## BOROUGH of CONSHOHOCKEN AUTHORITY

## Finance:

400 Fayette Street, Suite 200 Conshohocken, PA. 19428 (610) 828-0979 (610) 828-7720

## **Treatment Facility:**

601 E. Elm Street Conshohocken, PA. 19428 (610) 828-0979



On Friday, March 24, 2023, the Authority will begin relocation of our finance offices to Conshohocken Borough Hall. This process will occur throughout the weekend and will consist of upgrading our internet server and phone systems to interact between the Borough Hall site and the Authority facility on Elm St.

Some key points to make note of,

- Our phone numbers and email addresses will remain the same, however, individual phone extensions may change.
- All payments and bills will be sent to 400 Fayette St., Suite #200, Conshohocken, PA.
  19428.
- A payment box will be mounted on the wall at the Borough Hall main entrance at 4<sup>th</sup> Avenue & Fayette Street for drop-off. The payment box at 601 E. Elm Street will be removed once this transition is complete. Do not place payments in U.S Post Office mail box at the E. Elm Street location. Doing so will extend the date that the office deposits the payment and could result in a late fee.
- The office of the Operations Manager will remain at 601 E. Elm Street.

It is our hopes to have our transition completed by the end of the day on Monday, March 27. We appreciate your patience, in advance.

Sincerely,

Edward Mongan, BCA Operations Manager