPT

There has been a vacancy with respect to an Associate Attorney RPT position since Ronald Bennett retired last August. The Office of the Secretary posted the new position on the Authority's website and received one applicant, Jacob Kobler. An interview was conducted by Terrence McCracken, Jen Hibit, and myself (the "Interview Committee"). Following the completion of the interview, the Interview Committee agreed that it would be in the best interest of the Authority to hire Mr. Kobler as an Associate Attorney RPT.

During the interview, the interview team discussed the duties, requirements, salary, and benefits of the Associate Attorney RPT position. Mr. Kobler 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 Jacob Kobler to the position of Associate Attorney RPT has been included for your consideration at the meeting of February 20, 2025.

I have attached Mr. Kobler'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:alh

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

Contract: _____ **Project No.:** _____
Project Description: Appointment of Associate Attorney RPT

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 Associate Attorney RPT</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 Associate Attorney RPT</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 type="checkbox"/> Chief Financial Officer | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Legal |  | Date: <u>02/13/2024</u> |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|--|-------------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: <u>02/13/2024</u> |
|--|--|-------------------------|

Remarks: _____

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