



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

October 22, 2018

To: Karen A. Prendergast, Comptroller
From: Steven V. D'Amico, Business Office Manager
Subject: Late Charge Reversal Greater Than \$500
For: Mary Ann Bratek – Acct# 15307500-1

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

Mary Ann Bratek, the owner of the property at 48 Modern Ave. in the City of Lackawanna, requested a one-time reversal of a late charge she was charged on September 18, 2018. The account has never received a one-time courtesy late charge reversal.

Balance Due September 5, 2018	\$5,400.25
Late Charge Assessed September 18, 2018	\$540.03
Balance Owed as of October xx, 2018	\$3,267.32

The total one-time courtesy late charge reversal request is for **\$540.03**.

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