



## ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

To: Jerome D. Schad, Chair  
Peggy A. LaGree, Vice Chair  
Michele M. Iannello, Treasurer

From: Jennifer L. Hibit, Secretary to the Authority

Date: June 8, 2026

Subject: Amendment No 1. to the Professional Services Agreement with e3 Communications

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On July 20, 2023, the Authority authorized the execution of a Professional Services Agreement with e3 Communications Inc. to provide communications and public relations services for a three-year term, from August 1, 2023 through July 31, 2026. The Agreement contains an option to extend the term for two additional one-year terms. Attached you will find a letter dated May 28, 2026, from Earl Wells III, President, requesting the Authority exercise the first extension with the same terms and conditions.

In my role as the primary contact with the firm, I can confirm the high standard of work that e3 Communications Inc. has delivered to the Authority. Therefore, I am recommending an amendment to extend the current Agreement for an additional year, maintaining the same terms and conditions.

A resolution to approve the amendment has been included for your consideration at the June 18, 2026 Board Meeting.

Thank you.

JH:alh



May 28, 2026

Ms. Jennifer Hibit  
Secretary  
Erie County Water Authority  
295 Main Street, Rm. 350  
Buffalo, New York 14203

Dear Ms. Hibit:

We are pleased to accept the offer to extend the agreement for an additional one-year term at the same terms and conditions, in accordance with Article 5, Section 5.01 of the Agreement, between the Erie County Water Authority and e3communications for public relations and social media services.

We greatly appreciate the opportunity to continue working with you, the Commissioners and staff.

Should you need additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Earl V. Wells III". The signature is written in a cursive style with a stylized flourish at the end.

Earl V. Wells III  
President

CC: Amy Hassett, Erie County Water Authority

551 Franklin Street  
Buffalo, New York 14202  
716.854.8182 phone  
716.816.0900 fax  
e3communications.com

**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: 06/08/2026

Chief Operating Officer \_\_\_\_\_ Date: 06/08/2026

Claims Rep. – Risk Manager \_\_\_\_\_ Date: \_\_\_\_\_

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

Director of Administration \_\_\_\_\_ Date: \_\_\_\_\_

Director of Distribution \_\_\_\_\_ Date: \_\_\_\_\_

Director of Human Resources \_\_\_\_\_ Date: \_\_\_\_\_

Director of IT \_\_\_\_\_ Date: \_\_\_\_\_

Sr. Director of Operations & Infra \_\_\_\_\_ Date: \_\_\_\_\_

Director of Planning & Water Supply \_\_\_\_\_ Date: \_\_\_\_\_

Director of Production \_\_\_\_\_ Date: \_\_\_\_\_

Director of Water Quality \_\_\_\_\_ Date: \_\_\_\_\_

Executive Engineer \_\_\_\_\_ Date: \_\_\_\_\_

General Counsel (Legal) \_\_\_\_\_ Date: 6/8/2026

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

**APPROVED FOR BOARD RESOLUTION:**

Secretary to the Authority \_\_\_\_\_ Date: 6/8/26

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

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

**AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT**

AMENDMENT, effective June 18, 2026, to the Professional Services Agreement, effective July 20, 2023, by and between:

**ERIE COUNTY WATER AUTHORITY**  
295 Main Street, Room 350  
Buffalo, New York 14203

hereinafter referred to as the “Authority,” and

**E3 COMMUNICATIONS, INC.**  
551 Franklin Street  
Buffalo, New York 14202

hereinafter referred to as “Consultant.”

**WHEREAS**, on July 20, 2023, the Authority awarded the Consultant a professional services agreement to perform public relations services (the “Contract”) for a three-year term, beginning August 1, 2023; and

**WHEREAS**, the Contract provides for services to be provided to the Authority, as described in the Contract, from August 1, 2023 through July 31, 2026; and

**WHEREAS**, in accordance with Article 5, Paragraph 5.01 of the Contract, the parties may agree in writing to extend the term of the Contract for two additional one (1) year terms under the same terms and conditions, or upon terms and conditions acceptable to the Authority; and

**WHEREAS**, the Consultant has requested a one-year extension under the same terms and conditions as the Contract; and

**WHEREAS**, in accordance with Article 3, Paragraph 3.02 of the Contract, any modification or variation from the terms of the Contract must be in writing, authorized by a resolution of the Board of Commissioners of the Authority (the “Board”), and signed by all parties; and

**WHEREAS**, in accordance with Article 3, Paragraph 3.06 of the Contract, the Consultant agrees to provide Certificates of Insurance certifying required coverage.

**NOW, THEREFORE**, in consideration of mutual promises herein set forth, the parties agree to the following:

- (1) All terms and conditions of the agreement shall continue in effect until July 31, 2027; and

(2) Proof of insurance as described in Paragraph 3.06 of the Contract will be provided within thirty (30) days of the execution of this agreement; and

(3) The parties agree all other terms and conditions shall remain unchanged and in effect; and

(4) This Amendment may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement.

**IN WITNESS WHERETO**, the parties hereto have caused this Amendment No. 1 to be signed by their respective duly constituted officers, attested and sealed pursuant to proper authority.

**ERIE COUNTY WATER AUTHORITY**

By \_\_\_\_\_  
Jerome D. Schad, Chair

**E3 COMMUNICATIONS, INC.**

By \_\_\_\_\_  
Earl V. Wells III, President

**STATE OF NEW YORK    )**  
**COUNTY OF ERIE        ) ss:**

On the \_\_\_\_ day of June, in the year 2026, before me personally came Jerome D. Schad, to me known, who, being by me duly sworn, did depose and say that he resides in the Amherst, New York, that he is the Chair of the Board of Commissioners for the Erie County Water Authority described in the above instrument, and he signed his name thereto by the authorization of the Board of Commissioners for the Erie County Water Authority.

\_\_\_\_\_  
Notary Public

**STATE OF NEW YORK    )**  
**COUNTY OF ERIE        ) ss:**

On this \_\_\_\_ day of \_\_\_\_\_, 2026, before me personally came Earl V. Wells III, to me known, who being by me duly sworn, did depose and say that he resides at \_\_\_\_\_; that he is President of E3 Communications, Inc., the corporation described in, and which executed the foregoing instrument; that he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereto by like order.

\_\_\_\_\_  
Notary Public