

**BOROUGH OF CONSHOHOCKEN AUTHORITY**  
**June 1, 2021 MEETING**  
**6:37 PM**

The Stated Meeting of the Borough of Conshohocken Authority (“BCA”) was held via remote means using the Cisco Web Ex platform on June 1, 2021 rescheduled from the May 25, 2021 original date and was advertised in advance of the meeting. The meeting was called to order at 6:37 PM. The meeting was recorded and posted for public viewing on the Authority’s website.

**ROLL CALL:**

Board members present were Chair, Mrs. Janene Reilly; Secretary, Mr. Felix Raimondo; and Board Member, Mrs. Jane Flanagan. Also present were Solicitor Ms. Lauren Gallagher from Rudolph Clarke, LLC; Interim Executive Director, Mr. Terry Fedorchak; Operations Manager, Ed Mongan; Finance Director, Mrs. Shannon Stewart, and Plant Engineer; Mr. Fred Ebert from Ebert Engineering, Inc. Vice-Chair, Ms. Carol Smith and Treasurer, Mr. Kyle Elliott were absent.

**PUBLIC COMMENT:**

None.

**INVITED GUEST(S):**

None

Mrs. Reilly expressed her appreciation for Borough Council’s vote to not sell the Authority and stated that the Authority and Borough Council will continue discussing different options on how to move forward.

**APPROVAL OF MINUTES:**

A motion was made by Mr. Raimondo, seconded by Mrs. Flanagan, all voting “Aye” to approve the April 27, 2021 meeting minutes pending one amendment: change wording for the 51 Washington Street request from deny to we will not take action at this time and the request for an update on 51 Washington Street to actions taken by our executive director from Mr. Raimondo. None opposed. Motion approved 3-0.

**FINANCIAL REPORT:**

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

**Rudolph Clarke Invoices**

Mr. Raimondo had questions about the bills for Rudolph Clarke Invoices for 400 Barr Harbor and COVID 19.

A motion was made by Mrs. Reilly, seconded by Mr. Raimondo to approve the bills in the amount of \$93,261.87. None opposed. Motion approved 3-0.

#### Escrow Balances

Mr. Raimondo expressed concerns on the negative escrow balance on Echo Ridge and 203 E 12<sup>th</sup> Avenue and how we can stop this from happening in the future, Mr. Raimondo also requested an intermediate update after the staff meeting.

#### Payment Plans

Mrs. Reilly discussed concerns about the balances on the payments plan and what we can do to the customers to pay on the payment plans. Mr. Raimondo suggested to put something on the newsletter for the June 2021 bill and begin the lien process with the September 2021 bill.

#### IBX Rebate

Mrs. Stewart discussed rebates received from Independence Blue Cross and how to distribute the rebate to the employees. A motion was made by Mrs. Flanagan, seconded by Mr. Raimondo to reduce the employee's medical deduction by the amount of the refund in their next check. None opposed. Motion approved 3-0.

A motion was made by Mrs. Flanagan, seconded by Mr. Raimondo to accept the Financial Report. None opposed. Motion approved 3-0.

### **NEW BUSINESS**

#### **SOLICITOR'S REPORT:**

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

#### 331 W 7<sup>th</sup> Avenue

A motion was made by Mr. Raimondo, seconded by Mrs. Flanagan to approve a resolution to release professional escrow and performance security and waive maintenance security for the property located at 331 W 7<sup>th</sup> Avenue (Developer DJB Properties, LLC), pending issuance of a Notice of Completion by the Authority Engineer. None opposed. Motion approved 3-0.

#### Release for 301 and 309 Angel Alley

A motion was made by Mrs. Flanagan, seconded by Mr. Raimondo for approval of a release between the Borough of Conshohocken Authority and Mr. Hark related to 301 and 309 Angel Alley for a refund of additional service fees for the two properties. None opposed. Motion approved 3-0.

#### East 9<sup>th</sup> Avenue and Colwell Lane Easements

Mr. Raimondo asked to have an analysis done on the amount that was paid to Rudolph Clarke regarding the easements for East 9<sup>th</sup> Avenue and Colwell Lane.

A motion was made by Mrs. Flanagan, seconded by Mr. Raimondo to accept the Solicitor's Report. None opposed. Motion approved 3-0.

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

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

Mr. Ebert discussed the following matters:

- Sludge Pilot Test done the Week of May 3<sup>rd</sup> and the results
- Setting up a 3<sup>rd</sup> Sludge Pilot Test with PW tech for the week of June 28<sup>th</sup>
- Report on recommendations for which Sludge System to go with by August meeting
- Linear project and where we are at with SEPTA and bidding out the projects
- Operations Assistance with the sludge process and the digesters
- Freedley Square Sag Repair and trying to coordinate with AQUA
- 51 Washington Street Project
- SORA West

Mr. Raimondo asked for a status update on the ordinance with the Borough of Conshohocken and why it was not repealed.

A motion was made by Mrs. Flanagan, seconded by Mr. Raimondo to accept the Engineer's Report. None opposed. Motion approved 3-0.

**OPERATIONS MANAGER'S REPORT:**

The Operations Manager's Report was reviewed and discussed with the Board Members.

Mr. Mongan discussed the following matters:

- PUC removed the fine for the violation but still has the violation as a first offense and the board gave direction to Mr. Mongan to accept PUC determination.
- The intern for the Authority will start on June 2, 2021.

A motion was made by Mr. Raimondo, seconded by Mrs. Reilly to accept the Operations Manager's Report. None opposed. Motion approved 3-0.

**COLLECTIONS & MAINTENANCE REPORTS:**

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

Mr. Mongan mentioned that PA One Calls are down from previous months.

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

## **INTERIM EXECUTIVE DIRECTOR'S REPORT:**

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

### **Investing Connection Fees**

Mr. Fedorchak discussed different options on how we can invest the connection fee money that we have currently sitting in a savings account. Mr. Fedorchak recommended put the connection fee money into a couple of CDs at a .20% interest rate with Tompkins VIST Bank with no breakage fees. A motion was made by Mr. Raimondo, seconded by Mrs. Reilly to give the Interim Executive Director the permission to invest the money in the CDs with Tompkins VIST Bank. None opposed. Motion approved 3-0.

### **Refinancing Current Notes**

Mr. Fedorchak also suggested that the Authority revisit the two notes and see if we can refinance to get better rates and the board agreed.

### **Vaccination Policy**

Mr. Raimondo discussed creating a policy for vaccination requirements for employees at the Authority. The board asked Rudolph Clarke and Mr. Fedorchak to work on drafting the policy.

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

## **ADJOURNMENT:**

There being no further business to come before the Board, it was moved by Mrs. Flanagan, seconded by Raimondo, all voting "Aye" to adjourn the meeting. None opposed. Motion approved 3-0. Adjournment occurred at 8:24 PM.

Respectfully submitted,

Shannon Stewart