NEW YORK STATE OF OPPORTUNITY. Department of Public Service

Three Empire State Plaza, Albany, NY 12223-1350
www.dps.ny.gov

Public Service Commission
Rory M. Christian
Chair and
Chief Executive Officer

Diane X. Burman
James S. Alesi
Tracey A. Edwards
John B. Howard
David J. Valesky
John B. Maggiore
Commissioners

February 1, 2023

NOTICE TO FILE ANNUAL REPORT

Small Water Utilities subject to the Public Service Commission's abbreviated annual reporting requirements are required to file by March 31 each year.

The annual reporting information is available on the Department of Public Service website: https://dps.ny.gov/publications?f%5B0%5D=filter_term%3A6. The required form is "Small Water Utilities Abbreviated Annual Report Form" (file name: smallwaterutilitiesabbreviatedannualreportform.xlsx). Please save the completed form to your own computer. Once you have completed the form, email it to the Secretary at secretary@dps.ny.gov.

If you are unable to file the information electronically, please mail the completed form to the Hon. Michelle L. Phillips, Secretary to the Commission, 3 Empire State Plaza, Albany, NY 12223-1350.

If you require assistance, please contact Joshua Gonyea at 518-408-1061.

(SIGNED) Michelle L. Phillips
Secretary

Attachment

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Notification Requirements for Interruption or Impairment in Water Service

To the Owners of Small Water Companies:

Pursuant to Title 16 of the New York Codes, Rules and Regulations §503.3 (b), New York State Department of Public Service Staff (Staff) must immediately be notified of all interruptions to, or major impairments of, service for a duration of four hours or more which affects five or more customers or one percent of the total number of customers served, whichever is larger, or which affect the availability of water at fire hydrants.

The Staff personnel to be contacted in instances of interruptions or impairment to service, as explained above, is Joshua Gonyea at (518) 408-1061. All email correspondences regarding interruptions or impairment to service should be sent to both PSCWater@dps.ny.gov and Joshua.Gonyea@dps.ny.gov.

Thank you for your cooperation in this matter. Should you have any questions, please contact Joshua Gonyea by his phone number or email address mentioned above.

Sincerely,

Nicola Jones-Hall
Chief, Downstate Rates and Tariffs
Office of Electric, Gas and Water

SMALL WATER UTILITIES
ABBREVIATED ANNUAL REPORT FORM

Please use the “tab” key to advance throughout this form…

Annual Report for…

COMPANY NAME:

Company E-mail Address:

For Calendar Year:

OWNER

Name:

Address:

Telephone Number:

E-mail Address:

PRESIDENT

Name:

Address:

Telephone Number:

E-mail Address:

SYSTEM OPERATOR

Name:

Address:

Telephone Number:

E-mail Address:

Annual gross revenues for the calendar year:

Number of customers served: