

Mercer County Regional Planning Commission
Tuesday, December 9, 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 November 25 2025, meeting-** Steve Tingley, Secretary
Motion to approve, copy attached
- 6. Financial statements-** Nick Hanahan, Treasurer
Motion to approve November 2025, copy attached
- 7. Zoning and Subdivision Committee Report-** Larry McAdams, committee chairman
Motion to submit comments to Grove City Borough for a Zoning Amendment based on committee review 12/9/2025 meeting.
- 8. Personnel Finance Committee-** Jeff Hoy, committee chairman
Motion to approve the nominating slate presented at the November meeting:
 - Chairman- Bill Anthony (Delaware Township)
 - Vice Chair- Steve Tingley (Lake Township)
 - Secretary- Todd Spears (Pine Township)
 - Treasurer- Nick Hanahan (Sharpsville Borough)
- 9. Staff reports-** Professional Staff
 - Staff Reports
- 10. Discussion-**

Next Meeting Scheduled for January 27, 2025 7 PM

- 11. 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 – November 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 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	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
French Creek Township		Mark Kline William Nemeth
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

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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	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	Rosalynn Reagle- Greenville	
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 OCTOBER 28, 2025, MEETING- Matthew Stefanak, Chairman
A motion was made by Rich McCullough, seconded by Bill Anthony, to approve the Minutes of the October 28, 2025, meeting. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.

Financial statements- Bill Anthony, Vice Chairman

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A motion was made by Bill Anthony, seconded by Bob Lark, to approve the financial statements of October 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- Larry McAdams, Committee Chairman.

- **Greenville Draft SALDO** –Larry McAdams stated the Committee reviewed the Draft Subdivision and Land Development Ordinance (SALDO) proposed for Greenville Borough. After discussion, the Committee determined that adopting the ordinance at this time would result in additional review fees and increased engineering-related costs, which would ultimately impact the Borough's budget and its residents. For these reasons, the Committee agreed not to recommend pursuing a SALDO at this time.
A motion was made by Larry McAdams, seconded by Bob Lark, to decline recommending the Greenville Borough Draft SALDO at this time due to the anticipated additional review fees and engineering costs that would increase expenses for the Borough and its residents. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.
- **Greenville Draft Zoning Ordinance and Map**- Larry McAdams stated that the Committee reviewed the Draft Zoning Ordinance for the Borough and developed a list of recommendations aimed at simplifying the ordinance and ensuring that certain provisions are revised to align more closely with applicable Pennsylvania state regulations. A motion was made by Larry McAdams, seconded by Tom Sauer, to take into consideration the revisions recommended by the Board in order to align Greenville's Draft Zoning Ordinance more closely with Pennsylvania state regulations.
- **Jefferson Township Draft Zoning Amendment**- Larry McAdams reported that the Committee reviewed the Draft Zoning Ordinance for mining and mineral extraction activities in Article 2 and amending Article 5 for additional definitions and conditional uses in all districts except for R-2 and establishing standards for hours of operation, setbacks, road use, water testing, dust, noise, vibration reclamation, and protection of prime agricultural land. A motion was made by Larry McAdams, seconded by Rich McCullough, to take into consideration the Draft Mining and Mineral extraction Activities for Jefferson Township, with the suggestions of simplifying language and to meet state and federal regulations. The Chairman called for any discussion, hearing none; a vote to accept this recommendation was called for, and the motion carried.

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- Doniele noted that a number of communities have asked for a “cheat sheet” for the plan submission step. MCRPC plans to have that ready for distribution at the December meeting.

Personnel Finance Committee- Jeff Hoy, Committee Chairman

- Motion to approve Cost-of-Living Increase at the Federal Rate of 2.8%- After review of the 2026 budget, the committee is recommending to freeze all wage increases and move the employee reviews to January of 2026. A motion was made by Jeff Hoy, and seconded by Patty McAdams, to not approve the cost-of-living increase at the federal rate of 2.8%. The Chairman called for any discussion, hearing none; a vote to accept this recommendation was called for, and the motion carried.
- Motion to Approve Final 2026 Budget- A motion was made by Jeff Hoy, seconded by Paul Hamill, to approve the budget for the Mercer County Planning Commission. The Chairman called for any discussion, hearing none; a vote to accept this recommendation was called for, and the motion carried.
- 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.
NOTE- There will be a slight decrease in the 2026-member fees with the addition of French Creek and the way the articles are set, so the increase in 2027 is minimal.
Motion Jeff Hoy 2nd Tom group discussion- amend the motion to require review of the increase in even years prior to the increase since the motion is in perpetuity.
Vote taken UA
Todd Spears asked what the fees are used for. Mrs. Russell explained that it covers the cost of operations for the organization. The organizations revenue is from member fees and grant administration like transportation and CDBG funds.

Next Review will be in 2028 since this motion is for the 2027 increase.

*A motion was made by Jeff Hoy, seconded by Tom Sauer, to accept the amendment to the motion. The chairman called for a vote to accept the amendment to the motion. The motion carried.

*A motion was made by Jeff Hoy, and seconded by Paul Hamill to approve a ten-cent increase per resident every odd year, starting January 2027, and to be reviewed every even year, beginning 2028.

Roll Call Vote

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1. City of Farrell- No
2. City of Hermitage- Yes
3. City of Sharon- Yes
4. Clark Borough- Not present
5. Fredonia Borough- Yes
6. Grove City Borough- Yes
7. Jackson Center Borough- Yes
8. Jamestown Borough- Yes
9. Mercer Borough- Not present
10. New Lebanon Borough- Not present
11. Sandy Lake Borough- Not present
12. Sharpsville Borough- Not present
13. Borough of Stoneboro- Yes
14. West Middlesex Borough- Yes
15. Coolspring Township- Yes
16. Delaware Township- Yes
17. E Lackawannock Township- Yes
18. Fairview Township- Not present
19. French Creek Township- Not present
20. Findley Township- Abstain
21. Hempfield Township- Not present
22. Jackson Township- Not present
23. Jefferson Township- Yes
24. Lake Township- Not present
25. Liberty Township- Abstain
26. New Vernon Township- Not present
27. Otter Creek Township- Yes
28. Perry Township- Not present
29. Pine Township- Yes
30. Pymatuning Township- Not present
31. Sandy Lake Township- Not present
32. Shenango Township- Yes
33. South Pymatuning Township- Not present
34. Springfield Township- Yes
35. Wilmington township- Not present
36. Wolf Creek Township- Not present
37. Mercer County – Yes
38. Mercer County Commissioners- Yes

Yes 18 No 1 Abstain 2 The motion carried.

- Motion to approve Office Closure December 19th through January 3rd 2026, any advanced appointments will be accepted. A motion was made by Jeff Hoy, seconded by Bill Anthony, to approve the proposed office closure of December 19th through January 3rd 2026, with advance appointments accepted. The

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

- Motion to accept 2026 Meeting Schedule In-Person preferred, hybrid will be available. A motion was made by Jeff Hoy, seconded by Paul Hamill, to approve the date schedule for 2026.

Matt Stefanak, Committee Chairman, spoke to the committee. "As you can see, we have recurrent problems with our online conference tool that we need to address. I'm thinking right now, the leadership of the organization, we need to urge members to attend in person unless they have an extenuating circumstance, being out of town or inclement weather. So that we can avoid these recurrent problems, which delay our conduct of business here. So, thank you for everyone in this room who's present in person and those of you online please, try to attend our future meetings in person. Thank you."

The chairman called for a vote to accept the amendment to the motion. The motion carried.

- Motion to Hire Jacob Matta to fill the Community Development Planner Position. A start date of December 8, 2025, with an annual salary of \$37,500.00. A motion was made by Jeff Hoy, seconded by Patty McAdams, to hire Jacob Matta to fill the Community Development Planner position. Starting December 8th, 2025, with an annual salary of \$37,500.00. The Chairman called for any discussion, hearing none; a vote to approve was called for, and the motion carried.
- Motion to revise Jim Nevant's Hourly Rate from \$75 to \$125. A motion was made by Jeff Hoy, seconded by Bob Lark, to revise Jim Nevant's rate from \$75.00 to \$125.00. The Chairman called for any discussion, hearing none; a vote to approve was called for, and the motion carried.
- Volunteer for the Nomination Committee.
Patty noted that the Nominating Committee of Patty, Jeff and Paul met and is offering the slate of officers for 2026
 1. Chair- Bill Anthony
 2. Vice Chair- Steve Tingley
 3. Secretary- Todd Spears
 4. Treasurer- Nick Hanahan

It was noted that the election will be held on December 16, 2025. A motion was made by Patty McAdams, seconded by Jeff Hoy, to accept the nominating committee recommendations. The Chairman called for any discussion, hearing none; a vote to approve was called for, and the motion carried.

Staff Reports

MINUTES
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- Doniele stated the Mercer County Comprehensive Plan is in full draft form. MCRPC staff will be sending it out to the comprehensive plan steering committee members. She asked if any of the MCRPC members would like to see the draft to email Tara or herself.
- The Long-Range Transportation Plan is moving forward. The next meeting is December 9, 2025, and AECOM will be presenting the survey results and the draft to the committee. The meeting will be at MCRPC starting at 10:30 a.m.
- Plans and Zoning Amendments are due by December 1, 2025, due to the condensed December schedule. MCRPC has a zoning amendment from Grove City Borough scheduled.
- The December Zoning and Subdivision Committee will be on December 9, 2025, at 7:00 p.m.
- The Finance and Personnel Committee will meet on December 16, 2025, at 6:00 p.m. The full commission meeting will follow, starting at 7:00 p.m.
- Doniele noted the Finance and Personnel Committee meeting will be moved to the evening of the Zoning and Subdivision Committee beginning January 2026.
- Thank you to all our members for the engagement this year, and we are so thankful to all of you. We hope you have a wonderful Thanksgiving, and we will see you at the December meeting.

Discussion

Next Meeting Scheduled for December 16, 2025, at 7 PM

Adjournment-

A motion was made by Rich McCullough and seconded by Jeff Hoy to adjourn at 7:48 pm.

Submitted and Certified By:

Steve Tingley, Secretary – MCRPC

Date: _____

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

Filter Criteria includes: Report is printed in Detail Format

Beginning GL Balance	35,637.49
Add: Cash Receipts	47,096.00
Less: Cash Disbursements	(17,946.55)
Add (Less) Other	(32,977.66)
Ending GL Balance	31,809.28
Ending Bank Balance	35,000.00
Add back deposits in transit	
Total deposits in transit	
(Less) outstanding checks	
Nov 14, 2025 5096	(1,300.00)
Nov 28, 2025 5099	(475.00)
Nov 28, 2025 5100	(286.15)
Nov 28, 2025 5101	(22.95)
Nov 28, 2025 5102	(325.00)
Nov 28, 2025 5103	(781.62)
Total outstanding checks	(3,190.72)
Add (Less) Other	
Total other	
Unreconciled difference	0.00
Ending GL Balance	31,809.28
12/3/25 at 08:03:04.91	

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

Filter Criteria includes: Report is printed in Detail Format

Beginning GL Balance	271,977.71
Add: Cash Receipts	
Less: Cash Disbursements	
Add (Less) Other	19,489.16
Ending GL Balance	291,466.87
Ending Bank Balance	291,466.87
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	291,466.87