

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

Contract: _____	Project No.: _____
Project Description: <u>3/4" Residential Service</u> <u>210 Fellman Place WSTN</u>	

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"/> Department Head	<u>J. Kachala</u>	Date: <u>8-13-19</u>
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input checked="" type="checkbox"/> Executive Engineer	<u>Russell Stoll</u>	Date: <u>8/13/19</u>

APPROVED AS TO FORM:

<input type="checkbox"/> Legal	_____	Date: _____
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APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u>[Signature]</u>	Date: <u>8/15/19</u>
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Remarks: Applied for 3/4" Service. Found existing tap to the main.

Resolution Date: _____ **Item No:** _____

ERIE COUNTY WATER AUTHORITY

NEW SERVICE REFUNDS

DATE: 8/13/19

TO: BUSINESS OFFICE MANAGER Steve D'Amico
ACCOUNTING DEPARTMENT Karen Prendergast

FROM: CUSTOMER SERVICE Amy E. Kirst

SUBJECT: REFUND CONNECTION FEE 2000.00
OTHER _____

TO: APPLICANT MAILING ADDRESS:

NAME: Essex Homes of WNY
STREET: 8940 Main St.
TOWN: Clarence, NY ZIP: 14031

FOR: SERVICE ADDRESS DATE OF APPLICATION 4/30/19
BLDG. NUMBER 210 SVC. INST. NO. 681036
LOT NUMBER _____ RECEIPT NO. 873860
STREET Pellman Place WORK ORDER CONN. LIST NO. 2019-17
TOWN West Seneca SIZE OF CONNECTION 3/4"
DATE OF RECEIPT 4/30/19

EXPLANATION:

Essex Homes of WNY paid \$2000.00 for a 3/4" service. An existing service was found.

	<u>DATE</u>	<u>REFUND</u>
PREPARED BY: <u>Amy E. Kirst</u>	<u>8/13/19</u>	AMOUNT _____
AUTHORIZED BY: _____	_____	DATE _____
		CHECK NO. _____
		ITEM NO. _____
		ITEM DATE _____
		PREPARED BY _____

CC: Accounting
Files



August 12, 2019

Erie County Water Authority
Amy Kirst

Dear Amy,

Essex Homes of WNY is currently building a new home for Thomas and Catherine Dulak, at 210 Pellman Place, West Seneca, NY.

There was an existing structure on the property which was demolished prior to us starting construction. When construction began, we determined we were able to connect the water line for the new home, to the existing tap at the street. That being said, we did not require a new tap, and would like to request that the \$2,000 fee we paid for a new tap is credited back to us accordingly. The refund check can be made payable to "Essex Homes Of WNY, Inc.", and mailed to my attention at 8940 Main Street, Clarence, NY 14031.

If you need any additional information or have any questions, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Vinnie Nanula".

Vinnie Nanula
Manager of Operations

