Mercer County Regional Planning Commission

Tuesday, November 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 October 27, 2026, meeting- Bill Anthony, Chairman
Motion to approve, copy attached

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

Zoning and Subdivision Committee Report- committee chairman

a. Wolf Creek Campgrounds and Bathhouse Project - Wolf Creek Township-Preliminary/Final-Wolf Creek Campgrounds and Bathhouse Project
A new building to house bathrooms, showers and changing areas with associated parking and improvements
b. Dunkin-Final- Greenville Borough
Construction of a proposed 2,848+/- Sq. Ft. Dunkin Donuts facility at 48 W. Main St. Greenville
c. Guthrie Theatre- Preliminary/Final- Grove City Borough
Demolition and reconstruction of the historic Guthrie Theatre at 232 S. Broad St. Grove City
d. Joshua's Haven-Preliminary/Final- City of Sharon
Building addition of approximately 6,015 Sq. Ft. and parking upgrades to Joshua's Haven City Mission group home at 1230 Stambaugh Ave. Sharon
e. Greenville Borough-Data Centers- Zoning Amendment
To define and add specific requirements for Data Centers and Accessory Uses

Personnel Finance Committee- committee chairman

1. Motion to enter a three-year lease with MCRCOG with discontinuation of IT services and cleaning services starting January 1, 2027.
2. Motion to enter a 60-month term with Omni-Fiber for internet service a fee of $149.00 per month.
3. Motion to enter into a contract with Ford Business for server, firewall, software, tech support, and one-off migration from MCRCOG to stand-alone IT services. Monthly reoccurring fee $865.45 and one-off not to exceed fee.
4. Motion to hire an intern Holden Linnan, GIS intern for work on ATP and ATV plans underway for a stipend of $1,500.00

5. Motion to accept amendment to the personnel manual clarifying resignation and flex time.

Presentation- Gary Johnson- Code Enforcement at the municipal level

Nominating Committee- Jeff/Patty/Matt

Committee meet on Tuesday, November 17

- Chairman- Bill Anthony
- Vice-Chair- Todd Spears
- Secretary- Elliot Lengel
- Treasurer- Nick Hanahan

Open floor for nomination

Staff reports- Professional Staff

- Any questions or discussion

Discussion

*Office Location Discussion- P&F committee would like member discussion on office relocation.

*Reminder office will be closed Thursday and Friday for Thanksgiving.

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 – October 27, 2026 - 7:00 p.m.

MUNICIPALITY	PRESENT	ABSENT
Farrell City	Jessica Talbert-Kirsch 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
Greenville Borough		Jean Carr-Fisher Trey Wilt
Grove City Borough	Patrick Eakin	Taylor Pokrant
Jackson Center Borough		John Chlpka
Jamestown Borough		Justin Pipp
Mercer Borough	Savannah Bungar	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	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	Mark Kline	William Nemeth
Hempfield Township	Debbie Bartosh	Todd Hittle
Jackson Township		Richard Tice
Jefferson Township	Richard McCullough	Tony Settle
Lake Township	Steve Tingley	
Liberty Township		Joseph Matthews Brenda Heck
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
Pymatuning Township		Jim Rowe

MINUTES
MERCER COUNTY REGIONAL PLANNING COMMISSION
Hybrid Meeting: Tuesday – October 27, 2026 - 7:00 p.m.

		Ryan Zarecky
MUNICIPALITY	PRESENT	ABSENT
Sandy Lake Township		Raymond Scofield Heather Bacher
Shenango Township	Tom Hubert Matthew Stefanak	
South Pymatuning Township		M. Mourine Rodgers Johnathon Leyshon
Springfield Township	Tim Stiffy	Marcus Kohan
Wilmington Township		Robert Steingrabe
Wolf Creek Township		John Ligo Charles Weber
Mercer County	Elliot Lengel Larry McAdams Sheryl Kelly	Jared Grandy Jay Russell Jeff Hoy
Boroughs Association		Paul Hamill
Township Association		
County Commissioner	Ann Coleman	Tim McGonigle
Solicitor		James Nevant, II

Staff	Others Present
Doniele Russell, Executive Director Elizabeth Peluchette Rosalynn Reagle, Senior Planner Jacob Matta, Planner Brock Esenwein, Planner	Chris Heck- Lakeview & Liberty Township

Called 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 was present.

Public comments - Bill Anthony, Chairman

Minutes of the September 22, 2026, meeting- A motion was made by Robert Lark, seconded by Stephen Theiss, to approve the minutes of the September 22, 2026, meeting. The Chair called for discussion. Hearing none, the motion carried.

Financial statements- A motion was made by Nicholas Hanahan, seconded by Richard McCullough, to approve the financial statements of September 2026, as presented. The Chair called for any discussion, hearing none; a vote was called for, and the motion carried.

Zoning and Subdivision Committee Report- committee chairman
City of Hermitage -Zoning Amendment Proposed Text Amendment

The Proposed Zoning Text Ordinance would increase the allowed building footprint from 5,000 to 25,000 sq. ft. for the neighborhood mixed use zoning district. The Hermitage board of commissioners intends to act on the text amendment at their meeting on Nov. 24th, 2026.

A motion was made by Richard McCullough and seconded by Elliot Lengel to recommend the consideration of the proposed revisions to the City of Hermitage, zoning amendment. The Chairman called for any discussion; hearing none, a vote was called for, and the motion carried.

Wilmington Township-Zoning Amendment- Proposed Draft Data Center and amending regulations for Major Solar Energy Systems

During this review the board discussed potential concerns for different setbacks for solar vs data centers and special exception vs conditional use. The board also suggested adding a 10% cost due to potential inflation for cost associated with section 502.7-21 Financial Security.

A motion was made by Richard McCullough and seconded by Tom Sauer to recommend consideration of the proposed revisions to the Wilmington Township Zoning Ordinance. Chairman called for any discussion; hearing none, a vote was called for, and the motion carried.

Galatians One Ten- Pine Township- Lot consolidation and Construction of an 8,000 sq. ft professional Office Space / fitness gym and 3 self-storage buildings.

During the review, the Board discussed the proposed parking areas and applicable setbacks. The Pine Township Zoning Officer indicated that the proposed parking arrangement was approved under the Township's zoning requirements, provided the parking areas remain within the designated parking lot buffer area.

A motion was made by Richard McCullough and seconded by Steve Tingley to recommend consideration of the proposed Land Development plan in pine township contingent upon obtaining all necessary permits and approvals to finalize the plan. Chairman called for any discussion; hearing none, a vote was called for, and the motion carried.

Personnel Finance Committee-
Patricia McAdams made a motion, seconded by Steve Tingley, to accept the 2027 Budget as presented to the members. The Chair called for discussion. Hearing none, the motion carried.

Staff reports-
Doniele Russell: IT, Lease, Payroll, Grants, Zoning Amendments, Office management, MPO, CDBG, ATV, ATP.

Elizabeth Peluchette: In Process of Setting Up Continuing Education Hours/Meetings for Surveyors and Engineers-TBD Date and Time. Reviewed multiple LDPs. Zoning and subcommittee meetings and agendas. Attended western PA GIS conference. Started collecting and researching county utility GIS data.

Rosalynn Reagle: Fiscal 26 CDBG application submitted for County October 16th and Farrell's application submitted on the 21st, Grant application deadlines, DCNR community conservation partnership program training course taking place November 5th.

Jacob Matta: The WalkWorks consultant has been selected, Pashtek + MTR, the kickoff meeting will be in conjunction with December 8th MPO meeting. UPWP has been sent for comment. Act 167 Phase 1 preliminary work is underway. GBG grant for Jackson Center. HPMS is underway.

Brock Esenwein: 167 Plan submissions for the year. Created number of maps for member municipalities. Attended western PA GIS conference. Working to finalize sidewalk inventory collection tool.

Discussion Questions/Suggestions:
Upcoming Presentation, November-Code Enforcement and December- Christmas Party

Schedule, Plan Submission Deadline November 3rd, Zoning and Subdivision November 17th, Finance and Personnel November 17th (2026 Budget)

Adjournment

A motion was made by Steve Tingley and seconded by Rich McCullough to adjourn at 7:43 pm.

Submitted and Certified By: _____

Todd Spears, Secretary – MCRPC

Date: _____

Revised 11/7/2026

REVENUE	2024 Year End	2025 Year End	2026 Octoer	2026 Year To Date	2026 Revised Budget
Member Municipalities	$223,167.55	$224,501.54	$53,849.30	$221,045.02	$222,241.00
Subdivision Fees	**$45,272.95**	**$56,199.25**	**$5,050.00**	**$53,524.59**	**$45,000.00**
Sales, Printing & Misc.	$2,375.00	$67.65	$0.00	$199.06	$100.00
PennDOT MPO	**$142,346.07**	**$239,786.77**	**$0.00**	**$148,377.65**	**$275,000.00**
CDBG Administration	$95,821.08	$133,054.10	$0.00	$254,372.29	$274,586.00
Special Project Grants	**$28,500.00**	**$0.00**	**$0.00**	**$3,000.00**	**$132,100.00**
Interest	$9,426.85	$6,651.90	$1,294.06	$8,698.98	$5,000.00
Total Revenue	**$546,909.50**	**$660,261.21**	**$60,193.36**	**$689,217.59**	**$954,027.00**

EXPENSES	2024 Year End	2025 Year End	2026 October	2026 Year To Date	2026 Revised Budget
Salaries & Wages	$427,440.46	$306,446.18	$25,149.80	$258,250.36	$384,082.66
Employee Benefits	**$104,326.25**	**$95,909.92**	**$7,170.72**	**$92,516.89**	**$159,414.00**
Printing & Supplies	$7,755.07	$6,908.69	$919.28	$7,771.26	$9,100.00
Quarters & Operations	**$49,442.83**	**$59,451.05**	**$13,062.34**	**$55,246.48**	**$72,720.00**
Travel & Expense	$8,013.85	$7,928.26	$133.08	$7,301.64	$8,500.00
Insurance	**$2,149.00**	**$1,996.00**	**$0.00**	**$1,774.00**	**$2,600.00**
Consultants	$17,615.00	$41,778.28	$59,486.39	$118,183.29	$224,600.00
Equipment	**$4,175.48**	**$23,773.90**	**$630.87**	**$5,994.31**	**$43,000.00**
Other	$286.51	$173.89	$0.00	$120.00	$500.00
TOTAL EXPENSE	**$621,204.45**	**$544,366.17**	**$106,552.48**	**$547,158.23**	**$904,516.66**
Balance	$ (74,294.95)	$ 115,895.04	$ (46,359.12)	$ 142,059.36	$ 49,510.34

Mercer Co Regional Planning Commission
Account Reconciliation
As of Oct 31, 2026
01-0105-000 - Cash-PNC Account
Bank Statement Date: October 31, 2026

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance				(26,727.21)
Add: Cash Receipts				58,899.30
Less: Cash Disbursements				(88,215.83)
Add (Less) Other				81,001.53
Ending GL Balance				24,957.79
Ending Bank Balance				36,586.00
Add back deposits in transit				
Total deposits in transit				
(Less) outstanding checks				
	May 15, 2026	5171	(100.00)	
	Oct 30, 2026	5241	(1,222.52)	
	Oct 30, 2026	5242	(253.08)	
	Oct 30, 2026	5243	(57.28)	
	Oct 30, 2026	5244	(8,823.00)	
	Oct 30, 2026	5245	(225.00)	
	Oct 30, 2026	EFT	(812.03)	
	Oct 30, 2026	EFT	(57.48)	
	Oct 30, 2026	EFT	(77.82)	
Total outstanding checks				(11,628.21)
Add (Less) Other				
Total other				
Unreconciled difference				0.00
Ending GL Balance				24,957.79

Mercer Co Regional Planning Commission
Account Reconciliation
As of Oct 31, 2026
01-0106-000 - Cash-Sweep-PNC
Bank Statement Date: October 31, 2026

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance		573,407.88
Add: Cash Receipts		
Less: Cash Disbursements		
Add (Less) Other		(98,767.81)
Ending GL Balance		474,640.07
Ending Bank Balance		474,640.07
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		474,640.07

Omni Fiber - Service Order

Company Address	4680 Parkway Drive, Suite 450 Mason, OH 45440 US	Created Date	11/19/2026
		Expiration Date	12/11/2026
		Quote Number	00002111
Prepared By	Andy Ruiz	Contact Name	Doniele Russell
Email	andy.ruiz@omnifiber.com	Phone	7249812412
		Email	drussell@mcrpc.com
Bill To Name	Mercer County Regional Planning Commission	Ship To Name	Mercer County Regional Planning Commission
Bill To	2491 Highland Road Hermitage, PA 16148 United States	Ship To	2491 Highland Road Hermitage, PA 16148 United States

Product	List Price	Sales Price	Quantity	Total Price	Billing Frequency	Term
Business 1000	$180.00	$180.00	1.00	$180.00	Monthly	60
Business Wi-Fi	$0.00	$0.00	1.00	$0.00	Monthly	60
Contractual Internet Discount	$0.00	-$51.00	1.00	-$51.00	Monthly	60
Business Wi-Fi Mesh AP	$10.00	$10.00	1.00	$10.00	Monthly	0
Complete Care for Business	$10.00	$10.00	1.00	$10.00	Monthly	0
Static IP	$10.00	$10.00	1.00	$10.00	Monthly	0
Autopay Discount	-$5.00	-$5.00	1.00	-$5.00	Monthly	0
eBill Discount	-$5.00	-$5.00	1.00	-$5.00	Monthly	0

Monthly Subtotal	$149.00
One-Time Subtotal	$0.00
Subtotal	$149.00
Discount	0.00%
Total Price	$149.00
Grand Total	$149.00

Purchase Terms

This Service Order is governed by the Omni Fiber Commercial Terms and Conditions located at: https://www.omnifiber.com/commercial-terms/.

By signing this Service Order and/or using Omni Fiber Products and Services, Customer agrees to these terms.

New service and reconnection orders are subject to a $5.13 monthly Technology Fee, plus applicable taxes. Other taxes, fees, and surcharges are not included.

Quote Acceptance Information

Signature:_____

Name:_____

Title:_____

Date:_____

MERCER COUNTY REGIONAL PLANNING COMMISSION
AMENDMENT TO THE 2025 EMPLOYEE HANDBOOK
Resignations and Flex Time

Effective Date: _____

1. Resignation Notice

Employees are requested to provide at least two weeks' written notice of resignation. Employees providing notice are expected to work their regularly scheduled hours through their proposed last day of employment to support an orderly transition.

MCRPC reserves the right, consistent with its at-will employment policy, to accept a resignation effective immediately or establish an earlier separation date.

2. Flex Time

Flex time is a discretionary courtesy intended to provide limited scheduling flexibility when work demands require an employee to work beyond their regular schedule.

Flex time is not an accrued leave benefit, is not guaranteed compensation, and will not be paid out upon separation from employment. Flex time should be used within the same pay period in which it is earned. Any request to carry flex time beyond that pay period must be submitted in advance and approved by the Executive Director.

Employees must accurately document flex time earned and used and may not independently adjust their schedules or carry balances forward without approval.

Flex time does not replace or limit any compensation required by applicable wage-and-hour laws.

3. Use of Leave and Flex Time During Resignation Notice

Once an employee submits written notice of resignation, the employee may not use accrued sick leave, personal days, or available flex time during the notice period without prior approval from the Executive Director.

Submission of a two-week resignation notice does not entitle an employee to use accrued sick leave, personal days, or flex time during the notice period. Any exception must be approved in advance by the Executive Director.

This provision does not supersede any leave rights protected by applicable law.

4. General Provisions

All other provisions of the 2025 Employee Handbook remain in effect. In the event of a conflict, this amendment shall control.

Authorized Approval: _____	Date: _____
Employee Acknowledgment (if used): _____	Date: _____

Mercer County Regional Planning Commission
2027 Meeting Schedules
2491 Highland Road, Hermitage, PA
cancellations possible

	MPO/SVATS 10:30 a.m.	Land Development Plan & Review Fee Submission Deadline	Finance & Personnel @ 6:00 p.m. / Zoning & Subdivision @ 7:00 p.m.	MCRPC - Full Commission @ 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		5	19	**26**
FEBRUARY		2	16	**23**
MARCH	**2**	2	16	**23**
APRIL		6	20	**27**
MAY		4	18	**25**
JUNE	**1**	1	15	**Break**
JULY		6	20	**27***
AUGUST		3	17	**Break**
SEPTEMBER	**7**	7	21	**28**
OCTOBER		5	19	**26**
NOVEMBER		2	16	**23**
DECEMBER	**7**	Nov.23	7	**14**

***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/