

# Crawford County Solid Waste Authority

## Public Meeting Agenda

January 4, 2024 Regular Meeting  
4:00 PM • 935 Market Street • Meadville, PA

### 1. Roll Call

Robin Coxson (2025)                      Penny Monahan (2028)                      Mitra Reese (2024)  
Mary Spicer (2028)                      Vacancy (2026)

### 2. Public Comments and Review of the January 4, 2024, Meeting Agenda

### 3. Notice of Executive Session

No Executive Sessions have been held.

### 4. Minutes

#### Action on the Minutes of the October 5, 2023 Meeting

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

### 5. Treasurer's Report

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

### 6. Business Items

#### ▪ Audits

- **2022 DCED Audit:** McGill, Power, Bell & Associates will present their findings at the January 4, 2024 meeting.
- **2023 SWIF Audit:** The audit will be conducted after the February 14 renewal. The Executive Director will provide all necessary information for the auditor.
- **2023 DCED Audit:** McGill, Power, Bell & Associates will begin the audit and Brenda Schmidt will provide all necessary information for the auditors.

- **Engagement Letters:** Authorizing the signing of the engagement letter from McGill, Power, Bell & Associates for the 2023 DCED Audit.

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

#### ▪ Commissioners' Update:

- **Board Appointment:** The Commissioners approved the re-appointment of Mary Spicer and Penny Monahan.
- **2024 County Recycling Coordinator Appointment:** The Commissioners have reappointed Brenda Schmidt as the County Recycling Coordinator.
- **Calendar Year 2024 903 Grant:** The Commissioners have authorized the Authority to apply for the 903 Grant on their behalf for calendar year 2024.
- **Commissioner's Funding:** The Commissioners approved an \$80,000 subsidy for the Solid Waste Authority for 2024.

- **Approval of 2024 Budget:** The 2024 budget has been amended to reflect the \$80,000 subsidy. This budget includes a 3% salary increase for the Executive Director.

MOTION: Move to approve the 2024 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 1<sup>st</sup>.

- **Insurance:** Seeking permission to renew the Worker's Compensation (renewal date is February 14, 2024), Public Officials (renewal date is April 10, 2024), and General Liability Insurance (renewal date is April 10, 2024) policies upon receipt. No significant increases are expected.  
MOTION: To authorize the Director to renew the insurance policies.
- **Grants/Annual Report**
  - **2023-902 Grant Award:** We've been awarded \$346,500 for our educational programming. Authorized signatures have been collected using an online format. This is a reimbursable grant and funds need to be expended and then an application for the disbursement of the funds will be submitted.
  - **2023-903 Grant Application:** Application is underway.
  - **2022-904 Performance Grant:** Grant application was submitted before the December deadline.
- **Education Programs:**
  - Working with Judy Acker to schedule school programs for the 2023-2024 school year.
- **County Solid Waste Plan Update:** Several draft chapters have been completed. Work is on-going. The DEP has made some changes to the process which has caused some disruption.
- **Special Collections:**
  - **October 2023 Special Collection Report:** Included in the packet.
  - **Three Collections in 2024:** Currently working with Noble Environmental for three collection events in 2024.
  - **2024 Tire Collection:** Plans are underway for this year's collection.
- **Storage Unit Update:** We no longer have a storage unit in Meadville.
  - **Roll-Off:** We will need to schedule a roll-off delivery in the spring of 2024.
- **"Reuse Fest":** Rescheduled. Event to be held in 2024 with a date to be determined.
- **Next Meeting:** The next meeting is scheduled for June 6<sup>th</sup>, 2024 at 4 PM 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

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

- Upcoming Meeting Dates: January 4, June 6, and October 3, and January 2, 2025