

BOROUGH OF CONSHOHOCKEN AUTHORITY
May 23, 2023 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 May 23, 2023. The meeting was called to order at 6:37 PM.

ROLL CALL:

Board members present were Vice-Chair, Ms. Carol Smith; Treasurer, Mr. George Bass (via Webex); Secretary, Ms. Tina Sokolowski and Board Member, Ms. Aparna Chhibber (via WebEx). 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; Operations Manager, Mr. Edward Mongan and Finance Director, Mrs. Shannon Stewart. Chair, Mrs. Janene Reilly was absent.

EXECUTIVE SESSION

None.

PUBLIC COMMENT:

None

INVITED GUEST(S):

None.

APPROVAL OF MINUTES:

A motion was made by Ms. Sokolowski, seconded by Mr. Bass, all voting “Aye” to approve the April 25, 2023 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 Mr. Bass, seconded by Ms. Chhibber to approve the bills in the amount of \$541,505.41. None opposed. Motion approved 4-0.

Ms. Stewart discussed a donation request from the Borough of Conshohocken for the Conshohocken Funfest and the Board agreed to make a \$1,000 donation to the Conshohocken Funfest.

Ms. Smith asked Ms. Stewart to explain the discussions with Xpress Bill, Ms. Stewart explained that they were working through the language on the contract before signing.

Ms. Sokolowski asked about plant wages. Ms. Stewart explained that there was overtime for the flood, power washing the plant and weed and branch trimming.

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

Mr. Clarke explained that the appraisals for East 9th Avenue and Colwell Lane have to be revised before we can move forward.

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.

Mr. Ebert discussed the following matter:

- Payment Request # 2 for Contract # 21-1 Sanitary Sewer Interceptor Rehabilitation Project in the amount of \$112,258.63
- Payment Request # 2 for Contract # 21-2 Sanitary Sewer Interceptor Rehabilitation Project in the amount of \$97,134.65
- Extension filed for the Small Water and Sewer Grant Extension to finalize the project
- Plymouth Flow Audit Update – Effluent and Influent reads on Chapter 94 Report
- H2O Grant may not be awarded until September

A motion was made by Ms. Sokolowski, 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:

- Parts for Flood Repair was estimated to take about 12 – 14 weeks to arrive
- Eastern Environmental should have our temporary control panel by the end of the week
- Hypochlorite tanks should be filled this week and the Authority could remove the temporary system

- Adding 100 Gallon tank for Sodium Bisulfite and are on a 3-week delivery schedule so it doesn't run out

A motion was made by Mr. Bass, seconded by Ms. Chhibber 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. There was no Collections Report this month but will be added to next month.

A motion was made by Ms. Sokolowski, seconded by Ms. Smith to accept the 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:

- With the Primary Sludge Tank down due to the flood, the authority is doing what they can to keep odors down but may need to call in an extra shift at night if it starts to go septic
- Billing Analysis – setting up a call with Harris to figure out how to get the information needed
- New Server is still being configured
- RBCs are being seeded to help them function properly

Ms. Sokolowski asked if the digesters being down caused the RBC to go off balance. Mr. Ebert discussed the process and explained what would cause the RBCs to stop working effectively.

A motion was made by Mr. Bass, 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, it was moved by Ms. Sokolowski, seconded by Ms. Chhibber, all voting "Aye" to adjourn the meeting. None opposed. Motion approved 4-0. Adjournment occurred at 7:08 PM.

Respectfully submitted,

Shannon Stewart