

BOROUGH OF CONSHOHOCKEN AUTHORITY
December 13, 2022 MEETING
6:15 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 December 13, 2022. The meeting was called to order at 6:15 PM.

ROLL CALL:

Board members present were Chair, Ms. Janene Reilly (via Webex), Vice-Chair, Ms. Carol Smith (via WebEx), Secretary, Ms. Tina Sokolowski (arrived at 6:30 PM); 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; and Plant Engineer, Mr. Fred Ebert from Ebert Engineering, Inc., Finance Director, Ms. Shannon Stewart and Operations Manager, Mr. Ed Mongan.

EXECUTIVE SESSION REPORT

The Board met in executive session following the November 22, 2022 to discuss matters of personnel and litigation. The Board also met in executive prior to the meeting today to discuss matters of personnel.

PUBLIC COMMENT:

None.

INVITED GUEST(S):

APPROVAL OF MINUTES:

A motion was made by Mr. Bass, seconded by Ms. Chhibber, three voting “Aye” to approve the November 22, 2022 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 Mr. Bass to approve the bills in the amount of \$102,050.66. None opposed. Motion approved 4-0.

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

Ms. Gallagher discussed 5 Colwell property and updated the Board that the appraisal will be available the middle of January and preliminary objectives will be refiled.

Resolution Amending 2023 MMO

A motion was made by Mr. Bass, seconded by Ms. Chhibber to approve a resolution establishing the revised Minimum Municipal Obligation (“MMO”) for Pennsylvania Municipal Retirement System Pension Plan (46-060-8N) For Plan Year 2033. None opposed. Motion approved 4-0.

A motion was made by Ms. Reilly, seconded by Ms. Chhibber 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 also discussed the following matters:

- Linear Project - SEPTA Training waiting for certificate for the training
- Influent Pump Station Upgrade – Site Visit delayed to 1st Week in January

H2O Grant

A motion was made by Mr. Bass, seconded by Ms. Smith to authorize Mr. Brent Wagner to execute any requested documents required for submission of the H2O Grant. None opposed. Motion approved 4-0.

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

Mr. Mongan discussed the following matters:

- DMRS in the report were for October, next Month will include November and December
- Digester Rehab Project is complete, all diffusers were replaced.
- The Staff is working on the Grit Station Repairs

2023 Insurance Renewals

A motion was made by Mr. Bass, seconded by Ms. Sokolowski to approve the insurance renewals for 2023. None opposed. Motion approved 5-0.

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

- DEP Surprise Inspection went well
- Chlorine System Upgrade

171 Front Street Credit

The Board discussed the credit for 171 Front Street. Based on the information provided and the final sewer certification provided by the Authority was paid. The Board decided to grant the credit.

A motion was made by Ms. Chhibber, seconded by Mr. Bass to approve a credit in the amount of \$366.96 to Account 174813 William Barclay. None opposed. Motion approved 5-0.

22 Nathan Place

The Board discussed the credit for 22 Nathan Place. Based on the information received the Board had decided based on our policy not to take grant the credit. According to the records, the water went through the system with the meter going back to normal.

Caselle Software

Mr. Wagner discussed replacing the Harris Local Government Software with Caselle. Mr. Wagner recommended replacing Harris Local Government with Caselle but waiting on the decision on the credit card and electronic payment system until we look into all the options.

A motion was made by Ms. Sokolowski, seconded by Mr. Bass to proceed with the Caselle Software Implementation. None opposed. Motion approved 5-0.

Lease Agreement with Borough of Conshohocken

A motion was made by Mr. Bass, seconded by Ms. Chhibber to enter into a 5-year lease agreement with the Borough of Conshohocken upon approval of the final language by the solicitor and Interim Executive Director. None opposed. Motion approved 5-0.

Meeting at Borough Hall

The Board discussed changing the meeting location as of the beginning of the year to Borough Hall the 4th Tuesday of the month.

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. Smith to adjourn the meeting at 7:14PM. None opposed. Motion approved 5-0.

Respectfully submitted,
Shannon Stewart

