

**BOROUGH OF CONSHOHOCKEN AUTHORITY**  
**October 28, 2025 MEETING**  
**6:30 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 October 28, 2025. The meeting was called to order at 6:32 PM.

**ROLL CALL:**

Board members present were Chair, Ms. Tina Sokolowski; Vice Chair, Mr. George Bass; Secretary, Mr. Jack Ambler; Treasurer, Ms. Christine Bertino and Board Member, Aparna Chhibber. Also present were Solicitor Mr. Michael Clarke from Clarke Gallagher Barbiero Amuso & Glassman; Executive Director, Mr. Brent Wagner; and Plant Engineer; Mr. Fred Ebert from Ebert Engineering, Inc and Finance Director, Ms. Shannon Stewart.

**EXECUTIVE SESSION:**

None.

**PUBLIC COMMENT:**

None.

**INVITED GUEST(S):**

None.

**APPROVAL OF MINUTES:**

A motion was made by Mr. Ambler, seconded by Mr. Bass, all voting “Aye” to approve the September 23, 2025 meeting minutes. None opposed. Motion approved 5-0.

**FINANCIAL REPORT:**

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

Bills in the amount of \$116,320.15 were discussed with the board and approved with a roll call vote for October 2025. None opposed. Motion approved 5-0.

**September Billing Error**

The billing error that occurred with the September 2025 billing was discussed with the board and it was decided that the Authority would place a message on the December Bills about the error and handle issues on a case-by-case basis.

### 2024 IBX Rebate

Ms. Stewart discussed a rebate and premium refund from Independence Blue Cross for 2024.

Ms. Stewart recommended giving the employees their portion through payroll totaling \$20.43 to each employee.

A motion was made by Ms. Bertino, seconded by Ms. Chhibber to approve giving the employees their premium refund/rebate through payroll. None opposed. Motion approved 5-0.

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

## **NEW BUSINESS**

### **SOLICITORS REPORT:**

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

#### Contract for Professional Services – 127 E Elm Street

A motion was made Mr. Bass, seconded by Ms. Chhibber to approve the Contract for Professional Services Agreement for project located at 127E. Elm Street, Conshohocken (Developer: Cooper Winery, LLC). None opposed. Motion approved 5-0.

#### Contract for Professional Services – 201 W. 7<sup>th</sup> Avenue

A motion was made by Mr. Bass, seconded by Mr. Ambler to approve the Contract for Professional Services Agreement for project located at 201 W. 7<sup>th</sup> Avenue, Conshohocken (Developer: RG Restaurant Group, LLC). None opposed. Motion approved 5-0.

#### Contract for Professional Services – 541 E Hector Street

A motion was made by Mr. Ambler, seconded by Ms. Bertino, to approve the Contract for Professional Services Agreement for project located at 541 E. Hector Street, Conshohocken (Developer: Carriages of Conshohocken, LLC). None opposed. Motion approved 5-0.

#### 1300 Fayette Street (Plymouth Gardens) Easement

An easement located at 1300 Fayette Street Conshohocken was discussed with the Board.

A motion was made by Mr. Bass, seconded by Mr. Chhibber to approve the request to vacate the sanitary sewer easement on the property located at 1300 Fayette Street, Plymouth Township, known as Plymouth Gardens, and authorization for the Solicitor and Executive Director to prepare and execute all necessary paperwork associated with the request. None opposed. Motion approved 5-0.

A motion was made by Mr. Ambler, 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.

### **Contract 25-1 – Electrical Upgrade**

Mr. Ebert discussed the 30-day Responsible Contractor period is complete and would like to execute the contract with H.B. Frazer Company located in Phoenixville, PA.

A motion was made by Mr. Ambler, seconded by Mr. Bass to approve the award of Contract 25-1 to H.B. Frazer Company and sign and execute the Agreement. None opposed. Motion approved 5-0.

Mr. Ebert asked for authorization to issue the notice of award to H.B. Frazer Company transmitting the executed contract and authorization to issue the notice to proceed dated 10/28/2025.

Mr. Ebert discussed the construction schedule for the project with the board, with about a month and half for startup and testing.

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

## **OPERATIONS MANAGER'S REPORT/EXECUTIVE DIRECTOR'S REPORT:**

The Operations Manager's Report and Executive Director's Report were reviewed and discussed with the Board Members.

### **Stormwater Emergency – Poplar Street**

A situation on Poplar Street was brought to the Authority's attention, and the Engineer and Solicitor declared the project an emergency.

A motion was made by Mr. Ambler, seconded by Mr. Bass to approve the stormwater emergency. None opposed. Motion approved 5-0.

### **Camera Stuck in Drainage Pike at Sewer Plant**

The Authority staff was televising the drainage pipe at the sewer plant and the camera got stuck. The Engineer and Solicitor declared the situation an emergency, we are also checking with insurance to see if this would be an insurance claim..

A motion was made by Ms. Bertino, seconded by Ms. Chhibber to approve the drainage pipe emergency. None opposed. Motion approved 5-0.

Mr. Wagner discussed the following matters:

- Plant was in compliance
- Polymer System for the press failed, operating in hand mode. We will be designing and building a new polymer system in house



- Request for Proposals for Auditor, Solicitor and Engineer have been received and are being reviewed
- 2026 Budgets to be approved in November
- Suggested not having a December Meeting and ratifying the bills at the January meeting
- Installed wireless alarm system for Digester Building
- Repairing roof on Administrative Building in house

A motion was made by Mr. Bass, seconded by Ms. Bertino to approve the Operations Manager's Report and Executive Director's Report. None opposed. Motion approved 5-0.

**ADJOURNMENT:**

There being no further business to come before the Board, a motion was made by Ms. Bertino, seconded by Ms. Chhibber to adjourn the meeting at 7:44 PM. None opposed. Motion approved 5-0.

Respectfully submitted,

Shannon Stewart

