

MINUTES OF THE MEETING OF THE
CITY OF SEAFORD ELECTRIC COMMITTEE

4:00 p.m.

March 20, 2018

MEMBERS PRESENT: Dan Henderson-Vice Mayor and Chair, Charles Anderson-City Manager, Bill Bennett-Director of Electric, Public Representative-Tony Lowe, Public Representative-George Logan, Public Representative-Sharon Drugash, Public Representative-Toby French and David Downes-Downes Associates Inc.

Vice-Mayor Dan Henderson called the meeting to order at 4:00 p.m. welcoming all in attendance.

Chairman Henderson presented New Business Item #1 - Delaware Energy Advisory Council's presentation on energy efficiency light measures. Mr. Harold Stafford, President of Board of Directors, Help Initiative, Inc., Dover Delaware, introduced Mr. Charles Kistler, Executive Director, Help Initiative, Inc. and Ms. Michelle Gray, Neighborhood Revitalization Coordinator, Sussex County Habitat for Humanity, Georgetown, Delaware. Help Initiative Inc. was created about a year ago and is a non-profit 501 c3 organization located in Dover. Mr. Stafford stated their focus is on energy related kinds of programs and services statewide. The "Lights-on Dover Strong" is just one example of that initiative. We work closely with the Energy Efficiency Advisory Council (EEAC) to address the needs of low income residents within the state. Mr. Charles Kistler serves as a member of the Council and represents the low-income communities in the state of Delaware.

Mr. Charles Kistler discussed a program to provide energy efficient light measures to low income communities in Seaford. The program works with Sustainable Energy Utility (SEU), which provides funding for energy measures taken. Some examples are LED dusk to dawn lighting and solar powered LED motion flood lights to deter crime. NCALL installed the lighting for the City of Dover. Mr. Kistler stated they work with local law enforcement to determine crime areas. Sussex County Habitat for Humanity assists out in the neighborhoods with surveying, collecting customer data, and getting waivers and pledges signed. The pledge is a commitment stating the resident agrees to notify law enforcement of criminal activity. Mr. Kistler noted that Seaford's implementation of the new LED street lighting could be followed up with progressing to lighting up neighborhoods and it would logically make sense. The SEU has a pre-weatherization program to determine leakage in a home and an assisted version of home performance with the Energy Star program for low income residents. Mr. Kistler recommended that Mr. Tony DePrima brief the City on what SEU programs are available. He told the Electric Committee that they look forward to talking further about the prospects of implementing a "Lights-On Seaford Strong" campaign.

Mrs. Sharon Drugash made a motion to recommend to Mayor & Council to support the Help Initiative's energy efficiency lighting program, pending a favorable review from the City of Dover. A second was made by Mr. Tony Lowe; the motion so passed with all present voting in favor.

Chairman Henderson presented New Business Item #2 - City Manager, Charles Anderson to present Appraisal Proposals for Melanie's Ridge parcel. City Manager Charles Anderson presented two (2) appraisal proposals regarding the purchase of 2.3+/- acres of the Melanie's Ridge parcel for the switching structure needed to accommodate a second 69kV tie point for the City with Delmarva Power, out of their north substation. Mr. Laurence Moynihan of Tidewater Properties submitted an appraisal quote of \$2,750. The low bid appraisal fee in the amount of \$2,000 from Mr. Harold Carmean of

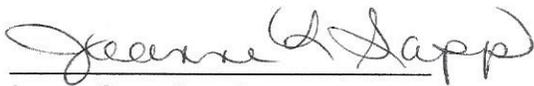
Carmean Appraisal Group was also received and is recommended. Mr. Tony Lowe made a motion for recommendation to Mayor & Council to accept Mr. Carmean's proposal. Mr. Toby French second the motion; the motion so passed with all present voting in favor.

Chairman Henderson presented Old Business 1, 2&3 - Update Pine Street Substation Progress, Distribution Improvements Progress and the status of the Advanced Metering Infrastructure project. Director of Electric Bill Bennett shared aerial views of the Pine Street Substation progress from July 2017 to the present. Within approximately two (2) weeks the substation part of this project should be complete. The old Pine Street Substation will remain energized through the summer if needed to be utilized during storms. The project is ahead of schedule and under budget.

Director of Electric Bill Bennett advised the distribution improvements are complete with the exception of Sussex Highway, area from the Duck-In Carwash to Old Furnace Road, and the cross over adjacent to Hobby Stop southbound to Lowe's. Upon completion, this will be a loop feed service instead of a radial circuit. The materials are in and the contract has been approved. He stated that we are waiting on Delmarva Power to decide whether the work will be done by their forces or contracted out.

Director of Electric Bill Bennett reported that approximately fifty (50) AMI test meters have been deployed. These meters are read manually by Seaford and electronically by AMP for comparison. The computers networks and the SCADA network have been separated. The Electric Department has received training and Public Works is training today. Mass deployment of meters is scheduled to begin June 4th, 2018 pending completion of the data file exchange program by Edmunds & Associates, Inc. There will be black out dates for meter reading, disconnects and billing during the deployment phase of the project. All meters should be deployed on or about the middle of August 2018.

There being no further business or discussion; the meeting adjourned at 5:10 p.m.



Jeanne Sapp, Secretary