



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

February 16, 2022

To: Terrence D. McCracken, Secretary to the Authority

From: Joyce A. Tomaka, Comptroller

Subject: Late Charge Reversal Greater than \$500

The City of Tonawanda Department of Public Works has requested a late charge reversal. It has been the policy of the Authority to refer late charge reversals greater than \$500 to the Board for approval.

Section 9.11 of the Tariff allows a courtesy delinquent charge reversal annually if the customer has a good payment history and requests the reversal. The account in question qualifies under the terms of the Tariff.

Amount billed November 30, 2021	\$ 6,873.02
Late charge assessed December 28, 2021	\$ 687.30

A resolution recommending approval of the reversal has been included for your consideration at the February 23, 2022 meeting.

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 #60601897-2 for a total of \$687.30

Item Description:

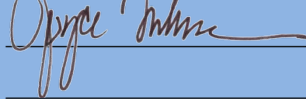

- | | | | |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD | <input type="checkbox"/> NYSDOT 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 checked="" type="checkbox"/> Comptroller	<u></u>	Date: <u>02/14/2022</u>
<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></u>	Date: <u>02/15/2022</u>
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u></u>	Date: <u>2/15/22</u>
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Remarks: _____

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