

**Minutes of the 694th Meeting
of the Board of the
LEESPORT BOROUGH AUTHORITY**

July 23, 2024

The Board of the Leesport Borough Authority met at 10 E. Wall St., Leesport, Pennsylvania, on Tuesday, July 16, at 7 p.m. The meeting was called to order by Chairman Duane Knoll. Board Members Ron Kohler, 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 693rd Minutes from the June meeting were approved as written.

VISITORS:

CORRESPONDENCE

Miller Environmental	Maintenance Reconciliation 6/1/23-5/31/24
PMAA	Annual Conference Delegate Procedures & Future Leaders Scholarship
Miele Group/ARM Group LLC	Sewer Planning Module Exemption/Peach st & Ashley Way

MUNICIPALITY REPORTS

Leesport Borough & Borough Authority

C. Madeira motioned to approve payment of the month's bills, \$51,873.20, seconded by K. Cherry and passed unanimously.

K. Naja discussed the 2023 Financial Report and Agreed Upon Procedures Report.

ENGINEER'S REPORT

H.D. Miller reviewed the monthly engineering report. Entech is working on the NPDES renewal. They are also in touch with Aqua Aerobics regarding some kind of reimbursement for the mixer motor. Work is ongoing to formalize the planned televising of the collection system. Current video records are now 10 years old.

SOLICITOR

BERN Draft Agreement: C. Hartman presented a listing of items he needed clarification on regarding certain economic issues. A brief discussion of fixed vs. variable costs ensued. It was agreed a specific proportion for Bern allows for 'predictability' in budgeting, so 6% could be used for budgeting purposes and then actual flow proportion would be applied after the fact at year end during the financial reconciliation, which is the practice already employed except with 7.61% used for budgeting purposes. Historical data supports the 6% proportion.

MILLER ENVIRONMENTAL

C. Mease reviewed the monthly report. The plant is running ok. He is still waiting on the relay switches, which are scheduled to ship 7/19; the decanter issues continue. It appears solids are reduced but he

wants more time to evaluate that. The DEP found no violations during their recent inspection.

The mixer motor was lifted out and it was determined that the electric cover and cable were loose (as supplied by the manufacturer). The motor itself was fine. The motor in #2 was also checked and the electric cover and cable were found to be in the same loose condition.

GENERAL

The meeting adjourned at 8:10. Next meeting August 20, 2024.

LEESPORT AUTHORITY

OPERATING EXPENDITURES

July 2024

Date	Num	Memo	Account	Paid Amount
COMCAST				
07/16/2024		Business Internet 07/18-08/17	6395 · Telephone & Internet	401.25
Total COMCAST				401.25
CREATIVE PAYMENT SOLUTIONS				
07/16/2024		SPA0146. 6/1-6/30arbox	6272 · Accounting /Bank Fees	25.30
Total CREATIVE PAYMENT SOLUTIONS				25.30
ENTECH ENGINEERING, INC.				
07/16/2024		91416.IPPadmin	6263.3 · HeadworksAnalytics&IPP	330.00
07/16/2024		91769.LeesportAveFlushing	6401 · Collection System Maint. Plan	1,072.50
07/16/2024		91768.WWTPmixermotorTroub...	6264 · Operations & Assoc. Activities	1,887.50
Total ENTECH ENGINEERING, INC.				3,290.00
FRONTIER				
07/16/2024		610 926 2060	6395 · Telephone & Internet	226.95
Total FRONTIER				226.95
GARDEN SPOT ELECTRIC				
07/16/2024		12033.Labor/troubleshooting	6303 · Building & Equipment	339.00
Total GARDEN SPOT ELECTRIC				339.00
HARTMAN, VALERIANO, MAGOVERN & LUTZ				
07/16/2024		6276.Seidelcomm,IMAbern,Mtgs	6271 · Legal Fees	938.00
Total HARTMAN, VALERIANO, MAGOVERN & LUTZ				938.00
HERBEIN+ CO				
07/16/2024		222269.2023Audit&AUP/Progr...	6272 · Accounting /Bank Fees	10,500.00
Total HERBEIN+ CO				10,500.00
LONGHORN LANDSCAPING				
07/16/2024		0724.Invoice.MowingContract/J...	6303 · Building & Equipment	150.00
Total LONGHORN LANDSCAPING				150.00
MILLER ENVIRONMENTAL				
07/16/2024		110824243.AUG	6100 · MILLER ENVIRONMENTAL (W...	27,028.59
07/16/2024		110824243.maintfee	6102.a · OPScontractMaintFee (Monthly...	833.33
Total MILLER ENVIRONMENTAL				27,861.92
OFFICE BASICS INC				
07/16/2024		HangingFolders&Pens	6253 · Office Supplies & Equipment	55.19
Total OFFICE BASICS INC				55.19
OFFICE SVCS KIM NAJA				
07/16/2024		072024.JuneBanking/MeetingP...	6255 · Office & Admin (Includes RR Re...	1,000.00
Total OFFICE SVCS KIM NAJA				1,000.00
PA DEP Ch302 Annual Fee				
07/16/2024		Ch 302 Annual Svc Fee	6312 · NPDES FEES (Permit Annual)	100.00
Total PA DEP Ch302 Annual Fee				100.00

LEESPORT AUTHORITY OPERATING EXPENDITURES

July 2024

Date	Num	Memo	Account	Paid Amount
SUBURBAN TESTING LABS				
07/16/2024	P4001613	BODTestingAmerico...	6060 · Test Sampling or Chemicals (Infl...	405.00
Total SUBURBAN TESTING LABS				405.00
SUMMIT VALLEY OUTDOOR SOLUTIONS				
07/16/2024	2624.409	LeesportAve	6301 · Collection System	3,704.91
Total SUMMIT VALLEY OUTDOOR SOLUTIONS				3,704.91
TOMPKINS VISA COMMUNITY C ARD				
07/16/2024	200	Forever Stamps	6252 · Postage	136.00
Total TOMPKINS VISA COMMUNITY C ARD				136.00
WIND RIVER ENVIRONMENTAL				
07/16/2024	6438114	LeesportAveFlushing	6301 · Collection System	1,750.02
07/16/2024	6438800	LeesportAveFlushing	6301 · Collection System	989.66
Total WIND RIVER ENVIRONMENTAL				2,739.68
TOTAL				<u>51,873.20</u>

LEESPORT BOROUGH AUTHORITY	ACCOUNT SUMMARY				
	Opening	Deposits	Interest	Disbursements	6/30/24
Debt Service Reserve 1.1%(GOVT.Savings)	\$11,238.42		\$10.14		\$11,248.56
Operating 1.1%	\$523,093.84	\$73,647.98	\$497.87	(84,152.15)	\$513,087.54
Sewer Receipts 1.09%	\$125,772.54	\$65,726.51	\$153.77		\$191,652.82
Payroll 1.1%	\$1,103.64	\$1,000.00	\$1.58	(286.93)	\$1,818.29
Maintenance Reserve 1.1%	\$41,073.02	\$9,050.03	\$40.07		\$50,163.12
PLGIT	\$3,361.26		\$14.21		\$3,375.47
Special Construction 1.1%	\$190.37	\$46,593.06	\$25.09	(46,783.43)	\$25.09
				LBA OPERATIONS TOTAL	\$933,488.52
			TOTAL INTEREST	\$742.73	GRAND TOTAL
					\$933,513.61

Comments:

Special Construction: Reimbursement to LBA Operations & Ontelaunee
 Maintenance Reserve: Reimbursement from Special Construction \$9,050.03

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
1yrCD: Citibank Natl 06/25/2025 5.35%	\$84,000.00	
DREYFUS MM HOLDING ACCOUNT CD Earnings	\$3,142.72	
	\$162,142.72	