

BOROUGH OF CONSHOHOCKEN AUTHORITY
January 25, 2022 MEETING
6:32 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 January 25, 2022. The meeting was called to order at 6:32 PM.

ROLL CALL:

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

REORGANIZATION:

A motion was made by Mrs. Sokolowski, seconded by Ms. Smith to nominate Mrs. Janene Reilly for Chair of the Authority Board. None opposed. Motion Approved 3-0.

A motion was made by Mrs. Sokolowski, seconded by Mrs. Reilly to nominate Ms. Carol Smith for Vice Chair of the Authority Board. None opposed. Motion approved 3-0.

A motion was made by Mrs. Reilly, seconded by Ms. Smith to nominate Mrs. Tina Sokolowski for Secretary of the Authority Board None opposed. Motion approved 3-0.

The board decided to wait on nomination of a Board Treasurer until a later date.

A motion was made by Mrs. Reilly, seconded by Ms. Smith to nominate Rudolph Clarke, LLC for Solicitor of the Authority. None opposed. Motion approved 3-0.

A motion was made by Mrs. Reilly, seconded by Mrs. Sokolowski to nominate Ebert Engineering, Inc for Engineer of the Authority. None opposed. Motion approved 3-0.

A motion was made by Mrs. Reilly, seconded by Ms. Smith to schedule the monthly board meetings for the fourth Tuesday of the month at 6:30 P.M. at the Authority Building. None opposed. Motion approved 3-0.

PUBLIC COMMENT:

None.

INVITED GUEST(S):

None.

APPROVAL OF MINUTES:

A motion was made by Mrs. Sokolowski, seconded by Ms. Smith, all voting “Aye” to approve the December 14, 2021 meeting minutes. None opposed. Motion approved 3-0.

FINANCIAL REPORT:

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

Mrs. Sokolowski asked about cell phone reimbursement and the collective bargaining agreement.

A motion was made by Ms. Smith, seconded by Mrs. Sokolowski to approve the bills in the amount of \$133,387.00. None opposed. Motion approved 3-0.

Mr. Fedorchak suggested changing the cash flow analysis to be 13 months instead of 12 months.

Mrs. Sokolowski and Mrs. Reilly asked about the status of the customer payment plans.

Mrs. Reilly asked about the escrow balance for the Echo Ridge Development.

Credit for 171 Front Street

Mrs. Stewart readdressed the credit for 171 Front Street, West Conshohocken which was first brought up in the December 14, 2021. Mrs. Stewart discussed the response from AQUA that the Board asked for at the previous meeting. Mrs. Stewart explained that AQUA charged the new owner as of the date of settlement and decided not you try and bill the previous owner for the water usage from the water leak that occurred prior to new owner’s settlement date. The board discussed the credit and decided to deny the credit and urged that we provide any information we have to help them try and get the money back from the title company or real estate company.

Credit for 220 E 8th Avenue

Mrs. Stewart presented a credit for the property located at 220 E 8th Avenue. Mr. George Bass the owner of this property called the office and stated that there are two accounts located at this address, the front property was being charged 3 EDU’s and the rear property was being charged for 1 EDU. The customer stated that the front property should only have 2 EDU’s because there are only 2 apartments and that the rear was being billed correctly for the 1 EDU. Mrs. Stewart researched the account and found that the EDU’s were changed back in July of 2013. The Authority inspected the location and found the owner’s statements to be true. Mr. Bass is requesting a credit for the additional EDU. The board discussed the credit and decided to refund Mr. Bass the full credit of \$1,530 and the customer agreed to sign the form relinquishing the 4th EDU.

A motion was made by Mrs. Sokolowski, seconded by Mrs. Reilly to approve the credit of \$1,530 for the additional service charges applied to the account. None opposed. Motion approved 3-0.

Delta Dental Refund

Mrs. Stewart discussed the refund received from Delta Dental and how to distribute the refund to the employees.

2022 Insurance Renewals

A motion was made by Ms. Smith, seconded by Mrs. Reilly to approve the 2022 Insurance renewals with an effective date of January 1, 2022. These policies were all discussed and previously approved by the board and are being ratified. None opposed. Motion approved 3-0.

A motion was made by Ms. Smith, 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.

Deed of Dedication 51 Washington Street

A motion was made by Mrs. Sokolowski, seconded by Mrs. Reilly to approve a resolution accepting dedication of facilities located at 51 Washington Street (property owner: 51 Washington L/CAL LLC). None opposed. Motion approved 3-0.

Escrow Release and Acceptance of Maintenance Security for 51 Washington Street

A motion was made by Ms. Smith, seconded by Mrs. Sokolowski to approve a resolution to release professional escrow and performance security and accept maintenance security for the project located at 51 Washington Street, Conshohocken (property owner: 51 Washington L/CAL LLC). None opposed Motion approved 3-0.

Resolution to Release Professional Escrow for 205, 207 and 209 E 12th Avenue

A motion was made by Mrs. Sokolowski, seconded by Ms. Smith to approve resolutions to release professional escrow for 205 E 12th Avenue (property owner: Estate of George A. Smith), 207 E 12th Avenue (property owner: Paul Collins) and 209 E 12th Avenue (property owner: Steven Borkowski). None opposed. Motion approved 3-0.

Consideration of a Consulting Agreement

A motion was made by Mrs. Sokolowski, seconded by Mrs. Reilly to accept the consulting agreement with Mr. Brent Wagner of TrueBlue Environmental Inc. to serve as Interim Executive Director effective January 26, 2022. None opposed. Motion approved 3-0.

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

- Chapter 94 Reports will be presented to the board in February and explained what will be included
- Electrical Substation Maintenance Status - Keystone Engineering Group will do a presentation when complete
- Chlorine System Violation and suggested installing an alarm
- Lining Project Contracts have been signed waiting on the Construction Schedule
- Poplar Street Project Survey complete
- SORA West – installed 100 feet of Sanitary Sewer Line and Manholes without inspection
- Echo Ridge
- Matson Mill Apartments pumped and cleared the pipes again
- SEPTA Project

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:

- Looking into different Energy Suppliers
- LIWAP Program to Assist Customers with their sewer bills

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 Mrs. Sokolowski, 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.

Mr. Fedorchak submitted his resignation and will be available to overlap with the new interim executive director as long as needed.

A motion was made by Ms. Smith, seconded by Mrs. 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 Mrs. Sokolowski, seconded by Ms. Smith, all voting "Aye" to adjourn the meeting. None opposed. Motion approved 3-0. Adjournment occurred at 8:04 PM.

Respectfully submitted,

Shannon Stewart

