

**BOROUGH OF CONSHOHOCKEN AUTHORITY**  
**November 28, 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 November 28, 2023. The meeting was called to order at 6:34 PM.

**ROLL CALL:**

Board members present were Chair, Ms. Janene Reilly; Secretary, Ms. Tina Sokolowski; 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. Edward Mongan and Finance Director, Mrs. Shannon Stewart. Treasurer, Mr. George Bass arrived at 6:41 PM

**PUBLIC COMMENT:**

None

**INVITED GUEST(S):**

None

**APPROVAL OF MINUTES:**

A motion was made by Ms. Sokolowski, seconded by Ms. Chhibber, all voting “Aye” to approve the October 24, 2023 and November 10, 2023 meeting minutes. None opposed. Motion approved 3-0.

**FINANCIAL REPORT:**

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

A motion was made by Ms. Chhibber, seconded by Ms. Sokolowski to approve the bills in the amount of \$130,105.84. None opposed. Motion approved 3-0.

Ms. Reilly asked about the escrow balance for 1075 Dehaven Street, West Conshohocken. Mr. Mongan explained that we are preparing a letter to the developer relating to the EDU’s for the project.

Mr. Bass arrived at 6:41 PM.

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

## **NEW BUSINESS**

### **SOLICITOR'S REPORT:**

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

#### **Intergovernmental Agreement with Borough of Conshohocken**

Ms. Gallagher stated that this agreement is related to the Stormwater System. The agreement was sent to the Borough Solicitor for review. The Borough Solicitor does anticipate having some minor changes so the agreement is not in final form. This agreement will authorize the transfer of the stormwater system from the Borough to the Authority and there will be a separate deed for this in order to transfer it to the Authority which will be done at a later date. Once we own the system the Authority will be able to charge the fee that we will be having public sessions about. Ms. Reilly mentioned that our goal for a timeline is different than what is actually happening and asked if this was going to happen before yearend. Ms. Gallagher stated that they were in the process of setting up a meeting to go over the timeline of when each piece will happen. Ms. Reilly asked how it will work, we can't charge a fee for work we are not doing, for property we don't own. Ms. Gallagher stated that everything will be in place to start running January 1 even though some of the agreements won't actually be executed until after the first of the year everything will be in place. Ms. Reilly asked what our exposure is. Ms. Gallagher stated that we are setting it up so there is no exposure, which is something she will be talking to the Borough Solicitor about. Next month in front of this board will be the rate schedule and the rules and regulations that will allow us to implement these fees. Mr. Bass asked if the Borough is currently formally managing the system now. Ms. Gallagher said yes, the Borough owns and maintains the stormwater. Ms. Sokolowski stated that we are a public utility and it makes sense to put stormwater under a public utility rather and under Borough governance. A lengthy discussion took place regarding the responsibility for operation and maintenance of the system while this Agreement was being finalized. Ms. Gallagher stated that right now it is a status quo we don't own anything, unless and until the Borough approves this agreement, we have no responsibilities. Ms. Chhibber asked if the Stormwater budget included all these things, like maintenance, Ms. Gallagher responded yes.

A motion was made by Mr. Bass, seconded by Ms. Reilly to accept the Intergovernmental Agreement subject to final approval from the Solicitor and Executive Director. This agreement with transfer the stormwater system to the Authority. None opposed. Motion approved 4-0.

### **EXECUTIVE SESSION**

The board met in executive session from 6:53 PM to 7:20 PM to discuss matters of potential litigation and personnel.

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 matter:

- Liner Project Phase II & III – last month the change order was denied, notified the contractor in writing, and has not received a responses
- The H2O grant was once again delayed until January 2024, no meeting date is set

A motion was made by Mr. Bass, 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:

- Updated the Board on the Flood Repairs, the guys have been power washing cleaning and painting, sump pumps should be installed the week of the 11<sup>th</sup>, sludge pumps are delayed until January 18<sup>th</sup>, the influent flow meter will arrive November 29<sup>th</sup> and will be installed.
- Insurance renewal – hoping to have renewal information for December so we aren't rushing to get everything signed, renewal date is February 1<sup>st</sup>.
- Holiday Party will be scheduled for December 8<sup>th</sup>

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

### **EXECUTIVE DIRECTOR'S REPORT:**

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

#### **Sanitary Sewer Overflow**

Mr. Wagner discussed sanitary overflow on Washington Street, notified by Whitmarsh that we had a main hole overflowing found out it was a pump station failure, things have been addressed, correct with minimal overflow but he does expect a notice of violation.

#### **2024 Budget**

Mr. Wagner discussed the meeting November 10<sup>th</sup>, large line item being sludge removal.

A motion was made by Ms. Sokolowski, seconded by Ms. Reilly to accept the 2024 Budget. None opposed. Motion approved 4-0.

Ms. Chhibber asked about approval of the Stormwater budget. Mr. Wagner stated after we have comments once we have the meetings. Ms. Sokolowski asked how we will handle the questions, Mr. Wagner stated we can add them to the PowerPoint, and Ms. Gallagher stated the presentation and Question and Answers we will on the Authority and Borough's website.

2024 10 Year Capital Budget

Mr. Wagner discussed the Capital Budget, Mr. Ebert explained that we shifted the budget items back to the original places, we try to have everything on a schedule. The biggest items are the electrical Substation and the RBC's. Plymouth has not seen this budget, so we will present the budget to Plymouth before the board approves it. Mr. Bass asked how we pay for these capital projects. Mr. Ebert explained that we use our Capital Reserve or Connection Fees. If we don't have enough in the connection fees we would then have to take out a loan. The board authorized Fred to present the budget Plymouth.

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

**ADJOURNMENT:**

There being no further business to come before the board a motion was made by Mr. Bass, seconded by Ms. Sokolowski to adjourn the meeting at 7.47 PM.

Respectfully submitted,

Shannon Stewart