

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</u> <u>GREATER THAN \$500.00</u>	

<b>Item Description:</b>	
<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement
<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>

<b>Action Requested:</b>	
<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	

<b>Approvals Needed:</b>	
<b>APPROVED AS TO CONTENT:</b>	
<input type="checkbox"/> Other (if Applicable)	Date: _____
<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>Karen A. Hendry</u>	Date: <u>3/4/20</u>
<input type="checkbox"/> Legal	Date: _____
<b>APPROVED FOR BOARD RESOLUTION:</b>	
<input checked="" type="checkbox"/> Secretary to the Authority <u>[Signature]</u>	Date: <u>3/4/20</u>

<b>Remarks:</b> _____
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<b>Resolution Date:</b> _____	<b>Item No:</b> _____
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## ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

March 2, 2020

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

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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.

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.

Balance Due March 21, 2019	\$317,848.50
Late Charge Assessed March 21, 2019	\$31,784.85
Balance Owed as of March 21, 2019	\$349,633.35

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.**

## Steven V. Damico

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**From:** Pat Bowen <PBowen@tocny.org>  
**Sent:** Tuesday, February 25, 2020 11:38 AM  
**To:** Steven V. Damico  
**Cc:** Michael Carlin; Brian Krause  
**Subject:** Erie County Water Authority; - Town of Cheektowaga Hydrant Acct # 72000680-1  
**Attachments:** ECWA Acct No 72000680-1 2020 Hydrant Invoice.pdf  
  
**Importance:** High

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](mailto: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](mailto:pbowen@tocny.org)