

BOROUGH OF CONSHOHOCKEN AUTHORITY
April 25, 2023 MEETING
6:38 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 April 25, 2023. The meeting was called to order at 6:38 PM.

ROLL CALL:

Board members present were Chair, Mrs. Janene Reilly; Vice-Chair, Ms. Carol Smith; and Treasurer, Mr. George Bass (via telephone) and. Also present were Solicitor, Mr. Mike Clarke from Rudolph Clarke, LLC; Plant Engineer; Mr. Fred Ebert from Ebert Engineering, Inc; Interim Executive Director, Mr. Brent Wagner; and Finance Director, Mrs. Shannon Stewart. Secretary, Ms. Tina Sokolowski and Board Member, Ms. Aparna Chhibber were absent.

EXECUTIVE SESSION

None.

PUBLIC COMMENT:

None

INVITED GUEST(S):

None.

APPROVAL OF MINUTES:

A motion was made by Mr. Bass, seconded by Ms. Smith, all voting “Aye” to approve the March 28, 2023 meeting minutes. None opposed. Motion approved 3-0.

FINANCIAL REPORT:

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

A motion was made by Mr. Bass, seconded by Ms. Reilly to approve the bills in the amount of \$173,761.23. None opposed. Motion approved 3-0.

Ms. Smith discussed possibly adding advertisements to the Authority’s newsletter. Mr. Clarke explained that there is nothing preventing the Authority from adding ads to the newsletter. Ms. Reilly suggested putting ads for services that may be related to the sewer, like plumbing.

Ms. Reilly and Ms. Smith asked about the liens and accounts receivable balances.

Hartford Life – Life, Short-Term and Long-Term Disability

Ms. Stewart discussed switching the employee life and disability coverage from The Standard to Hartford Life with an annual savings of \$4,098.04 with all coverage remaining the same.

A motion was made by Ms. Smith, seconded by Mr. Bass to approve switching to Hartford Life for the employee Life, Short-Term and Long-Term Disability Insurance. None opposed. Motion approved 3-0.

Donation to Conshohocken Elementary PTO Spring Carnival

Ms. Stewart discussed a donation requested from the Conshohocken Elementary School PTO for the Spring Carnival.

A motion was made by Ms. Smith, seconded by Ms. Reilly to approve a donation in the amount of \$1,000 to the Conshohocken Elementary School PTO Spring Carnival. None opposed. Motion approved 3-0.

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

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

Proposal from Keystone Engineering Group Inc – Electrical Upgrade Design

Mr. Ebert asked for authorization for Mr. Wagner to sign the proposal presented from Keystone Engineering Group Inc. for electrical design.

A motion was made by Mr. Bass seconded by Ms. Reilly to authorize Mr. Wagner to sign the proposal for an electrical upgrade design totaling \$101,200.00 that was presented at last month's meeting. None opposed. Motion approved 3-0.

Mr. Ebert also discussed the following matters:

- H2O Grant Talking Point Summary for Local Politicians for Support

- Influent Pump Station Control Panel – Preparing to put out to bid this summer.

Geiger Pump and Equipment Company Proposal via Costars

Mr. Ebert and Mr. Wagner discussed the proposal received from Geiger Pump and Equipment to replace the primary pump vault flood damage due to a utility water line failure.

A motion was made by Mr. Bass, seconded by Ms. Smith to approve Quote # 04052023AG1 from Geiger Pump and Equipment Company to replace the primary pump vault flood damage due to a utility water line failure after review by the solicitor's office. None opposed. Motion approved 3-0.

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

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

Penalties for Brandywine Realty Account #045598.00

Mr. Wagner asked the board to consider removing the penalties for the Brandywine Realty Account #045598.00 due to a billing address change.

A motion was made by Ms. Smith, seconded by Ms. Reilly to remove the penalties in the amount of \$441.59 as a one-time courtesy. None opposed. Motion approved 3-0.

Grande at Riverview Account # 051505.00 – Inactive Account

Mr. Wagner asked the board to consider reimbursing the Grande at Riverview for service fees paid on Account #051505.00 due to the fact that the account became inactive in 2017.

A motion was made by Mr. Bass, seconded by Ms. Smith to approve reimbursement in the amount of \$998.89 to the Grande at Riverview for service fees paid after the account became inactive with AQUA. None opposed. Motion approved 3-0.

A motion was made by Ms. Reilly, seconded by Ms. Smith 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 Mr. Bass, all voting "Aye" to adjourn the meeting. None opposed. Motion approved 4-0. Adjournment occurred at 7:18 PM.

Respectfully submitted,

Shannon Stewart

