



DISTRICT BOARD MINUTES

January 11, 2010

**DELAWARE CO. CONSERVATION DISTRICT
ROSE TREE PARK - HUNT CLUB
1521 N. PROVIDENCE ROAD
MEDIA, PENNSYLVANIA 19063
(610) 892-9484**

The regular meeting of Delaware County Conservation District was held on Tuesday, January 11, 2011 at Rose Tree Park - Hunt Club.

The meeting was called to order by Chair person

Cheryl Graff Tumola at 3 PM. Directors present were: Robert W. Bernhardt, Randy Bates, Wayne Megill, Jr., Elaine Paul Schaefer, Ray Iacobucci and Joseph Fecondo. Others present were: Edward M. Magargee – District Manager, Michelle Ferri District Technician, Brian Vadino, Watershed Specialist. Also attending was Field Representative Linda Mackey.

Call to Order: Given by Chairperson – Cheryl Graff Tumola

Election of Officers for 2011 – Ed Magargee temporarily chaired the meeting for the purpose of soliciting nominations for District Chair for 2011.

Cheryl Graff Tumola was nominated by Ray Iacobucci, and seconded by Elaine Paul Schaefer. A motion to close the nomination was made by Robert Bernhardt, seconded by Randy Bates. Nominations were closed and a unanimous vote was cast for Cheryl Graff Tumola for Chair.

Cheryl Graff Tumola then nominated Robert Bernhardt for Vice Chair; the motion was seconded by Randy Bates. A motion to close the nomination was made by Elaine Paul Schaefer, seconded by Wayne Megill. Nominations were closed and a unanimous vote was cast for Robert Bernhardt for Vice Chair.

Cheryl Graff Tumola then requested nominations for Secretary / Treasurer. Ray Iacobucci nominated Frank McKee; the motion was seconded by Elaine Paul Schaefer. A motion to close the nomination was made by Elaine Paul Schaefer, seconded by Randy Bates. Nominations were closed and a unanimous vote was cast for Frank McKee for Secretary / Treasurer.

Approval of Minutes – On a Motion by Randy Bates and seconded by Robert Bernhardt the minutes of December 7, 2010 were voted upon and approved.

Audience Comments – Cheryl Graff Tumola brought up for discussion the news that the Pennsylvania Farm Bureau was part of a suit against the EPA regarding the Chesapeake TMDL Strategy. The issue was subject to significant discussion noting that Joseph Fecondo and Randy Bates were both Directors with Chester / Delaware County Farm Bureau. It was also noted that District Manager – Ed Magargee was also a member of Farm Bureau.

Correspondence & Announcements -

PACD – A copy of PACD Monthly report was included in the meeting packet.

Motion Request – To file all bank statements for audit. Motion was made by Randy Bates and seconded by Cheryl Graff Tumola and approved.

Southeast Pa. Assoc. of Conservation Districts Money Market (11/30/10).....	\$20,726.56
Checks in Excess of \$200.00 - None (United Savings)	
Affiliate Fund Money Market (11/30/10).....	\$105,255.15
Checks in Excess of \$200.00 - (United Savings)	
1. Brian Vadino, Tree Vitalize Smedley Park Advance Payments. \$2,013.74	
Affiliate Fund Checking (11/30/10).....	\$ 3,315.20
Checks in Excess of \$200.00 – (United Savings)	
1. Brian Vadino, Watershed Specialist Training State College. \$328.08	
2. Michelle Ferri, Chapter 102/105 Annual Training State College \$278.15	
Clean Water Fund Money Market (11/30/10).....	\$145,948.95
Checks in Excess of \$200.00 – None (United Savings)	
	Total: <u>\$ 275,245.86</u>

Motion Request – Payment of expenses for completed Tree Vitalize Project to project sponsors. All these projects have been completed, and funds have been received from the Tree Vitalize Program.

<u>1.</u> Natural Lands Trust	\$4,775.00	Hildacy Farm
<u>2.</u> CRC Watershed Assoc.	\$5,995.13	Ridley Creek State Park
<u>3.</u> CRC Watershed Assoc.	\$2,094.02	East Lake Park
<u>4.</u> CRC Watershed Assoc.	\$3,255.57	Lehigh Park
<u>5.</u> PA. Resources Council	\$2,799.65	PRC Meadow at Ridley Creek State Park *
<u>6.</u> Swarthmore College	\$10,285.88	Crum Woods Phase II

A motion was made by Cheryl Graff Tumola to make the above payments it was seconded by Robert Bernhardt and the motion was voted upon and approved without any negative votes or abstentions.

Motion Request – Approval of the following expenses for payment.

Watershed Specialist Grant Reimbursement to County	\$10,148.00
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A motion to transfer the Watershed Specialist funding to the Treasurer of Delaware County was made by Randy Bates and seconded by Robert Bernhardt. The motion was voted upon and approved without any negative votes or abstentions.

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Octoraro Native Plant Nursery.....\$ 2,490.00

A motion to pay the bill from Octoraro for the plant materials for the Smedley Park Tree Vitalize Project was made by Robert Bernhardt and seconded by Wayne Megill. The motion was voted upon and approved without any negative votes or abstentions

Motion Request – Action to adopt the required State Conservation Commission Investment Policy that we previously discussed at our June 2010, and December 2010 meetings. A motion to approve the policy with a 60 day compliance note was made by Joseph Fecondo, and seconded by Randy Bates. The motion was voted upon and approved without any negative votes or abstentions

Old Business

Fee for Services Increase – Approved by County Council and is now in effect. It was noted that we did not receive any positive or negative feedback during the approval process. It was noted that one minor glitch did occur. We had recommended that the per acre cost for project with more than 100 acres of disturbance increase to \$21.00 per acre. During the preparation of the final document the Solicitors Office did not make that minor revision, thus the per acre fee will remain at \$15.00.

2011 Annual Work Program - Ed Magargee stated that the draft document was distributed at the December meeting. He had not received any comments, but would like to postpone final action until some additional Strategic Planning discussions take place.

Staffing Issues Our Conservation District Technician vacancy has been approved to fill. We placed a Job Opening Announcement in the Daily Times that ran three times. The deadline for applications was December 31st. Copies of all the resumes submitted from applicants with Delaware County addresses were forwarded to Personnel for permission to conduct interviews. The Board was informed that a former Technician has applied for the position. Communication with the Personnel Department has been very difficult. In fact the Director of Personnel was one of the 250 people that accepted the retirement package I believe.

On December 21st I sent a memorandum to Marianne Grace concerning our Office Manager position attempting to justify filling this vacancy. I have not had any feedback to date. Some very good discussion was then undertaken for the potential use of technology to decrease manpower requirements. These concepts including filing plans electronically, even filing applications electronically. Currently we have an internet connection problem with the Court House, and sometimes our existing technology causes the need for additional manpower. Wayne Megill and Ray Iacobucci discussed these concepts which many required adoption at the State level due to our delegation agreements. Randy Bates mentioned his use of an integrated internet based communication service called Ring Central. It coordinates e-mail, fax, phone, voicemail, etc. and the cost is very reasonable. Randy provided Ed with the web address to investigate further.

New Business

Strategic Planning – Ed Magargee distributed a list of existing district programs he asked the Directors to review this information to determine whether or not they agree with the list, and further whether or not there were existing programs that should be eliminated. The next portion of the handouts dealt with the issue of Cooperating Agencies listing the agencies we currently consider as cooperating. Ed also did a very basic ranking of the level of Cooperation, and targeted three agencies where we felt improvements should occur. The final section dealt with Nominating Organizations which are very important to the long term operation of the Conservation District. We currently have 13 organizations on our approved list, but only 5 have submitted nominations within the past three years. We need to develop procedures to keep nominating organizations involved in our efforts. All directors were encouraged if they had contacts within these organizations to attempt to promote the Conservation District. We may need to make an effort to meet with these organizations. Elaine Paul Schaefer also asked about adding organizations to the list such as Natural Lands Trust. Ed basically discussed the State Conservation Commissions criteria, but noted that he would get additional information to Elaine. The board should review this list to determine whether any of the organizations are no longer active, and need to be recommended to the State Conservation Commission for removal. Also as Elaine suggested we should also always be looking for appropriate countywide organizations that would be beneficial additions to our list of nominating organizations.

Leadership Development Training and Resources Website. - <http://www.paleadership.org/>
Some of the discussions involved in strategic planning could benefit from the Directors taking the time to go through the training modules and quizzes on the above website. Linda presented a certificate for completion of this training to Ed Magargee one of the first individuals to complete all the quizzes successfully.

Construction Industry Award 2010 – It was agreed that if no projects seem to meet the standards for the award this year one should not be presented. The award however should not be discontinued, but acceptable projects will be evaluated for the award once again in 2011.

Distribution of Required Statement of Financial Interest – All Directors present were handed the required form to complete. A copy of the form will be mailed to Director Frank McKee who was not present.

Report from Cooperating Agencies – Linda Mackey, DEP Field Representative report is attached for review. Travis Thomason, USDA/NRCS report attached for review.

Conservation District Manager's Report & Staff Reports - Edward Magargee, Michelle Ferri submitted written reports detailing their activities for the past month. A complete copy of these reports will be attached to the official minutes. Brian Vadino Watershed Specialist written report is also attached.

Erosion & Sediment Control Plan Reviews - Attached

Individual Request for Assistance- None

Next Meeting: February 1, 2011

Adjournment- 4:30 PM