

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 type="checkbox"/> Other (if Applicable) | _____ | 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>Kenneth A. Prodeger</u> | Date: <u>2/3/20</u> |
| <input type="checkbox"/> Legal | _____ | Date: _____ |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|--------------------|---------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u>[Signature]</u> | Date: <u>2/3/20</u> |
|--|--------------------|---------------------|

Remarks: _____

Resolution Date: _____

Item No: _____



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

January 29, 2020

To: Karen A. Prendergast, Chief Financial Officer

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

Subject: Late Charge Reversal Greater Than \$500
For: BGHMC LLC – Brook Gardens – Acct# 60514996-6

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

BGMHC LLC, the owner of the property at 3607 Big Tree Rd. in the Town of Hamburg, requested a one-time reversal of a late charge they were charged on January 7, 2020. The account has never received a one-time courtesy late charge reversal.

| | |
|--------------------------------------|------------|
| Balance Due January 7, 2020 | \$7,158.25 |
| Late Charge Assessed January 7, 2020 | \$715.83 |
| Balance Owed as of January 7, 2020 | \$7,874.08 |

The total one-time courtesy late charge reversal request is for \$715.83.

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