

Municipal Services Commission Monthly Meeting
November 18, 2021, 8:30 a.m.
216 Chestnut Street New Castle, Delaware

The meeting was called to order at 8:30 a.m. with Dr. Roy Sippel, Commissioner, presiding.

Present: Dr. Roy J. Sippel, Commissioner, President
Daniel F. Knox, Commissioner
Scott L. Blomquist, Secretary
Mayor Michael J. Quaranta, Commissioner

Staff in Attendance: Kendrick Natale, Comptroller
Artie Granger, Manager, Electric Utility
Jay Guyer, Manager, Water Utility

Minutes

A motion to approve the Minutes of the October 20, 2021, regular session as presented was made and seconded. Mayor Quaranta was absent from the October 20, 2021 meeting and abstained from voting. On vote the motion was passed with 2 in favor and 1 abstain.

A motion to approve the October 20, 2021, executive session as presented was made and seconded. Mayor Quaranta was absent from the October 20, 2021 meeting and abstained from voting. On vote, the motion was passed with 2 in favor and 1 abstain.

Treasurer & Human Resources Report – Mr. Natale reporting
(See attached report)

Mr. Natale reported the following:

- Cash on hand as of October 31, 2021, totaled \$3.1M.
- The Investment Portfolio as of October 31, 2021, totaled \$1.28M, which was down \$3,500 from the previous month.
- There was 122 days of unrestricted cash on hand as of October 31, 2021, which is an increase of three days from the prior month.
- There were 27 service cuts since the October meeting, and almost all have been restored, which is a decrease of 27 services that were interrupted since the prior month.

Mayor Quaranta asked for clarification of the length of time restored services can be cut again. Mr. Blomquist explained the process of billing and service cuts and the timeline, noting it is less than 3 months but more than 2 months. Mr. Natale provided additional clarification.

Mayor Quaranta asked if there were habitual offenders, and Mr. Blomquist stated that the majority of cuts are in a cycle. During discussion Mr. Blomquist stated that electric cuts are not shared with the code Enforcement Officer (Mr. Furio Casale), but water cuts are shared because at that point the residence cannot be inhabited for health reasons. Mr. Blomquist added that if a resident is slated to have both electric and water cut and no action is taken, electric is cut first and if the bill is still unpaid the next month water is cut. Mayor Quaranta opined that the information should be shared with the City. Mr. Blomquist noted that the majority of service cuts are paid within a few days. It was also noted that the same criteria for lateness is used for both electric and water, but if water is shut off the property cannot be inhabited.

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Mr. Natale noted that relative to banking services and based on his research, he recommended that MSC switch to TD Bank. He explained that their service was not the lowest bidder, but he felt TD Bank was a stronger financial institution. Mayor Quaranta noted that M&T, Bank of America and Chase all have ties to the community and suggested that Mr. Natale reach out to them through his personal contacts. Mr. Knox stated he would not be opposed to putting out RFP's to other institutions. Mr. Blomquist noted that MSC is still under contract with PNC until April 2022 and there is ample time to conduct more research. After discussion it was agreed that Mr. Natale will obtain contact information from the Mayor and will put out RFPs.

Mr. Natale continued his report:

- Electric Department – there is a YTD positive change in net position, and that variance will probably decrease over the fiscal year. Mr. Natale noted that it appeared it was budgeted flat, but in next year's budget it will be reflected cyclically. Mr. Knox noted that the change in electric was favorable about \$600,000 to budget.

Dr. Sippel noted MSC will have a problem with gas for the remainder of the year. Mr. Blomquist noted that January 1 there will be a 9.2% increase in wholesale cost of Electric and added that some of the items affecting it are: (1) Natural gas prices – One year ago it was \$2.25 per MMBTU and now it is \$5.50 per MMBTU; (2) Transmission costs are up; and (3) TGM charges are up 70%. He noted that DEMEC is proposing a 9.26% increase, which will allow them to keep a 90-day supply of cash on hand.

- Water Department – user charges are \$21,000 less than anticipated which is up approximately 18% from last year. It was noted that schools being closed had a big impact on water demand and demand is about 2% lower than pre-Covid.
- An invoice was received from Verizon for undergrounding Delaware Street. This invoice will be paid once the project is completed. During discussion it was noted that Mr. Blomquist has reached out to Bonnie Metz and the engineers at Verizon several times but has received no response. Mayor Quaranta will reach out to Ms. Metz as well.

Electric Department Report – Mr. Granger reporting
(See attached report)

Mr. Granger reported the following:

Developer Projects

- 90 Lukens Drive – MSC is working with the contractor to schedule the work needed.
- Riverbend Subdivision – MSC started the process to request changes to the permit from the railroad.
- Historic Penn Farm Renovations – The LED retro fit kits have been received and MSC is waiting to hear about scheduling.

Capital Projects

- Van Dyke Village – All cable has been pulled. Work will start on setting street lights next week. After the primary cable is tested conversion of the houses can begin. It is hoped the project will

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be completed by the end of December. Approximately 40 houses will be converted. Completion of the entire project is expected at the end of 2023.

- System Undergrounding Plan – Mr. Blomquist sent out the Executive Summary to the Commissioners. MSC will review the “Electrical Distribution System Overhead to Underground Conversion” draft copy and incorporate changes into the final copy. Mayor Quaranta recommended that after the document is finalized MSC make a presentation to Council. Mr. Blomquist stated that after the Plan and costs are refined his intention is to present to the Commissioners for approval and then present to Council. Mayor Quaranta recommended that MSC take advantage of funding available through the State. Mr. Blomquist noted that funding is available for infrastructure and we could be eligible to apply for those funds for electric and water. During discussion it was noted that MSC may have to work through the City to apply for funding. Mayor Quaranta opined that it would behoove the City to “cast a wide net” when applying for funding.
- EV Chargers – MSC is waiting for approval to install additional chargers in the City.

Operations

- Outages – There was one outage last month. A squirrel tripped a fuse on a transformer and approximately 10 customers were without power for about 15 minutes.

Repairs and Maintenance

- Wilmington Road Substation – GE is planning to come out to repair the 138 KV breaker the first week of December. Mr. Blomquist provided background on the issue. He noted that if the repair is not successful the recommendation is to replace at an estimated cost of \$100,000-\$120,000.
- Bucket Truck – Ford issued a recall for one of the MSC bucket trucks and the truck was taken to Versalift for assessment to see if the frame can be welded or if it needs to be replaced.

Water Department Report – Mr. Guyer reporting (See attached report)

Mr. Guyer reported the following:

Developer Projects

- Railroad Crossing – Mr. Guyer has not received a response from Century Engineering yet. He will follow up.
- Riverbend – Messrs. Guyer and Blomquist reviewed the Rail Pros / Norfolk Southern license agreement for the Railroad Utility Crossing and had a follow-up conversation with the Rail Pros Engineer. Mr. Guyer is making revisions to the License Agreement for submission to Rail Pros, and is waiting for follow-up on several action items from Freedom Development. The 60-day limit will start after the final document is executed.
- Courthouse – Revised plans were submitted, reviewed and approved for construction. Messrs. Guyer and Jaeger attended a pre-construction meeting with the contractor. MSC will perform

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inspections during the new service installation to ensure compliance with MSC Standards. Mr. Guyer advised the City Building Official of the proposed work schedule.

In response to a question from Mayor Quaranta, Mr. Guyer explained that they are doing interior plumbing and installing a sprinkler system. It was noted that they are separating the Sheriff's House and the Courthouse water services.

MSC Projects

- Advanced Metering – MSC received an updated meter spreadsheet for review and confirmation of water meter quantities for ordering purposes. Messrs. Guyer and Jaeger are reviewing meter options for using the traditional disc meter or opting to use an electronic series meter and will meet with Richard Keller to review all details of the meter setting, installation and billing when the process for moving service to each tenant is prepared. They will continue to evaluate comments and reviews on the options as the project moves forward.
- Cross Connection control Program / Hydro Corp.'s Proposal – Mr. Guyer explained the proposal to manage MSC's CCC program to the Commissioners and stated that after reviewing the options presented Messrs. Guyer and Jaeger recommend moving forward with Hydro Corp.'s proposal at an annual cost of \$495.00, with a January 1, 2022, implementation date. Mr. Guyer also explained how MSC will notify customers of the change.
- PFAS Sampling – Vessel 2 Carbon Consumption – Vessel 2 is almost completely consumed. The test results will be reviewed with Adam Reading from Calgon Carbon for comparison to the Pilot Study results. The carbon exchange for Vessel 2 will be scheduled for late December 2021 or early January 2022. The pilot study with resins has a very positive outlook. In response to a recommendation from Mayor Quaranta, Mr. Blomquist noted that MSC gives a report to the customers in the Consumer Confidence Report that is distributed in June.

Mr. Guyer reported that the Science, Technology & Research Institute of Delaware (STRIDE) invited Messrs. Blomquist, Guyer and Jaeger to attend a meeting with the Governor on November 29th to get support for funding from the Office of Drinking Water and DNREC. They are doing interesting work with the University of Delaware on how to remove some of the short chain and long chain PFAS chemicals. Mr. Guyer recommended information be put in The Weekly.

- New Castle Little League Baseball Field – The project is complete and an invoice will be sent to the Trustees for materials, wet tap, and testing.
- School Lane and Frenchtown Road Well – VFD Drives – The Frenchtown Road Well VFD Drive was installed and Mr. Guyer has scheduled United Electric's Drives Group and Keystone Engineering to perform inspection, start up, and SCADA integration on November 19th. This new drive gives us the ability to ramp the motor speed up and down instead of running at full speed constantly. MSC will look at getting School Lane up and running the first or second week of December so all pumps will be run by VFD with the exception of the Basin Road pump.

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Operations

• Reporting

- Pilot Study – The Pilot Study is going well.
- Americas Water Infrastructure Act of 2018 – Messrs. Guyer and Jaeger have started updating the Emergency Response Plan for certification, which is due to EPA by December 30, 2021.
- Trades Training Course – MSC received information from the Delaware Rural Water Association (DRWA) and Colonial School District regarding the Course outline and curriculum and are excited about working with the students and introducing them to the water utility operation. Mayor Quaranta noted that he forwarded this information to Luke Ryan of the Pathways Program of the State Department of Education. The Mayor briefly explained the Pathways program. Mr. Guyer noted that there is a program for summer student employees to shadow MSC staff. The student's wages and insurance would all be paid by the State. Mr. Guyer discussed the SCADA Program with the coordinators and talked to Mike Papciak with Keystone Engineering about having him come in to talk to the students about the program. He also noted that three field trips are planned to MSC facilities.
- Groundwater Supply Wells – Sampling of wells was completed. Mr. Jaeger requested a copy of the results be sent to MSC for comparison to previous testing.
- On-Call Engineering Services – Messrs. Guyer and Jaeger contacted Dan Barbato of Pennoni Associates Engineering regarding On-Call Engineering Services for MSC. Mr. Guyer noted that engineering services can be funded under APRA and WIA. Mr. Guyer has a proposal from Pennoni and asked for approval to work with Mr. Barbato on prioritizing approximately 40 projects and apply for funding. Mr. Blomquist stated the Professional Fees budget line item has been increased for the next fiscal year and explained the reimbursement process. Mr. Blomquist asked if funds can be used from this year's budget to get started.

In response to a question from Mayor Quaranta, Mr. Blomquist stated that ARPA did not cover electric. The Mayor recommended that Mr. Blomquist discuss funding with the City Administrator. Mr. Guyer noted that he added \$10,000 to the next budget and explained the proposed next steps. In response to a question from Mr. Blomquist, Mr. Guyer stated that an additional \$6,000 would be needed to get started in addition to his current budget.

Commissioner Knox stated that he is in favor of MSC moving forward with the proposal.

System Repairs and Maintenance

- Riverbend Subdivision – Riverbend was flushed on October 5th and 19th.

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- Monthly Meter Reading – Meter readings will be completed on November 12th. Meters continue to fail.
- Water Tank Painting – MBA Associates submitted a proposal that Messrs. Guyer and Jaeger compared to Suez and Southern Corrosion's proposal.

The cost of the Suez tank maintenance program is about \$140,000 for the first three years then dropped to \$65,000 and had an escalator built in every year.

Southern Corrosion submitted a proposal based on an initial 10-year program. They would paint the tanks, do structural and safety improvements, inspect the tanks annually, and put the tanks on a painting program for a cost of \$75,000 for the first year, with an escalator built in every year based on the CPI.

Mr. Blomquist explained how the tanks had previously been maintained and noted the associated cost over 10 years (approximately \$900,000) was budgeted all in one year. The cost for outsourcing the work would be shifted from the Water Department Capital Budget to the O&M Budget and spread out over 10 years. Mr. Guyer added that the cost to outsource the work is comparable to what MSC typically budgeted and the proposed maintenance programs are more aggressive than what MSC does. Mr. Guyer highly recommended that MSC outsource tank maintenance with Southern Corrosion.

The Commissioners approved MSC moving forward with outsourcing tank maintenance with Southern Corrosion beginning in 2022.

- Million Gallon Tank Entrance – Messrs. Guyer and Blomquist discussed the plan for improvements for the Lion's Club with the Trustees. The Trustees approved a bid of \$12,000 to make the improvements. MSC and the Trustees will split the cost.

Grants and Revolving Funds

- Water Infrastructure Advisory Council (WIAC) Grants – The on-site survey of MSAC's vertical assets and facilities was completed by RK&K on November 11th. Mr. Guyer expects to have information on the program submitted to RK&K in the next few weeks.

Capital and Operation & Maintenance Budgets

- Messrs. Guyer and Jaeger are working on the FYE 2023 Capital and O&M Budgets.

Water Operator Advisory Council

- The new Office of Drinking Water Administrator Steve Mann was introduced to the Council at the November 4th meeting. The Council approved the formation of a Sub-Committee to review the Water Operator Certification Regulations and make recommendations for improvements.

Public Comment

Phil Gross – 13th Street

In response to several questions from Mr. Gross, Mr. Blomquist stated:

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- The issue with the Bucket Truck came in yesterday and Mr. Granger is still working on the details, including whether a loaner bucket truck is available. Mr. Blomquist explained the difference between a Versalift recall vs a Ford recall.
- The cost to outsource tank maintenance vs in-house maintenance is virtually the same. Mr. Blomquist explained how spreading the cost over time affects the Budget.
- There is still no information on timing for the commencement of work at the entrance to Million Gallon Tank. Mr. Blomquist explained the history of the issue.

Secretary's Report – Mr. Blomquist reporting

DEMEC – Mr. Blomquist reported on the November 17, 2021, regular DEMEC meeting.

- Demand for June through September 2021 is almost 3% higher than the same period in 2020.
- Income is up 21% for September 2021 vs September 2020.
- PJM charges are up about 70%.
- ACES did an energy market presentation about natural gas cost increase: \$2.25 in October 2020 per MMBTU and currently \$5.50. Actual transmission costs are up about 14%. An increase in wholesale electric cost is anticipated and an estimated 1% increase in electric rates for the upcoming fiscal year (2023).

Old Business

- AMP /DEMEC AMI Funding – MSC is working through AMP and DEMEC on the agreements. Mr. Blomquist has requested a copy of the signed Council Resolution to submit to AMP/DEMEC.

New Business

- Summit Financial Recommendations – Mr. Blomquist reviewed the Summit Financial Recommendations.

A motion to approve recommendations from Summit Financial was made and seconded. On vote, the motion unanimously passed.

- EV Charging Rate –Utility Financial Solutions proposed a charging rate of \$.31/KWH charging and an idling fee of \$1.12/hour based on Cost of Service. Mayor Quaranta noted that common idling fees are much higher than \$1.12 per hour. After discussion, it was recommended that MSC charge a \$.30/KWH charging fee. Once a vehicle is fully charged there will be a 15 minute grace period before idling fees of \$5.00 per 15 minutes commence.

Mr. Blomquist explained that users will have to apply for a SemaConnect card in order to charge their vehicles. It was noted that currently each manufacturer requires that users apply for their specific card/app to access EV charging stations.

A motion to set the idling fee at \$20/hour to be billed in 15-minute increments after a 15-minute grace period and to set the charging fee at \$.30/KWH was made, seconded and unanimously passed.

Mr. Blomquist will reach out to SemaConnect to set up charging fees to commence as soon as possible.

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Miscellaneous

Mr. Gross asked for an update on EV charging station locations. Mr. Blomquist stated that a second charger was installed in the 3rd Street Parking Lot and the Trustees approved installing a charger in the 2nd and Chestnut Street Parking Lot. The Planning Commission, HAC, the Trustees, and Council are all involved in determining additional locations.

Mr. Gross expressed his concern regarding clustering charging stations and how that will affect owners of internal combustion engine vehicles. Mr. Blomquist opined that as EVs increase there may be new City Ordinances regarding EV charging stations put in place. Mayor Quaranta noted that the percentage of electric vs gas vehicles is extremely low and opined that there is adequate parking available in the City to accommodate both. Mr. Blomquist added that the City currently has nine dual charging stations, and the State will not allow more than three dual chargers in a parking lot. Mayor Quaranta noted that consideration should also be given to residents who do not have off-street parking. He opined that EV charging stations in commercial parking lots (businesses, recreational areas, etc.) will be installed by the owners of those locations. The Mayor also noted that a Level 2 charger takes approximately 6-7 hours to fully charge and a Level 3 charger takes approximately 30 minutes to achieve an 80% charge, with fees charged accordingly.

Mr. Gross also suggested that charging stations not be placed in locations in the Historic District where visitors may be taking pictures. Mr. Blomquist reiterated that the City is looking at that issue.

A motion was made and seconded to move into executive session at 10:08 a.m. The motion was unanimously approved.

Commissioners returned to general session at 11:09 a.m.

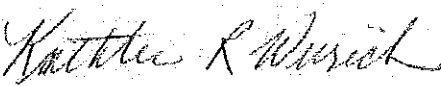
A motion was made and seconded to approve the Employee Recognition with Commissioner changes as presented in Executive Session. The motion was unanimously approved.

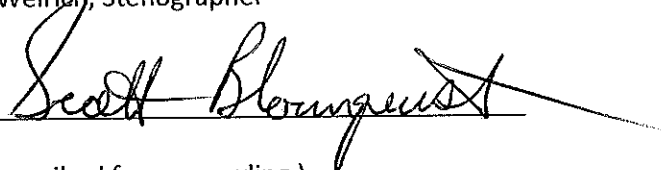
Next Meeting

Commissioners set the next monthly Board meeting to be Thursday, December 9, 2021, at 8:30 a.m.

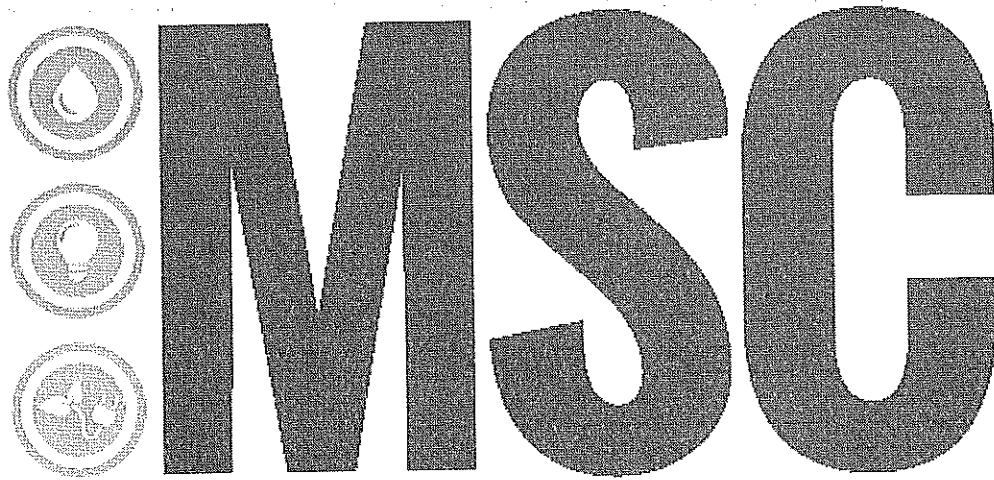
Adjournment

A motion was made and seconded to adjourn the meeting. The motion received unanimous approval and the meeting was adjourned at 11:09 a.m.


Kathleen R. Weirich, Stenographer

Approved: 
(Minutes transcribed from recording.)

Comptroller/Treasurer's Report



**Municipal Services Commission
of the City of New Castle**

November 18, 2021 Commission Meeting
Prepared By: Ken Natale on November 11, 2021



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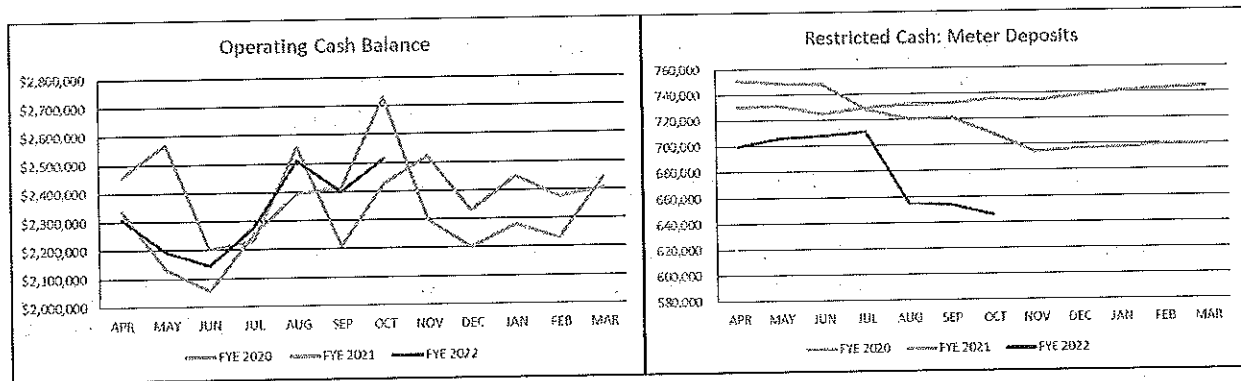
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Comptroller/Treasurer's Meeting Report – November 18, 2021

Cash & Investments:

As of October 31, 2021 the cash balances were:

PNC Operating Account:	\$ 2,516,222
PNC Restricted Account:	\$ 645,697
Petty Cash/Change Fund:	\$ 907
Total Cash on Hand:	\$ 3,162,826



The balance in the restricted cash account decreased in August due to the refunding of a meter deposit for a large commercial customer that ceased operations.

A condensed cash flow summary for October is provided below for the operating account:

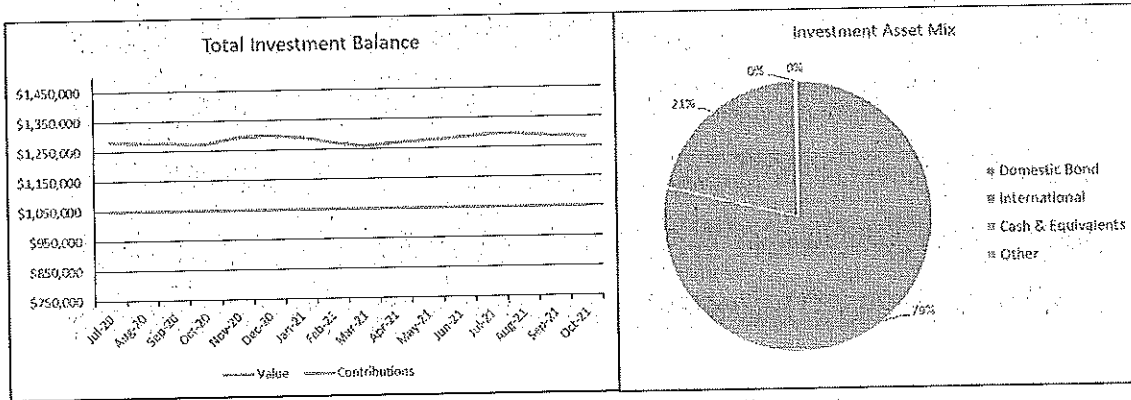
Beginning Balance	\$ 2,397,883
Cash from customers	1,008,639
Refunds to customers - deposits	(10,333)
Payments to suppliers for goods & services*	(746,140)
Bank service fees	(1,539)
Payments to employees for services	(132,288)
Net Cash Provided(Used)	<u>118,339</u>
Ending Cash Balance	<u>\$ 2,516,222</u>

*A detailed check register for the month is available on pages 3-5 of this report.

As of October 31, 2021 the Commission's investment portfolio totaled \$1,280,341 which is a net loss of \$3,523 (0.3%) from the prior month. Fiscal Year to date, the value of the Commission's portfolio has increased by \$22,152 (1.8%).

There was 122 days unrestricted cash on hand at October 31 (+3 Days from prior month) when including the value of the Commission's investment portfolio which is held in liquid assets (mutual and exchange traded funds).

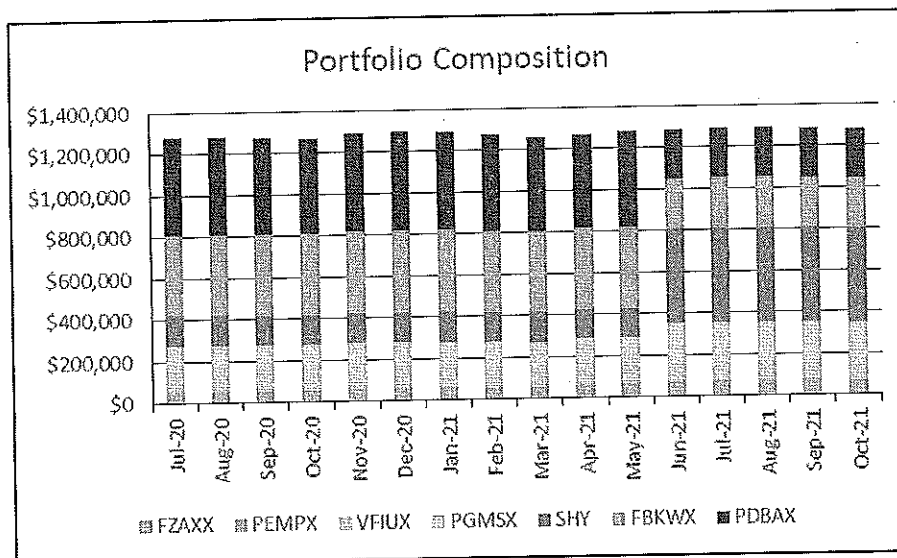
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The "domestic bond" category in the *Investment Asset Mix* chart above, includes US Government instruments and corporate bonds of US based organizations. The "international" category includes debt instruments of foreign governments as well as corporate bonds and equity issued by foreign corporations.

The Commission's investment portfolio was invested in the following securities:

Holdings	Symbol	Market Value	Est. Yield
Money Markets			
Fidelity Govt MMKT Capital Reserve	FZAXX	\$ 11,075.90	0.01%
Mutual Funds			
Fidelity Advisor Total Bond CL Z	FBKWX	238,446.25	2.18%
PGIM Total Return Bond CL A	PDBAX	237,200.05	2.45%
PIMCO Emerging Markets Bond I2	PEMPX	58,154.38	4.18%
T Rowe Price Global Multi Sector Bond I	PGMSX	177,125.54	3.05%
Vanguard Intermediate Term Treasury	VFIUX	100,276.00	
Exchange Traded Funds			
iShares Trust 1-3 Year Treasury Bond EFT	SHY	458,063.15	0.28%
Total		\$1,280,341.27	



Comptroller/Treasurer's Meeting Report – November 18, 2021

CHECK REGISTER 10/01/2021 - 10/31/2021

Number	Payment Date	Vendor Name	Payment Amount
17915	10/05/2021	Artesian Water Co., Inc.	\$ 2,100.58
17916	10/05/2021	Bear Materials LLC	50.00
17917	10/05/2021	Exxon Mobil Fleet/GECC/Wex Bank	2,377.09
17918	10/05/2021	Home Depot Credit Service	579.22
17919	10/05/2021	**Void**	-
17920	10/05/2021	Hooper, Inc	303.04
17921	10/05/2021	Keen Compressed Gas Co	24.00
17922	10/05/2021	MARKATOS SERVICES	122.50
17923	10/05/2021	McCullom, D'Emilio, Smith, Uebler LLC	300.00
17924	10/05/2021	Suburban Lawn Equipment, Inc.	389.99
17925	10/05/2021	Sunbelt Rentals Inc.	182.70
17926	10/05/2021	TRI Supply & Equipment	200.00
17927	10/05/2021	Verizon	443.79
17928	10/11/2021	Council 81	351.45
17929	10/14/2021	A. C. Schultes, Inc.	800.00
17930	10/14/2021	American Water Works Asso	328.00
17931	10/14/2021	Anixter	2,134.26
17932	10/14/2021	Aquaflow Pump & Supply Co., Inc.	102.13
17933	10/14/2021	Assurance Media	480.00
17934	10/14/2021	B Safe, Inc	192.90
17935	10/14/2021	Brandywine Const. Co., Inc	1,525.00
17936	10/14/2021	Collins Ent Inc. (Parts Plus)	887.76
17937	10/14/2021	**Void**	-
17938	10/14/2021	Comcast Business	163.72
17939	10/14/2021	Delmarva Power	108.68
17940	10/14/2021	Diamond State Tire, Inc.	1,283.00
17941	10/14/2021	Grainger	146.62
17942	10/14/2021	Kathleen R Weirich	217.50
17943	10/14/2021	KDI Inc.	138.80
17944	10/14/2021	Nationwide Life Ins. Co. of America	17,841.73
17945	10/14/2021	New Castle Cares Fund	5,000.00
17946	10/14/2021	New Horizon Communications Corp	463.06
17947	10/14/2021	One Call Concepts Inc	17.40
17948	10/14/2021	Pitney Bowes	467.70
17949	10/14/2021	Rumsey	10,115.41
17950	10/14/2021	Trans Union LLC	474.87
17951	10/14/2021	TRI Supply & Equipment	140.00
17952	10/14/2021	Tri-State Battery & Alternator, LLC	239.98
17953	10/14/2021	Tyler Technologies Inc.	4,724.00
17954	10/14/2021	United Electric Supply Co	883.00
17955	10/14/2021	Verizon	121.10
17956	10/14/2021	Verizon Wireless	520.13
17957	10/14/2021	W. B. MASON, CO., INC.	199.16
17961	10/26/2021	ASI COBRA	892.57
17962	10/26/2021	Delta Dental of Delaware, Inc.	1,792.22
17963	10/26/2021	Department of Human Resources Financial Services	31,605.54
17964	10/26/2021	**Void**	-
17965	10/26/2021	EyeMed	258.67

Comptroller/Treasurer's Meeting Report – November 18, 2021

CHECK REGISTER 10/01/2021 - 10/31/2021

Number	Payment Date	Vendor Name	Payment Amount
17966	10/26/2021	Principal Financial Group	2,194.21
17983	10/26/2021	Acrison, Inc.	1,202.50
17984	10/26/2021	Antonio's Lawn Service	1,200.00
17985	10/26/2021	Assurance Media	1,721.25
17986	10/26/2021	Collins Ent. Inc. (Parts Plus)	20.66
17987	10/26/2021	Coyne Chemical Co	817.00
17988	10/26/2021	DEMEC, Inc.	1,095.21
17989	10/26/2021	Dover Plumbing Supply Co.	729.94
17990	10/26/2021	Encova Insurance	7,472.00
17991	10/26/2021	First State Fleet Service	407.20
17992	10/26/2021	Keen Compressed Gas Co	135.40
17993	10/26/2021	Keystone Engineering Group, Inc.	3,647.00
17994	10/26/2021	MARKATOS SERVICES	122.50
17995	10/26/2021	New Castle Weekly	35.00
17996	10/26/2021	Pitney Bowes Purchase Power	2,015.00
17997	10/26/2021	Pivot Occupational Health	75.00
17998	10/26/2021	Reliable Equipment &	690.00
17999	10/26/2021	Security Instrument Corp.	54.94
18000	10/26/2021	TRI Supply & Equipment	225.00
18001	10/26/2021	United Electric Supply Co	6,405.52
18002	10/26/2021	W. B. MASON, CO., INC.	17.13
18003	10/26/2021	Win-911 Software	660.00
DFT0001333	10/06/2021	PNC BANK	2,868.77
DFT0001334	10/01/2021	Nationwide Retirement Sol	120.77
DFT0001335	10/01/2021	Nationwide Retirement Sol	126.27
DFT0001336	10/01/2021	Nationwide Retirement Sol	90.58
DFT0001337	10/01/2021	Nationwide Retirement Sol	94.70
DFT0001338	10/01/2021	Nationwide Retirement Sol	277.23
DFT0001339	10/01/2021	Nationwide Retirement Sol	975.00
DFT0001340	10/01/2021	Nationwide Retirement Sol	1,355.00
DFT0001341	10/01/2021	Maryland Child Support Account	184.62
DFT0001342	10/01/2021	United States Treasury	6,083.08
DFT0001343	10/01/2021	COMPTROLLER OF MARYLAND	300.71
DFT0001344	10/01/2021	United States Treasury	7,572.12
DFT0001345	10/01/2021	United States Treasury	1,770.88
DFT0001346	10/01/2021	Delaware Div. of Revenue	3,034.01
DFT0001348	10/19/2021	Delaware Div. of Revenue	18,762.00
DFT0001349	10/19/2021	DEMEC, Inc.	52,887.00
DFT0001350	10/19/2021	DEMEC, Inc.	479,343.16
DFT0001351	10/15/2021	Nationwide Retirement Sol	120.77
DFT0001352	10/15/2021	Nationwide Retirement Sol	152.01

Comptroller/Treasurer's Meeting Report – November 18, 2021

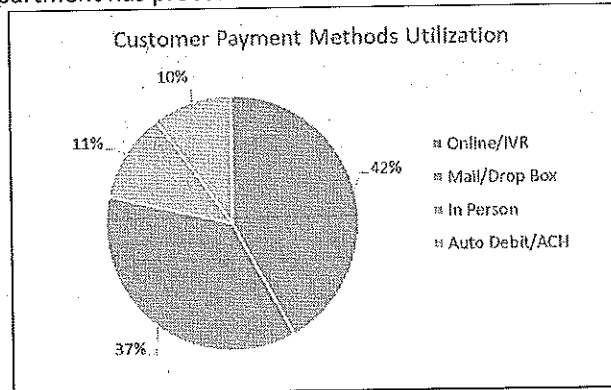
CHECK REGISTER 10/01/2021 - 10/31/2021

Number	Payment Date	Vendor Name	Payment Amount
DFT0001353	10/15/2021	Nationwide Retirement Sol	90.58
DFT0001354	10/15/2021	Nationwide Retirement Sol	114.01
DFT0001355	10/15/2021	Nationwide Retirement Sol	302.97
DFT0001356	10/15/2021	Nationwide Retirement Sol	975.00
DFT0001357	10/15/2021	Nationwide Retirement Sol	1,355.00
DFT0001358	10/15/2021	Maryland Child Support Account	184.62
DFT0001359	10/15/2021	United States Treasury	6,265.71
DFT0001360	10/15/2021	COMPTROLLER OF MARYLAND	304.63
DFT0001361	10/15/2021	United States Treasury	7,777.38
DFT0001362	10/15/2021	United States Treasury	1,818.92
DFT0001363	10/15/2021	Delaware Div. of Revenue	3,126.24
DFT0001364	10/29/2021	Nationwide Retirement Sol	120.77
DFT0001365	10/29/2021	Nationwide Retirement Sol	126.27
DFT0001366	10/29/2021	Nationwide Retirement Sol	90.58
DFT0001367	10/29/2021	Nationwide Retirement Sol	94.70
DFT0001368	10/29/2021	Nationwide Retirement Sol	277.23
DFT0001369	10/29/2021	Nationwide Retirement Sol	975.00
DFT0001370	10/29/2021	Nationwide Retirement Sol	1,355.00
DFT0001371	10/29/2021	Maryland Child Support Account	184.62
DFT0001372	10/29/2021	United States Treasury	6,338.93
DFT0001373	10/29/2021	COMPTROLLER OF MARYLAND	349.50
DFT0001374	10/29/2021	United States Treasury	7,775.44
DFT0001375	10/29/2021	United States Treasury	1,818.46
DFT0001376	10/29/2021	Delaware Div. of Revenue	3,144.05
DFT0001377	10/02/2021	OpenEdge	1,433.50
DFT0001379	10/28/2021	COLONIAL LIFE	990.76
			\$ 746,140.28

Billing/Customer Service:

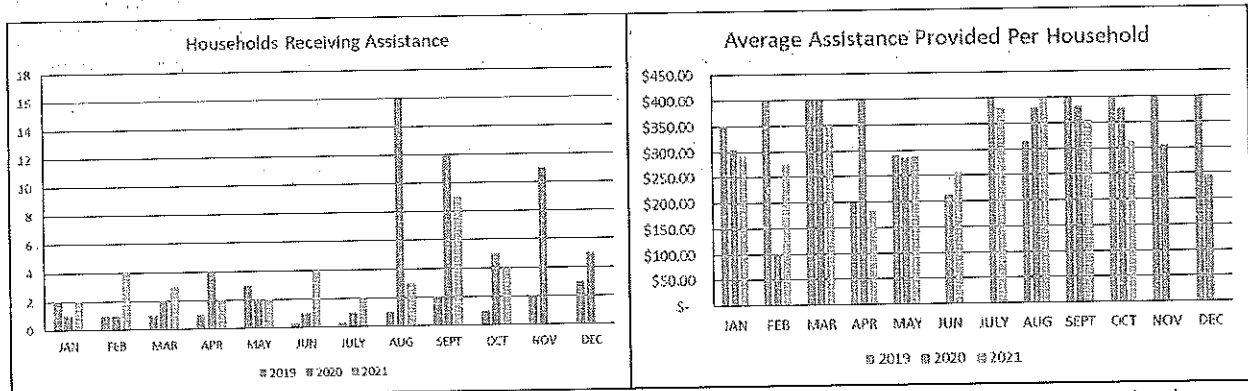
Since the previous meeting, the Customer Service Department has processed:

Bills sent	3,204
Delinquent & past due notices	325
Automated phone notifications	132
Payment arrangements	55
Contracts	1
Service cuts	23
Accounts sent to collections	7
Electric bad debt expense	\$276.31
Applications for service	20
Customers assisted in person	453
Customers assisted on telephone	611



New Castle Cares

The Salvation Army oversees the New Castle Cares Fund which is funded by the Commission to assist households having trouble making their utility payments. During the month of October, the fund assisted 4 households with an average assistance provided of \$313.22. The maximum allowed by the program is \$400.



In addition to assistance provided through the New Castle Cares fund, seven customers received an average of \$302 from other agencies or nonprofits that provide assistance for utility bills.

The spike in usage of the New Castle Cares fund in September, as well as the spike in payment arrangements and service cuts in October was related to the customer service department ending the pandemic related collection policies and enforcing the provisions of the tariff. These increases appear to have tapered off, total service cuts in November were down 31 accounts. However, as of the submission of this report there are still 55 customers who have made arrangements to pay by November 15th. Customers who remain past due at that point will have their service cut which will increase total cuts. The spike in service cuts, and subsequent increase in customers seeking assistance was due to pandemic collection policies which allowed customers to get several months behind in their utility bills without having their service interrupted, instead of just a single month behind as outlined in the tariff. Below is a condensed aging report for active customers as of November 11, 2021.

Total	Current	30 Days	60 Days	90 Days	120 Days
\$291,576	\$276,598	\$14,147	\$752	\$31	\$48

Banking Services Cost Comparisons

MSC has been banking with PNC since around 2012. In the intervening time, banking services were not shopped around. Over the last several weeks, discussions have been had with both PNC and several other local financial institutions about the types of banking services MSC requires in our operations. Total annual costs under our existing pricing structure with PNC are \$17,400 per year, on average. PNC was initially asked if there were any changes to their pricing structure they could make, and their response was no. After M&T and TD Bank submitted proposals for more services at half the cost of PNC, PNC agreed to re-work their fees which would result in an annual savings of \$7,000 over their existing price structure, however, additional savings of \$2,000 per year could be obtained by switching financial institutions. See the table below for a comparison by bank.

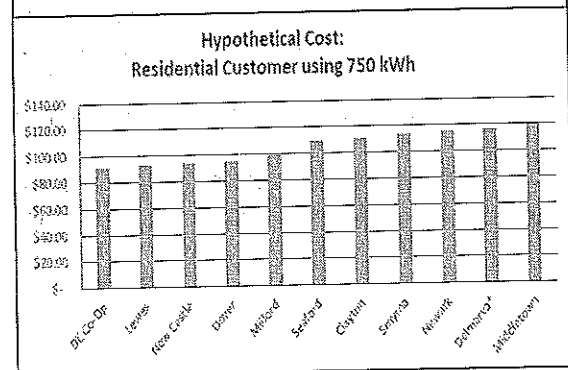
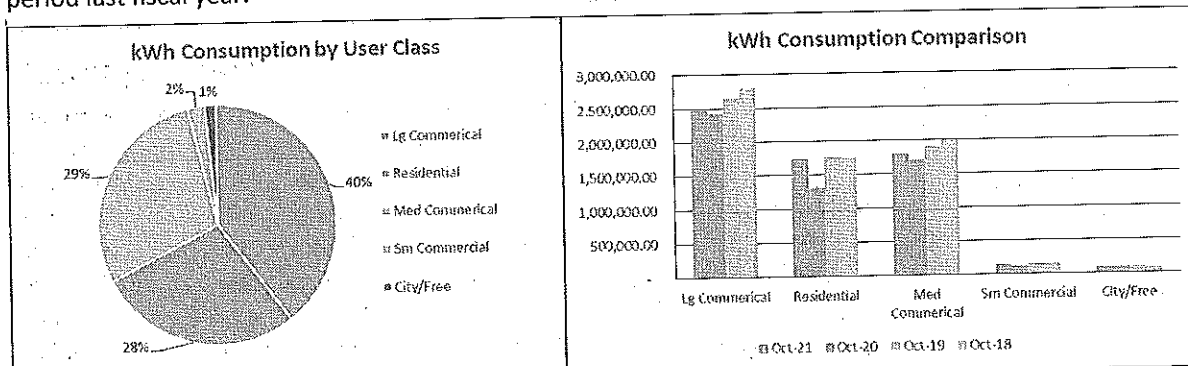
	Current Bank	Revised	M&T	TD Bank
	PNC	PNC		
Total Monthly Analyzed Charges	\$ 1,802.85	\$ 857.87	\$ 705.00	\$ 876.45
Less Earnings Credit	\$ (356.28)	\$ (408.77)	\$ (487.00)	\$ (584.17)
Net Monthly Fees	\$ 1,446.57	\$ 449.10	\$ 218.00	\$ 292.28
Brinks Complete Smart Safe *	\$ -	\$ 409.00	\$ 409.00	\$ 409.00
Total Net Monthly Fees	\$ 1,446.57	\$ 858.10	\$ 627.00	\$ 701.28
Earnings Credit Allowance	0.19%	0.19%	0.20%	0.25%
Total Annual Costs	\$ 17,358.84	\$ 10,297.20	\$ 7,524.00	\$ 8,415.36
Annual Savings from current pricing		\$ 7,061.64	\$ 9,834.84	\$ 8,943.48
Annual Savings from revised pricing			\$ 2,773.20	\$ 1,881.84
Collateralization	NO	YES	YES	YES
Type	N/A	Pledged	Letter of Credit	Letter of Credit
Costs include antifraud services	NO	YES	YES	YES
Bank Health Rating (lendingtree)	A	A	B+	A+

Both WSFS and Citizen's Bank were asked to provide a proposal. After reviewing the proposal from WSFS it was determined they were unable to offer all the services MSC requires. Citizen's Bank never sent a proposal. TD Bank is the financial institution used by New Castle County and they are offering the same pricing they charge the county.

*MSC has a contract with PNC on the smart safe in the administration building which expires in either May or October 2022. If a decision is made to switch financial institutions, the existing safe would be kept until the expiration of the contract and funds would be transferred electronically from PNC to the new bank. After the contract is up, MSC would contract with Brinks directly for a smart safe and courier service which allows MSC the discretion to change banks in the future without being under contract with a particular bank for safe services.

Electric Revenues:

User charges are favorable year to date (\$355,000). This is due to amounts billed to customers for electric consumption being higher than anticipated when the budget was adopted. The variance was likely caused by uncertainty related to the COVID-19 pandemic which saw a change in how electric was consumed by different classes of customers. Looking at data prior to COVID-19, electric consumption is 7.34% lower than in October 2018. Residential consumption increased by 243,000 kWh while total commercial consumption decreased by 290,000 kWh. Overall, electric consumption for the month was up 10.7% from the same period last fiscal year.

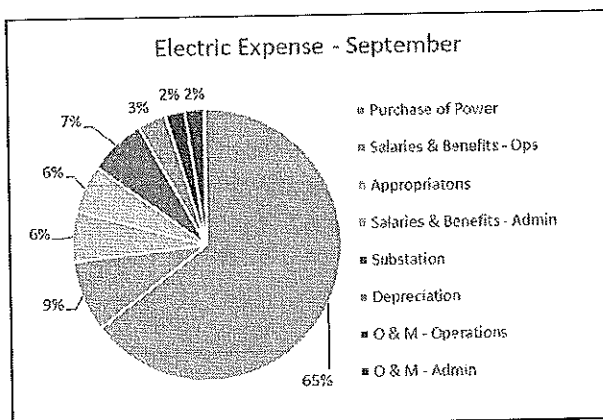


Each month, DEMEC provides a comparison of the cost of residential electric service. The analysis assumes a residential customer who uses 750 kWh per month. MSC's rate is 18.98% lower than Delmarva* and 3.04% higher than the co-op.

*Approximate. DP&L's transmission capacity charge is based on each individual's Peak Load Contribution (PLC) to the overall transmission load. Each customer has a unique PLC that changes every January.

Electric Expenses:

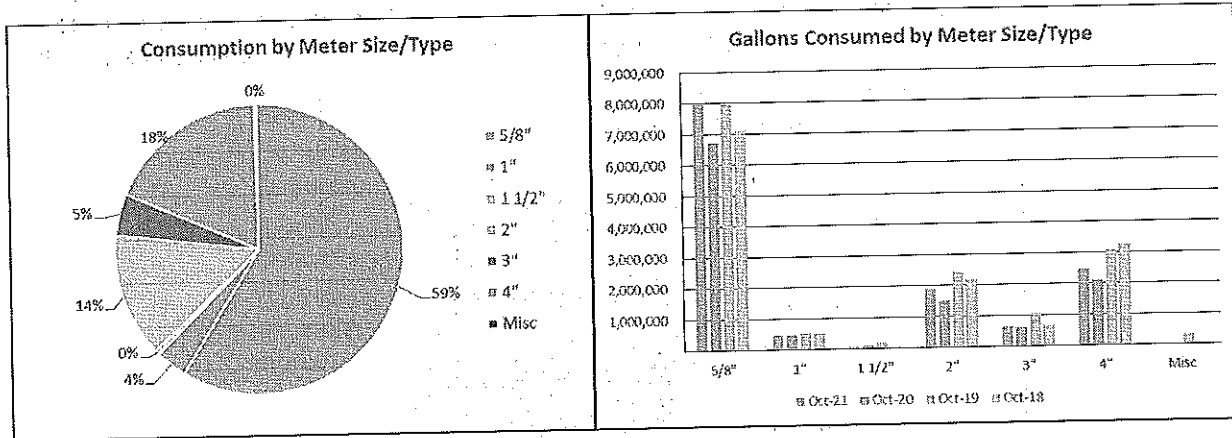
Electric expenses have a year to date unfavorable variance (\$103,000). When compared to purchases from DEMEC for April-October 2020, this year's purchases are \$91,000 higher than last year, due to increased customer usage and a 1.97% rate increase from DEMEC. A large portion of the variance is also related to work on projects that will ultimately be capitalized (\$298,000). Accounting is researching options to account for those amounts differently during the year to avoid reporting artificial budget variances caused by MSC construction projects as well as work on City and Trustee projects.



As previously reported, the line item for substation repairs and maintenance is expected to be over budget for the year due to unanticipated repairs that are needed at the Wilmington Road circuit switcher.

Water Revenues:

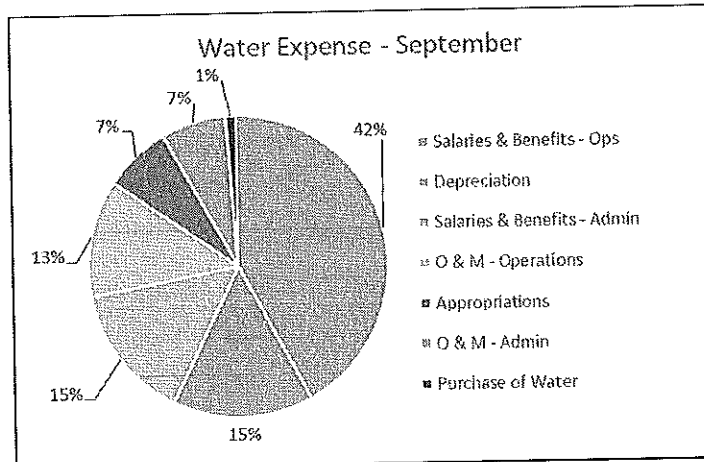
User charges have an unfavorable year to date (\$21,000). Overall, water consumption for the month was up 18% from the same period last fiscal year. Looking at data prior to COVID-19, water consumption is 1.97% lower than in October 2018, the majority of the variance is concentrated in commercial/school board accounts which have been affected by disruptions to their operations related to COVID-19.



Water Expenses:

Water expenses have a favorable year to date variance of (\$104,000). \$48,000 of the variance is related to lower than anticipated depreciation expense due to delaying several projects. Most of the rest of the positive variance is related to timing of purchases and will likely decrease during the remainder of the year.

The favorable YTD variance reported above is understated due to the way that MSC, Trustee, and City projects are accounted for. The Water Department has \$181,000 in labor and equipment cost for work on electric, city, and trustee projects. Accounting is researching options to account for those amounts differently during the year to avoid reporting artificial budget variances.



Comptroller/Treasurer's Meeting Report – November 18, 2021

Capital Budget

Description	Capital Budget 3/31/2022	Mat./Inventory as of 10/31/2021	Remaining Bal as of 10/31/2021	MSC Labor & Equipment	Total Capitalized 10/31/2021
Electric Department					
VANDYKE VILLAGE UNDERGROUND	\$ 651,360.25	\$ 114,151.94	\$ (537,208.31)	\$391,796.88	
MSC Aerial to Underground Delaware St (approved 4-30-2020)	\$ 770,000.00	\$ 678,313.54	\$ (91,686.46)	\$91,700.00	
ELECTRIC SYSTEM WIDE UNDERGROUND EVALUATION (DESIGN & ENGINEERING)	\$ 50,000.00	\$ 35,939.88	\$ (14,060.12)		
AMI SYSTEM (\$1.3M ELECTRIC/WATER OVER 2 YEARS)	\$ 357,500.00		\$ (357,500.00)		
Water Department					
WIAC AMP GRANT - MSC Asset Management Program 2 years \$100,000.00 RK&K Engineering (approved 07-01-19)	\$ 100,000.00	\$ 40,971.15	\$ (59,028.85)		
FTR WELL REHABILITATION \$35,000.00 (approved 4-30-2020)	\$ 35,000.00	\$ 35,863.28	\$ 863.28		\$ 35,863.28
6th and DE St Paving Project	\$ 42,500.00		\$ (42,500.00)		
SCHOOL LANE VFD/SCADA PROGRAMMING \$26,000.00 (approved 4-20-2021)	\$ 26,000.00		\$ (26,000.00)		
AMI SYSTEM (\$1.3M ELECTRIC/WATER OVER 2 YEARS)	\$ 292,500.00		\$ (292,500.00)		
FTR VFD/SCADA PROGRAMMING \$15,600.00 (approved 4-20-2021)	\$ 15,600.00		\$ (15,600.00)		
NEW CASTLE LITTLE LEAGUE WATER SERVICE - TRUSTEES	\$ 50,996.72	\$ 16,201.33	\$ (34,795.39)	\$41,799.01	
DELAWARE STREET 12" MAIN EXTENSION (10TH STREET CROSSING) \$37,000.00 (approved 4-20-2021)	\$ 42,410.00		\$ (42,410.00)		
DELAWARE STREET RAILROAD CROSSING (approved 4-20-2021)	\$ 37,500.00		\$ (37,500.00)		
Facilities					
Master Campus Plan/Admin Facility (approved \$10,000 6-27-19; \$9,000 12-19-19)	\$19,000.00	\$ 20,380.44	\$ 1,380.44		
2ND PHASE (\$30K shared with CNC)	\$ 15,000.00	\$ 6,811.18	\$ (8,188.82)		
Trucks/Large Equipment					
T-3 PICK UP TRUCK \$42,250.00 (approved 4-30-2020)	\$ 42,250.00	\$ 39,682.70	\$ (2,567.30)		\$ 39,682.70
Trailer for Skid Steer (approved 4-30-2020)	\$ 12,500.00	\$ 15,424.00	\$ 2,924.00		\$ 15,424.00
Billing/Customer Svc/Adminstrative					
Accounting Policies/Procedure Manual	\$ 6,050.00	\$ 970.00	\$ (5,080.00)		
	\$ 2,566,166.97	\$ 1,004,709.44	\$ (1,561,457.53)	\$ 525,295.89	\$ 90,969.98

**Municipal Services Commission
Budget to Actual Comparison – Electric
As of October 31, 2021**

	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Operating Revenues				
400 - User Charges	5,240,728	5,595,549	354,821	8,987,700
420 - City Service Charges	26,823	26,217	(605)	46,000
440 - Free Service Revenue	26,240	22,085	(4,155)	45,000
486 - Miscellaneous Income	25,073	17,087	(7,986)	43,000
<i>Total Operating Revenues</i>	<u>5,318,863</u>	<u>5,660,938</u>	<u>342,075</u>	<u>9,121,700</u>
550 - Free Service Expense	(2,332)	(2,134)	199	(4,000)
<i>Net Operating Revenue</i>	<u>5,316,531</u>	<u>5,658,805</u>	<u>342,274</u>	<u>9,117,700</u>
500 - Purchase of Power/Water	3,262,535	3,477,039	(214,504)	5,595,155
505 - Purchase of Power Substation	370,061	370,209	(148)	634,644
<i>Total Purchase Power</i>	<u>3,632,596</u>	<u>3,847,248</u>	<u>(214,652)</u>	<u>6,229,799</u>
Operating Expenses				
<i>Operations</i>				
600 - Salaries and Wages	388,928	305,152	83,776	667,000
601 - Payroll Taxes	30,321	26,803	3,518	52,000
607 - Pension Expense	55,978	47,103	8,874	96,000
608 - Employee Benefits	91,975	77,745	14,230	157,735
610 - Insurance	29,155	34,751	(5,596)	50,000
611 - Utilities	6,239	4,066	2,173	10,700
612 - Storm Damage	1,458	-	1,458	2,500
631 - Lines and Poles	10,904	10,813	91	18,700
632 - Street Lights	3,790	3,131	659	6,500
633 - Meters and Services	2,507	806	1,701	4,300
641 - Substation	3,732	15,722	(11,990)	6,400
644 - Building and Grounds	1,749	1,950	(201)	3,000
647 - Plant Materials and Supplies	3,382	1,912	1,470	5,800
650 - Truck Expense	15,744	13,210	2,533	27,000
661 - Tools & Equip Supplies	12,624	11,382	1,242	21,650
662 - Equipment Rental	875	303	571	1,500
671 - Clothing Allowance	5,948	11,260	(5,312)	10,200
672 - Safety Expense	1,866	3,096	(1,230)	3,200
680 - Training/Seminars	4,432	900	3,532	7,600
682 - Computer Expense	8,397	7,914	483	14,400
684 - Professional Fees	2,332	-	2,332	4,000
686 - Security System	1,983	1,493	489	3,400
687 - Sampling and Testing	8,280	4,552	3,728	14,200
691 - Depreciation-Plant and Equipment	134,988	121,547	13,441	231,500
693 - Depreciation-Trucks and Auto	46,648	46,791	(143)	80,000
<i>Total Operating Expenses</i>	<u>874,233</u>	<u>752,401</u>	<u>121,832</u>	<u>1,499,285</u>
<i>General & Administrative</i>				
700 - Office Salaries	198,254	223,862	(25,608)	340,000
706 - Payroll Taxes	16,327	18,085	(1,758)	28,000

Comptroller/Treasurer's Meeting Report – November 18, 2021

**Municipal Services Commission
Budget to Actual Comparison – Electric
As of October 31, 2021**

	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
707 - Pension Expense	28,572	27,859	713	49,000
708 - Employee Benefits & Related Expenses	35,893	37,490	(1,597)	61,556
709 - Professional Fees	22,457	17,545	4,911	38,513
710 - Insurance	10,204	10,625	(421)	17,500
717 - Utilities	1,050	1,098	(48)	1,800
721 - Bad Debts	7,580	10,302	(2,722)	13,000
722 - Administrative	42,581	38,336	4,245	73,025
751 - R&M Equip/Bldg/Grounds	8,228	4,989	3,238	14,110
761 - Office Supplies	8,921	8,526	396	15,300
771 - Clothing	583	1,245	(662)	1,000
780 - Training-Administrative	5,735	398	5,336	9,835
781 - Dues and Subscriptions	1,516	1,394	122	2,600
782 - Computer Expense	15,586	16,684	(1,098)	26,730
785 - Office Supplies	9,738	8,677	1,061	16,700
786 - Security System	1,516	1,666	(150)	2,600
788 - Telephone	5,773	5,329	443	9,900
789 - Key Accounts	1,603	-	1,603	2,750
792 - Depreciation-Furniture and Fixtures	17,493	16,032	1,461	30,000
<i>Total General & Administrative Expenses</i>	<u>439,609</u>	<u>450,142</u>	<u>(10,532)</u>	<u>753,919</u>
<i>Operating Income</i>	370,093	609,014	(238,922)	634,698
651 - Allocated Equipment Costs	-	119,989	119,989	-
698 - Capitalized Labor	-	178,275	178,275	-
	<u>-</u>	<u>298,264</u>	<u>298,264</u>	<u>-</u>
<i>Operating Income after Capitalized Items</i>	370,093	907,279	59,343	634,698
<i>Non Operating Revenue (Expense)</i>				
480 - Investment Income	21,283	13,406	(7,877)	36,500
950 - Investment Expenses	-	(1,873)	(1,873)	-
487 - Grant Income	-	54,553	54,553	-
930 - Grant Expense	-	(47,734)	(47,734)	-
810 - Gain on Sale of Asset	-	2,597	2,597	-
900 - Ordinary Appropriations	(314,466)	(311,714)	2,752	(539,300)
920 - Special Appropriations	-	(8,368)	(8,368)	-
940 - Change in Value of Investments	-	6,424	6,424	-
960 - Other Expenses	-	(251)	(251)	-
	<u>(293,183)</u>	<u>(292,960)</u>	<u>223</u>	<u>(502,800)</u>
Change in Net Position	<u>76,910</u>	<u>614,319</u>	<u>59,565</u>	<u>131,898</u>

Amounts may vary slightly from Combining Schedule due to rounding.

Comptroller/Treasurer's Meeting Report – November 18, 2021

**Municipal Services Commission
Budget to Actual Comparison – Water
As of October 31, 2021**

	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Operating Revenues				
400 - User Charges	1,327,067	1,306,081	(20,986)	2,275,883
420 - City Service Charges	16,094	19,409	3,316	27,600
440 - Free Service Revenue	3,848	2,168	(1,681)	6,600
486 - Miscellaneous Income	13,530	10,343	(3,187)	22,000
Total Operating Revenues	1,360,539	1,338,001	(22,538)	2,332,083
550 - Free Service Expense	(1,924)	(2,200)	(276)	3,300
Net Operating Revenues	1,358,615	1,335,801	(22,814)	2,335,383
500 - Purchase of Power/Water	15,452	14,453	999	26,500
Operating Expenses				
<i>Operations</i>				
600 - Salaries and Wages	384,263	370,161	14,101	659,000
601 - Payroll Taxes	29,738	27,396	2,342	51,000
607 - Pension Expense	55,978	50,675	5,303	96,000
608 - Employee Benefits	77,773	68,777	8,996	133,379
610 - Insurance	35,861	28,432	7,428	61,500
611 - Utilities	16,954	14,278	2,675	29,075
616 - R&M System Maintenance	4,548	8,868	(4,319)	7,800
620 - Pumping Stations	17,884	9,968	7,915	30,670
621 - Water Treatment Supplies	32,315	30,353	1,962	55,420
630 - Hydrants, Mains and Valves	10,093	1,585	8,509	17,310
633 - Meters and Services	8,228	14,805	(6,577)	14,110
644 - Building and Grounds	4,344	4,875	(531)	7,450
647 - Plant Materials and Supplies	2,892	1,394	1,498	4,960
650 - Truck Expense	11,525	15,333	(3,808)	19,765
661 - Tools & Equip Supplies	9,722	5,241	4,481	16,673
662 - Equipment Rental	427	248	179	732
671 - Clothing Allowance	4,655	3,571	1,084	7,983
672 - Safety Expense	1,364	527	837	2,340
680 - Training/Seminars	3,353	755	2,598	5,750
682 - Computer Expense	7,258	9,590	(2,332)	12,447
684 - Professional Fees	1,749	-	1,749	3,000
686 - Security System	532	267	265	912
687 - Sampling and Testing	7,878	4,570	3,308	13,510
691 - Depreciation-Plant and Equipment	216,680	168,647	48,033	371,600
693 - Depreciation-Trucks and Auto	14,578	18,113	(3,535)	25,000
Total Operations Expenses	960,590	858,429	102,161	1,647,386
<i>General & Administrative</i>				
700 - Office Salaries	114,288	131,218	(16,930)	196,000
706 - Payroll Taxes	9,971	10,798	(827)	17,100
707 - Pension Expense	12,828	13,995	(1,167)	22,000
708 - Employee Benefits & Related Expenses	24,532	23,908	624	42,072
709 - Professional Fees	18,521	14,319	4,202	31,763

Comptroller/Treasurer's Meeting Report – November 18, 2021

**Municipal Services Commission
Budget to Actual Comparison – Water
As of October 31, 2021**

	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
710 - Insurance	9,038	8,694	344	15,500
717 - Utilities	875	898	(24)	1,500
721 - Bad Debts	1,458	-	1,458	2,500
722 - Administrative	30,073	21,745	8,328	51,575
751 - R&M Equip/Bldg/Grounds	6,525	4,137	2,388	11,190
761 - Office Supplies	4,840	5,016	(176)	8,300
771 - Clothing	583	1,019	(435)	1,000
780 - Training-Administrative	2,720	326	2,394	4,665
781 - Dues and Subscriptions	2,449	2,603	(154)	4,200
782 - Computer Expense	12,752	13,650	(898)	21,870
785 - Office Supplies	8,047	7,099	947	13,800
786 - Security System	1,283	1,363	(80)	2,200
788 - Telephone	4,723	4,360	363	8,100
789 - Key Accounts	1,312	-	1,312	2,250
792 - Depreciation-Furniture and Fixtures	10,496	9,947	549	18,000
<i>Total General & Administrative</i>	<u>277,313</u>	<u>275,096</u>	<u>2,217</u>	<u>475,585</u>
<i>Operating Income</i>	105,260	187,823	(128,191)	185,912
651 - Allocated Equipment Costs	-	54,872	54,872	-
698 - Capitalized Labor	-	126,245	126,245	-
	-	<u>181,117</u>	<u>181,117</u>	-
<i>Operating Income after Capitalized items</i>	105,260	368,940	(309,308)	185,912
Non Operating Revenue (Expenses)				
480 - Investment Income	3,175	2,239	(936)	6,000
950 - Investment Expenses	-	(331)	(331)	-
487 - Grant Income	-	1,379	1,379	-
930 - Grant Expense	-	(1,379)	(1,379)	-
810 - Gain on Sale of Asset	-	458	458	-
900 - Ordinary Appropriations	(75,978)	(68,647)	7,331	130,300
910 - City Service Appropriations	(15,744)	(19,490)	(3,746)	27,000
920 - Special Appropriations	-	(977)	(977)	-
940 - Change in Value of Investments	-	1,134	1,134	-
960 - Other Expenses	-	(1,031)	(1,031)	-
<i>Total Non Operating Revenue (Expenses)</i>	<u>(88,547)</u>	<u>(86,644)</u>	<u>1,902</u>	<u>163,300</u>
Change in Net Position	<u>16,713</u>	<u>282,296</u>	<u>(307,405)</u>	<u>349,212</u>

Amounts may vary slightly from Combining Schedule due to rounding.

Comptroller/Treasurer's Meeting Report – November 18, 2021

**Municipal Services Commission
Statement of Net Position
As of October 31, 2021**

ASSETS	
Current Assets:	
Cash and cash equivalents	\$ 2,517,129
Investments	1,280,341
Accounts receivable, net	874,589
Grants receivable	1,379
Dividends receivable	3
Other receivables	2,209
Inventory	766,003
Prepaid expenses	153,028
Restricted Assets:	
Cash and cash equivalents - restricted	645,697
Land	45,386
Construction-in-progress	1,506,444
Property, plant and equipment	25,551,353
Less: Accumulated depreciation	<u>(14,767,081)</u>
Total Assets	<u>18,576,480</u>
 DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows - pension	164,836
Deferred outflows - regulatory accounting	<u>3,124,345</u>
Total Deferred Outflows	<u>3,289,181</u>
 LIABILITIES	
Current Liabilities:	
Accounts payable	548,990
Payroll withholdings payable	13,035
Accrued wages	21,979
Accrued appropriations	54,337
Developer deposits	5,040
Other liabilities	415
Noncurrent Liabilities:	
Customer deposits	645,697
Accrued compensated absences	401,263
Net pension liability	<u>474,757</u>
Total Liabilities	<u>2,165,513</u>
 DEFERRED INFLOWS OF RESOURCES	
Deferred inflows - pension	<u>659,474</u>
 NET POSITION	
Net investment in capital assets	12,336,102
Unrestricted	<u>6,704,572</u>
TOTAL NET POSITION	<u>\$ 19,040,674</u>

**Municipal Services Commission
Combining Schedules of Revenues & Expenses by Department
For the seven months ending October 31, 2021 and 2020**

	Water Department		Electric Department		Total	
	2021	2020	2021	2020	2021	2020
OPERATING REVENUES:						
User charges	1,306,081	1,146,007	5,595,549	5,502,945	6,901,630	6,648,952
City service charges	19,409	11,166	26,217	25,769	45,626	36,935
Free service	2,168	1,936	22,085	21,944	24,253	23,880
Miscellaneous	10,342	12,913	17,087	41,286	27,429	54,199
TOTAL OPERATING REVENUES	1,338,000	1,174,022	5,660,938	5,591,944	6,938,938	6,763,966
LESS: Free service	(2,200)	(1,634)	(2,134)	(1,950)	(4,334)	(3,584)
NET OPERATING REVENUES	1,335,800	1,170,388	5,658,804	5,589,994	6,934,604	6,760,382
PURCHASE OF POWER AND WATER	(14,453)	(15,524)	(3,847,248)	(3,756,431)	(3,861,701)	(3,771,955)
OPERATING EXPENSES	(858,429)	(894,466)	(752,401)	(739,455)	(1,610,830)	(1,633,921)
GENERAL AND ADMINISTRATIVE EXPENSES	(275,095)	(236,131)	(450,142)	(395,455)	(725,237)	(631,586)
OPERATING INCOME	187,823	24,267	609,013	698,653	796,836	722,920
Capitalized Labor	126,245	16,300	178,275	65,612	304,520	81,912
Capitalized equipment	54,872	10,210	119,989	38,045	174,861	49,255
OPERATING INCOME AFTER CAPITALIZED ITEMS	368,940	50,777	907,277	803,310	1,276,217	854,087
NONOPERATING REVENUES (EXPENSES):						
Investment Income	2,239	4,499	13,406	26,344	15,645	30,843
Investment expense	(331)	(319)	(1,873)	(1,808)	(2,204)	(2,127)
Grant income	1,379	5827	54,553	7,122	55,932	12,949
Grant expense	(1,379)	(5,551.00)	(47,733)	(6,784)	(49,112)	(12,335)
Private developer contributions	-	18,897.00	-	-	-	18,897
Realized Gain(Loss) on Sale of Investments	458	3,669.00	2,597	20,790	3,055	24,459
Other Expense	(1,031)	(2,318)	(251)	(4,651)	(1,282)	(3,969)
Appropriations to the Mayor and Council of New Castle						
Ordinary	(68,646)	(68,825)	(311,713)	(317,159)	(380,359)	(385,984)
City services	(19,489)	(15,009)	-	-	(19,489)	(15,009)
Special	(978)	(6,129.00)	(8,368)	(4,857)	(9,346)	(10,986)
Unrealized Gains/(Losses) on investments	1,134	4,310	6,424	24,425	7,558	28,735
TOTAL NONOPERATING REVENUES (EXPENSES)	(86,644)	(60,949)	(292,958)	(259,578)	(379,602)	(314,527)
CHANGE IN NET POSITION	\$ 282,296	\$ (10,172)	\$ 614,319	\$ 549,732	\$ 896,615	\$ 539,560

**Municipal Services Commission
Combining Schedules of Operating Expenses by Department
For the seven months ending October 31, 2021 and 2020**

	Water Department		Electric Department		Total
	2021	2020	2021	2020	
OPERATING EXPENSES:					
Clothing allowance	\$ 3,571	\$ 2,208	\$ 11,260	\$ 6,613	\$ 14,831
Computer expense	9,590	8,959	7,914	6,810	17,504
Depreciation:					
Plant and equipment	168,647	217,253	121,546	123,319	290,193
Trucks and autos	18,113	12,253	46,791	45,286	64,904
Employee benefits	68,777	74,449	77,745	76,822	146,522
Equipment rental	248	204	303	249	551
Insurance	28,432	34,857	34,751	28,408	63,183
Payroll taxes	27,396	24,690	26,803	24,967	54,199
Pension expense	50,675	56,996	47,103	53,985	97,778
Plant materials and supplies	1,394	2,876	1,912	2,665	3,306
Repairs and maintenance:					
Buildings and grounds	4,875	4,875	1,950	1,950	6,825
Hydrants, mains, and valves	1,585	18,360	-	-	1,585
Lines and poles	-	-	10,813	3,532	10,813
Meters and services	14,805	6,123	806	2,005	15,611
Pumping stations	9,968	8,859	-	-	9,968
Street lights	-	-	3,131	3,143	3,131
Substations	-	-	15,722	775	15,722
Storm Damage	-	-	-	37	37
System Maintenance	8,867	-	-	-	8,867
Salaries and wages	370,162	355,188	305,152	329,589	675,314
Safety expense	527	667	3,096	1,518	3,623
Sampling and testing	4,570	6,737	4,552	5,468	9,122
Security	267	189	1,493	528	1,760
Seminars/Training	755	2,535	900	697	1,655
Tools & Equip Supplies	5,241	5,554	11,382	10,986	16,623
Truck expense	15,333	6,429	13,210	6,167	28,543
Utilities	14,278	14,845	4,066	3,936	18,344
Water Treatment Supplies	30,353	29,360	-	-	30,353
TOTAL OPERATING EXPENSES	\$ 858,429	\$ 894,466	\$ 752,401	\$ 739,455	\$ 1,610,830
					\$ 1,633,921

**Municipal Services Commission
Combining Schedules of General & Administrative Expenses by Department
For the seven months ending October 31, 2021 and 2020**

	Water Department		Electric Department		Total
	2021	2020	2021	2020	
GENERAL AND ADMINISTRATIVE EXPENSES:					
Administrative	\$ 21,745	\$ 16,338	38,336	42,795	60,081
Bad debts	-	-	10,302	4,570	10,302
Clothing	1,019	252	1,245	309	2,264
Computer expense	13,650	11,641	16,684	14,228	30,334
Depreciation - furniture and fixtures	9,947	9,947	16,032	16,218	25,979
Dues and subscriptions	2,603	2,837	1,394	1,692	3,997
Employee benefits	23,908	20,545	37,490	31,123	61,398
Insurance	8,694	8,829	10,625	9,884	19,319
Key Accounts	-	7	-	9	-
Office salaries	131,218	109,176	223,862	187,156	355,080
Office supplies	12,115	8,461	17,203	12,422	29,318
Payroll taxes	10,798	7,774	18,085	13,566	28,883
Pension expense	13,995	16,047	27,859	31,939	41,854
Professional fees	14,319	11,959	17,545	14,489	31,864
Repairs and maintenance - equipment/building/grounds	4,137	4,683	4,989	5,724	9,126
Security system	1,363	1,560	1,666	1,906	3,029
Telephone	4,360	4,458	5,329	5,449	9,689
Training - administrative	326	960	398	1,174	724
Utilities and other expenses	898	657	1,098	802	1,996
TOTAL GENERAL AND ADMINISTRATIVE EXPENSES	\$ 275,095	\$ 236,131	\$ 450,142	\$ 395,455	\$ 725,237
					\$ 631,596

MUNICIPAL SERVICES COMMISSION
CITY OF NEW CASTLE, DELAWARE 19720-0208
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ELECTRIC DEPARTMENT COMMISSION REPORT

November 18, 2021

Prepared by Artie Granger on November 8, 2021

1. Developer Projects:

a. 90 Lukens Dr:

- I. Municipal Services has received payment. MSC will work with the contractor to schedule the needed work.

b. Riverbend Subdivision:

- I. No contact with this project. MSC has started to the process to request changes to the permit from the railroad.

c. Historic Penn Farm Renovations

- I. MSC has received the LED retro fit kits. MSC will coordinate electrical work with the electrical contractor. MSC is waiting to hear about scheduling

2. Capital Projects:

a. Van Dyke Village:

- I. MSC has continued to work on this project. MSC has begun installation of the wiring. As of right now, all of the secondary wiring has been pulled. MSC has begun pulling the primary wiring. Once all of the wiring has been pulled MSC will begin to install transformers and continue to prepare for the conversion.

b. Delaware Street:

- I. There has been no conversation over the past month regarding this project.

c. System Undergrounding plan:

- I. MSC has received a draft copy "Electrical Distribution System Overhead to Underground Conversion". MSC will review draft copy and get changes incorporated into a final copy.

ELECTRIC DEPARTMENT COMMISSION REPORT

November 18, 2021

Prepared by Artie Granger on November 8, 2021

d. EV Chargers:

- I. MSC has installed 1 additional charger at the 3rd street parking lot. MSC is waiting for approval to install the remaining chargers at locations discussed with Council and the Trustees'.

3. Capital Purchases:

- I. There have been no capital purchases over the last month.

4. Operations:

a. Outages :

- I. There was one outage this past month.
 - i. We had a squirrel trip a fuse on a transformer. There were about 10 customers out for about 15 minutes.
- II. 9/01/2020 – 9/01/2021

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
70.977	0.799	88.846	99.9875

SAIDI - is the average outage duration for each customer served.

SAIFI - is the average number of interruptions that a customer would experience.

CAIDI - gives the average outage duration that any given customer would experience.

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ELECTRIC DEPARTMENT COMMISSION REPORT

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ASAI - is the Average Service Availability Index.

5. **Repairs and Maintenance:**

a. **Wilmington Road Substation:**

- I. The Electric Department performed the monthly inspection at this location.
- II. GE is planning on repairing the 138 KV breaker the first part of December.

b. **Dobbinsville Substation:**

- I. The Electric Department performed the monthly inspection at this location.

6. **Training:**

- I. There has been no training over the last month.

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Water Department Commission Meeting Report

November 18, 2021

Prepared by: Jay Guyer on November 11, 2021

1. Developer Projects

A. Del DOT – SR 9 / SR 273 Delaware Street Railroad Crossing Safety Improvements

1. No response from Century Engineering or Del DOT on this project, WUM Guyer will follow up with both organizations for Budget planning.

B. Riverbend Subdivision

1. WUM Guyer and GM Blomquist reviewed the Rail Pros / Norfolk Southern license agreement for the Railroad Utility Crossing and had follow up with a conversation with the Rail Pros Engineer. Several options for the crossing were discussed. WUM Guyer is followed up with Riverbend's Engineer Civil Engineering Associates on the proposed changes and is making the revisions to the License Agreement for submission to Rail Pros. WUM Guyer is awaiting follow up on several action items from Freedom Development.

C. Court House – Delaware Street

1. WUM Guyer reviewed the plans from Doug Eriksen of Bernardon Engineers for the proposed Court House 6" Fire Service installation and met on November 2nd to discuss MSC's comments. Revised plans were submitted, reviewed, and approved for construction. WUM Guyer and WUS Jaeger attended a pre-construction meeting with the contractor who plans to start the work on November 15th. MSC will perform inspection during the new service installation to ensure compliance with MSC Standards. WUM Guyer advised City Building Official of the proposed work schedule.

2. MSC Projects

A. Advanced Metering Infrastructure – American Municipal Power (AMP)

1. WUM Guyer received an updated meter spreadsheet to review and confirm water meter quantities for ordering purposes. WUM Guyer and WUS Jaeger are reviewing the project and meter options for using the traditional disc meter or opting to use an electronic series meter.
2. WUM Guyer and WUS Jaeger are reviewing the logistics of individually metering each location as well as the transition process to be followed for moving service from the complex to each tenant. WUM Guyer will schedule a meeting with Richard Keller to review all details of the meter setting, installation, and billing when prepared.

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Water Department Commission Meeting Report

November 18, 2021

Prepared by: Jay Guyer on November 11, 2021

B. Cross Connection Control Program – Hydro Corp’s Proposal

1. MSC Management met with representatives of Hydro Corp and discussed their proposal to manage MSC’s Cross Connection Control (CCC) Program. WUM Guyer and WUS Jaeger received all positive comments on their program from references they provided. After reviewing the options in the presentation and their program, WUM Guyer and WUS Jaeger recommend moving forward with Hydro Corp’s Proposal to manage our CCC program coordinating with MSC Staff at an annual cost of \$495.00 with a January 1, 2022 implementation date.

C. PFAS Sampling - Vessel 2 Carbon Consumption

1. PFAS Sampling was completed on October 27th. The results indicated the carbon in Lead Vessel 2 is nearly consumed with increasing break through into Lag Vessel 1. WUM Guyer and WUS Jaeger review the PFAS test results with Adam Reading from Calgon Carbon for comparison to the Pilot Study results. WUM Guyer will call to schedule the carbon exchange for Vessel 2.

D. New Castle Little League Baseball Field – Water Service Upgrade

1. MSC Water and Electric crews completed paving and restoration of the areas disturbed during the water service installation. This project is complete, will be reconciled, and the Trustee invoiced for the materials, wet tap, and testing.

E. Penn Farm House Renovation – Trustees

1. MSC Water crews have not performed any additional work on this project.

F. School Lane and Frenchtown Road Well - VFD Drives

1. FTR Well VFD Drive was received and installed by MSC Linemen. WUM Guyer has scheduled United Electric’s Drives Group and Keystone Engineering for November 19th to perform inspection, start up, and SCADA integration of the VFD. The SL Well VFD Drive was received and installation will be scheduled when FTR Well is complete.

3. Operations

A. Outages

1. There were no planned or unplanned water outages for the month of October 2021.

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Water Department Commission Meeting Report

November 18, 2021

Prepared by: Jay Guyer on November 11, 2021

B. Reporting

1. The Calgon Carbon Corporation (CCC) Pilot Study Test Skid Unit is ongoing collecting and transmitting daily data to CCC. MSC continues collecting bi-weekly PFAS samples. Evaluation and comparison of the sample results continues as additional data's collected.
2. Americas Water Infrastructure Act of 2018 – WUM Guyer and WUS Jaeger have started updating our Emergency Response Plan (ERP) for certification which is due to EPA by December 30, 2021.
3. WUM Guyer and WUS Jaeger are waiting for additional material to be supplied by Delaware Rural Water Association (DRWA) and Colonial School District in reference to the Course outline and curriculum.
4. The Delaware Department of Natural Resources and Environmental Control (DNREC) and EA Engineering collected samples from their monitoring wells and MSC supply wells. WUS Jaeger requested they forward a copy of the results for MSC to compare to previous testing performed.
5. WUM Guyer and WUS Jaeger contacted Dan Barbato of Pennoni Associates Engineering in reference to On-Call Engineering Services for the MSC. MSC projects and the options to apply to the various funding resources were discussed. An updated water project list will be forwarded to Mr. Barbato and he will prepare and forward a Proposal for On Call Engineering Services to WUM Guyer.

C. System Repairs and Maintenance

1. Riverbend Subdivision – Flushed on October 5th and 19th to maintain Chlorine Residual.
2. Monthly Meter Reading – Will be completed on November 12th. Water Operators will follow up on water check reads and missed reads as needed for the office. Additional meters, registers, and ERT's have been ordered to replace failing units.
3. Water Tank Painting – WUM Guyer receive updated information and proposal from Andy Mumford of MBA Associates in reference to our Tank Painting project. WUM Guyer and WUS Jaeger reviewed the proposal comparing it to Suez and Southern Corrosion's.

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Water Department Commission Meeting Report

November 18, 2021

Prepared by: Jay Guyer on November 11, 2021

4. WUM Guyer contacted Southern Corrosion, LLC (SC) about their Tank Maintenance Programs. Rich Skelton of SC conducted a complete evaluation of both the Gray Street Tank and Million Gallon Tank and submitted a report including a sample proposal for a tank maintenance program. WUM Guyer and WUS Jaeger reviewed the proposal and had several follow up conversations with Mr. Skelton. Mr. Skelton prepared and submitted a proposal for a 10-year maintenance program including painting of the interior and exterior of both tanks, annual inspections, and interior washouts as needed. WUM Guyer and WUS Jaeger contacted several references provided by Mr. Skelton and received very positive feedback on the both SC and their tank programs. WUM Guyer recommends exploring a tank maintenance program moving forward and requests a direction from the Commissioners.
5. WUM Guyer and GM Blomquist reached out to the Trustees to discuss the Million Gallon Tank Entrance and their plan for improvements for the Lion's Club. The Trustees received 4 Bids for the proposed work and planned to award the project after the November Trustee Meeting. MSC agreed to split the cost of the improvements which were approximately \$14,500.00.
6. Water Operators continue performing general system maintenance including cutting the well head protected areas, bush hogging MSC easements / right of ways, prepping and painting fire hydrants, and completing monthly site / equipment inspections.

D. Grants and State Revolving Funds

1. Water Infrastructure Advisory Council (WIAC) Grants – On November 11th WUS Jaeger met with representatives of RK&K to complete the on-site survey of MSC's vertical assets and facilities. Updated project documents were provided and the next on site survey meeting scheduled.

E. Capital and Operation & Maintenance Budgets

1. WUM Guyer and WUS Jaeger are working on drafts of the FYE 2023 Water and Facilities Capital and O & M Budgets.

F. Equipment

1. No equipment issue to report at this time.
2. Water operators have started inspection of MSC's snow removal equipment and confirmed functionality.

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Water Department Commission Meeting Report

November 18, 2021

Prepared by: Jay Guyer on November 11, 2021

G. Personnel and Training

1. No personnel issues to report at this time.
2. WUM, WUS, and Water Operators have attended several training webinars in reference to water operations, treatment, and safety for continuing education hours to maintain their operator licenses.

H. Safety

1. MSC Water Operators hold daily morning Tailgate Talks discussing jobs/tasks to be performed each day.

3. Local, State, and Federal Agencies

A. WSCC - Water Supply Coordinating Council

1. The next WSCC meeting was not scheduled due the Council term due to sunset on December 31, 2021. Questions from the Council on the Self Sufficiency Reports will be read and responded to by WUM Guyer.
2. The next Drought Advisory Guidelines Sub – Committee meeting is pending.

B. WRA – Water Resource Agency

1. WUM Guyer resumed sending weekly pump data to the WRA Staff.

C. DEWARN – Delaware Water/Wastewater Agency Response Network

1. The next DEWARN meeting is tentatively scheduled for December 14th.

D. Water Operator Advisory Council

1. The November 4th conference call/meeting went well. The new Office of Drinking Water Administrator Steve Mann was introduced to the Council. Council reviewed Water Operator License Applications and approved/denied based upon the regulations, approved the September 2nd meeting minutes, reviewed and approved new training courses from Del Tech, Delaware Rural Water Association, Chesapeake Section of American Water Works Association, and the US EPA. Reappointment of sitting

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Water Department Commission Meeting Report

November 18, 2021

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Council members was discussed. The Council approved the formation of a Sub – Committee to review the Water Operator Certification Regulations and make recommendations on improvements.

2. The next meeting is scheduled for January 6, 2022.
3. A 5 - person Sub - Committee appointed by the Advisory Council is scheduled to meet on November 19th to start review the Water Operator Certification Regulations and make recommendations on improvements.

E. WIAC - Water Infrastructure Advisory Council

1. The next meeting is scheduled for December 15th.

F. Miss Utility of Delmarva Monthly Meeting

1. The next meeting is scheduled for November 18th via Zoom.

End of Report

Attachments: October 2021 Water Works Report
October 2021 Water Outage Tracking Sheet

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Monthly Water Works Report

October 1 - 31, 2021

Prepared By: Jay Guyer on November 11, 2020

Water Production		FT 300		Gallons	
Month	Year	Raw Total Gallons	Adjusted Finished Total Gallons	Raw	Finished
October	2020	11,481,400	11,369,685	11,938,600	11,879,810
October	2021	11,938,600	11,879,810		
	Difference	457,200	510,125	-58,790	
	Percentage Difference	3.8	4.3		0.5

Well(s) in Operation	Basin Road	Frenchtown Road	School Lane	Cross Roads
Days Pumped		XXX		
		31		

Water Quality	MSC Average	Goal / Target Level	Range
Average Chlorine Residual	1.39 ppm	1.00 ppm	0.90 - 1.20 ppm
Average pH	7.4	7.6	7.4 - 7.8
Average Fluoride Residual	0.84 ppm	0.70 ppm	0.60 - 1.00 ppm

General Water System Report

Routine Bacteria Sampling (Office of Drinking Water)	# Collected	Results	Absent	Present
	10		10	
			0	
Miss Utility Locate Requests (Water and Electric Locates)	# Received			
	63			
	# Completed			
	63			
	# of Damages			
	0			
Building Permit Review (Water Related Conflicts)	# Reviewed			
	28			
	# Approved			
	28			
	# Not Approved			
	0			

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Monthly Water Outages / Interruptions Report

October 1 - 31, 2021

Prepared By: Jay Guyer on November 11, 2021

Planned Outage / Interruptions		No. of Customers	Comments
Date	Approximate Duration Hours / Minutes		

No Planned Outages or Interruptions for the Month of October 2021.

Unplanned Outage / Interruptions		No. of Customers	Comments
Date	Approximate Duration Hours / Minutes		

No Unplanned Outages or Interruptions for the Month of October 2021.