



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM
January 14, 2025

To: Jessica Brown, Comptroller
From: Erica Jankiewicz, Assistant Business Office Manager
Subject: Late Charge Reversal Greater Than \$1,000.00
City of Lackawanna
Acct# 72000030-4

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.

City of Lackawanna requested a reversal of a late charge they were assessed on October 11, 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	\$11,209.65
Late Charge Assessed	11,209.65
Balance Owed After Late Charge Reversal	\$0

The total one-time courtesy late charge reversal request is for **\$11,209.65**.

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

Contract: _____	Project No.: _____
Project Description: <u>Reversal of Late Charge Greater than \$1,000.00</u> <u>One Request - Account #72000030-4 for \$11,209.65</u>	

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><i>Jessica R Brown</i></u>	Date: <u>1/20/2025</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><i>George John</i></u>	Date: <u>01/20/2025</u>
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u><i>TED</i></u>	Date: <u>01/20/2025</u>
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Remarks: _____

Resolution Date: _____	Item No: _____
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