

BOROUGH OF CONSHOHOCKEN AUTHORITY
June 22, 2021 MEETING
6:33 PM

The Stated Meeting of the Borough of Conshohocken Authority (“BCA”) was held via remote means using the Cisco Web Ex platform on June 22, 2021. The meeting was called to order at 6:33 PM. The meeting was recorded and posted for public viewing on the Authority’s website.

ROLL CALL:

Board members present were: Vice-Chair, Ms. Carol Smith Secretary, Mr. Felix Raimondo; and Board Member, Mrs. Jane Flanagan. Also present were Solicitor Ms. Lauren Gallagher from Rudolph Clarke, LLC; Solicitor Mr. Michael Clarke from Rudolph Clarke, LLC; Interim Executive Director, Mr. Terry Fedorchak; Operations Manager, Ed Mongan; Finance Director, Mrs. Shannon Stewart, and Plant Engineer; Mr. Fred Ebert from Ebert Engineering, Inc. Chair, Mrs. Janene Reilly and Treasurer, Mr. Kyle Elliott were absent.

PUBLIC COMMENT:

None.

INVITED GUEST(S):

None

APPROVAL OF MINUTES:

A motion was made by Mrs. Flanagan, seconded by Mr. Raimondo, all voting “Aye” to approve the June 1, 2021 meeting minutes pending one amendment: change wording for the Escrow Balances to include that an intermediate update after the staff meeting was requested by Mr. Raimondo. None opposed. Motion approved 3-0.

FINANCIAL REPORT:

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

2020 Audit Update from Cathy Seiler

Mrs. Stewart discussed the memo from Mrs. Cathy Seiler from Brinker Simpson & Company in the 2020 Audit. Mrs. Seiler is waiting for the pension information from PMRS to prepare a full audit of 2020. After several meetings with PMRS we do not believe that we will get the information in time to complete the Audit before the June 30, 2021 DCED filing deadline. Mrs. Seiler recommends that we wait until we receive the information from PMRS and file with the DCED late since there are no penalties for filing late and the last time we filed late was in 2009 rather than filing on time and

amending when we receive the information. The board agreed and decided to wait to the information from PMRS before completing the audit and DCED filing.

One Tower Bridge Aqua Credit

The customer associated with One Tower Bridge Account # 178009 requested a credit to their March Bill based on a credit that they received from Aqua. Mr. Raimondo requested to try a get more information on the credit before making a decision.

335 W 4th Avenue Aqua Credit

The customer associated with 335 W 4th Avenue Account # 051883 requested a credit to their March Bill based on a credit that they received from Aqua. Mr. Raimondo requested to try a get more information on the credit before making a decision.

Escrow Balances

Mr. Raimondo expressed concerns about the escrow balance for 203 E 12th Avenue. Mrs. Stewart stated that we received a check for \$7,585.84 dollars to replenish the escrow. Mr. Mongan explained that he also got confirmation that the tapping fees will be paid. Mr. Mongan and Mrs. Stewart explained how the escrow balance was able to get so far in the negative. Mr. Raimondo also discussed that there was a request for an update on this issue after the staff meeting which did not happen.

Mr. Raimondo discussed concerns about the board requesting information and no follow through. No other board members expressed similar concerns.

A motion was made by Mrs. Flanagan, seconded by Mrs. Smith to approve the bills in the amount of \$117,585.93. None opposed. Motion approved 3-0.

A motion was made by Mrs. Flanagan, seconded by Ms. Smith to accept the Financial Report. None opposed. Motion approved 3-0.

NEW BUSINESS

SOLICITOR'S REPORT:

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

SEPTA Right of Entry Agreement

Mr. Clarke discussed the requirement from SEPTA to fill out an application Right of Entry request at a cost of \$1,000 for the liner project and for every time that the Authority would need access the line. Mr. Clarke discussed shifting the responsibility over to the contractor instead of the Authority.

CD's with VIST Bank

A motion was made by Mrs. Flanagan, seconded by Ms. Smith to approve execution of agreements for deposit of Authority funds into the following CD accounts with Tompkins

VIST Bank: Account Number xxxxxx1411 – deposit amount \$1,000,000, Account xxxxxx1403 – deposit amount \$1,000,000, Account Number xxxxxx1438 – deposit amount \$1,000,000, Account Number xxxxxx1446 – deposit amount \$500,000, Account Number xxxxxx1454 – deposit amount \$250,000 and Account Number xxxxxx1462 – deposit amount \$250,000.00. None opposed. Motion approved 3-0.

Authority Virtual Public Meeting Changes

Mr. Clarke discussed changes from Harrisburg on how meetings are held. As of the July meeting we can continue to meet remotely but will need to have a physical location for members of the public to participate in the meeting. We will need to advertise that the meetings will now be held at the Authority so that the public can attend.

A motion was made by Mrs. Flanagan, seconded by Ms. Smith to accept the Solicitor's report. None opposed. Motion approved 3-0.

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:

- Liner Phase II and Phase III bids and having the collection staff trained with SEPTA for the Right of Entry Agreement.
- Operation of the treatment plant
- Freedley Square and Aqua willing to do final paving so we will need to have our work done prior to Aqua doing their work.
- Media Replacement Project – Calgon is currently working on the Media Replacement at the plant, and it was requested to work extended hours from 7:00 AM to 7:00 PM
- Recommendation for Calibration of the Odor Media
- Sludge Pilot Test scheduled for the week of June 28th.
- Condition of the Sludge Building recommendations and quotes to repair the wall and vent fan.
- Echo Ridge the contractor has completed majority of the punch list items.
- Matson Mill Apartments has completed their testing of the sewer system.
- SEPTA Train Station manhole verse a clean out.
- 400 EW Elm completed 1st plan review.

Time Extension for Odor Media Replacement Contract

A motion was made by Mr. Raimondo, seconded by Mrs. Flanagan to accept a time extension at no cost to the Authority for the Odor Media Replacement. None opposed. Motion approved 3-0.

Release Maintenance Bond for 331 W 7th Avenue

A motion was made by Ms. Smith, seconded by Mr. Raimondo to release the maintenance bond for 331 W 7th Avenue. None opposed. Motion approved 3-0.

Release Maintenance Bond for 340 E 9th Avenue

A motion was made by Mr. Raimondo, seconded by Mrs. Flanagan to release the maintenance bond for the property located at 340 E 9th Avenue. None opposed. Motion approved 3-0.

A motion was made by Mr. Raimondo, seconded by Mr. Raimondo to accept the Engineer's Report. None opposed. Motion approved 3-0.

OPERATIONS MANAGER'S REPORT:

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

Mr. Mongan discussed the following matters:

- Verizon updated our phone lines in Conshohocken and West Conshohocken from copper to fiber.
- The intern will be starting Phase two working with collections.

Intern Pay Change

A motion was made by Mr. Raimondo, seconded by Ms. Smith to increase the interns pay rate from \$15/hr. to \$17.50/hr. effective for the next pay cycle. None opposed. Motion approved 3-0.

A motion was made by Mrs. Flanagan, seconded by Mr. Raimondo to accept the Operations Manager's Report. None opposed. Motion approved 3-0.

COLLECTIONS & MAINTENANCE REPORTS:

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

Mr. Raimondo discussed concerns about PA One calls and the paving patch work PECO contractors. Mrs. Flanagan suggest filing a citizen's concern and Mr. Sokolowski can come out and inspect and file a complaint if necessary. Ms. Smith also expressed concerns for stuff being messed up on her property from PECO contractors tearing up her yard.

A motion was made by Mr. Raimondo, seconded by Ms. Smith to accept the Collections & Maintenance Report. None opposed. Motion approved 3-0.

INTERIM EXECUTIVE DIRECTOR'S REPORT:

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

COVID Mitigation Policy

Mr. Fedorchak discussed changes to the COVID Mitigation Policy. Employees who are fully vaccinated will not be required to wear a mask. Any employee who is not fully vaccinated must still wear a mask. Employees do need to be respectful of each other and wear a mask if asked. Staggered lunches will continue.

Mr. Raimondo asked about the policy for employees who exhibit symptoms and thoughts on requiring new hires be fully vaccinated. Mr. Clarke recommended not to require vaccinations for new hires at this time.

Mrs. Flanagan also asked if certain vaccines are required for the employees at the Authority. Mrs. Gallagher confirmed that vaccines are not currently required in the union contract.

A motion was made by Ms. Smith, seconded by Mrs. Flanagan to approve the updated COVID Mitigation Policy. None opposed. Motion approved 3-0.

Ms. Flanagan wanted to thank everyone, and it was her pleasure to work with everyone on the sewer board.

A motion was made by Ms. Smith, seconded by Mrs. Flanagan to accept the Interim Executive Director's Report. None opposed. Motion approved 3-0.

ADJOURNMENT:

There being no further business to come before the Board, it was moved by Mrs. Flanagan, seconded by Ms. Smith, all voting "Aye" to adjourn the meeting. None opposed. Motion approved 3-0. Adjournment occurred at 8:17 PM.

Respectfully submitted,

Shannon Stewart