

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

Contract: _____ **Project No.:** _____
Project Description: 1-inch Domestic Service, 1242 Davis Rd, 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>6/2/2021</u>
<input type="checkbox"/> Chief Operating Officer	_____	Date: _____
<input checked="" type="checkbox"/> Executive Engineer		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		Date: <u>06/02/2021</u>
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority		Date: <u>06/02/2021</u>
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Remarks: Fee paid for a 1-inch service, but homeowner decided not to build the house.


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 

Subject: New Service Connection Refund
1242 Davis Road
Town of Aurora

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 1242 Davis Road in the Town of Aurora, however homeowner decided not to build the house. 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 5/13/21

BLDG. NUMBER	<u>1242</u>	SVC. INST. NO.	<u>681798</u>
LOT NUMBER		RECEIPT NO.	<u>239812</u>
STREET	<u>Davis Rd.</u>	WORK ORDER CONN. LIST NO.	<u>2021-08</u>
TOWN	<u>Aurora, NY</u>	SIZE OF CONNECTION	<u>1"</u>
		DATE OF RECEIPT	<u>5/13/21</u>

EXPLANATION:

Applicant paid \$2300.00 for a 1" service but homeowner decided not to build the house..

	<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