



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

September 3, 2026

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

**Re: Erie County Medical Examiner's Office Renovations – Phase 7 Project –
Contingency Fund Increase**

Dear Honorable Members:

On July 20, 2023, your Honorable Body awarded construction contracts for the Erie County Medical Examiner's Office Renovations – Phase 7 project, including a construction contingency per Comm. 14E-12 (2023). The construction contingency needs to be increased to finalize the project and complete the weather-proof seal around the building. The work is required to protect the integrity of the building envelope.

Should your Honorable Body require further information, I encourage you to contact Commissioner William E. Geary, Jr., at the Department of Public Works. Thank you for your consideration on this matter.

Sincerely yours,

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

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/dg
Enclosure

cc: William E. Geary, Jr., Commissioner, Department of Public Works

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Public Works
Re: Erie County Medical Examiner's Office Renovations – Phase 7
Date: September 3, 2026

SUMMARY

The Department of Public Works is requesting authorization to increase the Construction Contingency by \$14,342.09 for the Erie County Medical Examiner's Office renovations, Phase 7 project, previously approved by your Honorable Body via Comm 14E-12 on July 20, 2023. The project site is located at 462 Grider Street, Buffalo, NY 14215. The contingency increase is necessary for additional perimeter framing work that was determined to be required once the exterior panels were installed.

This project involves the final phase 7 of a long-range master plan which includes Doctor and Administration offices renovations, conference room, new toilet facilities, exterior building rehabilitations and new roof.

FISCAL IMPLICATIONS

Funds for the project are currently available from the approved Capital Budget, Funds Center 122, Fund 410, as follows:

A.20003 – DPW EC Toxicology/Pathology Renovations	\$14,342.09
Total	\$14,342.09

REASONS FOR RECOMMENDATION

This amendment is necessary to properly address the remaining roofing work required to complete the project. Once the exterior panels were installed and the roofing contractor returned to the site, extra material was determined to be required to properly seal the building against weather. After numerous conversations with the Contractor, Architect, and relevant Erie County staff, the required work was confirmed to prevent damage in the future.

BACKGROUND INFORMATION

This fund increase will allow the Project to be completed.

CONSEQUENCES OF NEGATIVE ACTION

If additional construction contingency for the project is not approved, the perimeter of the Medical Examiner's office will remain without a proper weathertight seal. The seal will prevent water from getting through to the material underneath and requiring costly repairs through water infiltration related damage including detrimental expansion from the freeze-thaw cycle and rot.

STEPS FOLLOWING APPROVAL

Upon Legislative approval, the Construction Contingency will be increased.

COMPTROLLER'S OFFICE REVIEW

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

 8/18/26

Timothy C. Callan
Deputy Comptroller
Comptroller's Office

JH/dg

A.20003 DPW EC Toxicology/Pathology Renovations

File Copy (DPW Resolution ECMEO Reno Phase 7 Contingency Fund Increase.doc)

A RESOLUTION SUBMITTED BY:
DEPARTMENT OF PUBLIC WORKS

RE: Erie County Medical Examiner's Office Renovations – Phase 7 – Contingency Fund Increase

WHEREAS, On July 20, 2023 your Honorable Body authorized the Construction Contracts for the Erie County Medical Examiner's Office Renovations – Phase 7 project via Comm 14E-12 (2023); and

WHEREAS, the additional work required around the perimeter of the roof to properly secure the building was determined to be required and confirmed by the Architecture firm Trautman Associates; and

WHEREAS, the additional cost for expanded scope is to address the additional labor and materials required to secure the roof against the elements and prevent premature degradation; and

WHEREAS, the Construction Contingency Fund increase is required to allow work to be completed.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the Department of Public Works to increase the current construction contingency fund by \$14,342.09 with authorization for the County Executive or Deputy County Executive to approve change orders in an amount not to exceed the Contingency fund; and be it further

RESOLVED, that Contract Amendments will be negotiated and issued to the previously approved contractor to complete the additional work; and be it further

RESOLVED, that change order deductions will result in these funds being returned to the Construction Contingency fund; and be it further

RESOLVED, that sufficient funding for all the above is available in Fund 410, Funds Center 122 as follows:

A.20003	DPW EC Toxicology/Pathology Renovations	\$14,342.09
Total		\$14,342.09

and be it further

RESOLVED, that any contingency funds that remain unspent will be returned to the capital budget as applicable; and be it further

RESOLVED, that two certified copies of this resolution be sent to the Department of Public Works, Commissioner's Office, 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

Construction Contingency

2. AMOUNT OF CONTRACT

\$14,342.09

3. PROJECT NUMBER

A.20003 – DPW EC Toxicology/Pathology
Renovations

4. PROJECT TITLE

Erie County Medical Examiner's Office
Renovations – Phase 7

5. DEPARTMENT CONTACT

Funding questions: Tracy Cichocki x8572
Letter pickup: Christy Weber at x8301

COMPTROLLER'S OFFICE

COMPLETE ITEMS 6 AND 7

6. AVAILABILITY OF FUNDS

\$ 14,310.09

7. PERFORMED BY

Timothy Danner

Date Sent to Comptroller's Office:

08/17/2026