



**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**

July 13, 2021

To: Joyce Tomaka, Comptroller  
From: Steven V. D'Amico, Business Office Manager  
Subject: Late Charge Reversal Greater Than \$500  
For: Central Transport – Acct# 60539954-7

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

Central Transport requested a one-time reversal of a late charge they were charged on June 8, 2021. This account has never received a one-time courtesy late charge reversal.

Balance Due May 28, 2021	\$18,188.04
Late Charge Assessed June 8, 2021	\$ 1,818.80
Balance Owed as of June 8, 2021	\$20,006.84

The total one-time courtesy late charge reversal request is for **\$1,818.80**.

**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)

<b>Contract:</b> _____	<b>Project No.:</b> _____
<b>Project Description:</b> <u>One-Time Reversal of Late Charge Greater than \$500</u> <u>1 Request – A/C #60539954-7 for a total of \$1,818,80</u>	

**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>07/14/2021</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>07/14/2021</u>
<input type="checkbox"/> Legal	_____	Date: _____

**APPROVED FOR BOARD RESOLUTION:**

<input checked="" type="checkbox"/> Secretary to the Authority	<u></u>	Date: <u>07/14/21</u>
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**Remarks:** \_\_\_\_\_  
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<b>Resolution Date:</b> _____	<b>Item No:</b> _____
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