

Crawford County Solid Waste Authority

Public Meeting Agenda

January 5, 2023 Regular Meeting
12:00 PM • 935 Market Street • Meadville, PA

1. Roll Call

Robin Coxson (2025)
Mitra Reese (2024)
Gloria Shields (2026)

Penny Monahan (2023)
Mary Spicer (2023)

2. Public Comments and Review of the January 5, 2023 Meeting Agenda

3. Notice of Executive Session

No Executive Sessions have been held.

4. Minutes

Action on the Minutes of the October 6, 2022 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

▪ Audits

- **2021 DCED Audit:** McGill, Power, Bell & Associates are conducting the audit and will present their findings at the January 5, 2023 meeting.
- **2022 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.
- **2022 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.

- **Engagement Letters:** Authorizing the signing of the engagement letter from McGill, Power, Bell & Associates

MOTION: Move to authorize the Chair and the Director to sign the Engagement Letter.

- **Board Appointment:** Robin Coxson has been appointed to the Authority.
- **Commissioner's Funding:** The Commissioners approved a subsidy of \$85,000.
- **Approval of 2023 Budget:** No changes have been made to the approved draft budget.

MOTION: Move to approve the 2023 Budget.

- **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:** Permission to renew the Worker's Compensation (renewal date is February 14, 2023), Public Officials (renewal date is April 10, 2023), and General Liability Insurance (renewal date is April 10, 2022) policies upon receipt. No significant increases

are expected.

MOTION: To authorize the Director to renew the insurance policies.

- **Tech Issues:** Situation Update
 - **Internet:** Starlink has not indicated that service is available in the area.
 - **Computer Equipment:** New laptop is running well.
- **Grants:** Status
 - **902 Final Disbursement Request:** Submitted
 - **New 902 Grant Round Application:** Submitted
 - **904 Grant:** Submitted
 - **903 Grant:** Underway
 - **Act 101 Report:** Underway
- **County Solid Waste Plan Update:** Next meeting to be held within the first quarter of the year
- **Municipal Assistance Update:** No requests have been made.
- **Special Collections:** Awaiting responses.
- **“Reuse Fest”:** Working with PRC to establish budget and to-do lists.
- **Education Programs:** Working with Judy Acker of the Audubon Society to set up school programs.
- **Next Meeting:** The next meeting is scheduled for June 15, 2023, at noon at the offices of Elizabeth Spadafore, 935 Market Street, Meadville, PA. Attendance by Zoom is available.

8. Public Comments

9. Adjournment

MOTION: Move to adjourn the meeting.

Upcoming Meetings:

Held at the Offices of Elizabeth Spadafore, 935 Market Street, Meadville, PA

- June 15 @ Noon
- October 5 @ Noon
- Organizational Meeting: January 4, 2024 @ Noon