

Municipal Services Commission  
Monthly Meeting  
September 28, 2015, 4 p.m.  
216 Chestnut Street  
New Castle, Delaware

The meeting was called to order at 4 p.m. with Dr. Roy Sippel, Commissioner, presiding.

Present: Dr. Roy J. Sippel, Commissioner, President  
Daniel F. Knox, Commissioner  
Hickman Rowland, Commissioner  
Pamela A. Patone, Secretary

Staff in Attendance: Jay Guyer, Water Supervisor; Scott Blomquist, Electric Supervisor; Mary Jane Stubbs, Business Manager/Treasurer.

Presentation of Pension Valuation -- Joseph Bonasera and Jason Denton, Summit Financial Corp. (via telephone)

Mr. Bonasera suggested continuing to fund at a higher level. He referenced Page 11 – Reconciliation of Assets from 4/1/14 to 4/1/15. He talked about historical averages for the portfolio that is comprised of 65% diversified equities and 35% fixed income. Returns on the long-term asset class is about 8%. Summit uses the figure of 7% conservatively.

Mr. Bonasera discussed the investment policy for the current plan. Aggregate is 65% in diversified equity portfolio; 35% in diversified fixed income (bond funds), and 5% invested in specialty/alternative funds (3% commercial real estate trust, 1% commodity index, 1% precious metals and mining). For the Bond category the portfolio utilizes the Vanguard Total Bond Market Index, Metrowest Intermediate Term Bonds, and two strategic income funds. Mr. Bonasera described a breakdown of those funds.

Due diligence is run on a quarterly basis on all funds and strong results for all funds was shown. All of the funds possess four and five-star ratings. There are no suggestions for change in portfolio at this time. Allocation is good and typical of a retirement plan.

The Commissioners had no questions.

Presentation of Investment Performance -- Pete Manning, CPA, Summit Financial Strategies (via telephone)

Mr. Manning talked about the non-retirement investment fund that is conservatively invested. The intent of the portfolio is to earn from the money market while limiting risk. Rates are expected to rise soon, but will be gradual. We are positioned well to handle a rise in rates.

In addition to the summaries provided, Summit also provided a 2015 YTD fund performance. The purpose of this investment strategy is to preserve principal as best as possible and earn a rate of return without excessive risk. The portfolio is liquid.

Funds were purchased with the understanding that MSC should hold them for 3-5 years to get the return desired. We may consider changing the allocation next year to get a little more return. Pension funding is going in the right direction.

Prudential Total Return and Prudential Short-Term Bond (not with Summit) – Secretary Patone asked if MSC should be doing anything with these funds. Mr. Bonasera said that Prudential is one of the largest bond managers in the country and does a good job with their funds. The Prudential Total Return should

perform well over time. With rising interest rates the price for the fund will fall. MSC may want to look at increasing the duration of the Short-Term Bond fund once rates go up.

**Minutes – A motion was made and seconded to approve the minutes of the 8/31/15 meeting and 9/16/15 special meeting as distributed. Motion approved.**

**Treasurer's Report – Mary Jane Stubbs reporting**

Treasurer Stubbs reported a total cash balance of \$2,645,688.09, PNC escrow and meter deposit total in the amount of \$534,382.14, leaving a total operating cash balance of \$2,111,305.95. Meter deposits are trending upwards because of our larger customers and increased amounts being requested from those customers. Interest payments are made when applied to their account. Example: for residential, after 24 months of good pay, then it is applied to their account and interest is paid at that time. If they are commercial it is paid when they vacate. Interest rates are entered on a monthly basis when billing is done and is calculated at the current rate.

Secretary Patone was asked why cash receipts are down \$170,000 on the August billing (represents July). She said that with early billing it sometimes is reflective to that month's billing. In the past customers did not receive their bills until the end of the month, which more truly reflected the whole month. Now it is a portion of the month. We may want to look at this at some point. Totals could reflect the number and size of customers and when they pay.

Treasurer Stubbs reported total investments of \$1,024,027.30. Water Department Supervisor Jay Guyer reviewed control procedures and the bank statement and found them to be satisfactory.

Accounts Payable – Secretary Patone noted that the check for Calgon Carbon represents the payment for the 'not full' payment. We are holding a 5% retainage based on the grants requirements.

**A motion made and seconded to approve the payments as presented. Motion approved. (Treasurer Stubbs was excused from the meeting.)**

**Electric Department Report – Scott Blomquist reporting**

- Riverbend – Nothing to update.
- Building 1600, Johnson's Way, Centerpoint – As of last week they were working on the service and have requested the transformer to be set. Techmer PM is moving into the building. Their electrician is building their service. Supervisor Blomquist is confident they will be at least 500 kilowatts. The previous occupant (Amazon for storage) used a smaller load.
- Fishing Pier – No contact or questions.
- Bellanca – Parking lot lighting that was installed by MSC a year back per the Trustees of the New Castle Common (Trustees) was tied into the Trustees' service because they own the parking lot. The Trustees would like to separate the parking lot lighting from the building's service. Friends of Bellanca is the tenant and does not want to be responsible for paying for lighting the parking lot. There will be a meter for parking lot lights and a meter on the building. Friends of Bellanca will only pay for the building electricity.
- 700 Centerpoint – Meters working as expected.
- 800 Centerpoint – They were going to do total lines and meters (under last year's capital). The tenant moved out recently and the owner is moving into the facility. One service has never been used, but is energized. Supervisor Blomquist suggested shutting down the 380-volt service and the owner agrees. Once this is done in November a regular meter will be installed.

- Solar Array – All materials have been received. The order was reviewed and verification on the shipment performed. They plan on starting work once Booker Circle is finished.
- Booker Circle – They continue to work on the project. Last week they were up to Units 5 and 6 and are further now. Behind Unit 6 we hit a ¾-inch gas line, puncturing the line. It was not located properly and we should not get a bill for it. It was approximately 5 foot-6 foot off center line of road, which measures different now from when it was installed. Delmarva took 3-4 hours to arrive and fix the line. MSC used a “C” clamp to close the line.
- Pneumatic Tool – Works well (3-inch tool) and purchased an expander for it, but to make a larger hole we need to purchase a 5-inch tool. The expander does not work well with the type of soil we deal with. We are using a loaner tool right now. Most of our projects will use a 5-inch tool. Cost increase for the 5-inch tool is \$9,500. We budgeted \$8,500 and were able to get it down to \$7,500. Supervisor Blomquist requested being able to purchase the 5-inch pneumatic tool. Options are to trade in the 3-inch & get trade-in value, pay \$2,900 and upgrade to a 5-inch tool. The 5-inch tool weighs 210 lbs. meaning we need equipment to move it. Without doing a trade in, the purchase price of the 5-inch would be \$9,000. There is the possibility the Water Department could use the 3-inch. There are monies budgeted for capital expenditures.
- Crossroads Well – Nothing to update
- School Lane – Variable frequency drives (VFD) were received. We have all the material and the electric crew was there this week wiring up and getting equipment set up.
- Supervisor Blomquist reported there were no outages this month. Safety numbers SAIDI 47.437, SAIFI.6, CAICI 78.237, ASAI 99.9908.
- VanDyke Village – nothing to update
- Infrared – Testing done in August. Customer repair of their equipment has not yet been done. In Building 100 there is a ‘hot’ spot on one of the elbows in the transformers. It plugs into our equipment, but we do not own it. They have requested a price for us to do the fix. He estimates it to be an inexpensive fix.
- Wilmington Road – Nothing to update.
- Dobbinsville -- Nothing to update.
- Last week he attended University of Wisconsin’s Underground Electric Distribution System course in Las Vegas. He reported it was a very good course.

Water Department – Jay Guyer reporting. (Report distributed.)

Riverbend – We continue to flush. Received a request from MissUtility for locating lines around the causeway. Checked the site and materials have been delivered in pieces that have to be assembled. He is waiting to hear back from Joe Corrado of Parkway Gravel regarding installing the equipment and their plans for the water main. Parkway Gravel owns property in the front of the causeway. Secretary Patone has reached out to Mr. Corrado, but has not spoken with him to date.

Distribution System – Received \$50,000 from a Core and Innovation Technology Grant. We have identified two miles of water main to be tested. That work took over three days to complete. Today the water crew opened up valve boxes and cleaned them out to ensure they are accessible and there are no issues. Areas identified are Dobbinsville, Delaware Street to the wharf to Ninth Street, and a portion of Ninth Street to Shawtown. It is about three miles of water main dating to the 1880’s to 1890’s. Tentative dates for the work are 10/13,14,15/15. Echologics will be here to do testing. STEM students from local schools will follow on 10/14/15 (10 a.m.-noon) for two hours to review the project and witness testing. It will be open to any other municipalities or engineering firms that want to look at the project over those three days. It is the first project of this type to be done in the state. The grant total is \$49,999. Out-of-pocket expenses will come in under \$5,000; originally we budgeted \$25,000. It will

give us a good idea of what needs to be done on Delaware Street in the area of the Court House where there are plans to pave next spring.

Route 9 Paving – A lot of progress was made this month. Our engineer has started to design preliminary plans that should be available this Friday. We were able to locate original plans for Riverbend prepared by Greenstone Engineering in 2006. At that time there was talk about running a 12-inch main from Ninth Street out to Riverbend. Bruce Jones who owned Greenstone Engineering now works for Pennoni Associates, our engineer. Mr. Jones has no objections with us borrowing or using those drawings to save engineering costs. The drawings are available in CAD, which is a time and cost savings. As requested, a letter was sent to Senator Poore. They will assist with three requests (concrete & repair, working outside normal working hours, metal/steel plates). We will be responsible for cleaning them off and the City has offered to help with this. He has a meeting planned with all parties on Wednesday, 9/30/15, to discuss several issues. Delmarva Gas needs 1,700 feet of gas piping replaced. Lead engineer Ted Wahl informed DelDOT they will replace 1,700 feet of pipe and would require 1,700 cubic yards of select backfill for the project. Mr. Guyer is questioning if DelDOT is providing Delmarva Gas with backfill, then MSC should be entitled to same going forward. By law, whenever DelDOT does a project that impacts a municipality, that municipality is responsible for all costs associated with the project. Senator Poore has indicated she could not locate any more funding. Supervisor Guyer will speak with DelDOT about seeking contingency funding for the project.

New Castle County is doing about 1,700 feet of sewer pipe from Washington Street to where we are starting and doing laterals. They are repaving the same area. The small section of roadway that was milled over the old main in Dobbinsville was done to take the bump out of the roadway and lessen the impact of trucks going over it.

Installation of Main – A second estimate has been received from Sprig. Their cost is \$579,000, more than twice the cost submitted from Brandywine Construction (\$275,000) for the same work. He will go back to both firms once defined plans are ready and tell them exactly what is to be done and measurements. Both firms' estimates allow for elimination of concrete along the shoulder of Route 9 tying the 12-inch line into the existing 12-inch line. Brandywine Construction said we could reduce the cost from \$275,000 down to \$240,000, a savings of \$35,000 by eliminating concrete. Supervisor Guyer thinks \$400,000 is reasonable to move forward with the project. Other projects will be put on hold, but it is in our best interests to move on with this project. Brief discussion turned to why Brandywine is typically the low bidder for piping projects. Supervisor Guyer said that Brandywine's business is installation of gas, water, storm and sewer piping making them very competitive in this area. They are also very efficient.

Crossroads Well – Ordered and received security components and the electrical crew has installed same. Keystone Engineering (David McKinney) has advised we will have controls for panels soon and can then look at start-up testing. Weather permitting we will start working on the 6-inch main.

PFC's – Everything is progressing well, about 80% complete. Secretary Patone continues to work with the USDA making sure we are getting things together for them. Our progress meeting with the USDA went well. Their engineer may be retiring and there is a government shut-down looming, both of which could leave a gap. Secretary Patone is monitoring the situation. All underground piping is done, control loop is done, and everything in the vault is done. The electrical crew started working today to install the RTU's and VFD's to complete the rest of the wiring. After that is done we will be getting ready for start up. We have developed a punch list for start up. He anticipates start up to be the end of October,

but the USDA requires an explanation for every missed deadline. We had 29 days of rainy weather since June along with some breaks, etc. We have documented those items and submitted to the USDA. He is now reporting a completion date of 11/30/15 should we miss 10/30/15. Supervisor Guyer said missing the 10/30/15 deadline is not an issue for MSC; it is more being cautious on our part. Engineers need to sign off as well. USDA has performed two inspections thus far and needs to inspect the final project. Secretary Patone reported there is a pre-final inspection and a final inspection and approval to pay the 5% retainage for Calgon Carbon once the project is complete. Meetings will take place over the next month or two.

Temporary System – Test ports have been inserted, but no nozzles have been inserted in the carbon to test it. He spoke with our engineer and talked with Calgon Carbon's engineer. For a year now we have operated under excellent conditions with one water supply with one well running consistently at about 380-390 gallons per minute. We know exactly how much water goes through it and we have a defined 20,000 lbs. of carbon. Test ports are located at 25% intervals. Calgon Carbon will send us free sample ports to insert into the carbon. We will run the system again and collect three additional samples. Testing will be done on those samples to determine how much carbon is consumed. This will give us an idea how long the carbon will last for budgetary purposes (yearly, every two years, etc.) for a carbon refill. Secondly, it will let us know if we are at 50% carbon consumption in a unit, is it worth slurring over 50% of life or send it out and have it regenerated at a reduced cost. At 75%, slurry it over and let it run; for 25% do we write it off after running for another month and a half and slurry new carbon into another vessel? This process will allow us to see what is most economical. Calgon Carbon can do the testing for about \$15,000. This test will cost us about \$1,300 (\$350/test and \$120 shipping) and will give us real-world answers on carbon consumption and allow us better planning for the budget going forward. Costs will be reduced.

President Sippel asked Mr. Guyer what else could be taken out of our water other than PFC's. He cannot give a precise answer, but when the new system is up and running the aerator will strip low-level iron (not at high levels now) and any other involuntary compounds. The carbon will remove everything else. President Sippel talked about letting the public know the improvements made in the water supply. Discussion followed on the best approach. Secretary Patone agreed and said there is discussion about having a ceremony of some type once the vessels are up and running. Mr. Guyer reported that MSC traditionally does Phase 2 and Phase 5 testing, which is highly comprehensive testing for water. The last tests were performed in 1997/1998 and are typically done every 10 years. Once the carbon system goes online and samples are done on all of the wells every couple of years, we would have a better understanding what is being removed using the previous test as a baseline.

With no further business to discuss, Supervisors Blomquist and Guyer were thanked and left the meeting.

#### Financial Report Executive Summary – Secretary Patone reporting

Financial reports for four months ending 8/31/15 were distributed at the meeting. In Collections – Accounts Receivable balances from 6/30/15 to 7/31/15 show a slight decline from \$781,000 to \$775,000. As of 8/31/15 the balance is back up to \$941,000 due to the weather. Compared to \$807,000 on 8/31/14, revenues are up significantly on 8/31/15. Aged Receivables – Accounts are current. Approximately 2.6% of accounts are over 60 days due that we have a reserve to use. Secretary Patone

reported Total Assets of \$15,197,677 with cash decreased \$215,000 from the previous month. Change in Net Assets are an excess of \$101,000; \$49,000 for water; and \$52,000 for electric.

Actual versus Budget – Revenues are up about 4.2% (\$199,000), but the purchase of power is up \$187,000, meaning a \$12,000 net. As we have changed our rate structure to have more of a customer charge that is elevated and having the kilowatt hour be the actual purchase of power, it makes sense that the amount as it fluctuates with weather won't be as significant a spread. Compared to the budget we expected to be at a zero balance. We have a \$101,000 surplus. We hired a water operator earlier in the year and we have some administrative expenses that are not paid evenly throughout the year. About \$9,000 of capitalized labor is included and the additional contribution to the City. Over the month of October she expects to be able to provide a budget showing six months of 2015 and the changes made. The actual versus budget will then be clearer.

#### Secretary's Report – Secretary Patone reporting

On 9/1/15 DEMEC had an executive session via phone informing they have hired a green energy person to support Scott Lynch. The new support person will help with renewable portfolio work, energy efficient programs and solar work. On 9/23/15 President Sippel, Commissioner Rowland, and Secretary Patone attended the annual meeting. Council Person Teel Petty, Council President Linda Ratchford, Representatives Mulrooney and Johnson also attended. AMP gave a presentation about solar projects they are doing with TEA (energy authority that helps to make power purchases) and TEA Solutions. They explained how they have formed taxable entities in creating solar projects so that taxable entity could take advantage of tax advantages and benefits of tax savings for solar systems and ultimately the municipality would own the solar system later. We had considered getting involved with AMP for our solar project, but have decided to do a smaller project and do in-house installation, so it would not have benefited us.

Annual elections took place and Secretary Patone will again serve on the Audit Committee. Business included a request for letter of credit to be increased from \$3 million to \$10 million. It is a significant increase. Exposure for billings is \$11.5 million in any month. There is a \$5,000 fee to use this line of credit. If we use the line of credit it is unknown how interest incurred would be handled. The Board approved the request.

The complaint filed 36 months ago regarding transmission return of equity was discussed. This involved Baltimore Gas, Delmarva Power, and PECO who have been operating at a 10.8% return of equity of transmission charges. DEMEC went to FERC indicating the rate of 10.8% was too high, and settled on 10%. On 3/1/16 the rate will go down to a 10% return of equity on transmission charges. Credits will be given to those who have paid, including DEMEC, retroactive to the date of filing of the complaint. Going forward we will be benefiting from a lower return of equity. We incurred legal fees in order to accomplish the lower rate. Secretary Patone is curious to know the cost of legal fees versus the benefit. Jay Kumar, consultant hired through DEMEC, attended the annual meeting. Mr. Kumar will help with identifying charges that are out of order.

Other discussion involved renewable portfolio standard and associated costs. DEMEC opted in to this program at the request of Governor Markell in 2010. The program calls for development of a plan to meet the renewable portfolio requirements of 25% by 2025. We are meeting the targets each year that include solar (3.5%). Cost circuit breakers are included but we do not need to take on this renewable energy if it costs more than a percentage of the SREC's. Mr. Lynch spoke about the energy efficiency

portfolio. DEMEC has the ability to develop its own energy efficiency programs, but it is not a requirement. DEMEC will provide a list for us to review.

During the executive session there was no discussion about Beasley. The focus was on net metering. In 2009 legislation was developed requiring solar energy in our communities. Secretary Patone outlined parameters of the legislation. She stressed the need to read contracts when applications are submitted to make sure they do not exceed 110% of the peak demand of the facility. We would then need to pay them for the electric they are putting back into the system. There are questions involving the application itself, i.e., if a customer moves out and a bigger or smaller user moves in, is it a new application and the system is already present. Our net metering will bring down the peak demand charge. If their system fails we would still need to provide the infrastructure to meet their peak. So if there is no separate meter we miss this information. There are discussions taking place on how to approach this issue without appearing to be anti-solar.

Commissioner Rowland said the way the law was written has created unintended consequences. The law is allowing outside entities like Solar City to put up solar panels that exceeds what the location can hold by law and allows customers to 'bank' kilowatt hours. Changes to the law are needed to combat this approach.

Secretary Patone said according to the law customers are allowed to request payment for the banked kilowatt hours that have not been offset as of December 31<sup>st</sup> of a given year. She used the example of a large company leaving a location and being replaced by a smaller user of power and that smaller user requesting payment in later years at a higher rate than when it was first banked. She would like to be able to back the customer down to the 110% of their demands and the remaining hours be considered a gift. DEMEC will be speaking with Delmarva and the Coop to see if they are in agreement to making changes to the law, or at least do not oppose those changes. At this time we have four residential locations and two commercial locations using solar panels. We are putting in solar and have applied for that ability. We do not have to allow more than 5% of our peak in our system. We can inform customers that solar is no longer allowed. She wonders about customers' reaction to this news. She is unsure if there are engineering issues or system problems we could encounter if we exceeded a specific percentage, but she has not gotten enough feedback to date.

#### Old Business

Riverbend Electric Infrastructure – Secretary Patone reached out to Joe Corrado, Parkway Gravel, but has not yet talked with him. Topics to discuss are his request to have us do the electric infrastructure for the first 34 lots, easements that do not currently exist specifically in the plans. They plan to fix the causeway, but we have not yet seen how they plan on keeping water service to our customers (6 at this time) while they work on the causeway and water main. They are aware they need to put together a plan and present same to us. This has been discussed with Parkway Gravel previously and we want to meet before work begins.

DelDOT and Route 9 Replacement Project – Secretary Patone agrees with Supervisor Guyer's report. We would like to say we have approval to move forward with this project. She agrees with his plans to approach DelDOT to get more funding, but we need to be committed to spend the money set aside for the project. We are unaware of any grants available. We do not expect the project to exceed \$400,000; \$40,000 in contingency and \$35,000 that will come out of Brandywine Construction's estimate by removing the concrete work. We could charge a surcharge across the customer base of \$15 month for

one year. Senator Poore is not in favor of a surcharge. We have identified this as something we need to address and we will realize some cost savings by working hand-in-hand with DelDOT. Putting off the VanDyke project in 2016 is good. The issues with underground conversion at Booker Circle support the delay.

Secretary Patone reports they have identified as capital projects for 2016 as the dump truck and VanDyke Village. There was discussion about doing underground conversion in other neighborhoods/streets in the City. We make decisions on infrastructure as they arise and she believes that this makes the most sense from an operational standpoint. We should take advantage of the DelDOT paving work now. We are not prepared to begin VanDyke Village at this time.

**A motion was made and seconded to continue to seek funding/savings from DelDOT or any other resource. (Utilize next year's capital budget in the amount of \$400,000 to perform the water main project.) Motion approved.**

#### Charter Change Discussion

Recommendations from our attorney, Dan McCollom, and Secretary Patone were reviewed and discussed. The City Solicitor has asked Mr. McCollom to provide him with all the charter changes we expect to have for next year. Secretary Patone assembled a list of items she believes the commissioners want to have changed in the charter. Mr. McCollom provided additional wording that Secretary Patone concurs with. He suggested adding 'exclusive control' when the charter speaks of 'MSC having control.' Secretary Patone suggested the following change: Section 7, "sufficiency of revenue fixed rental to city payment of expenses related to water and light system" – Secretary Patone suggests deleting the entire section. It speaks to if there is sufficient revenue we could make a payment or turn over to the Council sums in our hands that exceeds our operation. We no longer need that clause if we are going to say it is 6% of our user charges regardless of sufficiency of revenues or not. Our attorney agrees with deleting Section 7.

Secretary Patone provided Commissioners with an increase in compensation to \$3,000 and the President would receive \$3,600, versus the current compensation of \$2,400 and \$2,500 respectively. Mr. McCollom suggested we keep our compensation below Council's compensation. She based her calculations on the amount of time everyone spends on doing business.

Adding wording on whether or not we have the ability to own real estate. The Town of Lewes changed their charter seven years ago allowing them to own property. Currently wording in the charter says if we want property we can go to the city and tell them and they would put it in their name. Secretary Patone is unaware of any legal reason why we cannot put the property in our own name. Our attorney does not see any reason why we cannot either. The title to this building says 'Mayor and Council', yet we clearly paid for the building. She would like our attorney to develop wording allowing us the ability to have real estate in our name.

We need to be in agreement with the areas we want changed in the charter so Council can discuss them. Commissioners were in agreement to allow Secretary Patone the authority to have Mr. McCollom provide language for real estate, an increase in compensation for Commissioners, and the 6% clause.

Council has requested to know what changes MSC is requesting in the charter. Secretary Patone thinks compensation for Commissioners needs to be addressed periodically and she does not believe the compensation is unreasonable. The rates of \$2,400 for Commissioners and \$2,500 for President are in the current charter. The new rates of \$3,600 for President and \$3,000 for Commissioners are within

industry standards. If we do not address the issue now we would need to make a charter change. She suggests changing it or taking it out. There should be an escalation clause automatically so no charter change is needed, or take it out. The last time rates were addressed was at least 10 years ago. The rates need to be reviewed at least every 10 years.

**Motion was made and seconded to authorize Secretary Patone to submit the changes to the charter as discussed to our attorney, Dan McCollom. Motion approved.**

Results/feedback from hearing – Secretary Patone said that AFSCME has indicated it has not been settled and they will be going to arbitration.

**A motion was made and seconded to enter into executive session to discuss a personnel matter.**

**A motion was made and seconded to return to general session.**

Under New Business Secretary Patone explained the Commission's insurance policy expires on November 4, 2015 and the Commissioners had requested previously the insurance be sent out to other brokers this year. She advised Insurance Financial Services (IFS), New Castle Insurance and Bramhall & Hitchen had been consulted the end of July and she had requested quotes from each broker before the September Commission meeting. She advised IFS provided a quote from Glatfelter and Travelers and although the Travelers was slightly lower it was not considered comparable as legal defense was not covered separately. She advised the quote was a 4% increase from the current policy.

**Motion was made and seconded to renewal insurance policy with Glatfelter and IFS. Motion approved.**

Under New Business Secretary Patone requested a decision on whether to trade in the 3" pneumatic mole on a 5" pneumatic mole or to retain the 3" pneumatic mole and purchase a 5" pneumatic mole.

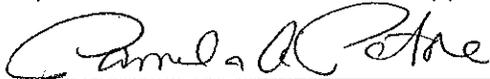
**Motion was made and seconded to trade in the 3" pneumatic mole on a 5" pneumatic mole. Motion approved.**

#### AUGUST MEETING

The Commissioners set the date of the next monthly meeting to be October 26, 2015 at the office of the Commission, 216 Chestnut Street, New Castle, DE 19720.

#### ADJOURNMENT

By motion made and unanimous approval, the Commissioners voted to adjourn.



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Pamela A. Patone

Approved: 10-26-15

*(Minutes transcribed from recording.)*