



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

October 1, 2025

TO: Jennifer Hibit, Secretary to the Authority

FROM: John M. Catanzaro, Director of Operations *Jmc*

SUBJECT: Board Authorization for Hydrant/Valve Replacements

Please be advised that Authority personnel have recently replaced various hydrants and valves that were obsolete, defective or unrepairable. These hydrants and valves are located within the Direct Service areas of the Erie County Water Authority Service Area.

Since the hydrants and valves are assets of the Authority, the old hydrant or valve must be removed from our inventory. This is referred to as "retired". The new hydrant or valve then replaces the retired asset. The make, size, model and cost of the new hydrant or valve is then included as a current asset.

The action to retire an old hydrant or valve and to replace it with a new hydrant or valve requires authorization from the Board. As such please find the following:

- Blue Authorization form for Board Resolution for hydrant and valve replacements.
- Construction Authorization forms for the subject hydrant or valve that was replaced; along with a pink "Property Removed from Service" form for each hydrant and valve. These two documents identify all the pertinent data including the cost of the new asset.

Please advise if you require additional information.

**ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Board Meeting Documents**

Document Name: _____ **Project No.:** _____

Description: _____

Item Description:

Choose one: _____

Other: _____

Action Requested:

Choose one _____

Other: _____

Approvals Required:

APPROVED AS TO CONTENT:

Chief Financial Officer

Date: _____

Chief Operating Officer

Date: _____

Claims Rep. – Risk Manager

Date: _____

Comptroller

Date: _____

Director of Administration

Date: _____

Director of Distribution

Date: _____

Director of Human Resources

Date: _____

Director of IT

Date: _____

Director of Operations

Date: 10/3/2025

Director of Planning & Water Supply

Date: _____

Director of Production

Date: _____

Director of Water Quality

Date: _____

Executive Engineer

Date: 10/6/2025

General Counsel (Legal)

Date: _____

Other: _____

Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority

Date: 10/06/2025

Remarks: _____

Resolution Date: _____ Item No: _____

FOR RECORD PURPOSES ONLY; WORK DONE
WHEN NECESSARY FOR MAINTENANCE PURPOSES

ERIE COUNTY WATER AUTHORITY
CONSTRUCTION AUTHORIZATION

Project No. 202500204
Budget No. _____

Authorization No.: EC 7527, R 250037
Date: 08/26/25
Inputted By/Date: 09/24/25 Imp

08/26/25 Estimate Starting Date
08/26/25 Estimate Complete Date
x yes _____ no Retirement Involved
x Public Street
Private Right of Way
On Authority's Prop
Tax Districts _____

Name of Grantor of Easement _____

Date of Easement _____

CLASS OF MAIN INSTALLATION:

System Betterment
Bldr/Cont/Dev. Agree.
Owner Occupant Cont.
Special Revenue Cont.

TITLE OF PROJECT: Replaced existing 8"
valve at Pine Ridge Rd. and Doat St. CHTN

DETAILED DESCRIPTION AND PURPOSE:

Originally installed in 1903 under OCP 19, was
scrapped, retired under #R 250037, and replaced with
a 8" resilient seat valve under EC 7527. Old 8" gate
valve was unrepairable. Work done by ECWA forces
at ECWA expense.

ESTIMATE COST

RESTORATION ESTIMATED

(1) Total Est. Cost \$ 2,271.88
(2) _____ Meters and \$
Service @ _____
(3) Removal Cost Less Salvage \$
(4) Gross Investment \$

DEDUCT

(5) Const. Advance \$
(6) Service Conn. \$
(7) Refunds \$
(8) Net Auth. Invest. \$

BUDGETARY DATA

(9) Tot. Budget Expnd. \$
(10) This Authorization \$
(11) Pre Approved \$
(12) Tot. Apvl. To Date \$
(13) Bal. Budget Expnd. \$

RATIFICATION

APPROVALS

Preparation S.Spier
Director of Oper. *[Signature]*
Exec. Engr. *[Signature]*
Admn. Director *[Signature]*
Legal Dept. _____
Acct. Dept. _____

RESOLUTION APPROVING

Adopted _____
Item No. _____

ERIE COUNTY WATER AUTHORITY
Property Removed From Service

[illegible]

	General Ledger #	Primary Number	RWIP Auth. #	Disp. Code	Amount
JE 32 (Dr)	186.000				
JE 32 (Cr)	101.000		XXXXXXXXXX	XXXXXXX	
JE 33 (Dr)	108.00	XXXXXXXXXXXXX			
JE 33 (Cr)	186.00				

FOR RECORD PURPOSES ONLY; WORK DONE
WHEN NECESSARY FOR MAINTENANCE PURPOSES

ERIE COUNTY WATER AUTHORITY
CONSTRUCTION AUTHORIZATION

Project No. 202500205
Budget No. _____

Authorization No.: EC 7528
Date: 09/02/25
Inputted By/Date: 09/24/25 Imp

09/02/25 Estimate Starting Date
09/02/25 Estimate Complete Date
yes x no Retirement Involved
x Public Street
Private Right of Way
On Authority's Prop
Tax Districts _____
Name of Grantor of Easement _____

TITLE OF PROJECT: Installed 6" valve at
7 Southgate Rd. CHTN

DETAILED DESCRIPTION AND PURPOSE:

Installed 6" resilient seat valve under EC 7528.
Work done by ECWA forces at ECWA expense.

CLASS OF MAIN INSTALLATION:

System Betterment

Bldr/Cont/Dev. Agree.

Owner Occupant Cont.

Special Revenue Cont.

ESTIMATE COST

RESTORATION ESTIMATED

(1) Total Est. Cost \$ 3,610.00
(2) _____ Meters and \$ _____
Service @ _____
(3) Removal Cost Less Salvage \$ _____
(4) Gross Investment \$ _____

DEDUCT

(5) Const. Advance \$ _____
(6) Service Conn. \$ _____
(7) Refunds \$ _____
(8) Net Auth. Invest. \$ _____

BUDGETARY DATA

(9) Tot. Budget Expnd. \$ _____
(10) This Authorization \$ _____
(11) Pre Approved \$ _____
(12) Tot. Apvl. To Date \$ _____
(13) Bal. Budget Expnd. \$ _____

RATIFICATION

APPROVALS

Preparation S.Spier
Director of Oper. [Signature]
Exec. Engr. [Signature]
Admn. Director _____
Legal Dept. _____
Acct. Dept. _____

RESOLUTION APPROVING

Adopted _____
Item No. _____

ERIE COUNTY WATER AUTHORITY
CONSTRUCTION AUTHORIZATION

Authorization No.: EC 7529, R 250038
Date: 09/11/25
Inputted By/Date: 09/24/25 Imp

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ERIE COUNTY WATER AUTHORITY
Property Removed From Service

Inputted By/Date	09/24/25 Imp	Project No.:	202500206
G.L. No.	186.000		
Pri. No.		Location:	DPVL
Auth No.			Date: 09/11/25
Date Installed:	1986	(Town)	
Under Auth. No.:	EC 3285		Public St. (X)
Date Removed:	09/11/25		or
Replaced Under:	EC 7529		Private-Right-of-Way ()
	(EC#, OWIP, BI#)	Disp. Code:	1. Book Value
			2. Cost of Removal
			3. Salvage (Trade-in)
Complete description of unit retired: (Record numbers if possible)			
1-5' bury Kennedy hydrant			

Department Head

FOR ACCOUNTING DEPT. USE ONLY. DO NOT WRITE BELOW THIS LINE.

[illegible]

	General Ledger #	Primary Number	RWIP Auth. #	Disp. Code	Amount
JE 32 (Dr)	186.000				
JE 32 (Cr)	101.000		XXXXXXXXXX	XXXXXXX	
JE 33 (Dr)	108.00	XXXXXXXXXXXX			
JE 33 (Cr)	186.00				