

BOROUGH OF CONSHOHOCKEN AUTHORITY
January 23, 2024 MEETING
6:34 PM

The Stated Meeting of the Borough of Conshohocken Authority (“BCA”) was held at the Authority’s office and via remote means using the Zoom platform on January 23, 2024. The meeting was called to order at 6:34 PM.

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. Mike Clarke from Rudolph Clarke, LLC; Executive Director, Mr. Brent Wagner; Operations Manager, Mr. Ed Mongan; Finance Director, Ms. Shannon Stewart, and Plant Engineer; Mr. Fred Ebert from Ebert Engineering, Inc.

REORGANIZATION:

A motion was made by Mr. Bass, seconded by Ms. Chhibber to nominate Ms. Tina Sokolowski for Chair of the Authority Board. None opposed. Motion Approved 3-0.

A motion was made by Ms. Sokolowski, seconded by Ms. Chhibber to nominate Mr. George Bass for Vice Chair of the Authority Board. None opposed. Motion approved 3-0.

A motion was made by Mr. Bass, seconded by Ms. Sokolowski to nominate Ms. Aparna Chhibber for Secretary and Treasurer of the Authority Board. None opposed. Motion approved 3-0.

A motion was made by Ms. Sokolowski, seconded by Mr. Bass to nominate Rudolph Clarke, LLC as Solicitor of the Authority. None opposed. Motion approved 3-0.

A motion was made by Mr. Bass, seconded by Ms. Chhibber to nominate Ebert Engineering, Inc as Consulting Engineer of the Authority. None opposed. Motion approved 3-0.

A motion was made by Mr. Bass, seconded by Ms. Chhibber to schedule the monthly board meetings for the fourth Tuesday of the month at 6:30 P.M. at Borough Hall with a virtual option with the exception of the November and December meetings which will be the third Tuesday of the month. None opposed. Motion approved 3-0.

PUBLIC COMMENT:

None.

INVITED GUEST(S):

None.

APPROVAL OF MINUTES:

A motion was made by Ms. Chhibber, seconded by Mr. Bass, all voting “Aye” to approve the December 13, 2023 meeting minutes. None opposed. Motion approved 3-0.

FINANCIAL REPORT:

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

Mr. Bass asked if the implementation of the new Caselle software was complete and asked if the Harris software was Archived and if we have disabled all users. Ms. Stewart responded and stated that the Caselle Implementation is complete, and the Authority is no longer using Harris system and would reduce the Users to only one. Ms. Sokolowski asked if the Harris Program was in read-only mode and is there a cost to change it to read only mode. Ms. Stewart responded she wasn't sure but would look into it.

A motion was made by Mr. Bass, seconded by Ms. Sokolowski to approve the bills in the amount of \$101,695.10 for December 2023. None opposed. Motion approved 3-0.

A motion was made by Ms. Chhibber, seconded by Mr. Bass to approve the bills in the amount of \$84,801.90 for January 2024. None opposed. Motion approved 3-0.

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

Resolution – Plymouth Township Metering Amendment

The Metering Amendment was reviewed and discussed with the Board Members.

A motion was made by Ms. Chhibber, seconded by Mr. Bass to accept Resolution approving the Intergovernmental Agreement between the Borough of Conshohocken Authority and Plymouth Township regarding Metering. None opposed. Motion approved 3-0.

Resolution – Whitmarsh Township Jet Truck Rental Agreement

The Jet Truck Rental Agreement was reviewed and discussed with the Board Members.

A motion was made by Mr. Bass, seconded by Ms. Chhibber to accept a Resolution Approving the Intergovernmental Agreement between the Borough of Conshohocken Authority and

Whitemarsh Township Authority regarding rental, use and maintenance obligations of Jet Truck owned by Borough of Conshohocken Authority. None opposed Motion approved 3-0.

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.

Mr. Ebert discussed the following matters:

- Chapter 94 Reports will be presented to the Board in February and explained what will be included and Ms. Sokolowski asked how the influent flow meter being damaged will affect the analysis
- Liner Project Phases II and III need to be closed out, asked the Authority staff to re-televise the project and process the final payment request, the contract end date is June 30, 2024
- H2O Grant Project Amount is \$2,181,000.00
 - \$724,000 match and \$1,154,000 Grant, cost estimate is \$2,800,000
 - Mr. Ebert will go back to Keystone Engineering Group to check if the totals on the proposal are still suitable number and decide whether to modify the project or pay difference out of Capital Reserves
 - Plymouth Township will need to be notified once a decision is made

Mr. Ambler, a resident in Conshohocken asked about the solids testing, what aspects are you looking at? Mr. Ebert explained that we are looking at the number of pounds of solids vs water being hauled. Less water the less trucks.

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

2024 Property and Liability Insurance Renewal

The proposal for the 2024 Property and Liability Insurance from Renewal was reviewed and discussed with the Board Members.

A motion was made by Mr. Bass, seconded by Ms. Chhibber to Approval the 2024 Property and Liability Insurance Proposal in the amount of \$107,620.00. None opposed.

Mr. Mongan discussed the following matters:

- Authority staff has started inspecting the liner project

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.

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

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director's Report was reviewed and discussed with the Board Members.

Mr. Wagner discussed the following matters

- Sludge Cost will continue to go up on the next few years
- Stormwater Update – Meeting last week went well, waiting on Borough
- Plant is running well, even with the extreme rain events
- Consideration of a Credit Card for Operations Manager, Board will look over Credit Policy and then the Board will give direction

2023 Financial Statement Audit

A motion was made by Mr. Bass, seconded by Ms. Chhibber to appoint Brinker Simpson LLC to perform the 2023 Financial Statement Audit. None opposed. Motion approved 3-0.

EXECUTIVE SESSION:

The board met in executive session to discuss matters of personnel from 7:46 PM to 8:05 PM.

A motion was made by Mr. Bass, seconded by Ms. Chhibber to approve 4% pay raises for year 2024 each for Ed Mongan, Shannon Stewart, and Linda Uccelletti. None opposed. Motion approved 3-0.

A motion was made by Ms. Chhibber, seconded by Mr. Bass to approve productivity incentives for Ed Mongan, Shannon Stewart, and Linda Uccelletti in the amount of \$2,000.00 each. None opposed. Motion approved 3-0.

A motion was made by Ms. Chhibber, seconded by Mr. Bass to approve a productivity incentive for B. Wagner in the amount of \$5,00.00. None opposed. Motion approved 3-0.

A motion was made by Mr. Bass, seconded by Ms. Chhibber 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. Chhibber, seconded by Ms. Sokolowski, all voting “Aye” to adjourn the meeting. None opposed. Motion approved 3-0. Adjournment occurred at 8:07 PM.

Respectfully submitted,

Shannon Stewart

