

**I. Call to Order - Pledge of Allegiance - Roll Call**

**II. Announcements - Chairperson**

- A.** An executive session under Section 708(a) of the Sunshine Act was held on April 3, 2020 at 1:30 PM via conference call to discuss COVID-19 issues and staffing and today at 5:00 PM to discuss personnel matters and potential claims against CRW with General Counsel.
- B.** The Regular Meeting previously scheduled for March 25, 2020 was cancelled.
- C.** Today's Regular Meeting was advertised in accordance with the Sunshine Law. The Advertisement will be attached to the Minutes as Exhibit "A".
- D.** The next Regular Meeting pending the Governor's "Stay at Home" Order is lifted, is scheduled for Wednesday, May 27, 2020 at 6:00 PM in the Locust Court Building, 212 Locust Street, Harrisburg, Pennsylvania, and is open to the public. If the meeting will be held virtually, an advertisement will be published in the Patriot News and instructions to join the Skype meeting will be posted on the Capital Region Water website.

**III. Committee Reports**

- Budget and Finance
- Personnel and Administration
- Operations/Engineering
- Legal/Risk Management
- Public Outreach / M/W/DBE

**IV. Management Report**

**V. Minutes of Previous Meeting:** February 26, 2020 - Regular Meeting Minutes

**VI. Modifications or Deletions to the Agenda**

**VII. Public Comment - Agenda Items (3 Minutes)**

**VIII. Old/New Business**

**Executive:**

**A. Resolution No. 2020-009 – Temporary Suspension of Penalties & Interest:**

**Motion:** The Board ratifies Resolution No. 2020-009 to voluntarily comply with the Emergency Order issued prohibiting public utilities from terminating utility service during the pendency of the proclamation of disaster emergency proclaimed by Pennsylvania Governor Tom Wolf in Response to the Pandemic Coronavirus or COVID-19.

**B. Business Diversity Consulting Agreement:**

**Motion:** The Board ratifies the Chairperson's execution of the Business Diversity Consulting Agreement with Dunlap Consulting, dated March 25, 2020, at a cost not-to-exceed \$15,000. This is a professional services agreement and no M/W/DBE commitment is required. Funding Source: Water #60504541-54107 – Wtr Diversity Program Services and Wastewater #80504542-54201 – Ww Diversity Program Services.

**C. Resolution No. 2020-010 – Conflict of Interest Policy:**

**Motion:** The Board adopts Resolution No. 2020-010 which approves a Conflict of Interest Policy, which shall be attached hereto as Exhibit "A".

**D. Resolution No. 2020-012 – Paid Administration Leave:**

**Motion:** The Board ratifies Resolution No. 2020-012 which temporarily amends its personnel policies during the pendency of the Proclamation of Disaster Emergency proclaimed by Governor Tom Wolf on March 6, 2020.

**E. Resolution No. 2020-013 – Asset Management Policy:**

**Motion:** The Board adopts Resolution No. 2020-013 which approves an Asset Management Policy, which shall be attached hereto as Exhibit "A".

**F. Energy Supply Procurement (Electricity Contract with Constellation):**

**Motion:** The Board authorizes the CEO to execute a 60-month electricity supply contract with Constellation. Funding Source: Water #60231514-51402 – Wtr Trmt Electricity; Wastewater #80231514-51402 – Ww Trmt Electricity; Wastewater #80251514-51402 – Ww FMnt Electricity; and Admin #10101514 51402 – Admin Electricity.

**G. Energy Supply Procurement (Natural Gas Contract with UGI Energy Services, LLC):**

**Motion:** The Board authorizes the CEO to execute to execute a 36-month natural gas supply contract with UGI Energy Services, LLC. Funding Source: Water #60231514-51403 – Wtr Trmt Heat; Wastewater #80231514-51403 – Ww Trmt Heat; Admin #10108581-51403 – Admin CSC Heat; and Admin #10101514-51403 – Admin Heat.

**Finance:**

**A. Resolution No. 2020-014 – Rate Schedule for Tapping, Fire Line and Water Operational Fees:**

**Motion:** Recommend that the Board approve and adopt Resolution No. 2020-014 authorizing the Rate Schedule for Tapping Fees, Fire Line Fees, and Water Operational Fees effective January 1, 2020 for Fire Line Fees and March 11, 2020 for other fees. A copy of the Rate Schedule Sheet for Tapping, Fire Line, and Water Operational Fees, are attached to Resolution No. 2020-014 as Exhibit “A” and incorporated therein.

**B. Resolution No. 2020-015 – Shut-Off Agreement with Susquehanna Township:**

**Motion:** The Board adopts Resolution No. 2020-015 which authorizes and approves the CEO to execute the Shut-Off Agreement with Susquehanna Township authorizing Capital Region Water to provide water shut off services, as requested by Susquehanna Township. The Shut-Off Agreement shall be attached hereto as Exhibit “A”. Funding Source: N/A.

**C. 2020 Engagement of Municipal Advisor - Public Resources Advisory Group:**

**Motion:** The Board authorizes the CFO to approve the continued engagement of Public Resources Advisory Group to provide Municipal Advisor services for FY2020 under the Rate Schedule provided in the Public Resources Advisory Group Proposal, dated March 18, 2020. Funding Source: Admin #10504541-54103 – Adm Financial Advisor Services.

**D. 2020 Incumbency Certificates for The Bank of New York Mellon Trust Co., N.A., and First National Bank:**

**Motion:** The Board authorizes the Chairperson, Vice-Chairperson, Treasurer, Secretary, Assistant Secretary-Treasurer, Chief Executive Officer, Chief Financial Officer, Controller and Accounting Manager to execute the 2020 Incumbency Certificates for The Bank of New York Mellon Trust Co., N.A. and First National Bank. Funding Source: N/A.

**E. Authorization to Open Stormwater Accounts at First National Bank:**

**Motion:** The Board authorizes the appropriate officers’ execution of the Bank Resolution and Signature Cards to open two new Account with First National Bank, titled CRW Stormwater Revenue and CRW Stormwater 2020 PENNVEST effective April 22, 2020. Funding Source: N/A.

**F. Resolution No. 2020-011 - Water and Wastewater Revolving Lines of Credit with First National Bank:**

**Motion:** The Board adopts Resolution No. 2020-011 that approves the Chairperson, Vice Chairperson, Chief Executive Officer and/or the Chief Financial Officer as “Authorized Officers”, to execute all certifications and documentation required in connection with the Line of Credit offered by First National Bank in the form of a five-million dollar Wastewater Revolving Line of Credit, and a five-million dollar Water Revolving Line of Credit; and that Capital Region Water’s Authorized Officers are also authorized to borrow and refund against these Lines of Credit as necessary to maintain appropriate cash flow as determined by the Chief Financial Officer and confirmed by the Authorized Officers. Funding Source: Admin #10101510-51017 – Bank Fees.

**Engineering:**

**A. Task Order 2017-01-02: Engineering Services for Hydraulic Water Model Development Assistance with Gannett Fleming:**

**Motion:** The Board authorizes the Director of Engineering’s execution of Task Order 2017-01-02 with Gannett Fleming Inc. for engineering services for the drinking water hydraulic model in the amount not-to-exceed \$40,000. M/W/DBE Commitment: \$ 0.00 / 0.00%. Funding Source: Water #60504541-54104 - Water Engineering Services.

**B. WSC Filter Media Replacement Project – Change Order No. 1:**

**Motion:** The Board authorizes the Director of Engineering’s execution of Change Order No. 1 with American Filter Service Corporation in the amount of \$72,555.42 and no additional days. Funding Source: Water #60800801-80100-00008 WSC Filter Media Replacement.

**C. AWTF Primary Digester Rehabilitation – Change Order No. 9 (Contract 1):**

**Motion:** The Board ratifies the Director of Engineering to execute Change Order No. 9 with Eastern Environmental Contractors, Inc. in the amount of \$311,048.50 and an increase of 56 days to the contract time. Funding Source: Wastewater #80800801-80100-00020 – Ww Primary Digester Rehabilitation.

**D. AWTF Primary Digester Rehabilitation – Change Order No. 4 (Contract 3):**

**Motion:** The Board ratifies the Director of Engineering to execute Change Order No. 4 with IB Abel, Inc. in the amount of \$23,185.21 and no change to the contract times. Funding Source: Wastewater #80800801-80100-00020 – Ww Primary Digester Rehabilitation.

**E. 2019 Sewer Replacement Project – Change Order No. 1:**

**Motion:** The Board ratifies the Director of Engineering to execute Change Order No. 1 with Rogele, Inc. in the amount of \$131,480.41 and an increase in contract time of 60 days. Funding Source: Wastewater #80800801-80100-00026 – Collection System Rehabilitation.

**F. Water & Sewer IDIQ Maintenance Contract (Dig-Up) – Change Order No. 1:**

**Motion:** The Board authorizes the Director of Engineering's execution of Change Order No. 1 with Rogele Inc. for the addition of standard sub-contractor and PA Prevailing Wage Rate markup in the amount of \$0.00 and no additional days. Funding Source: Wastewater #80800801-80100-00026 - Ww Collection System Rehabilitation.

**Operations:**

**A. Painting Services for Reservoir Pump Station:**

**Motion:** The Board authorizes the CFO's procurement of painting services with Lobar Associates Construction in an amount not-to-exceed \$39,800.26. M/W/DBE Commitment: \$0.00 / 0% for M/W/DBE. Funding Source: Water #60231521-52102 – Wtr Treatment Other Contracted Maintenance.

**B. Purchase of WIMS Software for Wastewater:**

**Motion:** The Board authorizes the CFO to procure the WIMS software from Hach in the not-to-exceed amount of \$49,913.56 for the Wastewater Department. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Wastewater #80800804-80400-00414 HACH Water Information Management Solution.

**C. Global Positioning Satellite Services for Fleet Vehicles:**

**Motion:** Recommend that CRW shall contract with Verizon to run a 30-day pilot period with eight vehicles from Drinking Water, Wastewater and the Administration Departments in an amount not-to-exceed \$952. If the pilot period is successful, the Board authorizes staff to:

- Engage Verizon to install GPS devices in all street vehicles registered through PennDOT at a price of \$8,599.35 less the pilot cost of \$952;
- Engage Verizon in a monthly monitoring service in an amount of \$1,615;
- If necessary, purchase the ESRI ArcGIS GeoEvent Server Licensing in the amount of \$6,000 annually.

M/WBE Participation: \$0.00 / 0.00%. Funding Source: Water #60504542-54205-C001 – Wtr AWIA Non-Core Requirements, Wastewater #80504542-54205-C001 – Ww AWIA Non-Core Requirements.



**IX. Public Comment - Non-Agenda Items (3 Minutes)**

**X. Board Member Comments**

**XI. Adjournment**