

Crawford County Solid Waste Authority

Public Meeting Agenda

Thursday, March 12, 2026, Regular Meeting
4:00 PM • 935 Market Street • Meadville, PA

1. Roll Call

Robin Coxson (2030) Julie McClymonds (2026) Penny Monahan (2028)
Mitra Reese (2029) Mary Spicer (2028)

2. Public Comments and Review of the March 12, 2026, Meeting Agenda

3. Notice of Executive Session

No Executive Sessions have been held.

4. Minutes

Action on the Minutes of the November 20, 2025, Meeting

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

5. Treasurer's Report

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

6. Business Items

▪ Audits

- **2024 DCED Audit:** The Authority received a clean audit report.
- **2025 SWIF Audit:** The audit will be conducted after the February 14 renewal. The Executive Director will provide all necessary information for the auditor.
- **2025 DCED Audit:** McGill, Power, Bell & Associates will begin the audit, and Brenda Schmidt will provide all necessary information for the auditors. Brenda Schmidt and Penny Monahan have been authorized to sign the Engagement Letter with McGill, Power, Bell, & Associates.

▪ Commissioners' Update:

- **Board Appointment:** The Commissioners approved the re-appointment of Robin Coxson.
- **2026 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 2025.
- **Commissioner's Funding:** The Commissioners approved a subsidy of \$80,000 for the Solid Waste Authority for 2026.

- **Approval of 2026 Budget:** The 2026 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 2026 Budget.

- **Insurance:** Seeking permission to renew the Worker's Compensation (renewal date is February 14, 2026), Public Officials (renewal date is April 10, 2026), and General Liability Insurance (renewal date is April 10, 2026) 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 complete. Final documents and disbursement requests are under review.
 - **901 Planning Grant:** The Authority will need to submit a 901 Planning Grant application for the current Solid Waste Plan. This grant is applied by the County with the funds directed to the Authority.
MOTION: Move to authorize the Executive Director to seek permission from the Commissioners to apply for a 901 Planning Grant to cover the expenses of the current Solid Waste Plan.
 - **902 Grant Round:** The next 902 grant round for educational programs is expected to be announced during 2026.
MOTION: Move to authorize the Executive Director to submit a 902 grant application.
 - **903 Grant Application (Calendar Year 2025):** Application is due April 30, 2026.
 - **904 Performance Grant (Calendar Year 2024):** Grant application was submitted before the December deadline.
 - **Act 101 Report:** Recycling Data is being collected and will be submitted before the April 1, 2026, deadline.
- **County Solid Waste Plan Update:** Work is on-going. Landfill disposal agreements were delivered to the Authority's offices on Monday, March 9th. Eleven landfills responded.
- **Special Collections:**
 - **Two Special Collections in 2026:** Currently working with Noble Environmental for two collection events in 2026.
 - **Removal Service:** There are still three very heavy filing cabinets located in the basement of the Executive Directors home. (These are fire-proof.) The Executive Director is requesting that the Authority hire an entity to remove and dispose of those filing cabinets. Work would likely happen this fall.
MOTION: Move to authorize the Executive Director to hire an entity to remove and dispose of the Authority's filing cabinets.
- **Statement of Financial Interest Forms:** The required Statement of Financial Interest forms are due by May 25th. 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 11, 2026, 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 11, October 8, and March 11, 2027