

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

**Contract:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_  
**Project Description:** Authorization for Additional Vacation Time for New Employee Time

**Item Description:**

Agreement     Professional Service Contract     Amendment     Change Order  
 BCD     NYSDOT Agreement     Contract Documents     Addendum  
 Recommendation for Award of Contract     Recommendation to Reject Bids  
 Request for Proposals  
 Other Additional Vacation Time for New Distribution Engineer, Mark D. Jarmuz

**Action Requested:**

Board Authorization to Execute     Legal Approval  
 Board Authorization to Award     Execution by the Chairman  
 Board Authorization to Advertise for Bids     Execution by the Secretary to the Authority  
 Board Authorization to Solicit Request for Proposals  
 Other Extending provision of HR Policy 41.0, ¶6 to New Employee with Salary Grade 25E

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

<input checked="" type="checkbox"/> HR Director	<u>David M. M...</u>	Date: <u>05-20-21</u>
<input checked="" type="checkbox"/> Chief Operating Officer	<u>Russell J. Hill</u>	Date: <u>5/20/2021</u>
<input checked="" type="checkbox"/> Executive Engineer	<u>James F. K...</u>	Date: <u>05/21/2021</u>
<input type="checkbox"/> Director of Administration		Date: _____
<input checked="" type="checkbox"/> Comptroller	<u>Oppe...</u>	Date: <u>05-20-2021</u>
<input checked="" type="checkbox"/> Chief Financial Officer	<u>Loren A. Bendegast</u>	Date: <u>05/20/2021</u>
<input checked="" type="checkbox"/> Legal	<u>Margaret A. Murphy</u>	Date: <u>05/20/2021</u>

**APPROVED FOR BOARD RESOLUTION:**

<input checked="" type="checkbox"/> Secretary to the Authority	<u>T...</u>	Date: <u>05/20/21</u>
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**Remarks:** \_\_\_\_\_

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



ERIE COUNTY WATER AUTHORITY  
INTEROFFICE MEMORANDUM

May 20, 2021

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

Cc: Karen A. Prendergast, Chief Financial Officer  
Russell J. Stoll, Chief Operating Officer  
Margaret A. Murphy, General Counsel  
Leonard F. Kowalski, Executive Engineer  
Daniel J. NeMoyer, Director of Human Resources

From: Terrence D. McCracken, Secretary to the Authority

Subject: Vacation Bonus for New Employee

On May 26, 2021, the Erie County Water Authority (the "Authority") welcomed Mark D. Jarmuz as a newly hired Distribution Engineer.

In accordance with the Authority's Employee Policy and Practices, Mr. Jarmuz was interviewed, selected, and recruited by COO Russ Stoll, Executive Engineer Len Kowalski, HR Director Dan NeMoyer and me (the "Interview Committee"). The Interview Committee determined that Mr. Jarmuz's qualifications and experience are the best fit for the vacant position of Distribution Engineer and fits the need set forth in the Engineering Department's succession plans.

Mr. Jarmuz has spent 23 years with an international engineering consulting firm, CHA Consulting, Inc. and has over 25 years of experience in the civil engineering field including business development, client management, project management, staff oversight, design and construction administration along with a significant amount of construction inspection experience. Mr. Jarmuz has worked on projects including water, wastewater, site design, highway, railroad, utility and environmental. While employed at CHA, he has worked on many waterline replacement projects for the Authority, with his role varying from project manager to lead designer to construction inspector.

In recruiting Mr. Jarmuz, the Interview Committee faced certain challenges. First, Mr. Jarmuz's CHA salary was higher than what could be offered by the Authority. Second, Mr. Jarmuz had accumulated significant benefit leave time with CHA. Finally, like other applicants, Mr. Jarmuz expressed concerns as to job security and opportunities for promotion.

Board of Commissioners

May 20, 2021

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In response, the Interview Committee emphasized the long-term, health and retirement benefits offered to Authority employees. Mr. NeMoyer explained the best job security for any Authority employee is not unlike individuals working in the private sector (i.e., job performance is the best assurance for job security). As Mr. NeMoyer stated, there are many Authority employees having more than 25 years with the Authority.

Salary and leave time still presented a challenge for recruiting Mr. Jarmuz. After the Interview Committee deliberated over his application and experience, the Committee recommended that I offer Mr. Jarmuz step 3 in the salary grade for Distribution Engineer and two additional weeks of vacation, as had been offered to other engineering applicants, at the time of his appointment.

Russ Stoll notified the Board on April 23, 2021 that Mr. Jarmuz was selected to fill the vacant position of Distribution Engineer. In a letter, dated May 8, 2021, I formally offered Mr. Jarmuz the position, upon which he accepted and gave notice to his employer.

Pursuant to the Authority's Employee Policies and Procedures Manual Policy No. 41.0 (Vacations), ¶ 6, the Authority may offer additional vacation time to newly hired employees whose salary grade is 30E or above for the purpose of attracting qualified applicants to these senior executive positions. The salary grade for a Distribution Engineer is 25E.

The Interview Committee recommends the Board extends by resolution the spirit of this provision to Mr. Jarmuz. The Interview Committee recommended his hiring consistent with the Board's directive relating to succession planning. For these reasons, we respectfully request the Board grant to Mr. Jarmuz the additional two weeks of vacation.

If you have any questions regarding this matter or require any additional information to consider this recommendation, I respectfully request that you contact me prior to the May 27th Board meeting, so I have time to respond or gather the information you may need to consider this recommendation and the accompanying resolution.

If there are any questions at the day of the Board meeting, this matter should be held in Executive Session pursuant to Public Officers Law § 105(1)(f) (matters leading to the appointment and employment of a particular person).

TDM:tf