

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

Contract: _____ **Project No.:** _____
Project Description: 1-inch Domestic Service, 5222 Armor Duells Road, Town of Orchard Park

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 Partial 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 Partial Connection Fee</u> | |

Approvals Needed:

APPROVED AS TO CONTENT:

- | | | |
|---|---|-------------------------|
| <input checked="" type="checkbox"/> Sr. Distribution Engineer |  | Date: <u>10/14/2020</u> |
| <input type="checkbox"/> Chief Operating Officer | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Executive Engineer |  | Date: <u>10/14/2020</u> |
| <input type="checkbox"/> Director of Administration | _____ | Date: _____ |
| <input type="checkbox"/> Risk Manager | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Chief Financial Officer |  | Date: <u>10/14/2020</u> |
| <input type="checkbox"/> Legal | _____ | Date: _____ |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|--|-----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: <u>10/15/20</u> |
|--|--|-----------------------|

Remarks: Applied for a 1.5-inch domestic service but switched a 1-inch domestic service.

Resolution Date: _____

Item No: _____



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

October 14, 2020

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 Partial Refund
5222 Armor Duells Road
Town of Orchard Park

The following material is attached:

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

Mark Marino applied and paid for a 1.5-inch diameter domestic service connection for 5222 Aromor Duells Road in the Town of Orchard Park. Cost for the 1.5-inch service was \$2,400. The installed line is 1-inch at a fee of \$2,000, therefore a partial refund of \$400.00 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: 10/16/20

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

FROM: CUSTOMER SERVICE Amy E. Kirst

SUBJECT: REFUND CONNECTION FEE 400.00
OTHER _____

TO: APPLICANT MAILING ADDRESS:

NAME: Mark Marino
STREET: 5222 Armor Duells Rd.
TOWN: Orchard Park, NY ZIP: 14127

FOR: SERVICE ADDRESS DATE OF APPLICATION 9/10/20
BLDG. NUMBER 5222 SVC. INST. NO. 867909593
LOT NUMBER _____ RECEIPT NO. 139744
STREET Armor Duells Rd. WORK ORDER CONN. LIST NO. 2020-23
TOWN Orchard Park SIZE OF CONNECTION 1.5"
DATE OF RECEIPT 9/10/20

EXPLANATION:

Mark Marino paid \$2400.00 for a 1.5" service but installed a 1" line. He is requesting a \$400.00 refund.

	<u>DATE</u>	<u>REFUND</u>
PREPARED BY: <u>Amy E. Kirst</u>	<u>10/16/20</u>	AMOUNT _____
AUTHORIZED BY: _____	_____	DATE _____
		CHECK NO. _____
		ITEM NO. _____
		ITEM DATE _____
		PREPARED BY _____

CC: Accounting
Files