



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

December 8, 2025

To: Jennifer Hibit, Secretary to the Authority

From: John Catanzaro, Director of Operations

Subject: 2025 O&M Budget Transfer – Unit 2010 Line 15

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The Line Maintenance Department is requesting the transfer of funds to Unit 2010 Line 15 – Payments to Contractors – Repair to cover the remainder of the year for costs related to On-Call Emergency Watermain Repairs.

Due to unforeseen circumstances related to weather and breaks, the amount expended through November is at the amount that had been budgeted. The \$150,000 requested for transfer is an estimate to cover the remaining December 2025 invoice.

The funds are available under Unit 7510 – General Expenses, Line 20.

**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:**

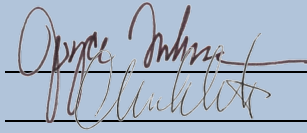
Choose one \_\_\_\_\_

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

**Approvals Required:**

**APPROVED AS TO CONTENT:**

Chief Financial Officer



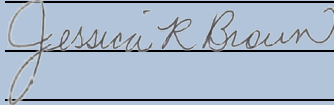
Date: 12/08/2025

Chief Operating Officer



Date: 12/08/2025

Claims Rep. – Risk Manager



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

Comptroller

\_\_\_\_\_

Date: 12/8/2025

Director of Administration

\_\_\_\_\_

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

Director of Distribution

\_\_\_\_\_

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

Director of Human Resources

\_\_\_\_\_

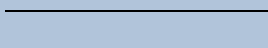
Date: \_\_\_\_\_

Director of IT

\_\_\_\_\_

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

Director of Operations



Date: 12/8/2025

Director of Planning & Water Supply

\_\_\_\_\_

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

Director of Production

\_\_\_\_\_

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

Director of Water Quality



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

Executive Engineer

\_\_\_\_\_

Date: 12/8/2025

General Counsel (Legal)

\_\_\_\_\_

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

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

\_\_\_\_\_

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

**APPROVED FOR BOARD RESOLUTION:**

Secretary to the Authority



Date: 12/9/25

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

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

# ERIE COUNTY WATER AUTHORITY

## Budget Transfer Authorization

Budget Transfer No. : \_\_\_\_\_

Requested by: \_\_\_\_\_

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

### Transfer From:

Unit	Dept.	Item No.		Description	Amount
		O&M	Capital		

### Transfer To:

Unit	Dept.	Item No.		Description	Amount
		O&M	Capital		

### Explanation Regarding the Need for Budget Transfer:

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### Required Approvals\*:

	Signature	Date
Unit Head:	<u>John M. Catanzaro</u>	<u>12/8/2025</u>
Dept. Head:	<u>John M. Catanzaro</u>	<u>12/8/2025</u>
Business Office Manager:	<u>Grace [Signature]</u>	<u>12/08/2025</u>
Executive Engineer:	<u>Leonard J. Konalsh</u>	<u>12/8/2025</u>
Comptroller:	<u>Jessica R. Brown</u>	<u>12/8/2025</u>
Chief Financial Officer:	<u>Grace [Signature]</u>	<u>12/08/2025</u>
Chief Operating Officer:	<u>[Signature]</u>	<u>12/08/2025</u>
Board Resolution:	_____	_____

\*See Next page for Schedule A "Approvals Required for Budget Transfers" and Schedule B "Approvals Required for Creation of New Budget Items".

## Schedule “A”

### Approvals Required for Budget Transfers:

If the Budget Transfer is:	Necessary Approvals							
	Unit Head	Dept. Head	Business Office Manager	Executive Engineer	Comptroller	Chief Financial Officer	Chief Operating Officer	ECWA Board
Up to \$75,000 (O&M) or \$100,000 (Capital) within the same Unit	X	X	X					
Up to \$75,000 (O&M) or \$100,000 (Capital) between Units in same Dept.:								
Administrative Department	X	X	X		X	X		
Distribution Department	X	X	X	X				
Engineering Department	X	X	X	X				
Production Department	X	X	X	X				
Water Quality	X	X	X	X				
Up to \$75,000 (O&M) or \$100,000 (Capital) between Depts.	X	X	X	X	X	X	X	
\$75,000 and above (O&M) or \$100,000 (Capital)	X	X	X	X	X	X	X	X

## Schedule “B”

### Approvals Required for Creation of New Capital Budget Items:

Amount Requested:	Necessary Approvals							
	Unit Head	Dept. Head	Business Office Manager	Executive Engineer	Comptroller	Chief Financial Officer	Chief Operating Officer	ECWA Board
Under \$10,000	X	X	X	X	X	X	X	
\$10,000 and above	X	X	X	X	X	X	X	X