



Regular Meeting (Conducted In-Person and via GoToMeeting)

In Person Attendance:

Board:

J. Marc Kurowski, P.E., Chairperson
Garvey Presley, Jr., Secretary
Karen M. Balaban, Treasurer
Nathan W. Davidson, Assistant Secretary/Treasurer

Staff:

Douglas E. Keith, Chief Financial Officer
David W. Stewart, P.E., Director of Engineering
Michelle Bethel-Miller, Director of Shared Services
Tanya Dierolf, Director of Strategic Initiatives
Jess Rosentel, Director of Operations
Chad Bingaman, Superintendent of Water Operations
Tammie Sheaffer, Office Manager
Karen McKillip, Archivist

General Counsel:

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

Others:

Michael Wolf, Appalachian Forest Consultants, LLC

Virtual Attendance:

Staff:

Charlotte Katzenmoyer, Chief Executive Officer
Jeffrey Bowra, P.E., Lead Engineer
Sheri Berilla, Asset Manager
Raymond Hoke, Wastewater Operations Supervisor
Jarvis Brown, Diversity Program Manager
Sean Sauro, Community Outreach Specialist

Others:

Caleb Krauter, P.E. (HRG)
Matt Crow, P.E. (Hazen and Sawyer)
Sarah Folk Ehrman, EIT (Gannett Fleming)
Jeff Thompson, P.E. (WRA)

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

The meeting was called to order by Chairperson Kurowski at 6:08 p.m.

Chairperson Kurowski stated that four Board members were present in person with Mr. Enders being excused.

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 p.m. 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 on Thursday, April 27, 2023.

II. Chairperson's Announcements

- A.** An executive session under Section 708(a) of the Sunshine Act was held at 5:30 p.m. 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, May 24, 2023, at 6:00 p.m. and will be held in-person and virtually.

III. Presentation - Forest Management Update (Tanya Dierolf) (6:10 p.m. - 6:40 p.m.)

Ms. Dierolf provided an update on CRW's Forest Management Plan at the DeHart property. She explained all aspects of the Plan, including the process that CRW went through to obtain Forest Stewardship Council (FSC) certification. She provided updates on the process and compliance with laws and FSC's principles, including current and future timber harvests. She outlined revenues and expenses received to date and identified opportunities to generate revenue in the future while protecting our pristine water source in the most environmentally and sustainable manner.

She encouraged new Board members to tour the DeHart facility. If they haven't toured the facility yet, CRW is planning on conducting a public DeHart Day within the next few months. She introduced Michael Wolf from the Appalachian Forest Consultants. Mr. Wolf stated that

CRW meets all of the FSC certification standards. Board members asked questions at the end of the presentation and Ms. Dierolf answered directly from the floor. Ms. Balaban stated that the National Audubon Society and the Susquehanna Appalachian Trail Club are equally pleased that CRW is doing what it is to maintain the DeHart water source.

Board members thanked Ms. Dierolf for providing a detailed history of the Forest Management Plan.

I. Committee Reports

Budget and Finance: Mr. Keith reported that the Budget and Finance Committee met on April 19, 2023, and highlighted items listed below.

- The Controller provided an update on CRW's financial dashboard.
- Accounts receivable and collection efforts were discussed.
- CRW's accounts receivable balance through March was up \$246K to \$8.773M. He stated the winter moratorium on water service terminations expired April 1, 2023. CRW has collected approximately \$158K on 81 delinquent accounts since April 1, 2023. The water shut-off process has started, but the number of shut-offs has been downsized from 81 to 20 accounts. This proves that CRW's Collection Policy is effective, as once the moratorium was lifted, funds began to come in and customers began establishing payment plans or making payments on their delinquent accounts.
- CRW continues to encourage customers to set up payment plans on long-standing delinquent balances to avoid having their water shut off.
- Upon inquiry, it was questioned whether CRW was planning on writing off long-standing accounts receivable as uncollectible. Mr. Keith stated he believes CRW's customers deserve to know that CRW will continue to keep these long-standing accounts receivable balances on our books and will make every effort to attempt to collect on these balances, rather than writing the balances off. He feels our customers deserve to know that CRW is taking necessary steps to collect on our outstanding accounts receivables. CRW continues to offer payment plans and customer assistance programs that customers can utilize to avoid their account going into the water shut-off process. CRW will continue to make the information available, however customers must apply through the various customer assistance programs which are made available through CRW's Customer Service Center.
- Mr. Keith provided a report on the overview of the March financial reports, along with a slide outlining CRW's financial position.
- Mr. Kurowski stated that proposals for the Consulting Engineers Annual Report (CEAR) were discussed. CRW has requested three proposals for a three-year period. This item is expected to be on the May agenda for award after the proposals have been vetted.

- Ms. Vonada updated the Board on the transition of the 457 Deferred Compensation Plan from VOYA to Lincoln Financial.

There were no questions or comments from the Board.

Personnel and Shared Services: Mr. Presley reported the committee meeting was held on April 17, 2023, and highlighted items listed below.

- IT issues were discussed, including whether CRW is vulnerable to cyber-attacks through its website.
- Mrs. Bethel-Miller reported on the following items.
 - There were 1,874 calls received with an average talk time of 3:30 minutes. The increase in calls is attributed to the longer month and end to the winter moratorium. This shows that CRW's Collection Policy does work, because as soon as the moratorium was lifted, CRW experienced an additional 400 calls coming into its Customer Service Center to address notices that customers had received. Customers began establishing payment plans and making payments.
 - CRW also received an increase in credit card and Money Gram payments in March whereby customers who were able to establish payment plans prior to the date water service was to be shut off. If service is shut off, customers would be required to pay the balance in full to restore their water service.
 - There were 412 combined drive-thru and walk-in payments in March. Drive-thru and walk-in payments also increased once the moratorium ended. Total year-to-date of this activity is slightly over 1,000 customers utilizing these services.
- Customer Assistance Program: There were 90 applications approved in March with eight applications pending review and no rejections. These applications allow for \$200 in credit to be applied by CRW to a customer's account. CRW is hopeful to have more customers applying for our Customer Assistance Program (CAP).
- CRW is hoping that funding for the LIHWAP program will be extended, however CRW is still reaping the benefits of processing those applications. CRW has received slightly over \$2,100 for LIHWAP funds in 2023 to date. Mrs. Bethel-Miller stated that CRW received \$366,000 in LIHWAP funding in 2022 with our total combined assistance totaling over \$600,000. CRW's customers need these funds and CRW would gladly like to see these funds going towards our \$8.7 million accounts receivable balance.
- Other Customer Assistance Program updates were provided.
 - PAHAF – This program remains temporarily paused while they transition from a third-party administrator to administration by the Pennsylvania Housing Financing Agency (PHFA).
 - The combined total for 2023 for customer assistance is \$34,000. Every program helps us.

- Mrs. Bethel-Miller stated that CRW continues to assist our customers by participating in various customer assistance programs and through the use of payment plans to avoid water terminations.
- Ms. Sibbering presented the recruiting update. New employees were welcomed and one resignation and retirement was announced this month. Current positions are available on the website at <https://capitalregionwater.com/about/careers/>
- An Employee Assistance Program (EAP) lunch and learn was held in April.
- An update from CRW's health plan broker, Benecon, was provided for 2022. CRW employees are utilizing their health care benefits.
- Annual performance evaluations for non-bargaining employees have been completed and merit raises have been distributed.
- Janice Miller-Zerbe was recognized as the April Employee of the Month. Both Thomas York and Karen McKillip were also nominated for this award this month.
- Happy Administrative Professionals Day to Janice Miller-Zerbe, Karen McKillip, Bob Lipscomb, Angie Leyva, Brenda Rohrer and Colleen Boeckelmann. CRW truly appreciates you and everything you do!

There were no questions or comments from the Board.

Operations and Engineering: Mr. Kurowski reported the committee meeting was held on April 12, 2023, and highlighted the items listed below.

- All task and change orders, resolutions and procurement items on tonight's agenda were vetted.
- A Resolution for an Easement Agreement with a property owner at the DeHart property, along with a Resolution regarding authorization for CRW to pursue eminent domain proceedings regarding a landowner relating to the Arsenal Boulevard Sewer Improvements Project is on tonight's agenda.
- Mr. Kurowski stated CRW received complaints regarding styrene odor issues regarding the Front Street Interceptor project. Styrene is the material used for the lining of the new cured-in-place piping (CIPP). CRW investigated the matter and the air quality is being monitored in accordance with NASSO best practices. The Harrisburg Fire Department had also responded to odor complaints so CRW has been in contact with the Harrisburg Fire Department regarding calls they may receive regarding odor complaints.
- A non-rate revenue project with UGI and a purchase agreement is being negotiated with Arcadis. Kudos to Mr. Rosentel for identifying another means for CRW to generate non-rate revenue for CRW. More information may be available at the May meeting.
- The Front Street Pump Station Improvements Project Contract Nos. 2, 3 and 4 have been closed out.
- Mr. Kurowski welcomed Chad Bingaman back to CRW. He is the new Superintendent of Water Operations.

- Ms. Maulhardt provided updates on the Camp Curtin system testing and performance monitoring, along with updates on the Bellevue Park project and planting schedule. Mr. Kurowski stated that CRW will receive the Historic Harrisburg's 2023 Preservation Award from the Historic Harrisburg Association for the retrofit of the historic Bellevue Park ponds stormwater retrofit project.

There were no questions or comments from the Board.

Legal and Risk Management: Mr. Davidson reported the committee meeting was held on April 6, 2023, and highlighted items listed below.

- Open insurance claims, along with a premium analysis report were presented.
- Cybersecurity reporting was discussed and CRW received a favorable rating on the cyber report prepared for our insurance carrier.
- Issues regarding the Front Street Improvements project were discussed.
- Property issues regarding an easement agreement with a landowner at the DeHart facility.
- Possible leasing of the houses at the DeHart facility.
- Proposed federal regulations on Polyfluoroalkyl Substances (PFOAs) in water.
- Action required to authorize eminent domain proceedings against a landowner regarding the Arsenal Boulevard Sewer Improvement project.

There were no questions or comments from the Board.

Public Outreach and M/W/DBE: Mr. Davidson reported the committee meeting was held on April 13, 2023, and highlighted items listed below.

- Presentation by Jarvis Brown regarding the M/W/DBE program and inclusion and participation of professional services.
- Customer Assistance Programs. CRW is in the process of reaching out to the Commonwealth regarding the continuation of the LIHWAP program in 2023.
- Four community events took place during the past month, along with two litter cleanup events.
- Four neighborhood and community meetings were held, with three of them regarding potential community partnerships, along with a meeting with Harrisburg City Council to discuss the Front Street Interceptor Improvements project.
- No emergency notifications were issued in March.
- Communication reports on social media were reported on.
- Hydrant flushing has begun.

- The Greater Harrisburg Cleanup was held April 22, 2023. Ms. Dierolf reported there were over 400 volunteers for the event. CRW participated in this event by providing vehicles, drivers and supplies. A significant amount of tonnage was collected, thereby keeping that debris from entering CRW's stormwater/wastewater system.
- Additional neighborhood cleanup events were also coordinated with the City of Harrisburg in March.

Ms. Balaban asked if the trash fee is waived for the litter cleanup events. Ms. Dierolf stated it is her understanding that the [Greater Harrisburg Cleanup](#) event fees are waived by the Lancaster Solid Waste Management Authority (LCSWMA) for the annual event.

There were no further 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 additions to that report.

- Meetings were held with Senator Bob Casey's staff, Senator John Fetterman's staff and Congressman Scott Perry himself and his staff regarding possible future funding for CRW.
- She reported that CRW has been listed on Senator Casey's appropriations list for \$500,000 for the Paxton Creek Interceptor project; and that the City of Harrisburg is also listed for \$500,000 for Federal Emergency Management Agency (FEMA) funding regarding the Paxton Creek Dechannelization project. She is hopeful these will go through the appropriations process as this is very competitive.
- She also reported that a consumptive-use grant in the amount of \$250,000 has been awarded to CRW by the Susquehanna River Basin Commission (SRBC) for our future Advanced Metering Infrastructure (AMI) water metering upgrade project.

There were no questions or comments from the Board.

VI. Minutes of Previous Meeting

A motion was made by Mr. Davidson, seconded by Ms. Balaban, that the Minutes of the March 22, 2023, Regular Meeting be entered into the record as presented.

The Board unanimously approved the Minutes.

VII. Modifications or Deletions to the Agenda – None.

VIII. **Public Comment - Agenda and Non-Agenda (3 Minutes)** – None.

IX. **Old/New Business**

Drinking Water

A motion was made by Mr. Davidson, seconded by Mr. Presley, that the following item be adopted, Drinking Water Item A.

A. Resolution No. 2023-007 – DeHart Reciprocal Easement Agreement with Charles and Brenda Witmer

Motion: The Board adopts Resolution No. 2023-007 which authorizes the Chairperson and Secretary to execute a Reciprocal Easement Agreement between Capital Region Water and Charles and Brenda Witmer which shall be attached as Exhibit "A".

The Board unanimously adopted Drinking Water Item A.

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

B. Task Order 2023-09-01: Forest Management Services with Appalachian Forest Consultants

Motion: The Board authorizes the Director of Strategic Initiatives to execute Task Order 2023-09-01, dated April 11, 2023, with Appalachian Forest Consultants for forest management services for a not-to-exceed fee of \$60,150. Funding Source: Water #60504541-54105 – Wtr Forest Management Services.

The Board unanimously approved Drinking Water Item B.

Wastewater

A motion was made by Mr. Davidson, seconded by Ms. Balaban, that the following item be adopted, Wastewater Item A.

A. Resolution No. 2023-008 – Frisch Eminent Domain for the Arsenal Boulevard Sewer Improvements Project

Motion: The Board adopts Resolution No. 2023-008 which authorizes the Chairperson and Secretary to execute eminent domain documents as may be necessary to acquire easements for the purpose of constructing and maintaining sewer facilities on private property pursuant to the authority provided in the Municipal Authorities Act, 53 Pa. C.S. Section 5607 which shall be attached as Exhibit "A". Funding Source: Wastewater #80800801-80100-00061 – Arsenal Boulevard Sewer Improvements.

The Board unanimously adopted Wastewater Item A.

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

B. Change Order No. 1 with Farhat Excavating, LLC – 2023 Sewer System Improvements Project

Motion: The Board authorizes the Director of Engineering to execute Change Order No. 1 with Farhat Excavating, LLC in the amount of \$44,005.76 and an increase of four (4) days to the contract time. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Wastewater #80800801-80100-00127 – Sewer Rehab Pennvest \$21M.

The Board unanimously approved Drinking Water Item B.

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

C. Change Order No. 18 (Contract No. 1) with Eastern Environmental Contractors, Inc. (EEC) – AWTF Primary Digester Rehabilitation Project

Motion: The Board authorizes the Director of Engineering to execute Change Order No. 18 with Eastern Environmental Contractors, Inc. in the amount of \$224,525.05 and no change to the contract time. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Wastewater #80800801-80100-00020 – Ww Primary Digester Rehabilitation.

The Board unanimously approved Drinking Water Item C.

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

D. Procurement of Belt Filter Press Grinder from JWC Environmental through COSTARS

Motion: The Board authorizes the Director of Operations' procurement of a Belt Filter Press Grinder from JWC Environmental, in the amount of \$26,693 through COSTARS. Funding Source: Wastewater #80800803-80300-00369 – BFP Rehabilitation.

The Board unanimously approved Drinking Water Item D.

X. Public Comments - Non-Agenda Items (3 Minutes) – None.

XI. Board Member Comments

Ms. Balaban thanked the CRW team for the level of outreach in informing our customers of the Customer Assistance Programs that are available. As CRW receives these funds and our customers apply for them, it helps us while also assisting any of our financially stressed customers as well.

Mr. Presley congratulated Janice Zerbe-Miller on being the April Employee of the Month, as well as acknowledging CRW's administrative staff for Administrative Professionals Day.

Mr. Davidson thanked CRW's staff for their professionalism and dedication to public service. He reminded everyone to get out and vote at the Primary Election on May 16th and make sure your voice is heard.

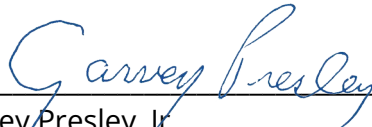
Mr. Kurowski, no comments.

XII. Adjournment

A motion was made by Mr. Presley, seconded by Mr. Kurowski, for the Board to adjourn the meeting at 7:49 p.m.

The motion was unanimously approved.

CAPITAL REGION WATER



Garvey Presley, Jr.
Secretary