



**AGENDA – November 14, 2023**  
**DELAWARE COUNTY CONSERVATION DISTRICT**  
**ROSE TREE PARK - HUNT CLUB**  
**1521 N. PROVIDENCE ROAD**  
**MEDIA, PA 19063**

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**Meeting** – November 14, 2023  
**Place** - Rose Tree Park - Hunt Club  
**Time** - 3:30 PM

**Approval of Minutes** – Approval of Minutes from October 3, 2023

**Audience Comments**

**Call to Order:** Cheryl Graff Tumola

**Correspondence & Announcements** - PACD Monthly Report

**Motion Request** – To file all bank statements for audit

<b>I. Affiliate Fund Money Market (9/29/23)</b> .....	\$ 452,824.91
Checks in Excess of \$200.00 - (United Savings)	
1. 9/13 – Transfer ACAP Funds to new Account....	\$ 50,000.00
2. 9/14 – Treasurer of Del. Co. Watershed Spec.....	\$ 4,525.00
3. 9/14 – Treasurer of Del. Co. Watershed Spec.....	\$ 9,369.95
4. 9/14 – Treasurer of Del. Co. Watershed Spec.....	\$ 15,557.85
5. 9/14 – Treasurer of Del. Co. CDFAP Reimb. ....	\$ 21,919.50
6. 9/18 – Treasurer of Del. Co. CDFAP Reimb. ....	\$ 39,007.50
<b>II. Affiliate Fund Checking (9/29/23)</b> .....	\$ 27,923.98
Checks in Excess of \$200.00 – (United Savings)	
1. 9/26 – Newlin Grist Mill, Mini-Grant.....	\$ 500.00
2. 9/19 – Beucler Kelly & Irwin, Accounting.....	\$ 1,100.00
<b>III. Cleanwater Fund Money Market (9/29/23)</b> .....	\$ 638,864.33
Checks in Excess of \$200.00 – (United Savings)	
1. None	
<b>IV. Petty Cash Account Checking (9/29/23)</b> .....	\$ 904.72
Checks in Excess of \$200.00 – (United Savings)	
1. None	

V. <b>LVR Program (9/29/23)</b> .....	\$ 119,464.34
Checks in Excess of \$200.00 – (United Savings)	
1. None	
VI. <b>ACAP Program (9/29/23)</b> – (United Savings).....	\$ 50,001.18
	Total
	<u>\$ 1,289,983.30</u>

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

**October Emergency Reviews:**

Dominic Abate, Upper Providence..... \$700.00

**Motion Request:** Approval of 2022 Audit as prepared by Christopher Reynolds, and file as required with County and State.

**Motion Request:** Transfer \$43,169.50 from Affiliate Money Market to LVR Account to address direct deposit from State.

**Motion Request:** Transfer \$1,655.94 from Affiliate Money Marker to LVR Account to address direct deposit from State.

**Motion Request:** Approval of ACT Technician Invoice payment from Chester County for 4/1/23 – 6/30/23 for a total of \$1,162.84

**REVISED Motion Request:** Approval of ACT Technician Invoice from Chester County was combined with ACAP Invoice we have a total bill of \$8,511.22. **Note the correct amount will be reimbursed from ACAP account once we negotiate the payment between the two programs.**

**Motion Request:** To approve reimbursement for completion of DCNR Riparian Buffer Project Thompson & Ottemiller after final inspections and verification. Total Check to LandStudies \$15,975.00

**NEW Motion Request:** To pay partial invoice to IMR Digital for Scanning of Permit Files for \$12,107.68

**NEW Motion Request:** To transfer \$1,000.00 from Affiliate Checking to reimburse Petty Cash.

**NEW Motion Request:** To reimburse County for 4 – Apple I-Pads purchased by the I.T. Department on our behalf. \$4,225.60 Check made payable to Treasurer of Delaware County and delivered to John Becht – I.T. Department for depositing

**Old Business**

1. Scanning Permit Files and Electronic Permit Submission Proposal
2. Agricultural Conservation Assistance Program (ACAP) Update – Karen Wilwol
3. Replacement Process for Conservation District Manager

**New Business**

1. 2024 – Annual Work Program Draft
2. Fall: Mini-Grant Applications, 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** – December 5, 2023

**Adjournment** - 4:30 PM