

## **Crawford County Solid Waste Authority**

### **Public Meeting Agenda**

Thursday, March 13, 2025, Regular Meeting  
4:00 PM • 935 Market Street • Meadville, PA

**1. Roll Call**

Robin Coxson (2025)	Penny Monahan (2028)	Mitra Reese (2029)
Mary Spicer (2028)	Vacancy (2026)	

**2. Public Comments and Review of the March 13, 2025, Meeting Agenda**

**3. Notice of Executive Session**

No Executive Sessions have been held.

**4. Minutes**

**Action on the Minutes of the October 3, 2024, 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**

- **2023 DCED Audit:** Complete. Chair Penny Monahan will review with the Board.
- **2024 SWIF Audit:** The audit will be conducted after the February 14 renewal. The Executive Director will provide all necessary information for the auditor.
- **2024 DCED Audit:** McGill, Power, Bell & Associates will begin the audit, and Brenda Schmidt will provide all necessary information for the auditors.

- **Engagement Letters:** Seeking approval for the signing of the engagement letter from McGill, Power, Bell & Associates for the 2024 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 Mitra Reese.
- **2025 County Recycling Coordinator Appointment:** The Commissioners have reappointed Brenda Schmidt as the County Recycling Coordinator.
- **Calendar Year 2025 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 a subsidy of \$80,000 for the Solid Waste Authority for 2025.

- **Approval of 2025 Budget:** The 2025 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 2025 Budget.

- **Insurance:** Seeking permission to renew the Worker's Compensation (renewal date is February 14, 2025), Public Officials (renewal date is April 10, 2025), and General Liability Insurance (renewal date is April 10, 2025) 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:** Campaign is ongoing. Final expenditures are due by December of 2025.
  - **2023-903 Grant Application:** Application is due April 30, 2025.
  - **2022-904 Performance Grant:** Grant application was submitted before the December deadline.
  - **Act 101 Report:** Recycling Data is being collected and will be submitted before the April 1, 2025, deadline.
- **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. Michele Nestor of Nestor Resources will be in attendance to provide an update.
- **Special Collections:**
  - **Two Special Collections in 2025:** Currently working with Noble Environmental for two collection events in 2025: June 25 and October 8. Permission to use the fairgrounds for the events has been granted.  
MOTION: To Authorize the Director to sign the contract with Noble Environmental for two collection events. The Authority will provide the advertising for the event, restroom facilities, and a skid steer.
  - **2024 Tire Collection Update:** Report included in the meeting packet.
  - **Roll-Off:** We will need to schedule a roll-off delivery in the summer of 2025.
- **Solid Waste News in Crawford County**
  - **Noble Environmental:** Has purchased the former Raccoon Refuse Transfer Facility and has opened it for business.
  - **Pro-Waste:** Has purchased the former Kebert Construction & Demolition Landfill and has opened it for business.
- **Copier Contract:** The copier in the office needs replaced.
  - **MOTION:** To approve the Director to sign an agreement with Hagan's Business Machines for a color laser copier/printer/scanner.
- **Statement of Financial Interest Forms:** The required Statement of Financial Interest forms are due by May 25<sup>th</sup>. Paper copies will be available at the meeting and a link to the online form has been emailed with the Board Packet.
- **Next Meeting:** The next meeting is scheduled for June 5, 2025, at 4 PM at the offices of Elizabeth Spadafore, 935 Market Street, Meadville, PA. Attendance by Zoom will be available.

## 7. Public Comments

## 8. Adjournment

### Upcoming Meetings

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

- Upcoming Meeting Dates: June 5, October 2, and March 12, 2026