

Crawford County Solid Waste Authority

Public Meeting Agenda

January 6, 2022 Regular Meeting
12:00 PM • 935 Market Street • Meadville, PA

1. Roll Call

Penny Monahan (2023)
Mary Spicer (2023)
Gloria Shields (2026)

Mitra Reese (2024)
Vacancy (2025)

2. Public Comments and Review of the January 6, 2022 Meeting Agenda

3. Notice of Executive Session

No Executive Sessions have been held.

4. Minutes

Action on the Minutes of the November 4, 2021 Regular Meeting

MOTION: Move to accept the Minutes of the meeting, as distributed.

5. Treasurer's Report

MOTION: Move to accept the Treasurer's Report, as distributed.

6. Business Items

- **2021 Funding Request:** The funding request was submitted to the CFO in November and the funds were approved for disbursement in December.
- **2022 County Subsidy:** The Commissioners approved the 2022 Crawford County budget.
- **Engagement Letters:** The engagement letters from the Auditor, McGill, Power, Bell & Associates and the Attorney, Elizabeth Spadafore, Esq. are expected.
 - MOTION: Move to authorize the signing of the engagement letter with McGill, Power, Bell & Associates for auditing services of the 2021 fiscal year.
 - MOTION: Move to authorize the signing of the Attorney-Client engagement letter with Elizabeth Spadafore, Esq.
- **Banking Services Review and Update**
 - Authorized Signers: Treasurer and the Executive Director
- **Statement of Financial Interest Forms:** The required Statement of Financial Interest forms will be available for members to fill in. The document will be emailed when available and the link to the online form will be emailed when it is updated. Please return the completed forms (via email or USPS) to the Director by March 1st.
- **Insurance:** The Authority's Workers Compensation policy will renew on February 14, 2022. Estimated policy renewal fee is \$1,287. The estimated amount for the previous year was \$1,272. The Authority's Commercial Policy, General Liability Policy, and Public Officials Policy will renew on April 10, 2022. No significant increase is expected. Permission to renew the Worker's Compensation (renewal date is February 14, 2022), Public Officials (renewal date is April 10, 2022), and General Liability Insurance (renewal date is April 10, 2022) policies upon receipt.

MOTION: Move to authorize the Executive Director to renew the Authority's policies for Workers Compensation, Commercial Coverage, General Liability, and Public Officials.

- **Audits:** The Department of Economic Development (DCED) and the State Workers Insurance Fund (SWIF) both require annual audits of the Authority's records and financial statements from the previous year.
 - **DCED Audit:** McGill, Power, Bell & Associates will conduct the audit and will be invited to the June meeting to review their findings. The Executive Director will provide all necessary information for the auditors.
 - **SWIF Audit:** The audit will be conducted within the month following the February 14 renewal. The Executive Director will provide all necessary information for the auditor.
- **Municipal Projects/Updates:** West Mead have placed their plans to solicit a bid for township-wide refuse and recycling collection on hold.
- **Grants**
 - **902 Grant Education Campaign:** Work is on-going with Starn Marketing. An educational mailing was sent to the Commercial Entities in Crawford County at the end of December.
 - **903 Grant:** The recycling coordinator grant application for calendar year 2021 is due at the end of April.
 - **904 Grant:** The performance grant application for calendar year 2020 was submitted by the required deadline.
- **County Solid Waste Plan Update:** Landfill agreements have been received but the Authority was advised that many of the supporting documents are incomplete. Brenda Schmidt delivered copies of the agreements to the Commissioners for their review and will return to them to request their signatures when Michele Nestor receives the requested documentation.
- **Special Collections**
 - To be discussed at the June meeting due to the COVID pandemic.
 - **Renew the Authority's Terms of Existence:** Elizabeth Spadafore will provide an update.
 - **Vacancy on the Board**
- **Next Meeting:** The next meeting is scheduled for June 9 at noon—pending approval at the Reorganizational Meeting.

8. Public Comments

9. Adjournment

MOTION: Move to adjourn the meeting.

2022 AUTHORITY MEETING SCHEDULE—pending approval at the Reorganizational Meeting
Regular meetings of the Crawford County Solid Waste Authority will be held at noon on June 9 and October 6 at the offices of Elizabeth Spadafore, 935 Chestnut Street, Meadville, PA 16335.

The 2023 Organizational Meeting will be held at noon on January 5 at the offices of Elizabeth Spadafore, 935 Market Street, Meadville, PA 16335.