

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

ROLL CALL:

Board members present were Chair, Mrs. Janene Reilly; 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.

EXECUTIVE SESSION

None.

PUBLIC COMMENT:

None

INVITED GUEST(S):

None.

APPROVAL OF MINUTES:

A motion was made by Ms. Sokolowski, seconded by Ms. Smith, all voting “Aye” to approve the February 28, 2023 meeting minutes. None opposed. Motion approved 5-0.

Penalties Reversal for the Grande at Riverview

Mr. Wagner recommends that with the delays in mailing and processing at the bank the penalties of \$1051.22 for Account # 420269.00 and \$1,045.26 for Account #420271.00 should be removed from the accounts and Ms. Stewart concurs.

Mr. Scott Langstein from the Grande at Review came to discuss the late charges applied to their accounts. Mr. Langstein explained that the checks for the December bills were cut on 1/24/2023 and mailed, these checks were not received by our lockbox until 2/13/2023 which is 20 days. He explained that typically the checks do not take that long to reach lockbox and is an anomaly and asked for a courtesy to waive the fees.

A motion was made by Ms. Smith, seconded by Mr. Bass to waive the late fees for Account #420269.00 and Account # 420271.00 for the December Quarterly Bills. None opposed. Motion approved 5-0.

Mr. Langstein also discussed the rate increase on the March Bills and asked when the rate increase went into effect. The Authority explained that the rate increase went into effect January 1, 2023 and with that he mentioned the billing period for the March bill being December 4, 2022 through March 4, 2023 and why the billing wasn't prorated with the new rate effective January 1, 2023. The board and the professionals explain that they would look into this and get back to him. Mr. Langstein also asked if the Authority was planning to increase rates based on the study for the next several years, the Authority confirmed that there will be rate increases for the next several years. Mr. Langstein asked if there was a statute of limitations on billing corrections. Ms. Gallagher explained that there is a statute of limitations, but he could present the information and the Authority could look into it.

FINANCIAL REPORT:

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

A motion was made by Ms. Sokolowski, seconded by Ms. Chhibber to approve the bills in the amount of \$130,793.86. None opposed. Motion approved 5-0.

Penalty Reversal on Payment for Account

Ms. Stewart discussed that payment plan for Account #050438.00 was paid in full and asked for the authorization to remove penalties in the amount of \$116.20. Ms. Stewart also asked if the Authority could implement a policy allowing Ms. Stewart and Mr. Wagner to remove penalties on payments plans going forward even if their penalties are over \$100.00 and the board asked Rudolph Clarke to draft a policy.

A motion was made by Ms. Smith, seconded by Mr. Bass to approve penalties in the amount of \$116.20 for Account # 050438 due to the payment plan being paid in full. None opposed. Motion approved 5-0.

Ms. Reilly asked about the interest income account and the interest rates on our bank accounts. Mr. Stewart and Mr. Wagner explained that it was recommended that we check with the bank every 3 months to see if we can increase the interest rate received on our accounts.

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

Deed of Dedication – Seven Tower Bridge

A motion was made by Ms. Smith, seconded by Ms. Sokolowski to accept the Deed of Dedication for discharge manhole MH 253A located at 100 Washington Street (Seven Tower Bridge Development LLC). None opposed. Motion approved 5-0.

Resolution – Destruction of Records

A motion was made by Ms. Smith, seconded by Mr. Bass to approve a resolution authorizing the destruction of records in accordance with the Municipal Records Manual. None opposed. Motion approved 5-0.

Lease Agreement with Borough of Conshohocken

A motion was made by Ms. Sokolowski, seconded by Ms. Reilly to approve the Lease Agreement with the Borough of Conshohocken. None opposed. Motion approved 5-0.

Deed – Community Garden

A motion was made by Mr. Bass, seconded by Ms. Chhibber to approve the Deed conveying Tax Map Parcel No. 05-00-02312-00-5 (known as the “Community Garden”) to Borough of Conshohocken. None opposed. Motion approved 5-0.

Deed – Salt Barn

A motion was made by Ms. Smith, seconded by Ms. Reilly to approve the Deed conveying Tax Map Parcel No. 05-00-02308-00-9 (known as the “Salt Barn”) to Borough of Conshohocken. None opposed. Motion approved 5-0.

Service and Escrow Agreement – 124-126 W 1st Avenue

A motion was made by Ms. Sokolowski, seconded by Ms. Reilly to accept the Service and Escrow Agreement for the project located at 124-126 W 1st Avenue (Developer: EELI, LLC). None opposed. Motion approved 5-0.

Resolution - Ratification of Contract for Emergency Work

A motion was made by Mr. Bass, seconded by Ms. Smith to approve a resolution ratifying a Contract for Emergency Work and authorizing payment of invoices for Emergency Repairs to Wastewater Treatment Plant. None opposed. Motion approved 5-0.

A motion was made by Ms. Chhibber, seconded by Ms. Smith 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 asked for authorization to submit the 2022 Chapter 94 Report to DEP.

Mr. Ebert also discussed the following matters:

- 2022 Chapter 94 Report and changes going to forward
- Linear Project Phases II and III payments requests for Grant were submitted and the contract is working on 2 issues that need to be addressed
- Electrical Upgrades
 - Keystone Engineering Group needed to add cost for third party testing firm to evaluate the underground wiring for upgrades
- H2O Grant
- Influent Pump Station Control Panel Site Visit
 - The Authority staff when on a tour of Emmaus Water Authority to see an example to a control panel wand how it was set up and get an idea of what we want for our plant

Mr. Wagner discussed the emergency repairs that were done to the wastewater treatment plant due to the pipe break that occurred on March 11th. Mr. Wagner explained the excellent job of the Authority staff in handling the emergency and getting the plant back up and running until the final repairs can be done.

A motion was made by Ms. Sokolowski, seconded by Mr. Bass 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:

- The move to Borough Hall and the amount of space being made available down at the sewer plant.
- Getting three quotes for the lighting at the West Conshohocken Pump Station

A motion was made by Ms. Smith, seconded by Ms. Reilly 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 Mr. Bass, seconded by Ms. Smith 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 his appreciation for the Authority staff and the effort they put in to successfully move the Authority's Finance offices to Borough Hall. Mr. Wagner also asked for direction to processed with obtaining bids for the work that needs to be done to repair the primary tank.

Credit Card & E-Check Payments for Billing

Mr. Wagner asked for approval to switch our Credit Card and E-Check Provider to Xpress Bill Pay with the Authority assuming the cost of the fees.

A motion was made by Ms. Chhibber, seconded by Ms. Smith to approve the switch from Municipay to Xpress Bill Pay with the Authority assuming the cost of the fee. None opposed. Motion approved 5-0.

A motion was made by Ms. Sokolowski, seconded by Ms. Chhibber 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, it was moved by Ms. Smith, seconded by Ms. Chhibber, all voting "Aye" to adjourn the meeting. None opposed. Motion approved 5-0. Adjournment occurred at 8:01 PM.

Respectfully submitted,

Shannon Stewart