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March 3, 2022

**VIA ELECTRONIC MAIL**

Aida Camacho-Welch  
Secretary of the Board  
New Jersey Board of Public Utilities  
44 South Clinton Avenue  
P.O. Box 350  
Trenton, NJ 08625

**Re: In the Matter of the New Jersey Board of Public Utilities'  
Response to the COVID-19 Pandemic  
BPU Docket No. AO20060471  
Collection Action Plan – Gordons Corner Water Company**

Dear Secretary Camacho-Welch:

Gordons Corner Water Company (“Gordons Corner” or “Company”) submits this letter in compliance with the New Jersey Board of Public Utilities Staff’s directive to submit two-part collection action plans as we approach the scheduled end of the current residential customer shut-off moratorium on March 15, 2022.

Gordons Corner’s two-part collection action plan is as follows.

**Part 1 – Through March 15, 2022**

- No residential customer accounts will be shut-off for non-payment.
- Reminder calls will be made to residential customers approximately 30 days after the bill date.

**Part 2 – Starting March 16, 2022 and Going Forward**

- Payments will be due 21 days from the bill date.
- Reminder Letters coupled with a Notice of Shut-Off will be mailed 35 days after the due date of the bill.
- Calls informing customers of an impending Shut-Off will be made 25 days after the due date of the bill.
- Absent any other intervening event, shut-off of service will occur no earlier than 35 days after the due date of the bill.

Once Gordons Corner is set up on the LIWHAP system by the Department of Community Affairs, when DCA notifies the Company of customers accepted into LIWHAP, Gordons Corner will make note of it on the customer’s account and the collection process

will be removed for these customers for these accounts until such time as the LIWHAP funds are exhausted.

Gordons Corner will continue with its offering of deferred payment arrangements to customers who are eligible and request an arrangement.

Please direct any inquiries to the undersigned. Thank you for your attention to this matter.

Respectfully yours,

A handwritten signature in blue ink, appearing to read "Eric Olsen", is centered on the page.

Eric Olsen, PE  
Chief Operating Officer