



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM
May 2, 2022

To: Joyce Tomaka, Comptroller

From: Steven D'Amico, Business Office Manager

Subject: Late Charge Reversal Greater Than \$5,000.00
For: Town of Amherst – Acct# 72001720-8

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.

The Town of Amherst requested a late charge reversal for the amount they were assessed on April 12, 2022. This account has not received a courtesy late charge reversal in the past 12 months and meets all other requirements under Section 9.11.

Balance Due March 25, 2022	\$65,287.80
Late Charge Assessed April 12, 2022	\$6,528.78
Balance Owed as of April 18, 2022	\$6,528.78

The total one-time courtesy late charge reversal request is for **\$6,528.78**.

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

Contract: _____ **Project No.:** _____
Project Description: Reversal of Late Charge Greater than \$,5000.00
1 Request – A/C #72001720-8 for a total of \$6,528.78

Item Description:

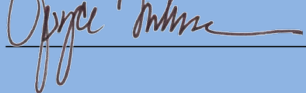

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|-----------------------------------------------------------------------|--------------------------------------------------------|---------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Agreement | <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>05/02/2022</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>05/04/2022</u>
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u></u>	Date: <u>5/8/22</u>
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Remarks: _____

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