

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 \$500.00

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. Pruden</u>	Date: <u>7/5/19</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>7/8/19</u>
--	--------------------	---------------------

Remarks: _____

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



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

June 24, 2019

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 Clarence – Acct# 60537559-7

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

Town of Clarence, the owner of the property at 10405 Main St. in the Town of Clarence, requested a one-time reversal of a late charge they were charged on March 12, 2019. The account has never received a one-time courtesy late charge reversal.

Balance Due March 11, 2019	\$5,811.89
Late Charge Assessed March 12, 2019	\$581.19
Balance Owed as of March 12, 2019	\$6,393.08

The total one-time courtesy late charge reversal request is for **\$581.19**.

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