

Municipal Services Commission Monthly Meeting
August 30, 2022, 8:00 a.m.
216 Chestnut Street New Castle, Delaware

The meeting was called to order at 8:00 a.m. with Mr. Scott Blomquist, Secretary, presiding.

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

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

Absent: Dr. Roy J. Sippel, Commissioner, President

Mr. Blomquist convened the meeting at 8:00 a.m. Roll call followed and a quorum to conduct business was declared.

In response to a question from Mr. Knox Mr. Blomquist stated he had not yet reached out to Mr. Barthel regarding the water tanks.

Minutes

A motion was made by Commissioner Knox to approve the Minutes of the July 21, 2022, regular session as presented. The motion was seconded by Mayor Quaranta and unanimously passed.

Agenda

Mr. Blomquist noted that Resolution 2022-5, a Resolution to approve the loan from the Delaware Drinking Water State Revolving fund for the Hewlett Avenue and Janvier Avenue water main replacement, was added to the August meeting Agenda. This Resolution approves MSC to move forward with the application process and the project, which will be fully forgiven. The project will be contracted out. The full application is due on September 16th. After approval it will go through the final application process, an RFP will be developed, it will be put it out to bid, and hopefully the project will begin in summer of 2023. Ten percent of the funds must be used within the first year. Engineering costs are approximately \$200,000 of the \$1.4M loan. Mr. Blomquist noted this project was not on the 5-year Plan because it was #7 on the "wish list"; and because it was the only project that was fully funded it was moved up on the schedule.

Resolution 2022-3 – Resolution approving the adopting of the Financial Policies.

In response to a question from Mayor Quaranta, Mr. Natale stated that he and Mr. Blomquist drafted the Resolution. During discussion Mr. Natale explained that he has been informed that the City does not have an Investment Policy other than their bank accounts are fully collateralized. Mr. Blomquist noted that MSC's financial policies will affect the AMI project and SRF loans. Mayor Quaranta suggested Messrs. Blomquist and Natale have a conversation with Mr. Barthel and Ms. Walls to ensure everything works together.

Resolution 2022-4 – Resolution authorizing management opening an investment account with M&T Bank

Mr. Natale stated that without the Investment Policy MSC will have to hold this Resolution.

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Resolution 2022-5 – Resolution to approve a loan from the Delaware Drinking Water state Revolving Fund for the Hewlett and Janvier Water Main Replacement

A motion to adopt Resolution 2022-5 was made by Mayor Quaranta. The motion was seconded by Mr. Knox and unanimously passed.

Comptroller/Treasurer Report – Mr. Natale reporting
(See attached report)

Mr. Natale reported the following as of July 31, 2022:

- Cash on hand: \$3.1M
- Restricted cash on hand: \$825,000.00
- Investment Portfolio: \$1.2M, which is a net gain of \$19,000 (1.6%).
- There were 110 days unrestricted cash on hand at July 31, which is down 10 days from prior month and is a bit less than 10%. Mr. Knox opined 110 days is healthy.
- Check Register Disbursements – Mr. Natale noted several disbursements:
 - \$10,000 to Bay Area Overhead, Inc. for the deposit on doors.
 - \$28,000 to Graber Supply, LLC for materials deposit.
 - \$166,000 to City of New Castle for the quarterly allocation.
 - \$33,000 to Tyler Technologies, Inc. for annual support for billing.
- Billing & Customer Service –
 - There were 15 cuts in service in the month of July for non-payment.
 - New Castle Cares assisted one household and five customer received assistance from other government agencies and non-profits.

Financial Policies

The final Financial Statements and Comprehensive Financial Report have been distributed to the City and will be sent to the Trustees this week. Mr. Natale reviewed the required auditor communication letter. An RFP for audit services was issued on August 16th covering a 5-year period with three one-year optional extensions. Responses are due September 30th. Invitations were sent to approximately 15 firms and there is an ad in the News Journal.

Insurance Broker RFP & Recommendation

There were three respondents to the insurance broker RFP and they were asked to submit a proposal by September 9th. Mr. Natale believes that both CMP and SIP intend to submit actual proposals.

Electric Department

User charges are unfavorable year to date (\$63,000). July sales decreased by approximately 2.2% from prior year. Consumption was up 166,380 kWh in the large commercial category, but was offset by decreases of 323,000 kWh in all other classifications.

Costs to DEMEC for power supply were \$74,000 less than anticipated. In response to a question from Mayor Quaranta Mr. Natale stated that the average monthly residential rate is approximately \$130. Water is estimated to average approximately \$44 per month.

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Water Department

User charges are unfavorable year to date (\$11,000). Consumption for the month was down from the same period last year (66,000 gallons). July consumption is significantly off the 5-year average. In 3 of the last 5 prior years consumption was 1.4M gallons higher than it is in the last 2 years.

Expenses have an unfavorable year to date variance (\$24,000). Much of this is due to the tank maintenance agreement being in one period instead of being spread out.

Electric Department Report – Mr. Granger reporting

(See attached report)

Developer Projects

- 90 Lukens Drive – There is some infrastructure work that needs to be completed. The escrow schedule has not been done yet.
- Riverbend Subdivision – There was damage to some cable and an invoice was set up to have that repaired, which will result in an outage of approximately one day. The contractor decided to switch one of the lots around and when they dug the basement they dug into the electric infrastructure. The cost to repair will be about \$25,000-\$35,000.

Capital Projects

- Van Dyke Village – MSC is doing a restoration on Casimir Court this week. When complete they will restore the sidewalk, concrete and blacktop and move on to New Amstel.

Capital Purchases

- Utility Building – The contractor has completed his portion.
- T-10 Utility Truck Replacement – The truck was received from Intercom and is now at AUI Power. Mr. Granger expects the truck will be back in September.
- New Stake Body – Mr. Granger expects to take delivery in September.

Operations

- Outages – There was one outage on Hewlett caused by a squirrel on a transformer resulting in 26 customers losing power for about 35 minutes.

Repairs and Maintenance

- Dobbinsville Substation – Mr. Granger explained an ongoing issue with the Dobbinsville Substation main breaker tripping caused by a coordination issue between the main breaker and the distribution relays under certain conditions. MSC worked with Utility Engineering to resolve the problem. MSC implemented the recommended relay settings and the issue should be resolved in the next few weeks.
- Fault Detectors – MSC received 12 sets of underground fault detectors and have installed them. Mr. Blomquist noted that as utilities are moved underground the fault detectors are very important in detecting issues and limiting the number of faults the transformer sees.
- System Infrared Inspection – Compliance Environmental is performing the annual system infrared inspection.

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Water Department Report – Mr. Guyer reporting

(See attached report)

Developer Projects

- Riverbend Subdivision – MSC contractors are actively installing water services. The Water Crossing Agreement and Plans were resubmitted to Rail Pros. Mr. Guyer will review. Christiana Excavating is installing water services from the main to the curb stop and MJD Mechanical Systems is installing water services from the curb stop to the mains. MSC is on site inspecting all water service installation for compliance with MSC standards.
- Courthouse – MSC followed up with the contractor for water services. Domestic service is completed and the meter installed. There was an issue with the fire alarm and those issues are being resolved.

MSC Projects

- Advanced Metering Infrastructure – American Municipal Power (AMP) – Some of the installation equipment for the meters has been received.
- Cross Connection Control Program – Hydro Corp mailed out the first round of testing certification and non-compliance notices on June 12th. MSC received a few phone calls on them. Second notices for non-compliances are being sent out. WUSP Jeff Schlecht is certified to test MSC and City domestic devices.
- PFAS Sampling – Carbon Filtration System – Compliance PFAS sampling was completed on July 14th. Results are pending.
- Penn Farm House Renovation – Trustees – The domestic pressure booster pump was installed and has resolved the problem. An invoice has been submitted to the Trustees.
- 216 Chestnut Street Office Building Renovation – MSC completed the renovation.

Operations

- Outages – There was one planned and one unplanned outage in July. Mr. Guyer explained the unplanned outage on the Strand. Mr. Blomquist explained changes in the law relative to Miss Utility and utility damage during excavations.

Reporting

- Calgon Carbon – The Pilot Study is ongoing. Mr. Guyer has had several conversations with Adam Redding of CCC about when MSC will see some information in a formalized format. Mr. Redding will be making a presentation on September 9th in Newark. Mr. Guyer started a conversation about trying to open it up to the entire state.
- Pre-Apprenticeship Water Operators Course – Messrs. Guyer and Jaeger have been in contact with DRWA and Colonial School District to review the upcoming course, which will begin the first week of October. There is a full-time instructor on Mondays and Messrs. Guyer and Jaeger will switch off for the Wednesday class. The course is still an after-school program and students must have their own transportation. Students receive two credits for the course. Mr. Guyer reported that a graduate of last year's program was hired by the City of Newark. The course is currently only being held at William Penn High School. Mayor Quaranta suggested it might be helpful to inform local employers of the program. Mr. Blomquist explained that he contacted a number of employers but has not received any response from them.

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- MSC NOI Projects – Messrs. Guyer and Jaeger are working with Pennoni Associates to submit the DWSRF full application for the Hewlett and Janvier Avenue Water Main replacement project by the September 16th deadline.
- Community Outreach – Mr. Guyer was contacted by the US EPA Region 3 Community Involvement Branch Chief regarding an up-coming Community Outreach program. Mr. Guyer explained the project, which expands PFAS testing in a 5,000 acre area. As more information is received it will be reported to the Commission.
- Inventory – A number of small components and parts have been ordered to replenish and maintain inventory.
- HB8 – A draft of the proposed regulation to establish a State Maximum Contaminant Level (MCL) for PFAS contaminants PFOA and PFOS was completed and published for public comment on August 1st. A public hearing was held on August 25th and final comments must be submitted by September 9th. Mr. Guyer is drafting comments for submission.

System Repairs and Maintenance

- Riverbend Subdivision – Riverbend was flushed on July 20th and August 5th to maintain chlorine residual.
- Monthly Meter Reading – Monthly meter reads were completed on August 12th. A significant number of ERTs failed this month.
- Tank Maintenance – Structural and safety improvements were completed by Southern Corrosion on July 30th. Operators completed the underground portion of the overflow pipe. Work started on August 5th to prep the tank for painting. Logo samples of the City branding were received, reviewed and approved. Mr. Guyer submitted the Approval to Construct Form to the Office of Drinking Water for tank renovations. Due to an oversight there will be an additional charge of approximately \$4,500 for the second logo on the Shipslanding Tank.
- School Lane Water Treatment Facility – Operators started annual power washing and inspecting the exteriors of the Carbon Vessels at the School Lane Water Treatment Facility. The tanks are seven years old and Mr. Guyer suggested that the interiors be cleaned and inspected the next time an exchange is done.

Capital and Operations & Maintenance Budgets

- 5-Year Capital Budget – Messrs. Guyer and Jaeger are reviewing water projects and equipment to update the 5-year Capital Budget.

Personnel & Training

- Meetings – Messrs. Guyer and Jaeger attended PFAS and Asset Management Training in Dover.
- Evaluations – Mr. Jaeger is working on employee evaluations to be completed by September 30th.

Safety

- Tailgate Talks – Operators hold daily morning Tailgate Talks to discuss jobs/tasks to be performed.
- Facility Tour – Mr. Jaeger and Mr. Dave Bennett gave a representative of PMA Insurance Company a tour of MSC facilities. He had very positive comments about the MSC operation.

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Local, State and Federal Agencies

- WSSC – Water Supply Coordinating Council – Although it is no longer an active group, participants meet every few months to discuss water conditions and projects. Everyone is doing OK with the dry conditions. Some areas of Pennsylvania and New Jersey are in a drought watch condition. Some locations in Sussex County, Delaware, are very dry. The salt line up past the Brandywine is becoming an issue. The Delaware River Basin is monitoring conditions and are coordinating releases from the reservoirs in New York and Pennsylvania to maintain required flows in the Delaware River, Brandywine Creek, White Clay Creek, and Christina River.
- Operator Advisory Council – Council reviewed Water Operator License applications and approved/denied based on regulations and approved new training courses. The Sub-Committee updated Council on its progress reviewing the Operator Certification Regulations. Council discussed some potential issues with Contract Operators sustainable water systems, PFAS (PFOA/PFOS) Training being developed by ODW and New Council Membership Applicants. Mayor Quaranta suggested that MSC draft a communication that will illustrate parts per Million, Trillion and Quadrillion to the public. Mr. Guyer gave a brief explanation of the testing process, current technology and testing methodology.

New Business

Section XXVIII – Tampering and Theft of Service

Mr. Blomquist explained that MSC would like to move to a flat charge of \$250 for theft of service (residential). Messrs. Guyer and Granger explained the current process relating to a theft of service. MSC investigated other utilities' process for dealing with theft of service to determine the flat rate. Mr. Blomquist noted that once AMI is fully installed detecting theft of service will be much easier. Mr. Blomquist reviewed the USF Municipal Services Commission Electric Rate Design and explained the changes in the new law. The new rate design will go into effect in September. Mr. Natale noted that this will get MSC close to cost-to-serve and there will not be a future rate impact. Mr. Blomquist stated that MSC currently has the lowest rates in the state, and opined that even with the rate change MSC will have the lowest rates. Mayor Quaranta suggested that MSC communicate the change in the newspaper and on the bill. Mr. Blomquist will draft a communication and send it to the Commissioners. During discussion the Commissioners agreed to remove the applications from the tariff and provide it online as a fillable document.

A motion to approve the Tariff changes as presented was made by Mayor Quaranta. The motion was seconded by Mr. Knox and unanimously passed.

Managers were thanked and excused from the meeting.

Secretary's Report – Mr. Blomquist reporting

DEMEC

- A New IT Tech and a Special Projects Manager were introduced.
- One of the Plant Operators who was on contract was hired full time.
- A Modernization Survey was distributed.
- Units 1 and 2 both ran quite a bit last month.
- The Joint Council Briefing was held, but Mr. Blomquist was not able to attend.

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New Castle

- Mr. Blomquist congratulated Dr. Sippel on his re-appointment as MSC Commissioner
- Mr. Blomquist signed an amendment to the AMI contract to add more meters to the project. We are still under the \$665,000 right now. Any further amendments will be brought to the Commission. In response to a question from Mr. Gross, Mr. Blomquist stated that MSC did not purchased any meters for the proposed River Edge or proposed 7th Street projects.
- The MSC picnic was a success. Seventeen employees and 2 retirees attended.

A motion to move to executive session was made by Mr. Knox and seconded by Mayor Quaranta The motion was unanimously passed and the meeting adjourned to executive session at 9:49 a.m.

The Commissioners returned to regular session at 9:57 a.m.

Next Regular Meeting

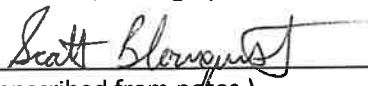
The Commissioners set the next monthly Board meeting to be Tuesday, September 22, 2022, at 8:00 a.m.

Adjournment

A motion was made and seconded to adjourn the meeting. The motion received unanimous approval and the meeting was adjourned at 10:02 a.m.



Kathleen R. Weirich, Stenographer

Approved: 
(Minutes transcribed from notes.)



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

RESOLUTION 2022-5

**RESOLUTION TO APPROVE A LOAN FROM THE DELAWARE DRINKING
WATER STATE REVOLVING FUND FOR THE HEWLETT AND JANVIER
WATER MAIN REPLACEMENT**

WHEREAS, the Municipal Services Commission (MSC) of the City of New Castle is the Electric and Water Utility for the City of New Castle; and

WHEREAS, the Municipal Services Commission has applied and been approved for a loan in the amount of \$1,490,000.00 for the replacement of the water main on Hewlett Ave and Janvier Ave.

WHEREAS, this loan has been approved by the Delaware Drinking Water State Revolving Fund, Division of Public Health with 100% debt forgiveness.

NOW THEREFORE, BE IT RESOLVED THAT;

The Commissioners of the MSC hereby, Approve Management to complete the loan process and proceed with the water main replacement project on Hewlett Ave. and Janvier Ave.

BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of the Commission in testimony thereof.

Authenticated as Adopted This

30th Day of August, 2022

Dr. Roy J. Sippel, President

Daniel F. Knox, Commissioner

Michael J. Quaranta, Commissioner

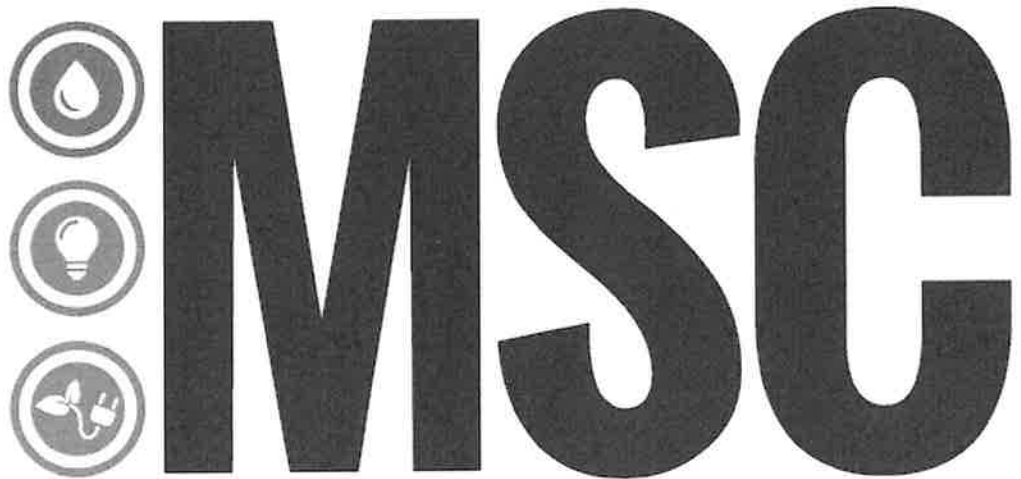
Scott Blomquist, Secretary

Municipal Services Commission

Resolution 2022-5

A Resolution to Approve a Loan from the Delaware Drinking Water Revolving Fund for the replacement of the water main on Hewlett Ave. and Janvier Ave.

Comptroller/Treasurer's Report



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

August 30, 2022 Commission Meeting
Prepared By: Ken Natale on August 23, 2022

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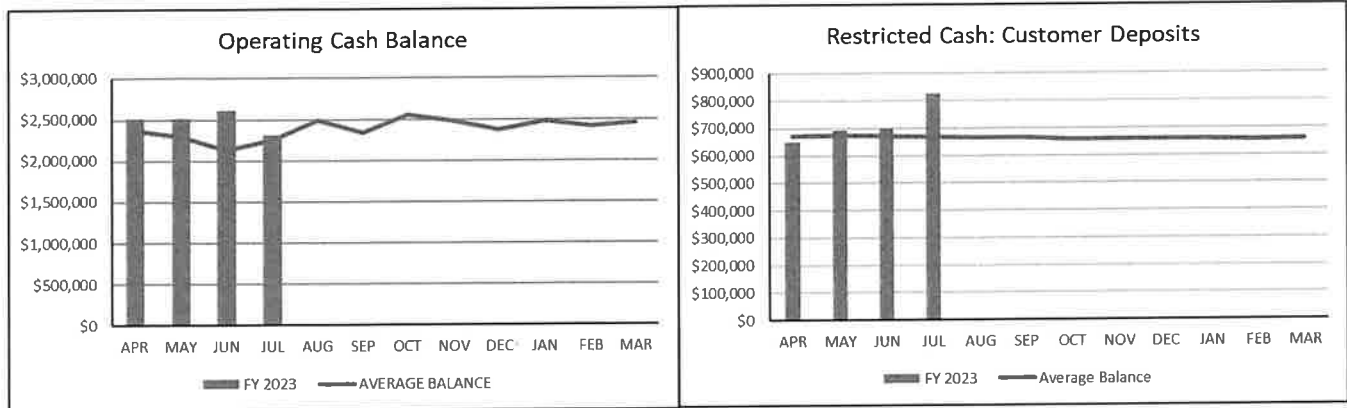
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Cash & Investments

As of July 31, 2022 the cash balances were:

PNC Checking Account:	\$ 23,488
M&T Bank Checking:	2,288,937
M&T Bank MMA:	825,274
Petty Cash/Change Fund:	895
Total Cash on Hand:	\$ 3,138,594



A condensed cash flow summary for July is provided below for the operating accounts:

Beginning Balance	\$ 2,618,202
Cash from customers	854,594
Refunds to customers - deposits	(11,792)
Payments to suppliers for goods & services*	(1,054,492)
Bank service fees	(1,446)
Payments to employees for services	(92,641)
Net Cash Provided(Used)	(305,777)
Ending Cash Balance	\$ 2,312,425

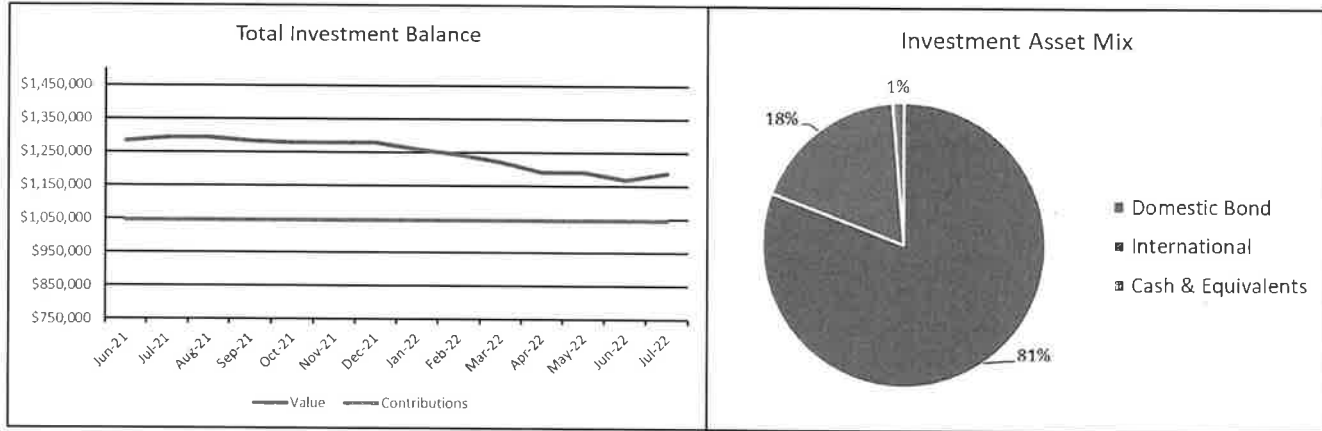
*A detailed check register for the month is available on pages 3-4 of this report.

As of July 31, 2022 the value of the Commission's investment portfolio totaled \$1,189,838 which is a net gain of \$18,972 (1.6%) from the prior month.

The increase in Restricted Cash is the result of developer escrows for lots in under construction in the Riverbend subdivision.

There was 110 days unrestricted cash on hand at July 31 (-10 days from prior month) when including the value of the Commission's investment portfolio which is held in liquid assets (mutual and exchange traded funds).

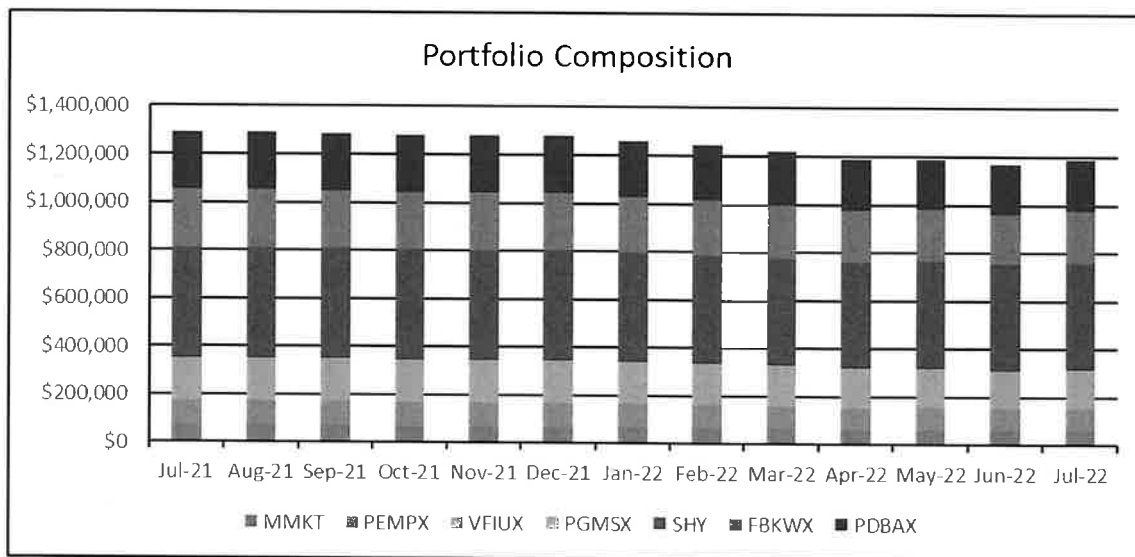
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The “domestic bond” category in the *Investment Asset Mix* chart above, includes US Government instruments and corporate bonds of US based organizations. The “international” category includes debt instruments of foreign governments as well as corporate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

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

Holdings	Symbol	Market Value	Est. Yield
Money Markets			
Cash JP Morgan Chase Bank NA – Insured		\$ 11,364	0.10%
Mutual Funds			
Fidelity Advisor Total Bond CL Z	FBKWX	217,428	2.73%
PGIM Total Return Bond CL A	PDBAX	211,787	3.21%
PIMCO Emerging Markets Bond I2	PEMPX	48,246	5.14%
T Rowe Price Global Multi Sector Bond I	PGMSX	162,263	3.47%
Vanguard Intermediate Term Treasury	VFIUX	93,809	2.43%
Exchange Traded Funds			
iShares Trust 1-3 Year Treasury Bond EFT	SHY	444,941	0.35%
Total		1,189,838	



Comptroller/Treasurer's Report – August 30, 2022

July 2022 Check Register			
Number	Date	Vendor Name	Amount
200327	07/07/2022	Artesian Water Co Inc	\$ 2,385.07
200328	07/07/2022	Assurance Media	52.50
200329	07/07/2022	B Safe Inc	157.09
200330	07/07/2022	Baker Tilly US LLP	4,300.00
200331	07/07/2022	Bay Area Overhead Inc	10,000.00
200332	07/07/2022	City of New Castle	166,459.74
200333	07/07/2022	COLONIAL LIFE	781.34
200334	07/07/2022	Comcast Business	575.81
200335	07/07/2022	Delaware Brick	201.00
200336	07/07/2022	Delaware League of Local	450.00
200337	07/07/2022	Delmarva Power	144.77
200338	07/07/2022	Eurofins Eaton Analytical Inc.	2,045.00
200339	07/07/2022	Exxon Mobil Fleet/GECC/Wex Bank	2,169.84
200340	07/07/2022	EyeMed	277.58
200341	07/07/2022	Fastenal Company	76.91
200342	07/07/2022	George Miles & Buhr LLC	90.57
200343	07/07/2022	Grainger	218.67
200345	07/07/2022	Hilyard's Inc	250.00
200346	07/07/2022	Home Depot Credit Service	1,576.86
200347	07/07/2022	Kathleen R Weirich	172.50
200348	07/07/2022	One Call Concepts Inc	57.70
200349	07/07/2022	Pennoni Associates Inc.	200.00
200350	07/07/2022	Pitney Bowes	467.70
200351	07/07/2022	Red Wing Shoe Store	207.49
200352	07/07/2022	SemaConnect	480.00
200353	07/07/2022	Suburban Testing Labs Inc	110.00
200354	07/07/2022	The News Journal Company	1,249.95
200355	07/07/2022	TRI Supply & Equipment	640.00
200356	07/07/2022	Tyler Technologies Inc.	32,695.24
200357	07/07/2022	United Electric Supply Co	88.00
200358	07/07/2022	Verizon	554.13
200359	07/07/2022	W. B. MASON CO INC	151.98
200361	07/14/2022	Action Unlimited Resource Inc	127.11
200362	07/14/2022	Aquaflow Pump & Supply Co Inc	289.65
200363	07/14/2022	Assurance Media	1,213.50
200364	07/14/2022	B Safe Inc	47.40
200365	07/14/2022	Bayshore Ford Trucks	425.34
200366	07/14/2022	CBM Insurance Agency LLC	8,818.00
200367	07/14/2022	Choctaw-Kaul Distribution Company	1,496.25
200368	07/14/2022	Collins Ent Inc. (Parts Plus)	380.00
200369	07/14/2022	Diamond Materials	1,885.80
200370	07/14/2022	Graber Supply LLC	28,000.00
200371	07/14/2022	Grainger	90.72
200372	07/14/2022	Hoover Inc	694.35
200373	07/14/2022	MARKATOS SERVICES	122.50
200374	07/14/2022	Martin Marietta Materials Inc	495.67
200375	07/14/2022	New Castle Weekly	105.00
200376	07/14/2022	New Horizon Communications Corp	499.81
200377	07/14/2022	Reliable Equipment &	1,335.07
200378	07/14/2022	Rummel Klepper and Kahl LLP	4,050.00

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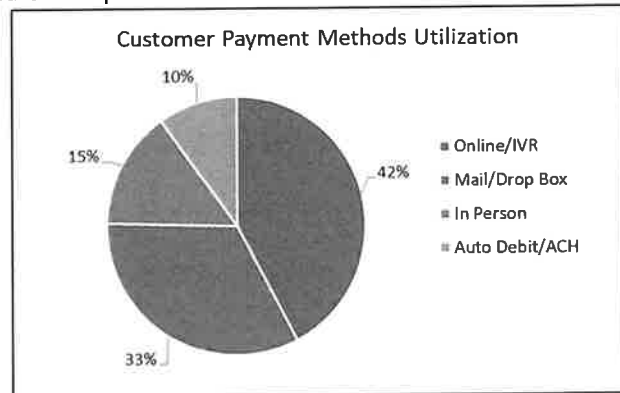
July 2022 Check Register			
Number	Date	Vendor Name	Amount
200379	07/14/2022	SFS Tools and Safety LLC	1,365.28
200380	07/14/2022	Trans Union LLC	278.46
200381	07/14/2022	Tyler Technologies Inc.	5,016.10
200382	07/14/2022	United Electric Supply Co	114.95
200383	07/14/2022	W. B. MASON CO INC	175.93
200393	07/28/2022	American Water Works Asso	875.00
200394	07/28/2022	Anixter	405.21
200395	07/28/2022	Antonio's Lawn Service	1,645.00
200396	07/28/2022	Aquaflow Pump & Supply Co Inc	193.37
200397	07/28/2022	Artesian Water Co Inc	29.77
200398	07/28/2022	ASI COBRA	964.88
200399	07/28/2022	Assurance Media	105.00
200400	07/28/2022	Barbacane Thornton & Company LLP	2,925.00
200401	07/28/2022	Cable Testing Services LLC	750.00
200402	07/28/2022	City of New Castle	275.00
200403	07/28/2022	COLONIAL LIFE	781.34
200404	07/28/2022	Consult Dynamics, Inc./DCA Net	20.00
200405	07/28/2022	Council 81	400.00
200406	07/28/2022	Coyne Chemical Co	1,430.40
200407	07/28/2022	Delta Dental of Delaware Inc	1,980.02
200408	07/28/2022	DEMEC Inc	1,228.57
200409	07/28/2022	Department of Human Resources Financial Services	36,525.66
200410	07/28/2022	Environmental Systems Research Inst Inc	3,200.00
200411	07/28/2022	EyeMed	290.34
200412	07/28/2022	Grainger	25.20
200413	07/28/2022	KDI Inc.	366.49
200414	07/28/2022	Keen Compressed Gas Co	80.40
200415	07/28/2022	Kendall Electric INC	1,762.92
200416	07/28/2022	MARKATOS SERVICES	122.50
200417	07/28/2022	Martin Marietta Materials Inc	454.62
200418	07/28/2022	McBride & Ziegler Inc.	11,530.00
200419	07/28/2022	Michele Grussemyer	105.00
200420	07/28/2022	Pitney Bowes Purchase Power	2,015.00
200421	07/28/2022	Principal Financial Group	2,448.87
200422	07/28/2022	United Electric Supply Co	465.65
200423	07/28/2022	W. B. MASON CO INC	116.96
DFT0001676	07/06/2022	PNC BANK	12,114.99
DFT0001684	07/08/2022	Maryland Child Support Account	184.62
DFT0001685	07/08/2022	Nationwide Retirement Sol	4,083.43
DFT0001687	07/08/2022	Delaware Div. of Revenue	3,304.78
DFT0001688	07/08/2022	United States Treasury	17,105.57
DFT0001691	07/07/2022	Delaware Div. of Revenue	16,860.00
DFT0001692	07/13/2022	Nationwide Life Ins. Co. of America	19,153.25
DFT0001693	07/02/2022	OpenEdge	1,644.95
DFT0001695	07/19/2022	DEMEC Inc	594,566.55
DFT0001696	07/22/2022	Maryland Child Support Account	184.62
DFT0001697	07/22/2022	Nationwide Retirement Sol	4,041.59
DFT0001699	07/22/2022	Delaware Div. of Revenue	3,368.70
DFT0001700	07/22/2022	United States Treasury	17,355.08
DFT0001701	07/22/2022	COMPTROLLER OF MARYLAND	691.36
Total Payments			\$ 1,054,491.99

Comptroller/Treasurer's Report – August 30, 2022

Billing/Customer Service

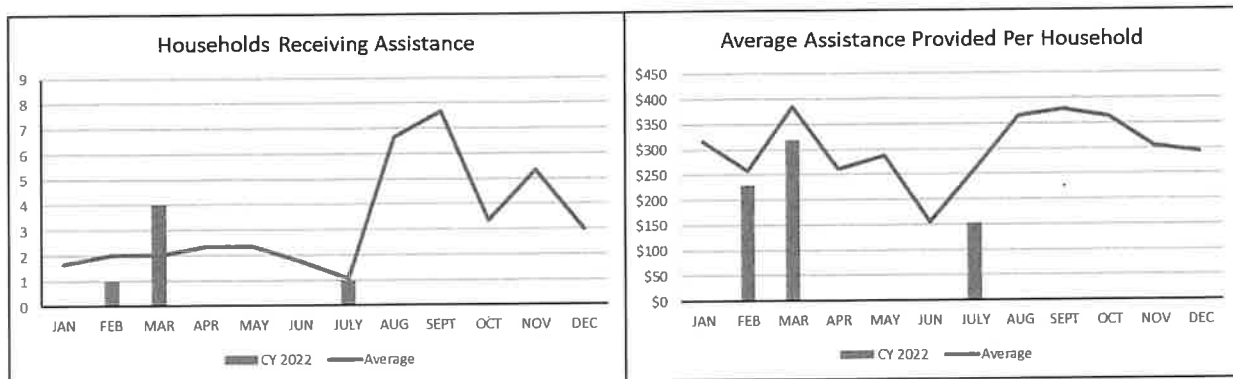
Since the previous meeting, the Customer Service Department processed:

Bills sent	3,220
Delinquent & past due notices	328
Automated phone notifications	287
Payment arrangements	36
Contracts	0
Service cuts – June	15
Accounts sent to collections	0
Electric bad debt write offs	\$1,078
Applications for service	16
Customers assisted in person	368
Customers assisted on telephone	901



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 July, the fund assisted one household(s) with \$153.00. The maximum allowed by the program is \$400. The balance in the fund as of July 31 was \$2,383.12.



In addition to assistance provided through the New Castle Cares fund, five customers received an average of \$396.00 from other agencies or nonprofits that provide assistance for utility bills.

Below is a condensed aging report for active customers as of August 22, 2022

Total	Current	30 Days	60 Days	90 Days	120 Days
\$122,052	\$117,287	\$4,765	\$0	\$0	\$0

FYE 2022 Final Audited Statements

The Final FYE 2022 audited financial statements are completed and will be distributed to the City and Trustees per the Commission's Charter. A hard copy of the Annual Comprehensive Financial Report and required auditor communications with the Board have been provided.

Audit Services RFP Issued

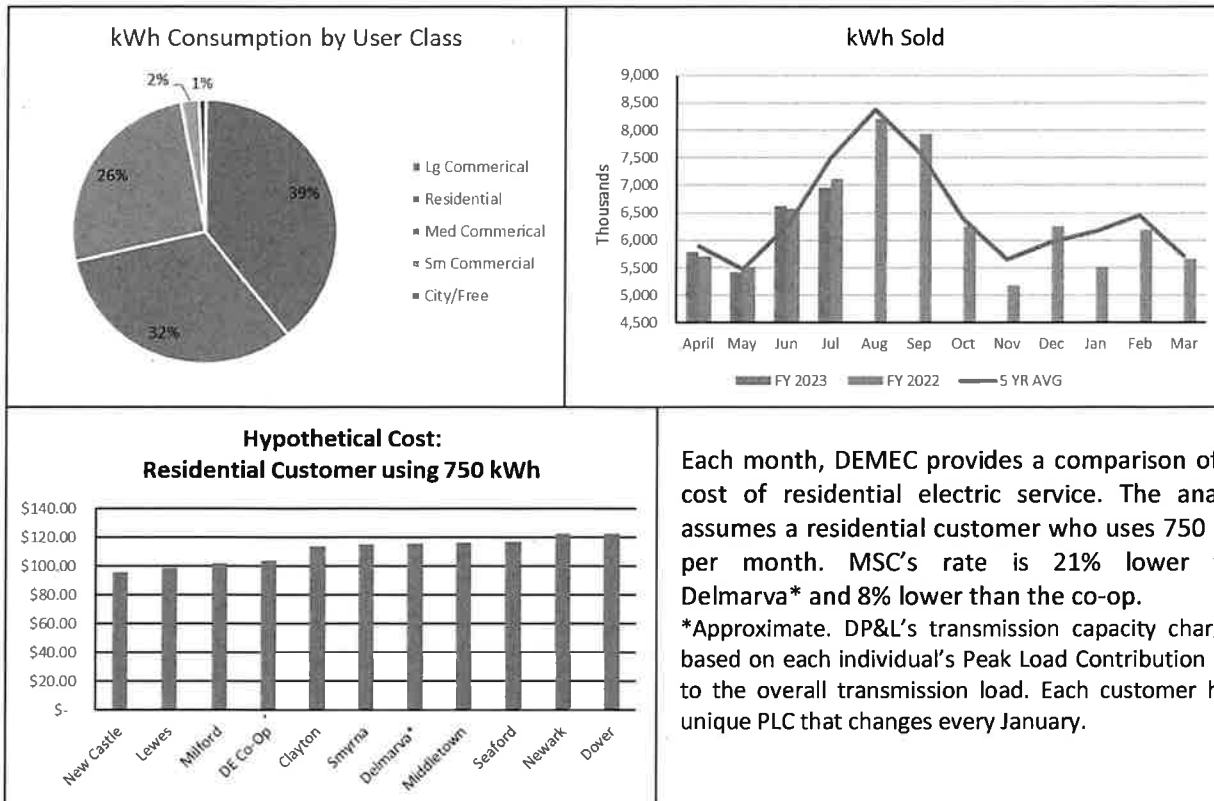
A request for proposal was issued on August 16 for audit services. The RFP covers five years with the option of three one-year extensions. Responses are due by September 30. Invitations to bid were sent to about 15 firms in the surrounding area. A bid tabulation and recommendation will be presented to the Commission at the October meeting.

Insurance Broker RFP

After the previous meeting, the respondents were sent an email asking them to quote actual policies by September 9. CBM Insurance (incumbent) as well as SIP, who represents the DelaFounders Trust, have responded that they are working on those. Due to the way the Trust operates, they may have to quote estimated rates by that date. If the Trust can only provide preliminary rates, we may ask that a decision be held until the October meeting to give the Trust time to finalize their numbers, if the preliminary numbers are attractive.

Electric Revenues

User charges are unfavorable fiscal year to date (\$63,000). July sales decreased by approximately 2.2% (156,246 kWh) from the same period last year. Consumption was up 166,380 kWh in the large commercial category, however that was offset by decreases of 323,000 kWh in all other classifications of customers. Fiscal year to date, total electric consumption is in line with last year's consumption at this point, and 1.48% lower than the five-year average for fiscal year to date. This may partially be due to having a stretch of unseasonably cool temperatures at the end of June for our area, which may have reduced the need for customers to use their air conditioning.



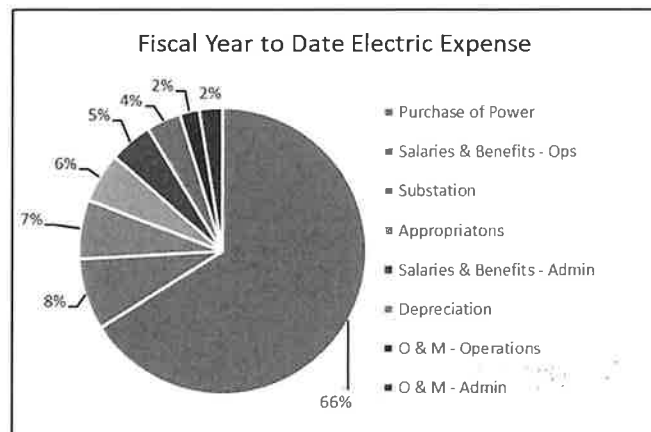
Each month, DEMEC provides a comparison of the cost of residential electric service. The analysis assumes a residential customer who uses 750 kWh per month. MSC's rate is 21% lower than Delmarva* and 8% lower than the co-op.

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

Electric Expenses

Electric operating expenses have a year to date favorable variance (\$15,000). There is a favorable variance \$74,000 for power supply costs due to decreased customer demand which is offset by unfavorable variances in other categories related to timing differences in how the budget was allocated for capitalized labor & equipment, and purchase of tools and supplies. These variances are anticipated to be reduced/eliminated as the year progresses.

There is an unfavorable variance in non-operating revenue (expenses) of \$38,000, most of which is from unrealized losses on the investment portfolio which has been negatively impacted by interest rate increases.



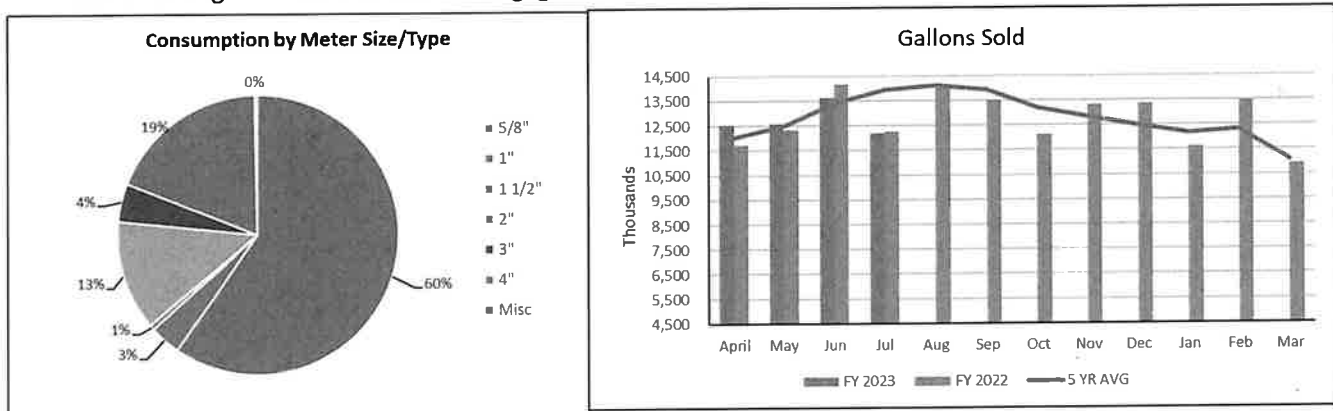
Comptroller/Treasurer's Report – August 30, 2022

Municipal Services Commission
Budget to Actual Comparison – Electric
As of July 31, 2022

	YTD Budget	YTD Activity	Variance	Total Budget
Operating Revenues				
User charges	2,956,883	2,890,929	(65,954)	9,149,590
City service charges	15,239	15,211	(28)	45,450
MSC service charges	12,355	12,486	131	42,500
Miscellaneous income	8,071	10,912	2,841	36,570
<i>Total Operating Revenues</i>	<u>2,992,548</u>	<u>2,929,538</u>	<u>(63,010)</u>	<u>9,274,110</u>
Less: Free Service	1,111	1,167	(56)	4,000
<i>Net Operating Revenues</i>	<u>2,991,437</u>	<u>2,928,371</u>	<u>(63,066)</u>	<u>9,270,110</u>
Operating Expenses				
Purchase of Power	2,169,600	2,095,533	74,067	6,400,000
DEMEC - Substation	211,548	211,548	-	561,271
<i>Operations</i>				
Salaries and benefits	250,191	256,887	(6,696)	742,650
Insurance	21,116	18,009	3,107	63,681
Utilities	2,847	2,675	172	11,700
Repairs and maintenance	(50,220)	1,688	(51,908)	(111,130)
Supplies and materials	17,112	34,378	(17,266)	71,399
Professional fees	9,660	12,687	(3,027)	50,000
Depreciation	97,461	116,079	(18,618)	292,500
<i>Operations total</i>	<u>348,167</u>	<u>442,403</u>	<u>(94,236)</u>	<u>1,120,800</u>
<i>General & administrative</i>				
Salaries and benefits	165,747	153,447	12,300	485,100
Insurance	7,202	6,505	697	21,400
Utilities	3,607	4,468	(861)	11,500
Repairs and maintenance	8,275	10,967	(2,692)	14,700
Supplies and materials	9,633	7,900	1,733	30,000
Professional fees	41,272	23,434	17,838	87,500
Misc	33,439	28,335	5,104	98,375
Depreciation	9,996	8,955	1,041	30,000
<i>Total general & administrative</i>	<u>279,171</u>	<u>244,011</u>	<u>35,160</u>	<u>778,575</u>
<i>Total operating expenses</i>	<u>3,008,486</u>	<u>2,993,495</u>	<u>14,991</u>	<u>8,860,646</u>
Operating income	<u>(17,049)</u>	<u>(65,124)</u>	<u>(48,075)</u>	<u>409,464</u>
Nonoperating revenue(expense)				
Investment income	4,970	7,781	2,811	20,000
Investment expense	(1,215)	(898)	317	(2,500)
Unrealized gain(loss) on investment	5,331	(32,772)	(38,103)	16,000
Realized gain(loss) on sale of asset	-	(2,654)	(2,654)	-
Grant income	-	-	-	-
Grant expense	-	(480)	(480)	-
Other Expense	-	(577)	(577)	-
<i>Appropriations</i>				
Mayor and Council	(180,000)	(177,629)	2,371	(540,000)
City Services	-	-	-	-
Special	-	(1,534)	(1,534)	-
Contributed Capital	-	-	-	-
<i>Total nonoperating revenue(expense)</i>	<u>(170,914)</u>	<u>(208,763)</u>	<u>(37,849)</u>	<u>(506,500)</u>
Change in Net Position	<u>(187,963)</u>	<u>(273,887)</u>	<u>(85,924)</u>	<u>(97,036)</u>

Water Revenues

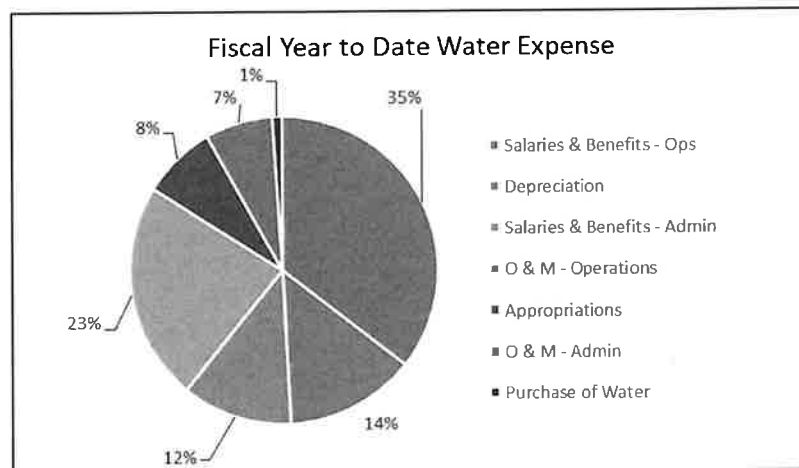
User charges are unfavorable fiscal year to date (\$11,000). Water consumption for the month was down 0.5% from the same period last fiscal year (66,000 gallons). Consumption was up in residential accounts (74,000 gallons) but down in commercial meters (140,000 gallons). Fiscal year to date, water consumption is in line with last year's consumption at this point, and 2% lower than the five-year average for the fiscal year to date. A good portion of the difference from the 5-year average (1.4 million gallons) is related to a large customer who did a lot of irrigation in August of 2017 – 2019. After 2019, their consumption in the month of August has decreased to a negligible amount.



Water Expenses

Water expenses have an unfavorable year to date variance (\$24,000) which is related to timing differences in how the budget was allocated for capitalized labor and equipment, tank maintenance, and engineering fees for assistance with preparation of notices of intent which were filed with the State. These variances are expected to be reduced/eliminated as the year progresses.

Water has an unfavorable variance in non-operating revenue (expense) of \$21,000. \$7,000 is related to unrealized losses on the Commission's investment portfolio which is invested in intermediate term bond funds, the value of which has been negatively impacted by interest rate increases. \$10,000 is related to appropriations to the City and Trustees being greater than anticipated at this point in the year.



Comptroller/Treasurer's Report – August 30, 2022

Municipal Services Commission
Budget to Actual Comparison – Water
As July 31, 2022

	YTD Budget	YTD Activity	Variance	Total Budget
Operating Revenues				
User Charges	762,639	747,044	(15,595)	2,366,000
City Service Charges	8,663	11,813	3,150	26,000
MSC Service Charges	1,630	1,212	(418)	5,000
Miscellaneous Income	2,847	4,792	1,945	(138,861)
Total Operating Revenues	775,779	764,861	(10,918)	2,258,139
Less: Free Service	1,353	1,219	134	4,000
Net Operating Revenues	774,426	763,642	(10,784)	2,254,139
Operating Expenses				
Purchase of water	9,419	7,585	1,834	26,000
<i>Operations Dept</i>				
Salaries and benefits	258,255	279,921	(21,666)	779,862
Insurance	17,073	14,733	2,340	52,103
Utilities	8,637	7,682	955	26,895
Repairs and maintenance	36,003	94,384	(58,381)	117,752
Supplies and materials	31,927	19,129	12,798	106,327
Professional fees	18,078	21,901	(3,823)	55,214
Depreciation	110,756	102,124	8,632	332,400
Total operations	480,729	539,874	(59,145)	1,470,553
<i>General & administrative</i>				
Salaries and benefits	99,125	90,861	8,264	283,500
Insurance	5,864	5,323	541	17,500
Utilities	2,860	3,267	(407)	9,100
Repairs and maintenance	6,750	8,973	(2,223)	12,000
Supplies and materials	6,952	5,439	1,513	22,400
Professional fees	24,275	12,088	12,187	40,000
Miscellaneous	34,815	22,857	11,958	104,450
Depreciation	6,664	6,131	533	20,000
Total general & administrative	187,305	154,939	32,366	508,950
Total operating expenses	677,453	702,398	(24,945)	2,005,503
Operating Income	96,973	61,244	35,729	248,636
Nonoperating revenue(expense)				
Investment income	966	1,420	454	4,000
Investment expense	(243)	(158)	85	(500)
Unrealized gain(loss) on investment	967	(5,783)	(6,750)	2,900
Realized gain(loss) on sale of asset	-	(2,172)	(2,172)	-
Grant income	-	4,050	4,050	-
Grant expense	-	(4,050)	(4,050)	-
Other Expense	-	(1,965)	(1,965)	-
<i>Appropriations</i>				
Mayor and Council	(41,983)	(44,317)	(2,334)	(126,000)
City Services	(10,426)	(11,917)	(1,491)	(32,000)
Special	-	(6,639)	(6,639)	-
Contributed Capital	-	-	-	-
Total nonoperating revenue(expense)	(50,719)	(71,531)	(20,812)	(151,600)
Change in Net Position	46,254	(10,287)	(56,541)	97,036

Comptroller/Treasurer's Report – August 30, 2022

**Municipal Services Commission
Statement of Net Position
As of July 31 2022, and 2021**

	2023	2022
ASSETS:		
Current assets:		
Cash and equivalents	\$ 2,313,320	\$ 2,276,114
Investments	1,189,838	1,292,505
Accounts receivable, net	1,647,715	862,545
Inventories	787,220	730,285
Prepays	173,787	138,221
Restricted cash	825,274	709,659
Total current assets	6,937,154	6,009,329
Noncurrent assets:		
Capital assets not being depreciated:		
Land	45,386	45,386
Construction in progress	340,706	1,225,514
Capital assets net of accumulated depreciation:		
Buildings	266,370	291,748
Equipment	709,543	782,916
Infrastructure	10,871,944	9,835,128
Total noncurrent assets	12,233,949	12,180,692
Total assets	19,171,103	18,190,021
DEFERRED OUTFLOWS OF RESOURCES		
Pension	319,164	164,836
Regulatory accounting - substation	3,436,566	3,124,345
Total deferred outflows	3,755,730	3,289,181
LIABILITIES		
Current liabilities:		
Accounts payable	1,528,042	790,827
Accrued liabilities	46,861	42,490
Customer Deposits	915,705	716,114
Due to other funds	-	-
Total current liabilities	2,490,608	1,549,431
Noncurrent liabilities:		
Compensated absences	432,510	398,345
Net pension liability	720,830	474,757
Total noncurrent liabilities	1,153,340	873,102
Total liabilities	3,643,948	2,422,533
DEFERRED INFLOWS OF RESOURCES		
Pension	472,843	659,474
Total deferred inflows	472,843	659,474
NET POSITION		
Investment in capital assets	12,233,949	12,180,692
Unrestricted	6,576,093	6,216,503
Total net position	\$ 18,810,042	\$ 18,397,195

Comptroller/Treasurer's Report – August 30, 2022

Municipal Services Commission
Statement of Revenues, Expenses, and Changes in Net Position
As of July 31, 2022 and 2021

	2023	2022
Operating Revenues:		
Water sales	\$ 760,069	\$ 746,536
Power sales	2,918,626	2,955,078
Miscellaneous	15,704	13,055
Total operating revenues	3,694,399	3,714,669
Less: free service	(2,386)	(2,317)
Net operating revenues	3,692,013	3,712,352
 Purchase of water and power	 2,314,666	 2,178,062
 Operating Expenses		
Salaries and benefits	781,117	682,704
Repairs and maintenance	139,270	(19,076)
Supplies	57,542	38,191
Utilities	18,093	17,711
Insurance	44,569	48,428
Professional fees	49,032	34,718
Administrative	58,316	54,665
Depreciation	233,288	225,393
Total operating expenses	1,381,227	1,082,734
Operating income (loss)	(3,880)	451,556
 Nonoperating revenues (expenses):		
Net investment income	8,145	8,442
Realized gain (loss) on investments	-	(290)
Unrealized gain(loss) on investments	(38,555)	23,872
Gain (loss) on disposal of assets	(4,826)	-
Grant income	4,050	55,932
Grant Expense	(4,530)	(55,932)
Miscellaneous	(2,542)	2,925
Appropriations to Mayor & Council of New Castle		
Ordinary	(221,946)	(217,349)
City Services	(11,917)	(10,330)
Special	(8,173)	(5,690)
Total nonoperating revenues (expenses)	(280,294)	(198,420)
Income before capital contributions	(284,174)	253,136
 Capital Contributions	 -	 -
 Change in net position	 (284,174)	 253,136
 Net position - beginning	 19,094,216	 18,144,059
 Net position - ending	 \$ 18,810,042	 \$ 18,397,195

**Municipal Services Commission
Combining Balance Sheet by Fund
As of July 31, 2022 and 2021**

	Water		Electric		Total	
	2023	2022	2023	2022	2023	2022
ASSETS:						
Current assets:						
Cash and equivalents	-	-	2,313,320	2,276,114	2,313,320	2,276,114
Investments	178,475	193,877	1,011,362	1,098,628	1,189,838	1,292,505
Accounts receivable, net	150,201	153,334	1,497,514	709,211	1,647,715	862,545
Inventories	106,797	113,103	680,423	617,182	787,220	730,285
Prepays	60,054	62,199	113,733	76,022	173,787	138,221
Restricted cash	-	-	825,274	709,659	825,274	709,659
Total current assets	495,527	522,513	6,441,626	5,486,816	6,937,154	6,009,329
Noncurrent assets:						
Capital assets not being depreciated:						
Land	45,386	45,386	-	-	45,386	45,386
Construction in progress	96,793	83,893	243,913	1,141,621	340,706	1,225,514
Capital assets net of accumulated depreciation:						
Buildings	123,528	135,063	142,842	156,685	266,370	291,748
Equipment	279,519	261,020	430,024	521,896	709,543	782,916
Infrastructure	7,000,098	7,275,619	3,871,846	2,559,509	10,871,944	9,835,128
Total noncurrent assets	7,545,324	7,800,981	4,688,625	4,379,711	12,233,949	12,180,692
DEFERRED OUTFLOWS OF RESOURCES						
Pension	143,624	74,176	175,540	90,660	319,164	164,836
Regulatory accounting - substation	-	-	3,436,566	3,124,345	3,436,566	3,124,345
Total deferred outflows	143,624	74,176	3,612,106	3,215,005	3,755,730	3,289,181

(Continued)

**Municipal Services Commission
Combining Balance Sheet by Fund
As of July 31, 2022 and 2021**

	Water		Electric		Total	
	2023	2022	2023	2022	2023	2022
LIABILITIES						
Current liabilities:						
Accounts payable	35,375	28,467	1,492,667	762,360	1,528,042	790,827
Accrued liabilities	21,087	19,120	25,773	23,370	46,861	42,490
Customer Deposits	48,389	-	867,316	716,114	915,705	716,114
Due to other funds	728,238	1,408,367	(728,238)	(1,408,367)	-	-
Total current liabilities	833,089	1,455,954	1,657,518	93,477	2,490,608	1,549,431
Noncurrent liabilities:						
Compensated absences	238,253	71,703	194,257	326,642	432,510	398,345
Net pension liability	324,373	213,641	396,457	261,116	720,830	474,757
Total noncurrent liabilities	562,626	285,344	590,714	587,758	1,153,340	873,102
DEFERRED INFLOWS OF RESOURCES						
Pension	212,779	296,763	260,064	362,711	472,843	659,474
Total deferred inflows	212,779	296,763	260,064	362,711	472,843	659,474
NET POSITION						
Investment in capital assets	7,545,324	7,800,981	4,688,625	4,379,711	12,233,949	12,180,692
Unrestricted	(969,343)	(1,441,372)	7,545,436	7,657,875	6,576,093	6,216,503
Total net position	6,575,981	6,359,609	12,234,061	12,037,586	18,810,042	18,397,195

Municipal Services Commission
Combining Schedules of Revenues, Expenses, and Changes in Net Position by Fund
For the four months ending July 31, 2022 and 2021

	Water		Electric		Total	
	2023	2022	2023	2022	2023	2022
Operating Revenues:						
Charges for services	\$ 760,069	\$ 746,536	\$ 2,918,626	\$ 2,955,078	\$ 3,678,695	\$ 3,701,614
Miscellaneous	4,792	4,526	10,912	8,529	15,704	13,055
Total operating revenues	764,861	751,062	2,929,538	2,963,607	3,694,399	3,714,669
Less: free service	(1,219)	(1,238)	(1,167)	(1,079)	(2,386)	(2,317)
Net operating revenues	763,642	749,824	2,928,371	2,962,528	3,692,013	3,712,352
Purchase of water and power	7,585	8,303	2,307,081	2,169,759	2,314,666	2,178,062
Operating Expenses						
Salaries and benefits	370,782	339,199	410,335	343,505	781,117	682,704
Repairs and maintenance	106,437	20,584	34,373	(39,660)	140,810	(19,076)
Supplies	23,952	15,566	33,590	22,625	57,542	38,191
Utilities	10,949	11,238	7,144	6,473	18,093	17,711
Insurance	20,056	21,793	24,513	26,635	44,569	48,428
Professional fees	29,906	17,806	19,126	16,912	49,032	34,718
Administrative	26,016	7,248	32,300	47,417	58,316	54,665
Depreciation	106,715	120,268	125,033	105,125	231,748	225,393
Total operating expenses	694,813	553,702	686,414	529,032	1,381,227	1,082,734
Operating income (loss)	61,244	187,819	(65,124)	263,737	(3,880)	451,556

(Continued)

Municipal Services Commission
Combining Schedules of Revenues, Expenses, and Changes in Net Position by Fund
For the four months ending July 31, 2022 and 2021

	Water		Electric		Total	
	2023	2022	2023	2022	2023	2022
Nonoperating revenues (expenses):						
Net investment income	1,262	1,181	6,883	7,261	8,145	8,442
Realized gain (loss) on investments	-	(43)	-	(247)	-	(290)
Unrealized gain(loss) on investments	(5,783)	3,581	(32,772)	20,291	(38,555)	23,872
Gain (loss) on disposal of assets	(2,172)	-	(2,654)	-	(4,826)	-
Grant income	4,050	1,379	-	54,553	4,050	55,932
Grant Expense	(4,050)	(1,379)	(480)	(54,553)	(4,530)	(55,932)
Miscellaneous	(1,965)	82	(577)	2,843	(2,542)	2,925
Appropriations to Mayor & Council of New Castle						
Ordinary	(44,317)	(39,168)	(177,629)	(178,181)	(221,946)	(217,349)
City Services	(11,917)	(10,330)	-	-	(11,917)	(10,330)
Special	(6,639)	(977)	(1,534)	(4,713)	(8,173)	(5,690)
Total nonoperating revenues (expenses)	(71,531)	(45,674)	(208,763)	(152,746)	(280,294)	(198,420)
Income before capital contributions	(10,287)	142,145	(273,887)	110,991	(284,174)	253,136
Capital Contributions	-	-	-	-	-	-
Change in net position	(10,287)	142,145	(273,887)	110,991	(284,174)	253,136
Net position - beginning	6,586,268	6,217,464	12,507,948	11,926,595	19,094,216	18,144,059
Net position - ending	<u>\$ 6,575,981</u>	<u>\$ 6,359,609</u>	<u>\$12,234,061</u>	<u>\$12,037,586</u>	<u>\$18,810,042</u>	<u>\$18,397,195</u>

Comptroller/Treasurer's Report – August 30, 2022

**Municipal Services Commission
Capital & Projects Budget to Actual
As of July 31, 2022**

Project		Total Approved Budget	Materials as of 7/31/2022	Remaining Budget as of 7/31/2022	Total Capitalized To Date (1)	Status
Vandyke Village Undergrounding		\$ 886,000.00	\$ 399,735.00	\$ 486,265.00	\$ 1,050,884	In Progress
AMI System - Electric		665,000	2,025	662,975	-	Awarded
Debt Principal Pymt - 6months DEMEC		30,000	-	30,000	-	N/A
Dobbinsville Relay Replacement		85,000	-	85,000	-	Not Started
Stake Body Truck		90,000	-	90,000	-	PO Issued
Overhead/Underground Fault Indicators		10,000	8,856	1,144	-	Received
T-10 Replacement Ram 3500		-	73,518	(73,518)	-	PO Issued
WIAC AMP Grant - MSC Asset Management \$100,000 RK&K Engineering (approved 07-01-19)		100,000	55,457	44,543	-	In Progress
AMI System - Water		1,159,100	6,471	1,152,629	-	Awarded
Debt Principal Pymt - 6months SRLF		50,000	-	50,000	-	N/A
Delaware St & 6th Street Paving		42,500	-	42,500	-	CANCELLED
Delaware St 12" Main Ext & 10 St Xing approved 04/2021 \$42,500 + \$13,600 (increase) approved 04/2022		56,100	-	56,100	-	CANCELLED
Delaware Street RR Xing - Water Main Relocation approved 04/2021 \$37,500 + 12,000 (increase) approved 04/2022		49,500	-	49,500	-	CANCELLED
Structural Improvements to Water Tanks		100,000	-	100,000	-	Constructor
VFD Upgrades		44,000	-	44,000	-	Not Started
Toyota Pallet Lift		10,500	-	10,500	-	PO Issued
T-8 Replacement		92,500	-	92,500	-	Cancelled
60'x120' Pole Building for storage						
	Electric	203,500	30,475	173,025	-	Constructor
	Water	166,500	24,934	141,566	-	Constructor
2 Way Radio Replacement						
	Electric	8,250	-	8,250	-	PO Issued
	Water	6,750	-	6,750	-	PO Issued
Admin Confrence Room Furnishings						
	Electric	8,250	9,471	(1,221)	-	In Progress
	Water	6,750	7,749	(999)	-	In Progress
Phone System Replacement						
	Electric	8,250	-	8,250	-	PO Issued
	Water	6,750	-	6,750	-	PO Issued

Comptroller/Treasurer's Report – August 30, 2022

**Municipal Services Commission
Capital & Projects Budget to Actual
As of July 31, 2022**

Project		Total Approved Budget	Materials as of 7/31/2022	Remaining Budget as of 7/31/2022	Total Capitalized To Date (1)	Status
Admin Copier/Folding Machine						
	Electric	16,500	11,987	4,513	11,987	Complete
	Water	13,500	9,807	3,693	9,807	Complete
Master Campus Plan/Admin Facility approved \$19,000 12/2019 + 2ND Phase \$15,000						
	Electric	18,700	15,105	3,595	-	In Progress
	Water	15,300	12,358	2,942	-	In Progress
Accounting Policies/Procedures manual						
	Electric	3,328	1,075	2,252	-	In Progress
	Water	2,723	880	1,843	-	In Progress
		\$ 3,955,250.00	\$ 669,903.00	\$ 3,285,347.01		

(1) Includes capitalized labor and equipment costs.

Special Appropriations

City & Trustee Projects	Donated Labor & Equipment	Billable Material	Invoiced Date	Paid Date
Penn Farm Water	\$ 2,680.62	\$ 502.83	2/28/2022	7/5/2022

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

August 30, 2022

Prepared by: Jay Guyer on August 23, 2022

1. Developer Projects

A. Riverbend Subdivision

1. WUM Guyer received notice that the Water Crossing Agreement and Plans were resubmitted to Rail Pros by Civil Engineering Associates (CEA). Rail Pros has started their review and will advise of any comments. The electric crossing has not been filed. Both Freedom Development and Gemcraft have submitted the required money for escrow. Christiana Excavating has started installing the water services from the main to the curb stop and MJD Systems has started installing water services from the curb stop to the mains. MSC has been on site inspecting all water service installation work being performed by their contractors for compliance with MSC standards and completing daily reports.

B. Court House – Delaware Street

1. WUS Jaeger followed up with the General Contractor on the water services for the building. The domestic water service is completed and the meter installed. The fire service is connected in the building and is turned on. Wayman Fire Protection, Inc. performed the testing of the backflow device on the fire service and indicated there were several issues with the Fire Service Alarms they were working to resolve.

C. Sheriffs House Renovation – Market Street

1. WUM Guyer has not received revised plans and nothing to update on this project.

2. MSC Projects

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

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

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

1. Hydro Corp mailed out the first round of testing certification and non-compliance notices on June 12th. WUM Guyer and WUS Jaeger have received several phone calls from customers wanting to better understand the new procedures. WUSP Jeff Schlecht is certified to test MSC and City domestic devices and will start testing the devices the week of August 22nd. MSC's testing unit has been calibrated from the manufacturer.

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Water Department Commission Meeting Report

August 30, 2022

Prepared by: Jay Guyer on August 23, 2022

C. PFAS Sampling - Carbon Filtration System

1. The next non-compliance PFAS Sampling of the carbon filtration system to determine carbon consumption was completed on July 14th. Results are pending.

D. Penn Farm House Renovation – Trustees

1. The domestic pressure booster pump for the Farm House water service was received and installed correcting the low flow issue. The project has been reconciled and the Trustees billed for the parts and materials. MSC purchased/used on the project.

E. 216 Chestnut Office Building - Renovation

1. Water Operators continue renovation of the meeting room / conference room area. All windows have been received, installed and trim work completed and painted. This project is complete.

3. Operations

A. Outages

1. There was 1 planned and 1 unplanned water outage for the month of July 2022. See attached outage report for details of the outages.

B. Reporting

1. The Calgon Carbon Corporation (CCC) Pilot Study Test is ongoing collecting and transmitting daily data to CCC. MSC collects monthly PFAS samples for evaluation and comparison to historic data collected. A meeting with Adam Redding of CCC who is the lead on the Pilot Study is scheduled for September 9th. WUM Guyer has reached out to neighboring utilities inviting them to attend the presentation.
2. WUM Guyer and WUS Jaeger have been in contact with Delaware Rural Water Association (DRWA) and Colonial School District to review program brochures for the Pre-Apprenticeship Water Operators Course. Colonial agreed to host the class again in the 2022/2023 School Year as an after school elective.

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Water Department Commission Meeting Report

August 30, 2022

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3. WUM Guyer and WUS Jaeger reviewed the Hewlett and Janvier Avenue Water Main replacement project and met with Pennoni Associates to start completing the DWSRF Full Application for submission by the September 16th deadline. WUM Guyer and WUS Jaeger are collecting and forwarding information onto Pennoni for their use in completing the Full Application.
4. ATSDR PFAS Environmental Sampling – WUM Guyer has nothing to update on this project.
5. WUM Guyer was contacted by the US EPA Region 3 Community Involvement Branch Chief in reference to an up-coming Community Outreach they are planning. WUM Guyer scheduled a meeting with MSC and EPA Region 3 representatives to discuss MSC's involvement and methods of communication we have available to reach our customers. They will follow up with additional information and details related to their outreach.
6. WUM Guyer and WUS Jaeger reviewed the current water inventory, generated a list of materials needed and solicited bids from our suppliers. An order was placed and delivery is pending. Total Cost was approximately \$40,000.00.
7. House Bill 8 - Legislation directing the Division of Public Health (DPH) and the Department of Natural Resources and Environmental Control (DNREC) to establish a State Maximum Contaminant Level (MCL) for the PFAS contaminants PFOA and PFOS. A draft of the proposed regulation was completed and published for public comment on August 1st. A public hearing is scheduled for August 25th with final comments to be submitted by September 9th. WUM Guyer is drafting comments on the proposed regulation for submission. A copy of the proposed regulation is attached for review.

C. System Repairs and Maintenance

1. Riverbend Subdivision – Flushed on July 20th and August 5th to maintain Chlorine Residual.
2. Monthly Meter Reading – Door hangers requesting customers obtain a visual meter read and call it into the office of call were handed out and monthly meter reads completed on August 12th. Water Operators followed up on check reads and missed reads as needed.

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Water Department Commission Meeting Report

August 30, 2022

Prepared by: Jay Guyer on August 23, 2022

3. Tank Maintenance – Southern Corrosion’s contractor mobilized at the Gray Street Tank on July 19th to perform the structural and safety improvements which were completed on July 30th. MSC Operators completed the relocation of the underground portion of the overflow pipe to be centered with the new outside overflow pipe. Southern Corrosion’s Paint Crew mobilized starting on August 5th to start pressure washing and prepping the exterior of the tank for painting. WUM Guyer forwarded the City Branding information to Southern Corrosion for the new logo stencil to be created for tank lettering. The logo samples were received, review and approved. WUM Guyer completed and submitted a request form for “Approval to Construct” for the tank renovations and repainting to the Office of Drinking Water / Office of Engineering and received them.
4. Water Operators started power washing and inspecting the exteriors of the Carbon Vessels at School Water Treatment Facility.

D. Grants and State Revolving Funds

1. Water Infrastructure Advisory Council (WIAC) Grants –Task 4 Level of Service and Key Performance Indicators information was forwarded to WUM Guyer and WUS Jaeger for review on July 28th. WUM Guyer and WUS Jaeger are reviewing the documents and will return comments to RK & K. MSC and RK & K have agreed to a planned completion date of November 30th for our Asset Management Program.

E. Capital and Operation & Maintenance Budgets

1. WUM Guyer and WUS Jaeger are reviewing water projects and equipment to update the 5 Year Capital Budget.

F. Equipment

1. No equipment issues to report for July 2022.

G. Personnel and Training

1. No personnel issues to report at this time.
2. WUM Guyer and WUS Jaeger attended PFAS and Asset Management Training in Dover at the Office of Drinking Water.
3. WUS Jaeger is working Employee Evaluations to be completed by September 30th.

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Water Department Commission Meeting Report

August 30, 2022

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H. Safety

1. MSC Water Operators hold daily morning Tailgate Talks discussing jobs/tasks to be performed each day with potential hazards and control measures.
2. WUS Jaeger and EUS Bennett toured MSC facilities with a representative of PMA Insurance Company so he could observe our operation. He complemented MSC for having a well run organization.

3. Local, State, and Federal Agencies

A. WSCC - Water Supply Coordinating Council

1. The August 2nd meeting went well. All Norther New Castle County Water Purveyors attended providing reports on Water Supply and Operations & Maintenance Projects. Overall conditions are dry but now water supply issues were reported. Some counties in Pennsylvania and New Jersey are reporting very dry conditions and have considered issuing or have issued Drought Watches or Warnings. The Delaware River Basin Commission is monitoring conditions and coordinating releases from the reservoirs to maintain the required flows in the Delaware River, Brandywine Creek, White Clay Creek, and Christina River. See attached map of the Northeast Region taken from the US Drought Monitor.
2. The date of the next Water Providers meeting is pending.

B. WRA – Water Resource Agency

1. WUM Guyer is sending weekly pump data to the WRA Staff for demand tracking.

C. DEWARN – Delaware Water/Wastewater Agency Response Network

1. The date of the next DEWARN meeting is pending.

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Water Department Commission Meeting Report

August 30, 2022

Prepared by: Jay Guyer on August 23, 2022

D. Water Operator Advisory Council

1. The July 7th meeting went well. Council reviewed Water Operator License Applications and approved/denied based upon the regulations, approved the May 5th meeting minutes, reviewed and approved new training courses from Del Tech, Delaware Rural Water Association, American Water Works Association, and the US EPA. The Sub – Committee updated the council on its' progress reviewing the Operator Certification Regulations. Council discussed some potential issues with Contract Operators sustainable water systems, PFAS (PFOA/PFOS) Training being developed by ODW and New Council Membership Applicants.
2. The next meeting is scheduled for September 2, 2022.
3. The next meeting is pending for the 5 person Advisory Council Sub - Committee tasked with review and update of the Water Operator Certification Regulations.

E. WIAC - Water Infrastructure Advisory Council

1. The next meeting is scheduled for September 21, 2022.

End of Report

Attachments: July 2022 Water Works Report
July 2022 Water Outage Tracking Sheet

MUNICIPAL SERVICES COMMISSION

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Monthly Water Works Report

July 1 - 31, 2022

Prepared By: Jay Guyer on August 23, 2022

Water Production		FT 300	Adjusted Finished		Gallons	
Month	Year	Raw	Total Gallons	Total Gallons	Raw	Finished
July	2021	12,854,700	12,782,625	12,782,625	12,592,700	12,565,526
July	2022	12,592,700	12,565,526	12,565,526	12,592,700	12,565,526
Difference		-262,000	-217,099	-217,099	-27,174	-27,174
Percentage Difference		-2.1	-1.7	-1.7	Percentage Difference	0.2

Well(s) in Operation	Basin Road	Frenchtown Road	School Lane	Cross Roads
Days Pumped	Reserve Status	XXX	Resting	XXX
		5		26

Water Quality	MSC Average	Goal / Target Level	Range
Average Chlorine Residual	1.38 ppm	1.00 ppm	0.90 - 1.20 ppm
Average pH	7.3	7.6	7.4 - 7.8
Average Fluoride Residual	0.89 ppm	0.70 ppm	0.60 - 1.00 ppm

General Water System Report

Routine Bacteria Sampling
(Office of Drinking Water)

# Collected	10
Results	10 Absent
	0 Present

Miss Utility Locate Requests
(Water and Electric Locates)

# Received	74
# Completed	74
# of Damages	1

Building Permit Review
(Water Related Conflicts)

# Reviewed	43
# Approved	43
# Not Approved	0

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Monthly Water Outages / Interruptions Report
July 1 - 31, 2022

Prepared By: Jay Guyer on August 23, 2022

Planned Outage / Interruptions

**Approximate
Duration**

Date **Hours / Minutes**

7/14/2022

15 minutes

West 9th Street

Location

No. of

Customers

17

Comments

Replace damaged/broken curbstop at
505 West 9th Street.

Unplanned Outage / Interruptions

**Approximate
Duration**

Date **Hours / Minutes**

7/22/2022

2 hours

The Strand - Between Delaware and 2nd and
Harmony Streets

Location

No. of

Customers

55

Comments

Repaired 3/4 water service damaged
by Choptank Excavating during the
gas main / service renewal project.

Note: Water pressure was reduced during the repair but not completely turned off during the repair.



Delaware PFOA and PFOS MCL Implementation Plan

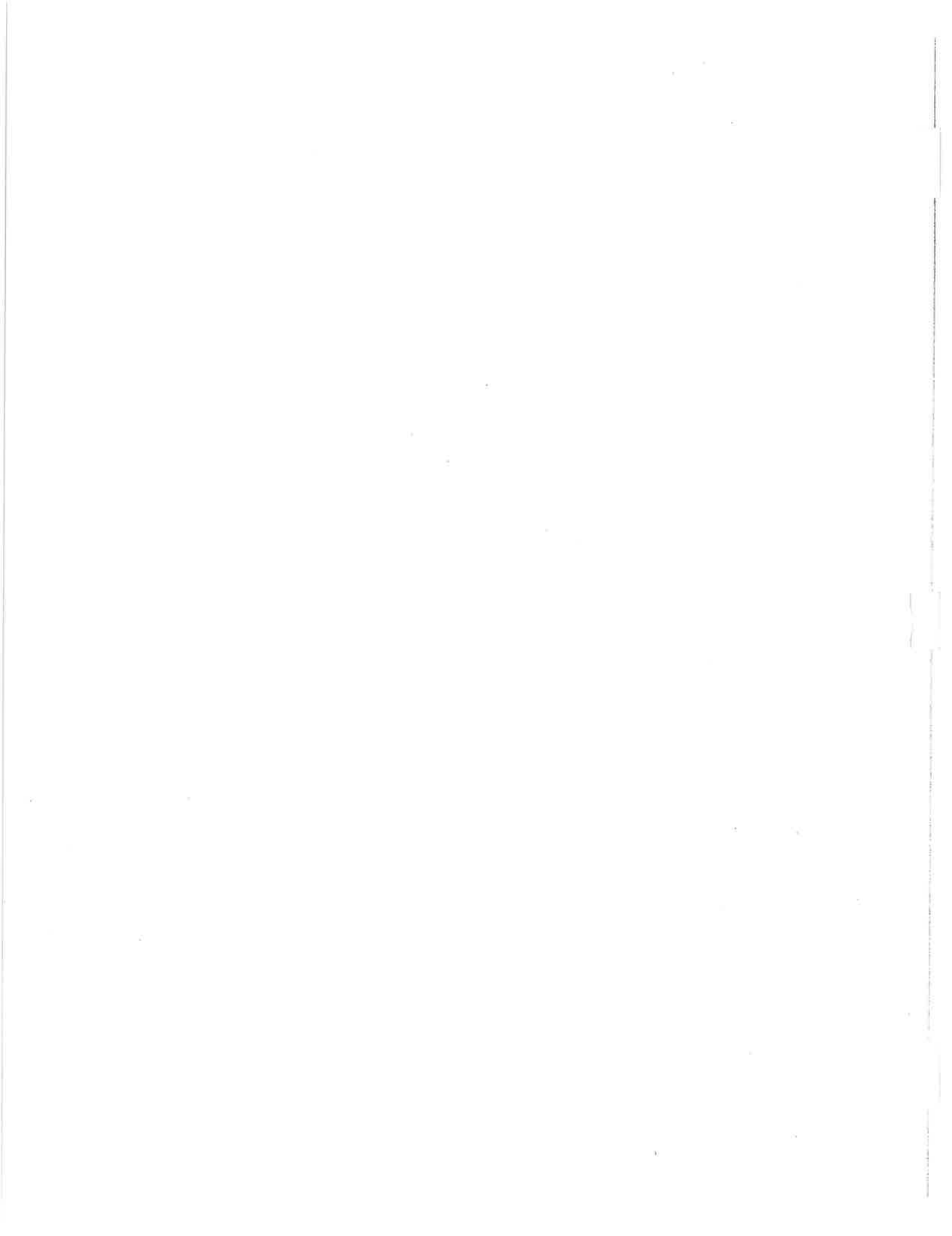
The below is the proposed implementation plan for the maximum contaminant levels (MCL) as required by Delaware House Bill 8 (HB-8), signed in October 2021.

Timeline

- February 2022 – Begin stakeholder engagement
- March – May 2022 – Continue stakeholder conversations, hold first public meeting for input and develop formal regulatory language
- June 2022 – Finalize regulatory proposal and submit to Registrar
- July 2022 – Publish as proposed in Delaware Register of Regulations
- August 2022 – Hold additional public meeting, if necessary, review public comment and update regulations as needed
- September – October 2022 – Publish as final, or republish as proposed
- Spring 2023 – First required samplings by water systems

Proposed Regulatory Framework and Requirements

- MCL
 - These will be primary MCLs in the Delaware Regulations for Public Drinking Water Systems:
 - PFOS – 14 parts per trillion
 - PFOA – 21 parts per trillion
 - If the sum of PFOS and PFOA exceeds 17 parts per trillion (the sum of approximately 50% of each individual MCL) this will also be considered an exceedance.
 - MCL will become effective 6 months after final publication in the register
- Sampling
 - Initial sampling must be conducted within 6 months of effective date of regulations
 - ODW is developing training and information that will be available to water systems prior to the effective date.
 - Community water systems will be required to sample annually thereafter.
 - If PFOS and/or PFOA are detected above a standard laboratory minimum detection limit (MDL), the schedule will move to quarterly sampling.
 - If repeat samples collected immediately after initial positive return a non-detect, and/or the positive can be attributed to lab contamination or other



technical issues, the system may request DPH approval to return to annual sampling.

- 4 consecutive quarters of non-detect will allow a system to return to annual sampling
- Miscellaneous public systems will be exempt from sampling requirements unless they are identified as being at risk of contamination, based on known or suspected contamination as determined by DNREC and DPH.
- Corrective Actions
 - Exceedance of MCL from one sampling event will be considered an exceedance. Immediate next steps may include:
 - Exceedances of less than 2x the MCLs will be allowed resampling of source water and post-treatment sample if treatment is in place, prior to required actions
 - Exceedances greater than 2x MCLs will necessitate immediate response, possibly including temporary alternate water source, installation of treatment, etc.
 - Increasing trends or concentrations equal to or greater than 50% of any of the three MCLs (PFOA => 10.5 ppt, PFOS => 7 ppt, combined PFOA/PFOS => 8.5 ppt) will trigger outreach to the system to discuss treatment options, funding, etc., as a preventative measure.

Associated Actions and Plans

- DPH and DNREC will continue to coordinate on sampling and data to ensure resources and focus is on areas and water systems with the most potential risk for contamination.
- DPH and DNREC are working with previously sampled water systems to ensure there is support for systems identified as at risk or known to have contamination in advance of MCL implementation with outreach continuing as of the regulatory start date
- DPH and DNREC are collaborating on a PFAS mobile response unit to support systems with exceedances. This will be a temporary solution to provide immediate support while systems work through implementation of permanent solutions. The system is currently in the RFP process with an implementation expected in the Summer/Fall of 2022.

References

ATSDR PFAS MRL: <https://www.atsdr.cdc.gov/pfas/resources/mrl-pfas.html>

Delaware House Bill 8 : <https://legis.delaware.gov/BillDetail/48449>

DHSS-DPH Regulations Governing Public Water Systems:

[https://regulations.delaware.gov/AdminCode/title16/Department%20of%20Health%20and%20Social%20Services/Division%20of%20Public%20Health/Health%20Systems%20Protection%20\(HSP\)/4462.shtml](https://regulations.delaware.gov/AdminCode/title16/Department%20of%20Health%20and%20Social%20Services/Division%20of%20Public%20Health/Health%20Systems%20Protection%20(HSP)/4462.shtml)

Tank Reservoir Elevation

Planar measurements of graphics.

Tank measurements shown are based on a typical 600k gallon legged tank and drawing.

Engineer / Owner / Contractor should verify all measurements prior to final approvals and production.

Quantity: (tbd) side(s).
Exact orientation to be determined / verified in the field by owner/engineer.

9'-3 3/8" (arc length)
5'-6 1/4" (arc length)
2'-0 7/8" (arc length)

New★Castle

knuckle/dome/
roof area

knuckle/weld/
seam line

14'-2"±
17'-2"±
(PER DWG)
(shell wall)

Pantone 534c

Pantone 646c

Pantone 465c

White



Note:
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Patterns must be purchased from
TankLOGOS.com LLC.

3'-0"±
(PER DWG)

top of
handrail

catwalk/balcony
platform

43'-11 1/2"

(arc length)

(90°± REP) (1/4 circumference)

56'-0"±

diameter

(circum = 175.84±)

(typical)

bowl

riser/center
pipe

legs/columns
For illustration only.
Not for graphic
orientation reference.

Tim Donovan | Owner
106 Mission Ct STE 1201
Franklin, TN 37067
615.473.0272 tel
888.492.1831 fax
Tim@TankLOGOS.com

Client: Southern Corrosion
Design: New Castle DE Gray St 600KG CBI EWT 80
Revision Date: 08-09-22
First Print Date: 1/8"=1'-0"±

Please sign copy(s) of this drawing and accompanying
estimate if approved and return or fax to begin work.

Signature _____

APPROVED ☐ DATE _____

APPROVED AS NOTED ☐ DATE _____

REVISE + RESUBMIT ☐ DATE _____

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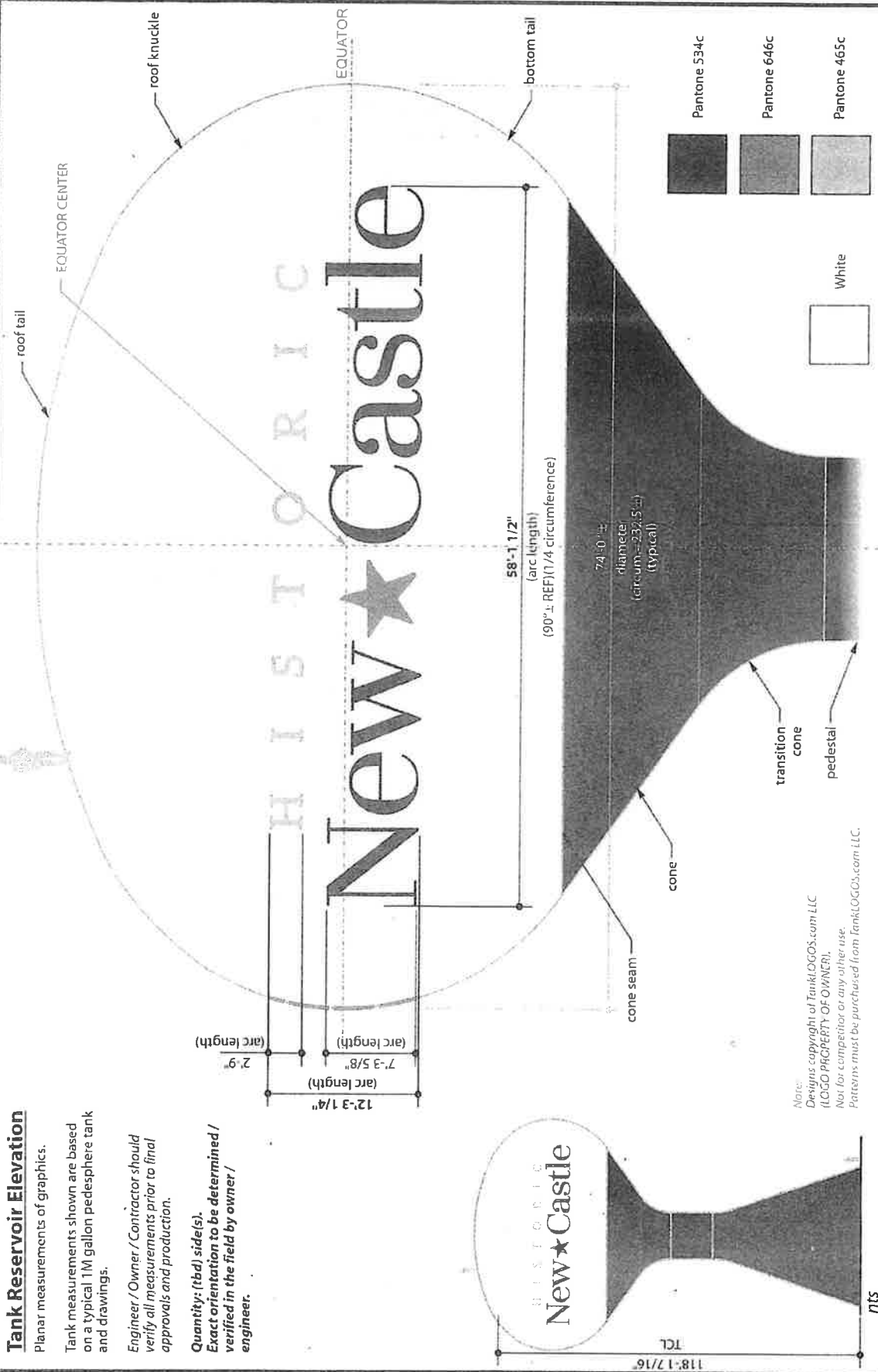
Tank Reservoir Elevation

Planar measurements of graphics.

Tank measurements shown are based on a typical 1M gallon pedespere tank and drawings.

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Quantity: (tbd) side(s).
Exact orientation to be determined / verified in the field by owner / engineer.



Tim Donovan | Owner
106 Mission Ct STE 1201
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888.492.1831 fax
Tim@TankLOGOS.com

Client: Southern Corrosion
Design: New Castle DE Anchor Mill Rd 1MG PED 100
Revision Date: 08-09-22
First Print Date: 08-09-22
Scale: 3/32"=1'-0" ±

Please sign copy(s) of this drawing and accompanying estimate if approved and return or fax to begin work.

Signature _____

APPROVED ☐ **DATE** _____

APPROVED AS NOTED ☐ **DATE** _____

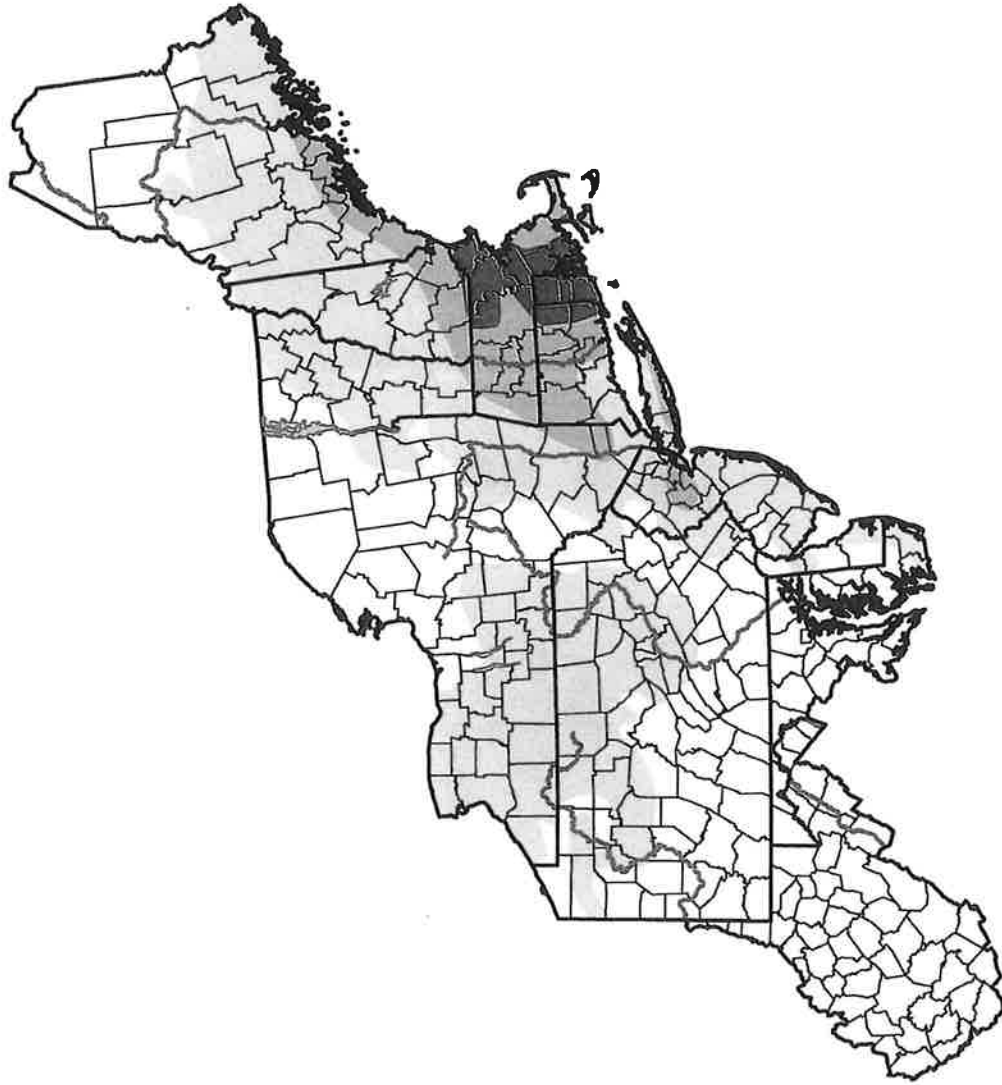
REVISE + RESUBMIT ☐ **DATE** _____

PAGE 1 **OF** 1

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U.S. Drought Monitor Northeast

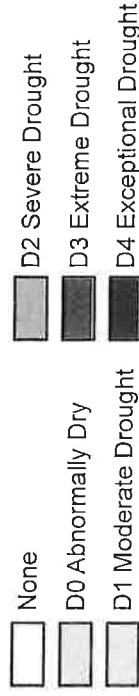
August 16, 2022
(Released Thursday, Aug. 18, 2022)
Valid 8 a.m. EDT



Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	49.35	50.65	21.83	9.71	2.48	0.00
Last Week 08-09-2022	50.09	49.91	18.80	5.76	1.15	0.00
3 Months Ago 05-17-2022	85.14	14.86	1.12	0.00	0.00	0.00
Start of Calendar Year 01-04-2022	84.91	15.09	2.17	0.85	0.00	0.00
Start of Water Year 09-28-2021	90.30	9.70	3.14	0.80	0.00	0.00
One Year Ago 08-17-2021	69.78	30.22	11.13	1.50	0.00	0.00

Intensity:



The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>

Author:

Richard Tinker
CPC/NOAA/NWS/NCEP



droughtmonitor.unl.edu

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ELECTRIC DEPARTMENT COMMISSION REPORT

August 30, 2022

Prepared by Artie Granger on August 23, 2022

1. Developer Projects:

a. 90 Lukens Dr:

- I. MSC has provided an invoice for escrow monies for the remaining work. MSC will be working with the electrical contractor to coordinate installation of MSC infrastructure. MSC expects to have this project completed shortly.

B. Riverbend Subdivision:

- I. MSC has continued to work with the builder to turn on houses as requested. MSC has turned electric on to about 5 new homes.
- II. During excavation for one of the new houses a primary and secondary conduits were damaged. MSC is working with the Builder / Developer to get this repaired.
- III. MSC has sent an invoice to the developer for the monies to be escrowed for the installation of the pathway from the Dobbinsville Sub to the Riverbend subdivision.

2. Capital Projects:

a) Van Dyke Village:

- a. MSC has continued to install conduits, junction boxes and transformer pads. MSC has completed digging on Casimir Court and will start the restoration of roads and driveways before moving on to New Amstel.

b) Grant Opportunities:

- a. At this time there is nothing new to report.

3. Capital Purchases:

- I. MSC Utility Building
 - 1. The builder has begun to erect the new utility building. The shell of the building is pretty much complete. The metal for the building is expected to be on site 8/23.

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ELECTRIC DEPARTMENT COMMISSION REPORT

August 30, 2022

Prepared by Artie Granger on August 23, 2022

Once the building is erected MSC will begin to do the work that were are planning on doing in house.

2. MSC has sent the deposit out to the wash bay company and the wash bay equipment has been ordered.

II. MSC Replacement Radios

1. MSC has been in contact with Delmarva Communications. They have received the radios and are still waiting for the repeater. Delmarva Communications is looking into installing a temporary repeater so they can get the new system up and running. They would then plan on installing the permanent one when it comes in.

III. T-10 Utility Truck Replacement

1. MSC has received the truck from Intercon truck and it was delivered to AUI for fabrication. MSC will be working through the design with AUI and they will complete it.

IV. New Stake Body

1. MSC has been in contact with Intercon Truck and Equipment. MSC expects to be able to take delivery within the next month.

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P.O. BOX 208

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

ELECTRIC DEPARTMENT COMMISSION REPORT

August 30, 2022

Prepared by Artie Granger on August 23, 2022

4. Operations:

a. Outages :

I. There were one outage the past month.

- i. One outage was caused by a squirrel on a transformer which caused 26 customers to lose power for about 35 minutes.

SAIDI (minutes)	SAIFI (number of interruptions)	CAIDI (minutes)	ASAI (percent)
83.887	2.00756	41.785	99.984

II. 8/1/21 – 8/1/22

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:

- I. The electric department has performed the monthly inspections at this location.

B. Dobbinsville Substation:

- I. MSC has replaced the insulator that was damaged when a squirrel got on the buss structure.

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- II. MSC has had the Dobbinsville substation's main breaker trip when there is a fault on one of the distribution circuits. The last time this happened it was when a squirrel shorted out an arrester on 9th street. We talked with Utility Engineering and while working with them and testing companies we feel that we may have corrected this problem. There was a coordination issue between the main breaker relay and the distribution relays under certain conditions. We have implemented the recommended relay settings.
- III. MSC has had the Dobbinsville substation out of service while we were working through this issue. MSC will also have additional testing done while the substation is off line. Once this is complete MSC will put Dobbinsville back in service. MSC expects this to be complete within the next couple of weeks.

C. Fault Detectors:

- I. MSC received 12 sets of underground fault detectors and began to install them in our larger industrial parks.

D. System Infrared Inspection

- I. MSC has Compliance Environmental performing our annual system infrared inspection.