

BOROUGH OF CONSHOHOCKEN AUTHORITY
June 25, 2024 MEETING
6:33 PM

The Stated Meeting of the Board of Directors of the Borough of Conshohocken Authority (“BCA”) was held at the Authority’s office and via remote means using the Zoom platform on June 25, 2024. The meeting was called to order at 6:33 PM.

ROLL CALL:

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

EXECUTIVE SESSEION:

None.

PUBLIC COMMENT:

None.

INVITED GUEST(S):

Cathy Seiler from Brinker Simpson was invited to discuss the 2023 Audit with the Board Members. Ms. Seiler went through the audit report and governance letters with the Board.

A motion was made by Ms. Bertino, seconded by Mr. Ambler to approve the 2023 Financial Statement Audit. None opposed 5-0.

APPROVAL OF MINUTES:

A motion was made by Mr. Bass, seconded by Ms. Chhibber, all voting “Aye” to approve the May 28, 2024 meeting minutes. None opposed. Motion approved 5-0.

FINANCIAL REPORT:

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

A motion was made by Ms. Chhibber, seconded by Ms. Bertino to approve the bills in the amount of \$569,451.81. None opposed. Motion approved 5-0.

Penalty Reversal – 301 Washington Street

Ms. Stewart discussed that the customer mailed a check April 10, 2024 but the Authority never received the check. The customer always pays on time and is asking the Authority to remove the penalties on both accounts. The board asked that we suggest that the company utilize the online bill pay system instead of sending paper checks.

A motion was made by Mr. Bass, seconded by Ms. Chhibber to remove penalties in the amount of \$1,360.65 on account # 103098.01 and \$1,330.16 on account #103099.01. None opposed. Motion approved 5-0.

A motion was made by Mr. Ambler, seconded by Ms. Bertino to accept the Financial Report. None opposed. Motion approved 5-0.

NEW BUSINESS

SOLICITOR'S REPORT:

The Solicitor's report was reviewed and discussed with the Board Members.

Resolution – SORA West Reduction of Performance Security to Maintenance Security

A motion was made by Mr. Bass, seconded by Ms. Chhibber to approve the resolution authorizing reduction of performance security to satisfy maintenance security requirement and authorizing execution of a deed of dedication of sanitary sewer facilities for project know as "SORA West" (Developer: Keystone River Crossing First, LP and Keystone River Crossing Elm, LP) None opposed. Motion approved 5-0.

A motion was made by Mr. Ambler, seconded by Mr. Bass to accept the Solicitor's report. None opposed. Motion approved 5-0.

PLANT ENGINEER'S REPORT – EBERT ENGINEERING, INC.:

The Plant Engineer's Report was reviewed and discussed with the Board Members.

Payment Requests for Grant to CFA

Mr. Ebert discussed both payment requests with the Board.

A motion was made by Ms. Bertino, seconded by Ms. Chhibber to authorize the Vice Chair and the Executive Director to sign the payment request from for Grant Contract #C000074291 and Grant Contract #C000069831 and authorize the Engineer to submit the payment. None opposed. Motion approved 5-0.

A motion was made by Mr. Ambler, seconded by Ms., Chhibber to authorize the payment request for Grant Contract #C000074291 in the amount of \$127,037.19 and Grant Contract #C000069831 in the amount of \$72,200.34. None opposed. Motion approved 5-0.

Mr. Ebert discussed the following matters:

- Capital Budget – present to the Board in September
- SORA West – Completed punchlist
- 720 Spring Mill – The developer is replacing the sewer main to meet the requirements of the Authority

A motion was made by Ms. Bertino, seconded by Mr. Ambler to accept the Engineer's Report. None opposed. Motion approved 5-0.

OPERATIONS MANAGER'S REPORT:

The Operations Manager's Report was reviewed and discussed with the Board Members.

Mr. Wagner discussed the following matters:

- Conference in Oklahoma
- Conshohocken Fun Fest Application

A motion was made by Ms. Chhibber, seconded by Ms. Bertino to accept the Operations Manager's Report. None opposed. Motion approved 5-0.

COLLECTIONS & MAINTENANCE REPORTS:

The Collections & Maintenance Report was reviewed and discussed with the Board Members. There is no collection report this month it will be added to next months report.

A motion was made by Ms. Bertino, seconded by Mr. Ambler to accept the Collections & Maintenance Report. None opposed. Motion approved 5-0.

EXECUTIVE DIRECTOR'S REPORT:

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

Mr. Wagner discussed the following:

- Rate Analysis from PA Rural Water.

A motion was made by Mr. Ambler, seconded by Mr. Bass to accept the Interim Executive Director's Report. None opposed. Motion approved 5-0.

OLD BUSINESS

None.

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 5-0. Adjournment occurred at 7:49 PM.

Respectfully submitted,

Shannon Stewart