

**BOROUGH OF CONSHOHOCKEN AUTHORITY**  
**March 22, 2022 MEETING**  
**6:37 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 March 22, 2022. The meeting was called to order at 6:37 PM.

Mrs. Reilly welcomed Ms. Aparna Chhibber, Mr. George Bass and Mr. Brent Wagner to the board.

**ROLL CALL:**

Board members present were Chair, Mrs. Janene Reilly; Vice-Chair, Ms. Carol Smith; Secretary, Mrs. Tina Sokolowski; Board Member, Ms. Aparna Chhibber and Board Member, Mr. George Bass. Also present were Solicitor Ms. Lauren Gallagher from Rudolph Clarke, LLC; Interim Executive Director, Mr. Brent Wagner; 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):**

Cohen Partners – Insurance Renewals

Mr. Barry Cohen from Cohen Partners was invited to discuss the insurance renewal process with the board. Mr. Cohen discussed the timeline and deadlines for the renewal process explaining why the proposal for the 2022 Insurance policies for the Borough of Conshohocken Authority were delayed. Mr. Cohen also discussed the conditional notice that needs to be issued 60 days prior to the expiration of the policy, if the notice wasn’t received the client can budget for a regular yearly increase.

Mrs. Sokolowski asked if all their clients received their number December 23 or if it was just the Authority. Mr. Cohen explained that it varied by client not everyone gets their information the same day.

Mr. Ebert asked about the property values listed on the Authority’s insurance policies and updated the values on our property list now and submit it so it is there for the 2023 renewal.

**APPROVAL OF MINUTES:**

A motion was made by Ms. Smith, seconded by Mr. Bass, three voting “Aye” to approve the February 22, 2022 meeting minutes. None opposed. Motion approved 5-0.

## **FINANCIAL REPORT:**

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

A motion was made by Ms. Chhibber, seconded by Ms. Smith to approve the bills in the amount of \$105,027.00. None opposed. Motion approved 5-0.

Mrs. Stewart discussed the request from the Londonbury Borrower LLC to credit the penalties for both accounts for the December 2021 Quarterly Bill. The board decided not to grant the customer's request.

A motion was made by Ms. Sokolowski, seconded by Mrs. Reilly to accept the Financial Report. None opposed. Motion approved 5-0.

## **NEW BUSINESS**

### **SOLICITOR'S REPORT:**

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

#### **Contract for Professional Services 901 Washington Street**

A motion was made by Ms. Smith, seconded by Mr. Bass to accept the Contract for Professional Services for the project located at 901 Washington Street (developer: RiverHomes, LLC). None opposed. Motion approved 5-0.

#### **Contract for Professional Services 261-263 E Elm Street**

A motion was made by Mrs. Sokolowski, seconded by Ms. Smith to accept the Contract for Professional Services for the project located at 261-263 E Elm Street (developer: Craft Custom Homes LLC). None opposed. Motion approved 5-0.

#### **Service and Escrow Agreement SEPTA**

A motion was made by Ms. Chhibber, seconded by Mrs. Reilly to accept the Service and Escrow Agreement for the SEPTA Train Station project (developer: SEPTA). None opposed. Motion approved 5-0.

#### **Executed Funding Letter in lieu of Performance Security SEPTA**

A motion was made by Mr. Bass, seconded by Mrs. Sokolowski to accept the executed funding letter in lieu of performance security (developer: SEPTA). None opposed. Motion approved 5-0.

#### **Resolution to Release Escrow and Maintenance Security 203 E 12<sup>th</sup> Avenue**

A motion was made by Ms. Chhibber, seconded by Mr. Bass approve a resolution to release professional escrow and performance security and accept maintenance security for project located at 203 E 12<sup>th</sup> Avenue (developer: Ratoskey & Trainor). None opposed. Motion approved 5-0.

Lien for 130 W 5<sup>th</sup> Avenue

Authorization was given to Rudolph Clarke LLC to begin the lien process against 130 W 5<sup>th</sup> Avenue for unpaid service fees.

Resolution for Destruction of Specific Records

A motion was made by Ms. Smith, seconded by Ms. Chhibber to approve a resolution for destruction for destruction of specific records in accordance with the record retention schedules and procedures set forth in the Municipal Records Manual. None opposed. Motion approved 5-0.

Resolutions designating Brent Wagner to Approve and Execute Documents

A motion was made by Mrs. Sokolowski, seconded by Ms. Smith to accept resolutions designating Mr. Brent Wagner as an authorized signor for the Authority's credit card, designating Mr. Brent Wagner as an authorized signor for the Authority's small operating account, authorizing Mr. Brent Wagner to approve EDU corrections pursuant to the Authority's policy for correction of Equivalent Dwelling Units, authorizing Mr. Brent Wagner to refund, waive and/or adjust penalties for late payments of sewer rental charges in certain circumstances, and authorizing Mr. Brent Wagner to execute easement agreements between the Authority and developers intending to connect to the Authority's sewer mains. None opposed. Motion approved 5-0.

Credit Card Limit Increase

A motion was made by Mr. Bass, seconded by Mrs. Reilly to approve a resolution authorizing a request to increase the current spending limit on the Authority's credit card account to \$5,000. None opposed. Motion approved 5-0.

Resolution for Intergovernmental Agreement between Whitemarsh Township Authority and Borough of Conshohocken Authority

A motion was made by Ms. Chhibber, seconded by Ms. Smith to approve a resolution authorizing the execution of the Intergovernmental Agreement between Whitemarsh Township Authority and the Borough of Conshohocken Authority. None opposed. Motion approved 5-0.

Memorandum of Understanding and Master Services Agreement with Borough of Conshohocken  
Mr. Clarke briefly discussed what was included in the agreements explaining it was discussed previously.

Ms. Smith asked that the Authority continue to donate to the community garden and ask the Borough continues to be involved. Ms. Sokolowski suggested earmarking fundraising efforts within the Borough to go towards the Community Garden in the future.

A motion was made by Ms. Smith, seconded by Mr. Bass to approve the Memorandum of Understanding and Master Services Agreement with the Borough of Conshohocken, None opposed. Motion approved 5-0.

#### Employment Agreement with Edward Mongan

A motion was made by Mrs. Sokolowski, seconded by Ms. Chhibber to approve the employment agreement between Mr. Edward Mongan and the Borough of Conshohocken Authority. None opposed. Motion approved 5-0.

#### Employment Agreement with Shannon Stewart

A motion was made by Mr. Bass, seconded by Mrs. Reilly to approve the employment agreement between Mrs. Shannon Stewart and the Borough of Conshohocken Authority. None opposed. Motion approved 5-0.

#### Employment Agreement with Linda Uccelletti

A motion was made by Mrs. Reilly, seconded by Ms. Smith to approve the employment agreement between Ms. Linda Uccelletti and the Borough of Conshohocken Authority. None opposed. Motion approved 5-0.

A motion was made by Ms. Smith, seconded by Mrs. Reilly to accept the Solicitor's report. None opposed. Motion approved 5-0.

#### **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 Dewatering Evaluation on hold for other higher priorities around the plant
- Chlorine System Upgrade from Chlorine Gas to Hypochlorite and Water Quality Management Permit
- Influent Pump Station Upgrade
- Poplar Street Project
- CE Power Electrical Substation Evaluation and ordering spare parts
- Updating the plant drawings to digital documents
- Freedley Square Sag Replacement

#### Poplar Street Project

Mr. Ebert discussed the Poplar Street project asked for authorization to bid the Poplar Street Project and the board approved the authorization to put the project out to bid.

A motion was made by Ms. Smith, seconded by Ms. Chhibber to accept the Engineer's Report. None opposed. Motion approved 5-0.

#### **OPERATIONS MANAGER'S REPORT:**

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

A motion was made by Mrs. Sokolowski, seconded by Mr. Bass to accept the Operations Manager's Report. None opposed. Motion approved 5-0.

## **COLLECTIONS & MAINTENANCE REPORTS:**

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

A motion was made by Mr. Bass, seconded by Mrs. Reilly to accept the Collections & Maintenance Report. None opposed. Motion approved 5-0.

## **INTERIM EXECUTIVE DIRECTOR'S REPORT:**

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

Mr. Wagner discussed the following matters:

- Plant digesters
- Chlorine System
- Removed dumpster full of metal from around the plant
- Training on the belt filter press with BDP
- Meeting on Chlorine and preventative measures until the system is changed
- PA One Calls being outsourced
- Training multi employees on the belt filter press to have as many backups as possible
- Stormwater Management
- Simply drawings for the plant

Mr. Wagner asked for approval to automate the Chlorine system

A motion was made by Ms. Smith, seconded by Ms. Sokolowski to authorize the executive director to enter into an agreement with Bill Paone not to exceed \$18,000 to automate the chlorine system. None opposed. Motion approved 5-0.

Ratify the Electric Supplier Contract

A motion was made by Mrs. Sokolowski, seconded by Ms. Smith to Ratify the Electric Supplier Contract with Constellation. None opposed. Motion approved 5-0.

A motion was made by Mr. Bass, seconded by Ms. Chhibber to accept the Interim Executive Director's Report. None opposed. Motion approved 5-0.

## **ADJOURNMENT:**

There being no further business to come before the Board, it was moved by Mrs. Reilly, seconded by Mrs. Sokolowski, all voting "Aye" to adjourn the meeting. None opposed. Motion approved 5-0. Adjournment occurred at 8:14 PM.

Respectfully submitted,

Shannon Stewart