

**BOROUGH OF CONSHOHOCKEN AUTHORITY**  
**September 22, 2020 MEETING**  
**6:53 PM**

The Stated Meeting of the Borough of Conshohocken Authority (“BCA”) was held via remote means using the Zoom platform on September 22, 2020. The meeting was called to order at 6:52 PM. The meeting was recorded and posted for public viewing on the Authority’s website.

The board met in executive session following the August 25, 2020 meeting to discuss matters of personnel.

The board met in executive session immediately following the meeting to discuss several matters of personnel.

**ROLL CALL:**

Board members present were: Chair, Ms. Carol Smith; Vice-Chair, Mrs. Janene Reilly; Secretary, Mr. Felix Raimondo; and Board Member, Mrs. Jane Flanagan. Treasurer, Mr. Kyle Elliott joined the meeting at 7:20 PM. Also present were: Solicitor Ms. Lauren Gallagher from Rudolph Clarke, LLC; Mr. Mike Clarke from Rudolph Clarke, LLC; Operations Manager, Mr. Ed Mongan; Finance Director, Mrs. Shannon Stewart and Plant Engineer; Mr. Fred Ebert from Ebert Engineering, Inc.

**CHAIRPERSON’S MINUTES:**

Mrs. Smith discussed setting up monthly safety meetings, updating Standard Operating Procedures and the Coronavirus pandemic.

**PUBLIC COMMENT:**

None.

**INVITED GUEST(S):**

Mr. Rob Gunlock and Mr. Gottlieb with Keystone Property Group to discuss extending the payment deadline for the hotel and historic fire house brew pub EDU’s from September 30, 2020 to December 31, 2020 or the day the construction loan is closed.

A motion was made by Mr. Raimondo, seconded by Mrs. Reilly to approve the extension request to the earlier of the closing on the construction loan or December 31, 2020 and the addendum to the service and escrow agreement which will be held in escrow until the Borough issues final plan approval. None opposed. Motion approved 5-0.

**APPROVAL OF MINUTES:**

A motion was made by Mr. Raimondo, seconded by Mrs. Flanagan, all voting “Aye” to approve the August 25, 2020 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 Mrs. Flanagan, seconded by Mr. Raimondo to approve the bills in the amount of \$83,664.04. None opposed. Motion approved 5-0.

A motion was made by Mrs. Raimondo, seconded by Mrs. Reilly to approve 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.

A motion was made by Mr. Raimondo, seconded by Mrs. Smith to approve a resolution establishing the Minimum Municipal Obligation for the Pennsylvania Municipal Retirement System Pension Plan for Plan Year 2021. None opposed. Motion approved 5-0.

A motion was made by Mrs. Smith, seconded by Mrs. Raimondo to approve a resolution authorizing the opening of a bank account for the purpose of funding the Authority's Health Reimbursement Account. None opposed. Motion approved 5-0.

A motion was made by Mrs. Flanagan, seconded by Mrs. 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.

A motion was made by Mr. Raimondo, seconded by Mrs. Reilly to accept the Engineer's Report. None opposed. Motion approved 5-0.

**OPERATIONS MANAGER'S REPORT:**

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

A motion was made by Mrs. Flanagan, seconded by Mrs. Reilly to approve quote for the replacement of the heater in the garage from Caliber Heating and Cooling in the amount of \$4,639.00. None opposed. Motion approved 5-0.

A motion was made by Mr. Raimondo, seconded by Mrs. Flanagan to draft an RFP for Solicitor services. Motion approved 4-1.

A motion was made by Mrs. Reilly, seconded by Mr. Raimondo 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 Mrs. Flanagan, seconded by Mr. Raimondo to accept the Collections & Maintenance Report. None opposed. Motion approved 5-0.

A motion was made by Mr. Raimondo, seconded by Mrs. Flanagan to go into executive session to discuss several matters of personnel. None opposed. Motion approved 5-0.

A motion was made by Mrs. Reilly, seconded by Mrs. Flanagan to hire the consultant from Lafayette College to search for a part-time executive director. None opposed. Motion approved 5-0.

**ADJOURNMENT:**

There being no further business to come before the Board, it was moved by Mrs. Reilly, seconded by Mr. Raimondo, all voting “Aye” to adjourn the meeting. None opposed. Motion approved 5-0. Adjournment occurred at 9:49 PM.

Respectfully submitted,

Shannon Stewart

