



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM
May 24, 2024

To: Jessica Brown, Comptroller

From: Erica Jankiewicz, Assistant Business Office Manager

Subject: Late Charge Reversal Greater Than \$1,000.00
For: BGMHC LLC- Brook Gardens; Acct #60514996-6

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.

BGMHC LLC- Brook Gardens requested a reversal of a late charge that they were assessed on April 8, 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 May 7, 2024	\$33,656.41
Late Charge Assessed April 9, 2024	1,621.12
Balance Owed After Late Charge Reversal	\$32,035.29

The total one-time courtesy late charge reversal request is for **\$1,621.12.**

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 #60514496-6 for a total of \$1,621.12

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>5/23/24</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 Imhse</u>	Date: <u>05/23/2024</u>
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u>TG</u>	Date: <u>5/24/2024</u>
--	-----------	------------------------

Remarks: _____

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