



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

March 25, 2022

To: Terrence D. McCracken, Secretary to the Authority

From: Daniel NeMoyer, Director of Human Resources

A handwritten signature in blue ink, appearing to read "D NeMoyer", is written over the "From:" line.

Subject: Employee Assistance Program  
ECWA Project No. 201800060

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The Erie County Water Authority (Authority) entered into a Professional Services Contract with Child and Family Services of Erie County (C&F Services) on May 18, 2018 to provide EAP services to all full and part time employees of the Erie County Water Authority.

The above referenced contract will expire on April 30, 2022. Under Section 3.B., Extension of Contract, this contract may be renewed for two additional one-year periods on the same terms and conditions. The Authority and C&F Services agree that a one-year extension of the current contract at the same terms and conditions would be mutually beneficial for both parties.

I have attached the Professional Services Contract and the proposed Extension of Contract. If all is in order, this is on for board authorization and execution by the Chairman.

Thank you.

Dan

Budget Line:

8010 401000 920720

DJN:slz

Attachment

cc: L.Lester

P. Porebski

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

**Contract:** \_\_\_\_\_ **Project No.:** 201800060  
**Project Description:** Child & Family Services Professional Services Contract to provide various professional services to employees of the Erie County Water Authority.

**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>Extension of Contact for one year.</u> |  |   |                                       |

**Action Requested:**

- |   |  |
|---|--|
| <input type="checkbox"/> Board Authorization to Execute                       | <input type="checkbox"/> Legal Approval                              |
| <input type="checkbox"/> Board Authorization to Award                         | <input checked="" 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 type="checkbox"/> Other _____  |  |

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

- |  |                                   |                         |
|--|-----------------------------------|-------------------------|
| <input checked="" type="checkbox"/> Director of HR             | <u><i>Daniel M. My...</i></u>     | Date: <u>3/30/22</u>    |
| <input type="checkbox"/> Chief Operating Officer               | _____                             | Date: _____             |
| <input type="checkbox"/> Executive Engineer                    | _____                             | Date: _____             |
| <input checked="" type="checkbox"/> Director of Administration | <u><i>Ravanya Lester</i></u>      | Date: <u>03/30/22</u>   |
| <input checked="" type="checkbox"/> Risk Manager               | <u><i>Molly Jo Musarra</i></u>    | Date: <u>03/29/2022</u> |
| <input checked="" type="checkbox"/> Chief Financial Officer    | <u><i>Karen A. Prindigask</i></u> | Date: <u>03/29/2022</u> |
| <input checked="" type="checkbox"/> Legal                      | <u><i>[Signature]</i></u>         | Date: <u>3/30/2022</u>  |

**APPROVED FOR BOARD RESOLUTION:**

- |  |                           |                      |
|--|---------------------------|----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u><i>[Signature]</i></u> | Date: <u>3/30/22</u> |
|--|---------------------------|----------------------|

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_

**Resolution Date:** \_\_\_\_\_ **Item No:** \_\_\_\_\_



Child and Family Services

Employee Assistance Program

March 29, 2022

Mr. Dan NeMoyer, Director of Human Resources
Erie County Water Authority
Service Center
3030 Union Road
Cheektowaga, New York 14227

Re: Extension of Contract
Employee Assistance Program Services, Project No. 201800060

Dear Mr. NeMoyer:

Pursuant to your phone call of March 25, 2022, it is our understanding that the Erie County Water Authority seeks to renew the Professional Services Contract with Child & Family Services for the provision of Employee Assistance Program services for an additional one-year term in conjunction with Paragraph 3. B. Term of Services. Child & Family Services of Erie County hereby agrees to this contract extension at the same terms and conditions as specified in the original Contract. Accordingly, the new, one-year term shall commence on May 1, 2022 and continue through April 30, 2023.

Please sign and date your acceptance of this Extension of Contract below. Thank you for allowing Child & Family Services EAP to continue to serve the Erie County Water Authority, its employees and eligible family members.

Child & Family Services

Erie County Water Authority

By: [Signature]

By: \_\_\_\_\_

Printed Name: Julie M. Loesch, Esq.

Printed Name: \_\_\_\_\_

Title: Director, Employee Assistance Program
Center for Resolution and Justice

Title: \_\_\_\_\_

Date: 3/29/22

Date: \_\_\_\_\_

**AMENDMENT NO. 2 TO  
PROFESSIONAL SERVICES CONTRACT WITH  
CHILD AND FAMILY SERVICES OF ERIE COUNTY**

AMENDMENT, effective April 7, 2022, to the Professional Services Contract entered into on May 1, 2018, by and between

**ERIE COUNTY WATER AUTHORITY**

295 Main Street, Room 350  
Buffalo, New York 14203

hereinafter referred to as the “Authority,” and

**CHILD AND FAMILY SERVICES OF ERIE COUNTY**

330 Delaware Avenue  
Buffalo, New York 14202

hereinafter referred to as “Service Provider.”

**WHEREAS**, on May 1, 2018, the Authority and the Service Provider entered into a three-year professional services contract (the “Contract”) providing for employee assistance program services to the Authority from May 1, 2018 through April 30, 2021; and

**WHEREAS**, on April 29, 2021, the Authority and the Service Provider entered into Amendment No. 1 to the Contract extending the services provided through April 30, 2022; and

**WHEREAS**, in accordance with paragraph 6 of the Contract, the parties may amend the Contract by written amendment; and

**WHEREAS**, the parties wish to extend the Contract for an additional one-year period from May 1, 2022 through April 30, 2023 pursuant paragraph 3, subparagraph B of the Contract;

**WHEREAS**, the Service Provider has agreed to extend the payment for services for year three of the Contract until April 30, 2023 at a composite rate of \$1.32 per employee per month pursuant to paragraph 4, subparagraph A of the Contract;

**NOW, THEREFORE**, in consideration of mutual promises herein set forth, the parties agree to the following:

(1) The terms and conditions of the Contract shall continue in effect until April 30, 2023;

(2) Paragraph 4, subparagraph A of the Contract shall be amended to include the composite rate of \$1.32 per employee per month for the extension period of May 1, 2022 through April 30, 2023; and

(3) This Amendment may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement.

**IN WITNESS WHERETO**, the parties hereto have caused this Amendment No. 1 to be signed by their respective duly constituted officers, attested and sealed pursuant to proper authority.

**ERIE COUNTY WATER AUTHORITY**

By \_\_\_\_\_  
Jerome D. Schad, Chair

**CHILD AND FAMILY SERVICES OF  
ERIE COUNTY**

By \_\_\_\_\_  
Julie M. Loesch, Director of EAP

**STATE OF NEW YORK )**  
**COUNTY OF ERIE ) ss:**

On the \_\_\_ day of April, in the year 2022, before me personally came Jerome D. Schad, to me known, who, being by me duly sworn, did depose and say that he resides in the Amherst, New York, that he is the Chair of the Board of Commissioners for the Erie County Water Authority described in the above instrument, and he signed his name thereto by the authorization of the Board of Commissioners for the Erie County Water Authority.

\_\_\_\_\_  
Notary Public

**STATE OF NEW YORK )**  
**COUNTY OF \_\_\_\_\_ ) ss:**

On the \_\_\_ day of \_\_\_\_\_, in the year 2022, before me personally came Julie M. Loesch, to me known, who, being by me duly sworn, did depose and say that she resides in \_\_\_\_\_, that she is the Director of the Employee Assistance Program for the Corporation described in the above instrument; and that she signed her name thereto by order of the Board of Directors of said Corporation.

\_\_\_\_\_  
Notary Public