

**BOROUGH OF CONSHOHOCKEN AUTHORITY**  
**November 22, 2022 MEETING**  
**6:31 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 November 22, 2022. The meeting was called to order at 6:31 PM.

**ROLL CALL:**

Board members present were Chair, Ms. Janene Reilly (via Webex), Vice-Chair, Ms. Carol Smith (via WebEx), 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; Interim Executive Director, Mr. Brent Wagner; and Plant Engineer; Mr. Fred Ebert from Ebert Engineering, Inc. and Finance Director, Ms. Shannon Stewart.

**EXECUTIVE SESSION REPORT**

None.

**PUBLIC COMMENT:**

None.

**INVITED GUEST(S):**

171 Front Street

Mr. Barclay, owner of 171 Front Street, West Conshohocken was invited to discuss his case for a credit to his account for Aqua Usage prior to his settlement on the property in September 2020. Mr. Barclay does not believe he should be responsible for usage prior to settlement. Board discussed that credit with Mr. Barclay and decided to do some more research and stated that they would make a final decision on the case at the December meeting.

22 Nathan Place

Mr. Tomasulo, owner of 22 Nathan Place, West Conshohocken was invited to discuss his case for a credit to his account for the September 2022 Bill based on a courtesy credit given by Aqua on his August bill. Mr. Tomasulo stated that his usage has been the same for the past 8 years since he moved into the property. Mr. Tomasulo had Aqua come out and Aqua found no issues with the meter after a 30-day investigation and refunded Mr. Tomasulo for the difference. Mr. Tomasulo is asking for a one-time courtesy. The Board has decided that if they grant this credit, it would be a courtesy for the customer going through the due diligence of trying to find the problem and that they would make a final decision on the case at the December meeting.

**APPROVAL OF MINUTES:**

A motion was made by Ms. Sokolowski, seconded by Mr. Bass, three voting “Aye” to approve the October 25, 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. Chhibber, seconded by Mr. Bass to approve the bills in the amount of \$147,804.85. None opposed. Motion approved 5-0.

### **Caselle Software Upgrade Recommendation**

Ms. Stewart discussed a recommendation to upgrade the Billing and Financial Software to Caselle administrated by Dallas Data Systems along with a server upgrade. Ms. Sokolowski discussed the security measures in place at the Borough if we were to take advantage of the space in the server room at the Borough. Mr. Wagner stated that if the Authority was going to change software, now would be an ideal time. Ms. Stewart discussed the hardware and software replacement and explained the options for credit card fees (authority assumes the cost or customers assumes the cost). The Board decided to postpone the decision on the Software Upgrade until the December meeting.

### **Liens**

Ms. Stewart discussed that the possibility of handling the liens in house rather than having Rudolph Clarke process the liens with Montgomery County. Ms. Gallagher stated that she would look into this and let the Authority know if there is any reason that we can't process them in house.

A motion was made by Ms. Sokolowski, seconded by Ms. Smith 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.

Ms. Gallagher discussed 5 Colwell property and updated the board that preliminary objectives were filed.

### **Resolution Repealing Resolution 2019-16**

A motion was made by Ms. Sokolowski, seconded by Ms. Chhibber to approve a resolution repealing Resolution 2019-16 to lift the Sewer Rate Freeze. None opposed. Motion approved 5-0.

### **Resolution Amending the Schedule of Rates**

A motion was made by Mr. Bass, seconded by Ms. Sokolowski to approve a resolution amending the Schedule of Rates. None opposed. Motion approved 5-0.

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

## 2023 Budget

A motion was made by Ms. Chhibber, seconded by Mr. Bass to approve the 2023 Budget. 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.

### H2O Grant

A motion was made by Ms. Smith, seconded by Mr. Bass to approve a Resolution to authorize application to the H2O PA Grant Program for the amount of \$2,863,412.00 and designate the Chairperson and Secretary as the officials to execute all documents and agreements between the Borough of Conshohocken Authority and the Commonwealth Financing Authority. None opposed. Motion approved 5-0.

Mr. Ebert also discussed the following matters:

- Chlorine System Update – Chlorine gas is no longer on site
- Update on Linear Project
- Influent Pump Station Upgrade

The board gave authorization to Mr. Ebert to apply for the H2O Grant for the Electrical Upgrade from Keystone Engineering Report.

A motion was made by Ms. Smith, seconded by Ms. Chhibber 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.

A motion was made by Mr. Bass, seconded by Ms. Reilly to accept the Operations Manager’s Report. None opposed. Motion approved 4-0 (Ms. Sokolowski stepped out of the room)

## **COLLECTIONS & MAINTENANCE REPORTS:**

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

A motion was made by Ms. Sokolowski, seconded by Ms. Reilly 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:

- New Permit Received and chlorine gas has been removed
- Digesters Project will be completed next week

A motion was made by Ms. Chhibber, seconded by Ms. Smith 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 Mr. Bass, seconded by Ms. Chhibber to adjourn the meeting at 8:29 PM. None opposed. Motion approved 5-0.

Respectfully submitted,  
Shannon Stewart

