

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

**Contract:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_  
**Project Description:** 1-inch Domestic Service, 74 Church St, Village of Lancaster

**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	<u></u>	Date: <u>6/2/2021</u>
<input type="checkbox"/> Chief Operating Officer	_____	Date: _____
<input checked="" type="checkbox"/> Executive Engineer	<u></u>	Date: <u>06/02/2021</u>
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer	<u></u>	Date: <u>06/02/2021</u>
<input type="checkbox"/> Legal	_____	Date: _____

**APPROVED FOR BOARD RESOLUTION:**

<input checked="" type="checkbox"/> Secretary to the Authority	<u></u>	Date: <u>06/02/2021</u>
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**Remarks:** Fee paid for a 1-inch service, but found a blind tap and used existing service.

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



**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**

June 2, 2021

To: Terrence D. McCracken, Secretary to the Authority

From: Michael J. Quinn, Senior Distribution Engineer

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

Subject: New Service Connection Refund  
74 Church Street  
Village of Lancaster

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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, Buffalo Modular Homes, applied and paid for a 1-inch diameter domestic service connection for 74 Church Street in the Village of Lancaster, however a blind tap was located and existing service used. Therefore, a service connection fee refund of \$2,300.00 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: 5/28/21

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

FROM: CUSTOMER SERVICE Amy E. Kirst

SUBJECT: REFUND CONNECTION FEE 2300.00  
OTHER \_\_\_\_\_

TO: APPLICANT MAILING ADDRESS:

NAME: Buffalo Modular Homes  
STREET: 4185 Transit Rd.  
TOWN: Williamsville, NY ZIP: 14221

FOR: SERVICE ADDRESS DATE OF APPLICATION 2/05/21  
BLDG. NUMBER 74 SVC. INST. NO. 681667  
LOT NUMBER \_\_\_\_\_ RECEIPT NO. 239725  
STREET Church St. WORK ORDER CONN. LIST NO. 2021-02  
TOWN Lancaster, NY SIZE OF CONNECTION 1"  
DATE OF RECEIPT 2/05/21

EXPLANATION:

Applicant paid \$2300.00 for a 1" service but found a blind tap & used existing service.

	<u>DATE</u>	<u>REFUND</u>
PREPARED BY: <u>Amy E. Kirst</u>	<u>5/28/21</u>	AMOUNT _____
AUTHORIZED BY: _____	_____	DATE _____
		CHECK NO. _____
		ITEM NO. _____
		ITEM DATE _____
		PREPARED BY _____

CC: Accounting  
Files