

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

Agenda

- 1. Call to order at 7:00 pm-** Matt Stefanak, Chair
- 2. Prayer & Pledge of Allegiance-** Bill Anthony, Vice-Chairman
- 3. Attendance sign-in/Roll Call-** Doniele Russell, Executive Director

The quorum is critical. Please notify the office if you cannot attend

- 4. Public comments -** Matt Stefanak, Chair
- 5. Minutes of the October 28, 2025, meeting-** Steve Tingley, Secretary
Motion to approve, copy attached
- 6. Financial statements-** Nick Hanahan, Treasurer
Motion to approve October 2025, copy attached
- 7. Zoning and Subdivision Committee Report-** Larry McAdams, committee chairman
 - Motion to authorize the submittal of MCPRC's review comments on the Following Greenville Borough Documents:
 - Greenville Draft SALDO
 - Greenville Draft Zoning Ordinance and Map
 - Motion to authorize the submittal of MCRPC's review comments on the Jefferson Township Zoning Amendment to the supervisors.
- 8. Personnel Finance Committee-** Jeff Hoy, committee chairman
 - Motion to approve Cost of Living Increase at the Federal Rate of 2.8%
 - Motion to Approve Final 2026 Budget
 - Motion to increase the member fee starting in 2027 and every odd year after at a 10 cents per resident increase. Currently paying .76 per suggesting .86 in 2027. Roll Call Vote- Those attending online please state name and community with a yes or no and place in the chat box for documentation.
 - Motion to approve Office Closure December 19 thru January 3 advanced appointments will be accepted.
 - Motion to accept 2026 Meeting Schedule In-Person preferred, hybrid will be available.
 - Motion to Hire Jacob Mattas to fill the Community Development Planner Position. A start date of December 8, 2025, with an annual salary of \$37,500.00
- 9. Staff reports-** Professional Staff
 - Staff Reports

10. Discussion-

Next Meeting Scheduled for December 16, 2025 7 PM

11. Adjournment

MINUTES
MERCER COUNTY REGIONAL PLANNING COMMISSION
Hybrid Meeting: Tuesday – October 28, 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		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	Paulette Young	Carl Swartz
Perry Township	Bonnie McCartney	Gary King
Pine Township	Todd Spears	Dennis Crumb
Pymatuning Township		Jim Rowe Ryan Zarecky
MUNICIPALITY	PRESENT	ABSENT
Sandy Lake Township		Raymond Scofield Heather Bacher
Shenango Township	Dale Perry Matthew Stefanak	

MINUTES
MERCER COUNTY REGIONAL PLANNING COMMISSION
Hybrid Meeting: Tuesday – October 28, 2025 - 7:00 p.m.

South Pymatuning Township	Matthew Chlupka Johnathon Leyshon	
Springfield Township	Marcus Kohan	Tim Stiffy
Wilmington Township		Robert Steingrabe Sharen Brown
Wolf Creek Township		Charles Weber John Ligo
Mercer County	Larry McAdams Sheryl Kelly Jeff Hoy Elliot Lengel	Jared Grandy 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		

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.

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

MINUTES OF September 23, 2025, MEETING- Matthew Stefanak, Chairman
A motion was made by Rich McCullough and seconded by Bill Anthony to approve the Minutes of the September 23, 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 Paul Hamill to approve the financial statements of September 2025, as presented. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried

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. A motion was made by Larry McAdams and seconded by Steve Tingley to recommend approval of the zoning request to change from R1 to R2, the

MINUTES
MERCER COUNTY REGIONAL PLANNING COMMISSION
Hybrid Meeting: Tuesday – October 28, 2025 - 7:00 p.m.

parcels along Airport Road in the Village Pak Plan. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.

Personnel Finance Committee- committee chairman

- Motion to revise the 2025 Budget to reflect previously omitted CDBG income, as required to be documented by BBP. A motion was made by Patty McAdams and seconded by Jeff Hoy to approve the amendment to the revised budget. The Chairman called for any discussion; hearing none; a vote was called for, and the motion carried.
- Motion to enter into a shared service agreement with MCRCOG for a shared employee, with the agreement effective starting November 1, 2025.
A motion was made by Patty McAdams and seconded by Bill Anthony to approve entering into a shared service agreement with MCRCOG. The Chairman called for any discussion, a vote was called for, and the motion carried.
Doniele reminded the board that this was on last month's agenda. Due to the Sunshine Law, we had to bring it before the full committee because of the language in the last agenda. This agreement is not to exceed \$30,000. Matt Stefanik confirmed the planner who will be working with both agencies will be Brian Foster. The Chairman called for a vote, and the motion carried.
- Cooperation Agreement for the administration of the City of Farrell 2025 Community Development Block Grant (CDBG) program, starting November 1, 2025. A motion was made by Patty McAdams and seconded by Jeff Hoy to approve entering into a cooperation agreement with the City of Farrell for the program administration of the 2025 Community Development Block Grant (CDBG). The Chairman called for any discussion. A vote was called for, and the motion carried.
- Cooperation Agreement for the administration of the Mercer County 2025 Community Development Block Grant (CDBG) program, starting November 1, 2025. A motion was made by Patty McAdams and seconded by Steve Tingley to approve entering into a cooperation agreement with Mercer County for the program administration of the 2025 Community Development Block Grant (CDBG). The Chairman called for any discussion. A vote was called for, and the motion carried.
- French Creek Township and altering the member fee formula.
A motion was made by Patty McAdams and seconded by Paul Hamill to accept the resolution of the MCRPC to add French Creek Township and alter the member fee formula contained in the Articles of Agreement.

MINUTES
MERCER COUNTY REGIONAL PLANNING COMMISSION
Hybrid Meeting: Tuesday – October 28, 2025 - 7:00 p.m.

Patty stated Wheatland was still in the calculations for member fees, so adding French Creek and removing Wheatland, the fees remain the same for the other municipalities. The Chairman called for any discussion. a vote was called for, and the motion carried.

Staff Reports

- Doniele gave the staff report. The CDBG applications are due this Friday, October 31, 2025. The applications include the City of Farrell and Mercer County, which includes the Borough of Sharpsville, the Borough of Grove City, the Town of Greenville and Pine Township.
- MCRPC worked with the Borough of Gove City and submitted an ARC (Appalachian Regional Commission) for a 1.29-million-dollar downtown revitalization project.
- The county Comprehensive Project is in full swing. There is an online public survey open until November 9, 2025.
- LRTP- We completed six stakeholder survey sessions over the last couple of weeks. We had a great response- Thank you for participating. The survey is still open online, so if you have a specific location, there's an online mapping tool where you can flag your concern, whether it be road widening, Amish buggies, there are lots of different choices, maybe a safety or pavement issue, or a bridge issue that can all be selected from the drop-down.
- The office is continuing to work with the City of Sharon on their zoning ordinance.
- MCRPC hosted an Active Transportation Workshop with the Department of Health, PennDOT and a few others presenting. We did a short walking tour of the City of Sharon to see some do's and don'ts for your community active transportation plans. Mercer County is a priority area for the Department of Health, so if your community is interested, please let us know, and we are more than happy to work with you to get an application in for walkability and safety for active transportation.
- Doniele stated she met with the Jamestown Borough Council. They are looking for sidewalk assistance as well as some other projects.
- Mercer Borough asked about assistance with their zoning ordinance.
- MCRPC also assists with the Northwest Housing Regional Plan, which is a region-wide housing plan. The consultant said that they have on that has some in-depth research and it'll be a toolkit for our area. This will be a companion to our comp plan and our housing study.

Discussion

- The link to the public survey for the County Comprehensive Plan is on our website.

MINUTES
MERCER COUNTY REGIONAL PLANNING COMMISSION
Hybrid Meeting: Tuesday – October 28, 2025 - 7:00 p.m.

- The link to the County Long Range Transportation Plan website is on our homepage. There you will find the public survey link and the Mapping Transportation Areas of Concern link.
- November 7, 2025 is the deadline for plan submissions and any subdivision land development ordinance amendments or zoning amendments.
- The Zoning and Subdivision Committee will meet on November 18, 2025, at 7:00 p.m. This is a new meeting start time and has been advertised.
- November 25, 2025, the Finance and Personnel will meet at 6:00 p.m. and the Full Commission will meet at 7:00 pm.
- Nick Hanahan emphatically discussed the hard work that Doniele, Liz and Tara have been putting in over the last couple of months. He commended their hard work, stating that without them, the office would not be afloat. He stated they have gone above and beyond and are not getting paid to do it because that is the kind of people they are.

Adjournment-

A motion was made by Rich McCullough and seconded by Dale Perry to adjourn at 7:23 pm.

Submitted and Certified By:

Steve Tingley, Secretary – MCRPC

Date: _____

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

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance			33,821.31
Add: Cash Receipts			115,556.47
Less: Cash Disbursements			(26,793.20)
Add (Less) Other			(86,947.09)
Ending GL Balance			35,637.49
Ending Bank Balance			36,859.00
Add back deposits in transit			
Total deposits in transit			
(Less) outstanding checks			
	Oct 31, 2025	5087	(14.00)
	Oct 31, 2025	5088	(30.45)
	Oct 31, 2025	5089	(875.68)
	Oct 31, 2025	5091	(225.00)
	Oct 31, 2025	5092	(76.38)
Total outstanding checks			(1,221.51)
Add (Less) Other			
Total other			
Unreconciled difference			0.00
Ending GL Balance			35,637.49

11/4/25 at 10:17:31.78

Page: 1

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

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance			198,483.88
Add: Cash Receipts			
Less: Cash Disbursements			
Add (Less) Other			73,493.83
Ending GL Balance			271,977.71
Ending Bank Balance			271,977.71
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			271,977.71

Mercer County Regional Planning Commission
2026 Meeting Schedules
2491 Highland Road, Hermitage, PA
cancellations possible

	<u>MPO/SVATS</u> 10:30 a.m.	Land Development Plan & Review Fee Submission Deadline	<u>Finance & Personnel</u> @ 6:00 p.m. <u>Zoning & Subdivision</u> @ 7:00 p.m.	<u>MCRPC - Full Commission</u> @ 7:00 p.m.
		MINIMUM 10 Business Days prior to meeting	Scheduled / If Needed 3rd Tuesday of each month OR *as listed	Scheduled / If Needed 4th Tuesday of each month OR *as listed
JANUARY		6	20	27
FEBRUARY		3	17	24
MARCH	10	3	17	24
APRIL		7	21	28
MAY		5	19	26
JUNE	16	2	16	
JULY		7	21	28*
AUGUST		4	18	
SEPTEMBER	15	1	15	22
OCTOBER		6	20	27
NOVEMBER		3	17	24
DECEMBER	8	1	15	22
*Picnic location to be determined				

MEETINGS WILL ALSO BE AVAILABLE ONLINE.
MEETING LINK IS AVAILABLE AT WWW.MCRPC.COM

REVIEW MATERIALS WILL BE PROVIDED PRIOR TO THE MEETINGS
LARGER FILES WILL BE ONLINE AT www.mcrpc.com/review-committee/

MCRPC FINAL BUDGET 2026

MCRPC Preliminary Approval 10/28/25

MCRPC Approved

LAST REVISED

11/18/2025

10/31/2025

REVENUE	2025	2025	2026	2026
	BUDGET	Actual	Preliminary	Final
Member Municipalities	\$223,301.00	\$222,442.54	\$222,241.00	\$222,241.00
Subdivision Fees	\$29,000.00	\$47,048.35	\$45,000.00	\$45,000.00
Sales, Printing & Misc.	\$500.00	\$49.72	\$100.00	\$100.00
PennDOT MPO	\$200,000.00	\$239,786.77	\$250,000.00	\$275,000.00
CDBG Administration	\$171,416.00	\$24,524.13	\$134,586.00	\$134,586.00
Special Project Grants	\$5,300.00	\$0.00	\$0.00	\$0.00
Interest	\$5,000.00	\$5,305.61	\$5,000.00	\$5,000.00
SUBTOTAL	\$634,517.00	\$539,157.12	\$656,927.00	\$681,927.00
Subtotal - Grants	\$376,716.00	\$264,310.90	\$384,586.00	\$409,586.00
Beginning Balance	\$212,030.00	\$212,030.00	\$166,075.00	\$166,075.00
TOTAL REVENUE	\$846,547.00	\$751,187.12	\$823,002.00	\$848,002.00

EXPENSES	2025	2025	2026	2026
	BUDGET	Actual	Proposed	Final
Salaries & Wages	\$404,539.00	\$275,794.01	\$386,915.00	\$386,915.00
Employee Benefits	\$131,406.00	\$78,378.43	\$127,414.00	\$127,414.00
Printing & Supplies	\$10,000.00	\$6,301.10	\$9,300.00	\$9,300.00
Quarters & Operations	\$59,860.00	\$49,268.56	\$71,300.00	\$71,300.00
Travel & Expense	\$9,100.00	\$6,163.51	\$9,500.00	\$9,500.00
Insurance	\$3,100.00	\$1,996.00	\$3,100.00	\$3,100.00
Consultants	\$32,012.00	\$32,011.60	\$100,000.00	\$100,000.00
Equipment	\$13,000.00	\$23,082.20	\$13,000.00	\$13,000.00
Other	\$750.00	\$153.89	\$500.00	\$500.00
SUBTOTAL	\$663,767.00	\$473,149.30	\$721,029.00	\$721,029.00
Ending Balance	\$182,780.00	\$278,037.82	\$101,973.00	\$126,973.00
TOTAL EXPENSES	\$846,547.00	\$751,187.12	\$823,002.00	\$848,002.00

Member municipalities	2020 Census Population	2026 Participation Fee	2027 Participation Fee	Quarter	% Change
Clark Borough	576	\$436.82	\$492.76	\$123.19	1.13
Coolspring Township	2107	\$1,597.87	\$1,802.50	\$450.62	1.13
Delaware Township	2084	\$1,580.43	\$1,782.82	\$445.71	1.13
East Lackawannock Townshi	1669	\$1,265.71	\$1,427.80	\$356.95	1.13
Fairview Township	953	\$722.72	\$815.27	\$203.82	1.13
Farrell Cty	4258	\$3,229.10	\$3,642.64	\$910.66	1.13
Findley Township	2843	\$2,156.02	\$2,432.13	\$608.03	1.13
Fredonia Borough	436	\$330.65	\$372.99	\$93.25	1.13
French Creek	710	\$538.44	\$607.39	\$151.85	1.13
Greenville Borough	5540	\$4,201.32	\$4,739.37	\$1,184.84	1.13
Grove City Borough	7871	\$5,969.07	\$6,733.49	\$1,683.37	1.13
Hempfield Township	3735	\$2,832.48	\$3,195.22	\$798.81	1.13
Hermitage City	16815	\$12,751.85	\$14,384.92	\$3,596.23	1.13
Jackson Center Borough	194	\$147.12	\$165.96	\$41.49	1.13
Jackson Township	1178	\$893.35	\$1,007.76	\$251.94	1.13
Jamestown Borough	582	\$441.37	\$497.89	\$124.47	1.13
Jefferson Township	1919	\$1,455.30	\$1,641.67	\$410.42	1.13
Lake Township	699	\$530.09	\$597.98	\$149.50	1.13
Liberty Township	1397	\$1,059.43	\$1,195.11	\$298.78	1.13
Mercer Borough	1982	\$1,503.07	\$1,695.56	\$423.89	1.13
New Lebanon Borough	183	\$138.78	\$156.55	\$39.14	1.13
New Vernon Township	497	\$376.91	\$425.17	\$106.29	1.13
Otter Creek Township	523	\$396.62	\$447.42	\$111.85	1.13
Perry Township	1332	\$1,010.14	\$1,139.50	\$284.88	1.13
Pine Township	4806	\$3,644.69	\$4,111.44	\$1,027.86	1.13
Pymatuning Township	3118	\$2,364.57	\$2,667.39	\$666.85	1.13
Sandy Lake Borough	649	\$492.18	\$555.21	\$138.80	1.13
Sandy Lake Township	1202	\$911.55	\$1,028.29	\$257.07	1.13
Sharon City	13147	\$9,970.18	\$11,247.01	\$2,811.75	1.13
Sharpsville Borough	4255	\$3,226.83	\$3,640.07	\$910.02	1.13
Shenango Township	3522	\$2,670.95	\$3,013.01	\$753.25	1.13
South Pymatuning Township	2653	\$2,011.93	\$2,269.59	\$567.40	1.13
Springfield Township	1853	\$1,405.24	\$1,585.21	\$396.30	1.13
Stoneboro Borough	945	\$716.65	\$808.43	\$202.11	1.13
West Middlesex Borough	818	\$620.34	\$699.78	\$174.95	1.13
Wilmington Township	1420	\$1,076.87	\$1,214.78	\$303.70	1.13
Wolf Creek Township	718	\$544.50	\$614.24	\$153.56	1.13
		\$75,221.14	\$84,854.34	\$21,213.59	
Total Municipalities	99,189	\$75,221.14	\$84,854.34		
Mercer County		\$148,079.76	\$167,475.68	\$41,868.92	1.13
Total All Members		\$223,300.90	\$252,330.02	\$41,868.92	