

Crawford County Solid Waste Authority

Public Meeting Agenda

June 15, 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 January 5 Reorganizational Meeting

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

Action on the Minutes of the January 5 Regular Meeting

MOTION: Move to accept the Minutes of the 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 will conduct the audit and will be invited to the October meeting to present their findings.
 - **SWIF Audit:** The audit was conducted within the month following the February 14 renewal.
- **Commissioners Meeting:** The Executive Director attended the Commissioners meeting to request that Brenda Schmidt be appointed as the Crawford County Recycling Coordinator and to seek permission to apply for the 903 County Recycling Coordinator Reimbursement Grant from the DEP on the County's behalf. Both requests were approved. *Beginning this year, we will be seeking these approvals in December of the prior year.
- **Grants/Annual Report**
 - **902 Grant Education Campaign:** Work is on-going with Starn Marketing.
 - **903 Grant:** The recycling coordinator grant application for calendar year 2022 was submitted by the April deadline.
 - **2022 Calendar Year Act 101 Annual Report:** The report was completed and submitted on time.
 - **Latest 902 Grant Application:** Award information is expected to be released by the end of June.

- **Education Programs:** Authority staff will be providing educational programs throughout the summer and into the Fall.
- **County Solid Waste Plan Update:** Brenda Schmidt will provide an update. The plan timeline is on-schedule.
- **2024 Budget:** A draft copy of the 2024 budget will be presented for review. The budget meetings with the Commissioners will likely be held prior to the Authority's October meeting.
- **Tech Issues:** Starlink has been installed. Monthly service fees will be \$105, however, the AT&T service fee will be reduced to reflect the change in service.
- **Special Collections:** The Authority has contracted with Noble Environmental for the collection of HHW and e-Waste.
MOTION: To ratify the approval of a collection contract with Noble Environmental for two HHW and eWaste Collections.
 - Wednesday, July 12 from 9 AM to 1 PM @ the Crawford County Fairgrounds
 - Wednesday, October 25 from 9 AM to 1 PM @ the Crawford County Fairgrounds
- MOTION: To ratify the approval of the Fairground Lease Agreement with the Crawford County Commissioners.
- **Storage Unit:** The storage unit company was sold to LocalStorage Group.
MOTION: To ratify the approval of a contract with LocalStorage Group for a storage unit on Kennedy Hill, Meadville, PA. Brenda Schmidt and Penny Monahan will provide an update.
- **"Reuse Fest":** Working with PRC to establish budget and to-do lists.
- **PROP Conference:** The state recycling conference will be held July 19-21 in Gettysburg, PA. Total estimated expenses are approximately \$2,100. The 903 grant covers 50% of approved expenses and \$4,000 was budgeted for Professional Development.
MOTION: To approve the attendance of the Executive Director at the state recycling conference.
- **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.
- **Next Meeting:** The next meeting is scheduled for October 5, 2023, 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

- October 5 @ 4 PM
- Organizational Meeting: January 4, 2024 @ 4 PM