

Mercer County Regional Planning Commission Meeting

Tuesday, April 22, 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

***** Working Presentation In-Person Attendance is Highly Encouraged*****

Public comments - Matthew Stefanak, Chairman

Minutes of the March 25, 2025, meeting- Matthew Stefanak, Chairman

Motion to approve, copy attached

Financial statements- Nick Hanahan, Treasurer

Motion to approve March 2025, copy attached

Zoning and Subdivision Committee Report- committee chairman

1. Clark Borough- Solar Ordinance Amendment-Tabled- No information was submitted by Clark Borough.
2. SALDO Update Group will have Working Session April 28

Personnel Finance Committee- committee chairman

1. Social Media Policy- Action requested
2. Right to Know Policy- Action requested
3. Sunshine Law- Action requested
4. Update on Personnel Manual-working session meet working to finalize for upcoming mtg.

Staff reports- Professional Staff

- Staff Reports

Discussion-

Please send or bring with you- your Vision Statement for Mercer County- for our community in 10 years.

- DCED Presentation- Overview of what an Implementable County Comprehensive Plan is and examples of Implementable plans in PA.
- Mackin Comp Plan
 - Brief Presentation (10 minutes):

Mercer County Regional Planning Commission Meeting

- Where we are in the process
- What we have heard (public, municipal, and stakeholder surveys)
- Next Steps
- **Visioning Tree Exercise:** Planning Exercise (15 minutes)

To collaboratively build a comprehensive vision by exploring individual and collective strengths, goals, and aspirations using the metaphor of a tree.

Instructions: (Feel free to bring with you or send your thoughts in advance.)

- Participants will be asked to write down their thoughts on sticky notes or index cards:
 - Roots: Community strengths.
 - Trunk: Current initiatives or programs supporting the community.
 - Branches: Potential strategies or actions to achieve future goals.
 - Leaves: Desired outcomes or achievements.
 - Cloud: The overarching vision or dream for the community's future.
- Collaborative Assembly: Participants place their notes on the corresponding parts of the tree, discussing and arranging them to build a cohesive picture.

Q&A for both DCED and Mackin

Next Meeting Scheduled for May 27, 2025 7 PM

PENNDOT Speaker

Adjournment

To Join Virtually

<https://meet.goto.com874614669>

Phone 1-408-650-3123

Access Code: 874-614-669

MINUTES
MERCER COUNTY REGIONAL PLANNING COMMISSION
Hybrid Meeting: Tuesday – March 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 | Patrick Eakin | Taylor Pokrant |
| 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 | Robert Lark | Stacey Curry |
| 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 |

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

| MUNICIPALITY | PRESENT | ABSENT |
|-------------------------|--|---------------------------------------|
| SHENANGO TOWNSHIP | Dale Perry Matthew Stefanak | |
| S. PYMATUNING TOWNSHIP | | Johnathan Leyshon Matthew Chalupka |
| 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 | Jared Grandy Jay Russell |
| 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

Ben Scerri- SunCap Property Group
Joseph Jorge- CESO
Ricardo Chambers- CESO
Justin Pipp- Jamestown Mayor

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 February 28, 2025, MEETING-

A motion was made by Tom Sauer and seconded by Todd Spears to approve the Minutes of the February 28, 2024 meeting. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.

FINANCIAL STATEMENTS – Nick Hanahan, committee treasurer.

Nick Hanahan presented the February 2025 Financial Statements.

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

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

Zoning and Subdivision Committee Report- committee chairman

1. Preliminary Plan-Project Cake- East Lackawannock Township
The preliminary plan is for the proposed 933,656 square foot warehouse and distribution center off I-80 and Route 19 with 170 loading spaces, 807 Trailer parking spaces, and 1061 employee parking spaces. The construction will begin before the end of 2025 and work will continue through 2026. **A motion was made by Larry McAdams and seconded by Paul Hamill to approve the preliminary plan as presented. The Chairman called for any discussion; hearing none, a vote was called for, and the motion carried.**
2. Final Land Development- Municipal Garage- Jackson Township
Final plans for an additional garage and renovations to the municipal building and property. **A motion was made by Larry McAdams and seconded by Steve Tingley to approve the preliminary plan as presented. The Chairman called for any discussion; hearing none, a vote was called for, and the motion carried.**
3. Final Land Development- BCS Properties Inc. - City of Hermitage Proposed a 24,750 SQ FT building addition for Becker GW Overhead Lifting Solutions at the existing site off 2600 Kirila Blvd. **A motion was made by Larry McAdams and seconded by Bill Anthony to approve the preliminary plan as presented. The Chairman called for any discussion; hearing none, a vote was called for, and the motion carried.**
4. Clark Borough- Solar Ordinance Amendment–The Zoning and Subdivision Committee tabled till the April meeting due to not having the current amendment submitted.
5. SALDO Update- Tabled till April

Personnel Finance Committee- committee chairman

1. Right to Know Policy- Jeff Hoy stated the Personnel Finance Committee discussed and approved the policy to be voted on at the April 2025 meeting.
2. Social Media Policy- The Social Media Policy was reviewed by the committee and will be sent to the full Commission for review to be voted on at the April 2025 meeting.
3. Update on Personnel Manual- The Personnel Finance Committee made comments and the policy will be sent to the full Commission for their comments and review to be voted on at the April 2025 meeting.

Staff reports- Professional Staff

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

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

- Comp Plan Public Survey: 833 responses, none from New Lebanon Borough and Sandy Lake Borough-
- Welcome to Erin Adams to the Planning Commission.

Discussion

- April Speaker DCED (Department of Community and Economic Development) will present on Implementable Comp Plans
- Mackin presents the Comp Plan Update

Next Meeting is Scheduled for April 22, 2025, 7 PM

Adjournment

With no further business or discussion, a motion was made by Steve Tingley, seconded by Nick Hanahan to adjourn at 7:33 pm. The chairman called for discussion; there being none, a vote was called for, and the motion carried.

Submitted and Certified By:

Steve Tingley, Secretary – MCRPC

Date: _____

Mercer Co Regional Planning Commission
Account Reconciliation
As of Mar 31, 2025
01-0105-000 - Cash-PNC Account
Bank Statement Date: March 31, 2025

Filter Criteria includes: Report is printed in Detail Format.

| | |
|------------------------------|-------------|
| Beginning GL Balance | 26,513.27 |
| Add: Cash Receipts | 22,828.61 |
| Less: Cash Disbursements | (24,043.75) |
| Add (Less) Other | 8,818.72 |
| Ending GL Balance | 34,116.85 |
| Ending Bank Balance | 35,850.00 |
| Add back deposits in transit | |
| Total deposits in transit | |
| (Less) outstanding checks | |
| Mar 31, 2025 5007 | (37.10) |
| Mar 31, 2025 5008 | (52.95) |
| Mar 31, 2025 5009 | (1,643.10) |
| Total outstanding checks | (1,733.15) |
| Add (Less) Other | |
| Total other | |
| Unreconciled difference | 0.00 |
| Ending GL Balance | 34,116.85 |

4/16/25 at 11:25:41.86

Page: 1

Mercer Co Regional Planning Commission
Account Reconciliation
As of Mar 31, 2025
01-0106-000 - Cash-Sweep-PNC
Bank Statement Date: March 31, 2025

Filter Criteria includes: Report is printed in Detail Format.

| | |
|------------------------------|-------------|
| Beginning GL Balance | 198,698.69 |
| Add: Cash Receipts | |
| Less: Cash Disbursements | |
| Add (Less) Other | (35,735.09) |
| Ending GL Balance | 162,963.60 |
| Ending Bank Balance | 162,963.60 |
| 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 | 162,963.60 |

Mercer County Regional Planning Commission Social Media Policy

Purpose:

This policy outlines the guidelines for all employees of Mercer County Regional Planning Commission (MCRPC) regarding the use of social media in both professional and personal contexts. The goal is to protect the organization's reputation while respecting employees' rights to express themselves. This Policy always applies, including outside work hours. Any changes to the Policy will be communicated to employees in a timely manner.

1. General Guidelines

Professionalism: Employees must maintain professionalism when engaging on social media platforms, both in and outside of work. Any posts related to Mercer County Regional Planning Commission should reflect our values and ethical standards.

Etiquette: Employees are encouraged to always think before they post and to consider any potential impact their posts may have on the MCRPC, their fellow employees, and themselves.

Respect and Courtesy: Employees should avoid posting content that could be viewed as offensive, discriminatory, or harmful. Respect for others' privacy and dignity is paramount.

Confidentiality: Do not share confidential or proprietary Mercer County Regional Planning Commission information. Always comply with confidentiality agreements and industry regulations.

Personal Use: Personal use of social media during work hours should be limited to breaks and will not interfere with job responsibilities.

2. Social Media Accounts and Branding

MCRPC Social Media Accounts: Only authorized personnel may manage or post on official Mercer County Regional Planning Commission social media accounts. If unsure, please consult with the Executive Director.

Personal Accounts: Employees should make clear distinctions between their personal and professional social media accounts. If you mention Mercer County Regional Planning Commission in personal accounts, please make it clear that your views are your own and not reflective of the organization.

3. Prohibited Content

Harassment and Discrimination: Discrimination, harassment, hate speech, or any form of harmful behavior is strictly prohibited.

Illegal Activities: Employees must avoid promoting or engaging in illegal activities, including substance abuse, violence, or sharing pirated content.

Defamation: Employees must avoid posting content that could be seen as defamatory towards the MCRPC, community, colleagues, or organizations we do business with.

False, Misleading, Derogatory or Demeaning Information: The MCRCP strictly prohibits Employees from spreading false or misleading information about MCRPC, its members, contractors, subcontractors, employees and/or cooperating agencies and organizations. False or misleading information could potentially harm or impact the Employer's brand or reputation. Employees who violate this rule will be subject to disciplinary actions and legal action, if necessary.

4. Legal Compliance

Copyrights & Trademarks: Respect intellectual property. Only share content you have the right to use or that is publicly available.

Privacy Laws: Do not disclose any private information about coworkers, members, cooperating agencies/organizations or the Mercer County Regional Planning Commission unless authorized.

5. Disciplinary Actions

Failure to comply with this policy may result in disciplinary action, including but not limited to warnings, suspension, or termination of employment.

6. Reporting Concerns

If you notice any content that violates this policy or harms the Mercer County Regional Planning Commission's reputation, please report it to the Executive Director. MCRPC will promptly assess and investigate any reports of violation made by an employee on a case-by-case basis. MCRPC will consider the context of the post, the language used in the post, and any applicable laws, regulations, or public policies, when determining the appropriate disciplinary action.

Social Media Posting Guidelines

Purpose:

To set clear expectations regarding what employees can post on social media to protect both their personal and professional reputations, while promoting a positive image of Mercer County Regional Planning Commission.

1. What Can Be Posted (Professional and Personal Accounts)

A. Mercer County Regional Planning Commission-related Content:

Mercer County Regional Planning Commission Announcements: Employees may share official Mercer County Regional Planning Commission announcements, updates, or events, but only with prior approval from management or the designated social media team.

Achievements and Recognition: Feel free to share posts about Mercer County Regional Planning Commission achievements, employee milestones, awards, and recognitions. Always ensure that such posts are in line with the Mercer County Regional Planning Commission's values.

Photos & Videos: Photos and videos related to Mercer County Regional Planning Commission events, projects, or products are encouraged, as long as they do not violate confidentiality or any other Mercer County Regional Planning Commission policies.

B. Industry-related Content:

Industry News: Employees are encouraged to share relevant industry news, trends, or insights that reflect positively on the Mercer County Regional Planning Commission and its expertise.

Thought Leadership: Sharing articles, blog posts, or insights that align with MCRPC's values and industry position is encouraged. However, these should always represent the employee's views as an individual, unless authorized to speak on behalf of the Mercer County Regional Planning Commission.

C. Personal Posts (When Mentioning the Mercer County Regional Planning Commission):

Disclaimer: If you mention Mercer County Regional Planning Commission in personal posts, include a disclaimer such as, "The views expressed are my own and do not reflect the views of Mercer County Regional Planning Commission."

Support for Causes: It's fine to post about charitable causes or events that you personally support but avoid associating them with the Mercer County Regional Planning Commission unless you have received approval to do so.

D. Positive Representation:

Respectful Language: Use respectful, inclusive language when posting. Posts should reflect positivity, inclusivity, and professionalism.

Celebrating Success: Sharing personal successes in line with the Mercer County Regional Planning Commission's work culture is welcomed- whether that's a team achievement, product launch, or personal growth.

2. What Should NOT Be Posted on Professional Account or while mentioning Mercer County Regional Planning Commission

A. Confidential or Proprietary Information:

Do not post confidential Mercer County Regional Planning Commission information, trade secrets, or any internal discussions unless authorized by management.

Avoid posting internal communications, such as emails or memos, that were not intended for public sharing.

B. Negative or Harmful Content:

Complaints About the Mercer County Regional Planning Commission: Employees should not post complaints, negative opinions, or anything that could harm the Mercer County Regional Planning Commission's reputation.

Disparaging Comments: Avoid making disparaging comments about coworkers, supervisors, or clients, whether directly or indirectly. This includes criticizing management, workplace practices, or coworkers in public forums.

C. Offensive or Discriminatory Content

Posts containing offensive, discriminatory, or inappropriate content based on race, gender, religion, sexual orientation, or any other protected class will not be tolerated.

Hate Speech or Harassment: Any form of hate speech, bullying, or harassment, whether against colleagues or others, is strictly prohibited.

D. Inappropriate Photos or Videos:

Do not share photos, videos, or other media that could be considered unprofessional, inappropriate, or in violation of the Mercer County Regional Planning Commission's values (e.g., substance use, explicit content).

E. Political or Controversial Issues:

Employees should avoid engaging in overtly political discussions or posting about controversial issues unless directly related to the Mercer County Regional Planning Commission's business; and then only upon express authorization.

If posting about political views or current events, be clear that the views shared are personal and not reflective of the Mercer County Regional Planning Commission.

3. Guidelines for Personal and Professional Boundaries

Separation of Personal and Professional Accounts: Employees should clearly separate their personal and professional social media accounts. Use privacy settings to control who can see personal posts.

Avoid Confusion: When posting about personal opinions or topics unrelated to work, avoid including job titles or affiliations with the Mercer County Regional Planning Commission to prevent confusion about whether posts represent the Mercer County Regional Planning Commission's views.

4. Compliance with the Law

Copyright and Intellectual Property: Employees must not share content that violates copyright laws or intellectual property rights, including music, movies, images, and videos.

Privacy: Always respect the privacy of colleagues, clients, and customers. Do not post personal details or photos of others without their consent.

5. Monitoring and Reporting Violations

Employees should report any posts that could be harmful to the Mercer County Regional Planning Commission's reputation or violate this policy to management.

Mercer County Regional Planning Commission reserves the right to address any violations of this policy, which could include corrective actions up to and including termination.

Acknowledgment

I acknowledge that I have read and understand the Mercer County Regional Planning Commission Social Media Policy. I agree to comply with the guidelines outlined above.

Employee Signature: _____

Date: _____

Right to Know Policy for Mercer County Regional Planning Commission (MCRPC)

1. Purpose

The Mercer County Regional Planning Commission (MCRPC) recognizes the public's right to access public records under the Pennsylvania Right to Know Law (RTKL), Act 3 of 2008. This policy sets forth the procedures for requesting access to public records, the processing of requests, and the application of fees as required by law.

2. Public Records

A public record is defined as any record, document, tape, film, sound recording, or other data compiled or received by MCRPC in connection with the operation of the agency. Public records that are subject to disclosure are those that are not protected by exemptions defined under the Right to Know Law.

3. Requesting Access to Public Records

3.1. Procedure for Requesting Records

To request access to public records from MCRPC, a requester must submit a Right to Know Request Form to the Open Records Officer (ORO). Requests may be submitted using the following methods:

Online: www.mcrpc.com

Mail: Send the request to:

Mercer County Regional Planning Commission

Attention: Open Records Officer

Address: 2491 Highland Road, Hermitage, PA 16137

Email: Send an email to drussell@mcrpc.com

3.2. Use of Pennsylvania Office of Open Records (OOR) Forms

MCRPC will accept requests submitted using the Pennsylvania Office of Open Records (OOR) Right to Know request forms. These forms can be found on the Pennsylvania OOR website at www.openrecords.pa.gov. The forms should be completed with sufficient detail to identify the records sought.

3.3. Contact Information for Open Records Officer (ORO)

The designated Open Records Officer (ORO) is responsible for receiving and processing Right to Know requests. The current contact information for the ORO is:

Name: Doniele Russell

Title: Executive Director

Email: drussell@mcrpc.com

Phone: 724-981-2412

Address: 2491 Highland Road, Hermitage, PA 16148

3.4. Timeframe for Response

MCRPC will respond to all Right to Know requests in accordance with the Pennsylvania Right to Know Law, which requires a response within 5 business days of receipt of the request. The following responses are possible:

Grant: If the request is approved, the requested record will be provided.

Deny: If the request is denied, the ORO will provide a written explanation, including the legal grounds for denial.

Request for Extension: In some cases, the ORO may request an additional 30 calendar days to fulfill the request if necessary.

4. Fees for Access to Public Records

MCRPC may charge fees for access to public records in accordance with the Right to Know Law and the Pennsylvania Office of Open Records (OOR) fee structure. The fees are as follows:

4.1. Fee Schedule

Copy Fees: MCRPC may charge \$0.25 per page for standard black and white copies.

Electronic Records: If the records are requested in an electronic format, MCRPC may charge the actual cost of providing the records in that format (e.g., CDs, USB drives, etc.).

Postage: MCRPC may charge the actual cost of postage for mailing records.

Fees shall comply with PA Office of Open Records Fee Schedule as may be amended from time to time.

4.2. Fees for Commercial Requests

For requests made for commercial purposes, additional fees may apply. A requester must identify if the request is for a commercial purpose. Fees will be calculated based on the time required to fulfill the request and the staff time involved.

4.3. Fee Waiver

MCRPC may waive fees for requests that are deemed in the public interest, where the release of records primarily benefits the public.

4.4. Payment

Payments for fees must be made by check or money order payable to the Mercer County Regional Planning Commission and submitted along with the request. The ORO will inform the requester if fees are applicable before fulfilling the request.

5. Denial of Access

If request is denied, the requester may appeal the denial to the Pennsylvania Office of Open Records, and thereafter, may file a petition in the Court of Common Pleas of Mercer County. The OOR provides detailed instructions for filing an appeal on its website.

6. Exceptions and Exemptions

MCRPC will not release records that are exempt under the Right to Know Law. Exemptions include, but are not limited to:

Records that would disclose the identity of an undercover law enforcement officer.

Records related to an ongoing criminal investigation.

Records that would reveal the personal, private, or confidential information of individuals.

Records protected by attorney-client privilege.

7. Review of Policy

MCRPC will review this policy regularly to ensure compliance with the Pennsylvania Right to Know Law and any changes to the law or regulations.

Signature:

Doniele Russell

Title: Executive Director

Mercer County Regional Planning Commission

Date: INSERT ADOPTION DATE

Mercer County Regional Planning Commission Sunshine Act Policy

Purpose:

The purpose of this policy is to ensure compliance with the Pennsylvania Sunshine Act (65 Pa.C.S. §§ 701-716), which requires public bodies to conduct business transparently and provide the public with the opportunity to attend and participate in meetings that affect the community. This policy outlines the procedures for public meetings, including notice requirements, agenda preparation, and meeting conduct.

1. Scope and Applicability

This policy applies to all meetings of the Mercer County Regional Planning Commission, Committees, and Shenango Valley Area Transportation Study (SVATs MPO) that are subject to the Pennsylvania Sunshine Act. This includes all meetings at which official action is taken or at which a quorum of the MCRPC discusses official business.

2. Definition of a Meeting

A meeting is defined as a quorum of the members of a MCRPC gathered to discuss or deliberate on official business. This includes in-person meetings, conference calls, and any other type of gathering where the members of the body discuss the public business. Where a quorum is not present the meeting shall be conducted as a working session where minutes can be reviewed and ratified at the next scheduled meeting.

3. Notice of Meetings

3.1 Notice Requirements

The MCRPC must provide notice of its meetings in advance, in accordance with the Sunshine Act. Notice must be provided at least 24 hours prior to the meeting.

3.2 How Notice Is Given

Notice must be given by posting the agenda at the MCRPC office and/or at the meeting location (if different), and by notifying the local newspaper annually. Notice must be made available to the public via email, website, and posting.

3.3 Types of Notices

- Regular Meetings: Notice of regular meetings should be posted annually with a list of scheduled dates, times, and locations.
- Special Meetings: Notice of special meetings must be posted at least 24 hours in advance.
- Emergency Meetings: Emergency meetings require as much notice as possible, but no less than 24 hours before the meeting.

4. Meeting Agendas

4.1 Agenda Preparation

The MCRPC shall prepare an agenda for each meeting. The agenda must be available to the public at least 24 hours before the meeting, either in person or online.

4.2 Agenda Items

The agenda should list the items of business to be discussed, including any matters on which the MCRPC intends to take action. If the agenda changes after posting, an updated version should be posted immediately.

5. Public Participation

5.1 Right to Attend

Members of the public have the right to attend all public meetings of the public body, subject to reasonable rules of conduct.

5.2 Right to Speak

The MCRPC shall allow members of the public to provide comments during a designated public comment period, as determined by the chairperson. The time for each speaker may be limited to ensure fair participation for all.

5.3 Exceptions to Open Meetings

The Sunshine Act allows for certain exceptions when a meeting may be closed to the public. These exceptions include discussions about:

- Personnel matters
- Litigation
- Real estate transactions
- Other specific exceptions as defined in the law

If the MCRPC goes into executive session, it must announce the reason for doing so before the session and vote on the decision to enter executive session during an open meeting.

6. Meeting Minutes

6.1 Minutes Requirement

Minutes must be taken at all meetings and must include the following:

- The date, time, and location of the meeting.
- The names of the members present.
- A summary of the discussions.
- A record of any official actions taken (motions, votes, resolutions, etc.).

6.2 Availability of Minutes

Minutes must be made available to the public for inspection within a reasonable time

after the meeting. They should be posted on the www.mcrpc.com or otherwise made available for review.

7. Violations of the Sunshine Act

7.1 Complaint Procedure

Any member of the public who believes that the provisions of the Sunshine Act have been violated may file a complaint with the Office of Open Records or seek judicial review in the appropriate court.

7.2 Consequences of Violations

Failure to comply with the Sunshine Act may result in actions being taken in violation of the law, including but not limited to voiding of decisions made during closed meetings or in violation of notice requirements.

8. Confidentiality of Executive Sessions

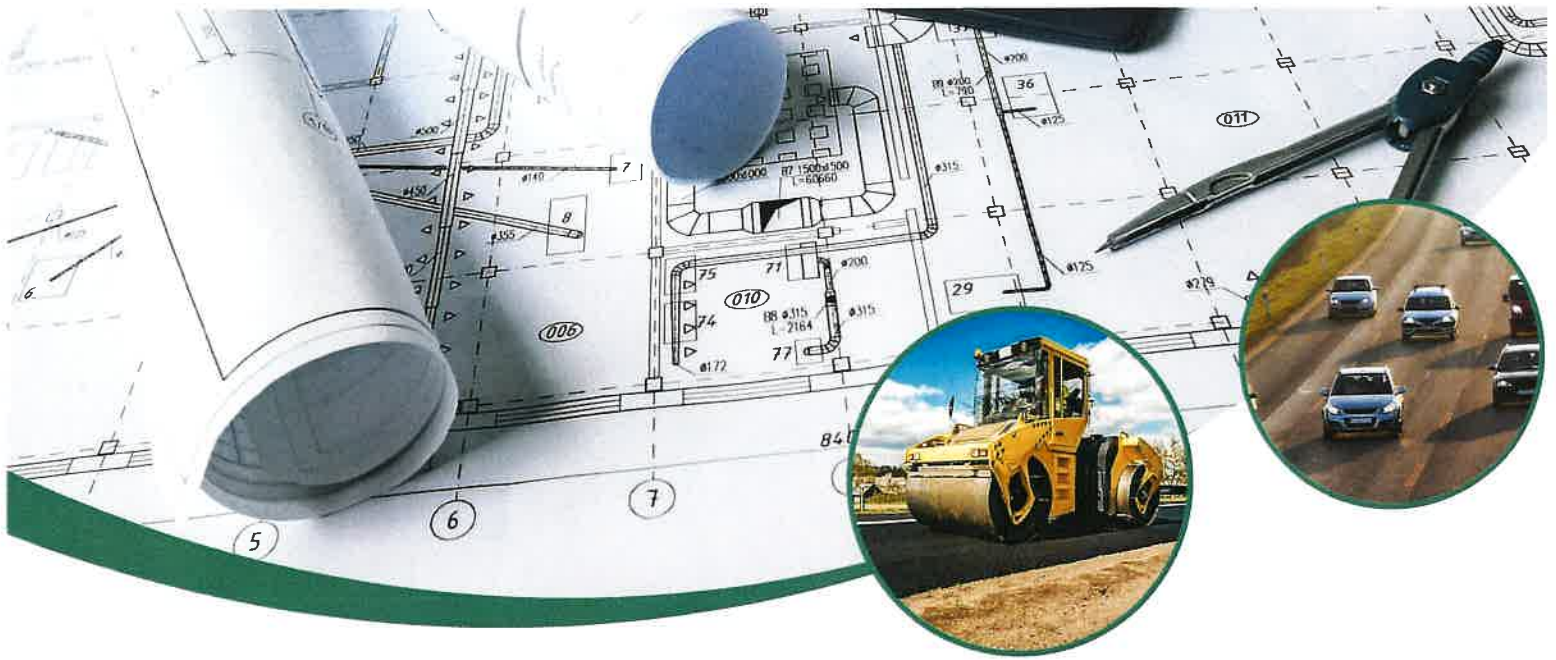
Members of the MCRPC must respect the confidentiality of any matters discussed in executive session. Any disclosure of confidential matters discussed in executive session may result in penalties or sanctions.

9. Amendments to This Policy

This policy may be amended at any time by the Mercer County Regional Planning Commission in accordance with the procedures set forth by the Pennsylvania Sunshine Act.

Approved by: Mercer County Regional Planning Commission

Date of Approval:



Mercer County Regional Planning Commission

MEMBER BENEFITS

The Mercer County Regional Planning Commission (MCRPC) has been supporting our communities since 1952. MCRPC promotes collaboration and partnerships to enhance Mercer County, with membership including planning and elected officials from member municipalities.

We Offer:

- Subdivision & Land Development Reviews
- GIS Mapping
- Grant Writing Technical Assistance
- Community Development
 - Housing - Infrastructure
 - Transportation - Park & Recreation
- Fair Housing & Discrimination Complaints
- Large scale printing & scanning
- Environmental Review Assistance
- Review for community-based projects
- Community Engagement
- County Comprehensive Plan Implementation
- Educational Trainings
- Ordinance Review
 - Zoning - Solar
 - Subdivision & Land Dev.
- Transportation Planning (SVATS)
 - Traffic Counts

724-981-2412

drussell@mcrpc.com

www.mcrpc.com