



# MINUTES

## Special Meeting

November 21, 2024, at 5:00 p.m.  
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### Special 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  
Shaylee Malek, Vice President, Human Resources  
Mandie Meckley, Vice President, Finance  
Sam Montalto, Senior Staff Accountant  
Tammie Sheaffer, Office Manager  
Karen McKillip, Archivist (Recorder)

General Counsel:

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

Others:

Evelyn Hunt (Community Ambassador)

Virtual Attendance:

Staff:

Adam Conrad, Accounting Manager, Revenues & Capital Assets  
Jeffrey Bowra, P.E., Vice President, Engineering  
Colin Cash, P.E., Project Manager/Design Engineer  
Raymond Hoke, Wastewater Operations Supervisor  
Michael Elicker, Service Distribution Worker

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

The meeting was called to order by Chairperson Kurowski at 5:07 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 attendees 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 Friday, November 22, 2024.

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

- A.** This special meeting was advertised in accordance with the Sunshine Act and is being held in-person and virtually. The advertisement will be attached to the Minutes as Exhibit "A".
- B.** 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. Presentation - 2025 Draft Budgets**

Ms. Katzenmoyer announced tonight's meeting is CRW's opportunity to share information and for presentation of its draft 2025 Budgets, as well as to address questions from the public. There will not be any formal action taken tonight relative to the budgets. CRW staff intends to recommend approval of the 2025 Budgets at its regular meeting scheduled for Tuesday, November 26, 2024, at 6:00 p.m.

She began by thanking the staff for their hard work that went into the budget process. She provided an overview and highlights on the budgets, including CRW's accomplishments in 2024 and the opportunities and goals for 2025.

The following Senior Leadership staff spoke about the portion of the 2025 Budget as follows:

- Shaylee Malek, Vice President, Human Resources.
- Michelle Bethel-Miller, Chief Administrative Officer of Shared Services.
- Tanya Dierolf, Chief Strategy Officer.
- Chad Bingaman, Chief Operations Officer - Drinking Water.
- Jess Rosentel, Chief Operations Officer - Wastewater.

- David W. Stewart, P.E., Chief Technical Officer.
- Douglas E. Keith, Chief Financial Officer.

A copy of the 2025 budget presentation will be available on the website on November 22 at <https://capitalregionwater.com/meetings-reports/> by clicking on the link for the November 21, 2024, video.

The proposed rate schedules and budgets are expected to be adopted at the next meeting to be held Tuesday, November 26, 2024. CRW is mandated to have their budgets and rates adopted by November 30, 2024.

Mr. Keith stated that CRW is proposing the following changes to rates and fees:

- Ready-to-Serve fees – No changes.
- Drinking Water volumetric rate – adjustment from the current rate of \$10.65 to \$10.97 per thousand gallons.
- Wastewater volumetric rate – adjustment from the current rate of \$9.98 to \$10.58 per thousand gallons.
- Stormwater fees – No changes.

Mr. Keith provided a summary of the monthly increases to a typical City of Harrisburg residential customer with a 5/8-inch service line averaging 3,750 gallons per month.

- Drinking Water increase of \$1.20 per month.
- Wastewater increase of \$2.25 per month.
- Stormwater increase. None
- Total increase for all services of \$3.45 per month.

Mr. Keith also stated that wholesale customers (suburban municipalities) would see an increase as follows:

- Conveyance & Treatment Services – adjustment from the current rate of \$5.32 to \$5.62; and
- Treatment Services – adjustment from the current rate of \$3.79 to \$3.94.

Mr. Kurowski stated that based on all the capital improvement projects that CRW has planned and budgeted, he is very pleased CRW can continue to provide all these services with rate increases less than \$4.00 per month. He thanked the Senior Leadership Team for everyone's part in the budget process, and through creative thinking and 10-year projected forecasting we continue to be great stewards of the water facilities we serve.

**IV. Modifications or Deletions to the Agenda** – The Chairperson announced that Public Comments for Agenda and Non-Agenda items would be combined tonight.

**V. Public Comment - Agenda and Non-Agenda (3 Minutes)**

The only questions were provided by Ms. Evelyn Hunt (Community Ambassador) and those questions were answered directly from the floor. The Board thanked Ms. Hunt for attending tonight's meeting and for her questions.

**VI. Board Member Comments**

Ms. Balaban thanked everyone for a very comprehensive presentation on the 2025 Budget. She stated that previously CRW's projected wastewater rates were 8%. She is pleased that staff were able to get that down to a 6% rate increase.

Mr. Davidson thanked everyone for tonight's presentation. CRW had another award winning year by being a recipient of an award on the Front Street Interceptor project. He looks forward to another year where we may be able to be selected for another project.

Mr. Enders also thanked everyone for their hard work on the 2025 Budget presentation. He stated that he is constantly reminded that CRW does not work for profit, which was clearly identified by Mr. Keith when he began his presentation tonight on the financial aspect of CRW's budget. He stated this is his eighth year on the Board and it is never easy going through the budget process, but Mr. Keith and his team should be commended for doing a great job.

He also congratulated CRW's Rebecca Laufer and her fiancé, Travis Patterson, who will be married on Friday, November 22<sup>nd</sup>. So next time we meet with Rebecca, she will be Rebecca Patterson. He also thanked Mrs. Hunt for attending tonight's meeting. It is always a pleasure to see representatives from the public in attendance and vested in CRW.

Mr. Kurowski stated he continues to be impressed that CRW can accomplish so many capital improvement projects in 2025, while still being faced with a \$344M 10-year plan to get projects done under the Modified Consent Decree. CRW approaches the Modified Consent Decree in a good, consistent and predictable fashion while keeping our rates to a mere \$3.45 monthly increase or a nominal \$40 annual increase. All this budgeting includes revenues set aside in 2025 for increasing the Customer Assistance Program through the creative use of non-rate revenue and cutting edge projects that is not coming from the raising of rates such as the Energy Recovery Improvements project at the AWTF, solar project at the Water



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Services Center, along with a host of other projects the staff thinks about, all for the benefit of our customers.

He is impressed Mr. Keith even included comparison rates with other local utilities to show how CRW rates compare to other surrounding communities, especially when you look at rates of private enterprise utilities and how private enterprise rates compare to CRW (a public entity). The rates between private entities vs. public are disproportionate and it is what happens when public utilities are sold to private entities. He also thanked Ms. Hunt for being a part of tonight's meeting.

**VII. Adjournment**

A motion was made by Mr. Enders, seconded by Mr. Davidson, for the Board to adjourn the meeting at 7:45 p.m.

The motion was unanimously approved.

CAPITAL REGION WATER



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Andrew M. Enders, Secretary



# Order Confirmation

Ad Order Number 0010929421

**Customer**

**CAPITAL REGION WATER**  
 Account:816  
 CAPITAL REGION WATER  
 3003 N FRONT ST,  
 HARRISBURG PA 17110 USA  
 (888)510-0606

FAX:  
 jennifer.oneill@capitalregionwater.com

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 Account: 816  
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Sales Rep. Marjorie Dill

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Special Pricing

Tear Sheets	1	TearsheetsCost	\$0.00	Net Amount	\$66.91
Proofs	0			Tax Amount	\$0.00
Affidavits	1	AffidavitsCost	\$5.00	Total Amount	\$66.91
Blind Box				Payment Method	Invoice
Promo Type				Payment Amount	\$0.00
Materials				Amount Due	\$66.91
Invoice Text					

## Ad Schedule

<i>Product</i>	Patriot News	<i>Placement/Class</i>	Main Legals
<i># Inserts</i>	1	<i>POS/Sub-Class</i>	Meeting Notices
<i>Cost</i>	\$59.41	<i>AdNumber</i>	0010929421-01
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<i>Pick Up #</i>		<i>Ad Attributes</i>	
<i>External Ad #</i>		<i>Color</i>	<NONE>
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<i>Run Dates</i>	<i>Sort Text</i>	NOTIC479ISHHEREBYGIVENTHATASPECIALMEETINGOFCAPITALREGIONWATERWILLBEHELDONTHURSDAYNOVEM	
		11/05/2024	

<i>Product</i>	Inventory	<i>Placement/Class</i>	Main Legals
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<i>Pick Up #</i>		<i>Ad Attributes</i>	
<i>External Ad #</i>		<i>Color</i>	<NONE>
<i>Production Method</i>	AdBooker	<i>Production Notes</i>	
<i>Run Dates</i>	<i>Sort Text</i>	NOTIC479ISHHEREBYGIVENTHATASPECIALMEETINGOFCAPITALREGIONWATERWILLBEHELDONTHURSDAYNOVEM	
		11/05/2024	

0010929421-01

**Ad Content Proof**

Notice is hereby given that a Special Meeting of Capital Region Water will be held on Thursday, November 21, 2024, at 5:00 p.m. for presentation of the 2025 Budgets, and to take action on any other business that may come before the Board.

This meeting will be held in person and virtually.

CAPITAL REGION WATER  
[capitalregionwater.com](http://capitalregionwater.com)