



**ERIE COUNTY WATER AUTHORITY  
INTEROFFICE MEMORANDUM**

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

Cc: Terrence D. McCracken, Secretary to the Authority  
Joyce Tomaka, Chief Financial Officer  
Charles Eaton, Chief Operating Officer  
Leonard F. Kowalski, Executive Engineer  
Jennifer L. Hibit, Director of Human Resources

From: Mark S. Carney, General Counsel

Date: September 9, 2024

Subject: Appointment of Associate Attorney

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As the Board of Commissioners is aware, upon the retirement of Jacqueline C. Mattina, the position of Associate Attorney has been vacant. The Authority posted this position on the Erie County Water Authority website, and seven resumes were received. A search committee was formed, consisting of Secretary Terrence D. McCracken, Human Resource Director, Jennifer L. Hibit, and General Counsel, Mark S. Carney, Esq. After resumes were received & reviewed, interviews were scheduled and occurred on 8-14-2024. Following the interviews, the Search Committee recommends offering the position of Associate Attorney to Scott W. Kroll at Grade 32 E, Step 1, with a starting salary of \$143,692.64.

Pursuant to ECWA Policy No. 92, all exempt positions require Board approval, and I will be submitting a resolution for the September Board Meeting. I would request that the position of Associate Attorney be filled with Mr. Kroll and have a start date upon the successful completion of the background check and physical, as the Legal Department is currently short-staffed.

Should any of the Commissioners object to this appointment or have any questions, please do not hesitate to contact Secretary McCracken or myself.

MSC:mes

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

**Contract:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_  
**Project Description:** Appointment of Scott W. Kroll as Associate Attorney (Full-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 Scott W. Kroll as Associate Attorney (Full-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 Scott W. Kroll as Associate Attorney (Full-Time)</u>	

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

<input type="checkbox"/> Human Resource Director	_____	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>09-09-2024</u>

**APPROVED FOR BOARD RESOLUTION:**

<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>9-9-2024</u>
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**Remarks:** \_\_\_\_\_

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