



# 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

April 23, 2018

To: Karen A. Prendergast, Comptroller

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

Subject: Late Charge Reversal Greater Than \$500  
For: Eaglecrest Limited Partnership – Acct# 70531951-4

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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.

Debbie Longshaw, a representative from Eaglecrest Limited Partnership for their service at 3665 Big Tree Rd. in the Town of Hamburg, requested a one-time reversal of a late charge they were charged on March 13, 2018. The account has never received a one-time courtesy late charge reversal.

Balance Due March 1, 2018	\$7,572.32
Late Charge Assessed March 13, 2018	\$757.23
Payment Received March 19, 2018	\$7,572.32

The total one-time courtesy late charge reversal request is for \$757.23.

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