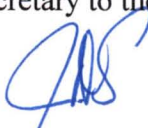




**ERIE COUNTY WATER AUTHORITY**  
INTEROFFICE MEMORANDUM  
May 17, 2018

To: Terrence D. McCracken, Secretary to the Authority  
From: Jerome D. Schad, Chairman   
Subject: Hiring Process of Authority's Attorney [P.A.L. §1053(3)]

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The Authority needs to fill the position of Attorney to act as legal advisor to the Board of Commissioners. In order to comply with Policy No. 92 of the Authority's Policy and Procedures Manual, please ensure that the following timeline is followed:

- 5/17/18 to 6/8/18 – Post the notice of the job opening on the Authority's website
- 5/17/18 – Send notice of posting to the Erie County Bar Association, Women's Bar Association of the State of New York Western New York Chapter and the Minority Bar Association of Western New York
- 6/14/18 – Report at Board Meeting the number of applicants
- Week of 6/18/18 – Review resumes with yourself, Bob Lichtenthal, Karen Prendergast and Jackie Mattina. Narrow down to four candidates
- 6/25/18 – 6/27/18 - Interview the four candidates and narrow down to two
- 6/28/18 Board Meeting - Commissioners to interview the two prospective candidates and nominate a candidate

If you have any questions, please do not hesitate to contact me. Thank you.

JDS:tf