



COMMONWEALTH OF PENNSYLVANIA

November 17, 2025

E-FILED

Matthew L. Homsher, Secretary
Pennsylvania Public Utility Commission
Commonwealth Keystone Building
400 North Street
Harrisburg, PA 17120

**Re: Pennsylvania Public Utility Commission v. City of Lancaster – Bureau of Water
/ Docket No. R-2025-3057237**

Dear Secretary Homsher:

Enclosed for filing please find the Prehearing Memorandum, on behalf of the Office of Small Business Advocate (“OSBA”), in the above-referenced proceeding.

Copies will be served on all known parties in this proceeding, as indicated on the attached Certificate of Service.

If you have any questions, please do not hesitate to contact me.

Sincerely,

/s/ Rebecca Lyttle

Rebecca Lyttle
Assistant Small Business Advocate
Attorney ID No. 201399

Enclosures

cc: Joseph Kubas
Parties of Record

**BEFORE THE
PENNSYLVANIA PUBLIC UTILITY COMMISSION**

Pennsylvania Public Utility Commission :
 : **Docket No. R-2025-3057237**
 v. :
 :
 City of Lancaster – Bureau of Water :

**PREHEARING MEMORANDUM
OF THE OFFICE OF SMALL BUSINESS ADVOCATE**

I. INTRODUCTION

The Office of Small Business Advocate (“OSBA”) is authorized to represent the interests of small business customers of utility services before the Pennsylvania Public Utility Commission (“Commission”) pursuant to the provisions of the Small Business Advocate Act, Act 181 of 1988, 73 P.S. §§ 399.41 – 399.50. To discharge this statutory duty, the Small Business Advocate deems it necessary to participate as a party to these proceedings. Representing the OSBA in the above-referenced matter is Assistant Small Business Advocates Rebecca Lyttle. Please address all correspondence in that matter as follows:

Rebecca Lyttle, Esq.
Assistant Small Business Advocate
Office of Small Business Advocate
Forum Place
555 Walnut Street, 1st Floor
Harrisburg, PA 17101
relyttle@pa.gov

II. FILING BACKGROUND

On September 30, 2025, City of Lancaster – Bureau of Water (“Lancaster”), filed Supplement No. 49 to Tariff Water – Pa. P.U.C. No. 6 with the Pennsylvania Public Utility Commission (“Commission”) to become effective November 29, 2025. Supplement No. 49 would increase Lancaster’s total annual operating revenues for water service by approximately \$7 million, or 30.2%.

On October 10, 2025, the Office of Small Business Advocate filed a formal complaint at Docket No. C-2025-3057935. On October 15, 2025, the Office of Consumer Advocate filed a formal complaint at Docket No. C-2025-3057993. Pursuant to Section 1308(d) of the Pennsylvania Public Utility Code, 66 Pa.C.S. § 1308(d) (relating to general rate increases), the filing will be suspended by operation of law until June 29, 2026, unless permitted by Commission Order to become effective at an earlier date.

III. IDENTIFICATION OF WITNESS AND TENTATIVE ISSUES

Assisting in the development and presentation of the OSBA’s case in this proceeding is:

Joseph Kubas
Commonwealth of Pennsylvania
Office of Small Business Advocate
Forum Place
555 Walnut Street, 1st Floor
Harrisburg, PA 17101
jkubas@pa.gov

The OSBA will participate in this proceeding to assure that the interests of small business customers are adequately represented and protected.

After an initial review of the materials submitted by the Parties, the OSBA has compiled a list of issues that it anticipates will be included in its investigation. The issues set forth below,

and others that may develop during discovery, will be analyzed by the OSBA with the assistance of its expert witnesses:

- (1) The number of and location of in person public hearings.
- (2) That the Company advertise Public Hearing Notice on social media including, but not limited to, sending a Facebook paid advertisement directed to the pertinent geographic location.
- (3) That all Public Hearing Notices include information for small businesses which shall include the OSBA contact information:

Small Businesses owners in the Commonwealth are allowed to testify without an attorney if they had not filed a Complaint on this issue. The Pennsylvania Office of Small Business Advocate (OSBA) is an independent state agency that represents the interests of small business consumers with 1-250 employees Please contact the OSBA if you are a small business owner/and would like to provide testimony during a hearing: OSBA@pa.gov or telephone (717) 783-2525.

- (4) The Location of the Evidentiary Hearing.
- (5) Whether parties can submit evidentiary documents electronically to the court reporter instead of printed copies.
- (6) Whether the proposed transaction will result in the provision of safe, adequate, and reasonable service at just and reasonable rates for the small business customers of Lancaster.
- (7) Whether the proposed rate increase requested may be unjust, unreasonable, unduly discriminatory, and otherwise contrary to law, particularly as they pertain to Lancaster consumers residing in Lancaster Township (outside the city limits) as it is proposing higher rates for township customers versus city customers.
- (8) Whether Lancaster will provide information about the OSBA on all its electronic

sites, including, but not limited to its web site and social media sites.

- (9) Whether Lancaster will offer a payment plan for commercial customers.
- (10) Whether Lancaster will supply the OSBA with yearly reports on how many commercial customers were late on payments and how many were shut off due to lack of bill payment.

The OSBA reserves the right to pursue additional issues that may arise throughout this proceeding.

IV. SERVICE OF DOCUMENTS

In accordance with 52 Pa. Code § 1.54(b)(3)(i), the OSBA agrees to accept electronic mail delivery of documents on the due date¹ as satisfying the in-hand requirement.

The OSBA requests that email delivery of documents also be provided to its witnesses identified above.

In addition to email copies of pleadings, briefs, and exceptions, the OSBA requests email copies of responses to discovery propounded by the OSBA or any other party.

V. SETTLEMENT

The OSBA notes its willingness to enter settlement discussions at the appropriate phase of this proceeding.

¹ In accordance with 52 Pa. Code § 1.56(a)(5), documents must be received by 4:30 pm.

VI. HEARING AND BRIEFING SCHEDULE

At the time of this writing, the OSBA is working with the parties to develop a procedural schedule.

Respectfully submitted,

/s/ Rebecca Lyttle

Rebecca Lyttle

Assistant Small Business Advocate

Attorney ID # 201399

Commonwealth of Pennsylvania
Office of Small Business Advocate
Forum Place
555 Walnut Street, 1st Floor
Harrisburg, PA 17101

Dated: November 17, 2025

**BEFORE THE
PENNSYLVANIA PUBLIC UTILITY COMMISSION**

Pennsylvania Public Utility Commission	:	
	:	Docket No. R-2025-3057237
v.	:	
	:	
City of Lancaster – Bureau of Water	:	

CERTIFICATE OF SERVICE

I hereby certify that true and correct copies of the foregoing have been served via email (*unless otherwise noted below*) upon the following persons, in accordance with the requirements of 52 Pa. Code § 1.54 (relating to service by a participant).

The Honorable Erin L. Gannon
Administrative Law Judge
Pennsylvania Public Utility Commission
Commonwealth Keystone Building
400 North Street
Harrisburg, PA 17120
egannon@pa.gov

Scott B. Granger, Esquire
Bureau of Investigation & Enforcement
400 North Street
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Date: November 17, 2025

/s/ Rebecca Lyttle

Rebecca Lyttle
Assistant Small Business Advocate
Attorney ID No. 201399