

BOROUGH OF CONSHOHOCKEN AUTHORITY
March 26, 2024 MEETING
6:33 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 March 26, 2024. The meeting was called to order at 6:33 PM.

ROLL CALL:

Board members present were; Vice Chair, Mr. George Bass and Secretary/Treasurer, Ms. Aparna Chhibber, Board Member, Mr. Jack Ambler, and Board Member Ms. Christine Bertino. Also present were Solicitor Ms. Lauren Gallagher from Rudolph Clarke, LLC: Executive Director, Mr. Brent Wagner; Operations Manager, Mr. Ed Mongan; Finance Director, Ms. Shannon Stewart, and Plant Engineer; Mr. Jake Romanowski from Ebert Engineering, Inc. Chair, Ms. Tina Sokolowski was absent.

EXECUTIVE SESSEION:

None.

PUBLIC COMMENT:

None.

INVITED GUEST(S):

Mr. Brad States from 503 Spring Mill presented his case to remove liens fees that were applied to his account in February. Mr. States stated that he was out of the country from January through mid-March. When he returned he saw the letters from the sewer authority and Rudolph Clarke. He has not seen a sewer bill in over a year. Paid the bills right away, doesn’t feel he is at fault for the attorney fee. He did not get notice of the certified mail that was returned to the Authority unclaimed. In 2020 Mr. States moved back from Florida which is the address that was in the system and was having the mail forwarded. Mr. States feels that the lien fees should be waived or paid by Rudolph Clarke or the US Postal Service.

The board decided to hold off on a decision until the chair of the board can review.

APPROVAL OF MINUTES:

A motion was made by Ms. Chhibber, seconded by Ms. Bertino, all voting “Aye” to approve the February 29, 2024 meeting minutes. None opposed. Motion approved 4-0.

FINANCIAL REPORT:

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

ACH or Wire Portal for Vendor Payments

Ms. Stewart discussed ACH and Wire Portals with Tompkins Community Bank as an option to move away from paper checks. Both the Wire Portal and the ACH Portal and Wire Portal would be a fee of \$20 a month separately. Eire transfers would be \$25 each for domestic transfer and \$35 each for an international transfer. ACH Transfers would be \$.25 each.

Mr. Bass explained that we can use the Financial Report and approve the financial report the board felt that having less paper checks.

A motion was made by Ms. Chhibber, seconded by Mr. Ambler to approve the bills in the amount of \$356,944.50. None opposed. Motion approved 4-0.

A motion was made Ms. Chhibber, 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.

Amendment to Sanitary Sewer Easement – SORA West

Ms. Gallagher explained that the easement needed to be amended because once everything was built the pipe was not in the middle of the original legal descriptions, so the easement needs to be amended so that the Authority has enough space to access the pipes if needed.

A motion was made by Ms. Chhibber, seconded by Ms. Bertino to approve the amendment to Sanitary Sewer Easement for SORA West, located at Fayette and West Elm Streets, conditioned on final approval of the Authority Engineer and Solicitor (Grantor: Keystone River Crossing First, L.P.). None opposed. Motion approved 4-0.

A motion was made by Mr. Bass, 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.

Mr. Romanowski discussed the following matters:

- Influent Pump Station Control Upgrade
- H2O Grant Application is complete
- Chapter 94 Report will be submitted to PA DEP by March 31, 2024
- 401-433 working on plan review for second submission

Mr. Bass asked where we were with the pipe incline issue at the 720 Spring Mill Project. Mr. Ambler asked about the Chapter 94 report and Mr. Romanowski and Ms. Gallagher explained the Chapter 94 Report and that we own the West Conshohocken Collection System and have an agreement with Plymouth for the portion of flow that comes to our plant.

A motion was made by Ms. Chhibber, seconded by Mr. Ambler 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. Wagner discussed the following matters:

- Repairs for Primary Vault Flood have started to be installed and hopefully will hopefully be complete within a month

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

Mr. Wagner explained that the belt filter press went down, and we are waiting for the part. With the way the plant is running we don't have to run the press every day. The plant is producing less sludge than we were 3 years ago, we are optimizing the sludge reduction so that we can reduce our sludge removal costs.

A motion was made by Ms. Chhibber, seconded by Mr. Ambler to accept the Collections & Maintenance Report. None opposed. Motion approved 4-0.

EXECUTIVE DIRECTOR'S REPORT:

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

Mr. Wagner discussed the following matters

- Stormwater Billing will go out with the March Bills
- Set up tour of the plant for new board members

A motion was made by Ms. Chhibber, seconded by Mr. Bass 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. Chhibber, seconded by Mr. Bass, all voting "Aye" to adjourn the meeting. None opposed. Motion approved 3-0. Adjournment occurred at 7:57 PM.

Respectfully submitted,

Shannon Stewart