

**BOROUGH OF CONSHOHOCKEN AUTHORITY**  
**April 23, 2024 MEETING**  
**6:41 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 April 23, 2024. The meeting was called to order at 6:41 PM.

**ROLL CALL:**

Board members present were Chair, Ms. Tina Sokolowski; Vice Chair, Mr. George Bass; and Board Member, Mr. Jack Ambler. 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. Secretary/Treasurer, Ms. Aparna Chhibber and Board Member Ms. Christine Bertino were absent.

**EXECUTIVE SESSEION:**

None.

**PUBLIC COMMENT:**

None.

**INVITED GUEST(S):**

None.

**APPROVAL OF MINUTES:**

A motion was made by Mr. Bass, seconded by Mr. Ambler, all voting “Aye” to approve the March 26, 2024 meeting minutes. None opposed. Motion approved 3-0.

**FINANCIAL REPORT:**

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

A motion was made by Mr. Ambler, seconded by Mr. Bass to approve the bills in the amount of \$147,321.50. None opposed. Motion approved 3-0.

**512 E Hector Street – Lien Fees**

Ms. Stewart explained that the property owner attempted to pay their bill in October 17, 2023 but the account number on the check was off by one number. Since the balance was over \$250 Ms. Stewart sent a 30-day letter and a 10-day letter to the address listed on the county website with no response, then filed a lien on the property. The customer called when she received her March bill questioning the balance, sent a copy of the payment from October. Ms. Stewart found that the payment was applied to the wrong account. Because there was an attempt made Ms. Stewart suggests that we remove the lien fees from the account. Ms. Sokolowski asked for email from

the property owner asking for the removal of the lien fees for our records but the board agreed that the lien fees should be removed.

A motion was made by Mr. Bass, seconded by Mr. Ambler 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.

Mr. Clarke discussed the amendments to the Sunshine Act about meeting agendas.

A motion was made by Mr. Ambler, seconded by Mr. Bass 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 Submitted on March 28<sup>th</sup> and have been accepted by DEP
- Liner Phase 2 and 3 submitting final payment request but there is a repair that needs to be made, contractor is coming out to address the issues
- H2O Grant – waiting on actual contract but discussed the process of reimbursement and guidelines
- SORA West down to final punch list
- Echo Ridge provided updated cost this to send to Homeowner's Association
- 720 Spring Mill slope of the main does not meet requirements laterals may need to be replaced, properties are selling he Authority may need to take action before all the properties sell.

A motion was made by Mr. Bass, seconded by Mr. Ambler 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.

Mr. Wagner discussed the following matters:

- Repairs for Primary Vault Flood in the final stage putting the control panel in, hopefully done by end of next week.
- 24 stormwater calls all ended up well and accepting
- DEP Inspector asked if two new inspectors could have a tour of the plant
- Greenfest – two staff members and Tyler from HRG will be there for questions with handouts and coloring books for children

A motion was made by Mr. Ambler, seconded by Mr. Bass 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.

Mr. Ambler asked about the break in the main on March 14, 2024 in West Conshohocken, Ed stated we are contacting homeowners and checking on easements

A motion was made by Mr. Bass, seconded by Mr. Ambler 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

- Ed is answering questions for stormwater before they get Brent
- 2024 sludge removal is about 10 loads less than last year at this time
- Working to get our sludge down to a Class B for our permit and hiring someone to do a biosolids study
- Switch quarterly reading to actual quarter and how this would affect the billing

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

### **OLD BUSINESS**

503 Spring Mill Avenue – Lien Fees

Ms. Sokolowski stated that she reviewed the details that were submitted for last meeting, based on past practice and the responsibilities of being a homeowner and knowing what bills you have. The board has decided to decline the request at this time.

### **ADJOURNMENT:**

There being no further business to come before the Board, it was moved by Mr. Bass, seconded by Mr. Ambler, all voting "Aye" to adjourn the meeting. None opposed. Motion approved 3-0. Adjournment occurred at 7:40 PM.

Respectfully submitted,

Shannon Stewart