



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM
10/15/2021

To: Karen Prendergast, Chief Financial Officer

From: Steven D'Amico, Business Office Manager

Subject: Late Charge Reversal Greater Than \$500
For: Lancaster Rural Cemetery – Acct# 60595996-3

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

Lancaster Rural Cemetery requested a one-time reversal of a late charge they were charged on September 21, 2021. This account has never received a one-time courtesy late charge reversal.

Balance Due September 8, 2021	\$7,661.13
Late Charge Assessed September 21, 2021	\$756.11
Balance Owed as of September 21, 2021	\$8,317.24

The total one-time courtesy late charge reversal request is for **\$756.11**.

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

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
1 Request – A/C #60595996-3 for a total of \$756.11

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 checked="" type="checkbox"/> Other <u>Late Charge Reversal</u> | | | |

Action Requested:

- | | |
|---|--|
| <input 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 checked="" type="checkbox"/> Other <u>Board Approval</u> | |

Approvals Needed:

APPROVED AS TO CONTENT:

- | | | |
|---|---------------------------|-------------------------|
| <input type="checkbox"/> Comptroller | _____ | Date: _____ |
| <input type="checkbox"/> Chief Operating Officer | _____ | Date: _____ |
| <input type="checkbox"/> Executive Engineer | _____ | Date: _____ |
| <input type="checkbox"/> Director of Administration | _____ | Date: _____ |
| <input type="checkbox"/> Risk Manager | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Chief Financial Officer | <u>Karen A. Bendugast</u> | Date: <u>10/18/2021</u> |
| <input type="checkbox"/> Legal | _____ | Date: _____ |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|------------|-----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u>TCE</u> | Date: <u>10/19/21</u> |
|--|------------|-----------------------|

Remarks: _____

Resolution Date: _____ **Item No:** _____