



**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, May 6, 2025 at 3:30 PM
Rose Tree Park – Hunt Club

CALL TO ORDER: Cheryl Graff Tumola, Chair

APPROVAL OF MINUTES: Approval of minutes from April 1, 2025

AUDIENCE COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS: PACD Monthly Report

MOTION REQUEST: To file all bank statements for audit:

Affiliate Fund Money Market (3/31/2025)..... **\$ 534,792.69**

Checks in Excess of \$200.00 - (United Savings)

1. 3/4/2025 – PACD Dues.....\$2,915.00
2. 3/4/2025 – Weeds, Inc.....\$800.00

Affiliate Fund Checking (3/31/2025)..... **\$ 7,000.91**

Checks in Excess of \$200.00 – (United Savings)

1. None

Clean Water Fund Money Market (3/31/2025)..... **\$ 786,779.05**

Checks in Excess of \$200.00 – (United Savings)

1. None

Petty Cash Account Checking (3/31/2025)..... **\$ 1,433.72**

Checks in Excess of \$200.00 – (United Savings)

1. None

LVR Program (3/31/2025)..... **\$ 134,707.01**

Checks in Excess of \$200.00 – (United Savings)

1. None

ACAP Program (3/31/2025)..... **\$ 233,925.14**

Checks in Excess of \$200.00 – (United Savings)

1. None

TOTAL **\$ 1,698,638.52**

MOTION REQUEST: To approve the following Emergency Review fees for deposit:
1. Dundale Parking Lot, Radnor Township.....\$800.00

MOTION REQUEST: To approve the following payments and transfers:

1. **\$1,170.93** to Chester County Conservation District for agricultural technical services
2. **\$4,504.28** to Chester County Conservation District for ACAP services
3. **\$1,025.00** to KPI Technologies, Inc. (DBA Media Copy) for printing of educational materials for Storm Drain Marker workshops
4. **\$4,465.92** from Affiliate Money Market to ACAP for quarterly replenishment
5. **\$510.37** from ACAP to Treasurer of Delaware County for DCCD Admin time
6. **\$46,031.28** from Affiliate Money Market to Treasurer of Delaware County for CDFAP Manager & Technician support
7. **\$29,106.00** from Affiliate Money Market to Treasurer of Delaware County for Watershed Specialist reimbursements
8. **\$1,000** from Affiliate Money Market to Petty Cash to replenish debit card

MOTION REQUEST: To approve Newtown Township's Low Volume Road amendment request of \$7,000.00 for a total grant amount of \$42,000.00

MOTION REQUEST: To approve expenses for Vince Pennoni's and Karen Wilwol's attendance at PACD's Joint Annual Conference, including \$350/each for registration and \$564/each for lodging, totaling approximately **\$1,830.00**.

MOTION REQUEST: To accept proposal from Your Office Connection in the amount of **\$14,024.53** for office renovations.
Proposal includes furniture removal and installation to convert main floor into four workstations and relocate District Manager's office to middle office. Your Office Connection is a COSTARS entity, and the plans have been reviewed and approved by County Parks and Facilities.

MOTION REQUEST: To approve purchase of additional Docuware licenses at a rate of \$751/license and 10 hours of support services at \$175/hour for approximately **\$7,050.00** in 2025.
This rate is broken down from a 15-user fee for combined licenses with Delaware County Planning Department. Conservation District requires 7 licenses.

OLD BUSINESS

1. Storm Drain Labeling Workshops – Chris Cook
2. Board vacancy update – Karen Wilwol

NEW BUSINESS

1. PACD Treasurer position – Vince Pennoni
2. DCCD Mini-Grant applications – Chris Cook
3. 2025 District budget – Karen Wilwol
4. 2025 Envirothon – Karen Wilwol

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: June 3, 2025

ADJOURNMENT: 4:30 PM