



DELAWARE COUNTY CONSERVATION DISTRICT

1521 N. Providence Road | Rose Tree Park – Hunt Club
Media, Pennsylvania 19063

(610) 892-9484 | delcocd.org

BOARD OF DIRECTORS

Cheryl Graff Tumola *Chairperson*
Raymond Iacobucci *Vice Chair*
Randy Bates *Secretary / Treasurer*
Elaine Schaefer *Council*
Wayne Megill, Jr.
Steve Linvill
Steven Beckley
Vincent Pennoni

BOARD OF DIRECTORS MEETING AGENDA

Tuesday, July 22, 2025 at 3:30 PM
Rose Tree Park – Hunt Club

CALL TO ORDER: Cheryl Graff Tumola, Chair

APPROVAL OF MINUTES: Approval of minutes from June 3rd, 2025

AUDIENCE COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS: PACD Monthly Report

MOTION REQUEST: To file the following bank statements for audit:

<i>Affiliate Fund Money Market</i> (5/30/2025).....	\$ 453,995.24
Checks in Excess of \$200.00 - (United Savings)	
1. 5/15/2025 – KPI Technologies, Inc.....	\$1,025.00
2. 5/5/2025 – Del. Co. Conservation District (ACAP Quarterly Transfer).....	\$4,465.92
3. 5/16/2025 – Chester County Conservation District (ACT Reimb.).....	\$1,170.93
4. 5/13/2025 – Treasurer of Delaware County (CDFAP Quarterly reimb.).....	\$46,031.28
5. 5/9/2025 – Delaware County Conservation District Petty Cash.....	\$1,000.00
6. 5/13/2025 – Treasurer of Delaware County (CDWS reimbs.).....	\$29,106.00
<i>Affiliate Fund Checking</i> (5/30/2025).....	\$ 5,339.54
Checks in Excess of \$200.00 – (United Savings)	
1. 5/6/2025 – Mark Samilenko (Envirothon first place).....	\$300.00
2. 5/6/2025 – Mark Samilenko (Envirothon first place).....	\$300.00
3. 5/12/2025 – Kelly’s Trophies.....	\$389.25
4. 5/12/2025 – Kelly’s Trophies.....	\$218.40
<i>Clean Water Fund Money Market</i> (5/30/2025).....	\$ 791,843.78
Checks in Excess of \$200.00 – (United Savings)	
1. None	
<i>Petty Cash Account Checking</i> (5/30/2025).....	\$ 1,953.97
Checks in Excess of \$200.00 – (United Savings)	
1. None	
<i>LVR Program</i> (5/30/2025).....	\$ 134,718.09
Checks in Excess of \$200.00 – (United Savings)	
1. None	
<i>ACAP Program</i> (5/30/2025).....	\$ 233,395.94
Checks in Excess of \$200.00 – (United Savings)	
1. 5/13/2025 – Treasurer of Delaware County (ACAP Admin).....	\$510.37
2. 5/16/2025 – Chester County Conservation District.....	\$4,504.28
TOTAL	\$ 1,621,246.56

- MOTION REQUEST:** To approve the following Emergency Review fees for deposit:
1. Palmers Mill Road SR 1022 A6608, Marple Township.....\$200.00
 2. Kedron Avenue Bridge, Ridley Township.....\$200.00
- MOTION REQUEST:** To issue payment to Your Office Connection in the amount of \$14,732.53 for office materials. Expense includes new furniture supplies and labor for removal and installation.
- MOTION REQUEST:** To issue final payment to Newtown Township in the amount of \$24,500 for completed LVR project at Glendale Road.
- MOTION REQUEST:** To issue payment to Bethel Township (Bird Town & Bee City Committee) for reimbursement of DCCD Mini-grant in the amount of \$478.08.
- MOTION REQUEST:** To approve payment to KDI, Inc. in the amount of \$18,657.29 for scanning services. 61 boxes of permit files were picked up in April 2025 and uploaded to Docuware.
- MOTION REQUEST:** To approve Delaware County’s Local ACAP policy revision addressing grantee payment schedule.
- MOTION REQUEST:** To issue payment to Lindsey’s Garden LLC in the amount of \$842.63 for high tunnel installation.
- MOTION REQUEST:** To reimburse Karen Wilwol for mileage and toll expenses in the amount of \$601.54. Expenses were incurred from May through July and include those from Joint Annual Conference.

OLD BUSINESS

1. Office renovations update – Karen Wilwol

NEW BUSINESS

1. Fee Schedule Review Process
2. PACD 3-year fee schedule
3. Lawn-to-Meadow Conversion updates
4. SPEED Program updates
5. Continuance of part-time plan reviewer position

REPORTS FROM COOPERATING AGENCIES

1. USDA NRCS – Wes Neal
2. DEP Field Representative – Shannon Davis

DISTRICT MANAGER'S REPORT: Karen Wilwol

CONSERVATION DISTRICT STAFF REPORTS

1. Michelle Wheeler, Permitting Manager
2. Carmen Swygart, Conservation Technician
3. Jordan Lambe, Conservation Technician
4. Stuart O’Riordan, Conservation Technician
5. Chris Cook, Watershed Specialist
6. Ed Magargee, Part-time Plan Reviewer

EROSION & SEDIMENT CONTROL PLAN REVIEWS

INDIVIDUAL REQUESTS FOR ASSISTANCE: None

NEXT MEETING: September 9, 2025

ADJOURNMENT: 4:30 PM