

Crawford County Solid Waste Authority

Public Meeting Agenda

June 6, 2024 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) Vacant (2026)

2. Public Comments and Review of the June 6, 2024, Meeting Agenda

3. Notice of Executive Session

No Executive Sessions have been held.

4. Minutes

Action on the Minutes of the January 4 Reorganizational Meeting

MOTION: Move to accept the Meeting, as distributed.

Action on the Minutes of the January 4 Regular Meeting

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

5. Treasurer's Report

There was a bank error with the April 30, 2024 deposit. The bank addressed the error the following week and the account was deducted \$3,000 to reflect the actual check amount.

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

6. Business Items

- **Insurance:** Insurance policies were renewed with HUB International. The Crime Prevention Policy has been cancelled/terminated. Our agent was able to include the coverage in our General Liability policy. See attached letter.
- **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.
- **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 was submitted by the May 1st deadline.
 - **2023 Calendar Year Act 101 Annual Report:** The report was completed and submitted on time.
 - **Latest 902 Grant Application:** We are not eligible for this round.
- **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.

- **2025 Budget:** A draft copy of the 2025 budget will be presented for review. The budget meetings with the Commissioners will likely be held prior to the Authority's October meeting.
- **QuickBooks:** QuickBooks software renewal.
- **Tech Issues:** Printer/Copier/Scanner may need to be replaced. Seeking authorization to enter into a lease agreement with Hagan Business Machines, if the need arises.
- **Special Collections:**
 - **ELECTRONICS:** 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, June 26 from 9 AM to 1 PM @ the Crawford County Fairgrounds
 - Wednesday, October 9 from 9 AM to 1 PM @ the Crawford County Fairgrounds
 - **TIRES:** The French Creek COG will host a Tire Collection event on Saturday, September 21st.
- **Conferences:**
 - **PROP Conference:** The state recycling conference will be held July 24-26 in Bethlehem, PA. Total estimated expenses are approximately \$2,100. The 903 grant covers 50% of Lancaster, approved expenses and \$5,000 was budgeted for Professional Development. Although budgeted in 2023, the Executive Director did not attend the PROP Conference.
 - **Resource Recycling Conference:** The national recycling conference will be held November 13-15 in Louisville, KY. Registration information is not available currently. Estimated expenses would be \$6,000. The Director will seek travel approval from DEP so that the expenses will be eligible for 50% reimbursement.
MOTION: To approve the attendance of the Executive Director at the national recycling conference.
- **Vacancy:** We currently have a vacancy on the Board.
- **Next Meeting:** The next meeting is scheduled for October 3, 2024, 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 3 @ 4 PM
- Organizational Meeting: January 2, 2025 @ 4 PM