

Crawford County Solid Waste Authority

Public Meeting Agenda

June 9, 2022 Regular Meeting
12:00 PM • 935 Market Street • Meadville, PA

1. Roll Call

Penny Monahan (2023)
Mary Spicer (2023)
Gloria Shields (2026)

Mitra Reese (2024)
Vacancy (2025)

2. Public Comments and Review of the June 9, 2022 Meeting Agenda

3. Notice of Executive Session

No Executive Sessions have been held.

4. Minutes

Action on the Minutes of the January 12, 2022 Reorganizational Meeting

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

Action on the Minutes of the January 12, 2022 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

- **Statement of Financial Interest Forms:** The required Statement of Financial Interest forms will be available for members to fill in. The document will be emailed when available and the link to the online form will be emailed when it is updated. We are still waiting for the forms from Gloria Shields and Mitra Reese.
- **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.
- **PROP Conference:** The state recycling conference will be held July 27-29 in Lancaster, PA. There is a grant writing class on the day preceding the conference. Total estimated expenses are \$2,100. The 903 grant covers 50% of approved expenses and \$4,000 was budgeted for Professional Development.
 - Conference Registration: \$750
 - Certification Class (grant writing): \$260
 - Hotel Expenses: \$640
 - Rental Car: \$350 (estimated, includes fuel)
 - Meals: \$100 (estimated)

MOTION: To approve the attendance of the Executive Director at the state recycling conference.

- **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 will be conducted within the month following the February 14 renewal. The Executive Director will provide all necessary information for the auditor.
- **Grants/Annual Report**
 - **902 Grant Education Campaign:** Work is on-going with Starn Marketing. An educational mailing was sent to county residents
 - **903 Grant:** The recycling coordinator grant application for calendar year 2021 was submitted by the April deadline.
 - **2021 Calendar Year Annual Report:** The report was completed and submitted on time.
- **Education Programs:** Authority staff has been providing educational programs throughout the spring with more events on the schedule for summer.
- **General Waste Industry Updates:** Information on haulers, landfills, and special collection providers will be shared.
- **County Solid Waste Plan Update:** Michele Nestor will provide an update.
- **Municipal Assistance Update:** West Mead Township has decided not to go out to bid for recycling and waste collection for their residents. Discussion: development of protocol to facilitate action.
- **Special Collections:** The French Creek Council of Governments will be holding a Tire Collection at the Crawford County Fairgrounds on Saturday, September 24 from 8 AM to 11 AM (or until the trailer is full). The cost is \$2/tire.
MOTION: To continue to sponsor the event and provide funding at a value not to exceed \$7,000.
- **Renew the Authority's Terms of Existence:** Elizabeth Spadafore will provide an update.
- **2023 Budget:** A draft copy of the 2023 budget will be presented for review. The budget meetings with the Commissioners will likely be held prior to the Authority's October meeting.
- **Vacancy on the Board:**
- **Next Meeting:** The next meeting is scheduled for October 6 at noon at the offices of Elizabeth Spadafore, 935 Market Street, Meadville, PA.

8. Public Comments

9. Adjournment

MOTION: Move to adjourn the meeting.

The 2023 Organizational Meeting will be held at noon on January 5 at the offices of Elizabeth Spadafore, 935 Market Street, Meadville, PA 16335.