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October 30, 2020

VIA ELECTRONIC MAIL

aida.camacho@bpu.nj.gov
board.secretary@bpu.nj.gov

Aida Camacho-Welch
Secretary of the Board
Board of Public Utilities
44 South Clinton Avenue, 9th Floor
P.O. Box 350
Trenton, New Jersey 08625-0350

RE: In the Matter of the Petition of Atlantic City Electric Company Pursuant to
N.J.A.C. 14:3-5.1(e) for Approval to Relocate Its Customer Service Center from
2430 Atlantic Avenue, in the City of Atlantic City, County of Atlantic, to 5100
Wellington Avenue, in the City of Ventnor, County of Atlantic, State of New
Jersey
BPU Docket No. _____

Dear Secretary Camacho-Welch:

On behalf of Atlantic City Electric Company (“ACE”), attached for filing are the Certified Petition and supporting Exhibits seeking to relocate ACE’s existing Customer Service Center from 2340 Atlantic Avenue, in the City of Atlantic City, to 5100 Wellington Avenue, in the City of Ventnor.

ACE respectfully requests that the Board of Public Utilities (the “Board” or “BPU”) retain this matter and grant the relief sought by no later than **February 28, 2021**.

Consistent with the Order issued by the Board in connection with *In the Matter of the New Jersey Board of Public Utilities’ Response to the COVID-19 Pandemic for a Temporary Waiver of Requirements for Certain Non-Essential Obligations*, BPU Docket No. EO20030254, Order dated March 19, 2020, this Petition and related documents are being electronically filed with the Secretary of the Board, the Division of Law, and the New Jersey Division of Rate Counsel. No paper copies will follow.

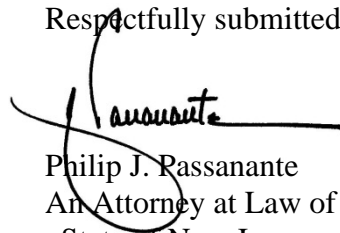
Aida Camacho-Welch

October 30, 2020

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Thank you, in advance, for your cooperation and courtesies. Feel free to contact the undersigned with any questions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Passanante", with a long horizontal stroke extending to the right.

Philip J. Passanante
An Attorney at Law of the
State of New Jersey

Enclosure

cc: Service List

**IN THE MATTER OF THE PETITION
OF ATLANTIC CITY ELECTRIC
COMPANY PURSUANT TO N.J.A.C.
14:3-5.1(E) FOR APPROVAL TO
RELOCATE ITS CUSTOMER SERVICE
CENTER FROM 2430 ATLANTIC
AVENUE, IN THE CITY OF ATLANTIC
CITY, COUNTY OF ATLANTIC, TO
5100 WELLINGTON AVENUE, IN THE
CITY OF VENTNOR, COUNTY OF
ATLANTIC, STATE OF NEW JERSEY**

**STATE OF NEW JERSEY
BOARD OF PUBLIC UTILITIES**

BPU DOCKET NO. _____

CERTIFIED PETITION¹

Petitioner, ATLANTIC CITY ELECTRIC COMPANY (“Petitioner,” “ACE” or the “Company”), having its principal offices and mailing address of 5100 Harding Highway, Mays Landing, in the State of New Jersey 08330, and an office at 500 N. Wakefield Drive, in the City of Newark, State of Delaware 19702-5440, respectfully submits this Petition to the New Jersey Board of Public Utilities (the “Board”) for authorization to relocate a customer service office pursuant to N.J.A.C. 14:3-5.1(e). In support of this Petition, ACE states the following:

1. The Company is a public utility corporation organized and existing under the laws of the State of New Jersey and subject to the regulatory jurisdiction of the Board. The Company is engaged in the purchase, transmission, distribution, and sale of electric power to approximately 560,000 residential, commercial, and industrial customers in southern New Jersey. The Company provides default electricity supply to retail customers who do not choose a competitive supplier.

2. ACE respectfully requests the Board’s authorization to relocate its existing Customer Service Office located at 2430 Atlantic Avenue, in the City of Atlantic City, County of Atlantic (the “Existing Office”) to Unit 5014 of the Ventnor Plaza shopping center, 5100

¹ In light of exigencies created by the COVID-19 pandemic and the Executive Orders issued pursuant thereto, this Petition is being submitted under Certification in lieu of an Affidavit of Verification.

Wellington Avenue, in the City of Ventnor, County of Atlantic (the “New CSO Location”), pursuant to N.J.A.C. 14:3-5.1 (e). The relocation of the Existing Office is intended to provide an improved customer experience through a newly renovated and upgraded space that is designed to better accommodate the needs and convenience of ACE’s customers in the Atlantic City and Downbeach area(s).

3. The Existing Office is only 700 square feet of space, with limited parking available.² ACE currently pays annual base rent of \$19,200.00 for the Existing Office. The current lease expires on April 30, 2021.

4. The Company has been provided with an opportunity to lease a larger space in Ventnor Plaza shopping center, which is a well-traveled, multi-tenanted shopping area owned by Ventnor Loan, LLC (the “Landlord”). The New CSO Location is approximately 3.5 miles from the Existing Office and is frequented by Atlantic City residents. The Company will continue to operate the Existing Office while refitting the New CSO Location and until such time as this Petition is approved and the New CSO Location is open.

5. ACE anticipates that the New CSO Location will be under renovation on May 1, 2021 and will be ready to open on or by August 1, 2021, subject to acquiring all necessary permits and approvals.

6. The New CSO Location will provide ACE customers with an enhanced level of customer support services than currently provided at the Existing Office. In addition to the current services of bill payment, billing, and service-related assistance, the New CSO Location will provide enough space – just over double the space offered by the Existing Office – to host Community Outreach events. By way of example, ACE uses Community Outreach events to

² The Existing Office only provides a total of six parking spaces to share between customers and employees.

educate customers about energy assistance programs available to them. In addition, the larger space will allow greater social distancing, which protects the health and safety of ACE customers and employees.

7. The Company will maintain the same hours of operation at the New CSO Location as offered at the Existing Office, 9:00 A.M. – 4:30 P.M., Monday through Friday. Similarly, the Company will maintain the same number of assigned employees at the New CSO Location. No staffing reductions are planned as part of this relocation.

8. The New CSO Location is on a major thoroughfare and vehicular access is positive. The shopping mall in which the New CSO Location is situated, Ventnor Plaza, is served by two New Jersey Transit bus lines, 504 and 505, which also serve the Existing Office. Buses on these two lines run frequently, such that customers without access to a car can easily travel to the New CSO Location. Other tenants at Ventnor Plaza include, but are not limited to, a United States Post Office and an ACME Market, which is one of the primary grocery stores serving Atlantic City area residents. As such, it is regularly frequented by customers familiar with the Existing Office. For those who choose to drive to the New CSO Location, free and plentiful onsite parking is available. The parking lot is also well-lit. The availability of free, on-site parking; the frequency of public transportation; and the proximity to other essential services (groceries and post office) all contribute to the enhanced customer experience anticipated by this office relocation.

9. The Company projects that rental costs at the New CSO Location will be comparable to current costs for the Existing Office. The Petitioner and the Landlord, through Landlord's manager, LARC Asset Management and Realty, Inc., are in the final stages of negotiating a 66 month lease with an average annual rental amount of \$23,706.00 for lease years 1 through 5 for 1,500 square feet of gross leasable area, more than twice the leasable space of the

Existing Office. The Company anticipates that it will incur fit-out and renovation expenses of approximately \$275,000 to equip the New CSO Location.

10. ACE evaluated multiple properties in the Atlantic City area and sought input of seasoned real estate professionals before entering leasing discussions with the Landlord and its representatives. The New CSO Location is the only available property that provided the above-referenced improved customer experience at a substantially similar cost to the Existing Office.

11. Pursuant to the requirements of N.J.A.C. 14:3-5.1 (e) (2), the Petitioner will publish a copy of the relocation notice attached hereto as **Exhibit A** in *The Press of Atlantic City*, a newspaper in general circulation serving the affected area(s). The Company will post a copy of the relocation notice attached as **Exhibit B** (the “Door Notice”) on the front door and/or in the front reception area of the Existing Office and post a copy on the Company’s website. The Door Notice will also be translated into Spanish. In addition, ACE will send a copy of a cover letter and the relocation notice to the clerks of each affected municipality pursuant to N.J.A.C. 14:3-5.1 (e)(2).

12. In order to keep the public informed of the change in office locations, the Company – in addition to the postings and publications referenced in Paragraph 9 above – commits that it will: (i) print the New CSO Location address on the bill for customers in the affected areas; (ii) provide the address of the New CSO Location to all inquiry and collection telephone personnel, as well as field collection personnel; (iii) utilize social media messaging (Facebook and Twitter); and (iv) provide the address of the New CSO Location to social and senior agencies in the affected area so that they can make the information available to their clients. Upon approval by the Board, ACE will update its website to reflect the New CSO Location.

13. The Company agrees to develop a contingency plan in the event the Existing Office and the New CSO Location become unavailable before completion of the refit and relocation outlined herein. This plan will ensure that, at no time, are customers without an available, open office.

14. ACE commits to maintain, at a minimum, the level of accessibility for persons with disabilities at the New CSO Location as required by the Americans With Disabilities Act.

15. The Petitioner acknowledges that the rate impact and prudence of the Company's costs incurred to renovate, refit, equip, and relocate to the New CSO Location will be reviewed in ACE's next base rate case or other appropriate proceeding.

16. Petitioner acknowledges that any Order issued in connection with this filing will not be construed as directly or indirectly fixing, for any purpose whatsoever, any value of the tangible or intangible assets now owned or hereafter to be owned by Petitioner.

17. Petitioner acknowledges that any Order issued by the Board in connection with this filing will neither affect nor in any way limit the exercise of the authority of the Board or of the State of New Jersey in any future petition or in any future proceeding with respect to rates, franchises, services, financing, accounting, capitalization, depreciation or any other matters affecting Petitioner.

18. The Company respectfully requests that the Board retain this filing and that action on this Petition be taken by **no later than February 28, 2021**.

19. Communications and correspondence regarding this matter should be sent to Petitioner and its counsel at the following addresses:

Philip J. Passanante, Esquire
Assistant General Counsel
Atlantic City Electric Company
Mail Code 92DC42
500 N. Wakefield Drive
Newark, Delaware 19702-5440
Direct Dial: (609) 909-7034 (Trenton Office)
(302) 429-3105 (Newark, DE Office)
(302) 853-0569 (Mobile)
Facsimile: (302) 429-3801
E-mail: philip.passanante@pepcoholdings.com

with a copy to:

Heather Hall
Manager, New Jersey Regulatory Affairs
Atlantic City Electric Company – 92DC42
500 North Wakefield Drive
P.O. Box 6066
Newark, Delaware 19714-6066
Direct Dial: (302) 451- 5323
E-Mail: heather.hall@pepcoholdings.com

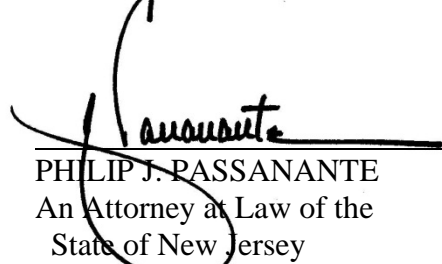
WHEREFORE, the Petitioner, ATLANTIC CITY ELECTRIC COMPANY, respectfully requests that the New Jersey Board of Public Utilities:

- (i) grant authorization and approval for the Petitioner to relocate its existing Customer Service Office located at 2430 Atlantic Avenue, in the City of Atlantic City, County of Atlantic, State of New Jersey, to Unit 5014 of Ventnor Plaza, 5100 Wellington Avenue, in the City of Ventnor, County of Atlantic, State of New Jersey, pursuant to N.J.A.C. 14:3-5.1 (e); and

- (ii) take such other or further action(s) as may be necessary or desirable
in connection with the authorization requested herein.

Respectfully submitted,
On behalf of
ATLANTIC CITY ELECTRIC COMPANY

Dated: October 30, 2020



PHILIP J. PASSANANTE
An Attorney at Law of the
State of New Jersey

Assistant General Counsel
Atlantic City Electric Company
500 N. Wakefield Drive
Newark, DE 19702-5440
(609) 909-7034 – Telephone (Trenton Office)
(302) 429-3105 – Telephone (Newark, DE Office)
(302) 853-0569 – Mobile
(302) 429-3801 – Facsimile

**IN THE MATTER OF THE PETITION
OF ATLANTIC CITY ELECTRIC
COMPANY PURSUANT TO N.J.A.C.
14:3-5.1(E) FOR APPROVAL TO
RELOCATE ITS CUSTOMER SERVICE
CENTER FROM 2430 ATLANTIC
AVENUE, IN THE CITY OF ATLANTIC
CITY, COUNTY OF ATLANTIC, TO
5100 WELLINGTON AVENUE, IN THE
CITY OF VENTNOR, COUNTY OF
ATLANTIC, STATE OF NEW JERSEY**

**STATE OF NEW JERSEY
BOARD OF PUBLIC UTILITIES**

CERTIFICATION IN SUPPORT OF PETITION

KEVIN M. McGOWAN, of full age, certifies as follows:

1. I am Vice President of Regulatory Policy and Strategy of and for Atlantic City Electric Company ("ACE"), the Petitioner named in the foregoing Petition. I am duly authorized to make this Certification on ACE's behalf.

2. I hereby certify that I have read the Petition and the supporting documents thereto and find them to be true and correct to the best of my knowledge, information, and belief.

3. I further and finally certify that the foregoing statements made by me are true. I am aware that, if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Dated: 10/28/20



KEVIN M. McGOWAN

Exhibit A

Public Notice

**[FOR PUBLICATION]
NOTICE OF FILING
TO CUSTOMERS OF
ATLANTIC CITY ELECTRIC COMPANY**

**IN THE MATTER OF THE PETITION OF ATLANTIC CITY ELECTRIC COMPANY
PURSUANT TO N.J.A.C. 14:3-5.1(E) FOR APPROVAL TO RELOCATE ITS
CUSTOMER SERVICE CENTER FROM 2430 ATLANTIC AVENUE, IN THE
CITY OF ATLANTIC CITY, COUNTY OF ATLANTIC, TO 5100 WELLINGTON
AVENUE, IN THE CITY OF VENTNOR, COUNTY OF ATLANTIC,
STATE OF NEW JERSEY**

BPU Docket No. _____

PLEASE TAKE NOTICE that, by petition filed [insert filing date], 2020, Atlantic City Electric Company (“ACE” or “Company”), a New Jersey public utility, applied to the New Jersey Board of Public Utilities (the “Board”) for approval to relocate its existing Customer Service Office located at 2430 Atlantic Avenue, in the City of Atlantic City, to Unit 5014 of the Ventnor Plaza shopping center, 5100 Wellington Avenue, in the City of Ventnor. This new location is approximately 3.5 miles from the existing office. It is anticipated that the relocation will improve the customer service experience while maintaining staffing levels and business office hours.

Customers may submit written comments regarding the Company’s proposed office relocation. The Board is accepting written and/or e-mailed comments. Although both will be given equal consideration, the preferred method of transmittal is by e-mail to ensure timely receipt while the Board continues to work remotely due to the COVID-19 pandemic. Written comments may be submitted to Aida Camacho-Welch, Board Secretary, at the New Jersey Board of Public Utilities, 44 South Clinton Avenue, 9th Floor, P.O. Box 350, Trenton, NJ 08625-0350. E-mail comments should be submitted to board.secretary@bpu.nj.gov. Please include the name of the petition and the docket number when submitting comments.

Any written comments or objections must be submitted by no later than close of business on [date no less than 20, no more than 30 days after filing] 2020.

A copy of this Notice of Filing is being served upon the clerk of each effected municipality. Copies of ACE’s filing and this Notice of Filing are also posted on ACE's website at www.atlanticcityelectric.com/PublicPostings.

Dated:

Atlantic City Electric Company

Exhibit B

Door Notice

[DOOR POSTING]

PUBLIC NOTICE

Please be advised that ATLANTIC CITY ELECTRIC COMPANY has filed an application with the New Jersey Board of Public Utilities (the “Board”) for authorization to relocate its existing Customer Service Office located at 2430 Atlantic Avenue, in the City of Atlantic City, County of Atlantic to Unit 5014 of the Ventnor Plaza shopping center, 5100 Wellington Avenue, in the City of Ventnor, County of Atlantic, New Jersey. You have the right to submit any comments on this application to the Board, in writing, on or before {month date not less than 20 nor more than 30 days after publication and posting}, 2020. This new location is approximately 3.5 miles away from the existing office and is expected to improve the customer service experience while maintaining staffing levels and business office hours.

A copy of a Notice of Filing of ACE’s application will be served upon the clerk of each effected municipality. Copies of ACE’s filing and this Public Notice are also posted on ACE's website at www.atlanticcityelectric.com/PublicPostings.

The Board is accepting written and/or e-mailed comments regarding this application. Although both will be given equal consideration, the preferred method of transmittal is via e-mail to ensure timely receipt while the Board continues to work remotely due to the COVID-19 pandemic. Written comments may be submitted to Aida Camacho-Welch, Board Secretary, at the New Jersey Board of Public Utilities, 44 South Clinton Avenue, 9th Floor, P.O. Box 350, Trenton, NJ 08625-0350. E-mail comments should be submitted to: board.secretary@bpu.nj.gov. Please include the name of the petition and the docket number when submitting comments.

Dated:

Atlantic City Electric Company

**IN THE MATTER OF THE PETITION
OF ATLANTIC CITY ELECTRIC
COMPANY PURSUANT TO N.J.A.C.
14:3-5.1(E) FOR APPROVAL TO
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ATLANTIC, STATE OF NEW JERSEY**

**STATE OF NEW JERSEY
BOARD OF PUBLIC UTILITIES**

CERTIFICATION OF SERVICE

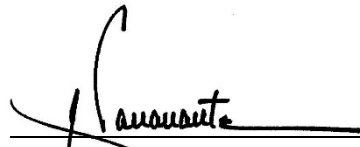
PHILIP J. PASSANANTE, of full age, certifies as follows:

1. I am an attorney at law of the State of New Jersey and serve as Assistant General Counsel to Atlantic City Electric Company, the Petitioner in the within matter, with which I am familiar.
2. I hereby certify that, on the date below, I caused the within Petition and the supporting exhibits thereto, to be filed with the New Jersey Board of Public Utilities (the “Board” or “BPU”) through its eFiling Portal. I also caused an electronic copy to be sent to the Board Secretary’s office at board.secretary@bpu.state.nj.us.
3. I further certify that, on the date below, I caused a complete copy of the Petition and the supporting exhibits thereto, to be sent by electronic mail to each of the parties listed in the attached Service List, including the Division of Law and the New Jersey Division of Rate Counsel.

4. Consistent with the Order issued by the Board in connection with *In the Matter of the New Jersey Board of Public Utilities' Response to the COVID-19 Pandemic for a Temporary Waiver of Requirements for Certain Non-Essential Obligations*, BPU Docket No. EO20030254, Order dated March 19, 2020, only electronic copies of this filing will be served on persons named on the Service List.

5. I further and finally certify that the foregoing statements made by me are true. I am aware that, if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Dated: October 30, 2020



PHILIP J. PASSANANTE
An Attorney at Law of the
State of New Jersey

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In the Matter of the Petition of Atlantic City Electric Company Pursuant
to N.J.A.C. 14:3-5.1(e) for Approval to Relocate Its Customer Service Center
from 2430 Atlantic Avenue, in the City of Atlantic City, County of Atlantic,
to 5100 Wellington Avenue, in the City of Ventnor, County of Atlantic, State of New Jersey
BPU Docket No. _____

Service List

BPU

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ACE

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Real Estate Manager
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