

Municipal Services Commission Monthly Meeting  
January 24, 2023, 8:00 a.m.  
216 Chestnut Street New Castle, Delaware

The meeting was called to order at 8:00 a.m. with Dr. Roy Sippel, President, 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  
Jay Guyer, Manager, Water Utility  
Artie Granger, Manager, Electric Utility

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

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

- Total cash on hand: \$2.8M
- Investment Portfolio: \$1.4M, which was a net loss of \$4,435 (0.4%) from prior month. Fiscal year to date the value of the investment portfolio is down 6.8%.
- M&T Sweep Account: Currently the mutual fund is paying interest at 3.8% and is rising.
- Unrestricted cash on hand: 101 days at December 31, 2022, which is 3 days less than prior month.

Check Register Disbursements: Mr. Natale pointed out some particular payments that were fairly large such as:

- \$18,000 – Bay Area Overhead for doors for new utility building.
- \$24,000 – Southern Corrosion, Inc. for tank maintenance.

Customer Service/Billing

- There were 27 service cuts in December.
- One customer received \$100 from the New Castle Cares Fund, leaving approximately \$6,800 remaining in the Fund.

Electric Department

- User charges are unfavorable FYTD by \$141,000.
- Sales decreased by approximately 4.9% (562,000 kWh) from the same period last year. Consumption was down across all classifications. Total billed consumption is in line with prior year.
- In January MSC billed the power purchase adjustment the Commission enacted at the December meeting which resulted in approximately \$50,000 in additional revenue.
- The cost comparison for residential customers throughout the state, which includes the power purchase adjustment enacted by the Commission at the December meeting, shows that the MSC residential rate is 27% lower than Delmarva and 11% lower than the co-op.

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- Operating expenses have a favorable variance of \$98,000. Most of that is related to journal entries to bring the substation onto the books. DEMEC substation expense line shows a positive variance of \$250,000.
- Unfavorable variances in other categories are mostly related to timing issues and Van Dyke Village.

Water Department

- User charges are unfavorable FYTD by \$34,000.
- Consumption was down 900,000 gallons compared with the same period last fiscal year.
- Consumption is in line with last year's consumption (-0.35%) and 2.76% lower than the five-year average FYTD.
- Expenses are unfavorable FYTD \$50,000, which is related to timing differences.

Mr. Natale noted that the Commissioners received a copy of the third quarter financial report that will be sent to the City and the Trustees. Mr. Blomquist noted that the MSC Charter requires that the Trustees receive a copy of the report.

Electric Department Report – Mr. Granger reporting

*(See attached report)*

Developer Projects

- Riverbend Subdivision – MSC had conversations with an individual in the developer's accounting department. They are attempting to apply for one additional Building Permit. There is an underground propane tank farm in the development. At this time it is likely the developer will want to bring the feed in from Centerpoint Industrial Park. Mr. Blomquist noted that they purchased 34 lots owned by Greggo & Ferrara. Mr. Guyer noted that additional fill will be required to meet the new requirements to be above the flood plain.

Potential New Customers

- An existing customer in Riveredge Industrial Park will be adding some load and the electrician is moving forward with building their service.

Capital Projects

- Van Dyke Village – All street lighting for this phase has been turned on. All customers have been transferred to the new underground and work to remove the existing aerial service drops has started. The expectation is to have the project completed in 2024.

Capital Purchases

- Work on the new Utility Building continues.

Operations

- MSC will be working with Delmarva Power to replace a pole on Wilmington Road.
- MSC is working with Verizon to have a pole in town replaced.

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Repairs and Maintenance

- Dobbinville Substation – The Dobbinville Substation is back in service. Messrs. Granger and Blomquist explained the problem. Mr. Granger noted that the substation will probably be taken out of service again next week to service the breakers. He noted that MSC staff will observe the service and expressed his hope that this was maintenance that MSC could do.

Water Department Report – Mr. Guyer reporting

*(See attached report)*

Developer Projects

- Riverbend Subdivision – Mr. Guyer is waiting for a response from Rail Pros regarding the Agreements. A field inspection for two additional installations was completed and everything was within MSC standards. MSC is working with Gemcraft to reconcile the sold lots so unused escrow funds can be refunded. Mr. Guyer submitted a quote to Freedom Development to inspect the remaining water main work for Phase 1, which was approximately 30 water services and 300 feet of water main.
- Sheriffs House Renovation – Market Street – the last conversation with them was that water services are in and everything is installed but, it is not being used because they are still under construction.
- Colonial School District – William Penn High and Wallace Wallin School – Greenman-Pedersen Engineering is designing new water services for both schools and will keep MSC updated.

MSC Projects

- Advanced Metering Infrastructure – American Municipal Power (AMP) – MSC Managers and Supervisors have had several conversations and meetings with representatives of AMP.
- Cross Connection Control Program – Hydro Corp's Proposal – Messrs. Guyer and Jaeger continue to reach out to the individual customers. MSC had incorrect addresses and contact information for many customers, and the Hydro Corp. database is being updated.
- Hewlett, Janvier, and Meggison Avenue Water Main Replacement – MSC is reviewing a preliminary set of plans. A meeting with the engineer is scheduled for January 26<sup>th</sup>. Mr. Guyer reached out to DelDOT to discuss options regarding Utility Requirements for the roadway crossings. MSC worked with the DWSRF Administrator to get the loan paperwork in order.
- SRF Program – MSC worked with the SWSRF Administrator to get loan paperwork in order

Operations

- Outages – There were no planned outages in December. There was one unplanned outage for the month of December. 523 Delaware Street had a broken service at night, and the repair took approximately four hours.
- Calgon Carbon Corporation (CCC) Pilot Study Test – The study is ongoing. Adam Redding performed maintenance on the system and changed out the carbon / resins.
- Apprenticeship Program – Messrs. Guyer and Jaeger continue working with the Delaware Rural Water Association. MSC hosted a walking fieldtrip to the School Lane Water Treatment Facility on December 19<sup>th</sup> and a tour of the Water Tanks on January 18<sup>th</sup> for the students. Enrollment in the program started with 16 students but is currently down to five active participants. They are discussing how to make the program better.

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- EPA Revised Lead and Copper Rule Requirements – MSC continues to work with schools and daycares to get testing done.
- Fall Newsletter – The fall Newsletter was completed and distributed in early January.

**System Repairs and Maintenance**

- Riverbend Subdivision – The Riverbend subdivision was flushed on December 5<sup>th</sup> and 19<sup>th</sup> to maintain chlorine residual.
- Tank Maintenance – The Million Gallon Tank was disinfected. Bacteria and VOC samples were collected and results were good. Results were forwarded to the Office of Engineering for an Approval to Operate, which was issued. The tank went back online on December 23<sup>rd</sup>.
- 523 Delaware Street – Crews located, excavated and repaired a broken water service at 523 Delaware Street on the evening of December 22<sup>nd</sup>. The repair was completed in three hours and affected 14 customers. The blackout roadway was restored on January 6<sup>th</sup>.

**Grants and State Revolving Funds**

- Water Infrastructure Advisory Council Grants – MSC's engineer has a draft partially completed. Maps were sent for review of consequence and failure and for planning purposes of mains that will need to be replaced or cleaned and lined. A draft for review should be available by the end of January.

**Safety**

- MSC Managers and Supervisors met with Scott Stohrer from DFIT, who provided some good samples and information to update the MSC Safety manual.

MSC and the SRF Group had a good conversation about some NOIs that MSC submitted. One NOI was to expand the carbon filtration system to add resin as part of the treatment and work through some of the details. Mr. Guyer stated they would like to add a third vessel to be used as resin only. They would run carbon first, then resin. Two NOIs that were submitted and funded last year will be resubmitted for the additional carbon filtration vessel and for the vessel for the lead service line inventory. There is a good chance that MSC will get principal forgiveness on the carbon filtration program, and the interest rate on the lead service line program has been reduced to 0%. The SRF Program Administrator noted that the interest rate was reduced to 0% to entice people to apply for the loan. In response to a question from Commissioner Knox, Mr. Guyer explained the process as it currently is and the proposed process using three vessels. Mr. Redding's models are showing possibly 3-4 years as opposed to 2-3 years on carbon exchange, and 6-7 years on resin exchange, which would be a very efficient way to operate the system. MSC would have to install the third vessel, interface it with the piping, and upsize the pumps and replace the DFDs. The current system is working very effectively and MSC is moving to a non-detect for PFAS contaminants; but this would be a more efficient system and extend the longevity of the carbon and resins to be more cost effective.

**Public Comment**

Phil Gross – 1301 13<sup>th</sup> Street

In response to a question from Mr. Gross, Mr. Guyer explained that he was informed by the Administrator that the decline in student enrollment for the Apprenticeship Program is mostly because some students already have a full course schedule, and because the program is held after school hours

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the students are responsible for their own transportation. They did explore the option of making the class part of the main curriculum and Mr. Guyer opined that might happen next year.

In response to a question from Mr. Gross, Mr. Blomquist explained that whenever MSC work disturbs the roadway they are responsible to build it back to State specs.

Mr. Gross asked where new water and electric lines would be crossed to Riverbend. Mr. Guyer explained that has already been established and right-of-way has already been acquired, and the permit has been completed and filed with Norfolk Southern Railroad. Mr. Granger explained where the right-of-way is.

*(Stenographer's Note: Mayor Quaranta joined the meeting at 8:29 a.m.)*

#### **Miscellaneous**

Mr. Granger stated that one of the bucket trucks is scheduled to be replaced in FY 2025, and currently there is a two year lead time. He added that it is difficult to obtain pricing and lead times without placing an order. Mr. Granger also stated that he cannot get parts for the current trucks. Mr. Blomquist added that manufacturers do not continue to carry parts for older trucks. Mr. Granger explained that the company that has been maintaining MSC trucks does not service trucks that are older than 15 years. After discussion, Mr. Blomquist stated that what is needed is approval from the Commissioners to start to order the new truck with the understanding that it would be paid for in 2025 and that MSC would work over the next two years to set aside funds to pay for it. Mayor Quaranta suggested that this matter be tabled until the February Board meeting. Mr. Blomquist will send an email to Mayor Quaranta and he will forward it a contact at Delmarva to see what their ordering process is.

#### **Minutes**

**A motion was made by Mayor Quaranta to approve the minutes of the December 20, 2022, regular session as amended. The motion was seconded by Commissioner Knox and unanimously passed.**

**A motion was made by Commissioner Knox to approve the minutes of the December 20, 2022, executive session. The motion was seconded by Mayor Quaranta and unanimously passed.**

*Managers were thanked and excused from the meeting.*

#### Secretary's Report – Mr. Blomquist reporting

Mr. Blomquist reported that the DEMEC meeting was cancelled.

MSC has been working with AMP. Their projection is to begin electric meters on February 28<sup>th</sup>. Installation should be completed in three weeks. Mr. Granger is working with AMP and Itron to ensure the systems are communicating properly. Mayor Quaranta asked that AMP make it a priority to complete electric and water at the same time. Mayor Quaranta recommended that Mr. Blomquist update City Council at the February Council meeting.

**A motion to move to executive session was made by Commissioner Knox and seconded by Mayor Quaranta. The motion was unanimously passed and the meeting adjourned to executive session at 8:57 a.m.**

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The Commissioners returned to regular session at 9:23 a.m.

Next Regular Meeting

The Commissioners set the next monthly Board meeting to be Thursday, February 16, 2023, at 8:00 a.m.

Adjournment

**A motion to adjourn the meeting was made and seconded. The motion received unanimous approval and the meeting was adjourned at 9:25 a.m.**

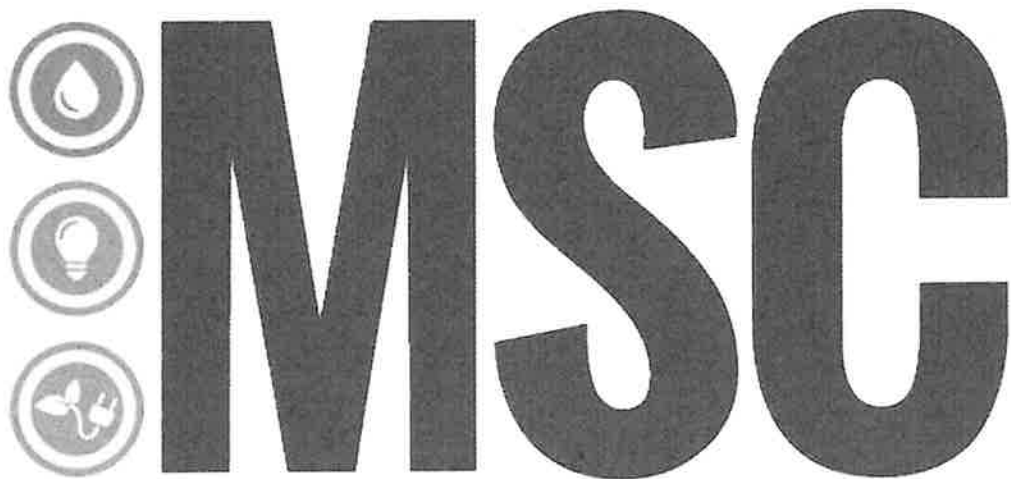
*Kathleen R. Weirich*

Kathleen R. Weirich, Stenographer

Approved: \_\_\_\_\_

(Minutes transcribed from notes.)

# Comptroller/Treasurer's Report



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

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**January 24, 2023 Commission Meeting**  
Prepared By: Ken Natale on January 17, 2023

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## Cash & Investments

As of December 31, 2022 the cash balances were:

M&T Bank Checking:	\$	306,382
M&T Investment Sweep:		1,757,968
M&T Bank MMA:		792,824
Petty Cash/Change Fund:		898
<b>Total Cash on Hand:</b>	<b>\$</b>	<b>2,858,072</b>



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

<b>Beginning Balance</b>	<b>\$</b>	<b>2,154,729</b>
Cash from customers		954,065
Interest Income		5,255
Refunds to customers - deposits	(	5,758)
Payments to suppliers for goods & services*	(	913,942)
Bank service fees	(	682)
Payments to employees for services	(	129,317)
Net Cash Provided(Used)	(	90,379)
<b>Ending Cash Balance</b>	<b>\$</b>	<b>2,064,350</b>

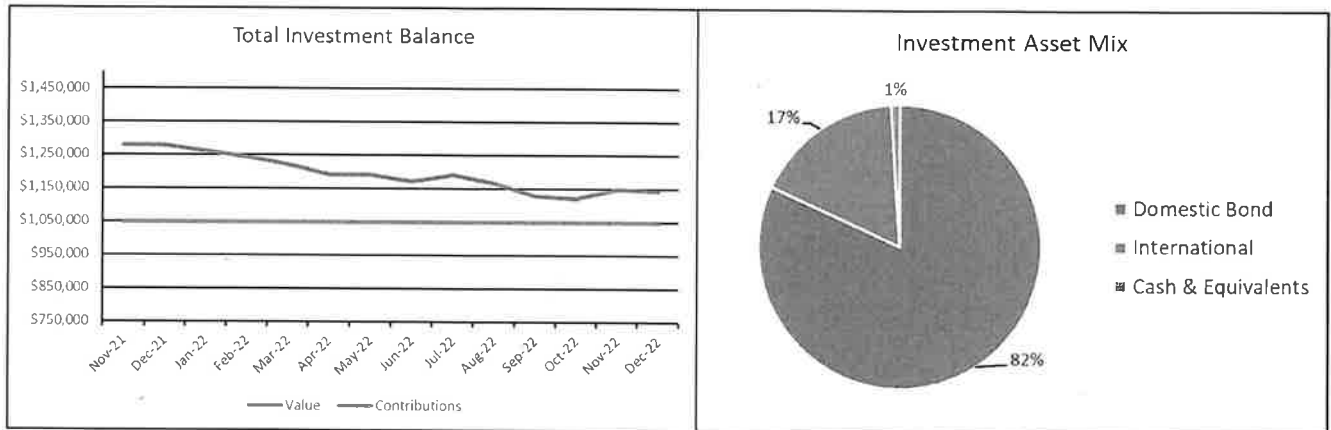
\*A detailed check register for the month is available on page 3 of this report.

As of November 30, 2022 the value of the Commission's investment portfolio totaled \$1,143,845 which is a net loss of \$4,435 (0.4%) from the prior month. Fiscal year to date, the value of the investment portfolio is down 6.8%.

The M&T Investment Sweep account is where cash that is not immediately needed for operations is placed to earn interest on the funds. Currently, those funds are invested in a Goldman Sachs Government Money Market Mutual Fund (FGTXX) which currently pays **3.80% interest** and has a stable net asset value of \$1.00.

There was 101 days unrestricted cash on hand at December 31 (-3 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).

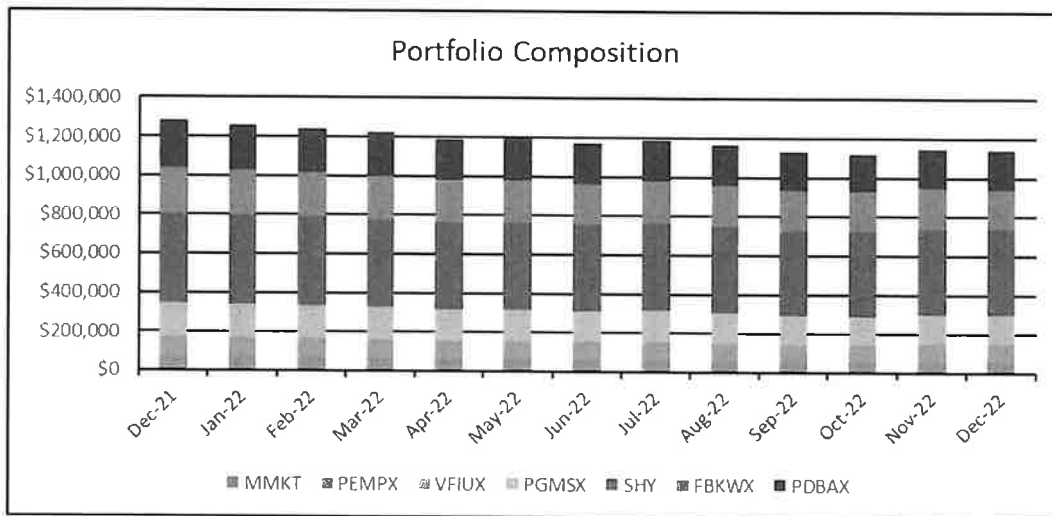
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The “domestic bond” category in the *Investment Asset Mix* chart above, includes US Government instruments and corporate bonds of US based organizations. The “international” category includes debt instruments of foreign governments as well as corporate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

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

Holdings	Symbol	Market Value	Est. Yield
<b>Money Markets</b>			
Insured Cash Accounts		\$ 10,724	0.49%
<b>Mutual Funds</b>			
Fidelity Advisor Total Bond CL Z	FBKWX	207,445	3.26%
PGIM Total Return Bond CL A	PDBAX	201,130	3.80%
PIMCO Emerging Markets Bond I2	PEMPX	48,209	5.52%
T Rowe Price Global Multi Sector Bond I	PGMSX	149,215	3.76%
Vanguard Intermediate Term Treasury	VFIUX	88,052	3.75%
<b>Exchange Traded Funds</b>			
iShares Trust 1-3 Year Treasury Bond EFT	SHY	439,070	0.92%
<b>Total</b>		<b>1,143,845</b>	



**DECEMBER 2022 CHECK REGISTER**

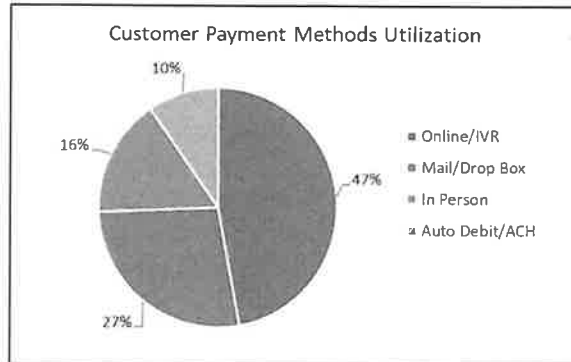
<b>Number</b>	<b>Date</b>	<b>Vendor Name</b>	<b>Amount</b>
200670	12/01/2022	Antonio's Lawn Service	\$ 1,260.00
200671	12/01/2022	Artesian Water Co Inc	2,318.91
200672	12/01/2022	ASI COBRA	964.88
200673	12/01/2022	Bay Area Overhead Inc	18,201.70
200674	12/01/2022	CBM Insurance Agency LLC	9,712.90
200675	12/01/2022	COLONIAL LIFE	781.34
200676	12/01/2022	Consult Dynamics Inc DCA Net	20.00
200677	12/01/2022	Council 81	400.00
200678	12/01/2022	Delta Dental of Delaware Inc	1,854.82
200679	12/01/2022	Department of Human Resources Financial Services	34,173.12
200680	12/01/2022	Graber Supply LLC	3,735.03
200681	12/01/2022	Hire Right Solutions Inc	203.80
200682	12/01/2022	Principal Financial Group	2,361.29
200683	12/01/2022	Southern Corrosion Inc	24,764.00
200684	12/01/2022	Tyler Technologies Inc.	145.00
200685	12/01/2022	Utility Financial Solutions LLC	2,727.50
200694	12/16/2022	A C Schultes Inc	2,450.00
200695	12/16/2022	Delmarva Power	260.32
200696	12/16/2022	DEMEC Inc	1,004.24
200697	12/16/2022	Department of Human Resources Financial Services	34,173.12
200698	12/16/2022	MORRIS JAMES LLP	182.50
200699	12/16/2022	Pennoni Associates Inc.	920.00
200700	12/16/2022	POWERPLAN	718.63
200701	12/16/2022	Trans Union LLC	340.15
200702	12/16/2022	Tyler Technologies Inc.	72.50
200703	12/16/2022	United Electric Supply Co	112.37
200704	12/16/2022	Utility Engineers PC	1,295.00
DFT0001812	12/06/2022	PNC BANK	32.00
DFT0001827	12/09/2022	Maryland Child Support Account	184.62
DFT0001828	12/09/2022	Nationwide Retirement Sol	4,375.40
DFT0001831	12/09/2022	United States Treasury	17,212.11
DFT0001832	12/07/2022	Nationwide Life Ins. Co. of America	19,513.25
DFT0001833	12/02/2022	OpenEdge	1,755.60
DFT0001834	12/16/2022	BRINKS CAPITAL	589.00
DFT0001835	12/14/2022	M&T ONE CARD	35,158.66
DFT0001839	12/19/2022	DEMEC Inc	624,937.45
DFT0001840	12/22/2022	Maryland Child Support Account	184.62
DFT0001841	12/22/2022	Nationwide Retirement Sol	4,380.08
DFT0001844	12/22/2022	United States Treasury	17,711.41
DFT0001847	12/20/2022	United States Treasury	12,366.18
DFT0001848	12/20/2022	COMPTROLLER OF MARYLAND	1,076.03
DFT0001849	12/30/2022	Heartline Press	1,340.18
DFT0001850	12/30/2022	Heartline Press	3,642.40
DFT0001857	12/28/2022	M&T ONE CARD	24,329.95
		<b>TOTAL PAYMENTS</b>	<b>913,942.06</b>

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**Customer Service/Billing**

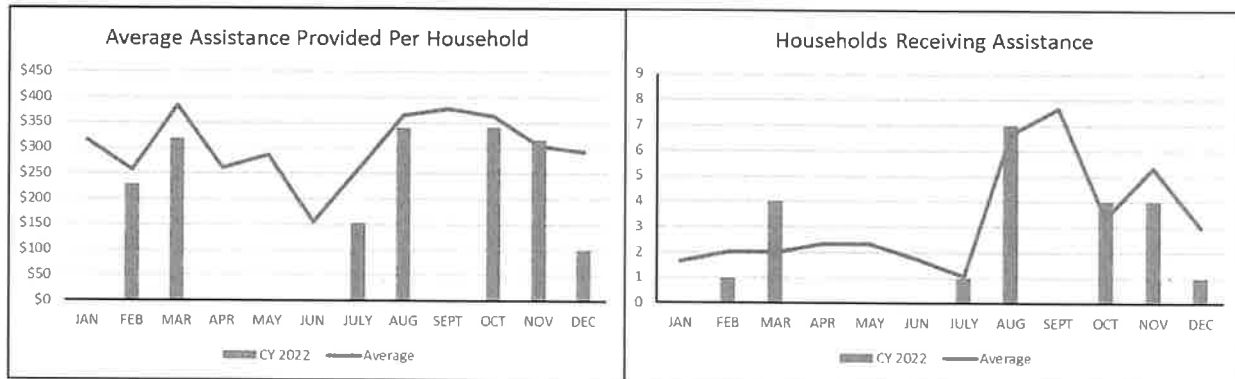
Since the previous meeting, the Customer Service Department processed:

Bills sent	3,217
Delinquent & past due notices	342
Automated phone notifications	268
Payment arrangements	55
Contracts	0
Service cuts – November	27
Accounts sent to collections	8
Electric bad debt write-offs	\$0.00
Applications for service	29



**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 November, the fund assisted one household with \$101. The maximum allowed by the program is \$400. The balance in the fund as of December 31 was \$6,897.



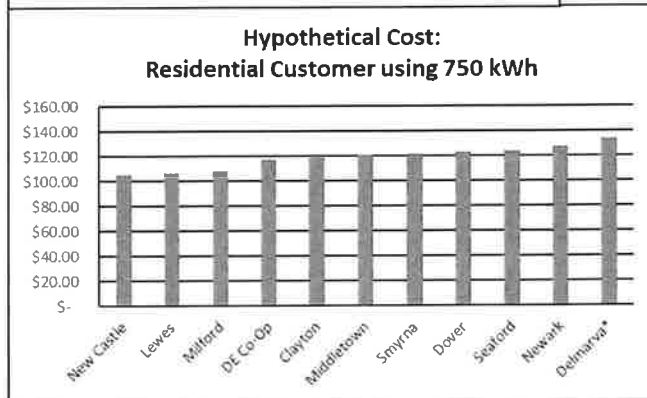
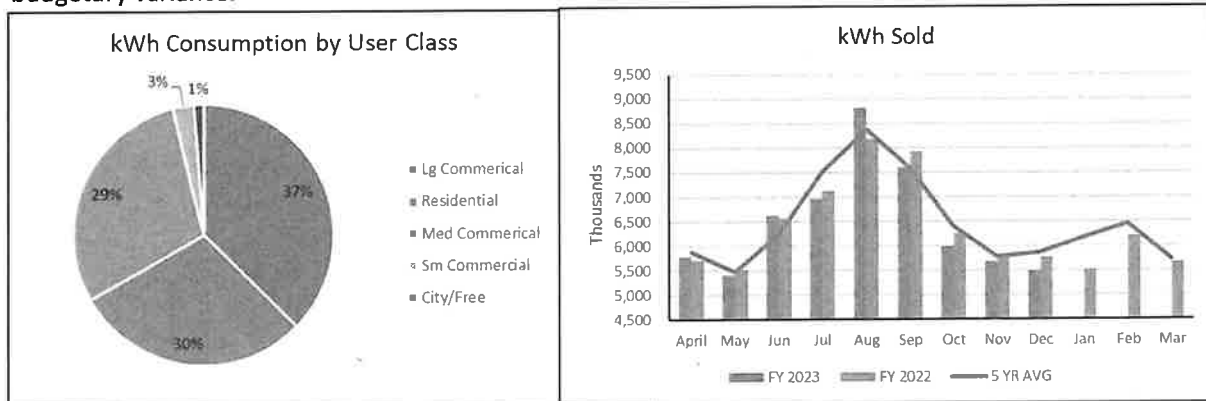
In addition to assistance provided through the New Castle Cares fund, three customers received an average of \$200 from other agencies or nonprofits that provide assistance for utility bills.

Below is a condensed aging report for active customers as of January 12, 2022

Total	Current	30 Days	60 Days	90 Days	120 Days
\$176,645	\$166,391	\$10,254	\$0	\$0	\$0

## Electric Revenues

User charges are unfavorable fiscal year to date (\$141,000). December sales decreased by approximately 4.9% (562,000 kWh) from the same period last year. Consumption was down across all customer classifications. Fiscal year to date, total billed electric consumption is in line with last year's consumption fiscal year to date (-0.80%). However, as has been noted previously, while total kWh sold is comparable, there has been a marked shift in the current fiscal year from residential consumption (most expensive per kWh) towards commercial consumption (less expensive per kWh) which accounts for most of the budgetary variance.



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 27% lower than Delmarva\* and 11% 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 (\$98,000). There is a favorable variance \$11,000 for power supply costs. This is offset 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 unfavorable variances are anticipated to be reduced/eliminated as the year progresses.

The DEMEC-Substation expense line shows a positive variance of \$250,000. In December, DEMEC paid off the bond for the Dobbinsville Substation and the substation was transferred to MSC as an asset valued at approximately \$3.6 million, to be depreciated over the remaining 10 years of the substation's estimated useful life. In the current year, DEMEC will have been paid \$561,000 which was budgeted. The variance showing on the budget to actual report is related to accounting entries that are required under the "regulatory accounting" standards used to account for the financing of the substation which enabled MSC to not report this financing as debt of the MSC due to Charter restrictions that were in effect at the time.

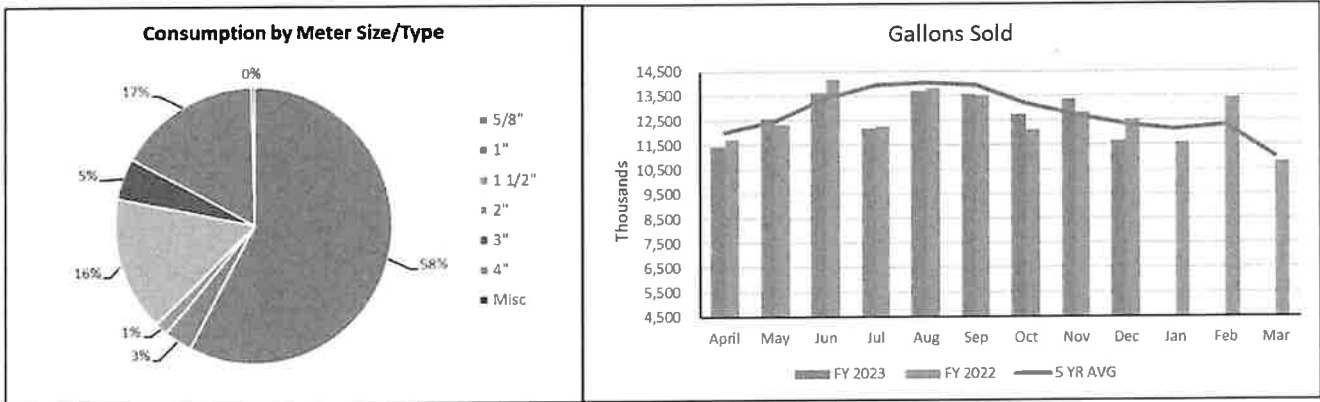
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**Municipal Services Commission  
Budget to Actual Comparison – Electric  
As of December 31, 2022**

	YTD Budget	YTD Activity	Variance	Total Budget
<b>Operating Revenues</b>				
User charges	7,019,109	6,869,951	(149,158)	9,149,590
City service charges	34,219	35,071	852	45,450
MSC service charges	28,955	29,484	529	42,500
Miscellaneous income	29,174	38,041	8,867	36,570
<i>Total Operating Revenues</i>	<u>7,111,457</u>	<u>6,972,547</u>	<u>(138,910)</u>	<u>9,274,110</u>
Less: Free Service	2,137	4,450	(2,313)	4,000
<i>Net Operating Revenues</i>	<u>7,109,320</u>	<u>6,968,097</u>	<u>(141,223)</u>	<u>9,270,110</u>
<b>Operating Expenses</b>				
Purchase of Power	4,838,400	4,827,047	11,353	6,400,000
DEMEC - Substation	561,271	311,357	249,914	561,271
<i>Operations</i>				
Salaries and benefits	559,686	581,518	(21,832)	742,650
Insurance	47,728	48,035	(307)	63,681
Utilities	6,793	6,719	74	11,700
Repairs and maintenance	(95,446)	32,080	(127,526)	(111,130)
Supplies and materials	52,618	55,204	(2,586)	71,399
Professional fees	37,531	31,481	6,050	50,000
Depreciation	219,287	265,188	(45,901)	292,500
<i>Operations total</i>	<u>828,197</u>	<u>1,020,225</u>	<u>(192,028)</u>	<u>1,120,800</u>
<i>General &amp; administrative</i>				
Salaries and benefits	368,895	360,098	8,797	485,100
Insurance	15,981	19,313	(3,332)	21,400
Utilities	8,373	12,407	(4,034)	11,500
Repairs and maintenance	10,655	12,256	(1,601)	14,700
Supplies and materials	22,673	20,562	2,111	30,000
Professional fees	70,477	51,852	18,625	87,500
Misc	75,224	72,514	2,710	98,375
Depreciation	22,491	17,461	5,030	30,000
<i>Total general &amp; administrative</i>	<u>594,769</u>	<u>566,463</u>	<u>28,306</u>	<u>778,575</u>
<i>Total operating expenses</i>	<u>6,822,637</u>	<u>6,725,092</u>	<u>97,545</u>	<u>8,860,646</u>
<b>Operating income</b>	<u>286,683</u>	<u>243,005</u>	<u>(43,678)</u>	<u>409,464</u>
<b>Nonoperating revenue(expense)</b>				
Investment income	16,924	32,833	15,909	20,000
Investment expense	(1,850)	(1,452)	398	(2,500)
Unrealized gain(loss) on investment	11,995	(87,256)	(99,251)	16,000
Realized gain(loss) on sale of asset	-	7,346	7,346	-
Grant income	-	-	-	-
Grant expense	-	(480)	(480)	-
Other Expense	-	(723)	(723)	-
Appropriations				
Mayor and Council	(405,000)	(399,666)	5,334	(540,000)
City Services	-	-	-	-
Special	-	(4,850)	(4,850)	-
Contributed Capital	-	-	-	-
<i>Total nonoperating revenue(expense)</i>	<u>(377,931)</u>	<u>(454,248)</u>	<u>(76,317)</u>	<u>(506,500)</u>
<b>Change in Net Position</b>	<b>(91,248)</b>	<b>(211,243)</b>	<b>(119,995)</b>	<b>(97,036)</b>

**Water Revenues**

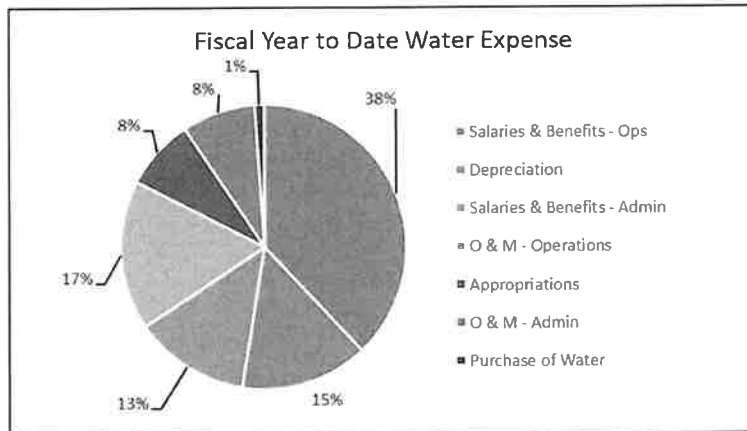
User charges are unfavorable fiscal year to date (\$34,000). Water consumption for the month was down 900,000 gallons when compared with the same period last fiscal year, most of the variance was in residential accounts. Fiscal year to date, water consumption is in line with last year's consumption at this point (-0.35%), and 2.76% 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 (\$50,000) 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. There is a large variance in salaries and benefits (\$42,000) due to delays in working on the Van Dyke electrical undergrounding project which would have seen those costs capitalized and removed from the expenses.

Water has an unfavorable variance in non-operating revenue (expense) of \$34,000. \$17,000 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. \$13,000 is related to appropriations to the City and Trustees being greater than anticipated at this point in the year.



Comptroller/Treasurer's Report – January 24, 2023

**Municipal Services Commission  
Budget to Actual Comparison – Water  
As of December 31, 2022**

	YTD Budget	YTD Activity	Variance	Total Budget
<b>Operating Revenues</b>				
User Charges	1,785,766	1,736,294	(49,472)	2,366,000
City Service Charges	19,492	26,611	7,119	26,000
MSC Service Charges	3,809	2,820	(989)	5,000
Miscellaneous Income	12,060	21,584	9,524	(138,861)
<i>Total Operating Revenues</i>	<u>1,821,127</u>	<u>1,787,309</u>	<u>(33,818)</u>	<u>2,258,139</u>
Less: Free Service	2,958	2,835	123	4,000
<i>Net Operating Revenues</i>	<u>1,818,169</u>	<u>1,784,474</u>	<u>(33,695)</u>	<u>2,254,139</u>
<b>Operating Expenses</b>				
Purchase of water	20,180	17,718	2,462	26,000
<i>Operations Dept</i>				
Salaries and benefits	585,728	627,710	(41,982)	779,862
Insurance	39,162	44,564	(5,402)	52,103
Utilities	19,554	16,972	2,582	26,895
Repairs and maintenance	51,614	132,270	(80,656)	117,752
Supplies and materials	75,520	54,038	21,482	106,327
Professional fees	42,055	33,075	8,980	55,214
Depreciation	249,200	229,758	19,442	332,400
<i>Total operations</i>	<u>1,062,833</u>	<u>1,138,387</u>	<u>(75,554)</u>	<u>1,470,553</u>
<i>General &amp; administrative</i>				
Salaries and benefits	216,197	215,146	1,051	283,500
Insurance	13,082	15,802	(2,720)	17,500
Utilities	6,637	9,883	(3,246)	9,100
Repairs and maintenance	8,706	10,027	(1,321)	12,000
Supplies and materials	16,779	14,643	2,136	22,400
Professional fees	32,701	21,362	11,339	40,000
Miscellaneous	78,611	65,414	13,197	104,450
Depreciation	14,994	11,671	3,323	20,000
<i>Total general &amp; administrative</i>	<u>387,707</u>	<u>363,948</u>	<u>23,759</u>	<u>508,950</u>
<i>Total operating expenses</i>	<u>1,470,720</u>	<u>1,520,053</u>	<u>(49,333)</u>	<u>2,005,503</u>
<b>Operating Income</b>	<u>347,449</u>	<u>264,421</u>	<u>83,028</u>	<u>248,636</u>
<b>Nonoperating revenue(expense)</b>				
Investment income	3,396	5,430	2,034	4,000
Investment expense	(370)	(256)	114	(500)
Unrealized gain(loss) on investment	2,175	(15,398)	(17,573)	2,900
Realized gain(loss) on sale of asset	-	(2,172)	(2,172)	-
Grant income	-	20,098	20,098	-
Grant expense	-	(20,098)	(20,098)	-
Other Expense	-	(2,951)	(2,951)	-
Appropriations				
Mayor and Council	(94,462)	(99,713)	(5,251)	(126,000)
City Services	(23,960)	(26,839)	(2,879)	(32,000)
Special	-	(5,551)	(5,551)	-
Contributed Capital	-	-	-	-
<i>Total nonoperating revenue(expense)</i>	<u>(113,221)</u>	<u>(147,450)</u>	<u>(34,229)</u>	<u>(151,600)</u>
<b>Change in Net Position</b>	<b>234,228</b>	<b>116,971</b>	<b>(117,257)</b>	<b>97,036</b>



Comptroller/Treasurer's Report – January 24, 2023

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

	<u>2023</u>	<u>2022</u>
<b>ASSETS:</b>		
<b>Current assets:</b>		
Cash and equivalents	\$ 2,065,248	\$ 2,577,751
Investments	1,143,845	1,278,771
Accounts receivable, net	1,298,275	672,501
Inventories	845,100	697,422
Prepays	177,969	181,622
Restricted cash	<u>792,824</u>	<u>653,210</u>
Total current assets	6,323,261	6,061,277
<b>Noncurrent assets:</b>		
<b>Capital assets not being depreciated:</b>		
Land	45,386	45,386
Construction in progress	1,225,575	1,663,313
<b>Capital assets net of accumulated depreciation:</b>		
Buildings	255,772	281,199
Equipment	790,139	742,843
Infrastructure	<u>14,434,080</u>	<u>9,649,793</u>
Total noncurrent assets	16,750,952	12,382,534
<b>Total assets</b>	<u><u>23,074,213</u></u>	<u><u>18,443,811</u></u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Pension	319,164	164,836
Regulatory accounting - substation	-	<u>3,124,345</u>
Total deferred outflows	<u>319,164</u>	<u>3,289,181</u>
<b>LIABILITIES</b>		
<b>Current liabilities:</b>		
Accounts payable	1,138,573	557,270
Accrued liabilities	48,978	44,519
Customer Deposits	937,648	660,394
Due to other funds	-	-
Total current liabilities	<u>2,125,199</u>	<u>1,262,183</u>
<b>Noncurrent liabilities:</b>		
Compensated absences	414,248	393,440
Bonds and notes payable	660,620	-
Net pension liability	<u>720,830</u>	<u>474,757</u>
Total noncurrent liabilities	1,795,698	868,197
<b>Total liabilities</b>	<u><u>3,920,897</u></u>	<u><u>2,130,380</u></u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Pension	<u>472,843</u>	<u>659,474</u>
Total deferred inflows	<u>472,843</u>	<u>659,474</u>
<b>NET POSITION</b>		
Investment in capital assets	16,750,952	12,382,534
Unrestricted	<u>2,248,685</u>	<u>6,560,604</u>
<b>Total net position</b>	<u><u>\$ 18,999,637</u></u>	<u><u>\$ 18,943,138</u></u>

Comptroller/Treasurer's Report – January 24, 2023

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

	<u>2023</u>	<u>2022</u>
Operating Revenues:		
Water sales	\$ 1,765,725	\$ 1,713,060
Power sales	6,934,506	6,912,863
Miscellaneous	59,624	65,955
Total operating revenues	<u>8,759,855</u>	<u>8,691,878</u>
Less: free service	<u>(7,284)</u>	<u>(5,748)</u>
Net operating revenues	8,752,571	8,686,130
Purchase of water and power	5,156,122	4,831,709
Operating Expenses		
Salaries and benefits	1,784,472	1,538,442
Repairs and maintenance	244,784	16,664
Supplies	121,187	104,970
Utilities	45,982	40,764
Insurance	127,714	110,403
Professional fees	94,476	61,291
Administrative	146,329	117,110
Depreciation	524,079	484,888
Total operating expenses	<u>3,089,023</u>	<u>2,474,532</u>
Operating income (loss)	<u>507,426</u>	<u>1,379,889</u>
Nonoperating revenues (expenses):		
Net investment income	36,555	16,295
Realized gain (loss) on investments	-	3,057
Unrealized gain(loss) on investments	(102,654)	4,061
Gain (loss) on disposal of assets	5,168	-
Grant income	20,098	58,588
Grant Expense	(20,578)	(51,769)
Miscellaneous	(3,975)	(25,430)
Appropriations to Mayor & Council of New Castle		
Ordinary	(499,379)	(489,034)
City Services	(26,839)	(25,892)
Special	<u>(10,401)</u>	<u>(70,687)</u>
Total nonoperating revenues (expenses)	<u>(602,005)</u>	<u>(580,811)</u>
Income before capital contributions	(94,579)	799,078
Capital Contributions	<u>-</u>	<u>-</u>
Change in net position	(94,579)	799,078
Net position - beginning	<u>19,094,216</u>	<u>18,144,060</u>
Net position - ending	<u>\$ 18,999,637</u>	<u>\$ 18,943,138</u>

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

	Water		Electric		Total	
	2023	2022	2023	2022	2023	2022
<b>ASSETS:</b>						
Current assets:						
Cash and equivalents	-	-	2,065,248	2,577,751	2,065,248	2,577,751
Investments	171,577	191,816	972,268	1,086,955	1,143,845	1,278,771
Accounts receivable, net	187,269	156,872	1,111,006	515,629	1,298,275	672,501
Inventories	186,408	101,880	658,692	595,542	845,100	697,422
Prepays	64,789	81,730	113,180	99,892	177,969	181,622
Restricted cash	-	-	792,824	653,210	792,824	653,210
Total current assets	610,043	532,298	5,713,218	5,528,979	6,323,261	6,061,277
Noncurrent assets:						
Capital assets not being depreciated:						
Land	45,386	45,386	-	-	45,386	45,386
Construction in progress	626,475	98,565	599,100	1,564,748	1,225,575	1,663,313
Capital assets net of accumulated depreciation:						
Buildings	118,697	130,282	137,075	150,917	255,772	281,199
Equipment	245,291	249,146	544,848	493,697	790,139	742,843
Infrastructure	7,018,536	7,165,371	7,415,544	2,484,422	14,434,080	9,649,793
Total noncurrent assets	8,054,385	7,688,750	8,696,567	4,693,784	16,750,952	12,382,534
<b>DEFERRED OUTFLOWS OF RESOURCES</b>						
Pension	143,624	74,176	175,540	90,660	319,164	164,836
Regulatory accounting - substation	-	-	-	3,124,345	-	3,124,345
Total deferred outflows	143,624	74,176	175,540	3,215,005	319,164	3,289,181

(Continued)

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

	Water		Electric		Total	
	2023	2022	2023	2022	2023	2022
<b>LIABILITIES</b>						
Current liabilities:						
Accounts payable	433,066	23,580	705,508	533,690	1,138,573	557,270
Accrued liabilities	22,040	20,034	26,938	24,485	48,978	44,519
Customer Deposits	58,165	-	879,483	660,394	937,648	660,394
Due to other funds	815,243	1,171,650	(815,243)	(1,171,650)	-	-
Total current liabilities	1,328,514	1,215,264	796,685	46,919	2,125,199	1,262,183
Noncurrent liabilities:						
Compensated absences	239,147	70,819	175,101	322,621	414,248	393,440
Bonds and notes payable	-	-	660,620	-	660,620	-
Net pension liability	324,373	213,641	396,457	261,116	720,830	474,757
Total noncurrent liabilities	563,520	284,460	1,232,178	583,737	1,795,698	868,197
<b>DEFERRED INFLOWS OF RESOURCES</b>						
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
<b>NET POSITION</b>						
Investment in capital assets	8,054,385	7,688,750	8,696,567	4,693,784	16,750,952	12,382,534
Unrestricted	(1,351,146)	(1,190,013)	3,599,831	7,750,617	2,248,685	6,560,604
Total net position	6,703,239	6,498,737	12,296,398	12,444,401	18,999,637	18,943,138

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

	Water		Electric		Total	
	2023	2022	2023	2022	2023	2022
Operating Revenues:						
Charges for services	\$ 1,765,725	\$ 1,713,060	\$ 6,934,506	\$ 6,912,863	\$ 8,700,231	\$ 8,625,923
Miscellaneous	21,584	38,555	38,040	27,400	59,624	65,955
Total operating revenues	1,787,309	1,751,615	6,972,546	6,940,263	8,759,855	8,691,878
Less: free service	(2,835)	(2,724)	(4,449)	(3,024)	(7,284)	(5,748)
Net operating revenues	1,784,474	1,748,891	6,968,097	6,937,239	8,752,571	8,686,130
Purchase of water and power	17,718	18,297	5,138,404	4,813,412	5,156,122	4,831,709
Operating Expenses						
Salaries and benefits	842,856	760,877	941,616	777,565	1,784,472	1,538,442
Repairs and maintenance	147,384	77,447	97,400	(60,783)	244,784	16,664
Supplies	66,646	46,074	54,541	58,896	121,187	104,970
Utilities	26,856	25,089	19,126	15,675	45,982	40,764
Insurance	60,366	50,917	67,348	59,486	127,714	110,403
Professional fees	46,454	26,137	48,022	35,154	94,476	61,291
Administrative	70,344	25,292	75,985	91,818	146,329	117,110
Depreciation	241,429	247,100	282,650	237,788	524,079	484,888
Total operating expenses	1,502,335	1,258,933	1,586,688	1,215,599	3,089,023	2,474,532
Operating income (loss)	264,421	471,661	243,005	908,228	507,426	1,379,889

(Continued)

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

	Water		Electric		Total	
	2023	2022	2023	2022	2023	2022
Nonoperating revenues (expenses):						
Net investment income	5,174	2,285	31,381	14,010	36,555	16,295
Realized gain (loss) on investments	-	460	-	2,597	-	3,057
Unrealized gain(loss) on investments	(15,398)	609	(87,256)	3,452	(102,654)	4,061
Gain (loss) on disposal of assets	(2,172)	-	7,340	-	5,168	-
Grant income	20,098	4,035	-	54,553	20,098	58,588
Grant Expense	(20,098)	(4,035)	(480)	(47,734)	(20,578)	(51,769)
Miscellaneous	(2,951)	(25,382)	(1,024)	(48)	(3,975)	(25,430)
Appropriations to Mayor & Council of New Castle						
Ordinary	(99,713)	(88,299)	(399,666)	(400,735)	(499,379)	(489,034)
City Services	(26,839)	(25,892)	-	-	(26,839)	(25,892)
Special	(5,551)	(54,169)	(4,850)	(16,518)	(10,401)	(70,687)
Total nonoperating revenues (expenses)	<u>(147,450)</u>	<u>(190,388)</u>	<u>(454,555)</u>	<u>(390,423)</u>	<u>(602,005)</u>	<u>(580,811)</u>
Income before capital contributions	116,971	281,273	(211,550)	517,805	(94,579)	799,078
Capital Contributions	-	-	-	-	-	-
Change in net position	116,971	281,273	(211,550)	517,805	(94,579)	799,078
Net position - beginning	6,586,268	6,217,464	12,507,948	11,926,596	19,094,216	18,144,060
Net position - ending	<u>\$ 6,703,239</u>	<u>\$ 6,498,737</u>	<u>\$12,296,398</u>	<u>\$12,444,401</u>	<u>\$18,999,637</u>	<u>\$18,943,138</u>

Comptroller/Treasurer's Report – January 24, 2023

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

Project	Total Approved Budget	Materials as of 12/31/2022	Remaining Budget as of 12/31/2022	Total Capitalized To Date (1)	Status
Vandyke Village Undergrounding	\$ 886,000.00	\$ 635,940.00	\$ 250,060.00	\$ 1,050,884	In Progress
AMI System - Electric	665,000	42,017	622,983	-	In Progress
Debt Principal Pymt - 6months DEMEC	30,000	31,780	(1,780)	-	In Progress
Dobbinville 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	-	Awaing Intstall
T-10 Replacement Ram 3500	-	91,640	(91,640)	91,640	Completed
WIAC AMP Grant - MSC Asset Management \$100,000 RK&K Engineering (approved 07-01-19)	100,000	71,505	28,495	-	In Progress
AMI System - Water	1,159,100	317,475	841,625	-	In Progress
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 Reloc approved 04/2021 \$37,500 + 12,000 (increase) approved 04/2022	49,500	-	49,500	-	CANCELLED
Structural Improvements to Water Tanks	100,000	93,543	6,457	-	Completed
VFD Upgrades	44,000	-	44,000	-	Not Started
Toyota Pallet Lift	10,500	-	10,500	-	In Progress
T-8 Replacement	92,500	-	92,500	-	Cancelled
60'x120' Pole Building for storage					
Electric	203,500	174,492	29,008	-	Construction
Water	166,500	142,766	23,734	-	Construction
2 Way Radio Replacement					
Electric	8,250	7,829	421	-	Complete
Water	6,750	6,406	344	-	Complete

Comptroller/Treasurer's Report – January 24, 2023

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

Project		Total Approved Budget	Materials as of 12/31/2022	Remaining Budget as of 12/31/2022	Total Capitalized To Date (1)	Status
<b>Admin Conference Room Furnishings</b>						
	Electric	8,250	9,865	(1,615)	-	Complete
	Water	6,750	8,071	(1,321)	-	Complete
<b>Phone System Replacement</b>						
	Electric	8,250	914	7,336	-	In Progress
	Water	6,750	748	6,002	-	In Progress
<b>Admin Copier/Folding Machine</b>						
	Electric	16,500	11,987	4,513	11,987	Complete
	Water	13,500	9,807	3,693	9,807	Complete
<b>Master Campus Plan/Admin Facility approved \$19,000 12/2019 + 2ND Phase \$15,000</b>						
	Electric	18,700	19,505	(805)	-	In Progress
	Water	15,300	15,958	(658)	-	In Progress
<b>Accounting Policies/Procedures manual</b>						
	Electric	3,328	1,075	2,252	-	In Progress
	Water	2,723	880	1,843	-	In Progress
		\$ 3,955,250.00	\$ 1,703,060.37	\$ 2,252,189.63		

(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
Penn Farm Water Domestic Pressure Pump	\$ 2,800.00	\$ 3,222.14	8/9/2022	12/2/2022
Penn Farm Invoice Reimburse Delaware Sol	\$ 1,155.00	\$ 215.90	9/16/2022	10/21/2022
Penn Farm Steet Lights	\$ 1,450.00	\$ 782.30	10/25/2022	11/3/2022



# 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

January 24, 2023

Prepared by: Jay Guyer on January 17, 2023

### 1. Developer Projects

#### A. Riverbend Subdivision

1. WUM Guyer has had no further communication from Rail Pros on the returned executed Railroad Water / Electric Crossing Agreements. Water Operators completed field inspection of 2 water service installations which were in compliance with MSC standards. MSC is working with Gemcraft Homes to reconcile the sold lots so unused escrow funds can be refunded. WUM Guyer submitted a quote to Freedom Development for inspection to complete the Phase 1 water main and services (main to curb stop).

#### B. Sheriffs House Renovation – Market Street

1. Domestic and fire services have been installed and samples from both the domestic and fire services were collected for bacteria testing which were absent. Certification of the backflow preventers is pending. Water meter shave been installed for both the domestic and fire systems.

#### C. Colonial School District – Wm Penn High and Wallace Wallin School

1. WUM Guyer was contacted by engineering firm Greenman-Pedersen, Inc. (GPI) on January 6<sup>th</sup> in reference to the current water services supplying the facilities. GPI will be designing the replacement water mains for the schools. WUM Guyer discussed the existing services and MSC Standards for water main construction.

### 2. MSC Projects

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

1. MSC continues receiving water meters and supplies for the installation. A planning meeting with AMP and MSC was held on January 13<sup>th</sup> to discuss AMI installation.

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

1. WUM Guyer and WUS Jaeger are reviewing the updated list of customers that are non-compliant with testing/certifying their Backflow Prevention Devices and reaching out to them. After review, Third/Final notices for non-compliance will be mailed to them.

# 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 24, 2023

Prepared by: Jay Guyer on January 17, 2023

### C. Hewlett, Janvier, and Megginson Avenue Water Main Replacement

1. WUM Guyer and WUS Jaeger reviewed the Hewlett, Janvier, and Megginson Avenue Water Main replacement project Draft Plans and started adding comments. Pennoni Associates continues working on design related to conflicting Utilities. WUM Guyer and WUS Jaeger met with a local Utility contractor to discuss options and phasing for the project. WUM Guyer is contacting Del DOT in reference to Utility Requirements for the roadway crossings.
2. WUM Guyer scheduled a meeting with the new DWSRF Program Administrator to review the next steps for the Hewlett Water Main Project Loan and several other projects.

### 3. Operations

#### A. Outages

1. There were no planned and 1 unplanned water outage for the month of December 2022. See attached outage report for details.

#### 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. Adam Redding is scheduled to be on site January 19<sup>th</sup> and 20<sup>th</sup> to perform maintenance including changing the carbon / resins.
2. WUM Guyer and WUS Jaeger continue working with the Delaware Rural Water Association (DRWA) Apprenticeship Program at William Penn High School. MSC hosted a walking fieldtrip to our School Lane Water Treatment Facility on December 19<sup>th</sup> and a tour of our Water Tanks on January 18<sup>th</sup> for the students.
3. WUM Guyer continues following the US Environmental Protection Association proposal to add the East Basin Road Groundwater Site to the Superfund National Priorities List (NPL). WUM Guyer has nothing to update on this proposal.
4. House Bill 8 – Delaware Legislation directing the establishment of a State Maximum Contaminant Level (MCL) for the PFAS contaminants PFOA and PFOS remains on hold pending EPA's determination on federal regulations.

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5. EPA Revised Lead and Copper Rule Requirements – WUM Guyer and WUS Jaeger continue working to contact Schools and Daycares in our service area to discuss their water services.
6. December 2022 Newsletter – The Fall Newsletter was completed and delivered to the printer for copying and mailing. Copies of the Newsletter were placed at the City Library, City Administrative Building, MSC Main Office, and MSC Utility Building for the public.

### C. System Repairs and Maintenance

1. Riverbend Subdivision – Flushed on December 5<sup>th</sup> and 19<sup>th</sup> to maintain Chlorine Residual.
2. Monthly Meter Reading – Monthly meter reads were be completed on January 12<sup>th</sup>. Operators handed out door hangers and followed up on check and missed reads.
3. Tank Maintenance – The MGT was disinfected and filling started on December 2<sup>nd</sup>. Bacteria and VOC samples were collected and delivered to the Lab. Results were forwarded to the Office of Engineering, an Approval to Operator was issued on December 23<sup>rd</sup>.
4. MSC Crews mobilized on the evening of December 22<sup>nd</sup> to locate, excavate, and repair a broken water service at 523 Delaware Street. The repair was completed in 3 hours and affected 14 customers. The blacktop roadway was restored on January 6<sup>th</sup>.

### D. Grants and State Revolving Funds

1. Water Infrastructure Advisory Council (WIAC) Grants – RK&K is updating Task 6 - Develop Asset Rehabilitation and Replacement Costs and Task 7 – Prepare Water Infrastructure Asset Management Plan for delivery to WUM Guyer and WUS Jaeger to review and comment on.

### E. Equipment

1. No equipment issues to report for the month of December 2022.

### F. Personnel and Training

1. No personnel issues to report at this time.

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### G. 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. MSC Managers and Supervisors are reviewing information from our DFIT Representative Scott Stohrer for our safety manual updates and our safety committee. WUM Jaeger attended the December 20<sup>th</sup> and January 17<sup>th</sup> DFIT Safety Meetings.

### 3. Local, State, and Federal Agencies

#### A. WSCC - Water Supply Coordinating Council

1. The next meeting of the Northern New Castle County Water Providers has not been scheduled as re-authorization of the group is pending.

#### B. WRA – Water Resource Agency

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

#### C. DEWARN – Delaware Water/Wastewater Agency Response Network

1. The next DEWARN meeting is tentatively scheduled for February 14, 2023.

#### D. Water Operator Advisory Council

1. The next Advisory Council meeting is scheduled for February 2, 2023.
2. The next meeting of the 5 person Advisory Council Sub - Committee tasked with review and update of the Water Operator Certification Regulations is pending.

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

1. The December 14<sup>th</sup> meeting went well. MSC Representatives and our Engineer from Pennoni attended the meeting. Council voted to approve the SRF loan with forgiveness for the Hewlett and Janvier Avenue Water Main Replacement Project.
2. The next WIAC meeting is scheduled for March 15, 2023

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## **Water Department Commission Meeting Report**

**January 24, 2023**

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**End of Report**

**Attachments:** December 2022 Water Works Report  
December 2022 Water Outage Tracking Sheet

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**Monthly Water Works Report**  
**December 1 - 31, 2022**

Prepared By: Jay Guyer on January 17, 2023

Water Production		FT 300		Gallons	
Month	Year	Raw	Adjusted Finished	Raw	Finished
December	2021	11,947,400	11,533,072	14,051,200	13,887,107
December	2022	14,051,200	13,887,107		
	Difference	2,103,800	2,354,035		
	Percentage Difference	15.0	17.0		
				Difference	-164,093
				Percentage Difference	1.2

Well(s) in Operation	Basin Road	Frenchtown Road	School Lane	Cross Roads
Days Pumped	Reserve Status	XXX	XXX	Resting
		30	14	

Note: School Lane Well was used with Frenchtown Road Well to re-fill the Million Gallon Tank after repainting.

Water Quality	MSC Average	Goal / Target Level	Range
Average Chlorine Residual	1.40 ppm	1.00 ppm	0.90 - 1.20 ppm
Average pH	7.4	7.6	7.4 - 7.8
Average Fluoride Residual	0.75 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	42
# Completed	42
# of Damages	0

Building Permit Review  
 (Water Related Conflicts)

# Reviewed	30
# Approved	30
# Not Approved	0

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**Monthly Water Outages / Interruptions Report**  
**December 1 - 31, 2022**

Prepared By: Jay Guyer on January 17, 2023

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

No Planned Outages or Interruptions for the Month of December 2022.

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

12/22/2022	3 Hours	Delaware Street - Between 5th and 6th Streets	14	Repaired 523's 3/4 water service that was broken at the corporation in the main.
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**ELECTRIC DEPARTMENT COMMISSION REPORT**

**January 24, 2023**

**Prepared by Artie Granger on January 17, 2023**

**1. Developer Projects:**

**A. Riverbend Subdivision:**

- I. MSC continues to work with the builder to turn on electric to houses as requested.
- II. MSC has reminded the builder that they have just about reached the capacity of the temporary service.
- III. MSC has had limited conversation with the developer about installing a feed from either the substation or Centerpoint Industrial Park. At this time it seems like they are wanting to bring the feed from Centerpoint Industrial Park.

**B. Potential New Customers**

- I. New customer in Centerpoint Industrial Park. There has been no new information about this customer.
- II. New customer in Riveredge Industrial Park. There has been no new information about this customer.

**2. Capital Projects:**

**a) Van Dyke Village:**

- a. MSC has all of the lighting for this phase turned on.
- b. MSC has transferred all customers for this phase from aerial to the new underground.
- c. MSC will continue to remove aerial services to customers houses that have been converted.
- d. MSC will continue to work on finishing up "punch list" items that come up from customers or need completed.

**b) Grant Opportunities:**

- a. Baker Tilley notified MSC that there is no significant changes until the second quarter of 2023.



**ELECTRIC DEPARTMENT COMMISSION REPORT**

**January 24, 2023**

**Prepared by Artie Granger on January 17, 2023**

**3. Capital Purchases:**

I. MSC Utility Building

1. MSC has taken delivery of the wash bay equipment.
2. MSC is working on getting the gas connection.
3. MSC has completed the installation of the building lights.
4. MSC will continue to work on building as time allows.

**4. Operations:**

- a. MSC will be working with Delmarva Power to replace a pole on Wilmington Road.
- b. MSC is working with Verizon to get a pole in town scheduled for replacement.

c. **Outages :**

- I. There were no outages this month.

<b>SAIDI (minutes)</b>	<b>SAIFI (number of interruptions)</b>	<b>CAIDI (minutes)</b>	<b>ASAI (percent)</b>
49.103	1.527	32.164	99.9906%

- II. 01/1/22 – 01/1/23

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

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

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

ASAI - is the Average Service Availability Index.

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**ELECTRIC DEPARTMENT COMMISSION REPORT**

**January 24, 2023**

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5. **Repairs and Maintenance:**

A. **Wilmington Road Substation:**

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

B. **Dobbinville Substation:**

- I. The electric department has performed the monthly inspections at this location.
- II. After getting all testing back that appeared to show that there was no problem with the transformer. We had our engineers and testing company on site to work with trouble shooting additional problems and causes.
- III. We found that there is no problem with the relay for the 138KV breaker.
- IV. We found that the motor operator for the 138KV circuit switcher had tension on the chain controlling a stack of relay switches. This caused the stack of relays to flex and not make contact.
- V. Dobbinville substation is back in service and there is load on the substation.
- VI. When transferring load back to the substation there was one breaker that appeared to be slow to close. MSC discussed this with our engineering firm and the recommendation is that we have the breakers serviced. MSC is working on getting this done.