

BOROUGH OF CONSHOHOCKEN AUTHORITY
APRIL 23, 2019 MEETING
6:35 PM

The Stated Meeting of the Borough of Conshohocken Authority (“BCA”) was held at the Authority Building on April 23, 2019. The meeting was called to order at 6:35 PM followed by a pledge to the flag.

The Board went into executive session at 7:13 PM to discuss matters of personnel. The session lasted approximately 18 minutes.

Mr. Raimondo left the meeting at 7:37 PM.

ROLL CALL:

Board members present were: Chair, Ms. Carol Smith; Secretary, Mrs. Anita Barton; Treasurer, Mr. Kyle Elliott and Board Member, Mr. Felix Raimondo. Vice-Chair, Mrs. Janene Reilly was absent. Also present were: Solicitor Ms. Lauren Gallagher from Rudolph Clarke, LLC; Ms. Nicole Feight from Rudolph Clarke, LLC; Executive Director, Mr. Stephen Clark; Finance Director, Mrs. Shannon Stewart and Plant Engineer, Mr. Fred Ebert from Ebert Engineering, Inc.

PUBLIC COMMENT:

Patricia Barr and Linda Goldberg, property owners in West Conshohocken, appeared with questions regarding the quarterly bills for West Conshohocken. The Board and Executive Director explained how a bill is calculated and that the consumption amount is taken directly from the metered water usage readings provided by Aqua.

INVITED GUEST(S):

None

APPROVAL OF MINUTES:

A motion was made by Mr. Raimondo, seconded by Mrs. Barton, all voting “Aye” to approve the March 26, 2019 meeting minutes. None opposed. Motion approved 4-0.

FINANCIAL REPORT:

The financial report was reviewed and discussed with the Board Members.

A motion was made by Mr. Raimondo, seconded by Mr. Elliott to approve the bills in the amount of \$131,686.03. None opposed. Motion approved 4-0.

A motion was made by Mr. Elliott, seconded by Mrs. Barton to approve the Financial Report. None opposed. Motion approved 4-0.

NEW BUSINESS

SOLICITOR'S REPORT:

The Solicitor's report was reviewed and discussed with the Board Members.

A motion was made by Mr. Raimondo, seconded by Mr. Elliott to approve the contract for professional services for 203 East 12th Avenue. None opposed. Motion approved 4-0.

A motion was made by Mr. Raimondo, seconded by Mr. Elliott to approve the contract for professional services for 144 West 9th Avenue. None opposed. Motion approved 4-0.

A motion was made by Mr. Raimondo, seconded by Mr. Elliott to approve the contract for professional services for 304 East Hector Street. None opposed. Motion approved 4-0.

A motion was made by Mrs. Barton, seconded by Mr. Raimondo to accept the Solicitor's report. None opposed. Motion approved 4-0.

PLANT ENGINEER'S REPORT – EBERT ENGINEERING, INC.:

The Plant Engineer's Report was reviewed and discussed with the Board Members.

Mr. Ebert updated the board on the RBC project, Chapter 94 Report, EDU capacity for West Conshohocken and active development projects.

A motion was made by Mr. Elliott, seconded by Mrs. Barton to accept the Engineer's Report. None opposed. Motion approved 4-0.

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director's Report was reviewed and discussed with the Board Members.

Mr. Clark discussed new procedures for ensuring that the quarterly billing is being processed, printed and mailed accurately from our vendor.

A motion was made by Mrs. Barton, seconded by Mr. Elliott to authorize the executive director the authority to approve the removal of late fees and penalties up to \$100 per account during the year. None opposed. Motion approved 3-0.

A motion was made by Mr. Elliott, seconded by Mrs. Barton to approve an adjustment for 159 Josephine Avenue and 340 West 4th Avenue due to a pipe break. None opposed. Motion approved 3-0.

A motion was made by Mr. Elliott, seconded by Mrs. Barton to approve the purchase of a new camera truck for the authority with the solicitor's approval. None opposed. Motion approved 3-0.

A motion was made by Mr. Elliott, seconded by Mrs. Barton to donate \$1,000 to the Conshohocken Community Garden. None opposed. Motion approved 3-0.

A motion was made by Mr. Elliott, seconded by Mrs. Barton to accept the Executive Director's Report None opposed. Motion approved 3-0.

COLLECTIONS & MAINTENANCE REPORTS:

The Collections & Maintenance Report was reviewed and discussed with the Board Members.

A motion was made by Mrs. Barton, seconded by Mr. Elliott to accept the Collections & Maintenance Report. None opposed. Motion approved 3-0.

ADJOURNMENT:

There being no further business to come before the Board, it was moved by Mr. Elliott seconded by Mrs. Barton, all voting "Aye" to adjourn the meeting. None opposed. Motion approved 3-0. Adjournment occurred at 8:05 PM.

Respectfully submitted,

Shannon Stewart

