

**BOROUGH OF CONSHOHOCKEN AUTHORITY**  
**November 23, 2021 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 23, 2021. The meeting was called to order at 6:34 PM.

**ROLL CALL:**

Board members present were Chair, Mrs. Janene Reilly; Vice-Chair, Ms. Carol Smith; 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. Secretary, Mr. Felix Raimondo was absent.

**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 October 26, 2021 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. Smith, seconded by Mrs. Sokolowski to approve the bills in the amount of \$66,525.40. None opposed. Motion approved 3-0.

A motion was made by Mrs. Sokolowski, seconded by Mrs. Reilly 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.

Service and Escrow Agreement 400 W Elm Street

A motion was made by Ms. Smith, seconded by Mrs. Sokolowski to approve the Service and Escrow Agreement for 400 W. Elm Street (Developer: 400 West Elm Owner, LLC) . None opposed. Motion approved 3-0.

SORA West Escrow Release and Deed of Dedication for Phase 1 of SORA West

A motion was made by Mrs. Sokolowski, seconded by Ms. Smith to approve the release of the performance security and to accept the deed of dedication for Phase 1 for the SORA West Project. None opposed. Motion approved 3-0.

Customer Assistance Program

Mr. Clarke discussed possibilities for a Customer Assistance Program with the board. The board gave. The board asked what the criteria would be for the assistance program. The board also discussed providing more education on resources that are available to customers when they are not able to pay their bill. The board gave Mr. Clarke direction to research and find out what other authorities are doing in the way of Customer assistance programs.

Vaccination Policy

Mr. Clarke discussed a COVID 19 and Non COVID 19 Vaccination Policy. The board gave Mr. Clarke direction to send these policies to the union for discussion.

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

- Electrical Substation Upgrade Presentation and Maintenance Contract
- Sludge Dewatering Building Pilot Test Analysis
- 3 Liner Contract documents are signed and complete , need to set up preconstruction meeting
- Bid Documents for Poplar Street
- 51 Washington Pre-paving inspection complete
- SORA West
- Echo Ridge Negative Escrow Balance

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

- Plant Operator's Progress since hired
- Plant was awarded a Safety Award from EPWPCOA
- Friday December 10, 2021 at 12:00 PM – Holiday Party

Mrs. Reilly asked about holiday gifts for the guys and suggested jackets, Mr. Mongan suggested jackets as a reward for the safety award we received. The board agreed.

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

A motion was made by Ms. Sokolowski, seconded by Mrs. Reilly 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.

### 2022 Budget

Mr. Fedorchak asked if the Board had any more questions or comments concerning the budget. There were none.

### Transfer from Connection Fee Account

Mr. Fedorchak stated that he double checked with our Solicitor on the legality of using our connection fee money to pay for \$94,496.54 in plant capital expenses. Our Solicitor stated that it was legal. Mr. Clarke confirmed that was correct.

### Rate Study

Mr. Fedorchak stated that he recommends the Board conduct a rate study the early part of 2022. He recommended Howard Woods for the study. The Board directed Fedorchak to secure a proposal from Howard Woods.

A motion was made by Ms. Smith, seconded by Ms. Sokolowski 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 Ms. Smith, seconded by Mrs. Reilly, all voting “Aye” to adjourn the meeting. None opposed. Motion approved 3-0. Adjournment occurred at 7:26 PM.

Respectfully submitted,

Shannon Stewart

