

BOROUGH OF CONSHOHOCKEN AUTHORITY
February 28, 2023 MEETING
6:38 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 February 28, 2023. The meeting was called to order at 6:36 PM.

ROLL CALL:

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

INVITED GUEST(S):

None.

APPROVAL OF MINUTES:

A motion was made by Ms. Sokolowski, seconded by Ms. Chhibber, all voting “Aye” to approve the January 24, 2023 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 Ms. Chhibber, seconded by Mr. Bass to approve the bills in the amount of \$226,407.78, this bill list includes \$226,407.78 for February 2023. None opposed. Motion approved 4-0.

IBX Rebate

Ms. Stewart discussed a rebate from Independence Blue Cross for the Authority’s Premiums and explained that previously we distributed the rebate through the employees payroll. Ms. Stewart explained that the credit applied would be \$4.88 per employee.

A motion was made by Ms. Sokolowski, seconded by Ms. Smith to approve the distribution of the IBX Rebate to the employees in the amount of \$4.88 to each employee. None opposed. Motion approved 4-0.

A motion was made by Ms. Sokolowski, seconded by Ms. Chhibber to accept the Financial Report. None opposed. Motion approved 4-0.

NEW BUSINESS

EXECUTIVE SESSION

The board met in executive session to discuss matters of potential litigation.

SOLICITOR'S REPORT:

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

Contract for Professional Services for 701 Fayette Street

A motion was made by Ms. Sokolowski, seconded by Ms. Smith to accept the Contract for Professional Services for project located at 701 Fayette Street (CGEM, LLC). None opposed. Motion approved 4-0.

Quote for Appraisal Services – Capital Valuation Partners

A motion was made by Ms. Smith, seconded by Ms. Chhibber to accept the quote from Capital Valuation Partners in the amount of \$3,500.00 for appraisal services. None opposed. Motion approved 4-0.

A motion was made by Ms. Chhibber, seconded by Ms. Sokolowski 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 discussed the following matters:

- Chapter 94 Reports results
- H2O Grant award is scheduled for July
 - Keystone Engineering Group completing their proposal for the Grant Work
- Influent Pump Station Site Visits will be schedule in March

Ms. Sokolowski asked if the Liner Project was complete and Mr. Ebert confirmed that the project was completed.

A motion was made by Ms. Sokolowski, seconded by Ms. Chhibber to accept the Engineer's Report. None opposed. Motion approved 4-0.

OPERATIONS MANAGER'S REPORT:

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

Mr. Mongan discussed the following matters:

- PA Rural Water came out and located our discharge line to the river and will provide the information for the GIS System

- Move to Borough scheduled for the weekend of March 24th

A motion was made by Ms. Smith, seconded by Ms. Sokolowski to accept the Operations Manager's Report. None opposed. Motion approved 4-0.

COLLECTIONS & MAINTENANCE REPORTS:

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

A motion was made by Mr. Bass, seconded by Ms. Smith to accept the Collections & Maintenance Report. None opposed. Motion approved 4-0.

INTERIM EXECUTIVE DIRECTOR'S REPORT:

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

Engagement Letter – 2022 Audit

A motion was made by Ms. Smith, seconded by Ms. Chhibber to approve the proposal and the letter dated February 10, 2023 for the 2022 Audit. None opposed. Motion approved 4-0.

Mr. Wagner discussed the following matters

- Credit Card and E-Check payments recommendation to go with Xpress Bill and the Authority absorbing the cost
- Staff is steeping in and cleaning up the plant

A motion was made by Ms. Chhibber, seconded by Ms. Smith to accept the Interim Executive Director's Report. None opposed. Motion approved 4-0.

PUBLIC COMMENT:

Mr. West resident at 406 Spring Mill Avenue commented that there are no odors coming from the plant which is a huge improvement from when he moved in 11 years ago.

ADJOURNMENT:

There being no further business to come before the Board, it was moved by Ms. Chhibber, seconded by Ms. Smith, all voting "Aye" to adjourn the meeting. None opposed. Motion approved 5-0. Adjournment occurred at 7:21 PM.

Respectfully submitted,

Shannon Stewart