



**Regular Meeting (Conducted In-Person and via GoToMeeting)**

In Person Attendance:

Board:

J. Marc Kurowski, P.E., Chairperson  
Garvey Presley, Jr., Secretary  
Andrew Enders, Assistant Secretary/Treasurer

Staff:

Charlotte Katzenmoyer, Chief Executive Officer  
Douglas E. Keith, Chief Financial Officer  
Michelle Bethel-Miller, Director of Shared Services  
Tanya Dierolf, Director of Strategic Initiatives  
Jess Rosentel, Director of Operations  
Tammie Sheaffer, Office Manager  
Karen McKillip, Archivist

General Counsel:

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

Virtual Attendance:

Staff:

Julie Peters, Controller  
Daniel Galbraith, Drinking Water Superintendent  
Tom Czyzykowski, IT Manager  
Raymond Hoke, Wastewater Operations Supervisor  
Claire Maulhardt, City Beautiful H2O Program Manager  
Jeff Bowra, P.E., Lead Engineer  
Sheri Berilla, Asset Manager  
Deborah Sibbering, Human Resources Manager  
Jamie Meily, Customer Service Representative

Others:

Caleb Krauter, P.E. (HRG)  
Edward Ellinger, P.E. (HRG)  
Jeff Thompson, P.E., (WRA)  
Paul Rosol (WRA)  
Sarah Ehrman, EIT (Gannett Fleming)  
Herb Higginbotham (HDR Engineering)  
Donald Barnett (Community Ambassador)  
Chade Stewart (Cosmos Technologies, Inc.)

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

The meeting was called to order by Chairperson Kurowski at 6:10 PM.

Chairperson Kurowski stated that Board members Enders, Presley and himself were present in person and Ms. Skotedis was excused from the meeting.

General housekeeping items were addressed by the chairperson advising that CRW is using the GoToMeeting platform for virtual meetings for the public. Under CRW's rules of decorum, all persons participating virtually must sign in with their name to properly identify themselves.

CRW posted the agenda 24 hours 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 public comments, therefore, no comments were read into the record.

The chairperson advised that the meeting was being recorded and will be posted on CRW's website at [capitalregionwater.com](http://capitalregionwater.com) on Thursday, March 24, 2022.

## **II. Chairperson's Announcements**

- A.** An executive session under Section 708(a) of the Sunshine Act was held at 5:00 PM today to discuss personnel matters and potential claims against Capital Region Water with General Counsel.
- B.** Today's Regular Meeting was advertised in accordance with the Sunshine Act.
- C.** The next Regular Meeting is scheduled for Wednesday, April 27, 2022, at 6:00 PM and will be held in-person and virtually.

## **III. Committee Reports**

**Budget and Finance:** Mr. Keith provided the committee's report in Ms. Skotedis' absence and reported that the committee met on March 15, 2022, and he highlighted the items listed below.

- Discussion to be set up with our suburban partners on updating the current Intermunicipal Agreement. The original agreement was established in 1958.

- Discussion on whether CRW can assist with past due balances and liens on blighted properties that are being converted into low-income housing. Discussions are ongoing and a policy for Board approval may come back to the Board for approval in the future.
- Assistance from Barnes & Thornburg, LLP for developing comments to USEPA's Draft Affordability Guidance. Barnes & Thornburg is currently representing several other municipal authorities, and CRW's contribution to this effort would be \$5,000. Mr. Keith explained that USEPA's Guidelines may have a significant impact on the community and CRW's ability to obtain project financing and the timeline for CRW's Long-Term Control Plan.
- Salary and performance evaluations of non-bargaining union personnel.
- Insurance deductibles were discussed and the possibility of CRW raising deductibles.

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

He stated that the primary driver contributing to lower revenues has been lower water usage. Staff will continue to monitor this issue.

Current accounts receivables remain at \$7.7M at the end of February which is \$415K higher since August 2021. Staff is continuing to monitor this issue and is working on ways to assist with collection efforts.

There were no questions from the Board.

**Personnel and Shared Services:** Mr. Presley reported the committee met on March 17, 2022, and highlighted the items listed below.

- IT firewall improvements were discussed.
- Customer service reported calls increased in February and average talk time and handle times decreased. Mr. Presley congratulated CRW's Customer Service Center personnel for their efforts to assist our customers in an efficient manner.
- CRW's Customer Assistance Program (CAP) has paid out \$5,600 in grant funds to date in 2022, and a program total since inception of \$49,500. In 2022, thirty (30) applications have been approved with an overall approval rate of 88%.
- Low Income Household Water Assistance Program (LIHWAP): Fifty-eight (58) pledges were made for a total of \$49,113.94 and all pledge amounts have been received.
- Emergency Rental Assistance Program (ERAP): Thirty-eight (38) customers have received \$40,141.57.

- Mr. Presley urged our customers to reach out to the Customer Service Center for more details on these assistance programs to help with delinquent water and sewer accounts. CRW continues to get information out to assist our customers with monies available to help with their delinquent utility bills.
- Matt Chisnell started his new position as the Construction Coordinator in the Engineering Department at the 3003 North Front Street location on March 7, 2022.
- Performance evaluations for non-bargaining staff have been completed. Employees can expect to see respective salary increases on the pay period beginning March 28, 2022, to be paid mid-April 2022.
- Recruiting efforts continue with open positions. Open positions are posted on CRW's website.
- Jeff Bowra, Lead Engineer was acknowledged as March Employee of the Month. Jeff's efforts to work across departments to build CRW's M/W/DBE program was recognized. Congratulations Jeff!

There were no further questions from the Board.

**Operations and Engineering:** Mr. Presley reported the committee met on March 10, 2022, and highlighted the items listed below.

- All items on tonight's agenda were fully vetted during the meeting.
- An Operation & Maintenance Agreement for stormwater management with United Natural Foods, Inc. (UNFI) on Industrial Road was discussed. UNFI performed a major retrofit of their existing stormwater basin resulting in a 44.7% reduction of their stormwater fee. This is a large property with a very large stormwater basin. CRW commends them and is hopeful other customers will implement these types of stormwater management.
- Cameron Street Water Main Improvements Phase 4 project bids were discussed.
- Purchase of a new truck for the Wastewater Department.
- Purchase of backup generator at the Front Street Water Pump Station and possible funding options were discussed.
- Updates on the Drinking Water filter console and soda ash feeders.
- Jess Rosentel updated the staff on the Wastewater Front Street Pump Station, Digester project, and Biobot updates relating to COVID numbers within the county.
- Matt Chisnell began working his new position at the 3003 North Front Street location, effective March 7, 2022.

There were no questions from the Board.

**Legal and Risk Management:** Mr. Enders reported the committee met on March 3, 2022, and highlighted the items listed below.

- Update on CRW's IT firewall penetration testing. CRW received a favorable report for low risk.
- Mr. Rathfon reported on ongoing insurance claims, and COVID protocols, along with insurance renewal updates.
- Updates were discussed as to whether it would be favorable to increase deductibles to lower insurance premiums.
- Current litigation issues were discussed with General Counsel, including collection of stormwater fees.
- Briefing from the CEO on continued negotiations with PADEP and USEPA on the Partial Consent Decree. Ms. Katzenmoyer is hopeful this issue will be wrapped up within the next few months.
- Briefed by General Counsel on an open litigation item regarding the Front Street Wastewater Pump Station.

There were no questions from the Board.

**Public Outreach and M/W/DBE:** Mr. Enders reported the committee met on March 10, 2022, and highlighted the items listed below.

- A lengthy and detailed presentation was provided by Portnoff Law Associates, Ltd. regarding possible engagement for collection of CRW's delinquent accounts to reduce CRW's \$7.7M accounts receivable balance.
- Customer Assistance Programs were discussed and how CRW will continue to encourage the public to take advantage of these programs.
- Dauphin County Technical School requested a waiver of fees for a flow test regarding rehabilitation of a condemned property located at 616 Wiconisco Street. It was noted that CRW cannot waive the fee, however, after discussion, Board members Presley and Enders volunteered to personally fund the \$125 flow test fee. Both members are excited to see this home be rehabilitated by the students and are hopeful more agencies will come forward in the rehabilitation of homes in the Harrisburg area. Messrs. Presley and Enders were happy to fund this project personally, however, they are hopeful CRW will continue to identify other non-ratepayer revenues in the future for projects such as this. Ms. Dierolf will coordinate getting the fees to the Dauphin County Technical School.

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 highlighted the additional items listed below:

- Hydrant flushing will begin in early April and is expected to take eight weeks to service all 1,800 hydrants within CRW's service territory.
- Hydrant flushing will be performed between the hours of 7:00 AM to 7:00 PM.
- Annual hydrant flushing is critical for providing high quality drinking water. Flushing removes build up within hydrants and water mains.
- Crews perform inspection of the hydrants to ensure reliable fire protection.
- Customers may experience temporary discoloration of their water and a temporary reduction of water pressure. Discoloration is not harmful and can be flushed by running cold water through a faucet, preferably at the highest point in your residence.
- Flushing the system will take place in fifteen (15) phases and will begin at Reservoir Park and will progress outward within CRW's service area. You can track hydrant flushing online at [Capital Region Water GeoHUB](#).
- CRW will utilize automatic messaging systems with Everbridge and NextDoor.com, along with the use of social media to notify customers as hydrant flushing progresses.
- As of March 21, 2022, all work has been completed with the underground facilities regarding the Cameron Street Water Main Improvements - Phase 3 project. A new 20-inch water main has been completed between Sycamore Street, south of the city line, and all customers are now connected to the new main. The contractor began permanent paving restoration of that area of Cameron Street this week.
- CRW expects to finalize the Partial Consent Decree (PCD) with PADEP and USEPA soon. The next step would be for the proposal to be filed in Court with a thirty (30) day public comment period to follow.
- Other opportunities will be made available for public comments, as well as updates to the City Beautiful H2O Program Plan (Long-Term Control Plan) required under the PCD.

Mr. Enders asked if there was a reason the hydrant flushing is beginning at Reservoir Park? Ms. Katzenmoyer stated that the flushing should begin at the highest elevation of the system in order to flush the system in the same direction as the system currently flows and use the force of gravity.

There were no additional questions from the Board.

**V. Minutes of Previous Meeting**

A motion was made by Mr. Enders, seconded by Mr. Presley, that the Minutes of the February 23, 2022, Regular Meeting be entered into the record as presented.

The Board unanimously approved the Minutes.

**VI. Modifications or Deletions to the Agenda - None.**

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

**VIII. Presentation - Project Highlights - Divert/Food Slurry Project (Jess Rosentel) (6:52 - 6:59PM)**

Mr. Rosentel provided a presentation on the pilot study of the use of food slurry as a supplemental carbon source at the Advanced Wastewater Treatment Facility. The purpose of the pilot study is to create methane gas to heat the plant and to generate non-ratepayer revenue. This project is expected to potentially generate approximately \$366,000 in non-ratepayer revenue in 2022. The Board thanked Mr. Rosentel for his creative thinking on ways to generate non-ratepayer revenue while continuing to offset ever inflating expenses affiliated with this process at the Advanced Wastewater Treatment Facility.

**IX. Old/New Business**

**Administrative**

A motion was made by Mr. Presley, seconded by Mr. Enders, that the following item be adopted, Administrative Item A.

**A. Resolution No. 2022-004 - Preferential Hiring Policy**

**Motion:** The Board adopts Resolution No. 2022-004 which approves the Preferential Hiring Policy, which shall be attached hereto as Exhibit "A".

Mr. Enders stated for the record that the public needs to be reminded that Capital Region Water services seven municipalities: City of Harrisburg, Borough of Steelton, Swatara Township, Lower Paxton Township, Susquehanna Township, Borough of Paxtang and the Borough of Penbrook. The goal of this policy is to encourage employment of personnel within "CRW's service area" to provide preferential hiring to keep local employees within the

community in which we service, not just the City of Harrisburg. It was noted that this policy is intended to provide the residents of the service area the first right to be hired if they are equally qualified for the position as other applicants. He wanted that outlined for the record. He encouraged any of the students at the Dauphin County Technical School that are participating in the renovation of 616 Wiconisco Street to reach out to CRW for tours of CRW's facilities and to see what opportunities are available to them after they graduate.

The Board unanimously adopted Administrative Item A.

### **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 2022-10-01: Engineering Services for Cameron Street Water Main Improvements Project - Phase 4 with HRG Engineering**

**Motion:** The Board authorizes the Director of Engineering to execute Task Order 2022-10-01 with HRG Engineering as outlined in HRG's Proposal, dated March 2, 2022, in an amount not to exceed \$456,500. M/W/DBE Commitment: \$95,524 / 20.9% MBE and \$33,500 / 7.3% WBE. Funding Source: Water #60808001-80100-00081 – Wtr Cameron Street Water Main.

The Board unanimously approved Drinking Water Item A.

### **Wastewater**

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

**A. Purchase of (G-78) 2022/2023 Ford F-250 Super Duty XL 4X4 Regular Cab 8' Box Truck w/Bed Credit from Fred Beans Ford and Utility Body Upfit from U.S. Municipal for Wastewater Department**

**Motion:** The Board authorizes the Director of Operations to procure one 2022/2023 Ford F-250 Super Duty XL 4X4 Regular Cab 8' Box Truck with Bed Credit (G-78) from Fred Beans Ford in the amount of \$35,505 and one Utility Body Upfit from U.S. Municipal in the amount of \$14,250 for a total amount of \$49,755 for the Wastewater Department. There was no M/W/DBE participation due to the purchase through COSTARS (Commonwealth of PA's Cooperative Purchasing Program). Funding Source: Wastewater #80800804-80400-00425 – F-250 Regular Cab Truck G-41.

Mr. Presley inquired whether this vehicle was being purchased with a trade-in. Mr. Rosentel stated that CRW has not identified any trade-in for this purchase, however, due to the market for used vehicles right now, and CRW's intention to update its vehicle fleet every five years, CRW will likely take advantage of trade-in values for future acquisitions as the market is favorable for us to do so.

The Board unanimously approved Wastewater Item A.

## **Stormwater**

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

**A. Resolution No. 2022-005 - Stormwater Operation & Maintenance Agreement with United Natural Foods, Inc. (UNFI)**

**Motion:** The Board adopts Resolution No. 2022-005 which authorizes the Chairperson and Secretary to execute the Stormwater Facilities and Best Management Practices Operations and Maintenance Agreement with United Natural Foods, Inc. for 3900 Industrial Road, in the City of Harrisburg, Dauphin County, Pennsylvania. Funding Source: N/A.

The Board unanimously adopted Stormwater Item A.

**X. Public Comment - Non-Agenda Items (3 Minutes) - None**

**XI. Board Member Comments**

Mr. Enders provided the comments listed below.

- Commended United Natural Foods, Inc. (UNFI) on retrofitting their stormwater basin to lower their stormwater fee.
- He encouraged other companies along Industrial Road to also update their stormwater management, and to partner with CRW by entering into Operation and Maintenance Agreements to lower their stormwater management fees. A little peer pressure may go a long way.

Mr. Presley provided the comments listed below.

- Thanked HRG for their continued participation in CRW's M/W/DBE Program.
- He also thanked UNFI for their part in the retrofit of their stormwater basis to assist in CRW's goal of stormwater management.
- Congratulations to Jeff Bowra for being March Employee of the Month.

Mr. Kurowski provided the comments listed below.

- CRW continues to be actively engaged in looking for additional funding opportunities at the federal and state level whether they are grants, low-interest loans or other opportunities, to offset significant capital improvements we incur to maintain and stay regulatory compliant.
- On a local level, CRW continues working with the new city administration under the leadership of Mayor Williams to find ways CRW can work collaboratively with the city to serve our constituents as best we can.
- Happy to see CRW joining in the engagement of Barnes & Thornburg as a federal lobbyist in our efforts to apply for federal appropriations in the next month.
- Thank you for our staff members who continue to find ways for CRW to generate non-ratepayer revenue for our customers.

## **XII. Adjournment**

A motion was made by Mr. Presley, seconded by Mr. Enders, for the Board to adjourn the meeting at 7:25 PM. The motion was unanimously approved.

CAPITAL REGION WATER



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Garvey Presley, Jr.  
Secretary