

**Town of Chester Water Department**  
1786 Kings Highway, Chester, New York 10918  
Tel: 845) 469-7000 (Ext. 322) Fax: (845) 469-9242

**NOTICE TO RESIDENTIAL AND SMALL BUSINESS CUSTOMERS OF THE  
WALTON LAKE ESTATES, SURREY MEADOWS, LAKE HILL FARMS,  
SUGAR LOAF HILLS AND FIELDCREST WATER DISTRICTS**  
**Moratorium on Water Service Termination**  
**Moratorium on Water Re-levy**  
**Opportunity for Deferred Payment Agreements**

On May 11, 2021, Governor Andrew M. Cuomo signed into law amendments to the Public Service Law that prevent municipalities and public utilities from terminating water service provided to **residents and small businesses** for non-payment during the COVID-19 State of Emergency. Additionally, the amendments prevent municipalities from re-levying previously accrued water charges on or after May 11, 2021 until the end of the COVID-19 State of Emergency on June 24, 2021.

***ALL WATER SUPPLIERS MUST NOTIFY RESIDENTIAL AND SMALL BUSINESS CUSTOMERS OF THE PROTECTIONS AFFORDED UNDER THE LAW.***

Please be advised that service termination and re-levying of past due water charges is prohibited for an additional 180 days after either the COVID-19 State of Emergency expires, for those **residential and small business customers** who have experienced a change in financial circumstances due to the COVID-19 State of Emergency.

If you are a resident or small business that has experienced a change in financial circumstances due to the COVID-19 State of Emergency and would like to request relief from service termination and re-levying during the 180 days either the COVID-19 State of Emergency expires, you must contact the Town Clerk at (845) 469-7000 (Ext. 4) or [lzappala@thetownofchester.org](mailto:lzappala@thetownofchester.org) no later than **August 9, 2021**.

Please be further advised that **the law does not eliminate the obligation of residential or small business customers to pay accrued charges**. However, residential or small business customers who have experienced a change in financial circumstances due to the COVID-19 State of Emergency must be provided with the opportunity to enter into a Deferred Payment Agreement without the imposition of deposits, late fees or penalties.

If you are a residential or small business customer who has experienced such a change in financial circumstances and wish to enter into a Deferred Payment Agreement to address any outstanding or accrued payments, you must contact Linda Zappala, Town Clerk, at (845) 469-7000 (Ext. 4) or [lzappala@thetownofchester.org](mailto:lzappala@thetownofchester.org) no later than **August 9, 2021**. Additional information and supporting documentation from residential or small business customers seeking to enter into a Deferred Payment Agreement may be required.

***CUSTOMERS THAT DO NOT REQUEST PROTECTION FROM SERVICE TERMINATION OR RE-LEVYING, OR THAT DO NOT ENTER INTO A DEFERRED PAYMENT AGREEMENT, WILL BE SUBJECT TO THE ENFORCEMENT AND LIEN PROVISIONS AS AUTHORIZED BY STATE AND LOCAL LAW UPON THE EXPIRATION OF PROTECTIONS AFFORDED UNDER THE PUBLIC SERVICE LAW AMENDMENTS.***

If you are a residential or small business customer who has experienced such a change in financial circumstances due to the COVID-19 State of Emergency, please complete, sign and return a copy of this Notice, with the Self-Certifications and Payment Deferral Request Forms on the following pages completed, to: Linda Zappala, Town Clerk, Town of Chester, 1786 Kings Highway, Chester, New York 10918.

If you do not return the signed Self-Certification attesting that you have experienced a change in financial circumstances due to the COVID-19 State of Emergency, the Town of Chester will assume that you have experienced no such change.

Please direct all questions and concerns to Linda Zappala, Town Clerk, at (845) 469-7000 (Ext. 4) or [lzappala@thetownofchester.org](mailto:lzappala@thetownofchester.org).

**SELF-CERTIFICATION FOR RESIDENTIAL CUSTOMERS**

Name of Residential Customer: \_\_\_\_\_

Address of Residential Customer: \_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, attest that due to the COVID-19 State of Emergency, which began on March 7, 2020, I have experienced a change in financial circumstances.

\_\_\_\_\_  
Signature of Residential Customer

*Please be advised that you may be required to complete a financial statement or provide supporting documentation before a Deferred Payment Agreement will be offered to you.*

**SELF-CERTIFICATION FOR SMALL BUSINESS CUSTOMERS**

Name of Small Business Customer: \_\_\_\_\_

Address of Small Business Customer: \_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, attest that due to the COVID-19 State of Emergency, which began on March 7, 2020, I own or am an officer of a small business that has experienced a change in financial circumstances.

I certify that my small business currently has twenty-five (25) or fewer employees.

I certify that my small business is not a publicly held company, or a subsidiary thereof.

I certify that my small business is not a season, short-term or temporary customer of the utility.

\_\_\_\_\_  
Signature of Small Business Customer

*Please be advised that you may be required to complete a financial statement or provide supporting documentation before a Deferred Payment Agreement will be offered to you.*

**RESIDENTIAL PAYMENT DEFERRAL REQUEST FORM**

As a result of recent amendments to the Public Service Law, Residential customers who have experienced financial hardship during the COVID-19 State of Emergency beginning on March 7, 2020 may apply for a Deferred Payment Agreement (“DPA”) without the imposition of deposits, late fees or penalties.

Accordingly, the Town of Chester Water Department is offering Residential customers the opportunity to apply for water bill payment deferrals, for as long as the amendments to the Public Service Law remain in effect. Once approved, the Deferred Payment Agreement will defer payments for water service until the next quarterly bill due date.

*Please note that supporting documentation may be required from customers seeking a DPA.*

**Water Account Number:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Service Location:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

*Note: A confirmation letter will be provided via postal mail acknowledging your deferment request.*

By my signature below, I attest that due to the COVID-19 State of Emergency which began on March 7, 2020, I have experienced a change in financial circumstances making me eligible for a Deferred Payment Arrangement to assist with the payment of my water bills.

I further acknowledge that I, as owner of the property, will be responsible to pay in full all water bills received during the moratorium period. If, at the conclusion of the moratorium period, my accumulated water bills remain unpaid, the outstanding balances will be added to my next scheduled water bill and, where applicable, will be submitted to the Town of Chester pursuant to New York Town Law §215(12) and added to my next annually scheduled real property tax bill.

**Owner Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**THIS FORM MAY BE MAILED, FAXED OR E-MAILED TO:**

**Town Clerk of the Town of Chester, 1786 Kings Highway, Chester, New York 10918**  
**Fax: (845) 469-9242 (ATTN: Town Clerk – Water Bill DPA)**  
**E-Mail: [lzappala@thetownofchester.org](mailto:lzappala@thetownofchester.org)**

**SMALL BUSINESS PAYMENT DEFERRAL REQUEST FORM**

As a result of recent amendments to the Public Service Law, Small Business customers who have experienced financial hardship during the COVID-19 State of Emergency beginning on March 7, 2020 may apply for a Deferred Payment Agreement (“DPA”) without the imposition of deposits, late fees or penalties.

Accordingly, the Town of Chester Water Department is offering Small Business customers the opportunity to apply for water bill payment deferrals, for as long as the amendments to the Public Service Law remain in effect. Once approved, the Deferred Payment Agreement will defer payments for water service until the next quarterly bill due date.

*Please note that supporting documentation may be required from customers seeking a DPA.*

**Water Account Number:** \_\_\_\_\_  
**Property Owner:** \_\_\_\_\_  
**Service Location:** \_\_\_\_\_  
**Billing Address:** \_\_\_\_\_  
**Business Telephone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_  
**E-Mail Address:** \_\_\_\_\_

*Note: A confirmation letter will be provided via postal mail acknowledging your deferment request.*

By my signature below, I attest that due to the COVID-19 State of Emergency which began on March 7, 2020, I have experienced a change in financial circumstances making me eligible for a Deferred Payment Arrangement to assist with the payment of my water bills.

I further acknowledge that I, as owner of the property, will be responsible to pay in full all water bills received during the moratorium period. If, at the conclusion of the moratorium period, my accumulated water bills remain unpaid, the outstanding balances will be added to my next scheduled water bill and, where applicable, will be submitted to the Town of Chester pursuant to New York Town Law §215(12) and added to my next annually scheduled real property tax bill.

In addition, I hereby make the following Certification:

- i) The business currently has twenty-five (25) or fewer employees;
- ii) The business is not a publicly held company, or a subsidiary thereof; and
- iii) The business is not a seasonal, short-term or temporary customer of the Town of Chester Water Department.

**Owner Signature:** \_\_\_\_\_  
**Print Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**THIS FORM MAY BE MAILED, FAXED OR E-MAILED TO:**

**Town Clerk of the Town of Chester, 1786 Kings Highway, Chester, New York 10918**  
**Fax: (845) 469-9242 (ATTN: Town Clerk – Water Bill DPA)**  
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