

Lauren Vitelli

From: Lauren Vitelli
Sent: Tuesday, March 18, 2025 9:12 AM
To: C Sabo; George Dick; Frank Corrado; Erika Lezama
Cc: W Isaac; D Carrick; T Enteadó
Subject: Cape May Water Billing Discrepancies

Good Morning,

I just wanted to see if we have an update on how to proceed with the discrepancies with the Cape May City Water Invoices.

4th quarter Bulk Invoice

Received 2/2025

Sent letter disputing incorrect gallons, Cape May City corrected and sent back.

Commissioner Dick would like to contest \$6.24 basic bulk billing.

The 30 day mark for disputing is in 2 days; how should we proceed?

January Bulk Invoice

Received 3/7/2025

Waiting to hear from Commissioner Dick on sending letter (per his request)

This invoice charges a monthly installment agreement for back billing from 2024

Basic Bulk billing says billed at \$6.42, calculated with old rate @ \$5.01

Need explanation of desal increase.

Have a letter waiting for approval from Commissioners to send

February Bulk Invoice

Received 3/17/2025

This invoice charges a monthly installment agreement for back billing from 2024

Basic Bulk billing says billed at \$6.42, calculated with old rate @ \$5.01

Need explanation of desal increase.

Please provide clarification so we can move forward within the timeline required.

Lauren

Lauren K. Vitelli, R.P.P.S.

Registered Public Purchasing Specialist

Finance

Municipal Housing Liaison

Borough of West Cape May



Borough of West Cape May
732 Broadway
West Cape May, New Jersey 08204
(609) 884-1005
www.westcapemay.us

Lauren K. Vitelli, R.P.P.S.
Finance & Purchasing
lvitelli@westcapemay.us

City of Cape May
City Manager Paul Dietrich
643 Washington Street
Cape May, NJ 08204

March 18, 2025

Re: Water Invoices

Mr. Dietrich,

Please accept this letter as a notice disputing the recent billings received from the City of Cape May on 2/20/2025 for the 4th Quarter 2024 Water usage, 3/7/2025 for the January Bulk Water Usage and on 3/17/2025 for the February Bulk Water Usage. There are a few discrepancies in the billing that need to be addressed, including the back charge for 2024. Please also provide an explanation of the increase in the desal billing amount. Thank you for your prompt attention to this matter.

Thank you,

Lauren K. Vitelli

Lauren K. Vitelli, R.P.P.S
Registered Public Purchasing Specialist
Finance
Municipal Housing Liaison

Borough of West Cape May
732 Broadway
West Cape May, NJ 08204
lvitelli@westcapemay.us
Office: 609-884-1005 ext. 107
Fax: 609-884-9197

Enclosures: 2024/ 2025 Water Invoices
4th Quarter 2024
Jan 2025
Feb 2025

February 21, 2025

Date

CLERK

Borough of

WEST CAPE MAY, N.J.

732 BROADWAY,
WEST CAPE MAY, N.J. 08204

TO City of Cape May

Name of Creditor

ADDRESS 643 Washington St. Cape May, NJ 08204

Street and City

Do not Write in Spaces Below

No.

CHARGE TO APPROPRIATION FOR

\$

\$

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OTHER ACCOUNTS

\$

\$

BE SURE THAT THE BILL IS DATED, FULLY ITEMIZED AND SIGNED BY PERSON PRESENTING CLAIM.
All bills MUST be in the office of the Borough Clerk by noon on FRIDAY to assure payment at the next meeting.

Bulk Water Charges - 4th Quarter 2024

Oct/Nov/Dec 2024

(See Attached)

Quarterly Total	\$84,384.83
Less Prev. Billed	(\$59,204.16)
Final Credit Adjust.	(\$8,750.00)
Subtotal	\$16,430.67

Total Balance Due	\$16430.67
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Bills will be
paid on a monthly basis at the
1st meeting of each month.
Delivery slips received and checked.

(Date)

(Signature)

OFFICER'S CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

(Signature)

(Title)

Approved:

Department Director

Claimant's Certification and Declaration

I do solemnly declare and certify under the penalties of the L that the within bill is correct in all its particulars; that the materials have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is just due and owing; and that the amount charged is a reasonable one.

X *Seberaka Lindholm* 02/21/25

(Signature)

(Date)

Tax Collector

(Official Position)

The above claim was approved and ordered paid at meeting held

Date

**CITY OF
CAPE MAY**
WATER & SEWER DEPARTMENT

643 Washington St
Cape May, NJ 08204
609-884-9575
609-884-9538

WEST CAPE MAY BULK SALES: JANUARY 2025

Mtr # Meter Location: Totals

MASTER METERS:

1 WCM-Canning Hse Ln Consp	4153
2 Minus Wilbraham Park	-980
3 Add 6" Wil Prk, Hi Flow	55
4 Add 6" Wil Prk, Lo Flow	1
5 Add WCM Broadway, Hi Flow	27
6 Add WCM Broadway, Lo Flow	6

Sub-Total 3262

9 Less Cape May Point Flow	-902
10 Less Sunset Beach Flow	0
11 Less RT 30 Qtrly Flow	0
12 Total West Cape May Flow	2360

Basic Bulk @ \$6.42 per 1,000 gals.
Desal Bulk @ \$2.75 per 1,000 gals.
2024 Monthly Installment per letter

	\$11,823.60
	\$5,451.60
	\$4,935.17
Total Due	<u>\$22,210.37</u>

March 14, 2025

Date

CLERK

Borough of

WEST CAPE MAY, N.J.

732 BROADWAY,
WEST CAPE MAY, N.J. 08204

TO City of Cape May

Name of Creditor

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All bills MUST be in the office of the Borough Clerk by noon on FRIDAY to assure payment at the next meeting.

Bulk Water Charges

February 2025
(See Attached)

Total Due

\$17,569.49

Bills will be
paid on a monthly basis at the
1st meeting of each month.
Delivery slips received and checked.

(Date)

(Signature)

OFFICER'S CERTIFICATION

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X

(Signature)

(Date)

Tax Clerk

(Official Position)

The above claim was approved and ordered paid at meeting of

Date



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West Cape May, New Jersey 08204
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Finance & Purchasing
lvitelli@westcapemay.us

*Hear back from
George & Frank.*

3/7

City of Cape May
City Manager Paul Dietrich
643 Washington Street
Cape May, NJ 08204

March 14, 2025

Re: January Bulk 2025

Mr. Dietrich,

Please accept this letter as a notice disputing the most recent billing received from the City of Cape May on 3/7/2025 for the January Bulk Water usage. There are a few discrepancies in the billing that need to be addressed. Please also provide an explanation of the increase in the desal billing amount.

Thank you for your prompt attention to this matter.

Thank you,

Lauren K. Vitelli

*① monthly installment. back billing for 2024
violates 30 day discrepancy notification*

② basic bulk billed @ 5.01

Lauren K. Vitelli, R.P.P.S
Registered Public Purchasing Specialist
Finance
Municipal Housing Liaison

③ Explanation of desal increase

Borough of West Cape May
732 Broadway
West Cape May, NJ 08204
lvitelli@westcapemay.us
Office: 609-884-1005 ext. 107
Fax: 609-884-9197

Enclosures: January 2025 Bulk Water Invoice



643 Washington St
Cape May, NJ 08204
609-884-9575
609-884-9538

WEST CAPE MAY BULK SALES: **JANUARY** 2025

Mtr # Meter Location: Totals

MASTER METERS:

1 WCM-Canning Hse Ln Consp	4153
2 Minus Wilbraham Park	-980
3 Add 6" Wil Prk, Hi Flow	55
4 Add 6" Wil Prk, Lo Flow	1
5 Add WCM Broadway, Hi Flow	27
6 Add WCM Broadway, Lo Flow	6

Sub-Total 3262

9 Less Cape May Point Flow	-902
10 Less Sunset Beach Flow	0
11 Less RT 30 Qtrly Flow	0
12 Total West Cape May Flow	2360

Basic Bulk @ \$6.42 per 1,000 gals.
Desal Bulk @ \$2.75 per 1,000 gals.
2024 Monthly Installment per letter

\$11,823.60
\$5,451.60
\$4,935.17

Total Due \$22,210.37



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Lauren K. Vitelli
R.P.P.S./Finance
lvitelli@westcapemay.us

2/20/25

City of Cape May
City Manager Paul Dietrich
643 Washington St.
Cape May, NJ 08204

February 20, 2025

Re: 4th Quarter 2024 Bulk Water Invoice

Mr. Dietrich,

Please find this as a dispute to the most recent water billing received from the City of Cape May on 2/20/2025 for the 4th quarter bulk water usage.

Specifically, the South Broadway totals should be 270,740 gallons NOT 2,710,000 gallons resulting in a difference of \$20,947.50. The condensed meter reading report referencing these numbers was sent to and received by Donna Roth on 1/14/2025 from Water & Sewer Assistant William Isaac. Please revise the bill to reflect the correct totals.

Thank you

Lauren K. Vitelli

Lauren K. Vitelli, R.P.P.S.
Registered Public Purchasing Specialist
Finance
Municipal Housing Liaison

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732 Broadway
West Cape May, NJ 08204
lvitelli@westcapemay.us
Office: 609-884-1005 ext. 107
Fax: 609-884-9197

No pay
contest
\$ 6.24

Enclosures: Condensed Meter Reading Report
2024 4th Quarter Invoice

"The Borough of West Cape May is an equal opportunity provider and employer"



643 Washington St
Cape May, NJ 08204

WEST CAPE MAY BULK WATER CT/NOV/DEC
Actual Sales from WCM Quarterly Report

2024

Mtr # Meter Location:

# Meter Location.	OCTOBER	NOVEMBER	DECEMBER	Totals
MASTER METERS:				
1 WCM-Canning Hse Ln Consp	13716	5050	4,032	22798
2 Minus Wilbraham Park	-4528	-1516	-1,503	-7547
3 Add 6" Wil Prk Hi Flow	75	47	38	160
4 Add 6" Wil Park, Lo Flow	0	0	0	0
5 Add WCM Broadway, Hi Flow	63	30	15	108
6 Add WCM Broadway, Lo Flow	10	1	1	12
Sub-Total	9336	3612	2583	15531
9 Less Cape May Point Flow	-3734	-1126	-678	-5538
10 Less Lwr Twp Flow (Sunset)	0	0		0
11 Less Route 30 Qrtly Flow	0	0	-418	-418
12 Total West Cape May Flow	5602	2486	1487	9575
13 BROADWAY				1151
INDIVIDUAL METERS:				
14 W. PERRY				11
15 S BROADWAY				2710
Sub-Total (Individual)				2721
CONSUMPTION:				
16 Total Bulk				12296
17 Total Direct Connect/City lines				3872
BILLINGS:				
18 Previous Balance				
19 Basic Bulk @\$6.24 per 1,000 gals.				\$ 76,727.04
20 Desal Bulk @ \$2.31 per 1,000 gals.				\$ 28,403.76
21 Direct Conn @ 7.5% per 1000				\$ 290.40
QUARTERLY TOTAL				\$ 105,421.20
Less Previously Billed:				\$ 59,204.16
BALANCE DUE OCT/NOV/DEC				\$ 46,217.04
Final Credit Adjustment				\$ (8,750.00)
Sub-total				\$ 37,467.04
Total Balance Due				\$ 37,467.04

March 14, 2025

Date

CLERK

Borough of

WEST CAPE MAY, N.J.

732 BROADWAY,
WEST CAPE MAY, N.J. 08204

TO City of Cape May

Name of Creditor

ADDRESS 643 Washington St. Cape May, NJ 08204

Street and City

Do not Write in Spaces Below

No.

CHARGE TO APPROPRIATION FOR

\$

\$

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OTHER ACCOUNTS

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\$

BE SURE THAT THE BILL IS DATED, FULLY ITEMIZED AND SIGNED BY PERSON PRESENTING CLAIM.
All bills MUST be in the office of the Borough Clerk by noon on FRIDAY to assure payment at the next meeting.

Bulk Water Charges

February 2025
(See Attached)

Total Due \$17,569.49

Bills will be
paid on a monthly basis at the
meeting of each month.
Delivery slips received and checked.

(Date)

(Signature)

OFFICER'S CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

(Signature)

(Title)

Approved:

Department Director

Claimant's Certification and Declaration

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

X

Lisa Brown 03/14/2025

(Signature)

(Date)

Tax Clerk

(Official Position)

The above claim was approved and ordered paid at meeting held

Date



643 Washington St
Cape May, NJ 08204
609-884-9575
609-884-9538

WEST CAPE MAY BULK SALES: **FEBRUARY** 2025

Mtr # Meter Location: Totals

MASTER METERS:

1 WCM-Canning Hse Ln Consp	3329
2 Minus Wilbraham Park	-987
3 Add 6" Wil Prk, Hi Flow	46
4 Add 6" Wil Prk, Lo Flow	1
5 Add WCM Broadway, Hi Flow	18
6 Add WCM Broadway, Lo Flow	1

Sub-Total 2408

9 Less Cape May Point Flow	-682
10 Less Sunset Beach Flow	0
11 Less RT 30 Qtrly Flow	0
12 Total West Cape May Flow	1726

Basic Bulk @ \$6.42	per 1,000 gals.	\$8,647.26
Desal Bulk @ \$2.75	per 1,000 gals.	\$3,987.06
2024 Monthly Installment per letter		\$4,935.17
Total Due		<u>\$17,569.49</u>

February 21, 2025

Date

CLERK

Borough of

WEST CAPE MAY, N.J.

732 BROADWAY,
WEST CAPE MAY, N.J. 08204

TO City of Cape May

Name of Creditor

ADDRESS 643 Washington St. Cape May, NJ 08204

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OTHER ACCOUNTS

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Bulk Water Charges - 4th Quarter 2024

Oct/Nov/Dec 2024

(See Attached)

Quarterly Total	\$84,384.83
Less Prev. Billed	(\$59,204.16)
Final Credit Adjust.	(\$8,750.00)
Subtotal	\$16,430.67

Total Balance Due	\$16430.67
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Bills will be
paid on a monthly basis at the
1st meeting of each month.
Delivery slips received and checked.

(Date)

(Signature)

OFFICER'S CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

(Signature)

(Title)

Approved:

Department Director

Claimant's Certification and Declaration

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X *Seberaka Lindholm* 02/21/25

(Signature)

(Date)

Tax Collector

(Official Position)

The above claim was approved and ordered paid at meeting held

Date



643 Washington St
Cape May, NJ 08204
609-884-9575
609-884-9538

WEST CAPE MAY BULK WATER CT/NOV/DEC
Actual Sales from WCM Quarterly Report

2024

Mtr # Meter Location:

	OCTOBER	NOVEMBER	DECEMBER	Totals
MASTER METERS:				
1 WCM-Canning Hse Ln Consp	13716	5050	4,032	22798
2 Minus Wilbraham Park	-4528	-1516	-1,503	-7547
3 Add 6" Wil Prk Hi Flow	75	47	38	160
4 Add 6" Wil Park, Lo Flow	0	0	0	0
5 Add WCM Broadway, Hi Flow	63	30	15	108
6 Add WCM Broadway, Lo Flow	10	1	1	12
Sub-Total	9336	3612	2583	15531
9 Less Cape May Point Flow	-3734	-1126	-678	-5538
10 Less Lwr Twp Flow (Sunset)	0	0		0
11 Less Route 30 Qrtly Flow	0	0	-418	-418
12 Total West Cape May Flow	5602	2486	1487	9575
13 BROADWAY				1151
INDIVIDUAL METERS:				
14 W. PERRY				11
15 S BROADWAY				271
Sub-Total (Individual)				282
CONSUMPTION:				
16 Total Bulk				9857
17 Total Direct Connect/City lines				1433
BILLINGS:				
18 Previous Balance				
19 Basic Bulk @\$6.24 per 1,000 gals.			\$	61,507.68
20 Desal Bulk @ \$2.31 per 1,000 gals.			\$	22,769.67
21 Direct Conn @ 7.5% per 1000			\$	107.48
QUARTERLY TOTAL				\$ 84,384.83
Less Previously Billed:	OCT/NOV		\$	59,204.16
BALANCE DUE OCT/NOV/DEC				\$ 25,180.67
Final Credit Adjustment				\$ (8,750.00)
Sub-total				\$ 16,430.67
Total Balance Due				\$ 16,430.67

February 21, 2025

Date

CLERK

Borough of

WEST CAPE MAY, N.J.

732 BROADWAY,
WEST CAPE MAY, N.J. 08204

TO City of Cape May

Name of Creditor

ADDRESS 643 Washington St. Cape May, NJ 08204

Street and City

Do not Write in Spaces Below

CHARGE TO APPROPRIATION FOR

No.

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OTHER ACCOUNTS

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Bulk Water Charges - 4th Quarter 2024

Oct/Nov/Dec 2024

(See Attached)

Quarterly Total	\$84,384.83
Less Prev. Billed	(\$59,204.16)
Final Credit Adjust.	(\$8,750.00)
Subtotal	\$16,430.67
Total Balance Due	\$16430.67

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Delivery slips received and checked.

(Date)

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(Signature)

(Title)

Approved:

Department Director

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X Seberaka Lindholm 02/21/25
(Signature) (Date)

Tax Collector

(Official Position)

The above claim was approved and ordered paid at meeting held

Date

February 21, 2025

Date

CLERK

Borough of

WEST CAPE MAY, N.J.

732 BROADWAY,
WEST CAPE MAY, N.J. 08204

TO City of Cape May

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Bulk Water Charges - 4th Quarter 2024

Oct/Nov/Dec 2024

(See Attached)

Quarterly Total	\$84,384.83
Less Prev. Billed	(\$59,204.16)
Final Credit Adjust.	(\$8,750.00)
Subtotal	\$16,430.67

Total Balance Due	\$16430.67
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(Date)

(Signature)

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(Signature)

(Title)

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X Deborah Lindholm 02/21/25

(Signature)

(Date)

Tax Collector

(Official Position)

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Date

February 14, 2025

Date

CLERK

Borough of

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732 BROADWAY,
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TO City of Cape May

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All bills MUST be in the office of the Borough Clerk by noon on FRIDAY to assure payment at the next meeting.

Bulk Water Charges - 4th Quarter 2024

Oct/Nov/Dec 2024

(See Attached)

Quarterly Total	\$105,421.20
Less Prev. Billed	(\$59,204.16)
Final Credit Adjust.	(\$8,750.00)
Subtotal	\$37,467.04

Total Balance Due	\$37,467.04
-------------------	-------------

Bills will be
paid on a monthly basis at the
1st meeting of each month.
Delivery slips received and checked.

(Date)

(Signature)

OFFICER'S CERTIFICATION

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X Deborah Lindholm

02/14/25

(Signature)

(Date)

Tax Collector

(Official Position)

The above claim was approved and ordered paid at meeting held

Date



643 Washington St
Cape May, NJ 08204

WEST CAPE MAY BULK WATER CT/NOV/DEC
Actual Sales from WCM Quarterly Report

2024

Mtr # Meter Location:

#	Meter Location:	OCTOBER	NOVEMBER	DECEMBER	Totals
MASTER METERS:					
1	WCM-Canning Hse Ln Consp	13716	5050	4,032	22798
2	Minus Wilbraham Park	-4528	-1516	-1,503	-7547
3	Add 6" Wil Prk Hi Flow	75	47	38	160
4	Add 6" Wil Park, Lo Flow	0	0	0	0
5	Add WCM Broadway, Hi Flow	63	30	15	108
6	Add WCM Broadway, Lo Flow	10	1	1	12
	Sub-Total	9336	3612	2583	15531
9	Less Cape May Point Flow	-3734	-1126	-678	-5538
10	Less Lwr Twp Flow (Sunset)	0	0		0
11	Less Route 30 Qrtly Flow	0	0	-418	-418
12	Total West Cape May Flow	5602	2486	1487	9575
13	BROADWAY				1151
INDIVIDUAL METERS:					
14	W. PERRY				11
15	S BROADWAY				2710
	Sub-Total (Individual)				2721
CONSUMPTION:					
16	Total Bulk				12296
17	Total Direct Connect/City lines				3872
BILLINGS:					
18	Previous Balance				
19	Basic Bulk @\$6.24 per 1,000 gals.				\$ 76,727.04
20	Desal Bulk @ \$2.31 per 1,000 gals.				\$ 28,403.76
21	Direct Conn @ 7.5% per 1000				\$ 290.40
QUARTERLY TOTAL					\$ 105,421.20
Less Previously Billed:		OCT/NOV			\$ 59,204.16
BALANCE DUE OCT/NOV/DEC					\$ 46,217.04
Final Credit Adjustment					\$ (8,750.00)
Sub-total					\$ 37,467.04
Total Balance Due					\$ 37,467.04

March 14, 2025

Date

CLERK

Borough of

WEST CAPE MAY, N.J.

732 BROADWAY,
WEST CAPE MAY, N.J. 08204

TO City of Cape May

Name of Creditor

ADDRESS 643 Washington St. Cape May, NJ 08204

Street and City

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CHARGE TO APPROPRIATION FOR

No.

\$

\$

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\$

\$

OTHER ACCOUNTS

\$

\$

BE SURE THAT THE BILL IS DATED, FULLY ITEMIZED AND SIGNED BY PERSON PRESENTING CLAIM.
All bills MUST be in the office of the Borough Clerk by noon on FRIDAY to assure payment at the next meeting.

Bulk Water Charges

February 2025
(See Attached)

Total Due

\$17,569.49

Bills will be
paid on a monthly basis at the
meeting of each month.
Delivery slips received and checked.

(Date)

(Signature)

OFFICER'S CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

(Signature)

(Title)

Approved:

Department Director

Claimant's Certification and Declaration

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the services have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is just due and owing; and that the amount charged is a reasonable one.

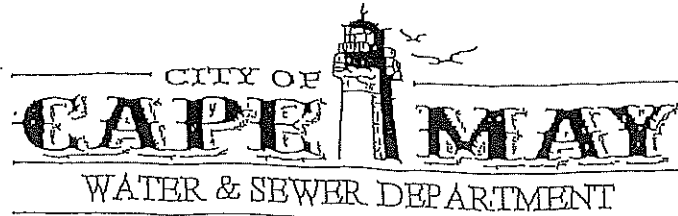
X Lisa Brown 03/14/2025
(Signature) (Date)

Tax Clerk

(Official Position)

The above claim was approved and ordered paid at meeting held

Date



Received 3/17

643 Washington St
Cape May, NJ 08204
609-884-9575
609-884-9538

WEST CAPE MAY BULK SALES: FEBRUARY 2025

Mtr # Meter Location: Totals

MASTER METERS:

1 WCM-Canning Hse Ln Consp	3329
2 Minus Wilbraham Park	-987
3 Add 6" Wil Prk, Hi Flow	46
4 Add 6" Wil Prk, Lo Flow	1
5 Add WCM Broadway, Hi Flow	18
6 Add WCM Broadway, Lo Flow	1

Sub-Total 2408

9 Less Cape May Point Flow	-682
10 Less Sunset Beach Flow	0
11 Less RT 30 Qtrly Flow	0
12 Total West Cape May Flow	1726

Basic Bulk @ \$6.42	per 1,000 gals.	\$8,647.26
Desal Bulk @ \$2.75	per 1,000 gals.	\$3,987.06
2024 Monthly Installment per letter		\$4,935.17

Total Due \$17,569.49

- ① basic bulk billed @ 5.01
- ② desal bulk increase explanation
- ③ 2024 installment for back billing error