

Crawford County Solid Waste Authority Public Meeting Agenda

Thursday, June 5, 2025, Regular Meeting
4:00 PM • 935 Market Street • Meadville, PA

1. Roll Call

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

2. Public Comments and Review of the June 5, 2025, Meeting Agenda

3. Notice of Executive Session

No Executive Sessions have been held.

4. Minutes

Action on the Minutes of the March 13, 2025 Reorganizational Meeting

MOTION: Move to accept the Minutes of the 2025 Reorganizational Meeting, as distributed.

Action on the Minutes of the March 13, 2025 Regular Meeting

MOTION: Move to accept the Minutes of the March Regular Meeting, as distributed.

5. Treasurer's Report

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

6. Business Items

- **Insurance:** Insurance policies were renewed with HUB International.
- **Audits:** The Department of Economic Development (DCED) and the State Workers Insurance Fund (SWIF) both require annual audits of the Authority's records and financial statements from the previous year.
 - **DCED Audit:** McGill, Power, Bell & Associates have begun the 2024 Audit.
 - **SWIF Audit:** The audit has been completed.
- **Grants/Annual Report**
 - **902 Grant Education Campaign:** Work is on-going with Starn Marketing.
 - **903 Grant:** The recycling coordinator grant application for calendar year 2023 has been submitted.
 - **2023 Calendar Year Act 101 Annual Report:** The report was completed and submitted on time.
- **Education Programs:** Authority staff will be providing educational programs throughout the summer and into the Fall.
- **County Solid Waste Plan Update:** The plan timeline is on schedule.
- **Special Collections:** The upcoming household hazardous waste and electronics collection event will be held on Wednesday, June 25th at the Crawford County Fairgrounds. Advertising has begun. Pre-registration is required and can be done by visiting the Authority's website: www.countyrecycling.com
- **Copier Contract:** The contract with Hagan Business Machines will be reviewed.

MOTION: To approve the Director to sign an agreement with Hagan's Business Machines for a color laser copier/printer/scanner.

- **2026 Budget:** A draft copy of the 2026 Budget will be presented for review. The budget meetings with the Commissioners will likely be held prior to the Authority's October Meeting.
- **Paper and Plastics Recycling Conference:** The Paper and Plastics Recycling Conference will be held October 13-16 in Chicago, Illinois. The MRF Operations Forum is included in the conference registration fee. This year, the Forum will address the development and use of optical sorting, machine learning, artificial intelligence and other new technologies to reshape MRF operations. Expenses are expected to be approximately \$4,500 and are 50% reimbursable by the 903 grant. MOTION: To approve the attendance of the Executive Director at the 2025 Paper and Plastics Recycling Conference.
- **QuickBooks:** Price increased from \$665.32 in 2024 to \$1,058.94 in 2025.
- **Increase Credit Card Limit:** With the increase in costs, it's time to increase the available limit on the Credit Card. The current limit is \$3,000.
- **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

October 2, and March 12, 2026