

**BOROUGH OF CONSHOHOCKEN AUTHORITY**  
**June 28, 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 June 28, 2022. The meeting was called to order at 6:32 PM.

**ROLL CALL:**

Board members present were Chair, Ms. Janene Reilly (Via WebEx), Secretary, Ms. Tina Sokolowski; Board Member, Ms. Aparna Chhibber and Board Member, Mr. George Bass (via phone). Also present were Solicitor Mr. Michael Clarke from Rudolph Clarke, LLC; Interim Executive Director, Mr. Brent Wagner; Operations Manager, Mr. Ed Mongan; and Plant Engineer; Mr. Jon Vito from Ebert Engineering, Inc. and Finance Director, Ms. Shannon Stewart Vice-Chair, Ms. Carol Smith was absent.

**PUBLIC COMMENT:**

None.

**INVITED GUEST(S):**

Bruce Hulshizer and Tyler Erb from Herbert, Rowland and Grubic Inc. discussed the proposal for Stormwater Utility Implementation. Mr. Erb discussed the scope of the stormwater implementation proposal and the costs involved with the Board. Mr. Erb explained that there were two options for ways to get the information needed to prepare the stormwater data: Use the 2015 Impervious Area Estimates or Develop Impervious Area Estimates with a New Flight. Mr. Erb discussed that the database for Sanitary Sewer Customers and Stormwater may be different. There may also be customers receiving stormwater bill but not sanitary sewer bill like parking lots. There may also instances where there is more than one sanitary account on the same Tax Map Parcel. Mr. Clarke asked if HRG would come back to reevaluate the impervious areas. Mr. Erb suggested updating the impervious area as the development happens and not wait for another evaluation. Mr. Erb also discussed BMP Credit and that it would be on the property owner to submit an application for the credits. There was a list of optional services that were discussed which included facilitation of Stakeholder Advisory Board, Stormwater Management Program Memo, Preparing Public Information Materials and Billing Database Implementation. The Board discussed the option of facilitating a Stakeholder Advisory Board and how it would affect the outcome of the stormwater study and stormwater fees. Mr. Hulshizer suggested that HRG could send a list of a typical Stakeholder Advisory Board. Mr. Erb and Mr. Hulshizer explained that the optional services could be added at a later date if the board decides that would be needed.

A motion was made by Ms. Sokolowski, seconded by Ms. Reilly to accept the proposal for the basic scope of services for stormwater implementation and development of the impervious area estimates with a new flight. None opposed. Motion approved 4-0.

## **APPROVAL OF MINUTES:**

A motion was made by Ms. Chhibber, seconded by Mr. Bass, three voting “Aye” to approve the May 24, 2022 meeting minutes. None opposed. Motion approved 4-0.

## **FINANCIAL REPORT:**

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

Ms. Stewart discussed the status of the 2021 Audit with the Board. Ms. Stewart explained that the Authority is waiting on information for the pension plan, when the information is received the audit will be completed. Ms. Stewart also explained that she reached out to DCED because the deadline is June 30, 2022, DCED responded saying that they understood the situation and they are accepting that the Authority will not meet the deadline.

Ms. Stewart discussed the interest rates on the current CD’s and new Money Market Account with Tompkins Community bank. Ms. Stewart recommended moving the money from the CDs and the Connection Fee Account to the new Money Market Account with an interest rate of .50%. The Board gave direction to Ms. Stewart to move the money to the New Money Market Account with Tompkins Community Bank.

A motion was made by Mr. Bass, seconded by Ms. Sokolowski to approve the bills in the amount of \$429,732.98. None opposed. Motion approved 4-0.

A motion was made by Ms. Chhibber, seconded by Ms. 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.

A motion was made by Mr. Bass, seconded Ms. Sokolowski to approve the Contract for Professional Services for 601 Washington Street (Developer: 601 Washington Street Associates, LP). None opposed. Motion approved 4-0.

A motion was made by Ms. Chhibber, seconded by Ms. Reilly to approve the Deed conveying part of Tax Map Parcel No. 05-00-02312-00-5 (community garden) to the Borough of Conshohocken, subject to finalization of the legal descriptions, plot plans and/or deed language being to the satisfaction of the Authority Engineer and Solicitor. None opposed. Motion approved 4-0.

A motion was made by Ms. Sokolowski, seconded by Mr. Bass to approve the Deed conveying Tax Map Parcel No. 05-00-02308-00-9 (salt pile) to the Borough of Conshohocken, subject to



finalization of the legal descriptions, plot plans and/or deed language being to the satisfaction of the Authority Engineer and Solicitor. None opposed. Motion approved 4-0.

A motion was made by Ms. Chhibber, seconded by Ms. 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.

#### **No Cost Change Order for Lining Project - Start**

Mr. Vito discussed that the contractor submitted a no cost change order for a time extension due to supply chain shortages on raw materials causing delays on current projects which is causing delays on starting upcoming projects. The time extension requested start date of June 27, 2022, revising the contracts date for substantial completion from May 18, 2022 to October 25, 2022. The contractor noted that a cleaning crew will be on site during the week of July 4<sup>th</sup> to begin the process.

A motion was made by Ms. Sokolowski, seconded by Ms. Chhibber to accept the Contract Change Order for the Lining Project. None opposed. Motion approved 4-0.

A motion was made by Mr. Bass, seconded by Ms. Reilly to authorize signing of the Water Quality Management Permit Application for the Chlorination System. None opposed. Motion approved 4-0.

Mr. Vito also discussed the following matters:

- Freedley Square Sag replacement is complete
- SORA West Project Concrete Incasement Installed and televised the sewer main that will be dedicated to the Authority
- Matson Mill tenants scheduled to come July 1<sup>st</sup>; we do not have final inspection done
- SEPTA Train Station installed sewer main, but testing is not done, need one frame and cover
- 400 W Elm Street installed 341 feet of sewer main
- 261-263 E Elm Street waiting on plan submissions

A motion was made by Mr. Bass, seconded by Ms. Chhibber 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.

#### **West Conshohocken Sanitary Sewer Overflow**

Mr. Mongan discussed a Sanitary Sewer Overflow at Arader Tree Services on May 25<sup>th</sup>. The area around the manhole was completely overgrown. The manhole was struck, and the frame was

removed from the concrete base. Mulch was then pushed in creating a blockage. The Authority was able to clear the blockage, reset the manhole and will add markers at the manholes. Mr. Mongan also suggested locating the easements and the possibility of changing the easement to include more area to ensure that we have access.

#### Ransomware Proposals

Mr. Mongan discussed Ms. Smith's concerns that none of the proposals were similar enough to compare. The Board decided to go out and get more proposals.

A motion was made by Ms. Sokolowski, seconded by Mr. Bass 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 Ms. Reilly, seconded by Ms. Sokolowski 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.

Mr. Wagner discussed the following matters:

- Sodium Bisulfite Tanks and pumps have been delivered and are waiting on certification from the state.
- Staff Coaching started
- Supply Issues are delaying the grit station from being fixed
- Staff will be replacing diffusers on the digesters

A motion was made by Ms. Chhibber, seconded by Ms. Sokolowski 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, a motion was made by Ms. Sokolowski, seconded by Ms. Chhibber to adjourn the meeting at 8:21 PM. None opposed. Motion approved 4-0.

Respectfully submitted,

Shannon Stewart