



Regular Meeting (Conducted via GoToMeeting)

In Attendance:

Board:

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

Staff:

Charlotte Katzenmoyer, Chief Executive Officer
Michelle Bethel-Miller, Director of Shared Services
Douglas E. Keith, Chief Financial Officer
David W. Stewart, P.E., Director of Engineering
Jess Rosentel, Director of Wastewater Operations
Maynard Gardner, Drinking Water Distribution Supervisor
Tanya Dierolf, Director of Strategic Initiatives
Tammie Sheaffer, Office Manager
Karen McKillip, Archivist
Nancy Kuhn, Customer Service Manager
Alesha Vonada, Accounting Manager
Rebecca Laufer, External Affairs Manager
Jarvis Brown, Diversity Program Manager
Steven Early, Community Relations Manager
Jeff Bowra, P.E., Lead Engineer
Sheri Berilla, Asset Manager
Kendrick Maholtz, GIS Data Analyst

General Counsel:

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

Others:

Caleb Krauter, P.E. (HRG)
Matt Crow, P.E. (Hazen and Sawyer)
John Hammell, P.E. (CDM Smith, Inc.)
Jeff Thompson, P.E. (WRA)
Paul Rosol (WRA)
Donald Barnett (Community Ambassador)
Michael Buchwach (Community Ambassador)
Holly Douglas (Cosmos Technologies, Inc.)
Emily Farren
Curtis Miller, P.E., BCEE (Larson Design Group)
Unidentified Callers (2)

I. Call to Order - Roll Call:

The meeting was called to order by Chairperson Kurowski at 6:13 PM.

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

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. If anyone participating wants to provide a public comment during the two public comment periods, please unmute your microphone to speak and then mute it again when you are finished speaking.

CRW posted the Agenda five days 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. Public comments should be kept to no more than three minutes.

Today's meeting was being recorded and will be posted on CRW's website at <https://capitalregionwater.com/meetings-reports/> on Thursday, October 29, 2020.

II. Chairperson's Announcements:

- A.** An executive session under Section 708(a) of the Sunshine Act was held today at 4:00 PM to discuss personnel matters and potential claims against CRW and to receive confidential legal advice from General Counsel.
- B.** Today's Regular Meeting was advertised in accordance with the Sunshine Law. The Advertisement will be attached to the Minutes as Exhibit "A".
- C.** A Special Board Meeting is scheduled for Thursday, November 12, 2020 at 5:00 PM for presentation of CRW's 2021 Budgets, and to take action on any other business that may come before the Board. The Special Meeting will be held virtually. An advertisement will be published in the Patriot News and instructions to join the GoToMeeting will be posted on the Capital Region Water website. This meeting is open to the public.
- D.** The next Regular Meeting is scheduled for Tuesday, November 24, 2020 at 6:00 PM and will be held virtually. An advertisement will be published in the Patriot News and

instructions to join the GoToMeeting meeting will be posted on the Capital Region Water website. This meeting is open to the public.

III. Committee Reports:

Budget and Finance Committee: Ms. Skotedis reported the Committee has been actively working and highlighted the following topics:

- 2021 Budget Meetings have been conducted;
- Rate Study for Drinking Water, Wastewater and Stormwater rates prepared by Raftelis;
- The 2021 Budget is currently scheduled for presentation to the public at a Special Meeting on November 12, 2020 at 5:00 PM;
- CRW has been awarded a \$65,000,000 Loan from PENNVEST;
- Two Resolutions are on tonight's Agenda regarding amendments to the Drinking Water Rules and Regulations and to the Wastewater and Stormwater Rules and Regulations to provide CRW with authorization to assist our customers under the Customer Assistance Program with a phased-in rebate/reimbursement for repairs to service lines or sewer laterals; and
- An overview of the September financial metrics were provided to the Board by the CFO:
 - Mr. Keith explained the purpose of Resolution Nos. 2020-055 and 2020-056 from the floor as they relate to CRW providing assistance to repairing of Service Lines or Sewer Laterals;
 - Revenue and expense trends through the COVID crisis; and
 - Collection Division continues their efforts of working with customers to establish Payment Plans to assist customers with payment of their bills, along with the filing of Municipal Liens when necessary.

There were no questions from the Board.

Personnel and Administrative Committee: Ms. Skotedis reported the Committee has been actively working and highlighted the following topics:

- Recruitment efforts and employee onboarding;
- Happy to report the return of Dan Galbraith as Superintendent of the Drinking Water Department who will start in November;
- AFSCME negotiations continue; and
- Staff has compiled data on employees' home addresses revealing that 43% of CRW's staff live within our service area.
- There are no items on tonight's Agenda for recommendation by the Personnel and Administrative Committee but would entertain any questions.

There were no questions from the Board.

Operations and Engineering Committee: Mr. Kurowski reported the Committee met on October 15, 2020 and highlighted the following topics:

- Current construction projects were discussed, including Task Order and Change Orders reflected on tonight's Agenda; and
- Authorization to award a new vehicle purchase for the Drinking Water Department.

There were no questions or comments from the Board.

Legal and Risk Management Committee: Mr. Enders reported the Committee met on October 6, 2020 and highlighted the following topics:

- Conservation Easement and a second Easement with a private property owner at the DeHart Facility have now been resolved;
- Discussions continue on pending litigation from one property owner regarding the Stormwater Fee;
- Rebidding of the construction renovations for the Administrative Offices at 3003 North Front Street will now continue due to the upcoming relocation of the tenant, Maher-Duessel, from the first floor; and
- Biobot testing fee and results are ongoing and the results are improving.
- There are no items on tonight's Agenda for recommendation by the Legal and Risk Management Committee but would entertain any questions.

There were no questions or comments from the Board.

Public Outreach and M/W/DBE Committee: Mr. Enders reported the Committee met on October 8, 2020 and highlighted the following topics:

- Thank you to Jarvis Brown for reporting to the Committee on the successful efforts of assisting M/W/DBE contractors in obtaining their M/W/DBE certification status. CRW continues to encourage prime contractors to use local M/W/DBE contractors and will continue to assist local M/W/DBE contractors to obtain their M/W/DBE certification if they have not already been certified.
- The Customer Assistance Program has received 57 inquiries. To date, CRW has received 30 applications. Nineteen applications have been approved, 10 applications are under review and one application was incomplete. CRW is assisting the customer with the incomplete application. Committee members are pleased to see that word has gotten into the community for the Customer Assistance Program.
- CRW has allocated \$3,500 to Community Outreach to continue to push getting the word out about the stormwater fee and street sweeping. Mr. Presley indicated that additional ways to get information out to the community continue to be explored,

including the social network NextDoor, along with working through our Customer Service Department.

- Street sweeping complaints are down since CRW has been performing this service in-house.
- Customers can also sign up for text message alerts regarding street sweeping in their neighborhood. To sign up for text message alerts visit CRW's website at: <https://capitalregionwater.com/alerts/>

There were no questions or comments from the Board.

V. Management Report:

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

- Thanked Maynard Gardner for stepping up to assist the Drinking Water Department during the absence of a Superintendent while the search for a replacement was conducted;
- Congratulated Jess Rosentel for moving into his new role of Director of Operations which will now oversee both the Wastewater and Drinking Water Departments in order to have both facilities following the same policies and rules;
- Welcomed Dan Galbraith back to the Drinking Water Department as Superintendent. We are happy to have Dan back with CRW; and
- Congratulations to Tanya Dierolf who was September's Employee of the Month at a time when her staff basically all began their employment with CRW during a pandemic and she was still able to train her new personnel and they are thriving. Kudos to you Tanya.

There were no questions or comments from the Board.

VI. Minutes of Previous Meetings:

A motion was made by Ms. Skotedis, seconded by Mr. Enders, that the Minutes of the September 23, 2020 Regular Meeting be approved as presented.

The motion was unanimously approved.

VII. Modifications or Deletions to the Agenda: None.

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

IX. Old/New Business:

Executive:

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

A. Resolution No. 2020-054 – Amendment to Employee Handbook - Property and Building Access Cards and Keys Policy, effective August 31, 2020:

Motion: The Board adopts Resolution No. 2020-054 that approves the Amendment to Employee Handbook - Property and Building Access Cards and Keys Policy, effective August 31, 2020, 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 items be approved by consent, Executive Items B. and C.:

B. Resolution No. 2020-055 – Amendment to the Drinking Water System Rules and Regulations – Maintenance – Service Line, effective January 1, 2021:

Motion: The Board adopts Resolution No. 2020-055 to make minor modifications to the Drinking Water System Rules and Regulations to absorb the costs of maintaining, repairing, and/or replacing a service line from the shutoff valve at the curb line to the Distribution Main, effective January 1, 2021.

C. Resolution No. 2020-056 – Amendment to the Wastewater and Stormwater System Rules and Regulations – Maintenance – Sewer Laterals, and Surface Outlets, effective January 1, 2021:

Motion: The Board adopts Resolution No. 2020-056 to make minor modifications to the Wastewater and Stormwater System Rules and Regulations to absorb the costs of maintaining, repairing, and/or replacing a sewer lateral for the portion of the sewer lateral from the point of demarcation at the curb line or cleanout to the connection at the CRW Sewer System, effective January 1, 2021.

Mr. Enders stated he supports Resolution Nos. 2020-055 and 2020-056 which amends our Rules and Regulations to allow for CRW to assist in absorbing some of the costs attributable to repairs to service lines (Drinking Water) or sewer laterals (Wastewater and Stormwater) in 2020 with a phased-in approach.

Customers/ratepayers need to be aware that when there is a break in these types of lines the cost to repair these lines can be quite expensive. Ratepayers should check with their homeowners' insurance to see if they are currently covered. If not, homeowners can obtain this type of coverage for approximately \$30 to \$40 per year.

Mr. Presley reminded the public that homeowners should check CRW's Rules and Regulations to determine what is their responsibility, and that this amendment to the Rules and Regulations is CRW's part in 2020 to assist our customers that have had these types of costly repairs. It is the homeowners' responsibility to know what your responsibility is. Copies of CRW's Rules and Regulations can be found on the website under Customer Information or by clicking <https://capitalregionwater.com/rulesandregulations/>

The Resolutions were unanimously adopted.

Engineering:

A motion was made by Mr. Kurowski, seconded by Mr. Enders, that the following items be approved by consent, Engineering Items A. and B.:

A. WSC Liquid Fluoride Feed System Project – Change Order No. 2:

Motion: The Board authorizes the Director of Engineering's execution of Change Order No. 2 with PSI Pumping Solutions, Inc. for a decrease in the amount of \$15,000 and no additional days. Based on the updated contract value, the M/W/DBE participation will be \$14,000 / 4.7%. Funding Source: Water #60800801-80100-00092 – Wtr Liquid Fluoride Chem Feed.

B. Task Order 2018-02-04: Engineering Services for WSC Fluoride Conversion Project with Gannett Fleming:

Motion: The Board authorizes the Director of Engineering to execute Task Order 2018-02-04 with Gannett Fleming, in an amount not to exceed \$15,000. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water #60800801-80100-00092 – Wtr Liquid Fluoride Chem Feed.

The motion was unanimously approved.

A motion was made by Mr. Kurowski, seconded by Mr. Presley, that the following items be approved by consent, Engineering Items C. and D.:

C. AWTF Primary Digester Rehabilitation Project – Change Order No. 13 (Contract No. 1):

Motion: The Board authorizes the Director of Engineering to execute Change Order No. 13 with Eastern Environmental Contractors, Inc. in the amount of \$5,762.41 and no increase to the contract time. Based on the updated contract value, the M/W/DBE participation will be \$1,046,976 / 12.0%. Funding Source: Wastewater #80800801-80100-00020 – Ww Primary Digester Rehabilitation.

D. AWTF Primary Digester Rehabilitation Project – Change Order No. 6 (Contract No. 3):

Motion: The Board authorizes the Director of Engineering to execute Change Order No. 6 with IB Abel, Inc. in the amount of \$65,053.96 and no increase to the contract time. Based on the updated contract value, the M/W/DBE participation is \$402,292.34 / 20.6%. Funding Source: Wastewater #80800801-80100-00020 – Ww Primary Digester Rehabilitation.

Mr. Presley requested clarification of the specific breakdown of M/W/DBE percentages for overall services. Mr. Stewart advised he would provide that information to Mr. Presley after the meeting.

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. Front Street Pump Station Improvements Project – Change Order No. 3:

Motion: The Board authorizes the Director of Engineering's execution of Change Order No. 3 with Eastern Environmental Contractors, Inc. for a more resilient wet well coating system in the amount of \$53,427.07 and no increase to the contract time. Based on the updated contract value, the M/W/DBE participation is \$1,704,504 / 15.7%. Funding Source: Wastewater #80800801-80100-00025 – Front St Pump Station Design/Construction.

The motion was unanimously approved.

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

F. South Allison Hill GSI Project – Change Order No. 2:

Motion: The Board authorizes the Director of Engineering to execute Change Order No. 2 with Shiloh Paving & Excavating, Inc. in the increase amount of \$4,020 and no increase to the contract time. Funding Source: Stormwater #90800801-80100-00089 – South Allison Hill GSI.

The motion was unanimously approved.

Operations:

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

A. Timber Product Harvest/Sale Extension Agreement:

Motion: The Board authorizes the CEO to execute an Extension Agreement to the Timber Product Harvest/Sale Agreement with All Terrain Logging, LLC for harvest and sale of wood products within Management Units 22/31 of the DeHart Property. The Extension Agreement would extend the Agreement for an additional one-year period through December 31, 2021, unless otherwise terminated or extended by the parties. Funding Source: N/A.

Mr. Enders asked if there was any change to potential revenue due to the extension of the Agreement. Ms. Dierolf stated CRW is not expecting any additional revenues. CRW previously delayed issuing the Notice to Proceed to All Terrain Logging due to concrete work required on the DeHart Dam Spillway Bridge to accommodate the extra weight that was being traveled over the bridge. That is the reason for the request for the extension.

Mr. Presley reminded the public that timbering at the DeHart Facility is non-rate revenue that is utilized to fund projects like CRW's Customer Assistance Program.

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 Vehicle for Drinking Water Department:

Motion: The Board authorizes the Controller's procurement of one 2021 Ford Ranger Service Truck (C-78) from Hoffman Ford, totaling \$25,132 for the Drinking Water Department. There was no M/W/DBE participation due to the purchase through COSTARS (Commonwealth of PA's Cooperative Purchasing Program). M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water #60800804-80400-00017 - Wtr Vehicular Equipment.

Mr. Presley stated he was pleased to see CRW utilizing a local vendor for this purchase.

The motion was unanimously approved.

X. Public Comment - Non-Agenda Items:

Don Barnett (Community Ambassador), Fulton Street, Harrisburg, PA, asked who customers should contact at CRW to determine where their curb stop and CRW's main are located. Mr. Stewart advised to contact him via email.

XI. Board Member Comments:

Mr. Presley highlighted:

- Congratulated Tammie Sheaffer for being August's Employee of the Month;
- Congratulated Tanya Dierolf for being September's Employee of the Month;
- Welcomed Renee Andrews as CRW's new Water Quality Administrator;
- Thanked Maynard Gardner for stepping up during the recent absence of a Superintendent at the Drinking Water Department;
- He is happy to see Dan Galbraith returning to CRW; and
- Please verify your polling place and get out and vote.

Mr. Enders highlighted:

- Also encouraged everyone to get out and vote;
- Thank you to everyone who has continued to participate in our monthly meetings, and thank you for the new virtual format. It allows a lot more people to participate.

Ms. Skotedis highlighted:

- Thank you to the new street sweeping CRW! Recently when her street was initially filled with cars and they couldn't sweep, they came back and actually swept our street;
- Signing up for the text message alerts for street sweeping is very helpful to the community; and
- Thank you to Maynard Gardner for stepping up at the Drinking Water Department during our recent absence of a Superintendent. The Board respects you for a job well done.

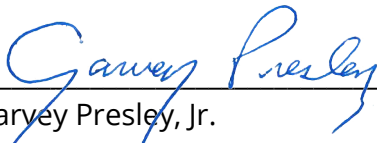
Mr. Kurowski highlighted:

- Thanked Maynard Gardner for stepping up to assist CRW during the absence of a Superintendent in the Drinking Water Department.
- Thank you to PENNVEST for approving the \$65,000,000 loan to CRW, and thank you to Doug Keith and the Finance Department for continuing to push for CRW to obtain this type of low-interest loan.
- Even though a lot cannot be stated publicly due to ongoing negotiations, thank you to all of CRW's staff who are continuing to chug along on CRW's Long Term Control Plan (LTCP) with U.S. EPA and PADEP to do the things that CRW is required to do in the most incredibly cost-effective way possible, and for continuing your hard work behind the scenes for CRW and our ratepayers.

XII. Adjournment:

A motion was made by Mr. Presley, seconded by Ms. Skotedis, for the Board to adjourn the meeting at 7:18 PM. The motion was unanimously approved.

CAPITAL REGION WATER



Garvey Presley, Jr.
Secretary



Order Confirmation

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Affidavits	1	AffidavitsCost	\$5.00	Total Amount	\$75.48
Blind Box				Payment Method	Invoice
Promo Type				Payment Amount	\$0.00
Materials				Amount Due	\$75.48
Invoice Text	10/28/2020 Board Meeting Advertisement				

Ad Schedule

Product	The Patriot News	Placement/Class	Main Legals
# Inserts	1	POS/Sub-Class	Meeting Notices
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		10/08/2020	

Product	PennLive.com	Placement/Class	Main Legals
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Run Dates	Sort Text	IN481COMPLIANCEWITHTHEGOVERNORSORDERRELATINGTOCOVIDTHEREGULARMEETINGOFCAPITALREGIONW	
		10/08/2020	

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Ad Content Proof

In compliance with the Governor's Order relating to COVID-19, the **Regular Meeting of Capital Region Water** scheduled for Wednesday, October 28, 2020 at 6:00 PM, will be conducted as a virtual GoToMeeting and is open to the public. To participate, please access our website at <https://capitalregionwater.com/meetings-reports/> and click on the October 28, 2020 Meeting hyperlink.

CAPITAL REGION WATER