

**Minutes of the 696<sup>th</sup> Meeting  
of the Board of the  
LEESPORT BOROUGH AUTHORITY**

**September 25, 2024**

The Board of the Leesport Borough Authority met at 10 E. Wall St., Leesport, Pennsylvania, on Tuesday, September 17, 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 695<sup>th</sup> Minutes from the August meeting were approved as written.

**VISITORS:**

**CORRESPONDENCE**

Diversified Technology Ltr re: Programming Changes & Credit Card Processing Fee Increase  
Borough of Edinboro, PA Ltr re: Super Duty Crane Truck For Sale, 2012 Ford F-350

**MUNICIPALITY REPORTS**

**Leesport Borough & Borough Authority**

K. Cherry motioned to approve payment of the month's bills, \$42,248.33, seconded by C. Madeira and passed unanimously.

There was discussion about notifying credit card customers of the increase from \$3/transaction to 3% per transaction. A note will be included on the next sewer bill.

K. Naja presented the Draft 2025 Budget for review.

There was discussion of whether or not the LBA can purchase credit union CD's which are insured by the NCUA rather than the FDIC. C. Hartman was able to confirm that an Authority can purchase these. The only reason for the inquiry is that currently credit union CD's are paying a slightly higher interest rate over bank CD's.

There was also discussion about moving money back into the LBA's PLGIT accounts. K. Naja will look into the details of PLGIT current accounts and CD's.

K. Cherry is moving out of Leesport and therefore will be resigning from the LBA. D. Knoll thanked her for her service.

**ENGINEER'S REPORT**

H.D. Miller reviewed the monthly report. Brief discussion of the N Canal St line and some apparent compaction above it. The line is intact, but appears somewhat out of round.

Aqua Aerobics has put a reimbursement request through their accounting department to cover the Blooming Glen invoice to LBA noted last month for the mixer repair.

A preliminary walk-through was conducted at the WWTP. There is some serious corrosion in the wet well and on the catwalk support. Also clutter which needs to be removed. Further examination to follow, along with more detailed recommendations.

The McIntosh Farms II Phase 3 Exemption Application Mailer Certification Letter was signed off on by D. Knoll.

### **SOLICITOR**

**BERN Draft Agreement:** Entech is in agreement with the legal verbiage added regarding regulatory ordinances and enforcement. C. Madeira motioned to authorize C. Hartman to submit the draft to the BTM, seconded by R. Kohler and passed unanimously.

### **MILLER ENVIRONMENTAL**

C. Mease reviewed the monthly report. Lee Tree Service spent about four hours taking care of brush and tree limb removal. There is a 12 foot diameter around telephone lines which is the responsibility of the utility. C. Mease is awaiting the DEP inspection report from Adam Aponte.

### **GENERAL**

The meeting adjourned at 7:50. Next meeting October 15, 2024.

# LEESPORT AUTHORITY OPERATING EXPENDITURES

September 2024

Date	Num	Memo	Account	Paid Amount
09/17/2024		AQUAFLOW PUMP & SUPPLY CO Jones Stephens Vent/Cleanout...	6301 · Collection System	544.00
Total AQUAFLOW PUMP & SUPPLY CO				544.00
09/17/2024		COMCAST Business Internet 09/18-10/17	6395 · Telephone & Internet	401.27
Total COMCAST				401.27
09/17/2024		CREATIVE PAYMENT SOLUTIONS SPA0148. 8/1-8/31arbox	6272 · Accounting /Bank Fees	29.70
Total CREATIVE PAYMENT SOLUTIONS				29.70
09/17/2024		FRONTIER 610 926 2060	6395 · Telephone & Internet	229.16
Total FRONTIER				229.16
09/17/2024		HARTMAN, VALERIANO, MAGOVERN & LUTZ 6741.IMAbern,Mtgs	6271 · Legal Fees	1,458.50
09/23/2024		6741.IMAbern,Mtgs	6271 · Legal Fees	53.00
Total HARTMAN, VALERIANO, MAGOVERN & LUTZ				1,511.50
09/17/2024		LEE TREE CARE 2164.FallenTreeLimb& BrushR...	6303 · Building & Equipment	4,940.00
Total LEE TREE CARE				4,940.00
09/17/2024		MILLER ENVIRONMENTAL 111024245.OCT	6100 · MILLER ENVIRONMENTAL (W...	27,028.59
09/17/2024		111024245.maint	6102.a · OPScontractMaintFee (Monthly...	833.33
Total MILLER ENVIRONMENTAL				27,861.92
09/17/2024		MYERS & BELL INSURANCE 2024.Liab 4/1/24-3/31/25 3of4	6182 · Liability Insurance	5,498.00
Total MYERS & BELL INSURANCE				5,498.00
09/17/2024		OFFICE BASICS INC HP 85 Toner Cartridges	6253 · Office Supplies & Equipment	142.78
Total OFFICE BASICS INC				142.78
09/17/2024		OFFICE SVCS KIM NAJA 092024.AUGBanking/MeetingP...	6290 · Administrative Contract Service	1,000.00
Total OFFICE SVCS KIM NAJA				1,000.00
09/17/2024		SUBURBAN TESTING LABS P4002123.BODTestingPS4&7	6060 · Test Sampling or Chemicals (Infl...	90.00
Total SUBURBAN TESTING LABS				90.00
TOTAL				<u>42,248.33</u>

LEESPORT BOROUGH AUTHORITY	ACCOUNT SUMMARY				
	Opening	Deposits	Interest	Disbursements	8/31/24
<b>Debt Service Reserve</b> 1.1%(GOVT.Savings)	\$11,259.04		\$10.49		<b>\$11,269.53</b>
<b>Operating</b> 1.1%	\$460,622.26	\$58,010.81	\$435.47	(41,854.45)	<b>\$477,214.09</b>
<b>Sewer Receipts</b> 1.09%	\$209,507.42	\$67,565.08	\$230.56	(291.81)	<b>\$277,011.25</b>
<b>Payroll</b> 1.1%	\$1,132.82		\$1.03	(24.63)	<b>\$1,109.22</b>
<b>Maintenance Reserve</b> 1.1%	\$50,209.86		\$46.78		<b>\$50,256.64</b>
<b>PLGIT</b>	\$3,390.18		\$14.74		<b>\$3,404.92</b>
<b>Special Construction</b> 1.1%	\$0.01				<b>\$0.01</b>
			<b>LBA OPERATIONS TOTAL</b>		<b>\$982,408.37</b>
			TOTAL INTEREST	\$739.07	<b>GRAND TOTAL</b>
					<b>\$982,408.38</b>

**Comments:**

Sewer Receipts disbursement was a credit card adjustment to Water Dept, correction of posting error

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	
<b>DREYFUS MM HOLDING ACCOUNT CD Earnings</b>	\$3,142.72	
	<b>\$162,142.72</b>	