



AGENDA – August 6, 2024
DELAWARE COUNTY CONSERVATION DISTRICT
ROSE TREE PARK - HUNT CLUB
1521 N. PROVIDENCE ROAD
MEDIA, PA 19063

Meeting Date: August 6, 2024
Place: Rose Tree Park – Hunt Club
Time: 3:30 PM

Call to Order: Cheryl Graff Tumola

Approval of Minutes: Approval of Minutes from June 4, 2024

Audience Comments

Correspondence & Announcements: PACD Monthly Report

Motion Request: To file all bank statements for audit

May Bank Statements:

- I. **Affiliate Fund Money Market (5/31/2024)** \$ 497,067.41
Checks in Excess of \$200.00 - (United Savings)
- II. **Affiliate Fund Checking (5/31/2024)** \$ 14,346.36
Checks in Excess of \$200.00 – (United Savings)
 - 1. 5/1/24 – C&M Sporting Goods (Envirothon t-shirts).....\$ 430.75
 - 2. 5/30/24 – Kelly’s Trophies (Envirothon awards).....\$ 391.95
 - 3. 5/20/24 – M. Samilenko (Envirothon ½ 1st place scholarship)...\$ 300.00
 - 4. 5/20/24 – M. Samilenko (Envirothon ½ 1st place scholarship)...\$ 300.00
 - 5. 5/10/24 – Pennsylvania Envirothon (Registration fee).....\$ 200.00
 - 6. 5/7/24 – Office Basics (office chair).....\$ 342.93
- III. **Cleanwater Fund Money Market (5/31/2024)** \$691,340.82
Checks in Excess of \$200.00 – (United Savings)
 - 1. None
- IV. **Petty Cash Account Checking (4/30/2024)**\$ 1,088.38
Checks in Excess of \$200.00 – (United Savings)
 - 1. None
- V. **LVR Program (5/31/2024)**\$92,973.84
Checks in Excess of \$200.00 – (United Savings)
 - 1. 5/23/24 – Newtown Township.....\$17,500.00

VI. ACAP Program (5/31/2024)	\$ 27,285.30
Checks in Excess of \$200.00 – (United Savings)	
1. 5/6/24 – S. Conduit advance payment.....	\$12,573.23
	TOTAL MAY BALANCE <u>\$ 1,324,102.11</u>

June Bank Statements:

I. Affiliate Fund Money Market (6/28/2024)	\$ 539,911.28
Checks in Excess of \$200.00 - (United Savings)	
1. 6/6/24 – ACAP advance and replenishment transfer.....	\$ 60,157.30
II. Affiliate Fund Checking (6/28/2024)	\$ 13,232.50
Checks in Excess of \$200.00 – (United Savings)	
1. 6/12/24 – Passmore Service Center (UTV service).....	\$ 423.26
2. 6/10/24 – Kevin Siegel (DCCD Mini-grant reimb.).....	\$ 500.00
III. Cleanwater Fund Money Market (6/28/2024)	\$702,266.19
Checks in Excess of \$200.00 – (United Savings)	
1. None	
IV. Petty Cash Account Checking (6/28/2024)	\$ 441.81
Checks in Excess of \$200.00 – (United Savings)	
1. None	
V. LVR Program (6/28/2024)	\$48,008.06
Checks in Excess of \$200.00 – (United Savings)	
1. 6/11/24 – Edgmont Township.....	\$8,702.00
2. 6/21/24 – Thornbury Township.....	\$36,266.73
VI. ACAP Program (6/28/2024)	\$ 56,700.34
Checks in Excess of \$200.00 – (United Savings)	
1. 6/14/24 – Chester County Conservation District admin. reimb...\$1,246.46	
2. 6/17/24 – S. Conduit final payment.....	\$29,498.27
	TOTAL JUNE BALANCE <u>\$ 1,360,560.18</u>

Motion Request: To approve the submittal of the CDFAP application for funding in the amount of \$133,277.52 for District Manager, E&S Technician, and Agricultural Conservation Technician

Motion Request: To authorize the submittal of the ACT program application for funding in the amount of \$3,750.00 for Agricultural Conservation Technician

Motion Request: To approve the submittal of the Conservation District Watershed Specialist Grant application and supplemental mini-grant in the amount of \$53,950.00

Motion Request: To accept a lawn-to-meadow grant in the amount of \$2,800.00 from PA DCNR administered by PACD

Motion Request: Approval to reimburse the Friends of Little Crum Creek Park for completed Fall 2023 DCCD Mini-grant in the amount of \$500.00

Motion Request: Approval to reimburse the Newlin Grist Mill for completed Fall 2023 DCCD Mini-grant in the amount of \$500.00

Motion Request: Approval to issue final payment in the amount of \$7,702.80 to Edgmont Township for completed Low Volume Road project at Pony Trail Drive.

Motion Request: To sign letter of engagement from Christopher Reynolds for 2023 required audit pending approval by Delaware County Controller

Motion Request: To authorize the following checks and transfers:

1. Treasurer of Delaware County \$11,423.59 Watershed Specialist Reimb.
2. Treasurer of Delaware County \$25,436.01 CDFAP Reimb.
3. Treasurer of Delaware County \$40,465.50 CDFAP Reimb.
4. Transfer \$1,800 from Affiliate Checking to Petty Cash to replenish account.

Old Business

1. ACAP grant application from Garrett Williamson – Bri Johanson (Chester County Conservation District)
2. Personnel updates
 - Summer intern, Siena Paxman
 - Hiring of new Conservation Technician
 - Resignation of Conservation Technician, Ari Milillo

New Business

1. Conservation Poster Contest Update
2. 2023 Audit – requested letter of engagement from previous auditor
3. PACD Lawn-to-Meadow Conversion Grant
4. Board member replacement status
5. PACD donation discussion

Report from Cooperating Agencies

USDA/NRCS – Wes Neal

DEP Field Representative – Shannon Davis

Conservation District Manager's Report – Karen Wilwol

Conservation District Staff Reports

Michelle Wheeler, Permitting Manager

Ari Milillo, Conservation District Technician

Carmen Swygart, Conservation District Technician
Chris Cook, Watershed Specialist
Ed Magargee, Part-time Plan Reviewer

Erosion & Sediment Control Plan Reviews

Individual Requests for Assistance: None

Next Meeting: September 10, 2024

Adjournment: 4:30 PM