

BOROUGH OF CONSHOHOCKEN AUTHORITY
December 14, 2021 MEETING
6:05 PM

The Stated Meeting of the Borough of Conshohocken Authority (“BCA”) was held at the Authority’s office on December 14, 2021. The meeting was called to order at 6:05 PM.

ROLL CALL:

Board members present were Chair, Mrs. Janene Reilly; Vice-Chair, Ms. Carol Smith; Secretary, Mr. Felix Raimondo; and Board Member, Mrs. Tina Sokolowski. Also present were Solicitor Ms. Nicole Feight 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.

PUBLIC COMMENT:

None.

INVITED GUEST(S):

None.

APPROVAL OF MINUTES:

A motion was made by Ms. Smith, seconded by Mrs. Sokolowski, all voting “Aye” to approve the November 16, 2021 and November 23, 2021 meeting minutes. None opposed. Motion approved 4-0.

FINANCIAL REPORT:

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

A motion was made by Ms. Smith, seconded by Mrs. Reilly to approve the bills in the amount of \$85,521.91. None opposed. Motion approved 4-0.

Resolution to remove the \$4 Prompt Pay Discount

A motion was made by Mrs. Sokolowski, seconded by Ms. Smith to approve a resolution to discontinue the \$4 Prompt Pay Discount as of January 1, 2022. None opposed. Motion approved 4-0.

Credit for 171 Front Street

Mrs. Stewart discussed that the owner at 171 Front Street, West Conshohocken asked for a credit to his bill based on Aqua adjusting his bill. Mr. Barclay discussed with Ms. Uccelletti that there was a running toilet that he did not discover until he closed on the house in September 2020. The board discussed the credit and asked Mrs. Stewart to ask for more information from Mr.

Barclay and Aqua. The board decided to revisit this discussion in January after we receive more information.

Mr. Raimondo asked for an explanation on the bills from Rudolph Clarke specifically Bid Matters, Open Projects, and Personnel.

A motion was made by Mr. Raimondo, seconded by Mrs. Sokolowski 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.

Escrow Release for 103 Cedar Avenue

A motion was made by Mr. Raimondo, seconded by Mrs. Reilly to approve a resolution releasing professional escrow and performance security for the project located at 103 Cedar Avenue, West Conshohocken (Developer: 103 Cedar Avenue, LLC). None opposed Motion approved 4-0.

Vaccination Policy

The board discussed the policy for COVID 19 Vaccinations. That board discussed a \$500 incentive for those vaccinated and testing unvaccinated employees. The original agreement had twice a week testing, a suggestion was made that we test once a week instead. Mr. Raimondo believes we should be in line with what the Borough of Conshohocken is currently doing which is twice a week. Th Board decided to create a policy for the \$500 incentive and to discuss the testing and protocol policy further after the holidays.

A motion was made by Mr. Raimondo, seconded by Ms. Smith to approve a policy providing a \$500 Incentive to all employees who provide proof that they are fully vaccinated. None opposed. Motion approved 4-0.

A motion was made by Mr. Raimondo, 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 two proposals for the electrical substation upgrade. When Keystone Engineering Group came out, they reviewed when the switchgear was last inspected and discovered the last time the switchgear main electrical substation was inspected, or any routine maintenance was done was over 5 years ago. Mr. Ebert and Keystone Engineer recommend CE Power come in and do routine inspection and maintenance on the substation. The cost for this contract would be \$16,250.00. The second proposal is for Keystone Engineering Group to do an assessment and give a cost of the replacement of the electrical substation and provide a priority

list. Keystone Engineering Group will prepare a report and do a presentation for the board in February 2022. The cost of this assessment would be \$8,400.

Mrs. Sokolowski asked about the costs on the Keystone Engineering Group and the timeline of 3-4 weeks. Mr. Ebert explained that the \$18,000 listed is the proposal assumptions is the \$16,250 from CE Power and the 3–4-week timeline would start in January 2022.

The board discussed the cost of the Electrical Substation Upgrade and where it is on our capital budget. Mr. Fedorchak informed the Board that he met with the Plymouth Township Manager and the Assist Finance Director earlier today. At that meeting he reviewed the Authority's Capital Improvement Plan. Fedorchak stated that he focused on the 3 major capital improvements that are likely to be implemented within the next 5 to 6 year period... Plymouth Township seemed to be understanding of the need for the capital projects. Mr. Ebert discussed infrastructure grant funds that may be available to help with the costs of these projects.

A motion was made by Mr. Raimondo, seconded by Ms. Smith to authorize the proposal from CE Power in the amount of \$16,250 for the inspection, maintenance, and servicing of the electrical substation. None opposed. Motion approved 4-0.

A motion was made by Mr. Raimondo, seconded by Ms. Smith to authorize the proposal in the amount of \$8,400 from Keystone Engineering Group for the evaluation of the electrical substation, evaluation of the MCC sections, to witness the CE Power inspection and provide cost estimates as well as attend an Authority meeting. None opposed. Motion approved 4-0.

Mr. Ebert also discussed the following matters:

- Sludge Press Evaluation will be presented at the January meeting
- Dewatering Building Evaluation will be presented at the February meeting.
- Lining Project Contracts have been received and Rudolph Clarke is reviewing
- Poplar Street Project Survey
- 51 Washington Street Final Inspection
- 51 Washington Street and Matson Mill Apartments pumped and cleared the pipes
- SORA West HOP Permit was issued
- Echo Ridge

Ms. Smith stepped out of the room.

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

Ms. Smith returned to the meeting.

OPERATIONS MANAGER'S REPORT:

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

Poplar Street Project

Mr. Mongan discussed the proposal for the survey work for the Poplar Street Project at a cost of \$3,500 from Van Cleef Engineering Associates.

A motion was made by Mr. Raimondo, seconded by Ms. Smith to authorize the proposal from Van Cleef Engineering Associates in the amount of \$3,500 to complete the survey work for the Poplar Street Project. None opposed. Motion approved 4-0.

Mr. Raimondo asked about the progress on the building renovations. Mr. Mongan stated that he was planning to distribute the proposal from the architect and discuss the proposal at the January meeting.

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

Rate Study

Mr. Fedorchak discussed a proposal from Howard Woods to conduct a rate study in the amount of \$14,600 to be completed in April 2022.

A motion was made by Mr. Raimondo, seconded by Ms. Smith to approve the proposal from Howard Woods in the amount of \$14,600. None opposed. Motion approved 4-0.

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. Raimondo, all voting "Aye" to adjourn the meeting. None opposed. Motion approved 4-0. Adjournment occurred at 7:15 PM.

Respectfully submitted,

Shannon Stewart