

**MINUTES OF THE
STATED MEETING
AUGUST 15, 2013**

The Stated Meeting of the Borough of Conshohocken Authority was held at the Authority Building on August 15, 2013 and called to order at 6:40 PM by Mr. Felix Raimondo. The Meeting was opened with the Pledge of Allegiance and an Invocation.

PRESENT WERE: Chairman-Mr. Felix Raimondo, Secretary- Mr. Mark Danek, Treasurer- Mrs. Carol Smith, Board Member- Mr. Matthew Kelly, Solicitor-Ms. Lauren Gallagher from Rudolph, Clarke & Kirk, LLC, Authority Director-Mr. David Busch & Office Administrator-Mrs. Lauri Halderson and Mrs. Gail Gordon from Keystone Alliance, Plant Manager-Mr. Stephen Clark, Plant Engineer- Mr. Fred Gerloff and Special Project Engineer, Mr. Michael McRee, CKS Engineering, Inc.

ROLL CALL: Mr. Raimondo, Ms. Smith, Mr. Danek, Mr. Kelly

PUBLIC COMMENT:

No public Present.

APPROVAL OF MINUTES:

The minutes of the July 19, 2013 meeting were reviewed.

A motion was made by Ms. Smith and second by Mr. Kelly to approve the July 19, 2013 meeting minutes.

ROLL CALL: Mr. Raimondo, Mrs. Wallace, Ms. Smith, Mr. Danek
Motion carried 4-0.

CONCORD PUBLIC FINANCIAL ADVISORS:

Chris Gibbons of Concord Public Financial Advisors (“Concord”) presented a proposal for the Re-Amortization of the existing Authority debt.

The Authority has determined approximately \$3,000,000 in excess reserves should be used to pay down the existing debt currently held by VIST Bank. Under the original financing, the Authority has the option of re-amortizing the existing principal if a lower principal amount will be drawn than what was amortized.

Concord examined the existing financing to determine alternatives for the Authority. Based on this examination, Vist Bank is offering the following new terms for the Vist Bank Loan;

1. Five Year Fixed Rate of 2.75%
2. After the 5th year, the interest rate cap will be lowered to 5.50%

When compared to the existing financing rates, the Authority will realize significant savings over the life of the loan.

A motion was made by Mr. Kelly and second by Mr. Danek to accept the proposed restructuring of the existing Vist Bank Loan.

ROLL CALL: Mr. Raimondo, Ms. Smith, Mr. Danek, Mr. Kelly
Motion carried 4-0.

FINANCIAL REPORT:

The vendor bill list was reviewed and discussed with the Board Members.

A motion was made by Ms. Smith and second by Mr. Danek to pay the bills in the amount of \$88,101.94.

ROLL CALL: Mr. Raimondo, Ms. Smith, Mr. Mullen, Mr. Danek
Motion carried 4-0.

The Financial Report was reviewed and discussed with the Board Members.

A motion was made by Mr. Kelly and second by Mr. Danek to approve the Financial Report.

ROLL CALL: All voted yes. Motion carried 4-0.

SOLICITORS REPORT:

Ms. Gallagher reviewed the Solicitor's written report.

A motion was made by Mr. Danek and second by Mr. Kelly to accept Solicitors Report.

ROLL CALL: All voted yes. Motion carried 4-0.

ENGINEER'S REPORT – REMINGTON, VERNICK & BEACH:

Mr. Fred Gerloff reviewed the engineer's written report.

Mr. Gerloff discussed the progress of the West 4th Avenue Project. The final paving is now complete. The expected completion date for the project is August 23, 2013. The contractor has submitted a second payment request in the amount of \$21,163.50.

A Motion was made by Mr. Danek and second by Mr. Kelly to pay the contractor in the amount of \$21,163.50.

ROLL CALL: Mr. Raimondo, , Ms. Smith, Mr. Danek, Mr. Kelly
Motion carried 4-0.

A motion was made by Mr. Danek and second by Mr. Kelly to accept Engineer's Report from Remington, Vernick & Beach.

ROLL CALL: All voted yes. Motion carried 4-0.

ENGINEER'S REPORT – CKS Engineers, Inc.:

Mr. Michael McRee reviewed the engineer's written report regarding the 2013 Sanitary Sewer Rehabilitation Project.

A motion was made by Mr. Kelly and second by Mr. Danek to authorize a Purchase Order for the engineering design cost for the 2013 Sanitary Sewer Rehabilitation Project in the amount of \$29,000.

ROLL CALL: Mr. Raimondo, , Ms. Smith, Mr. Danek, Mr. Kelly
Motion carried 4-0.

A motion was made by Ms. Smith and second by Mr. Danek to authorize a Purchase Order for the construction management and on-site observation costs for the 2013 Sanitary Sewer Rehabilitation Project in the amount of \$65,000.

ROLL CALL: Mr. Raimondo, , Ms. Smith, Mr. Danek, Mr. Kelly
Motion carried 4-0.

A motion was made by Mr. Danek and second by Mr. Kelly to authorize the Advertisement for public bids of the Internal Repair Cured in Place Pipe Lining. The bid opening will be prior to the Authority's September 2013 meeting.

ROLL CALL: Mr. Raimondo, , Ms. Smith, Mr. Danek, Mr. Kelly
Motion carried 4-0

A motion was made by Ms. Smith and second by Mr. Danek to accept Engineer's Report from CKS Engineers, Inc.

ROLL CALL: All voted yes. Motion carried 4-0.

DIRECTOR'S REPORT:

Mr. Busch reviewed his written report.

A motion was made by Mr. Kelly and second by Mr. Danek to approve the Authority Director's Report.

ROLL CALL: All voted yes. Motion carried 4-0.

PLANT MANAGER'S REPORT:

Mr. Clark discussed the written report.

Mr. Clark discussed the need for a new utility truck. The Authority received a check from the insurance company in the amount of \$1,786.44. The Board Authorized Mr. Clark to scrap the 1998 Dodge Truck. The insurance check and the proceeds from the scraped Truck will be used to offset the cost of the new truck.

A motion was made by Mr. Kelly and second by Ms. Smith to purchase a 2013 GMC Sierra Truck, via the Co-stars program, in the amount of \$24,435.

ROLL CALL: Mr. Raimondo, Ms. Smith, Mr. Danek, Mr. Kelly
Motion carried 4-0

A motion was made by Ms. Smith and second by Mr. Kelly to go into Executive Session.

ROLL CALL: All voted yes. Motion carried 4-0.

The Board came out of Executive session where they discussed matters of personnel. The Board authorized Mr. Clark to hire two new employees; one for the Collections system and one for the Utility position.

The Board discussed the possibility of the use of iPads for future meetings. This will reduce the cost for printing and delivery of board packets. The board requested a quote for iPads for the Board members for the September meeting.

A motion was made by Mr. Kelly and second by Mr. Danek or to accept the Plant Manager's Report.

ROLL CALL: All voted yes. Motion carried 4-0.

COLLECTIONS REPORT:

A motion was made by Mr. Danek and second by Mr. Kelly to accept the Collections Report.

ROLL CALL: All voted yes. Motion carried 4-0.

MAINTENANCE REPORT:

A motion was made by Mr. Danek and second by Ms. Smith to accept the Maintenance Report.

ROLL CALL: All voted yes. Motion carried 4-0.

A motion was made by Mr. Danek and second by Mr. Kelly to adjourn the meeting at 8:25 p.m.

ROLL CALL: All voted yes. Motion carried 4-0.

