

Mercer County Regional Planning Commission Meeting

Tuesday, March 25, 2025- 7:00 PM – MCRPC Hybrid Meeting

Agenda

Call to order at 7:00 pm- Matthew Stefanak, Chairman

Prayer & Pledge of Allegiance- Bill Anthony, Vice-Chairman

Attendance sign-in/Roll Call- Doniele Russell, Executive Director

- **The quorum is critical please notify the office if you cannot attend**

Public comments - Matthew Stefanak, Chairman

Minutes of the February 28, 2025, meeting- Matthew Stefanak, Chairman
Motion to approve, copy attached

Financial statements- Nick Hanahan, Treasurer
Motion to approve February 2025, copy attached

Zoning and Subdivision Committee Report- committee chairman

1. Preliminary Plan-Project Cake- East Lackawannock Township
2. Final Land Development- Municipal Garage- Jackson Township
3. Final Land Development- BCS Properties Inc. - City of Hermitage
4. Clark Borough- Solar Ordinance Amendment
5. SALDO Update

Personnel Finance Committee- committee chairman

1. Right to Know Policy
2. Social Media Policy
3. Update on Personnel Manual

Staff reports- Professional Staff

- ESM Training Flier
- Spring 2025 LTAP
- RFP For Long Range Plan is out Responses due May 12
- CDBG 2024 award letter received

Discussion

- April Speaker DCED will present on Implementable Comp Plans
- Mackin present Comp Plan Update

Next Meeting Scheduled for April 22, 2025 7 PM

Adjournment

MINUTES
MERCER COUNTY REGIONAL PLANNING COMMISSION
Hybrid Meeting: Tuesday – February 25, 2025 - 7:00 p.m.

MUNICIPALITY	PRESENT	ABSENT
FARRELL CITY	Venesta Kirk	Lynda Moss-McDougall
HERMITAGE CITY	Jeremy Coxe	James Holl
SHARON CITY	Stephen Theiss	
CLARK BOROUGH	Alesha Culp	Maryjo Harakal
FREDONIA BOROUGH	Patricia McAdams	Ron Anthony
GREENVILLE TOWN	Paul Hamill	
GROVE CITY BOROUGH		
JACKSON CENTER BOROUGH		Robert Egger
JAMESTOWN BOROUGH		
MERCER BOROUGH	Nick Sicilian	Debbie Sarvis
NEW LEBANON BOROUGH		Darlene Slemenda
SANDY LAKE BOROUGH	Glenn Leech	
SHARPSVILLE BOROUGH	Nicholas Hanahan	
STONEBORO BOROUGH	Jennifer Medberry	Roger Patterson
WEST MIDDLESEX BOROUGH		Stacey Curry Robert Lark
COOLSPRING TOWNSHIP	Tom Sauer Corwin Masson	
DELAWARE TOWNSHIP		William Anthony
E. LACKAWANNOCK TOWNSHIP	William Hackwelder	
FAIRVIEW TOWNSHIP		Robin Hostetler Mont Clark
FINDLEY TOWNSHIP		John Courtney Steve Paxton
HEMPFIELD TOWNSHIP	Lisa Holm	Todd Hittle
JACKSON TOWNSHIP		George McIntire Sandy Bachman
JEFFERSON TOWNSHIP	Richard McCullough	
LAKE TOWNSHIP	Steve Tingley	
LIBERTY TOWNSHIP	Joseph Matthews Brenda Heck	
NEW VERNON TOWNSHIP		Daniel L. Patterson
OTTER CREEK TOWNSHIP	Paulette Young	Carl Swartz
PERRY TOWNSHIP		Bonnie McCartney Gary King
PINE TOWNSHIP	Todd Spears	Dennis Crumb
PYMATUNING TOWNSHIP		Jim Rowe Ryan Zarecky
SANDY LAKE TOWNSHIP		Raymond Scofield Heather Bacher
SHENANGO TOWNSHIP	Dale Perry Matthew Stefanak	
S. PYMATUNING TOWNSHIP		Johnathan Leyshon Matthew Chalupka

MINUTES
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MUNICIPALITY	PRESENT	ABSENT
SPRINGFIELD TOWNSHIP	Tim Stiffy	Marcus Kohan
WILMINGTON TOWNSHIP		Robert Steingrabe Sharen Brown
WOLF CREEK		Charles Weber John Ligo
MERCER COUNTY	Jeff Hoy Elliot Lengel Sheryl Kelly Larry McAdams Jay Russell	Jared Grandy
BOROUGH ASSOCIATION		
SUPERVISORS ASSOCIATION		
COUNTY COMMISSIONER	Ann Coleman	Tim McGonigle
Solicitor	James Nevant, II	

Staff

Doniele Russell, Executive Director
Chris Conti, Senior Planner
Elizabeth Peluchette, GIS Planner
Peter Messina, Planner

Others Present

Hans Jorgensen-Coolspring Planning
Sean McLaughlin- Mercer Co GIS
Jerry Zona
Megan Gahring
Shelley Carfolo
Ken Struthers
Norma Struthers
Micah Wilpula

CALL TO ORDER-

Matthew Stefanak, chairman, called the meeting to order at 7:01 p.m.

PRAYER & PLEDGE OF ALLEGIANCE-

Bill Anthony, vice-chairman, led the Commission in the Pledge of Allegiance and Prayer.

ATTENDANCE SIGN IN- It was noted that a **quorum was present**.

PUBLIC COMMENTS ON ANY AGENDA ITEM– Matthew Stefanak, chairman. No comments were made.

MINUTES OF January 28, 2025, MEETING-

A motion was made by Elliot Lengel and seconded by Stephen Theiss to approve the Minutes of the January 28, 2024 meeting. The Chairman called for any discussion; hearing none, a vote was called for; the **motion** carried.

FINANCIAL STATEMENTS – Nick Hanahan, committee treasurer.

Nick Hanahan presented the January 2025 Financial Statements.

A motion was made by Nick Hanahan and seconded by Paul Hamill to approve the financial statements as presented. The Chairman called for any discussion; hearing none, a vote was called for; the motion carried.

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Special Presentation- Lawrence-Mercer Recycling & Solid Waste- Jerry Zona and Megan Gahring gave a presentation on current legislation and ongoing recycling projects.

ZONING AND SUBDIVISION Larry McAdams presented the committee report

1. Zoning Ordinance Text Amendment – Pine Township – Amendments to add energy generation facility as a conditional use in the industrial zoning district, and energy generation system as an accessory use in all zoning districts. A motion was made by Larry McAdams and seconded by Rich McCullough to approve the plan with additional access to the road. The Chairman called for any discussion; hearing none, a vote was called for; the motion carried.
2. Zoning Ordinance Text Amendment – Coolspring Township Proposed amendments revised by Township Supervisors to allow energy generation facilities as Conditional Use in the Agricultural, Residential-1, Industrial and Commercial districts. Energy generation facilities cannot use Battery storage. During the committee discussion, Coolspring Township Planning Commission presented the recommendations they had provided to the Township supervisors. Those permitted Energy Generation Facilities only in Commercial and Industrial districts, removed from Agriculture, R-1 and R-2.
Mr. Corey Mason, Coolspring Supervisor, discussed the amendment that had been submitted by the Coolspring Supervisors and Mr. Hans Jorgensen, from the Coolspring Planning board discussed their recommendations that differ from the supervisors.
It was clarified that the Mercer County Zoning and Subdivision Committee recommend the approval of the text amendment submitted by the Coolspring Planning Board. Solicitor Nevant recapped for the Board the PA MPC regulation. After discussion the motion was made by Larry McAdams and seconded by Paul Hamill to recommend that the Township accept the recommendations of the Coolspring Township Planning Commission letter dated January 31, 2025. **The motion passed with 5 nay votes: Steve Tingley, Tom Sauer, Cory Masson, Elliot Lengel, and Paulette Young.**
3. Reviewed plans in City of Hermitage - No Action Required
 - a. SVM Redevelopment Sites - Hickory Fields Subdivision, Major Land Development Plans for Lots 1, 5, 6, and 8
 - b. Top Tier Federal Credit Union Major Land Development Plan – 2790 East State Street East State Street
4. SALDO comments due back by March 7, 2025

Personnel Finance Committee- committee chairman

- Approve Senior Planner position to be filled by Mrs. Erin Kepple Adams
The Chairman called for any discussion. A motion was made by Jeff Hoy and seconded by Patty McAdams to approve the plan with additional access to the road. The Chairman called for any discussion; hearing none, a vote was called for; the motion carried.
- Personnel Finance Committee is in the process of developing a new employee manual.

MINUTES
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Staff Reports – Professional staff

- The County Comprehensive Plan Public Survey is open, and we are requesting members to help distribute to the public. The survey is available online by visiting this link: arcg.is/1Gy9KS0 or by scanning the QR Code.
- Municipal Surveys were sent to each community and are due back by the end of the March.
- Stakeholder Surveys will be conducted by Mackin Engineer over the next month or so.
- We are assisting the City of Sharon on a DCNR Community Conservation Planning Partnership Grant.
- MPO Meeting is Scheduled for Tuesday, March 11 at 10:30 am
- Long Range Transportation Plan Request for Proposals (RFP) will be presented to the MPO at the March 11 meeting and released shortly thereafter.

Discussion

Next Meeting Scheduled for March 25, 2025 7 PM

Adjournment

With no further business or discussion, made a motion by Steve Tingley, seconded by Jeff Hoy to adjourn at 8:09 pm. The chairman called for discussion; there being none, a vote was called for; the motion carried.

Submitted and Certified By: _____

Steve Tingley, Secretary – MCRPC

Date: _____

Mercer Co Regional Planning Commission
Account Reconciliation
As of Feb 28, 2025
01-0105-000 - Cash-PNC Account
Bank Statement Date: February 28, 2025

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance	30,804.30
Add: Cash Receipts	57,789.30
Less: Cash Disbursements	(21,805.21)
Add (Less) Other	(40,275.12)
Ending GL Balance	26,513.27
Ending Bank Balance	35,000.00
Add back deposits in transit	
Total deposits in transit	
(Less) outstanding checks	
Feb 14, 2025 4993	(279.00)
Feb 28, 2025 4996	(6,433.44)
Feb 28, 2025 4997	(52.95)
Feb 28, 2025 4998	(1,449.49)
Feb 28, 2025 EFT	(271.85)
Total outstanding checks	(8,486.73)
Add (Less) Other	
Total other	
Unreconciled difference	0.00
Ending GL Balance	26,513.27

Mercer Co Regional Planning Commission
Account Reconciliation
As of Feb 28, 2025
01-0106-000 - Cash-Sweep-PNC
Bank Statement Date: February 28, 2025

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance	180,849.77
Add: Cash Receipts	
Less: Cash Disbursements	
Add (Less) Other	17,848.92
Ending GL Balance	198,698.69
Ending Bank Balance	198,698.69
Add back deposits in transit	
Total deposits in transit	
(Less) outstanding checks	
Total outstanding checks	
Add (Less) Other	
Total other	
Unreconciled difference	0.00
Ending GL Balance	198,698.69

ENVIRONMENTALLY SENSITIVE MAINTENANCE *Training Course*



Provides knowledge and tools for road owners to maintain roads in a more cost-efficient and environmentally sensitive manner!

Attendees are "ESM Certified" and eligible to apply for DGLVR grant funds for 5 years!

Free to attend and meals are provided!

Scan the QR code to register online:



ESM

Mercer County

- Wednesday, May 14, 2025 07:00 AM to Thursday, May 15, 2025 04:00 PM
- Location: Park Inn by Raddisson, 3377, New Castle Road, West Middlesex PA, 16159
- Suggested Hotel: Park Inn by Raddisson
- This is a 2 day course. Registrants must attend both days to receive credit for this course.

Details:

- 7:00am – 8:00am Breakfast & Registration
- 8:00am Training Begins
- 11:45 – 12:30pm Lunch Provided
- 12:30pm – 4:00pm - Training

Butler County

- Wednesday, Jul 30, 2025 07:00 AM to Thursday, Jul 31, 2025 04:00 PM
- Location: Hilton Garden Inn Pittsburgh Cranberry, 2000 Garden View Lane, Cranberry Township PA, 16066
- Suggested Hotel: Hilton Garden Inn Pittsburgh Cranberry
- This is a 2 day course. Registrants must attend both days to receive credit for this course.

Details:

- 7:00am – 8:00am Breakfast & Registration
- 8:00am Training Begins
- 11:45 – 12:30pm Lunch Provided
- 12:30pm – 4:00pm - Training

MERCER COUNTY CONSERVATION DISTRICT



24 Avalon Court, Suite 300
Mercer, PA 16137



Phone: (724) 662-2242 Ext. 2398



Email: jpontius@mercercountypa.gov



For further information or to register for a class, contact Aaron Ritsig at aaronr@northwestpa.org or 814-677-4800 ext. 123

APRIL

10

POSTING & BONDING OF LOCAL ROADS

Many rural roads and urban streets were not built to carry today's heavy loads. This course reviews laws governing posting and bonding, requirements for developing and implementing a posting and bonding program, and ways to monitor a program. Participants will also examine a sample bonding agreement.

MAY

7

MAY

29

4/10 - Clarion Township Building, 17382 Rt. 322, Strattanville 8 AM - Noon

5/7 - Vernon Township Building, 16678 McMath Ave, Meadville 8 AM - Noon

5/29 - Youngsville Borough Municipal Building, 40 Railroad St., Youngsville 8 AM - Noon

APRIL

10

STOP SIGNS & INTERSECTION TRAFFIC CONTROL

This course focuses on stop signs and other controls that improve safety at unsignalized intersections. This course will cover effective implementation of stop signs, components of stop sign placement, common intersection problems such as unwarranted stop signs and multi-way stop intersections, as well as suggestions for accommodating uncommon challenges. The course will also cover additional safety features used at intersections such as pavement markings and rumble strips.

4/10 - Titusville City Office, 323 N. Franklin St, Titusville 8 AM - Noon

PAVEMENT MARKINGS

The consistent application and maintenance of pavement markings are paramount to motorists' safety. This course covers all aspects of pavement markings from their purpose and intent to their installation and maintenance on roadways. Content is based on the Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD) and the most current Pennsylvania Department of Transportation (PennDOT) practices, regulations and resources. Participants will discuss and learn more about materials, applications, installation, and maintenance of pavement markings.

APRIL

11

4/11 - Titusville City Office, 323 N. Franklin St, Titusville 8 AM - Noon

For further information or to register for a class, contact Aaron Ritsig at aaronr@northwestpa.org or 814-677-4800 ext. 123

UNPAVED & GRAVEL ROADS COMMON MAINTENANCE PRACTICES

APRIL

24

This course addresses basic maintenance techniques for unpaved and gravel roads. Topics include the importance of good drainage, surface aggregate and dust control materials, and operational techniques. These techniques include blading, reshaping, regravelling, and dust control. Driving Surface Aggregate (DSA) specifications and use are reviewed. Factors used to determine when to upgrade a gravel road by paving or seal coating the roadway are discussed. This class does not qualify a municipality to obtain dirt and gravel road funds, but rather teaches them how to better use such funds.

4/24 - Northwest Commission Building, 395 Seneca St., Oil City 8 AM - Noon

BRIDGE & CULVERT INSPECTION FOR MUNICIPALITIES

MAY

1

The Federal Highway Administration requires the inspection of structures over 20 feet long. This course discusses why the requirements for inspection were established and ownership responsibilities. Components and terminology required to read inspection reports of different bridges and culverts, including the approach roadway, deck, superstructure, and substructure are discussed. The course also discusses common and uncommon failure mechanisms typically encountered on smaller span structures.

5/1 - Clarion Township Building, 17382 Rt. 322, Strattanville, 8 AM - 3 PM, Lunch Provided

DRAINAGE: THE KEY TO ROADS THAT LAST

MAY

6

This course covers the effect of water on roadways, emphasizing problems caused by poor drainage with discussion on various ways to handle these problems. Basic roadway drainage systems and their usage are reviewed, as are detailed industry standard procedures for replacing cross pipes. Regulatory agency policies and permit requirements are presented. The importance of performing routine inspection of drainage system assets is discussed with emphasis on the relationship to planning and Federal Aid reimbursement in the case of a disaster.

5/6 - Northwest Commission Building, 395 Seneca St., Oil City 8 AM - 3 PM, Lunch Provided

For further information or to register for a class, contact Aaron Ritsig at aaronr@northwestpa.org or 814-677-4800 ext. 123

ROADSIDE VEGETATION CONTROL

MAY

8

JUNE

10

This course provides the knowledge and understanding needed to establish an efficient and effective roadside vegetation control program. It is based on the concept of an Integrated Vegetation Management philosophy that utilizes manual, mechanical, and chemical control methods to manage roadside vegetation. It also reviews laws and regulations regarding required applicator certification. This course has been approved by the Pa. Department of Agriculture for Continuing Education Unit credits for those who have received pesticide applicator certification.

5/8 - Vernon Township Building, 16678 McMath Ave, Meadville 8 AM - 3 PM, Lunch Provided

6/10 - Hermitage City Hall, 800 N Hermitage Rd, 8 AM - 3 PM, Lunch Provided

ASPHALT ROADS: COMMON MAINTENANCE PROBLEMS

MAY

22

This course provides relevant information to individuals who maintain asphalt pavements. The course material reviews the importance of preventive maintenance to the life of an asphalt pavement as well as common asphalt distress, the cause of the distress, and the appropriate treatments. The latest techniques, materials, and equipment will be reviewed with an emphasis on repairing the asphalt distress properly the first time. Current industry standards to properly repair problems such as cracking and potholes will be presented, as well as the basics of treatments such as seal coats, micro surfacing, and overlays. A review of the latest treatments included in PennDOT Publication 447 Approved Products for Lower Volume Local Roads, will be covered.

5/22 - Vernon Township Building, 16678 McMath Ave, Meadville 8 AM - Noon

PRINCIPLES OF PAVING

MAY

27

This course is for employees who are involved in the planning, inspecting, and placement of asphalt paving operations. The course will provide the information needed to properly plan and monitor an asphalt paving project. Basic knowledge of asphalt materials and construction specifications will be provided based on national and state guidelines. The importance of proper roadway preparation to obtain a long-lasting product will be discussed followed by a basic discussion of the delivery, placement, and compaction process in paving operations.

5/27 - Vernon Township Building, 16678 McMath Ave, Meadville 8 AM - Noon