

BOROUGH OF CONSHOHOCKEN AUTHORITY
June 27, 2023 MEETING
6:34 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 June 27, 2023. The meeting was called to order at 6:34 PM.

ROLL CALL:

Board members present were Chair, Ms. Janene Reilly; Vice-Chair, Ms. Carol Smith; Treasurer, Mr. George Bass; Secretary, Ms. Tina Sokolowski and Board Member, Ms. Aparna Chhibber. Also present were Solicitor, Mr. Mike Clarke from Rudolph Clarke, LLC; Plant Engineer; Mr. Fred Ebert from Ebert Engineering, Inc; Interim Executive Director, Mr. Brent Wagner; Operations Manager, Mr. Edward 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 May 23, 2023 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 Mr. Bass, seconded by Ms. Chhibber to approve the bills in the amount of \$473,655.12. None opposed. Motion approved 5-0.

Ms. Sokolowski asked about the sewer revenue, consulting fee and the administrative fee on the budget.

Conshohocken Community Garden

Ms. Stewart discussed a donation request from the Conshohocken Community Garden and the Board authorized a \$1,000 donation to the Conshohocken Community Garden.

Ms. Smith discussed the Community Garden and all the improvements that have been made in the last 13 years, raised beds, compost, gardens for the Conshohocken Neighborhood Council.

Ms. Reilly asked about the negative escrow balance for 720 Spring Mill and Echo Ridge.

Ms. Reilly asked about the status of the payments and what can be done with accounts that have been removed.

A motion was made by Mr. Bass, seconded by Ms. Reilly 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 – 101 Washington Street

A motion was made by Ms. Smith, seconded by Mr. Bass to accept the Deed of Dedication of Public Sewer Improvements at 101 Washington Street (Grantor: High Street Conshohocken I, LLC). None opposed. Motion approved 5-0.

Deed of Easement – 101 Washington Street

A motion was made by Ms. Sokolowski, seconded by Ms. Smith to accept the Deed of Easement granting access to public sewer improvements at 101 Washington Street (Grantor: High Street Conshohocken I, LLC). This easement grants access to the extension installed by SEPTA on Matson Mill property. None opposed. Motion approved 5-0.

A motion was made by Ms. Chhibber, seconded by Ms. Reilly 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 bid the sludge removal contract subject to review by the solicitor's office with a 1, 2 or 3 year contract.

Mr. Ebert discussed the following matter:

- Plymouth Flow Analysis completed and explained why there were differences, billing always based on effluent numbers, Chapter 94 had influent and effluent numbers and will need to be adjusted and explained this year
- Grant extension has been approved for Liner Project phases 2 & 3, contractor still has one leak to repair
- H2O Grant award has been delayed from July 19th to September 18th

- SORA West continuing to fail their sanitary test and they are now lining the manhole and using a cure in place pipe liner

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

- Still waiting on parts for Flood Repair
- Cintas reached out with a class on how to stop bleeding

A motion was made by Ms. Sokolowski, seconded by Ms. Chhibber 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. Reilly to accept the 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.

Transfer from Connection Fee Account

Mr. Wagner discussed repairs, capital expenses and spare parts. Mr. Wagner asked for authorization to transfer connection fees to the main operating account in the amount of \$358,083.52 to cover capital costs. Ms. Sokolowski suggested looking into an inventory system to track spare parts rather than using an excel spreadsheet.

Credit for 155 Front Street

Mr. Wagner discussed a credit requested by the property owner at 155 Front Street for a faulty meter.

A motion was made by Ms. Smith, seconded by Ms. Reilly to approve a credit in the amount of \$2,460.56 for the property located at 155 Front Stret. None opposed. Motion approved 5-0.

Credit for 46 Fayette Street

Mr. Wagner discussed a credit requested by the property owner at 46 Fayette Street due to an error from Aqua adding a 0 to the meter reads from August 11, 2023 – May 15, 2023 causing the reads to come over as millions rather than hundreds of thousands of gallons.

A motion was made by Mr. Bass, seconded by Ms. Chhibber to approve a credit in the amount of \$23,251.70 for the property located at 46 Fayette Street. None opposed. Motion approved 5-0.

Migration of Stormwater Data – HRG

Mr. Wagner discussed hiring HRG to work with Caselle to transfer the stormwater data into the Caselle system to make sure the information is entered correctly with a proposed cost of no more than \$11,000.

Ms. Reilly asked about changing the billing from period for the quarterly bills to be the true quarter. After discussion the Board decided to have the professionals look into changing the bill date.

Mr. Erb from HRG explained how the information is obtained for the stormwater fee and possible credits that could be added to each parcel.

A motion was made by Ms. Chhibber, seconded by Ms. Sokolowski to approve the proposal from HRG to work with Caselle in the migration of stormwater data not to exceed the amount of \$11,000. None opposed. Motion approved 5-0.

Mr. Wagner also discussed setting up a finance committee to discuss where we are with the stormwater, who is handling it and how it will be handled.

A motion was made by Ms. Sokolowski, seconded by Ms. Reilly 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. Chhibber, seconded by Ms. Reilly, all voting "Aye" to adjourn the meeting. None opposed. Motion approved 5-0. Adjournment occurred at 8:20 PM.

Respectfully submitted,

Shannon Stewart