**ERIE COUNTY WATER AUTHORITY**

**AUTHORIZATION FORM**

For Approval/Execution of Documents

(check which apply)

<table>
<thead>
<tr>
<th>Contract:</th>
<th>Project No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Description:</td>
<td>1.50&quot; Domestic Service</td>
</tr>
<tr>
<td>1290 Broadway ALTN</td>
<td></td>
</tr>
</tbody>
</table>

**Item Description:**

- Agreement
- Professional Service Contract
- Amendment
- Change Order
- BCD
- NYSDOT Agreement
- Contract Documents
- Addendum
- Recommendation for Award of Contract
- Recommendation to Reject Bids
- Request for Proposals
- Other: Refund Connection Fee

**Action Requested:**

- Board Authorization to Execute
- Legal Approval
- Board Authorization to Award
- Execution by the Chairman
- Board Authorization to Advertise for Bids
- Execution by the Secretary to the Authority
- Board Authorization to Solicit Request for Proposals
- Other: Board Approval to Refund Connection Fee

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

- Department Head
- Risk Manager
- Director of Administration
- Executive Engineer

**APPROVED AS TO FORM:**

- Legal

**APPROVED FOR BOARD RESOLUTION:**

- Secretary to the Authority

**Remarks:** Applied for a 1.50" Service but switched to a 12" Combination Service

**Resolution Date:** ____________  
**Item No:** ____________
TO: BUSINESS OFFICE MANAGER
Steve D'Amico
ACCOUNTING DEPARTMENT
Karen Prendergast

FROM: CUSTOMER SERVICE
Amy E. Kirst

SUBJECT: REFUND CONNECTION FEE
OTHER 2400.00

TO: APPLICANT MAILING ADDRESS:

NAME: Lucas James
STREET: 43 Conrad St.
TOWN: Depew, NY
ZIP: 14043

FOR: SERVICE ADDRESS

BLDG. NUMBER 11290
LOT NUMBER
STREET Broadway
TOWN Alden

DATE OF APPLICATION 11/28/18
SVC. INST. NO. 680931
RECEIPT NO. 774412
WORK ORDER Conn. LIST NO. 2018-45
SIZE OF CONNECTION 1.5"

DATE OF RECEIPT 11/28/18

EXPLANATION:
Lucas James paid $2400.00 for a 1.5" service. The plans were changed to a 6" Combination Service.

DATE
REFUND

PREPARED BY: Amy E. Kirst 5/15/19

AUTHORIZED BY: __________________________

AMOUNT

DATE

CHECK NO.

ITEM NO.

ITEM DATE

PREPARED BY

CC: Accounting Files
Amy Kirst,

Regarding property at 11290 Broadway:
We paid $2400 for 1 ½ “ and we are switching to 6” Combo
Requesting Refund for $2400 please?

Thank you and have a great day,

Chris Monroe
Office Manager
LJ Construction