

Municipal Services Commission Monthly Meeting  
October 16, 2025 – 9:00 a.m.  
216 Chestnut Street New Castle, Delaware

The meeting was called to order at 9:15 a.m. with Mr. Scott Blomquist, Secretary, presiding.

Present: David Atherton, Commissioner, President *(Joined at 9:30 a.m.)*  
John Wik, Commissioner  
Scott L. Blomquist, Secretary

Absent: Mayor Valarie W. Leary, Commissioner

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

Mr. Blomquist convened the meeting at 9:15 a.m. Roll call followed and a quorum to conduct business was not declared. The meeting continued with Staff Reports.

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

Mr. Natale reported as of September 30, 2025:

- Cash on Hand as of September 30, 2025: \$6.3M.
- Investment portfolio as of August 31, 2025: \$1.4M, which is a net gain of \$9,000 from prior month.
- There were 123 days unrestricted cash on hand, that was up one (1) day from prior month. The Water Department had 72 days of unrestricted cash on hand. The Electric Department had 140 days of unrestricted cash on hand.
- Check Register:
  - \$202,000 to the City of New Castle for the quarterly appropriation.
  - \$3,757 to Lewis Environmental for cleaning out the transformer.
- There were 25 service cuts for non-payment in August.

Electric Department

- User Charges are \$156,000 below budget FYTD.
- kWh sales were 2% lower than prior year .
- Consumption YTD is approximately 4.9% lower than the 5-year average and 4.5% lower than prior year YTD due to seasonal fluctuations and cooler temperatures in April, May and June.  
In July there was a shift in consumption that was more apparent in August in September because Zenith is cutting back on production. When analyzing their consumption MSC is \$108,000 below what is typical for Zenith, which they stated was due to tariffs. Mr. Natale added that with this decrease in Zenith MSC will probably be able to keep revenues flat, but will probably not be able to keep rates flat across all classifications.
- Operating Expenses had a favorable variance of \$20,000 on the budgetary basis mostly related to a decrease in power purchases. The decrease in DEMEC bills consumption and what MSC billed is consistent.
- Mr. Natale explained the Miscellaneous Expense variances.

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Water Department

- User Charges have a favorable variance of \$17,000 for the fiscal year, which is fairly consistent with the 5-year average.
- MSC should be receiving approximately \$1.4M in settlement funds from the PFAS suit, which should bring water cash on hand up to 180 days.
- Operating expenses have a favorable variance of \$38,000 on the budgetary basis YTD.
- The change in net position being so far over budget is related to the PFAS settlements.

Mr. Natale will be sending the quarterly financial statements to the City and the Trustees.

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

Developer Projects:

- Riverbend Subdivision – MSC continues to work with the developer to get the feed from Centerpoint completed. The developer switched contractors. Developer-supplied materials were installed from the Dobbinsville substation to Riverbend. The developer is working on getting material so this work can continue. At this time, MSC has all the wire and a portion of the pipe.

Capital Projects

- Electric Mapping System – MSC received pricing from Pennoni and is trying to get another vendor to provide their scope and price.
- Temporary SCADA System – MSC received approval to proceed with the Grant. Mr. Granger reached out to Utility Engineering to ensure the pricing and scope will accomplish what is expected.
- T-15 Replacement – A replacement pick-up was ordered for T-15.
- T-12 Bucket Truck Replacement – The new T-12 Bucket Truck has been placed into service and the old T-12 was sold.
- Wilmington Road Substation – Mr. Granger reviewed the scope of the project to take the Wilmington Road Substation off line for some needed upgrades. This is scheduled to take place in FY 2026/2027. Mr. Granger stated they want to get the feed from Dobbinsville to Riverbend in before the substation is taken off line.

In response to a question from Commissioner Wik, Mr. Granger stated that he is monitoring the nitrogen leak, noting that it is not a structure issue. He added that Engineering was not concerned and said it would be fine to add it to substation projects. Mr. Granger wants to repair it and put in a nitrogen auto-fill system.

*(Stenographer's Note: Commissioner Atherton joined the meeting at 9:30 a.m. and a quorum to conduct business was declared.)*

Outages:

- There were no planned or unplanned outages in September.

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Repairs and Maintenance:

- Substation Inspections – The monthly inspections were performed at the Wilmington Road and Dobbinsville Substations.
- System Maintenance – Routine system maintenance continues for tree trimming and street light cleaning and maintenance.

Minutes

September 25, 2025 – **A motion to approve the minutes of the September 25, 2025, regular meeting and executive committee meeting as presented was made by Commissioner Atherton, seconded by Commissioner Wik, and was unanimously passed.**

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

Developer Projects:

- Riverbend Subdivision – The Norfolk Southern permit was reopened and the application process for flagging and signaling was begun. Mr. Guyer is waiting for a response from Freedom Development and their contractors on several questions. Building continues on several lots. Messrs. Guyer, Jaeger and Schlecht are working on reconciliation of the Phase 1 and Phase 2 water main installation. Mr. Guyer is working on getting valuation costs for Mr. Natale. Ryan Homes purchased the remaining lots from Freedom Development and has an aggressive build schedule, starting Phase 3 in 2026 and Phase 4 in 2027. A planning meeting with Freedom Development was held to review water and electric infrastructure.
- 610 West 7<sup>th</sup> Street – 396 Unit Apartment Complex – A meeting was held with Freedom Development representatives. They want to get a new set of plans done and market the property to sell it. Requirements for water and electric were reviewed. Revised plans will be submitted to MSC.
- 3 and 5 buttonwood Avenue – New Homes by CPR Construction – CPR Construction is building two new homes. MSC provided a quote for water service installation for Lot 3.

MSC Projects:

- Cross Connection Control Program – Hydro Corp. – The device was replaced at 222 Delaware Street which is in compliance. The last two devices for 100 and 200 Centerpoint have been ordered and will be installed when received.
- School Lane Water Treatment Facility PFAS Treatment System Improvements – MSC is moving forward to award that project to KMP Mechanical with stipulations on the requirements for being registered with SAM.gov. Mr. Guyer opined that a pre-construction meeting will be scheduled and all paperwork will be in order before the end of the month to move forward with that project. They are working on getting the temporary system in place, tested and getting samples to confirm it is functioning as it should.
- Lead Service Line Inventory (LSLI) – EPA Revised Lead and Copper Rule – Approximately 500 services were inventoried using predictive modeling. The project for Phase 2 has started to go back and identify a percentage of those annually to maintain compliance. In response to a question from Commissioner Atherton, Mr. Guyer explained that the EPA amended the

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Lead/Copper Rule Revisions which now requires verification of the service material for the 500 services that were inventoried. MSC plans to do 100 a year and report back to the Office of Drinking Water and the EPA. Mr. Guyer explained the process and history of when lead was discontinued.

- 14<sup>th</sup> Street Water Main Extension to Johnson Way – 8" Main Install – Messrs. Guyer and Jaeger put together information and forwarded it to Pennoni. Pennoni provided a not-to-exceed proposal of \$25,000 to do the engineering services and prepare information for the Office of Engineering. The first on-site meeting was held on October 14<sup>th</sup>. Mr. Guyer is working with McBride & Ziegler to amend the Easement Agreement to include water as a utility that passes through the existing Electric Easement. When the draft is completed MSC's attorney, Dan McCollom, will review it.

Operations:

- Outages – There were no planned or unplanned outages for the month of September 2025.
- Calgon Carbon Corporation (CCC) Pilot Study – The study is ongoing. A Representative from CCC asked Mr. Guyer about installing a second pilot study rig at School Lane and to share some of those columns with the Stride Group for their EPA Grant and testing on regenerated carbons. Mr. Guyer explained the process. Mr. Guyer explained that there is no cost to MSC and both units will be removed by 2027. The study will benefit all water utilities using carbon filtration, and the results of the study will eventually go national. Commissioner Wik asked if a write-up could be included in the Newsletter.
- Stride Group EPA Grant – Stride Group Chief Scientist Jimmy Murillo-Gelvez wants to do complete sampling on all MSC Wells and get another 100 gallons of water to continue running their pilot study locally. MSC will do that on November 7<sup>th</sup>.
- ARC GIS Pro Water System Mapping and Water Model Planning Grant – Work for the grant is wrapping up. The system was tested and it was confirmed that it works. MSC gave a mapping demo on October 14<sup>th</sup> to the City Administrator, who saw the benefits. Mr. Blomquist stated that currently the City does not have access to the MSC mapping system and opined that public-facing maps would benefit the Planning Commission in making future planning decisions. Ms. Tantillo was unaware that MSC was not involved in the Planning Commission process. She will do some research on why MSC is not more involved and will reach out to the Planning Commission to see if they would like a demo.
- PFAS Litigation – Receipt of the second payment from the PFAS 3M litigation Phase 1 Action Fund settlement is pending.
- Delaware State and Local Cybersecurity Grant Program (DLSCG) – The Cybersecurity grant Quarterly Progress Updates were completed and submitted. The laptop was purchased and it has been provided to Keystone as a dedicated unit to use in MSC's system.
- Radiation and Granular Activated Carbon – MSC continues to collect monthly background readings on the carbon vessels for radiation.

System Repairs and Maintenance:

- Water Operator Projects/ Tasks worked on during the Month:
  - a) Operators are cutting and maintaining the 300' radius wellhead protected grass areas around Cross Roads, Frenchtown Road, and School Lane Wells.

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- b) All Long-Term Water Cuts were verified to be turned off.
- c) Operator Granger has ordered material for the Office Vestibule replacement and received them. The vestibule renovation is scheduled to start on October 13th.
- d) Operators collected Monthly Bacteria Samples (10 per month) and Anion Samples as required by ODW for compliance.
- e) Fire Hydrant Painting – Water Operators continue painting fire hydrants around our water system that were identified as having a poor appearance during our June maintenance/flushing program. During our painting process, all hydrants are in service and fully functional. Notice was forwarded to Good-Will Fire Company about the hydrant painting. Operators have completed painting 39 hydrants.
- f) Water Operators started Phase 2 of the Lead Service Line Inventory – approximately 100 of the 500 services identified using our predictive modeling need to be excavated and pipe material visually confirmed.
- g) Water Operators have been identifying damaged valve box locations and making repairs.
- Riverbend Subdivision – Riverbend was flushed on October 7<sup>th</sup> to maintain Chlorine residual.

Safety:

- An MSC representative will attend the DFIT Safety Meeting on October 21<sup>st</sup>.

Local, State and Federal Agencies:

- WSSC – Water Supply Coordinating Council – The next full Council meeting is November 5th.
- WRA – Water Resource Agency – MSC continues sending monthly pumping data.
- DWARN – Delaware Water/Wastewater Agency Response Network – Mr. Guyer attended the DWARN meeting on September 30<sup>th</sup>. The Chair updated the group on National WARN events. The Office of Drinking Water and Rural Water provided information on upcoming training and regulations. The next meeting will be scheduled in December.
- Water Operator Advisory Council – The October 2<sup>nd</sup> Advisory Council meeting was cancelled.
- WIAC – Water Infrastructure Advisory Council – They are in negotiations with DelTech for contract renewal. It was agreed there was no benefit in meeting until that issue is resolved.

MRPS Compliance

Mr. Blomquist submitted the MRPS Compliance Report CY24-25 to the Board that states DEMEC is in compliance. No action is required. Mr. Blomquist noted that if a resident submits an application to install solar it would not be rejected as long as it meets MSC standards.

Secretary's Report – Mr. Blomquist reporting

DEMEC:

- Messrs. Blomquist and Natale attended the October 9<sup>th</sup> DEMEC meeting.
- Demand January – June was 1.7% higher than the same period in 2024 and was 3% higher than the 2025 budget.
- Unrestricted cash was \$68.2M, which was \$9.1M over the target of \$59.1M.
- There were 117 days cash on hand as of July 31, 2025.

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- The Rate Stabilization Reserve was \$39.4M, which was 65.5% higher than July 2024.
- Total income for July was \$157.4M which is a 24.7% higher than June 2024..
- Both Beasley units were available 100% in July. Unit 1 operated 308 hours and Unit 2 operated 283 hours.

New Castle

- Mr. Blomquist reviewed the GIS System with City Administrator Antonina Tantillo.
- Management will met to review the Capital Budget for FY27 the week of October 20<sup>th</sup>.
- They will meet with UFS and will start the update on electric and water financial projections and rate adjustments for FY27.
- The City received the grant for the separation of the City and MSC IT infrastructure.
- MSC is working on converting the Tyler System on the server to a Cloud Based System.

SCADA Upgrade

Mr. Natale reported that MSC is getting a grant for SCADA at the Dobbinsville Substation. MSC has the equipment from Schweitzer Engineering Laboratories (SEL). The engineer is recommending that MSC exercise the portion of its purchasing policy that would declare this a sole source purchase because there is no benefit in going on the open market and soliciting bids.

Mr. Granger explained what the project consists of engineering costs, equipment costs from SEL, and commissioning costs from SEL. Engineering costs are under Professional Services and MSC already has SEL relays and equipment at the substation. Because SEL sells direct to consumer, there is no benefit to request bids.

Mr. Natale explained that MSC's purchasing policy does not require it to bid out engineering, but because Federal funding is being passed through the State the Commission is being asked to approve a sole source purchase based on the engineer's recommendation of the equipment and commissioning costs. Mr. Granger has documentation from the State and has provided a letter from the engineer stating it is acceptable to them if MSC exercises the provision in its Purchasing Policy to use a sole source purchase. The cost estimate for the project is \$220,000, which is the amount of the Grant. Mr. Blomquist added that the SCADA system is designed to work with MSC's relays.

**A motion was made by Commissioner Wik to make a sole source justification per Schweitzer Engineering to proceed with the purchase of the equipment and commission costs. The motion was seconded by Commissioner Atherton and was unanimously passed.**

Next Regular Meeting

The Commissioners set the September Board meeting to be Tuesday, November 25, 2025, at 9:00 a.m.

*(Stenographer's Note: The Commissioners changed the meeting date to Thursday, November 20, 2025, at 9:00 a.m. after the meeting due to a conflict.)*

There being no further business to discuss, Mr. Blomquist called for a motion to adjourn.

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**A motion to adjourn was made by Commissioner Wik and seconded by Commissioner Atherton. The motion passed unanimously and the meeting adjourned at 10:21 a.m.**

*Kathleen R. Weirich*

Kathleen R. Weirich  
Stenographer

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

*Scott Blomquist*

# **Comptroller/Treasurer's Report**



**October 16, 2025 Commission Meeting**  
Prepared By: Ken Natale, CPFO on October 9, 2025

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## Cash & Investments

As of September 30, 2025 the cash balances were:

M&T Bank Checking:	\$ 498,751
M&T Investment Sweep:	4,166,218
M&T Bank Restricted	1,673,751
Petty Cash/Change Fund:	896
<b>Total Cash on Hand:</b>	<b>\$ 6,339,616</b>



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

<b>Beginning Balance</b>	<b>\$ 4,639,053</b>
Cash from customers	1,308,328
Interest Income	14,592
Bond Proceeds	-
Legal Settlements	-
Refunds to customers - deposits	( 3,573)
Payments to suppliers for goods & services*	( 1,177,500)
Bank service fees	( 846)
Payments to employees for services	( 114,189)
Net Cash Provided (Used)	<u>26,812</u>
<b>Ending Cash Balance</b>	<b>\$ 4,665,865</b>

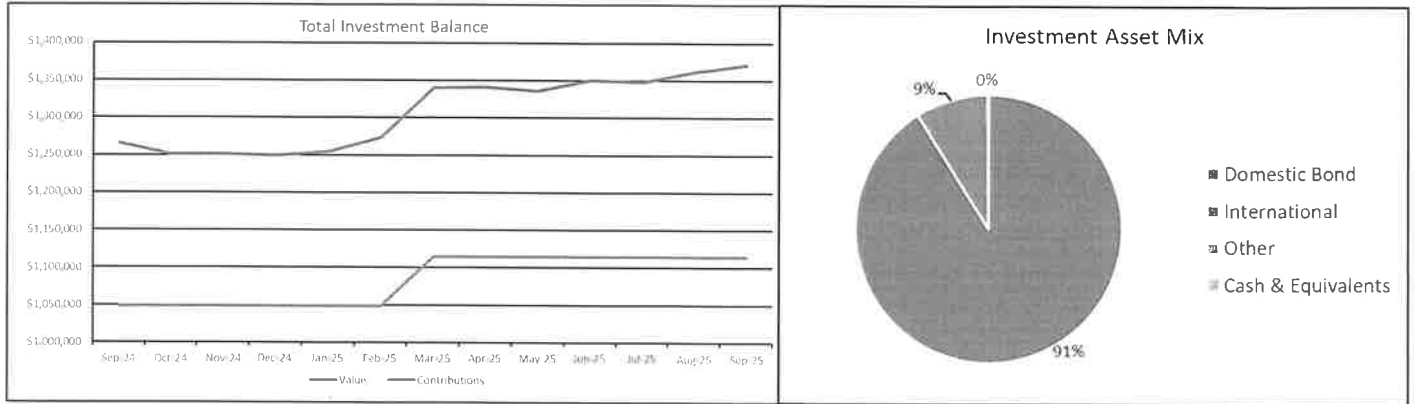
\*A detailed check register for the month is available on page 3 of this report.

As of September 30, 2025 the value of the Commission's investment portfolio totaled \$1,371,203 which is a net gain of \$9,248 (0.6%) from the prior month.

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 4.05% interest and has a stable net asset value of \$1.00.

Overall, there were 123 days unrestricted cash on hand at September 30 (+1 day from prior month) when including the value of the Commission's investment portfolio which is held in liquid assets (mutual and exchange traded funds), and excluding cash due to developers not held in restricted accounts. The water fund as of September 30 had 72 days unrestricted cash on hand (+8 from prior month) while the electric utility had 140 days unrestricted cash on hand (-3 from the prior month).

## Comptroller/Treasurer's Report – October 16, 2025



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 “other” category is Prudential Financial, Inc. stocks, due to current market instability, the investment advisors have recommended delaying the liquidation of these stocks until the end of the second quarter.

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

Holdings	Symbol	Market Value	Est. Yield
<b>Money Markets</b>			
Insured Cash Accounts		\$ 1,675	0.60%
<b>Mutual Funds</b>			
PGIM Total Return Bond CL A	PDBAX	235,417	4.28%
Fidelity Advisor Total Bond CL	FEPIX	369,089	4.31%
T Rowe Price Global Multi Sector Bond I	PGMSX	120,903	5.07%
Vanguard Intermediate Term Treasury	VFIUX	150,656	3.95%
<b>Exchange Traded Funds</b>			
iShares Trust 1-3 Year Treasury Bond EFT	SHY	493,463	3.93%
<b>Total</b>		<b>\$ 1,371,203</b>	<b>4.19%</b>

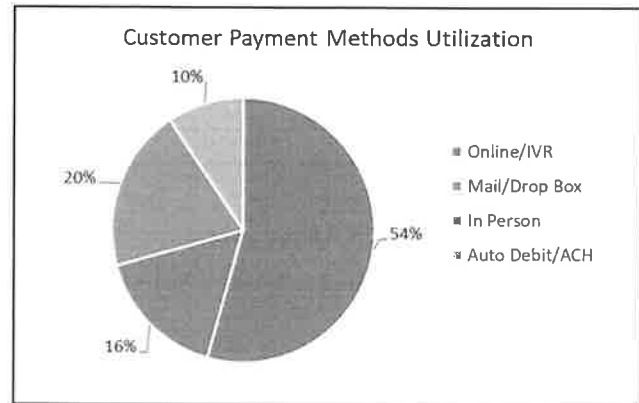
**SEPTEMBER 2025 - CHECK REGISTER**

Number	Date	Vendor Name	Amount
202137	09/15/2025	Antonio's Lawn Service	\$ 3,575.00
202138	09/15/2025	Cummins Sales and Service	578.60
202139	09/15/2025	Delmarva Power	128.42
202140	09/15/2025	Ferguson Enterprises Inc	140.00
202141	09/15/2025	New Castle Cares Fund	10,000.00
202142	09/15/2025	SFS Tools and Safety LLC	365.76
202143	09/15/2025	Trans Union LLC	345.93
202144	09/15/2025	GREG YACUCCI	1,180.00
202158	09/26/2025	Artesian Water Co Inc	2,549.85
202159	09/26/2025	City of New Castle	202,054.53
202160	09/26/2025	Consult Dynamics Inc DCA Net	20.00
202161	09/26/2025	Council 81	499.40
202162	09/26/2025	Delta Dental of Delaware Inc	1,871.76
202163	09/26/2025	DEMEC Inc	1,177.35
202164	09/26/2025	Diamond Materials	1,540.54
202165	09/26/2025	Dover Plumbing Supply Co.	1,212.12
202166	09/26/2025	Grainger	142.54
202167	09/26/2025	Hire Right Solutions Inc	301.15
202168	09/26/2025	KDI Inc.	229.49
202169	09/26/2025	Kendall Electric INC	801.60
202170	09/26/2025	Keystone Engineering Group Inc	2,194.50
202171	09/26/2025	LEWIS ENVIRONMENTAL	3,757.90
202172	09/26/2025	Office of Drinking Water	100.00
202173	09/26/2025	PARAGON INSURANCE HOLDING INC	238.00
202174	09/26/2025	Pennoni Associates Inc.	2,403.75
202175	09/26/2025	Principal Financial Group	2,452.34
202176	09/26/2025	The Briggs Company	2,915.78
202177	09/26/2025	Tyler Technologies Inc.	4,125.00
202178	09/26/2025	VersaLift East, LLC	933.90
202179	09/26/2025	Wesco Receivables Corp.	4,091.28
DFT000265	09/01/2025	Department of Human Resources Financial Services	49,256.08
DFT000267	09/16/2025	BRINKS CAPITAL	921.10
DFT000268	09/12/2025	T. ROWE PRICE RETIREMENT PLAN SERVICE INC	6,691.79
DFT000269	09/12/2025	United States Treasury	21,776.34
DFT000269	09/02/2025	OpenEdge	1,963.95
DFT000269	09/12/2025	Nationwide Life Ins. Co. of America	23,703.60
DFT000269	09/12/2025	M&T ONE CARD	40,208.48
DFT000269	09/19/2025	DEMEC Inc	704,052.29
DFT000269	09/26/2025	T. ROWE PRICE RETIREMENT PLAN SERVICE INC	6,701.08
DFT000269	09/26/2025	United States Treasury	22,043.29
DFT000269	09/26/2025	M&T ONE CARD	48,255.98
<b>TOTAL PAYMENTS</b>			<b>\$ 1,177,500.47</b>

## Customer Service/Billing

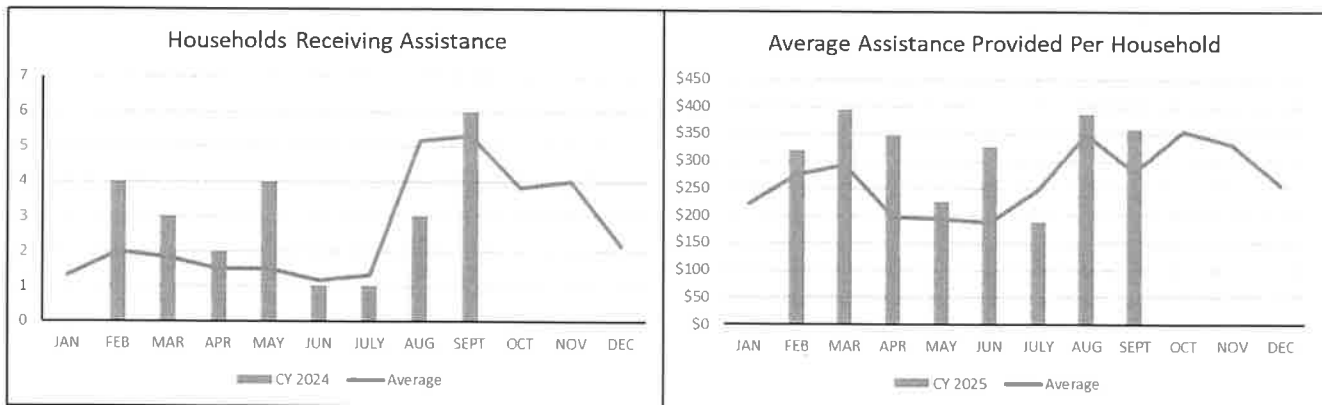
Since the previous meeting, the Customer Service Department processed:

Bills sent	3,283
Delinquent & past due notices	485
Automated phone notifications	782
Payment arrangements	7
Contracts	3
Service cuts for non-payment	25
Accounts sent to collections	4
Electric bad debt write-offs	\$0.00
Applications for service	28



### 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 September, the fund assisted six customers with an average of \$359. The maximum allowed by the program is \$400. The current balance in the fund is \$8,730.



In addition to assistance provided through the New Castle Cares fund, seven customers received an average of \$345 from other agencies or nonprofits that provide assistance for utility bills.

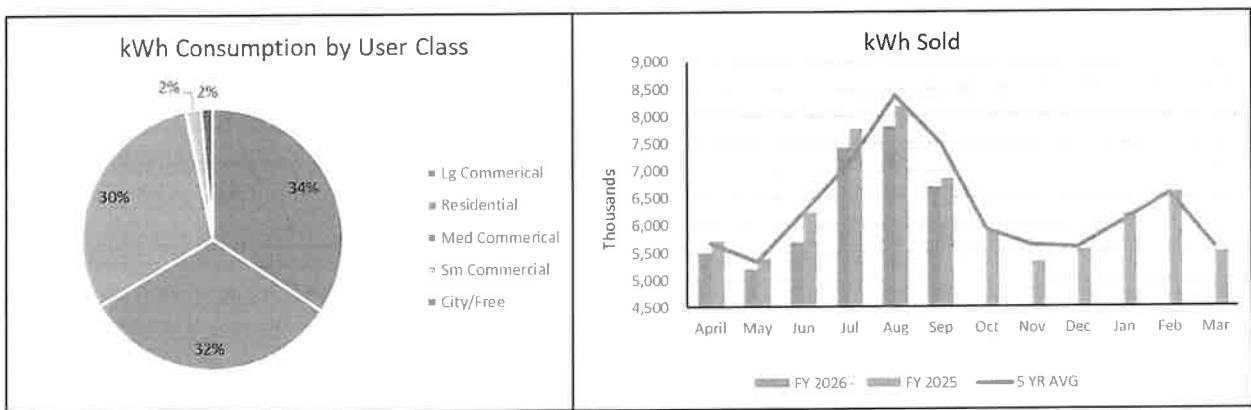
**UNAUDITED**

## Electric Revenues

User charges are \$156,000 below budget fiscal year to date. September kWh sales were 2% lower compared to the same period last year. Consumption for the fiscal year to date was approximately 4.9% lower than the 5-year average year to date, and 4.5% lower than the prior year to date.

Fiscal year to date, billed consumption is down 2 million kWh. That amount tracks with a reduction in kWh billed to MSC from DEMEC.

Cooler than normal summer temperatures were part of the reason for this decrease in consumption. September demand charges were down 14.4% for MSC's largest commercial customer in September compared to the prior year. According to the customer, this is the result of the imposition of tariffs by the federal government which have caused them to reduce their production. Demand from large secondary customers was down 0.5% while medium commercial customer demand was down 5.3% compared to September of 2024.



## Electric Expenses

Electric operating expenses have a favorable variance (\$20,000) on the budgetary basis. Variances related to power purchase are due to decreased consumption by customers year to date. The positive variances in salaries and benefits is related health insurance premiums not increasing as much as anticipated in July, changes in employee enrollments, and timing of salary accruals. The \$25,000 negative variance in miscellaneous expense is related to changes in how the allowance for bad debts is calculated. The \$32,000 negative variance in repairs and maintenance is due to increased expense for "lines and poles" fiscal year to date compared with prior years. The \$44,000 negative variance in administrative Professional Fees is the result of changes in timing of payments for software licensing and \$7,000 unplanned expense to make changes to the AMI system's programming to accommodate the special billing rate for the General Service Customer class. In total it is not anticipated that electric expenses will be over budget at fiscal year-end.

After accounting for non-operating revenues and expenses, there is a decrease in net position on the budgetary basis of \$7,000 which is \$183,000 less than anticipated. Much of that decrease is related to the decrease in user charges described above and capital outlays not occurring as quickly as projected in the budget and higher than anticipated investment income. The \$109,000 amount showing as "other expense" is a timing issue related to customer deposits that will clear in October.

When converting from the budgetary basis of accounting to generally accepted accounting principles there is an increase in net position of \$42,000 which is the result of non-cash transactions, such as depreciation, changes in compensated absences and converting capital outlays to capital assets.

**Municipal Services Commission**  
**Budget to Actual Comparison (non GAAP) – Electric**  
**As of September 30, 2025**

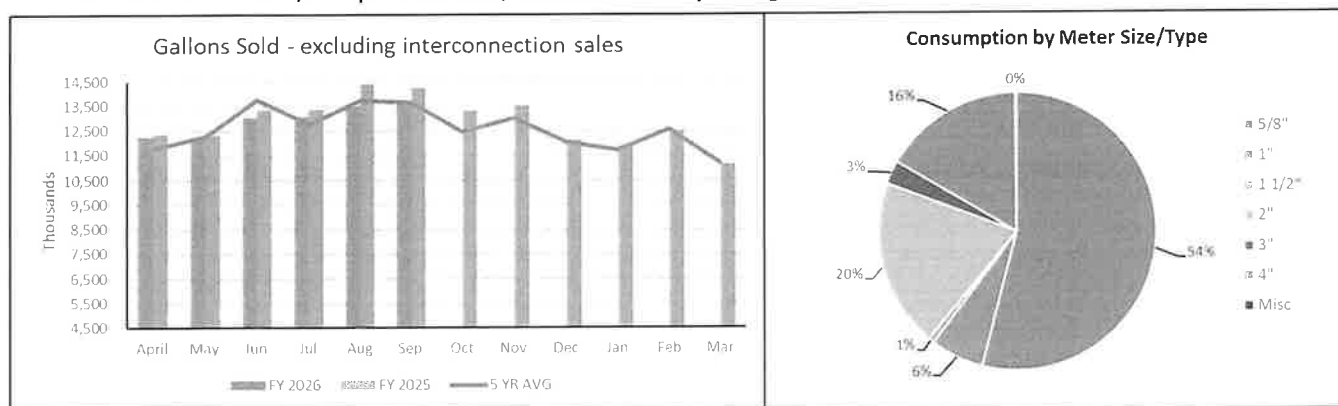
**UNAUDITED**

	YTD Budget	YTD Activity	Variance	Total Budget
<b>Operating Revenues</b>				
User Charges	5,863,881	5,708,314	(155,567)	10,909,814
City & MSC Services	21,469	20,630	(839)	41,200
Miscellaneous Income	216,502	240,594	24,092	878,550
<i>Total Operating Revenues</i>	6,101,852	5,969,538	(132,314)	11,829,564
Less: Free Service	3,189	3,911	(722)	8,000
<i>Net Operating Revenues</i>	6,098,663	5,965,627	(133,036)	11,821,564
<b>Operating Expenses</b>				
<i>Operations Dept</i>				
Purchase of electric for resale	3,963,787	3,929,734	34,053	7,644,720
Salaries and benefits	670,533	627,869	42,664	1,338,634
Professional fees	22,498	12,849	9,649	63,404
Repairs and maintenance	47,687	80,226	(32,539)	262,812
Other purchased services	30,186	25,078	5,108	46,660
Supplies and materials	19,539	28,893	(9,354)	48,262
<i>Total operations</i>	4,754,230	4,704,649	49,581	9,404,492
<i>General &amp; administrative</i>				
Salaries and benefits	308,506	288,092	20,414	636,880
Professional fees	72,299	116,399	(44,100)	216,944
Repairs and maintenance	11,669	11,141	528	22,481
Other purchased services	22,919	24,401	(1,482)	47,170
Supplies and materials	7,578	4,111	3,467	14,410
Miscellaneous	5,000	30,221	(25,221)	10,000
Debt Service	61,510	45,001	16,509	123,069
<i>Total general &amp; administrative</i>	489,481	519,366	(29,885)	1,070,954
<i>Total operating expenses</i>	5,243,711	5,224,015	19,696	10,475,446
<b>Operating Income</b>	854,952	741,612	(113,340)	1,346,118
<b>Nonoperating revenue(expense)</b>				
Investment income	46,087	72,771	26,684	104,500
Investment expense	(1,943)	(1,424)	519	(4,000)
Unrealized gain(loss) on investment:	-	10,659	10,659	-
Grant income	39,984	-	(39,984)	80,000
Other Expense	-	(108,811)	(108,811)	-
Capital outlays	(448,186)	(400,701)	47,485	(896,618)
Appropriations				
Mayor and Council	(314,874)	(318,275)	(3,401)	(630,000)
Special	-	(2,384)	(2,384)	-
<i>Total nonoperating revenue(expense)</i>	(678,932)	(748,766)	(69,834)	(1,346,118)
<b>Change in Net Position</b>	<b>176,020</b>	<b>(7,154)</b>	<b>(183,174)</b>	<b>-</b>

**UNAUDITED****Water Revenues**

User charges have a favorable variance of \$17,000 for the fiscal year. Consumption for the month of September was down 4.0% compared with the same period last year. Fiscal year to date, excluding sales to Artesian, sales are consistent with the five-year average and down 2.75% from the prior year's fiscal year to date. Fiscal year to date, sales to Artesian account for \$20,000 of the \$17,000 favorable variance in user charges, without the sales to Artesian, the \$17,000 favorable variance above would be a \$3,000 negative variance. In August MSC received \$732,000 in miscellaneous revenue related to the first installment of a PFAS settlement. In September, MSC was advised to expect a second installment payment of \$1.4 million which is accrued as miscellaneous revenue.

Finance staff is working with the independent auditors to determine if these revenues should continue to be reported as miscellaneous operating revenues or if they can be reported elsewhere on the statement of Revenues Expenses and Changes in Net Position. Additionally, staff is working with the auditors to determine if there is a reasonable estimate of the full settlement that should be booked as current year revenue. As a result, this presentation, and amount may change as more information becomes available.

**Water Expenses**

Water operating expenses have a favorable year to date variance (\$38,000) on the budgetary basis. The positive variances in salaries and benefits is related health insurance premiums not increasing as much as anticipated in July, changes in employee enrollments, and timing of salary accruals. The \$10,000 variance in Miscellaneous is related to estimated bad debt expense for tenant accounts in collections which are unlikely to be recovered. Other variances are the result of timing differences and are expected to be eliminated as the year progresses.

After accounting for non-operating revenues and expenses, there is an increase in net position on the budgetary basis of \$2.4 million which is \$2.9 million better than anticipated. This is a combination of capital outlays not occurring as quickly as anticipated and the \$2.1 million in miscellaneous revenues from the PFAS settlement discussed above.

When converting from the budgetary basis of accounting to Generally Accepted Accounting Principles, the change in net position decreased to \$2.2 million as a result of non-cash transactions such as depreciation, and changes in compensated absences.

**Municipal Services Commission**  
**Budget to Actual Comparison (non GAAP) – Water**  
**As of September 30, 2025**

	YTD Budget	YTD Activity	Variance	Total Budget
<b>Operating Revenues</b>				
User Charges	1,523,472	1,543,711	20,239	3,040,436
City & MSC Services	21,061	18,458	(2,603)	40,223
Miscellaneous Income	9,578	2,158,281	2,148,703	1,138,586
<i>Total Operating Revenues</i>	<u>1,554,111</u>	<u>3,720,450</u>	<u>2,166,339</u>	<u>4,219,245</u>
Less: Free Service	1,973	2,002	(29)	4,000
<i>Net Operating Revenues</i>	<u>1,552,138</u>	<u>3,718,448</u>	<u>2,166,310</u>	<u>4,215,245</u>
<b>Operating Expenses</b>				
<i>Operations Dept</i>				
Purchase of water for resale	12,000	14,074	(2,074)	24,000
Salaries and benefits	623,974	591,032	32,942	1,242,438
Professional fees	32,314	7,268	25,046	57,540
Repairs and maintenance	109,984	143,580	(33,596)	229,381
Other purchased services	32,509	22,479	10,030	51,350
Supplies and materials	17,646	32,113	(14,467)	49,782
<i>Total operations</i>	<u>828,427</u>	<u>810,546</u>	<u>17,881</u>	<u>1,654,491</u>
<i>General &amp; administrative</i>				
Salaries and benefits	180,518	172,567	7,951	371,652
Professional fees	97,451	85,713	11,738	186,407
Repairs and maintenance	9,840	9,116	724	18,911
Other purchased services	19,924	20,391	(467)	41,230
Supplies and materials	7,324	3,174	4,150	13,375
Miscellaneous	-	9,775	(9,775)	-
Debt Service	18,000	12,071	5,929	36,000
<i>Total general &amp; administrative</i>	<u>333,057</u>	<u>312,807</u>	<u>20,250</u>	<u>667,575</u>
<i>Total operating expenses</i>	<u>1,161,484</u>	<u>1,123,353</u>	<u>38,131</u>	<u>2,322,066</u>
<b>Operating Income</b>	<u>390,654</u>	<u>2,595,095</u>	<u>2,204,441</u>	<u>1,893,179</u>
<b>Nonoperating revenue(expense)</b>				
Investment income	7,766	13,156	5,390	17,500
Investment expense	(243)	(251)	(8)	(500)
Unrealized gain(loss) on investment	-	1,881	1,881	-
Grant expense	-	(77,564)	(77,564)	-
Other Expense	-	(3,850)	(3,850)	-
Capital Outlays	(844,468)	(55,185)	789,283	(1,689,179)
Appropriations				
Mayor and Council	(87,965)	(85,835)	2,130	(176,000)
City Services	(21,983)	(22,914)	(931)	(45,000)
<i>Total nonoperating revenue(expense)</i>	<u>(946,893)</u>	<u>(230,562)</u>	<u>716,331</u>	<u>(1,893,179)</u>
<b>Change in Net Position</b>	<b>(556,239)</b>	<b>2,364,533</b>	<b>2,920,772</b>	<b>-</b>

**UNAUDITED**

**Municipal Services Commission  
Statement of Net Position  
As of September 30, 2025 and 2024**

	2026	2025
<b>ASSETS:</b>		
Current assets:		
Cash and equivalents	\$ 4,665,866	\$ 2,622,589
Investments	1,371,203	1,265,552
Accounts receivable, net	2,252,954	788,391
Inventories	1,077,060	980,284
Prepays	57,880	80,041
Restricted cash	1,673,751	972,980
Total current assets	11,098,714	6,709,837
Noncurrent assets:		
Capital assets not being depreciated:		
Land	43,796	43,796
Construction in progress	606,469	556,283
Capital assets net of accumulated depreciation:		
Buildings	628,411	660,504
Equipment	698,506	638,455
Infrastructure	15,782,701	16,290,140
Total noncurrent assets	17,759,883	18,189,178
Total assets	28,858,597	24,899,015
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Pension	501,638	327,027
Total deferred outflows	501,638	327,027
<b>LIABILITIES</b>		
Current liabilities:		
Accounts payable	861,320	674,169
Accrued liabilities	39,784	32,688
Customer Deposits	2,090,631	1,036,520
Total current liabilities	2,991,735	1,743,377
Noncurrent liabilities:		
Due within one year	109,529	102,456
Due in more than one year	2,752,162	2,153,209
Total noncurrent liabilities	2,861,691	2,255,665
Total liabilities	5,853,426	3,999,041
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Pension	309,547	348,995
Total deferred inflows	309,547	348,995
<b>NET POSITION</b>		
Net investment in capital assets	16,951,981	17,338,950
Unrestricted	6,245,281	3,539,056
Total net position	\$ 23,197,262	\$ 20,878,006

**UNAUDITED**

**Municipal Services Commission**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**As of September 30, 2025 and 2024**

	2026	2025
Operating Revenues:		
Water sales	\$ 1,562,169	\$ 1,500,664
Power sales	5,728,944	5,709,600
Miscellaneous	2,286,214	41,557
Total operating revenues	9,577,327	7,251,821
Less: free service	(5,913)	(4,936)
Net operating revenues	9,571,414	7,246,885
Operating Expenses		
Purchase of water and power	3,943,808	4,006,242
Salaries and benefits	1,678,211	1,417,515
Repairs and maintenance	237,369	114,522
Professional fees	299,793	270,330
Supplies	68,291	50,065
Other purchased services	92,349	91,064
Miscellaneous	39,996	5,572
Depreciation	659,000	653,404
Total operating expenses	7,018,817	6,608,714
Operating income (loss)	2,552,597	638,171
Noncapital subsidies		
Intergovernmental	-	-
Appropriations to Mayor & Council of New Castle:		
Ordinary	(404,110)	(364,917)
City Services	(22,914)	(22,753)
Special	(2,384)	(1,718)
Total noncapital subsidies	(429,408)	(389,388)
Operating income(loss) and noncapital subsidies	2,123,189	248,783
Nonoperating revenues (expenses):		
Investment earnings	96,191	114,756
Gain(loss) on disposal of fixed assets	-	1,772
Grant revenue - restricted for capital assets	-	1,766,631
Interest expense	(11,399)	(16,819)
Total nonoperating revenues (expenses)	84,792	1,866,340
Increase (decrease) in net position	2,207,981	2,106,114
Net position - beginning	20,989,281	18,771,892
Net position - ending	\$ 23,197,262	\$ 20,878,006

**UNAUDITED**

**Municipal Services Commission**  
**Combining Balance Sheet by Department**  
**As of September 30, 2025 and 2024**

	Water		Electric		Total	
	2026	2025	2026	2025	2026	2025
<b>ASSETS:</b>						
Current assets:						
Cash and equivalents	808,323	-	3,857,543	2,622,589	4,665,866	2,622,589
Investments	205,680	189,833.00	1,165,523	1,075,719	1,371,203	1,265,552
Accounts receivable, net	1,661,338	150,346.00	591,616	638,045	2,252,954	788,391
Inventories	279,698	278,156.00	797,362	702,128	1,077,060	980,284
Prepays	21,276	24,444.00	36,604	55,597	57,880	80,041
Restricted cash	-	-	1,673,751	972,980	1,673,751	972,980
Total current assets	2,976,315	642,779	8,122,399	6,067,058	11,098,714	6,709,837
<b>Noncurrent assets:</b>						
Capital assets not being depreciated:						
Land	43,796	43,796	-	-	43,796	43,796
Construction in progress	205,768	124,736	400,701	431,547	606,469	556,283
Capital assets net of accumulated depreciation:						
Buildings	285,978	300,568	342,433	359,936	628,411	660,504
Equipment	442,922	284,126	255,584	354,329	698,506	638,455
Infrastructure	8,703,237	9,099,965	7,079,464	7,190,175	15,782,701	16,290,140
Total noncurrent assets	9,681,701	9,853,191	8,078,182	8,335,987	17,759,883	18,189,178
Total assets	12,658,016	10,495,970	16,200,581	14,403,045	28,858,597	24,899,015
<b>DEFERRED OUTFLOWS OF RESOURCES</b>						
Pension	223,882	140,270	277,756	186,757	501,638	327,027
Total deferred outflows	223,882	140,270	277,756	186,757	501,638	327,027

(Continued)

**UNAUDITED**

**Municipal Services Commission  
Combining Balance Sheet by Department  
As of September 30, 2025 and 2024**

	Water		Electric		Total	
	2026	2025	2026	2025	2026	2025
<b>LIABILITIES</b>						
Current liabilities						
Accounts payable	18,369	28,345	842,951	645,824	861,320	674,169
Accrued liabilities	17,903	14,710	21,881	17,978	39,784	32,688
Customer Deposits	182,939	17,855	1,907,692	1,018,665	2,090,631	1,036,520
Due to other funds		548,784	-	(548,784)	-	-
Total current liabilities	219,211	609,694	2,772,524	1,133,683	2,991,735	1,743,377
Noncurrent liabilities:						
Due within one year	24,937	22,197	84,592	80,259	109,529	102,456
Due in more than one year.	1,236,728	1,022,527	1,515,434	1,130,682	2,752,162	2,153,209
Total noncurrent liabilities	1,261,665	1,044,724	1,600,026	1,210,941	2,861,691	2,255,665
Total liabilities	1,480,876	1,654,417	4,372,550	2,344,624	5,853,426	3,999,041
<b>DEFERRED INFLOWS OF RESOURCES</b>						
Pension	140,839	159,729	168,708	189,266	309,547	348,995
Total deferred inflows	140,839	159,729	168,708	189,266	309,547	348,995
<b>NET POSITION</b>						
Net investment in capital assets	9,264,170	9,473,140	7,687,811	7,865,810	16,951,981	17,338,950
Unrestricted	1,996,013	(651,046)	4,249,268	4,190,102	6,245,281	3,539,056
Total net position	11,260,183	8,822,094	11,937,079	12,055,912	23,197,262	20,878,006

**UNAUDITED**

**Municipal Services Commission**  
**Combining Schedules of Revenues, Expenses, and Changes in Net Position by Department**  
**For the six months ending September 30, 2025 and 2024**

	Water		Electric		Total	
	2026	2025	2026	2025	2026	2025
<b>Operating Revenues:</b>						
Charges for services	\$ 1,562,169	\$ 1,500,664	\$ 5,728,944	\$ 5,709,600	\$ 7,291,113	\$ 7,210,264
Miscellaneous	2,154,431	13,461	131,783	28,096	2,286,214	41,557
Total operating revenues	3,716,600	1,514,125	5,860,727	5,737,696	9,577,327	7,251,821
Less: free service	(2,002)	(1,637)	(3,911)	(3,299)	(5,913)	(4,936)
Net operating revenues	3,714,598	1,512,488	5,856,816	5,734,397	9,571,414	7,246,885
<b>Operating Expenses</b>						
Purchase of water and power	14,074	10,352	3,929,734	3,995,890	3,943,808	4,006,242
Salaries and benefits	751,318	694,858	926,893	722,657	1,678,211	1,417,515
Repairs and maintenance	146,002	144,523	91,367	(30,001)	237,369	114,522
Professional fees	170,545	129,790	129,248	140,540	299,793	270,330
Supplies	35,287	25,996	33,004	24,069	68,291	50,065
Other purchased services	42,870	42,314	49,479	48,750	92,349	91,064
Miscellaneous	9,775	10	30,221	5,562	39,996	5,572
Depreciation	280,679	255,833	378,321	397,571	659,000	653,404
Total operating expenses	1,450,550	1,303,676	5,568,267	5,305,038	7,018,817	6,608,714
Operating income (loss)	2,264,048	208,812	288,549	429,359	2,552,597	638,171

(Continued)

**UNAUDITED****Municipal Services Commission****Combining Schedules of Revenues, Expenses, and Changes in Net Position by Department  
For the six months ending September 30, 2025 and 2024**

	Water		Electric		Total	
	2026	2025	2026	2025	2026	2025
Noncapital subsidies						
Intergovernmental	-	-	-	-	-	-
Appropriations to Mayor & Council of New Castle:						
Ordinary	(85,835)	(74,844)	(318,275)	(290,073)	(404,110)	(364,917)
City Services	(22,914)	(22,753)	-	-	(22,914)	(22,753)
Special	-	-	(2,384)	(1,718)	(2,384)	(1,718)
Total noncapital subsidies	(108,749)	(97,597)	(320,659)	(291,791)	(429,408)	(389,388)
Operating income(loss) and noncapital subsidies	2,155,299	111,215	(32,110)	137,568	2,123,189	248,783
Nonoperating revenues (expenses):						
Investment earnings	14,786	22,197	81,405	92,559	96,191	114,756
Gain(loss) on disposal of fixed assets	-	-	-	1,772	-	1,772
Grant revenue - restricted for capital assets	-	1,766,631	-	-	-	1,766,631
Capital contributions	-	-	-	-	-	-
Interest expense	(3,718)	(2,165)	(7,681)	(14,654)	(11,399)	(16,819)
Total nonoperating revenues (expenses)	11,068	1,786,663	73,724	79,677	84,792	1,866,340
Increase (decrease) in net position	2,166,367	1,894,174	41,614	211,940	2,207,981	2,106,114
Net position - beginning	9,093,816	6,927,920	11,895,465	11,843,972	20,989,281	18,771,892
Net position - ending	<u>\$11,260,183</u>	<u>\$ 8,822,094</u>	<u>\$11,937,079</u>	<u>\$12,055,912</u>	<u>\$23,197,262</u>	<u>\$20,878,006</u>

Comptroller/Treasurer's Report – October 16, 2025

# **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**

**October 16, 2025**

**Prepared by: Jay Guyer on October 8, 2025**

### **1. Developer Projects**

#### **A. Riverbend Subdivision**

1. WUM Guyer reached out to Norfolk Southern to reopen the water main crossing permit and uploaded project specific information from Freedom Development's (FD) contractor. WUM Guyer is waiting on a response for Flagging and Singling track control coordination. MSC Inspector Schlecht continues performing inspection and testing of the Phase I and Phase II services. Lennar Builders continues construction on Lots 144, 145, 146, 147, 182, 183, 184, and 185. WUM Guyer, WUS Jaeger, and WO Schlecht are working on reconciling Phase I and Phase II of the water main installation. MSC Water and Electric Representatives and City Building Official Bergstrom had a planning meeting with FD to review project Phases III and IV. Ryan Homes purchased the remaining lots from Freedom and has an aggressive building/delivery schedule for new homes. Start Building Phase II in June 2026 and Phase IV in January 2027.

#### **B. Deemers Landing and Helm Apartment Complexes**

1. WUM Guyer has nothing to update on this project. The estimated completion for meter base installs is 1<sup>st</sup> quarter of 2026.

#### **C. 105 The Strand - New Home Construction**

1. WUS Jaeger provided a proposal for MSC to install the new water service and will schedule when construction activity allows for appropriate access.

#### **D. 55 West 8<sup>th</sup> Street Garage - Water Service Installation**

1. WUM Guyer has nothing to update on this project. MSC provided a proposal for installing the new ¾" water service. The customer is getting additional proposals.

#### **E. 610 West 7<sup>th</sup> Street – 396 Unit Apartment Complex**

1. MSC Water and Electric Representatives and City Building Official Bergstrom had a planning meeting with Freedom Development (FD) Representatives to review water and electric design requirements. FD will review the MSC comments with their engineer and follow up with revised plans for review.

#### **F. 3 and 5 Buttonwood Avenue – New Homes by CPR Construction**

1. CPR Construction is building 2 new homes. As requested by the builder, WUS Jaeger prepared and forwarded a proposal for MSC to install the new water service for 3 Buttonwood Avenue from the main to the curb stop.

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## Water Department Commission Meeting Report

October 16, 2025

Prepared by: Jay Guyer on October 8, 2025

### 2. MSC Projects

#### A. Cross Connection Control Program – Hydro Corp

1. Cross Connection Control (CCC) Program – WUS Jaeger and Operator Schlecht continue following up on certification notices and working with the non-compliant customers. The device at 222 Delaware Street was replaced on September 29<sup>th</sup>. Wayman Fire Protection ordered devices for 100 and 200 Centerpoint and will install them when received.

#### B. School Lane Water Treatment Facility PFAS Treatment System Improvements

1. KMP Mechanical changed their crane and insulation sub-contractors, one is already registered on SAM.gov and the other is reactivating their registration. When completed their debarment status will be confirmed. WUM Guyer is working with Pennoni Engineering to complete “Notification of Award” with contingencies to KMP Mechanical and schedule a project kick off meeting. WUM Guyer is working with DHSS/ODW and DNREC to schedule delivery and placement of the Temporary PFAS Filter System. The Temporary System will be set up and its operation tested prior to taking our system off line to start the project.

#### C. Lead Service Line Inventory (LSLI) - EPA Revised Lead and Copper Rule -

1. Water Operator’s have completed replacement of the approved 19 galvanized service lines in our system. WUM Jaeger identified 480 service lines inventoried using our approved predictive modeling and organized the locations for the Operators to start physically inspecting Phase II of the Service Line Inspection.

#### D. 14<sup>th</sup> Street Water Main Extension to Johnson Way – 8” Main Install

1. WUM Guyer and WUS Jaeger reviewed the option of extending the 6” dead end water main on 14<sup>th</sup> Street to Johnson Way in Centerpoint Industrial Park to address water quality complaints. WUM Guyer organized the plans, reviewed the existing 20’ wide utility easement agreement, and forwarded information to Pennoni Engineering (PE). PE provided a not to exceed proposal of \$25,000.00 for engineering services to prepare water plans for submission to the OOE. The proposal was reviewed, signed, and returned. WUM Guyer contacted our attorney about reviewing the Easement Agreement amendment and contacted McBride & Ziegler in reference to an updated Centerpoint Plot Plan for the agreement exhibit.

### 3. Operations

#### A. Outages

1. There were no planned or unplanned water outages for the month of September 2025. See attached Outage Report.

# **MUNICIPAL SERVICES COMMISSION**

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## **Water Department Commission Meeting Report**

**October 16, 2025**

**Prepared by: Jay Guyer on October 8, 2025**

### **B. Reporting**

1. Calgon Carbon Corporation (CCC) Pilot Study – The Study is ongoing collecting and transmitting daily data to CCC. MSC collects bi-weekly PFAS samples for influent and the 4 columns delivering them to the STRIDE Lab for testing and evaluation. Clagon Carbon has expressed interest in setting up a second Pilot Study rig at School Lane to perform additional testing of regenerated carbon. WUM Guyer and WUS Jaeger are reviewing the pros / cons of the additional unit and will discuss with our CCC Representatives.
2. Stride Group EPA Grant – WUM Guyer has no update from STRIDE Representatives on this project.
3. US EPA East Basin Road Groundwater Superfund Site – WUM Guyer has nothing to update on this project.
4. ARC GIS Pro Water System Mapping and Water Model Planning Grant – The proposed work covered defined in the Planning Grant has been performed by Pennoni Associates (PA). WUS Jaeger and FP Jones reviewed and confirmed the updated ArcGIS functionality is completed. PA closed both projects and submitted final billing. PA proposal of \$5,000.00 for GIS Support Services for the remaining in FY 2026 Budget was reviewed signed, and returned. A follow up meeting will be scheduled with PA to discuss a proposal for FY 2027 GIS Mapping Support. WUS Jaeger, FP Jones, and WUM Guyer as scheduled to give a GIS Mapping Demo of our system to City Administrator Antonina Tantillo on October 14<sup>th</sup>.
5. PFAS Litigation (Executive Session) – WUM Guyer is following updates on the 3M / DuPont and Tyco / BASF Settlements. WUM Guyer reviewed and confirmed the settlement quantities and amounts and found no issues, completed, and returned the payment form for MSC's second payment from the 3M Phase One Action Fund Settlement. Receipt of the second payment is pending.
6. Delaware State and Local Cybersecurity Grant Program (DSLPG) - Keystone Engineering delivered a draft of the Preliminary Engineering Report on September 1<sup>st</sup>. WUM Guyer and WUS Jaeger met with our KEGI Representative to review our questions/comments. WUM Guyer is working on closing out and submitting for Grant reimbursement of the VLAN's Segmentation of IT/OT Systems project.
7. Radiation and Granular Activated Carbon – MSC continues collecting monthly background readings around the carbon vessels and at the carbon vessel sample taps at School Lane Water Treatment Facility.

# **MUNICIPAL SERVICES COMMISSION**

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## **Water Department Commission Meeting Report**

**October 16, 2025**

**Prepared by: Jay Guyer on October 8, 2025**

### **C. System Repairs and Maintenance**

1. Water Operator Projects / Tasks worked on during the Month:
  - a. Operators are cutting and maintaining the 300' radius wellhead protected grass areas around Cross Roads, Frenchtown Road, and School Lane Wells.
  - b. All Long-Term Water Cuts were verified to be turned off.
  - c. Operator Granger has ordered material for the Office Vestibule replacement and received them. The vestibule renovation is scheduled to start on October 13<sup>th</sup>.
  - d. Operators collected Monthly Bacteria Samples (10 per month) and Anion Samples as required by ODW for compliance.
  - e. Fire Hydrant Painting – Water Operators continue painting fire hydrants around our water system that were identified as having a poor appearance during our June maintenance/flushing program. During our painting process, all hydrants are in service and fully functional. Notice was forwarded to Good-Will Fire Company about the hydrant painting. Operators have completed painting 39 hydrants.
  - f. Water Operators started Phase 2 of the Lead Service Line Inventory – approximately 100 of the 500 services identified using our predictive modeling need to be excavated and pipe material visually confirmed.
  - g. Water Operators have been identifying damaged valve box locations and making repairs.
2. Riverbend Subdivision - Flushed on October 7<sup>th</sup> to maintain Chlorine residual.

### **D. Equipment**

1. New Truck 14 – WUM Guyer has no update on this item.
2. No other Equipment issues to report.

### **E. Personnel and Training**

1. No Personnel issues to report

### **F. Safety**

1. MSC Water Operators hold daily morning Tailgate Talks discussing jobs / tasks to be performed each day with potential hazards and control measures to be taken.
2. DFIT Safety Meetings – The next Meeting is scheduled for October 21, 2025 Kent County Public Safety Facility. MSC will have a representative attend the meeting.

## **4. Local, State, and Federal Agencies**

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

1. The next WSCC Full Council meeting will be scheduled for November 5<sup>th</sup>.

# **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**

**October 16, 2025**

**Prepared by: Jay Guyer on October 8, 2025**

2. The next New Castle County WSCC Subcommittee meeting is pending.
3. The next WSCC Drought Advisory Subcommittee meeting is pending as the Subcommittee monitors water conditions and will restart regular meetings if needed.

### **B. WRA – Water Resource Agency**

1. WUM Guyer continues sending monthly pumping demand data to the University of Delaware Water Resource Agency (WRA).

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

1. The September 30<sup>th</sup> meeting went well. The group approved the July Meeting minutes, received updates from the Chair on National WARN events, Office of Drinking Water Administrator, Delaware Rural Water Association Executive Director, and information on local training opportunities.
2. The next DEWARN meeting will be scheduled in December 2025.

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

1. The October 2<sup>nd</sup> Advisory Council meeting was cancelled as ODW and Del-Tech are negotiating their contract renewal.
2. The next Regular Advisory Council meeting is scheduled for November 6<sup>th</sup>.

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

1. The next WIAC meeting is scheduled for December 10<sup>th</sup>.

**End of Report**

# Not Approved 0

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**Monthly Water Outages / Interruptions Report**

**September 1 - 30, 2025**

**Prepared By: Jay Guyer on October 8, 2025**

**Planned Outage / Interruptions**

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

No Planned Outages or Interruptions for the Month of September 2025.

**Unplanned Outage / Interruptions**

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

No Unplanned Outages or Interruptions for the Month of September 2025.

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**ELECTRIC DEPARTMENT COMMISSION REPORT**

**October 16, 2025**

**Prepared by Artie Granger on October 9, 2025**

**1. Developer Projects:**

**A. Riverbend Subdivision:**

- I. MSC has continued to work with the developer to get the feed from Centerpoint completed. The developer's contractor has been on site this week to continue.
- II. MSC has installed developer supplied materials from the substation to the first junction box location from Dobbinsville to Riverbend.
- III. MSC has met with the developer and they are working on getting conduit so this can continue.

**2. Capital Projects:**

**a. Electric Mapping System**

- I. MSC has gotten pricing from Pennonni Engineering to do the data upgrade and migration.
- II. MSC is waiting for another vender to provide their scope and price.

**b. Electric SCADA System**

- I. MSC has received approval to proceed with this grant. MSC will begin to move forward with this.
- II. MSC will reach out to Utility Engineering to make sure all pricing and scope will accomplish what we expect.

**c. T-15 Replacement**

- I. MSC has placed an order for a replacement pickup truck to replace T-15 which was scheduled to be replaced after 10 years.

**d. T-12 Bucket Truck Replacement**

- I. MSC has completed putting the replacement truck into service.
- II. MSC sold the old bucket truck this week at Richie Brothers Auctions. The truck sold for \$19,500.00

**ELECTRIC DEPARTMENT COMMISSION REPORT**

**October 16, 2025**

**Prepared by Artie Granger on October 9, 2025**

**e. Wilmington Road Substation Upgrades**

- I. MSC is preparing to take Wilmington Road Substation off line for some needed upgrades. This is scheduled to take place in FY 2026/2027 The general scope of this project will be:
- Relay replacement
    - This is due to the existing relays being out of warranty and continued serviceability issues.
  - Control wiring
    - This is due to the wiring in place has been installed since the transformer was installed. We have multiple challenges with the existing wiring.
  - Distribution Breakers
    - Scheduled replacement to maintain reliability.
  - 138KV Breaker
    - Scheduled replacement to maintain reliability.
  - Cable Trough and Raceways
    - Cable trough has been installed for the original substation and made work. This replacement will improve installation and maintenance.
  - Install Nitrogen system on transformer.
    - Automates the nitrogen blanket for the transformer.
  - Scada upgrades
    - Update SCADA system to replace unserviceable equipment. Separate SCADA system from the water departments system.
  - Buss Structure cleaning and inspections
    - Make sure additional repairs are not needed.
  - Transformer Inspections
  - Repair nitrogen leak in transformer
    - Transformer has a small nitrogen leak that needs located and repaired.
  - Testing and Inspections of substation

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**ELECTRIC DEPARTMENT COMMISSION REPORT**

**October 16, 2025**

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**3. Outages :**

MSC has had no outages this past month.

<b>SAIDI (minutes)</b>	<b>SAIFI (number of interruptions)</b>	<b>CAIDI (minutes)</b>	<b>ASAI (percent)</b>
8.88	0.098	90.638	99.9983

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.

**4. Repairs and Maintenance:**

**A. Wilmington Road Substation:**

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

**B. Dobbinsville Substation:**

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

**C. System**

- I. MSC electric crew has been doing tree trimming and system maintenance. The tree trimming should be finished shortly and the system maintenance will continue though out the remainder of the year.
- II. MSC has been doing routine street light cleaning and maintenance. MSC will be repainting some of the street light poles that need it. These lights are on the west side of town.

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- III. MSC has replaced a couple of poles that are corroded at the base. MSC is looking into getting these repaired. MSC will drop them off at a fab shop for assessment.
- IV. MSC has substantially completed the repairs that were needed as a result of the infrared testing report.