



AGENDA – June 6, 2023
DELAWARE COUNTY CONSERVATION DISTRICT
ROSE TREE PARK - HUNT CLUB
1521 N. PROVIDENCE ROAD
MEDIA, PA 19063

Meeting – June 6, 2023
Place - Rose Tree Park - Hunt Club
Time - 3:30 PM

Approval of Minutes – Approval of Minutes from May 2, 2023

Audience Comments

Call to Order: Cheryl Graff Tumola

Correspondence & Announcements - PACD Monthly Report

Motion Request – To file all bank statements for audit

I.	Affiliate Fund Money Market (4/28/23)	\$ 415,275.59
	Checks in Excess of \$200.00 - (United Savings)	
	1. 4/4 – Cargo Trailer Sales.....	\$3,613.26
	2. 4/4 – Transfer to Petty Cash.....	\$1,200.00
II.	Affiliate Fund Checking (4/28/23)	\$ 8,433.70
	Checks in Excess of \$200.00 – (United Savings)	
	1. 4/19 – Kelly’s Trophies - Envirothon.....	\$372.00
	2. 4/19 – C&M Sporting Goods – Envirothon.....	\$475.60
III.	Cleanwater Fund Money Market (4/28/23)	\$ 611,697.28
	Checks in Excess of \$200.00 – (United Savings) None	
IV.	Petty Cash Account Checking (4/28/23)	\$ 1,603.97
	Checks in Excess of \$200.00 – (United Savings)	
	1. 4/23 Invasive Species Training Watershed Spec....	\$497.00
V.	LVR Program (4/28/23)	\$ 123,289.41
	Checks in Excess of \$200.00 – (United Savings) None	
	Total	\$ 1,160,299.80

Motion Request – To file all bank statements for audit for the Month of March as provided in last months agenda.

Emergency Reviews: Motion to approve for deposit the following Emergency Review Fees.

March Emergency Reviews:

1. Delaware County Field and Stream Lead Reclamation, Middletown.....	\$1,600.00
2. St. Honore', Radnor.....	\$ 600.00
3. 2850 & 2860 Cedar Grove Road, Marple.....	\$ 550.00
4. Milan & Anisha Zalavadia, Concord.....	\$1,100.00
5. Glenwood Elementary New Parking, Middletown.....	\$ 800.00
6. 7517.10-Providence Rd-A58918, Morton.....	\$ 200.00
7. Independence Towns, Bethel.....	\$ 200.00
Total	\$5,050.00

Motion Request: Approval of a proposal of \$58,847.00 with IMR Digital – KDI. These funds are from the Conservation District Allocation Program – Administrative Assistance Grant. Funds have already provided to us. Delaware County I.T. Department has approved, Central Purchasing has signed off, and County Council has approved the proposal.

Motion Request : Approval to purchase software DocuWare as part of proposal with IMR Digital – KDI for 5 copies, and 50 GB Cloud Storage for an annual cost of \$4,968.00. If approved also requesting a check in this amount.

Motion Request : Approval of additional services from IMR Digital – KDI to develop a Electronic Plan / Permit Submission process using DocuWare Software for \$3,600.00.

Motion Request: Approval of a check for \$509.08 to reimburse Ed Magargee for expenses related to improvements to the UTV Trailer...Mounted Toolbox, Mounted Spare Tire, Wheel Chocks, etc.

Motion Request: Request a motion to approve ordering of an office workstation for Michelle Wheeler to convert our small meeting room into her office. The proposal from Your Office Connection includes installation, and they are a Co-stars dealer. The estimate is for \$1,957.32.

Motion Request: Request a motion for payment to Edgmont Township for completion of Low Volume Road Project. \$4,061.55

Motion Request: Request a motion for payment of previously approved Mini-Grant to North American Land Trust for \$500.00

Old Business

1. ATV / UTV purchase Update – Trailer
2. Scanning Permit Files and Electronic Permit Submission Proposal.
3. Envirothon – Update
4. Summer Intern – Update
5. Agricultural Conservation Assistance Program (ACAP) Update – Karen Wilwol
6. Keystone 10 Million Trees – Tree Distribution – Karen Wilwol

New Business

1. Investing our Reserve Funds in PLIGIT - Pennsylvania Local Government Investment Trust. Current 7 day average yield as of 6/2/23 is 4.89%
2. Memorandum of Understanding with County Council
3. Agricultural Conservation Assistance Program – LVR Payment – Policies and Ranking Form – Karen Wilwol.
4. Parks & Recreation’s Urban Forestry Grant – Karen Wilwol.

Report from Cooperating Agencies - USDA/NRCS – Beth Sassaman, DEP Field Representative – Shannon Davis.

Conservation District Manager's Report - Edward M. Magargee

Conservation District Staff Reports - Michelle Wheeler - Conservation District Technician, Ari Milillo – Conservation District Technician, Carmen Swygart, and Karen Wilwol - Watershed Specialist

Erosion & Sediment Control Plan Reviews

Individual Requests for Assistance – None

Next Meeting – July 25, 2023 Note : I will not be in attendance due to a scheduled Medical Test.

Adjournment - 4:30 PM