

**Minutes of the 691st Meeting
of the Board of the
LEESPORT BOROUGH AUTHORITY**

April 22, 2024

The Board of the Leesport Borough Authority met at 10 E. Wall St., Leesport, Pennsylvania, on Tuesday, April 16, at 7 p.m. The meeting was called to order by Chairman Duane Knoll. Board Members Kim Cherry and Cody Madeira were present. Support staff present were Engineer H.David Miller, Solicitor Chris Hartman, and Business Manager Kim Naja. Christian Mease of Miller Environmental was also in attendance. The meeting began with the Pledge of Allegiance.

The 690th Minutes from the March meeting were approved with Garden Spot Pay Application number corrected.

VISITORS:

CORRESPONDENCE

BTMA Transmittal Form and Check for Aeration Project

PMAA Management Meeting Notices

MUNICIPALITY REPORTS

Leesport Borough & Borough Authority

K. Cherry motioned to approve payment of the month's bills, \$44,522.54, seconded by C. Madeira and passed unanimously.

Cyber Liability coverage has been added at a cost of \$1,810 per year.

Herbein + Co were in the first week of April to conduct their 2023 financial audit fieldwork.

AERATION PROJECT / Payments from Special Construction:

Garden Spot Electric Pay Application #5 Final

Payment Approval: \$13,913.74. C. Madeira motioned to approve payment, seconded by K. Cherry and passed unanimously.

Entech Engineering Invoice #89976

Payment Approval: C. Madeira motioned to approve payment to Entech of \$3,167.50, seconded by K. Cherry and passed unanimously.

ENGINEER'S REPORT

H.D. Miller reviewed the monthly engineering report. There was brief discussion regarding the collection of surcharges and tapping fees. The LBA does not receive any portion of tapping fees paid to Ontelaunee because Ontelaunee has paid for its reserved capacity in the plant. Surcharges collected by Ontelaunee are passed on to the LBA.

SOLICITOR

C. Hartman discussed what he perceived to be the reasoning behind Bern's installment payment. The payment requested of Bern in February, 2024 was based on the Aeration Project total prior to pay applications submitted later that month and beyond. It was agreed that if the full amount requested in

February was not received by June 18, 2024 then 6% of the additional project expenditures will be added to their amount due.

C. Madeira motioned to have Entech close out Project 4641.014, the Aeration Project, as of April 2024, seconded by K. Cherry and passed unanimously. HD Miller will provide C. Hartman and the LBA final Blooming Glen and Entech invoice amounts through April by week end. K. Naja will provide C. Hartman with the financial table updated to include these final amounts.

C. Hartman discussed the Epting project and the need for the lowest defensible number for volume of sewage to minimize pressure in LBA's sewer line. Metropolitan Group must use a flow design number both the LBA and Ontelaunee approve of. There was some discussion of possible line improvements under Rt. 61.

MILLER ENVIRONMENTAL REPORT

C. Mease reviewed the monthly report. He is still working at communications regarding utility water pump issues. DEP is aware of the pump issues as it has been reported. Also he has had some issues with SBR2 decant weir being stuck partially open.

The meeting adjourned at 7:50. Next meeting May 21, 2024.

LEESPORT AUTHORITY OPERATING EXPENDITURES

April 1 - 16, 2024

Date	Num	Memo	Account	Paid Amount
COMCAST				
04/16/2024		Business Internet 04/18-05/17	6395 · Telephone & Internet	401.25
Total COMCAST				401.25
CREATIVE PAYMENT SOLUTIONS				
04/16/2024		SPA0143. 3/1-3/31arbox	6272 · Accounting /Bank Fees	25.40
Total CREATIVE PAYMENT SOLUTIONS				25.40
ENTECH ENGINEERING, INC.				
04/16/2024		90000.CH942023	6267 · Chapter 94 Report	4,000.00
04/16/2024		90012.GIS/BOROlambobooklet	6269 · GIS Project	1,210.00
04/16/2024		90011.Bern&OntAgrmntActivities	6263 · NPDES Permit & Parameters (W...	845.00
Total ENTECH ENGINEERING, INC.				6,055.00
ENVIREP INC				
04/16/2024		76255.AnnualSvc/InfluentPS/g...	6303 · Building & Equipment	1,388.80
Total ENVIREP INC				1,388.80
FRONTIER				
04/16/2024		610 926 2060	6395 · Telephone & Internet	229.08
Total FRONTIER				229.08
HARTMAN, VALERIANO, MAGOVERN & LUTZ				
04/16/2024		5402.BERNcomms/ comm & M...	6271 · Legal Fees	450.00
Total HARTMAN, VALERIANO, MAGOVERN & LUTZ				450.00
MILLER ENVIRONMENTAL				
04/16/2024		110524240MAY	6100 · MILLER ENVIRONMENTAL (W...	26,369.36
04/16/2024		110524240.MainFee	6102.a · OPScontractMaintFee (Monthly...	833.33
Total MILLER ENVIRONMENTAL				27,202.69
MYERS & BELL INSURANCE				
04/01/2024		3998.CYBER GBSCY0291080...	6182 · Liability Insurance	1,810.00
04/16/2024		2024.Liab 4/1/24-3/31/25 1of4	6182 · Liability Insurance	5,498.00
Total MYERS & BELL INSURANCE				7,308.00
OFFICE BASICS INC				
04/16/2024		Copypaper/Envelopes#10/Key...	6253 · Office Supplies & Equipment	327.32
Total OFFICE BASICS INC				327.32
OFFICE SVCS KIM NAJA				
04/16/2024		032024.Banking,BillPayments/...	6255 · Office & Admin (Includes RR Re...	1,000.00
Total OFFICE SVCS KIM NAJA				1,000.00
SUBURBAN TESTING LABS				
04/16/2024		P4000895.BODTestingFarners...	6060 · Test Sampling or Chemicals (Infl...	135.00
Total SUBURBAN TESTING LABS				135.00
TOTAL				44,522.54

LEESPORT BOROUGH AUTHORITY	ACCOUNT SUMMARY				
	Opening	Deposits	Interest	Disbursements	3/31/24
Debt Service Reserve 1.1%(GOVT.Savings)	\$11,211.37		\$6.48		\$11,217.85
Operating 1.1%	\$425,879.48	\$110,366.25	\$286.91	(49,404.66)	\$487,127.98
Sewer Receipts 1.09%	\$155,664.53	\$71,236.46	\$96.36	(100,000.00)	\$126,997.35
Payroll 1.1%	\$1,508.31	\$0.00	\$0.77	(673.16)	\$835.92
Maintenance Reserve 0.03%	\$50,004.97		\$29.05		\$50,034.02
PLGIT	\$3,318.04		\$14.51		\$3,332.55
Special Construction 1.1%	\$159,358.69	\$0.00	\$254.82	(66,240.15)	\$93,373.36
			LBA OPERATIONS TOTAL		\$839,294.53
		TOTAL INTEREST	\$688.90	GRAND TOTAL	\$932,667.89

Comments:

Special Construction: Payment to Entech, Garden Spot Electric, Miller Environmental
 Sewer Receipts: Transfer to Operating

FDIC Insured CD's / FNC	Maturity	Earnings
3yr CD: Toyota Finl Savings Bnk 09/16/24 0.65%	\$75,000.00	Semi Annual Mar16 & Sep16
DREYFUS MM HOLDING ACCOUNT CD Earnings	\$84,748.86	
	\$159,748.86	