

**Mercer County Regional Planning Commission**  
**Tuesday, March 24, 2026- 7:00 PM – MCRPC Hybrid Meeting**

**Agenda**

**Call to order at 7:00 pm-** Bill Anthony, Chairman

**Prayer & Pledge of Allegiance-** Steve Tingley, Vice-Chairman

**Attendance sign-in/Roll Call-** Doniele Russell, Executive Director

***Quorum is critical please notify the office ASAP if you cannot attend***

**Public comments -** Bill Anthony, Chairman

**Minutes of the February 24, 2026, meeting-** Bill Anthony, Chairman  
Motion to approve, copy attached

**Financial statements-** Nick Hanahan, Treasurer  
Motion to approve February 2026, copy attached

**Zoning and Subdivision Committee Report-** committee chairman

- 1. City of Hermitage Zoning Ordinance- Text Amendment permit “Drive Through” options in B-2.**  
Motion to recommend the definition of “drive through” in ordinance align better with Hermitages Zoning Ordinance.
- 2. Mercer Node Development- Preliminary LD Plan City of Sharon.**  
Motion to conditionally take into consideration on meeting all Land Development requirements and obtaining all proper permitting.
- 3. SCI Mercer Correctional Facility- Pre/Final LD Plan Findley Township.**  
Motion to conditionally take into consideration on meeting all Land Development requirements and obtaining all proper permitting.

**Personnel Finance Committee-** committee chairman

- 1. Motion to Accept Resignation**  
Motion to formally accept the resignation of Peter Messina, effective March 6.
- 2. Motion to Approve Hiring**  
Motion to approve hiring Brock Esenwein as a summer intern. Brock is a student at Slippery Rock University (SRU) and will work to complete the countywide GIS zoning layer and begin the Active Transportation Inventory project. The internship will be for a duration of 12 weeks, with a 35-hour work week at a rate of \$10.00 per hour, with no benefits.
- 3. Motion to Authorize Contract for Electronic Payment System**  
Motion to authorize the Executive Director to enter into a contract with PNC Financial Services for the implementation of the Clover payment system offered by PNC. MCRPC will pay a one-time setup fee and a monthly fee. The system will provide credit card processing at the counter and enable online payments. Customers will be responsible for any associated transaction fees. Payments by check will continue to be accepted at no additional cost.

**Staff reports-** Professional Staff

**Presentation-**

- **Zachary Norwood, Local Government Planning Specialist-DCED**

**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 – February 24, 2026 - 7:00 p.m.

MUNICIPALITY	PRESENT	ABSENT
Farrell City	Lynda Moss-McDougall	Venesta Kirk
Hermitage City	Jeremy Coxe	James Holl
Sharon City	Stephen Theiss Suzanne Kepple	
Clark Borough	Alesha Culp	Maryjo Harakal
Fredonia Borough	Patricia McAdams	Ron Anthony
Town of Greenville	Trey Wilt	Jean Carr-Fisher
Grove City Borough	Patrick Eakin	Taylor Pokrant
Jackson Center Borough	John Chlpka	
Jamestown Borough		Justin Pipp Danean Jordan
Mercer Borough	Nick Sicilian	Savannah Bungar
New Lebanon Borough		Darlene Slemenda
Sandy Lake Borough		Glenn Leech
Sharpsville Borough	Nicholas Hanahan	
Stoneboro Borough	Roger Patterson	Jennifer Medberry
West Middlesex Borough	Dennis Bollinger	Tim Webster
Coolspring Township	Tom Sauer Kenneth Struthers	
Delaware Township	William Anthony	
E. Lackawannock Township	William Hackwelder	
Fairview Township		Mont Clark Robin Hostetler
Findley Township	John Courtney	Steve Paxton
French Creek Township	William Nemeth	Mark Kline
Hempfield Township	Debbie Bartosh	Todd Hittle
Jackson Township	Richard Tice	George McIntire
Jefferson Township	Richard McCullough Tony Settle	
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
Sandy Lake Township		Raymond Scofield Heather Bacher
Shenango Township	Matthew Stefanak	Tom Hubert

**MINUTES**  
**MERCER COUNTY REGIONAL PLANNING COMMISSION**  
**Hybrid Meeting: Tuesday – February 24, 2026 - 7:00 p.m.**

MUNICIPALITY	PRESENT	ABSENT
South Pymatuning Township		M. Mourine Rodgers Johnathon Leyshon
Springfield Township	Tim Stiffy	Marcus Kohan
Wilmington Township	Robert Steingrabe	
Wolf Creek Township	Charles Weber	John Ligo
Mercer County	Jeff Hoy Elliot Lengel Sheryl Kelly Larry McAdams Jay Russell	Jared Grandy Richard Stachel
Boroughs Association		Paul Hamill
Supervisors Association		
County Commissioner		Ann Coleman Tim McGonigle
Solicitor	James Nevant, II	
<b>Staff</b>	<b>Others Present</b>	
Doniele Russell, Executive Director	Katie Wickert- DCNR	
Elizabeth Peluchette, Senior Planner	Jessica Talbert-Kirsch- City of Farrell	
Rosalynn Reagle, Senior Planner	Alexandra Miller- City of Hermitage	
Jacob Matta, Planner		

**Call to Order-** Bill Anthony, Chairman, called the meeting to order at 7:00 p.m.

**Prayer & Pledge of Allegiance-** Steve Tingley, Vice Chairman, led the Commission in the Pledge of Allegiance and a prayer.

**Public Comments on Any Agenda Item–** Bill Anthony, Chairman.  
 No public comment

**MINUTES OF January 27, 2026, MEETING-** Bill Anthony, Chairman

A motion was made by Nick Hanahan, seconded by Tim Stiffy, to approve the Minutes of the January 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, seconded by Matt Stefanak, to approve the financial statements of January 2026, 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 – February 24, 2026 - 7:00 p.m.**

**Zoning and Subdivision Committee Report-** Richard McCullough, Committee Chairman.

1. Whispering Pines LDP- City of Hermitage -The proposed land development consists of a 5,400-square-foot facility with a total area of disturbance of less than one acre. The project includes the construction of a covered entrance and walkway, expansion of the existing parking area, installation of sidewalks, development of a stormwater management facility, and improvements to the entrance drive. The discussion also addressed the existing structures to be demolished. Additionally, a previous minor lot consolidation plan was approved by the MCRPC in January 2026.

A motion was made by Richard McCullough, seconded by Elliot Lengel, to consider the Whispering Pines Veterinary Clinic per meeting the City of Hermitage's SALDO Requirements. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.

2. Baker Lot Consolidation and Subdivision Plan – Minor Lackawannock Township Modification Request.- The proposed parcel does not meet the current Subdivision and Land Development Ordinance (SALDO) requirement of a one-acre minimum lot size with on-lot sewage facilities, as set forth in Section 503.2 of the SALDO. The modified plan proposes subdividing and consolidating the existing lots. Under the proposed configuration, Lot 1 does not meet the current SALDO requirements; however, Lot 2 will comply with the applicable standards. It should be noted that prior to the proposed subdivision and consolidation, neither lot conformed to the ordinance requirements. The Board discussed the necessity of the subdivision, particularly in light of the existing asphalt driveway crossing over the lot lines. After discussion, the Board concluded that a modification may be recommended, contingent upon receipt of a letter from the Sewage Enforcement Officer (SEO). The letter must confirm that the existing septic system is in proper working condition and that sufficient area is available for future repair or replacement, if necessary.

A motion was made by Richard McCullough, seconded by Steve Tingley, that the modified Baker Plan be conditionally considered, subject to compliance with the requirements outlined in the letter from the Sewage Enforcement Officer. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.

3. Zoning Map Amendment – Modified – R-1 to R-2 Village Park – Pine Township Previously Submitted and Considered in October 2025. It was brought to the attention of the MCRPC that the Commission cannot act on a zoning map amendment affecting only a portion of a parcel without a proper legal description, including metes and bounds. The parcels previously considered had not yet been formally established as separate parcels and were only proposed at that time. The Zoning Subcommittee has since reviewed the entire parent parcel and determined that each proposed lot to be deeded and subdivided from the parcel complies with all applicable requirements of the Pine Township Zoning Ordinance for the R-2 District, including minimum lot area requirements for on-lot sewage and water.

A motion was made by Richard McCullough, seconded by Larry McAdams, that the Commission take into consideration the requested zoning map amendment for Village Park in Pine Township, as modified from October 2025, changing the zoning

**MINUTES**  
**MERCER COUNTY REGIONAL PLANNING COMMISSION**  
**Hybrid Meeting: Tuesday – February 24, 2026 - 7:00 p.m.**

classification from R-1 to R-2 for the entire parcel as presented. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.

**Personnel Finance Committee-** Jeff Hoy, Committee Chairman

1. Motion to approve employee merit increases retroactive January 1, 2026

- Tara Floch merit increase of \$1,500 (new annual salary \$44,000)
- Liz Peluchette merit increase of \$1,412 (new annual salary \$60,500)
- Doniele Russell merit increase of \$2,500 (new annual salary \$88,500)

A motion was made by Jeff Hoy, seconded by Patty McAdams, to approve the merit increases retroactive to January 1, 2026. The Chairman called for any discussion, hearing none; a vote was called for, and the motion carried.

2. Motion to approve the return-to-work schedule as outlined by The Hartford Group, contingent upon the employee's written agreement to comply with all essential job functions, performance standards, and MCRPC policies.

A motion was made by Jeff Hoy, seconded by Tim Stiffy, to approve the return to work schedule as outlined by the Hartford Group, contingent upon the employee's written agreement to comply with all essential job functions, performance standards, and Mercer County Regional Planning Commission policies.

Guest Speaker- Katie Wickert DCNR Regional Advisor.

Katie showed a PowerPoint and outlined the available grants and application process for DCNR grants. Throughout her presentation, Katie stressed how important it is to communicate with the DCNR advisors to help you structure your grant application. Katie discussed the projects funded through grants from the Pennsylvania Department of Conservation and Natural Resources (DCNR). These grants support a wide range of initiatives, including parks and new development, planning, land acquisition, trail projects, ATV and snowmobile programs, river conservation, community and watershed forestry, as well as state and regional partnerships. Additionally, there is a Small Community Program available specifically for municipalities with populations under 5,000.

Mercer County was awarded a grant to do an ATV feasibility study to determine where those ATV routes are.

Katie listed some Do's for the applicants:

Call or set up a site visit.

Examine the entire application early

Plan for and allow sufficient time for all the required documents by the application deadline.

Reference the READY TO GO CHECKLIST.

Work with a professional to design your project and develop accurate cost estimates.

Write with the reviewer in mind. Paint the picture of why and how this is good for your community.

Answer the questions based on your specific scope of work.

DCNR has a YouTube channel with a workshop overview for your convenience.

Doniele Russell stated we will be applying for the Walk Works Grant along with the Mercer

**MINUTES**  
**MERCER COUNTY REGIONAL PLANNING COMMISSION**  
**Hybrid Meeting: Tuesday – February 24, 2026 - 7:00 p.m.**

County Commissioners in March. The City of Sharon is also applying for a Walk Works Grant.

Doniele reminded everyone that the DCNR funding that Katie Wickert discussed is now open, and to consider putting the resolution on their March meeting agendas to meet the program deadline of April 30, 2026.

She gave an update on the Mercer County Comprehensive Plan, stating that there is a final draft and the final steering committee meeting will be Monday, March 2, 2026, at 2:00p.m. After the final meeting, the public comment period will start. She also stated the municipalities who do not have their own Comprehensive plan can adopt the County's plan as their own. (section 301 of the Pennsylvania Municipalities Planning Code)

Doniele introduced Rosalynn Reagle, Senior Planner and Jacob Matta, Planner, and Liz Peluchette, Senior Planner.

Zach Norwood will be speaking next month to discuss Municipal Assistance Grant Program and other funding sources that DCED has available.

The MPO/SVATs will meet on March 10 at 10:30 a.m.

The Finance and Personnel Committee will meet on March 17 at 6:00 p.m.

The Zoning and Subdivision Committee will also meet on March 17 at 7:00 pm

**Adjournment-**

A motion was made by Steve Tingley and seconded by Nick Hanahan to adjourn at 7:47 pm.

Submitted and Certified By:

\_\_\_\_\_  
Todd Spears, Secretary – MCRPC

Date: \_\_\_\_\_

Revised

3/9/2026

	2024	2025	2026	2026	2026	%
REVENUE	Year End	Year End	February	Year To Date	Approved Budget	Remaining
Member Municipalities	\$223,167.55	\$224,501.54	\$5,041.40	\$20,384.02	\$222,241.00	91%
<b>Subdivision Fees</b>	<b>\$45,272.95</b>	<b>\$56,199.25</b>	<b>\$2,375.00</b>	<b>\$6,050.00</b>	<b>\$45,000.00</b>	<b>87%</b>
Sales, Printing & Misc.	\$2,375.00	\$67.65	\$0.00	\$0.00	\$100.00	100%
<b>PennDOT MPO</b>	<b>\$142,346.07</b>	<b>\$239,786.77</b>	<b>\$9,802.90</b>	<b>\$9,802.90</b>	<b>\$275,000.00</b>	<b>96%</b>
CDBG Administration	\$95,821.08	\$133,054.10	\$0.00	\$0.00	\$134,586.00	100%
<b>Special Project Grants</b>	<b>\$28,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,500.00</b>	<b>100%</b>
Interest	\$9,426.85	\$6,651.90	\$633.90	\$1,346.02	\$5,000.00	73%
<b>Total Revenue</b>	<b>\$546,909.50</b>	<b>\$660,261.21</b>	<b>\$17,853.20</b>	<b>\$37,582.94</b>	<b>\$689,427.00</b>	<b>95%</b>

  

	2024	2025	2026	2026	2026	%
EXPENSES	Year End	Year End	February	Year To Date	Approved Budget	Remaining
Salaries & Wages	\$427,440.46	\$306,446.18	\$23,858.22	\$43,790.36	\$384,082.66	89%
<b>Employee Benefits</b>	<b>\$104,326.25</b>	<b>\$95,909.92</b>	<b>\$5,965.36</b>	<b>\$10,381.85</b>	<b>\$127,414.00</b>	<b>92%</b>
Printing & Supplies	\$7,755.07	\$6,908.69	\$1,485.45	\$1,561.72	\$9,100.00	83%
<b>Quarters &amp; Operations</b>	<b>\$49,442.83</b>	<b>\$59,451.05</b>	<b>\$4,751.68</b>	<b>\$9,366.58</b>	<b>\$72,720.00</b>	<b>87%</b>
Travel & Expense	\$8,013.85	\$7,928.26	\$490.65	\$2,320.65	\$8,500.00	73%
<b>Insurance</b>	<b>\$2,149.00</b>	<b>\$1,996.00</b>	<b>\$0.00</b>	<b>\$1,944.00</b>	<b>\$2,600.00</b>	<b>25%</b>
Consultants	\$17,615.00	\$41,778.28	\$0.00	\$0.00	\$100,000.00	100%
<b>Equipment</b>	<b>\$4,175.48</b>	<b>\$23,773.90</b>	<b>\$316.98</b>	<b>\$664.55</b>	<b>\$13,000.00</b>	<b>95%</b>
Other	\$286.51	\$173.89	\$0.00	\$0.00	\$500.00	100%
<b>TOTAL EXPENSE</b>	<b>\$621,204.45</b>	<b>\$544,366.17</b>	<b>\$36,868.34</b>	<b>\$70,029.71</b>	<b>\$717,916.66</b>	<b>90%</b>

Balance \$ (74,294.95) \$ 115,895.04 \$ (19,015.14) \$ (32,446.77) \$ (28,489.66)

**Mercer Co Regional Planning Commission**  
**Account Reconciliation**  
**As of Feb 28, 2026**  
**01-0105-000 - Cash-PNC Account**  
**Bank Statement Date: February 28, 2026**

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance		31,296.06
Add: Cash Receipts		17,290.26
Less: Cash Disbursements		(18,766.14)
Add (Less) Other		1,000.88
Ending GL Balance		30,821.06
Ending Bank Balance		36,320.00
Add back deposits in transit		
Total deposits in transit		
(Less) outstanding checks		
	Feb 13, 2026 5139	(279.00)
	Feb 27, 2026 5142	(535.00)
	Feb 27, 2026 5143	(37.10)
	Feb 27, 2026 5144	(57.13)
	Feb 27, 2026 5145	(264.02)
	Feb 27, 2026 5146	(30.45)
	Feb 27, 2026 5147	(1,133.18)
	Dec 31, 2025 EFT	(50.00)
	Feb 28, 2026 EFT	(329.73)
Total outstanding checks		(2,715.61)
Add (Less) Other		
	Feb 28, 2026 BBP 02	(2,783.33)
Total other		(2,783.33)
Unreconciled difference		0.00
Ending GL Balance		30,821.06

**As of Feb 28, 2026**  
**01-0106-000 - Cash-Sweep-PNC**  
**Bank Statement Date: February 28, 2026**

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance		312,766.30
Add: Cash Receipts		
Less: Cash Disbursements		
Add (Less) Other		(18,155.45)
Ending GL Balance		294,610.85
Ending Bank Balance		294,610.85
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		294,610.85