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October 23, 2018

Public Utilities Commission of Ohio  
Docketing Division, 11<sup>th</sup> Floor  
180 E. Broad Street  
Columbus, Ohio 43215

RE: Sandy Township  
Case No.: 16-2229-EL-GAG

Dear Sir/Madam:

Enclosed please one (1) original and three (3) copies, as required by the PUCO, of the Renewal Application for the Sandy Township as a Governmental Aggregator to provide ELECTRIC Governmental Aggregation Service.

Thank you in advance for your assistance in this regard. Please feel free to call me if you have any questions.

Respectfully submitted,

Gina M. Piacentino

cc: Pam Pettay, Fiscal Officer

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22



## Public Utilities Commission

Original GAG Case Number	Version
16 - 2229 -EL-GAG	August 2004

### RENEWAL APPLICATION FOR ELECTRIC GOVERNMENTAL AGGREGATORS

Please print or type all required information. Identify all attachments with an exhibit label and title (Example: Exhibit A-4 Opt-Out Form). All attachments should bear the legal name of the Applicant and should be included on the electronic copy provided. Applicants should file completed applications and all related correspondence with: Public Utilities Commission of Ohio, Docketing Division, 180 East Broad Street, Columbus, OH 43215-3793.

**This PDF form is designed so that you may input information directly onto the form.  
You may also download the form, by saving it to your local disk, for later use.**

#### **A. RENEWAL INFORMATION**

##### **A-1 Applicant's legal name, address, telephone number, PUCO certificate number, and web site address**

Legal Name SANDY TOWNSHIP - TUSCARAWAS COUNTY  
Address 4387 CROSS ROADS ROAD, MAGNOLIA, OHIO 44643  
PUCO Certificate # and Date Certified 16-1159E(1) & 12.18.2016-12.18.2018  
Telephone # (330) 866-3451 Web site address (if any) N/A

##### **A-2 Exhibit A-2 "Authorizing Ordinance" provide a copy of the ordinance or resolution authorizing the formation of a governmental aggregation program adopted pursuant to Section 4928.20(A) of the Revised Code.**

##### **A-3 Exhibit A-3 "Operation and Governance Plan" provide a copy of the applicant's current plan for operation and governance of its aggregation program adopted pursuant to Section 4928.20(C) of the Revised Code. The Operation and Governance Plan explained in Exhibit A-3 should include:**

- Terms and conditions of enrollment including:
  - Rates
  - Charges
  - Switching fees, if any
- Policies associated with customers moving into/out of aggregation area
- Billing procedures
- Procedures for handling complaints and disputes including the toll-free telephone number and address for customer contacts

A-4 **Exhibit A-4 Automatic Aggregation Disclosure-"Opt-out Form"** provide a copy of the disclosures/"opt-out" required by Section 4928.20(D) of the Revised Code, if its aggregation program provides for automatic aggregation in accordance with Section 4928.20(A) of the Revised Code. If the opt-out is in draft form, docket the final opt-out (including beginning and ending dates of the 21-day -out period and the selected CRES supplier) with the Commission within 10 days prior to providing or offering service. See #12 in the attached Affidavit .

A-5 **Contact person for regulatory or emergency matters**

Name PAM PETTAY  
Title FISCAL OFFICER  
Business address PO BOX 45, SANDYVILLE, OHIO 44671  
Telephone # (330) 866-3451 Fax # (330) 866-3299  
E-mail address sandytwp@live.com

A-6 **Contact person for Commission Staff use in investigating customer complaints**

Name MARC HOLLINGER, ASPEN ENERGY  
Title SENIOR ENERGY CONSULTANT  
Business address 4789 RINGS ROAD, SUITE 100, DUBLIN, OHIO 43017  
Telephone # (614) 884-5300 Fax # (614) 336-8362  
E-mail address mhollinger@aspenenergy.com

A-7 **Applicant's address and toll-free number for customer service and complaints**

Customer Service address 4789 RINGS ROAD, SUITE 100, DUBLIN, OHIO 43017  
Toll-free Telephone # (800) 926-0046 Fax # (614) 336-8362  
E-mail address mhollinger@aspenenergy.com

William J. Hume Chairman  
Signature of Applicant & Title

Sworn and subscribed before me this 22 day of June, 2018  
Month Year

Jennifer Ladrach  
Signature of official administering oath

Jennifer Ladrach  
Print Name and Title

My commission expires on April 15, 2023



# **AFFIDAVIT**

State of OHIO :

(Sandyville) Magnolia  
(Town)

County of Tuscarawas

Willard G. Hines, Affiant, being duly sworn/affirmed according to law, deposes and says that:

He/She is the Sandy Township (Office of Affiant) of Willard Hines (Name of Applicant);

That he/she is authorized to and does make this affidavit for said Applicant,

1. The Applicant herein, attests under penalty of false statement that all statements made in the application for certification renewal are true and complete and that it will amend its application while the application is pending if any substantial changes occur regarding the information provided in the application.
2. The Applicant herein, attests it will timely file an annual report with the Public Utilities Commission of Ohio of its intrastate gross receipts, gross earnings, and sales of kilowatt-hours of electricity pursuant to Division (A) of Section 4905.10, Division (A) of Section 4911.18, and Division (F) of Section 4928.06 of the Revised Code.
3. The Applicant herein, attests that it will timely pay any assessments made pursuant to Sections 4905.10, 4911.18, or Division F of Section 4928.06 of the Revised Code.
4. The Applicant herein, attests that it will comply with all Public Utilities Commission of Ohio rules or orders as adopted pursuant to Chapter 4928 of the Revised Code.
5. The Applicant herein, attests that it will cooperate fully with the Public Utilities Commission of Ohio, and its Staff on any utility matter including the investigation of any consumer complaint regarding any service offered or provided by the Applicant.
6. The Applicant herein, attests that it will fully comply with Section 4928.09 of the Revised Code regarding consent to the jurisdiction of Ohio Courts and the service of process.
7. The Applicant herein, attests that it will comply with all state and/or federal rules and regulations concerning consumer protection, the environment, and advertising/promotions.
8. The Applicant herein, attests that it will use its best efforts to verify that any entity with whom it has a contractual relationship to purchase power is in compliance with all applicable licensing requirements of the Federal Energy Regulatory Commission and the Public Utilities Commission of Ohio.
9. The Applicant herein, attests that it will cooperate fully with the Public Utilities Commission of Ohio, the electric distribution companies, the regional transmission entities, and other electric suppliers in the event of an emergency condition that may jeopardize the safety and reliability of the electric service in accordance with the emergency plans and other procedures as may be determined appropriate by the Commission.
10. If applicable to the service(s) the Applicant will provide, the Applicant herein, attests that it will adhere to the reliability standards of (1) the North American Electric Reliability Council (NERC), (2) the appropriate regional reliability council(s), and (3) the Public Utilities Commission of Ohio. (Only applicable if pertains to the services the Applicant is offering)

11. The Applicant herein, attests that it will inform the Commission of any material change to the information supplied in the renewal application within 30 days of such material change, including any change in contact person for regulatory purposes or contact person for Staff use in investigating customer complaints.
12. The Applicant herein, attests that if the opt-out is in draft form, the Applicant will docket the final opt-out (including beginning and ending dates of the 21-day -out period and the selected CRES supplier) with the Commission within 10 days prior to providing or offering service.

That the facts above set forth are true and correct to the best of his/her knowledge, information, and belief and that he/she expects said Applicant to be able to prove the same at any hearing hereof.

William J. Jones, Chairman  
Signature of Affiant & Title

Sworn and subscribed before me this 22 day of June, 2018  
Month Year

Jennifer Ladrach  
Signature of official administering oath

Jennifer Ladrach  
Print Name and Title

My commission expires on April 15, 2023

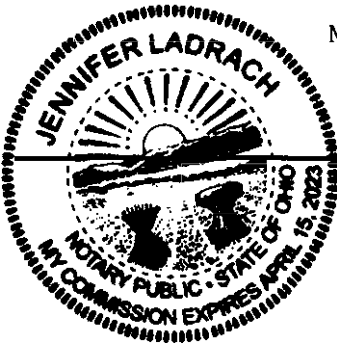


Exhibit A-2:  
Authorizing Ordinance

**RESOLUTION #2015-09**

AN ORDINANCE AUTHORIZING ALL ACTIONS NECESSARY TO EFFECT A GOVERNMENTAL ELECTRICITY AGGREGATION PROGRAM WITH OPT-OUT PROVISIONS PURSUANT TO SECTION 4928.20, OHIO REVISED CODE, DIRECTING THE TUSCARAWAS COUNTY BOARD OF ELECTION TO SUBMIT A BALLOT QUESTION TO THE ELECTORS.

WHEREAS, the Ohio Legislature has enacted electric deregulation legislation ("Am. Sub. S.B. No. 3") which authorizes the legislative authorities of municipal corporations, townships and counties to aggregate the retail electrical loads located in the respective jurisdictions and to enter into service agreements to facilitate for those loads the purpose and sale of electricity;

WHEREAS, such legislative authorities may exercise such authority jointly with any other legislative authorities;

WHEREAS, governmental aggregation provides an opportunity for residential and small business customers collectively to participate in the potential benefits of electricity deregulation through lower electric rates which they would not otherwise be able to have individually;

WHEREAS, this Board of Trustees seeks to establish a governmental aggregation program with opt-out provisions pursuant to Section 4928.20, Ohio Revised Code (the "aggregation Program"), for the residents, businesses and other electric consumers in the township and in conjunction jointly with any other municipal corporation, township, county or other political subdivision of the State of Ohio, as permitted by law.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF SANDY TOWNSHIP, STATE OF OHIO:

SECTION 1. This BOARD finds and determines that it is in the best interest of Sandy Township, its residents, businesses and other electric consumers located within the limits of Sandy Township, excluding the Village of Mineral City, to establish the Aggregation Program in Sandy Township. Provided that this Resolution and the Aggregation Program is approved by the electors of Sandy Township, excluding the Village of Mineral City, pursuant to Section 2 of this Resolution, Sandy Township is hereby authorized to aggregate in accordance with Section 4928.20, Ohio Revised Code, the retail electrical loads located within Sandy Township, and, for that purpose, to enter into service agreements to facilitate for those loads the sale and purchase of electricity. Sandy Township may exercise such authority jointly with any other municipal corporation, township or county or other political subdivision of the State of Ohio to the full extent permitted by law. The aggregation will occur automatically for each person owning, occupying, controlling, or using an electric load center proposed to be aggregated and will provide for the opt-out rights described in Section 3 of this Ordinance.

SECTION 2. The Board of Elections of Tuscarawas County is hereby directed to submit the following question to the electors of Sandy Township, excluding the Village of Mineral City, at the general election on November 3, 2015.

Shall the Township of Sandy Township have the authority to aggregate the retail electric loads located in the Township, excluding the Village of Mineral City and for that purpose, enter into service agreements to facilitate for those loads the sale and purchase of electricity, such aggregation to occur automatically except where any person elects to opt out?

\_\_\_\_\_ FOR THE ELECTRIC AGGREGATION PROPOSAL

\_\_\_\_\_ AGAINST THE ELECTRIC AGGREGATION PROPOSAL

The Fiscal Officer of this Board is instructed immediately to file a certified copy of this Resolution and the proposed form of the ballot question with the County Board of Elections not less than ninety (90) days prior to November 3, 2015. The Aggregation Program shall not take effect unless approved by a majority of the electors voting upon this Resolution and the Aggregation Program provided for herein at the election held pursuant to this Section 2 and Section 4928.20 of the Ohio Revised Code.

**RESOLUTION #2015-09 Continued**

SECTION 3. Upon the approval of a majority of the electors voting at the election provided for in Section 2 of this Resolution, this Board individually or jointly with any other political subdivision, shall develop a plan of operation and governance for the Aggregation Program. Before adopting such plan, this Board shall hold at least two public hearings on the plan. Before the first hearing, notice of the hearings shall be published once a week for two consecutive weeks in a newspaper of general circulation in the Township. The notice shall summarize the plan and state the date, time, and location of each hearing. No plan adopted by this Council shall aggregate the electrical load of any electric load center within the Township unless it in advance clearly discloses to the person owning, occupying, controlling, or using the load center that the person will be enrolled automatically in the Aggregation Program and will remain so enrolled unless the person affirmatively elects by a stated procedure not to be so enrolled. The disclosure shall state prominently the rates, charges, and other terms and conditions of enrollment. The stated procedure shall allow any person enrolled in the Aggregation Program the opportunity to opt out of the program every three years without paying a switching fee. Any such person that opts out of the Aggregation Program pursuant to the stated procedure shall default to the standard service offer provided under division (a) of Section 4928.14 or division (d) of Section 4928.35, Ohio Revised Code until the person chooses an alternative supplier.

SECTION 4. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

SECTION 5. Notice of the adoption of this Resolution shall be given once by publishing the title of the Resolution in an abstract prepared by the Fiscal Officer Or County Prosecutor in the Sandy Township.

Motioned by Trustee Angelo Pirolozzi.

Trustee Michael Spillman seconded the motion to adopt the Resolution. On the roll call being called, the vote result was as follows:

All three Trustees voted in favor of same.

Trustee Angelo Pirolozzi - Yes

Trustee Michael Spillman - Yes

Trustee Willard Himes - Yes

*Angelo Pirolozzi*  
*Michael J. Spillman*  
*Willard A. Himes*

Passed this 19th day of May, 2015.

**FISCAL OFFICER'S CERTIFICATION**

I certify that this is a true and complete copy of the Resolution adopted by a majority of the full membership of the Board of Trustees at its meeting held on May 19, 2015, as was recorded by me in the official proceeding of the Board.

*Stacey Spillman*  
 STACEY SPILLMAN - FISCAL OFFICER



Election Summary Report  
Tuscarawas County, Ohio  
2015 General Election  
Summary For Jurisdiction Wide, All Counters, All Races  
OFFICIAL CANVASS  
\*\*100% PRECINCTS REPORTING\*\*  
\*\*81 OF 81 PRECINCTS REPORTING\*\*

Date:11/23/15  
Time:10:05:54  
Page:12 of 14

Registered Voters 56275 - Cards Cast 31879 56.65%

Num. Report Precinct 81 - Num. Reporting 81 100.00%

13 - Sandy Two - Gas Aggregate	
	Total
Number of Precincts	2
Precincts Reporting	2 100.0 %
Times Counted	659/1323 49.8 %
Total Votes	601
YES	323 53.74%
NO	278 46.26%

18 - Warwick Twp - Replacement	
	Total
Number of Precincts	3
Precincts Reporting	3 100.0 %
Times Counted	850/1697 50.1 %
Total Votes	823
For the Tax Levy	566 68.77%
Against the Tax Levy	257 31.23%

14 - Sandy Two - Electric Aggregate	
	Total
Number of Precincts	2
Precincts Reporting	2 100.0 %
Times Counted	659/1323 49.8 %
Total Votes	598
YES	320 53.51%
NO	278 46.49%

19 - Wayne Twp - Replacement	
	Total
Number of Precincts	1
Precincts Reporting	1 100.0 %
Times Counted	436/994 43.9 %
Total Votes	409
For the Tax Levy	234 57.21%
Against the Tax Levy	175 42.79%

15 - Sugarcreek Two - Additional	
	Total
Number of Precincts	1
Precincts Reporting	1 100.0 %
Times Counted	305/773 39.5 %
Total Votes	290
For the Tax Levy	137 47.24%
Against the Tax Levy	153 52.76%

20 - York Twp - Replacement	
	Total
Number of Precincts	1
Precincts Reporting	1 100.0 %
Times Counted	517/882 58.6 %
Total Votes	502
For the Tax Levy	392 78.09%
Against the Tax Levy	110 21.91%

16 - Lighthouse Bistro 1 - Local Option	
	Total
Number of Precincts	1
Precincts Reporting	1 100.0 %
Times Counted	399/759 52.6 %
Total Votes	386
YES	287 74.35%
NO	99 25.65%

21 - Fairless Local SD - Substitute	
	Total
Number of Precincts	2
Precincts Reporting	2 100.0 %
Times Counted	34/53 64.2 %
Total Votes	33
For the Tax Levy	10 30.30%
Against the Tax Levy	23 69.70%

17 - Lighthouse Bistro 2 - Local Option	
	Total
Number of Precincts	1
Precincts Reporting	1 100.0 %
Times Counted	399/759 52.6 %
Total Votes	389
YES	272 69.92%
NO	117 30.08%

22 - Newcomerstown SD - Renewal	
	Total
Number of Precincts	6
Precincts Reporting	6 100.0 %
Times Counted	1482/3145 47.1 %
Total Votes	1450
For the Tax Levy	895 61.72%
Against the Tax Levy	555 38.28%

Exhibit A-3:  
Operation and  
Governance Plan

Sandy Township  
Resolution #2016-05

RESOLUTION

A RESOLUTION TO ADOPT A PLAN OF OPERATION AND GOVERNANCE  
FOR ELECTRIC GOVERNMENTAL AGGREGATION

WHEREAS, the Board of Trustees of Sandy Township desires to adopt a Plan of Operation and Governance for purposes of Electric Governmental Aggregation; and

WHEREAS, the Board of Trustees of Sandy Township has determined this resolution is in the best interest of the Township's residents, promotes the general welfare of said citizenry, and must be passed in order to optimize rates available for residents;

NOW THEREFORE, be it ordained by the Board of Trustees of Sandy Township, Ohio, as follows:

SECTION ONE:

The Board Of Trustees of Sandy Township adopts and approves a Plan of Operations and Governance as regards Electric Governmental Aggregation as attached hereto (see Exhibit A).

SECTION TWO:

All prior Resolutions and Ordinances and parts of Resolutions and Ordinances which conflict with the provisions of this resolution are hereby repealed to the extent that they are in conflict herewith.

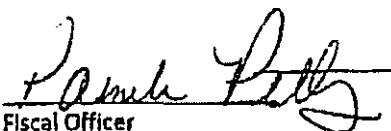
SECTION THREE:

The Resolution shall take effect and be in force immediately upon its passage.

PASSED:

ATTEST:


  
Chairman, Board Of Trustees

  
Fiscal Officer

Approved. YES - 3

Date: 3/22/16

Governing Board Signatures

  
Angelo Pirolozzi

  
Michael Spillman

  
Willard Himes

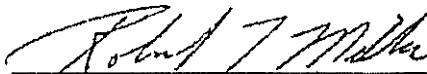
**AFFIDAVIT OF PUBLICATION**

**STATE OF OHIO)**

**)ss.**

**COUNTY OF TUSCARAWAS)**

Before me the undersigned, authority in and for Tuscarawas County, personally appears Robert Miller, being first duly sworn, says that he is a duly authorized Sales Manager for The Times-Reporter, a daily newspaper of general circulation in said County and State, and that a notice of which the annexed is a copy, was published in said paper on November 28, 2015 and December 1, 2015.



**Representative Signature**

Sworn to and subscribed before me this 11<sup>th</sup> day of November, 2016



**Notary Public**



Mary M. Bodkins  
Notary Public, State of Ohio  
My Commission Expires 06-18-2018

**Publisher's Fee – \$371.38**  
**Size of ad – 2 x 5.25 display**  
**Customer Account – 137348**

### **PUBLIC HEARING NOTICE**

Pursuant to Sections 4928.20(C) and 4929.27(B) of the Ohio Revised Code, the Sandy Township Board Of Trustees (Tuscarawas County), Ohio shall conduct public hearings for the purpose of obtaining public input on the Plans of Operation and Governance of the electric and natural gas aggregation programs. The Plans of Operation and Governance include the following provisions: (1) service provided; (2) determination of rates; (3) opt-out procedures; (4) billing and credit; (5) switching fees; and, (6) participation in the aggregation programs. The Public Utilities Commission of Ohio may suggest other provisions to the Plan after its review.

All eligible customers who receive electric from AEP and natural gas service from Dominion East Ohio Gas - shall be included in the Township's aggregation programs. If an acceptable supply offer is received and accepted by the Township, eligible customers shall receive an opt-out letter for the electric program and the natural gas program explaining the rate and terms and conditions of each program.

The four public hearings shall be held at 4:00 P.M. Electric, 4:30 P.M. Natural Gas, 6:00 P.M. Electric, 6:30 P.M. Natural Gas on December 8, 2015; All hearings shall be conducted at the township offices/garage in Sandyville.

## **SANDY TOWNSHIP, OH, TUSCARAWAS COUNTY ELECTRIC AGGREGATION PROGRAM**

### **PLAN OF OPERATION AND GOVERNANCE**

**Introduction.** On November 3, 2015 a majority of the voters in Sandy Township, OH, in the County of Tuscarawas, approved a referendum that authorized Sandy Township (the "Township") to pursue Automatic Governmental Aggregation. After the Township held two public hearings on the matter, the Township Trustees approved this Plan of Operation and Governance as prescribed by Section 4928.20 of the Ohio Revised Code. The Township has developed this Plan of Operation and Governance ("Plan of Operation") in accordance with the governmental aggregation provisions in Sections 4901:1-21-16 Ohio Administrative Code. Once certified as a Governmental Aggregator, the Township will be authorized to combine multiple retail electric customer loads within its geographic boundaries (the "Aggregation") for the purpose of facilitating the purchase of electric supply in Ohio's competitive retail electric market.

**Governmental Aggregation Services.** The Sandy Township Board of Trustees, as a Governmental Aggregator, will serve as purchasing agent for the Aggregation. As purchasing agent, the Governmental Aggregator shall (i) select a Competitive Retail Electric Service Provider ("Provider") to supply the Aggregation, (ii) negotiate the terms of supply between the Provider and the Aggregation participants, and (iii) oversee the enrollment procedures administered by the Provider.

**The Contract.** The supply contract negotiated by the Governmental Aggregator for the Aggregation (the "Contract") shall be for firm, all-requirements supply. Each Aggregation participant will be individually bound to the Provider by the terms of the Contract, and will be solely responsible for payment. The electric supply charges for the Aggregation are included in the Contract that will be negotiated by the Governmental Aggregator and shall identify the pricing or pricing methodology. All electric supply charges will be fully and prominently disclosed in consumer enrollment materials (such as the Opt-out Notice), available on the Provider's website, and available by calling the Provider's toll free customer service telephone number. The surcharge authorized under Section 4928:20 (I) will not be charged.

**Eligibility, Opt-out Disclosures, and Pooling Accounts.** Section 4901:1-21-17 of the Ohio Administrative Code requires the Governmental Aggregator to request from the Utility for all customers residing within the governmental aggregator's boundaries, including those customers who have opted off the pre-enrollment list (i) a list of the names, account numbers, and service and mailing addresses for those residing within the Governmental Aggregator's boundaries, consistent with the information that is provided to other competitive retail electric service providers (ii) an identification of customers who are currently in contract with a certified electric services company other than the Provider or in a special arrangement with the electric utility, and (iii) an identification of mercantile customers. The following customers are not

eligible: customers already under contract with a certified electric services company; customers that have a special contract with the Utility; customers that are not located within the Governmental Aggregator's boundaries; customers on the Percentage of Income Payment Plan (PIPP); customers that have past due amounts owing to the Utility; and mercantile customers. In addition, the Township intends to include in the Aggregation only those (a) residential and (b) non-mercantile customers under Rate Schedules GS1-4. Using this list of eligible accounts, the Provider, with the assistance of the Governmental Aggregator, will review the list to verify that the eligible accounts are located within the geographic boundaries of the Township and that an area within the Township boundaries has not been inadvertently filtered from the list. The Provider will also remove from the eligible list, those customers who appear on the "do not aggregate" list maintained under division (c) of section 4928.21 of the Revised Code.

Within thirty (30) days of receipt of the list from the Utility, the Provider, with assistance from the Governmental Aggregator, will prepare and mail an "Opt-out Notice" to each account that remains on the eligible list after it has been reduced as noted above. The Opt-out Notice will inform the eligible account holder that the Governmental Aggregator has formed an automatic (or "Opt-out") aggregation, provide the price for the electric supply to the Aggregation and other terms and conditions of service, and explain how the account holder can decline participation in the Aggregation. In the event the Township determines the Aggregation participants should not purchase stand-by service from the Utility, that fact would be prominently disclosed in the Opt-out Notice with a description of how it would impact the Aggregation participants.

As required by 4901:1-21-17 of the Ohio Administrative Code, the Opt-out Notice will indicate that the account holder has 21 days to affirmatively respond by telephoning a toll-free number or opting-out via the Provider's website address or returning a postcard to the provider that is included in the Opt-out Notice.

The Provider will receive all Opt-out requests and any Opt-out Notices that were undeliverable by mail, and will remove those accounts from the eligible account list. Upon completion of the 21 day Opt-out period, the Provider will notify the Utility of the remaining accounts that will form the Aggregation, and through an electronic data interchange transaction, enroll the Aggregation. Upon enrollment, each participant will receive an enrollment notice from the Utility that will indicate that the enrollee may rescind its participation in the Aggregation by contacting the Utility within seven (7) calendar days.

In addition to the initial 21-day Opt-out period, each participant will be provided an opportunity to opt-out every three years without paying an early termination fee. The program can be for a duration of no less than one year and no more than three years at a time.

**Billing.** Aggregation participants will receive a single, monthly bill from the Utility, which will include charges from the Provider for its electric supply, as well as the Utility distribution charges. Aggregation participants will be billed according to their Utility billing cycle. In order to maintain flexibility for Aggregation participants to return to Utility service on a

full requirements basis without paying additional charges to the Utility or being subject to market-based rates, the Aggregation participants may be billed by the Utility for stand-by service within the meaning of division (B)(2)(d) of section 4928.143 of the Revised Code. As of the date of this Plan of Operation, the Utility does not have a separate charge for stand-by service.

**Credit, Collections and Deposits.** The Utility's credit and collection policy and policies regarding deposits will apply to the Aggregation participants and shall be administered by the Utility. Neither the Governmental Aggregator, nor the Provider will implement additional policies with respect to credit, deposits and collections.

**Concerns and Complaints.** Aggregation participants will have multiple means of expressing concerns and reporting complaints. As a general rule, concerns regarding service reliability and billing should be directed to the Utility. The Utility will continue to read meters, handle billing, and generally have the most information about the physical service to a location or account. Questions regarding the administration of the Aggregation should be directed to the Provider. The Provider's customer service center is available by telephone 24 hours per day, 7 days per week. Any unresolved disputes should be directed to the Public Utilities Commission of Ohio and/or the Ohio Consumers Council. As a convenience, below is a list of helpful toll free telephone numbers.

Natural of Complaint	Contact	Phone Number
Outages/Emergencies	AEP	1-800-672-2231
Service turn on/off	AEP	1-800-672-2231
Billing Disputes	AEP	1-800-672-2231
Price/Joining/Leaving Program	Supplier Customer Service	1-844-809-6841
Program Regulatory Questions	Supplier Customer Service	1-844-809-6841
Unresolved Disputes	Public Utilities Commission	1-800-686-7826
Unresolved Disputes	Ohio Consumers Council	1-877-742-5622

The Provider will attempt to resolve all customer complaints in a timely and good faith manner. The Provider shall investigate and provide a status report to the customer when the complaint is made directly to them and/or the Township within three (3) calendar days following receipt of the complaint. Or in the case of a Public Utilities Commission of Ohio ("PUCO") complaint the Provider will investigate and provide a status report to the customer and PUCO staff within five (5) calendar days following receipt of the complaint. If an investigation into a complaint received from the customer or a complaint referred by the PUCO is not completed within fourteen (14) calendar days, then a status report will be given to the customer, and, if applicable, the PUCO. These status reports will be given every five (5) calendar days until the investigation is complete, unless the action that must be taken takes longer than five (5) calendar days and the customer has been notified. Final results of a Commission-referred complaint will be provided to the PUCO either orally (phone) or in writing (e-mail, written correspondence), no later than five (5) calendar days after the investigation is completed. The final results will be provided in writing to the customer no later than five (5) calendar days after



the investigation is completed. Customers retain the right to contact the PUCO regarding complaints and disputes. All customers have the right to contact the PUCO by writing to Public Utilities Commission of Ohio, ATTN: IAD, 180 E. Broad St., Columbus, OH 43215-3793; by fax to (614) 752-8351; through their website at [www.puc.state.oh.us](http://www.puc.state.oh.us) or by calling toll free (800) 686-7826 (VOICE) or (800) 686-1570 (TTY-TDD). Records of customer complaints will be retained for two (2) years after the occurrence of the complaint. A copy of the complaint record will be provided to the PUCO within five (5) calendar days, if requested.

**Moving within the Township.** Aggregation participants that move from one location to another within the Township's boundaries and retain the same account number will remain an Aggregation participant and will receive the same price they would have received if their location had not moved.

Aggregation participants who move from one location to another within the Township's boundaries and are assigned a new account number may enroll their new account in the Aggregation and receive the same price as they would have received if their location had not moved, provided the new account is eligible for Aggregation. Participants who move and receive a new account number may be dropped from the Aggregation by the Utility, but they will not be charged an early termination fee from the Provider. If a participant is dropped from the Aggregation due to a move within the Township, the participant should contact the Provider to be re-enrolled.

**Moving outside of the Township.** Aggregation participants who move out of the Township's boundaries will no longer be eligible to participate in the Aggregation, but they will not be charged an early termination fee from the Provider.

**Enrolling after the Opt-out Period.** Residential and small business accounts located within the Township's boundaries that were initially eligible to join the Aggregation, but chose to Opt-out of the Aggregation, or otherwise weren't included in the Aggregation, may join the Aggregation after the expiration of the initial Opt-out Period by contacting the Provider. The rate for those joining the Aggregation after the expiration of the Opt-out Period may be different from the rate negotiated for the Aggregation by the Governmental Aggregator. In the event that the Provider is able to offer to newly eligible customers the same price that is provided to the current Aggregation participants, the Provider may refresh the Aggregation by providing those who move into the Township the opportunity to be included automatically, rather than waiting until the next pricing term of the Contract. The process for refreshing the Aggregation with new enrollments would follow the process noted above for determining eligibility, providing Opt-out Notices, and pooling the accounts. (Current Aggregation participants and those who previously declined participation would not receive the Opt-out Notice intended only for newly eligible customers.)

Exhibit A-4:  
Automatic Aggregation  
Disclosure

Date, 2016

## ENROLLMENT NOTICE

Dear Resident or Small Business

In November 2015, The Sandy Township voters approved by majority vote the creation of an Electric Aggregation Program to seek lower electricity rates for eligible residential and small business customers. The Sandy Township Trustees selected (SUPPLIER) Services Inc. to supply electricity to the Sandy Township Electric Aggregation Program. As a resident or small business owner within The Sandy Township you are eligible to participate in this program.

You will be automatically enrolled in the program unless you opt out by Date, 2016.

### Benefits

The Sandy Township Trustees have negotiated a competitive price of \$\* \*\*/kWh. This pricing will be effective from your first meter read in (DATE) through your (DATE) meter read. Please see the enclosed Terms and Conditions for full details.

### Billing and Service Unchanged

Other than the price and supplier, nothing regarding your electricity service will change. You will continue to receive one monthly bill from AEP Ohio. AEP will continue to deliver your electricity, restore power following an outage, and be responsible for maintaining the system that delivers power to your home. While (SUPPLIER) offers budget billing of its generation service charges for this aggregation program, please note that if you are currently on budget billing with AEP Ohio, the utility may bill you for any balance owed to them at the time of enrollment. This may result in a charge or a credit from AEP, depending on the current status of your budget billing accumulation. To set up budget billing with (SUPPLIER), please call our customer service center at (\*\*\*)-\*\*\*-\*\*\*\*. Please note, (SUPPLIER) will bill you for your actual energy supply charges (rather than any budgeted amount) until you have contacted us to set up your budget billing account. Your budget billing with AEP will automatically continue for all other portions of your AEP bill other than the energy supply component if you are currently enrolled with AEP Ohio for the same service.

### Be Informed

- If you do nothing, you will be automatically enrolled in the Sandy Township program.
- AEP will continue sending monthly bills, responding to outages, and delivering your electricity.
- No one from the Sandy Township program will ever come door to door and ask you to switch to a new supplier. Anyone who comes to your door asking you to switch is not with the Sandy Township program.

To participate in the program, DO NOT return the card below.

By returning this card, you are opting out of the program. You will continue to receive service from AEP Ohio.

## NOTIFICATION OF INTENT TO OPT-OUT

- ☒ I do not wish to be part of the Sandy Township Electric Aggregation program. By returning this card, I am officially opting-out of this program.

This notification is in regard to service at this address:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

#### Enrollment Information

After your enrollment is finalized, AEP Ohio will send you a letter confirming your enrollment. As required by law, this letter will inform you of your ability to rescind your enrollment without penalty.

#### How to Opt Out

If you do not wish to participate in the Sandy Township Electric Aggregation Program, you must opt-out by DATE 2016. To opt out, return the enclosed postcard. You may also opt-out by contacting (SUPPLIER) toll-free at (\*\*\*).\*\*\*.\*\*\*\* or online at [www.\(SUPPLIER\).com](http://www.(SUPPLIER).com). If you do not opt-out you will be enrolled in the Sandy Township Electric Aggregation Program. At the end of this current three year term in DATE 20\_\_, you will again be provided with an opportunity to opt-out of the Village's Aggregation Program, or you may terminate the agreement at any time without penalty per the Electricity Purchase and Sale Terms and Conditions.

If you have any questions, please contact (SUPPLIER) toll-free at (\*\*\*).\*\*\*.\*\*\*\* or online at [www.\(SUPPLIER\).com](http://www.(SUPPLIER).com)

Sincerely,

(SUPPLIER)

Enclosure Terms and Conditions

Sample

## Residential Electricity Purchase and Sale Terms and Conditions - Opt-Out Aggregator

The Sandy Township Council Trustees ("Municipality"), pursuant to the aggregation authority conferred upon it by electorate vote, which passed by a majority vote on November 3, 2015 and passing an ordinance establishing the program, selected (SUPPLIER) ("Seller") to supply the aggregation and to administer enrollments as described below. You, the account holder (also referred to as "Buyer") for the eligible account associated with the service address referenced on the letter accompanying these Electricity Purchase and Sale Terms and Conditions (the "Account"), and Seller agree to the following terms and conditions. Seller and Buyer (individually referred to as "Party" and collectively as "Parties") agree to the following Electricity Purchase and Sale Terms and Conditions ("Agreement"), as of (DATE) (the "Effective Date"):

**1. Opt-Out Enrollment:** Enrollment is automatic for those who are eligible, but participation is voluntary. **IF YOU DO NOT WISH TO PARTICIPATE, YOU MUST OPT-OUT BY (1) DETACHING AND RETURNING THE OPT OUT CARD ATTACHED TO THE ENROLLMENT NOTICE POSTMARKED NO LATER THAN DATE, (2) BY CALLING (\*\*\*).\*\*\* BY DATE OR (3) BY OPTING-OUT ON SELLER'S WEBSITE AT WWW.(SELLER).COM.** If you choose to opt-out, you will be served by the standard service offer of AEP Ohio (the "Utility") or until you choose an alternative supplier of electric service.

**2. Eligibility:** To be eligible for opt-out aggregation, Buyer and the Accounts to be served (i) must be located within the Municipality's jurisdictional boundaries, (ii) must be served by the Utility, (iii) may not be under contract with another competitive supplier, (iv) may not be on the Public Utilities Commission of Ohio ("PUCO") "do not aggregate" list, (v) must be in good standing with the Utility (including payment history), and (vi) may not be under a Utility special arrangement or percentage of income payment plan (PIPP). In the event ineligibility is not ascertained until after service commences, Seller shall provide notice of the same to Buyer and return Buyer to the Utility.

**3. Term and Renewal:** This Agreement shall become binding on the Effective Date, provided however, the obligation of Seller to sell and schedule electricity for delivery to Buyer and the obligation of Buyer to purchase, take and pay for electricity is contingent upon: (a) eligibility of Buyer and the Accounts, (b) successful enrollment by the Utility, and (c) passage of the Rescission Period without effective cancellation by Buyer. Successful enrollment by the Utility is dependent upon (i) the eligibility of the Accounts, as set forth above and as determined by the Utility, to take from a retail electric supplier and (ii) the accuracy and completeness of any information submitted by Buyer and the Municipality. Service will commence on the first available meter read, dates on or after May 2, 2015 and shall remain in effect through the April 2018 meter read ("Initial Term"), unless terminated pursuant to the terms of this Agreement. In the event ineligibility is not ascertained until after service commences, Seller shall provide notice of the same to Buyer and return Buyer to the Utility. Buyer shall have the opportunity to opt-out of the Aggregation at least every three years without penalty.

**4. Rescission Period:** The Utility will send Buyer a letter confirming transfer of service upon processing of Buyer's enrollment and Buyer will have 7 days from the postmark date of that letter to cancel its enrollment, without penalty, ("Rescission Period") by calling the Utility on the toll-free number provided in the letter or by providing written notice to the Utility.

**5. Price:** For each billing cycle of Initial Term, Buyer shall pay (a) a Fixed Rate of \$\*\*\* per kWh, and (b) available charge calculated by Seller to reflect the cost of network integrated transmission service charges, each multiplied by the billing cycle usage for the Accounts. Both Parties recognize that Seller's charges include tariff charges that are set forth by the Utility, transmission provider, regional transmission organization or independent system operator ("RTO/ISO"), the Federal Energy Regulatory Commission, PUCO, and/or any other state or governmental agency having jurisdiction (each an "Authorized Entity"). Seller may pass through to Buyer, without markup as a separate line item or as an updated Fixed Rate, (a) any increase in such tariff charges or (b) other increase in Seller's cost to provide electricity that result from an addition to, a change in, or change in interpretation by an Authorized Entity of, or change in administration by an Authorized Entity of, tariffs, operating protocols, laws, regulations, or other requirements of an Authorized Entity, as applicable. Buyer will also incur delivery and other additional service charges from the Utility. Switching fees may apply when service is established with Seller (which will be reimbursed by Seller, if applicable), but Buyer will not be charged separately by Seller for a switching fee.

**6. Billing and Payment:** Buyer will be invoiced by the Utility for both Seller's charges and the Utility's delivery charges. Such billing and payment (including fees associated with late payments) shall be subject to the applicable Utility rules regarding billing and payment procedures. Seller may cause the Utility to correct previous invoices in the event of invoicing errors. Seller's charges or credits not invoiced through the Utility shall be invoiced or credited respectively, directly by Seller. Any such charges shall be due within 21 days following the invoice date and payments not received by the due date will be deemed past due and shall accrue interest on the unpaid balance from the due date until payment is received at a rate of 1.5% per month of the unpaid balance, provided that such percentage does not exceed the maximum amount allowable by law. Seller offers budget billing for generation charges and Buyer should contact Seller at the phone number identified in Section 12 to elect budget billing.

<p><b>7. Taxes:</b> Any tax levied against Seller by any governmental entity, exclusive of Seller's income tax or taxes levied on Seller's real or personal property that must be paid by Seller shall be passed through to and borne and reimbursed by Buyer. Buyer must provide Seller with any applicable exemption certificates. Buyer shall pay any such taxes unless Seller is required by law to collect and remit such taxes, in which case Buyer shall reimburse Seller for all amounts so paid.</p>
<p><b>8. Limitations:</b> ALL ELECTRICITY SOLD HEREUNDER IS PROVIDED "AS IS", AND SELLER EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. IN NO EVENT WILL EITHER PARTY BE LIABLE UNDER THIS AGREEMENT, WHETHER IN AGREEMENT, IN TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY), OR OTHERWISE, FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, OR PUNITIVE DAMAGES.</p>
<p><b>9. Environmental Disclosure:</b> The disclosure provided herewith describes the generation resource mix and Environmental characteristics of the electricity. To receive this disclosure by mail, Buyer may request such by contacting Seller.</p>
<p><b>10. Termination: Remedies</b> Seller may terminate Buyer's service under this Agreement for non-payment with at least 14 days written notice. Failure to pay Utility invoices may result in Buyer being disconnected in accordance with the Utility tariff. Buyer may terminate at any time without early termination fees. If Buyer switches back to the Utility, Buyer may not be served under the same rates, terms, and conditions that apply to other customers served by the Utility. The Choice program is under the ongoing jurisdiction of the PUCO.</p>
<p><b>11. Force Majeure:</b> Except for Buyer's obligation to pay Seller timely, neither Party shall be liable to the other for failure to perform an obligation if the non-performing Party was prevented from performing due to an event beyond the reasonable control, that could not be remedied by the exercise of due diligence and that was not reasonably foreseeable, including without limitation, acts of God, a condition resulting in the curtailment of electricity supply or interruption or curtailment of transmission on the electric transmission and/or distribution system, interruption of Utility service, terrorist acts or wars, and force majeure events of the Utility or RTO/ISO.</p>
<p><b>12. Questions, Complaints and Concerns:</b> Buyer may contact Seller at (XXX) XXX-XXXX. Seller's mailing address is 123 Main Street, Anytown, State, 12345 and its website is <a href="http://www.SUPPLIER.com">www.SUPPLIER.com</a>. Seller will attempt to resolve all customer complaints in a timely manner and will respond to all complaints within 5 business days of receipt. If Buyer's complaint is not resolved after Buyer has called Seller and/or the Utility, or for general utility information, residential and business customers may contact the PUCO for assistance at 1-800-686-7826 (toll-free), or for TTY toll-free at 1-800-686-1570 (toll-free), from 8:00 a.m. to 5:00 p.m. weekdays, or at <a href="http://www.PUCO.ohio.gov">www.PUCO.ohio.gov</a>. Residential customers may also contact the Ohio Consumers' Counsel for assistance with complaints and utility issues at 1-877-742-6622 (toll-free) from 8:00 a.m. to 5:00 p.m. weekdays, or at <a href="http://www.pickccc.org">www.pickccc.org</a>.</p>
<p><b>13. Miscellaneous:</b> Buyer hereby authorizes the Utility to release data to Seller regarding Buyer's historical or current billing and usage data. This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio and any applicable Utility tariffs. Buyer appoints Seller as its agent for the purposes of effectuating delivery, including for receipt of billing and usage data from the Utility. Title, possession, control of the electricity, and risk of loss will pass from Seller to Buyer at the interconnect between the applicable RTO/ISO's transmission system and the Utility's distribution system. Subject to regulatory approvals and notice from Seller, Seller may assign this Agreement without Buyer's consent. Buyer may assign this Agreement only with Seller's prior written consent. This Agreement constitutes the entire agreement between the Parties, superseding all verbal and written understandings. The Parties acknowledge and agree that (a) this Agreement constitutes a "forward contract" and/or "forward agreement" within the meaning of title 11 of the United States Code (the "Bankruptcy Code"), (b) each Party is a "forward contract merchant" within the meaning of the Bankruptcy Code, (c) for purposes of this Agreement, each party is not a "utility" within the meaning of Section 366 of the Bankruptcy Code, and (d) each Party agrees to waive and not assert the applicability of Section 366 of the Bankruptcy Code in any bankruptcy proceeding wherein such Party is a debtor, and (e) each Party further agrees to waive the right to assert that the other Party is a provider of last resort. This Agreement shall only be amended in a writing signed by both Parties or pursuant to Section 4 hereof. By agreeing to the terms and conditions herein, Buyer warrants that he or she is authorized to enter into this Agreement on behalf of the Party and Accounts for which it was made. Buyer should contact the Utility in the event of an electricity emergency. Seller is prohibited from disclosing Buyer's social security number and/or account number(s) without Buyer's affirmative written consent, except for the purpose (i) (i) Seller's collections and credit reporting, (ii) participation in programs funded by the universal service fund, (iii) pursuant to section 4928.54 of the Ohio Revised Code, or (iv) assigning this Agreement to another certified retail electric provider. Buyer may request from Seller, twice within a 12-month period, up to 24 months of Buyer's payment history without charge.</p>