

**BOROUGH OF CONSHOHOCKEN AUTHORITY**  
**September 26, 2023 MEETING**  
**6:35 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 September 26, 2023. The meeting was called to order at 6:35 PM.

**ROLL CALL:**

Board members present were: Vice-Chair, Ms. Carol Smith; Secretary, Ms. Tina Sokolowski; Treasurer, Mr. George Bass and Board Member, Ms. Aparna Chhibber. Also present were Solicitor, Mr. Michael 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, Ms. Janene Reilly was absent.

**PUBLIC COMMENT:**

None

**INVITED GUEST(S):**

Mr. Bill Fox for JP Mascaro and Son’s presented the proposal for the 2023 Sludge Bid explaining they are the low bid and are a well-established company and hope that the authority will go with the 5-year bid.

**APPROVAL OF MINUTES:**

A motion was made by Mr. Bass, seconded by Ms. Sokoloski, all voting “Aye” to approve the August 22, 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 Ms. Smith, seconded by Ms. Sokolowski to approve the bills in the amount of \$192,043.11. None opposed. Motion approved 4-0.

Ms. Stewart discussed an increase to the interest rate on the operating cash account, status of the 2022 Audit and the migration to new billing and financial software.

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

#### **2024 MMO – Pennsylvania Municipal Retirement System Pension Plan**

A motion was made by Ms. Sokolowski, seconded by Ms. Smith to accept a resolution establishing the Minimum Municipal Obligation ("MMO") for Pennsylvania Municipal Retirement System Pension Plan (46-060-8N) for Plan Year 2024. None opposed. Motion approved 4-0.

#### **Escrow Release – 401-433 Washington Street**

A motion was made by Ms. Smith, seconded by Mr. Bass to accept a resolution to release professional services escrow to prior developer for project located at 401 Washington St (Developer: 401 Washington Street Associates, L.P. and Washington Street Associates III, L.P. Home, LLC). None opposed. Motion approved 4-0.

#### **Escrow Release – 601 Washington Street**

A motion was made by Ms. Sokolowski, seconded by Ms. Smith to accept a resolution to release professional services escrow for project located at 601 Washington Street following the sale of the property to Villanova (Developer: 601 Washington Street Associates, L.P.). None opposed. Motion approved 4-0.

#### **Section 4 – Rules and Regulations**

A motion was made by Ms. Smith, seconded by Mr. Bass to accept a resolution revising Section 4 of the Authority's Rules and Regulations for consistency with the Municipality Authorities Act. None opposed. Motion approved 4-0.

#### **Condemnation of Portions of Certain Real Property**

A motion was made by Ms. Smith, seconded by Mr. Bass to accept a resolution reauthorizing the condemnation of portions of certain real property for permanent sanitary sewer easements located at 5 Colwell Lane, Conshohocken; 427 E 9<sup>th</sup> Avenue, Conshohocken; 433 E 9<sup>th</sup> Avenue, Conshohocken; and 441 E 9<sup>th</sup> Avenue, Conshohocken. None opposed. Motion approved 4-0.

A motion was made by Ms. Sokolowski, 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.

#### **2023 Sludge Contract**

Mr. Ebert discussed the sludge bids received from J.P. Mascaro & Sons and Waste Management for a 2 Year, 3 Year, 4 Year and 5 Year Contract. A 2-year contract lower contract price but a 5-year contract would lock the Authority in to the rate for the next 5 years. Mr. Ebert's

recommendation would be to lock in with the 5-year contract with J.P. Mascaro and Sons, who had the lowest bid.

A motion was made by Mr. Bass, seconded by Ms. Sokolowski to award the 2023 Sludge bid to J.P. Mascaro and Sons for a 5-year contract upon review from the solicitor's office and the interim executive director. None opposed. Motion approved 4-0.

Mr. Ebert discussed the following matter:

- H2O Grant scheduled changed for September 18<sup>th</sup> to November 21st

A motion was made by Mr. Bass, seconded by Ms. Smith to accept the Engineer's Report. None opposed. Motion approved 4-0.

### **EXECUTIVE SESSION**

The Board met in executive session to discuss matters of potential litigation.

### **Zoning Variance Application for 5 Colwell Lane**

A motion was made by Mr. Bass, seconded by Ms. Smith to authorize Rudolph Clarke LLC to join with the Borough and oppose the zoning variance application that has been filed with the Borough of Conshohocken for 5 Colwell Lane.

A motion was made by Ms. Sokolowski, seconded by Ms. Smith to accept the Interim Executive Director'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:

- Spare parts are finally starting to get delivered, and working on getting spare parts list together
- The Authority staff participated in the Conshohocken Funfest
- PMAA Conference

A motion was made by Mr. Bass, seconded by Ms. Smith to accept the Operations Manager's Report. None opposed. Motion approved 4-0.

### **COLLECTIONS & MAINTENANCE REPORTS:**

Ms. Sokolowski asked if we have a maintenance schedule for our vehicles and machines and when they should be replaced.

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

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

- Caselle System Migration Update
- Stormwater Update

**237-239 Moorehead Avenue**

Mr. Wagner discussed paying the 2018 Invoices from Rudolph Clarke for the project located at 237-239 Moorehead Avenue. The property owner changed, and the Authority does not have any plans or application for this project. Mr. Wagner suggested paying the balances from the Main Operating account.

A motion was made by Ms. Sokolowski, seconded by Ms. Smith to approve paying the balance of \$450 for the invoices for 237-239 Moorhead Avenue. None opposed. Motion approved 4-0.

A motion was made by Ms. Sokolowski, seconded by Ms. Smith 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 Mr. Bass seconded by Ms. Smith, all voting "Aye" to adjourn the meeting. None opposed. Motion approved 3-0. Adjournment occurred at 7:43 PM.

Respectfully submitted,

Shannon Stewart