

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

**Contract:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_  
**Project Description:** ONE-TIME REVERSAL OF LATE CHARGE  
GREATER THAN \$500.00

**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 type="checkbox"/> Other _____                          |  |   |                                       |

**Action Requested:**

- |   |  |
|---|--|
| <input checked="" 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 type="checkbox"/> Other _____  |  |

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

- |   |                        |                      |
|---|------------------------|----------------------|
| <input checked="" type="checkbox"/> Department Head | <u>Karen A. Hendry</u> | Date: <u>6/19/19</u> |
| <input type="checkbox"/> Risk Manager               | _____                  | Date: _____          |
| <input type="checkbox"/> Director of Administration | _____                  | Date: _____          |
| <input type="checkbox"/> Executive Engineer         | _____                  | Date: _____          |

**APPROVED AS TO FORM:**

- |                                |       |             |
|--------------------------------|-------|-------------|
| <input type="checkbox"/> Legal | _____ | Date: _____ |
|--------------------------------|-------|-------------|

**APPROVED FOR BOARD RESOLUTION:**

- |  |            |                      |
|--|------------|----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u>TDM</u> | Date: <u>6/18/19</u> |
|--|------------|----------------------|

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Resolution Date:** \_\_\_\_\_ **Item No:** \_\_\_\_\_



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

June 17, 2019

To: Terrence McCracken, Secretary to the Authority

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

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

---

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 Chief Financial Officer, 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

June 17, 2019

To: Karen A. Prendergast, Chief Financial Officer

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

Subject: Late Charge Reversal Greater Than \$500  
For: Cheektowaga Concrete LLC – Acct# 60509947-6

---

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

Cheektowaga Concrete LLC, the owner of the property at 5710 Camp Rd. in the Town of Hamburg, requested a one-time reversal of a late charge they were charged on August 30, 2012. The account has never received a one-time courtesy late charge reversal.

Balance Due July 31, 2012	\$5,562.40
Late Charge Assessed August 30, 2012	\$556.24
Balance Owed as of August 30, 2012	\$6,118.64

The total one-time courtesy late charge reversal request is for **\$556.24**.

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