**Item Description:**

- Agreement
- Professional Service Contract
- Amendment
- Change Order
- BCD
- NYSDOT Agreement
- Contract Documents
- Addendum
- Recommendation for Award of Contract
- Recommendation to Reject Bids
- Request for Proposals
- Other

**Action Requested:**

- Board Authorization to Execute
- Legal Approval
- Board Authorization to Award
- Execution by the Chairman
- Board Authorization to Advertise for Bids
- Execution by the Secretary to the Authority
- Board Authorization to Solicit Request for Proposals
- Other

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

- Other (if Applicable)  
- Chief Operating Officer  
- Executive Engineer  
- Director of Administration  
- Risk Manager  
- Chief Financial Officer  
- Legal

**APPROVED FOR BOARD RESOLUTION:**

- Secretary to the Authority

**Remarks:**

**Resolution Date:**  
**Item No:**
To: Karen A. Prendergast, Chief Financial Officer  
From: Steven V. D'Amico, Business Office Manager  
Subject: Late Charge Reversal Greater Than $500  
For: Town of Cheektowaga – Acct# 72000680-1

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

The Town of Cheektowaga requested a one-time reversal of a late charge they were charged on March 21, 2019. This account is for the annual billing of their public fire hydrants and has never received a one-time courtesy late charge reversal.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Due March 21, 2019</td>
<td>$317,848.50</td>
</tr>
<tr>
<td>Late Charge Assessed March 21, 2019</td>
<td>$31,784.85</td>
</tr>
<tr>
<td>Balance Owed as of March 21, 2019</td>
<td>$349,633.35</td>
</tr>
</tbody>
</table>

The total one-time courtesy late charge reversal request is for $31,784.85.

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

As follow-up to last Friday's telephone conversation, I am formally requesting to have the $31,784.85 late fee on ECWA Account No. 72000680-1 invoice dated 1/01/20 (see attached) reversed or waived.

Last year’s invoice was reviewed and processed by our Assistant Town Engineer Pete Johnston, who recently passed after a nearly two year battle with cancer. Unfortunately, he was working only 8-12 hours a week at the time due to his condition. I believe that he spent some time, with assistance from ECWA and information from Town files to attempt to determine an accurate hydrant count for each of the Fire Districts included in the inventory of 1,394 hydrants. This step is necessary for us to charge each of the Fire Districts for their correct share of the $317,848.50 hydrant fee. These two factors resulted in the invoice being paid after the 03/10/19 due date and the late charge of $31,784.85 being assessed on 3/20/19.

I am not aware of any issues with late payments in the past. Also, our department has a good working relationship with the ECWA Engineering Department and Construction Inspectors. The Town has worked with them to coordinate several past water line rehabilitation projects with our road reconstruction and pavement projects utilizing our public works contractor. These efforts have resulted in significant savings for the ECWA on these projects.

Thank you for your time and consideration.

Please contact me at pbowen@tocny.org or (716) 897-7288 if you have any questions or require additional information.

Thanks,

Patrick T. Bowen, P.E.
Town of Cheektowaga
Engineering Department
P: 716.897.7288
F: 716.418.7689
pbowen@tocny.org