

**Minutes of the 689<sup>th</sup> Meeting  
of the Board of the  
LEESPORT BOROUGH AUTHORITY**

**February 26, 2024**

The Board of the Leesport Borough Authority met at 10 E. Wall St., Leesport, Pennsylvania, on Tuesday, February 20, at 7 p.m. The meeting was called to order by Chairman Duane Knoll. Board Members Ron Kohler 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 688<sup>th</sup> Minutes from the January meeting were approved as written.

**VISITORS:**

**CORRESPONDENCE**

|               |   |
|---------------|---|
| ENTECH        | Ltr re: Berks Soil & Stone / System Design Follow-up            |
| Tompkins Bank | Loan Statement 2023   |
| HVM&L         | Copy of Ltr to DEP, Tim Wagner, re: Metropolitan / Epting Tract |
| PMAA          | Board Member Training Notice                                    |

**MUNICIPALITY REPORTS**

**Leesport Borough & Borough Authority**

C. Madeira motioned to approve payment of the month's bills, \$57,627.22, seconded by R. Kohler and passed unanimously. K. Naja noted that this month's payment to Exeter Supply was for 50% of the invoice for Harmony meter reading software and training, approved by the Borough to upgrade the radio meter program. Also included in February were the flood insurance premiums and the Miller Environmental invoice for 2023 PCB required testing, \$7,500.

**AERATION PROJECT / Payments from Special Construction:**

R. Kohler motioned to affirm the electronic vote approving Garden Spot Change Order PCO#07, \$9,334.83, seconded by C. Madeira and passed unanimously.

**Entech Engineering Invoices #88664 and #89405**

Payment Approval: C. Madeira motioned to approve payment to Entech of \$25,807.62, seconded by R. Kohler and passed unanimously.

Blooming Glen and Garden Spot pay applications were not received in time for review before the February meeting. The balance of the County ARP Grant was received in late January, \$201,676.60.

**ENGINEER'S REPORT**

H.D. Miller reviewed the monthly engineering report. The Aeration Project is complete except for some minor punch list items and some site restoration work to be completed in the Spring.

**SOLICITOR**

Discussion revolved around draft intermunicipal agreements. D. Knoll noted that any new agreement will be written by the owner of the plant. He said he was in agreement with C. Hartman regarding his February 20 email to Dan Becker which states the LBA would accept \$92,593.06 as payment in full of BTMA's contribution to the Aeration Project.

C. Hartman acknowledged that the Bern draft agreement first offered (to be written) at the March, 2023 meeting of representatives from both LBA and BTMA had taken much longer than anticipated.

D. Knoll motioned to approve the LBA solicitor communicate with the BTMA solicitor as a follow up to the Feb 20 email that LBA's financial proposal of \$92,593.06 does not constitute LBA's acceptance of BTMA's draft agreement and that LBA will provide its own version, seconded by R. Kohler and passed unanimously.

D. Knoll motioned that the LBA has presented its final offer and that if payment is not received by June, or 120 days, the LBA will take legal action, seconded by C. Madeira and passed unanimously.

There was brief discussion of the Epting tract sewer planning module, the apartment complex is still in play. Whatever sewer limitations continue to exist would be related to Ontelaunee's own limitations. The flow rate from PS7 was reduced when Ontelaunee submitted to DEP for its new permit and the downstream sewer main capacity issue essentially went away because of that flow reduction.

#### MILLER ENVIRONMENTAL REPORT

C. Mease reviewed the monthly report. The plant is running well. The BloMag trailer has been removed and two tests have run done since going back to dual basin mode. There was one exception while in single basin mode, high fecal.

There have been problems with the utility water pump. Christian is in the process of getting quotes to compare repair with just purchasing a new pump.

#### GENERAL

There was brief discussion of what documentation the LBA has regarding the addition of storm water into the sanitary system. Borough ordinance 404 addresses the prohibition of stormwater into sump pumps but the LBA should have some documentation as well. K. Naja will search LBA's resolutions.

K. Naja also asked the LBA if it had interest in having an industrial building appraisal. This was something suggested by the Myers & Bell agent when discussing the LBA's liability insurance. There was no real agreement on this and Kim will inquire with the LBA's accountants.

The meeting adjourned at 8:25. Next meeting March 19, 2024.

# LEESPORT AUTHORITY

## OPERATING EXPENDITURES

February 1 - 20, 2024

| Date       | Num                             | Memo  | Account                                   | Paid Amount |
|------------|---------------------------------|---|---|-------------|
| 02/20/2024 |                                 | AK Tax (LASH Tax)                               |   |             |
|            | 1651.4thQTaxReports/payroll     |   | 6272 · Accounting /Bank Fees              | 280.00      |
|            |                                 | Total AK Tax (LASH Tax)                         |   | 280.00      |
| 02/20/2024 |                                 | COMCAST   |   |             |
|            | Business Internet 02/18-03/17   |   | 6395 · Telephone & Internet               | 401.25      |
|            |                                 | Total COMCAST                                   |   | 401.25      |
| 02/20/2024 |                                 | Commonwealth of Pennsylvania NPDES Permit       |   |             |
|            | 1344546.Annual Fee NPDES P...   |   | 6312 · NPDES FEES (Permit Annual)         | 1,000.00    |
|            |                                 | Total Commonwealth of Pennsylvania NPDES Permit |   | 1,000.00    |
| 02/20/2024 |                                 | CREATIVE PAYMENT SOLUTIONS                      |   |             |
|            | SPA0141. 1/1-1/31arbox          |   | 6272 · Accounting /Bank Fees              | 30.50       |
|            |                                 | Total CREATIVE PAYMENT SOLUTIONS                |   | 30.50       |
| 02/20/2024 |                                 | Diversified Technology (services)               |   |             |
|            | 23246.FEB24 SWR Bills           |   | 6244 · Sewer Billing                      | 663.05      |
|            |                                 | Total Diversified Technology (services)         |   | 663.05      |
| 02/20/2024 |                                 | ENTECH ENGINEERING, INC.                        |   |             |
|            | 89104.GIS/BOROMapsRequest       |   | 6268 · Collection System (Outside of W... | 965.00      |
|            | 89103.WWTPSupport               |   | 6264 · Operations & Assoc. Activities     | 485.00      |
|            | 89102.TMorganMtgs&Agreeme...    |   | 6264 · Operations & Assoc. Activities     | 2,009.40    |
|            | 88842.WWTPSupport               |   | 6264 · Operations & Assoc. Activities     | 3,875.00    |
|            | 88842.BerksSoli&StoneReviews    |   | 6268 · Collection System (Outside of W... | 1,863.75    |
|            |                                 | Total ENTECH ENGINEERING, INC.                  |   | 9,198.15    |
| 02/20/2024 |                                 | Exeter Supply Company                           |   |             |
|            | 317039.50/50LBA/BOROHarm...     |   | 5000 · Operations Purchase (Training, ... | 3,098.25    |
|            |                                 | Total Exeter Supply Company                     |   | 3,098.25    |
| 02/20/2024 |                                 | FRONTIER  |   |             |
|            | 610 926 2060                    |   | 6395 · Telephone & Internet               | 228.02      |
|            |                                 | Total FRONTIER                                  |   | 228.02      |
| 02/20/2024 |                                 | HARTMAN, VALERIANO, MAGOVERN & LUTZ             |   |             |
|            | 4868.Comm, AERATNprojEMA...     |   | 6271 · Legal Fees                         | 504.00      |
|            |                                 | Total HARTMAN, VALERIANO, MAGOVERN & LUTZ       |   | 504.00      |
| 02/20/2024 |                                 | JONATHAN A HENNE PROPERTY SVCS                  |   |             |
|            | 437.Plowing&SaltingWWTP02/...   |   | 6303 · Building & Equipment               | 762.50      |
|            |                                 | Total JONATHAN A HENNE PROPERTY SVCS            |   | 762.50      |
| 02/20/2024 |                                 | MILLER ENVIRONMENTAL                            |   |             |
|            | 110324238.FEB                   |   | 6100 · MILLER ENVIRONMENTAL (W...         | 26,369.36   |
|            | 110324238.MaintFee              |   | 6102.a · OPScontractMaintFee (Monthly...  | 833.33      |
|            | 110124236-A.PCB Annual Test...  |   | 6311 · NPDES TESTING (Permit Requir...    | 7,500.00    |
|            |                                 | Total MILLER ENVIRONMENTAL                      |   | 34,702.69   |
| 02/20/2024 |                                 | NEPTUNE FLOOD INC                               |   |             |
|            | ASR3551104.MECH BLDG 4/6...     |   | 6183 · Flood Insurance                    | 2,969.16    |
|            | TNF3551077.OfficeLAB 4/6/24-... |   | 6183 · Flood Insurance                    | 1,760.97    |
|            | ACT3550956.Garage 4/6/24-4/...  |   | 6183 · Flood Insurance                    | 892.68      |

# LEESPORT AUTHORITY OPERATING EXPENDITURES

February 1 - 20, 2024

| Date                                | Num | Memo   | Account                                  | Paid Amount      |
|-------------------------------------|-----|--|--|------------------|
| Total NEPTUNE FLOOD INC             |     |  |  | 5,622.81         |
| 02/20/2024                          |     | OFFICE SVCS KIM NAJA<br>022024.Comm,Banking,BillPay...   | 6255 · Office & Admin (Includes RR Re... | 1,000.00         |
| Total OFFICE SVCS KIM NAJA          |     |  |  | 1,000.00         |
| 02/20/2024                          |     | TOMPKINS VISA COMMUNITY C ARD<br>ForeverStampls/ Notices | 6253 · Office Supplies & Equipment       | 136.00           |
| Total TOMPKINS VISA COMMUNITY C ARD |     |  |  | 136.00           |
| TOTAL                               |     |  |  | <u>57,627.22</u> |

12:05 PM

03/18/24

Accrual Basis

**LEESPORT AUTHORITY**  
**Aeration Project**  
**February 2024**

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| Type   | Date       | N... | Memo                      | Name                  | Split       | Amount           |
|--|------------|------|---------------------------|-----------------------|-------------|------------------|
| <b>6286 · AERATION CONSTRUCTION (Special Construction Funds)</b> |            |      |                           |                       |             |                  |
| Bill   | 02/21/2024 |      | 88664.ConstObsCorres&Comm | ENTECH ENGINEERING... | 2003 · A... | 13,139.52        |
| Bill   | 02/21/2024 |      | 89405.ConstObsCorres&Comm | ENTECH ENGINEERING... | 2003 · A... | 12,668.10        |
| Total 6286 · AERATION CONSTRUCTION (Special Construction Funds)  |            |      |                           |                       |             | 25,807.62        |
| <b>TOTAL</b>   |            |      |                           |                       |             | <b>25,807.62</b> |

**LEESPORT BOROUGH AUTHORITY ACCOUNT SUMMARY**

|   | Opening      | Deposits              | Interest        | Disbursements               | 1/31/24             |
|---|--------------|-----------------------|-----------------|-----------------------------|---------------------|
| <b>Debt Service Reserve</b> 0.02%(GOVT.Savings) | \$11,211.00  |                       | \$0.19          |                             | <b>\$11,211.19</b>  |
| <b>Operating</b> 0.04%                          | \$457,119.29 | \$31,825.00           | \$14.94         | (58,037.18)                 | <b>\$430,922.05</b> |
| <b>Sewer Receipts</b> 0.034%                    | \$77,520.29  | \$14,374.86           | \$2.19          | (157.67)                    | <b>\$91,739.67</b>  |
| <b>Payroll</b> 0.02%                            | \$1,283.37   | \$1,100.00            | \$0.04          | (850.49)                    | <b>\$1,532.92</b>   |
| <b>Maintenance Reserve</b> 0.03%                | \$50,002.51  |                       | \$1.27          |                             | <b>\$50,003.78</b>  |
| <b>PLGIT</b>                                    | \$3,289.98   |                       | \$14.51         |                             | <b>\$3,304.49</b>   |
| <b>Special Construction 2%</b>                  | \$247,411.93 | \$226,676.60          | \$291.27        | (289,503.65)                | <b>\$184,876.15</b> |
|   |              |                       |                 | <b>LBA OPERATIONS TOTAL</b> | <b>\$746,469.17</b> |
|   |              | <b>TOTAL INTEREST</b> | <b>\$324.41</b> | <b>GRAND TOTAL</b>          | <b>\$931,345.32</b> |

**Comments:**

Special Construction: Payment to Blooming Glen, Garden Spot, WindRiverEnvironmental  
 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 |
| <b>DREYFUS MM HOLDING ACCOUNT CD Earnings</b>  | \$82,755.07         |                           |
|  | <b>\$157,755.07</b> |                           |