



Regular Meeting (Conducted via Skype)

In Attendance (via Skype):

Board:

J. Marc Kurowski, P.E., Chairperson
Crystal A. Skotedis, CPA, CFE, Vice Chairperson/Treasurer
Garvey Presley, Jr., Secretary
Andrew Enders, Assistant Secretary/Treasurer
Alisa E. Harris

Staff:

Charlotte Katzenmoyer, Chief Executive Officer
Douglas E. Keith, Chief Financial Officer
David W. Stewart, P.E., Director of Engineering
Michael T. Doweary, Director of Administration
Jess Rosentel, Director of Wastewater Operations
Mike McFadden, Director of Water Operations
Tanya Dierolf, Director of Strategic Initiatives
Kodi Webb, Water Quality Administrator
Tammie Sheaffer, Office Manager
Karen McKillip, Archivist
Claire Maulhardt, City Beautiful H2O Program Manager
Jeff Bowra, Lead Engineer
Rebecca Laufer, External Affairs Manager
Tom Czyzykowski, IT Manager
Karen Short, Grants and Capital Project Accountant
Sheri Berilla, Asset Manager
Kendrick Maholtz, GIS Data Analyst

General Counsel:

Scott Wyland, Esquire (Salzmann Hughes, P.C.)

Others:

Caleb Krauter, P.E. (HRG)
Paul McNamee, P.E., (KCI Technologies, Inc.)
Jeff Thompson, P.E., (WRA)
Herb Higginbotham (HDR Engineering)
Jamie Shambaugh, P.E. (Gannett Fleming)
Chuck Hauser (ARCADIS)
Cindy Zawrotuk, P.E., (GHD)
Holly Douglas (Cosmos Technologies, Inc.)

Neil Grover, City of Harrisburg Solicitor
Don Barnett, Community Ambassador
Michael Buchwach, Community Ambassador

I. Call to Order - Roll Call:

The meeting was called to order by Chairperson Kurowski at 6:04 PM.

Chairperson Kurowski stated that all five Board members were present, and that today's meeting was being conducted via Skype due to the pandemic with COVID-19.

General housekeeping items were addressed by the Chairperson advising that all attendees microphones have been muted to enhance the sound quality and to reduce feedback. The microphones will be unmuted during the two public comment periods, if necessary, however unless you are speaking, please keep your microphone muted during the meeting.

Everyone participating in the meeting has access to provide public comment via instant messenger during the meeting and instructions were provided to all participants. CRW posted the Agenda one week in advance on the website and has accepted public comments via email until 4:00 PM today. As of today, we have not received any emailed comments, therefore, no comments will be read into the record. If anyone participating during the meeting wants to make a public comment this evening, please instant message your name so that during the public comment period your microphone will be unmuted and you will be able to speak directly to the Board.

Today's meeting is being recorded and will be posted on the website at <https://capitalregionwater.com/meetings-reports/> on Thursday, April 23, 2020.

II. Chairperson's Announcements:

- 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 related issues/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 Committee: Ms. Skotedis highlighted the following:

- The Committee met virtually this month on sustaining critical accounting operations during the pandemic. Several employees are working remotely.
- Collections and payments continue to be accepted with no disruption of services.
- Development of the Customer Assistance Program has continued and is expected to roll out through a grant program available to low income residents that meet specific criteria already established through the LIHEAP Program beginning July 1, 2020.
- Several items vetted under the Budget and Finance Committee appear on the Agenda which can be discussed at the time they are brought up for vote.
- CRW has temporarily suspended the collection of penalties and interest along with water shut-off services during the pendency of the proclamation of the disaster emergency proclaimed by Governor Tom Wolf.
- CRW has adjusted its Rate Schedule of Miscellaneous Fees during the pandemic.

Personnel and Administrative Committee: Ms. Skotedis highlighted the following:

- For safety of our personnel, CRW has adapted guidelines provided by the CDC by the creation of teams to limit exposure to our employees.
- Five employees were furloughed on April 10, 2020 who either did not have the technology to work remotely, or their functions are not conducive to working remotely.
- Two additional items regarding HR issues items are on the Agenda and will be discussed at the time they are to be voted on.

Operations/Engineering Committee: Mr. Kurowski reported the Committee met virtually on April 9, 2020 and discussed a number of issues impacted by the Governor's stay at home Order. There are several Engineering items associated with those discussions tonight on the

Agenda, including some ratifications that had to move forward due to the cancellation of the March 25th Board meeting.

Legal/Risk Management Committee: Mr. Enders reported that the Committee met virtually on April 2, 2020 and highlighted the following:

- Outstanding issues were discussed which have been slowed down due to the stay at home Order but continue to move forward.
- Insurance renewal program has been renewed as of April 1, 2020. He commended Mr. Ritchey and CRW's Administrative Team in keeping our loss frequency down which allowed for favorable renewals of our coverage, and a reduction in insurance premiums of general liability and workers compensation.
- CRW also increased coverage in cyber liability and data breach coverage.
- Conflict of Interest Policy was vetted through Committee and is on tonight's Agenda for recommendation by the Committee.
- HR issues relating to the Pandemic regarding the FFCRA and FMLA were also discussed with General Counsel in Committee. Those items are also on tonight's Agenda.

Public Outreach / M/W/DBE Committee: Ms. Harris reported that the Committee also met virtually on April 9, 2020 and highlighted the following:

- Adjustments for community outreach events will need to change due to the pandemic. Stay tuned for future announcements how CRW will continue its engagement within the community.
- Happy Earth Day everyone!
- Roll out of the stormwater fee was discussed.
- Postponing hydrant flushing which is normally done this time of the year.
- Street Sweeping has been suspended due to the Mayor's recommendation with parking difficulties and social distancing. More information to come in the future.
- Best ways of communicating with our customers through social media via LinkedIn, Facebook, Twitter, etc. on how to keep everyone safe.

IV. Management Report:

The monthly Management Report was provided to the Board in advance of the meeting and posted on CRW's website.

Ms. Katzenmoyer noted the following:

- Thank you to CRW's team who have worked very well together and adjusted to having to either work remotely, or to split their crews into teams in order to limit exposure.

CRW's essential employees have done a fabulous job of transitioning to the current circumstances in order to remain productive.

- Thank you to all essential employees who are on the front line and doing a great job continuing to provide essential services to the community, while also risking their own health.
- Recognition of two CRW employees, Joseph Baker and Donald Sweger. Both of these employees work at the Advanced Wastewater Treatment Facility and have hit 40 years of service with CRW. She thanked them for their dedication and years of service with CRW and requested Mr. Rosentel pass along her words of recognition.

There were no questions from the Board, however, Mr. Kurowski expressed his gratitude on behalf of the Board for the hard work being performed by CRW's staff during the pandemic emergency. The Board and Management staff is grateful and happy to see we can continue providing essential services to the community during this transition period.

V. Minutes of Previous Meetings:

A motion was made by Mr. Presley, seconded by Ms. Skotedis, that the Minutes of the February 26, 2020 Regular Meeting be approved as presented.

The motion was unanimously approved.

VI. Modifications or Deletions to the Agenda:

Mr. Kurowski added Executive, Item H to the Agenda to read as follows:

- H. Resolution No. 2020-016 - Amendment to Extend Collective Bargaining Agreement with AFSCME Local 521, District Council Through December 31, 2020:**
Motion: The Board adopt Resolution No. 2020-016 which authorizes the Chairperson and Labor Counsel to approve and execute the extension of the Collective Bargaining Agreement entitled Amendment to Extend Collective Bargaining Agreement between AFSCME, Local 521, District Council 90 and Capital Region Water January 1, 2017 through December 31, 2019 to December 31, 2020, which shall be attached hereto as Exhibit "A".

VII. Public Comment - Agenda (3 Minutes): None.

VIII. Old/New Business:

Executive:

A motion was made by Ms. Skotedis, seconded by Mr. Kurowski, that the following Resolution be adopted, Executive Item A.:

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.

The Resolution was unanimously adopted.

A motion was made by Mr. Kurowski, seconded by Mr. Enders, that the following item be approved, Executive Item B.:

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.

The motion was unanimously approved.

A motion was made by Mr. Enders, seconded by Mr. Presley, that the following Resolution be adopted, Executive Item C.:

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".

The Resolution was unanimously adopted.

A motion was made by Ms. Skotedis, seconded by Mr. Enders, that the following Resolution be adopted, Executive Item D.:

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.

Mr. Enders noted that the Paid Administration Leave issue was also vetted in the Legal and Risk Management Committee and thanked Carlesha Halkias and Scott Wyland for their input.

The Resolution was unanimously adopted.

A motion was made by Mr. Kurowski, seconded by Mr. Presley, that the following Resolution be adopted, Executive Item E.:

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”.

Mr. Presley noted that the Asset Management Policy was vetted through the Operations and Engineering Committee and thanked Sheri Barilla for her presentation to the Committee.

The Resolution was unanimously adopted.

Prior to voting on Executive, Items F. and G. Board Member, Alisa Harris, stated that she will be abstaining from voting on these items due to a conflict of interest due to her employment with UGI’s affiliate. A copy of the email provided to the recording secretary will be attached to the Minutes as Exhibit “B”.

A motion was made by Mr. Kurowski, seconded by Mr. Presley, that the following item be approved, Executive Item F.:

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.

The motion was approved by majority vote with Ms. Harris abstaining from the vote due to a conflict of interest.

A motion was made by Mr. Kurowski, seconded by Mr. Enders, that the following item be approved, Executive Item G.:

- 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.

The motion was approved by majority vote with Ms. Harris abstaining from the vote due to a conflict of interest.

A motion was made by Mr. Kurowski, seconded by Mr. Presley, that the following Resolution be adopted, Executive Item H.:

- H. Resolution No. 2020-016 – Amendment to Extend Collective Bargaining Agreement with AFSCME Local 521, District Council Through December 31, 2020:**
Motion: The Board adopt Resolution No. 2020-016 which authorizes the Chairperson and Labor Counsel to approve and execute the extension of the Collective Bargaining Agreement entitled Amendment to Extend Collective Bargaining Agreement between AFSCME, Local 521, District Council 90 and Capital Region Water January 1, 2017 through December 31, 2019 to December 31, 2020, which shall be attached hereto as Exhibit “A”.

The Resolution was unanimously adopted.

Finance:

A motion was made by Ms. Skotedis, seconded by Mr. Kurowski, that the following Resolution be adopted, Finance Item A.:

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

Motion: The Board 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 for Tapping, Fire Line, and Water Operational Fees, is attached to Resolution No. 2020-014 as Exhibit "A" and incorporated therein.

Ms. Skotedis advised that this Resolution allows for a reduction of rates that was vetted through the Budget and Finance Committee.

The Resolution was unanimously adopted.

A motion was made by Ms. Skotedis, seconded by Mr. Presley, that the following Resolution be adopted, Finance Item B.:

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

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

For the record, Ms. Skotedis stated that CRW currently has a moratorium for water shut-offs for our customers, and this Shut-Off Agreement has nothing to do with the pandemic or Emergency Declaration Order. CRW has been previously performing water shut-offs for the Susquehanna Township Authority, and this Agreement defines the current operational procedures when CRW is requested to perform shut-offs based on the collection efforts and Rules and Regulations of the Susquehanna Township Authority, when requested.

Mr. Keith stated the Municipal Authorities Act recommends that a written agreement be established between the two agencies to define the process and procedures.

The Resolution was unanimously adopted.

A motion was made by Ms. Skotedis, seconded by Mr. Kurowski, that the following item be approved, Finance Item C.:

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.

The motion was unanimously approved.

A motion was made by Ms. Skotedis, seconded by Mr. Kurowski, that the following item be approved, Finance Item D.:

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.

The motion was unanimously approved.

A motion was made by Ms. Skotedis, seconded by Mr. Kurowski, that the following item be approved, Finance Item E.:

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.

The motion was unanimously approved.

A motion was made by Ms. Skotedis, seconded by Mr. Kurowski, that the following Resolution be adopted, Finance Item F.:

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.

Ms. Skotedis explained the purpose of the Lines of Credit and that this was previously vetted in the Budget and Finance Committee.

The Resolution was unanimously adopted.

Engineering:

A motion was made by Mr. Kurowski, seconded by Mr. Presley, that the following item be approved, Engineering Item A.:

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.

The motion was unanimously approved.

A motion was made by Mr. Kurowski, seconded by Mr. Presley, that the following item be approved, Engineering Item B.:

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.

The motion was unanimously approved.

A motion was made by Mr. Kurowski, seconded by Mr. Presley, that the following item be approved, Engineering Item C.:

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.

Ms. Harris requested an explanation on the purpose of the Change Order and Mr. Stewart provided an explanation from the floor.

The motion was unanimously approved.

A motion was made by Mr. Kurowski, seconded by Mr. Presley, that the following item be approved, Engineering Item D.:

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.

The motion was unanimously approved.

A motion was made by Mr. Kurowski, seconded by Mr. Presley, that the following item be approved, Engineering Item E.:

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.

Ms. Harris requested an explanation of the Change Order and Mr. Stewart provided an explanation from the floor.

The motion was unanimously approved.

A motion was made by Mr. Kurowski, seconded by Mr. Presley, that the following item be approved, Engineering Item F.:

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.

The motion was unanimously approved.

Operations:

A motion was made by Mr. Kurowski, seconded by Mr. Presley, that the following item be approved, Operations Item A.:

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.

Mr. Presley questioned why Lobar Associates Construction was being recommended with no M/W/DBE participation and questioned if there were other bidders on the project. Mr. Dowery reported the Procurement Department secured quotes through the Keystone Purchasing Network, which is a process similar to COSTARS, however, staff were not required to prepare any engineering specifications for the project. It appears that the Keystone Purchasing Network does not comply with CRW's M/W/DBE Program. Since the M/W/DBE participation levels are important components of CRW's award process, Mr. Presley recommends this item be tabled until the next Board meeting. Board members suggested all Committees discuss the Keystone Purchasing Network procurement process, so this issue does not occur again.

Upon discussion, Mr. Kurowski withdrew his motion to approve Operations, Item A.

A motion was made by Mr. Enders, seconded by Mr. Presley, that Operations, Item A. related to Painting Services for Reservoir Pump Station be tabled from the Agenda.

The motion was unanimously approved.

A motion was made by Mr. Kurowski, seconded by Mr. Presley, that the following item be approved, Operations Item B.:

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.

The motion was unanimously approved.

A motion was made by Mr. Kurowski, seconded by Ms. Skotedis, that the following item be approved, Operations Item C.:

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.

The motion was unanimously approved.

IX. Public Comment - Non-Agenda Items: None.

X. Board Comments:

Ms. Harris thanked everyone working together through the transition under the Emergency Declaration as CRW continues to provide essential services to the community. She is very proud to be a Board member of Capital Region Water.

Mr. Enders also expressed his thanks to the staff for their efforts during the pandemic. He stated he is thrilled with the robust level of communication between Board members and the staff during the pandemic to keep everyone informed.

Mr. Presley highlighted several items:

- How does CRW plan to increase non-rate revenue, and if there is a separate accounting line item for non-ratepayer revenue? Mr. Keith advised there is a separate line item and will follow up with Mr. Presley regarding CRW's goal after the meeting.
- AWTF power failure that occurred at the AWTF. Mr. Rosentel explained the power failure occurred approximately three weeks before it was to be replaced through the Primary Digester Rehabilitation Project. The issue has since been repaired.
- \$100 fire hydrant fee charged by the Water Department for the use of 1-10 days. Is the fee the same for 1 day vs. 10 days? Mr. McFadden stated the fee is the same up to 10-days.
- Thanked CRW for scheduling teams during the pandemic, and for the Union personnel's cooperation in working with Management.
- Thank you to Michael Doweary, Director of Administration. We wish you well in your future endeavors.
- Mr. Presley also thanked the five employees who were furloughed as a result of the pandemic.

Ms. Skotedis thanked CRW's staff for their cooperation in adapting to ever changing circumstances during the pandemic and in putting the mission first of providing essential services to the community and our customers. She is very impressed with how everyone has rallied under the circumstances, and we were still able to conduct business and be productive.

Also thanked Michael Doweary for his service to CRW. She enjoyed getting to know him and hopes he will continue to keep in touch. CRW will always be open to you and good luck in your next endeavor. Hoping to see everyone at the next Board meeting in person, and if not, we will see you virtually.



MINUTES
Regular Meeting

April 22, 2020

6:00 PM

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Mr. Kurowski also thanked everyone for their part in making everything work very smoothly. He also wished Michael Doweary well in his future endeavors and for being a part of CRW.

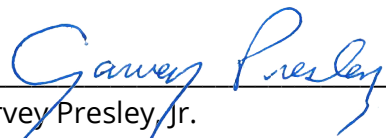
Mr. Kurowski also asked everyone to stay tuned as to what the normal will be in the future. Different challenges will occur as the Governor reopens the State. As construction is opened, CRW will roll with the process.

Mr. Kurowski also thanked Tammie Sheaffer and Karen McKillip for coordinating the meeting virtually this evening. With the number of participants, everything seems to have gone very smoothly.

XI. Adjournment:

A motion was made by Mr. Presley, seconded by Ms. Skotedis, for the Board to adjourn the meeting at 7:39 PM. The motion was unanimously approved.

CAPITAL REGION WATER



Garvey Presley, Jr.
Secretary



Order Confirmation

Ad Order Number 0009578292

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Tear Sheets	0	TearsheetsCost	\$0.00	Net Amount	\$66.34
Proofs	0			Tax Amount	\$0.00
Affidavits	1	AffidavitsCost	\$5.00	Total Amount	\$66.34
Blind Box				Payment Method	Invoice
Promo Type				Payment Amount	\$0.00
Materials				Amount Due	\$66.34
Invoice Text	4/22/20 Virtual Meeting				

Ad Schedule

Product	PennLive.com	Placement/Class	Main Legals
# Inserts	1	POS/Sub-Class	Proposals Bids
Cost	\$2.50	AdNumber	0009578292-01
Ad Type	PA CLS Legal Liner	Ad Size	1 X 12 li
Pick Up #	0009558098	Ad Attributes	
External Ad #		Color	<NONE>
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		04/16/2020	

Product	The Patriot News	Placement/Class	Main Legals
# Inserts	1	POS/Sub-Class	Proposals Bids
Cost	\$58.84	AdNumber	0009578292-01
Ad Type	PA CLS Legal Liner	Ad Size	1 X 12 li
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Run Dates	Sort Text	IN481COMPLIANCEWITHTHEGOVERNORSORDERRELATINGTOCOVIDTHEREGULARMEETINGOFCAPITALREGIONW	
		04/16/2020	

0009578292-01

Ad Content Proof

In compliance with the Governor's Order relating to COVID-19, the **Regular Meeting of Capital Region Water** scheduled for Wednesday, April 22, 2020 at 6:00 PM, will be conducted as a virtual Skype Meeting and is open to the public. To participate please access our website at <https://capitalregionwater.com/meetings-reports/> and click on the April 22, 2020 Meeting hyperlink.

CAPITAL REGION WATER

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From: Harris, Alisa E
Sent: Wednesday, April 22, 2020 5:02 PM
To: Karen McKillip; Marc Kurowski; Crystal Skotedis; Garvey Presley; Andy Enders
Cc: Scott Wyland
Subject: Board Meeting Memo

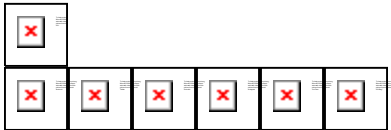
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Karen:

I will be abstaining from deliberating and voting with respect to gas pricing and CRW's gas purchases from UGI because I have a conflict of interest due to me employment by UGI's affiliate. Thank you.

Respectfully submitted,

s/Alisa Harris



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