

Municipal Services Commission Monthly Meeting
December 9, 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

Absent: Mayor Michael J. Quaranta, Commissioner

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

Minutes

Commissioner Knox asked if GE came out to repair the Breaker and Mr. Granger stated the repair had been made. Commissioner Knox asked for an update on the Bucket Truck, and Mr. Granger advised that the repair had been made and the truck is back in service. Commissioner Knox noted a correction to the November 18, 2021 Minutes on page 7.

A motion was made by Commissioner Knox and seconded by Commissioner Sippel to approve the Minutes of the November 18, 2021, regular session as amended. On vote, the motion unanimously passed.

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

Mr. Natale reported the following:

- Cash on hand as of November 31, 2021 totaled \$3.3M.
- Payables totaled \$737,000.
- \$963,000 was received from customers.
- The Investment portfolio was \$1.27M which was a loss of \$1,200 from the prior month. YTD date the value of the portfolio has increased 1.7%.
- As of November 31, there was 125 days of unrestricted cash on hand, which is three days more than the prior month.
- The New Castle Cares fund payouts are decreasing.
- In December 24 electric and six water services were cut.

Regarding banking services, Mr. Natale reported that Bank of America declined and Chase Bank cannot compete with M&T and TD on pricing, but Chase is interested in making a presentation on a purchasing card system. Mr. Natale explained that the card would be used for any vendor who accepted the card and it would reduce on the number of checks that are written monthly. Commissioner Knox asked if MSC had many ACH payments and Mr. Natale noted that purchasing cards are being looked at first because they offer rebates. Mr. Blomquist noted that this is being considered in order to reduce the number of checks issued each month.

Municipal Services Commission Monthly Meeting
December 9, 2021, 8:30 a.m.
216 Chestnut Street New Castle, Delaware

Mr. Natale reported that M&T Bank and TD Bank are fairly close with cost and either one would be a good fit for MSC, noting both are strong banks, have Government Service Departments, and are offering a letter of credit for collateral. After discussion, Commissioners Knox and Sippel agreed to go with whomever Mr. Natale recommended. Mr. Natale stated that a corporate resolution would be necessary to move forward.

Electric Department:

- Revenues continue to be favorable and consumption continues to be lower than pre-pandemic levels, and is about 9% lower than 2018. Mr. Blomquist noted that 2018 was the start of Efficiency Smart and that would account for the lower consumption.
- Expenses YTD are favorable.

Water Department:

- Revenues are unfavorable at \$23,000.
- Overall water consumption in gallons is up 11% from the same period last year and is up 5.5% from November 2018.
- There is a favorable expense variance of \$115,000.

A motion was made by Commissioner Knox and seconded by Commissioner Sippel to approve payments. On vote the motion was unanimously passed.

Draft Budget:

Mr. Natale and Mr. Blomquist reviewed updates to the Draft Budget with the Commissioners and explained the adjustments that were made in order to move toward the goal of getting to cost to serve. The Budget will be reviewed at the January meeting for approval. Mr. Blomquist noted that the DEMEC Board approved to increase the wholesale rate 6.91% based on the cost of natural gas, which is lower than the projected increase of 9%. Mr. Natale noted that the final payment for the Dobbinsville substation is December 2022.

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

Mr. Granger reported the following:

Developer Projects

- 90 Lukens Drive – MSC is working with Tusi Electric to move the feeds to Probation and Parole. Two scheduled shut-downs were completed and a third shut-down is scheduled for December 11th.
- Historic Penn Farm Renovations – MSC is working with the electrician to complete the project.

Capital Projects

- Van Dyke Village – All lights piped in the summer have been installed and energized. The transfer from aerial to underground has started.
- System Undergrounding Plan – MSC will meet with the engineer to review changes and make additions to the “Electrical Distribution System Overhead to Underground Conversion” draft.

Municipal Services Commission Monthly Meeting
December 9, 2021, 8:30 a.m.
216 Chestnut Street New Castle, Delaware

- EV Chargers – Installation of the EV charger at the 2nd and Chestnut Street Parking Lot is being scheduled.

Repairs and Maintenance

- Wilmington Road Substation – GE made the repair to the 9100 Circuit Switcher and it appears to be working. During inspection a problem with the SF-6 gas gauge was detected and a new gauge has been ordered. Messrs. Blomquist and Granger explained how the gas gauge works.

Water Department Report – Mr. Guyer reporting

(See attached report)

Mr. Guyer reported the following:

Developer Projects

- Riverbend – Mr. Guyer spoke with the Riverbend Engineer to discuss proposed changes to the revised agreement. The engineer was in agreement with the changes. Mr. Guyer spoke with Jeff Riley from Freedom Development and they hope to get building permits soon. To date, 10 houses have been sold.
- Courthouse – The contractor mobilized and completed installation of the water service. MSC performed inspection and collected samples for bacteria testing, which returned absent results. The project has been reconciled and MSC has submitted for reimbursement for time, testing and equipment.

MSC Projects

- Cross Connection Control Program / Hydro Corp.'s Proposal – Messrs. Guyer and Jaeger are working with Hydro Corp. to finalize and execute their proposal to manage MSC's Cross Connection Control Program beginning January 1, 2022. Customers will be introduced to Hydro Corp's program in the December MSC Newsletter and the MSC website will be updated with a Cross Connection Control tab.
- Deemer's Landing and The Helm – MSC is reviewing the logistics for individual metering for tenants at The Helm and Deemer's Landing.
- PFAS Sampling – Vessel 2 Carbon Consumption – Scheduled compliance PFAS sampling will be done next week.
- School Lane and Frenchtown Road Well – VFD Drives – Frenchtown Road is completed and running with no issues. School Lane components were installed last week and installation and start-up should be complete next week.

Operations

Reporting

- Pilot Study – The Pilot Study test is performing without issue.

Municipal Services Commission Monthly Meeting
December 9, 2021, 8:30 a.m.
216 Chestnut Street New Castle, Delaware

- Americas Water Infrastructure Act of 2018 – Emergency Plan updates have been completed and certification was submitted on November 30th. Recertification of both the Resiliency Assessment and Emergency Assessment plans are due to EPA every five years going forward.
- Trades Training Course – Training books from Delaware Rural Water Association and Colonial School District course outline and curriculum materials have been received. Mr. Jaeger attended an introductory course and spoke with the students last week.
- On-Call Engineering Services – Mr. Guyer reviewed and signed the proposal and returned it with a PO issued. Mr. Guyer will meet with Mr. Barbato of Pennoni Associates Engineering to discuss and prioritize a list of projects for grant funding.

System Repairs and Maintenance

- Riverbend Subdivision – Riverbend was flushed on November 2nd and 16th.
- Water Tank Maintenance – A formal proposal was submitted by Southern Corrosion at a cost of \$71,331 which is down from the estimated \$75,000 cost. Pricing has been locked in and painting will begin next spring. Information will be communicated to customers in the Newsletter and on the website.

Grants and Revolving Funds

- Water Infrastructure Advisory Council (WIAC) Grants – MSC is working on the Asset Management program and most of the information is in for vertical assets and facilities. A meeting will be scheduled in December to review the data and the condition assessment criteria.

Personnel and Training

- Webinars and courses have been attended by staff to maintain continuing education hours.
- Messrs. Guyer and Jaeger thanked Mr. Blomquist and the Commissioners for employee recognition.

Safety

- The department continues to conduct Tail Gate Talks to discuss jobs/tasks to be performed each day.

Local, State and Federal Agencies

- WSCC – Water Supply Coordinating Council – The organization is due to sunset on December 31, 2021. Mr. Guyer will read and respond to questions from the Council on the Self Sufficiency Reports.

Secretary's Report – Mr. Blomquist reporting

DEMEC – Mr. Blomquist reported on the December 7, 2021, regular DEMEC meeting.

- November demand is up 5% over 2020.

Municipal Services Commission Monthly Meeting
December 9, 2021, 8:30 a.m.
216 Chestnut Street New Castle, Delaware

- DEMEC sponsored two students last year and will sponsor another two students this year. The University of Delaware did a presentation on wind energy on the ocean and the public's perception of wind energy prior to start, during construction and one year later.
- Variances regarding the joint lineman training yard were discussed. A reduction in the number of trees required was approved, but the sidewalk variance was denied.
- Mr. Blomquist executed the DEMEC Member Certificate for the AMP- Fremont Energy Center and submitted it to DEMEC earlier in the month.

Old Business

- EV Charging Rate – The Trustees approved installation of an EV charging station at the 2nd and Chestnut Street parking lot. Operations will schedule installation.
- AMP – DEMEC Funding Opportunities – DEMEC is in the process of reviewing the agreements from AMP.
- EV Charging Rate – Mr. Blomquist stated that Sema Connect put the rate in for energy costs and parking fee. He noted that there was a disconnect between what MSC intended and what Sema Connect understood, and they put in a “parking” fee from midnight to 1 AM of \$15/hour, and to midnight a fee of \$20/hour. Mr. Blomquist removed the parking fee rate and notified Sema Connect that what MSC wants is an idling fee of \$15/hour that would commence 15-minutes after a vehicle is fully charged. Sema Connect is working with the software group to see if they can accommodate MSC's request. Mr. Blomquist recommended that MSC forego the idling fee until (a) it becomes an issue (i.e., if charging stations are unavailable due to vehicles remaining in the space after they are fully charged) or (b) until Sema Connect can set up the system correctly.

Commissioner Knox asked if a separate line item has been set up for EV charging stations. Mr. Blomquist will speak with Mr. Natale to have it set up as a separate line item.

New Business

- Rate Design – FYE 2023 was discussed earlier in the meeting. Relative to undergrounding, USF is working on a rate design for FYE 2024 based on criteria and time frames supplied by Mr. Blomquist. That should be available for Commission review in January 2022.

Public Comment

Phil Gross

EV charging stations – Mr. Gross asked if a parking fee was standard in the industry. Mr. Blomquist stated he is not certain if a parking fee is standard in the industry. He explained how the City of Newark is handling parking fees and noted that what MSC is proposing is an idling fee.

EV charging station locations – Mr. Gross asked who will decide where additional charging stations are located. Mr. Blomquist explained that the location of charging stations will be determined by City Council, the Trustees, the Mayor, the Planning Commission and the Historic Area Commission. Mr. Gross stated that New Castle Matters is a newly formed Civic Association that will disseminate information to residents.

Municipal Services Commission Monthly Meeting
December 9, 2021, 8:30 a.m.
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Dobbinville Substation – Mr. Gross asked how much will be added into the MSC budget when the Dobbinville Substation is paid for. Commissioner Knox clarified that Mr. Gross was asking if that savings would impact rates favorably for customers and explained that those savings were already built into the USF Rate Study.

The Helm / Deemer's Landing – Mr. Gross asked if individual metering at The Helm and Deemer's Landing would increase revenue for MSC. Mr. Blomquist explained that usage would probably go down because residents will now pay for their own water, but there would most likely be an increase in revenue.

Van Dyke Village – Mr. Gross asked if the Van Dyke Village project would use all of the funds budgeted for it. Mr. Blomquist explained that the Van Dyke Village project will not be completed for another two years and stated he was not in a position to say whether the final cost would be less than the original estimate.

Bucket Truck – Mr. Gross asked if the bucket truck that was repaired was part of the recall. Mr. Blomquist stated that it was part of the recall. He explained that the frame was not cracked and the frame was plated to prevent a crack from happening.

Card Payment System – Mr. Gross expressed his approval of MSC utilizing that system.

Wind Power – Mr. Gross asked if there was a more favorable impression of wind power one year after construction. Mr. Blomquist stated that at the beginning it was 60% favorable/40% unfavorable, and after one year there was a 10% shift toward being more favorable.

A motion to move to Executive Session was made by Commissioner Knox and seconded by Commissioner Sippel. The motion was unanimously approved and the meeting moved to Executive Session at 9:32 a.m.

Commissioners returned to general session at 10:05 a.m.

A motion to approve the November 18, 2021, Executive Session Minutes was made by Commissioner Knox and seconded by Commissioner Sippel. On vote the motion unanimously passed.

A motion to approve the adjustments to the Non Union Pay Scale FYE 2023 as discussed in Executive Session was made by Commissioner Knox and seconded by Commissioner Sippel. On vote, the motion unanimously passed.


Next Meeting

The Commissioners set the next monthly Board meeting to be Thursday, January 20, at 8:30 a.m.

Adjournment

A motion was made by Commissioner Knox and seconded by Commissioner Sippel to adjourn the meeting. The motion received unanimous approval and the meeting was adjourned at 10:10 a.m.

Municipal Services Commission Monthly Meeting
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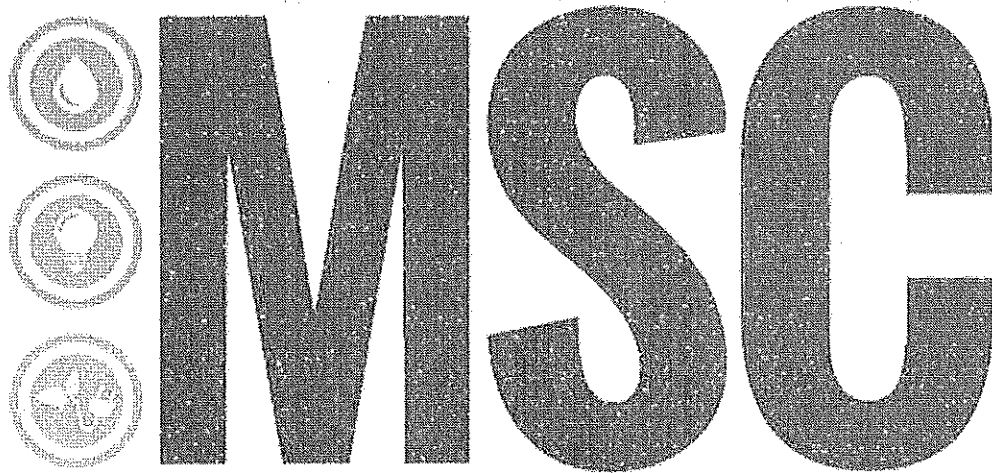


Kathleen R. Weirich, Stenographer

Approved:  _____

(Minutes transcribed from recording.)

Comptroller/Treasurer's Report



Municipal Services Commission
of the City of New Castle

December 9, 2021 Commission Meeting
Prepared By: Ken Natale on December 6, 2021



Contents

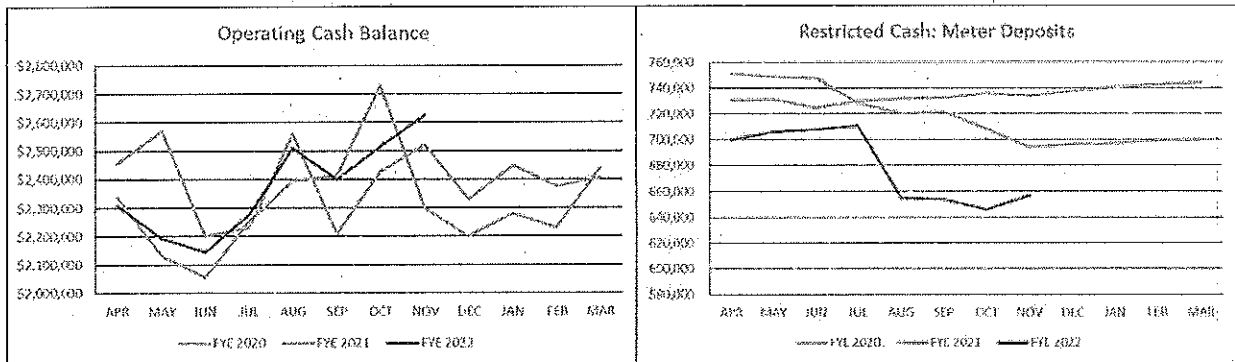
Cash & Investments:	1
Check Register	3
Billing/Customer Service:	5
New Castle Cares	5
Banking Services Cost Comparisons - Update	6
Electric Revenues:	7
Electric Expenses:	7
Water Revenues:	8
Water Expenses:	8
Capital Budget	9
Budget to Actual Comparison – Electric	10
Budget to Actual Comparison – Water	12
Statement of Net Position	14
Combining Schedules of Revenues & Expenses by Department	15
Combining Schedules of Operating Expenses by Department	16
Combining Schedules of General & Administrative Expenses by Department	17

Comptroller/Treasurer's Meeting Report – December 9, 2021

Cash & Investments:

As of November 30, 2021 the cash balances were:

PNC Operating Account:	\$ 2,625,511
PNC Restricted Account:	\$ 656,476
Petty Cash/Change Fund:	\$ 892
Total Cash on Hand:	\$ 3,282,879



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 November is provided below for the operating account:

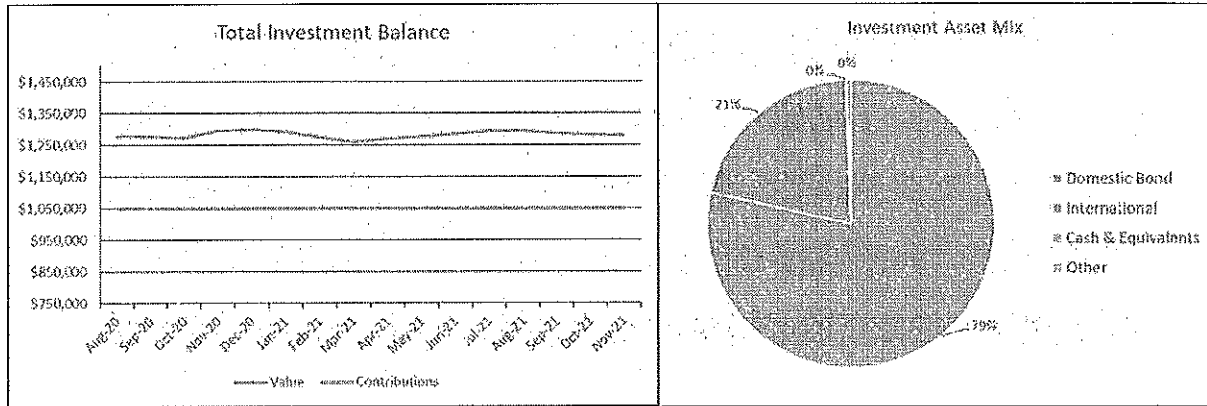
Beginning Balance	\$ 2,516,222
Cash from customers	963,001
Refunds to customers - deposits	(1,403)
Payments to suppliers for goods & services*	(737,664)
Bank service fees	(1,305)
Payments to employees for services	(113,340)
Net Cash Provided(Used)	<u>109,289</u>
Ending Cash Balance	<u>\$ 2,625,511</u>

*A detailed check register for the month is available on pages 3-4 of this report.

As of November 30, 2021 the Commission's investment portfolio totaled \$1,279,153 which is a net loss of \$1,188 (0.09%) from the prior month. Fiscal Year to date, the value of the Commission's portfolio has increased by \$21,833 (1.7%).

There was 125 days unrestricted cash on hand at November 30 (+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).

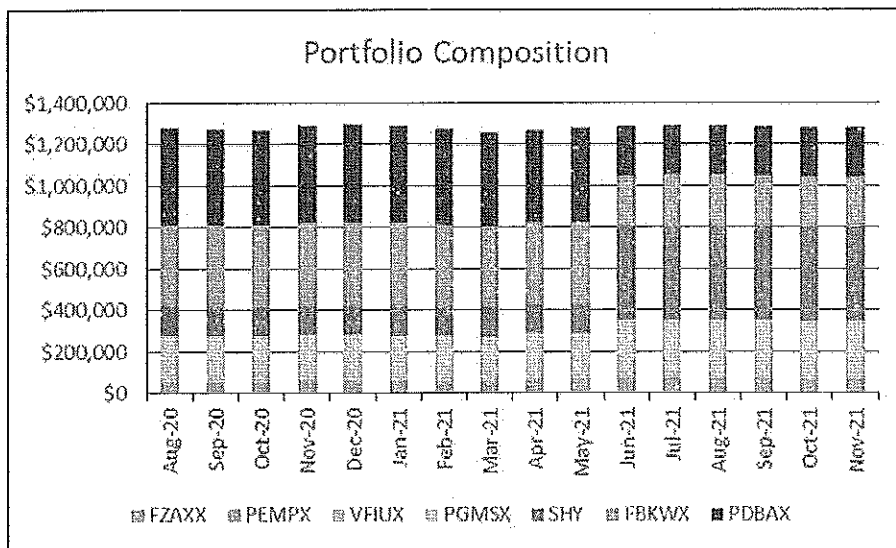
Comptroller/Treasurer's Meeting Report – December 9, 2021



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	\$ 11,487.05	0.01%
Mutual Funds			
Fidelity Advisor Total Bond CL Z	FBKWX	238,866.29	2.17%
PGIM Total Return Bond CL A	PDBAX	237,658.04	2.41%
PIMCO Emerging Markets Bond I2	PEMPX	56,950.65	4.26%
T Rowe Price Global Multi Sector Bond I	PGMSX	175,759.41	3.04%
Vanguard Intermediate Term Treasury	VFIUX	100,630.33	
Exchange Traded Funds			
iShares Trust 1-3 Year Treasury Bond EFT	SHY	457,801.61	0.25%
Total		\$1,279,153.38	



Comptroller/Treasurer's Meeting Report – December 9, 2021

CHECK REGISTER 11/01/2021 - 11/30/2021

Number	Payment Date	Vendor Name	Payment Amount
18004	11/02/2021	Artesian Water Co., Inc.	\$ 1,875.65
18005	11/02/2021	Benz Hydraulics, Inc.	107.74
18006	11/02/2021	Collins Ent. Inc. (Parts Plus)	86.47
18007	11/02/2021	Consult Dynamics, Inc./DCA Net	20.00
18008	11/02/2021	Diamond Materials	688.87
18009	11/02/2021	Exxon Mobil Fleet/GECC/Wex Bank	1,876.19
18010	11/02/2021	Ferguson Enterprises, Inc.	241.67
18011	11/02/2021	Grainger	537.30
18012	11/02/2021	Home Depot Credit Service	630.25
18013	11/02/2021	**Void**	-
18014	11/02/2021	Kathleen R Weirich	247.50
18015	11/02/2021	KDI Inc.	104.38
18016	11/02/2021	MARKATOS SERVICES	122.50
18017	11/02/2021	New Castle County	548.83
18018	11/02/2021	Pennsylvania Globe &	4,182.00
18019	11/02/2021	SFS Tools and Safety LLC	1,158.22
18020	11/02/2021	The Concrete Company	262.00
18021	11/02/2021	TRI Supply & Equipment	908.64
18022	11/02/2021	United Electric Supply Co.	84.00
18023	11/02/2021	Utility Engineers, PC	10,290.31
18024	11/02/2021	Verizon	441.00
18025	11/02/2021	W. B. MASON, CO., INC.	303.87
18026	11/02/2021	**Void**	-
18027	11/10/2021	Anixter	189.00
18028	11/10/2021	Arobone & Company Inc.	315.82
18029	11/10/2021	Assurance Media	577.50
18030	11/10/2021	B Safe, Inc	192.90
18031	11/10/2021	Berrodin Parts Warehouse	10.80
18032	11/10/2021	Bruce Industrial Co Inc	1,096.00
18033	11/10/2021	CBM Insurance Agency LLC	32,791.00
18034	11/10/2021	Collins Ent. Inc. (Parts Plus)	19.49
18035	11/10/2021	Comcast Business	162.83
18036	11/10/2021	Delmarva Power	90.09
18037	11/10/2021	Encova Insurance	7,472.00
18038	11/10/2021	First State Fleet Service	749.78
18039	11/10/2021	Hach Company	448.52
18040	11/10/2021	KDI Inc.	497.50
18041	11/10/2021	Keystone Engineering Group, Inc.	310.00
18042	11/10/2021	Nationwide Life Ins. Co. of America	17,841.73
18043	11/10/2021	One Call Concepts Inc	51.40
18044	11/10/2021	ProWorks	133.00
18045	11/10/2021	Red Wing Shoe Store	410.83
18046	11/10/2021	ScienceTechnologyResearchInstitute of Delaware (STRIDE)	1,000.00
18047	11/10/2021	Security Instrument Corp.	296.85
18048	11/10/2021	Tools & More	479.00
18049	11/10/2021	Trans Union LLC	309.24
18050	11/10/2021	TRI Supply & Equipment	444.50
18051	11/10/2021	ULINE	96.68
18052	11/10/2021	United Electric Supply Co	1,276.00
18053	11/10/2021	Verizon	119.87
18054	11/10/2021	Wesco Receivables Corp.	15,989.00
18059	11/22/2021	Antonio's Lawn Service	1,200.00
18060	11/22/2021	Assurance Media	1,759.25

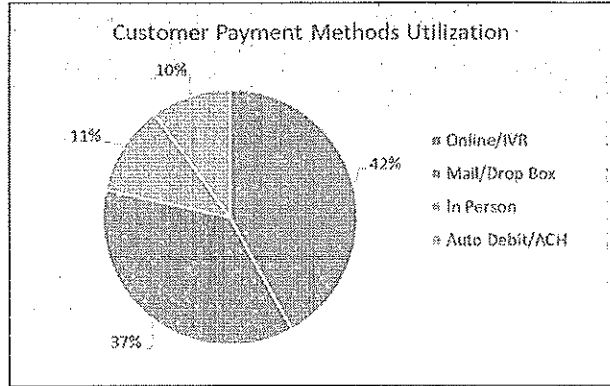
Comptroller/Treasurer's Meeting Report – December 9, 2021

CHECK REGISTER 11/01/2021 - 11/30/2021			
Number	Payment Date	Vendor Name	Payment Amount
18061	11/22/2021	Austin & Pruitt Fire	285.00
18062	11/22/2021	Bear Materials LLC	250.00
18063	11/22/2021	Berrodin Parts Warehouse	5.98
18064	11/22/2021	Choctaw-Kaul Distribution Company	2,789.50
18065	11/22/2021	Collins Ent. Inc. (Parts Plus)	26.98
18066	11/22/2021	Delaware Rural Water	250.00
18067	11/22/2021	Diamond Materials	7,065.71
18068	11/22/2021	Hach Company	139.03
18069	11/22/2021	Keen Compressed Gas Co.	79.78
18070	11/22/2021	MARKATOS SERVICES	122.50
18071	11/22/2021	Martin Marietta Materials, Inc.	395.02
18072	11/22/2021	New Horizon Communications Corp	475.27
18073	11/22/2021	Northwest Lineman College	1,220.00
18074	11/22/2021	Pitney Bowes Purchase Power	2,015.00
18075	11/22/2021	Suburban Lawn Equipment, Inc.	5.39
18076	11/22/2021	Tyler Technologies Inc.	278.28
18077	11/22/2021	United Electric Supply Co.	788.22
18078	11/22/2021	Verizon Wireless	520.17
18079	11/22/2021	**Void**	-
18080	11/24/2021	Council 81	429.55
18081	11/22/2021	Dell Business Credit	1,185.00
18082	11/22/2021	Pivot Occupational Health	129.00
18083	11/22/2021	Technique Data Systems, INC.	459.00
18084	11/23/2021	ASI COBRA	892.57
18085	11/23/2021	Delta Dental of Delaware, Inc.	1,792.22
18086	11/23/2021	Department of Human Resources Financial Services	28,638.74
18087	11/23/2021	Hire Right Solutions, Inc.	46.52
18088	11/23/2021	Principal Financial Group	2,210.73
DFT0001378	11/06/2021	PNC BANK	9,424.72
DFT0001380	11/19/2021	Delaware Div. of Revenue	16,882.00
DFT0001381	11/19/2021	DEMEC, Inc.	52,887.00
DFT0001382	11/04/2021	Dell Business Credit	1,722.78
DFT0001383	11/12/2021	Nationwide Retirement Sol	166.02
DFT0001384	11/12/2021	Nationwide Retirement Sol	126.27
DFT0001385	11/12/2021	Nationwide Retirement Sol	124.52
DFT0001386	11/12/2021	Nationwide Retirement Sol	94.70
DFT0001387	11/12/2021	Nationwide Retirement Sol	311.17
DFT0001388	11/12/2021	Nationwide Retirement Sol	975.00
DFT0001389	11/12/2021	Nationwide Retirement Sol	1,355.00
DFT0001390	11/12/2021	Maryland Child Support Account	184.62
DFT0001391	11/12/2021	United States Treasury	6,398.52
DFT0001393	11/12/2021	United States Treasury	7,810.76
DFT0001394	11/12/2021	United States Treasury	1,826.70
DFT0001395	11/12/2021	Delaware Div. of Revenue	3,130.65
DFT0001396	11/19/2021	DEMEC, Inc.	433,526.09
DFT0001414	11/02/2021	OpenEdge	1,587.25
DFT0001441	11/22/2021	COMPTROLLER OF MARYLAND	611.20
DFT0001442	11/22/2021	Delaware Div. of Revenue	4,938.17
DFT0001443	11/22/2021	Maryland Child Support Account	184.62
DFT0001444	11/22/2021	Nationwide Retirement Sol	3,582.30
DFT0001445	11/22/2021	United States Treasury	25,230.82
DFT0001446	11/29/2021	COLONIAL LIFE	781.34
DFT0001447	11/29/2021	EyeMed	258.67
			737,664.02

Billing/Customer Service:

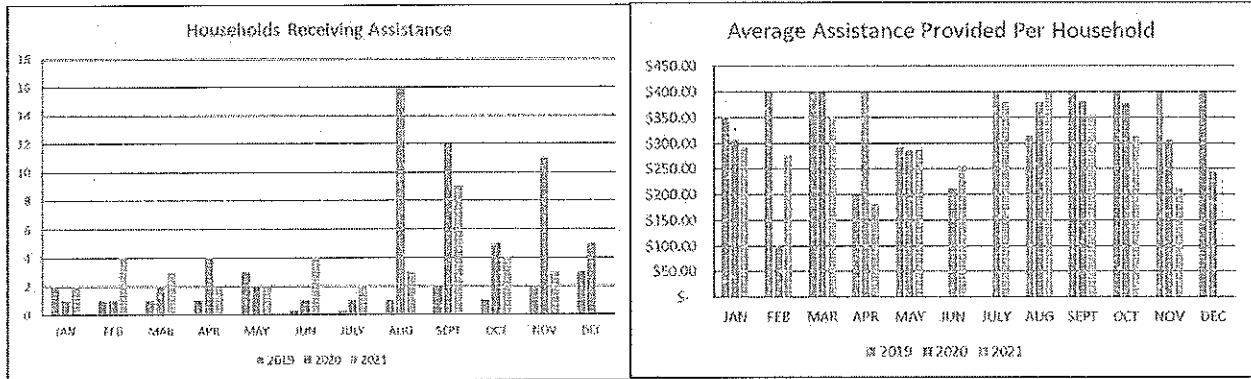
Since the previous meeting, the Customer Service Department has processed:

Bills sent	3204
Delinquent & past due notices	328
Automated phone notifications	212
Payment arrangements	N/A
Contracts	1
Service cuts	N/A
Accounts sent to collections	4
Electric bad debt write offs	\$1,634.88
Applications for service	23
Customers assisted in person	331
Customers assisted on telephone	759



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 3 households with an average assistance provided of \$210.34. The maximum allowed by the program is \$400.



In addition to assistance provided through the New Castle Cares fund, six customers received an average of \$308.65 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 polices and enforcing the provisions of the tariff. 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 December 5, 2021. This increase in the outstanding balances is due to the timing of the Commission meeting.

Total	Current	30 Days	60 Days	90 Days	120 Days
\$392,722	\$369,722	\$20,840	\$1990	\$99	\$48

Banking Services Cost Comparisons - Update

At the November 18th meeting, cost comparisons for several financial institutions were presented to the Commission. Mayor Quaranta suggested reaching out to a few other financial institutions. Since the last meeting, discussions occurred with Bank of America and JP Morgan Chase.

- Bank of America decided our account balances/activity volume was too low for them and they passed on the opportunity to submit a bid.
- JP Morgan Chase, after discussion, decided that they could not offer competitive pricing to either M&T or TD Bank and did not want to spend the time developing a full bid for presentation to the Commission. However, JP Morgan Chase is very interested in being able to present a proposal for a purchasing card program to the Commission which is something we are looking at exploring in the spring.

As a result, the underlying information presented at the November meeting has not changed. WSFS has been added to the tabulation to show the Commission where their proposal came in, however, WSFS does not offer "image cash letter" services which are an integral part of MSC's collection functions.

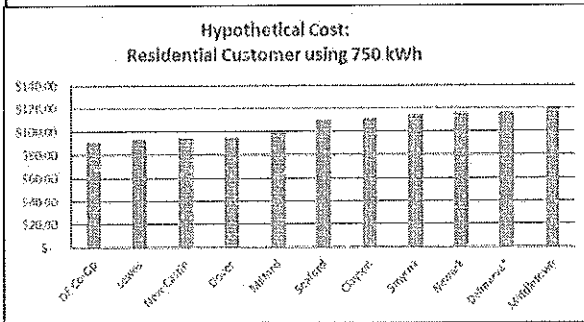
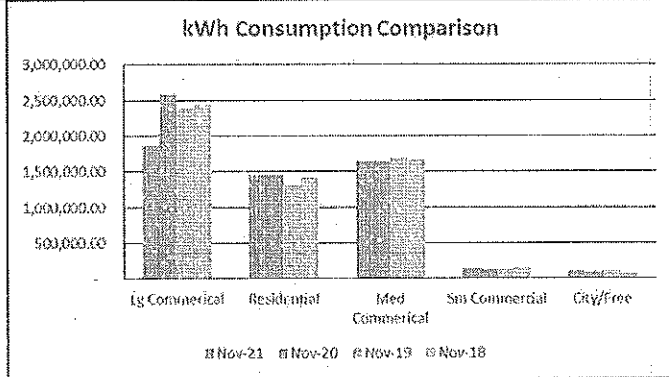
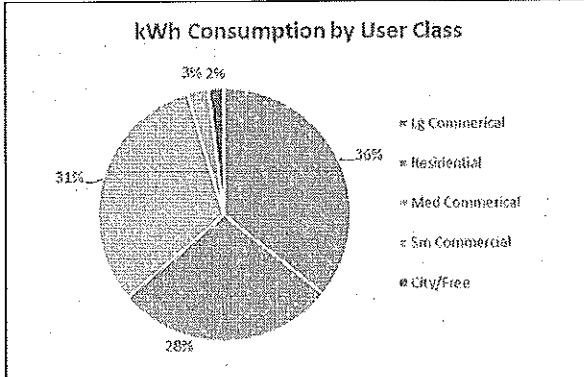
	Current Bank	Revised	WSFS	M&T	TD Bank
	PNC	PNC			
Total Monthly Analyzed Charges	\$ 1,802.85	\$ 857.87	\$ 934.63	\$ 705.00	\$ 876.45
Less Earnings Credit	\$ (356.28)	\$ (408.77)	\$ (160.68)	\$ (487.00)	\$ (584.17)
Net Monthly Fees	\$ 1,446.57	\$ 449.10	\$ 773.95	\$ 218.00	\$ 292.28
Brinks Complete Smart Safe *	\$ -	\$ 409.00	\$ 409.00	\$ 409.00	\$ 409.00
Total Net Monthly Fees	\$ 1,446.57	\$ 858.10	\$ 1,182.95	\$ 627.00	\$ 701.28
Earnings Credit Allowance	0.19%	0.19%	0.10%	0.20%	0.25%
Total Annual Costs	\$ 17,358.84	\$ 10,297.20	\$ 14,195.40	\$ 7,524.00	\$ 8,415.36
Annual Savings from current pricing		\$ 7,061.64	\$ 3,163.44	\$ 9,834.84	\$ 8,943.48
Annual Savings from revised pricing			\$ (3,898.20)	\$ 2,773.20	\$ 1,881.84
Collateralization	NO	YES	YES	YES	YES
Type	N/A	Pledged	PLEGDED	Letter of Credit	Letter of Credit
Costs include antifraud services	NO	YES	YES	YES	YES
Bank Health Rating (lendingtree)	A	A	A+	B+	A+

TD Bank is the financial institution used by New Castle County and they are offering the same pricing they charge the County. M&T Bank has a branch in the City limits. Both M&T Bank and TD Bank are strong institutions and have government services specialists. Either institution would be a good fit for MSC. TD Bank has better ratios relating to the financial health of the bank and they are also offering a higher earnings credit rate which offsets monthly bank fees. This could help to defray costs when the average bank balance deviates from the average in either direction.

Which bank(s) MSC uses is a decision of the Commission which requires a resolution according to the MSC Charter. If the Commission is inclined to switch banks, a resolution could be prepared for the January 2022 meeting.

Electric Revenues:

User charges are favorable year to date (\$231,447). This is due to amounts billed to customers for electric consumption being higher than anticipated when the budget was adopted. The variance will likely decrease over the next several months as the budget for electric revenues was not spread according to seasonal trends when it was posted to the financial system. Looking at data prior to COVID-19, electric consumption is 9.22% lower than in November 2018. Residential consumption increased by 39,000 kWh while total commercial consumption decreased by 565,000 kWh. Overall, electric consumption for the month was down 12% from the same period last fiscal year. This may be due to warmer temperatures in November.

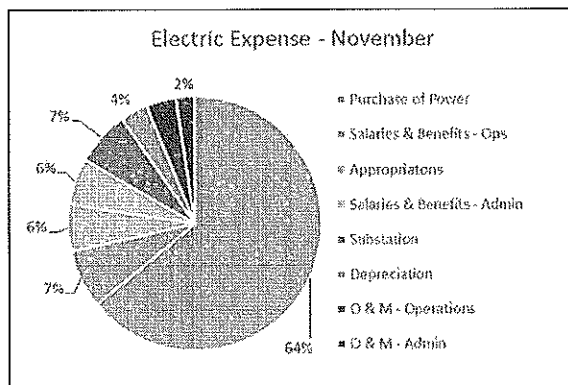


Each month, DEMEC provides a comparison of the cost of residential electric service. The analysis assumes a residential customer who uses 750 kWh per month. MSC's rate is 23.26% lower than Delmarva* and 3.0% higher than the co-op.

*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:

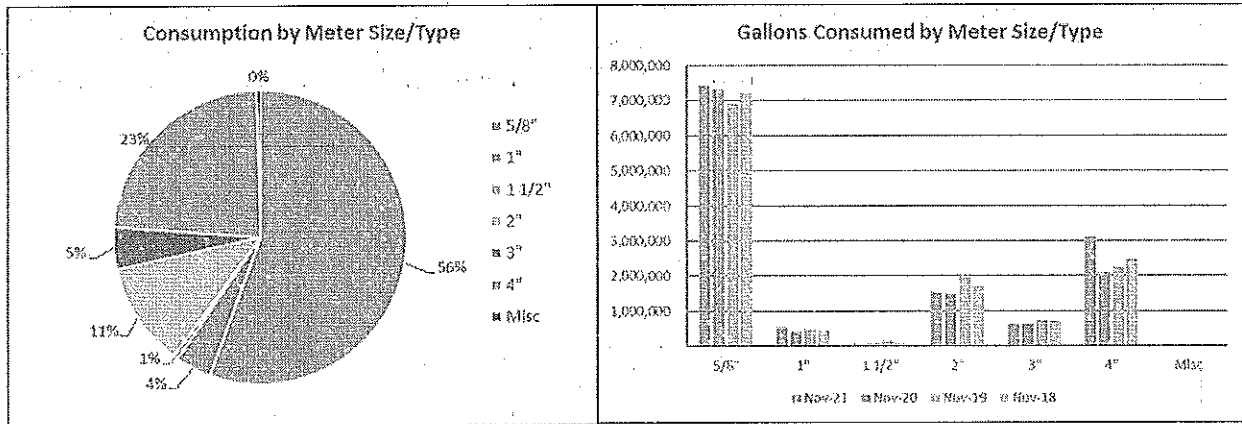
Electric expenses have a year to date favorable variance (\$102,000). When compared to purchases from DEMEC for April-October 2020, this year's purchases are \$105,000 higher than last year, due to increased customer usage and a 1.97% rate increase from DEMEC. A large portion of the variance is also related to a large portion of the variance could be due to the timing of the meeting and not having all of November's invoices in to accrue the expenses. Purchase of Power from DEMEC as well as salary expenses have been estimated due to the timing of the Commission meeting.



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:

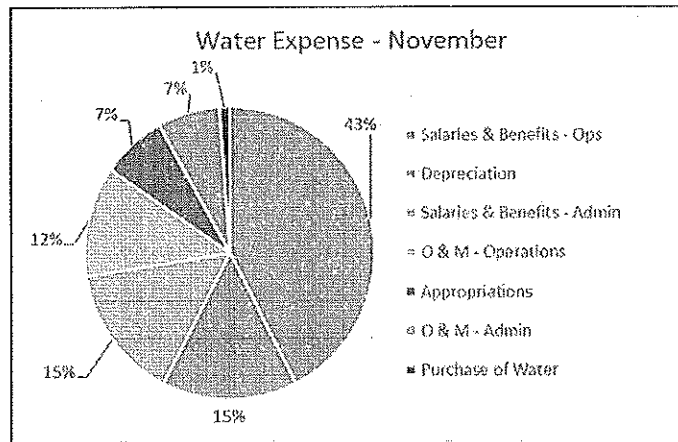
User charges are unfavorable year to date (\$23,000). Overall, water consumption for the month was up 11% from the same period last fiscal year. Looking at data prior to COVID-19, water consumption is 5.5% higher than in November 2018. This is the first month that consumption has recovered to pre-pandemic levels, however, it is still important to note that consumption is still generally lower in the commercial accounts with larger meters than it was prior to COVID.



Water Expenses:

Water expenses have a favorable year to date variance of (\$115,000). \$54,000 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 \$194,000 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 – December 9, 2021

Capital Budget

Description	Capital Budget 3/31/2022	Mat./Inventory as of 11/30/2021	Remaining Bal as of 11/30/2021	MSC Labor & Equipment	Total Capitalized 11/30/2021
Electric Department					
VANDYKE VILLAGE UNDERGROUND	\$ 651,360.25	\$ 163,421.93	\$ (487,938.32)	\$428,363.13	
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	\$ 46,230.19	\$ (3,769.81)		
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	\$ 5,821.00	\$ (9,779.00)		
NEW CASTLE LITTLE LEAGUE WATER SERVICE - TRUSTEES	\$ 50,996.72	\$ 23,598.10	\$ (27,398.62)	\$53,191.51	
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	\$ 1,077,487.51	\$ (1,488,679.46)	\$ 573,254.64	\$ 90,969.98

**Municipal Services Commission
Budget to Actual Comparison – Electric
As of November 30, 2021**

	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Operating Revenues				
400 - User Charges	5,989,403	6,220,851	231,447	8,987,700
420 - City Service Charges	30,654	29,586	(1,068)	46,000
440 - Free Service Revenue	29,988	25,468	(4,520)	45,000
486 - Miscellaneous Income	28,655	21,688	(6,967)	43,000
Total Operating Revenues	6,078,701	6,297,593	218,892	9,121,700
550 - Free Service Expense	(2,666)	(2,464)	(202)	(4,000)
Net Operating Revenue	6,076,035	6,295,129	218,690	9,117,700
500 - Purchase of Power/Water	3,728,611	3,896,039	(167,428)	5,595,155
505 - Purchase of Power Substation	422,927	423,096	(169)	634,644
Total Purchase Power	4,151,538	4,319,135	(167,597)	6,229,799
Operating Expenses				
<i>Operations</i>				
600 - Salaries and Wages	444,489	367,588	76,901	667,000
601 - Payroll Taxes	34,653	31,448	3,205	52,000
607 - Pension Expense	63,974	53,616	10,359	96,000
608 - Employee Benefits	105,115	88,907	16,208	157,735
610 - Insurance	33,320	39,253	(5,933)	50,000
611 - Utilities	7,130	4,818	2,312	10,700
612 - Storm Damage	1,666	-	1,666	2,500
631 - Lines and Poles	12,462	10,950	1,512	18,700
632 - Street Lights	4,332	3,160	1,172	6,500
633 - Meters and Services	2,866	806	2,060	4,300
641 - Substation	4,265	15,726	(11,461)	6,400
644 - Building and Grounds	1,999	2,250	(251)	3,000
647 - Plant Materials and Supplies	3,865	4,319	(454)	5,800
650 - Truck Expense	17,993	15,248	2,744	27,000
661 - Tools & Equip Supplies	14,428	13,397	1,030	21,650
662 - Equipment Rental	1,000	347	652	1,500
671 - Clothing Allowance	6,797	11,919	(5,122)	10,200
672 - Safety Expense	2,132	3,252	(1,120)	3,200
680 - Training/Seminars	5,065	2,120	2,945	7,600
682 - Computer Expense	9,596	9,032	564	14,400
684 - Professional Fees	2,666	-	2,666	4,000
686 - Security System	2,266	1,536	730	3,400
687 - Sampling and Testing	9,463	4,552	4,911	14,200
691 - Depreciation-Plant and Equipment	154,272	139,231	15,041	231,500
693 - Depreciation-Trucks and Auto	53,312	53,525	(213)	80,000
Total Operating Expenses	999,123	876,999	122,125	1,499,285
<i>General & Administrative</i>				
700 - Office Salaries	226,576	262,730	(36,154)	340,000
706 - Payroll Taxes	18,659	20,828	(2,169)	28,000

**Municipal Services Commission
Budget to Actual Comparison – Electric
As of November 30, 2021**

	YTD <u>Budget</u>	YTD <u>Activity</u>	Variance Favorable (Unfavorable)	<u>Total Budget</u>
707 - Pension Expense	32,654	31,603	1,050	49,000
708 - Employee Benefits & Related Expenses	41,021	43,649	(2,628)	61,556
709 - Professional Fees	25,665	22,500	3,164	38,513
710 - Insurance	11,662	12,252	(590)	17,500
717 - Utilities	1,200	1,180	19	1,800
721 - Bad Debts	8,663	11,558	(2,895)	13,000
722 - Administrative	48,664	42,143	6,521	73,025
751 - R&M Equip/Bldg/Grounds	9,403	6,057	3,346	14,110
761 - Office Supplies	10,196	9,233	963	15,300
771 - Clothing	666	1,446	(780)	1,000
780 - Training-Administrative	6,554	398	6,156	9,835
781 - Dues and Subscriptions	1,733	1,420	312	2,600
782 - Computer Expense	17,813	19,602	(1,789)	26,730
785 - Office Supplies	11,129	9,785	1,344	16,700
786 - Security System	1,733	1,880	(148)	2,600
788 - Telephone	6,597	5,996	601	9,900
789 - Key Accounts	1,833	-	1,833	2,750
792 - Depreciation-Furniture and Fixtures	19,992	18,322	1,670	30,000
<i>Total General & Administrative Expenses</i>	<u>502,411</u>	<u>522,584</u>	<u>(20,174)</u>	<u>753,919</u>
<i>Operating Income</i>	422,963	576,411	(153,044)	634,698
651 - Allocated Equipment Costs	-	130,901	130,901	-
698 - Capitalized Labor	-	203,895	203,895	-
	<u>-</u>	<u>334,796</u>	<u>334,796</u>	<u>-</u>
<i>Operating Income after Capitalized items</i>	422,963	911,207	181,752	634,698
<i>Non Operating Revenue (Expense)</i>				
480 - Investment Income	24,324	15,162	(9,162)	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	(359,390)	(356,225)	3,165	(539,300)
920 - Special Appropriations	-	(8,368)	(8,368)	-
940 - Change in Value of Investments	-	3,713	3,713	-
960 - Other Expenses	-	(251)	(251)	-
	<u>(335,066)</u>	<u>(338,426)</u>	<u>(3,360)</u>	<u>(502,800)</u>
<i>Change in Net Position</i>	<u>87,897</u>	<u>572,781</u>	<u>178,392</u>	<u>131,898</u>

Amounts may vary slightly from Combining Schedule due to rounding.

**Municipal Services Commission
Budget to Actual Comparison – Water
As of November 30, 2021**

	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
Operating Revenues				
400 - User Charges	1,516,648	1,494,954	(21,695)	2,275,883
420 - City Service Charges	18,393	22,555	4,163	27,600
440 - Free Service Revenue	4,398	2,440	(1,958)	6,600
486 - Miscellaneous Income	15,362	11,875	(3,488)	22,000
<i>Total Operating Revenues</i>	<u>1,554,801</u>	<u>1,531,824</u>	<u>(22,978)</u>	<u>2,332,083</u>
550 - Free Service Expense	(2,199)	(2,474)	(276)	3,300
<i>Net Operating Revenues</i>	<u>1,552,602</u>	<u>1,529,350</u>	<u>(23,254)</u>	<u>2,335,383</u>
500 - Purchase of Power/Water	17,660	16,335	1,325	26,500
Operating Expenses				
<i>Operations</i>				
600 - Salaries and Wages	439,158	430,414	8,744	659,000
601 - Payroll Taxes	33,986	31,824	2,162	51,000
607 - Pension Expense	63,974	57,673	6,301	96,000
608 - Employee Benefits	88,884	78,603	10,281	133,379
610 - Insurance	40,984	32,116	8,868	61,500
611 - Utilities	19,375	16,369	3,007	29,075
616 - R&M System Maintenance	5,198	8,868	(3,670)	7,800
620 - Pumping Stations	20,438	11,716	8,723	30,670
621 - Water Treatment Supplies	36,932	33,664	3,268	55,420
630 - Hydrants, Mains and Valves	11,535	1,769	9,767	17,310
633 - Meters and Services	9,403	15,079	(5,676)	14,110
644 - Building and Grounds	4,965	5,625	(660)	7,450
647 - Plant Materials and Supplies	3,305	3,458	(153)	4,960
650 - Truck Expense	13,171	16,264	(3,093)	19,765
661 - Tools & Equip Supplies	11,111	5,533	5,578	16,673
662 - Equipment Rental	488	284	204	732
671 - Clothing Allowance	5,320	4,329	991	7,983
672 - Safety Expense	1,559	655	904	2,340
680 - Training/Seminars	3,832	777	3,055	5,750
682 - Computer Expense	8,295	10,265	(1,971)	12,447
684 - Professional Fees	1,999	-	1,999	3,000
686 - Security System	608	267	341	912
687 - Sampling and Testing	9,003	5,570	3,433	13,510
691 - Depreciation-Plant and Equipment	247,634	189,794	57,841	371,600
693 - Depreciation-Trucks and Auto	16,660	20,742	(4,082)	25,000
<i>Total Operations Expenses</i>	<u>1,097,817</u>	<u>981,656</u>	<u>116,161</u>	<u>1,647,386</u>
<i>General & Administrative</i>				
700 - Office Salaries	130,614	154,032	(23,418)	196,000
706 - Payroll Taxes	11,395	12,317	(922)	17,100
707 - Pension Expense	14,661	15,842	(1,181)	22,000
708 - Employee Benefits & Related Expenses	28,037	27,685	352	42,072
709 - Professional Fees	21,166	15,685	5,481	31,763

Comptroller/Treasurer's Meeting Report – December 9, 2021

**Municipal Services Commission
Budget to Actual Comparison – Water
As of November 30, 2021**

	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Total Budget
710 - Insurance	10,329	10,024	305	15,500
717 - Utilities	1,000	966	34	1,500
721 - Bad Debts	1,666	-	1,666	2,500
722 - Administrative	34,369	24,860	9,509	51,575
751 - R&M Equip/Bldg/Grounds	7,457	5,011	2,446	11,190
761 - Office Supplies	5,531	5,342	189	8,300
771 - Clothing	666	1,183	(517)	1,000
780 - Training-Administrative	3,109	326	2,783	4,665
781 - Dues and Subscriptions	2,799	2,875	(76)	4,200
782 - Computer Expense	14,574	16,038	(1,464)	21,870
785 - Office Supplies	9,196	8,006	1,190	13,800
786 - Security System	1,466	1,539	(72)	2,200
788 - Telephone	5,398	4,906	492	8,100
789 - Key Accounts	1,499	-	1,499	2,250
792 - Depreciation-Furniture and Fixtures	11,995	11,368	627	18,000
<i>Total General & Administrative</i>	<u>316,929</u>	<u>318,005</u>	<u>(1,076)</u>	<u>475,585</u>
<i>Operating Income</i>	120,196	213,354	(139,663)	185,912
651 - Allocated Equipment Costs	-	58,904	58,904	-
698 - Capitalized Labor	-	135,330	135,330	-
	-	<u>194,234</u>	<u>194,234</u>	-
<i>Operating Income after Capitalized items</i>	120,196	407,588	(333,897)	185,912
<i>Non Operating Revenue (Expenses)</i>				
480 - Investment Income	3,675	2,478	(1,197)	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	(86,832)	(78,473)	8,359	130,300
910 - City Service Appropriations	(17,993)	(22,755)	(4,762)	27,000
920 - Special Appropriations	-	(977)	(977)	-
940 - Change in Value of Investments	-	655	(655)	-
960 - Other Expenses	-	(1,312)	(1,312)	-
<i>Total Non Operating Revenue (Expenses)</i>	<u>(101,150)</u>	<u>(100,257)</u>	<u>(417)</u>	<u>163,300</u>
<i>Change in Net Position</i>	<u>19,046</u>	<u>307,331</u>	<u>(334,314)</u>	<u>349,212</u>

Amounts may vary slightly from Combining Schedule due to rounding.

Comptroller/Treasurer's Meeting Report – December 9, 2021

**Municipal Services Commission
Statement of Net Position
As of November 30, 2021**

ASSETS	
Current Assets:	
Cash and cash equivalents	\$ 2,626,403
Investments	1,279,153
Accounts receivable, net	752,462
Grants receivable	1,379
Dividends receivable	442
Other receivables	851
Inventory	732,575
Prepaid expenses	191,962
Restricted Assets:	
Cash and cash equivalents - restricted	656,476
Land	45,386
Construction-in-progress	1,624,317
Property, plant and equipment	25,444,801
Less: Accumulated depreciation	<u>(14,715,748)</u>
Total Assets	<u>18,640,459</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	542,473
Payroll withholdings payable	3,943
Accrued wages	46,974
Accrued appropriations	108,674
Developer deposits	5,040
Noncurrent Liabilities:	
Customer deposits	656,476
Accrued compensated absences	407,658
Net pension liability	<u>474,757</u>
Total Liabilities	<u>2,245,995</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows - pension	<u>659,474</u>
NET POSITION	
Net investment in capital assets	12,398,756
Unrestricted	<u>6,625,415</u>
TOTAL NET POSITION	<u>\$ 19,024,171</u>

**Municipal Services Commission
Combining Schedules of Revenues & Expenses by Department
For the eight months ending November 30, 2021 and 2020**

	Water Department		Electric Department		Total	
	2021	2020	2021	2020	2021	2020
OPERATING REVENUES:						
User charges	1,494,954	1,316,301	6,220,850	6,162,564	7,715,804	7,478,865
City service charges	22,555	12,761	29,586	29,069	52,141	41,830
Free service	2,440	2,160	25,468	24,875	27,908	27,035
Miscellaneous	11,875	13,615	21,688	43,638	33,563	57,253
TOTAL OPERATING REVENUES	1,531,824	1,344,837	6,297,592	6,260,146	7,829,416	7,604,983
LESS: Free service	(2,474)	(1,871)	(2,454)	(2,116)	(4,938)	(3,987)
NET OPERATING REVENUES	1,529,350	1,342,966	6,295,138	6,258,030	7,824,478	7,600,996
PURCHASE OF POWER AND WATER	(16,335)	(17,539)	(4,319,135)	(4,213,869)	(4,335,470)	(4,231,408)
OPERATING EXPENSES	(981,656)	(1,010,301)	(876,997)	(844,680)	(1,858,653)	(1,854,981)
GENERAL AND ADMINISTRATIVE EXPENSES	(318,004)	(274,277)	(522,581)	(459,275)	(840,585)	(733,552)
OPERATING INCOME	213,355	40,849	576,415	740,206	789,770	781,055
Capitalized Labor	135,330	18,700	203,895	82,012	339,225	100,712
Capitalized Equipment	58,904	11,455	130,900	46,463	189,804	57,918
OPERATING INCOME AFTER CAPITALIZED ITEMS	407,589	71,004	911,210	868,681	1,318,799	939,685
NONOPERATING REVENUES (EXPENSES):						
Investment income	2,477	4,854	15,151	28,357	17,638	33,211
Investment expense	(331)	(319)	(1,874)	(1,808)	(2,205)	(2,127)
Grant income	1,379	5827	54,553	7,122	55,932	12,949
Grant expense	(1,379)	(8,795.00)	(47,734)	(6,784)	(49,113)	(15,579)
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	(1,312)	(2,358)	(252)	(1,652)	(1,564)	(4,010)
Appropriations to the Mayor and Council of New Castle						
Ordinary	(78,473)	(78,657)	(356,225)	(362,467)	(434,698)	(441,124)
City services	(22,755)	(17,272)	-	-	(22,755)	(17,272)
Special	(977)	(6,129.00)	(8,368)	(4,858)	(9,345)	(10,987)
Unrealized Gains/(Losses) on Investments	655	7,517	3,713	42,596	4,368	50,113
TOTAL NONOPERATING REVENUES (EXPENSES)	(100,258)	(72,766)	(338,429)	(278,704)	(438,687)	(351,470)
CHANGE IN NET POSITION	\$ 307,331	\$ (1,762)	\$ 572,781	\$ 589,977	\$ 880,112	\$ 588,215

**Municipal Services Commission
Combining Schedules of Operating Expenses by Department
For the eight months ending November 30, 2021 and 2020**

	Water Department		Electric Department		Total	
	2021	2020	2021	2020	2021	2020
OPERATING EXPENSES:						
Clothing allowance	\$ 4,329	\$ 2,208	\$ 11,919	\$ 6,855	\$ 16,248	\$ 9,063
Computer expense	10,265	9,734	9,032	7,741	19,297	17,475
Depreciation:						
Plant and equipment	189,794	245,557	139,231	140,933	329,025	386,490
Trucks and autos	20,742	14,162	53,525	51,951	74,267	66,113
Employee benefits	78,603	84,702	88,906	87,647	167,509	172,349
Equipment rental	284	239	347	291	631	530
Insurance	32,116	39,905	39,252	32,543	71,368	72,448
Payroll taxes	31,824	28,119	31,447	28,513	63,271	56,632
Pension expense	57,673	65,720	53,616	62,247	111,269	127,967
Plant materials and supplies	3,458	3,235	4,319	3,105	7,777	6,340
Repairs and maintenance:						
Buildings and grounds	5,625	5,812	2,250	2,325	7,875	8,137
Hydrants, mains, and valves	1,769	18,371	-	-	1,769	18,371
Lines and poles	-	-	10,950	3,610	10,950	3,610
Meters and services	15,079	8,388	806	2,005	15,885	10,393
Pumping stations	11,715	8,859	-	-	11,715	8,859
Street lights	-	-	3,160	3,992	3,160	3,992
Substations	-	-	15,726	775	15,726	775
Storm Damage	-	-	-	37	-	37
System Maintenance	8,867	-	-	-	8,867	-
Salaries and wages	430,414	401,479	367,588	373,953	798,002	775,432
Safety expense	655	679	3,252	1,532	3,907	2,211
Sampling and testing	5,570	6,807	4,552	5,468	10,122	12,275
Security	267	323	1,536	733	1,803	1,056
Seminars/Training	777	2,535	2,120	1,313	2,897	3,848
Tools & Equip Supplies	5,533	5,923	13,397	13,105	18,930	19,028
Truck expense	16,264	7,532	15,248	8,579	31,512	16,111
Utilities	16,369	16,723	4,818	4,771	21,187	16,144
Water Treatment Supplies	33,664	33,289	-	-	33,664	33,289
TOTAL OPERATING EXPENSES	\$ 981,656	\$ 1,010,301	\$ 876,997	\$ 844,680	\$ 1,858,653	\$ 1,854,981

**Municipal Services Commission
Combining Schedules of General & Administrative Expenses by Department
For the eight months ending November 30, 2021 and 2020**

	Water Department		Electric Department		Total	
	2021	2020	2021	2020	2021	2020
GENERAL AND ADMINISTRATIVE EXPENSES:						
Administrative	\$ 24,860	\$ 18,050	42,143	44,888	67,003	\$ 62,938
Bad debts	-	-	11,558	10,217	11,558	10,217
Clothing	1,183	352	1,446	430	2,629	782
Computer expense	16,038	13,459	19,802	16,450	35,640	29,909
Depreciation - furniture and fixtures	11,368	11,368	18,322	18,514	29,690	29,882
Dues and subscriptions	2,875	3,042	1,420	1,943	4,295	4,985
Employee benefits	27,685	23,313	43,649	35,333	71,334	58,646
Insurance	10,024	10,119	12,252	11,332	22,276	21,451
Key Accounts	-	7	-	9	-	16
Office salaries	154,032	130,486	262,729	220,504	416,761	350,990
Office supplies	13,348	10,791	19,018	15,655	32,366	26,446
Payroll taxes	12,317	8,931	20,828	15,931	33,145	24,462
Pension expense	15,842	18,453	31,503	36,755	47,445	55,218
Professional fees	15,685	12,423	22,500	15,223	38,185	27,646
Repairs and maintenance - equipment/building/grounds	5,011	4,890	6,057	5,976	11,068	10,866
Security system	1,538	1,736	1,880	2,121	3,418	3,857
Telephone	4,906	5,172	5,996	6,323	10,902	11,495
Training - administrative	326	960	398	1,174	724	2,134
Utilities and other expenses	966	725	1,180	887	2,146	1,612
TOTAL GENERAL AND ADMINISTRATIVE EXPENSES	\$ 318,004	\$ 274,277	\$ 522,581	\$ 459,275	\$ 840,585	\$ 733,552

MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

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Water Department Commission Meeting Report

December 9, 2021

Prepared by: Jay Guyer on December 2, 2021

1. Developer Projects

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

1. WUM Guyer has nothing to update on this project.

B. Riverbend Subdivision

1. WUM Guyer and GM Blomquist reviewed the Rail Pros / Norfolk Southern license agreement for the Railroad Utility Crossing. WUM Guyer is following up with Riverbend's Engineer Civil Engineering Associates on the proposed changes and is drafting revisions to the License Agreement for submission to Rail Pros.

C. Court House – Delaware Street

1. WUM Guyer received, reviewed, and returned material submittals with MSC Comments and approval. The contractor started installation on November 15th and completed on November 19th. MSC performed inspection during the new service installation which was in compliance with MSC standards. Samples were collected for bacteria testing and returned absent results. Final restoration will be completed weather permitting and the project will be reconciled and the contractor invoiced for MSC Services.

2. MSC Projects

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

1. WUM Guyer has nothing to update on this project.
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's service.

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

1. WUM Guyer and WUS Jaeger are working with representatives of Hydro Corp to finalize and execute their proposal to manage MSC's Cross Connection Control (CCC) Program. WUM Guyer and WUS Jaeger plan to use the December MSC Newsletter to too start customer notification and introduction to Hydro Corp's program with a January 1, 2022 implementation date.

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Water Department Commission Meeting Report

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Prepared by: Jay Guyer on December 2, 2021

C. PFAS Sampling - Vessel 2 Carbon Consumption

1. WUM Guyer and WUS Jaeger are scheduling our December Compliance PFAS Sampling with Eurofins Lancaster Labs. WUM Guyer is working with Mike Donaway of Calgon Carbon Corporation to schedule the carbon exchange for Vessel 2.

D. Penn Farm House Renovation – Trustees

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

E. School Lane and Frenchtown Road Well - VFD Drives

1. FTR Well VFD Drive was received and installed by MSC Linemen. Keystone Engineering Group and United Electric Drives group completed inspection, programming, start up, and testing of the new FTR Well VFD. United Electric's Drives Group is scheduled to perform installation of the SL Well VFD on December 6th then Kcystone Engineering will be scheduled to perform inspection, programming, start up, and SCADA integration.

3. Operations

A. Outages

1. There were no planned or unplanned water outages for the month of November 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 data's collected.
2. Americas Water Infrastructure Act of 2018 – WUM Guyer and WUS Jaeger completed updating MSC's Emergency Response Plan (ERP) per the EPA Guidelines for Content to ensure our Plan met the requirements. Certification was sent to the EPA on November 30th before the December 31st deadline. Recertification of both the RRA and ERP are due to EPA every 5 years going forward.

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3. WUM Guyer and WUS Jaeger have received the training books from Delaware Rural Water Association (DRWA) and Colonial School District for the course outline and curriculum. We will review and work to develop training topics for MSC presentation to the students.
4. WUM Guyer and WUS Jaeger contacted Dan Barbato of Penmoni Associates Engineering in reference to On-Call Engineering Services for the MSC. WUM Guyer reviewed the proposal, signed and returned with a PO issued. WUM Guyer and WUS Jaeger are updating the Water Project list that will be forwarded to Mr. Barbato.

C. System Repairs and Maintenance

1. Riverbend Subdivision – Flushed on November 2nd and 16th to maintain Chlorine Residual.
2. Monthly Meter Reading – Will be completed on December 13th. Water Operators will follow up on water check reads and missed reads as needed for the office.
3. WUM Guyer contacted Rich Skelton of Southern Corrosion, LLC (SC) about their Tank Maintenance Program and requested he provide a formal proposal for MSC to review.
4. WUM Guyer has no update on the Million Tank Entrance grading and paving project being headed up by the Trustees.

D. Grants and State Revolving Funds

1. Water Infrastructure Advisory Council (WIAC) Grants – WUM Guyer and WUS Jaeger are working on updating mapping and survey information on MSC's vertical assets and facilities. The next meeting will be scheduled in December to review the data and condition assessment criteria.

E. Capital and Operation & Maintenance Budgets

1. WUM Guyer and WUS Jaeger continue working on drafts of the FYE 2023 Water and Facilities Capital and O & M Budgets getting updated costs and quotes.

F. Equipment

1. No equipment issue to report at this time.

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Water Department Commission Meeting Report

December 9, 2021

Prepared by: Jay Guyer on December 2, 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 and courses in reference to water operations, treatment, and safety for continuing education hours to maintain their operator licenses.
3. WUM Guyer and WUS Jaeger thank the Commissioners and GM Blomquist for the Employee Recognition and wish everyone a Safe and Happy Holiday Season and New Year.

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 has stopped sending weekly pump data to the WRA Staff and will resume when requested.

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 next meeting is scheduled for January 6, 2022.

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Water Department Commission Meeting Report

December 9, 2021

Prepared by: Jay Guyer on December 2, 2021

2. A 5 person Sub - Committee appointed by the Advisory Council met on November 19th and is scheduled to meet on December 9th to continue review of the Water Operator Certification Regulations.

E. WIAC - Water Infrastructure Advisory Council

1. The next meeting is scheduled for December 15th. WUM Guyer will attend for presentation of the SRF Loan Request for our AMI Project.

F. Miss Utility of Delmarva Monthly Meeting

1. The December meeting date has not been scheduled.

End of Report

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

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Monthly Water Works Report
 November 1 - 30, 2021
 Prepared By: Jay Guyer on December 2, 2021

Water Production		FT 300		Gallons	
Month	Year	Raw Total Gallons	Adjusted Finished Total Gallons	Raw Finished	Difference
November	2020	11,521,300	11,417,427	12,588,600	
November	2021	12,588,600	12,418,344	12,418,344	
	Difference	1,067,300	1,000,917	-170,256	
	Percentage Difference	8.5	8.1		1.4

Well(s) in Operation	Basin Road	Frenchtown Road	School Lane	Cross Roads
Days Pumped	XXX	XXX	XXX	
	9	9	21	

Water Quality	MSC Average	Goal / Target Level	Range
Average Chlorine Residual	1.38 ppm	1.00 ppm	0.90 - 1.20 ppm
Average pH	7.4	7.6	7.4 - 7.8
Average Fluoride Residual	0.90 ppm	0.70 ppm	0.60 - 1.00 ppm

General Water System Report
 Routine Bacteria Sampling
 (Office of Drinking Water)

	# Collected	Absent	Present
	10	10	0

Miss Utility Locate Requests
 (Water and Electric Locates)

	# Received	# Completed	# of Damages
	29	29	0

Building Permit Review
 (Water Related Conflicts)

	# Reviewed	# Approved	# Not Approved
	28	28	0

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Monthly Water Outages / Interruptions Report

November 1 - 30, 2021

Prepared By: Jay Guyer on December 2, 2021

Planned Outage / Interruptions

Date	Approximate Duration Hours / Minutes	Location	No. of Customers	Comments
------	--	----------	---------------------	----------

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

Unplanned Outage / Interruptions

Date	Approximate Duration Hours / Minutes	Location	No. of Customers	Comments
------	--	----------	---------------------	----------

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

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ELECTRIC DEPARTMENT COMMISSION REPORT

December 9, 2021

Prepared by Artie Granger on December 1, 2021

1. **Developer Projects:**

a. **90 Lukens Dr:**

- I. MSC has been working with Tusi Electric on getting the existing electric service that feeds Probation and Parole moved out of the way off the new building at 90 Lukens. On November 20th the MSC had its first of three scheduled shut downs for the first phase of this project, so the electrician could install conduits into our PMH-9 switch. MSC has another shut down scheduled for December 4th so the electrician can install the wire. As of now the third shut down for testing and terminating is scheduled for December 11th weather permitting.

b. **Riverbend Subdivision:**

- I. No contact with this project.

c. **Historic Penn Farm Renovations**

- I. MSC has received the lighting package for this project. MSC will coordinate the installation of the lighting and power with general contractor and the project electrician.

2. **Capital Projects:**

a. **Van Dyke Village:**

- I. MSC has completed the installation of all of the wire. MSC has installed and energized all 23 street lights that were piped in this summer, which is all of 14th street, the first block of New Amstel, and Van Dyke drive. MSC has now started transferring houses from aerial to underground.

b. **Delaware Street:**

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

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ELECTRIC DEPARTMENT COMMISSION REPORT

December 9, 2021

Prepared by Artie Granger on December 1, 2021

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.

d. EV Chargers:

- I. MSC will schedule the install of the 1 charger at the Second and Chestnut Street parking lot.

3. Capital Purchases:

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

4. Operations:

a. Outages :

- I. There were not outages this past month.
- II. 11/01/2020 – 11/01/2021

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
39.884	0.538	74.106	99.9924

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.

ASAI - is the Average Service Availability Index.

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ELECTRIC DEPARTMENT COMMISSION REPORT

December 9, 2021

Prepared by Artie Granger on December 1, 2021

5. Repairs and Maintenance:

a. Wilmington Road Substation:

- I. The Electric Department performed the monthly inspection at this location.
- II. GE Completed their scope of work for the 9100 Circuit Switcher. During inspection the GE tech found a problem with the SF-6 gas gauge. A new gauge has been ordered and will be installed by MSC when it is received.

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.