

BOROUGH OF CONSHOHOCKEN AUTHORITY
September 24, 2024 MEETING
6:31 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 September 24, 2024. The meeting was called to order at 6:31 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 Ms. Lauren Gallagher from Rudolph Clarke, LLC; Executive Director, Mr. Brent Wagner; Finance Director, Ms. Shannon Stewart, Operations Manager Mr. Ed Mongan, and Plant Engineer; Mr. Fred Ebert from Ebert Engineering, Inc. was absent.

EXECUTIVE SESSEION:

The Board Meet in Executive Session to discuss matters of personnel from 6:33 PM to 7:10 PM

PUBLIC COMMENT:

None.

INVITED GUEST(S):

None.

APPROVAL OF MINUTES:

A motion was made by Ms. Bertino, seconded by Ms. Chhibber, all voting “Aye” to approve the August 27, 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 Mr. Bass to approve the bills in the amount of \$277,356.47. None opposed. Motion approved 5-0.

2025 Minimum Municipal Obligation “MMO” for PMRS

Ms. Stewart and Mr. Clarke discussed the 2025 Minimum Municipal Obligation for the pension plan with PMRS for 2025.

A motion was made Ms. Chhibber, seconded by Ms. Bertino to approve a resolution establishing the Minimum Municipal Obligation (“MMO) for Pennsylvania Municipal Retirement System Pension Plan (46-060-8N) for Plan Year 2025. None opposed. Motion approved 5-0.

ACH Portal – Tompkins Community Bank

Ms. Stewart discussed the ACH Portal, signors for the ACH transactions, dual control, and dollar limit.

A motion was made by Mr. Ambler, seconded by Ms. Chhibber to approve a resolution authorizing the Executive Director to execute all necessary agreements and authorizations with Tompkins Financial to effectuate Automated Clearing House (“ACH”) payments, designating an administrator, and maintaining dual control functions for all ACH services.

Administrators/signors will be the Finance Director, Office Manager, Operations Manager and Executive Director, with a limit of \$350,000. None opposed. Motion approved 5-0.

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

Stormwater Rules and Regulations

The changes to the rules and regulations were discussed with the Board.

A motion was made by Ms. Chhibber, seconded by Ms. Bertino to approve a resolution adopting revisions to the Authority’s Rules and Regulations related to stormwater management. None opposed. Motion approved 5-0.

Sanitary Sewer Easement Agreement 401-433 Washington Street

A motion was made by Mr. Ambler, seconded by Ms. Bertino to approve the Sanitary Sewer Easement Agreement for project located at 401-433 Washing, West Conshohocken (Developer: KRE Acquisition Corporation). None opposed. Motion approved 5-0.

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

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

With the plant engineer absent the board decided to move the Engineer’s Report to next month.

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

OPERATIONS MANAGER’S REPORT:

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

Mr. Mongan discussed the following matters:

- Biannual Maintenance on the Electrical Substation completed
- Cleaning the A Train for RBC, put B Train for RBC’s online

- New Logo

A motion was made by Mr. Ambler, seconded by Mr. Bass to accept the Operations Manager's 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 matters:

- Sludge is way down from previous years
- Stormwater Presentation to Borough September 18, 2024
- Updating the Website
- Capital Plan was discussed with Plymouth Township

A motion was made by Mr. Bass, seconded by Ms. Bertino 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 Ms. Bertino, seconded by Mr. Ambler, all voting "Aye" to adjourn the meeting. None opposed. Motion approved 5-0. Adjournment occurred at 8:12 PM.

Respectfully submitted,

Shannon Stewart

