

**Minutes of the 700th Meeting
of the Board of the
LEESPORT BOROUGH AUTHORITY**

January 23, 2025

The Board of the Leesport Borough Authority met at 10 E. Wall St., Leesport, Pennsylvania, on Tuesday, January 21, at 7 p.m. The meeting was called to order by Vice Chairman Ron Kohler. Cody Madeira and newly appointed member Patrick O'Neill were present. Support staff present were Engineer H. David Miller, Solicitor Christopher Hartman, and Business Manager Kim Naja. Christian Mease of Miller Environmental was also in attendance. The meeting began with the Pledge of Allegiance.

The 699th Minutes from the December meeting were approved as written.

VISITORS:

CORRESPONDENCE

LBA	Ltr to Customer re: Credit Card Fees & Other Complaints
State Representative Weaknecht	Copy of Ltr re: LSA Grant Support
PMAA	Meeting Notices

MUNICIPALITY REPORTS

Leesport Borough & Borough Authority

C. Madeira motioned to approve payment of the month's bills, \$39,282.32, seconded by P. O'Neill and passed unanimously.

K. Naja noted that a Borough Council Member had received two shut off notices, had paid a partial payment in October on the first notice, but had made no further payments and was going to be shut off on January 28 if payment of the total balance was not received. She wanted the Board to be aware in the event the shut off actually occurred and they were questioned about it. The Board was in agreement with the shut off action if necessary.

K. Naja reported that Keith Biers of Myers & Bell Insurance had visited with Jon Zinn of ALERA Group to discuss the transition/merger of the insurance brokerages which would have no impact on the LBA's liability plan with Glatfelter. Rather than motion to accept the change this night the Board preferred to invite Mr. Zinn to its next meeting. C. Hartman felt it would be good for the LBA members to have the opportunity to ask any questions and better understand any other aspects offered by the new broker. Glatfelter Insurance had connected Myers & Bell with the LBA many years ago, upon request by the LBA for a liability insurance plan.

C. Madeira motioned to increase the Business Manager's compensation from \$1,000/month to \$1,200/month, as of January, 2025, seconded by P. O'Neill and passed unanimously.

ENGINEER'S REPORT

H.D. Miller reviewed the monthly report. Entech will be providing an initial written letter-report covering the WWTP inspection recently conducted.

Planning for the inflow and infiltration evaluation is underway. Regarding the LSA grant no construction related work can happen (to be covered by the grant) prior to the awarding of the grant.

C. Madeira motioned to approve the 2024 Chapter 94 Work Order, \$4,200, seconded by P. O'Neill and passed unanimously.

SOLICITOR

No word from BTMA regarding the draft agreement.

MILLER ENVIRONMENTAL

C. Mease reviewed the monthly report. During the week between Christmas and New Years the SBR 1 Decant Weir malfunctioned. A limit switch (on the decanter) and power cable have been ordered on the recommendation of Envirep. In the meantime, 2 submersible pumps were set up to move water out of SBR1 to SBR2 until the decanter is again operational.

GENERAL

C. Madeira discussed the fact that the Borough is in communication with Eschelmann related to modifying Water Street so it will intersect E. Wall St across from the LBA's driveway. Entering E. Wall St. from Water St. is difficult due to problems seeing over the rise in the road and the bridge. The sewer main is not associated with the current Water St. location and crosses the field on the eastern side of the property.

The meeting adjourned at 8:00. Next meeting February 18, 2025.

LEESPORT AUTHORITY

OPERATING EXPENDITURES

January 2025

Date	Num	Memo	Account	Paid Amount
COMCAST				
01/21/2025		Business Internet 01/18-02/17	6395 · Telephone & Internet	401.28
01/21/2025		Business Internet 01/18-02/17n...	6395 · Telephone & Internet	28.53
Total COMCAST				429.81
CREATIVE PAYMENT SOLUTIONS				
01/21/2025		SPA0152. 12/1-12/31arbox	6272 · Accounting /Bank Fees	25.60
Total CREATIVE PAYMENT SOLUTIONS				25.60
ENTECH ENGINEERING, INC.				
01/21/2025		94602.Mtgs, Comm	6264 · Operations & Assoc. Activities	250.00
01/21/2025		94603.WWTPreview	6264 · Operations & Assoc. Activities	495.00
01/21/2025		94604.BerksSoil&StoneConne...	6264 · Operations & Assoc. Activities	495.00
Total ENTECH ENGINEERING, INC.				1,240.00
ESRI				
01/21/2025		94877387.ARCGIS Renewal 2...	6259 · Dues,Rentals,Subscriptions	460.00
Total ESRI				460.00
FRONTIER				
01/21/2025		610 926 2060	6395 · Telephone & Internet	230.19
Total FRONTIER				230.19
HARTMAN, VALERIANO, MAGOVERN & LUTZ				
01/21/2025		7797.MtgsRelatedComm	6271 · Legal Fees	252.00
Total HARTMAN, VALERIANO, MAGOVERN & LUTZ				252.00
JONATHAN A HENNE PROPERTY SVCS				
01/21/2025		51.Plowing&SaltingWWTP12/1...	6303 · Building & Equipment	2,005.00
Total JONATHAN A HENNE PROPERTY SVCS				2,005.00
MILLER ENVIRONMENTAL				
01/21/2025		110225249.FEB	6100 · MILLER ENVIRONMENTAL (W...	27,028.59
01/21/2025		110225249..MaintFee	6102.a · OPScontractMaintFee (Monthly...	833.33
01/21/2025		111224247-A.Q2&Q32024	6060 · Test Sampling or Chemicals (Infl...	1,260.00
Total MILLER ENVIRONMENTAL				29,121.92
OFFICE BASICS INC				
01/21/2025		NamePlateNewMember	6253 · Office Supplies & Equipment	28.80
Total OFFICE BASICS INC				28.80
OFFICE SVCS KIM NAJA				
01/21/2025		012025.DECBanking/MeetingP...	6290 · Administrative Contract Service	1,000.00
Total OFFICE SVCS KIM NAJA				1,000.00
PMAA				
01/21/2025		2025 Active Dues	6259 · Dues,Rentals,Subscriptions	1,016.74
Total PMAA				1,016.74
SUBURBAN TESTING LABS				
01/21/2025		P5000079.BODTestingFarmers...	6060 · Test Sampling or Chemicals (Infl...	180.00
Total SUBURBAN TESTING LABS				180.00
WIND RIVER ENVIRONMENTAL				
01/21/2025		6714207.LeesportAveFlushing	6301 · Collection System	2,713.78

2:43 PM

01/20/25

LEESPORT AUTHORITY OPERATING EXPENDITURES

January 2025

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
01/21/2025		6713501.LeesportAveFlushing	6301 · Collection System	578.48
		Total WIND RIVER ENVIRONMENTAL		3,292.26
TOTAL				<u>39,282.32</u>

LEESPORT BOROUGH AUTHORITY

ACCOUNT SUMMARY

	Opening	Deposits	Interest	Disbursements	12/31/24
Debt Service Reserve 1.1%(GOVT.Savings)	\$11,297.14		\$7.11	(1,297.14)	\$10,007.11
Operating 1.1%	\$355,839.54	\$108,512.62	\$240.29	(40,074.14)	\$424,518.31
Sewer Receipts 1.09%	\$116,867.18	\$66,433.59	\$77.62	(100,000.00)	\$83,378.39
Payroll 1.1%	\$1,205.19	\$1,000.00	\$1.03	(154.50)	\$2,051.72
Maintenance Reserve 1.1%	\$50,379.50		\$30.90	(379.50)	\$50,030.90
PLGIT 4.3%	\$204,609.24		\$780.17		\$205,389.41
Special Construction 1.1%	\$0.01				\$0.01
				LBA OPERATIONS TOTAL	\$937,993.24
			TOTAL INTEREST	\$1,137.12	GRAND TOTAL
					\$937,993.25

Comments:

\$100,000 transferred to Operating from Sewer Receipts

\$379.50 transferred from Maintenance Reserve to Operating

\$1,297.14 transferred from Savings to Operating

FDIC Insured CD's / FNC

		Maturity	Earnings
1yr CD: Empower FCU 10/07/25 4.2%	\$55,000.00		
2yr CD: Goldman Sachs Bnk 07/03/26 4.25%	\$23,210.00	\$25,000.00	
1yrCD: Citibank Natl Bnk 06/25/2025 5.35%	\$84,000.00		
DREYFUS MM HOLDING ACCOUNT CD Earnings	\$407.40		
	\$162,617.40		