

ERIE COUNTY WATER AUTHORITY  
AUTHORIZATION FORM  
For Approval/Execution of Documents  
(check which apply)

**Contract:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_  
**Project Description:** 1-inch Domestic Service, 779 Quaker Road, Town of Aurora

**Item Description:**




- |  |  |   |                                       |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement                                     | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment          | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD   | <input type="checkbox"/> NYSDOT Agreement              | <input type="checkbox"/> Contract Documents | <input type="checkbox"/> Addendum     |
| <input type="checkbox"/> Recommendation for Award of Contract          | <input type="checkbox"/> Recommendation to Reject Bids |   |                                       |
| <input type="checkbox"/> Request for Proposals                         |  |   |                                       |
| <input checked="" type="checkbox"/> Other <u>Refund Connection Fee</u> |  |   |                                       |

**Action Requested:**

- |  |  |
|--|--|
| <input type="checkbox"/> Board Authorization to Execute                                  | <input type="checkbox"/> Legal Approval                              |
| <input type="checkbox"/> Board Authorization to Award                                    | <input type="checkbox"/> Execution by the Chairman                   |
| <input type="checkbox"/> Board Authorization to Advertise for Bids                       | <input type="checkbox"/> Execution by the Secretary to the Authority |
| <input type="checkbox"/> Board Authorization to Solicit Request for Proposals            |  |
| <input checked="" type="checkbox"/> Other <u>Board Approval to Refund Connection Fee</u> |  |

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

- |   |  |                         |
|---|--|-------------------------|
| <input checked="" type="checkbox"/> Sr. Distribution Engineer |   | Date: <u>1/8/2021</u>   |
| <input type="checkbox"/> Chief Operating Officer              | _____  | Date: _____             |
| <input checked="" type="checkbox"/> Executive Engineer        |   | Date: <u>01/08/2021</u> |
| <input type="checkbox"/> Director of Administration           | _____  | Date: _____             |
| <input type="checkbox"/> Risk Manager                         | _____  | Date: _____             |
| <input checked="" type="checkbox"/> Chief Financial Officer   |  | Date: <u>01/11/2021</u> |
| <input type="checkbox"/> Legal                                | _____  | Date: _____             |

**APPROVED FOR BOARD RESOLUTION:**

- |  |  |                      |
|--|--|----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: <u>1/12/21</u> |
|--|--|----------------------|

**Remarks:** Property owner decided not to build the house and sell the property. He applied for a 1-inch service.

**Resolution Date:** \_\_\_\_\_

**Item No:** \_\_\_\_\_



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

January 8, 2021

To: Terrence D. McCracken, Secretary to the Authority

From: Michael J. Quinn, Senior Distribution Engineer

A handwritten signature in dark ink, appearing to be "MJQ", is written over the name Michael J. Quinn.

Subject: New Service Connection Refund  
779 Quaker Road  
Town of Aurora

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The following material is attached:

- Blue Authorization Form indicating the requested Board action and approvals needed.
- Copy of New Service Refund Form.

Applicant, Steven Tait, applied and paid for a 1-inch diameter domestic service connection for 779 Quaker Road in the Town of Aurora. Subsequently, he decided not to build the house and instead sell the property. Therefore, a service connection fee refund of \$2,000.00 is requested.

MJQ:jmf

cc: K.Prendergast  
L.Kowalski  
L.Lester  
J.Tomaka  
S.D'Amico  
A.Kirst

ERIE COUNTY WATER AUTHORITY

NEW SERVICE REFUNDS

DATE: 1/04/21

TO: BUSINESS OFFICE MANAGER Steve D'Amico  
ACCOUNTING DEPARTMENT Joyce Tomaka

FROM: CUSTOMER SERVICE Amy E. Kirst

SUBJECT: REFUND CONNECTION FEE 2000.00  
OTHER \_\_\_\_\_

TO: APPLICANT MAILING ADDRESS:

NAME: Steven Tait  
STREET: 1427 Townline Rd.  
TOWN: Elma, NY ZIP: 14059

FOR: SERVICE ADDRESS DATE OF APPLICATION 3/22/19  
BLDG. NUMBER 779 SVC. INST. NO. 680992  
LOT NUMBER \_\_\_\_\_ RECEIPT NO. 873804  
STREET Quaker Rd. WORK ORDER CONN. LIST NO. 2019-11  
TOWN East Aurora, NY SIZE OF CONNECTION 1"  
DATE OF RECEIPT 3/22/19

EXPLANATION:

Applicant paid \$2000.00 for a 1" service but decided not to build the house.

	<u>DATE</u>	<u>REFUND</u>
PREPARED BY: <u>Amy E. Kirst</u>	<u>1/04/21</u>	AMOUNT _____
AUTHORIZED BY: _____	_____	DATE _____
		CHECK NO. _____
		ITEM NO. _____
		ITEM DATE _____
		PREPARED BY _____

CC: Accounting  
Files

P:\SERVICES\Board Meeting Docs (NO PROJECT)\2021-01-21\AUTN 779 Quaker Rd\svcrefund779QuakerRd.doc

1427 Townline Road

Elma, NY 14059

November 13, 2020

Amy Kirst

New Services Department

Erie County Water Authority

3030 Union Road

Cheektowaga, NY 14227

RE: Water Tap Application Fee for 779 Quaker Road; East Aurora, New York 14052

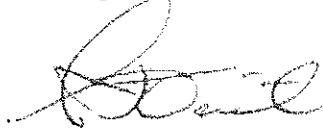
Dear Ms. Kirst:

Thanks so much for taking the time with me on the phone today concerning my water tap application. I would like to request that approval be granted for a refund of my water tap application fee from several years ago.

This past year has been one of many changes and after discussions with my wife about my age and the present economic climate we have changed our mind about building a house. At this stage in my life, we will not be able to build a house and have decided to sell the property instead.

We would be very appreciative if you might consider refunding our water tap application fee for our property at 779 Quaker Road; East Aurora, NY 14052.

Best Regards,

A handwritten signature in black ink, appearing to read "Steve", with a stylized flourish at the end.

Steven P Tait