ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

Deadline Date

To: Joyce Tomaka, Chief Financial Officer

From: Erica Jankiewicz

Subject: Late Charge Reversal Greater Than $1,000.00

For: Erie Co Bldg & Grounds Acct# 70511760-5

Section 9.11 of the Tariff that was adopted on January 1, 2022, allows for a courtesy delinquent charge reversal providing that the customer has a good payment history, requests the reversal, and is not merely refusing to pay the delinquent charge.

Erie Co Bldg & Grounds requested a reversal of a late charge they were assessed on 9/8/26. This account has not received a courtesy late charge reversal in the past twelve (12) months and meets all other requirements under Section 9.11

Balance Due	$25,984.21
Late Charge Assessed	$2,888.71
Balance Owed After Late Charge Reversal	$23,095.50

The total one-time courtesy late charge reversal request is for **$2,888.71 .**

ERIE COUNTY WATER AUTHORITY AUTHORIZATION FORM
For Approval/Execution of Board Meeting Documents

Requestor/Project Mgr.: Joyce Tomaka **Project No.:**

Document Name/Description:

Item Description: **Choose one:** Courtesy Reversal of Delinquent Charges

Other:

Action Requested: **Choose one:** Board Approval

Other:

☐ ***If Applicable*, the MPO Amendment Form has been submitted to Central Purchasing.**

APPROVED AS TO CONTENT:

✓**Required Approvals:**

☑	Chief Financial Officer	Joyce Tomaka	Date:	11/9/2026
☐	Chief Operating Officer		Date:	
☐	Claims Rep. – Risk Manager		Date:	
☑	Comptroller	Mary K. Hosler	Date:	11/10/2026
☐	Director of Administration		Date:	
☐	Director of Distribution		Date:	
☐	Director of Human Resources		Date:	
☐	Director of Cybersecurity & IT		Date:	
☐	Director of Planning & WS		Date:	
☐	Director of Production		Date:	
☐	Director of Water Quality		Date:	
☐	Executive Engineer		Date:	
☐	General Counsel (Legal)		Date:	
☐	Sr. Director of Operations & Infra.		Date:	
☐	Other:		Date:	

APPROVED FOR BOARD RESOLUTION

Secretary to the Authority Date: 11/10/2026

Remarks:

Resolution Date: Item No: