



AGENDA – September 12, 2023
DELAWARE COUNTY CONSERVATION DISTRICT
ROSE TREE PARK - HUNT CLUB
1521 N. PROVIDENCE ROAD
MEDIA, PA 19063

Meeting – September 12, 2023
Place - Rose Tree Park - Hunt Club
Time - 3:30 PM

Approval of Minutes – Approval of Minutes from July 25, 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 (8/31/23)	\$ 547,910.41
Checks in Excess of \$200.00 - (United Savings)	
1. None	
II. Affiliate Fund Checking (8/31/23)	\$ 29,771.47
Checks in Excess of \$200.00 – (United Savings)	
1. 7/24 – C.R.C. Watersheds, Mini-Grant.....	\$500.00
III. Cleanwater Fund Money Market (8/31/23)	\$ 637,524.65
Checks in Excess of \$200.00 – (United Savings)	
1. None	
IV. Petty Cash Account Checking (8/31/23)	\$ 1,009.87
Checks in Excess of \$200.00 – (United Savings)	
1. None	
V. LVR Program (8/31/23)	\$ 119,459.59
Checks in Excess of \$200.00 – (United Savings)	
1. None	
Total	\$ 1,335,675.80

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

July & August Emergency Reviews:

1. PECO McDade Substation FEP, Glenolden.....	\$700.00
2. W. Possum Hollow Road, Nether Providence.....	\$200.00
3. Idlewood Circle/W. Lincoln St., Upper Providence.....	\$200.00
4. Belmont III, Bethel.....	\$1,100.00
5. Philadelphia Meeting Room/Meeting Hall, Middletown...	\$1,000.00
6. Upper Chichester High School, Upper Chichester.....	<u>\$1,700.00</u>
	\$4,900.00

Motion Request: To transfer \$50,000.00 from our Affiliate Membership Money Market and to establish a new bank Account for the ACAP Program. These funds were direct deposited into the one account that we have approved for this purpose. This action will place the funds in the correct account.

Motion Request: To revise our contract with IMR Digital to split into two separate contracts. One contract currently in progress for \$35,268.32 to scan our boxes of permit files into DocuWare, and shredding and recycling paper copies. Postponing the scanning of our Erosion and Sediment Control files currently contained in our filing cabinets to be completed in State Fiscal Year 2023 /2024 for approximately \$23,578.88.

Motion Request: To establish two account with PLGIT one for the Cleanwater Fund with \$400,000.00 , and the other for the Affiliate Fund with \$200,000.00. PLGIT-Class SharesSM, a flexible option which requires no minimum balance, no minimum initial investment, and a one day minimum investment period. Dividends are paid monthly. Current yield as of 9/7/23 is 5.14%.

Motion Request: To transfer \$39,007.50 from the Affiliate Membership Money Market to the Treasurer of Delaware County (Soil Conservation Revenue). CDFAP reimb.

Motion Request : To transfer \$21,919.50 from Affiliate Membership Money Market to the Treasurer of Delaware County (Soil Conservation Revenue). CDFAP Reimb.

Motion Request : To transfer \$15,797.20 from Affiliate Membership Money Market to the Treasurer of Delaware County (Soil Conservation Revenue). Watershed Specialist Reimb.

Motion Request : To transfer \$9,369.95 from Affiliate Membership Money Market to the Treasurer of Delaware County (Soil Conservation Revenue). Watershed Specialist Reimb.

Motion Request : To pay Newlin Grist Mill \$500.00 for reimbursement for a completed Mini-grant.

Motion Request : To transfer \$15,797.20 from Affiliate Membership Money Market to the Treasurer of Delaware County (Soil Conservation Revenue). Watershed Specialist Reimb.

Motion Request : To purchase 4 - Apple I-Pads with cases, screen protectors, and extended 2 year maintenance agreement for \$1,196.62 each for a total of \$4,786.48. These will be ordered through County I.T., and we will reimburse the County from the Cleanwater Fund for three and the Low Volume Road Program for the other one.

Old Business

1. Scanning Permit Files and Electronic Permit Submission Proposal.
2. Agricultural Conservation Assistance Program (ACAP) Update – Karen Wilwol
3. Memorandum of Understanding with County Council
 - a. Replacement Process for Conservation District Manager
4. 2022 Audit – Engagement Letter approved with Christopher Reynolds.

New Business

1. Low Volume Road – QAB Recommendations

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 – October 3, 2023

Adjournment - 4:30 PM