

Municipal Services Commission Monthly Meeting  
January 20, 2022, 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  
Mayor Michael J. Quaranta, Commissioner  
Scott L. Blomquist, Secretary

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

Minutes

**A motion was made by Commissioner Knox and seconded by Mayor Quaranta to approve the Minutes of the December 9, 2021, regular session as presented. On vote, the motion unanimously passed.**

**A motion was made by Commissioner Knox and seconded by Mayor Quaranta to approve the Minutes of the December 9, 2021, executive session as presented. 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 December 31, 2021 totaled \$3.2M with \$2.6M in the Operating Account and \$653,000 in the Restricted Account for meter deposits.
- The Investment portfolio totaled \$1.3M which was down \$382 or 0.02% from the prior month. Fiscal YTD the portfolio is \$21,000 to the good.
- As of December 31 there were 124 days of unrestricted cash on hand, which is down one day from the prior month.

Mr. Natale advised the Commissioners that Summit Financial was absorbed by LPL Financial. LPL did not have the same fund for the money market and the value of that fund is currently in an insured account at Chase Bank.

Mr. Natale reviewed several items of note on the Check Register.

- \$30,240 for street lights at Penn Farm will be billed to the Trustees for reimbursement. The Trustees paid for materials and MSC paid for labor and equipment.
- \$5,600 was paid for additional workmen's compensation from 2021.
- The City of New Castle was paid the quarterly allocation of \$163,000.

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

Billing & Customer Service:

- Thirty-three customers were cut for non-payment in December. In January to date, service was cut for 20 customers for non-payment.

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- The number of customers seeking financial assistance is decreasing and balances are also decreasing.
- Receivables are decreasing as well.

Electric Department:

- User charges are favorable by \$102,000.
- KWH by class is almost back up to pre-pandemic consumption.
- Expenses are unfavorable YTD, mostly due to the circuit switcher.
- Costs from DEMEC are up due to increased demand.
- The Department will not be over budget at the end of the year due to capitalized labor and equipment in the Van Dyke project.

Water Department:

- User charges are favorable by \$2,300.
- Consumption for the month was up 11% from prior year and consumption is over pre-pandemic levels.
- Expenses are favorable YTD (\$134,000). \$63,000 of the variance is related to lower-than-anticipated depreciation expense due to delaying several projects.
- The Little League water service was completed. The Trustees were billed \$23,677 for materials and MSC had \$53,000 in labor and equipment.

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

Mr. Granger reported the following:

Developer Projects

- Cherry Lane – MSC reached out to Greggo & Ferrara regarding their needs for a potential building proposed on Cherry Lane.
- 90 Lukens Drive – There is a concern that if power is requested they will not have the materials.
- Penn Farm – The work is substantially complete. All pole lights are installed and turned on. The temporary service has not yet been removed.

Capital Projects

- Van Dyke Village – All lights piped in the summer have been installed and energized. Underground conduit, wiring and lighting has been installed on the majority of streets. Remaining streets are Casimir Drive, Casimir Court and the remainder of New Amstel, which should be completed over the next two years.
- System Undergrounding Plan – The draft copy “Electrical Distribution System Overhead to Underground Conversion” has been reviewed and Utility Engineers is making recommended changes. MSC will present it to the Commissioners in the next few months.
- EV Chargers – At the request of the City an EV charger has been installed at the parking lot at Delaware Street and Ferry Cut-Off.

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Operations

- Outages – There was one outage in the past month.

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

Mr. Guyer reported the following:

Developer Projects

- Riverbend – MSC is still working on the agreement with Rail Pros. Christians Excavating is working on sanitary laterals. Eight propane tanks were buried. Freedom Development / Gemcraft Homes have applied for building permits for one 4-unit townhome and 2 single family homes.
- Court House – Final restoration was completed and the contractor was invoiced for services. MSC has discussed interior plumbing changes and upsizing the meter with the contractor.
- 165 East 2<sup>nd</sup> Street – Flores Design and Construction is building a new house on an empty lot. MSC provided an estimate for 3/4" service, which will be installed when the weather breaks.

MSC Projects

- AMI/AMP Project – MSC reviewed the Metering Agreements and had no concerns. MSC's DWSRF loan application was approved for \$1,011,110. This includes up to \$622,870 of principal forgiveness, leaving a balance of \$388,240 to be repaid.
- Cross Connection Control Program – MSC executed the proposal and agreement with Hydro Corp and is in the process of downloading the MSC database into their system. Customers will be informed of the new program in the next month and letters will be sent in February for compliance.
- PFAS Sampling / Vessel 2 Carbon Consumption – Results of the PFAS sampling completed on December 17<sup>th</sup> demonstrate the carbon system is removing the PFAS Compounds PFOA and PFOS to a non-detect level at the distribution entry point. A carbon exchange on Vessel 2 was completed.
- School Lane and Frenchtown Road Well / VFD Drives – Both projects are complete and MSC will reconcile them.

Operations

- Outages – There was one planned outage on December 10<sup>th</sup> to replace a broken curb stop.
- Calgon Pilot Study Test – The study is ongoing. The total put through on the system since October 2020 was communicated to CCC and the STRIDE group.
- Colonial School District Trades Training Course – The course outline and curriculum for the Pre-Apprenticeship Water Operators course has been finalized. Messrs. Guyer and Jaeger will meet

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with the students on alternating Wednesdays to teach the after-school course. Eleven students signed up for the course.

- On-Call Engineering Services – MSC will be meeting with Mr. Barbato of Pennoni Associates Engineering to discuss the list of 25 MSC projects that may qualify for EPA/ARPA funds and SRF Loans/Grants to submit Notices of Intent.
- Billing Audit – The 2022 Audit Review has begun.
- Riverbend Subdivision – Riverbend was flushed on December 7<sup>th</sup> and 20<sup>th</sup> to maintain Chlorine Residual.
- Monthly Meter Reading – Meter readings were completed on January 12<sup>th</sup>. Misreads continue to climb as the system continues to age.
- Water Tank Maintenance – The agreement with Southern Corrosion (SC) was signed. SC will do the first preliminary tank inspection in the next few weeks and the exterior of both tanks will be painted this spring.
- Million Gallon Tank – Improvements to the entrance to widen and taper the curb have been completed. The cost was split between MSC and the Trustees.
- Carbon Exchange / Vessel 2 – The carbon exchange was completed and 40,000 lbs. of spent carbon was shipped to Ohio for reactivation and storage. The bill will be submitted to SRF for reimbursement through the Bond Bill.
- Asset Management Program – Work continues on the program.
- Capital and Operation & Maintenance Budgets – Work continues on getting updated prices on buildings. Trucks were received.
- Equipment – First State Fleet completed a brake system rebuild on the large flatbed utility trailer at a cost of \$4,273.91. First State Fleet is inspecting and diagnosing an issue with the T-9 Dump Truck that may be related to the fuel system.

Local, State and Federal Agencies

- WSCC – The Council is due to sunset on January 31, 2022. They are working on legislation to re-establish the Council with expanded membership to include all 3 counties in the State. Mr. Guyer responded to questions on MSC's Water Conservation and Self Sufficiency Certification Report that was submitted on July 1, 2021. An amended version was resubmitted.
- Water Operator Advisory Council – The next meeting is scheduled for March. A sub-committee was established to review the regulations.

Commissioner Knox asked about the cost to haul 40,000 lbs. of spent carbon to New York. Mr. Guyer explained the process and the cost (approximately \$68,500) to purchase the carbon and have the spent

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carbon removed. Mr. Guyer will speak with Calgon's representative, Mr. Mike Donaway, and will give the Commissioners an update on costs. In response to a question from Commissioner Knox, Mr. Guyer stated that the carbon can be regenerated, and explained the regeneration process.

Commissioner Sippel asked for an update on the water main break that occurred on Cherry Street on January 18<sup>th</sup>. Mr. Guyer explained that at about noon two MSC employees noticed the water bubbling up out of the ground. By 3:00 p.m. the MSC was mobilized, Miss Utility was contacted, and the water was turned off. A 6" water main circumferential crack was repaired and the work was completed by 6:30 p.m. It affected 15 customers. Mr. Guyer will report the estimated water loss to the Commission in the February report.

Mayor Quaranta asked about expenses and timing for MSC to recover costs incurred on the Riverbend project. Mr. Blomquist explained that all costs incurred, including MSC inspection time, is the responsibility of the builder. Mr. Guyer added that the subdivision will have 210 homes. Thirty-four lots are still owned by Greggo & Ferrara.

Mayor Quaranta stated that the ARPA program has a significant amount of funding set aside for grants and suggested that MSC compile a list of projects that may be eligible for those grant funds. The Mayor added that Mr. Colin O'Mara, currently the President and CEO of the National Wildlife Federation, and who was part of the team that put together the Recovery Act spending plans, would be available to review the projects to determine if they qualify for grant funding under the plan. Mr. Guyer noted the MSC has been looking at several projects that might qualify. The Mayor stated that the City Administrator is compiling a list of City projects and asked that MSC submit its list of projects to the City Administrator so a combined list of projects can be submitted to Mr. O'Mara.

Mayor Quaranta asked for additional information on tank maintenance and Mr. Guyer explained that both tanks will be cleaned, blasted and painted as needed over a 10-year period.

#### Old Business

Budget Review – Mayor Quaranta asked if the MSC was sufficiently funded for salaries in order to ensure staff is maintained. Mr. Blomquist explained that wage scales are constantly reviewed to ensure the MSC is competitive with Delmarva and other municipalities to ensure employee loyalty. He added that one municipality lost 10 of their 12 key employees due its wage scale, and all 10 were hired by Delmarva.

Commissioner Knox asked about the timing of the rate increase. Mr. Blomquist stated rate increases occur on April 1<sup>st</sup>. Electric will increase 1% and Water will increase 5%. The water increase has been standard 5% in order to meet the cost of service. The electric increase is mostly natural gas.

**A motion to approve the Budget as submitted was made by Mayor Quaranta and seconded by Commissioner Knox. On vote, the motion was unanimously passed.**

#### New Business

**RESOLUTION 2022-1: Resolution authorizing the MSC to enter into an agreement with AMP to participate in the AMP AMI Program.**

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A motion to consider Resolution 2022-1 as read was made by Mayor Quaranta and seconded by Commissioner Knox. On vote the motion was unanimously passed.

A motion to accept Resolution 2022-1 was made by Mayor Quaranta and seconded by Commissioner Knox. On vote the motion was unanimously passed.

**RESOLUTION 2022-2:** Resolution to approve the execution of an Advanced Metering Infrastructure Schedule with American Municipal Power, Inc.

A motion to consider Resolution 2022-2 as read was made by Mayor Quaranta and seconded by Commissioner Knox. On vote the motion was unanimously passed.

A motion to accept Resolution 2022-2 was made by Mayor Quaranta and seconded by Commissioner Knox. On vote the motion was unanimously passed.

**RESOLUTION 2022-3:** An M&T Bank Public Funds Certified Resolution authorizing MSC to open an account with M&T Bank.

A motion to consider Resolution 2022-3 as read was made by Mayor Quaranta and seconded by Commissioner Knox. On vote the motion was unanimously passed.

A motion to accept Resolution 2022-3 was made by Mayor Quaranta and seconded by Commissioner Knox to accept the move from PNC Bank to M&T Bank based on staff recommendation. On vote the motion was unanimously passed.

*Managers were thanked and excused from the meeting.*

Secretary's Report – Mr. Blomquist reporting

DEMEC – Mr. Blomquist reported on the January 18, 2022, regular DEMEC meeting.

- Demand continues to be strong over the same period from 2021.
- December was up 5% over 2021, mostly credited to higher temperatures.
- The Rate Stabilization Balance was \$18M and Total income was \$169M.
- Sales to members was up 6.2%
- Gross profits, not including the Rate Stabilization Reserve, are up 19.2% over the same period.
- Updates to DEMEC's Records Retention Policy were presented.
- Municipal Renewable Portfolio Standard (RPS) Compliance was presented. It was recently passed to 40% by 2035. DEMEC is matching the State requirement. Mayor Quaranta asked about the MSC solar fields and whether MSC has any obligations beyond the State requirements. Mr. Blomquist stated that all solar systems in New Castle go toward the MSC compliance and DEMEC purchases directly from MSC from its solar field.
- Since MSC began charging for usage at EV charging stations, usage has reduced to one user. Mr. Blomquist noted that one other user did use an EV charger for 18 minutes. Mayor Quaranta noted that he received a terse note from a non-resident who expressed his anger that New Castle would charge for EV charging station usage. Mr. Phil Gross asked the Mayor if he was aware of any cities that offer free EV charging station usage. The Mayor noted that in some parking garages, customers either pay for charging and parking is free, or they pay for parking

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and charging is free; however, he opined that in the vast number of cases there is a charge for both parking and charging.

- DNREC reached out to Mr. Blomquist and asked if he would speak to the Public Administration class at the University of Delaware regarding EV charging stations since New Castle is doing so much more than other local communities relative to EV charging stations. Mr. Blomquist will speak to the class in March 2022. Mayor Quaranta expressed his approval, noting that New Castle is unique in that it has a large percentage of full-time residents that do not have off-street parking options.
- In response to a comment from Commissioner Sippel regarding gas availability, Mr. Blomquist noted that there is gas availability where it made more sense to run on diesel rather than gas. DEMEC has always had gas availability issues for its generator in the past and it is cheaper to run it on diesel. There is normally a gas shortage in the winter, but this year there is availability due to the extreme high cost of natural gas. This is what made it so it was more economical to run on diesel.
- Commissioner Sippel noted that Senator Stephanie Hansen is taking an active interest in the electrical systems and MSC is cooperating with her. Mr. Blomquist added that this is regarding the Solar Stakeholders meetings and legislation to remove the current 5% cap on solar energy. He added that it has not been an issue in New Castle and opined that in New Castle there is not a huge concern that there would be a negative effect on the distribution system.

Public Comment

Mr. Phil Gross echoed the Mayor's suggestion that MSC submit a list of projects to Mr. O'Mara.

Mr. Gross noted asked if MSC offered an incentive for installation of residential solar panels. Mr. Blomquist stated that MSC has worked with every applicant requesting the installation of solar panels and most of the projects were completed. MSC has a net metering policy, which means that solar can only be designed for 110% of the building load, and that is being discussed with Senator Hansen's proposed legislation. Mayor Quaranta noted that a local resident who installed solar panels in the historic district received tax credits but nothing else. Mr. Gross noted that besides the tax credit there is a \$6,000 cash incentive to transfer larger projects to solar.

Mr. Gross asked if there is a project on Cherry Lane. Mr. Blomquist stated that MSC will be meeting with Greggo & Ferraro; however they have not divulged any information about the proposed project at this time.

Mr. Gross asked if MSC can receive data on the usage of each individual EV charging station. Mr. Blomquist explained that he can download reports from SemaConnect on individual stations.

Mr. Gross asked if the 2022 5% water increase will be the last projected increase for a full 5% increase. Mr. Blomquist stated that the projection was to get the Water Department be self-sufficient.

Mr. Gross asked if 13<sup>th</sup> Street and Brylgon Avenue extended pole lights could be converted to LED or individual post lighting similar to Van Dyke Village. Mr. Gross stated that Council said that the upcoming budget includes paving 13<sup>th</sup> Street and Brylgon Avenue and asked if lighting could be included in that project. Mr. Blomquist explained that Van Dyke Village did not have street lighting and it made sense to install street lighting at the same time the utility undergrounding was done. He added that the plan

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includes adding street lights everywhere utilities will be converted from aerial to underground; but there is no capital project to install street lighting on 13<sup>th</sup> Street or Brylgon Avenue at this time. Mr. Blomquist will inspect the area.

**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 9:52 a.m.**


Commissioners returned to general session at 10:26 a.m.

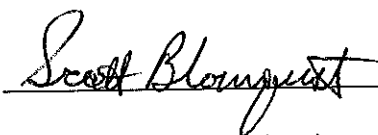
Next Meeting

The Commissioners set the next monthly Board meeting to be Tuesday, February 22, at 8:30 a.m.

Adjournment

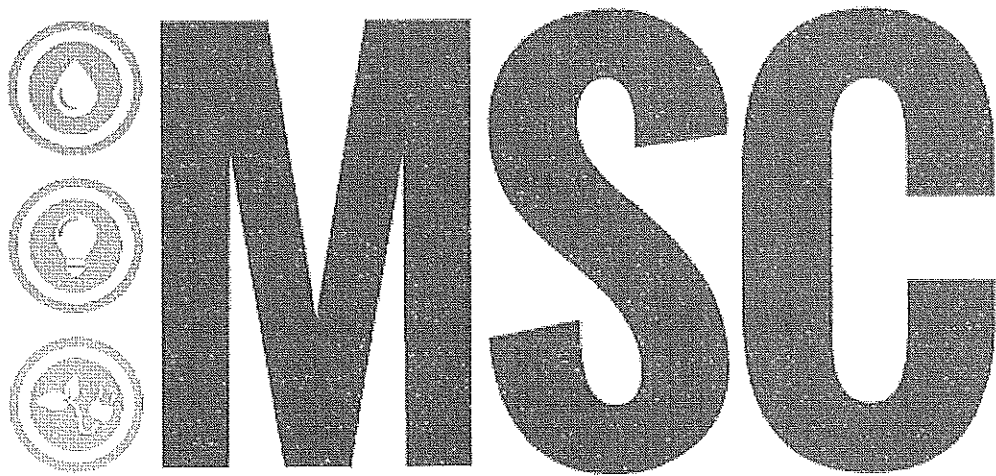
**A motion was made and seconded to adjourn the meeting. The motion received unanimous approval and the meeting was adjourned at 10:29 a.m.**

  
Kathleen R. Weirich, Stenographer

Approved:   
(Minutes transcribed from recording.)



# **Comptroller/Treasurer's Report**



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

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**January 20, 2022 Commission Meeting**  
Prepared By: Ken Natale on January 12, 2022

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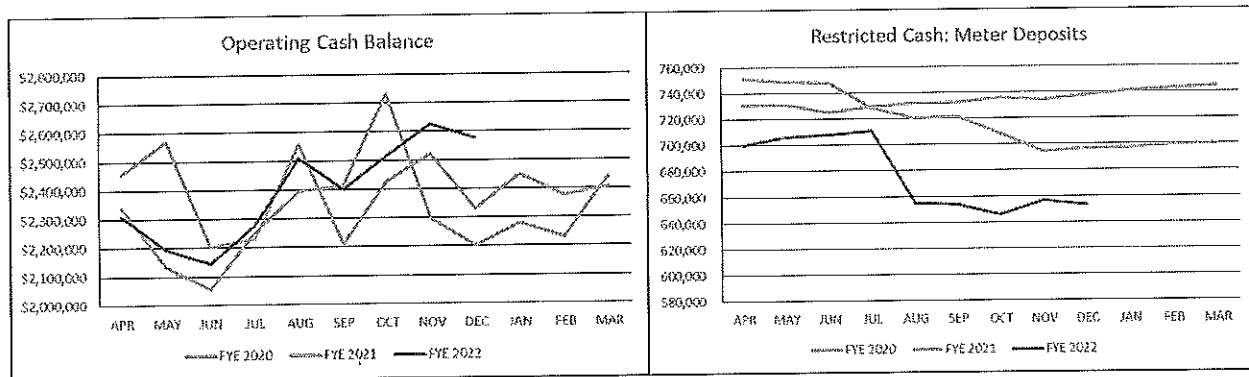
|  |    |
|--|----|
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| New Castle Cares .....   | 6  |
| Electric Revenues: .....   | 7  |
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## Comptroller/Treasurer's Meeting Report – January 20, 2022

### Cash & Investments:

As of December 31, 2021 the cash balances were:

|                            |                     |
|----------------------------|---------------------|
| PNC Operating Account:     | \$ 2,576,847        |
| PNC Restricted Account:    | \$ 653,210          |
| Petty Cash/Change Fund:    | \$ 904              |
| <b>Total Cash on Hand:</b> | <b>\$ 3,230,961</b> |



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 December is provided below for the operating account:

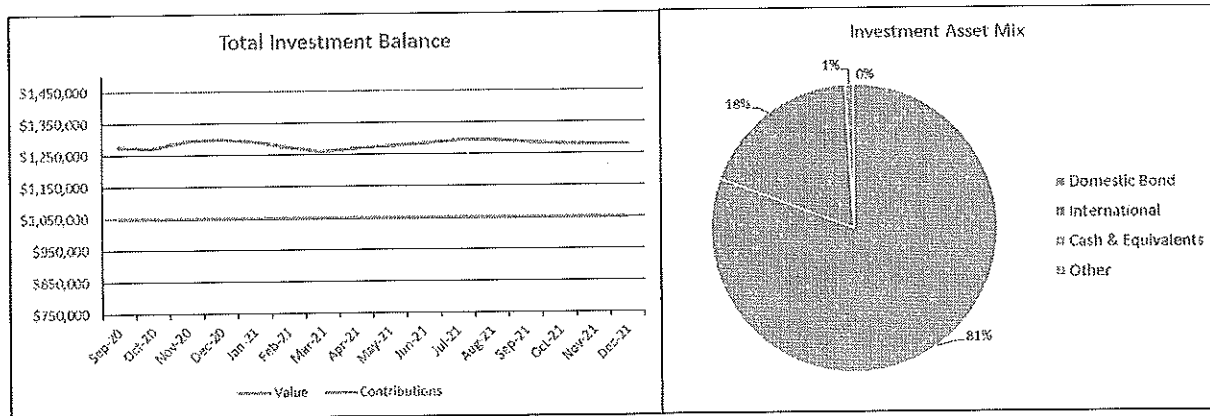
|   |                     |
|---|---------------------|
| <b>Beginning Balance</b>                    | <b>\$ 2,625,511</b> |
| Cash from customers                         | 967,928             |
| Refunds to customers - deposits             | ( 1,862)            |
| Payments to suppliers for goods & services* | ( 922,899)          |
| Bank service fees                           | ( 1,353)            |
| Payments to employees for services          | ( 90,478)           |
| Net Cash Provided(Used)                     | ( 48,664)           |
| <b>Ending Cash Balance</b>                  | <b>\$ 2,576,847</b> |

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

As of December 31, 2021 the Commission's investment portfolio totaled \$1,278,771 which is a net loss of \$382 (0.02%) from the prior month. Fiscal Year to date, the value of the Commission's portfolio has increased by \$21,021 (1.67%).

There was 124 days unrestricted cash on hand at December (-1 day from prior month) when including the value of the Commission's investment portfolio which is held in liquid assets (mutual and exchange traded funds).

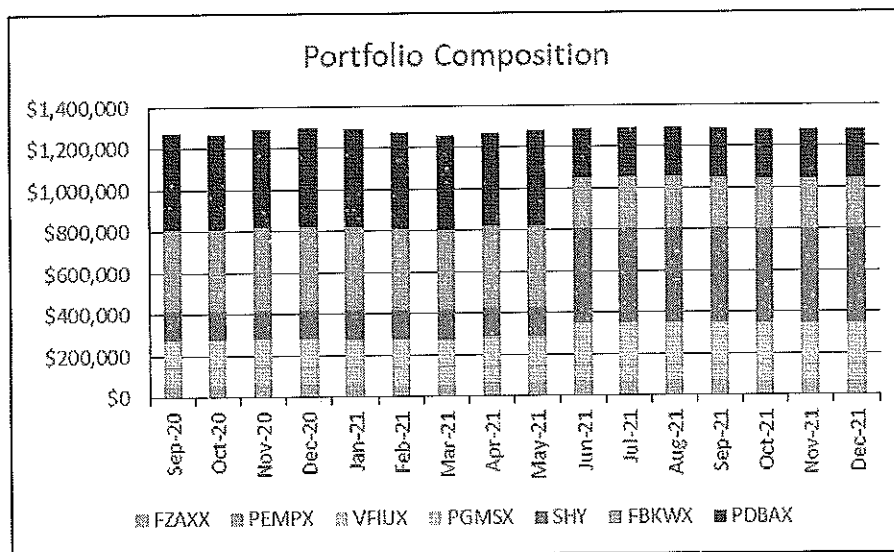
## Comptroller/Treasurer's Meeting Report – January 20, 2022



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 |
|--|--------|------------------|------------|
| <b>Money Markets</b>                     |        |                  |            |
| Cash JP Morgan Chase Bank NA – Insured   |        | \$ 11,412        | 0.01%      |
| <b>Mutual Funds</b>                      |        |                  |            |
| Fidelity Advisor Total Bond CL Z         | FBKWX  | 238,112          | 2.29%      |
| PGIM Total Return Bond CL A              | PDBAX  | 237,705          | 2.42%      |
| PIMCO Emerging Markets Bond I2           | PEMPX  | 57,821           | 4.27%      |
| T Rowe Price Global Multi Sector Bond I  | PGMSX  | 176,836          | 3.02%      |
| Vanguard Intermediate Term Treasury      | VFIUX  | 100,187          | 1.05%      |
| <b>Exchange Traded Funds</b>             |        |                  |            |
| iShares Trust 1-3 Year Treasury Bond EFT | SHY    | 456,698          | 0.26%      |
| <b>Total</b>                             |        | <b>1,278,771</b> |            |



Comptroller/Treasurer's Meeting Report – January 20, 2022

CHECK REGISTER DECEMBER 2021

| Number | Payment Date | Vendor Name  | Payment Amount |
|--------|--------------|--|----------------|
| 18089  | 12/09/2021   | Amix   | 811.44         |
| 18090  | 12/09/2021   | Artesian Water Co., Inc.                                   | 1,882.25       |
| 18091  | 12/09/2021   | Assurance Media  | 1,040.00       |
| 18092  | 12/09/2021   | Bear Materials LLC   | 50.00          |
| 18093  | 12/09/2021   | Cable Testing Services, LLC                                | 1,360.00       |
| 18094  | 12/09/2021   | CBM Insurance Agency LLC                                   | 6,572.00       |
| 18095  | 12/09/2021   | Clark & Sons, Inc.   | 160.00         |
| 18096  | 12/09/2021   | Collins Ent. Inc. (Parts Plus)                             | 45.39          |
| 18097  | 12/09/2021   | Comcast Business   | 169.82         |
| 18098  | 12/09/2021   | Consult Dynamics, Inc./DCA Net                             | 20.00          |
| 18099  | 12/09/2021   | Delmatva Power   | 287.09         |
| 18100  | 12/09/2021   | DEMEC, Inc.  | 1,030.69       |
| 18101  | 12/09/2021   | Diamond Materials  | 79.80          |
| 18102  | 12/09/2021   | Dover Plumbing Supply Co.                                  | 74.32          |
| 18103  | 12/09/2021   | Encova Insurance   | 17,049.00      |
| 18104  | 12/09/2021   | Exxon Mobil Fleet/GECC/Wex Bank                            | 1,970.25       |
| 18105  | 12/09/2021   | First State Fleet Service                                  | 685.15         |
| 18106  | 12/09/2021   | Grainger   | 143.43         |
| 18107  | 12/09/2021   | Home Depot Credit Service                                  | 344.06         |
| 18110  | 12/09/2021   | Kathleen R. Weirich  | 277.50         |
| 18111  | 12/09/2021   | KD Inc.  | 198.83         |
| 18112  | 12/09/2021   | Kendall Electric, INC                                      | 2,364.43       |
| 18113  | 12/09/2021   | MARKATOS SERVICES  | 122.50         |
| 18114  | 12/09/2021   | McCullom, D'Emilio, Smith, Uebler LLC                      | 200.00         |
| 18115  | 12/09/2021   | MORRIS JAMES LLP   | 1,820.00       |
| 18116  | 12/09/2021   | Nationwide Life Ins. Co. of America                        | 17,841.73      |
| 18117  | 12/09/2021   | One Call Concepts Inc.                                     | 21.42          |
| 18118  | 12/09/2021   | Pennsylvania Globe &                                       | 30,240.00      |
| 18119  | 12/09/2021   | Rally Cash   | 109.65         |
| 18124  | 12/09/2021   | Railroad Management Company IV LLC                         | 562.26         |
| 18125  | 12/09/2021   | Rummel, Klepper and Kahl LLP                               | 2,656.00       |
| 18126  | 12/09/2021   | Suburban Testing Labs Inc                                  | 70.00          |
| 18127  | 12/09/2021   | Trans Union LLC  | 401.93         |
| 18128  | 12/09/2021   | Tri-State Battery & Alternator, LLC                        | 324.33         |
| 18129  | 12/09/2021   | United Electric Supply Co.                                 | 3,009.50       |
| 18130  | 12/09/2021   | Utility Engineers, PC                                      | 1,461.00       |
| 18131  | 12/09/2021   | Utility Financial Solutions, LLC                           | 3,600.00       |
| 18132  | 12/09/2021   | VAG USA, LLC   | 1,803.87       |
| 18133  | 12/09/2021   | Venzon   | 560.97         |
| 18134  | 12/09/2021   | W. B. MASON, CO., INC.                                     | 55.44          |
| 18135  | 12/09/2021   | Wesco Receivables Corp.                                    | 9,725.00       |
| 18146  | 12/17/2021   | Antonio's Lawn Service                                     | 1,200.00       |
| 18147  | 12/17/2021   | Assurance Media  | 1,166.75       |
| 18148  | 12/17/2021   | Bayshore Ford Trucks                                       | 14.67          |
| 18149  | 12/17/2021   | Complete Tablet Solutions, LLC                             | 1,697.00       |
| 18150  | 12/17/2021   | GE Grid Solutions LLC                                      | 15,013.98      |
| 18151  | 12/17/2021   | Keen Compressed Gas Co.                                    | 77.40          |
| 18152  | 12/17/2021   | Kendall Electric, INC                                      | 2,559.06       |
| 18153  | 12/17/2021   | Keystone Engineering Group, Inc.                           | 8,100.00       |
| 18154  | 12/17/2021   | MARKATOS SERVICES  | 122.50         |
| 18155  | 12/17/2021   | New Horizon Communications Corp.                           | 473.24         |
| 18156  | 12/17/2021   | Pivot Occupational Health                                  | 225.00         |
| 18157  | 12/17/2021   | POWERPLAN  | 3,296.34       |
| 18158  | 12/17/2021   | Red Wing Shoe Store  | 178.44         |
| 18159  | 12/17/2021   | Science Technology Research Institute of Delaware (STRIDE) | 500.00         |
| 18160  | 12/17/2021   | Sunbelt Rentals Inc.                                       | 130.99         |
| 18161  | 12/17/2021   | United Electric Supply Co.                                 | 905.76         |

Comptroller/Treasurer's Meeting Report – January 20, 2022

CHECK REGISTER DECEMBER 2021

| Number    | Payment Date | Vendor Name                                      | Payment Amount |
|-----------|--------------|--|----------------|
| 18164     | 12/20/2021   | B. Sale, Inc.                                    | 192.90         |
| 18165     | 12/20/2021   | Pitney Bowes Purchase Power                      | 2,015.00       |
| 18166     | 12/20/2021   | Verizon Wireless                                 | 520.65         |
| 18167     | 12/20/2021   | W. B. MASON, CO., INC.                           | 120.94         |
| 18169     | 12/20/2021   | COMPTROLLER OF MARYLAND                          | 642.71         |
| 18170     | 12/20/2021   | Council 81                                       | 390.50         |
| 18171     | 12/21/2021   | ASIGOBRA   | 892.57         |
| 18172     | 12/21/2021   | Delaware Dept. of Labor                          | 44.95          |
| 18173     | 12/21/2021   | Delta Dental of Delaware, Inc.                   | 1,792.22       |
| 18174     | 12/21/2021   | Department of Human Resources Financial Services | 30,122.14      |
| 18175     | 12/21/2021   | Principal Financial Group                        | 2,210.73       |
| 18188     | 12/30/2021   | AmGUARD Insurance Company                        | 5,616.00       |
| 18189     | 12/30/2021   | Amstel   | 166.40         |
| 18190     | 12/30/2021   | Artesian Water Co., Inc.                         | 1,961.64       |
| 18191     | 12/30/2021   | Assurance Media                                  | 270.00         |
| 18192     | 12/30/2021   | City of New Castle                               | 163,011.47     |
| 18193     | 12/30/2021   | Comcast Business                                 | 110.63         |
| 18194     | 12/30/2021   | Consult Dynamics, Inc./DCA Net                   | 20.00          |
| 18195     | 12/30/2021   | Coyne Chemical Co.                               | 261.60         |
| 18196     | 12/30/2021   | Delaware Safety Council                          | 300.00         |
| 18197     | 12/30/2021   | DEMEC, Inc.                                      | 1,015.27       |
| 18198     | 12/30/2021   | Guyer, Terri Lynn Green                          | 1,000.00       |
| 18199     | 12/30/2021   | Hach Company                                     | 4,710.00       |
| 18200     | 12/30/2021   | Home Depot Credit Service                        | 898.70         |
| 18204     | 12/30/2021   | Hoover, Inc.                                     | 373.41         |
| 18205     | 12/30/2021   | Kathleen R Weirich                               | 187.50         |
| 18206     | 12/30/2021   | KDJ Inc.   | 60.03          |
| 18207     | 12/30/2021   | Security Instrument Corp.                        | 480.00         |
| 18208     | 12/30/2021   | Sunbelt Financial Corp.                          | 1,500.00       |
| 18209     | 12/30/2021   | Sunbelt Rentals Inc.                             | 225.29         |
| 18210     | 12/30/2021   | Trexco Utilities, Inc.                           | 4,280.00       |
| 18212     | 12/30/2021   | United Electric Supply Co                        | 5,210.03       |
| 18213     | 12/30/2021   | Verizon  | 271.36         |
| 18214     | 12/30/2021   | W. B. MASON, CO., INC.                           | 196.47         |
| DFT000141 | 12/06/2021   | PNC BANK   | 10,123.26      |
| DFT000144 | 12/10/2021   | Nationwide Retirement Sol                        | 211.27         |
| DFT000144 | 12/10/2021   | Nationwide Retirement Sol                        | 142.54         |
| DFT000145 | 12/10/2021   | Nationwide Retirement Sol                        | 158.45         |
| DFT000145 | 12/10/2021   | Nationwide Retirement Sol                        | 106.90         |
| DFT000145 | 12/10/2021   | Nationwide Retirement Sol                        | 784.79         |
| DFT000145 | 12/10/2021   | Nationwide Retirement Sol                        | 975.00         |
| DFT000145 | 12/10/2021   | Nationwide Retirement Sol                        | 1,355.00       |
| DFT000145 | 12/10/2021   | Maryland Child Support Account                   | 184.62         |
| DFT000145 | 12/10/2021   | United States Treasury                           | 6,530.02       |
| DFT000145 | 12/10/2021   | United States Treasury                           | 8,055.72       |
| DFT000145 | 12/10/2021   | United States Treasury                           | 1,884.02       |
| DFT000146 | 12/10/2021   | Delaware Div. of Revenue                         | 3,215.91       |
| DFT000146 | 12/19/2021   | Delaware Div. of Revenue                         | 15,622.00      |
| DFT000146 | 12/19/2021   | DEMEC, Inc.                                      | 471,489.68     |
| DFT000146 | 12/02/2021   | OpenEdge   | 1,461.25       |
| DFT000146 | 12/22/2021   | Nationwide Retirement Sol                        | 211.27         |
| DFT000146 | 12/22/2021   | Nationwide Retirement Sol                        | 126.27         |
| DFT000146 | 12/22/2021   | Nationwide Retirement Sol                        | 158.45         |
| DFT000146 | 12/22/2021   | Nationwide Retirement Sol                        | 94.70          |
| DFT000147 | 12/22/2021   | Nationwide Retirement Sol                        | 745.26         |
| DFT000147 | 12/22/2021   | Nationwide Retirement Sol                        | 975.00         |
| DFT000147 | 12/22/2021   | Nationwide Retirement Sol                        | 1,355.00       |

Comptroller/Treasurer's Meeting Report – January 20, 2022

CHECK REGISTER DECEMBER 2021

| Number    | Payment Date | Vendor Name                            | Payment Amount |
|-----------|--------------|--|----------------|
| DFT000147 | 12/22/2021   | Maryland Child Support Account         | 184.62         |
| DFT000147 | 12/22/2021   | United States Treasury                 | 6,516.02       |
| DFT000147 | 12/22/2021   | United States Treasury                 | 8,080.02       |
| DFT000147 | 12/22/2021   | United States Treasury                 | 1,889.70       |
| DFT000147 | 12/22/2021   | Delaware Div. of Revenue               | 3,215.31       |
| DFT000147 | 12/20/2021   | State of Delaware DOL DUI Training Tax | 219.54         |
| DFT000148 | 12/27/2021   | Eyemed                                 | 258.67         |
| DFT000148 | 12/29/2021   | COLONIAL LIFE                          | 781.34         |
|           |              |  | 922,898.89     |

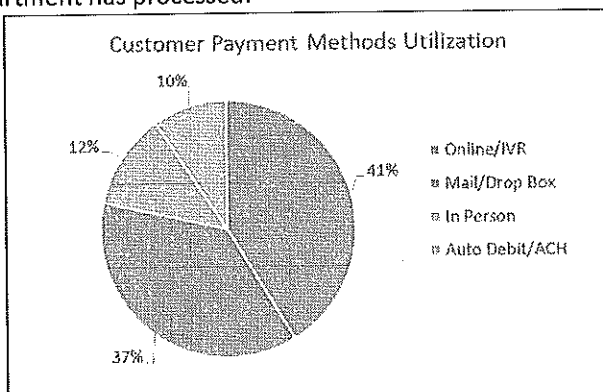


## Comptroller/Treasurer's Meeting Report – January 20, 2022

### Billing/Customer Service:

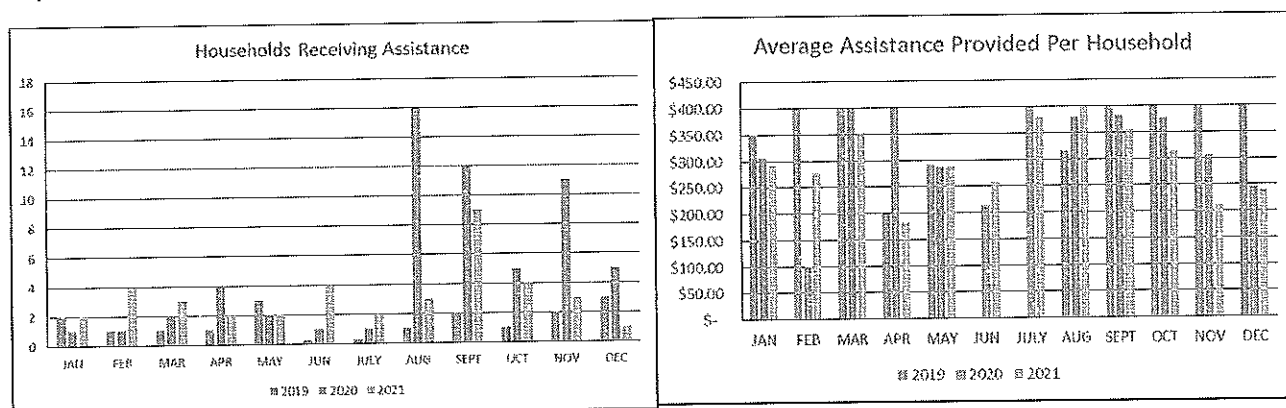
Since the previous meeting, the Customer Service Department has processed:

|                                 |          |
|---------------------------------|----------|
| Bills sent                      | 3,210    |
| Delinquent & past due notices   | 273      |
| Automated phone notifications   | 148      |
| Payment arrangements            | 30       |
| Contracts                       | 0        |
| Service cuts - December         | 33       |
| Accounts sent to collections    | 1        |
| Electric bad debt write offs    | \$222.41 |
| Applications for service        | 18       |
| Customers assisted in person    | 324      |
| Customers assisted on telephone | 753      |



### 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 December, the fund assisted one household(s) with an average assistance provided of \$238. 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 \$194.93 from other agencies or nonprofits that provide assistance for utility bills.

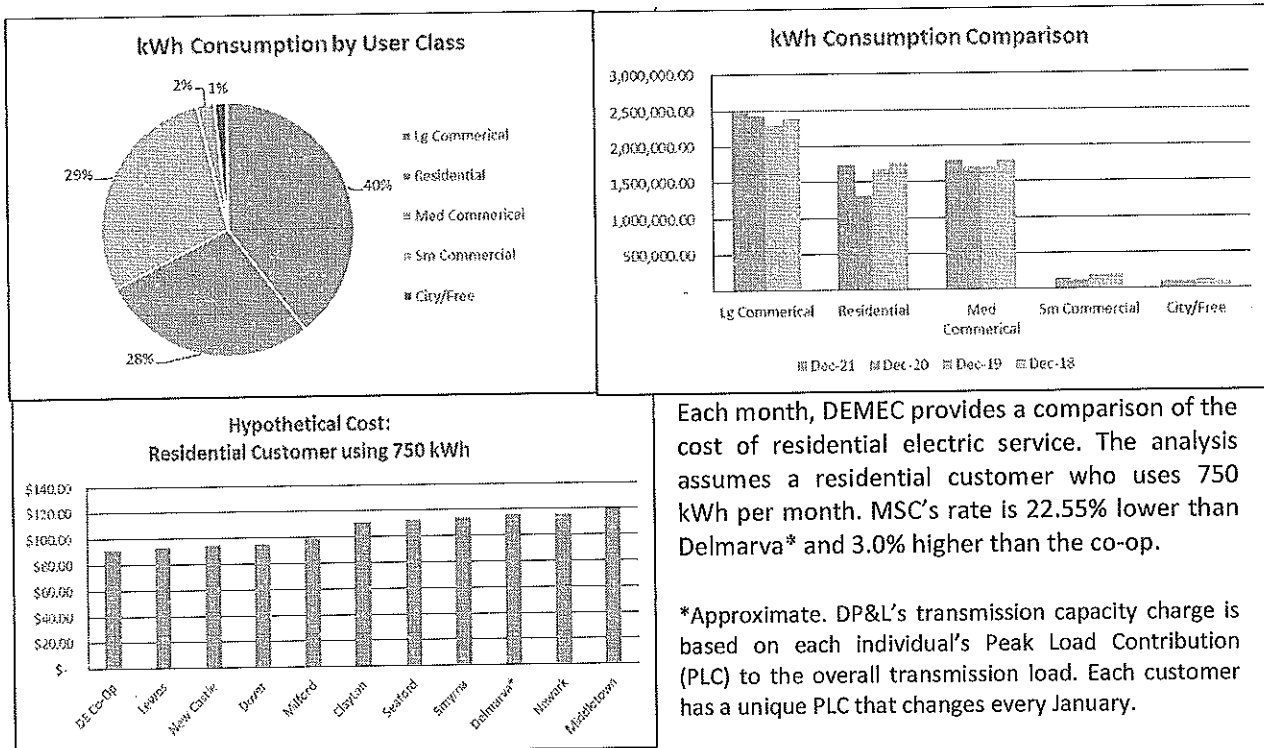
The spike in usage of the New Castle Cares fund in September, as well as the spike in payment arrangements and service cuts in October was related to the customer service department ending the pandemic related collection policies and enforcing the provisions of the tariff. The spike in service cuts, 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 January 12, 2022. 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 |
|-----------|-----------|----------|---------|---------|----------|
| \$161,423 | \$146,127 | \$14,355 | \$696   | \$225   | \$20     |

## Comptroller/Treasurer's Meeting Report – January 20, 2022

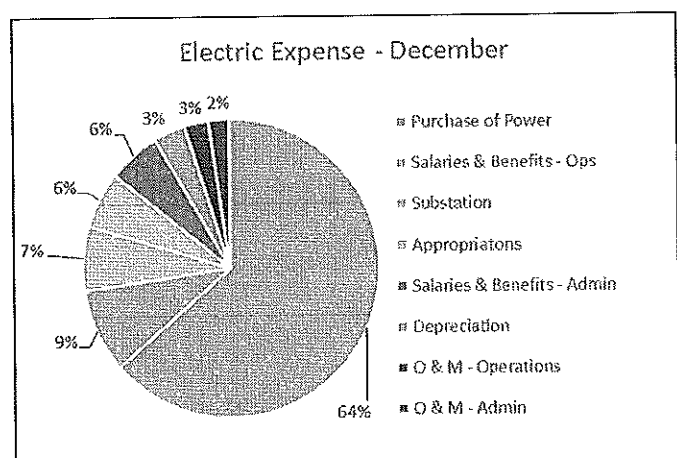
### Electric Revenues:

User charges are favorable year to date (\$102,000). 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 0.56% higher than in December 2018. Residential consumption decreased by 20,000 kWh while total commercial consumption increased by 42,000 kWh. Overall, electric consumption for the month was up 10.7% from the same period last fiscal year due to increased consumption from all customer classifications.



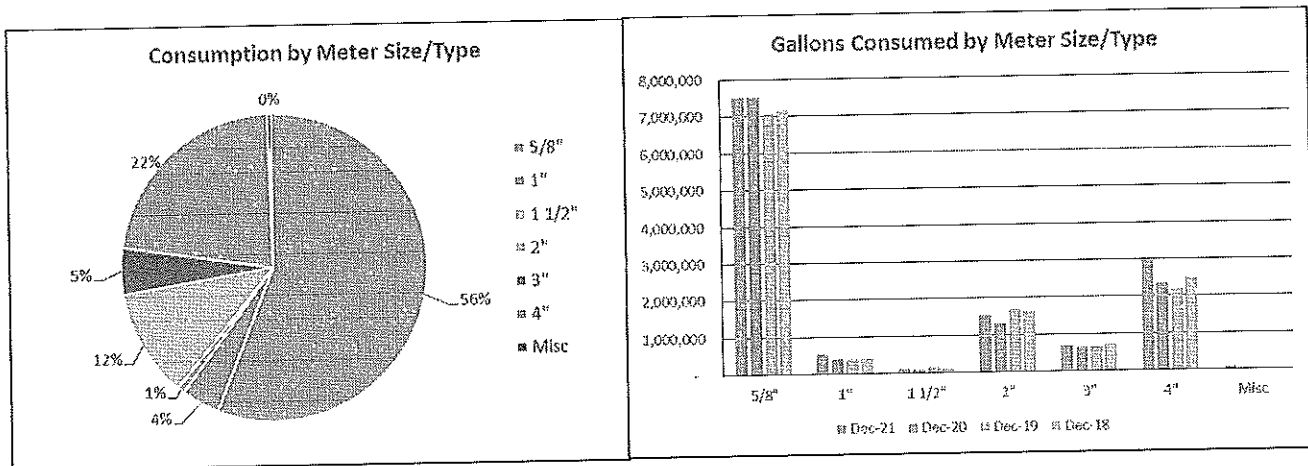
### Electric Expenses:

Electric expenses have a year to date unfavorable variance (\$39,245). When compared to purchases from DEMEC for April-October 2020, this year's purchases are \$143,000 higher than last year, due to increased customer usage and a 1.97% rate increase from DEMEC. As previously reported, the line item for substation repairs and maintenance is over budget for the year (\$24,000) due to unanticipated repairs that were completed at the Wilmington Road circuit switcher. In total, a positive impact to net position from electric operations is anticipated at year end due to increased user fees and capitalized labor and equipment which were not part of the adopted budget.



### Water Revenues:

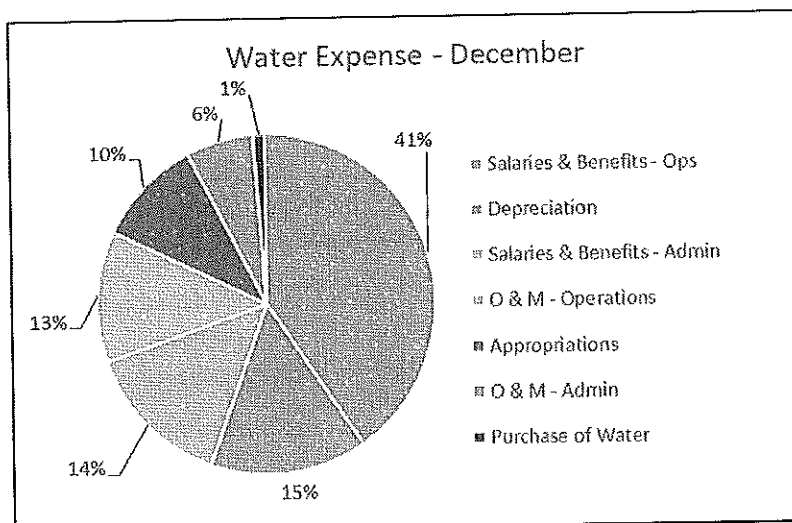
User charges are favorable year to date (\$2,300). Overall, water consumption for the month was up 11% from the same period last fiscal year. Looking at data prior to COVID-19, water consumption is 7.38% higher than in December 2018 and 8.93% higher than the same period last year. The increase in consumption is driven by increased usage by commercial customers.



### Water Expenses:

Water expenses have a favorable year to date variance of (\$134,000). \$63,000 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 – January 20, 2022

## Capital Budget

| Description  | Capital Budget<br>3/31/2022 | Mat./Inventory<br>as of<br>12/31/2021 | Remaining Bal<br>as of<br>12/31/2021 | MSC<br>Labor &<br>Equipment | Total<br>Capitalized<br>12/31/2021 |
|--|-----------------------------|---------------------------------------|--------------------------------------|-----------------------------|------------------------------------|
| <b>Electric Department</b>   |                             |                                       |                                      |                             |                                    |
| VANDYKE VILLAGE UNDERGROUND  | \$ 651,360.25               | \$ 209,844.46                         | \$ (441,515.79)                      | \$602,481.26                |                                    |
| MSC Aerial to Underground Delaware St<br>(approved 4-30-2020)  | \$ 770,000.00               | \$ 678,313.54                         | \$ (91,686.46)                       | \$91,700.00                 |                                    |
| ELECTRIC SYSTEM WIDE UNDERGROUND EVALUATION<br>(DESIGN & ENGINEERING)                                      | \$ 50,000.00                | \$ 47,691.19                          | \$ (2,308.81)                        |                             |                                    |
| AMI SYSTEM (\$1.3M ELECTRIC/WATER OVER 2 YEARS)  | \$ 357,500.00               | \$ -                                  | \$ (357,500.00)                      |                             |                                    |
| <b>Water Department</b>  |                             |                                       |                                      |                             |                                    |
| WIAC AMP GRANT - MSC Asset Management Program 2 years<br>\$100,000.00 RK&K Engineering (approved 07-01-19) | \$ 100,000.00               | \$ 43,627.15                          | \$ (56,372.85)                       |                             |                                    |
| FTR WELL REHABILITATION \$35,000.00<br>(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<br>(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<br>(approved 4-20-2021)  | \$ 15,600.00                | \$ 11,921.00                          | \$ (3,679.00)                        |                             |                                    |
| NEW CASTLE LITTLE LEAGUE WATER SERVICE TRUSTEES  | \$ 50,996.72                | \$ 76,869.41                          | \$ 25,872.69                         | Invoiced                    | \$23,677.90                        |
| DELAWARE STREET 12" MAIN EXTENSION<br>(10TH STREET CROSSING) \$37,000.00 (approved 4-20-2021)              | \$ 42,410.00                |                                       | \$ (42,410.00)                       |                             |                                    |
| DELAWARE STREET RAILROAD CROSSING<br>(approved 4-20-2021)  | \$ 37,500.00                |                                       | \$ (37,500.00)                       |                             |                                    |
| <b>Facilities</b>  |                             |                                       |                                      |                             |                                    |
| Master Campus Plan/Admin Facility<br>(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)                        |                             |                                    |
| <b>Trucks/Large Equipment</b>  |                             |                                       |                                      |                             |                                    |
| T-3 PICK UP TRUCK \$42,250.00<br>(approved 4-30-2020)  | \$ 42,250.00                | \$ 39,682.70                          | \$ (2,567.30)                        |                             | \$ 39,682.70                       |
| Trailer for Skid Steer<br>(approved 4-30-2020)   | \$ 12,500.00                | \$ 15,424.00                          | \$ 2,924.00                          |                             | \$ 15,424.00                       |
| <b>Billing/Customer Svc/Administrative</b>   |                             |                                       |                                      |                             |                                    |
| Accounting Policies/Procedure Manual   | \$ 6,050.00                 | \$ 970.00                             | \$ (5,080.00)                        |                             |                                    |
|  | <b>\$ 2,566,166.97</b>      | <b>\$ 1,187,398.35</b>                | <b>\$ (1,378,768.62)</b>             | <b>\$ 694,181.26</b>        | <b>\$ 90,969.98</b>                |

Comptroller/Treasurer's Meeting Report – January 20, 2022

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

|  | YTD<br>Budget    | YTD<br>Activity  | Variance<br>Favorable<br>(Unfavorable) | Total Budget     |
|--|------------------|------------------|--|------------------|
| <b>Operating Revenues</b>              |                  |                  |  |                  |
| 400 - User Charges                     | 6,738,079        | 6,850,446        | 112,367                                | 8,987,700        |
| 420 - City Service Charges             | 34,486           | 32,902           | (1,584)                                | 46,000           |
| 440 - Free Service Revenue             | 33,737           | 29,514           | (4,223)                                | 45,000           |
| 486 - Miscellaneous Income             | 32,237           | 27,400           | (4,837)                                | 43,000           |
| <b>Total Operating Revenues</b>        | <b>6,838,539</b> | <b>6,940,262</b> | <b>101,723</b>                         | <b>9,121,700</b> |
| 550 - Free Service Expense             | (2,999)          | (3,025)          | (26)                                   | (4,000)          |
| <b>Net Operating Revenue</b>           | <b>6,835,540</b> | <b>6,937,237</b> | <b>101,697</b>                         | <b>9,117,700</b> |
| <br>                                   |                  |                  |  |                  |
| 500 - Purchase of Power/Water          | 4,194,688        | 4,337,429        | (142,741)                              | 5,595,155        |
| 505 - Purchase of Power Substation     | 475,793          | 475,983          | (190)                                  | 634,644          |
| <b>Total Purchase Power</b>            | <b>4,670,481</b> | <b>4,813,412</b> | <b>(142,931)</b>                       | <b>6,229,799</b> |
| <br>                                   |                  |                  |  |                  |
| <b>Operating Expenses</b>              |                  |                  |  |                  |
| <b>Operations</b>                      |                  |                  |  |                  |
| 600 - Salaries and Wages               | 500,050          | 421,868          | 78,182                                 | 667,000          |
| 601 - Payroll Taxes                    | 38,984           | 36,043           | 2,941                                  | 52,000           |
| 607 - Pension Expense                  | 71,971           | 60,128           | 11,843                                 | 96,000           |
| 608 - Employee Benefits                | 118,254          | 99,005           | 19,249                                 | 157,735          |
| 610 - Insurance                        | 37,485           | 45,497           | (8,012)                                | 50,000           |
| 611 - Utilities                        | 8,022            | 5,870            | 2,152                                  | 10,700           |
| 612 - Storm Damage                     | 1,874            | -                | 1,874                                  | 2,500            |
| 631 - Lines and Poles                  | 14,019           | 11,006           | 3,013                                  | 18,700           |
| 632 - Street Lights                    | 4,873            | 3,327            | 1,546                                  | 6,500            |
| 633 - Meters and Services              | 3,224            | 739              | 2,485                                  | 4,300            |
| 641 - Substation                       | 4,798            | 30,740           | (25,942)                               | 6,400            |
| 644 - Building and Grounds             | 2,249            | 2,550            | (301)                                  | 3,000            |
| 647 - Plant Materials and Supplies     | 4,348            | 5,222            | (874)                                  | 5,800            |
| 650 - Truck Expense                    | 20,242           | 21,401           | (1,159)                                | 27,000           |
| 661 - Tools & Equip Supplies           | 16,231           | 15,536           | 695                                    | 21,650           |
| 662 - Equipment Rental                 | 1,125            | 390              | 735                                    | 1,500            |
| 671 - Clothing Allowance               | 7,647            | 12,297           | (4,650)                                | 10,200           |
| 672 - Safety Expense                   | 2,399            | 3,252            | (853)                                  | 3,200            |
| 680 - Training/Seminars                | 5,698            | 2,285            | 3,413                                  | 7,600            |
| 682 - Computer Expense                 | 10,796           | 9,841            | 955                                    | 14,400           |
| 684 - Professional Fees                | 2,999            | -                | 2,999                                  | 4,000            |
| 686 - Security System                  | 2,549            | 2,058            | 491                                    | 3,400            |
| 687 - Sampling and Testing             | 10,646           | 8,802            | 1,844                                  | 14,200           |
| 691 - Depreciation-Plant and Equipment | 173,556          | 156,915          | 16,641                                 | 231,500          |
| 693 - Depreciation-Trucks and Auto     | 59,976           | 60,259           | (283)                                  | 80,000           |
| <b>Total Operating Expenses</b>        | <b>1,124,015</b> | <b>1,015,031</b> | <b>108,984</b>                         | <b>1,499,285</b> |
| <br>                                   |                  |                  |  |                  |
| <b>General &amp; Administrative</b>    |                  |                  |  |                  |
| 700 - Office Salaries                  | 254,898          | 285,755          | (30,857)                               | 340,000          |
| 706 - Payroll Taxes                    | 20,992           | 22,953           | (1,961)                                | 28,000           |

Comptroller/Treasurer's Meeting Report – January 20, 2022

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

|  | YTD<br>Budget    | YTD<br>Activity  | Variance<br>Favorable<br>(Unfavorable) | Total Budget     |
|--|------------------|------------------|--|------------------|
| 707 - Pension Expense                              | 36,735           | 35,389           | 1,346                                  | 49,000           |
| 708 - Employee Benefits & Related Expenses         | 46,148           | 49,543           | (3,395)                                | 61,556           |
| 709 - Professional Fees                            | 28,873           | 23,670           | 5,203                                  | 38,513           |
| 710 - Insurance                                    | 13,120           | 13,990           | (870)                                  | 17,500           |
| 717 - Utilities                                    | 1,349            | 1,314            | 35                                     | 1,800            |
| 721 - Bad Debts                                    | 9,746            | 9,762            | (16)                                   | 13,000           |
| 722 - Administrative                               | 54,747           | 44,619           | 10,128                                 | 73,025           |
| 751 - R&M Equip/Bldg/Grounds                       | 10,578           | 6,276            | 4,302                                  | 14,110           |
| 761 - Office Supplies                              | 11,470           | 9,851            | 1,619                                  | 15,300           |
| 771 - Clothing                                     | 750              | 1,446            | (696)                                  | 1,000            |
| 780 - Training-Administrative                      | 7,373            | 398              | 6,975                                  | 9,835            |
| 781 - Dues and Subscriptions                       | 1,949            | 1,433            | 516                                    | 2,600            |
| 782 - Computer Expense                             | 20,039           | 22,010           | (1,971)                                | 26,730           |
| 785 - Office Supplies                              | 12,520           | 10,901           | 1,619                                  | 16,700           |
| 786 - Security System                              | 1,949            | 2,095            | (146)                                  | 2,600            |
| 788 - Telephone                                    | 7,422            | 8,492            | (1,070)                                | 9,900            |
| 789 - Key Accounts                                 | 2,062            | -                | 2,062                                  | 2,750            |
| 792 - Depreciation-Furniture and Fixtures          | 22,491           | 20,612           | 1,879                                  | 30,000           |
| <i>Total General &amp; Administrative Expenses</i> | <u>565,211</u>   | <u>570,509</u>   | <u>(5,298)</u>                         | <u>753,919</u>   |
| <i>Operating Income</i>                            | 475,833          | 538,285          | 62,452                                 | 634,698          |
| 651 - Allocated Equipment Costs                    | -                | 136,823          | 136,823                                | -                |
| 698 - Capitalized Labor                            | -                | 233,120          | 233,120                                | -                |
|  | <u>-</u>         | <u>369,943</u>   | <u>369,943</u>                         | <u>-</u>         |
| <i>Operating Income after Capitalized items</i>    | 475,833          | 908,228          | 432,395                                | 634,698          |
| <i>Non Operating Revenue (Expense)</i>             |                  |                  |  |                  |
| 480 - Investment Income                            | 27,364           | 15,883           | (11,481)                               | 36,500           |
| 950 - Investment Expenses                          | -                | (1,874)          | (1,874)                                | -                |
| 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                      | (404,313)        | (400,735)        | 3,578                                  | (539,300)        |
| 920 - Special Appropriations                       | -                | (16,518)         | (16,518)                               | -                |
| 940 - Change in Value of Investments               | -                | 3,452            | 3,452                                  | -                |
| 960 - Other Expenses                               | -                | (47)             | (47)                                   | -                |
|  | <u>(376,949)</u> | <u>(390,423)</u> | <u>(13,474)</u>                        | <u>(502,800)</u> |
| <i>Change in Net Position</i>                      | <u>98,884</u>    | <u>517,805</u>   | <u>418,921</u>                         | <u>131,898</u>   |

Comptroller/Treasurer's Meeting Report – January 20, 2022

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

|  | YTD<br>Budget    | YTD<br>Activity  | Variance<br>Favorable<br>(Unfavorable) | Total Budget     |
|--|------------------|------------------|--|------------------|
| <b>Operating Revenues</b>                  |                  |                  |  |                  |
| 400 - User Charges                         | 1,706,229        | 1,684,721        | (21,508)                               | 2,275,883        |
| 420 - City Service Charges                 | 20,692           | 25,650           | 4,958                                  | 27,600           |
| 440 - Free Service Revenue                 | 4,948            | 2,688            | (2,260)                                | 6,600            |
| 486 - Miscellaneous Income                 | 17,195           | 38,555           | 21,360                                 | 22,000           |
| <b>Total Operating Revenues</b>            | <b>1,749,064</b> | <b>1,751,614</b> | <b>2,550</b>                           | <b>2,332,083</b> |
| 550 - Free Service Expense                 | (2,474)          | (2,724)          | (250)                                  | 3,300            |
| <b>Net Operating Revenues</b>              | <b>1,746,590</b> | <b>1,748,890</b> | <b>2,300</b>                           | <b>2,335,383</b> |
| <br>500 - Purchase of Power/Water          | <br>19,867       | <br>18,296       | <br>1,571                              | <br>26,500       |
| <br><b>Operating Expenses</b>              |                  |                  |  |                  |
| <b>Operations</b>                          |                  |                  |  |                  |
| 600 - Salaries and Wages                   | 494,052          | 475,226          | 18,826                                 | 659,000          |
| 601 - Payroll Taxes                        | 38,235           | 36,382           | 1,853                                  | 51,000           |
| 607 - Pension Expense                      | 71,971           | 64,722           | 7,249                                  | 96,000           |
| 608 - Employee Benefits                    | 99,994           | 88,271           | 11,723                                 | 133,379          |
| 610 - Insurance                            | 46,107           | 39,336           | 6,771                                  | 61,500           |
| 611 - Utilities                            | 21,797           | 18,454           | 3,343                                  | 29,075           |
| 616 - R&M System Maintenance               | 5,848            | 8,867            | (3,019)                                | 7,800            |
| 620 - Pumping Stations                     | 22,993           | 18,414           | 4,579                                  | 30,670           |
| 621 - Water Treatment Supplies             | 41,548           | 37,237           | 4,311                                  | 55,420           |
| 630 - Hydrants, Mains and Valves           | 12,977           | 2,147            | 10,830                                 | 17,310           |
| 633 - Meters and Services                  | 10,578           | 15,348           | (4,770)                                | 14,110           |
| 644 - Building and Grounds                 | 5,585            | 6,375            | (790)                                  | 7,450            |
| 647 - Plant Materials and Supplies         | 3,718            | 4,197            | (479)                                  | 4,960            |
| 650 - Truck Expense                        | 14,818           | 21,105           | (6,287)                                | 19,765           |
| 661 - Tools & Equip Supplies               | 12,500           | 7,135            | 5,365                                  | 16,673           |
| 662 - Equipment Rental                     | 549              | 319              | 230                                    | 732              |
| 671 - Clothing Allowance                   | 5,985            | 4,507            | 1,478                                  | 7,983            |
| 672 - Safety Expense                       | 1,754            | 655              | 1,099                                  | 2,340            |
| 680 - Training/Seminars                    | 4,311            | 912              | 3,399                                  | 5,750            |
| 682 - Computer Expense                     | 9,332            | 10,941           | (1,609)                                | 12,447           |
| 684 - Professional Fees                    | 2,249            | -                | 2,249                                  | 3,000            |
| 686 - Security System                      | 684              | 267              | 417                                    | 912              |
| 687 - Sampling and Testing                 | 10,128           | 8,033            | 2,095                                  | 13,510           |
| 691 - Depreciation-Plant and Equipment     | 278,589          | 210,941          | 67,648                                 | 371,600          |
| 693 - Depreciation-Trucks and Auto         | 18,743           | 23,371           | (4,628)                                | 25,000           |
| <b>Total Operations Expenses</b>           | <b>1,235,045</b> | <b>1,103,162</b> | <b>131,883</b>                         | <b>1,647,386</b> |
| <br><b>General &amp; Administrative</b>    |                  |                  |  |                  |
| 700 - Office Salaries                      | 146,941          | 169,032          | (22,091)                               | 196,000          |
| 706 - Payroll Taxes                        | 12,820           | 13,604           | (784)                                  | 17,100           |
| 707 - Pension Expense                      | 16,493           | 17,723           | (1,230)                                | 22,000           |
| 708 - Employee Benefits & Related Expenses | 31,541           | 31,245           | 296                                    | 42,072           |
| 709 - Professional Fees                    | 23,812           | 16,867           | 6,945                                  | 31,763           |

Comptroller/Treasurer's Meeting Report – January 20, 2022

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

|   | YTD<br>Budget    | YTD<br>Activity  | Variance<br>Favorable<br>(Unfavorable) | Total Budget   |
|---|------------------|------------------|--|----------------|
| 710 - Insurance                                 | 11,620           | 11,581           | 39                                     | 15,500         |
| 717 - Utilities                                 | 1,125            | 1,075            | 50                                     | 1,500          |
| 721 - Bad Debts                                 | 1,874            | -                | 1,874                                  | 2,500          |
| 722 - Administrative                            | 38,666           | 26,873           | 11,793                                 | 51,575         |
| 751 - R&M Equip/Bldg/Grounds                    | 8,389            | 5,190            | 3,199                                  | 11,190         |
| 761 - Office Supplies                           | 6,223            | 5,519            | 704                                    | 8,300          |
| 771 - Clothing                                  | 750              | 1,183            | (433)                                  | 1,000          |
| 780 - Training-Administrative                   | 3,497            | 326              | 3,171                                  | 4,665          |
| 781 - Dues and Subscriptions                    | 3,149            | 2,885            | 264                                    | 4,200          |
| 782 - Computer Expense                          | 16,396           | 18,008           | (1,612)                                | 21,870         |
| 785 - Office Supplies                           | 10,346           | 8,919            | 1,427                                  | 13,800         |
| 786 - Security System                           | 1,649            | 1,714            | (65)                                   | 2,200          |
| 788 - Telephone                                 | 6,073            | 5,559            | 514                                    | 8,100          |
| 789 - Key Accounts                              | 1,687            | -                | 1,687                                  | 2,250          |
| 792 - Depreciation-Furniture and Fixtures       | 13,495           | 12,789           | 706                                    | 18,000         |
| <i>Total General &amp; Administrative</i>       | <u>356,546</u>   | <u>350,092</u>   | <u>6,454</u>                           | <u>475,585</u> |
| <i>Operating Income</i>                         | 135,132          | 277,340          | 142,208                                | 185,912        |
| 651 - Allocated Equipment Costs                 | -                | 58,994           | 58,994                                 | -              |
| 698 - Capitalized Labor                         | -                | 135,330          | 135,330                                | -              |
|   | <u>-</u>         | <u>194,324</u>   | <u>194,324</u>                         | <u>-</u>       |
| <i>Operating Income after Capitalized items</i> | 135,132          | 471,664          | 336,532                                | 185,912        |
| <b>Non Operating Revenue (Expenses)</b>         |                  |                  |  |                |
| 480 - Investment Income                         | 4,175            | 2,615            | (1,560)                                | 6,000          |
| 950 - Investment Expenses                       | -                | (331)            | (331)                                  | -              |
| 487 - Grant Income                              | -                | 4,035            | 4,035                                  | -              |
| 930 - Grant Expense                             | -                | (4,035)          | (4,035)                                | -              |
| 810 - Gain on Sale of Asset                     | -                | 458              | 458                                    | -              |
| 900 - Ordinary Appropriations                   | (97,686)         | (88,299)         | 9,387                                  | 130,300        |
| 910 - City Service Appropriations               | (20,242)         | (25,892)         | (5,650)                                | 27,000         |
| 920 - Special Appropriations                    | -                | (54,169)         | (54,169)                               | -              |
| 940 - Change in Value of Investments            | -                | 609              | 609                                    | -              |
| 960 - Other Expenses                            | -                | (25,382)         | (25,382)                               | -              |
| <i>Total Non Operating Revenue (Expenses)</i>   | <u>(113,753)</u> | <u>(190,391)</u> | <u>(76,638)</u>                        | <u>163,300</u> |
| <b>Change in Net Position</b>                   | <u>21,379</u>    | <u>281,273</u>   | <u>259,894</u>                         | <u>349,212</u> |



Comptroller/Treasurer's Meeting Report – January 20, 2022

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

ASSETS

Current Assets:

|                           |              |
|---------------------------|--------------|
| Cash and cash equivalents | \$ 2,577,751 |
| Investments               | 1,278,771    |
| Accounts receivable, net  | 647,532      |
| Dividends receivable      | 103          |
| Other receivables         | 24,864       |
| Inventory                 | 697,422      |
| Prepaid expenses          | 181,622      |

Restricted Assets:

|  |                     |
|--|---------------------|
| Cash and cash equivalents - restricted | 653,210             |
| Land                                   | 45,386              |
| Construction-in-progress               | 1,663,313           |
| Property, plant and equipment          | 25,444,802          |
| Less: Accumulated depreciation         | <u>(14,770,966)</u> |
| Total Assets                           | <u>18,443,810</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             | 530,945 |
| Payroll withholdings payable | 25,701  |
| Accrued wages                | 44,519  |
| Developer deposits           | 7,184   |
| Other liabilities            | 624     |

Noncurrent Liabilities:

|                              |                  |
|------------------------------|------------------|
| Customer deposits            | 653,210          |
| Accrued compensated absences | 393,440          |
| Net pension liability        | <u>474,757</u>   |
| Total Liabilities            | <u>2,130,380</u> |

DEFERRED INFLOWS OF RESOURCES

|                            |                |
|----------------------------|----------------|
| Deferred inflows - pension | <u>659,474</u> |
|----------------------------|----------------|

NET POSITION

|                                  |                      |
|----------------------------------|----------------------|
| Net investment in capital assets | 12,382,535           |
| Unrestricted                     | <u>6,560,602</u>     |
| TOTAL NET POSITION               | <u>\$ 18,943,137</u> |

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

|   | Water Department   |                    | Electric Department |                    | Total              |
|---|--------------------|--------------------|---------------------|--------------------|--------------------|
|   | 2021               | 2020               | 2021                | 2020               |                    |
| <b>OPERATING REVENUES:</b>                            |                    |                    |                     |                    |                    |
| User charges  | 1,684,721          | 1,483,502          | 6,850,446           | 6,833,471          | 8,535,167          |
| City service charges                                  | 25,650             | 19,566             | 32,902              | 32,426             | 58,552             |
| Free service  | 2,688              | 2,384              | 29,514              | 28,503             | 32,202             |
| Miscellaneous   | 38,555             | 16,818             | 27,400              | 47,447             | 65,955             |
| <b>TOTAL OPERATING REVENUES</b>                       | <b>1,751,614</b>   | <b>1,522,270</b>   | <b>6,940,262</b>    | <b>6,941,847</b>   | <b>8,691,876</b>   |
| LESS: Free service                                    | (2,724)            | (2,110)            | (3,025)             | (2,433)            | (5,749)            |
| <b>NET OPERATING REVENUES</b>                         | <b>1,748,890</b>   | <b>1,520,160</b>   | <b>6,937,237</b>    | <b>6,939,414</b>   | <b>8,686,127</b>   |
| <b>PURCHASE OF POWER AND WATER</b>                    | <b>(18,296)</b>    | <b>(19,590)</b>    | <b>(4,813,412)</b>  | <b>(4,730,120)</b> | <b>(4,831,708)</b> |
| <b>OPERATING EXPENSES</b>                             | <b>(1,103,162)</b> | <b>(1,168,443)</b> | <b>(1,015,031)</b>  | <b>(994,251)</b>   | <b>(2,118,193)</b> |
| <b>GENERAL AND ADMINISTRATIVE EXPENSES</b>            | <b>(350,092)</b>   | <b>(320,051)</b>   | <b>(570,509)</b>    | <b>(534,159)</b>   | <b>(920,601)</b>   |
| <b>OPERATING INCOME</b>                               | <b>277,340</b>     | <b>12,076</b>      | <b>538,285</b>      | <b>680,884</b>     | <b>815,625</b>     |
| Capitalized Labor                                     | 135,330            | 20,090             | 233,120             | 91,812             | 368,450            |
| Capitalized Equipment                                 | 58,994             | 11,795             | 136,823             | 52,963             | 195,817            |
| <b>OPERATING INCOME AFTER CAPITALIZED ITEMS</b>       | <b>471,664</b>     | <b>43,961</b>      | <b>908,228</b>      | <b>825,659</b>     | <b>1,379,892</b>   |
| <b>NONOPERATING REVENUES (EXPENSES):</b>              |                    |                    |                     |                    |                    |
| Investment Income                                     | 2,615              | 6,046              | 15,883              | 35,114             | 18,498             |
| Investment expense                                    | (331)              | (319)              | (1,874)             | (1,808)            | (2,205)            |
| Grant income  | 4,035              | 8076               | 54,553              | 9,871              | 58,588             |
| Grant expense   | (4,035)            | (11,044.00)        | (47,734)            | (16,505)           | (51,769)           |
| 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              |
| Other Expense   | (25,382)           | (2,498)            | (47)                | (1,651)            | (25,429)           |
| Appropriations to the Mayor and Council of New Castle |                    |                    |                     |                    |                    |
| Ordinary  | (88,299)           | (88,489)           | (400,735)           | (407,775)          | (489,034)          |
| City services   | (25,892)           | (19,566)           | -                   | -                  | (25,892)           |
| Special   | (54,169)           | (6,129.00)         | (16,518)            | (23,432)           | (70,687)           |
| Unrealized Gains/(Losses) on investments              | 609                | 7,610              | 3,452               | 43,124             | 4,061              |
| <b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>         | <b>(190,391)</b>   | <b>(83,747)</b>    | <b>(390,423)</b>    | <b>(342,272)</b>   | <b>(580,814)</b>   |
| <b>CHANGE IN NET POSITION</b>                         | <b>\$ 281,273</b>  | <b>\$ (39,786)</b> | <b>\$ 517,805</b>   | <b>483,387</b>     | <b>\$ 799,078</b>  |
|   |                    |                    |                     |                    | <b>\$ 443,601</b>  |

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

|                                 | Water Department    |                     | Electric Department |                   | Total               |                     |
|---------------------------------|---------------------|---------------------|---------------------|-------------------|---------------------|---------------------|
|                                 | 2021                | 2020                | 2021                | 2020              | 2021                | 2020                |
| <b>OPERATING EXPENSES:</b>      |                     |                     |                     |                   |                     |                     |
| Clothing allowance              | \$ 4,507            | \$ 2,716            | \$ 12,297           | \$ 8,409          | \$ 16,804           | \$ 11,125           |
| Computer expense                | 10,941              | 10,571              | 9,841               | 8,749             | 20,782              | 19,320              |
| Depreciation:                   |                     |                     |                     |                   |                     |                     |
| Plant and equipment             | 210,941             | 273,961             | 156,915             | 158,669           | 367,856             | 432,630             |
| Trucks and autos                | 23,371              | 16,072              | 60,260              | 58,615            | 83,631              | 74,687              |
| Employee benefits               | 88,272              | 94,349              | 99,005              | 97,870            | 187,277             | 192,219             |
| Equipment rental                | 319                 | 272                 | 390                 | 332               | 709                 | 604                 |
| Insurance                       | 39,336              | 46,174              | 45,496              | 37,278            | 84,832              | 83,452              |
| Payroll taxes                   | 36,382              | 34,107              | 36,043              | 34,691            | 72,425              | 68,798              |
| Pension expense                 | 64,722              | 74,585              | 60,128              | 70,508            | 124,850             | 145,093             |
| Plant materials and supplies    | 4,197               | 3,788               | 5,222               | 4,618             | 9,419               | 8,406               |
| Repairs and maintenance:        |                     |                     |                     |                   |                     |                     |
| Buildings and grounds           | 6,375               | 6,750               | 2,550               | 2,700             | 8,925               | 9,450               |
| Hydrants, mains, and valves     | 2,146               | 18,371              | -                   | -                 | 2,146               | 18,371              |
| Lines and poles                 | -                   | -                   | 11,006              | 5,838             | 11,006              | 5,838               |
| Meters and services             | 15,348              | 8,841               | 739                 | 2,005             | 16,087              | 10,846              |
| Pumping stations                | 18,414              | 18,246              | -                   | -                 | 18,414              | 18,246              |
| Street lights                   | -                   | -                   | 3,327               | 5,632             | 3,327               | 5,632               |
| Substations                     | -                   | -                   | 30,740              | 1,117             | 30,740              | 1,117               |
| Storm Damage                    | -                   | -                   | -                   | 37                | -                   | 37                  |
| System Maintenance              | 8,867               | -                   | -                   | -                 | 8,867               | -                   |
| Salaries and wages              | 475,226             | 469,667             | 421,869             | 449,608           | 897,095             | 919,275             |
| Safety expense                  | 656                 | 504                 | 3,252               | 1,319             | 3,908               | 1,823               |
| Sampling and testing            | 8,032               | 8,620               | 8,802               | 11,058            | 16,834              | 19,678              |
| Security                        | 267                 | 322                 | 2,058               | 776               | 2,325               | 1,098               |
| Seminars/Training               | 912                 | 2,813               | 2,284               | 1,313             | 3,196               | 4,126               |
| Tools & Equip Supplies          | 7,135               | 9,263               | 15,536              | 16,160            | 22,671              | 25,423              |
| Truck expense                   | 21,105              | 8,780               | 21,401              | 10,583            | 42,506              | 19,363              |
| Utilities                       | 18,454              | 18,873              | 5,870               | 5,710             | 24,324              | 24,583              |
| Water Treatment Supplies        | 37,237              | 40,798              | -                   | -                 | 37,237              | 40,798              |
| <b>TOTAL OPERATING EXPENSES</b> | <b>\$ 1,103,162</b> | <b>\$ 1,188,443</b> | <b>\$ 1,015,031</b> | <b>\$ 994,251</b> | <b>\$ 2,118,193</b> | <b>\$ 2,162,694</b> |

Comptroller/Treasurer's Meeting Report – January 20, 2022

Municipal Services Commission

Combining Schedules of General & Administrative Expenses by Department

For the nine months ending December, 2021 and 2020

|  | Water Department |            | Electric Department |            | Total      |            |
|--|------------------|------------|---------------------|------------|------------|------------|
|  | 2021             | 2020       | 2021                | 2020       | 2021       | 2020       |
| GENERAL AND ADMINISTRATIVE EXPENSES:                 |                  |            |                     |            |            |            |
| Administrative                                       | \$ 26,873        | \$ 22,967  | 44,619              | 50,774     | 71,492     | \$ 73,741  |
| Bad debts  | -                | -          | 9,762               | 9,614      | 9,762      | 9,614      |
| Clothing   | 1,183            | 352        | 1,447               | 430        | 2,630      | 782        |
| Computer expense                                     | 18,008           | 15,009     | 22,010              | 18,345     | 40,018     | 33,354     |
| Depreciation - furniture and fixtures                | 12,789           | 12,789     | 20,612              | 20,810     | 33,401     | 33,599     |
| Dues and subscriptions                               | 2,885            | 3,159      | 1,433               | 2,086      | 4,318      | 5,245      |
| Employee benefits                                    | 31,245           | 25,920     | 49,543              | 39,304     | 80,788     | 65,224     |
| Insurance  | 11,581           | 11,487     | 13,989              | 12,818     | 25,570     | 24,305     |
| Key Accounts   | -                | 7          | -                   | 9          | -          | 16         |
| Office salaries                                      | 169,032          | 158,098    | 285,755             | 286,824    | 454,787    | 422,922    |
| Office supplies                                      | 14,438           | 11,809     | 20,752              | 17,321     | 35,190     | 29,130     |
| Payroll taxes  | 13,604           | 11,160     | 22,953              | 19,451     | 36,557     | 30,611     |
| Pension expense                                      | 17,723           | 21,087     | 35,390              | 41,871     | 53,113     | 62,958     |
| Professional fees                                    | 16,867           | 12,678     | 23,669              | 15,521     | 40,536     | 28,189     |
| Repairs and maintenance - equipment/building/grounds | 5,190            | 5,125      | 6,276               | 6,264      | 11,466     | 11,389     |
| Security system                                      | 1,714            | 1,911      | 2,095               | 2,336      | 3,809      | 4,247      |
| Telephone  | 5,559            | 5,770      | 8,492               | 7,054      | 14,051     | 12,824     |
| Training - administrative                            | 326              | 1,859      | 398                 | 2,272      | 724        | 4,131      |
| Utilities and other expenses                         | 1,075            | 864        | 1,314               | 1,055      | 2,389      | 1,919      |
| TOTAL GENERAL AND ADMINISTRATIVE EXPENSES            | \$ 350,092       | \$ 320,051 | \$ 570,509          | \$ 534,159 | \$ 920,601 | \$ 854,210 |

# **MUNICIPAL SERVICES COMMISSION**

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov>

Office: 302-323-2330 Utility Building: 302-323-2333 Fax: 302-323-2337

## **Water Department Commission Meeting Report**

**January 20, 2022**

**Prepared by: Jay Guyer on January 13, 2022**

### **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 is drafting revisions to the Rail Pros License Agreement to review with GM Blomquist and Riverbend's Engineer Civil Engineering Associates. On site, Poores Propane buried the propane tanks for the tank farm. Christians Excavating Crews have started locating, inspecting, and testing the sanitary laterals for the individual homes. Freedom Development / Gemcraft Homes has applied for building permits for 1-4 unit townhome and 2 single family homes.

#### **C. Court House – Delaware Street**

1. Final restoration was completed in accordance with MSC / City Standards. The project was reconciled and the contractor invoiced for MSC Services. When the interior plumbing starts, MSC will coordinate inspection with the sprinkle and plumbing contractors to ensure the approved backflow devices and meter are installed and water testing performed.

#### **D. 165 East 2<sup>nd</sup> Street – New Home**

1. Contractor Flores Design and Construction is constructing a new house on the empty lot. MSC provided an estimate to install a new ¾" water service from the main to the property line. The house is slab on grade with a meter pit to be installed at the property line. MSC has received from the contractor escrow money for the water service installation and will get it scheduled.

### **2. MSC Projects**

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

1. GM Blomquist forwarded copies of the DEMEC and AMP AMI Metering Agreements for review. WUM Guyer will review and return comments to GM Blomquist.

# **MUNICIPAL SERVICES COMMISSION**

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

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## **Water Department Commission Meeting Report**

**January 20, 2022**

**Prepared by: Jay Guyer on January 13, 2022**

2. MSC's DWSRF Loan application requesting \$1,011,110.00 for the AMI Water Metering project was approved at the December 15<sup>th</sup> Water Infrastructure Advisory Council Meeting. The amount of \$1,011,110.00 includes up to \$622,870.00 being principally forgiven leaving a balance of \$388,240.00 to be repaid.

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

1. WUM Guyer signed and returned the Hydro Corp agreement for them to administer MSC's Cross Connection Control (CCC) Program. WUS Jaeger updated and forwarded a copy of our CCC database from our XC2 Software to Hydro Corp for their review and integration into their Hydro Soft Software. When completed, MSC and Hydro Corp will begin contacting our customers to review the new regulations, reporting requirements, and introduce them to Hydro Corp's program.

### **C. PFAS Sampling - Vessel 2 Carbon Consumption**

1. MSC's December Compliance PFAS Sampling with Eurofins Lancaster Labs was completed on December 17<sup>th</sup> and results returned on the 29<sup>th</sup>. WUM Guyer and WUS Jaeger reviewed the results which demonstrated the carbon system is removing the PFAS Compounds PFOA and PFOS to a non-detect level at the distribution entry point.

### **D. Penn Farm House Renovation – Trustees**

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

### **E. School Lane and Frenchtown Road Well - VFD Drives**

1. SL Well VFD Drive was installed on December 6<sup>th</sup> by United Electric's Drives group and Keystone Engineering completed inspection, programming, start up, SCADA integration, and testing on December 16<sup>th</sup>. FTR Well was run during the month of December and SL Well is currently running. Both projects are complete.

## **3. Operations**

### **A. Outages**

1. There was 1 planned and no unplanned water outages for the month of December 2021. The planned outage on December 10<sup>th</sup> was for replacing a broken curb stop.

# MUNICIPAL SERVICES COMMISSION

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## Water Department Commission Meeting Report

January 20, 2022

Prepared by: Jay Guyer on January 13, 2022

### B. Reporting

1. The Calgon Carbon Corporation (CCC) Pilot Study Test 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. WUS Jaeger calculated the total through put on the Pilot System since the October 2, 2020 startup has been 1,788,380 gallons of water and communicated to CCC and STRIDE.
2. WUM Guyer and WUS Jaeger have been working with Delaware Rural Water Association (DRWA) and Colonial School District developing and revising a course outline and curriculum for the Pre-Apprenticeship Water Operators course. Representatives from both Keystone Engineering and Pennoni Associates have agreed to make presentations to the students. The first course is scheduled for January 19<sup>th</sup>, pending return to school status for the students due to COVID.
3. WUM Guyer and WUS Jaeger are working with Dan Barbato of Pennoni Associates Engineering in reference to EPA / ARPA Funds and SRF Loans / Grants that could be utilized for qualifying MSC Water Projects. WUM Guyer and WUS Jaeger updated and forwarded to Mr. Barbato MSC's master list of Water Projects. Following initial review, the projects list is being reviewed grouping and prioritizing them accordingly.
4. WUS Jaeger and Water Operator Schlecht started the Annual 2022 Billing Audit Review for all water charges associated with each account noting possible issues for discussion.

### C. System Repairs and Maintenance

1. Riverbend Subdivision – Flushed on December 7<sup>th</sup> and 20<sup>th</sup> to maintain Chlorine Residual.
2. Monthly Meter Reading – Was completed on January 12<sup>th</sup>. Water Operators are following up on water check reads and missed reads as needed for the office.
3. WUM Guyer received the formal proposal from Rich Skelton of Southern Corrosion, LLC (SC) for their Tank Maintenance Program as requested. WUM Guyer and WUS Jaeger reviewed the proposal and discussed questions with Mr. Skelton. WUM Guyer discussed the proposal with GM Blomquist then moved forward with executing it entering into their 10 Year Tank Maintenance Program. MSC is working with Southern Corrosion to schedule our first annual tank inspection for this Spring.

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4. WUM Guyer was advised the Trustee contractor completed improvements to the Million Tank entrance including widening the tapered curb entrance, properly graded to reduce the slope, and paved approximately 100 feet from the road to the site security gate.
5. Calgon Carbon Corporation is scheduled to perform a Carbon Exchange in Vessel 2 on January 19<sup>th</sup>. 40,000lbs of spent carbon will be removed and 40,000lbs of virgin F400 carbon will be slurried into the vessel. The spent carbon will be hauled to Calgon's North Tonawanda, NY Plant for reactivation and storage. The reactivated load will be used as the swing load for future MSC carbon exchanges. DWSRF Program administrator Sandi Spiegel is aware of the scheduled exchange and has forwarded paperwork for this exchange to be fully covered under a grant.

### **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 and reviewing 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 quotes for trucks and building projects.

### **F. Equipment**

1. The large flatbed utility trailer brakes failed inspection. First State Fleet performed a complete brake system rebuild at a cost of \$4,273,91.
2. T – 9 Dump Truck would not start. First State Fleet is inspecting and diagnosing the issue possibly related to the fuel system.

### **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.



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### **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 is scheduled for January 20<sup>th</sup>. The Council is due to sunset on January 31, 2022. DNREC is drafting legislation to re-establish the Council with expanded membership to include the all 3 counties in the State.
2. WUM Guyer responded to questions from the Council on MSC's Water Conservation and Self Sufficiency Certification Report submitted on July 1, 2021. Updates were made to the report and an amended version forwarded to the Council for review and approval.

#### **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 March 2022.

#### **D. Water Operator Advisory Council**

1. The next meeting is scheduled for March 2022.
2. The January 6<sup>th</sup> virtual meeting went well. Council reviewed Water Operator License Applications and approved/denied based upon the regulations, approved the November 4<sup>th</sup> meeting minutes, reviewed and approved new training courses from Del Tech, Delaware Rural Water Association, and the US EPA. Reappointment of sitting Council members was discussed with 2 members including WUS Guyer being re-appointed to 5 year terms, ending in December 31, 2026. The Sub – Committee updated the council on its' progress reviewing the Operator Certification Regulations.

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3. A 5 person Sub - Committee appointed by the Advisory Council met several times during December and have completed review of Sections 1 through 4 of the Water Operator Certification Regulations. The next meeting will be scheduled for late January.

### **E. WIAC - Water Infrastructure Advisory Council**

1. The December 15<sup>th</sup> meeting went well. The council conducted regular business and then moved to the DWSRF Water Projects. Sandi Spiegel presented MSC's application requesting \$1,011,110.00 for the AMI Metering project. Council asked questions that were answered and after discussion, voted to approve MSC's Loan.
3. The Next Meeting is scheduled for February 16<sup>th</sup>.

### **F. Miss Utility of Delmarva Monthly Meeting**

1. The next meeting is scheduled for January 20<sup>th</sup> as a Hybrid meeting.

### **End of Report**

**Attachments:**     December 2021 Water Works Report  
                             December 2021 Water Outage Tracking Sheet

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## Monthly Water Outages / Interruptions Report

December 1 - 31, 2021

Prepared By: Jay Guyer on January 13, 2022

### Planned Outage / Interruptions

| Date       | Approximate<br>Duration |         | Location                  | No. of<br>Customers |  | Comments   |
|------------|-------------------------|---------|---------------------------|---------------------|--|--|
|            | Hours                   | Minutes |                           |                     |  |  |
| 12/10/2021 | 0                       | 15      | 600 Block of Clark Street | 19                  |  | Outage to replace a broken 3/4" curb stop at 614 Clark Street. |

### Unplanned Outage / Interruptions

| Date | Approximate<br>Duration |         | Location | No. of<br>Customers |  | Comments |
|------|-------------------------|---------|----------|---------------------|--|----------|
|      | Hours                   | Minutes |          |                     |  |          |

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

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### Monthly Water Works Report

December 1 - 31, 2021

Prepared By: Jay Guyer on January 13, 2022

| Water Production      |      | FT 300     |               | Adjusted Finished |                       | Gallons    |            |
|-----------------------|------|------------|---------------|-------------------|-----------------------|------------|------------|
| Month                 | Year | Raw        | Total Gallons | Total Gallons     | Raw                   | Finished   | Difference |
| December              | 2020 | 11,436,100 | 11,306,981    | 11,306,981        | 11,947,400            | 11,533,072 |            |
| December              | 2021 | 11,947,400 | 11,533,072    | 11,533,072        | 11,947,400            | 11,533,072 |            |
| Difference            |      | 511,300    | 226,091       | 226,091           |                       | -414,328   |            |
| Percentage Difference |      | 4.3        | 2.0           | 2.0               | Percentage Difference |            | 3.5        |

| Well(s) in Operation<br>Days Pumped | Basin Road | Frenchtown Road | School Lane | Cross Roads |
|-------------------------------------|------------|-----------------|-------------|-------------|
|                                     |            | XXX             | XXX         |             |
|                                     |            | 31              | 2           |             |

| Water Quality             | MSC Average | Goal / Target Level | Range           |
|---------------------------|-------------|---------------------|-----------------|
| Average Chlorine Residual | 1.39 ppm    | 1.00 ppm            | 0.90 - 1.20 ppm |
| Average pH                | 7.5         | 7.6                 | 7.4 - 7.8       |
| Average Fluoride Residual | 0.90 ppm    | 0.70 ppm            | 0.60 - 1.00 ppm |

| General Water System Report                             | # Collected | Absent | Present |
|---|-------------|--------|---------|
| Routine Bacteria Sampling<br>(Office of Drinking Water) | 10          | 10     | 0       |

| Miss Utility Locate Requests<br>(Water and Electric Locates) | # Received | # Completed | # of Damages |
|--|------------|-------------|--------------|
|  | 27         | 27          | 0            |

| Building Permit Review<br>(Water Related Conflicts) | # Reviewed | # Approved | # Not Approved |
|---|------------|------------|----------------|
|   | 23         | 23         | 0              |

**ELECTRIC DEPARTMENT COMMISSION REPORT**

**January 20, 2022**

**Prepared by Artie Granger on January 12, 2022**

**1. Developer Projects:**

**a. 90 Lukens Dr:**

- I. MSC has completed "Phase One" of this project. MSC worked with Tusi Brothers to relocate the primary feed, feeding Probation and Parole out of the parking lot area of the new building 90.
- II. MSC has not had any contact from the developer about the installation of permanent power for building 90. MSC has notified the developer and the electrician of extended lead times on infrastructure materials going as far back as July 2021.

**b. Cherry Lane**

- I. MSC has been contacted by a representative from Greggo about a potential building proposed on Cherry Lane. MSC has reached out to attempt to determine their needs.

**c. Riverbend Subdivision:**

- I. Locates have been called in by Christiana Excavating. They are starting to find and test sewer laterals.

**d. Historic Penn Farm Renovations**

- I. MSC has substantially completed this project. All of the pole lights have been installed and turned on. MSC is working in conjunction with the general contractor and electrician to energize the permanent electrical service. MSC is planning on having this completed during the week of 1/10/22.

**2. Capital Projects:**

**a. Van Dyke Village:**

- I. MSC has installed and energized all 23 street lights that were piped in this summer, which is all of 14<sup>th</sup> street, the first block of New Amstel, and Van Dyke drive. MSC has completed the transfer of all of the properties that were part of this phase. MSC has begun to remove the aerial infrastructure that can be removed at this time.

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**ELECTRIC DEPARTMENT COMMISSION REPORT**

**January 20, 2022**

**Prepared by Artie Granger on January 12, 2022**

- II. This is where this project stands. Underground conduit, wiring and lighting has been installed on the following streets. The streets listed are converted to the new underground.
  - 1. Baldt from Wilmington Road to 12<sup>th</sup> street. Houses on the even side.
  - 2. East 11<sup>th</sup> Street from Baldt to Stuyvesant.
  - 3. All of Stuyvesant Drive
  - 4. All of 14<sup>th</sup> Street
  - 5. New Amstel to Casimir Drive
  - 6. All of Vandyke Drive
- III. This leaves Casimir Drive, Casimir Court and the remainder of New Amstel to complete. We plan on continuing this over the next 2 years.

**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 has discussed changes with Utility Engineers. Utility Engineers is making changes. MSC will review and discuss with the commissioners within the next couple of months.

**d. EV Chargers:**

- I. MSC will schedule the install of the 1 charger at the Second and Chestnut Street parking lot.
- II. MSC has schedule the installation of the City's charger at the small parking lot on Delaware Street. This is at the intersection of Delaware and Ferry Cut Off. MSC was shown this location when we met with City Administrator Barthel. We plan on installing this charger the week of 1/10/2022

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**January 20, 2022**

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**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. This was one transformer fuse that tripped due to squirrel on School Street.

II. 1/1/21 – 1/1/22

| SAIDI<br>(minutes) | SAIFI (number of<br>interruptions) | CAIDI<br>(minutes) | ASAI<br>(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.

**5. Repairs and Maintenance:**

**a. Wilmington Road Substation:**

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- I. MSC has been monitoring the SF-6 gas levels as recommended. No problems have been detected.

**b. Dobbinsville Substation:**

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

**6. Training:**

- I. MSC is sending 3 guys to a confined space class towards the end of January.