

BOROUGH OF CONSHOHOCKEN AUTHORITY
September 27, 2022 MEETING
6:33 PM

The Stated Meeting of the Borough of Conshohocken Authority (“BCA”) was held at the Authority’s office and via remote means using the Cisco Web Ex platform on September 27, 2022. The meeting was called to order at 6:33 PM.

ROLL CALL:

Board members present were Chair, Ms. Janene Reilly, Vice-Chair, Ms. Carol Smith, Secretary, Ms. Tina Sokolowski; Board Member, Ms. Aparna Chhibber and Board Member, Mr. George Bass. Also present were Solicitor Ms. Lauren Gallagher from Rudolph Clarke, LLC (arrived at 7:13 PM); Interim Executive Director, Mr. Brent Wagner; Operations Manager, Mr. Ed Mongan; and Plant Engineer; Mr. Fred Ebert from Ebert Engineering, Inc. and Finance Director, Ms. Shannon Stewart.

PUBLIC COMMENT:

None.

INVITED GUEST(S):

2021 Audit

Ms. Cathy Seiler from Brinker Simpson and Company LLC reviewed the 2021 Financial Statement Audit and Govern Letters with the Board Members. Ms. Seiler did note that the Authority did not file the DCED financial report (CLGS01) by June 30th because we held the Audit waiting for pension information from PMRS. Ms. Seiler discussed the Authority and Borough of Conshohocken Memorandum of Understanding and the wording in the financial statement to call the Authority a component unit of the Borough of Conshohocken.

A motion was made by Ms. Sokolowski, seconded by Ms. Smith to accept the 2021 Audited Financial Statements. None opposed. Motion approved 5-0.

APPROVAL OF MINUTES:

A motion was made by Ms. Smith, seconded by Ms. Chhibber, three voting “Aye” to approve the August 23, 2022 meeting minutes. None opposed. Motion approved 5-0.

FINANCIAL REPORT:

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

A motion was made by Ms. Smith, seconded by Mr. Bass to approve the bills in the amount of \$128,927.66. None opposed. Motion approved 5-0.

2023 Minimum Municipal Obligation

Ms. Stewart discussed the 2023 Minimum Municipal Obligation for Pennsylvania Municipal Retirement System Pension Plan with the Board Members.

A motion was made by Ms. Smith, seconded by Ms. Reilly to approve a resolution establishing the Minimum Municipal Obligation for the Pennsylvania Municipal Retirement System Pension Plan (46-060-8N0 for Plan Year 2023. None opposed. Motion approved 5-0.

Ms. Reilly asked about the negative escrow balance for the Echo Ridge Project and Ms. Smith asked about the status of the payments plans.

A motion was made by Ms. Smith, seconded by Ms. Sokolowski to accept the Financial Report. None opposed. Motion approved 5-0.

NEW BUSINESS

SOLICITOR'S REPORT:

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

A motion was made by Ms. Smith, seconded by Ms. Chhibber to accept the Grant of Sanitary Sewer Easement for 9 Colwell Lane and approval to issue compensation in the amount of \$7,800.00 to property owners, David H. Friend and Frances E. Schultz, Jr. upon receipt of proof of recording. None opposed. Motion approved 5-0.

A motion was made by Ms. Smith, seconded by Mr. Bass to accept the Grant of Sanitary Sewer Easement for 18 Colwell Lane and approval to issue compensation in the amount of \$36,700.00 to property owner. SDM Investment, LLC, upon receipt of proof of recording. None opposed. Motion approved 5-0.

A motion was made by Ms. Smith, seconded by Ms. Sokolowski to go into executive session at 7:25 PM

A motion was made by Ms. Smith, seconded by Mr. Bass to end the executive session at 7:37 PM. None opposed. Motion approved 5-0.

EXECUTIVE SESSION REPORT

The board meeting in executive session to discuss matters of potential litigation and matters of personnel.

A motion was made by Ms. Sokolowski, seconded by Ms. Chhibber to accept the Solicitor's report. None opposed. Motion approved 5-0.

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

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

Mr. Ebert also discussed the following matters:

- Capital Plan changes for the Electrical Substation and West Conshohocken Pump Station
- Linear Project Update - found 3 uncapped laterals on 30 Inch Main that crossed into the plant
- SEPTA Train Station project easement

- 400 W Elm Street work is complete, working on testing
- 261-263 E Elm Street working on review letters

A motion was made by Ms. Smith, seconded by Ms. Reilly to accept the Engineer's Report. None opposed. Motion approved 5-0.

OPERATIONS MANAGER'S REPORT:

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

Mr. Mongan discussed the following matters:

- PMAA Conference
- CINTAS Training for CPR, AED Machine and Workplace Violence
- Funfest

A motion was made by Ms. Smith, seconded by Mr. Bass to accept the Operations Manager's Report. None opposed. Motion approved 5-0

COLLECTIONS & MAINTENANCE REPORTS:

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

A motion was made by Ms. Smith, seconded by Ms. Chhibber to accept the Collections & Maintenance Report. None opposed. Motion approved 5-0.

INTERIM EXECUTIVE DIRECTOR'S REPORT:

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

Mr. Wagner discussed the following matters:

- Rate Study and raising rates
- Chlorine Update
- Potential Violation for MIPP Reports for 2020 and 2021 From EPA resolved

A motion was made by Ms. Sokolowski, seconded by Ms. Smith to approve the hire N. Birch in the position of Utility Person. None opposed. Motion approved 5-0.

A motion was made by Ms. Smith, seconded by Mr. Sokolowski to accept the Interim Executive Director's Report. None opposed. Motion approved 5-0.

ADJOURNMENT:

There being no further business to come before the Board, a motion was made by Ms. Smith, seconded by Ms. Reilly to adjourn the meeting at 8:24 PM. None opposed. Motion approved 5-0.

Respectfully submitted,
Shannon Stewart