



# COUNTY OF ERIE

**MARK C. POLONCARZ**

COUNTY EXECUTIVE

September 19, 2025

Erie County Legislature  
92 Franklin Street, 4<sup>th</sup> Floor  
Buffalo, New York 14202

**Re: Rehabilitation of Culverts PK-23 and PK-26 in Chestnut Ridge Park Contract for Engineering Design Services CAP-PK-23&PK-26-Design**

Dear Honorable Members:

This resolution requests authorization for the County Executive to execute an agreement with the design firm of DiDonato Associates for engineering design services. These design services are for the rehabilitation of two (2) Large Culverts, PK-23 and PK-26, in Chestnut Ridge Park in the Town of Orchard Park.

Should your Honorable Body require further information, I encourage you to contact Commissioner Troy Schinzel at the Department of Parks, Recreation & Forestry. Thank you for your consideration on this matter.

Sincerely yours,

A handwritten signature in blue ink, reading "Mark C. Poloncarz".

Mark C. Poloncarz, Esq.  
Erie County Executive

MCP/jtd  
Enclosure

cc: Troy Schinzel, Commissioner, Department of Parks, Recreation & Forestry

## **MEMORANDUM**

**To:** Honorable Members of the Erie County Legislature  
**From:** Department of Public Works  
**Re:** Rehabilitation of Culverts PK-23 and PK-26 in Chestnut Ridge Park Contract for Engineering Design Services CAP-PK-23&PK-26-Design  
**Date:** September 19, 2025

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### **SUMMARY**

The Department of Parks, Recreation & Forestry is seeking authorization to enter into an agreement with the design firm of DiDonato Associates in an amount not to exceed \$249,000 for engineering design services. These services are for the rehabilitation of two Large Culverts, PK-23 and PK-26, in Chestnut Ridge Park in the Town of Orchard Park. DiDonato Associates was selected in accordance with County policy using the County selection process.

### **FISCAL IMPLICATIONS**

The total cost of the engineering design phase of this project is \$249,000, including design contingency. The total budget is available in Fund 420, Funds Center 123, Project A.25060 – 2025 Park Culvert Rehabilitation.

### **REASONS FOR RECOMMENDATION**

This project is necessary to advance the design in a timely fashion. DiDonato Associates is recommended as project design engineers because of their expertise, experience, and manpower to provide the County of Erie with the service required.

### **BACKGROUND INFORMATION**

The original construction date for both culverts is unknown. PK-23 carries Commissioners Cabin Road over Big Gulf Creek. It consists of twin 5' diameter corrugated metal pipes. The pipe invert in both spans is deteriorated with some section loss and perforations present. There is also erosion of the channel at the outlet of the pipes. The culvert was rated 4 in the last inspection. The pipes are in need of repair or replacement in order to stay functional and allow traffic to pass over them.

PK-26 carries a Ward Road over a Branch of Eighteen Mile Creek. The existing culvert is a reinforced concrete frame. Reports indicate that the original construction may have been a stone culvert that was later lined with concrete. Both the abutments and the top slab have areas of delaminations, spalling, and exposed reinforcement and steel beams. The stone masonry is also exposed in some areas on the top slab. The culvert was rated 3 in the last inspection. The spalling concrete needs to be repaired or the culvert replaced to prevent loss of roadway embankment material in the future.

### **CONSEQUENCES OF NEGATIVE ACTION**

If this project is not completed, the culverts will continue to deteriorate. Eventually culverts would no longer be able to support the embankment or roadway, and would be fully closed to traffic, both vehicular and pedestrian.

### **STEPS FOLLOWING APPROVAL**

Upon the Erie County Legislature's approval, the County executive will enter into an agreement with DiDonato Associates. Once the agreement is fully executed design work will begin immediately thereafter.

**COMPTROLLER'S OFFICE REVIEW**

The proposed legislation has been reviewed by the Comptroller's Office and is related to an authorized capital project for which there are sufficient appropriations for the action proposed.

 9/3/25

Timothy C. Callan  
Deputy Comptroller  
Comptroller's Office

A.25060 – 2025 Park Culvert Rehabilitation

A RESOLUTION SUBMITTED BY:  
DEPARTMENT OF PUBLIC WORKS

RE: Rehabilitation of Culverts PK-23 and PK-26 in  
Chestnut Ridge Park Contract for Engineering Design  
Services CAP-PK-23&PK-26-Design

WHEREAS, it is desired to rehabilitate two (2) Large Culverts, PK-23 and PL-26, within Chestnut Ridge Park in the Town of Orchard Park (the "Project"), CAP-PK-23&PK-26-Design; and

WHEREAS, the total cost of the Design Engineering phase of this Project is \$249,000, and is available in Fund 420, Funds Center 123, Project A.25060 – 2025 Park Culvert Rehabilitation; and

WHEREAS, after the County's selection process, the firm of DiDonato Associates, has been selected as having the necessary expertise, experience, and manpower to provide the County of Erie with design engineering services for the replacement of the above referenced culverts in Chestnut Ridge Park.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes participation in the project rehabilitating the two (2) Large Culverts, PK-23 and PL-26, within Chestnut Ridge Park in the Town of Orchard Park (the "Project"), CAP-PK-23&PK-26-Design; and be it further

RESOLVED, that authorization is hereby given for the County Executive or Deputy County Executive to execute an agreement between the County of Erie and the selected project design engineers, DiDonato Associates, for engineering design services in an amount not to exceed \$249,000, and execute any necessary Change Orders; and be it further

RESOLVED, that funding for this Project is available in the Department of Parks, Recreation & Forestry's (Fund 410, Fund Center 164) Capital Project A.25060 – 2025 Park Culvert Rehabilitation; and be it further

RESOLVED, that authorization is hereby given for the Division of Budget and Management to make any technical adjustments necessary to effectuate this resolution; and be it further

RESOLVED, that two certified copies of this resolution be sent to the Department of Parks, Recreation & Forestry and one copy each to the County Executive's Office, Comptroller's Office and Division of Budget and Management.

TO: TIMOTHY CALLAN, COMPTROLLER'S OFFICE

PROPOSED RESOLUTIONS REQUIRING RULE 55

CONTRACT APPROVAL CHECKLIST  
CONFIRMATION OF AVAILABILITY OF FUNDS IN CAPITAL PROJECTS


REQUESTING DEPARTMENT

COMPLETE ITEMS 1 THROUGH 5

- |                       |  |
|-----------------------|--|
| 1. CONTRACTOR'S NAME  | <u>DiDonato Associates</u>   |
| 2. AMOUNT OF CONTRACT | <u>\$249,000</u>   |
| 3. PROJECT NUMBER     | <u>A.25060</u>   |
| 4. PROJECT TITLE      | <u>Rehabilitation of Culverts PK-23 and PK-26<br/>in Chestnut Ridge Park</u> |
| 5. DEPARTMENT CONTACT | <u>Funding questions: Katie Spencer<br/>Letter pickup: Katie Spencer</u>     |

COMPTROLLER'S OFFICE

COMPLETE ITEMS 6 AND 7

- |                                    |  |
|------------------------------------|--|
| 6. AVAILABILITY OF FUNDS           | <u>\$ 250,000.00</u>   |
| 7. PERFORMED BY                    | <u></u> |
| Date Sent to Comptroller's Office: | <u>August 20, 2025</u>   |

[55 compt\_10]

OFFICE OF THE COMPTROLLER REVIEW

DATE: 8/27/2025

PROJECT TITLE: A.25060 - 2025 Park Culverts Rehabilitation

1) IS THE REASON FOR THIS CONTRACT CONSISTENT WITH THE PURPOSE  
OF THE PROJECT: YES X NO       

IF NO, RETURN THIS REQUEST TO THE DEPARTMENT

IF YES, COMPLETE THE FOLLOWING VERIFICATION

2) PROJECT AVAILABLE APPROPRIATION

Total Project Revenues	\$ <u>972.18</u>
Total Project Appropriations	\$ <u>250,000.00</u>
Less: Total Expenditure To Date	\$ <u>-</u>
Less: Total Commitments	\$ <u>-</u>
Available Appropriations As Of Date Of Request	\$ <u>250,000.00</u>
Less: Contract Amount	\$ <u>249,000.00</u>
Net Available Appropriations	\$ <u><u>1,000.00</u></u>

Comments: There is currently no cash within the project. This Project is funded as a PAY-  
AS-YOU-GO.

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\_\_\_\_\_

Request Approved: T. H. C. C. A.

Request Denied: \_\_\_\_\_

Date: 9/3/25

PROJECT BUDGET CONSUMPTION

Variation: Characteristics <input checked="" type="checkbox"/> Fund <input checked="" type="checkbox"/> Funds Center <input checked="" type="checkbox"/> Funded Program <input checked="" type="checkbox"/> FISCAL Year				Projects Budget Consumption Report Date: 08/27/2025 Page: 1 / 3			
Variation: Fund <input checked="" type="checkbox"/> 410 Bld. and Improvement				Funds Center : Funded Program A.31060 (2025 Park Culbert Rehabilitation)			
Commitment Item	Original Budget	Adjustments	Current Budget	Commitment	Actuals		
41060 Transfered To 41060	250,000.00-		250,000.00-		972.18-		
* Revenue	250,000.00-		250,000.00-		972.18-		
41060 2025 Park Culbert Rehabilitation	250,000.00		250,000.00		972.18		
* Expense	250,000.00		250,000.00		972.18		
** Commitment Item							

Capital Trial Balance

Reports <input checked="" type="checkbox"/> Capital Trial Balance <input checked="" type="checkbox"/> Debt Trial Balance <input checked="" type="checkbox"/> OMB Trial Balance <input checked="" type="checkbox"/> Project Comparison Debt Trial Balance				Date Filmed: 08/27/2025 Client: 100 Page: 2 of 2			
Variation: Characteristics <input checked="" type="checkbox"/> Fund <input checked="" type="checkbox"/> Funds Center <input checked="" type="checkbox"/> Funded Program <input checked="" type="checkbox"/> FISCAL Year				Funds (s) : 400..595 Fiscal Year: 2025 Project(s) A.31060 2025 Park Culbert Rehabilitation			
Account	Period: 1 to 8	Fiscal Yr.	ITD Debit	ITD Credit	End Bal		
41060 Debt Transfered To 41060			972.18	972.18-			
* Balance Debt			1,944.16	1,944.16-			
* Revenue				972.18-	972.18-		
41060 2025 Park Culbert Rehabilitation				972.18-	972.18-		
* Expenditure			972.18	972.18	972.18		
** Total			2,916.34	2,916.34-			





## PROPOSAL REVIEW COMMITTEE RATINGS-SUMMARY

It is my opinion in recommending DiDonato Associates the Erie County Department of Public Works has complied with all applicable provisions of Section 19.08 of the Erie County Administrative Code. Scoring sheets and other materials related to this matter are available for review at the Department of Public Works Office during regular business hours.

  
Lisa M. Chimera  
Deputy County Executive