



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

November 21, 2025

Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, New York 14202

**RE: Erie County Sewer District Nos. 1, 4, & 5
Construction Inspection Term Contract Agreement
Wm. Schutt and Associates
Work Order: WSA-4**

Dear Honorable Members:

Enclosed please find a memorandum from the Department of Environment and Planning, Division of Sewerage Management, for the issuance of a work order as authorized by the Erie County Legislature, related to 3-year Term Agreements.

Should your Honorable Body require further information, I encourage you to contact Joseph Fiegl, P.E. in the Division of Sewerage Management. Thank you for your consideration on this matter.

Sincerely yours,

Mark C. Poloncarz, Esq.
Erie County Executive

MCP:bp
Enclosure

cc: J. Fiegl – Deputy Commissioner, Division of Sewerage Management

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Environment and Planning
Re: Erie County Sewer District Nos. 1, 4, & 5
Construction Inspection Term Contract Agreement
Wm. Schutt and Associates
Work Order: WSA-4
Date: November 21, 2025

SUMMARY

The Erie County Legislature is requested to receive and file this communication pertaining to the Department of Environment and Planning's issuance of a work order with Wm. Schutt & Associates (WSA) for Erie County Sewer District (ECSD) Nos. 1, 4, & 5 in an amount not to exceed \$50,000.00.

FISCAL IMPLICATIONS

There will be no impact to the County's General Fund. The cost of the engineering inspection work related to this communication will be paid from the Sewer Fund Operating Budget; Sewer Professional Services Accounts (516020) of ECSD Nos. 1, 4, & 5.

REASONS FOR RECOMMENDATION

The Division of Sewerage Management has issued work order WSA-3 to WSA to provide resident engineering services. WSA will provide inspection for construction and subdivision projects in ECSD Nos. 1, 4, & 5.

BACKGROUND INFORMATION

Your Honorable Body passed Legislative Comm. 19E-17 (2022) authorizing a 3-year Term Agreement with WSA for resident engineering / construction inspection services. At the time of the contract award, the Division of Sewerage Management committed to notifying the Honorable Legislature of each work order issued.

The Term Agreement was approved to provide the Division of Sewerage Management with assistance to complete resident engineering throughout the ECSDs. Accordingly, the Department has approved work order WSA-4 in the amount of \$50,000.00 to provide inspection for various construction and subdivision projects in ECSD Nos. 1, 4, & 5.

CONSEQUENCES OF NEGATIVE ACTION

This is a receive and file item.

STEPS TO FOLLOW APPROVAL

This is a receive and file item.

**ERIE COUNTY SEWER DISTRICT Nos. 1, 4, & 5
WORK ORDER NO. WSA-4**

ENGINEER: Wm. Schutt & Associates (WSA)

CONTRACT DATE: December 15, 2022

1. Title of Proposal:

Provide resident engineering services for various construction and subdivision sewer installation projects in ECSD Nos. 1, 4, & 5.

2. Company/Address/Principal In-Charge:

William Schutt, P.E.
WSA
37 Central Avenue
Lancaster, NY 14086

3. Effective Dates of Proposal:

October 20, 2025

4. Brief Description of Work for Which Proposal is Submitted:

The Engineer will provide construction inspection for various construction and subdivision projects in ECSD Nos. 1, 4, & 5.

5. Engineering Cost:

\$50,000.00

6. Source of Funds:

7. ECSD Nos. 1, 4, & 5 Professional Services Account 516020

8. Project No: WSA-4

9. Attachments: None

10. File: 0.3.2. WSA (23-25/26) Insp

DATE: October 20, 2025

Accepted By: _____

Prepared By: Matt A. Salah, P.E.

Authorized By: Joseph Fiegl, P.E., BCEE
Deputy Commissioner