

**Minutes of the 673<sup>rd</sup> Meeting  
Of the Board of the  
LEESPORT BOROUGH AUTHORITY**

October 24, 2022

The Board of the Leesport Borough Authority met at 10 E. Wall St., Leesport, Pennsylvania on Thursday, October 20, at 7 pm. The meeting was called to order by Chairman Duane Knoll. Vice Chairman Jim Sweeney. Board Members Kim Cherry and Cody Madeira were also present. Support staff present were Engineer H. David Miller and Business Manager Kim Naja. Christian Mease of Miller Environmental was also in attendance. The meeting began with the Pledge of Allegiance.

The 672<sup>nd</sup> Minutes from the September meeting were approved as written.

**VISITORS:**

**CORRESPONDENCE**

|                      |   |
|----------------------|---|
| Foremost Insurance   | Notice re: rewrite to flood risk rating, WWTP Mechanical Building |
| Foremost Insurance   | Notice re: rewrite to flood risk rating, Garage                   |
| Miller Environmental | Ltr re: Sludge Hauling Summary support for Reconciliation Invoice |
| Entech               | Ltr of Transmittal re: Construction Drawings, Project Manual      |
| PMAA                 | Fall Meetings Notice  |
| PMAA                 | Notice re: 2023 Dues Increase                                     |
| Captain Clog         | Ltr re: Partnership with Wind River Environmental                 |

**MUNICIPALITY REPORTS**

Leesport Borough & Borough Authority

C. Madeira motioned to approve payment of the month's bills, \$78,011.65, from the Operating Account, seconded by J. Sweeney. The motion carried 4-0. K. Cherry motioned to approve payment of the Entech Aeration Construction invoice, \$5,027.50, from the Special Construction Account, seconded by J. Sweeney and passed unanimously.

The 2023 Budget was reviewed. The insurance budget was reduced to \$35,000. (The 2022 flood insurance was refunded in the amount of \$16,397, resulting in the expense for 2022 to be \$6,078.) J. Sweeney motioned to approve the 2023 Budget presented, seconded by C. Madeira. The motion carried 4-0.

K. Naja discussed the Budget vs. Actual report and the fact that the Aeration Project has been divided into two cost accounts, one pre-construction and one construction. This has been done to better segregate construction expenses (which will be applied to the ARP Grant) paid from the Special Construction Account. Pre-construction invoices were final design activities, including the bid process, and were paid out of the Operating account. (The Operating Account registers on the Budget vs. Actual report.)

The ARP Grant and Grant-related procedures were discussed. K. Naja has reached out to the County to obtain whatever written documentation is available covering reimbursement procedures the LBA will need to follow. Still waiting for this information, but Paul Essig was informed that LBA would make application to the County upon payment of project invoices. The BTMA solicitor has asked P. Essig if BTMA would be able to reduce their monetary requirement by their proportion of the total grant funds. The answer was no. The ARP Grant is not a \$415,000 lump sum advance to the LBA. It is the maximum amount of money

which will be disbursed to the LBA once proof of aeration project expenses has been provided to the County. Any reimbursement has to be based on the final cost of the project. LBA question: if BTMA does not want to pay its obligation how does LBA proceed? This is a question for the attorneys. There was general consensus that apparently BTMA is not interested in turning over the Stonehedge development in lieu of paying its proportionate share of the aeration project, so with that thought in mind J. Sweeney motioned to rescind D. Knoll's June, 2022 offer of LBA taking possession of the Stonehedge sewer system. The motion was seconded by C. Madeira and carried unanimously.

#### Bern TWP Report

Nothing further to discuss at this time.

#### Ontelaunee TWP Report

No report.

#### **ENGINEER'S REPORT**

H.D. Miller reviewed the engineering report.

A revised surcharge spreadsheet will be provided in the near future.

The Pre-Construction meeting was held at the plant on Monday, 10/17/22.

#### **MILLER ENVIRONMENTAL REPORT**

C. Mease reviewed the monthly report.

#### **SOLICITOR**

P. Essig was not in attendance this night.

#### **GENERAL**

The meeting adjourned at 7:30. The next meeting is November 17, 2022.

12:28 PM  
10/21/22

# LEESPORT AUTHORITY EXPENDITURES

October 2022

| Date       | Num                             | Memo                             | Account                                     | Paid Amount |
|------------|---------------------------------|----------------------------------|---|-------------|
| 10/20/2022 |                                 | AK Tax (LASH Tax)                |   |             |
|            | 2683.3rdQ22                     |                                  | 6272 · Accounting /Bank Fees                | 135.00      |
|            |                                 | Total AK Tax (LASH Tax)          |   | 135.00      |
| 10/20/2022 |                                 | CAPTAIN CLOG                     |   |             |
|            | 64673.JetMain@309ReeserSt       |                                  | 6301 · Collection System                    | 298.00      |
|            |                                 | Total CAPTAIN CLOG               |   | 298.00      |
| 10/20/2022 |                                 | COMCAST                          |   |             |
|            | Business Internet 1018-11/17    |                                  | 6395 · Telephone & Internet                 | 367.99      |
|            |                                 | Total COMCAST                    |   | 367.99      |
| 10/20/2022 |                                 | CREATIVE PAYMENT SOLUTIONS       |   |             |
|            | LSPA0125. 9/1-9/30arbox         |                                  | 6272 · Accounting /Bank Fees                | 25.00       |
|            |                                 | Total CREATIVE PAYMENT SOLUTIONS |   | 25.00       |
| 10/20/2022 |                                 | ENTECH ENGINEERING, INC.         |   |             |
|            | 80980.Mtgs etc                  |                                  | 6264 · Operations & Assoc. Activities       | 917.50      |
|            | 80980.CollSysLineMaint.         |                                  | 6401 · Collection System Maint. Plan        | 755.00      |
|            | 81153.IPP&PMPReport             |                                  | 6263.2 · PMP (PCB Monitoring Activities)    | 1,489.25    |
|            | 81302.ContractFinalization&Mtgs |                                  | 6286 · AERATION CONSTRUCTION (S...          | 4,035.00    |
|            | 81302.TempTreatment             |                                  | 6286.1 · AERATION TMP TREATMENT             | 992.50      |
|            |                                 | Total ENTECH ENGINEERING, INC.   |   | 8,189.25    |
| 10/20/2022 |                                 | FRONTIER                         |   |             |
|            | 610 926 2060                    |                                  | 6395 · Telephone & Internet                 | 189.77      |
|            |                                 | Total FRONTIER                   |   | 189.77      |
| 10/20/2022 |                                 | LONGHORN LANDSCAPING             |   |             |
|            | 0922.Invoice.MowingContract     |                                  | 6303 · Building & Equipment                 | 150.00      |
|            |                                 | Total LONGHORN LANDSCAPING       |   | 150.00      |
| 10/20/2022 |                                 | MILLER ENVIRONMENTAL             |   |             |
|            | 110922220_A.SludgeReconcili...  |                                  | 6100 · MILLER ENVIRONMENTAL (W...           | 31,294.41   |
|            | 111122222.NOV                   |                                  | 6100 · MILLER ENVIRONMENTAL (W...           | 24,051.93   |
|            |                                 | Total MILLER ENVIRONMENTAL       |   | 55,346.34   |
| 10/20/2022 |                                 | PHILADEPHIA MIXING SOLNS         |   |             |
|            | 130860.Gearbox & Shaft UEAJ...  |                                  | 6303 · Building & Equipment                 | 17,874.00   |
|            |                                 | Total PHILADEPHIA MIXING SOLNS   |   | 17,874.00   |
| 10/20/2022 |                                 | Reading Eagle                    |   |             |
|            | 1335357.2021FinancialAdverti... |                                  | 6251 · Advertising (bids, meeting notice... | 228.60      |
|            |                                 | Total Reading Eagle              |   | 228.60      |
| 10/20/2022 |                                 | SUBURBAN TESTING LABS            |   |             |
|            | P2002268.BODTesting/ps4&7,...   |                                  | 6060 · Test Sampling or Chemicals (Infl...  | 235.20      |
|            |                                 | Total SUBURBAN TESTING LABS      |   | 235.20      |
| TOTAL      |                                 |                                  | 0 · C                                       | 83,039.15   |

Aeration } 83,039.15 +  
 Project } - 5,027.50 -  
 -----  
 78,011.65G+

**LEESPORT BOROUGH AUTHORITY****ACCOUNT SUMMARY**

|   | Opening        | Deposits              | Interest       | Disbursements               | 9/30/22               |
|---|----------------|-----------------------|----------------|-----------------------------|-----------------------|
| <b>Debt Service Reserve</b> 0.02%(GOVT.Savings) | \$9,198.15     |                       | \$0.15         |                             | <b>\$9,198.30</b>     |
| <b>Operating</b> 0.04%                          | \$326,098.19   | \$50,931.00           | \$10.66        | (35,446.22)                 | <b>\$341,593.63</b>   |
| <b>Sewer Receipts</b> 0.034%                    | \$184,779.34   | \$71,953.71           | \$7.44         | (34,000.00)                 | <b>\$222,740.49</b>   |
| <b>Payroll</b> 0.02%                            | \$1,209.24     |                       | \$0.02         | (7.13)                      | <b>\$1,202.13</b>     |
| <b>Maintenance Reserve</b> 0.03%                | \$50,007.57    |                       | \$1.23         |                             | <b>\$50,008.80</b>    |
| <b>PLGIT</b>                                    | \$3,100.21     |                       | \$5.91         |                             | <b>\$3,106.12</b>     |
| <b>Special Construction</b> 0.04%               | \$1,536,186.11 |                       | \$50.50        |                             | <b>\$1,536,236.61</b> |
|   |                |                       |                | <b>LBA OPERATIONS TOTAL</b> | <b>\$784,628.45</b>   |
|   |                | <b>TOTAL INTEREST</b> | <b>\$75.91</b> | <b>GRAND TOTAL</b>          | <b>\$2,320,865.06</b> |

**Comments:**

Sewer Receipts: \$34,000 transferred 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 |
| 30 Mo CD HSBC BANK                            | 09/29/2023 0.5% | \$59,700.00         | <b>\$60,000.00</b>        |
| 11 Mo CD HSBC BANK                            | 06/29/2023 3.0% | \$19,650.00         | <b>\$20,000.00</b>        |
| <b>DREYFUS MM HOLDING ACCOUNT CD Earnings</b> |                 | \$2,428.98          |                           |
|   |                 | <b>\$156,778.98</b> |                           |