

Mercer County Regional Planning Commission Meeting

Tuesday, September 23, 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 May 27, 2025, meeting- Matthew Stefanak, Chairman
Motion to approve, copy attached

Financial statements- Nick Hanahan, Treasurer
Motion to approve May, June, July, August 2025, copy attached

Presentation- DEP- Non-Building Waiver

Zoning and Subdivision Committee Report- committee chairman

- Cronimet- Minor- Preliminary/Final LDP-Pymatuning Township-
- Grove City College Baseball Field- Preliminary/Final LDP- Pine Township
- Village Park-Final LDP- Major- Pine Township
- Encore Renewables Solar-McCartney Road-Preliminary- LDP- Perry Township/Fairview Township
- Encore Renewables Solar-Small Road-Preliminary LDP-Perry Township
- Hermitage Zoning Ordinance- City of Hermitage
- 986 Stambaugh-Sahadeo Property-Preliminary/Final-Minor LDP-Commercial Garage-City of Sharon
- Grove City Regional Airport-Preliminary/Final-Minor LDP-Springfield Township

Personnel Finance Committee- committee chairman

- Audit Report
- Medical Plan
- MMO
- DCNR Grant Application- Mercer County Motorized Trail System Feasibility Study

Staff reports- Professional Staff

Discussion-

Next Meeting Scheduled for **October 28, 2025 7 PM**

Adjournment

To Join Virtually

<https://global.gotomeeting.com/join/874614669>

Phone 1-408-650-3123

Access Code: 874-614-669

MINUTES
MERCER COUNTY REGIONAL PLANNING COMMISSION
Hybrid Meeting: Tuesday – May 27, 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 Suzanne Kepple	
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	John Chlpka	
JAMESTOWN BOROUGH		Justin Pipp
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	Corwin Masson Tom Sauer	
DELAWARE TOWNSHIP	William Anthony	
E. LACKAWANNOCK TOWNSHIP	William Hackwelder	
FAIRVIEW TOWNSHIP		Robin Hostetler Mont Clark
FINDLEY TOWNSHIP	Steve Paxton	John Courtney
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	Gary King	Bonnie McCartney
PINE TOWNSHIP	Todd Spears	Dennis Crumb
PYMATUNING TOWNSHIP		Jim Rowe Ryan Zarecky
MUNICIPALITY	PRESENT	ABSENT

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SANDY LAKE TOWNSHIP		Raymond Scofield Heather Bacher
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 Sheryl Kelly Larry McAdams	Richard Stachel Jared Grandy Elliot Lengel Jay Russell
BOROUGH ASSOCIATION		
SUPERVISORS ASSOCIATION		
COUNTY COMMISSIONER	Tim McGonigle Ann Coleman	
Solicitor	James Nevant, II	

Staff

Doniele Russell, Executive Director
Elizabeth Peluchette, GIS Planner
Peter Messina, Planner
Erin Adams, Senior Planner

Others Present

Matt Breedlove- Greenville Buddy Miller
Duane King Judy King
Troy Cyphert Eric Wenger
Justi Glaros- Sharon Superintendent

CALL TO ORDER-

William Anthony, vice-chairman, called the meeting to order at 7:00 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- William Anthony, vice-chairman. Commissioner Ann Coleman announced and congratulated Nick Hanahan for winning a 40 Distinguished Impact Award from Penn Northwest and the Chambers of Commerce. Judy King introduced herself and her husband, Duane, and thanked the commission for their work.

MINUTES OF April 22, 2025, MEETING-

A motion was made by Steve Tingley and seconded by Richard McCullough to approve the Minutes of the April 22, 2024 meeting, as corrected. **The Vice-Chairman called for**

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any discussion, hearing none; a vote was called for, and the motion carried.

FINANCIAL STATEMENTS – Nick Hanahan, committee treasurer.

Nick Hanahan presented the April 2025 Financial Statements.

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

Zoning and Subdivision Committee Report- committee chairman

1. Timberview Lawn Furniture- Worth Township- Minor LDP- 1795 Harrisville Road, Stoneboro. Construction of a 1400 sq. ft. woodshop building for manufacturing outdoor lawn furniture. Larry McAdams made a motion to approve the final land development plan in accordance with the provisions of the Pennsylvania Missile Planning Code. Steve Tingley seconded. **The Vice-Chairman called for any discussion; hearing none, a vote was called for, and the motion carried.**
2. Hadley Field-City of Sharon- Final LDP- The proposed development is a new athletic track and field. Larry McAdams made a motion to grant the conditional approval of the final land development plan under the municipal planning code, contingent upon the outstanding items being satisfactorily addressed and submitted to the Mercer County Regional Planning Commission staff. Nick Hanahan seconded. **The Vice-Chairman called for any discussion; hearing none, a vote was called for, and the motion carried.**
3. Home2 Suites- Final LDP-Shenango and City of Hermitage- The proposed development of a hotel. Lot Consolidation (January) and Preliminary LDP (February) plans were presented. They were waiting on a couple of permits for this plan. Larry McAdams made a motion to grant the conditional approval for the final land development plan under the municipal planning code, contingent upon all outstanding items being satisfactorily addressed and submitted to the Mercer County Regional Planning Commission. Rich McCullough seconded. **The Vice-Chairman called for any discussion; hearing none, a vote was called for, and the motion carried.**
4. Sunrise Solar Babcock Rd- Coolspring Twp- Preliminary and Final Plan- The project will consist of 660 solar panels and directly connect to the Penn Power electrical distribution grid to supply power to nearby homes and businesses. The parcel is 59.3- and a 2.3-acre parcel, both owned by the King's. Zoning approval has been received. Stormwater was not received. This plan follows all the previous recommendations for fencing and a secondary access. Larry McAdams made a motion to grant conditional approval of the preliminary and final land development plans. In accordance with municipal planning code pending submission of required

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final items. Tom Sauer seconded. **The Vice-Chairman called for any discussion; hearing none, a vote was called for, and the motion carried with one no vote by Paulette Young.**

5. West Middlesex Borough- Zoning Ordinance- Amendment Skill Based Game add Conditional and Accessory Uses in Downtown Business and Highway Commercial Zoning Districts. Larry McAdams made a motion to approve reviewed comments regarding the proposed zoning ordinance amendment to West Middlesex Borough. Rich McCullough seconded. **The Vice-Chairman called for any discussion; hearing none, a vote was called for, and the motion carried.**
6. Joy Cone Company- Hermitage- East Parking Expansion Minor Land Development. They're expanding the parking lot for Joy Cone by 122 spaces and they have all their permits in line. Larry McAdams made a motion to approve the minor land development plan for Joy Cone. Todd Spears seconded. **The Vice-Chairman called for any discussion; hearing none, a vote was called for, and the motion carried.**
7. SALDO- Larry McAdams made a motion to forward the 2025 draft Mercer County Subdivision and Land Development Ordinance to the county commissioners for consideration and adoption under the provision of the initial planning code. Paul Hamill seconded. **The Vice-Chairman called for any discussion; hearing none, a vote was called for, and the motion carried.**
8. Fee Schedule- Larry McAdams made a motion to forward the proposed 2025 fee schedule to the county commissioners for consideration and adoption. Paul Hamill seconded. **The Vice-Chairman called for any discussion.** Commissioner Ann Coleman asked what the changes were since it was just updated in 2024. Doniele Russell explained the changes. Previously we charged a per acre fee and a per unit fee, we're taking the per acre fee out and just doing a unit fee and a flat base. The land development flat fee would be \$500 and then the lot fee would be 20 or unit fee would be \$25. The changes will streamline our accounting. **The Vice-Chairman called for any more discussion; hearing none, a vote was called for, and the motion carried.**

Personnel Finance Committee- committee chairman

1. Personnel Manual- Jeff Hoy noted the manual was updated to reflect current regulations and was distributed to the committee for review. **A motion was made by Jeff Hoy and seconded by Paul Hamill to approve the Personnel Manual as presented. The Vice-Chairman called for any discussion; hearing none, a vote was called for, and the motion carried.**
2. Sunshine Policy- This will establish an official policy which we've not had before, and ensures we are on record. **A motion was made by Jeff Hoy and seconded by**

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Patty McAdams to approve the Sunshine Policy as presented. The Vice-Chairman called for any discussion; hearing none, a vote was called for, and the motion carried.

3. **BBP Audit & Engagement- Annual approval agreement for BBP to do our financial audit. A motion was made by Jeff Hoy and seconded by Dale Perry to approve the BBP Audit & Engagement letter. The Vice-Chairman called for any discussion; hearing none, a vote was called for, and the motion carried.**

Staff reports- Professional Staff

- 2025 Annual Family Picnic is at Goddard State Park July 22.
- Long-Range Plan- We have received responses from a few consultants and have completed the interviews. We are working with PennDOT and hope to award that at our June MPO meeting.
- Municipal Sotrmwater Education Workshop August 13, 2025- This is to help municipalities understand Act 167. The workshop is being hosted by Erin Kepple Adams, MCRPC Senior Planner and The Mercer County Conservation District.
- Mercer County Comprehensive Plan- We have a few stakeholder meeting scheduled in June.
- DCED will be in the MCRPC office June 10th to June 12th to perform monitoring for fiscal years 2016 to 2019.
- Any member needing assistance with grant support and consistency letters, please let us know.

Discussion:

- Nick Hanahan spoke and commended the work of the MCRPC staff.
- Bill Anthony thanked the board for the large amount of work they put into the SALDO and Personnel Manual.
- Doniele Russell thanked the committees for their constant support and efforts.
- Doniele stated the office has a couple of plans already for the June meeting. The submission deadlines for the upcoming meetings are June 6th and August 8th. The meeting dates are posted on the MCRPC website. Finance and Personnel will be meeting in June but not July, due to the picnic.
- Full commission meeting in September will have Donna Smith from DEP to discuss non-building waivers and what that means when lots are being subdivided.

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- Buddy Miller, PennDOT Mercer County Municipal Liaison, introduced himself and stated that he is the primary contact for all PennDOT-related municipal matters. He advised that if he does not respond within 24 hours, municipalities should follow up. He also asked municipalities to complete and return the contact information request sent via email.
Buddy discussed some ongoing paving projects and concerns regarding the gravel.
- Doniele stated there will be LTAP training and secretary training. When the dates are set they will be sent with the meeting materials.

Next Meeting is Scheduled for September 23, 2025, 7 PM

Adjournment

With no further business or discussion, a motion was made by Steve Tingley, seconded by Richard McCullough to adjourn at 7:37 p.m. 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 May 31, 2025
01-0105-000 - Cash-PNC Account
Bank Statement Date: May 31, 2025

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance	20,018.94
Add: Cash Receipts	149,375.71
Less: Cash Disbursements	(21,609.85)
Add (Less) Other	(109,655.61)
Ending GL Balance	38,129.19
Ending Bank Balance	39,554.00
Add back deposits in transit	
Total deposits in transit	
(Less) outstanding checks	
May 30, 2025 5030	(52.95)
May 30, 2025 5031	(1,371.86)
Total outstanding checks	(1,424.81)
Add (Less) Other	
Total other	
Unreconciled difference	0.00
Ending GL Balance	38,129.19

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

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance	164,192.96
Add: Cash Receipts	
Less: Cash Disbursements	
Add (Less) Other	88,277.44
Ending GL Balance	252,470.40
Ending Bank Balance	252,470.40
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	252,470.40

Mercer Co Regional Planning Commission
Account Reconciliation
As of Jun 30, 2025
01-0105-000 - Cash-PNC Account
Bank Statement Date: June 30, 2025

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance			38,129.19
Add: Cash Receipts			6,086.41
Less: Cash Disbursements			(21,986.48)
Add (Less) Other			11,095.04
Ending GL Balance			33,324.16
Ending Bank Balance			35,000.00
Add back deposits in transit			
Total deposits in transit			
(Less) outstanding checks			
	Jun 30, 2025	5039	(52.95)
	Jun 30, 2025	5040	(1,371.86)
	Jun 30, 2025	5041	(167.41)
	Jun 30, 2025	EFT	(83.62)
Total outstanding checks			(1,675.84)
Add (Less) Other			
Total other			
Unreconciled difference			0.00
Ending GL Balance			33,324.16

7/2/25 at 15:25:19.10

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Mercer Co Regional Planning Commission
Account Reconciliation
As of Jun 30, 2025
01-0106-000 - Cash-Sweep-PNC
Bank Statement Date: June 30, 2025

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance			252,470.40
Add: Cash Receipts			
Less: Cash Disbursements			
Add (Less) Other			(31,961.85)
Ending GL Balance			220,508.55
Ending Bank Balance			220,508.55
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			220,508.55

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

Filter Criteria includes Report is printed in Detail Format.

Beginning GL Balance			33,324.16
Add: Cash Receipts			60,028.42
Less: Cash Disbursements			(20,062.64)
Add (Less) Other			(33,147.03)
Ending GL Balance			40,142.91
Ending Bank Balance			42,189.00
Add back deposits in transit			
Total deposits in transit			
(Less) outstanding checks			
	Jul 31, 2025	5050	(37.10)
	Jul 31, 2025	5051	(52.95)
	Jul 31, 2025	5052	(1,288.52)
	Jul 31, 2025	5054	(268.99)
	Jul 31, 2025	5055	(43.00)
	Jul 31, 2025	EFTPS	(87.27)
	Jul 31, 2025	EFTPS	(268.26)
Total outstanding checks			(2,046.09)
Add (Less) Other			
Total other			
Unreconciled difference			0.00
Ending GL Balance			40,142.91

8/15/25 at 10:45:28.05

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

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance			220,508.55
Add: Cash Receipts			
Less: Cash Disbursements			
Add (Less) Other			61,918.12
Ending GL Balance			282,426.67
Ending Bank Balance			282,426.67
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			282,426.67

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

Filter Criteria includes: Report is printed in Detail Format

Beginning GL Balance		40,142.91
Add: Cash Receipts		5,704.44
Less: Cash Disbursements		(49,478.93)
Add (Less) Other		7,182.26
Ending GL Balance		3,550.68
Ending Bank Balance		35,225.00
Add back deposits in transit		
Total deposits in transit		
(Less) outstanding checks		
	Aug 29, 2025	5063 (30,000.00)
	Aug 29, 2025	5064 (300.00)
	Aug 29, 2025	5065 (45.54)
	Aug 29, 2025	5067 (1,246.58)
	Aug 29, 2025	EFT (82.20)
Total outstanding checks		(31,674.32)
Add (Less) Other		
Total other		
Unreconciled difference		0.00
Ending GL Balance		3,550.68

9/4/25 at 09:23:58.16

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

Filter Criteria includes: Report is printed in Detail Format

Beginning GL Balance	282,426.67
Add: Cash Receipts	
Less: Cash Disbursements	
Add (Less) Other	(26,915.96)
Ending GL Balance	255,510.71
Ending Bank Balance	255,510.71
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	255,510.71