



**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**  
Deadline Date

To: Jessica Brown, Comptroller

From: Erica Jankiewicz

Subject: Late Charge Reversal Greater Than \$1,000.00  
For: Rosina Food Products Inc.; Acct# 70501882-1

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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.

Rosina Food Products Inc. requested a reversal of a late charge they were assessed on April 12, 2024. This account has not received a courtesy late charge reversal in the past twelve (12) months and meets all other requirements under Section 9.11

|   |             |
|---|-------------|
| Balance Due                             | \$21,148.27 |
| Late Charge Assessed                    | \$2,180.24  |
| Balance Owed After Late Charge Reversal | \$18,968.03 |

The total one-time courtesy late charge reversal request is for **\$2,180.24.**

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 \$1,000.00  
One Request - Account #70501882-1 for \$2,180.24

**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 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>Jessica R Brown</u> | Date: <u>8/2/24</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>Oppe Indre</u>      | Date: <u>08/02/2024</u> |
| <input type="checkbox"/> Legal                              | _____                  | Date: _____             |

**APPROVED FOR BOARD RESOLUTION:**

- |  |            |                       |
|--|------------|-----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u>TCD</u> | Date: <u>8/5/2024</u> |
|--|------------|-----------------------|

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

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