



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

June 2, 2025

To: Terrence D. McCracken, Secretary to the Authority

From: Michael J. Quinn, Director of Distribution

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

Subject: 2025 Capital Budget Transfer
Purchase of Equipment for Line Maintenance
PN 202500114

The Line Maintenance, Administration and Engineering Departments are requesting the establishment and funding of a new 2025 Capital Budget Item:

- Unit 1090 – Transportation and Auto Equipment
- Item 101812 – Plug Hug Fire Hydrant Cleaning Equipment

This budget item is required to purchase a piece of equipment to be used to clean debris and rust from each fire hydrant in preparation for painting including mounting hardware for use with the ECWA's existing skid steer loader or backhoe. The purchase of this equipment was not included in the 2025 Capital Budget.

A total of \$35,000.00 is being requested to be transferred from the following 2025 Capital Budget Item:

- Unit 2510 – Engineering/Construction – Sturgeon Point
- Item 101504 – LM Storage Facility

Funds are available in this contract due to delays in the design and bidding of this project. No work is anticipated in 2025.

MJQ:jmf

Attachments

cc: C.Eaton

J.Tomaka

L.Kowalski

L.Lester

S.D'Amico

**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: 6/2/2025

Chief Operating Officer _____ Date: 6/2/2025

Claims Rep. – Risk Manager _____ Date: _____

Comptroller _____ Date: _____

Director of Administration _____ Date: 05/30/2025

Director of Distribution _____ Date: _____

Director of Human Resources _____ Date: _____

Director of IT _____ Date: _____

Director of Production _____ Date: _____

Director of Water Quality _____ Date: _____

Executive Engineer _____ Date: 6/2/2025

General Counsel (Legal) _____ Date: _____

Other: _____ Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority _____ Date: 6/2/2025

Remarks: _____

Resolution Date: _____ **Item No:** _____

Budget Transfer Authorization

Budget Transfer No: _____

Date: 05/30/2025

Transfer From:

Unit	Dept	Exp/Capital No.	Description	Amount
2510	Eng/Const	101504	LM Storage Facility	35,000.00

Transfer To:

Unit	Dept	Exp/Capital No.	Description	Amount
1090	Transportation & Auto Equip.	101812	Plug Hug Fire Hydrant Cleaning Equipment	35,000.00

The plug hug equipment has been deemed capital and should be funded from a capital number and unit.

This equipment will be used to clean debris and rust from each fire hydrant in preparation for painting.

This purchase requires the piece of equipment and the two mounts needed for use with existing skid steer or backhoe.

Funds are available due to delays in the LM Storage facility. No work is anticipated for 2025.

Required Approvals*:


Unit Head:

 5/30/2025


Dept. Head:

 5/30/2025

Business Office Manager:

 5/30/2025

Executive Engineer:

 5/30/2025

Comptroller:

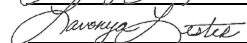
 5/30/2025

Chief Financial Officer:

Chief Operating Officer:

Board Resolution Date:

 06/02/2025

 06/02/2025

* See Back of Form for "Outline of Approvals Required for Budget Transfers", Schedule A and "Approvals Required for Creation of New Budget Items", Schedule B

Schedule "A"

Outline of Approvals Required for Budget Transfers

	Necessary Approvals:							
	<u>Unit</u>	<u>Department</u>	<u>Business</u>	<u>Executive</u>		<u>Chief Financial</u>	<u>Chief Operating</u>	<u>ECWA</u>
<u>If the Budget Transfer is:</u>	<u>Head</u>	<u>Head</u>	<u>Office Manager</u>	<u>Engineer</u>	<u>Comptroller</u>	<u>Officer</u>	<u>Officer</u>	<u>Board</u>
Transfer of up to \$75,000 (\$100,000 in Capital) Within the Same Unit	X	X	X					
Transfer of up to \$75,000 (\$100,000 in Capital) Between Units in Same Dept								
Units in Production Department	X	X	X	X				
Units in Distribution Department	X	X	X	X				
Units In Engineering Department	X	X	X	X				
Water Quality Unit	X	X	X	X				
Transfer of up to \$75,000 (\$100,000 in Capital) Between Units in Same Dept:								
Administrative Departments	X	X	X		X	X		
Transfer of up to \$75,000 (\$100,000 in Capital) Between Depts	X	X	X	X	X	X	X	
Excess of \$75,000 (\$100,000 in Capital)	X	X	X	X	X	X	X	X

Schedule "B"

Approvals Required for Creation of New Budget Items:								
Under \$10,000	X	X	X	X	X	X	X	
\$10,000 and over	X	X	X	X	X	X	X	X