



Regular Meeting (Conducted via Skype)

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
Daniel Galbraith, Drinking Water Superintendent
Tanya Dierolf, Director of Strategic Initiatives
Tammie Sheaffer, Office Manager
Karen McKillip, Archivist
Julie Peters, Controller
Jarvis Brown, Diversity Program Manager
Steven Early, Community Relations Manager
Claire Maulhardt, City Beautiful H2O Program Manager

General Counsel:

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

Others:

Caleb Krauter, P.E. (HRG)
Matt Crow, P.E., (Hazen and Sawyer)
Jeff Thompson, P.E. (WRA)
John Hammell, P.E. (CDM Smith, Inc.)
Herb Higginbotham (HDR Engineering)
Paul McNamee, P.C., (KCI Technologies, Inc.)
Donald Barnett (Community Ambassador)
Michael Buchwach (Community Ambassador)
Frederick Douglas (Cosmos Technologies, Inc.)
Neil Grover, Esq. (City of Harrisburg, Solicitor)
Claude (Guest)
JKB (Guest)

I. Call to Order - Roll Call:

The meeting was called to order by Chairperson Kurowski at 6:05 PM.

Chairperson Kurowski stated that all four board members were present, and that today's meeting was being conducted via the Skype 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 sound quality and 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 accepted public comments via email until 4:00 PM the day of the board meeting. The Chairperson reported that CRW did not receive any emailed comments, therefore, no comments were read into the record. The Chairperson advised that public comments made during the open public comment periods should be kept to no more than three minutes.

The Chairperson advised that the meeting was being recorded and will be posted on CRW's website at <https://capitalregionwater.com/meetings-reports/> on Thursday, March 25, 2021.

II. Chairperson's Announcements:

- A.** An executive session under Section 708(a) of the Sunshine Act was held today at 4:30 PM to discuss personnel matters and potential claims against CRW with General Counsel.
- B.** Today's Regular Meeting was advertised in accordance with the Sunshine Law.
- C.** The next Regular Meeting is scheduled for Wednesday, April 28, 2021 at 6:00 PM and will be held virtually. An advertisement for the 2021 Board meetings was published in the Patriot News and instructions to join the meeting will be posted on the Capital Region Water's website. These meetings are open to the public.

III. Committee Reports:

Budget and Finance: Mr. Keith reported that the Committee met on March 16, 2021 and the matters listed below were discussed.

- Resolution No. 2021-005 - reimbursement agreement with City of Harrisburg for the 7th Street improvement project.
- Resolution No. 2021-006 - First Amendment to Lease and Memorandum of Lease with American Towers, LLC.
- Resolution No. 2021-007 - Settlement Agreement and Release with City of Harrisburg (Laurel Towers Apartment).
- Resolution No. 2021-008 - Mutual Release and Settlement of All Claims Agreement with Lower Paxton Township.
- Resolution No. 2021-009 - Settlement and Release Agreement with the Commonwealth of PA (Department of General Services).
- Resolution No. 2021-010 - Treasury Management Master Services Agreement with First National Bank.
- Authorization to open an account to manage lockbox payments at First National Bank, along with additional documentation required for execution for a lockbox at First National Bank.
- Procurement of interior painting services for first floor of 3003 North Front Street.
- Procurement of Interface carpet tile for first floor of 3003 North Front Street.
- Procurement of furniture and ancillary items for first floor of 3003 North Front Street.
- Change Order No. 1 (General Construction) for 3003 North Front Street renovations project.
- Change Order No. 1 (Electrical Construction) for 3003 North Front Street renovations project.

Mr. Keith then presented an overview of the February financial reports, along with presentation of a slide outlining CRW's financial position on CRW's accounts receivable balances and outstanding delinquent accounts.

There were no questions from the Board. Mr. Kurowski thanked Mr. Keith for negotiating settlement on several of these matters.

Personnel and Shared Services: Ms. Skotedis reported the Committee met on March 23, 2021 and highlighted the items listed below.

- Shane Russell, GIS Analyst in the Engineering Department was recognized as Employee of the Month for March by the Board and was thanked for his dedication to CRW.
- IT and general updates were reviewed.

- Customer service updates, including daily drop box payments, customer service call log data was reviewed, including that there were 2,187 calls received in January 2021 with an average wait time to speak to a customer service representative of approximately 50 seconds, and the average call time of three minutes. Customer service staff has been doing an outstanding job.
- Recruiting status was reviewed.
- Status of the Collective Bargaining Agreement (CBA) was reviewed.
- CBA grievances were reviewed with settlement of one union grievance on tonight's Agenda for recommendation.
- Employee relations and wellness was reviewed.
- COVID-19 updates were discussed, along with possible PTO time being provided for CRW employees after their second dose of the vaccine has been received.
- Proposals for new payroll software were discussed.
- Consideration of assistance with staffing and recruiting of skilled labor positions by a Harrisburg company who could assist with screening applicants for HR from job fairs, etc. was discussed.
- Staff evaluations and performance adjustments were reported to be finalized by the end of the March.

There were no questions from the Board.

Operations and Engineering: Mr. Kurowski reported the Committee met on March 11, 2021 and highlighted the items listed below.

- An update on the current construction projects was heard.
- Task orders, change orders, purchase of one vehicle for stormwater group, and professional services that are on tonight's agenda were discussed and fully vetted.
- Claire Maulhardt provided a presentation to the Committee identifying priority planning areas for stormwater projects across the City.
- Claire Maulhardt announced that CRW has received a second-place award for the Summit Terrace Green Project from the Chesapeake Bay Stormwater Network. Congratulations to all CRW staff involved.
- A report on a water main project for the TLC Cornerstone project that will begin in April to upsize our water main from a 6-inch to 12-inch pipe was heard.
- A report on the State Street sewer project between 13th and 20th streets that will begin in June or July in conjunction with PennDOT's work in the same area was heard.
- Staff reported that the Front Street Wastewater Pump Station project has been tested and it is expected that the bypass pumping could cease in late April or May.

- Staff reported that a historic 24-inch brick sewer line collapsed in the 1700 block of Market Street creating a sinkhole and CRW is facilitating the repair of this sinkhole.

There were no questions from the Board.

Legal and Risk Management: Mr. Enders reported the Committee met on March 4, 2021 and highlighted the items listed below.

- Joseph Ritchey updated the Committee on the status of CRW's claims.
- Tom Czyzykowski provided a presentation to the Committee on cyber security.
- Current litigation issues were discussed with General Counsel.

There were no questions from the Board.

Public Outreach and M/W/DBE: Mr. Enders reported the Committee met on March 11, 2021 and highlighted the items listed below.

- Jarvis Brown reported on the soda ash conversion project bid opening regarding M/W/DBE participation, including discussion under the Engineering and Operations Committee; and a recommendation is on tonight's Agenda.
- Jarvis Brown also reported on a Supplier Diversity Workshop he attended by the Harrisburg Regional Chamber of Commerce.
- Resumption of Service Terminations a/k/a water shut-off program was discussed and the methods that CRW continues to use to promote the Customer Assistance Program to assist our customers, including the use of social media; "What's on Tap", electronic communication, etc.

There were no questions from the Board.

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 provided additional highlights listed below.

- Announced that on March 16, 2021, CRW's Water Quality Lab Accreditation was reinstated by PADEP. She thanked Dan Galbraith and Renee Andrews for their efforts in achieving this goal. Lab testing at the Drinking Water Lab will resume in April 2021.

There were no questions or comments from the Board.

V. Minutes of Previous Meetings:

A motion was made by Mr. Presley, seconded by Mr. Enders, that the Minutes of the February 24, 2021 Regular Meeting be approved as presented.

The motion was approved by majority vote with Ms. Skotedis abstaining from the vote due to her absence from the meeting.

VI. Modifications or Deletions to the Agenda:

Mr. Kurowski noted that a minor modification to Administration, Item C. will be made as follows:

C. Resolution No. 2021-006 – First Amendment to Lease and Memorandum of Lease with American Towers, LLC:

Motion: The Board adopts Resolution No. 2021-006 which authorizes the Chief Executive Officer, Chairperson and Secretary to execute the First Amendment to Lease and Memorandum of Lease between Capital Region Water and American Towers LLC, which shall be attached hereto as Exhibit “A”, subject to CRW's Solicitor review and approval. Funding Source: Water #60605459-45930 – Lease Income.

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

VIII. Old/New Business:

Administration:

A motion was made by Ms. Skotedis, seconded by Mr. Enders, that the following item be approved, Administration Item A.:

A. Agreement of Union Grievance:

Motion: The Board authorizes the CEO to execute an agreement as proposed in settlement of a union grievance regarding a former employee. Funding Source: N/A.

The motion was unanimously approved.

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

B. Resolution No. 2021-005 – 7th Street Improvement Project - Reimbursement Agreement with City of Harrisburg:

Motion: The Board adopts Resolution No. 2021-005 which authorizes the Chairperson, Secretary and General Counsel to execute the reimbursement agreement between Capital Region Water and the City of Harrisburg for the 7th Street Improvement Project, which shall be attached as Exhibit "A". Funding Source: N/A.

The Resolution was unanimously adopted.

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

C. Resolution No. 2021-006 – First Amendment to Lease and Memorandum of Lease with American Towers, LLC:

Motion: The Board adopts Resolution No. 2021-006 which authorizes the Chief Executive Officer, Chairperson and Secretary to execute the First Amendment to Lease and Memorandum of Lease between Capital Region Water and American Towers LLC, which shall be attached hereto as Exhibit "A", subject to CRW's Solicitor review and approval. Funding Source: Water #60605459-45930 – Lease Income.

Mr. Kurowski noted for the record that this is a great opportunity for ways that CRW can generate non-ratepayer revenue. Non-ratepayer revenue is then used to fund programs like the Customer Assistance Program.

The Resolution was unanimously adopted.

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

D. Resolution No. 2021-007 – Settlement Agreement and Release with City of Harrisburg (Laurel Towers Apartments):

Motion: The Board adopts Resolution No. 2021-007 which authorizes the Chief Executive Officer to execute the Settlement Agreement and Release between the City of Harrisburg and Capital Region Water relating to Harrisburg VOA Elderly Housing, Inc. a/k/a Laurel Towers Apartments, which shall be attached as Exhibit “A”. Funding Source: Water #60-12000 – Accounts Receivable and Wastewater # 80-12000 – Accounts Receivable.

Mr. Enders announced that this settlement agreement was vetted under both the Budget and Finance, and the Legal and Risk Management Committees.

The Resolution was unanimously adopted.

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

E. Resolution No. 2021-008 – Mutual Release and Settlement of All Claims Agreement with Lower Paxton Township:

Motion: The Board adopts Resolution No. 2021-008 which authorizes the Chief Executive Officer to execute the Mutual Release and Settlement of All Claims Agreement between Lower Paxton Township and Capital Region Water, which shall be attached hereto as Exhibit “A”. Funding Source: Wastewater #80-12002 – Accounts Receivable Suburban Residential.

Mr. Enders announced that this settlement agreement was vetted under both the Budget and Finance, and the Legal and Risk Management Committees. Board members thanked Mr. Keith and the Lower Paxton Township teams for getting this matter to a point of settlement. Lower Paxton Township Authority has already signed off on the agreement and Lower Paxton Township is expected to vote on this in early April.

The Resolution was unanimously adopted.

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

F. Resolution No. 2021-009 – Settlement and Release Agreement with the Commonwealth of PA (Department of General Services):

Motion: The Board adopts Resolution No. 2021-009 which authorizes the Chief Executive Officer to execute the Settlement and Release Agreement between the Commonwealth of PA, acting through the Department of General Services and Capital Region Water, which shall be attached as Exhibit "A". Funding Source: Water #60000000-12000 – Accounts Receivable and Wastewater # 80000000-12000 – Accounts Receivable.

Ms. Skotedis and Mr. Presley stated this is another positive settlement by CRW's staff.

The Resolution was unanimously adopted.

A motion was made by Mr. Kurowski, seconded by Mr. Presley, that the following items be approved together with one motion by consent, Administration Items H, I., J. and K.:

H. Procurement of Interface Carpet Tile for First Floor of 3003 North Front Street:

Motion: The Board authorizes the CEO/CFO to procure Interface carpet tile from Martin's Flooring Inc. under COSTARS Contract #4400020403, as outlined in their quote, dated March 1, 2021, in the not-to-exceed amount of \$83,943.76. There is no M/W/DBE participation due to purchasing through the COSTARS (Commonwealth of PA's Cooperative Purchasing Program). This will be self-performed by this COSTARS vendor. Funding Source: Water – Capital #60800804-80400-00500 – Administrative Building.

I. Procurement of Furniture and Ancillary Items for First Floor of 3003 North Front Street:

Motion: The Board authorizes the CEO/CFO to procure furniture and ancillary items for the Customer Service Center and the Board Room on the first floor of 3003 North Front Street from Allsteel in the not-to-exceed amount of \$23,147.82, Humanscale in the not-to-exceed amount of \$1,421, Takeform Adjoin in the not-to-exceed amount of \$873.20, SitOnIt in the not-to-exceed amount of \$2,568.12, Hon in the not-to-exceed amounts of \$8,205.60 and \$3,092.07, RFM Seating in the not-to-exceed amount of \$7,029, and Benjamin Roberts in the not-to-exceed amount of \$4,675, as outlined in their respective quotes in the total amount of \$51,011.81. There is no M/W/DBE participation due to purchasing through the COSTARS (Commonwealth of PA's Cooperative Purchasing Program) and Commonwealth Contracts. Funding Source: Admin – #10800804-80400-00500 – Adm Capital Equipment – Furniture.

J. 3003 North Front Street Renovations Project – Change Order No. 1, General Construction:

Motion: The Board authorizes the Director of Engineering to execute Change Order No. 1 with Lauer Construction Services in the amount of \$24,731.81 with no increase to the contract time. \$24,731.81 / 0.00% M/W/DBE. Funding Source: Water – Capital #60800804-80400-00500 – Administrative Building.

K. 3003 North Front Street Renovations Project – Change Order No. 1, Electrical Construction:

Motion: The Board authorizes the Director of Engineering to execute Change Order No. 1 with Lauer Construction Services in the amount of \$16,094.82 with no increase to the contract time. \$2,484 / 15.4% M/W/DBE. Funding Source: Water – Capital #60800804-80400-00500 – Administrative Building.

The motion was unanimously approved.

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

G. Procurement of Interior Painting Service for First Floor of 3003 North Front Street:

Motion: The Board authorizes the CEO/CFO to procure interior painting services for a portion of the first floor of 3003 North Front Street with Central Bucks Painter, Inc. / DBA: CertaPro Painters of Central Bucks, as outlined in their quote, dated March 18, 2021, in the not-to-exceed amount of \$13,700. M/WBE Participation: \$13,700 / 100%. Funding Source: Water – Capital #60800804-80400-00500 – Administrative Building. Note: the new Customer Service Center portion of the first floor is being painted with funds remaining under CertaPro's 2020 contract.

Mr. Presley requested clarification as to the difference in the bid amounts and inquired about the validity of the M/W/DBE certification of CertaPro. Ms. Katzenmoyer explained the issue from the floor and after discussion, Mr. Enders requested confirmation as to the 100% M/W/DBE participation of CertaPro's bid. Jarvis Brown was requested to investigate the matter and the motion was suspended until Mr. Brown had time to review the matter. Upon advice of General Counsel, Mr. Kurowski withdrew the motion and Mr. Presley withdrew the second. Item G. will be brought up later in the meeting.

A motion was made by Mr. Kurowski, seconded by Ms. Skotedis, that the following items be approved together with one motion by consent, Administration Items L., M. and N.:

L. Authorization to Open an Account to Manage Lockbox Payments at First National Bank:

Motion: The Board authorizes the appropriate officers to execute a bank resolution and a signature card to open a new account with First National Bank, titled "Lockbox", effective March 24, 2021. Funding Source: N/A.

M. Resolution No. 2021-010 - Treasury Management Master Services Agreement with First National Bank:

Motion: The Board adopts Resolution No. 2021-010 which authorizes the Chief Executive Officer, Chief Financial Officer and Chairperson to execute the Treasury Management Master Services Agreement and the Business Resolution with First National Bank as of March 24, 2021, which documents shall be attached as Exhibits "A" and "B". Funding Source: N/A.

N. First National Bank Documents for Execution for Lockbox:

Motion: The Board authorizes the Chief Financial Officer to execute the following documents with First National Bank relative to the new lockbox account to be held at First National Bank: (1) First Desktop Banker Remote Deposit System - Check Image Scanner Equipment Ordering Form; (2) Electronic Remittance Services Agreement with Fiserv Solutions, LLC; and (3) FNB Treasury Management Services Selection Sheet. Funding Source: N/A.

Ms. Skotedis stated that moving the lockbox account from PNC Bank to First National Bank results in substantial savings and time by CRW. She commended Mr. Keith on investigating this matter and bringing it to the Board.

The motion was unanimously approved.

Drinking Water:

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

A. Task Order 2021-07-01: Forest Management Services:

Motion: The Board authorizes the Director of Strategic Initiatives to execute Task Order 2021-07-01, dated March 11, 2021, with Appalachian Forest Consultants for forest management services for a not-to-exceed fee of \$34,938. Funding Source: Water #60504541-54105 – Wtr Forest Management Services.

It was noted that this item was also vetted by the Engineering and Operations Committee. Mr. Enders stated that this work will commence in 2021 and will run through 2023. Ms. Dierolf confirmed the period is correct.

The motion was unanimously approved.

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

B. Task Order 2021-09-01: Engineering Services for WSC Flocculator Equipment Replacement with Gannett Fleming:

Motion: The Board authorizes the Director of Engineering to execute Task Order 2021-09-01 with Gannett Fleming, Inc., in the amount not-to-exceed \$148,000. M/W/DBE Commitment: \$30,000 / 20.3% for M/DBE. Funding Source: Water #60800803-80300-00303 - Flocculation Equipment Upgrade.

The motion was unanimously approved.

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

C. WSC Soda Ash Conversion Project - Recommendation to Reject Bids:

Motion: The Board authorizes the Director of Engineering to reject all bids received on March 8, 2021 for the WSC soda ash conversion project, as it exceeds the engineer's estimate and budgeted project value. Funding Source: Water #60800801-80100-00122 – Soda Ash Conversion.

Mr. Enders stated that this item was also vetted at meetings with both the Engineering and Operations and Legal and Risk Management committees. CRW staff made multiple attempts to reach out to the low bidder, Wohlsen Construction Company, due to the 0.00% M/W/DBE participation within their bid and both committees agree that bids shall be rejected. This project may end up being bid through COSTARS.

Mr. Presley stated that the Board realizes the priority of this project and that they expect to vote on this item at the April 2021 Board meeting.

The motion was unanimously approved.

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

D. Purchase of Back-Up Generator for Reservoir Park for the Drinking Water Department:

Motion: The Board authorizes the Director of Operations to procure a Caterpillar back-up generator from Cleveland Brothers for the Drinking Water Department in the amount of \$170,448. There is no M/W/DBE participation due to the purchase being equipment only and this is a purchase through the COSTARS (Commonwealth of PA's Cooperative Purchasing Program). Funding Source: Water #60800804-80400-00209 – Wtr Gatehouse Generator System.

Board members questioned what is triggering CRW to purchase the back-up generator. Mr. Galbraith stated that this is part of CRW's Emergency Response Plan that will provide a back-up generator for the Front Street Water Pump Station.

The motion was unanimously approved.

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

E. Purchase of Motor Disconnects for the Drinking Water Department:

Motion: The Board authorizes the Director of Operations to procure motor disconnects from G.R. Sponaugle for the Drinking Water Department in the amount of \$43,029. There is no M/W/DBE participation due to the purchase being equipment only and this is a purchase through the COSTARS (Commonwealth of PA's Cooperative Purchasing Program). Funding Source: Water #60800804-80300-00323 – Wtr Motor Disconnect Project.

The motion was unanimously approved.

A motion was made by Mr. Kurowski, seconded by Mr. Presley, that the following items be approved together with one motion by consent, Drinking Water Items F. and G.:

F. Purchase of Rotork Filter Influent Retrofit Actuators for the Drinking Water Department:

Motion: The Board authorizes the Director of Operations to procure Rotork filter influent retrofit 18-inch actuators from Edwin Elliot & Co. for the Drinking Water Department in the amount of \$70,880. There is no M/W/DBE participation due to the purchase being equipment only and this is a purchase through the COSTARS (Commonwealth of PA's Cooperative Purchasing Program). Funding Source: Water #60800804-80400-00212 – Wtr Actuators.

G. Purchase of Rotork Wey Knife Gate Valve for the Front Street WPS Drinking Water Department:

Motion: The Board authorizes the Director of Operations to procure 24-Inch Rotork wey knife gate valve from Edwin Elliot & Co. for the Drinking Water Department in the total amount of \$30,673. There is no M/W/DBE participation due to the purchase being equipment only and this is a purchase through the COSTARS (Commonwealth of PA's Cooperative Purchasing Program). Funding Source: Water #60800803-80300-00402 – River Front Gate with Magmeter.

Upon inquiry, Mr. Galbraith explained the purpose of the gate valves from the floor that will allow tighter controls to be sent remotely from the Front Street Water Pump Station.

The motion was unanimously approved.

Wastewater:

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

A. Task Order 2016-01-03: Engineering Services for Arsenal Boulevard Sewer Improvements with CDM Smith:

Motion: The Board authorizes the Director of Engineering to execute Task Order 2016-01-03 with CDM Smith, as outlined in CDM Smith's Proposal dated March 4, 2021, in the amount not-to-exceed \$252,800. M/W/DBE Commitment: \$142,000 / 56.2% for DBE. Funding Source: Wastewater #80800801-80100-00061 – Arsenal Boulevard Sewer Improvements.

Mr. Kurowski commended both CDM Smith and HRG Engineering for their strong support of CRW's M/W/DBE Program.

The motion was unanimously approved.

Stormwater:

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

A. Task Order 2021-08-01: CBH2OPP Phase 4 PENNVEST SW Pro-Fi Design - Recommendation of Award with WRT:

Motion: The Board authorizes the Director of Engineering to execute Task Order 2021-08-01 for the Phase 4 PENNVEST SW Pro-Fi Design to WRT, LLC in an amount not-to-exceed \$472,000, as outlined in WRT's Proposal, dated February 26, 2021. M/W/DBE Commitment: \$168,500 / 35.0% for WBE and \$50,000 / 11% for DBE. Funding Source: 90800801-80100-00124 – Sw PENNVEST Pro-Fi Phase 4.

The motion was unanimously approved.

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

B. Purchase of (SW-06) 2021 Ford Escape SE AWD for Stormwater Department from Hoffman Ford:

Motion: The Board authorizes the Director of Operations to procure one 2021 Ford Escape SE AWD (SW-06) from Hoffman Ford for the stormwater group in the amount not-to-exceed \$23,995. There is no M/W/DBE participation due to the purchase through COSTARS (Commonwealth of PA's Cooperative Purchasing Program). Funding Source: Stormwater – #90800804-80400-00027 – Sw Vehicular Equipment.

Board members were pleased to see the purchase was through a local Harrisburg vendor.

The motion was unanimously approved.

Administration (continued):

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

G. Procurement of Interior Painting Service for First Floor of 3003 North Front Street:

Motion: The Board authorizes the CEO/CFO to procure interior painting services for a portion of the first floor of 3003 North Front Street with Central Bucks Painter, Inc. / DBA: CertaPro Painters of Central Bucks, as outlined in their quote, dated March 18, 2021, in the not-to-exceed amount of \$13,700. M/WBE Participation: \$13,700 / 100%. Funding Source: Water – Capital #60800804-80400-00500 – Administrative Building. Note: the new Customer Service Center portion of the first floor is being painted with funds remaining under CertaPro's 2020 contract.

Jarvis Brown confirmed CertaPro is a WBE vendor registered through the U.S. Small Business Administration Program and that is what he used to certify their WBE participation. CertaPro is based in Doylestown. Mr. Brown stated the website does not confirm if the vendor is 100% WBE. Mr. Enders stated for the minutes that this is why CRW performs its due diligence to not assume a vendor is 100% certified. Mr. Enders stated he is confident CRW has confirmed certification of this vendor from Mr. Brown's response. While the bid may indicate it is coming from Mr. Martin Bahner, is that reflective of who is actually doing the work? Mr. Enders wants CRW to continue to pursue these certifications to make sure that franchisor vs. franchisees to determine who is actually the person at the company that has requested the certification. He is supportive of this motion now that Mr. Brown has confirmed the certification.

The motion was approved with a 3-1 vote with Mr. Presley opposed to the motion.

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

X. Board Member Comments:

Mr. Presley provided the comments below.

- Commended Customer Service on their response times.
- Thanked Matt Chisnell's CREW who were working at 4th and Vaughn who took time to clear snow while working within the designated times of the day in that residential area. The residents were very appreciative.

- He will always continue to promote trying to hire from within CRW's service area. While he appreciates everything that CRW's current staff does, he really wants residents in the Harrisburg community to be given priority for the types of jobs that CRW has to offer. They are great jobs, and he wants the community to know that CRW has great opportunities for these jobs.

Ms. Skotedis provided the comments below.

- Glad to be back after taking off last month for tax season.
- Nice to see fellow Board members took up the slack during her absence.

Mr. Enders provided the comments below.

- Information on how to qualify for a \$200 grant under CRW's Customer Assistance Program is located on the website under the Customer Information tab on the Home page or by clicking here: <https://capitalregionwater.com/customerassistance/>.
- If you qualify for the Low-Income Home Energy Assistance Program (LIHEAP), or Supplemental Nutrition Assistance Program (SNAP), you may qualify for CRW's Customer Assistance Program. CRW's staff is ready to assist our customers with the application process.
- Fix-A-Leak Week was pushed through social media. He is proud to say he was able to fix a valve based on this promotional information before it became a leak.

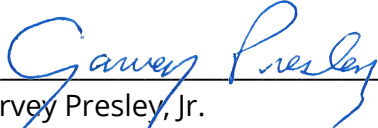
Mr. Kurowski provided the comment below.

- This Board has worked hard for our customers and we have money we want to give to them to assist them with their utility bills. Please reach out to your neighbors and friends who are customers to apply through the Customer Assistance Program.

XI. Adjournment:

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

CAPITAL REGION WATER



Garvey Presley, Jr.
Secretary