



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

July 7, 2025

To: Terrence D. McCracken, Secretary to the Authority

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

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

Subject: Highway Project – Water Valve Box Elevations
NY Route 240 (Harlem Rd) (S.H. 9381)
Town of West Seneca
PIN 5268.53, D265452
ECWA Project No. 202500139

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 boundary of NY 240 (Harlem Rd.). The NYSDOT will be adjusting valve box and manhole cover elevations.

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 July 3, 2025.

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-661-2502-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: 07/09/2025

Claims Rep. – Risk Manager _____ Date: _____

Comptroller _____ Date: _____

Director of Administration _____ Date: _____

Director of Distribution _____ Date: 7/9/2025

Director of Human Resources _____ Date: _____

Director of IT _____ Date: _____

Director of Production _____ Date: _____

Director of Water Quality _____ Date: _____

Executive Engineer _____ Date: 7/10/2025

General Counsel (Legal) _____ Date: 7/10/2025

Other: _____ Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority _____ Date: 7/14/2025

Remarks: _____

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



**Department of
Transportation**

KATHY HOCHUL
Governor

MARIE THERESE DOMINGUEZ
Commissioner

ERIC MEKA, P.E.
Regional Director

July 3, 2025

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

**RE: HIGHWAY PROJECT – NY ROUTE 240 (HARLEM RD) (S.H. 9381)
TOWN OF WEST SENECA
PIN 5268.53, D265452**

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 water valve box elevations**. The details of the required 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 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 contractor at no expense to the Erie County Water Authority.**

Provide one (1) copy of the resolution by your governing body concerning the work to be done for the subject project and authorizing the appropriate office to approve documents. The copy of the resolution must be certified with a signature and a seal affixed to it. Enclosed is a sample of the Standard 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 August 7, 2025**. 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. The documents can be scanned at 300 dpi and returned by replying to the initial document email using the email address Abdallah.Albayed@dot.ny.gov and cc Utility.Unit.R05@dot.ny.gov. Alternatively, a hard copy may be return by USPS to:

Leonard F. Kowalski, P.E., Executive Engineer
PIN 5268.53, D265452
July 3, 2025
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 Mohammad Haque, Design Job Manager, at (716) 847-7953 or via e-mail at Mohammad.Haque3@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.

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
- Current Resolution - State Does the Work – ILE, Certified

Information sheets for you to keep:

- Project Plans, Copy
- Resolution Sample - State Does the Work - ILE

**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.: 5268.53	F.A. Project No.:
ROW Declaration No.:	Map Nos.:
Parcel Nos.:	County of Erie
Contract No.: D265452	

Project Description: Highway Project – NY ROUTE 240 (Harlem Rd) (S.H. 9381)
Town of West Seneca

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

necessitates the adjustment of utility facilities as hereinafter described, the owner, **Erie County Water Authority**, 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.)

Erie County Water Authority has existing water line within the highway boundaries of NY 240 (Harlem Road.)

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 water 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 \$_____ 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 be reference (check appropriate boxes)

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

☒ Contract documents: Contract Number: D265452

PIN: 5268.53

Plan Sheets No.: Electronic copy of the proposed contract plans

☐ Owner's Plan Sheets _____

☐ Owner's Estimate Sheets Form No. FIN 223c

☒ Resolution dated _____, by _____

☒ 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

Statewide Utility Engineer
Sherman Lane Title Date
For the NYSDOT Commissioner of Transportation

SPECIAL NOTE**COORDINATION WITH THE UTILITY SCHEDULE**

The contractor must coordinate their schedule of operations with the various stakeholders involved with the project and shall verify facility information found in the contract documents. Facility adjustments required by the various stakeholders 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

Erie County Water Authority has existing waterline within the highway boundaries of NY 240 (Harlem Road.)

Reimbursable work to be done by the State's contractor:

The project includes the following work to be done, per details in the contract documents:

1. Adjustment of manhole cover elevations. (During construction by the State's Contractor.)

The work is to be done by the State's contractor and paid by contract items.

The notification must detail the work being done by the State's contractor, the location(s), and the schedule of the work. Erie County Water Authority must be made aware of changes to the details above. Erie County Water Authority has the option to monitor and inspect their existing facilities and the adjustments made to those facilities for the duration the State's contractor is performing work on the facilities specified above.

The State's Engineer-In-Charge, in coordination with the State's contractor, shall notify Erie County Water Authority in writing **2 weeks** before commencing work on Erie County Water Authority's facilities.

The State's Engineer-In-Charge will provide record plans to Erie County Water Authority.

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.
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 zone, 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 Engineer-In-Charge. The stakeholder's field contact must give approval before work can continue.
7. If additional adjustments become necessary beyond those detailed in the contract documents, then additional adjustments and time frames shall be coordinated by the State's EIC. Such timeframes shall not be included within previously established time frames.

END OF COMBINED COORDINATION WITH THE UTILITY SCHEDULE

Revised 2023 November 10 – EJSC, AJP