



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

August 6, 2018

To: Terrence McCracken, Secretary to the Authority

From: Steven V. D'Amico, Business Office Manager

Subject: One-Time Reversal of Late Charge > \$500

The Authority adopted a One-Time Courtesy Delinquent Charge Reversal Policy on May 6, 2004. This is mentioned in the Erie County Water Authority Tariff section 9.10.

An internal approval policy was established at that time requiring the approval of the Board for any One-Time Courtesy Delinquent Charges > \$500.

For each instance where this applies, a memo is put together for the Comptroller, Karen Prendergast, stating the customer name, account#, property address and a brief summary of the billing and the late charge that was incurred.

If you have any questions or require additional information please let me know.



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

August 6, 2018

To: Karen A. Prendergast, Comptroller
From: Steven V. D'Amico, Business Office Manager
Subject: Late Charge Reversal Greater Than \$500
For: Frank Kruszka – Acct# 16447300-8

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

Frank Kruszka, the owner of the property at 4945 Clark St. in the Town of Hamburg, requested a one-time reversal of a late charge he was charged on June 12, 2018. The account has never received a one-time courtesy late charge reversal.

Balance Due June 1, 2018	\$6,898.42
Late Charge Assessed June 12, 2018	\$689.84
Balance Owed as of August 6, 2018	\$5,716.30

The total one-time courtesy late charge reversal request is for **\$689.84**.

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