

BOROUGH OF CONSHOHOCKEN AUTHORITY
October 24, 2023 MEETING
6:45 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 24, 2023. The meeting was called to order at 6:45 PM.

Prior to the meeting Ms. Carol Smith relayed her resignation from the board of Borough of Conshohocken Authority and excused herself from the meeting.

ROLL CALL:

Board members present were 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 and Vice-Chair, Ms. Carol Smith were absent.

PUBLIC COMMENT:

None

INVITED GUEST(S):

Ms. Cathy Seiler from Brinker Simpson & Company LLC reviewed the 2022 Financial Statement Audit and Governance Letters with the Board Members. Ms. Seiler did note that the Authority did not file the DCED financial report (CLGS01) by June 30th because we held the Audit waiting on the completion of the compliance audit with Plymouth Township.

A motion was made Mr. Bass, seconded by Ms. Chhibber to approve the 2022 Audited Financial Statements. None opposed. Motion approved 3-0.

APPROVAL OF MINUTES:

A motion was made by Ms. Chhibber, seconded by Mr. Bass, all voting “Aye” to approve the September 26, 2023 meeting minutes. None opposed. Motion approved 3-0.

FINANCIAL REPORT:

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

IBX Rebate

Ms. Stewart discussed a rebate for Independence Blue Cross and how to distribute the rebate to the employees.

A motion was made by Mr. Bass, seconded by Ms. Chhibber to reduce the employees' medical deduction by the amount of the refund in their next check. None opposed. Motion approved 3-0.

A motion was made by Mr. Bass, seconded by Ms. Chhibber to approve the bills in the amount of \$356,502.50. None opposed. Motion approved 3-0.

A motion was made by Ms. Sokolowski, 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.

Contract for Professional Services – 509 Apple Street

A motion was made by Mr. Bass, seconded by Ms. Chhibber to accept the Contract for Professional Services for project located at 509 Apple Street, West Conshohocken (Developer: James L. Shore, Jr.). None opposed. Motion approved 3-0.

Proposal for Special Counsel

A motion was made by Ms. Chhibber, seconded by Mr. Bass to accept the appointment of Michael Meginniss of Begley, Carlin & Mandio, LLP as Special Counsel as outlined in the October 19, 2023 fee proposal. None opposed. Motion approved 3-0.

Mr. Clarke discussed changing the December meeting from December 26, 2023 to December 13, 2023 at 6:00 PM which will be advertised once all board members confirm the date.

A motion was made by Mr. Bass, seconded by Ms. Chhibber to accept the Solicitor's report. None opposed. Motion approved 3-0.

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 asked for authorization for the Interim Executive Director to execute the Sludge Contract Agreement after the Authority receives the bonds. None opposed. Motion approved 3-0.

Change Order for Linear Project Phase II and III

Mr. Ebert discussed a change or received for Phase II and Phase III of the Linear Project for work that was done in January 2023 in the amount of 141,926.76 to clean to sections a sanitary

sewer main. It was emailed in January but didn't receive the letter until October 6, 2023. Mr. Ebert's recommendation is to reject the change order because the work was not authorized by Ebert Engineering or the Authority. The Board agreed to reject the change order.

Mr. Ebert discussed the following matter:

- Echo Ridge – preparing a cost estimate for punch list to present to the HOA for the outstanding balance and cost to complete the project.

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:

- Buying totes instead drums for Polymer
 - Installed an additional 100-gallon tank next to the dechlorination tank so we don't run out between deliveries
- Signs posted around the plant for First Responders

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:

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

A motion was made by Ms. Chhibber, seconded by Mr. Bass to accept the Collections Report. None opposed. Motion approved 3-0.

A motion was made by Mr. Bass, seconded by Ms. Sokolowski to accept the 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.

2022-2023 Repairs Reimbursement

Mr. Wagner discussed transferring \$181,188.32 for repairs that were done within the plant from 2022 and 2023 for capital repairs to the plant.

A motion was made by Mr. Bass, seconded by Ms. Chhibber, to approve the transfer 181,188.32 from the Connection Fees Account to the Main Operating to cover capital expenses from 2022-2023. None opposed. Motion approved 3-0

Loan Payment Reimbursement

Mr. Wagner discussed transferring the loan payment in the amount of 249,865.32 from our capital account.

A motion was made by Mr. Bass, seconded by Ms. Sokolowski to approve a transfer from the Connection Fees Account to the Main Operating Account to cover the payment in the amount of \$249,865.32. None opposed. Motion approved 3-0.

Mr. Wagner also discussed that the stormwater agreements have been finalized and will be ready for approval at the next meeting. Once the agreement is approved the authority will begin public sections and newsletter will be mailed.

Mr. Wagner discussed that Mr. Mongan has 10 years of service and Ms. Stewart has 5 years of service with the Authority.

A motion was made by Ms. Chhibber, seconded by Mr. Bass to accept the Interim Executive Director's Report. None opposed. Motion approved 3-0.

EXECUTIVE SESSION

None

ADJOURNMENT:

There being no further business to come before the Board, it was moved to adjourn the meeting. Adjournment occurred at 7:40 PM.

Respectfully submitted,

Shannon Stewart