



**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**

June 24, 2026

To: Jennifer Hibit, Secretary to the Authority

From: Michael J. Quinn, PE, Director of Distribution

A handwritten signature in black ink, appearing to read "MJQ", is written over the "From:" line.

Subject: NY Rte. 263 (Millersport Highway) Mill & Resurface with Traffic Signals  
ADA Compliance, and Drainage Improvements  
Town of Amherst  
PIN 5586.16, D265789  
ECWA Project No. 202600158

---

The above-referenced project has been developed by the New York State Department of Transportation (NYSDOT) due to a planned capital project that will impact Authority's facilities. The Erie County Water Authority has existing water lines within the highway boundaries of the proposed project. The NYSDOT will be adjusting valve box elevations at these sites.

The water valve box elevations and all necessary adjustments which are included in the State's contract will be performed by the State contractor at no expense to the Authority.

Attached is one (1) copy of the NYSDOT HC-140, Utility Work Agreement form for the above-referenced project. A Certified Board Resolution (1 original) signed by the appropriate Authority's official is required. NYSDOT HC-140 form and Certified Board Resolution are to be returned with original signatures and seals affixed to the NYSDOT per requirements stated in the NYSDOT HC-140 packet cover letter dated April 8, 2026.

The HC-140 references two items that must be included in the ECWA Board Resolution: "**Granting the State of New York authority to perform the adjustment for the owner**" and "**agreeing to maintain facilities adjusted via State-let contract.**" (The specific reference is identified in Section VI of the HC-140, page 4 of 4.)

Please contact me if there are any questions.

MJQ:lal1

Attachment

cc: HWNY-611-202601-X-06

**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: 06/25/2026

Claims Rep. – Risk Manager \_\_\_\_\_ Date: \_\_\_\_\_

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

Director of Administration \_\_\_\_\_ Date: \_\_\_\_\_

Director of Distribution \_\_\_\_\_ Date: 6/25/2026

Director of Human Resources \_\_\_\_\_ Date: \_\_\_\_\_

Director of IT \_\_\_\_\_ Date: \_\_\_\_\_

Sr. Director of Operations & Infra \_\_\_\_\_ Date: \_\_\_\_\_

Director of Planning & Water Supply \_\_\_\_\_ Date: \_\_\_\_\_

Director of Production \_\_\_\_\_ Date: \_\_\_\_\_

Director of Water Quality \_\_\_\_\_ Date: \_\_\_\_\_

Executive Engineer \_\_\_\_\_ Date: 7/6/2026

General Counsel (Legal) \_\_\_\_\_ Date: 6/25/2026

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

**APPROVED FOR BOARD RESOLUTION:**

Secretary to the Authority \_\_\_\_\_ Date: 07/06/2026

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

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



April 8, 2026

Leonard F. Kowalski, P.E., Executive Engineer  
Erie County Water Authority  
3030 Union Road  
Cheektowaga, New York 14227  
[lkowalski@ecwa.org](mailto:lkowalski@ecwa.org)

**RE: NY ROUTE 263 (SH 1767 & SH 584) MILL & RESURFACE  
WITH TRAFFIC SIGNALS, ADA COMPLIANCE,  
AND DRAINAGE IMPROVEMENTS  
TOWN OF AMHERST  
ERIE COUNTY PIN 5568.16, D265789**

Dear Mr. Kowalski:

Subject: Utility Work Agreement (HC-140) ILE – for Approval

The New York State Department of Transportation (NYSDOT) is progressing the above referenced capital project. The Erie County Water Authority has existing facilities within the project limits. The Erie County Water Authority's involvement in this project consists of **adjustment of valve box elevations**. The details of the adjustments are shown in the electronic copy of the proposed contract plans accompanying this letter.

Also accompanying this letter is the Utility Work Agreement (HC-140) ILE package for your approval. The Utility Work Agreement identifies required adjustments to the Erie County Water Authority's facilities for the subject project. **The required adjustments are included in the State's contract and will be performed by the State's contractor at no expense to the Erie County Water Authority.**

Provide two (2) copies of the resolution adopted by your governing body concerning work to be done during the subject project and authorizing the appropriate office or person to approve documents. The copy of the resolution must be certified with a signature and a seal affixed to it. Enclosed is an example of the ILE Resolution. The resolution must be in force **before** the documents can be approved by the authorized representative.

Please review, approve with an ink signature, and return the documents **no later than May 13, 2026**. The list of documents to be returned can be found at the end of this letter in the enclosure list.

The preferred method of returning the documents is by email. If necessary, the documents can be scanned at 300 dpi. Return by replying with the document email string, using the email address [Abdallah.Albayed@dot.ny.gov](mailto:Abdallah.Albayed@dot.ny.gov) and cc [Utility.Unit.R05@dot.ny.gov](mailto:Utility.Unit.R05@dot.ny.gov) . Alternatively, a hard copy may be return by USPS to:

Leonard F. Kowalski, P.E., Executive Engineer  
PIN 5568.16, D265789  
April 8, 2026  
Page 2 of 2

Regional Utility Unit  
NYSDOT – Region 5  
100 Seneca Street  
Buffalo, New York 14203.

A copy of the executed document package will be returned to you for your records.

Any questions regarding the work to be done can be directed to Robert Schaller, Design Job Manager, at (716) 847-3043 or via e-mail at [Robert.Schaller@dot.ny.gov](mailto:Robert.Schaller@dot.ny.gov). Questions regarding these forms can be directed to Ms. Ellen Carl, Regional Utility Engineer, at (716) 847-3572 or via e-mail at [Ellen.Carl@dot.ny.gov](mailto:Ellen.Carl@dot.ny.gov).

Sincerely,



Ellen J. Carl  
Regional Utility Engineer

EJSC/AJP/ana

---

Enclosures:

Documents to be returned:

- Utility Work Agreement (HC-140) ILE approved
- “Coordination with the Utility Schedule” note
- ILE Resolution, Certified

Information for you to keep:

- Project Plans, Copy
- The ILE Resolution Example

**NEW YORK STATE DEPARTMENT OF TRANSPORTATION  
UTILITY WORK AGREEMENT**

Since the construction, reconstruction, or maintenance of the transportation project described below, identified as:

Project Identification No.: 5568.16	F.A. Project No.:
ROW Declaration No.:	Map Nos.:
Parcel Nos.:	County of Erie
Contract No.: D265789	

Project Description: NY Route 263 (SH 1767 & SH 584) Mill & Resurface  
with Traffic Signals, ADA Compliance, and Drainage Improvements  
Town of Amherst  
Erie County

NYSDOT – Municipal Reimbursement by Items and Labor Exchange (ILE)

necessitates the adjustment of utility facilities as hereinafter described, the owner, **Erie County Water Authority** (ECWA) of said facilities herewith agrees with the State of New York acting through the Commissioner of Transportation that this agreement shall apply to the accommodation of these utility facilities. Any adjustment of said facilities will be accomplished under the terms of this agreement, in accordance with the Rules and Regulations Governing the Accommodation of Utilities within the State Highway Right-of-Way, in compliance with the attached Special Note, "Coordination with the Utility Schedule", and in accordance with the contract plans, specifications, proposal, amendment(s) or change order(s).

**I. Existing Facilities** (describe type, size, capacity, location, etc.)

ECWA has existing 6", 8", 12", 42", and 48" water lines of various materials crosses the roadway within the highway boundary of NY 263 (Millersport Highway.)

presently located on **NY State Right-of-Way** as shown on the plans for the proposed transportation project are to be adjusted as follows: (describe type, size, capacity, location, etc.)

Adjustment of valve box elevations.

per contract documents

for an estimated \$ N/A

**NEW YORK STATE DEPARTMENT OF TRANSPORTATION  
UTILITY WORK AGREEMENT**

**II. Financial Responsibility** (check appropriate boxes):

- The facilities to be adjusted under the terms of this agreement are subject to Section 52 of the State Highway Law, and the cost of this adjustment is the sole responsibility of the owner.
- Subdivision 24 of Section 10 of the State Highway Law enables the Commissioner of Transportation to provide, at the expense of the State, for adjustment to a municipally owned utility when such work is necessary as a result of State highway work. (Municipal Agreement if required.)
- Subdivision 24-b of Section 10 of the State Highway Law enables the Commissioner of Transportation to participate in the necessary expenses incurred for adjustment of privately, publicly, or cooperatively owned facilities, municipal utility facilities, or facilities of a corporation organized pursuant to the State Transportation Corporations Law. (Privately Owned Property Agreement or Reimbursement Agreement required.)
- Subdivision 27 of Section 10 of the State Highway Law enables the Commissioner of Transportation, upon the request of a municipality, to perform for and at the expense of such municipality specified work to be included within a State-let contract. (Betterment Resolution required.)
- Subdivision 33 of Section 10 of the State Highway Law enables the Commissioner of Transportation, upon the request of a public utility corporation, to perform for and at the expense of such public utility corporation specified work to be included within a State-let contract.
- Subdivision 13 of Section 30 of the State Highway Law enables the Commissioner of Transportation to enter into an agreement to reimburse with public funds the owner for necessary expenses incurred as a result of this adjustment, or to replace the facilities in kind.
- The owner will develop and keep a record of costs in accordance with the New York State Department of Transportation (NYSDOT) Reimbursement Procedures, and when federal funds participate in the cost, the Federal Highway Administration (FHWA) Federal-Aid Policy Guide Part 645, or as indicated below:

---

---

---

---

---

**NEW YORK STATE DEPARTMENT OF TRANSPORTATION  
UTILITY WORK AGREEMENT**

**III. Physical Adjustment Method** (check appropriate boxes):

The actual adjustment or design engineering will be performed by the following method (s):

- Contract let by the Commissioner.
- Contract let by the Owner. (check applicable statement, i.e., a or b)
  - a. Best Interests of State.
  - b. Utility not sufficiently staffed or equipped.
- By the Owner's forces.

**IV. Betterment, Salvage, and Depreciation Credits Due the Project** (check appropriate boxes):

- There will be no extension of service life, improved capacity, nor any other betterment of the facility (as defined by the NYSDOT Utility Reimbursement Procedures and by FHWA Federal-Aid Policy Guide Part 645) as a result of the adjustments made pursuant to this agreement.
- There is betterment described as follows:  

---

---

- The owner will not claim reimbursement for that betterment portion of the work, but will duly account for it as required by applicable NYSDOT and FHWA procedures.
- The owner hereby agrees to deposit with the Comptroller of the State of New York the amount of \$ 0.00 to cover the cost of the betterment as described above.
- The owner agrees to comply with the requirements of the NYSDOT Utility Reimbursement Procedure and FHWA Federal-Aid Policy Guide Part 645 with the respect to salvage and depreciation credits when applicable.

**V. General Covenants**

The owner hereby agrees to accept full title and responsibility for the adjusted facility in writing upon satisfactory completion of the work. Such acceptance will acknowledge the owner's responsibility to maintain the facility in accordance with all applicable codes, standards and regulations, including his obligation, where applicable, to remove any or all of the facility from the highway at the order of the Commissioner of Transportation, all in accordance with the Rules and Regulations Governing the Accommodation of Utilities within the State Highway Right-of-Way. All compensable claims covered by this agreement will be included in one of the following:

- A. Privately Owned Property Agreement executed prior to the performance of the work.
- B. Municipal Agreement executed prior to performance of the work.
- C. Reimbursement Agreement executed prior to performance of the work.
- D. Such other agreement as approved by NYSDOT Office of Legal Affairs.

**NEW YORK STATE DEPARTMENT OF TRANSPORTATION  
UTILITY WORK AGREEMENT**

**VI. References**

The following documents are herewith incorporated in this agreement by reference (check appropriate boxes)

Federal Highway Administration's Federal-Aid Policy Guide Part 645.

Contract documents: Contract Number: D265789

PIN: 5568.16

Plan Sheets: Electronic copy of the proposed contract plans

Owner's Plan Sheets.

Owner's Estimate Form FIN 223c approved by the owner or authorized agent.

Resolution Number \_\_\_\_\_, Dated \_\_\_\_\_,  
(Month Day, Year)

Granting the State of New York authority to perform the adjustment for the owner.

Agreeing to maintain facilities adjusted via State-let contract.

Authorizing deposit of funds by the owner.

Certification by the owner or his agent that he has the legal authority to enter into this agreement.

Stakeholder's Name: Erie County Water Authority

Sign Here  
with ink.

\_\_\_\_\_  
(Print/Type Name) Owner or Agent (Signature) Title Date  
has been given authority to approve this agreement by the resolution currently in force.

\_\_\_\_\_  
Sherman Lane Title Date  
For the NYSDOT Commissioner of Transportation

## SPECIAL NOTE

### COORDINATION WITH THE UTILITY SCHEDULE

The State's contractor shall coordinate their schedule of operations with the various stakeholders involved with the project. The contractor shall verify facility information found in the contract documents. The stakeholders' facility adjustments in connection with this project include:

#### Erie County Water Authority

##### Stakeholder's Field Contact:

Leonard F. Kowalski, P.E., Executive Engineer  
 Erie County Water Authority  
 3030 Union Road  
 Cheektowaga, New York 14227  
 D: (716) 685-8220  
 O: (716) 684-1510  
 M: (716) 341-1137  
 F: (716) 684-8397  
[lkowalski@ecwa.org](mailto:lkowalski@ecwa.org)

Erie County Water Authority, the stakeholder, has existing 6", 8", 12", 42", and 48" water lines of various materials crosses the roadway within the highway boundary of NY 263 (Millersport Highway).

Below is a general description of the work to be done and the agreed upon notification times. The details of the work are in the contract documents. Notifications shall specify the work being done, by who, the site(s) or location(s), and the work schedule. The stakeholder shall be made aware of changes to this information. The State's Engineer-In-Charge will provide record plans of the State's contractor's adjustments to the stakeholder's facilities to the stakeholder and service provider.

##### Reimbursable Work to be Done by the State's Contractor on Erie County Water Authority's Facilities:

The work shall be done by the State's contractor with contract items. The stakeholder has the option (at their own expense) to monitor and inspect their facilities and approve any adjustments made to those facilities for the duration the State's contractor is performing work on the facilities specified below.

- **Adjustment of valve box elevations. (During construction by the State's contractor)**

The State's Engineer-In-Charge, in coordination with the State's contractor, will notify the stakeholder in writing **2 weeks before** commencing work on the stakeholder's facilities at each location and for each occurrence of work

**Additional Notes**

1. The Contractor is governed by and must adhere to the provisions of 16 NYCRR Part 753 (Protection of Underground Facilities).
2. The Standard Specifications shall apply to all utility facility adjustments unless otherwise detailed in the contract documents.
3. The State's contractor shall refer to the "User's Guide to Safe Excavation Practices in New York State" found at <https://udigny.org/resources/>
4. The State's contractor shall verify the stakeholder's facility information found in the details in the contract documents and provide any additional information as requested in the contract documents. The State's contractor shall notify the State's Engineer-In-Charge (EIC) of any discrepancies that are found.
5. If there will be incursion into a stakeholder's facilities' tolerance/ influence/ clearance zone and there is not a "Coordination with the Utility Schedule" stating otherwise, notify the stakeholder's field contact at least three (3) business days prior to beginning work near the stakeholder's facilities.
6. Any unintentional contact with a stakeholder's facility must be immediately reported to the State's EIC. The stakeholder must give approval before work can continue.

**END OF COORDINATION WITH THE UTILITY SCHEDULE**

Revised 2024 December 20 – EJSC, AJP