



**DELAWARE COUNTY
CONSERVATION DISTRICT**

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

(610) 892-9484 | delcoco.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, September 9, 2025 at 3:30 PM
Rose Tree Park – Hunt Club

CALL TO ORDER: Cheryl Graff Tumola, Chair

APPROVAL OF MINUTES: Approval of minutes from July 22, 2025

AUDIENCE COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS: PACD Monthly Report

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

<i>Affiliate Fund Money Market</i> (6/30/2025).....	\$ 580,809.00
Checks in Excess of \$200.00 - (United Savings)	
1. 6/17/2025 – Pannier Graphics.....	\$695.00
2. 6/17/2025 – KDI, Inc.....	\$27,648.96
<i>Affiliate Fund Checking</i> (6/30/2025).....	\$ 3,594.71
Checks in Excess of \$200.00 – (United Savings)	
1. 6/5/2025 – Jordan Lambe.....	\$638.25
2. 6/17/2025 – Stuart O’Riordan.....	\$510.60
<i>Clean Water Fund Money Market</i> (6/30/2025).....	\$ 794,473.32
Checks in Excess of \$200.00 – (United Savings)	
1. None	
<i>Petty Cash Account Checking</i> (6/30/2025).....	\$ 1,916.87
Checks in Excess of \$200.00 – (United Savings)	
1. None	
<i>LVR Program</i> (6/30/2025).....	\$ 134,723.81
Checks in Excess of \$200.00 – (United Savings)	
1. None	
<i>ACAP Program</i> (6/30/2025).....	\$ 233,405.99
Checks in Excess of \$200.00 – (United Savings)	
1. None	
<u>TOTAL</u>	<u>\$ 1,748,923.70</u>

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

<i>Affiliate Fund Money Market</i> (7/31/2025).....	\$ 548,736.73
Checks in Excess of \$200.00 - (United Savings)	
3. 7/30/2025 – Your Office Connection.....	\$14,732.53

4. 7/29/2025 – KDI, Inc.	\$18,657.29
5. 7/22/2025 – Karen Wilwol	\$601.54
Affiliate Fund Checking (7/31/2025)	\$ 926.23
Checks in Excess of \$200.00 – (United Savings)	
3. 7/1/2025 – PACD (K. Wilwol Conference Registration)	\$350.00
4. 7/1/2025 – PACD (V. Pennoni Conference Registration)	\$350.00
5. 7/7/2025 – Vince Pennoni (Conference Hotel)	\$375.18
6. 7/14/2025 – The Defender System	\$473.80
7. 7/29/2025 – Office Basics	\$415.02
8. 7/18/2025 – Karen Wilwol (Conference hotel & meal)	\$391.70
Clean Water Fund Money Market (7/31/2025)	\$ 797,111.59
Checks in Excess of \$200.00 – (United Savings)	
2. None	
Petty Cash Account Checking (7/31/2025)	\$ 1,719.78
Checks in Excess of \$200.00 – (United Savings)	
2. None	
LVR Program (7/31/2025)	\$ 134,729.53
Checks in Excess of \$200.00 – (United Savings)	
2. None	
ACAP Program (6/30/2025)	\$ 233,405.99
No activity in July	
TOTAL	\$ 1,716,629.85

MOTION REQUEST: To approve the following Emergency Review fees for deposit:

1. North Sycamore Ave., Upper Darby / Springfield \$200.00

MOTION REQUEST: To approve the following routine payments and transfers:

1. Transfer quarterly ACAP replenishment of \$17,403.00 from Affiliate Money Market to ACAP account
2. Transfer Watershed Specialist reimbursement of \$14,672.64 to Treasurer of Delaware County
3. Transfer \$877.68 from ACAP account to Treasurer of Delaware County for DCCD staff time
4. Reimburse Chester County Conservation District for quarterly ACAP services in the amount of \$17,996.23
5. Payment to KDI, Inc. for Annual Docuware Maintenance Agreement in the amount of \$5,280

MOTION REQUEST: To approve payment in the amount of \$825.00 to Pinelands Nursery for supplemental Rose Tree Park meadow plugs

MOTION REQUEST: To accept a special grant from the Delaware County Interactive Gaming Revenue Authority (DCIGRA) in the amount of \$12,500 for Countywide conservation project(s)

MOTION REQUEST: To authorize the submittal of the ACT program application for funding in the amount of \$3,750.00 for Agricultural Conservation Technician (Cooperative Agreement with Chester County Conservation District)

MOTION REQUEST: To accept quote for patching and painting office walls in the amount of \$3,014.98 from CertaPro Painters, a COSTARs contractor

OLD BUSINESS

1. Fee Schedule Review status
2. Lawn-to-Meadow Conversion updates
3. SPEED Program updates
4. Continuance of part-time plan reviewer position

NEW BUSINESS

1. Edgmont Township's Low Volume Road grant application
2. 2024 Audit – Engagement Letter from Christopher Reynolds
3. CDFAP / UGWF and State Budget status

REPORTS FROM COOPERATING AGENCIES

1. USDA NRCS – Wes Neal
2. DEP Field Representative – Shannon Davis (*resigned 9/5/2025*)

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: October 7, 2025

ADJOURNMENT: 4:30 PM