

MINUTES

MERCER COUNTY REGIONAL PLANNING COMMISSION

Tuesday – September 27, 2016 - 7:30 p.m. – MCRPC Offices

| MUNICIPALITY | PRESENT | ABSENT |
|--------------------------|-----------------------------------|-------------------------------------|
| FARRELL CITY | | Stephen Bennefield Kimberly Doss |
| HERMITAGE CITY | Jeremy Coxe James Holl | |
| SHARON CITY | Stephen Theiss | Frank Connelly |
| CLARK BOROUGH | | James Carucci, Sr. |
| FREDONIA BOROUGH | Patricia McAdams | Bob Reagle |
| GREENVILLE BOROUGH | Janet Earle | |
| GROVE CITY BOROUGH | | Shawn P. Myers |
| JACKSON CENTER BOROUGH | | Robert Egger |
| JAMESTOWN BOROUGH | William LeBarron | |
| MERCER BOROUGH | Jerry Johnson | |
| NEW LEBANON BOROUGH | | |
| SANDY LAKE BOROUGH | | Helena Bence |
| SHARPSVILLE BOROUGH | | Alex Kovach Guy Moderelli |
| STONEBORO BOROUGH | John Sweet | |
| WEST MIDDLESEX BOROUGH | | Maleia James Robert Lark |
| WHEATLAND BOROUGH | Dave Jones | George Ashby |
| COOLSPRING TOWNSHIP | Don Blakesley Robert L. McGhee | |
| DELAWARE TOWNSHIP | William E. Anthony | Melissa L. Osborne |
| E. LACKAWANNOCK TOWNSHIP | | |
| FAIRVIEW TOWNSHIP | | Jane Clark Mont Clark |
| FINDLEY TOWNSHIP | John B. Courtney | Steve Paxton |
| HEMPFIELD TOWNSHIP | | Todd Hittle |
| JACKSON TOWNSHIP | Richard Marks | Robert W. Pizor |
| JEFFERSON TOWNSHIP | Garth Falkner | William Dunn |
| LACKAWANNOCK TOWNSHIP | | Richard Schuller Jody Scopack |
| LAKE TOWNSHIP | | |
| LIBERTY TOWNSHIP | Dave Beatty Ron Faull | |
| NEW VERNON TOWNSHIP | | Daniel L. Patterson |
| OTTER CREEK TOWNSHIP | Carl Swartz Paulette Young | |

| <u>MUNICIPALITY</u> | <u>PRESENT</u> | <u>ABSENT</u> |
|--------------------------------|---|---|
| <u>PERRY TOWNSHIP</u> | | |
| <u>PINE TOWNSHIP</u> | Fred Brenner George Hagstrom | |
| <u>PYMATUNING TOWNSHIP</u> | Gary R. Lowers | Ed Robinson |
| <u>SANDY LAKE TOWNSHIP</u> | Helen Winger | Raymond Scofield |
| <u>SHENANGO TOWNSHIP</u> | Dennis DeSilvey Matthew Stefanak | |
| <u>S. PYMATUNING TOWNSHIP</u> | Bill Klumph | Rose Lyons |
| <u>SPRINGFIELD TOWNSHIP</u> | | Rick Dillaman |
| <u>WILMINGTON TOWNSHIP</u> | Diana Caiazza | Chad Taylor |
| <u>WOLF CREEK TOWNSHIP</u> | | Gregory Chiappini Jim Morton |
| <u>MERCER COUNTY</u> | James L. Hogan Jeff Hoy James Hughes Larry McAdams | Jeff Fiedler Sheryl Kelly Patty McCluskey |
| <u>BOROUGH ASSOCIATION</u> | | |
| <u>SUPERVISORS ASSOCIATION</u> | | |
| <u>COUNTY COMMISSIONER</u> | Matt McConnell | |

STAFF

Daniel Gracenin, Executive Director
Carmen Reichard, Assistant Director
Brian Barnhizer, Senior Planner
Chris Conti, Senior Planner
Lisa Holm, Senior Planner

OTHERS PRESENT

James Nevant, II

CALL TO ORDER

Ms. Diana Caiazza, Chairwoman, called the meeting to order at 7:30 p.m.

PRAYER AND PLEDGE OF ALLEGIANCE

Mr. Garth Falkner, Vice-Chairman, led the Commission in the prayer and Pledge of Allegiance.

ATTENDANCE SIGN IN

An attendance sign-in sheet was passed around and representatives present were asked to mark their attendance. **A quorum was present.**

PUBLIC COMMENTS ON ANY AGENDA ITEM

There were no public comments.

MINUTES OF THE APRIL 26, 2016 MEETING

A motion was made by Mr. Hoy and seconded by Mr. McAdams to approve the Minutes of the April 26, 2016 meeting with no additions, corrections or deletions. The motion passed.

FINANCIAL STATEMENTS

Mr. Dennis DeSilvey, Treasurer, presented the April, May, June, July and August 2016 Financial Statements. A motion was made by Mr. Johnson and seconded by Ms. McAdams to approve the April, May, June, July and August 2016 Financial Statements as presented. The motion passed.

RATIFICATION OF COMMITTEE ACTIONS DURING SUMMER

Ms. Diana Caiazza, Chairwoman, noted that the Commission will need to ratify the Zoning & Subdivision Review Committee actions taken during the summer months. (A report was distributed to the members present and a copy is attached to and made a part of the permanent record of Minutes.) A motion was made by Mr. Hughes and seconded by Mr. Anthony to approve the Zoning & Subdivision Review Committee actions during the summer months. The motion passed.

REPORT ON 2015 MCRPC AUDIT

Mr. Dan Gracenin, Executive Director, presented the audit report prepared for the Commission by Black, Bashor & Porsch. He noted that there were no findings in the audit and everything was clean. MCRPC had an increase in revenue due to the fact that the CDBG payments were not received until January 2015. Also, he noted that there has been no increase in member fees for the past 11 years. This item was tabled briefly so that members could look over the audit report. After review of the audit report, a motion was made by Mr. Jones and seconded by Mr. Sweet to approve the 2015 MCRPC Audit. The motion passed.

PROGRESS REPORT

Mr. Gracenin, Executive Director, mentioned that there was a handout at the front table that describes the progress on MCRPC's major projects. (A copy is attached to and made a part of the permanent record of Minutes.) MCRPC's major work comes from CDBG and HOME administration, economic development, zoning and transportation work. He mentioned that our transportation program brings in a lot of revenue in the office. Mr. Matt Stewart currently is in Harrisburg presenting the Long Range Plan to get approval at that level.

PMRS MINIMUM MUNICIPAL OBLIGATION (MMO)

Mr. Gracenin, Executive Director, explained that under MCRPC's pension plan, MCRPC is required to annually inform the governing body of their expected obligation of the Minimum Municipal Obligation (MMO). This MMO will be MCRPC 2017 bill for their pension plan and must be paid by the end of 2017. The payment is calculated from the 2016 wages of the employees covered under the plan. In 2017, MCRPC will be responsible to pay \$16,639. A motion was made by Mr. LeBarron and seconded by Mr. Jones to approve the Minimum Municipal Obligation (MMO) for 2017 in the amount of \$16,639. The motion passed.

CDBG COOPERATION AGREEMENT – FARRELL CITY

Mr. Conti, Senior Planner, explained that authorization is needed to enter into the standard cooperation agreement with the City of Farrell to provide full administration by MCRPC of their FY 2016 CDBG Program. He noted that in the past we would help the City of Farrell with their application and environmental reviews. This past year, the City had someone retire that had administered their CDBG Program and instead of them hiring someone, they had asked if MCRPC would fully administer their CDBG Program in the amount of \$15,000. There being no questions, a motion was made by Mr. McAdams to approve entering into the standard cooperation agreement with the City of Farrell to provide for full administration by MCRPC of their FY 2016 CDBG Program. Mr. Anthony seconded. The motion passed.

AMEND CDBG COOPERATION AGREEMENT – MERCER COUNTY

Mr. Conti, Senior Planner, mentioned that authorization is needed to amend the standard cooperation agreement with Mercer County to provide full administration by MCRPC of their FY 2015 CDBG Program. He noted that as of last year, there was only one standard cooperation agreement, which was with Mercer County. Due to changes made at the State level, the Township and Borough applications were rolled into the County application. Recently, the Borough of Sharpsville asked us to do reporting and audit as well as doing their IDIS work in the amount of \$5,000.

Also, the State has requested that all municipalities retain their records an additional 3 years; beyond their normal 7 years; plus to add the State's additional requirements in the cooperation agreements. There being no questions, a motion was made by Mr. Beatty to approve amending the cooperation agreement with Mercer County. Mr. Hoy seconded. The motion passed.

FINANCE-PERSONNEL COMMITTEE REPORT

Mr. Fred Brenner, Committee Chairman, noted that the Finance-Personnel Committee met prior to tonight's meeting, a quorum was present and reviewed the following items:

--Discussion/Approval on 2017 Healthcare Plan for MCRPC Employees – Mr. Brenner stated that the Committee reviewed the employee healthcare plan and noted that they will be switching to a Highmark Health Reimbursement Account (HRA) plan, which will be saving the Commission money. Mr. Gracenin mentioned that the Commission found it beneficial to switch to a HRA plan with a higher deductible and the Commission would pay the deductibles. He noted that even if the employer would pay the deductible for each employee up to the maximum, the increase in the premium would still be a substantial savings overall. A motion was made by Mr. Brenner to approve entering into the HRA plan with a high deductible being paid by MCRPC. Mr. Hoy seconded. The motion passed.

--Renew Lease Agreement with Mercer County Regional COG for Office Space – Mr. Brenner stated the Committee reviewed a new five year lease agreement with the Mercer County Regional Council of Governments. There are small increases over the next five years for a total rental sum of \$77,000 over the term of the lease. A motion was made by Mr. Brenner to approve entering into the new five year lease agreement with Mercer County Regional COG. Ms. McAdams seconded. The motion passed.

OTHER BUSINESS

Mr. Gracenin thanked everyone for attending and hoped they had a good summer. Mr. LeBarron commented that MCRPC provided a great picnic in July. Mr. Hoy questioned the status of the Bylaws. Mr. Gracenin stated that there are some issues with the Fair Labor Standard Act, which will need to be addressed. He asked the Bylaws Committee members to meet with him after tonight's meeting to discuss a possible meeting date.

Mr. Falkner mentioned that Jefferson Township Fairgrounds will be sponsoring the Hard to Recycle Event this Saturday, from 9:00 a.m. to 1:00 p.m.. It was noted that Jerry Zona, Director from Lawrence County, handles the Lawrence & Mercer Counties Recycling/Solid Waste Department; and noted that they provide a very good website. Mr. Don Blakesley, former Recycling Coordinator with MCRPC, stated that landfills can no longer accept electronics. Erie County wrote a grant so they could hold an event 1 Saturday per month to accept electronics. He noted it was an expensive project, but DEP pays 50%. Mr. Theiss questioned if there could be a drop off place for individuals to drop off 1 or 2 alkaline batteries. Mr. Gracenin stated that he will ask Jerry Zona about this. Mr. LeBarron stated that Jamestown Borough negotiated with Waste Management to take batteries and paint, which is included in their contract. Mr. Jerry Johnson, on a personal note, stated that is has been a pleasure working with MCRPC over many, many years.

ADJOURNMENT

With no further business or discussion, a motion was made by Mr. Theiss and seconded by Mr. Hoy to adjourn at 8:10 p.m.

Submitted and Certified By:

Jeremy Coxe, Secretary – MCRPC

Date: _____