



# MINUTES

## Regular Meeting

October 23, 2024, at 6:00 p.m.

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

In Person Attendance:

Board:

J. Marc Kurowski, Chairperson  
Andrew M Enders, Vice Chairperson and Secretary  
Karen M. Balaban, Assistant Secretary/Treasurer  
Nathan W. Davidson, Treasurer

Staff:

Charlotte A. Katzenmoyer, Chief Executive Officer  
Douglas E. Keith, Chief Financial Officer  
David W. Stewart, P.E., Chief Technical Officer  
Michelle Bethel-Miller, Chief Administrative Officer  
Tanya Dierolf, Chief Strategy Officer  
Jess Rosentel, Chief Operations Officer – Wastewater  
Chad Bingaman, Chief Operations Officer – Drinking Water  
Colin Cash, P.E., Project Manager/Design Engineer  
Tammie Sheaffer, Office Manager  
Karen McKillip, Archivist (Recorder)

General Counsel:

Isaac P. Wakefield, Esquire (Salzmann Hughes, P.C.)

Virtual Attendance:

Staff:

Jeffrey Bowra, P.E., Vice President, Engineering  
Claire Maulhardt, City Beautiful H2O Program Manager  
Raymond Hoke, Wastewater Operations Supervisor  
Bryon Maze, Procurement Manager  
Rebecca Laufer, External Affairs Manager  
Densin Wilson, Wastewater Maintenance Worker

Others:

Caleb Krauter, P.E. (HRG Engineering, Inc.)  
Taslim Hossain (HRG Engineering, Inc.)  
Sam Sulkosky (City of Harrisburg Business Administrator)  
Taron Booker (AECOM)  
Matt Crow, P.E. (Black & Veatch)

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

The meeting was called to order by Chairperson Kurowski at 6:09 p.m.

Chairperson Kurowski stated all four Board members were present in person.

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 full first and last 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. prior to the 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](https://capitalregionwater.com) on Thursday, October 24, 2024.

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

- A.** An executive session under Section 708(a) of the Sunshine Act was held at 5:00 p.m. to discuss personnel matters and potential claims against Capital Region Water with General Counsel.
- B.** This regular meeting was advertised in accordance with the Sunshine Act.
- C.** A special meeting is scheduled for Thursday, November 21, 2024, at 5:00 p.m. for presentation of the 2025 Budgets, and will be held in person and virtually.
- D.** The next regular meeting is scheduled for Tuesday, November 26, 2024, at 6:00 p.m. and will be held in-person and virtually.

## **III. Management Report**

The monthly Management Report was provided to the Board in advance of the meeting and posted on CRW's website. Ms. Katzenmoyer requested Mr. Bingaman and Ms. Dierolf to provide an update on the status of the Lead Service Line Inventory.

Mr. Bingaman stated PADEP is requiring all community water systems to submit an inventory for all service lines in their systems by October 16, 2024. The information was submitted to PADEP and was also provided online. He thanked everyone involved for all their hard work across many departments, especially personnel in the Engineering, Strategic Initiatives and Drinking Water Departments. The results that were submitted to PADEP were required to be broken down into four categories:

- Non-Lead 1,916
- Lead 2
- Galvanized Requiring Replacement 518
- Unknown 19,565

He explained the reason why so many service lines remain identified in the “unknown” category even though some customers had turned in their surveys and our meter replacement project has identified service line materials is because there is a curb stop that “breaks” the service line that is completely owned by the customer and PADEP does not recognize one point of verification as acceptable for the whole line. What this means for the purposes of the inventory is that if a customer had identified copper in their home, CRW’s only way to verify the material on the other side of the curb stop would be to dig a hole in the street to verify the material. For now, those service lines are reflected in the numbers shown as “unknown”. CRW is now required to send out thousands of letters to our customers to make sure the customers understand the identification of their property in the four categories. The initial submission is mirrored on the [Service Line Inventory Map](#) which is now live on CRW’s website. Customers can access their property address to see how CRW has their property identified. The properties are identified by various colors which represent the types of services in our system that appear on the map as follows:

- Red - Lead
- Blue – Non-Lead
- Yellow - Galvanized
- Grey – Unknown

The [Service Line Inventory Map](#) identifies which color of the property line is street side and property side. Mr. Bingaman stated if a customer has recently had their meter replaced and they go to the [Service Line Inventory Map](#) and it is not updated, please be patient. The verification process that CRW must follow per PADEP requirements takes time including reviewing of pictures and other documentation before we can update this map.

The next step is for CRW to provide notification to customers for each type of material category that their service line was identified as lead, non-lead or galvanized until all unknown properties have been properly identified.

Mr. Bingaman stated that CRW has joined an initiative established by the U.S. EPA. Since CRW has more identification work for the unknown material service lines, we will undertake potholing. This initiative will assist CRW in funding the potholing efforts. There are meetings scheduled this week to further discuss grants for when CRW gets into the lead replacement of service lines, and how CRW will finance all the mandated work to be in compliance.

Mr. Bingaman stated customer notification letters must be sent out by November 15, 2024, so customers should be aware of why they are receiving this notification from CRW. He further stated that, at a minimum annually, this information must be updated and resubmitted to PADEP in the future. This includes when properties change ownerships, CRW must continue to notify its customers of the materials that make up their service line. First off, it is important that customers understand they own the entire service line, not CRW. This is a difference from other water systems. Furthermore, he reiterated CRW does not have any lead in the water leaving the Water Services Center, and results have never come back that are higher than the current action level of 15 parts per billion. He wants customers to know they can take that information, and even if their property previously identified copper or other non-lead material, not to be overwhelmed with the fact that their service line may be galvanized and merely requires replacement. They are receiving these letters because CRW was not able to properly identify the utility side of their service line at this time.

Ms. Katzenmoyer stated CRW was expecting additional provisions by U.S. EPA to have been published for the lead and copper rule improvements identifying how we will be required to replace lead service lines, however that information has not been published yet. Everyone believes that U.S. EPA is waiting to see what the change in administration will do with that new rule. Everyone is aware more compliance requirements will be coming, and that we will be required to submit a plan on how we will replace those galvanized or lead service lines, and that lead goosenecks will most certainly be required to be replaced as well. So, more information will be coming as part of that initiative and how CRW plans to finance the project. She thanked all staff that have been working on this project.

#### **IV. Committee Reports**

**Budget and Finance:** Mr. Kurowski reported the committee met October 17, 2024, and highlighted items listed below.

- Mr. Keith thanked Ms. Julie Peters, Vice President, Finance for filling in for him last month and providing the financial update. He stated that she made him look good, as she has for the last six years. Ms. Peters will be a significant loss to Capital Region Water. She started here September 8, 2014, and her last day with CRW will be November 6, 2024, after ten years and two months of service. She will be missed both professionally and personally.
- Mr. Keith introduced Mandie Meckley, Vice President, Finance and Adam Conrad, Accounting Manager, Revenues and Capital Assets. CRW's Finance department is now fully staffed.
- Mr. Keith provided the financial update through September.

- He went over the quarterly accounts receivable past due balance report revealing CRW's current balance is \$10.2M of which \$1.6M is attributable to the Commonwealth of Pennsylvania.
- He requested Ms. Shollenberger to pull the top 100 outstanding customers to see what portion of their balance is currently outstanding. Those 100 customers amount to approximately \$2.2M of the \$10.2M. Unfortunately, 29 of those accounts are governmental accounts, so we will not be able to turn them over to Portnoff Law for collections. Those 29 accounts amount to \$430K of the \$1.6M with some of them being City accounts and one County account. Further breakdown reveals there is approximately \$6.4M in residential outstanding accounts with 63% of this total being split down the middle between owner-occupied and landlord-tenant accounts amounting to \$3.2M each. This analysis reveals there are \$3.2M in receivables for landlord-tenant accounts, but while there are fewer of these types of accounts, they have higher balances.
- CRW currently has 400 accounts that have had their water service terminated with more than \$1M within the \$10.2M balance. CRW has exhausted its efforts for collections and will be turning those accounts over to the Portnoff Law firm to assist us in collecting these balances.
- He also reported \$560K worth of active accounts that CRW attempted to terminate water service, but their shut-off boxes could not be accessed for one reason or another. Customer Service is working with the Water Operations department to resolve those issues (e.g., shut-off boxes are covered with cement, they are filled in, cars were parked over them, etc.). With over 400 accounts, staff continue to pursue attempts to shut off the water.
- Mr. Kurowski stated that additional items of discussion during the meeting involved the authorization for CRW to approve the execution of the Third Amendments to the Line of Credit documents for the Water and Wastewater loans held with First National Bank until October 31, 2027.
- An update on a legal matter with CRW's suburban partners and discussion of the 2023 Suburban Reserve Analysis that CRW performs each year.
- Resolutions for Destruction of Records were also vetted stating that CRW meets the guidelines of the Municipal Records Act and the Pennsylvania Historical Museum Commission.
- Discussion on a health insurance rebate that will be received in 2024, but not in 2025 due to increased usage of the plan.
- Negotiations for the AFSCME Collective Bargaining Agreement (CBA) have been finalized and is on tonight's Agenda for approval. The new CBA will go into effect January 1, 2025, and runs through December 31, 2028.
- No further information was reported on from the October 17, 2024, meeting.

Mr. Enders stated one would think our top 10 revenue generating customers would be paying their bills in a timely manner. Mr. Keith stated the top five or six outstanding customers were Commonwealth accounts, but not necessarily generating a lot of water usage. Their outstanding balances are more stormwater-related.

Mr. Enders also questioned the decline in water usage, asking whether there is any correlation with the turnover of the types of property renovations that have been done throughout the City.

Mr. Keith stated over the past 15-20 years, renovations to residential properties include upgrades to low-flow toilets and shower heads for water conservation. CRW budgets for those declines in water usage, but as we are going through and replacing aging residential water meters, we are anticipating we will be receiving accurate water meter readings now so this revenue should level out. Industry standards have also changed since the pandemic as some industries have moved from three shifts down to two shifts which also impacts water usage, along with companies that went to remote working. All these factors play into water revenue projections, including some of our largest and oldest meters. CRW is aware that we need to get into those facilities to evaluate those large meters and change them out. This process is expensive and very time consuming. CRW is aware that there are a lot of variables that go into the replacement of the larger meters, but we are working on it.

Mr. Kurowski also thanked Ms. Peters for her service at CRW.

There were no further questions or comments from the Board.

**Personnel and Shared Services:** Ms. Balaban reported the committee met October 8, 2024, and highlighted items listed below.

- IT provided project updates, including a report by American Water that there was a major security breach which affected their billing and communication abilities.
- Mr. Czyzykowski reported that he recently updated CRW's Hypertext Processor (PHP) program to minimize the chance of a security violation within CRW's networks. He advised that CRW uses a third-party data security company which provides 24/7 monitoring and detection services for our networks. Upon inquiry, Ms. Balaban asked if CRW's billing and meter reading capabilities would be affected if our networks were breached. Mr. Czyzykowski stated that CRW uses a third-party, cloud-based billing system which would be protected in a data violation. He reported that the meter readings are taken monthly by vehicle so those would also be safeguarded.
- Ms. Katzenmoyer stated that Mr. Czyzykowski and Ms. Gonzalez-Siegel have created an internal task force to ensure CRW's emergency management and cybersecurity planning meets the standards of both the Cybersecurity and Infrastructure Security Agency (CISA)

and the National Institute of Standards & Technology (NIST) cybersecurity frameworks. The task force will report their monthly findings at the Legal and Risk Management Committee meetings in the future. Ms. Katzenmoyer also reported that a Service Organization Controls (SOC) report, an audit of our information security systems and controls, is required in relation to CRW's credit card processing.

- Mrs. Bethel-Miller reported that call center stats remain in line with previous months and that credit card and cash payments are consistent and on trend with totals from 2023.
  - There were 1,655 calls handled in September. The average speed of answer was 22 seconds. The average talk time was three minutes 13 seconds and average handling time was three minutes 43 seconds. There were 15,868 calls handled during January-September with an average speed of answer of 27 seconds.
  - There were 4,578 credit card transactions totaling \$949,188.26 for September 2024 with an average payment of \$207.34. There were 40,000 credit card transactions handled during January-September totaling \$7.7M.
  - There were 170 MoneyGram transactions totaling \$22,329.45 for September 2024 with an average payment of \$131.35. *MoneyGram payments were affected by a cyber-attack in September 2024, which resulted in five days of no MoneyGram payments being received. This breach did not affect CRW customers, however it did impact ratepayers not being able to use this form of payment.* There were 2,000 MoneyGram transactions totaling \$279,000 processed during January-September.
  - There were 177 drive-thru customers and 214 walk-in customers for a total of 391 customers serviced September 2024. There were 1,675 drive-thru customers and 1,933 walk-in customers serviced from January-September.
- The Customer Assistance Program (CAP). CRW has approved a total of 304 applications with fourteen for Susquehanna, and three opt-ins from the Low-Income Household Water Assistance Program (LIHWAP) for a total of 321. Total assistance in September of \$94,200. There are five applications currently under review. Ten applications were denied for being incomplete, five applications were denied for not being qualified in a qualified program, and one application was withdrawn.
- CRW's approval rate remains at 94% and we have mailed out 212 water conservation kits.
- Customer Assistance Program updates as of September 30, 2024, are listed below.

**Reporting numbers as of September 30, 2024:**

– CRW's Customer Assistance Program	\$93,300.00	
– CAP Opt-in Coupons	\$900.00	
– Drinking Water Service Line	\$184,503.80	
– CAP Wastewater Lateral Line	\$267,118.49	
– CAP Party Line	<u>\$45,455.18</u>	
Total Internal Customer Assistance Program		\$591,357.47

Other combined customer assistance received in 2024:

- Emergency Rental Assistance Program (ERAP)	\$0.00	
- Low-Income Household Water Assistance Program (LIHWAP)	\$17,861.44	
- City of Harrisburg CARES (COH CARES)	\$0.00	
- Pennsylvania Homeowners Assistance Fund (PAHAF)	<u>\$25,580.94</u>	
Total Other Combined Assistance		<u>\$43,442.38</u>

**YTD Total of funds provided to customers in 2024: \$634,719.85**

- Ms. Balaban reported there were two new hires, no promotions/transfers and four separations in September. There are currently 10 open positions. Open positions are posted at <https://capitalregionwater.com/about/careers/>.
- Ms. Balaban reported negotiations have been reached with AFSCME and the new contract is on the agenda for board approval tonight. The new contract will be a four-year contract for the period January 1, 2025, through December 31, 2028.
- Ms. Balaban announced Joseph Moore, Jr., Field Maintenance Worker at the Wastewater department, is being recognized as the October Employee of the Month.
- The committee also discussed Resolutions for Destruction of Records which were vetted at the meeting. It was confirmed that CRW follows the guidelines of the Municipal Records Act and the Pennsylvania Historical Museum Commission regarding the destruction of records.

There were no questions or comments from the Board.

**Operations and Engineering:** Mr. Kurowski reported the committee met October 10, 2024, and highlighted items listed below.

- Sheri Berilla and Kendrick Maholtz provided a presentation on CRW's Asset Management (AM) Program. They dug into what CRW is using the program for, who is using it, and that staff has really embraced the program. The AM program is very impressive, and board members have been asking for some type of presentation on how much we have spent to date, how much do we think we will spend in the future to achieve full implementation, and of course anticipated ongoing costs. Mr. Kurowski stated over the past eight years CRW has invested \$2.9M to develop the Asset Management Program. The committee thanked them and for showing what our roadmap looks like going forward. It was noted that over the next decade, CRW expects to incur another \$3.46M on the Asset Management Program. So potentially over an 18-year period CRW's investment is just under \$6.5M.



- The following task orders, change orders or bid awards, along with several others not listed below, were vetted and a number of these are on the Board agenda tonight and recommended for approval.
  - Recommendation of Award for the AWTf Primary Clarifier Rehabilitation project. After vetting the committee has decided to reject all bids received on October 3, 2024, and to rebid the project.
  - Authorization to dispose/salvage G-06, a Wastewater Department vehicle which is no longer needed.
  - Resolution Nos. 2024-045 and 2024-046 regarding a Joint Pollutant Reduction Plan Intergovernmental Cooperation Agreement between CRW, Lower Paxton Township and Susquehanna Township, and Task Order 2024-01 – Contribution to the Capital Area Greenbelt Association (CAGA). The total cost will be \$100K which will be split between the three municipalities as follows: Capital Region Water \$16K, Lower Paxton Township \$57K, and Susquehanna Township \$27K. This is a very complex issue and thanks to Claire Maulhardt, and the cooperation of all three municipalities through an Intergovernmental Cooperation Agreement, the approval of this Task Order and Contribution Agreement allows for significant savings for each municipality, while reducing 328K pounds for pollution reduction.
  - PennBid Project Number 2024-206 Procurement of Replacement Transformer from ECB Solutions, Inc. on behalf of the Wastewater Department. Mr. Rosentel explained from the floor the need for the equipment to be acquired prior to a switch gear replacement project that is expected to begin in December, so timing is critical.

Mr. Kurowski asked Messrs. Rosentel and Bingaman if they had any additional comments for the Board.

- Mr. Rosentel thanked the Wastewater Department's operations and maintenance crews for their work to clean out a 3.5-million gallon (Mgal) biological nutrient removal (BNR) tank that was commissioned in 2016 and has not been cleaned since. There is never a good time to remove 3.5 Mgal gallons of wastewater from a tank. However, with the end of the 2024 water year on September 30, 2024, CRW took the opportunity to do this work. At that time, CRW was well below what our annual permit allows for in terms of annual loading, and we were not anywhere close to generating any credits, so this was a perfect time to take this tank down, especially since it had been out of service for eight years. Thanks to Ray Hoke and Joseph Baker for their determination and insight on how to do it utilizing a variety of different pumps. They used a crane to lift equipment and personnel in and out of the tank and fortunately, the tank was in better shape than anticipated. One mixer blade had fallen apart, and it was a simple replacement of some hardware that fixed that issue. They had to cut some ragging off some mixer shafts, but overall, the sediment buildup was not as heavy in the corners of the 30-foot deep tank as anticipated.

This means the mixers were doing a good job, with minimal maintenance and minimal solids removal. AWTF staff are very happy to have gotten through that process. This was a tremendous accomplishment so perhaps in January a PIE Award may be in order.

Mr. Rosentel stated that the staff learned a lot during this process and now they have a plan for how to perform this process next year in a more efficient manner based on what they have learned.

During the removal process, a tour of the Advanced Wastewater Treatment Facility (AWTF) was being conducted and Ms. Balaban was present during that tour. She stated it was impressive seeing everyone working together due to the extreme depth of the tanks and the way they were able to remove the sediment.

- Mr. Rosentel also updated the committee on the status of the AWTF Energy Recovery Project with the contractor, G.M. McCrossin, who continues to do a very nice job, and the project appears to be on time.
- The Kensington Street Sewer Repair project is done. This project is finally over and CRW did an excellent job of keeping the project as manageable as possible, while keeping the neighbors in the area updated.
- Mr. Rosentel announced that CRW has been notified that our Front Street Interceptor Rehabilitation project has been named the [2024 Project of the Year by the North American Society for Trenchless Technology \(NASTT\)](#). Jeff Bowra, CRW's Vice President, Engineering will accept the award on behalf of CRW at the No Dig Conference in the spring of 2025 in Denver.

Mr. Bingaman reported updates on the following:

- Cameron Street Water Main Lining – Phase 4. This project is mostly complete. Contractors are still working at the Cameron and Market Street intersection; however other crews are still performing concrete street restoration work throughout the month of November. This will make a lot of people happy now that this project is ending.
- The walkway railing around the Sedimentation Basins at the Water Services Center is almost complete.
- He reported that 9,270 meters have been replaced to date as part of the Advanced Metering Infrastructure (AMI) Upgrade project.

There were no questions or comments from the Board.

**Legal and Risk Management:** Mr. Enders reported the committee met October 3, 2024, and highlighted items listed below.

- Ms. Gonzalez-Siegel provided an update on open insurance claims.
- The committee continues to monitor matters involving our stormwater fee throughout our service territory, including other legal matters involving property throughout the City that CRW has an interest in.
- CRW has received an update on continued negotiations with the Commonwealth of Pennsylvania on our Pennsylvania Emergency Management Agency (PEMA) Lease at the Water Services Center. The matter has been kicked back from the Department of General Services to the PEMA attorneys. More information to come.
- The committee was updated on the Uptown Partners/Governor's Square bankruptcy issue, status of the Portnoff Law collection issue and conversations with CRW's suburban partners and pending negotiations.
- Ms. Katzenmoyer reported that Ms. Gonzalez-Siegel and Mr. Czyzykowski have created a Cybersecurity Risk Management Task Force to ensure we are in compliance with CISA and NIST.

There were no questions or comments from the Board.

**Public Outreach and M/W/DBE:** Mr. Enders reported the committee met October 16, 2024, and highlighted items listed below.

- As the meeting started and comments previously made during the Operations and Engineering Committee briefing, the AWTF Primary Clarifier Rehabilitation Project bid opening was reviewed and discussed. CRW will be re-evaluating our M/W/DBE Program, specifically with Jarvis Brown moving on. This is a great opportunity for CRW to think about the position previously held by Mr. Brown and CRW's goals and strategies for the program.
- Ms. Dierolf reported that year to date, CRW has distributed \$94,200 from the Customer Assistance Program, of which 321 customers have been supported. External Customer Assistance Programs totaling nearly \$600,000 were also previously identified by Mrs. Bethel-Miller.
- Ms. Dierolf updated the committee on the Lead Risk Mitigation Measures (RMM) Report for the month of September stating there were three customers eligible for Lead RMM and options for them to receive Brita pitchers with filters, flushing instructions and a request for sampling/testing to be conducted by CRW.

- Ms. Dierolf reported that customers have received two notices in 2024 regarding their need to schedule their water meter to be replaced and to provide information on their service line inventory to CRW. Customers can still take advantage of the \$25 credit that is available through December 31, 2024. Unfortunately, after December 31, 2024, customers will be in non-compliance and a non-compliance charge will be implemented by CRW beginning in 2025.
- CRW will be doing its short-term (10-day) river run during November. More information will be made available prior to commencement. Ms. Dierolf took the opportunity to state we are very lucky to have the DeHart Reservoir and access to that as our primary source of drinking water, while also having the Susquehanna River as an alternative backup source. This year, additional information will be coming out about updates to this process and how it will look so stay tuned.
- Ms. Laufer reported there were no press releases for the month of September, however, on September 17, 2024, [ABC27 did a segment on the conclusion of the Front Street Interceptor Project.](#)

There were no questions or comments from the Board.

#### **V. Minutes of Previous Meeting**

A motion was made by Mr. Davidson, seconded by Mr. Enders, that the Minutes of the September 25, 2024, 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. Old/New Business**

##### **Administrative**

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

**A. Resolution No. 2024-023 – Approval of Contract Settlement Agreement with Local 521 AFSCME District Council 90 - January 1, 2025, to December 31, 2028**

**Motion:** The Board adopts Resolution No. 2024-023 which authorizes the Chief Executive Officer; Vice President, Human Resources; Chief Financial Officer; Chief Administrative Officer; Chief Operations Officer – Wastewater; and Chief Operations Officer – Drinking Water to execute and facilitate the terms set forth in the Contract Settlement Agreement between Local 521 American Federation of State, County and Municipal Employees (AFSCME) District Council 90, for the period January 1, 2025 to December 31, 2028, which were ratified by Local 521 AFSCME, District Council 90, on October 3, 2024, which Contract Settlement Agreement shall be attached as Exhibit “A”. Funding Source: N/A.

Mr. Davidson thanked everyone involved in negotiations for getting us to this point and moving this contract forward for the next four years. The approval of this contract impacts over 50% of CRW's staff.

The Board unanimously adopted Administrative Item A.

A motion was made by Ms. Balaban, seconded by Mr. Kurowski, that the following item be adopted, Administrative Item B.

**B. Resolution Nos. 2024-024 through 2024-044 – Destruction of Records**

**Motion:** The Board adopts Resolution Nos. 2024-024 through 2024-044 which approves the destruction of records, as detailed in “Exhibit A” attached hereto. Funding Source: Admin #10101510-51020 – Adm Document Management.

The Board unanimously approved Administrative Item B.

### **Drinking Water**

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

**A. Third Amendments to Water/Wastewater Lines of Credit with First National Bank**

**Motion:** The Board authorizes the Chief Executive Officer and Chief Financial Officer to execute the Third Amendments to the Water and Wastewater loan documents with First National Bank of Pennsylvania. Term date extended to October 31, 2027. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Water #60700705-70502 – Water Trustee/Bank Fees and Wastewater #80700705-70502 – WW Trustee/Bank Fees.

The Board unanimously approved Drinking Water Item A.

## **Wastewater**

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

**A. PennBid PROJECT NUMBER 2024-206 – Procurement of Replacement Transformer from ECB Solutions, LLC**

**Motion:** The Board authorizes the Chief Operations Officer – Wastewater to award PROJECT NUMBER 2024-206 Replacement Transformer Oxygen Plant Mac #1 Compressor to ECB Solutions, LLC and to execute the Agreement in the amount not to exceed \$82,000. M/W/DBE Commitment: \$0.00 / 0.00%. Funding Source: Wastewater #80800803-80300-0368 – Switchgear & New Line – Cryo Comp.

The Board unanimously approved Wastewater Item A.

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

**B. Authorization to Dispose/Salvage Vehicles (G-06) - Wastewater Department**

**Motion:** The Board authorizes the Chief Operations Officer - Wastewater to take any appropriate action, and to sign any necessary documents required to dispose and/or salvage (G-06) 2004 International Vactor, VIN #1HTWXAHTX4J092084 with a salvage reserve value between \$50,000 and \$55,000. Funding Source: Wastewater #80605459-45940 – Ww Gain/Loss on Sale of Assets.

The Board unanimously approved Wastewater Item B.

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

**C. AWTF Primary Clarifier Rehabilitation – Recommendation to Reject Bids**

**Motion:** The Board authorizes the Chief Technical Officer to reject all bids received on October 3, 2024, for the AWTF Primary Clarifier Rehabilitation project as the bid exceeded the budgeted project value. Funding Source: Wastewater#80800801-80100-00471 – Ww Structural Rehabilitation.

The Board unanimously approved Wastewater Item C.

## Stormwater

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

**A. Resolution Nos. 2024-045 and 2024-046 – Joint Pollutant Reduction Plan – Intergovernmental Cooperation Agreement – Task Order 2024-01 – Contribution Agreement with Capital Area Greenbelt Association (CAGA)**

**Motions:** The Board adopt Resolution No. 2024-045 authorizing the Chairperson and Secretary to execute Task Order 2024-01 under the Intergovernmental Cooperation Agreement for a total contribution of One Hundred Thousand Dollars (\$100,000) toward the Parkway Creek Restoration Phase 3 project. The cost for implementation associated with this Best Management Practice (BMP) project shall be shared pursuant to the allocation provided in Task Order 2024-01 between (Capital Region Water - \$16,000; Lower Paxton Township - \$57,000; and Susquehanna Township - \$27,000). Funding Source: Stormwater #90800801-80100-00091 - Paxton Creek TMDL Joint PRP MS4.

And

The Board adopt Resolution No. 2024-046 authorizing the Chairperson and Secretary to execute the Contribution Agreement between Capital Area Greenbelt Association (CAGA) and Capital Region Water (on behalf of the Municipalities – Capital Region Water, Lower Paxton Township and Susquehanna Township) for the implementation of Task Order 2024-01 under the Intergovernmental Cooperation Agreement for a total contribution of One Hundred Thousand Dollars (\$100,000) toward the Parkway Creek Restoration Phase 3 project. The cost for implementation associated with this Best Management Practice (BMP) project shall be shared pursuant to the allocation provided in Task Order 2024-01. Task Order 2024-01 will be executed as a sub-agreement under the Intergovernmental Cooperation Agreement as follows: Capital Region Water - \$16,000; Lower Paxton Township - \$57,000; and Susquehanna Township - \$27,000. Funding Source: Stormwater #90800801-80100-00091 - Paxton Creek TMDL Joint PRP MS4.

The Board unanimously adopted Stormwater Item A.

**IX. Public Comments - Non-Agenda Items (3 Minutes) None.**

**X. Board Member Comments**

Ms. Balaban stated that the tour of the Advanced Wastewater Treatment Facility was very informative. We had a lot of engaged community ambassadors, and it was very cool to see the tank empty, as well as the progress on the AWTF Energy Recovery project. It is really fascinating all the things that we have done in such a short time, as well as the creativity and efficiency in which these people are working. She commends Mr. Rosentel and his staff for all that you do. She is also looking forward to the budget process next month.

Mr. Davidson stated that last month was Mental Health Awareness Month. It is never the wrong thing to reach out to make sure someone knows you are thinking about them. Also, don't forget to plan to vote November 5<sup>th</sup>.

Mr. Enders also reiterated to plan to get out and vote on November 5<sup>th</sup>. He also stated that the Capital Green Belt runs the corridor from Cameron Street up to Paxton Street and all the work that has been done there is very interesting. If you have not walked, biked or hiked that stretch of the Capital Green Belt, it is worth it to do so. He is always excited when CRW can be affiliated with these types of projects, because our profession is obviously drinking water, wastewater and stormwater. So, when CRW can partner within our community, it impacts us all in different ways. Thank you to all CRW's staff for all that they do on a day-to-day basis.

Mr. Kurowski also thanked everyone involved in the negotiations for the AFSCME contract. This appears to have been a collaborative experience for us across the board, so it is encouraging to not feel like we are fighting across the table. He was also impressed to see a strong approving vote from union members to the contract so that makes all parties feel that we have something solid.


Thank you to Mr. Enders for filling in for me last month.

**XI. Adjournment**

A motion was made by Mr. Enders, seconded by Mr. Davidson, for the Board to adjourn the meeting at 7:36 p.m.

The motion was unanimously approved.

CAPITAL REGION WATER



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Andrew M. Enders, Secretary