

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

**Contract:** \_\_\_\_\_ **Project No.:** 201900270  
**Project Description:** 1-inch Domestic Service, 3230 Walden Avenue, Village of Depew

**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: 10/1/2020  |
| <input type="checkbox"/> Chief Operating Officer              | _____   | Date: _____      |
| <input checked="" type="checkbox"/> Executive Engineer        |  | Date: 10/01/2020 |
| <input type="checkbox"/> Director of Administration           | _____   | Date: _____      |
| <input type="checkbox"/> Risk Manager                         | _____   | Date: _____      |
| <input checked="" type="checkbox"/> Chief Financial Officer   |  | Date: 10/01/2020 |
| <input type="checkbox"/> Legal                                | _____   | Date: _____      |

**APPROVED FOR BOARD RESOLUTION:**

- |  |  |                |
|--|--|----------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: 10/13/20 |
|--|--|----------------|

**Remarks:** Applied for a 1-inch domestic service. Found an existing tap to the main.

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

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



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

October 1, 2020

To: Terrence D. McCracken, Secretary to the Authority

From: Michael J. Quinn, Senior Distribution Engineer

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

Subject: New Service Refund  
3230 Walden Avenue  
Village of Depew  
ECWA Project No. 201900270

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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.

The Broadway Group, LLC applied and paid for a 1-inch diameter domestic service connection for 3230 Walden Avenue. The amount paid was \$2,000.00. Subsequently, a pre-existing tap was found, therefore a refund in the amount of the full amount of \$2,000.00 is requested.

MJQ:jmf

cc: K.Prendergast  
L.Kowalski  
L.Lester  
J.Tomaka  
S.D'Amico  
A.Kirst  
DPVL-916-1902

ERIE COUNTY WATER AUTHORITY

NEW SERVICE REFUNDS

DATE: 9/30/20

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: The Broadway Group, LLC  
STREET: P.O. Box 18968  
TOWN: Huntsville, AL ZIP: 35804

FOR: SERVICE ADDRESS DATE OF APPLICATION 11/26/19  
BLDG. NUMBER 3230 SVC. INST. NO. 681232  
LOT NUMBER \_\_\_\_\_ RECEIPT NO. 974734  
STREET Walden Ave. WORK ORDER CONN. LIST NO. 2019-44  
TOWN Depew SIZE OF CONNECTION 1"  
DATE OF RECEIPT 11/26/19

EXPLANATION:

The Broadway Group, LLC paid \$2000.00 for a 1" service. An existing service was found.

	<u>DATE</u>	<u>REFUND</u>
PREPARED BY: <u>Amy E. Kirst</u>	<u>9/30/20</u>	AMOUNT _____
AUTHORIZED BY: _____	_____	DATE _____
		CHECK NO. _____
		ITEM NO. _____
		ITEM DATE _____
		PREPARED BY _____

CC: Accounting  
Files

P:\SERVICES\MASTER\svcrefund3230 WaldenAve.doc