

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

**Item Description:**

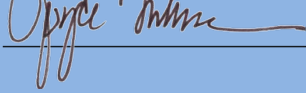

- |   |  |   |                                       |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement                            | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment          | <input type="checkbox"/> 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"/> Comptroller             |  | Date: <u>09/15/2020</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 |  | Date: <u>09/14/2020</u> |
| <input type="checkbox"/> Legal                              | _____   | Date: _____             |

**APPROVED FOR BOARD RESOLUTION:**

- |  |  |                         |
|--|--|-------------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: <u>09/16/2020</u> |
|--|--|-------------------------|

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_

**Resolution Date:** \_\_\_\_\_ **Item No:** \_\_\_\_\_



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

September 14, 2020

To: Karen A. Prendergast, Chief Financial Officer

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

Subject: Late Charge Reversal Greater Than \$500  
For: Orchard Park Country Club – Acct# 70545660-3

---

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

The Orchard Park Country Club requested a one-time reversal of a late charge they were charged on August 24, 2020. This account has never received a one-time courtesy late charge reversal.

Balance Due August 11, 2020	\$6,521.36
Late Charge Assessed August 24, 2020	\$652.14
Balance Owed as of August 24, 2020	\$7,173.50

The total one-time courtesy late charge reversal request is for **\$652.14**.

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