

**Minutes of the 690th Meeting
of the Board of the
LEESPORT BOROUGH AUTHORITY**

March 25, 2024

The Board of the Leesport Borough Authority met at 10 E. Wall St., Leesport, Pennsylvania, on Tuesday, March 19, 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 689th Minutes from the February meeting were approved as written.

VISITORS: Andrew DiProspero, H.A.Thomson

CORRESPONDENCE

| | |
|----------------------------|---|
| DEP | Copy of Ltr to Kaplan Stewart re: Epting Tract Project Submission |
| Blooming Glen Change Order | Re: Valve Mast extensions |
| PMAA | Management Workshops |

MUNICIPALITY REPORTS

Leesport Borough & Borough Authority

C. Madeira motioned to approve payment of the month's bills, \$47,961.96, seconded by R. Kohler and passed unanimously.

K. Naja discussed the Quickbooks 24 subscription/annual renewal. This is not the same as Quickbooks Online, which Intuit is trying to get its customers to switch over to (and costs three times as much). Maintaining the subscription offers the LBA automatic online back up of company data, program support, and regular security updates.

Kim asked for the board's permission to set up an auto-payment out of the Maintenance Reserve fund which would also have the effect of creating activity in this account which is mostly dormant. Once the payment is made money will be transferred into it from the Operating account to reimburse. The Maintenance Reserve account (used to move CD payments) and the Clearing account (for credit card payments) are the only LBA accounts that have any active external internet exposure.

C. Madeira motioned for the Maintenance Reserve account to be used for the auto-renewal of the subscription and then reimbursed from the Operating account, seconded by K. Cherry and passed unanimously. This year's fee is \$349.99 and will be made on May 6, 2024.

Kim also discussed bank interest rates and her discussions with Tompkins Bank. Now that the Special Construction account will be empty an improved rate will be active in the Operating account which carries a larger balance. 1.1% will be that rate. Also, the LBA may want to consider moving some funds back into the PLGIT account which the LBA voted to move out of years ago. That account balance was drastically reduced but never closed out altogether, and is paying much better dividends now. The LBA's other Tompkins accounts with smaller balances are at 0.03% interest rates. Also, CD monies in the FNC account, if not needed for any Special Construction expense, will be available for reinvestment.

Andrew DiProspero attended the meeting at the request of Myers and Bell Insurance to discuss the PIRMA

program as an option to the LBA's current liability insurance with Glatfelter. PIRMA is a pool of Municipalities and Authorities who vote in board members to oversee its activities. Investments are reinvested in the pool and it is tax exempt. Its rates are significantly less than what the LBA is currently paying for liability insurance. If you leave the pool you are responsible for 100% of any open claim in existence while you were a member. An LBA resolution at a public meeting is required to join PIRMA.

The LBA was very interested but wanted more time and information from neighboring municipalities (which will be gathered) before making a decision. There are 26 entities in Berks County in this program. The LBA's current plan is due for renewal at month end. They agreed to maintain the Glatfelter contract for the coming year and will revisit this in the Fall of 2024.

R. Kohler motioned to keep Glatfelter Insurance and renew for \$21,922 annual plus add cyber-security coverage which is not part of the current plan, seconded by C. Madeira and passed unanimously.

AERATION PROJECT / Payments from Special Construction:

C. Madeira motioned to affirm the electronic vote approving the Blooming Glen Change Order 003, \$49,183.94, seconded by R. Kohler and passed unanimously.

Garden Spot Electric Pay Application #4

Payment Approval: \$57,541. R. Kohler motioned to approve payment, seconded by K. Cherry and passed unanimously.

Entech Engineering Invoice #89761

Payment Approval: C. Madeira motioned to approve payment to Entech of \$7,526.80, seconded by K. Cherry and passed unanimously.

Miller Environmental Aeration Manhours Invoice

Payment Approval : K. Cherry motioned to approve payment to Miller Environmental of \$1,262.35, seconded by R. Kohler and passed unanimously.

ENGINEER'S REPORT

H.D. Miller reviewed the monthly engineering report. Blooming Glen hopes to wrap up the valve masts by the end of March. The 2023 Chapter 94 report should be finished this week.

SOLICITOR

C. Hartman talked on the phone with BTMA solicitor Dan Becker. (A late afternoon email from Solicitor Becker to Chris was forwarded to the board members.) BTMA is subject to the current agreement but they don't seem to acknowledge it. R. Kohler noted that they need to make their payment, not a portion of their payment. D. Knoll reiterated that no payment by June, 2024 - legal proceedings must begin.

Entech is working on the Essig format for a Bern Draft Agreement.

MILLER ENVIRONMENTAL REPORT

C. Mease reviewed the monthly report. The hot water heater was replaced by UGI. He has been having issues getting Gayle Corporation response regarding the utility water pump questions. The new equipment is running fine. Some electrical issues with the fine screen and SBR1 waste pump, plus some foaming and filamentous issues, have been keeping him busy.

The meeting adjourned at 8:00. Next meeting April 16, 2024.

LEESPORT AUTHORITY

OPERATING EXPENDITURES

March 1 - 19, 2024

| Date | Num | Memo | Account | Paid Amount |
|---|-----|-----------------------------------|---|-------------|
| AQUA-AEROBICS | | | | |
| 03/19/2024 | | 1041053.ExplosionProofLimitS... | 6303 · Building & Equipment | 1,584.01 |
| Total AQUA-AEROBICS | | | | 1,584.01 |
| CNA SURETY | | | | |
| 03/19/2024 | | 69700591.KNajaBOND | 6180 · INSURANCE | 600.00 |
| Total CNA SURETY | | | | 600.00 |
| COMCAST | | | | |
| 03/19/2024 | | Business Internet 03/18-04/17 | 6395 · Telephone & Internet | 401.25 |
| Total COMCAST | | | | 401.25 |
| CREATIVE PAYMENT SOLUTIONS | | | | |
| 03/19/2024 | | SPA0142. 2/1-2/29arbox | 6272 · Accounting /Bank Fees | 29.80 |
| Total CREATIVE PAYMENT SOLUTIONS | | | | 29.80 |
| DELAWARE RIVER BASIN COMMISSION | | | | |
| 03/19/2024 | | 242281.Annual Monitoring Fee ... | 6312 · NPDES FEES (Permit Annual) | 749.00 |
| Total DELAWARE RIVER BASIN COMMISSION | | | | 749.00 |
| ENTECH ENGINEERING, INC. | | | | |
| 03/19/2024 | | 88582.CollSysActivitesIncludin... | 6268 · Collection System (Outside of W... | 1,110.00 |
| 03/19/2024 | | 88536.LBAmeetings | 6264 · Operations & Assoc. Activities | 660.00 |
| 03/19/2024 | | 88535..IMAdiscuss&Boroactivit... | 6264 · Operations & Assoc. Activities | 767.50 |
| Total ENTECH ENGINEERING, INC. | | | | 2,537.50 |
| Exeter Supply Company | | | | |
| 03/19/2024 | | 316326.50/50LBA/BOROHarm... | 5000 · Operations Purchase (Training, ... | 6,945.67 |
| Total Exeter Supply Company | | | | 6,945.67 |
| FRONTIER | | | | |
| 03/19/2024 | | 610 926 2060 | 6395 · Telephone & Internet | 228.54 |
| Total FRONTIER | | | | 228.54 |
| HARTMAN, VALERIANO, MAGOVERN & LUTZ | | | | |
| 03/19/2024 | | 5105.Comm, AERATNprojEMA... | 6271 · Legal Fees | 936.00 |
| Total HARTMAN, VALERIANO, MAGOVERN & LUTZ | | | | 936.00 |
| JONATHAN A HENNE PROPERTY SVCS | | | | |
| 03/19/2024 | | 466.Plowing&SaltingWWTP02/... | 6303 · Building & Equipment | 297.50 |
| Total JONATHAN A HENNE PROPERTY SVCS | | | | 297.50 |
| MILLER ENVIRONMENTAL | | | | |
| 03/19/2024 | | 110424239.APR | 6100 · MILLER ENVIRONMENTAL (W... | 26,369.36 |
| 03/19/2024 | | 110424239.MainFee | 6102.a · OPScontractMaintFee (Monthly... | 833.33 |
| Total MILLER ENVIRONMENTAL | | | | 27,202.69 |
| OFFICE SVCS KIM NAJA | | | | |
| 03/19/2024 | | 032024.Banking,BillPayments/... | 6255 · Office & Admin (Includes RR Re... | 1,000.00 |
| Total OFFICE SVCS KIM NAJA | | | | 1,000.00 |

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LEESPORT AUTHORITY OPERATING EXPENDITURES

March 1 - 19, 2024

| <u>Date</u> | <u>Num</u> | <u>Memo</u> | <u>Account</u> | <u>Paid Amount</u> |
|-------------|------------|--|-----------------------------------|--------------------|
| 03/19/2024 | | Reading & Northern Real Estate Co 52404.Bridge/Shackamaxon &... | 6259 · Dues,Rentals,Subscriptions | 1,030.00 |
| | | Total Reading & Northern Real Estate Co | | 1,030.00 |
| 03/19/2024 | | UGI HVAC SERVICES 240229-0504.Hot Water Heate... | 6303 · Building & Equipment | 4,420.00 |
| | | Total UGI HVAC SERVICES | | 4,420.00 |
| | | TOTAL | | <u>47,961.96</u> |

| LEESPORT BOROUGH AUTHORITY | ACCOUNT SUMMARY | | | | |
|---|------------------------|-----------------------|-----------------------------|----------------------|---------------------|
| | Opening | Deposits | Interest | Disbursements | 2/29/24 |
| Debt Service Reserve 0.02%(GOVT.Savings) | \$11,211.19 | | \$0.18 | | \$11,211.37 |
| Operating 0.04% | \$430,922.05 | \$51,124.60 | \$13.55 | (56,180.72) | \$425,879.48 |
| Sewer Receipts 0.034% | \$91,739.67 | \$64,136.74 | \$3.06 | (214.94) | \$155,664.53 |
| Payroll 0.02% | \$1,532.92 | \$0.00 | \$0.02 | (24.63) | \$1,508.31 |
| Maintenance Reserve 0.03% | \$50,003.78 | | \$1.19 | | \$50,004.97 |
| PLGIT | \$3,304.49 | | \$13.55 | | \$3,318.04 |
| Special Construction 2% | \$184,876.15 | \$0.00 | \$290.16 | (25,807.62) | \$159,358.69 |
| | | | LBA OPERATIONS TOTAL | | \$805,341.77 |
| | | TOTAL INTEREST | \$321.71 | GRAND TOTAL | \$964,700.46 |

Comments:

Special Construction: Payment to Entech
 Sewer Receipts: bad check

| 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 | \$82,755.07 | |
| | \$157,755.07 | |

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Accrual Basis

LEESPORT AUTHORITY
Aeration Project
March 2024

| Type | Date | N... | Memo | Name | Split | Amount |
|--|------------|------|----------------------------------|-----------------------|-------------|------------------|
| 6286 · AERATION CONSTRUCTION (Special Construction Funds) | | | | | | |
| Bill | 03/20/2024 | | PayApplication4 | GARDEN SPOT ELECTRIC | 2003 · A... | 57,451.00 |
| Bill | 03/20/2024 | | 89761.ConstObsCorres&Comm | ENTECH ENGINEERING... | 2003 · A... | 7,526.80 |
| Bill | 03/20/2024 | | 110224237-A.Construction Supp... | MILLER ENVIRONMENTAL | 2003 · A... | 1,262.35 |
| Total 6286 · AERATION CONSTRUCTION (Special Construction Funds) | | | | | | 66,240.15 |
| TOTAL | | | | | | 66,240.15 |