

Mercer County Regional Planning Commission Meeting

Tuesday, October 28, 2025- 7:00 PM – MCRPC Hybrid Meeting

Agenda

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

Minutes of the September 23, 2025, meeting- Matt Stefanak, Chairman
Motion to approve, copy attached

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

Zoning and Subdivision Committee Report- committee chairman

- Pine Township Zoning Update- Proposed Zoning Request- Village Park Planned Residential Development. - R-1 to R-2- J.P Howard VIPA Land Holdings, LLC -This Zoning request proposes lots along Airport Rd, from R-1/Single Family residential to R-2 to allow for multifamily residential.

Personnel Finance Committee- committee chairman

- Motion to revise the 2024 Budget to reflect previously omitted CDBG income, as required to be documented by BBP.
- Motion to enter into a shared service agreement with MCRCOG for a shared employee, with the agreement effective starting November 1, 2025.
- Motion to hire Susanne Sacchetti as Community Development Planner, with a start date of November 2025.
- Motion to enter into a cooperation agreement with the City of Farrell for the administration of the 2025 Community Development Block Grant (CDBG) program.
- Motion to enter into a cooperation agreement with the County of Mercer for the administration of the 2025 Community Development Block Grant (CDBG) program.
- Motion to accept the Resolution to add French Creek Township as a new member.

Staff reports- Professional Staff

- Staff Reports

Discussion-

Next Meeting Scheduled for November 25, 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 – September 23, 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		Debbie Sarvis Nick Sicilian
New Lebanon Borough		Darlene Slemenda
Sandy Lake Borough		Glenn Leech
Sharpsville Borough	Nicholas Hanahan	
Stoneboro Borough	Roger Patterson	Jennifer Medberry
West Middlesex Borough		Robert Lark Stacey Curry
Coolspring Township		Tom Sauer Corwin Masson
Delaware Township	William Anthony	
E. Lackawannock Township	William Hackwelder	
Fairview Township		Mont Clark Robin Hostetler
Findley Township	John Courtney	Steve Paxton
Hempfield Township		Todd Hittle
Jackson Township		George McIntire
Jefferson Township	Richard McCullough	
Lake Township	Steve Tingley	
Liberty Township	Brenda Heck	Joseph Matthews
New Vernon Township		Daniel L. Patterson
Otter Creek Township		Carl Swartz Paulette Young
Perry Township		Gary King Bonnie McCartney
Pine Township	Todd Spears	Dennis Crumb

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MUNICIPALITY	PRESENT	ABSENT
Pymatuning Township		Jim Rowe Ryan Zarecky
Sandy Lake Township		Raymond Scofield Heather Bacher
Shenango Township	Dale Perry Matthew Stefanak	
South Pymatuning Township	Matthew Chlupka Johnathon Leyshon	
Springfield Township	Tim Stiffy	Marcus Kohan
Wilmington Township		Robert Steingrabe Sharen Brown
Wolf Creek Township		Charles Weber John Ligo
Mercer County	Jeff Hoy Sheryl Kelly Larry McAdams	Jared Grandy Elliot Lengel Jay Russell
Boroughs Association		
Supervisors Association		
County Commissioner	Ann Coleman	Tim McGonigle
Solicitor	James Nevant, II	
Staff	Others Present	
Doniele Russell, Executive Director	Mark Kline, French Creek Twp	
Elizabeth Peluchette, Senior Planner	Bill Nemeth, French Creek Twp	
Peter Messina, Planner	Brian Pulito, Steptoe	
	Joe Schiemer	
	John Schiemer	
	Kaitlyn Panlelis, Steptoe	
	Caity Hines	
	Owen Dartley	
	Donna Ulan Smith, DEP	

CALL TO ORDER-

Matthew Stefanak, 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 a prayer.

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PUBLIC COMMENTS ON ANY AGENDA ITEM– Matthew Stefanak, Chairman.

No comments were made.

MINUTES OF May 27, 2025, MEETING- Matthew Stefanak, Chairman

A motion was made by Rich McCullough and seconded by Nick Hanahan to approve the Minutes of the May 27, 2025, meeting. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.

Financial statements- Nick Hanahan, Treasurer

A motion was made by Nick Hanahan and seconded by Bill Anthony to approve the financial statements of June, July, and August 2025, as presented. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried

Presentation- DEP- Non-Building Waiver Presentation

Donna Ulan Smith from DEP presented online. The slides had been emailed prior to the meeting. DEP Presentation and Technical Difficulties.

Due to delays in the state budget process, DEP was informed earlier today that the presenter's travel had been denied, despite having received pre-authorization in July. As a result, she was unable to attend the meeting in person. It was noted that the DEP presenter was required to use the Microsoft Teams platform, which did not interface with the GoToMeeting platform used for the meeting. Although efforts were made in advance to coordinate the platforms, technical issues ultimately prevented online attendees from hearing the presentation.

Staff reminded attendees that the presentation slides had been distributed prior to the meeting and encouraged municipalities to review the content, particularly regarding the non-building waiver and sewage planning components, and to apply them in accordance with the provided guidance. Municipalities are encouraged to contact either MCRPC or DEP directly with any questions regarding the subject.

Matt acknowledged that the DEP presentation was highly detailed and suggested that, if there is sufficient interest, a separate session with DEP could be scheduled in 2026 to provide a full overview and address specific municipal concerns. He further noted that, as illustrated by this evening's experience, there may be important considerations municipalities should review carefully before signing off on certain applications.

Zoning and Subdivision Committee Report- committee chairman

1. Cronimet- Preliminary/Final Plan in Pymatuning Township-

Cronimet Specialty Metals plans to add an 18,400-square-foot building to its facility in Reynolds Industrial Park. The addition will house a calcining furnace to process scrap tungsten for use in manufacturing. A mezzanine with office

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space will also be included. This new process supports Cronimet's current tungsten operations and enables market expansion.

A motion was made by Larry McAdams and seconded by Bill Anthony to grant conditional approval of the Preliminary/Final Plan, contingent upon the applicant obtaining and submitting all required permits needed. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.

- 2. Grove City College Baseball Field- Preliminary/Final Plan Pine Township-** Proposed New Collegiate Baseball facility with Synthetic turf field, 2-story press box, dugouts, and convenience parking.

A motion was made by Larry McAdams and seconded by Nick Hanahan to grant conditional approval of the Preliminary/Final Plan, contingent upon the applicant obtaining and submitting all required permits needed. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.

- 3. Village Park-Final Plan- Pine Township-** The proposed development is the last portion of a previous subdivision plan for the Village Park Development, of which this area was to be the final phase of the master plan, and proposes construction of 19 single-family residential lots and associated roadway construction and utility extensions.

A motion was made by Larry McAdams and seconded by Bill Anthony to grant approval of the Final Plan as proposed, noting that roadways are installed as well as utilities for the proposed 19 single-family homes. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.

- 4. Encore Renewables Solar-McCartney Road-Preliminary Plan- Perry Township and Fairview Township-** Proposed Solar Energy Facility that includes 5 solar arrays and associated infrastructure, across 2 parcels in Perry and Fairview Townships. Approximately 56 acres of disturbance.

A motion was made by Larry McAdams and seconded by Steve Tingley to approve the Preliminary Plan, subject to the comments discussed at this meeting, including the consideration of an earthen berm and the submission of a letter of approval from the local Fire Department confirming compliance with emergency requirements. Even though we cannot require the letter, it is recommended. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.

- 5. Encore Renewables Solar-Small Road-Preliminary Plan- Perry Township-** Proposed Solar Energy Facility off Small Road includes 3 Solar arrays and associated infrastructure. Approximately 24 Acres of disturbance.

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A motion was made by Larry McAdams and seconded by Nick Hanahan to approve the Preliminary plan as presented. It was noted that stream crossings need to allow fire access. Group discussion on notification and letter from VFDs for the project file. While we cannot require the letter, it is recommended that Solar notify the local fire department of the project. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.

- 6. Mercer Middlesex Solar- Final Plan- Lackawannock Township-**Proposed Solar Energy Facility that includes 4 separate solar arrays and associated infrastructure. The solar arrays will be accessed off Nych Rd. with approximately 46.6 acres of disturbance.

A motion was made by Larry McAdams and seconded by Bill Anthony to grant conditional approve to the Final plan as presented, with 20Ft access road, and adding the access road with a gate for the gas well, along with all permits received and screening and buffers are addressed on the plans. While we cannot require the letter, it is recommended that Solar Company notify the local fire department of the project. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.

- 7. Hermitage Zoning Ordinance- City of Hermitage-** Proposed Text Amendment provides a size limitation for accessory uses or structures located on certain-sized lots within the SR-1 (suburban residential 1) and SR-2 (suburban residential 2) zoning districts.

A motion was made by Larry McAdams and seconded by Tim Stiffy to recommend that the City of Hermitage review the language and address the ambiguity regarding the allowance of three smaller accessory structures versus a single larger structure on smaller lots. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.

- 8. 986 Stambaugh, aka the Sahadeo Property- Preliminary/Final Plan of a Commercial Garage- City of Sharon-** Proposed 1600 sq. ft. Two Bay Commercial Garage with a 12x15 attached office space on approx. .37-acre lot on the corner of Stambaugh and Division Street. Screening was waived for this project by the zoning officer due to a conflict with the line of sight/ visibility.

A motion was made by Larry McAdams and seconded by Tim Stiffy to conditionally approve the Preliminary/Final plan as presented, pending all permits. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.

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- 9. Grove City Regional Airport-Preliminary/Final/-Minor Plan- Springfield Township-** Proposed New Aircraft Hanger-proposing the development of a 100x120 Aircraft Hanger and paved access lane for transportation of aircraft to the new proposed hanger, proposed construction is less than 1 acre of disturbance on an approximate 147-acre property.

A motion was made by Larry McAdams and seconded by Bill Anthony to conditionally approve the Preliminary/Final plan as presented. pending permits and foregoing the screening and survey requirements. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.

- 10. The 2025 SALDO has been adopted and is on our website. A hard copy is available upon request.**

- 11. The Zoning and Subdivision Committee would like to change the meeting time from 7:30 to 7:00.**

The board discussed whether to have the new start time to take affect in January or to advertise the change in the Sharon Herald and the new start time to take effect in October 2025.

A motion was made by Nick Hanahan and seconded by Rich McCullough to change the Zoning and Subdivision Committee meeting start time to 7:00, effective October 2025. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.

Personnel Finance Committee- committee chairman

- Audit Report was emailed to all members 9/18/25. A hard copy must be requested.
- Motion to approve Medical Plan for 2026 (December 2025- November 2026)

A motion was made by Patty McAdams and seconded by Rich McCullough to approve the renewal of the medical plan. This option includes a 6.25 percent increase over the last year, but it maintains the co-pays and everything standard as it was. The renewal would increase the overall insurance cost by between three and \$4,000. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.

- **Motion to Approve PMRS Minimum Municipal Obligation (MMO)**

A motion was made by Patty McAdams and seconded by Tim Stiffy to approve the PMRS Minimum Municipal Obligation. The commission would have a zero-contribution next year due to the assets that we have in the plan. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.

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- **Motion to Approve Applying for a State Grant to fund a Countywide Motorized Trail Feasibility Study**

A motion was made by Patty McAdams and seconded by Nick Hanahan to approve applying for the DCNR state grant for a countywide motorized trail feasibility study. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.

Personnel Recommendations

- **Contracted Service agreement with COG to share one of their employees-**

A motion was made by Patty McAdams and seconded by Bill Anthony to approve entering into a contracted service agreement with COG to share one of their employees, at a rate of not more than \$30 per hour, and not to exceed \$30,000 per year. The Chairman called for any discussion. Doniele reiterated this is an opportunity to contract with COG to share one of their employees on a contracted service basis for \$30 per hour, with a not-to-exceed. Doniele stated she and Solicitor Nevant will be working to confirm that the agreement for contracted services is in the best interest of MCRPC, as well as COG.

The chairman, once again, asked for any questions or comments. A vote was called for, and the motion carried.

- **Authorize the hiring of a Community Development Planner-**

A Motion to authorize the hiring of a Community Development Planner position not to exceed \$42,000 a year to fill one of the three open positions.

A motion was made by Patty McAdams and seconded by Rich McCullough to approve the authorization to hire a new Community Development Planner. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.

- **Discuss New Member- French Creek Township**

Two French Creek Township supervisors were in attendance. The township is looking to join MCRPC. Once the township passes an ordinance, it will be brought before the commission for a vote to accept the township as a member of MCRPC where the members will need to pass a resolution.

Staff Reports

- MCRPC had a DCED monitoring for the CDBG program. There were findings, and we are working through them.
- The Municipality Stormwater workshop was scheduled for August. Only one municipality registered to attend. The workshop will be rescheduled for 2026.
- Please get us support letters and grant applications as early as possible.

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- Zoning & Sub Committee- Doniele discussed the work done by the Z&S committee for June, July, and August.
- Finance & Personnel Committee-
 - a. After numerous interviews, we made an offer to fulfill one position, but the applicant turned down the job.
 - b. Employee evaluations were completed. Liz was promoted to Senior Planner from Planner, and Tara was promoted to Office Manager from Administrative Assistant.
 - c. We are working with Grove City Borough on an ARC application
 - d. We entered into the Main Street Matters Cooperative Agreement.
 - e. Peter has been working diligently with the MPO.
 - f. We are hosting the Active Transportation Workshop at the Penn State Cooperative Extension Building. Please register. Lunch will be supplied. If there aren't enough registrations, the workshop will be canceled.
 - g. The Long-Range Transportation Plan. Please take the survey if you can't make it to Thursday's Regional meeting in Greenville, Thursday, September 25. Your input is vital.

Discussion-

- Questions/Suggestions
- Schedule:
 - Plan Submission Deadline: October 10th
 - Zoning and Subdivision October 21st
 - Finance and Personnel October 28th (2026 Budget)

Adjournment-

A motion was made by Steven Theiss and seconded by Steven Tingley to adjourn at 8:39 pm.

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

Beginning GL Balance			3,550.68
Add: Cash Receipts			5,388.55
Less: Cash Disbursements			(15,678.18)
Add (Less) Other			40,560.26
Ending GL Balance			33,821.31
Ending Bank Balance			35,000.00
Add back deposits in transit			
Total deposits in transit			
(Less) outstanding checks			
	Sep 15, 2025	5073	(25.00)
	Sep 30, 2025	5077	(138.50)
	Sep 30, 2025	5078	(45.45)
	Sep 30, 2025	5079	(969.74)
Total outstanding checks			(1,178.69)
Add (Less) Other			
Total other			
Unreconciled difference			0.00
Ending GL Balance			33,821.31

Mercer Co Regional Planning Commission
As of Sep 30, 2025
01-0106-000 - Cash-Sweep-PNC
Bank Statement Date: September 30, 2025

Beginning GL Balance			255,510.71
Add: Cash Receipts			
Less: Cash Disbursements			
Add (Less) Other			(57,026.83)
Ending GL Balance			198,483.88
Ending Bank Balance			198,483.88
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			198,483.88

RESOLUTION OF THE MERCER COUNTY REGIONAL PLANNING
COMMISSION ALTERING THE MEMBER FEE FORMULA
CONTAINED IN THE ARTICLES OF AGREEMENT

WHEREAS, the Mercer County Regional Planning Commission articles of agreement, and as amended in 2025, contain a member fee formula specifying that municipalities shall pay 33.686% of the net revenue budget and Mercer County shall pay 66.314% of the net revenue budget; and

WHEREAS, the MCRPC articles of agreement further contain a provision allowing alteration of the 33.686%/66.314% member fee formula by resolution when there are additions or withdrawals of member municipalities; and

WHEREAS, one municipality was added as a MCRPC member in 2025; and

WHEREAS, the new member municipality adds to the proportion of total population of member municipalities vs. the population of the county;

NOW THEREFORE BE IT RESOLVED that the Mercer County Regional Planning Commission hereby alters the member fee formula to specify that municipalities shall pay 33.686% of the net revenue budget and Mercer County shall pay 66.314% of the net revenue budget; and

BE IT FURTHER RESOLVED that the alteration of member fee formula approved herein shall take effect for the full calendar year 2026.

Resolved by the Mercer County Regional Planning Commission this _____ day of _____ 2025.

Attest:

By:

Secretary

Chairman