

Crawford County Solid Waste Authority

Public Meeting Agenda

October 5, 2023 Regular Meeting
4:00 PM • 935 Market Street • Meadville, PA

1. Roll Call

Robin Coxson (2025) Penny Monahan (2023) Mitra Reese (2024)
Mary Spicer (2023) Gloria Shields (2026)

2. Public Comments and Review of the June 15, 2023, Meeting Agenda

3. Notice of Executive Session

No Executive Sessions have been held.

4. Minutes

Action on the Minutes of the June 15 Meeting

MOTION: Move to accept the minutes of the June Meeting, as distributed.

5. Treasurer's Report

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

6. Business Items

- **Budget Meeting with Commissioners:** Chair Penny Monahan and Brenda Schmidt met with the Commissioners on Monday, October 2nd, 2023 to discuss funding for the upcoming year. A copy of the budget discussion is included with the board packet.
- **DCED Audit:** The audit has been completed and will be presented at the January 4, 2024 meeting. A clean audit report is expected.
- **Grants/Annual Report**
 - **2023-902 Grant Award:** We've been awarded \$346,500 for our educational programming. Authorized signatures will be 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.
 - **2022-903 Grant Award:** Our grant application was processed on September 20, 2023 and was forwarded to DEP comptroller. No estimated grant award was given. This is a reimbursement of funds already expended.
 - **2021-904 Performance Grant:** Our grant application was processed on September 7, 2023 and was submitted to the DEP Comptroller. Our estimated grant award is \$28,631.94.
 - **2022-904 Grant Progress Update:** The Calendar Year 2022 904 Grant application is due December 31, 2023.
- **Education Programs**
 - Ag in the Classroom was held at the Crawford County Fairgrounds on Tuesday, October 3rd. Fifth grade students from Crawford Central, Conneaut, and PennCREST school districts were in attendance as well as those from Seton and the Christian Academy.
 - 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. A draft of the introduction and Chapter 1 are included in the Board Packet.
- **Special Collections:** The next Special Waste Collection will be held on Wednesday, October 25, 2023 at the Crawford County Fairgrounds. Registration is open and can be done online.
 - **Update on the first collection:** The Record of Operations from the first event is included in the Board Packet.
 - **Preview of the second collection:** A copy of the advertisement is included in the Board Packet. Per the contract, the Authority will cover forklift rental fees and provide restroom facilities. The restrooms at the fairgrounds will be closed for the next event and a portable toilet will be rented.
 - **Signage:** It was noted that signage at the fairgrounds was lacking. Penny and Brenda compiled a list of what was needed, and Starn Marketing was tasked with creating and producing the signs. An image of a few of the signs is included in the board packet.
- **2024 Special Collections**
 - **Recommending Three Collections in 2024:** The closure of ECS&R has left a gap in the services provided in the County. Recommend that three events be held in 2024 in the months of April, July, and October. Specific dates to be determined.
MOTION: Move to allow the Executive Director to seek an extension of the Collection Contract with Noble Environmental for three collection events in 2024
 - **2024 Tire Collection:** In conjunction with the French Creek Council of Governments, a tire collection event has been held every-other-year with the next event expected to be held in the Fall of 2024.
MOTION: To sponsor the 2024 Tire Collection event at a cost not to exceed \$2,000.
- **Storage Unit Update:** Brenda Schmidt and Penny Monahan will provide an update.
 - **Roll-Off Containers:** Filled a 15 yard roll-off and have another roll-off secured for the remaining items.
 - **County Records Manual:** Link included in the email with the Board Packet. Following the guidance document for the preservation and retention of documents.
- **“Reuse Fest”:** Rescheduled. Event to be held in 2024 with a date to be determined.
- **Board Seats:** At the October Meeting, the Authority will be seeking candidates for the seats currently held by Penny Monahan and Mary Spicer. Current Directors are encouraged to seek another term.
MOTION: Move to authorize the Director to advertise the vacancies.
- **Commissioners Meeting in December:**
 - Ask for County Recycling Coordinator re-appointment.
 - Appointment of Board Members.
- **Next Meeting:** The next meeting is scheduled for January 4th 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:

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

- Organizational Meeting: January 4, 2024 @ 4 PM
- Upcoming Meeting Dates: January 4, June 6, and October 3, and January 2, 2025

