

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

Contract: _____	Project No.: _____
Project Description: <u>ONE TIME REVERSAL OF LATE</u> <u>CHARGE GREATER THAN \$500.00</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 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 checked="" type="checkbox"/> Department Head	<u>Karen A. Brady</u>	Date: <u>8/26/19</u>
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Executive Engineer	_____	Date: _____

APPROVED AS TO FORM:

<input type="checkbox"/> Legal	_____	Date: _____
--------------------------------	-------	-------------

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u>[Signature]</u>	Date: <u>8/26/19</u>
--	--------------------	----------------------

Remarks: _____

Resolution Date: _____	Item No: _____
-------------------------------	-----------------------



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

June 17, 2019

To: Karen A. Prendergast, Chief Financial Officer

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

Subject: Late Charge Reversal Greater Than \$500
For: Buffalo Tungsten Inc. – Acct# 70502900-2

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

Buffalo Tungsten Inc., the owner of the property on Transit Rd. in the Village of Depew, requested a one-time reversal of a late charge they were charged on August 6, 2019. The account has never received a one-time courtesy late charge reversal.

Balance Due July 24, 2019	\$10,676.00
Late Charge Assessed August 6, 2019	\$1,067.60
Balance Owed as of August 6, 2019	\$11743.60

The total one-time courtesy late charge reversal request is for **\$1,067.60**.

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

Steven V. Damico

From: Showalter <office@buffalotungsten.com>
Sent: Thursday, August 15, 2019 10:53 AM
To: Steven V. Damico
Subject: Pardon of Late Fee

Dear Steve,

I am writing in response to the late fee on Buffalo Tungsten Inc's Erie County Water Authority bill. Our account number is 70502900-2. We were late paying the July invoice. I went on vacation in the early part of July. I thought I had submitted all the bills that would need to be paid in my absence. When I returned in the beginning of August, I noticed that the water bill did not get paid. We quickly got it into the mail. We are very careful to pay the water bill on time and have had no problems in the past. For this reason we are asking if you would wave the late fee on the August invoice. We apologize for the late payment and thank you for the consideration of waving the late fee.

Sincerely,

Kristin Showalter
Office Manager
Buffalo Tungsten, Inc
716-683-9170