



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

May 30, 2018

To: Terrence McCracken, Secretary to the Authority

From: Steven V. D'Amico, Business Office Manager

Subject: One-Time Reversal of Late Charge > \$500

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The Authority adopted a One-Time Courtesy Delinquent Charge Reversal Policy on May 6, 2004. This is mentioned in the Erie County Water Authority Tariff section 9.10.

An internal approval policy was established at that time requiring the approval of the Board for any One-Time Courtesy Delinquent Charges > \$500.

For each instance where this applies, a memo is put together for the Comptroller, Karen Prendergast, stating the customer name, account#, property address and a brief summary of the billing and the late charge that was incurred.

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



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

May 30, 2018

To: Karen A. Prendergast, Comptroller  
From: Steven V. D'Amico, Business Office Manager  
Subject: Late Charge Reversal Greater Than \$500  
For: Brian Kearns – Acct# 60620002-0

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On May 6<sup>th</sup>, 2004, the Erie County Water Authority adopted a One-Time Courtesy Delinquent Charge Reversal Policy.

Brian Kearns, the owner of the property at 6489 Boston State Rd. in the Town of Hamburg, requested a one-time reversal of a late charge he was charged on May 15, 2018. The account has never received a one-time courtesy late charge reversal.

Balance Due May 2, 2018	\$16,480.41
Late Charge Assessed May 15, 2018	\$1,648.04
Balance Owed as of May 30, 2018	\$18,128.45

The total one-time courtesy late charge reversal request is for **\$1,648.04**.

**This late charge reversal needs Board approval due the amount being in excess of \$500.00.**