

**BOROUGH OF CONSHOHOCKEN AUTHORITY**  
**July 27, 2021 MEETING**  
**6:40 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 July 27, 2021. The meeting was called to order at 6:40 PM.

**ROLL CALL:**

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

**PUBLIC COMMENT:**

None.

**INVITED GUEST(S):**

Refinancing the 2015 and 2017 Loans

Mr. Christopher Gibbons from Concord Public Financial Advisors, Inc. was invited to discuss refinancing of the Authority’s 2015 and 2017 Notes. Mr. Gibbons discussed different options for the Authority. Mr. Gibbons also discussed getting legal clarity on security for the loans due to the ordinance with the Borough of Conshohocken. Mr. Clarke discussed engaging bond council to decide if the refinancing would be possible with the ordinance in place.

A motion was made by Ms. Smith, seconded by Mr. Raimondo sign the engagement letter with Concord Public Financial advisors, Inc to begin researching refinancing options for the Authority. None opposed. Motion approved 4-0.

Sunshine Act Amendment

Mr. Clarke discussed the amendment to the sunshine act. The amendment states that the Authority will need to update our agenda to include all items that will be voted on during the meeting and needs to be placed on the Authority’s website 24 hours prior to the board meeting with copies available. The Amendment also states that if things are added to the agenda late due to emergency or other circumstances the updated agenda needs to be posted to the Authority’s website within 24 hours of the board meeting . Mr. Clarke also mentioned updating the Authority’s by-laws for the August meeting so that the agendas we will prepared in accordance with the Sunshine Act.

## **APPROVAL OF MINUTES:**

A motion was made by Ms. Smith, seconded by Mr. Raimondo, all voting “Aye” to approve the June 22, 2021 meeting minutes. None opposed. Motion approved 4-0.

## **FINANCIAL REPORT:**

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

### **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. The board received the additional information from Aqua and decided to give the customer a credit.

A motion was made by Mr. Raimondo, seconded by Mrs. Reilly to issue a credit to One Tower Bridge in the amount of \$1,245.42 on their March Bill. None opposed. Motion approved 4-0.

### **335 W 4<sup>th</sup> Avenue Aqua Credit**

The customer associated with 335 W 4<sup>th</sup> 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. After receiving the additional information, the board decided not to grant the customer request for a credit because there is no real evidence that the water was not utilized and discharged into the Authority’s system.

### **113 Josephine Avenue Aqua Credit**

The customer associated with 113 Josephine Avenue Account #175057 requesting a credit to the March bill based on a credit that they received from Aqua. After the board reviewed the information received from Aqua the board decided not to grant the customer request for a credit because there is no real evidence that the water was not utilized and discharged into Authority’s system.

### **Purchase of a Copier**

Mrs. Stewart discussed purchasing a copier rather than lease a copier with the board.

A motion was made by Mrs. Sokolowski, seconded by Ms. Smith to purchase the Kyocera copier from Saxon Office Technology. None opposed. Motion approved 4-0.

A motion was made by Mr. Raimondo, seconded by Mrs. Sokolowski to approve the bills in the amount of \$82,122.82. None opposed. Motion approved 4-0.

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

#### **East 9<sup>th</sup> Avenue Easements**

A motion was made Mrs. Reilly, seconded by Mrs. Sokolowski to authorize Coyle Lynch & Company to update the appraisals for the three remaining properties associated with the East 9<sup>th</sup> Avenue project (427,433 and 441 E 9<sup>th</sup> Avenue) at a cost of \$900 per property. None opposed. Motion approved 4-0.

#### **Colwell Lane Easements**

A motion was made by Mrs. Reilly, seconded by Mr. Raimondo to authorize Indian Valley Appraisal to update the appraisals for the three remaining properties associated with the Colwell Lane project (5, 9, 18 Colwell Lane) at the cost of \$650 per property. None opposed. Motion approved 4-0.

#### **Termination of Contracts with Altek Business Systems**

A motion was made by Ms. Smith, seconded by Mr. Raimondo to authorize the termination of contracts with Altek Business Systems, Inc. related to the Authority's copier lease and maintenance. None opposed. Motion approved 4-0.

#### **Release of Professional Services Escrow for 340 E 9<sup>th</sup> Avenue**

A motion was made by Mr. Raimondo, seconded by Mrs. Sokolowski to approve a resolution to release the professional services escrow for 340 E 9<sup>th</sup> Avenue (DJB Properties). None opposed. Motion approved 4-0.

Mr. Raimondo expressed interest in creating a policy mandating the employees to get the COVID – 19 Vaccine. Board members expressed concerns about the employee's safety and the work environment being susceptible to the virus through sewage. After discussion the board gave direction to Mr. Clarke to create a vaccination policy for the Authority.

A motion was made by Mrs. Reilly, seconded by Mrs. 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 matters:

- Sludge Process Update – Mr. Ebert will have a report on the comparison of the 3 pilot tests for the August meeting.

- Violation on July 2, 2021. – Mr. Ebert discussed the violation and believes the problem is resolved.
- Odor Media Replacement has been complete – Mr. Ebert stated they will be testing the Media periodically going forward.

#### Liner Project Phase II and Phase III

Mr. Ebert discussed the increase in material costs over the past year due to the impacts of COVID and supplies as well as the time. Mr. Ebert discussed 2 options:

- Stay within grant limitations and reduce the scope of work and wait for future grant application to install a CIPP liner in the last two manhole segments prior to the Wastewater Treatment Plant
- Complete original scope of work and increase the Authority's contribution by an additional \$238,994.92 which will require a third contract because the cost for Phase III is over \$500,000.

The board gave direction for Mr. Ebert to move ahead and complete the original scope of work and increase the Authority's contribution.

A motion was made by Mr. Raimondo, seconded by Ms. Smith 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:

- Mr. Higgins and Mr. Davis took their collection system operator test, and the Authority is awaiting the results
- Funfest and preparation for the Authority's booth.

A motion was made by Mr. Raimondo, seconded by Mrs. Sokolowski 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. Raimondo, seconded by Mrs. Reilly to accept the Collections & Maintenance Report. None opposed. Motion approved 4-0.

#### INTERIM EXECUTIVE DIRECTOR'S REPORT:

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

A motion was made by Mrs. Reilly, seconded by Mr. Raimondo to accept the Interim Executive Director's Report None opposed. Motion approved 4-0.

**ADJOURNMENT:**

There being no further business to come before the Board, it was moved by Mr. Raimondo, seconded by Mrs. Sokolowski, all voting "Aye" to adjourn the meeting. None opposed. Motion approved 4-0. Adjournment occurred at 9:00 PM.

Respectfully submitted,

Shannon Stewart

