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DATE: JANUARY 23, 2016
TO: BREWSTER HEIGHTS WATER & SEWER DISTRICT RESIDENTS
FROM: LEVON BEDROSIAN, SPECIAL DISTRICTS ADMINISTRATOR
RE: INFORMATION AND WATER & SEWER RATES FOR 2016

This correspondence will provide you with the billing structure and rates for water and sewer districts during the 2016 calendar year. Please retain this information for your records.

For tax preparation purposes, your portion of the interest paid during 2015 on the debt for the water was \$88.64 and \$18.63 for the sewer district. Please consult with your tax advisor as to the deductibility of these costs.

BREWSTER HEIGHTS WATER DISTRICT

For calendar year 2015, actual revenues were not sufficient to meet expenditures for the district. The district applied \$220,620 in principal against \$1,064,273 of debt the district maintains from capital improvements.

For 2016, water rates will be reduced. It may be reduced again after July once the 2015 accounting year is completed.

The operations budget for the water system is \$288,802 in 2016. Debt service adds an additional \$83,165. The operation budget is represented in the following components:

Administration - \$71,030 covers annual charges for administrative efforts in the operation and billing. Includes insurances, legal, accounting, computer, mailings and engineer consulting.

Source of Power, Supply and Pumping - \$183,773 covers daily contractual coverage by plant operator, fuel, electricity, cost of water purchased, general system maintenance, testing and funds designated for repair of raw water pumps and equipment.

Purification – includes the cost of chemicals and repair of equipment used in the water treatment process.

Transmission and Distribution - \$34,000 includes the cost of maintenance and repair of pumps, equipment and water mains (piping).

<u>Quarterly Rate</u> (with prior year comparison)	<u>2014</u>	<u>2015</u>	<u>2016</u>
• Flat Rate per Quarter	\$302.50	\$310.00	\$270.00
• Allowance per Quarter	17,500	17,500	17,500
• Cost per Gallon, above allowance	.010	.010	.010

Each quarter, all accounts will be billed for the flat rate which includes usage up to 17,500 gallons. The flat rate encompasses Debt Services and Operation & Maintenance costs.

Prior to the January, April, July and October billings, water meters will be read to determine water use for each account. Bills will be prepared and reflect the amount of water used during the previous period. **Your cost will be directly affected by your water consumption.**

Hydrant Flushing

Hydrant flushing is scheduled for April 13th – April 14th, July 13th – July 14th and October 13th - 14th. During periods when hydrants are flushed you may experience the following:

- Low water pressure or no water.
- Discolored or dirty water. Avoid doing laundry or dishwashing on flushing day.

You should:

- Turn off your icemaker in your refrigerator if you have until after you flush as instructed below.
- After pressure returns, run water until clear. Clean filter screen at faucets.

BREWSTER HEIGHTS SEWER DISTRICT:

Sewer charges are billed quarterly; the quarterly flat rate will be \$183.00 for all Brewster Heights Residential Homes for the 6th year in a row.

For calendar year 2015, actual revenues were sufficient to cover expenditures for the district. The district applied \$68,434 in principal against the \$238,714 of debt the district maintains from capital improvements.

For 2016, sewer rates are reduced after remaining the same the past six years in a row.

The operations budget for the sewer system is \$420,200 in 2016. Debt services adds an additional \$16,613. The operating budget is represented in the following components:

- Administration: \$113,700 - covers annual charges for administrative efforts in the operation and billing, including accounting, legal, insurances, computer, mailings and engineer consulting.
- Sewage Collecting: \$2,100 - includes the cost of maintenance and repair of the sewage collection system.

- Treatment and Disposal: \$304,400 - covers daily contractual coverage by plant operator, maintenance contracts, emergency repairs, fuel, electricity, testing, chemicals, sludge removal and funds designated for repair or pumps and equipment.

<u>2016 Rate (with prior year comparison)</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
• Flat Rate per Quarter	\$183.00	\$183.00	\$173.00

PAYMENT POLICY

1. Payments are received within 30 days of the billing date without penalty: due date is printed on the invoice.
2. Accounts are charged a 5% late fee on current charges for late or non-payments.
3. Returned Check fee will be applied.
4. For accounts having past due balance as of September 30th, the balance will be sent to Putnam County for levy on the subsequent years property tax.

Resident Safety / Security

Your Safety is our concern. Please know that the operators who take water meter readings do not usually ask to enter your home. Meters are read remotely from the outside of your home. The employee must have identification with them identifying them as a Town Employee or Representative of JCO, Inc., the Contractor. If anyone asks you to go into your home to read a meter or make repairs, you have the right to refuse them until you have confirmed their identity with a call to the Special Districts office at 845-279-8206 or the JCO, Inc. office at 845-888-5755.

Please contact the Special Districts office at 845-279-8206 or e-mail specialdistricts@southeast-ny.gov if you have any questions about this letter or throughout the year.

For Sewer or Water **emergency service**, contact JCO, Inc. (contracted operator) at **845-888-5755**.

Visit the Town's Website for information throughout the year at **southeast-ny.gov**