



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM
December 9, 2024

To: Jessica Brown, Comptroller

From: Erica Jankiewicz, Assistant Business Office Manager

Subject: Late Charge Reversal Greater Than \$1,000.00
For: Erie Community College Acct# 70524120-4

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.

Erie Community College requested a reversal of a late charge they were assessed on December 5, 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	\$14,806.33
Late Charge Assessed	\$1,480.63
Balance Owed After Late Charge Reversal	\$13,325.70

The total one-time courtesy late charge reversal request is for **\$1,480.63**.

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 #70524120-4 for \$1,480.63

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>12/12/24</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 John</u> | Date: <u>12/12/2024</u> |
| <input type="checkbox"/> Legal | _____ | Date: _____ |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|------------|-------------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u>TED</u> | Date: <u>12/12/2024</u> |
|--|------------|-------------------------|

Remarks: _____

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