



Fox Rothschild LLP
ATTORNEYS AT LAW

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COLLEEN R. RUSH
Direct Dial: 610-397-3929
Email Address: CRush@Foxrothschild.com

RECEIVED

2015 JUL 27 AM 9:17

PA PUC
SECRETARY'S BUREAU

2015 JUL 27 AM 8:16
RECEIVED
SECRETARY'S BUREAU
TECHNICAL UTILITY DIVISION

July 22, 2015

VIA CERTIFIED MAIL
VIA E-MAIL [dathompson@pa.gov]

David Thompson
Pennsylvania Public Utility Commission
400 North Street
Commonwealth Keystone Building
3rd Floor
Harrisburg, PA 17120

Re: A-2015-2465927 - Stellar Movers' Application for Operating Authority as a Motor Common Carrier of Household Goods in Use - Receipt of Business Plan

Dear David:

This letter is in reference to our phone call yesterday, July 21, 2015, regarding the status of Stellar Movers' Application for operating authority as a motor common carrier of household goods in use. Enclosed is a copy of the Business Plan that was submitted to you via email and certified mail on May 29, 2015.

As you are aware, on May 12, 2015, you sent a letter to our office directing Stellar Movers to file Verified Statements with the PUC within thirty days. Because of the changing regulations relating to this type of operating authority, which eliminated the requirement that Verified Statements be filed, we exchanged several phone calls and emails relating to the Verified Statements required in support of the Application. An email from you on May 29th indicated that we did not need to provide any Verified Statements in support of the Application; however, you directed us to submit the Business Plan for your review. In response to this email, as well as a phone call also taking place on May 29th, I sent the Business Plan to you via email on May 29, 2015. You responded promptly via email that the Business Plan required additional information. I sent this additional information to you the same day in the form of a letter, also sent via email. I followed up these emails by sending the Business Plan and letter to you in the same correspondence via Certified Mail, Return Receipt Requested, that same day.

A Pennsylvania Limited Liability Partnership

California Colorado Connecticut Delaware District of Columbia
Florida Nevada New Jersey New York Pennsylvania



Fox Rothschild LLP
ATTORNEYS AT LAW

David Thompson
July 22, 2015
Page 2

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I followed up with you again on June 5, 2015 regarding the status of your receipt of the Business Plan. During this phone call, you indicated that the hard copy we mailed to your office had not yet been docketed by the Commission, but that the Secretary's Borough was very backed-up and that it would be processed promptly. You stated that because you were aware that the Application had been mailed, you would not dismiss the Application if it was not docketed by the June 12th deadline. You also indicated that there was nothing else for our office to do until you officially received the Business Plan and could make a determination as to whether anything was missing. On June 10, 2015, we received a Certified Mail Return Receipt stating that the mailing was received by the Commission on June 8, 2015. This Return Receipt indicating June 8th delivery is also enclosed.

Inasmuch as we have not yet received correspondence from the PUC, I followed up with you yesterday regarding the status of the Application. During yesterday's phone call, you stated that the Business Plan had still not been docketed, though you have had it since May 29th. You advised us to send a letter with a copy of the Certified Mail Return Receipt indicating that the Business Plan was mailed and received within the required time frame. You stated that we did not need to provide another original of the Business Plan, but could provide a copy of what was sent to your office on May 29th. Please note that in addition to the attached Business Plan, I am sending the Secretary another copy of the Business Plan today. Because of the almost two-month delay in the processing of this Application, we would like to expedite the remaining approval process as much as possible. Our office will ensure that tariff rates and insurance requirements are prepared and filed as soon as we are directed to do so. We appreciate your prompt attention in this matter.

Please call me if you have any questions.

Sincerely,

Colleen R. Rush

Enclosures

cc: Troy Cales

2015 JUL 27 AM 8:16
TECHNICAL UTILITY SERVICES
BUREAU OF
REGULATORY SERVICES



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COLLEEN R. RUSH
Direct Dial: 610-397-3929
Email Address: CRush@Foxrothschild.com

May 29, 2015

VIA CERTIFIED MAIL
VIA E-MAIL [dathompson@pa.gov]

David P. Thompson
Compliance Specialist II
Pennsylvania Public Utility Commission
400 North Street
Commonwealth Keystone Building
3rd Floor
Harrisburg, PA 17120

Re: A-201502465927 - Stellar Movers, LLC Business Plan

Dear David:

Following up on our email exchange, enclosed please find the completed Business Plan for Stellar Movers, LLC. I have not included the last two pages of the Business Plan, per your instruction that these two pages have been removed as a requirement.

Please consider this letter an amendment to Stellar Movers' application to remove the geographical operating limitation and as a request for statewide operating authority. If you need anything else to formalize this amendment, please let us know.

Sincerely,

Colleen R. Rush
Enclosure

cc: Troy Cales
Andrew D. Santana

RECEIVED

2015 JUL 27 AM 9:18

PA PUC
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2015 JUL 27 AM 8:16
BUREAU OF
TECHNICAL UTILITY SERVICES

A Pennsylvania Limited Liability Partnership

California Colorado Connecticut Delaware District of Columbia
Florida Nevada New Jersey New York Pennsylvania Texas

BUSINESS PLAN OF APPLICANT FOR MOTOR CARRIER AUTHORITY

THE FOLLOWING INFORMATION IS REQUIRED BY THE COMMISSION TO DETERMINE THE APPLICANT'S FITNESS TO OPERATE. STATEMENTS SHOULD BE TYPED OR PRINTED. ILLEGIBLE STATEMENTS WILL DELAY YOUR APPLICATION.

A-2015-2465927

PUC Application Docket No.

Stellar Movers LLC

Legal Name of Applicant

Trade Name, if any

1105 Greenwich Street	Philadelphia	PA	19147
Street Address (principal place of business)	City or Municipality	State	Zip Code

This document is a business plan, or your proposal for providing the transportation service for which you are making application. Prior to deciding to make application for operating authority from the Public Utility Commission, you likely gave much consideration to the manner in which you would operate the business in order that you could provide satisfactory service to your customers and so that you could make a reasonable profit. As part of the application process, you must provide the Commission with your proposal to provide the transportation service.

You are encouraged to provide as much information as possible to fully explain your plan. If you fail to provide sufficient information about the subjects listed below, it may cause the review of your application to be delayed until you provide the necessary information. If you need more space to provide your explanation, please attach additional pages that list the appropriate item by number.

1. Identify the person providing the information by giving your name and indicate whether you are the owner, employee, officer, or attorney for the applicant.

Samuel T. Cales 1105 Greenwich St Philadelphia, PA 19147 - Member

David W. Deen 2410 E Hazzard St Philadelphia, PA 19125 - Member

2. List the applicant's affiliation (owner, manager, controls) with any other carrier, with the description of affiliation.

N/A

3. Describe the applicant's business experience, particularly any experience relating to the operation of a transportation service. An explanation of education or training that you believe may be relevant may also be included.

The owners of Stellar Movers have previously worked for a Philadelphia-based moving company. Both owners have been foremen of moving crews. We have experience managing crews, driving 26' box trucks around the city of Philadelphia and the surrounding areas, packing and unloading trucks and communicating and coordinating with customers.

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TECHNICAL
BUREAU OF
UTILITY COMMISSION

4. Describe the physical location, to include the office area, office machines that will be used, and where vehicles will be stored. Household goods in use carriers should include a description of their storage facilities, if applicable.

The office is located at 1105 Greenwich St. Philadelphia, PA 19147. The office will have an open floor plan and a small lounge area for clients' and employees' use. Office computers will utilize Microsoft Office Suite for business operations along with QuickBooks Pro for the accounting package. Microsoft Office Suite has coordination and contact manager, which we will use to track client records and schedule jobs. The office systems will be backed up to cloud space and on a 2 Terabit password-encrypted external hard drive to protect client personal information. The office includes a desktop computer with dual monitors, a networked laptop computer, a desk, a printer and a stationary closet with standard office supplies.

The truck will be kept at a gated lot with security lights. The lot is located across from a 24-hour Penske lot with 24-hour security. The address is 960-80 N 8th Street, Philadelphia, PA 19123.

Currently, we do not offer storage facilities. Office hours are Monday through Friday 8am – 5 pm, Saturday 8am – 12pm, closed on Sunday.

5. In regard to your communication network, please explain how you will receive customer requests for transportation, how you will dispatch the vehicles to fulfill the request, and continuous communication with drivers.

A dedicated office phone line will be used for business communication between clients and employees. We will also offer cell numbers as an alternative means of communication if the main line is busy. The business phone will be used primarily for booking jobs with clients as well as keeping in contact with the crew foreman.

The vehicle crews will be dispatched using email based on a weekly coordination schedules. The moving crew will receive an email regarding the time to report to the truck the following day along with the bill of lading for the job.

6. Please explain:

- a. Your hiring standards for drivers;

The drivers are required to pass a DOT safety exam and obtain a medical ID card to operate the truck, which has 25950 GVW. They must also pass a background check, pass a drug test, have experience driving a 26ft box truck and have a high school diploma or equivalent.

- b. Your system to ensure prospective drivers will be subject to a criminal background check;

We will hire a third party to do a full background check on all employees. The results of the background checks will be reviewed before we move forward in the hiring process.

- c. Your driver training program;

The drivers will have a combination of on-the-job training and classroom instruction. All drivers will be required to complete class training before they are promoted to foreman.

- d. Your system for ensuring that your drivers are properly licensed at all times;

Our insurance company will conduct a DMV check every 6 months and Stellar Movers will require a 3rd party check every month to ensure that every employee that is driving has a valid driver's license.

- e. Your system to ensure that all drivers will be subject to a criminal background check every two years;

We will keep a file on all employees and will complete a yearly performance review. During that time we will review the driver's safety certificates and update all background checks. The manager overseeing the review will be required to update these files.

- f. Your policies regarding alcohol and drug use by your drivers.

Stellar Movers will not tolerate or condone substance abuse. It is our policy to maintain a workplace free from alcohol and other drugs. Failure to comply will result in termination.

- 7. Please state the number of vehicles you plan to use in your business and why that number is appropriate to provide reasonable and efficient service to the geographical territory you will be serving. If you have already obtained vehicles for your business, please list them in the chart below. Taxicabs and limousines may not be used if the vehicle's age is greater than eight model years.

We are starting the company with one vehicle. We believe this will be sufficient in serving our clients as we control the amount of bookings per truck. If we should find that we are experiencing high volume for our services we will obtain additional trucks as needed to fill demand.

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SEATING CAPACITY</u>	<u>VEHICLE ID #</u>
2003	ISUZU	FTR	3	4G1J7C13X2J701232

- 8. Describe your vehicle safety program. Please include the following in your explanation:
 - a. Your periodic vehicle maintenance plan;

The drivers are required to do a visual daily inspection of the truck following the check list from the safety log published by JJ Keller. Any issues will be documented on a JJ Keller maintenance form. Management will review the documents at the end of each day and address maintenance as required for safe operation. Drivers are also required to keep a driver's log of their hours using a standard driver's log printed by JJ Keller. Our truck will undergo a state inspection and service every 6 months or at such shorter intervals as are recommended by the

manufacturer or required due to operation of the vehicle to ensure the vehicle meets all DOT and state safety guidelines.

- b. Your system for ensuring your vehicles will continuously comply with Pennsylvania's inspection standards and the Commission's equipment standards;

We have a mechanic that we employ to ensure the truck is in good repair at all times. The truck will also undergo a state safety inspection every 6 months.

- c. If applying for Taxi or Limousine Authority, explain how vehicles will be replaced once they are greater than eight model years in age;

N/A

- d. If applying for Household Goods Authority, explain how it will be ensured that vehicles meet all USDOT equipment standards.

All employees will be advised and instructed of the requirements of 49 CFR Parts 393 and 396, as adopted by the PUC at 52 Pa. Code, Chapter 37. All vehicles will be inspected by a certified state agency every 6 months. The Driver will perform a daily safety inspection before leaving the lot. He will use a JJ Keller Safety inspection log to track any unsafe operating issues of the vehicle. If the Vehicle is deemed unsafe we will send a repair technician to the lot to make corrections. If truck is out of service we will rent a truck to put in service to keep our obligation to our clients.

- 9. As proof that an effort has been made to determine that insurance is affordable, list the name and phone number of insurance agents you have contacted and the prices of premiums they have quoted.

Stellar Movers has already obtained insurance coverage. As required by the PUC, the insurance carrier has filed form BMC-91X and form BMC-34 as evidence of this insurance coverage. Our current budgeted income includes, and is sufficient to pay, insurance premiums as and when due at the current coverage amounts and types.

Our Insurance Agent is Rich Doron, who can be reached at (856) 983-3222. The premium for Progressive is \$5,246.00. The premium for cargo insurance is \$3,980.75. This brings the total yearly insurance premium to \$9,226.00.

- 10. Criminal Record. Has the applicant* been convicted of a misdemeanor or felony for which applicant remains subject to supervision by a court or correctional institution?

YES ___ NO X

- 11. Financial Data. In addition to demonstrating your technical fitness, you must also demonstrate that you possess the financial fitness to provide the proposed transportation service. You may use the "Statement of Financial Position" which follows this page or supply a balance sheet prepared by an accountant. You need only provide the applicable information. Please feel free to also provide clarification information with your "Statement of Financial Position", which explains why you believe you have sufficient funds to ensure your transportation business can provide reliable service to the public in a safe manner.

Note: Commission regulations require that if the applicant is a partnership, limited partnership, limited liability partnership, limited liability company, or corporation, this question applies to all partners, members, shareholders and corporate officers. Each individual holding any of these positions should provide a separate page identifying the individual and a statement of his/her financial position.

Statement of Financial Position (Balance Sheet)

As of (date) 05/01/2015

ASSETS

Current Assets		
Cash	60,000.00	
Other Current Assets (specify)		
Moving equipment, pads, dollies and supplies	948.00	
Other Assets		
Motor Vehicle Equipment	28,000.00	
Building and Structures	0.00	
Office Equipment	6,636.00	
Investments and Funds (specify)	0.00	
	<u>TOTAL ASSETS</u>	<u>\$95,584.00</u>

LIABILITIES

Current Liabilities (Due within one year of date)	7,589.72	
Long Term Liabilities (Due after one year of date)	0.00	
	<u>TOTAL LIABILITIES</u>	<u>\$7,589.72</u>
		<u><u>NET WORTH / OWNER'S EQUITY (Subtract total liabilities from total assets)</u></u>
		<u>\$87,994.28</u>

Disclaimer: Applications are public records and can be accessed on the PUC's website. DO NOT provide social security numbers, credit card numbers, bank account numbers, tax information, or any other confidential information on your application, business plan, or verified statement forms.

Verification of Statement

The undersigned deposes and says that he/she is authorized to and does make this verification and that the facts set forth therein are true and correct to the best of his/her knowledge, information, and belief. The undersigned understands that false statements herein are made subject to penalties of 18 Pa. C. S. Section 4904 relating to unsworn falsification to authorities.

Samuel T. Carles
(Signature)

5/19/15
(Date)

Samuel Troy Carles Member
(Name and Title, printed or typed)

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COLLEEN R. RUSH
Direct Dial: 610-397-3929
Email Address: CRush@Foxrothschild.com

May 29, 2015

VIA CERTIFIED MAIL
VIA E-MAIL [dathompson@pa.gov]

David P. Thompson
Compliance Specialist II
Pennsylvania Public Utility Commission
400 North Street
Commonwealth Keystone Building
3rd Floor
Harrisburg, PA 17120

Re: A-201502465927 - Stellar Movers, LLC Business Plan

Dear David:

Please consider this letter an amendment to section 3 of Stellar Movers' Business Plan. Section 3 of the Business Plan is deleted in its entirety and replaced with the following:

The owners of Stellar Movers both previously worked for Broad Street Movers LLC, a Philadelphia-based moving company. Each owner was employed with the moving company for a period of five years, and they collectively have ten years of experience in the industry. This experience includes managing crews, driving 26' box trucks around the city of Philadelphia and the surrounding areas, packing and unloading trucks and communicating and coordinating with customers.

Sincerely,

Colleen R. Rush
Enclosure

A Pennsylvania Limited Liability Partnership

California Colorado Connecticut Delaware District of Columbia
Florida Nevada New Jersey New York Pennsylvania Texas



Fox Rothschild LLP
ATTORNEYS AT LAW

David P. Thompson

May 29, 2015

Page 2

cc: Troy Cales
Andrew D. Santana

9414 7266 9904 2037 3192 80

TO:

David Thompson
PA
400 North Street
Commonwealth Keystone Building
3rd Floor
Harrisburg, PA 17120
US

SENDER: 144835.00001-3577

REFERENCE:

C. Rusk

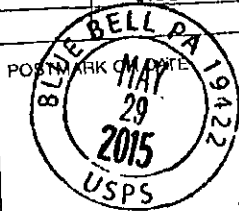


PS Form 3800, January 2005

RETURN RECEIPT SERVICE	Postage	
	Certified Fee	3.30
	Return Receipt Fee	2.70
	Restricted Delivery	0.00
	Total Postage & Fees	

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Receipt for
Certified Mail®

No Insurance Coverage Provided
Do Not Use for International Mail



2. Article Number



9414 7266 9904 2037 3192 80

3. Service Type **CERTIFIED MAIL®**

4. Restricted Delivery? (Extra Fee) Yes

1. Article Addressed to:

David Thompson
PA
400 North Street
Commonwealth Keystone Building
3rd Floor
Harrisburg, PA 17120
US

COMPLETE THIS SECTION ON DELIVERY

A. Received by (Please Print Clearly)

B. Date of Delivery
JUN 08 2015

Signature

Vanessa W. Parks

Agent
 Addressee

D. Is delivery address different from item 1?

Yes
 No

If YES, enter delivery address below:

144835.00001-3577 -



CERT00252532

C. Rusk

PS Form 3811, January 2005

Domestic Return Receipt



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Masler
07/22/2015
US POSTAGE

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\$07.67⁰



ZIP 19422
011D11633486

FIRST CLASS MAIL



Fox Rothschild LLP

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10 Sentry Parkway, Suite 200, PO Box 3001 • Blue Bell, PA 19422-3001

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