

## **REGULAR MEETING AGENDA**

### **CITY OF HERMITAGE BOARD OF COMMISSIONERS**

Duane Piccirilli, President

William J. Moder, III, Vice-President

Louis E. Squatrito, Member

Cameron S. Linton, Member

John Moroco, Member



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**PLEASE SHUT OFF ALL CELL PHONES**

**January 28, 2026**

Immediately following the 6:00 PM Work Session

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**1) PLEDGE OF ALLEGIANCE**

**2) GENERAL**

- a. Roll Call
- b. Consideration of approval of the minutes of the December 18, 2025 Regular Meeting and January 5, 2026 Reorganization Meeting.
- c. Consideration of monthly administrative reports.

**3) SPECIAL RECOGNITIONS**

- a. Recognition of police officers being promoted in rank.

**4) CITIZEN'S FORUM**

The Board of Commissioners welcomes constructive comments and input from the public. Residents wishing to comment shall first raise their hand, be acknowledged by the Board President, then approach the podium. They will preface any comments with their name and address. Comments will be addressed to the Board only and not to any individual Board member or other member of the audience. Those commenting should make every effort to avoid being repetitive.

*City of Hermitage Vision: To create a vibrant and prosperous city that is the region's commercial and employment hub and the residential community of choice, marked by safe and pleasant neighborhoods, and diverse recreational, entertainment and enrichment opportunities.*

## 5) FINANCE

- a. Consideration of the monthly reports of the Treasurer.
- b. Consideration of additions and exonerations to taxes.
- c. Consideration of a request to refund City Real Estate taxes.
- d. Consideration of a motion approving the appointment of a deputy tax collector.

## 6) PLANNING AND ZONING

### a. Consideration of Subdivision Plans:

- Request for Modification (Waiver) of Regulations to the Hermitage Subdivision and Land Development Ordinance (SALDO) Section No. 805.6 – Mazzant North Plan of Lots – Lots 1 & 2
- Mazzant North Plan of Lots - Lots 1 & 2 – Hemlock Road / Androla Avenue
- Request for Modification (Waiver) of Regulations to the Hermitage Subdivision and Land Development Ordinance (SALDO) Section No. 805.7 – Mazzant South Plan of Lots – Lots 1A & 2A
- Mazzant South Plan of Lots – Lots 1A & 2A – Esther Lane
- Final Consolidation Plan Whispering Pines Holdings Lot 1 – East State Street
- Final Subdivision Plans Denise Yanak Lots 1 & 2 and Timothy & Lisa Yanak Lot 2 – Re-approval
- Final Subdivision Plan Timothy & Lisa Yanak Lot 3 – Re-approval

### b. Consideration of Land Development Plans:

- Hickory Fields Development Plan – Lot 5 – Sit Down Restaurant – Major Land Development Plan – East State Street – Re-approval
- Hickory Fields Development Plan – Lot 6 – Sit Down Restaurant – Major Land Development Plan - East State Street – Re-approval
- Hickory Fields Development Plan – Lot 8 – Drive-Thru Restaurant – Major Land Development Plan- East State Street – Re-approval

## 7) COMMUNITY DEVELOPMENT

## 8) PUBLIC IMPROVEMENTS

- a. RESOLUTION NO. 1-2026 adopting the 2026 Mercer County Joint Seal Coat Bid Program.
- b. Consideration of a motion to award the construction contract to replace the traffic signal at the intersection of Council Avenue and Broadway Avenue.
- c. RESOLUTION NO. 2-2026 authorizing the submission of a PennDOT Multimodal Fund application in the amount of \$1,141,980 to fund the Hermitage Industrial Area Multimodal Transportation Project.

**9) PUBLIC SAFETY**

**10) MISCELLANEOUS**

- a. Consideration of appointments to various Authorities, Boards and Commissions.**
- b. Consideration of a motion adopting a Confined Space Entry Policy.**

**11) PUBLIC DISCUSSION OF TONIGHT'S AGENDA**

The Board of Commissioners welcomes constructive comments and input from the public. Residents wishing to comment shall first raise their hand, be acknowledged by the Board President, then approach the podium. They will preface any comments with their name and address. Comments will be addressed to the Board only and not to any individual Board member or other member of the audience. Those commenting should make every effort to avoid being repetitive.

**12) CLOSING COMMENTS BY BOARD OF COMMISSIONERS**

**13) ADJOURNMENT**

Distributed January 13, 2026  
Redistributed January 23, 2026

**MINUTES  
CITY OF HERMITAGE - BOARD OF COMMISSIONERS  
REGULAR MONTHLY MEETING  
DECEMBER 18, 2025**

President Duane J. Piccirilli called the meeting to order at 6:02 p.m. in the Commissioners' Meeting Room in the Hermitage Municipal Building located at 800 North Hermitage Road, Hermitage, PA.

Members in attendance were:

Duane Piccirilli, President  
William J. Moder, III, Vice-President  
Louis E. Squatrito, Member  
Cameron S. Linton, Member  
John Moroco, Member

Brett W. Stedman, City Solicitor

Staff members in attendance were:

Gary Hinkson	Adam Piccirillo	Rachael Manuel
Gary Gulla	Joel Ristvey	Don Cannon
Michael Wadlow	Wayne Covert	Vikki Gruitza
Jeremy Coxe	Randy Ketcham	Jessica Gotch
Amy Gargiulo	Chris Manzo	Neil Hosick
Mike Lechner	Victoria Tomko	

## Hermitage Municipal Authority:

Jason Wert      Fred Heiges

There were eight (8) members of the public in attendance.

## MINUTES

Mr. Squatrito made a motion to approve the minutes for the November 25, 2025 Regular Meeting. Second by Mr. Linton. Vote as follows: Mr. Piccirilli, yes; Mr. Moder, yes; Mr. Squatrito, yes; Mr. Linton, yes; Mr. Moroco, yes. Motion carried.

## **ADMINISTRATIVE REPORTS**

Mr. Linton made a motion to approve the administrative reports. Second by Mr. Morocco. Vote as follows: Mr. Piccirilli, yes; Mr. Moder, yes; Mr. Squatrito, yes; Mr. Linton, yes; Mr. Morocco, yes. Motion carried.

## CITIZEN'S FORUM

Mr. Piccirilli opened the Citizen's Forum.

Patricia Lewis, 12 Canal Street, thanked the City for services throughout the year. She stated the Wheatland Community Room and Fire Department never looked like that before. It was really nice to see the new equipment and everything very clean. Also, everyone was happy with winter maintenance of the streets and it is really appreciated.

There being no further comments, Mr. Piccirilli closed the Citizen's Forum.

## **FINANCE**

- a. Consideration of the monthly reports of the Treasurer.** Mr. Linton made a motion to approve the Treasurer's Report. Second by Mr. Squatrito. Vote as follows: Mr. Piccirilli, yes; Mr. Moder, yes; Mr. Squatrito, yes; Mr. Linton, yes; Mr. Moroco, yes. Motion carried.
- b. Consideration of additions and exonerations to taxes.** Mr. Linton made a motion to accept the additions and exonerations to taxes. Second by Mr. Squatrito. Vote as follows: Mr. Piccirilli, yes; Mr. Moder, yes; Mr. Squatrito, yes; Mr. Linton, yes; Mr. Moroco, yes. Motion carried.
- c. PUBLIC HEARING of a proposed ordinance imposing a realty transfer tax at the rate of 2.5%, of which 2% will be due and collectible to the City of Hermitage, effective January 1, 2026.** Mr. Piccirilli opened the public hearing. There were no comments from the public. Mr. Piccirilli closed the public hearing.
- d. FINAL VOTE of a proposed ordinance imposing a realty transfer tax at the rate of 2.5%, of which 2% will be due and collectible to the City of Hermitage, effective January 1, 2026.** Mr. Piccirilli read the summary and made a motion to adopt Ordinance No. 11-2025. Second by Mr. Moder. Vote as follows: Mr. Moder, yes; Mr. Squatrito, yes; Mr. Linton, yes; Mr. Moroco, yes; Mr. Piccirilli, yes. Motion carried.
- e. PUBLIC HEARING of a proposed ordinance for the purpose of establishing new sanitary sewer rental rates.** Mr. Moder opened the public hearing. There were no comments from the public. Mr. Moder closed the public hearing.
- f. FINAL VOTE of a proposed ordinance for the purpose of establishing a new sanitary sewer rental rates.** Mr. Moder read the summary and motioned to adopt Ordinance No. 12-2025. Second by Mr. Piccirilli. Lou Squatrito commented that there had been some talk of the possibility of layoffs, but it was never his intent to have any layoffs. He said he is for half of the increase, not the full \$11.00 and there was no talk from anyone about laying off anybody from WPC. Vote as follows: Mr. Piccirilli, yes; Mr. Moder, yes; Mr. Squatrito, no; Mr. Linton, yes; Mr. Moroco, yes. Motion carried.
- g. PUBLIC HEARING of a proposed ordinance (2026 proposed budget) fixing the tax rate for the year 2026, appropriating specific sums estimated to be required for the specific purposes of the City during the fiscal year 2026, adopting a capital program and appropriating specific sums for the capital program.** Mr. Hinkson summarized the ordinance. The budget sets the tax rate on property at 7 mills, up from 5 mills the previous year. Mr. Piccirilli opened the public hearing. There were no comments from the public. Mr. Piccirilli closed the public hearing.

h. **FINAL VOTE of a proposed ordinance (2026 proposed budget) fixing the tax rate for the year 2026, appropriating specific sums estimated to be required for the specific purposes of the City during the fiscal year 2026, adopting a capital program and appropriating specific sums for the capital program.** Mr. Piccirilli motioned to adopt Ordinance No. 13-2025. Second by Mr. Linton. Vote as follows: Mr. Squatrito, yes; Mr. Linton, yes; Mr. Moroco, yes; Mr. Piccirilli, yes; Mr. Moder, yes. Motion carried.

## **PLANNING AND ZONING**

a. **Final Lot Bennett Consolidation Plan – West Park Street.** Mr. Squatrito read the summary and made a motion to approve the plan with no outstanding conditions. Second by Mr. Moder. Vote as follows: Mr. Linton, yes; Mr. Moroco, yes; Mr. Piccirilli, yes; Mr. Moder, yes; Mr. Squatrito, yes. Motion carried.

**Adam Kekich Consolidation Plan Lot 1 – Virginia Rd. / S. Neshannock Rd.** Mr. Linton read the summary and made a motion to approve the plan with two conditions. Second by Mr. Moroco. Vote as follows: Mr. Moroco, yes; Mr. Piccirilli, yes; Mr. Moder, abstained; Mr. Squatrito, yes; Mr. Linton, yes. Motion carried.

**Final Lot 1 & 2 – Henderson Subdivision Plan – Wilhelm Road.** Mr. Moroco read the summary and made a motion to approve the plan with four conditions. Second by Mr. Linton. Vote as follows: Mr. Piccirilli, yes; Mr. Moder, yes; Mr. Squatrito, yes; Mr. Linton, yes; Mr. Moroco, yes. Motion carried.

## **MISCELLANEOUS**

a. **Consideration of the establishment of Regular Meeting / Work Session meeting dates and times for 2026.** Mr. Piccirilli read the summary and motioned to adopt the meeting schedule as presented. Second by Mr. Moder. Vote as follows: Mr. Moder, yes; Mr. Squatrito, yes; Mr. Linton, yes; Mr. Moroco, yes; Mr. Piccirilli, yes. Motion carried.

b. **Consideration of a motion to award contracts for 2026 for various materials and supplies under the Mercer County Regional Council of Governments Joint Purchasing Program.** Mr. Moder read the summary and motioned to award the contracts. Second by Mr. Squatrito. Vote as follows: Mr. Squatrito, yes; Mr. Linton, yes; Mr. Moroco, yes; Mr. Piccirilli, yes; Mr. Moder, yes. Motion carried.

c. **Consideration of a motion authorizing the sale of unused police vehicles.** Mr. Squatrito read the summary and motioned to authorize the sale of four unused police vehicles and to seek bids through propertyroom.com for three other unused police vehicles. Second by Mr. Moder. Vote as follows: Mr. Linton, yes; Mr. Moroco, yes; Mr. Piccirilli, yes; Mr. Moder, yes; Mr. Squatrito, yes. Motion carried.

## **PUBLIC DISCUSSION**

No comments were made by the public.

**CLOSING COMMENTS BY BOARD OF COMMISSIONERS**

Mr. Moder motioned to adjourn the meeting. Second by Mr. Moroco. The meeting adjourned at 6:22 p.m.

Respectfully submitted,

Gary P. Hinkson

January 9, 2026

**MINUTES  
CITY OF HERMITAGE – BOARD OF COMMISSIONERS  
SPECIAL MEETING  
(Reorganizational Meeting)  
January 5, 2026**

Board members in attendance were:

Duane J. Piccirilli, President  
William J. Moder, Vice-President  
Louis E. Squatrito, Member  
John Moroco, Member  
Cameron S. Linton, Member

Bernie Harry, Treasurer

Brett W. Stedman, Solicitor

Staff members in attendance were:

Gary Hinkson	Jeremy Coxe
Gary Gulla	Amy Gargiulo
Mark Longietti	

There were fifteen (15) members of the public in attendance.

**1. CALL TO ORDER**

President Duane Piccirilli called the meeting to order at 6:15 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. PUBLIC COMMENTS**

Mr. Piccirilli opened the public comments. There being no comments by the public, Mr. Piccirilli closed the public comments.

**5. CONSIDERATION OF THE ELECTION OF THE PRESIDENT OF THE BOARD OF COMMISSIONERS.**

Mr. Piccirilli opened the floor for nominations for President. Mr. Squatrito nominated Duane Piccirilli for President. Second by Mr. Moder. There being no other nominations, Mr. Piccirilli

closed the nominations. Vote as follows: Mr. Moder, yes; Mr. Squatrito, yes; Mr. Moroco, yes; Mr. Linton, yes; Mr. Piccirilli, yes. Motion carried.

**6. CONSIDERATION OF THE ELECTION OF THE VICE-PRESIDENT OF THE BOARD OF COMMISSIONERS.**

Mr. Piccirilli opened the floor for nominations for Vice-President. Mr. Squatrito nominated Bill Moder for Vice-President. Second by Mr. Linton. There being no other nominations, Mr. Piccirilli closed the nominations. Vote as follows: Mr. Squatrito, yes; Mr. Moroco, yes; Mr. Linton, yes; Mr. Piccirilli, yes; Mr. Moder, yes. Motion carried.

**7. CONSIDERATION OF THE APPOINTMENT OF CITY SOLICITOR**

Mr. Moder motioned to authorize the reappointment of Brett Stedman as city solicitor for two years. Second by Mr. Moroco. Vote as follows: Mr. Moroco, yes; Mr. Linton, yes; Mr. Piccirilli, yes; Mr. Moder, yes; Mr. Squatrito, yes. Motion carried.

**8. ADJOURNMENT**

The meeting adjourned to go into executive session at 6:20 p.m.

Respectfully Submitted,

Gary P. Hinkson  
January 9, 2026

# **BUILDING DEPARTMENT MONTHLY REPORT**



**DECEMBER 2025**

# City of Hermitage

## Residential - Construction Permit Report

### December 2025

Permit Number	Permit Issue Date	Business/Occupant Name	Project Location	Description of Project		Proposed Use	Zoning District	Project Value	Permit Fee	Census Code
				Residential	SR1					
<b>1 Permits Issued - New Homes</b>										
15.706	12/1/2025	Lacey & Ian Rae	755 Bobwhite Drive	New single family home		Residential	SR1	\$447,000	\$804.50	101
<b>6 Permits Issued - Additions &amp; Alterations</b>										
15.616	12/22/2025	James & Terri Ahlfeld	1907 American Way	Deck		Residential	PRD	\$13,600	\$154.50	434
15.668	12/17/2025	Edward & Francine Fabian	2121 South Neshamock Road	Roof over deck		Residential	RR	\$8,000	\$154.50	434
15.682	12/16/2025	Anthony Serafin	197 Greenwood Drive	Waterproofing - basement		Residential	SR1	\$39,007.49	\$104.50	434
15.708	12/3/2025	Rick Taylor	3337 Timber Lane	Roof over outdoor kitchen		Residential	SR1	\$70,000	\$154.50	434
15.711	12/16/2025	Ralph Heckroth	2602 Old Hickory Court	Basement drainage installation		Residential	PRD	\$12,180	\$104.50	434
15.715	12/24/2025	Eric Lawson	3013 Kaitlin Court	Deck		Residential	PRD	\$5,000	\$50.00	434
<b>7 Permits Issued</b>										
<b>Residential</b>										
<b>Project Value</b>										
<b>\$594,787.49</b>										
<b>\$1,527.00</b>										
<b>Permit Fees</b>										

Census Code:  
 101 - Residential - New Home  
 434 - Residential - Additions & Alterations  
 328 - Residential - Accessory Buildings  
 438 - Residential - Garage, new, additions, alterations  
 437 - Commercial - Additions & Alterations

# City of Hermitage

## Commercial - Construction Permit Report

### December 2025

Permit Number	Permit Issue Date	Business/Occupant Name	Project Location	Description of Project		Proposed Use	Zoning District	Project Value	Permit Fee	Census Code
				Commercial	SR1					
15,626	12/30/2025	Fit Rentals LLC	1003 Carroll Lane	Fire sprinkler system		Commercial	IN	\$15,000	\$102.50	437
15,689	12/3/2025	Mercer County Regional Council of Governments	2495 Highland Road	Re-roof		Commercial	IN	\$148,250	\$204.50	437
15,690	12/30/2025	Dollar General	6125 East State Street	Interior alterations		Commercial	NC2	\$21,500	\$236.50	437
<b>3</b>	<b>Permits Issued</b>	<b>Additions &amp; Alterations</b>				<b>Project Value</b>		<b>\$184,750</b>	<b>\$543.50</b>	<b>Permit Fees</b>
<b>3</b>	<b>Permits Issued</b>					<b>Commercial</b>		<b>\$184,750</b>	<b>\$543.50</b>	

**Census Codes:**  
 101 - Residential - New Home  
 434 - Residential - Additions & Alterations  
 328 - Residential / Commercial - Accessory Buildings  
 438 - Residential - Garage, new, additions, alterations  
 437 - Commercial - Additions & Alterations

# City of Hermitage

## Sign - Construction Permit Report

### December 2025

Permit Number	Permit Issue Date	Business/Occupant Name	Project Location	Description of Project	Proposed Use	Zoning District	Project Value	Permit Fee	Census Code
15,686	12/11/2025	May Tea & Coffee	1101 North Hermitage Road	Sign - wall	Sign	HC	\$3,800	\$62.50	N/A
15,697	12/29/2025	Burger King	590 South Hermitage Road	Sign - illuminated wall sign	Sign	CC	\$1,528	\$62.50	N/A
15,698	12/29/2025	Burger King	590 South Hermitage Road	Sign - cabinet, pole sign	Sign	CC	\$6,250	\$62.50	N/A
15,699	12/29/2025	Burger King	590 South Hermitage Road	Sign - illuminated sign	Sign	CC	\$1,168	\$62.50	N/A
<b>4 Permits Issued</b>				Project Value	\$12,746	\$250.00	Permit Fees		
<b>14 Total - All Permits Issued - December 2025</b>				<b>Project Value</b>	<b>\$12,746</b>	<b>\$250.00</b>			
<b>14 Total - All Permits Issued - December 2025</b>				<b>Permit Fees</b>	<b>\$792,283.49</b>	<b>\$2,320.50</b>			

Census Code  
101 - Residential - New Home  
434 - Residential - Additions & Alterations  
328 - Residential / Commercial - Accessory Buildings  
438 - Residential - Garage, new, additions, alterations  
437 - Commercial - Additions & Alterations

## 2025 PERMITS (By PERMIT TYPE)

	RESIDENTIAL PERMITS		COMMERCIAL & SIGN PERMITS		TOTAL	
	#	VALUE	#	VALUE	#	VALUE
JANUARY	4	818,910	1	0	5	818,910
FEBRUARY	6	122,935	7	2,852,900	13	2,975,835
MARCH	5	329,891	14	8,200,050	19	8,529,941
APRIL	6	104,002	5	164,750	11	268,752
MAY	10	182,916	8	1,347,994	18	1,530,910
JUNE	9	962,826	5	450,030	14	1,412,856
JULY	14	811,428	16	382,185	30	1,193,613
AUGUST	9	245,485	16	977,980	25	1,223,465
SEPTEMBER	13	252,175	10	18,252,536	23	18,504,711
OCTOBER	15	946,412	7	665,510	22	1,611,922
NOVEMBER	4	197,702	3	17,237,000	7	17,434,702
DECEMBER	7	594,787	7	197,496	14	792,283
<b>TOTAL</b>	<b>102</b>	<b>5,569,469</b>	<b>99</b>	<b>507,28431</b>	<b>201</b>	<b>56,297,900</b>

**RESIDENTIAL PERMITS** include all Residential structures and their accessory uses  
**COMMERCIAL PERMITS** include all Commercial structures and their accessory uses

# COMPARISON OF 2024 & 2025 PERMITS (TOTALS)

MONTH	2024 PERMITS			2025 PERMITS			DIFFERENCE		
	#	\$ VALUE	#	\$ VALUE	#	\$ VALUE	#	\$ VALUE	#
JANUARY	4	47,239	5	818,910	+1			772,671	
FEBRUARY	4	110,600	13	2,975,835	+9			2,865,235	
MARCH	13	882,155	19	8,529,941	+6			7,647,786	
APRIL	10	259,100	11	268,752	+1			9,652	
MAY	24	3,414,304	18	1,538,110	-6			-1,876,194	
JUNE	18	1,618,350	14	1,412,856	-4			-205,494	
JULY	22	1,927,376	30	1,193,613	+8			-733,763	
AUGUST	14	3,363,940	25	1,223,465	+11			-2,140,475	
SEPTEMBER	37	2,964,694	23	18,504,711	-14			15,540,017	
OCTOBER	16	2,477,001	22	1,611,922	+6			-865,079	
NOVEMBER	19	632,069	7	17,434,702	-12			-16,802,633	
DECEMBER	8	5,376,760	14	792,283	+6			-4,584,477	
<i>TOTAL</i>	<i>189</i>	<i>23,073,588</i>	<i>201</i>	<i>56,297,900</i>	<i>+12</i>			<i>33,854,312</i>	

Comparison of 2024 & 2025 Building Permit values, number of permits issued, and increase/decrease of value

*Hermitage Fire Department*

*Report of Operations*



*for*  
*December 2025*

*Submitted January 7, 2026*  
*Michael J. Wadlow, Fire Marshal*

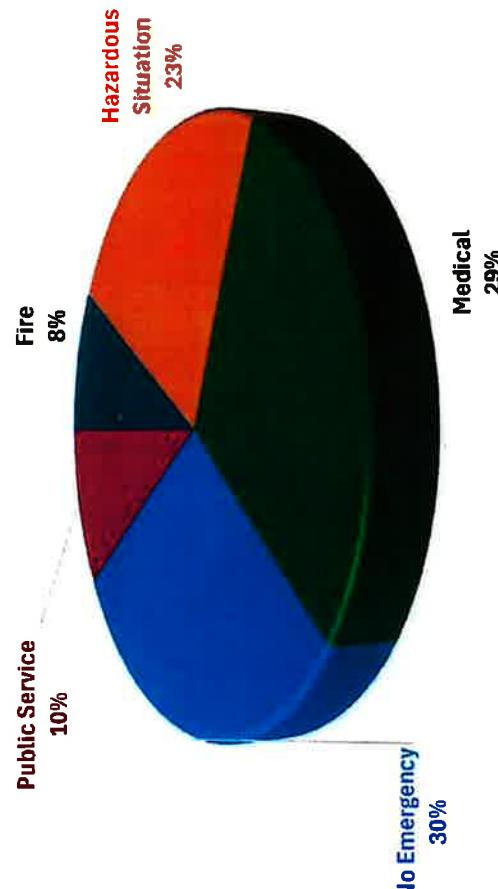
# Fire Department Report of Operations

December 2025

Primary Incident Type	Count
Fire	7
Hazardous Situation	19
Medicals	24
No Emergency	25
Public Service	8
<b>Total for Period</b>	<b>83</b>

Yearly Comparison	Count
2025 YTD Incidents	852
This Month, Last Year	757
<b>Delta for Period</b>	<b>95</b>



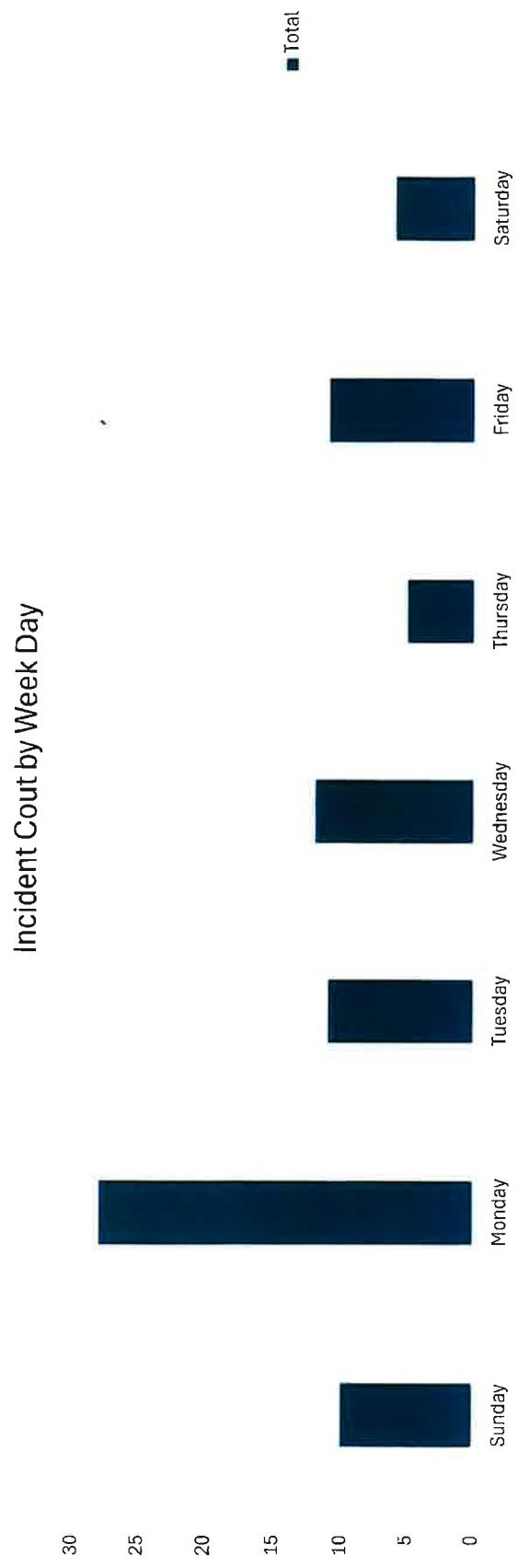
**2025 YTD Incidents**  
 This Month, Last Year  
**Delta for Period**

## Monthly Mutual Aid Summary

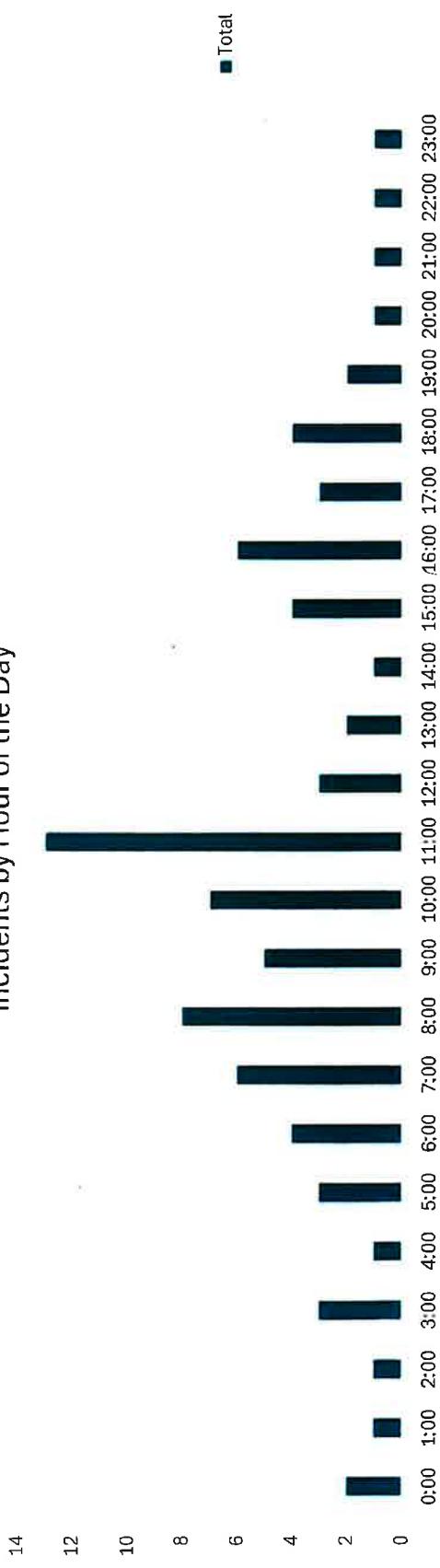
Aid Type	Aid Direction	Agency	Incident Type	Location
In Support of Primary	Given	West Middlesex VFD	Dispatched and Canceled	82 North St
In Support of Primary	Given	West Middlesex VFD	Injury MVA	10.6MM of I-80
In Support of Primary	Given	Shenango Twp VFD	Structure Fire	3286 Frampton Road
Acting as Primary	Given	Farrell FD	Medical Response	333 Wallis Ave
In Support of Primary	Given	Sharon FD	Structure Fire - Standby	Robinson Pl & Fifth Ave
In Support of Primary	Given	Greenville FD	Structure Fire	16 Chambers Ave
In Support of Primary	Given	Transfer VFD	Structure Fire	31 Linda Dr
In Support of Primary	Given	Sharon FD	Structure Fire	334 Prospect St
In Support of Primary	Given	Sharon FD	Structure Fire - Standby	233 Second Ave
In Support of Primary	Received	Farrell FD	MVA with Fire	135 Council Ave
In Support of Primary	Received	Farrell FD	Structure Fire	1 Ludio Drive - CCL Container
		Sharon FD		
		Shenango Twp VFD		
		West Middlesex VFD		

# Fire Department Report of Operations

## Time Analysis Summary



## Incidents by Hour of the Day



# Fire Department Report of Operations

## Station Response Analysis

(Represents dispatch received and response vehicle responds)

Station	Location	Responses	Percentage of Assigned Dispatches
Station 1 Apparatus	2511 Highland Road	83	100.0%
Station 2 Apparatus	119 Superior Street	2	2.4%
Station 4 Apparatus	71 Broadway Avenue	7	8.4%

## Apparatus Response Analysis

(Represents dispatch received and response vehicle responds)

Station	Location	Unit	Responses	Percentage of Assigned Dispatches
1	2511 Highland Road	Brush 93	0	0.0%
1	2511 Highland Road	Captain 93	21	25.3%
1	2511 Highland Road	Chief 93	60	72.3%
1	2511 Highland Road	Chief 93-2	32	3.8%
1	2511 Highland Road	Engine 93	47	56.6%
1	2511 Highland Road	Rescue 93	12	14.5%
1	2511 Highland Road	Squad 93	1	1.2%
1	2511 Highland Road	Tanker 93	4	4.8%
1	2511 Highland Road	Truck 93	7	8.4%
1	2511 Highland Road	Truck 93-2	4	4.8%
2	119 Superior Street	Brush 86	0	0.0%
2	119 Superior Street	Engine 86	2	2.4%
2	119 Superior Street	Engine 86-2	0	0.0%
2	119 Superior Street	Squad 86	0	0.0%
4	71 Broadway Avenue	Engine 93-4	6	7.2%
4	71 Broadway Avenue	Squad 93-4	1	1.2%

# Fire Department Report of Operations

Personnel Response Analysis						
Dept	Name	Scene Responses	Station Responses	Total Responses	Percentage of Assigned Dispatches	
Herm	Amthein, Noah	3	1	4	5%	
Herm	Boren, Christina	4	3	7	8%	
Herm	Breier, Mark	6	0	6	7%	
Herm	Cary, Christopher	7	5	12	14%	
Pat	Chlopka, Jamie	0	1	1	1%	
Pat	Chlopka, Matthew	0	3	3	4%	
<b>Full Time</b>	<b>Clark, Lawrence</b>	<b>33</b>	<b>5</b>	<b>38</b>	<b>46%</b>	
Herm	Cowan, Walter	0	1	1	1%	
Herm	Daniels, John A	8	4	12	14%	
Herm	Ehrhart, Richard	2	3	5	6%	
Herm	Erdesky, Steve	5	3	8	10%	
Herm	Fenton, Carol	1	0	1	1%	
Herm	Fenton, Corry	12	6	18	22%	
Herm	Fette, Josh	2	1	3	4%	
Herm	Fiscus, Ben	22	10	32	39%	
Herm	Fiscus Jr, Robert	2	0	2	2%	
Herm	Flynn, John	1	0	1	1%	
Pat	Fox, Byron	2	3	5	6%	
Pat	Fox, Dylan	0	0	0	0%	
Pat	Goleb, Michael	1	0	1	1%	
Pat	Henry, Wade	0	3	3	4%	
Herm	Hougelman, David	0	1	1	1%	
Herm	Leech, Nicholas	12	3	15	18%	
Herm	Lucich Jr, Raymond	22	16	38	46%	
Herm	McHenry, Liam	0	1	1	1%	
Herm	McKnight, Charles	4	1	5	6%	
Herm	Monfredi, Eric	3	7	10	12%	
Herm	Monfredi, Evan	1	5	6	7%	
Herm	Myhra, Jason	18	16	34	41%	
Herm	Oliver, Donald	26	16	42	51%	

## Fire Department Report of Operations

Herm	Patton, Brianna	0	1	1	14	1	1	1%
Herm	Patton, Jackson	11	3					17%
<b>Full Time</b>	<b>Prather, Adam</b>	<b>46</b>	<b>10</b>	<b>56</b>	<b>1</b>	<b>65</b>	<b>67%</b>	<b>67%</b>
Herm	Prather, Aurelia	0	1	1				1%
<b>Full Time</b>	<b>Reda, James</b>	<b>51</b>	<b>14</b>	<b>65</b>		<b>78%</b>		
Herm	Redfoot, Thomas	5	4	9			11%	
Herm	Risavi, Brian	1	2	3			4%	
Pat	Rodemoyer, Brian	0	0	0			0%	
Herm	Rollinson, TC	8	2	10			12%	
Herm	Rollinson, TJ	13	5	18			22%	
Pat	Scheuermann, Keith	1	3	4			5%	
Herm	Scott, Ryan	3	1	4			5%	
Herm	Selby, Nicholas	6	4	10			12%	
Herm	Vasconi, David	6	1	7			8%	
Herm	Wadlow, Joseph	15	1	16			19%	
<b>Full Time</b>	<b>Wadlow, Michael</b>	<b>70</b>	<b>12</b>	<b>82</b>		<b>99%</b>		
Pat	Zalewski, Louis	0	1	1			1%	

# Fire Department Report of Operations

## Personnel Training Analysis

Dept	Name	In-House Hours	Outside Hours	Total Training Hours	Notes
Herm	Amrhein, Noah	0	0	0	
Herm	Boren, Christina	0	0	0	
Herm	Breier, Mark	0	0	0	
Herm	Cary, Christopher	2	0	2	
Pat	Chlupka, Jamie	0	0	0	
Pat	Chlupka, Matthew	0	0	0	
<b>Full Time</b>	<b>Clark, Lawrence</b>	<b>2</b>	<b>0</b>	<b>2</b>	
Herm	Cowan, Walter	2	0	2	
Herm	Daniels, John A	0	0	0	
Herm	Ehrhart, Richard	2	0	2	
Herm	Erdesky, Steve	2	0	2	
Herm	Fenton, Carol	0	0	0	
Herm	Fenton, Corry	0	0	0	
Herm	Fette, Josh	2	0	2	
Herm	Fiscus, Ben	2	0	2	
Herm	Fiscus Jr, Robert	0	0	0	
Herm	Flynn, John	0	0	0	
Pat	Fox, Bryon	0	0	0	
Pat	Fox, Dylan	0	0	0	
Pat	Goleb, Michael	0	0	0	
Pat	Henry, Wade	0	0	0	
Herm	Hougelman, David	2	0	2	
Herm	Leech, Nicholas	2	0	2	
Herm	Lucich Jr, Raymond	2	0	2	
Herm	McHenry, Liam	2	0	2	
Herm	McKnight, Charles	2	0	2	
Herm	Monfiedi, Eric	0	0	0	
Herm	Monfredi, Evan	2	0	2	
Herm	Myhra, Jason	2	0	2	
Herm	Oliver, Donald	0	0	0	

## Fire Department Report of Operations

Herm	Patton, Brianna	0	0	0	0
Herm	Patton, Jackson	0	0	0	0
<b>Full Time</b>	<b>Prather, Adam</b>	2	0	2	2
Herm	Prather, Aurelia	2	0	2	2
<b>Full Time</b>	<b>Reda, James</b>	2	0	2	2
Herm	Redfoot, Thomas	2	0	2	2
Herm	Risavi, Brian	0	0	0	0
Pat	Rodemoyer, Brian	0	0	0	0
Herm	Rollinson, TC	0	0	0	0
Herm	Rollinson, TJ	2	0	2	2
Pat	Scheuermann, Keith	2	0	2	2
Herm	Scott, Ryan	2	0	2	2
Herm	Selby, Nicholas	0	0	0	0
Herm	Vasconi, David	0	0	0	0
Herm	Wadlow, Joseph	2	0	2	2
<b>Full Time</b>	<b>Wadlow, Michael</b>	2	0	2	2
Pat	Zalewski, Louis	0	0	0	0
<b>Totals:</b>		<b>46</b>	<b>0</b>	<b>46</b>	

# *Hermitage Fire Department*

## *Report of Operations*



*Operating Year 2025*

*Submitted January 7, 2026*

*Michael J. Wadlow, Fire Marshal*

# Fire Department Report of Operations

2025

Primary Incident Type	Count	Sum of Count
Fire	76	
Hazardous Situation	162	
Medicals	209	
No Emergency	302	
Public Service	103	
<b>Total for Period</b>	<b>852</b>	

Yearly Comparison	Count
2025 Incidents	852
2024 Incidents	757
<b>Delta for Period</b>	<b>95</b>

## 2025 Aid Given/Received

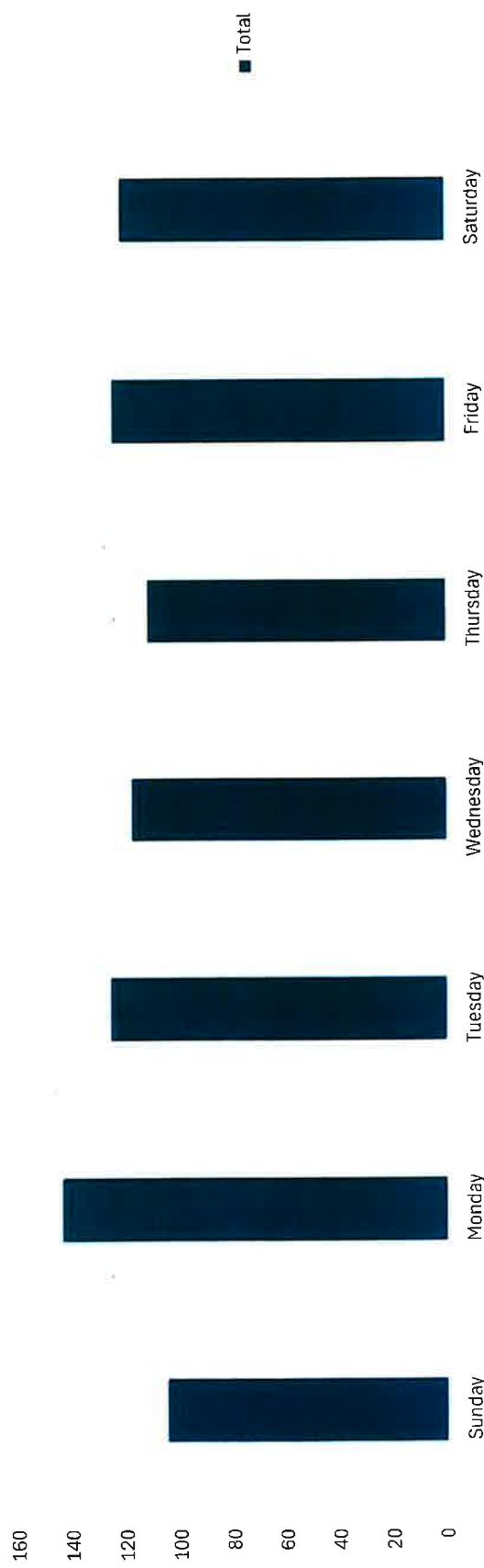
Aid Given	161
Aid Received	31



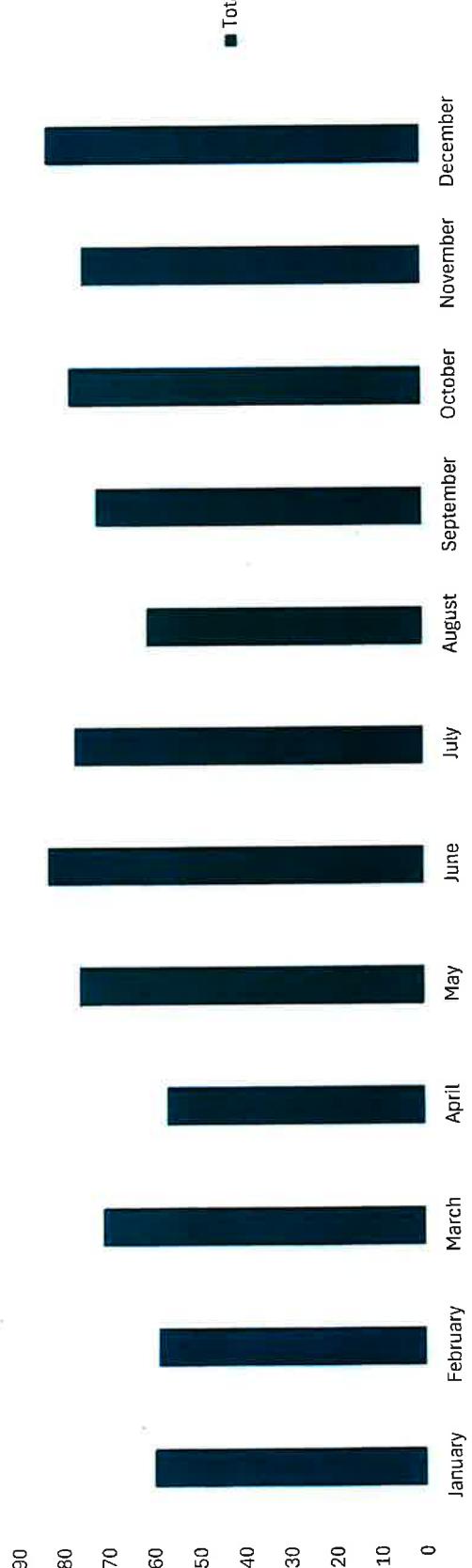
# Fire Department Report of Operations

## Time Analysis Summary

### Incident Count by Day of the Week



### Incidents by Month



# Fire Department Report of Operations

## Station Response Analysis

(Represents dispatch received and response vehicle responds)

Station	Location	Responses	Percentage of Assigned Dispatches
Station 1 Apparatus	2511 Highland Road	852	100.0%
Station 2 Apparatus	119 Superior Street	48	5.6%
Station 3 (Closed 5/25)	541 Mercer Avenue	28	3.3%
Station 4 (Open 8/25)	71 Broadway Avenue	78	9.2%

## Apparatus Response Analysis

(Represents dispatch received and response vehicle responds)

Station	Location	Unit	Responses	Percentage of Assigned Dispatches
1	2511 Highland Road	Brush 93	47	5.5%
1	2511 Highland Road	Captain 93	259	30.4%
1	2511 Highland Road	Chief 93	585	68.7%
1	2511 Highland Road	Chief 93-2	374	43.9%
1	2511 Highland Road	Engine 93	434	50.9%
1	2511 Highland Road	Rescue 93	69	8.1%
1	2511 Highland Road	Squad 93 - New 12/25	1	0.1%
1	2511 Highland Road	Tanker 93	38	4.5%
1	2511 Highland Road	Truck 93	40	4.7%
1	2511 Highland Road	Truck 93-2	45	5.3%
1	2511 Highland Road	UTV 93	9	1.1%
2	119 Superior Street	Brush 86	2	0.2%
2	119 Superior Street	Engine 86	37	4.3%
2	119 Superior Street	Engine 86-2	3	0.4%
2	119 Superior Street	Squad 86	9	1.1%
2	119 Superior Street	UTV 86	3	0.4%
4	71 Broadway Avenue	Engine 93-4	49	5.8%
4	71 Broadway Avenue	Squad 93-4	30	3.5%

# Fire Department Report of Operations

## Personnel Response Analysis

Dept	Name	Scene Responses	Station Responses	Total Responses	Percentage of Assigned Dispatches
Herm	Amrhein, Noah	26	20	46	5.4%
Herm	Boren, Christina	32	16	48	5.6%
Herm	Bradac, Gregory	17	4	21	2.5%
Herm	Breiter, Mark	34	40	74	8.7%
Herm	Canon, Harry	1	10	11	1.3%
Herm	Cary, Christopher	76	42	118	13.8%
Pat	Chleka, Jamie	6	11	17	2.0%
Pat	Chleka, Matthew	32	19	51	6.0%
Pat	Chleka, Samuel	3	2	5	0.6%
Full Time	Clark, Lawrence	387	110	497	58.3%
Herm	Cowan, Walter	14	21	35	4.1%
Herm	Daniels, John A	116	55	171	20.1%
Herm	Dignall, Nicholas	6	6	12	1.4%
Herm	Ehrhart, Richard	17	54	71	8.3%
Herm	Erdesky, Steve	18	29	47	5.5%
Herm	Fenton, Carol	1	0	1	0.1%
Herm	Fenton, Corry	41	16	57	6.7%
Herm	Fette, Josh	28	31	59	6.9%
Herm	Fiscus, Ben	97	70	167	19.6%
Herm	Fiscus Jr, Robert	27	10	37	4.3%
Herm	Flynn, John	219	63	282	33.1%
Pat	Fox, Bryon	22	26	48	5.6%
Pat	Fox, Dylan	3	8	11	1.3%
Herm	Gates, John	12	34	46	5.4%
Pat	Goleb, Michael	15	6	21	2.5%
Pat	Henry, Wade	8	16	24	2.8%
Herm	Hougelman, David	3	13	16	1.9%
Herm	Leech, Nicholas	134	49	183	21.5%
Wheat	Longwell, Gary	0	1	1	0.1%

# Fire Department Report of Operations

Herm	Lucich Jr, Raymond	154	151	22	27	305	35.8%
Herm	McHenry, Liam	5					3.2%
Pat	McKinney, Ward	2		-2			0.0%
Herm	McKnight, Charles	33	50		83		9.7%
Herm	Monfredi, Eric	13	44		57		6.7%
Herm	Monfredi, Evan	10	47		57		6.7%
Herm	Myhra, Jason	161	192		353		41.4%
Herm	Oliver, Donald	83	61		144		16.9%
Herm	Patton, Brianna	0	7		7		0.8%
Herm	Patton, Jackson	83	35		118		13.8%
<b>Full Time</b>	<b>Prather, Adam</b>	<b>427</b>	<b>129</b>		<b>556</b>		<b>65.3%</b>
Herm	Prather, Aurelia	8	8		16		1.9%
Herm	Reda, JC	6	0		6		0.7%
<b>Full Time</b>	<b>Reda, James</b>	<b>513</b>	<b>133</b>		<b>646</b>		<b>75.8%</b>
Herm	Redfoot, Thomas	68	65		133		15.6%
Herm	Risavi, Brian	9	15		24		2.8%
Pat	Rodemoyer, Brian	7	11		18		2.1%
Herm	Rollinson, TC	60	39		99		11.6%
Herm	Rollinson, TJ	86	69		155		18.2%
Pat	Scheuermann, Keith	24	33		107		12.6%
Herm	Scott, Ryan	46	55		101		11.9%
Wheat	Selby, Mark	1	5		6		0.7%
Herm	Selby, Nicholas	21	21		42		4.9%
Herm	Thrasher, Chris	1	2		3		0.4%
Herm	Vasconi, David	88	79		167		19.6%
Herm	Wadlow, Joseph	64	31		95		11.2%
<b>Full Time</b>	<b>Wadlow, Michael</b>	<b>510</b>	<b>90</b>		<b>600</b>		<b>70.4%</b>
Pat	Zalewski, Louis	10	16		26		3.1%

# Fire Department Report of Operations

## Personnel Training Analysis

Dept	Name	In-House Hours	Outside Hours	Total Training Hours	Notes
Herm	Amrhein, Noah	20	15.3	35.3	FFI, FFI, FSII, FSIII, Insp1, FCOI
Herm	Boren, Christina	20.5	0	20.5	FFI
Herm	Bradač, Gregory	9.3	4	13.3	FFI, FFI, Insp1
Herm	Breier, Mark	44.5	0	44.5	
Herm	Canon, Harry	26.5	0	26.5	FFI, FFI, Insp1
Herm	Cary, Christopher	153.1	0	153.1	FFI
Pat	Chlupka, Jamie	2.5	0	2.5	FFI, FFI,
Pat	Chlupka, Matthew	14.8	0	14.8	FFI, FFI,
Pat	Chlupka, Samuel	2.5	0	2.5	
<b>Full Time</b>	<b>Clark, Lawrence</b>	<b>117.1</b>	<b>85</b>	<b>202.1</b>	<b>FFI, FFI, FSII, FSIII, Insp1, FCOI, FCOII</b>
Herm	Cowan, Walter	93.6	0	93.6	FFI, FFI,
Herm	Daniels, John A	97.9	35	132.9	FFI, FFI, FSII, FSIII, Insp1, FCOI, FCOII
Herm	Dignall, Nicholas	11.6	0	11.6	
Herm	Ehrhart, Richard	123.1	0	123.1	FFI
Herm	Erdesky, Steve	104.1	0	104.1	
Herm	Fenton, Carol	0	0	0	
Herm	Fenton, Corry	0	0	0	FFI, FFI,
Herm	Fette, Josh	31.4	0	31.4	
Herm	Fiscus, Ben	146.6	0	146.6	
Herm	Fiscus Jr, Robert	46	0	46	FFI
Herm	Flynn, John	40.5	0	40.5	FFI, Insp1
Pat	Fox, Bryon	56	0	56	FFI
Pat	Fox, Dylan	8.3	0	8.3	
Herm	Gates, John	32.5	0	32.5	FFI
Pat	Goleb, Michael	4.8	0	4.8	FFI
Pat	Henry, Wade	3.3	0	3.3	FFI
Herm	Hougelman, David	55	0	55	
Herm	Leech, Nicholas	124.1	0	124.1	FFI, Insp1
Wheat	Longwell, Gary	0	0	0	
Herm	Lucich Jr, Raymond	131.9	0	131.9	FFI

## Fire Department Report of Operations

Herm	McHenry, Liam	142.9	0	0	142.9	
Pat	McKinney, Ward	0	0	0	0	
Herm	McKnight, Charles	85.4	0	85.4		
Herm	Monfredi, Eric	91.6	0	91.6		
Herm	Monfredi, Evan	107.9	0	107.9		
Herm	Myhra, Jason	126.4	0	126.4		
Herm	Oliver, Donald	32.5	0	32.5		
Herm	Patton, Brianna	14.8	0	14.8		
Herm	Patton, Jackson	30.8	0	30.8		
<b>Full Time</b>	<b>Prather, Adam</b>	<b>145.9</b>	<b>2</b>	<b>147.9</b>	<b>FFI, Insp1</b>	
Herm	Prather, Aurelia	95.1	0	95.1	FFI	
Herm	Reda, JC	0	0	0	FFI	
<b>Full Time</b>	<b>Reda, James</b>	<b>128.1</b>	<b>0</b>	<b>128.1</b>	<b>FFI, FFI, FFI, Insp1</b>	
Herm	Redfoot, Thomas	112.3	0	112.3	FFI, FFI,	
Herm	Risavi, Brian	111.6	0	111.6	FFI, FFI, FSI, FSI, FCOI, FCOII, FCOIII	
Pat	Rodemoyer, Brian	0	0	0		
Herm	Rollinson, TC	14.5	0	14.5	FFI	
Herm	Rollinson, TJ	74.8	0	74.8	FFI, FFI,	
Pat	Schneermann, Keith	119.9	0	119.9	FFI, FFI,	
Herm	Scott, Ryan	25.1	0	25.1		
Wheat	Selby, Mark	5	0	5		
Herm	Selby, Nicholas	26.8	0	26.8		
Herm	Thrasher, Chris	4.5	0	4.5		
Herm	Vasconi, David	139.9	0	139.9	FFI	
Herm	Wadlow, Joseph	34.4	4	38.4		
<b>Full Time</b>	<b>Wadlow, Michael</b>	<b>164.4</b>	<b>64</b>	<b>228.4</b>	<b>FFI, FFI, FSI, Insp1, FCOI, FCOII</b>	
Pat	Zalewski, Louis	46.3	0	46.3	FFI, FFI,	
<b>Totals:</b>		<b>3402.4</b>	<b>209.3</b>	<b>3611.7</b>		

## MONTHLY ACTIVITY FOR THE NON-OWNER OCCUPIED PROGRAM

### November-December 2025 INSPECTIONS:

- 42 residential inspections were completed in November.
- 12 residential inspections were completed in December.

### VIOLATIONS FOUND:

- 6 Smoke alarm batteries, corrected during inspections
- 2 CO alarm batteries, corrected during inspections
- 1 Expired CO alarm, follow-up completed
- 5 Expired smoke alarms, follow-up completed
- 5 Missing smoke alarms, follow-up completed
- 2 Missing CO alarms, follow-up completed
- 2 Apartments with excess rubbish

### COMPLAINT:

### TRAINING:

**NOTE:** Inspections historically have not been completed between Thanksgiving and Christmas. The 12 completed in this time frame were to finish a complex without a long delay, and were completed in the first few days of December.



**December 2025**

**MONTHLY REPORT**

**HERMITAGE INSPECTION**

**HEALTH DEPARTMENT**

**CODE ENFORCEMENT**

**Submitted by:**

*Russell V. Penn Jr.*

**City Inspector**

**TO:** Hermitage Board of Commissioners  
**FROM:** Russell V. Penn, Jr., City Inspector  
**DATE:** 01/12/2026  
**SUBJECT** December Monthly Report 2025

**There are 207 active construction permits with the following inspections (44) completed for the month of August.**

- 11 Setback inspections
- 03 Footer Inspections
- 02 Foundation Inspections
- 03 Building
- 00 Underground Plumbing
- 02 Electrical Inspections
- 01 Mechanical Inspections
- 02 Rough Plumbing Inspections
- 03 Framing Inspections
- 01 Energy Conservation Inspections
- 01 Wall Board Inspections
- 00 Swimming Pools/Fences & Barriers
- 00 Accessibility
- 00 Sign Inspections
- 00 Demolition Inspections
- 00 Fire Protection
- 15 Final Inspections

# MONTHLY ANALYTICS OVERVIEW

DECEMBER 2025



## HIGHLIGHT

### December Highlight

December engagement was steady across Facebook and the City website, with strong interest in the 2026 tax rate announcement, Buhl Park holiday lights, and Winter Solstice Event. Social media views dipped slightly, but targeted posts—like the Nashville Bus Trip ad—boosted engagement, while the e-newsletter maintained a strong 42% open rate. Chatbot and SeeClickFix activity showed residents are focused on taxes, permits, public safety, and maintenance issues.

# OVERVIEW

## December Analytics Overview

In December, our social media, website, and service platforms saw some ups and downs. On Facebook, we added 221 new followers for a total of 13,297, though that was about half of November's growth, and overall views were down 33% to 384,633. Trending content included Buhl Park holiday lights, the 2026 tax rate increase, and our Winter Solstice Event, while our Nashville Bus Trip ad at the end of the month helped boost views by nearly 20,000.

Our website had 10,781 visitors, down from 12,835 in November, with a high bounce rate of 80.9% and an average session time of 1 minute 52 seconds—most people were heading straight to our newsflash page for the budget tax announcement. Desktop users made up 66% of traffic, and the top searches were for Taxes, Sewer, and Billing, Public Services, Government and Permits, and Jobs, showing residents are mainly looking for info on bills, services, and official updates.

The e-newsletter stayed steady at 753 subscribers with a strong 42% open rate, meaning our audience is engaged and finds value in the updates we share. Our chatbot handled 48 questions from 36 users, mostly about taxes, permits, roads, and community events, with a resolution rate of 91.7%. SeeClickFix had 11 new requests, mostly about dog nuisances, snow/ice removal, street lights, and signs, showing what issues residents care about day-to-day. Overall, engagement dipped a bit, but people are still checking in for the info they need, and there are opportunities to grow newsletter sign-ups and track clicks to see what content really drives action.

# FACEBOOK

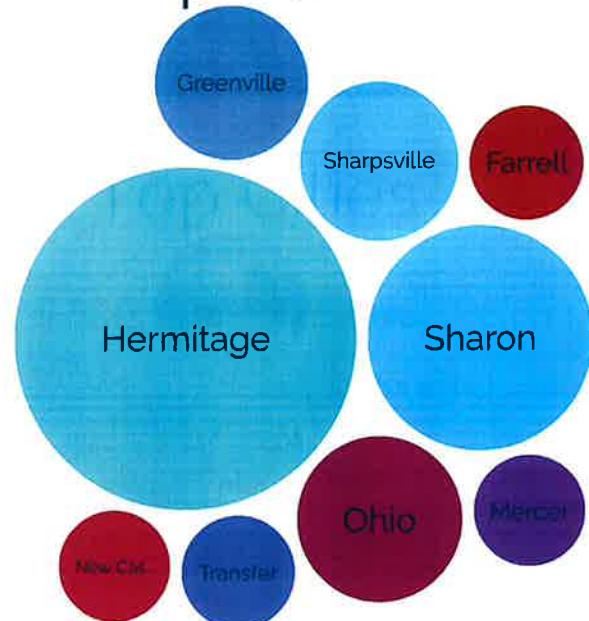
## Overview

Total Followers    New Followers    Views  
**13,297**    **221**    **384,633**  
50%     33% 

## Audience

Gender    Avg. Age    Location  
**Female**    **49.3**    **Hermitage**  
**75.2%**          **20.8%**  
4% 

## Top Cities



## Top-Performing Posts



**Holiday Lights at Buhl Park**

Likes	1,199
Comments	56
Shares	67
Views	64,090



**Budget Update - Tax Rate Increase**

Likes	89
Comments	117
Shares	20
Views	41,736



**Parade Appreciation**

Likes	129
Comments	2
Shares	14
Views	31,402

## WEBSITE

## Traffic Metrics

## Overview

Total Visitors	Bounce Rate	Avg Visit Duration
<b>10,781</b>	<b>80.9%</b>	<b>1:52</b>

## Active User by Device

Desktop 66.1% Mobile 32% Tablet 1.9%

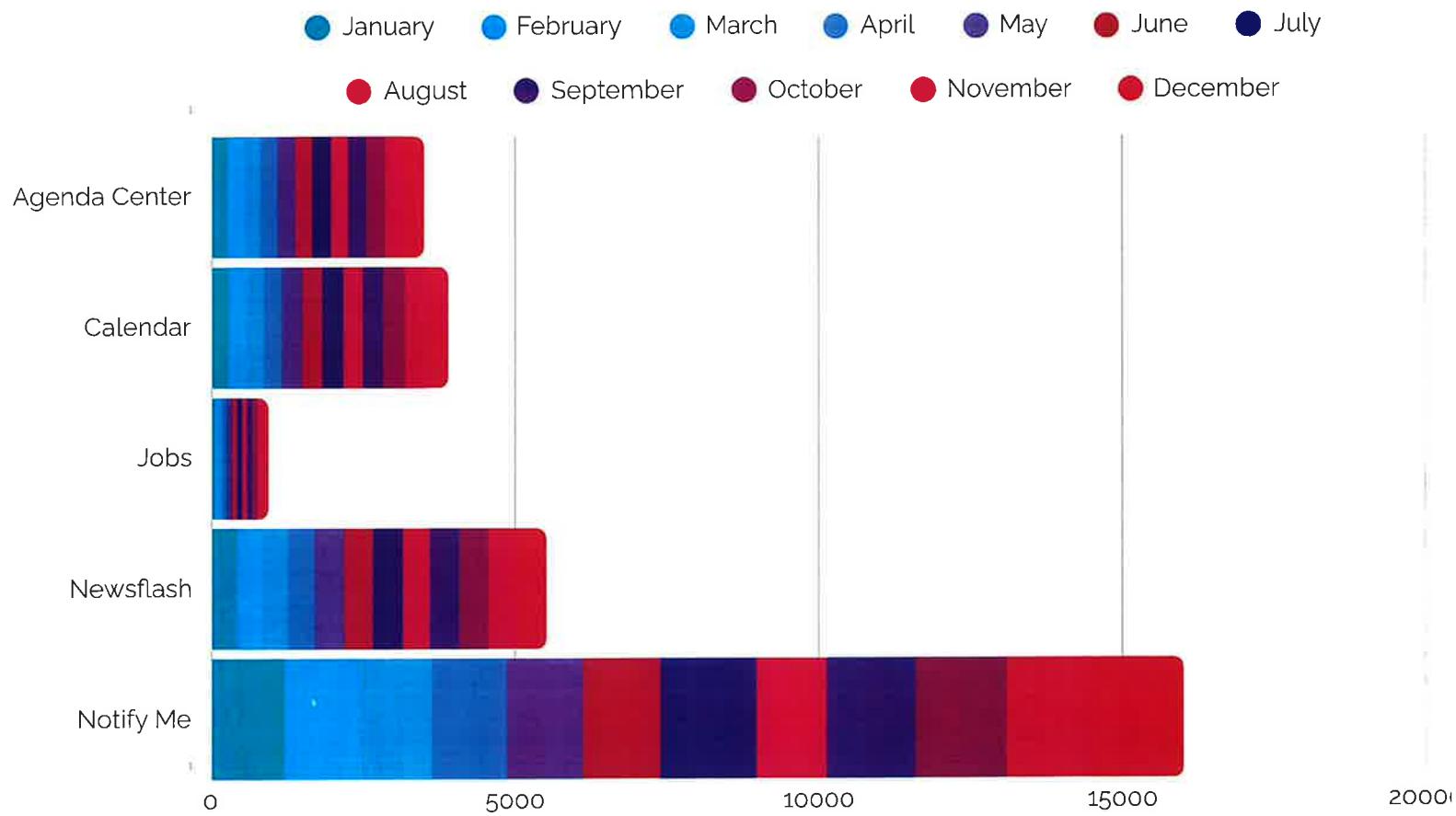
## Subscribers

Notify Me      e-Newsletter      Delivered/Opened  
**728**      **741**      **42%**

## Top Site Searches

Taxes/Sewer	27.5%
Roads	22.5%
Government Boards	19%
Employment	14%

# Subscriber Growth



# CITY APPS

## Chat Bot

### Overview

Total Users

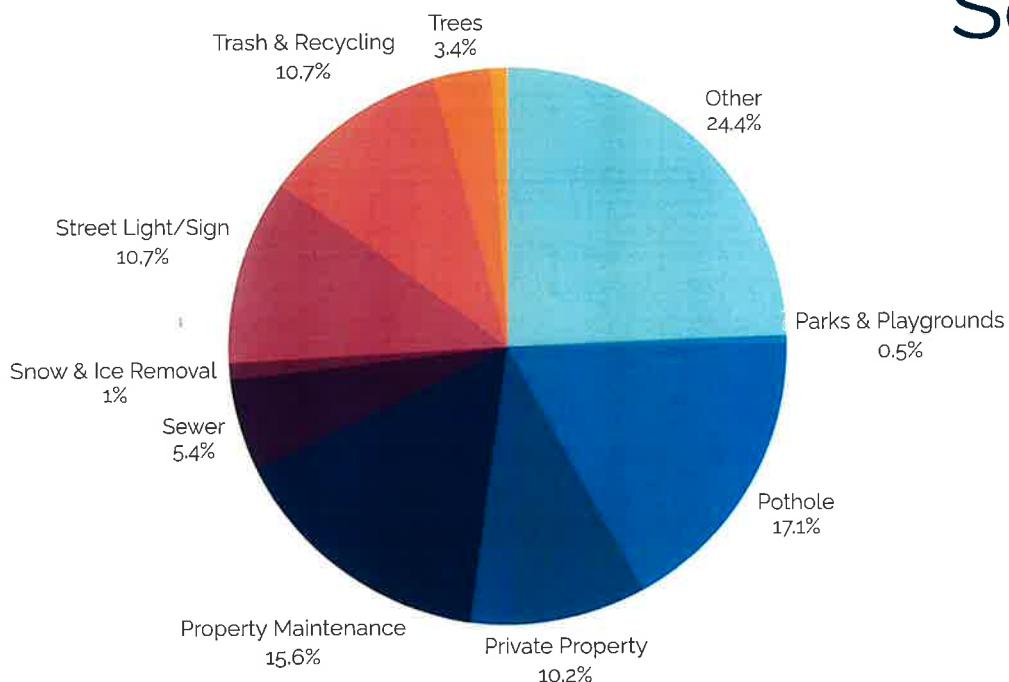
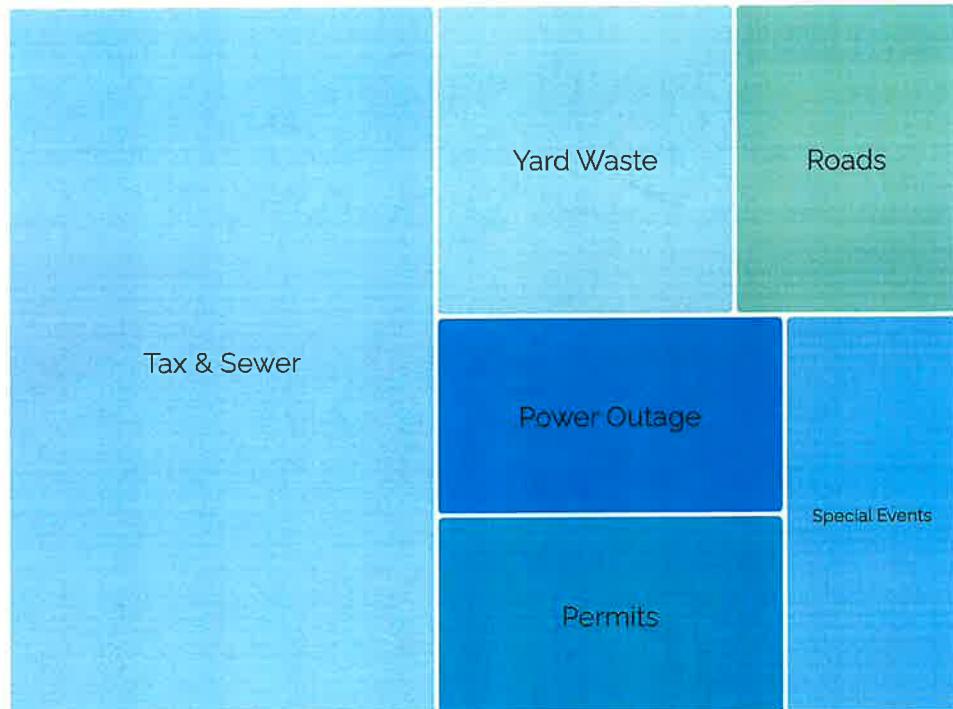
36

Total Questions

82

Resolution Rate

91.67%



## See.Click.Fix

### Overview

Total Request

268

New Request

11

Total/New Constituents

124/6

Top Request

Drainage  
Street Signs



# Project Progress Report

## December

### Information Technology (IT)

#### Accomplishments & Outcomes

- Provided consistent end-user support across Active Directory, Munis, Time & Attendance, and ERP systems, resolving access, permissions, and workflow issues.
- Led implementation of updated purchase order and procurement workflows, including user role configuration, testing in Train, and department head rollout.
- Advanced Time & Attendance system configuration, including policy testing, rule engine updates, and department-specific setup.
- Coordinated GIS Field Maps training preparation and continued system support.
- Supported cross-department initiatives related to customer data management, system permissions, and workflow optimization.

#### Ongoing / In-Progress Initiatives

- Finalizing invoice entry approval workflows and customer consolidation in Munis.
- Continued troubleshooting and refinement of Time & Attendance and ERP integrations.
- Ongoing coordination with vendors and consultants on system enhancements and assessments.
- Hardware and infrastructure follow-ups, including timeclock and equipment replacements.

#### Key Focus Areas

1. End-user IT support and access management
2. Procurement and purchase order workflow implementation
3. Time & Attendance system configuration and testing
4. System permissions, data cleanup, and workflow optimization
5. Cross-department technology coordination

### Pension

#### Accomplishments & Outcomes

- Processed pension disbursements and invoices and reconciled pension accounts.
- Assembled retirement documentation and supported employee retirement planning and final pay calculations.
- Responded to retiree inquiries and benefit-related questions.

#### Ongoing / In-Progress Initiatives

- Completion of final pay calculations and retirement paperwork.
- Preparation and coordination for upcoming pension meetings.
- Continued reconciliation and compliance reporting.

#### Key Focus Areas

1. Pension disbursements and account reconciliation
2. Retirement processing and documentation
3. Retiree support and benefit guidance
4. Pension compliance and reporting



# Project Progress Report

## December

### Marketing

#### Accomplishments & Outcomes

- Developed, scheduled, and published content across social media, website, and e-newsletters, including the December e-newsletter.
- Created graphics and updated website content to support seasonal messaging, events, and city communications.
- Monitored engagement, analytics, and subscriber notifications to maintain consistent outreach.
- Supported internal communications and coordination for budget and informational messaging.

#### Ongoing / In-Progress Initiatives

- Continued content scheduling, analytics tracking, and website updates.
- Coordination on resident communications related to rate changes and city initiatives.
- Ongoing chatbot training and engagement monitoring.

#### Key Focus Areas

1. Content creation and e-newsletter development
2. Website and social media management
3. Subscriber engagement and analytics
4. City-wide communications coordination

### Payroll

#### Accomplishments & Outcomes

- Processed multiple payroll cycles, including adjustments, reconciliations, and year-end preparations.
- Implemented 2026 payroll updates, including tax tables, holiday schedules, accruals, premiums, and salary/step increases.
- Configured, tested, and documented FLSA overtime, comp time, and OBBBA premium reporting, including employee communications and union coordination.
- Completed required filings and reporting, including 1095-Cs and payroll tax submissions.
- Supported employee inquiries related to accruals, benefits, time off, and payroll policy changes.

#### Ongoing / In-Progress Initiatives

- Continued review and refinement of Time & Attendance and payroll policy alignment.
- Finalization of OBBBA reporting tools and compliance documentation.
- Ongoing coordination on accrual approvals, tax communications, and policy guidance.

#### Key Focus Areas

1. Payroll processing, reconciliations, and year-end updates
2. FLSA, OBBBA, and labor compliance configuration
3. Time & Attendance integration and policy testing
4. Employee compensation, accruals, and benefits administration
5. Payroll reporting, documentation, and communications



# Project Progress Report

## December

### General / Administrative Support

#### Accomplishments & Outcomes

- Managed daily communications, support requests, and coordination across departments.
- Prepared monthly reporting, meeting materials, and employee communications.
- Supported cross-functional projects and administrative initiatives as needed.

#### Key Focus Areas

1. Cross-department coordination and communication
2. Administrative and project support
3. Reporting and documentation

# RECREATION & COMMUNITY EVENTS

## BOARD MATERIALS

JANUARY  
2026



### Earth Day

- Planning for the 2026 Earth Day festival has begun.
- The event will be held on Saturday, April 25th from 12-4 at the LindenPointe campus.
- Sustainable goods vendors and food and beverage vendors will be present
- A native pollinator garden design workshop and a spotted lantern fly and invasive species session will be offered.
- Herpetologist April Clause will provide two entertaining and educations sessions
- Live Entertainment has been booked
- Art Contest with Artman Elementary Students

### 2026 Travel

- Nashville, March 20-21 is nearing capacity.
- Geneva Wine Tour, May 30th
- Discover America's Cowboy Country with Collette- this trip is full and has been extended to include six additional guests.
- NYC Express, December 5th

### Summer Camp

- Registration will open at the end of the month
- Special guests are being planned and scheduled
- Counselor outreach and hiring have started with over 15 confirmed returning counselors.

### Arts Festival 2026

- Planning has begun for the 2026 Arts Festival taking place on Saturday, July 25<sup>th</sup> and Sunday, July 26th.
- Applications have been updated and sent to various returning vendors. The applications will go live to the public in the coming weeks
- Entertainment is booked

# PLANNING, COMMUNITY, AND BUSINESS DEVELOPMENT



## CORE VALUES

- VIBRANT CITY
- HEALTHY CITY
- THRIVING NEIGHBORHOODS
- PROSPEROUS ECONOMY
- COMPLETE CORRIDORS

## DECEMBER MONTHLY ACTIVITY REPORT

JANUARY 28, 2026: BOARD OF COMMISSIONERS MEETING



## Our Vision:

*To create a vibrant and prosperous city that is the region's commercial and employment hub and the residential community of choice, marked by safe and pleasant neighborhoods, and diverse recreational, entertainment and enrichment opportunities.*

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# 1. Items for Consideration by the City of Hermitage Board of Commissioners

- Request for Modification (Waiver) of Regulations to the Hermitage Subdivision and Land Development Ordinance (SALDO) Section No. 805.6 – Mazzant North Plan of Lots - Lots 1 & 2
- Mazzant North Plan of Lots – Lots 1 & 2 – Hemlock Road / Androla Avenue
- Request for Modification (Waiver) of Regulations to the Hermitage Subdivision and Land Development Ordinance (SALDO) Section No. 805.7 – Mazzant South Plan of Lots - Lots 1A & 2A
- Mazzant South Plan of Lots - Lots 1A & 2A – Esther Lane
- Final Consolidation Plan Whispering Pines Holdings Lot 1 - East State Street
- Hickory Fields Development Plan – Lot 5 – Sit Down Restaurant – Major Land Development Plan – East State Street - **Re-approval**
- Hickory Fields Development Plan – Lot 6 – Sit Down Restaurant – Major Land Development Plan – East State Street - **Re-approval**
- Hickory Fields Development Plan – Lot 8 – Drive-Thru Restaurant – Major Land Development Plan – East State Street - **Re-approval**
- Final Subdivision Plans Denise Yanak Lots 1 & 2 and Tomothy & Lisa Yanak Lot 2 - **Re-approval**
- Final Subdivision Plan Timothy & Lisa Yanak Lot 3 - **Re-approval**

# 2. Infrastructure and Facility Project Report

## 2.1 Capital Paving

Location:

**Tiffany Lane (Bonny Lane to Jerry Lane), Fran Lane (Bonny Lane to Jerry Lane), Lee Run Road (Bonny Lane to Danielle Court)**

Bid Opening Date:

**June 2025**

Contractor

Youngblood Paving Inc.

Base Contract Award:

\$201,000

Start of Construction:

August 2025

Project Completion:

September 2025

The project is to mill and repave and include new signs on these roads. Advertisement for bids went out on June 2, 2025, with bids to be opened on June 25, 2025. Authorization to award the construction contract was approved at the July 8, 2025 Special Meeting. **The project is complete.**

## Wheatland Neighborhood Capital Paving

Bid Date:	June 2025
Contractor	Youngblood Paving Inc.
Base Contract Award:	\$172,094
Start of Construction:	August 2025
Project Completion:	September 2025

The project is to mill and repave streets in the Wheatland Neighborhood including Balm Street, Cherry Street, Riddell Street and Orchard Street. The project is funded by PA DOT Liquid Fuels allocations received by the municipal merger. Authorization to award the construction contract was approved at the July 8, 2025 Special Meeting. **The project is complete**

**Monticello Avenue Project (Hazen Road to Wakefield Drive):** Project is to install a new stormwater system, driveway adjustments, and to mill and pave roadway. The project is currently out to bid and is expected to be constructed in late summer of 2025. Bid opening was July 16, 2025. Authorization to award the construction contract was approved at the July 23, 2025 meeting. **The project is complete.**

Bid Date:	<b>July 2025</b>
Contractor	<b>J &amp; T Paving</b>
Base Contract Award:	<b>\$683,236</b>
Start of Construction:	<b>September 2025</b>
Project Completion:	<b>November 2025</b>

## 2.2 Neighborhood Investment Program (NIP)

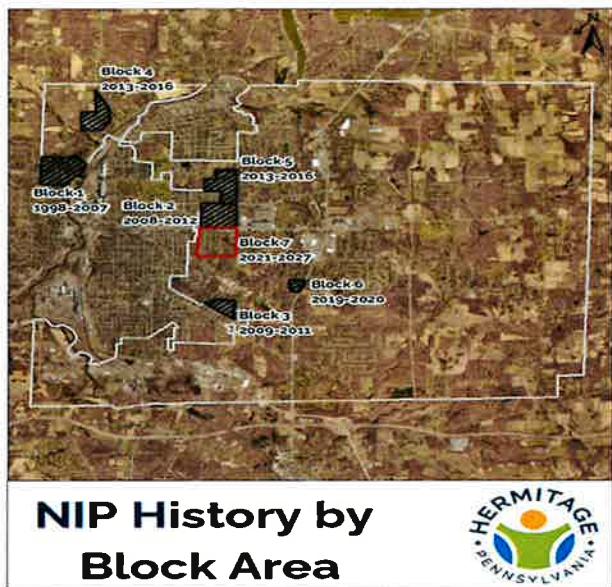
Location:	<b>Fern Street (Greenwood Avenue to Baker Avenue)</b>
Bid Date:	<b>June 2025</b>
Bid Contractor:	Protech Asphalt Maintenance Inc.
Base Contract Award:	<b>\$585,651</b>
Start of Construction:	<b>September 2025</b>
Project Completion:	<b>November 2025</b>

The project is to mill and repave and include new signs on these roads. The project is expected to begin in the Summer of 2025. The advertisement for bids went out on June 2, 2025, with bids to be opened on June 25, 2025. Authorization to award the construction contract was approved at the July 8, 2025 Special Meeting. **The project is complete.**

The objective of the Neighborhood Investment Program is to systematically upgrade the City infrastructure, an area at a time in our older, established neighborhoods before deterioration begins by identifying the program areas, taking a comprehensive assessment of existing conditions including input from property owners and residents, determining needs and developing a work plan, funding sources and a timeline. The anticipated program outcomes are to develop

public/private partnerships where property owners and utilities work with the City on area improvements, such as upgrading and improving public facilities, and the residents continue to maintain or improve their properties maximizing property values and a high quality of life in our neighborhoods. (Please see attached map of neighborhood blocks.)

**CURRENT TARGET AREA "BLOCK 7" (2022-2027)** The neighborhood targeted for improvements includes the area a bounded by East State Street on the north, South Buhl Farm Drive on the east, SV Freeway on the south and the City of Sharon on the west.



## 2.3 Hermitage Athletic Complex

### A. PennDOT MTF Trail Project

Bid Date:	<b>June 11, 2025</b>
Contractor:	Youngblood Paving Inc.
Base Contract Award:	\$377,896.91
Start of Construction:	August 2025
Project Completion:	<b>Spring 2026</b>
Estimated Project Cost:	\$517,000
PennDOT MTF Grant:	\$350,000

The project includes constructing trails connecting Lorenwood Drive in the Hermitage Athletic Complex. The City has solicited proposals for engineering firms and RFP's. A City executed Grant Contract was received on January 9, 2025. The City has hired IAG Consulting to engineer the project and the design work is complete. On April 22, 2025 PennDOT approved the Environmental Document. The bid opening is scheduled for June 11, 2025, On June 25, 2025 the Board of Commissioners awarded the bid to Youngblood Paving Inc. in the amount of \$377,896.91. **The project is scheduled for final completion – May 2026.**

## B. HAC Field Lighting Project

Bid Date:	TBD
Contractor:	TBD
Base Contract Award:	TBD
Start Date:	TBD
Estimated Project Cost:	<b>\$225,000</b>
CFA Grant:	<b>\$95,000</b>

A \$95,000 CFA Greenways, Trails and Recreation Program award for this project was announced on January 28, 2025. The project will construct pre-cast concrete bases, galvanized poles and LED lighting at Softball Field #1 at the HAC. The grant award was approximately one-half of the grant request so additional funds will need to be identified for the project. On June 2, 2025, the City applied to the Scott Foundation Inc. for a \$54,000 grant. On June 12, 2025 the Scott Foundation Inc. awarded the grant and provided a check in the amount of \$54,000 which was deposited in the project account. On September 12, 2025, the City was notified it will receive a \$10,000 grant for the project from the Pirates Charities Fields For Kids Program. **A grant application was submitted to the National Recreation and Park Association seeking \$76,000 in an in-kind donation from MUSCO Lighting at the end of September. On October 9th, the Board of Commissioners authorized the purchase of the MUSCO Lighting System through PA COSTARS.**

## C. HLL Concession & Restroom Facility Project

Bid Date:	TBD
Contractor:	TBD
Base Contract Award:	TBD
Start Date:	TBD
Estimated Project Cost:	\$931,684
CFA Grant:	\$781,684

On October 22, 2024, the Commonwealth Financing Authority approved a \$781,684 grant for a concession and multi-purpose facility at the HLL. The project is part of larger vision and collaboration with Penn State Shenango (PSS) to establish a collegiate-level field to host the PSS Men's Baseball Program as well as tournaments and camps. On December 12, 2024, the city signed the Grantee Approval Request. A fully executed Grant Contract has not yet been received from the Commonwealth. On March 26, 2025, the City was awarded a Mercer County Tourism Attraction Grant through Visit Mercer County in the amount of \$25,000 to help offset the remaining costs. On April 2, 2025 Michael Bochert President of Hermitage Little League, reported that HLL was close to their goal of \$100,000 for the project. Demolition of the old structure was completed by Sereday at the end of August. **At a special meeting held on November 10, 2025, the City Commissioners awarded the General Construction Contract to Millcam Inc. at \$350,000; HVAC contract to Air Systems Mechanical Contracting Inc. at \$48,900; the plumbing contract to Enders Plumbing & Heating Co. at \$201,000; and the electrical contract to Donatelli, Inc. at \$193,444.78. The total contract price is \$1,293,344.78.**

## D. SV Recreational Enhancement RACP Project

Bid Date:	Tentative April 2026
Contractor:	TBD
Base Contract Award:	TBD
Start Date:	TBD
Estimated Project Cost:	TBD
CFA Grant:	\$1,250,000

A \$1.25 million RACP award for this project was announced on November 1, 2024. An Award Letter was issued by the Governor on November 8, 2024. The project will construct 9 Pickleball Courts, parking and pedestrian facilities at the Hermitage Athletic Complex. The city executed an award acceptance letter in November, following the Award Letter. Grantee Webinars on the Assignment Worksheet completion were held February 20<sup>th</sup> at 1:30 p.m. and February 21<sup>st</sup> at 10:00 a.m. The required Grantee Selection and Partner Portal Assignment worksheet was submitted to the state on April 9, 2025 as a precursor to the Project Management Plan. The Project Management Plan was submitted May 8, 2025. IAG Consulting is the project engineer. The project design requires a wetlands delineation, NPDES permit, land Development Plan and PA Office of the Budget state consultant review. Project construction is scheduled to begin mid 2026. On June 25, 2025, IAG Consulting provided a memo outlining potential adjustments to project features as informed by pickleball representatives. **T & W Consultants, LLC was assigned as the State consultant and a virtual meeting is scheduled for January 15.**

### 2.4 Lamor Road / North Keel Ridge Road – PennDOT TIIF

Bid Date:	<b>April 7, 2025</b>
Contractor:	Kirila Contracting Inc.
Base Contract Award:	\$528,228
Start of Construction:	<b>October 2025</b>
Project Completion:	<b>Tentative November 2025</b>
PennDOT MTF Grant:	\$1,730,000

The grant contract and project construction will be managed by PennDOT District 1 personnel.

The project is an investment in Transportation Infrastructure Improvements to support the plant expansion of Joy Cone and update key access points for the manufacturing plant. In collaboration with Joy Cone and PennDOT District 1, a request was made to expand the project grant scope to include North Keel Ridge Road (SR3011). The request was approved by DCED on May 24, 2024.

The City is coordinating with PennDOT consulting engineers and Joy Cone on the design of the Lamor Road and Keel Ridge Road projects. There are monthly meetings scheduled to discuss progress; both projects are tentatively scheduled to bid in April 2025, with construction slated to begin in June 2025.

PennDOT has bid the Lamor Road portion of the project and work is scheduled to begin in June 2025. The City opened bids May 1, 2025 on the North Keel Ridge portion of the project. The engineer and legal are reviewing the bids and tentatively scheduled to award the contract at the May Board meeting.

The project was awarded to Kirila Contracting, Inc. Brookfield, OH in the amount of \$528,228. **The project construction occurred in October / November 2025 and is substantially complete.**

## 2.5 Joy Cone Plant Expansion RACP (3246-00)

Bid Opening Date:	<b>February 14, 2024</b>
Contractor:	<b>Kirila Contractors, Inc.</b>
Base Contract Award:	<b>\$2,075,079</b>
Start of Construction:	<b>February 2024</b>
Project Completion:	<b>December 2024</b>
RACP Grant:	\$1,000,000
Private Match – Joy:	\$1,100,000

A RACP award was received on October 26, 2022.

WallacePancher Group (WPG) was retained by Joy Cone to provide project design services. Resolution No. 8-2023 authorized the city to file the full project application.

The Project Management Proposal (PMP) was submitted to the State June 7, 2024. The State assigned a consultant, T & W Consultants, LLC, Pittsburgh, PA to assist the Commonwealth with the project. An entrance meeting was held with them on August 1, 2024 to review the project. **The City is continuing to work with Joy Cone and the consultant on submitting the required information and documentation. Joy Cone and City staff had a virtual meeting with T & W, state assigned consultant to review the outstanding grant special conditions.**

## 2.6 Route 18 (North Hermitage Road) Sidewalk Project

Bid Opening Date:	<b>March 2026</b>
Contractor:	TBD
Base Contract Award:	TBD
Start of Construction:	2026
Project Completion:	TBD
Estimated Project Cost:	\$392,583 & Preconstruction Costs
TASA Grant:	\$392,583

The City has been awarded a Federal Transportation Alternative Set-Aside (TASA) grant through PennDOT. The grant is for a Safe Routes To School Project that will extend sidewalks on the west side of Route 18 from the intersection with Highland Road to the existing sidewalk near the Valley YMCA property. The reimbursement grant agreement with PennDOT was fully executed on June 27, 2024. A meeting was held on August 8, 2024 with PennDOT officials to discuss the project. A project scoping meeting was held by PennDOT on August 21, 2024. The only significant issues identified were whether any right-of-way acquisitions will be required and the possible need of constructing a retaining wall at the property at the corner of Highland Road and North Hermitage Road. WallacePancher Group is under contract to begin design of the project. Engineering work will begin in October 2024 and construction is planned for 2025. A meeting with WallacePancher was held on December 5<sup>th</sup> to discuss obstructions and topography challenges. On January 24<sup>th</sup> WallacePancher distributed an updated set of plans displaying the revised sidewalk route and included small areas requiring right-of-way regulations near the intersection with Highland Road. On February 13, 2025, a meeting was held with WallacePancher and PennDOT to discuss rights-

of-way issues. Mannik Smith Group (formerly WallacePancher) will provide engineering services for the right-of-way acquisitions. In March Mannik Smith Group submitted a Right-of-Way Plan to PennDOT for their review. A Microsoft Teams meeting was held on April 7, 2025 between PennDOT, Mannik Smith Group and the City and needed revisions to the surveyor's plans were identified in order to finalize the Right-of-Way Plan. On July 30, 2025 Mannik Smith Group submitted a revised Right-Of-Way plan. On August 27, 2025, the final ROW plans were provided to the City. On October 9, a meeting was held with PennDOT to discuss the ROW acquisition process. On October 11, 2025, the final ROW plan was provided by PennDOT. **Right of way documents were executed by one landowner (Colonial Square) and are pending with the other (CHCT).**

## 2.7 Broadway Avenue and Council Avenue Traffic Signal Project

Location:	Broadway Ave/Council Ave (Wheatland Neighborhood)
Bid Opening Date:	TBD
Contractor:	TBD
Base Contract Award:	TBD
Start of Construction:	TBD
Project Completion:	Tentative July 2026
Estimated Project Cost:	\$537,399
GLG Grant:	\$429,919

The City received a \$429,919 PennDOT Green Light GO grant to upgrade the traffic signal infrastructure at the intersection of Broadway Ave & Council Ave in the Wheatland neighborhood and coordinate the signal with the other traffic signal at Broadway Ave/Mercer Ave. Engineering will take place tentatively Fall 2024/Spring 2025 with construction scheduled for Summer/Fall 2025. A grant/reimbursement agreement was executed by City officials on August 7, 2024 and became effective on September 9, 2024, upon execution by State officials. The City requested proposals in October 2024 from qualified engineering firms and Whitman, Requardt & Associates (WRA) was selected. WRA held a kick-off meeting on November 26, 2024 to discuss next steps, design preferences and challenges. Construction is expected to begin in 2025. On February 3<sup>rd</sup> a Quarterly Status Update was forwarded to PennDOT with an extended timeline showing construction beginning in August 1, 2025 with completion on July 1, 2026. On February 28, WRA provided the City with a Progress Report indicating that the project is on schedule. Base mapping, PA One Call and a topographic survey have been completed. Preliminary traffic signal design has started. A further progress report was provided on April 2<sup>nd</sup> and traffic counts, data collection and preliminary traffic signal design have been completed and traffic signal timing analysis has started. A field visit with PennDOT occurred on May 9, 2025. Plan design is ongoing. On July 29<sup>th</sup> WRA reported that final design and cost estimate will be submitted in the next couple of weeks. Final design plans were submitted by the engineer to PennDOT in November. **A pre-bid meeting was held on January 8<sup>th</sup> and bid opening is set for January 16<sup>th</sup>. Construction should begin during Spring 2026.**

## 2.8 Lorenwood Drive PennDOT Multimodal

Bid Date:	Tentative April 2026
Contractor:	TBD
Base Contract Award:	TBD

Start of Construction:	2026
Project Completion:	TBD
Estimated Project Cost:	\$471,503
PennDOT MTF Grant:	\$330,000

The grant was announced on August 19, 2024 and a Grant Contract is pending. The project includes making improvements to Lorenwood Drive and extending trail connections further into the Hermitage Athletic Complex. It represents Phase 2 of a project to establish a trail connection from Lorenwood Drive to the HAC, which received a \$350,000 PennDOT Multimodal award in 2023. A fully executed grant agreement was received from PennDOT in January 2025. **IAG Consulting was selected to begin design and engineering. Construction is planned for mid 2026.**

### 3. Community Development Block Grant (CDBG) Project Report

#### 3.1 CDBG Contract Status Report

City of Hermitage CDBG Program (Community Development Block Grant) PA DCED – The City of Hermitage is an entitlement City through HUD and the PA Department of Community and Economic Development. The city receives an annual allocation of funds, based on an entitlement formula, that is geared towards providing fundable and eligible projects to low-moderate income citizens in the city, focusing on a 3-year community development plan. The city typically focuses on roadway improvement projects in qualified areas of the city, housing rehabilitation for single-family, owner occupied, income eligible homes, and grant administration.

**The FY 2025 CDBG application is due on October 31, 2025, the allocation amount is \$315,426.**

Program Year	Contract No.	Grant Period	Amount	Status/Exp. To Date
2022	C000084344	1/3/23-1/2/27	\$318,613	\$318,613
2023	C000089099	5/8/24 – 5/7/28	\$318,801	\$136,540
2024	C000093005	2/13/25 – 2/12/29	\$314,756	\$0
2025			\$315,426	Application submitted 10/31/25

#### 3.2 Housing Rehabilitation Report

##### CDBG/HOME Housing Rehabilitation Report – City of Hermitage

###### **Homes currently undergoing rehabilitation.....1**

There are approximately thirty (30) applicants on the Hermitage waiting list.

The City of Hermitage Housing Rehabilitation Program focuses on providing funds, through a deferred loan to grant program, for qualified, single-family, owner occupied, income eligible homeowners in the city of Hermitage. The city partners with the Lawrence County Community Action Partnership to deliver these funds. The partnership with LCCAP includes initial intake and income verification, home inspections and lead hazard assessments, specifications for work, and bidding to qualified contractors. The homes are brought up to minimum housing standards. Typical work includes roofs, doors, windows, siding, furnaces, etc. The City uses CDBG funds, HOME funds and other grant funds applied for to complete the projects. **The City was awarded a \$750,000 HOME grant through the PA Department of Community and Economic Development, announced in November 2025. Environmental review and upfront documentation to secure the grant is in process and the City anticipates that we will be able to start using the funds to continue the Housing Rehabilitation program starting in Spring 2026.**

### 3.3 CDBG Public Facilities and Infrastructure Improvements

Location:	South Crescent Drive, King Drive
Contractor:	TBD
Bid Date:	March 2026
Bid Opening Date:	<b>Tentative April 2026</b>
Base Contract Award:	TBD
Start of Construction:	<b>Tentative May 2026</b>
Project Completion:	<b>Tentative August 2026</b>

**The CDBG Paving Project:** Project is to construct storm water improvements, and milling/paving along with new signs on King Drive (Greenwood to South Crescent) and South Crescent (King Drive to southern end of Crescent). **The Project was advertised for bids in August 2025, but due to higher costs and budget, all bids were rejected. The project will be reviewed and redesigned to decrease costs and it will be a 2026 construction project.**

## 4. Vibrant City Center Project (2030 Comprehensive Plan Value #1)

**The Vision** – Hermitage is a vibrant City, featuring a walkable city center that is home to a mix of residential and commercial uses.

**The Intent** – With the retail commercial landscape changing, the time is ripe to focus on creating a walkable City Center that is home to public open space, a mixture of uses and entertainment. Placing a higher emphasis on building form and design can help to establish an identity for what is now, the geographic center of the City.

### 4.1 Shenango Valley Mall Redevelopment

During the Hermitage 2030 Comprehensive Plan Process and within the concept of a Vibrant City Center, much time was spent discussing the potential redevelopment of the Shenango Valley Mall site. The mall site is seen as the prime opportunity to make the vision for a "vibrant city center" a reality.

The private ownership of the property has been a barrier for a potential redevelopment for many years. On August 5<sup>th</sup>, 2022 the SV Mall site was purchased by Flicore, a privately held real estate development firm located in Pepper Pike, OH. The city staff has been working with the Flicore leadership team as they plan to redevelop the 54-acre-site. The staff is strongly encouraged that a significant investment in the deteriorated site will result in a successful project. The Mall closed on May 31. The developer is working with utility companies to shut off service and conducting an Asbestos Assessment in preparation of a demolition permit. A demolition permit was filed on September 16<sup>th</sup>. Bids for the demolition work were received by October 10<sup>th</sup>, and Sereday was selected as the contractor. Demolition work started on January 2, 2025. On January 13, 2025, the Hermitage Planning Commission approved a Subdivision Plan and four Major Land Development Plans with conditions. The Mercer County Regional Planning Commission reviewed the plans and provided comments on February 7, 2025. The Hermitage Board of Commissioners approved the plans with conditions on February 11, 2025. The Mall, Sears Auto Center and Firestone buildings have been demolished as of April 2025. On July 31, 2025, IAG consulting accepted the opinion of the probable construction cost for the Developer's Bond. On September 5, 2025, the mylars for Lot 1 were fully executed with recording to follow. On September 16, 2025, a deed was recorded whereby Target purchased their parcel from Flicore OH LLC for \$3.7 million. **Perimeter walls are being placed as part of the Target project.**

## 4.2 Town Center RACP Site Readiness Grants

<b>Demolition Bid Date:</b>	<b>October 2024</b>
Contractor:	<b>Sereday Trucking</b>
Base Contract Award:	<b>\$2,250,000</b>
Start of Construction:	<b>Fall 2024</b>
Project Completion:	<b>April 2025</b>
Estimated Project Cost:	\$7,161,500
RACP Grant:	\$3,500,000
Private Match – Flicore:	\$3,661,500
<b>Site Work Bid Date:</b>	<b>April 2025</b>
Contractor:	TBD
Base Contract Award:	TBD
Start of Construction:	September 2025

A \$2.5M RACP award was received on August 1, 2019 and a \$1M RACP award was received on December 23, 2020.

WallacePancher Group (WPG) was retained by Flicore to provide project design services. Resolution No. 18-2022 authorized the City to file a combined project application for the two awards.

The city received the RACP project grant agreement on January 19, 2024. **The staff is working with Flicore and WPG to prepare and submit the required "Special Conditions" documentation to the Governor's Office of Budget (OB).**

## 4.3 CFA MTF Grant

Bid Date:	September 2025
Contractor:	Forbes Excavating LLC
Base Contract Award:	\$1,394,275.10
Start of Construction:	Q3 2025
Project Completion:	TBD
Estimated Project Cost:	1.4 M
RACP Grant:	\$730,000
Private Match – Flicore:	\$313,000

A \$730,000 Commonwealth Financing Authority (CFA) Multimodal Transportation Fund grant was received on November 12, 2019 for a City Center public roadway project connecting the SV Mall redevelopment project to the Route 18/Route 62 Roundabout. This grant was extended until June 30, 2025. The City is working with the developer and its engineer to prepare specification for this roadway improvement. On March 14<sup>th</sup> the City submitted a letter to DCED requesting a one-year extension of the Grant Contract to June 30, 2026. On March 27<sup>th</sup> a Pre-Bid Conference was held. On March 31<sup>st</sup>, PennDOT issued a Highway Occupancy Permit that is required for the project. The bid opening occurred on April 10<sup>th</sup> with Kirila Contractors being the apparent low bid. Also, on April 10<sup>th</sup> the City received the fully executed 4<sup>th</sup> amendment to the CFA Grant Contract, extending the expiration date to June 30, 2026. Flicore has retained ECON Partners, Radnor, PA to assist with RACP funding compliance matters. On June 25, 2025, the Board of Commissioners voted to reject all bids, as the project was not ready to proceed. On August 27, 2025, the Board of Commissioners voted to re-bid the project. A Public Notice on the bid letting was published on August 30, 2025 with bids due by September 18, 2025 at 12:00 am. On September 24, 2025, the Board of Commissioners awarded the construction contract to the low bidder, Forbes Excavating, LLC at a contract price of \$1,394,275.10. **Forbes has begun construction with stormwater work.**  
**Construction is 24% complete.**

## 4.4 PennDOT MTF Grant

Bid Date:	TBD
Contractor:	TBD
Base Contract Award:	TBD
Start of Construction:	Q2 2025
Project Completion:	TBD
Estimated Project Cost:	\$1,758,000
RACP Grant:	\$1,230,000
Private Match:	\$528,000

A \$1,230,000 PennDOT Multimodal Transportation Fund grant was received on April 16, 2021 for a City Center public roadway project connecting the SV Mall redevelopment project and the undeveloped 24 acre site to a Route 18 signalized intersection at School Drive. On November 10, 2024, the Grant Contract was extended until November 26, 2026 with conditions. On January 14, 2025 a quarterly status report was submitted to PennDOT. A meeting with PennDOT officials was held on April 28<sup>th</sup> in Harrisburg to discuss the scope of the work. On July 8, 2025, a meeting was held with PennDOT District 1 officials to discuss the scope of work.

## 4.5 City Center Corridor Beautification Project

This project will remove the larger concrete medians along both North and South Hermitage Road (Rt. 18) between the Shenango Valley Freeway and School Drive and replace the concrete with appropriate, attractive landscaping. The project is a component of the Town Center Project and is planned to be completed in 2024. On June 4, 2024, staff met with PennDOT District Engineer Brian McNulty to facilitate approval for the project. On July 31, 2024, the City submitted a Beautification Grant application to Visit Mercer County requesting a \$20,000 grant. On September 24, 2024, Visit Mercer County approved a \$20,000 grant for the project. A DCED Main Street Matters grant application was submitted on November 24, 2024, seeking a \$70,969.50 (50%) grant. Main Street Matters grants were announced on April 7, 2025 and the project was not selected for a grant. On August 28, 2025, a new Main Street Matters grant application was submitted for the project. **On October 24, 2025 a Transportation Set Aside Program grant application was submitted to PennDOT seeking support to offset some of the project cost and to address sidewalks along the corridor.**

## 5. Community and Business Development Programs and Initiatives

### 5.1 HMA South Neshannock Road Sewer Extension Project

Bid Date:	<b>Fall 2024</b>
Contractor:	<b>Mortimer's Excavating Inc.</b>
Base Contract Award:	<b>\$1,532,700</b>
Start of Construction:	<b>March 2025</b>
Estimated Project Cost:	\$2,037,888
CFA State Grants:	\$1,418,210

The project will extend sewer lines to 93 homes and businesses along South Neshannock Road and portions of Virginia Road and Miller Road and includes the purchase of grinder pumps as part of the low-pressure sanitary sewer system. Two separate state grant programs were accessed for the sewer extension and grinder pump portions of the project. The maximum amount of state grant funds were secured as a 20% local match was required and engineering and related costs were excluded from grant funding. A fully executed Grant Agreement was received on February 27, 2024. On February 3, 2025 the City received an executed amendment to the Grant Agreement, which was requested to enlarge the project to include improvements and repairs to the Pine Hollow Pump Station as the original project came under estimate. As a result, \$358,779.30 of the grant funds will defray the cost of the Pine Hollow Pump Station Project. **The main line is completed. Easements for the lateral connections have been secured and connections to the existing system have begun.**

## 5.2 Rodney White Playground Project

Bid Date:	<b>February 2025</b>
Contractor:	J & T Paving Inc.
Base Contract Award	\$185,000
Start of Construction	March 2025
Estimated Project Cost	\$185,000 plus equipment \$128,826
CFA State Grant	\$177,327

The project will replace the existing playground at RWOP with new equipment, an accessible poured rubber surface and new benches. The playground is over 25 years old, has reached its useful life, and cannot be repaired or refurbished. The maximum state grant was secured, which required a 20% local match. A fully executed Grant Agreement was received on March 12, 2024. The City purchased equipment through the COSTARS program. HHSDR was retained to prepare plans and specifications and bids are due by Friday, November 15<sup>th</sup>. The Bid was awarded to J & T Paving Inc. for equipment and play surface installation. Demolition of the old playground was completed in late February. The new playground equipment was installed in early April. The playground surface was installed the week of May 5<sup>th</sup>. The playground was opened on May 13<sup>th</sup>.

## 5.3 HMA Slurry Tank Project

Bid Date:	TBD
Contractor:	TBD
Base Contract Award:	TBD
Start of Construction:	TBD
Estimated Project Cost:	\$250,000
Pending State Grant:	\$250,000

The project will purchase and install two 10,000-gallon food waste storage tanks for the HMA Food Waste to Energy Program. It will add additional capacity to their current 35,000-gallon storage tank capacity allowing the HMA to accept more food waste for conversion to electricity. The anticipated grant will fund the project with no local match. A fully executed Grant Agreement was received on February 21, 2024. An Invoice for upfront grant proceeds was submitted on April 5, 2024. On May 22, 2024, the grant proceeds were received from the Commonwealth and placed in a separate, interest-bearing account. **On September 3, 2025 RETTEW reported that the project will be bid this fall.**

## 5.4 Shenango Valley Animal Shelter Site Preparation Project

Bid Date:	<b>August 2024</b>
Contractor:	DSL Excavating LLC
Base Contract Award:	\$160,405
Start Date:	September 2024
Keystone Communities Grant:	\$135,000

The project will provide for site work to prepare land, adjacent to Tails of Hope, for construction of a new SVAS building. A Keystone Communities grant awarded to SVAS will pay for the site work. The grant contract was extended until June 30, 2025. The SVAS Board intends to eventually construct a new building using a state LSA grant along with private funds. DEP NPDES permit was received June 2024. Bids were solicited in July 2024. A groundbreaking ceremony was held on September 21, 2024 at 10:00 am at the site. Site work has been completed.

The City assisted the SVAS in requesting and receiving reimbursement for the entire grant amount. The City and the SVAS also received a Commonwealth Financing Authority (CFA) Local Service Account (LSA) grant in the amount of \$425,000 to build a new animal shelter facility on Lynnwood Drive. Bids were opened on June 19, 2025, with Rien Construction being the low bidder with a base bid of \$1,274,000 and a bid of \$1,091,600 after deducts. A construction agreement between the City and SVAS was finalized and the City awarded the contract to Rien Construction in August. **Construction of the building is still progressing and should be completed soon.**

## 5.5 Hermitage Small Biz

The inaugural meeting of Hermitage Small Biz was held on January 23, 2024 at Valley Kitchen, with 45 people in attendance, including Hermitage officials. The group, spearheaded by Summer Wise, owner of So, So Trendy Boutique, aims to promote Hermitage small businesses, and the city at large, and to explore ways that businesses can support each other and market their goods and services jointly. The city will provide support to the group and collaborate with its efforts. A second meeting was held on April 9, 2024 at Vey's Pub & Grill, with approximately forty people in attendance. The group discussed the Hop and Shop event on April 12-13, a possible event at the Mall on May 4, a Small Business Saturday event on November 30, and events around the American Roller Sports Speed Skating Competition on June 10-14 at Olympic Fun Center. A Farewell To the Mall: An End of An Era, Beginning of Tomorrow was held on May 4, 2024 with over forty vendors, food trucks, children's play area and Memory Wall. On August 20, 2024 a Small Business Saturday brainstorming session was held in Sharon and Hermitage. Small Biz leaders will participate and explore a collaboration for Small Business Saturday with Sharon businesses. On September 24, 2024 a meeting with Angie Urban and Jeff Feola of the Sharon Community Development Corporation was held to discuss cooperative efforts for Small Business Saturday and joint marketing. Hermitage Holiday Shop Around was held from November 29 – December 2, as a Small Business Saturday event, involving Webb Winery, Giovanna's Gourmet Coffee, One Hot Cookie, Olympic Fun Center, The Healing Tree, Diane's Boutique, Poppy Road Boutique, Best Life Boutique and Trendy Boutique. A meeting with Summer Wise is scheduled for February 26<sup>th</sup> to discuss future Hermitage Small Biz activities. A Spring Hop Shop event was held on April 12<sup>th</sup> and 13<sup>th</sup> involving So So Trendy, Diane's Boutique, Best Life Boutique, Poppy Road Boutique and One Hot Cookie. A directory of Hermitage Small Business with contact information is being completed. The City promoted Small Business Saturday through a Resolution adopted by the City Commissioners, advertisement in The Herald and on the City's social media.

## 5.6 Wheatland Merger

- January 1: Merger effective.

- January 1: Hermitage Earned Income Tax rate applied to Wheatland neighborhood wage earners and Local Services Tax now remitted to Hermitage. Berkheimer to collect EIT and LST.
- January 2: Danielle Wanner employed by the city to retain part-time presence at former Wheatland Borough Building to assist with Wheatland audit, merger transition, rental of social hall, public inquires. Hours are M, Tu, Fri from 10 a.m. to 2 p.m.
- January 2: Tri-County Industries begins solid waste and recycling collection under City of Hermitage contract terms. Wheatland neighborhood customers will see toter rates cut in half, during the life of the contract, due to the lower Hermitage contract rate.
- January 15: Business License Tax form mailed to Wheatland neighborhood businesses by Hermitage Treasurer. Due date is April 15, 2024.
- January 25: Assignment of Strategic Management Planning Grant contract from the Borough of Wheatland to the City of Hermitage approved by the Commonwealth of Pennsylvania. \$52,195.66 in grant funds remain to offset merger costs.
- February 5: Vehicle registration for Ford Truck and Case Backhoe transferred from Borough of Wheatland to City of Hermitage.
- February 7: McGill, Power, Bell and Associates begins Independent Audit of Borough of Wheatland for 2023 year.
- February 16: Initial Hermitage Sewer Bills mailed to Wheatland neighborhood customers. City of Hermitage bills and collects at residential rate of \$47.50/month and pays City of Farrell, in bulk, for wastewater treatment.
- March 1: Liquid Fuels Allocation for Wheatland Neighborhood received by the City.
- March: City/County property tax bills mailed from Hermitage Treasurer to Wheatland neighborhood property owners. Property owners will see an 80% reduction in their municipal property taxes due to lower Hermitage millage rate.
- March: All utilities for Wheatland facilities transferred to Hermitage.
- March 27: A request for a federal earmark was submitted to Senator Casey and Senator Fetterman for a Sewer Upgrade Project in the Wheatland Neighborhood.
- April: Working with Thompson Fabricating to clear up lien on property with Wheatland Borough Reconstruction Fund.
- April: Working with Paul O'Brien to apply for CFA Multimodal Transportation Fund grant to develop a rail spur for Boise Cascade that will result in ten new jobs.
- May 9: Lt. Governor Austin Davis toured Wheatland Tube and celebrated the successful merger.
- June: Blue Collar Bettys received their liquor license.

- June 5: HHSDR issued final Wheatland facilities study.
- June 6: Fourth set of STMP Grant Invoices were transmitted for reimbursement.
- June 7: Met with Marc Buskirk and Robyn Churko at Yourga Trucking to discuss the Bonded Warehouse Project.
- June 24: Wheatland annual PUC – Act 13 payment received.
- June 28: Wheatland franchise fee received from Charter One (Spectrum).
- July 8-9: The parking lot at the Wheatland Community Building was paved.
- August 1: School property tax bills and Per Capita bills were mailed by the Hermitage tax office to Wheatland Neighborhood property owners and residents.
- August 6: A ribbon cutting was held at Blue Collar Bettys.
- August 27: Fifth set of STMP grant invoices were submitted for reimbursement.
- September 26: The State Facilities Closure Transition Grant to the County was amended to provide funding to address deferred maintenance at the Wheatland Community Center building.
- October: HHSDR is assessing roof conditions at the Wheatland Community Center building and repairs will be funded by a \$231,000 from the State Facilities Closure Transition Grant. The County is currently holding these funds and will provide 75% of the funds upon invoice and the remaining 25% upon completion.
- A bid opening for the Wheatland Community Center Roof Project was held on January 6, 2025. The bid was awarded to Gildea Group in the amount was \$138,691. The remaining grant funds will address drainage and site work at the building. The roof project is complete.
- The grant payment on the STMP Grant was received by the City and a Grant Closeout Report was submitted on January 9, 2025.
- JT Paving was the low bid for drainage work at the Wheatland Community Center with a bid of \$46,505. The drainage project is complete.
- \$231,617 reimbursement was received from Mercer County.

## 5.7 City of Hermitage/Hermitage Little League/Penn State Shenango Collaborative

In Summer 2023, Penn State Shenango (PSS) officials approached the City of Hermitage and Hermitage Little League (HLL) to explore a collaboration to retrofit the HLL Senior Field to accommodate a college-level baseball program. PSS launched a men's baseball program attracting 34 new students with an initial season in 2024. PSS reached an agreement to use

Eastwood Field in Niles, Ohio, in the immediate term, but desires a long-term solution for a field in Pennsylvania and within proximity to their campus.

On October 8, PSS, HLL and city officials had a preliminary conversation with Dr. Margo DelliCarpini, Penn State Vice President of Commonwealth Campuses, about the potential project, during her visit to the Shenango LaunchBox for a ribbon cutting ceremony. A future meeting and site visit with Dr. DelliCarpini is planned for later this year. Once the selected engineering firm provides the conceptual drawings and improvement plans with estimated costs, PSS officials will have the opportunity to make a more detailed presentation to Penn State leadership with a specific ask for funding.

An RFP was issued to three engineering firms, with experience in designing college athletic fields, to provide proposals for developing conceptual drawings and an improvement plan with estimated costs for the Senior Field retrofit, and for a multipurpose building with adequate restroom, concessions, meeting room and storage space. On November 28, the city submitted a grant application through the very competitive LSA – Statewide program to seek funds for the multipurpose building at a cost of approximately \$800,000. On February 7, PSS and city officials held a virtual meeting with K & W Engineers, which submitted a proposal in response to the RFP at a low-bid price of \$14,900. On March 8, the City applied for a state grant in the amount of \$35,000 to cover engineering and surveying costs. On March 28<sup>th</sup> a fully executed Grant Agreement for \$35,000 was received and an invoice for upfront payment of the grant proceeds was submitted. On April 9 an Agreement with K & W Engineering for planning services was signed, to be paid from grant funds. A request for quotations for a full survey of the HLL property was issued with the work to be paid from grant proceeds. On April 23, 2024 a site visit with K & W Engineering, City, little league and PSS officials occurred to scope out the project. On June 3, 2024, a virtual meeting was held with K & W Engineering to discuss preliminary Baseball Field Improvement Plan. Working on securing a third quote for survey of field, in addition to quotes from Matthew Hart and K & W Engineering. On July 2, 2024, K & W Engineering issued a Preliminary Study recommending three phases with options. A meeting to discuss the project was held with Carey McDougall, Chancellor and Chief Academic Officer, Penn State Shenango on August 7, 2024. On August 27, 2024 a meeting was held with the Buhl Regional Health Foundation officials to discuss funding opportunities. On September 13, 2024, a meeting was held with Carmen Aiello of Visit Mercer County to discuss funding opportunities.

On October 22, 2024, the Commonwealth Financing Authority approved a \$781,684 grant for a concession and multi-purpose facility as part of this initiative. On February 4, 2025, a meeting was held with Andy Puleo of PSU-Shenango to discuss fundraising strategies and advancing the project. Penn State has committed \$105,000 to the City so far for softball and baseball activities at the HAC and HLL. The City is partnering with Penn State Shenango on a grant request from Buhl Regional Health Foundation for \$200,000 for field enhancements at the Hermitage Little League. The applications advanced through the first round and second-round information was submitted on May 21<sup>st</sup>. On June 30, 2025, Penn State Shenango responded to questions from the BRHF review committee. On July 9, 2025 Penn State Shenango was informed by BRHF that their request would not be fulfilled.

## 6. Community Event Schedule

The City of Hermitage supports the following seasonal, family-oriented, 2025 community events:

<b>Earth Day Festival</b>	<b>Saturday, April 25, 2026</b>
Night Market	Thursdays, July 9, August 13, Sept 17 (Corn Roast) – (tentative dates)
Arts Festival	Saturday, July 25 & Sunday, July 26
Holiday Light Parade	Saturday, November 21, 2026
Winter Solstice	Monday, December 21, 2026

## 7. Newsletter/Parks & Recreation Publication

The City schedules the publication of the newsletter on a quarterly basis. The purpose of the newsletter is twofold; first to announce the seasonal Parks & Recreation programs ("Parks & Recreation" Edition), and secondly to provide City residents and businesses, as well as various regional community and economic development partners, with an update on community programs, projects and services ("City Update" Edition). The two editions are often published jointly.

The schedule of upcoming newsletters is as follows:

<b><u>Issue</u></b>	<b><u>Scheduled Date of Publication</u></b>	<b><u>Material Deadline</u></b>
<b>Winter 2026</b>	<b>February 2, 2026</b>	<b>January 15, 2026</b>
Spring 2026	April 13, 2026	March 26, 2026
Summer 2025	July 20, 2026	July 1, 2026
Fall 2025	October 5, 2026	September 17, 2026

Past issues of the newsletter can be found @ [www.hermitage.net](http://www.hermitage.net).

## 8. Authorities, Boards, Commissions (ABCs) and Community Partners

### 8.1 Hermitage Planning Commission

**Hermitage Planning Commission 2024 Meeting Schedule:**  
(All meetings held at 8:30 a.m.)

**January 12, 2026 (holiday reschedule)**

February 2, 2026

March 2, 2026

April 13, 2026 (holiday reschedule)

May 4, 2026  
June 1, 2026  
July 13, 2026 (holiday reschedule)  
August 3, 2026  
September 14, 2026 (holiday reschedule)  
October 5, 2026  
November 2, 2026  
December 7, 2026

(Meetings are held in the Hermitage Municipal Building, Commissioners' Meeting Room #302 at 8:30am).

The Hermitage Planning Commission consists of nine members, appointed by the Hermitage Board of Commissioners, who fulfill the advisory duties and obligations prescribed by the Pennsylvania Municipalities Planning Code and the Hermitage Code of Ordinances. The Planning Commission is responsible to make recommendations to the Hermitage Board of Commissioners regarding the creation and adoption of the Comprehensive Plan, creation and amendment of municipal zoning, subdivision and land development ordinances, action on individual subdivision and land development plans, and any other matters related to the physical development of the municipality.

Members: Matt Liburdi-Chairperson, Woody Steele-Secretary, Bonnie Benton, Amy McKinney, Thomas Rollinson, Chester Scholl, Jr., Raymond Slovesko, James Tamber, and Kara Wasser

## 8.2 Hermitage Community and Economic Development Commission (HCEDC)

### **HCEDC 2026 Meeting Schedule:**

**Thursday, January 8, 2026**

Thursday, April 2, 2026

Thursday, July 9, 2026

Thursday, October 1, 2026

The HCEDC periodically schedules and advertises Special Meetings to consider relevant, time sensitive matters.

(Meetings are held in the LindenPointe Training & Workforce Development Center, 3050 Prosperity Place, at 12:00 noon).

The HCEDC acts in an advisory capacity to the Hermitage Board of Commissioners and the Office of Community and Economic Development (OCED) and in general, reviews, evaluates and, when appropriate, makes recommendations regarding economic development issues and those specific projects and developments that have a significant impact on economic development and the quality of life in Hermitage.

Members: Rex Knisley-Chairperson, George Kraynak-Vice-Chairperson, Eric Brown, Robert A. Cucitrone, Dr. Debra Fitzsimons, Meg Grober, Jennifer Lewis, Anthony Pagliaroli, Angela Palumbo, Nichols Pochiba, Mitch Reading, Jennifer Lewis and Dr. Debra Fitzsimons.

Two (2) HCEDC sub-committees were formed to research initiatives for the city to consider increasing housing opportunities.

#### **A. Homebuyer Assistance Program Committee**

Committee Members: Mitch Reading (Chairperson), Robert Cucitrone, Bill Moder, Anthony Pagliaroli, Nick Pochiba

On June 12, 2024, the committee met to recommend a First Time Homebuyers Assistance Grant Program to the full HCEDC. On July 11, 2024, the committee's recommended program was approved by the full HCEDC. On August 21, 2024 the Board of Commissioners approved the program. The program launched on September 16, 2024 and 11 applications have been returned. On October 29<sup>th</sup>, the City hosted a First Time Homebuyers Educational Workshop presented by FNB. All grants have been applied for. A Program report is being worked on.

#### **B. Housing Development Assistance Initiatives**

Committee Members: Eric Brown, Debra Fitzsimons, Rex Knisley, Jennifer Lewis, Angela Palumbo  
On June 13, 2024, the committee met to receive input from local realtors and developers. On September 11, 2024 a staff meeting with committee members was held to discuss housing development opportunities. On January 13, 2025, City staff participated in a regional Housing Development Roundtable in Erie that was convened by Governor Shapiro's administration. On March 26<sup>th</sup> the City Board of Commissioners approved transfer of City land at Lindenpointe to the non-profit CHIP group as a first step toward spurring housing development. On March 31, 2025 entered into an agreement with the Smith Group to conduct a Housing Market Analysis for the Lindenpointe development and citywide. Smith Group has scheduled a kick-off meeting for May 16<sup>th</sup>. On May 30, 2025, Smith Group provided a summary of Retail/Housing stakeholders one-on-one interviews. A virtual meeting with Smith Group was held on July 25<sup>th</sup> to review Draft Market Analysis Data. On September 3, 2025, the Smith Group issued the final analysis report. **Smith Group met with the HCEDC and with stakeholders on October 24, 2025, to review the report and answer questions. On November 19, 2025 the LindenPointe and citywide Market and Housing Analysis was issued by Smith Group.**

### **8.3 Shenango Valley Enterprise Zone Corporation (SVEZC)**

#### **SVEZC 2025 Meeting Schedule:**

(Meetings held as needed on the 3rd Wednesday of the month at 8:30 a.m. at Mercer County Regional Council of Governments).

The SVEZC is a Pennsylvania non-profit corporation organized for the purpose of stimulating the expansion of business and industry within the designated enterprise zone areas of Mercer County for the purpose of creating or retaining jobs.

The business of the Corporation is managed by a Board of Directors. The municipalities of Sharon, Farrell, Hermitage, Sharpsville and Greenville each appoint three members to the Board of Directors and 2 members are appointed members-at-large.

Loans to businesses must serve a public purpose. They must primarily promote the health, safety, or welfare of the public at large, and provide overall benefit to the citizens of the

community. Eligible applicants are all new and existing businesses and industries located in Mercer County.

City Appointed Members: Daniel Gracenin, Gary Gulla, William J. Moder, III  
Jeff Wallace, Executive Director

## 8.4 Penn-Northwest Development Corporation

Penn-Northwest Development Corporation (PNDC) is the Lead Economic Development Agency for Mercer County located in the eCenter@LindenPointe. PNDC provides assistance, training, advice, and guidance to agencies and organizations that make up Mercer County and works to help complete priority projects important to the local communities.

The PNDC Program of Work is the compilation of activities to focus Mercer County resources on specific project groups with defined goals:

1. Support Local Business and Industry Development
2. Foster Workforce Development
3. Recruit New Businesses and Industries
4. Build a Financially Viable and Influential Membership Driven Organization
5. Expand the Reach and Impact of the Organization through Regional Collaboration

### Penn-Northwest Vision

We are the lead economic development organization that assists Mercer County's plans for growth. We envision an economically diverse, self-sustaining group of communities where business and employment opportunities exist, all types of educational and recreational opportunities are present, and economic prosperity can be reached by all residents of Mercer County.

The City of Hermitage is a PNDC member and the Community and Economic Development staff participates in various PNDC committees and initiatives.

2<sup>nd</sup> Annual Mercer County Economic Development Corporation Summit – March 28, 2024  
An Environmental Summit was held on October 1, 2024 and the Annual Meeting was held on November 6, 2024 at 7:30 am at Thiel College. On February 3, 2025, Penn-Northwest signed a one-year contract with Make My Move to move five remote workers to Mercer County, commencing March 3, 2025. The City of Hermitage will be featured in the marketing effort to attract movers. The Mercer County Page featuring Hermitage, went live on March 7<sup>th</sup> and can be found at [www.makemymove.com/moving-living/mercercounty-pa](http://www.makemymove.com/moving-living/mercercounty-pa). On April 15<sup>th</sup>, the City participated in a meeting organized by PNDC focused on housing needs and involving HUD. On April 24<sup>th</sup>, Adrianna Krosnow from California became the first mover to Hermitage. She and her family moved to 4830 Scott Drive on June 3, 2025. **On July 23<sup>rd</sup>, Andy Liu from New York City became the second mover to Hermitage. He is renting an apartment on Todd Avenue and works as an engineer. On September 5, 2025, Scott Fleming became the third mover to Hermitage. He purchased a home on Maple Drive and works at a medical office. On December 1, 2025, Jaclyn Minarik became the fourth mover to Hermitage. She is renting an apartment at Little Acres and works as a Global Payroll Manager.**

## 8.5 Homegrown Initiative

Penn-Northwest Development Corp. (PNDC) has established the Homegrown Initiative with the goal of repopulating our county. As a member of PNDC, and the largest municipality in the county, the city is working closely with PNDC to advance the efforts of the initiative and to interact with its members. The Future Leaders committee of the Homegrown Initiative was invited to the municipal building in the Fall, 2023 to discuss the planned redevelopment of the Shenango Valley Mall property and to gain input from committee members on the planned public space at the mall property.

The city intends to continue to engage with PNDC, the Homegrown Initiative and the Future Leaders Committee and has been invited to their monthly meetings, which are held at different businesses on the first Wednesday of the month at 1:00 p.m. The March meeting was held on March 6, 2024 at the Shenango LaunchBox in Sharon (they changed the location after this was printed). The April meeting was held on April 3, 2024 at Eyes of Faith in Sharon, and included a discussion of small grants available for young entrepreneurs. A Professional Development Committee meeting was held on September 25<sup>th</sup>. On January 23, 2025, City staff attended an entrepreneur event hosted by Future Leaders Committee involving Ben Franklin Technology Partners. The Future Leaders have scheduled a fall kick-off event for October 17, 2025, from 5:30 p.m.– 8:00 p.m. at Cobblestone Brewing in Mercer.

## 8.6 LindenPointe Development Corporation

The LindenPointe Development Corporation (LDC) is incorporated under the Pennsylvania Nonprofit Corporation Law and is operated exclusively for charitable, scientific, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The LDC leases the eCenter and was formed to provide a supportive environment, including infrastructure, education, training, mentorship, and a network of service providers, that will help entrepreneurs and existing businesses from Western Pennsylvania and Eastern Ohio achieve success by encouraging innovation, commercialization of new ideas and job creation, thereby improving the conditions of an economically distressed region. The City supports the LDC mission providing facility operation and maintenance functions.

The LDC Board of Directors - Craig Columbus (Chairperson), Jeffery Barker, Richard Epstein \* ; Jeremy Frye, Frank Mindicino, Sarah Palmer \* , John Rose, Brian Slawin. (\* Hermitage Board of Commissioners appointment)

Bradley Calleja was hired as the new Executive Director of the eCenter@Lindenpointe in August 2024.

On September 17, 2024, the White House National Cyber Director and his team visited the eCenter and held roundtable discussions and a press event. On March 19<sup>th</sup>, the City participated in a Cyber Security Summit co-hosted by the Pennsylvania Cyber Security Center (PCC) at the ecenter@Lindenpointe and Penn State Shenango. On April 25<sup>th</sup>, the City met with Rick Love, PCC Program Director, to discuss grant opportunities to purchase equipment for a cyber range. On June 26, 2025, the city held a Burgers and Business event featuring six start-up businesses in the Accelerator program. **On October 22, 2025 the PCC held a Cyber Security Summit at Thiel College which was sponsored by the City and Penn-Northwest,**

**LDC 2025 Quarterly Meeting Schedule:**

Thursday, March 20, 2025

Thursday, June 12, 2025

Thursday, September 18, 2025

Thursday, December 18, 2025

## 9. Supplemental Information, Reports and Minutes

**Report**

HCEDC Minutes

Hermitage Planning Commission Minutes

Shenango Valley Enterprise Zone Corporation Minutes

Revolving Loan Fund Financial Report

Paid Invoice Report

Approved Subdivision and Land Development Plans

**Status**

attached

attached

none

attached

attached

attached

**HERMITAGE PLANNING COMMISSION**

**MINUTES**

Monday  
January 12, 2026  
Regular Meeting  
8:30 a.m.

**MEMBERS PRESENT:**

Matt Liburdi – Chairman  
Woody Steele -Secretary  
Ray Slovesko  
T J Rollinson  
Barney Scholl  
James Tamber  
Kara Wasser  
Amy McKinney  
Bonnie Benton

**OTHERS PRESENT:**

Jeremy Coxe  
Brett Stedman  
Gary Hinkson  
Gary Gulla  
Mark Longietti  
Nathan Zampogna  
Tammie Blazer  
Chris Winslow – Winslow Engineering  
Sandee Winslow – Winslow Engineering

Mr. Liburdi called the meeting to order at 8:33 AM. A quorum was present.

**PUBLIC COMMENTS:**

Mr. Liburdi asked for public comments. There were none.

**APPROVAL OF MINUTES:**

Mr. Liburdi asked for the approval of the October 6, 2025 minutes. Mr. Tamber made a motion to approve the minutes and Mrs. Benton seconded the motion. The motion carried unanimously. The minutes were approved as distributed.

Mr. Liburdi then asked for the approval of the December 1, 2025 minutes. Mr. Slovesko made a motion to approve the minutes and Mr. Rollinson seconded the motion. The motion carried unanimously. The minutes were approved as distributed.

**SUBDIVISION PLANS:**

**Mazzant North Plan of Lots – Lots 1 & 2 – Hemlock Road / Androla Avenue**

Mr. Coxe stated the property is owned by Joseph Mazzant, 288 Trumpet Terrace ,Hermitage, PA 16148. The property is zoned SR1 – Suburban Residential 1. The purpose of this plan is to subdivide tax parcel #12-159-033 and create one building lot, Lot 1, at intersection of Hemlock Road at Androla Avenue and a non-building lot, Lot 2, which is to be added to adjoining lands of Mazzant to the south. The remaining lands contain property owner's existing house. Mr. Coxe stated the conditions of the plan are: drawing corrections, two sets of permanent ink mylars with signatures and seals, recommendation of approval of Request for Modification (waiver) to the SALDO, DEP

approval of Planning Module or Exemption Mailer, letter from water company verifying water service or executed waterline extension agreement and City Solicitor approval of documentation proving right of access across paper streets serving Lot 1 have been met.

Mr. Liburdi asked if there were any further questions – there were none.

Mr. Slovesko made a motion to approve the plan and Mrs. Wasser seconded the motion. The motion carried unanimously.

**Request for Modification (Waiver) of Regulations to the Hermitage Subdivision and Land Development Ordinance (SALDO) Section No. 805.6 – Mazzant North Plan of Lots - Lots 1 & 2**

Mr. Coxe reviewed the waiver request: The existing access point to Androla Avenue has been used for more than ten years to access the property. The adjacent landowner has granted an easement to cross the property for both utility access and vehicular access to Androla Avenue. This situation was created by the City's Acceptance of less than the planned Androla Avenue. He further explained that Lot 1's proposed frontage is on a private street rather than a public street.

Mrs. McKinney asked if the easement had been recorded.

Mrs. Winslow, replied, no. Mr. Mazzant is currently in Florida and the paperwork has been mailed to him and she is expecting it back this week.

Mr. Coxe stated that Attorney Stedman will also review the easement before it is recorded.

Mr. Liburdi asked if there were any further questions – there were none.

Mrs. McKinney made a motion to approve the plan and Mr. School seconded the motion. The motion carried unanimously, with Mr. Rollinson abstaining.

**Mazzant South Plan of Lots - Lots 1A & 2A – Esther Lane**

Mr. Coxe stated the property is owned by Joseph Mazzant, 288 Trumpet Terrace, Hermitage, PA 16148. The property is zoned SR2 – Suburban Residential 2. The purpose of this plan is to subdivide tax parcel #12-159-032 by putting a 4-plex apartment building on Lot 1A & nine duplexes on Lot 2A. In order for Lot 2A to meet percentage of lot coverage requirements, this plan will also consolidate Lot 2 from Mazzant North Subdivision with Lot 2A removing the lot line between them. Mr. Coxe stated the final conditions of the plan are drawing corrections, recommendation of approval of Request for Modification (waiver) to the SALDO, recording of related subdivision and two sets of permanent ink mylars with signatures and seals

Mr. Liburdi asked if there were any further questions – there were none.

Mr. Scholl made a motion to approve the plan and Mrs. McKinney seconded the motion. The motion carried unanimously.

**Request for Modification (Waiver) of Regulations to the Hermitage Subdivision and Land Development Ordinance (SALDO) Section No. 805.7 – Mazzant South Plan of Lots - Lots 1A & 2A**

Mr. Coxe reviewed the waiver request: The existing building layout of the property does not allow the subdivision to comply with the 50' right of way to the public street. These buildings have been serviced by the existing access without any issues for past years. No physical changes are proposed to the Site. The 40' right of way modification would not affect the access to both sites that currently exist. Mr. Coxe further explained that Lot 1 has a proposed flag lot frontage.

Mr. Liburdi asked if there were any further questions – there were none.

Mrs. Benton made a motion to approve the plan and Mrs. McKinney seconded the motion. The motion carried unanimously.

**Final Consolidation Plan Whispering Pines Holdings Lot 1 - East State**

Mr. Coxe stated the property is owned by Whispering Pines Holdings LLC, 3816 East State Street, Hermitage, PA 16148. The property is zoned NC1 – Neighborhood Commercial 1. The purpose of the plan is to consolidate tax parcels #12-146-004 & 12-146-005 into one contiguous parcel, removing the existing lot lines. subdivide tax parcel 12-159-256 into two building lots: Lot 1 & Lot 2. Lands originally contained a house that was demoed this year. Mr. Coxe stated the final conditions of the plan are drawing corrections and two sets of permanent ink mylars with signatures and seals.

Mr. Liburdi asked if there were any further questions – there were none.

Mr. Slovesko made a motion to approve the plan and Mrs. Wasser seconded the motion. The motion carried unanimously.

**OTHER BUSINESS:**

**MCRPC**

Mr. Coxe stated they had their monthly meeting, which he attended, however nothing pertaining to Hermitage was on the agenda. They are continuing to work on their Comprehensive Plan.

Mr. Liburdi asked for additional public comment. There was none.

The meeting adjourned at 8:50 a.m.

Respectfully submitted,

Tammie Blazer

Date prepared – January 14, 2026

Date approved – pending

**City of Hermitage**  
**Planning & Development**  
**Paid Invoice Report for**  
**Grants Projects, Revolving Funds, Capital and Special Project Funds**  
**December 2025**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Apollo Maennerchor	Membership Dues - Make My Move Program	\$ 40.00
Charter Communicaton	T&W/Telephone	\$ 95.85
Charter Communicaton	eCenter/Internet/\$820/T&W/Internet/\$205	\$ 1,025.00
Gary Gulla	Local Meetings	\$ 128.62
Grants Management Systems	November '25 Supp/Maint	\$ 250.00
IAG Consulting, LLC	COH Lorenwood Dr-S Darby Rd Trail Project	\$ 8,620.08
IAG Consulting, LLC	Construction Administration	\$ 4,529.75
IAG Consulting, LLC	COH HAC Recreational Enhancement Project	\$ 18,580.00
Jaclyn Minarik	Make My Move Program Relocation Assistance	\$ 2,500.00
Mark Longietti	Make My Move Program - Lunch	\$ 39.40
Scott Fleming	Make My Move Program Relocation Assistance	\$ 2,500.00
Smith Group	Hermitage Market & Housing Analysis	\$ 3,199.04
Verizon	eCenter/Telephone	\$ 131.73
City of Hermitage	November Salaries & Fringes	\$ 4,267.59
HHSDR Engineers	New HLL Concession, Restroom & Storage	\$ 2,184.00
H.S. Cleaning	T&W/Cleaning	\$ 515.00
H.S. Cleaning	eCenter/Cleaning	\$ 780.00
Kirila Contractors, Inc.	COH N Keel Ridge Rd Improvement Project	\$ 860,925.79
KJ Consulting & Environmental Services	COH N Keel Ridge Rd Improvement Project	\$ 13,921.07
PS Pinchot-Swogger Publishing, LLC	Business Feature for Quarterly Newsletter	\$ 100.00
Sharon Herald Co	HCEDC Legal Notice/2026 Meeting Schedule	\$ 109.74
Youngblood Paving, Inc.	Hermitage Athletic Complex Trail Project	\$ 331,100.98
Amazon Capital Services	Office Supplies	\$ 89.64
Aqua	T&W/Water	\$ 156.58
Aqua	eCenter/Water	\$ 223.40
Aqua	eCenter/Fire	\$ 281.28
City of Hermitage	Postage 11/17/25-12/9/25	\$ 15.96
Commonwealth of PA Clean Water Fund	NPDES fees HAC RACP	\$ 400.00
Cross IT	IT Technician	\$ 175.00
FNB Commercial CC	eAcademy Luncheon	\$ 55.52
Mercer County Clean Water Fund	NPDES fees HAC RACP	\$ 500.00
Mercer County Conservation District	NPDES fees HAC RACP	\$ 800.00
Verizon	T&W/Telephone	\$ 139.43
City of Hermitage Sewer	T&W/Sewer	\$ 125.58
City of Hermitage Sewer	eCenter/Sewer	\$ 282.41
Modern Office Products	Office Supplies	\$ 298.89
National Fuel	T&W/Gas	\$ 516.87
National Fuel	eCenter/Gas	\$ 51.31
Penn Power	eCenter/Electric	\$ 3,644.23
Penn Power	T&W/Electric	\$ 1,024.42
	<b>TOTAL</b>	<b>\$ 1,264,324.16</b>

**City of Hermitage**  
**Planning & Development Department**  
**Landscape and Facade Improvement Program Financial Report**  
**December 2025**

Beginning Balance	\$	137,539.79
<u>Add</u> Program Income		
<b>Sub-Total</b>	<b>\$</b>	<b>137,539.79</b>
 <u>Less</u> Program Administration	 \$	 -
<b>Current Balance Available</b>	<b>\$</b>	<b>137,539.79</b>
Projected Revenue Activity		
Month End thru Calendar Year End		
Projected Calendar Year End		
<b>Balance Available</b>	<b>\$</b>	<b>137,539.79</b>

**City of Hermitage**  
**Planning Development Department**  
**Revolving Loan Fund Financial Report**  
**December 2025**

Beginning Balance	\$	506,423.51
<u>Add</u> Program Income	\$	4,473.03
<b>Sub-Total</b>	<b>\$</b>	<b>510,896.54</b>
<u>Less</u> Program Administration	\$	(174.08)
<b>Current Balance Available</b>	<b>\$</b>	<b>510,722.46</b>
Projected Revenue Activity		
Month End thru Calendar Year End	\$	-
Projected Calendar Year End		
<b>Balance Available</b>	<b>\$</b>	<b>510,722.46</b>

**City of Hermitage**  
**Planning & Development Department**  
**Revolving Loan Fund Repayment Report**  
Ending December 31, 2025

**LOCAL RLF**

<b>Company</b>	<b>Beginning Balance</b>	<b>Principal</b>	<b>Interest</b>	<b>Balance</b>
Fundus Praedium, LLC	\$ 18,130.04	\$ 1,408.58	\$ 42.98	\$ 16,721.46
Go Pita Go Hermitage, LLC	\$ 3,594.60	\$ 1,978.69	\$ 19.79	\$ 1,615.91
Vey Group, LLC	\$ 3,345.58	\$ 755.70	\$ 4.80	\$ 2,589.88
Webb Winery, LLC	\$ 5,214.76	\$ 254.50	\$ 7.99	\$ 4,960.26
SRMC Participation Loan	\$ 250,000.00			
<b>Total Revenue</b>	<b>\$ 280,284.98</b>	<b>\$ 4,397.47</b>	<b>\$ 75.56</b>	<b>\$ 25,887.51</b>

## PLANNING & DEVELOPMENT DEPARTMENT

### Subdivision & Land Development Plans In Progress – Status Report 1/15/26

#### SUBDIVISIONS:

##### **Final Lot 1 Bennett Consolidation Plan Bennett**

George Jr & Jayne Bennett – Owners

Calton Land Surveying Services – Surveyor

**(To consolidate Lots 125-129 of the Sharon Park Plan into one contiguous parcel. )**

10/2/25 - New submission in review process

12/1/25 - HPC action – approved

12/18/25 – HBC action -approved

*3/18/25 Recording deadline*

##### **Final Lot 1 & 2 - Henderson Subdivision Plan**

Walter & Linda Henderson – Owners

Calton Land Surveying Services – Surveyor

**(To consolidate parcel 12-159-256 into two building lots Lot 1 & Lot 2.)**

10/26/25 - New submission in review process

12/1/25 - HPC action – approved with conditions

12/18/25 – HBC action -approved

*PLAN EXPIRES 6/18/25*

##### **Adam Kekich Consolidation Plan Lot 1**

Adam Kekich – Owner

Advanced Land Measurement inc. - Surveyor

**(To consolidate former Lots 3 & 4 of the Otis Coulter Plan into one contiguous building lot by removing the lot line between them and to remove the former non-building lot notations on both parcels.)**

10/27/25 - New submission in review process

12/1/25 - HPC action – approved auth conditions

12/18/25 – HBC action -approved

*PLAN EXPIRES 6/18/26*

##### **Mazzant North Plan of Lots - 1 & 2**

Joseph Mazzant – Owner

CW Engineering LLC – Engineer

**(To subdivide Lot 1 off to create a building lot and Lot 2 will become part of the non-building land of Mazzant.)**

11/10/25 – New submission – in review process

1/12/26 – HPC action – approved with conditions

*(1/28/26 – scheduled to go before the Board of Commissioners.)*

##### **Mazzant South Plan of Lots – 1a & 2a**

Joseph Mazzant – Owner

CW Engineering LLC – Engineer

**(To subdivide Parcel # 12-15-032 into Lot 1a and the consolidate Lot 2a from Mazzant North, removing lot lines between them.)**

11/10/25 – New submission – in review process

1/12/26 – HPC action – approved with conditions

*(1/28/26 – scheduled to go before the Board of Commissioners.)*

**Final Lot Consolidation Plan - Jacob B. & Christine R. McFall - Lot 1**

**Jacob B. & Christine M. McFall -Owners**

**Kurtanich Engineering – Engineer**

**(To consolidate Lots 1A & 1B into one contiguous parcel, removing existing lot lines.)**

8/22/25 - New submission – in review process

10/6/25 – HPC action – approved with conditions by the Hermitage Planning Commission

10/22/25 – HBC action – approved with conditions by the Hermitage Board of Commissioners

**PLAN EXIPRES 4/22/26**

**Final Plan Consolidation Lot 1 - Temple Beth Israel**

**Temple Beth Israel – Owner**

**Kurtanich Engineering – Engineer**

**(To consolidate parcel 12-170-012 and 76-903-074 into one contiguous parcel, removing existing lot line between them.)**

8/22/25 - New submission – in review process

10/6/25 – HPC action – approved with conditions by the Hermitage Planning Commission

10/22/25 – HBC action – approved with conditions by the Hermitage Board of Commissioners

**PLAN EXIPRES 4/22/26**

**Final Consolidation Plan Whispering Pines Holds LLC Lot 1**

**Whispering Pines Holds LLC – Owner**

**North Coast Geomatics – Engineer**

**(to consolidate two parcels to create on contiguous building lot.)**

12/5/25 – Bew submission -in review process

1/12/26 – HPC action – approved with conditions

**(1/28/26 – scheduled to go before the Board of Commissioners.)**

**Final Plan Lots 1 & 2 - Viglio-Wheeler Subdivision**

**Ronald D. Viglio & Barbara J. Wheeler - Owner**

**Kurtanich Engineers – Engineer**

**(To subdivide Lot 1 as a non-building lot to be added to adjoining lands of Kerins to the east. Lot 2 with existing house to remain as a separate building lot.)**

9/10/25 -New submission – in review process

10/6/25 – HPC action – approved with conditions by the Hermitage Planning Commission

10/22/25 – HBC action – approved with conditions by the Hermitage Board of Commissioners

**PLAN EXPIRES 4/22/26**

**Final Subdivision Plans Denise Yanak Lots 1 & 2 and Timothy & Lisa Yanak Lot 2 - South Keel Ridge Road**

**Denise Yanak and Timothy & Lisa Yanak**

**Kurtanich Engineers – Engineer**

**(Plan is a land swap subdivision – Denise Yanak will retain Lot 1 and Lot 2 will be conveyed to Timothy & Lisa Yanak.)**

12/16/24 – Plan submitted – in review process

1/6/25 – Plan approved with conditions by the Hermitage Planning Commission

1/22/25 – Plan approved by the Hermitage Board of Commissioners

7/23/25 – Plan re-approved with conditions by the Hermitage Board of Commissioners

**PLAN EXPIRING scheduled to go before the Board of Commissioners for re-approval 1/28/26**

**Final Subdivision Plan Timothy & Lisa Yanak Lot 3 - South Keel Ridge Road**

**Timothy & Lisa Yanak – Owner**

**Kurtanich Engineers – Engineer**

**(The plan is to subdivide a parcel with the house and outbuildings and the remaining lands will remain agricultural.)**

12/16/24 – Plan submitted – in review process

1/6/25 – Plan approved with conditions by the Hermitage Planning Commission

1/22/25 – Plan approved with conditions by the Hermitage Board of Commissioners

7/23/25 – Plan re-approved with conditions by the Hermitage Board of Commissioners

**PLAN EXPIRING scheduled to go before the Board of Commissioners for re-approval 1/28/26**

**LAND DEVELOPMENT PLANS:**

**Hickory Fields Development – Lot 5 - Sit Down Restaurant – Major Land Development Plan**

**Butterfli Holdings – Owner**

**WallacePancher - Engineer**

**(The purpose of the plan is to construct a new sit down restaurant).**

12/16/24 – Plan submitted – in review process

1/13/25 – Plan approved with conditions by the Hermitage Planning Commission

2/11/25 – Plan approved with conditions by the Hermitage Board of Commissioners

7/23/25 – Plan re-approved with conditions by the Hermitage Board of Commissioners

**PLAN EXPIRING scheduled to go before the Board of Commissioners for re-approval 1/28/26**

**Hickory Fields Development – Lot 6 - Sit Down Restaurant – Major Land Development Plan**

**Butterfli Holdings – Owner**

**WallacePancher - Engineer**

**(The purpose of the plan is to construct a new sit-down restaurant).**

12/16/24 – Plan submitted – in review process

1/13/25 – Plan approved with conditions by the Hermitage Planning Commission

2/11/25 – Plan approved with conditions by the Hermitage Board of Commissioners

7/23/25 – Plan re-approved with conditions by the Hermitage Board of Commissioners

**PLAN EXPIRING scheduled to go before the Board of Commissioners for re-approval 1/28/26**

**Hickory Fields Development – Lot 8 – Drive Thru Restaurant – Major Land Development Plan**

**Butterfli Holdings – Owner**

**WallacePancher - Engineer**

**(The purpose of the plan is to construct a new drive thru restaurant).**

12/16/24 – Plan submitted – in review process

1/13/25 – Plan approved with conditions by the Hermitage Planning Commission

2/11/25 – Plan approved with conditions by the Hermitage Board of Commissioners

7/23/25 – Plan re-approved with conditions by the Hermitage Board of Commissioners

**PLAN EXPIRING scheduled to go before the Board of Commissioners for re-approval 1/28/26**



**HERMITAGE  
POLICE DEPARTMENT  
800 N. HERMITAGE RD  
HERMITAGE, PA 16148**

*Adam J. Piccirillo  
Chief of Police*

*Joel Ristvey  
Deputy Chief Investigations*

*Chad Nych  
Deputy Chief Operations*

**MONTHLY REPORT  
DECEMBER 2025**

*Submitted by:*

*Adam J. Piccirillo  
Chief of Police*

*Attachments: Department Reports  
January 7, 2025*





## HERMITAGE POLICE DEPARTMENT MONTHLY REPORT

### DECEMBER 2025

#### **Reporting Area**

There were 604 calls during the month of DECEMBER 2025, an average of 19.50 calls per day (exhibit 1). During NOVEMBER 2025, there was an average of 25.03 calls per day.

#### **Number of Calls Received**

A 9-1-1 grid map of the various zones throughout the city and the number of calls received in each zone (exhibit 2 & exhibit 2a).

#### **Report of Accidents by Intersection**

Report of accidents by intersection showing the total number of accidents as 75 and the number of vehicles involved being 138 with 9 persons injured and 0 killed (exhibit 3).

#### **Reported Offenses**

A summary of reported offenses (exhibit 4) by classifications was reported to the Pennsylvania Uniform Crime Reporting System for the month of DECEMBER 2025. There was a total of 49 known offenses, 1 Unfounded Complaints, 48 actual offenses, 37 offenses cleared, and 2 offenses cleared juvenile. Information is gathered through the ALERT system.

#### **Reporting Area/Patrol Activities-Borough of Clark**

The Police Department answered 11 calls for service as per the grid and 46 hours of Patrol in the Borough of Clark during the month of DECEMBER (exhibit 5). Exhibit 6 shows a detailed log of Clark patrol time.

#### **Reporting Area/Patrol Activities-Other**

Reports taken at the Hermitage Police Department totaled 30. Hermitage Police also assisted the following Police Departments: Farrell 4, Jefferson 2, Mercer 0, Pymatuning 0, S Pymatuning 1, Shenango 0, Sharpsville 0, Sharon 7, and W. Middlesex 2.

#### **Enforcement by Patrol**

In DECEMBER the total traffic enforcements breakdown consists of: 44 Traffic citations, 5 non-traffic citations, and 86 warnings issued.

**Monthly Report  
DECEMBER 2025  
Page 2**

**Criminal Investigation Division**

Detectives handled 11 cases for the month of DECEMBER 2025.

Unfounded	0	Cleared by arrest	2	Cleared Exceptionally	3
Not Cleared	6	Search Warrants	3	HPD PD Intel Message	7
Police Intel Report/Misc.	2	Assist HPD Patrol	8	Assist Other PD	12
Crime Prevention/Ed	12	Megan's Law	0	Other Investigation	2
Total Persons Arrested					2 (count includes 2 juvenile)

**Prior Cases:**

Cleared by Arrest 0      Unfounded 0      Cleared Exceptionally 0

**PD INTEL Monthly Report for DECEMBER 2025**

The Hermitage Police Department Criminal Investigation Unit disseminated 1 PD INTEL bulletin, 4 from other area agencies and 2 from loss prevention.

**Inspection Summary Report**

See Exhibit 8

**Community Engagement**

None

**Training**

Attachment 'A'

**Transient Business Licenses Issued DECEMBER**

There were 1 new Transient Business Licenses issued in DECEMBER.

**Fines & Fees Collected**

Month	Monies Received for Accident/ Inc./ Alarms/Right-To-Know/ Mech. Devices (\$ Collected by HPD Office)	Fines Received by District Magistrates Offices	Fines Received by Mercer County Court	Restitution Received	PA State Police Fines Received	Totals
DECEMBER 2024	\$ 722.25	\$ 4,330.21	\$ 931.09	\$ 227.50	\$ 3613.56	\$ 9,824.61
DECEMBER 2025	\$ 1,218.75	\$ 7,321.69	\$ 1,857.97	\$ 175.00	\$ 4,113.03	\$ 14,686.44

**Monthly Report**  
**DECEMBER 2025**  
**Page 3**

**Department Hourly Breakdown**

The following is the hourly breakdown for officers as recorded for DECEMBER 2025:

	Officer Hours
Vacation	755.50
Holiday	218
Floating Holiday	0
Sick	199.50
Comp Time	35.50
Personal	260
ACT 17	0
Injury Leave	0
Short Term Disability	0
Bereavement	0
Regular OT	131.50
Court OT	51.50
COVID-19 OT	0
Buckle Up OT	0
Drug Task Force OT	30
DUI OT	4
FOP OT	28
Aggressive Driving OT	0
Dam OT	0
Training Time	0
DRE	0
Call Out	0

**Community Affairs**

On Wednesday, December 11, 2025, Chief Adam Piccirillo attended fall semester PSU-Shenango/HPD intern Jillian Dunlevy's final internship presentation at PSU-Shenango. Chief Piccirillo also participated in a mock interview panel to a class of four senior criminal justice students at PSU-Shenango.

**Calls for Service - by Keyword**

HERMITAGE CITY



Incidents Reported Between 12/01/2025 and 12/31/2025

Code	Description	Primary Count	Secondary UCR Count		
			Code 2	Code 3	Code 4
7101	MEGAN'S LAW NOTIFICATION	1			
<b>ACCIDENT M</b>					
3100	MOTOR VEHICLE ACCIDENTS	24			
6004	TRAFFIC ACC. INVOLVING PROPERTY DAMAGE	4			
6006	TRAFFIC ACCIDENT INVOLVING INJURY	9			
6008	ACCIDENT INVOLVING NONINJURY	36			
6010	TRAFFIC ACCIDENT - OTHER ACC. INVEST.	1			
		74			
<b>ADMIN</b>					
9000	ADMINISTRATIVE TASKS	2			
<b>ALARM</b>					
3810	SERVICE CALL-ALARMS-UNFOUNDED-EXCPT FIRE	38			
<b>ALL ORDINA</b>					
2830	TWP ORD-ALL OTHER	1			
<b>ALL OTHER</b>					
2600	ALL OTHER CRIMES CODE VIOLATIONS	6			
<b>ANIMAL</b>					
3805	SERVICE CALL-ANIMAL	17			
<b>ASSAULT</b>					
0420	ASSAULT - KNIFE OR CUTTING INSTRUMENT	2			
0440	ASSAULT - HANDS,FISTS,FEET (AGGRAVATED)	2			
0450	OTHER ASSAULTS - NOT AGGRAVATED	1			
0800	ASSAULTS - SIMPLE ASSAULT	3			
		8			
<b>ASSIST AGY</b>					
3830	SERVICE CALL-ASSIST OTHER AGENCY	3			
<b>ASSIST FIR</b>					
7502	ASSIST OTHER AGENCIES - FIRE DEPT.	7			
<b>ASSIST MOT</b>					
3820	SERVICE CALL-ASSIST MOTORIST/DISABLE VEH	24			
<b>ASSIST OTH</b>					
7014	PUBLIC SERVICE - OTHERS (OFFICER ASSIST)	42			
7506	ASSISTING OTHER AGENCIES - ALL OTHERS	32			
		74			
<b>ASSIST POL</b>					
7504	ASSIST OTHER AGENCIES - OTHER POLICE	6			



January 05, 2026

Calls for Service - by Keyword

HERMITAGE CITY

Incidents Reported Between 12/01/2025 and 12/31/2025



Code	Description	Primary Count	Secondary UCR Count		
			Code 2	Code 3	Code 4
<b>ASSIST POL</b>					
7505	ASSIST OTHER POLICE AGENCY - (DRE EVAL)	1			
		7			
<b>BAD CHECKS</b>					
1110	WORTHLESS CHECKS	1			
<b>BURGLARY</b>					
0511	BURGLARY-FORCED ENTRY-RESIDENCE-NIGHT	1			
<b>COMMUNITY</b>					
3834	SERVICE CALL-COMM SVC (COMM ENGAGEMENT)	2			
<b>CRIM MISCH</b>					
1410	CRIMINAL MISCHIEF TO AUTOMOBILES	1			
1440	CRIMINAL MISCHIEF - ALL OTHER	2			
1450	ALL OTHER VANDALISM	1			
		4			
<b>DEATH</b>					
4509	DEATHS - ATTENDED	1			
4510	DEATHS - UNATTENDED	4			
		5			
<b>DISTURBANC</b>					
3610	DISTURBANCES-JUVENILE	1			
<b>DOMESTIC</b>					
3600	DISTURBANCES-DOMESTIC	23			
<b>DRUG</b>					
1832	NARCOTICS-POSSESSION-MARIJUANA, ETC.	1			
1834	NARCOTICS-POSSESSION-OTHER DANGEROUS	1			
1891	DRUG EQUIPMENT VIOLATIONS	1			
		3			
<b>DRUG INFO</b>					
7011	POLICE INFO-DRUGS, DRUG ACTIVITY	1			
<b>DUI</b>					
2112	DRIVE UNDER INFLUENCE-ALCOHOL-IMPAIRED	1			
2122	DRIVE UNDER INFLUENCE - DRUGS-IMPAIRED	1			
		2			
<b>FAMILY</b>					
2000	OFFENSES AGAINST FAMILY & CHILDREN	1			
<b>FIGHT</b>					
3620	DISTURBANCES-OTHER (FIGHTS,DISPUTES,ETC)	15			
<b>FOUND ARTI</b>					



Incidents Reported Between 12/01/2025 and 12/31/2025

Code	Description	Primary Count	Secondary UCR Count		
			Code 2	Code 3	Code 4
<b>FOUND ARTI</b>					
5004	LOST & FOUND - FOUND ARTICLES	2			
<b>FRAUD</b>					
1100	FRAUD	2			
<b>HARASSMENT</b>					
2450	HARASSMENT	1			
<b>INFORMATIO</b>					
7010	PUBLIC SERVICES-NOTIFICATIONS(POL.INFO.)	21			
<b>LOST ARTIC</b>					
5008	LOST & FOUND - LOST ARTICLES	1			
<b>MEDICAL</b>					
7008	PUBLIC SERVICES - MEDICAL ASSISTANCE	20			
<b>MENTAL</b>					
3400	MENTAL HEALTH	6			
<b>OPEN DOOR</b>					
4014	NON-CRIMINAL-INVESTIGATE OPEN DOOR,ETC.	1			
<b>OTHER</b>					
4028	NON-CRIMINAL-OTHER INVESTIGATIONS	5			
<b>RECOV PROP</b>					
3000	FOUND/RECOVERED PROPERTY	1			
<b>RIGHT TO K</b>					
9003	ADMINISTRATIVE DUTIES (RIGHT TO KNOW)	8			
<b>RUNAWAY</b>					
2912	RUNAWAY-INCORRIGIBLE-FEMALE (JUVENILE)	2			
<b>SEXUAL</b>					
1700	SEX OFFENSES (EXCEPT RAPE & PROSTITUTION	1			
<b>SOLICITING</b>					
2800	TWP ORD-SOLICITING	1			
<b>SUICIDE</b>					
3300	SUICIDES	1			



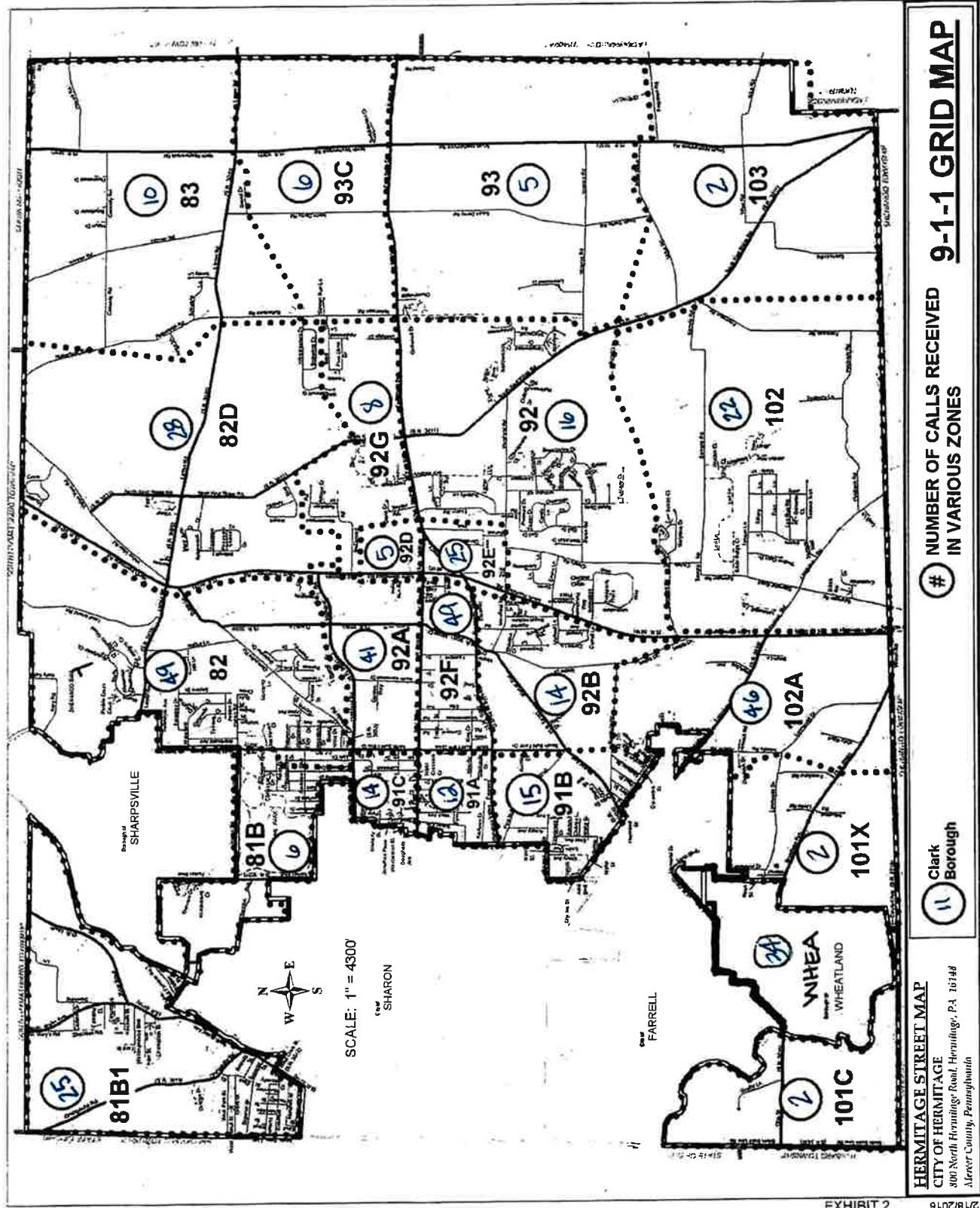
Calls for Service - by Keyword

HERMITAGE CITY



Incidents Reported Between 12/01/2025 and 12/31/2025

Code	Description	Primary Count	Secondary UCR Count		
			Code 2	Code 3	Code 4
<b>SUSPICIOUS</b>					
3500	SUSPICIOUS PERSONS,AUTOS,CIRCUMSTANCES	28			
<b>SVC CALL</b>					
3800	SERVICE CALL-MISCELLANEOUS	2			
<b>THEFT</b>					
0613	THEFT-\$200 & OVER-RETAIL THEFT	5	1		
0617	THEFT-\$200 & OVER-FROM BUILDINGS	1			
0619	THEFT-\$200 & OVER-ALL OTHER	1			
0623	THEFT-\$50 TO \$200-RETAIL THEFT	3			
		10			
<b>THEFT MV</b>					
0716	M.V.THEFT-AUTOS - ALL OTHER PARKING LOTS	1			
<b>TRAF CIT</b>					
CITT	TRAFFIC CITATION	19			
<b>TRAFFIC</b>					
2710	TRAFFIC OFFENSES (COURT CASES NOT DUI)	2			
3900	TRAFFIC & PARKING PROBLEMS	19			
4010	TRAFFIC OFFENSES	4			
6314	TRAFFIC ENFORCEMENT - MCSAP (LEVEL 1)	1			
6316	TRAFFIC ENFORCEMENT - MCSAP (LEVEL 3)	1			
6602	TRAFFIC RELATED -IMPOUNDED,ABANDON M.V.	1			
6614	TRAFFIC RELATED - OTHER TRAFFIC	9			
		44			
<b>WARNING</b>					
CITW	WARNING	86			
<b>WARRANT</b>					
3700	WARRANTS-LOCAL-SERVICE	6			
3710	WARRANTS-OUTSIDE AGENCY-SERVICE	1			
3725	WARRANTS-OUTSIDE AGENCY-ATTEMPT	1			
		8			
<b>WEAPONS</b>					
1531	WEAPONS - POSSESSION - FIREARMS	2			
XXXX	*Restricted	10			
<b>Total Calls</b>					
		604			



## CALLS BY GRID

2025

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD TOTAL
<b>GRID</b>													
101C	2	2	1	3	2	2	1	3	1	2	2	2	<u>23</u>
101X	1	3	3	6	2	2	3	3	5	2	3	2	<u>35</u>
102	23	25	22	22	23	28	22	24	30	20	21	22	<u>282</u>
102A	43	67	72	49	51	42	70	60	48	40	50	46	<u>638</u>
103	1	1	2	4	5	5	3	5	2	2	2	2	<u>34</u>
81B	9	8	13	13	9	11	25	12	9	10	8	6	<u>133</u>
81B1	25	17	18	22	19	27	24	20	19	25	21	25	<u>262</u>
82	54	60	49	57	81	123	110	119	72	65	49	49	<u>888</u>
82D	17	28	12	23	26	31	20	32	40	30	34	28	<u>321</u>
83	4	2	6	2	18	42	40	40	6	11	3	10	<u>184</u>
91A	13	25	26	13	17	16	24	27	13	17	20	12	<u>223</u>
91B	19	14	22	12	17	16	23	19	23	15	13	15	<u>208</u>
91C	9	9	21	17	10	21	10	15	14	11	15	14	<u>166</u>
92	27	28	27	30	23	40	32	22	24	30	26	16	<u>325</u>
92A	38	35	56	39	38	42	42	55	52	52	42	41	<u>532</u>
92B	12	13	18	10	14	13	22	13	17	23	14	14	<u>183</u>
92D	8	5	13	2	10	7	7	9	7	7	12	5	<u>92</u>
92E	13	17	19	22	23	24	19	22	13	23	21	25	<u>241</u>
92F	41	30	52	35	32	39	41	28	23	40	40	49	<u>450</u>
92G	5	9	13	4	21	11	17	6	9	25	10	8	<u>138</u>
93	4	7	8	10	7	15	12	9	8	7	7	5	<u>99</u>
93C	3	4	2	3	7	8	4	7	5	8	5	6	<u>62</u>
BROOKFIELD	0	0	0	1	0	0	0	0	0	0	0	0	<u>1</u>
CLARK	6	9	17	9	8	9	6	7	9	16	4	11	<u>111</u>
E LACK	0	0	0	0	0	0	0	0	0	0	0	0	<u>0</u>
ERIE CO	0	0	0	1	0	0	0	0	0	0	0	0	<u>1</u>
FARRELL	4	4	2	3	3	4	2	1	6	4	4	4	<u>41</u>
GREENVILLE	0	1	0	0	0	1	0	0	0	0	0	0	<u>2</u>
GROVE CITY	0	0	0	1	0	0	0	0	1	0	0	0	<u>2</u>
HADLEY	0	0	0	0	0	0	0	0	0	0	0	0	<u>0</u>
HEMPFIELD	0	0	0	0	0	0	0	0	0	0	0	0	<u>0</u>
HPD	31	40	29	42	44	35	23	35	34	43	32	30	<u>418</u>
JAMESTOWN	0	0	0	0	0	0	0	0	0	0	0	0	<u>0</u>
JEFF TWP	1	1	0	0	0	0	1	0	0	0	3	2	<u>8</u>
LACK	0	0	0	0	0	0	0	0	0	0	0	0	<u>0</u>
MEADVILLE	0	0	0	0	0	0	0	0	0	0	0	0	<u>0</u>
MERCER	1	0	1	0	1	1	0	0	0	1	0	0	<u>5</u>
NEW CASTLE	0	2	0	0	0	0	0	0	0	0	0	0	<u>2</u>
OHIO	0	0	0	0	0	0	0	0	0	0	0	0	<u>0</u>
PITTSBURGH	0	0	0	0	0	0	0	0	0	0	0	0	<u>0</u>
PULASKI	0	0	0	0	0	0	0	0	0	0	0	0	<u>0</u>
PYMA	0	0	0	0	0	1	0	0	0	2	0	0	<u>3</u>
S PY	0	3	2	1	2	2	3	1	1	0	0	1	<u>16</u>
SHEN TWP	0	2	0	1	0	0	0	1	0	0	0	0	<u>4</u>
SHARPSVILLE	0	0	0	0	0	2	1	1	1	0	0	0	<u>5</u>
SHARON	2	4	8	9	2	5	5	4	5	2	6	7	<u>59</u>
WHEATLAND	22	20	17	29	33	20	32	34	37	39	22	34	<u>339</u>
W MIDD	1	1	1	1	0	0	0	1	0	1	0	2	<u>8</u>
<b>MONTHLY TOTAL:</b>	<b>439</b>	<b>496</b>	<b>552</b>	<b>496</b>	<b>548</b>	<b>645</b>	<b>644</b>	<b>635</b>	<b>534</b>	<b>573</b>	<b>489</b>	<b>493</b>	<b>6544</b>



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**Accidents by Intersection**

Incident #	Principal/ Intersecting/ Landmark	Reportable	Accidents on % at or near %		#Veh	#Killed	#Injured	Road Surface	TCD
			Between 12/01/2025 and 12/31/2025	Weather/ Road Surface					
20251214M8503	ALDI PARKING LOT / ALDI PARKING LCT/ na/ na	No	12/14/2025	12/14/2025	1	0	0	Daylight/ SNOWING/ SNOW COVERED	
20251226M8749	APPLEBEE'S PARKING LOT/ na/ na	No	12/26/2025	12/26/2025	2	0	0	Dark (Street Lights)/ RAINING/ WET	
20251229M8804	BROADWAY AVE / BROADWAY AVE/ na/ COUNCIL AVE	Unknown	12/21/2025	12/21/2025	1	0	0	Dark (Street Lights)/ NO ADVERSE CONDITION/ DRY	Traffic Signal
					2	0	0	Daylight/ SNOWING/ ICE COVERED	No Controls
<b>Total Accidents @ BROADWAY AVE / - 2</b>									
20251204M8286	BROADWAY AVE/ MERCER AVE/ na	No	12/8/2025	12/4/2025	2	0	0	Daylight/ NO ADVERSE CONDITION/ DRY	Traffic Signal
20251210M8436	CLARKSVILLE RD / CLARKSVILLE RD/ DUTCH LN	No	12/10/2025	12/10/2025	2	0	0	Dark (Street Lights)/ SNOWING/ SNOW COVERED	No Controls
20251220M8636	CLARKSVILLE RD / na/ HOFIUS LN	No	12/21/2025	12/20/2025	1	0	0	Dark (No Lights)/ NO ADVERSE CONDITION/ DRY	No Controls





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Accidents by Intersection

Incident #	Principal/ Intersecting/ Landmark	Reportable	Accidents on % at or near % Between 12/01/2025 and 12/31/2025		#Killed	#Injured	Illumination/ Weather/ Road Surface	TCD
			Occurred	Reported				
<b>Total Accidents @ CLARKSVILLE RD / - 2</b>								
20251215M8512	CLAY FURNACE RD / na/ LAMOR ROAD	No	12/15/2025	12/15/2025	1	0	Daylight/ NO ADVERSE CONDITION/ SNOW COVERED	No Controls
20251215M8535	DUTCH LN/ na/ CLARKSVILLE RD	Yes	12/15/2025	12/15/2025	1	0	Dark (No Lights)/ NO ADVERSE CONDITION/ SNOW COVERED	No Controls
20251229M8809	DUTCH LN/ CLARKSVILLE RD/ na	Yes	12/29/2025	12/29/2025	2	0	Daylight/ SNOWING/ ICE COVERED	No Controls
20251208M8361	E STATE ST/ na/ N BUHL FARM DR	No	12/8/2025	12/8/2025	2	0	Daylight/ NO ADVERSE CONDITION/ DRY	No Controls
20251213M8479	E STATE ST/ na/ N KERRWOOD DR	No	12/13/2025	12/13/2025	2	0	Daylight/ SNOWING/ ICE PATCHES	No Controls
20251214M8489	E STATE ST/ na/ FNB BLVD	Yes	12/13/2025	12/13/2025	1	0	Dark (Street Lights)/ SNOWING/ SNOW COVERED	No Controls
20251215M8525	E STATE ST/ na/ ELLIS AVE	No	12/15/2025	12/15/2025	2	0	Daylight/ NO ADVERSE CONDITION/ WET	No Controls



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## Accidents by Intersection

Principal/ Intersecting/ Landmark	Accidents on % at or near % Between 12/01/2025 and 12/31/2025						#Injured	Road Surface	Illumination/ Weather/ Road Surface	TCD
	Incident #	Reportable	Occurred	Reported	#Killed	#Veh				
20251216M8547 E STATE ST/ na/ N BUHL FARM DR	No	12/16/2025	12/16/2025	2	0	0	0	Daylight/ NO ADVERSE CONDITION/ WET	No Controls	
20251229M8789 E STATE ST/ na/ MEADOWBROOK RD	No	12/29/2025	12/29/2025	1	0	0	0	Dark (Street Lights)/ RAINING/ WET	No Controls	
20251229M8812 E STATE ST/ na/ COHASSETT DR	Yes	12/29/2025	12/29/2025	2	0	0	0	Dark (No Lights)/ SNOWING/ SNOW COVERED	No Controls	
20251230M8826 E STATE ST/ na/ BUHL FARM DR	No	12/30/2025	12/30/2025	2	0	0	0	Daylight/ SNOWING/ SNOW COVERED	No Controls	
<b>Total Accidents @ E STATE ST / - 8</b>										
E STATE ST / BUHL FARM DR										
20251224M8728 E STATE ST/ BUHL FARM DR/ na	No	12/24/2025	12/24/2025	2	0	0	0	Daylight/ NO ADVERSE CONDITION/ DRY	Traffic Signal	
E STATE ST / N BUHL FARM DR										
20251202M8233 E STATE ST/ N BUHL FARM DR/ na	No	12/2/2026	12/2/2025	2	0	0	0	Daylight/ NO ADVERSE CONDITION/ WET	Traffic Signal	
E STATE ST / N KERRWOOD DR										
20251215M8514 E STATE ST/ N KERRWOOD DR/ na	Yes	12/15/2025	12/15/2025	3	0	0	0	Daylight/ SNOWING/ WET	Traffic Signal	

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## Accidents by Intersection

Incident #	Principal/ Intersecting/ Landmark	Reportable	Accidents on % at or near % Between 12/01/2025 and 12/31/2025			#Injured	Road Surface	TCD
			Occurred	Reported	#Veh			
20251223M8686	EAST STATE STREET/ na/ SOUTH BUHL FARM DRIVE	No	12/23/2025	12/23/2025	2	0	Daylight/ RAINING/ WET	No Controls
<b>GIANT EAGLE PARKING LOT /</b>								
20251203M8263	GIANT EAGLE PARKING LOT/ na/ na	No	12/3/2025	12/3/2025	2	0	Dark (Street Lights)/ NO ADVERSE CONDITION/ DRY	
20251223M8685	GIANT EAGLE PARKING LOT/ na/ na	No	12/23/2025	12/23/2025	2	0	Daylight/ RAINING/ WET	
20251224M8726	GIANT EAGLE PARKING LOT/ na/ na	No	12/24/2025	12/24/2025	2	0	Dusk/ NO ADVERSE CONDITION/ DRY	
<b>Total Accidents @ GIANT EAGLE PARKING LOT / - 3</b>								
20251231M8833	GLIMCHER BLVD/ na/ FNB BLVD	No	12/31/2025	12/31/2025	1	0	Dark (Street Lights)/ SNOWING/ SNOW COVERED	No Controls
<b>GRANDVIEW BLVD /</b>								
20251211M8445	GRANDVIEW DR/ na/ 158 GRANDVIEW DR	Yes	12/11/2025	12/11/2025	2	0	Daylight/ SNOWING/ WET	No Controls
20251208M8360	HIGHLAND RD/ na/ CLARKSVILLE RD	Yes	12/8/2025	12/8/2025	2	0	Daylight/ NO ADVERSE CONDITION/ DRY	No Controls



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## Accidents by Intersection

Incident #	Principal/ Intersecting/ Landmark	Reportable	Accidents on % at or near %				Illumination/ Weather/ Road Surface	TCD
			Occurred	Reported	#Veh	#Killed		
20251213M8485	HIGHLAND RD/ na/ CLARKSVILLE RD	No	12/13/2025	12/13/2025	2	0	Dark (Street Lights)/ SNOWING/ SNOW COVERED	No Controls
20251229M8807	HIGHLAND RD/ na/ N KERRWOOD DR	No	12/30/2025	12/29/2025	1	0	Daylight/ SNOWING/ SNOW COVERED	No Controls
<b>Total Accidents @ HIGHLAND RD / - 3</b>								
KIRILA RD /	KIRILA RD/ na/ BROADWAY AVE	No	12/10/2025	12/10/2025	2	0	Daylight/ SLEET, HAIL, FREEZING/ WET	No Controls
20251210M8419	LAKE/ na/ na	No	12/4/2025	11/29/2025	1	0	Dark (Street Lights)/ NO ADVERSE CONDITION/ DRY	No Controls
20251129M8193	LAKE/ na/ na	No	12/4/2025	11/29/2025	1	0	Dark (Street Lights)/ NO ADVERSE CONDITION/ DRY	No Controls
LAMOR RD /	LAMOR RD/ na/ ROBERTSON RD	No	12/15/2025	12/15/2025	1	0	Dawn/ NO ADVERSE CONDITION/ SNOW COVERED	No Controls
20251224M8730	LAMOR RD/ na/ PIERCE BLUFFS RD	Yes	12/24/2025	12/24/2025	2	0	Dark (No Lights)/ NO ADVERSE CONDITION/ DRY	No Controls
<b>Total Accidents @ LAMOR RD / - 2</b>								
LAMOR RD/3020 /	LAMOR RD/3020/ na/ KENRAY DR	Yes	12/26/2025	12/26/2025	2	2	Daylight/ NO ADVERSE CONDITION/ DRY	No Controls
20251226M8745								



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## Accidents by Intersection

Incident #	Principal/ Intersecting/ Landmark	Reportable	Accidents on % at or near % Between 12/01/2025 and 12/31/2025		Illumination/ Weather/ Road Surface		TCD
			Occurred	Reported	#Veh	#Killed	
20251229M8817	LONGVIEW RD / na/ SPANGLER RD	Yes	12/29/2025	12/29/2025	2	1	Dark (Street Lights)/ SNOWING/ SNOW COVERED No Controls
20251221M8642	M&M PARKING LOT / na/ na	No	12/21/2025	12/21/2025	2	0	Daylight/ NO ADVERSE CONDITION/ DRY
20251225M8736	MAPLE DR (PRIVATE PROPERTY) / na/ na	No	12/25/2025	12/25/2025	2	0	NA/ NA/ NA
20251229M8805	MERCER AVE / na/ PINE HOLLOW BLVD	Yes	12/29/2025	12/29/2025	3	2	Daylight/ SNOWING/ ICE COVERED No Controls
20251210M8432	MERCER AVE / COUNCIL AVE / na	No	12/10/2025	12/10/2025	1	0	Daylight/ SNOWING/ PLOWED No Controls
20251219M8604	MOD WASH PARKING LOT / na/ na	No	12/18/2025	12/18/2025	1	0	Dark (Street Lights)/ NO ADVERSE CONDITION/ DRY



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Accidents by Intersection

Incident #	Principal/ Intersecting/ Landmark	Reportable	Accidents on % at or near % Between 12/01/2025 and 12/31/2025			#Injured	Road Surface	TCD
			Occurred	Reported	#Veh			
<b>MOREFIELD RD /</b> 20251217M8558	MOREFIELD RD/ na/ S HERMITAGE RD	No	12/17/2025	12/17/2025	2	0	Daylight/ NO ADVERSE CONDITION/ DRY	No Controls
<b>N BUEHL FARM DR /</b> 20251220M8629	N BUEHL FARM DR/ na/ E STATE STREET	Yes	12/20/2025	12/20/2025	2	1	Daylight/ NO ADVERSE CONDITION/ DRY	Traffic Signal
<b>N HERMITAGE RD /</b> 20251208M8356	N HERMITAGE RD/ na/ HIGHLAND RD	No	12/8/2025	12/8/2025	2	0	Daylight/ NO ADVERSE CONDITION/ DRY	Traffic Signal
20251219M8623	N HERMITAGE RD/ na/ HIGHLAND RD	No	12/20/2025	12/19/2025	2	0	Daylight/ SLEET,HAIL,FREEZING/ SNOW COVERED	No Controls
20251224M8721	N HERMITAGE RD/ na/ 1700 BLOCK	No	12/24/2025	12/24/2025	2	1	Daylight/ NO ADVERSE CONDITION/ DRY	No Controls
20251228M8778	N HERMITAGE RD/ na/ INDIAN RUN RD	No	12/28/2025	12/28/2025	2	0	Daylight/ RAINING/ WET	No Controls
20251229M8803	N HERMITAGE RD/ na/ DUTCH LN	Yes	12/29/2025	12/29/2025	3	0	Daylight/ SNOWING/ SNOW COVERED	Traffic Signal
<b>Total Accidents @ N HERMITAGE RD / - 5</b>								
<b>N HERMITAGE RD / DUTCH LN</b>								



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Accidents by Intersection

Incident #	Principal/ Intersecting/ Landmark	Reportable	Accidents on % at or near % Between 12/01/2025 and 12/31/2025		#Injured	Illumination/ Weather/ Road Surface	TCD
			Occurred	Reported			
20251217M8563	N HERMITAGE RD/ DUTCH LN/ na	Yes	12/17/2025	12/17/2025	2	1	Daylight/ NO ADVERSE CONDITION/ DRY
20251210M8433	N HERMITAGE ROAD/ DUTCH LANE/ na	No	12/10/2025	12/10/2025	2	0	Daylight/ SLEET,HAIL,FREEZING/ WET
20251202M8226	N KEEL RIDGE RD/ E STATE ST/ na	No	12/2/2025	12/2/2025	2	0	Daylight/ SNOWING/ SNOW COVERED
20251228M8779	N KERRWOOD DR/ na/ E STATE ST	No	12/28/2025	12/28/2025	2	0	Daylight/ RAINING/ WET
20251231M8842	N NESHANNOCK RD/ na/ SADDLEBROOK DR	Yes	12/31/2025	12/31/2025	2	0	Dark (No Lights)/ SNOWING/ SNOW COVERED
20251224M8711	N WATER AVE/ na/ CRAWFORD DR	Yes	12/24/2025	12/24/2025	2	0	Dark (Street Lights)/ NO ADVERSE CONDITION/ WET
	N WATER AVE / ORANGEVILLE RD						



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**Accidents by Intersection**

Incident #	Principal/ Intersecting/ Landmark	Reportable	Accidents on % at or near %		#Killed	#Injured	Illumination/ Weather/ Road Surface	TCD
			Occurred	Reported				
20251213M8486	N WATER AVE/ ORANGEVILLE RD/ na	Yes	12/13/2025	12/13/2025	3	0	Dark (Street Lights)/ SNOWING/ SNOW COVERED	No Controls
PENNSTAR PARKING LOT / 20251222M8661	PENNSTAR PARKING LOT/ No na/ na		12/22/2025	12/22/2025	2	0	Daylight/ NO ADVERSE CONDITION/ DRY	
PRIVATE PARKING LOT / 20251211M8443	PRIVATE PARKING LOT/ na/ na	No	12/11/2025	12/11/2025	2	0	Daylight/ SNOWING/ WET	
RISE PARKING LOT / 20251202M8234	RISE PARKING LOT/ na/ na	No	12/2/2025	12/2/2025	2	0	Daylight/ NO ADVERSE CONDITION/ WET	
S HERMITAGE RD / 20251229M8818	S HERMITAGE RD/ na/ S V FREEWAY	No	12/29/2025	12/29/2025	2	0	Dark (Street Lights)/ SNOWING/ SNOW COVERED	Traffic Signal
S HERMITAGE RD / 20251210M8394	S HERMITAGE RD/ na/ LONGVIEW RD	No	12/10/2025	12/10/2025	2	0	Daylight/ SLEET,HAIL,FREEZING/ WET	Traffic Signal



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**Accidents by Intersection**

Incident #	Principal/ Intersecting/ Landmark	Reportable	Accidents on % at or near % Between 12/01/2025 and 12/31/2025				#Injured	Road Surface	Illumination/ Weather/ TCD
			Occurred	Reported	#Veh	#Killed			
20251216M8546	S HERMITAGE RD/ na/ S V FREEWAY	No	12/16/2025	12/16/2025	2	0	0	Daylight/ NO ADVERSE CONDITION/ DRY	No Controls
20251217M8566	S HERMITAGE RD/ na/ GLIMCHER BLVD	No	12/17/2025	12/17/2025	1	0	0	Daylight/ NO ADVERSE CONDITION/ ICE PATCHES	No Controls
20251229M8806	S HERMITAGE RD/ na/ LONGVIEW RD	No	12/29/2025	12/29/2025	1	0	0	Dawn/ SNOWING/ ICE COVERED	Traffic Signal
<b>Total Accidents @ S HERMITAGE RD / - 4</b>									
20251230M8821	S STATE LINE RD / na/ OHIO ST	No	12/29/2025	12/29/2025	1	0	0	Dark (No Lights)/ SNOWING/ SNOW COVERED	No Controls
20251205M8323	S V FREEWAY / na/ S BUHL FARM DR	No	12/5/2025	12/5/2025	1	0	0	Dark (No Lights)/ NO ADVERSE CONDITION/ DRY	No Controls
20251206M8330	SHEETZ PRIVATE TRAFFICWAY/ na/ na	No	12/6/2025	12/6/2025	2	0	0	Daylight/ NO ADVERSE CONDITION/ DRY	No Controls
20251217M8560	SMITH AVE / na/ S V FREEWAY	No	12/17/2025	12/17/2025	2	0	0	Daylight/ NO ADVERSE CONDITION/ DRY	No Controls

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## Accidents by Intersection

Incident #	Principal/ Intersecting/ Landmark	Accidents on % at or near % Between 12/01/2025 and 12/31/2025				Illumination/ Weather/ Road Surface		TCD
		Reportable	Occurred	Reported	#Veh	#Killed	#Injured	
20251228M8775	SOUTH HERMITAGE RD / na/ LONGVIEW ROAD	No	12/28/2025	12/28/2025	2	0	Daylight/ RAINING/ WET	No Controls
20251231M8841	STATE LINE RD/ CRAWFORD DR/ na	No	12/31/2025	12/31/2025	2	0	Dark (Street Lights)/ SNOWING/ SNOW COVERED	Stop Sign
20251202M8232	TIC TOC PARKING LOT/ na/ na	No	12/2/2025	12/2/2025	2	0	Daylight/ NO ADVERSE CONDITION/ PLOWED	
20251217M8565	WALGREEN'S PARKING LOT/ na/ na	No	12/17/2025	12/17/2025	2	0	Daylight/ NO ADVERSE CONDITION/ DRY	
20251212M8467	WALMART ACCESS WAY/ na/ na	Yes	12/12/2025	12/12/2025	2	1	Daylight/ NO ADVERSE CONDITION/ WET	
20251220M8630	WALMART PARKING LOT/ na/ na	No	12/20/2025	12/20/2025	3	0	Daylight/ NO ADVERSE CONDITION/ DRY	No Controls





January 05, 2026

**Accidents by Intersection**

Incident #	Principal/ Intersecting/ Landmark	Reportable	Accidents on % at or near %				
			Between 12/01/2025 and 12/31/2025	Reported	#Veh	#Killed	#Injured
20251220M8632	WALMART PARKING LOT/ na/ na	12/20/2025	12/20/2025	2	0	0	Daylight/ NOADVERSE CONDITION/ DRY
20251230M8828	WALMART PARKING LOT/ na/ N HERMITAGE RD	12/30/2025	12/30/2025	2	0	0	Daylight/ SNOWING/ SNOW COVERED
<b>Total Accidents @ WALMART PARKING LOT / - 3</b>							

Reportable	18	138	0	9
Non-reportable	56			
Unknown	1			
<b>TOTAL Accidents</b>	<b>75</b>			

Juris No. 43303  
NCIC Code PA0430400

**RETURN A MONTHLY COUNT OF OFFENSES  
KNOWN TO POLICE**

1 CLASSIFICATION OF OFFENSES PART I OFFENSES	2 OFFENSES REPORTED	3 UNFOUND COMPLAINTS	4 ACTUAL OFFENSES	(a) TOTAL CLEARED	(b) JUVENILE CLEARED
<b>1. HOMICIDE</b> A. MURDER B. MANSLAUGHTER					
<b>2. RAPE</b> A. RAPE B. ATTEMPTED RAPE	<b>TOTAL</b>				
<b>3. ROBBERY</b> A. FIREARM B. KNIFE OR CUTTING INST. C. OTHER DANGEROUS WEAPON D. STRONG ARM (HANDS, ETC)	<b>TOTAL</b>				
<b>4. ASSAULT</b> A. FIREARM B. KNIFE OR CUTTING INST. C. OTHER DANGEROUS WEAPON D. AGGRAVATED (HANDS, ETC) E. SIMPLE (HANDS, ETC)	<b>TOTAL</b>	13		13	13
					2
		2	2	2	
		7	7	7	
		4	4	4	2
<b>5. BURGLARY</b> A. FORCIBLE ENTRY B. UNLAWFUL ENTRY C. ATTEMPTED FORCIBLE	<b>TOTAL</b>	1		1	
		1	1		
<b>6. LARCENY THEFT</b> A. AUTOS B. TRUCKS AND BUSSES C. OTHER VEHICLES	<b>TOTAL</b>	10		10	7 *
<b>7. MOTOR VEHICLE THEFT</b>	<b>TOTAL</b>	1		1	
		1	1		
<b>9. ARSON</b>	<b>TOTAL</b>				
<b>TOTAL PART I OFFENSES</b>		25		25	20
					2

\* EXCEPTIONAL CLEARANCES INCLUDED

@ INCLUDES OFFENSE(S) REPORTED IN PREVIOUS MONTHS

NUMBER OF POLICE OFFICERS KILLED		ASSAULTED
FELON	NEGLIG	
		1

HERMITAGE POLICE DEPARTMENT

(724)983-6780

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### Department Reporting

MERCER PA 16148

**NEW  
COUNTRY**

Report for the month of December, 2025

Date of Report: January 5, 2026

Prepared by

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**Exhibit 4**

Juris No. 43303  
NCIC Code PA0430400

RETURN A MONTHLY COUNT OF OFFENSES  
KNOWN TO POLICE

1 CLASSIFICATION OF OFFENSES ~ PART II OFFENSES		2 OFFENSES REPORTED	3 UNFOUND COMPLAINTS	4 ACTUAL OFFENSES	(a) TOTAL CLEARED	(b) JUVENILE CLEARED
100. FORGERY & COUNTERFEIT.						
110. FRAUD		3		3	2 *	
120. EMBEZZLEMENT						
130. STOLEN PROP-REC,POSSES						
140. VANDALISM		4		4	1	
150. WEAPONS-CARRYING, POSSES		2		2	2	
160. PROSTITUTION, COMM VICE						
170. SEX OFFENSES (EX 02,160)		1	1			
180. DRUG ABUSE VIOL      TOTAL		3		3	4 *@	
SALE	A. OPIUM-COCAIN B. MARIJUANA C. SYNTHETIC D. OTHER					
POSSESSION	A. OPIUM-COCAIN B. MARIJUANA C. SYNTHETIC D. OTHER	1		1	1	
190. GAMBLING      TOTAL						
A. BOOK MAKING B. NUMBERS, ETC. C. OTHER						
200.OFF AGAINST FAMILY & CHILD.		1		1	1	
210. DRIVING UNDER INFLUENCE		2		2	2	
220. LIQUOR LAWS						
230. DRUNKENNESS		1		1	1	
240. DISORDERLY CONDUCT		1		1		
250. VAGRANCY						
260. ALL OTHER OFFENSES		6		6	4	
TOTAL PART II OFFENSES      TOTAL		24	1	23	17	

## **SUMMARY OF CLARK CALLS FOR MONTH OF December, 2025**

The Hermitage Police Department answered **(11)** calls for service in the Borough of Clark during the month of **December**. A list of those calls is attached.

## **Clark December Calls for Service:**

Calls for Service:	Date:	Street:	Typ:	Inc. #
1. SUSPICIOUS PERSONS,AUTOS,CIRCUMSTANCES	12/3/2025 16:03	WINNER	RD	25-6181
2. SUSPICIOUS PERSONS,AUTOS,CIRCUMSTANCES	12/5/2025 4:09	PARKVIEW	DR	25-6209
3. SUSPICIOUS PERSONS,AUTOS,CIRCUMSTANCES	12/8/2025 10:55	CHARLES	ST	25-6256
4. PUBLIC SERVICES-NOTIFICATIONS(POL.INFO.)	12/12/2025 8:58	MCMINN	RD	25-6319
5. PUBLIC SERVICE - OTHERS (OFFICER ASSIST)	12/16/2025 19:11	PARKVIEW	BLV	25-6397
6. SUSPICIOUS PERSONS,AUTOS,CIRCUMSTANCES	12/17/2025 16:52	GOLDEN RUN		25-6413
7. ASSIST OTHER AGENCIES - FIRE DEPT.	12/17/2025 19:03	GOLDEN RUN		25-6415
8. DISTURBANCES-OTHER (FIGHTS,DISPUTES,ETC)	12/21/2025 1:11	VALLEY VIEW	RD	25-6467
9. TRAFFIC & PARKING PROBLEMS	12/29/2025 7:09	WINNER	RD	25-6593
10. TRAFFIC & PARKING PROBLEMS	12/29/2025 12:10	PARKVIEW	DR	25-6599
11. PUBLIC DRUNKENNESS	12/30/2025 20:00	VALLEY VIEW	RD	25-6632

# CLARK PATROL TIME LOG **2025**

40 HRS PER MONTH

<u>Date</u>	<u>TIME (MIN)</u>
1-Dec	90
2-Dec	90
3-Dec	90
4-Dec	90
5-Dec	90
6-Dec	90
7-Dec	90
8-Dec	90
9-Dec	90
10-Dec	90
11-Dec	90
12-Dec	90
13-Dec	90
14-Dec	90
15-Dec	90
16-Dec	90
17-Dec	90
18-Dec	90
19-Dec	90
20-Dec	90
21-Dec	90
22-Dec	90
23-Dec	90
24-Dec	90
25-Dec	90
26-Dec	90
27-Dec	90
28-Dec	90
29-Dec	90
30-Dec	60
31-Dec	90

2760 **Total minutes for the month**

46 **Total hours for the month**



## INSPECTION SUMMARY REPORT

Inspector: Kudelko Johnathan  
Badge #: jkudelko

Time Period: 12/01/2025 - 01/31/2026  
Total Inspections: 2

### Inspection Type Breakdown

Total HM Inspections:	0	Inspections Resulting in OOS:	1
# HM Bulk:	0	# Driver/Codriver OOS:	1
# HM Non-Bulk:	0	# Vehicle OOS:	0
# Both HM Bulk & Non-Bulk:	0	# & % of U.S. Motor Carriers:	2 / 100%
Total Single-Unit Trucks:	2	# & % of Mexican Motor Carriers:	0 / 0%
Total Bus/MC Inspections:	1	# & % of Canadian Motor Carriers:	0 / 0%

Please Note: The Number and Percentage of U.S., Mexican, and Canadian Carriers on the report is calculated using the State in the Carrier address used on the Inspection Report, which may not be the Country of Domicile.

### Inspection Level Breakdown

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>	<u>Level 5</u>	<u>Level 6</u>	<u>Level 7</u>
Inspections	1	0	1	0	0	0	0
% of Total	45%	0%	55%	0%	0%	0%	0
Total Minutes	32	0	39	0	0	0	0
Average Minutes	32.0	0.0	39.0	0.0	0.0	0.0	0

### Inspection Analysis

Total Violation Cited:	6	% of OOS Drivers/Co-Drivers:	100%
Avg. Violations Per Inspection:	3	% of OOS Vehicles:	0%
Total Citations Issued:	1	Total OOS Violations:	1
Total CVSA Stickers Issued:	0	Total OOS Drivers/Co-Drivers:	1
Total Cargo Tanks Inspected:	0	Total OOS Vehicles:	0

### Special Checks

Size and Weight Enforcement:	0	Traffic Enforcement:	2
Alcohol Substance Check:	0	Local Enforcement:	2
Drug Interdiction Search:	0	Drug Interdiction Arrests:	0
Post Crash:	0		



## INSPECTION SUMMARY REPORT

Inspector: Kudelko Johnathan  
Badge #: jkudelko

Time Period: 01/01/2025 - 12/31/2025  
Total Inspections: 76

### Inspection Type Breakdown

Total HM Inspections:	0	Inspections Resulting in OOS:	36
# HM Bulk:	0	# Driver/Codriver OOS:	18
# HM Non-Bulk:	0	# Vehicle OOS:	26
# Both HM Bulk & Non-Bulk:	0	# & % of U.S. Motor Carriers:	76 / 100%
Total Single-Unit Trucks:	49	# & % of Mexican Motor Carriers:	0 / 0%
Total Bus/MC Inspections:	1	# & % of Canadian Motor Carriers:	0 / 0%

Please Note: The Number and Percentage of U.S., Mexican, and Canadian Carriers on the report is calculated using the State in the Carrier address used on the Inspection Report, which may not be the Country of Domicile.

### Inspection Level Breakdown

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>	<u>Level 5</u>	<u>Level 6</u>	<u>Level 7</u>
Inspections	43	2	31	0	0	0	0
% of Total	70%	3%	27%	0%	0%	0%	0
Total Minutes	3121	115	1200	0	0	0	0
Average Minutes	72.6	57.5	38.7	0.0	0.0	0.0	0

### Inspection Analysis

Total Violation Cited:	307	% of OOS Drivers/Co-Drivers:	26%
Avg. Violations Per Inspection:	4.0	% of OOS Vehicles:	47%
Total Citations Issued:	91	Total OOS Violations:	68
Total CVSA Stickers Issued:	8	Total OOS Drivers/Co-Drivers:	18
Total Cargo Tanks Inspected:	0	Total OOS Vehicles:	32

### Special Checks

Size and Weight Enforcement:	2	Traffic Enforcement:	60
Alcohol Substance Check:	0	Local Enforcement:	74
Drug Interdiction Search:	1	Drug Interdiction Arrests:	1
Post Crash:	2		

**Hermitage Police Department Training for December 2025:**

December 9: Cpl. Guthrie attended ATF Closed Quarter Combat Training @ McKeesport, PA

December 17: Sergeant Brown, Cpl. Burnett, Cpl. Guthrie and Det. Songer attended regular monthly Mercer County CIRT Training

December 18: Detective Songer attended monthly CIRT Sniper Training

December: Det. Miller attended Crypto Currency Fraud Investigations training by National White Collar Crime Center @ HPD



## HERMITAGE POLICE DEPARTMENT

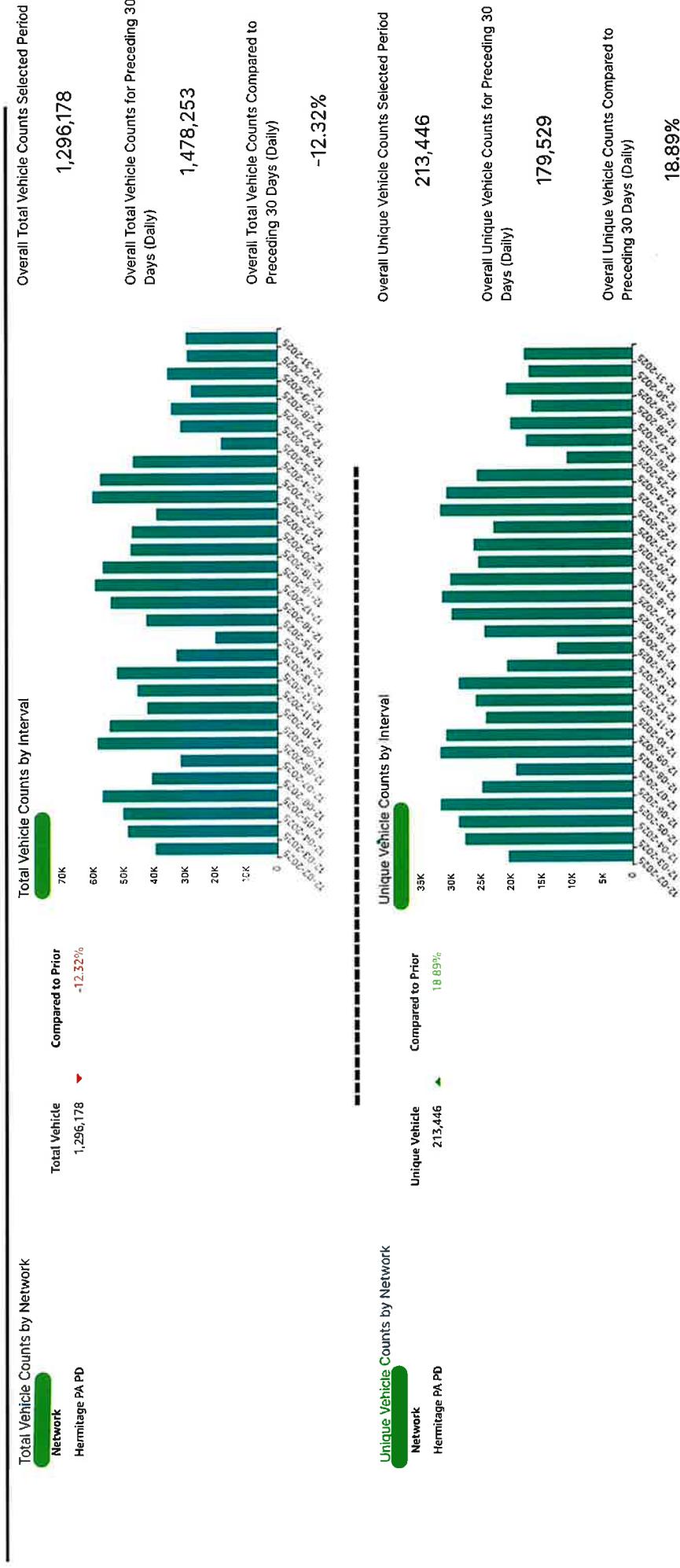
800 NORTH HERMITAGE ROAD, HERMITAGE, (MERCER COUNTY) PENNSYLVANIA 16148  
PH. 724-983-6782 \* FAX 724-983-6786 \* DISPATCH 724-662-6110

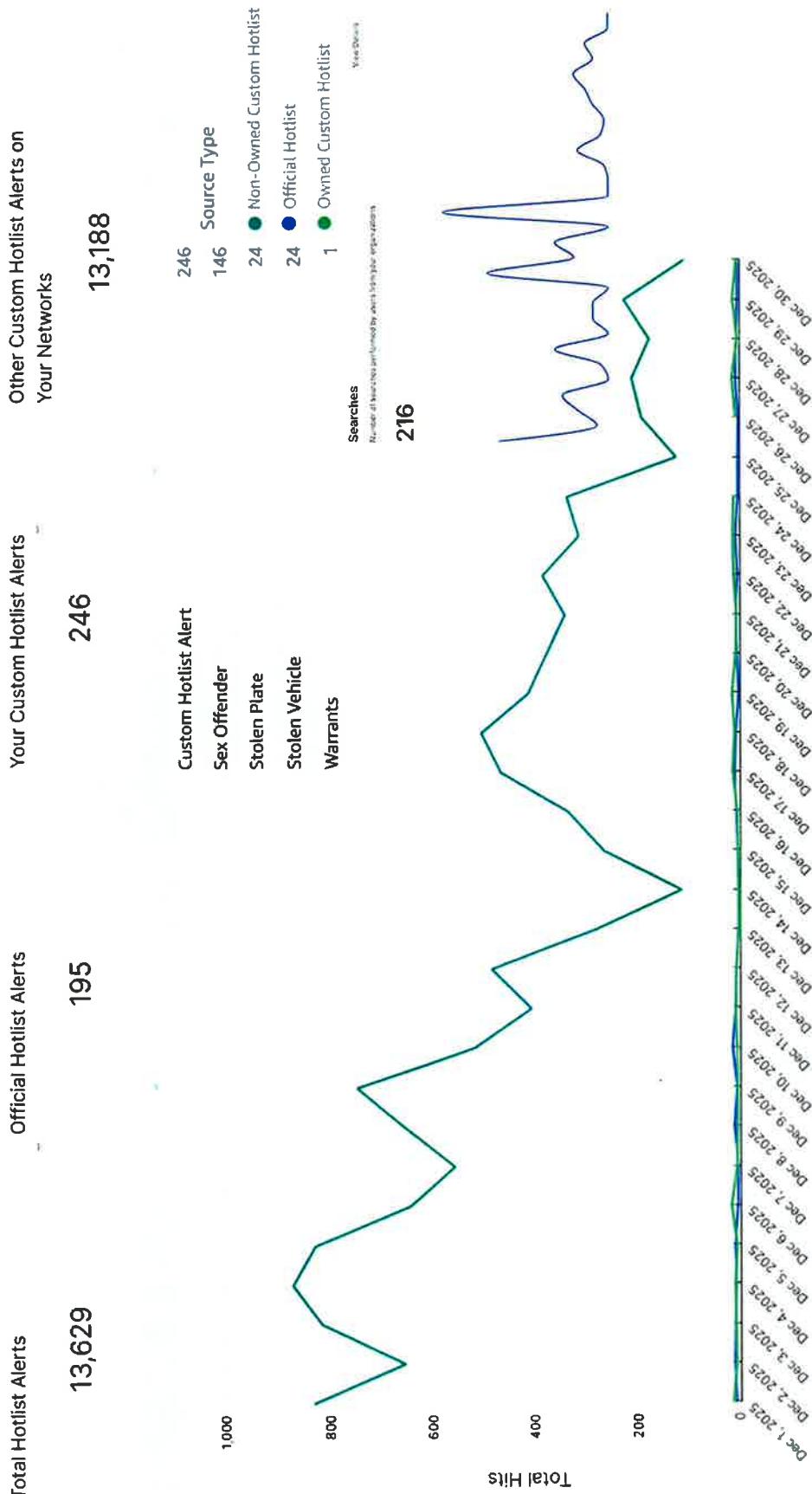
## DECEMBER 2025 / LPR/ TRAFFIC CAMERA REPORT

### Some notable successes in December:

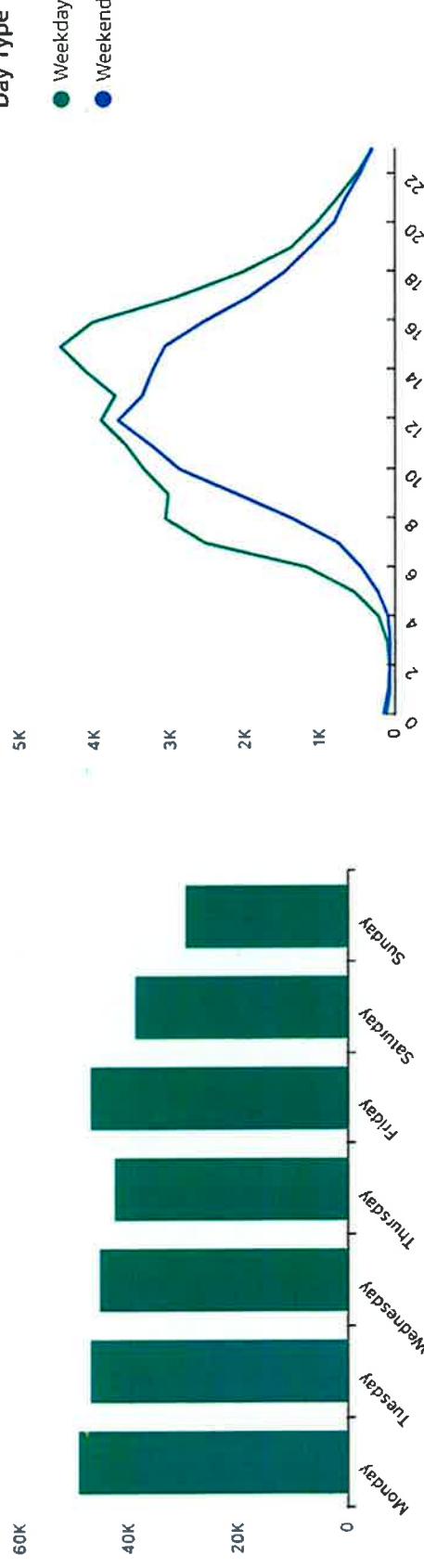
- December 3<sup>rd</sup>, assist other police department. A police department in the region was investigating a break in of an ATM machine outside of a bank ("ATM-Jackpotting- type of cyber-attack in which a suspect can force an ATM to dispense cash"). Technology allowed me to examine where the vehicle traveled after the break in and that an unrelated traffic stop had been conducted in which occupants were fully identified. After further follow up by those agencies, the group was determined to be involved in similar thefts in multiple states totaling almost \$1,000,000. Offenders were located at an Air B&B in the area of the last known plate capture, evidence was seized and at least one person was arrested.
- December 11<sup>th</sup>, retail theft, property valued at \$249.35. Technology allowed officers to locate the proper registration plate for the suspect vehicle. After follow up, three offenders were identified and charges were filed. See report 25-6305
- December 17<sup>th</sup>, assist other police department. A neighboring police department put out a be on the lookout for a vehicle that had just fled a home burglary. Investigators were able to very quickly identify the license plate number and forwarded the information to that police department.
- December 17<sup>th</sup>, vehicle vs. bicycle crash with severe injury. Multiple angles of video were able to help officers during the crash investigation. See report 25-6411.
- December 21<sup>st</sup>, hit and run crash involving approximately \$10,000 in property damage that happened sometime overnight. Video was able to show the vehicle failed to negotiate a curve, left the roadway, crashed into the victim's property and left the scene. The license plate was obtained and owner was interviewed. Hit and run related charges are pending. See reports 25-6472A and 25-6472.
- December 29<sup>th</sup>, three vehicle crash with injury. Video was integral in helping determine the vehicle which caused the crash was traveling at an unsafe speed just prior to the crash. See report 25-6604.

- December 29<sup>th</sup>, one vehicle crash with property damage to a street sign. Video was able to show the operator had traveled at an unsafe speed just prior to the crash. See report 25-6605.
- December 29<sup>th</sup>, vehicle vs. utility pole hit and run crash. Technology allowed officers to obtain the Ohio license plate on the run vehicle. After follow up the next day, the vehicle was located at a residence. Further investigation is ongoing with charges likely to be filed on the vehicle owner for hit and run and no insurance. See report 25-6609
- The systems continue to assist in multiple additional ongoing investigations.

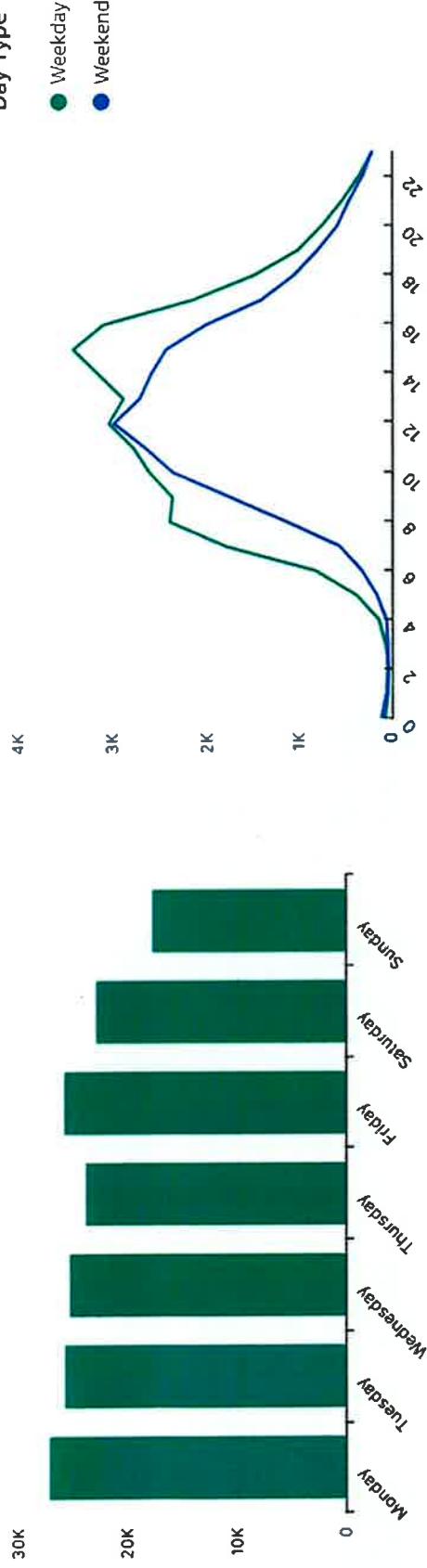




Average Total Vehicle Counts by Day of Week

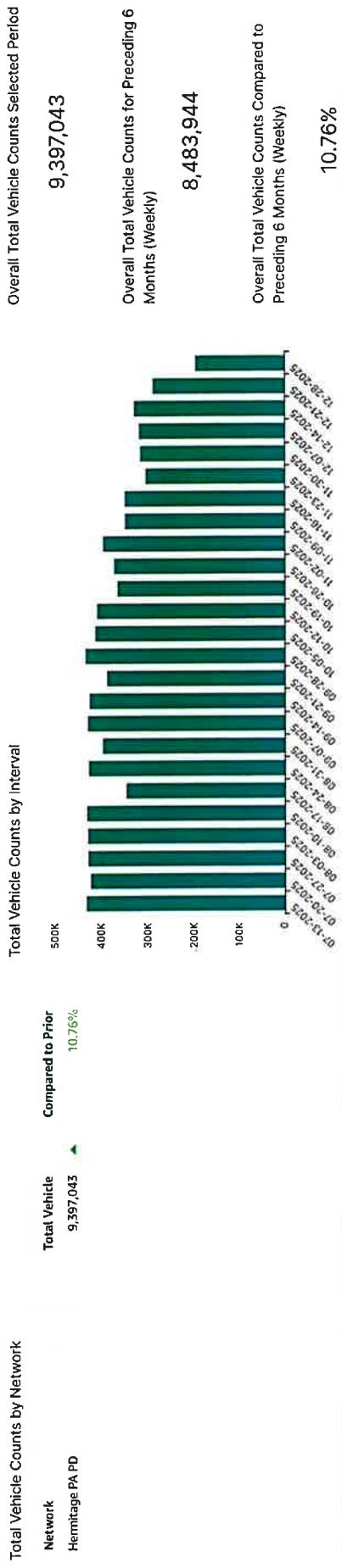
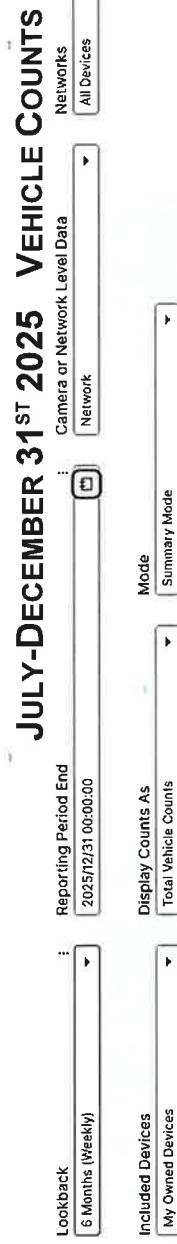


Average Unique Vehicle Counts by Day of Week



Day Type

Weekday  
Weekend



## How One Tennessee City Became a Safer Place to Live

The city of Mt. Juliet, TN, is reducing crime, improving response times, and setting the standard for what a Flock Safe City can be.



• FLOCK FOR LAW ENFORCEMENT

## Smarter Work. Faster Cases. Safer Officers.

Fewer officers, tighter budgets, higher demands. Flock helps agencies do more with less by connecting public and private partners nationwide.

• PACKAGE THEFT

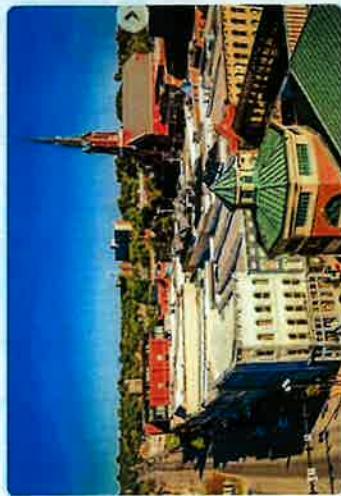
## Secure Your Residents' Deliveries

Flock helps prevent package theft with LPR and video—giving residents peace of mind and helping ensure deliveries stay secure.

Our Advocacy Partners



## Lexington Police Solve Hit-and-Run Crash Using Witness Tips and Flock Cameras



Lexington, KY  
Lexington, PD



### SOLVED STORIES

Investigators say they found damage and biological material on the car, while witness statements, tips, and Flock cameras helped police identify and arrest the suspect.



### SOLVED STORIES

A man is charged in a hit-and-run that killed a bicyclist, who was found dead at the scene.

What AI features do Flock cameras have? Flock LPR cameras only capture vehicle data. They do not collect personal information, facial recognition, sound or anything tied to individuals.

Here's Our Perspective-

At its core, Flock Safety is an American company — founded by American entrepreneurs, manufacturing U.S. products that help Americans stay safe and thrive. We believe that everyone has a right to feel safe in this country.

<https://www.flocksafety.com/>

At the same time, we believe strongly in the American principle of a right to privacy. Crime — for example, someone infringing on your person, or invading your home, car, or business — is a serious invasion of privacy, and Flock's entire goal is to eliminate that crime. But we also know it is imperative that law-abiding citizens should be able to go about their daily lives without undue scrutiny, and should feel confident that their leaders and law enforcement are protecting their rights.

# **Street Department Monthly Report**

## **December 2025**

### **COLD PATCH**

Cold patching operations were conducted at several road locations throughout the Hermitage, Patagonia, and Wheatland areas to address potholes and areas of surface deterioration. These repairs were completed as weather conditions permitted and were aimed at maintaining safe driving conditions and extending the service life of existing pavements during the winter season.

### **WINTER MAINTENANCE**

Several snowstorms canvased the area throughout the month of December, resulting in road crews being deployed more than nineteen times for snow removal and salting operations. Early morning, late evening, and weekend callouts contributed to a particularly demanding month for the road crew as they worked to keep roadways safe and passable. In addition to winter weather response, several downed trees were removed from roadways as reported to the department. Between storm events, trucks were repaired, serviced, cleaned, and neutralized as time allowed to ensure equipment readiness and reliability.

### **CATCH BASIN / DITCH / PIPE**

Catch basins, culvert pipes, and roadside ditches were cleaned throughout the Hermitage, Wheatland, and Patagonia areas. These maintenance activities helped ensure proper water flow, reduced the potential for blockages, and minimized the risk of excess ice formation on roadways during freezing conditions.

# **Street Department Monthly Report**

## **December 2025**

### **MISCELLANEOUS**

The crew replaced and repaired street signs throughout the city, with work completed on Daniel Drive, Hofius Lane, James Street, Kirila Road, Sample Road, Teaberry Lane, and Timber Lane. High winds on December 28, 2025, resulted in multiple downed trees, with limbs, branches, and debris promptly removed from roadways to restore safe travel. Garage drains were cleaned using the Vactor as part of routine maintenance. Driveway repairs were completed on Canal Street to improve access for the salt truck turnaround. The garage was also cleaned and prepared in advance of the Goodfellows distribution.

Don Cannon

Street Department Superintendent

DC:cw

**CITY OF HERMITAGE**  
**WATER POLLUTION CONTROL PLANT REPORT**  
**December 2025**

<u><b>JOB PERFORMED</b></u>	<u><b>LOCATION</b></u>
Routine maintenance, greasing, meter readings, Station, and hourly readings	W.P.C. Plant Alma Ave Station Broadway Station Daniel Drive Station Dutch Lane Station Dutch Lane E.Q. Basin F.G Station Jerry Lane Station Magargee Run Miller Road Station

**LATERAL INSPECTIONS**

13 houses were inspected - 11 Passed 2 Failed  
4 Lateral Replacements – 0 Reinspection  
PA 1 Call New Tickets - 73

**WPC INCIDENT REPORT** – None

**COLLECTION SYSTEMS REPORT** - See Attachment

**PLANT OPERATIONS REPORT** – See Attachment

**ENVIRONMENTAL OPERATIONS REPORT** – See Attachment

**FOOD WASTE TO ENERGY AND BIOSOLIDS REPORT** – See Attachment

**LABORATORY OPERATIONS REPORT** – See Attachment

Respectfully submitted,



Wayne Covert  
W.P.C. Superintendent

# Inspections

Failed

- 1315 N. Water
- 40 Cherry St

Passed

- 745 Robertson Rd
- 115 Fleetwood Ct
- 2102 Parkdale Ave
- 1059 Mercer Ave
- 365 Sheridan St
- 2525 E State St
- 100 Snyder Rd
- 180 N Kerrwood
- 50 N Crescent Dr
- 955 Nantucket Dr
- 2997 Spangler Rd

Completed Repair

- 825 Gail Dr
- 330 Lyle Dr
- 79 Androla Dr
- 1932 King Dr



A Privately funded non-profit Pennsylvania Corporation

**UserID:**HERMITAGE1  
**Company Name:**HERMITAGE CITY HERMITAGE MUNICIPAL AUTHORITY  
**Access Type:**FACILITY OWNER  
**Current Date:** 01/07/26

ALL ▼

Delivered to HCP From 12/1/2026 TO 12/31/2026

New Tickets Transmitted: 73  
Responded to Tickets Transmitted: 73  
Renotify Tickets Transmitted:0  
MRN Announcements Transmitted:0  
Resend Tickets Transmitted:0  
Cancelled Tickets:0  
Pending Delivery:0

## **Collections System Report**

**December 2025**

### **SVID**

- Regular daily maintenance done at the station
- 9/22 Removed pump #2 sent out for repair (RAM) (still there)
- Plowing at station
- Cleanup inside station
- Hour meter sticking on pump #1 occasionally
- Fuel level full tank

### **Turner**

- Regular daily maintenance done at the station
- 12/1, 12/9 & 12/18 Primed both pumps
- Need new alternator switch
- Fuel level ¾ tank

### **Wheatland**

- Regular daily maintenance done at the station
- Fuel level ¾ tank

### **Ohio St.**

- Regular daily maintenance done at the station
- Plowing at stations
- Fuel level full tank

### **Church St (Wheatland)**

- Regular daily maintenance done at the station
- 12/17 Pump #1 fault reset – power outage
- Fuel Level full tank

### **Wilson Rd**

- Regular daily maintenance done at the station
- Cleanup inside station
- 10/27 Lit the pilot on heater

### **Jerry Ln**

- Regular daily maintenance done at the station
- Plowing at station
- 11/19 #2 offline new switch needed – remains offline
- Fuel level  $\frac{1}{2}$  tank

### **Sample Rd**

- Regular daily maintenance done at the station
- Plowing at station
- 12/1, 12/15, & 12/29 #1 OCF reset
- Fuel Level  $\frac{1}{2}$  tank

### **Miller Rd**

- Regular daily maintenance done at the station
- Plowing at station
- Fuel Level full tank

### **Magargee/Jefferson**

- Regular daily maintenance done at the station
- 12/8, 12/9, 12/18, 12/19, 12/23 & 12/24 #2 pump fail reset – soft start issue
- Plowing at station
- Fuel level  $\frac{3}{4}$  tank

### **Daniel Dr**

- Regular daily maintenance done at the station
- Plowing at station
- Fuel level  $\frac{3}{4}$  tank

### **Golden Run**

- Regular daily maintenance done at the station
- Plowing at station
- Cleanup inside station
- Fuel level  $\frac{1}{2}$  tank

### **North Hermitage Rd**

- Regular daily maintenance done at the station
- Plowing at station
- Seems in the roof of the station surrounding seem to be leaking
- Fuel level  $\frac{3}{4}$  tank

### **Thomason Rd (South PY)**

- Regular daily maintenance done at the station
- Plowing at station
- Ran generator manually

### **Pine Hollow**

- Regular daily maintenance done at the station
- Weekly Hosed wet well and comminutor channel
- Transfer switch not operating properly from generator
- Plowing at station
- Fuel level  $\frac{5}{8}$  tank

### **Dutch Ln/ EQ**

- Regular daily maintenance done at the station
- Weekly Hosed wet well and comminutor channel
- 12/9 Generator in over crank – cleaned terminals on battery seems ok
- 12/12 Found shims broken out and bolts sheered on pump #2 – offline Ram to repair
- Plowing at station
- Fuel level Dutch  $\frac{1}{2}$  tank, EQ  $\frac{3}{4}$  tank

### **Woodlawn Dr**

- Regular daily maintenance done at the station
- Hosed wet well for debris and grease weekly
- Plowing at station
- Cleaned up inside station

# **Plant Report**

## **December 2025**

12-1-2025 – Put heat tape on the flame arrestor on the common header.

12-2-2025 – Nissen at 11,743 hours, replaced the mechanical shaft seal with an OEM seal on the engine cooling water pump and replaced the impeller. Filled with coolant and put back online.

12-4-2025 – Chris cleaned the gas compressors. Installed a wall heater in the CAT generator room.

12-5-2025 – Put a new fill valve in the lab toilet.

12-8-2025 – Nissen at 11,832 hours changed the spark plugs.

12-9-2025 – Installed the Bray actuator for the NP water valve on the BFP. Started replacing the 4" DI pipe on the outlet side of HEX 533 and the inlet/outlet of HEX 534 to MOV 533 with stainless steel.

12-10-2025 – Finished installing the stainless-steel pipe from yesterday. On the BFP – the bearing was destroyed on the roller behind the electrical boxes. Removed the roller to be sent out for shaft repair and installed the refurbished roller with new bearings. Will need a new bearing housing for the side that the bearing went bad on.

12-12-2025 – Troubleshooting Biospark recycle valve and outlet pressure issues with Garrett Marks. Cleaned the chlorinator and check valve, added one cup of tabs.

12-15-2025 – The heat trace for M3 temperature sensor tripped the GFCI outlet on the catwalk, this shutoff the heat trace to the pressure comp sensor, cannon mixer drains, PRV heat and gas pressure sensor. Replaced the faulty heat trace and got everything thawed out. The stainless inlet pipe on M3 completely froze solid because it was never insulated. Got it thawed out with the torch and wrapped a 50' heat trace around it for now. Garrett Marks found

that some of the analog cards are not working properly on the gas skid and he is working on a solution for us.

12-16-2025 – There was a power loss, Chris said they were able to get everything back online. Nissen tech is here to service the unit, inner cooler, and install the new turbo.

12-17-2025 – Nissen tech is still working on the unit. Sureflo is here and was able to clear out and camera the line from the milk barn to the hydrolysis pit.

12-18-2025 – Chris cleaned the gas compressors. Replaced the shaft seal on Nissen inner cooler pump. Installed a new lower belt on the BFP. Andrew from Nissen completely drained and flushed the cooling system. Filled with all new coolant (blue) but had a hard time bleeding all the air out of the lines. We finally found the last air pocket at the pressure gauge for the HEX. He will be back in the morning to add more coolant with the engine temperature lower.

12-19-2025 – Nissen service is complete, unit is back online. Cleaned up inside the Nissen room and moved all of the parts/supplies into the T&D generator room.

12-22-2025 – T&D EF 50-5, pulled the motor and sent it to Servedio for service. Air handling basement sump pump had plastic stuck in the check valve. Cleaned it out and cleaned off the floats. Put new rubber gasket in the dual outlet faucet adapter, no more leaks.

12-27-2025 – Eric Davis had to reload the program onto the SBR PLC.

12-29-2025 – Chris and I took apart the polymer line and completely cleaned it.

12-30-2025 – Put the polymer line back together and it worked fine for the first batch, then it started blowing out the bypass again. Will continue to troubleshoot it. Added 40 gallons to the hot water loop and set the boiler temperature up to 165 degrees F.

12-31-2025 – Blower 641 on the gas skid is frozen. Wrapped it with heat trace and got it to thaw out. Reset the GFCI outlet by the bagger room door – this has the heat trace for the gas skid and M3 inlet pipe plugged into it. Found the braided spool piece on the outlet side of the Thermo gas box is leaking – will have Chris make a new piece Monday.

## Environmental Operations Report December 2025

### 1. Industrial

- All industrial facilities complied with their permit parameters for the month of November 2025.
- Joy Cone Cookie Plant Ph2 is in production. Failure to report samples needed and a NOV was given. Looking to add another line and pie production into the building.
- The Fats, Oil, & Grease Program ordinance has been approved by the City Commissioners. The next step is setting fees and sending out informative information to all FOG producers.
  - FOG Program is beginning January 1, 2026. The Program includes a FOG ordinance, survey, permit, brochures, and implementation plan.

### 2. SEO

- Holding tank at 30 Dermond Road is being pumped routinely.
- 1236 Lynwood Drive has been changed to weekly pumping to try and mitigate the malfunctioning on-lot system until sewers become available in that area. Property owner filed an appeal on this decision from the appeals board hearing. Court was on September 18. The Court of Common Pleas supports the board of appeals decision.
- 1 Single Residential Sewage Treatment Plants were inspected. This property was in compliance with agreement.
- 2272 Brookside Drive installation on a Single Residential Sewage Treatment Plant was installed and inspection was completed.

### 3. Miscellaneous

- 4 dentist amalgam separators were inspected in November. All 4 were in compliance with the requirements.

Environmental Operations Coordinator- Victoria Tomko

# **Laboratory Operations Report December 2025**

Submitted by Timothy Kizak

1. All sample matrixes, method, analyte, standard methods year, and standard methods edition per Pa DEP request have been updated and in use.
2. Laboratory proficiency testing samples all passed. We are in good standing with accreditation.
3. DEP has issued a new scope of accreditation for the laboratory for all procedures. The laboratory is compliant until the following year's renewal period. The renewal process started for the January 2025 compliance period. The laboratory is in good standing.
4. In the process of testing for new permit renewal effective December of 2025. The parameters of pesticides, cadmium and mercury have been removed from the permit. Most likely picking up Polyfluoroalkyl (PFAS) in the new permit. Otherwise known as "forever chemicals".
5. Sent out monthly samples. All sampling for new permit done. Results are being uploaded. The new permit should be available in December of 2025.
6. DEP Lab Accreditation inspection took place September 24<sup>th</sup>, 2025. Two remediations to correct. All remediations have been sent and awaiting a response.

## **Monthly Flows**

1. **Average Influent flow -3.72 – MGD, Max Influent flow- 6.44 - MGD**
2. **Average Effluent flow- 3.51 –MGD, Max Effluent flow-3.94 - MGD**
3. **Average Sludge Cake percentage – 14.5 % equals 45.7 dry tons for land application**

**Total Septage hauled in –170,400 Gallons. Septage contributed 211 lbs. of BOD to the plant.**

Submitted all monthly results to DEP.

The laboratory has been participating with the PA Department of Health to test Covid in wastewater samples. Four samples per week are submitted with the corresponding data being turned over to the CDC. Materials are provided at no cost. We also will be participating in Norovirus testing.

## **Food Waste to Energy and Biosolids Report December 2025**

### **Weight**

Total Pounds of Packaged Food Waste Hauled In = 824,490 pounds

Total Gallons of Liquid Food Waste/Grease Hauled In = 8,000 gallons

Total Gallons of Joy Cone Sugar and Cake Cone Tanker Waste Hauled in = 157,500 gallons

Total Gallons of Joy Cone Cookie PH1 & PH2 Tanker Waste Hauled in = 87,500 gallons

Total Gallons of Deans Dairy Tanker Waste Hauled in = 53,500 gallons

Total Gallons of Liquid Food Waste, Grease, & Tanker Waste Hauled in = 306,500 gallons

Total Food Waste Hauled In (gallons and pounds) = 3,380,700 pounds = 1,690 tons

Total Gallons of Septic Hauled In = 89,900 gallons

Total Gallons of Sludge Hauled In = 9,800 gallons

Total Dry Tons of Biosolids Hauled Out = 45.71 dry tons

### **Dollar Amount**

Pounds of Packaged Food Waste Hauled In = \$25,210

Gallons of Liquid Food Waste/Grease Hauled In = \$640

Joy Cone Sugar and Cake Cone Tanker Waste Hauled in = \$15,750

Joy Cone Cookie PH1 Tanker Waste Hauled in = \$8,500

Joy Cone Cookie PH2 Tanker Waste Hauled in = \$250

Deans Dairy Tanker Waste Hauled in = \$5,350

Gallons of Septic Hauled In = \$6,293

Gallons of Sludge Hauled In = \$1,176

Food Waste Total w/o Septic/Sludge = \$55,700

Food Waste Total w/Septic/Sludge = \$63,169

## **Food Waste to Energy and Biosolids Report December 2025**

### **2025 Yearly Totals**

2025 Total Food Waste Hauled In = 39,810,527 pounds = 19,905 tons

2025 Total Septic/Sludge Hauled In = 1,438,582 gallons

2025 Total Dry Tons of Biosolids Hauled Out = 491.98 tons

2025 Total Food Waste \$ w/o Septic/Sludge = \$581,726

2025 Total \$ Septic/Sludge Hauled in = \$108,757

2025 Total Food Waste \$ with Septic/Sludge = \$690,482

**TAX WARRANTS**

We hereby certify the following to be the amounts of Additions and/or

Exonerations approved JANUARY, by the Hermitage Commissioners to  
BERNADETTE HARRY, Hermitage Treasurer, taxes for the year 2025

	ADDITIONS	EXONERATIONS
REAL ESTATE	0.00	3,630.75
PER CAPITA	0.00	380.00
<b>TOTAL</b>	0.00	1,136.75

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Secretary

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Board of Commissioners

**RECAPITULATION OF ADJUSTED TAXES DUE AT FACE VALUE**

	REAL ESTATE	PER CAPITA	TOTAL
Face Amount on Duplicate	1,406,683.97	224,540.00	1,631,223.97
Additions to Duplicate	0.00	0.00	0.00
Total Collectible (Lines 1 & 2)	1,406,683.97	224,540.00	1,631,223.97
Exonerations to Duplicate	3,630.75	380.00	4,010.75
<b>Total Adjusted Face Amount Duplicate</b>	<b>1,403,053.22</b>	<b>224,160.00</b>	<b>1,627,213.22</b>



## **City of Hermitage**

800 North Hermitage Road  
Hermitage, PA 16148  
Phone: 724-981-0800  
Fax: 724-981-2008  
[www.hermitage.net](http://www.hermitage.net)

**5c**

December 31, 2025, 2025

Hermitage Commissioners,

Please consider a refund request for parcel # 12 158 035 owned by Crandall Properties, doing business as Home Depot.

A court-ordered exon was issued from the county on December 4, 2025, after the taxes had been paid at the face amount on May 21, 2025, causing an overpayment. This was an assessment appeal.

**The City's portion of the refund due totals \$3630.75.**

Attached please find all necessary documents.

Refund should be made payable and mailed to:

Crandall Properties, LLC  
C/O Home Depot USA INC  
Property Tax Dept. # 4130  
P.O.Box 105842  
Atlanta, Georgia 30348-5842

Thank You,

  
Bernie Harry, Hermitage Treasurer



# THE COUNTY OF MERCER

## ASSESSMENT OFFICE



CRANDALL PROPERTIES, LLC  
C/O HOME DEPOT USA INC  
PROPERTY TAX DEPT #4130  
PO BOX 105842  
ATLANTA GA 30348-5842

Date of Notice: December 4, 2023

**THIS IS NOT A BILL**

### NOTICE OF CHANGE IN ASSESSMENT

DESCRIPTION OF PROPERTY	REASON FOR CHANGE
<p><b>Location:</b> 3300 SHENANGO VALLEY FREEWAY <b>Parcel:</b> 12 158 035 <b>Control Number:</b> 12-16610 <b>Land Size (Acres):</b> 14.048 <b>Municipality:</b> HERMITAGE C <b>School District:</b> HERMITAGE SCHOOL DISTRICT <b>Land Use:</b></p>	<p><b>Reason:</b> ASSESSMENT APPEAL, COURT ORDER  <b>Effective:</b> January 1, 2025 <b>Notes:</b></p>

Establish Predetermined Ratio: 100%

Base Year Value (1970): \$1,183,400

### OLD ASSESSMENT DATA

	LAND	IMPROVEMENTS	TOTAL
<b>ASSESSED VALUE</b>	49,950	1,859,600	1,909,550

### NEW ASSESSMENT DATA

	LAND	IMPROVEMENTS	TOTAL
<b>ASSESSED VALUE</b>	49,950	1,133,450	1,183,400

IF YOU DO NOT AGREE WITH YOUR NEW ASSESSMENT, YOU HAVE UNTIL 01/13/2026 TO APPEAL. THIS IS A NOTICE OF THE NEW OR CORRECTED ASSESSED VALUATION OF YOUR PROPERTY LOCATED IN THE TAXING DISTRICT SHOWN ABOVE AS ASSESSED BY THE MERCER COUNTY BOARD OF ASSESSMENT APPEALS, FOR ALL LOCAL TAXATION PURPOSES FOR THE YEAR 2026. The Act of May 21, 1943, P. L. 571, Article VII, Paragraph 701, and the amendments thereto, provides: "(b) Any person aggrieved by any assessment may appeal to the board for relief. Any person desiring to make an appeal shall, on or before the specified date file with the board a statement in writing of intention to appeal, setting forth: (1) The assessment or assessments by which such person feels aggrieved; (2) The address to which the board shall mail notice of when and where to appear for hearing. No person shall be permitted to appeal from any assessment in any year unless he shall first have filed the statement of intention required by this section, nor shall any person be permitted to appeal as to any assessment not designated in such statement." Forms covering your intention to appeal can be obtained from: MERCER COUNTY BOARD OF ASSESSMENT APPEALS, 125 S. DIAMOND STREET, SUITE 4, MERCER PA 16137-1223.

Taxable

Exempt

COUNTY AND CITY REAL ESTATE

HERMITAGE TREASURER  
800 N HERMITAGE RD  
HERMITAGE, PA 16148

PHONE 724-347-4472  
MONDAY-FRIDAY-8:00-4:00

CRANDALL PROPERTIES, LLC  
%HOME DEPOT USA INC  
PROPERTY TAX DEPT #4130  
PO BOX 105842  
ATLANTA GA 30348-5842

District: (12) HERMITAGE - C  
School : (HERM) HERMITAGE SCHOOL DISTRICT  
Parcel #: 12 158 035 016610  
Location: 3300 S V FREEWAY  
Description:

-----  
DupCtl: 1225-1/0 Bill #: 722 REAL ESTATE - COUNTY AND MUNICIPAL  
Valuation: 1,909,550 Mills: 32.2500

At DISCOUNT if paid on or before 04-30-2025 ..... PAY 60,351.33  
At FACE if paid between 05-01-2025 and 06-30-2025 ..... PAY 61,582.99  
At PENALTY beginning 07-01-2025 ..... PAY 67,741.29  
Last day to pay 12-31-2025 Satisfied

-----  
PAYMENT HISTORY AS OF: 12-08-2025

Batch Date	Batch Id	Seq#	Taxes	Adjustment	Cost	Received
05-21-2025	PD1	8	61582.99	0.00 FACE	0.00	61582.99

Tax Collector   
HERMITAGE TREASURER

COUNTY AND CITY REAL ESTATE

HERMITAGE TREASURER  
800 N HERMITAGE RD  
HERMITAGE, PA 16148

PHONE 724-347-4472  
MONDAY-FRIDAY-8:00-4:00

CRANDALL PROPERTIES, LLC  
%HOME DEPOT USA INC  
PROPERTY TAX DEPT #4130  
PO BOX 105842  
ATLANTA GA 30348-5842

District: (12) HERMITAGE - C  
School : (HERM) HERMITAGE SCHOOL DISTRICT  
Parcel #: 12 158 035 016610  
Location: 3300 S V FREEWAY  
Description:

DupCtl: 1225-1/0 Bill #: 722 REAL ESTATE - COUNTY AND MUNICIPAL  
Valuation: 1,183,400 Mills: 32.2500

At DISCOUNT if paid on or before 04-30-2025 ..... PAY 37,401.36  
At FACE if paid between 05-01-2025 and 06-30-2025 ..... PAY 38,164.65  
At PENALTY beginning 07-01-2025 ..... PAY 41,981.12  
Last day to pay 12-31-2025 Over Payment

PAYMENT HISTORY AS OF: 12-08-2025

Batch Date	Batch Id	Seq#	Taxes	Adjustment	Cost	Received
12-08-2025	EXON	1	23418.34	23418.34 EXON	0.00	0.00
05-21-2025	PD1	8	61582.99	0.00 FACE	0.00	61582.99

Tax Collector   
HERMITAGE TREASURER

## COMMISSIONER'S OFFICE

TO: *THE TREASURER OF MERCER COUNTY, MERCER, PA*

DATE: December

I hereby certify the following to be the amount of exoneration allowed by the Commissioners of said County to **Bernadette Harry** Collector of **Hermitage C** taxes in his/her hands for the year 2025.

<b>OWNER'S NAME AND ADDRESS:</b>  Crandall Properties, LLC C/O Home Depot USA INC Property Tax Dept #4130 PO Box 105842 Atlanta, GA 30348-5842	<b>PROPERTY DESCRIPTION:</b> 3300 Shenango Valley Freeway  <b>MAP NUMBER:</b> 12 158 035  <b>CONTROL NUMBER:</b> 12-16610
--	---

<b>CURRENT ASSESSMENT</b>	<b>REVISED ASSESSMENT</b>	
LAND: 49,950	LAND: 49,950	<b>EXON, REAL ESTATE:</b> 726,150
BUILDING: 1,859,600	BUILDING: 1,133,450	<b>COUNTY TAX:</b> \$19,787.59
<b>TOTAL:</b> 1,909,550	<b>TOTAL:</b> 1,183,400	<i>City 3630.75 School 50,830.50</i>

REASON FOR CHANGE: Court Order Appeal

**COMMISSIONERS:**

*John Colemen  
Bill Clegg  
Andy A. McDaniel*

CC: Tax Collector  
Controller's Office

<input checked="" type="checkbox"/> <b>DUPLICATE</b>	<input checked="" type="checkbox"/> <b>DUPLICATE</b>
<input type="checkbox"/> <b>UNMERGE</b>	<input checked="" type="checkbox"/> <b>UNMERGE</b>
<input checked="" type="checkbox"/> <b>CROSS</b>	<input type="checkbox"/> <b>CROSS</b>
<input checked="" type="checkbox"/> <b>COMPUTED</b>	<input checked="" type="checkbox"/> <b>COMPUTED</b>

**Gary Hinkson**

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**From:** Bernie Harry  
**Sent:** Wednesday, January 14, 2026 11:32 AM  
**To:** Gary Hinkson  
**Subject:** approval  
**Attachments:** Attached Image

Good Morning Gary,

With a new term beginning, it is time to renew our deputy statis. I have decided that it is in the best interest of the City that I change my appointee and I have decided on naming Paula Dillon as the new Deputy. This appointment does not involve any salary.

Paula has displayed extreme honesty and integrity as well as a great knowledge of the workings of this office. In the event of my extended absence, I would feel very confident that she would handle the money obligations accurately.

I am requesting your approval of Paula as the new deputy treasurer for the extent of this term.

Sincerely,  
Bernie

**Bernie Harry | Hermitage Treasurer**

City of Hermitage  
[www.hermitage.net](http://www.hermitage.net)  
P: 724-347-4472, ext. 1500  
E: [bharry@hermitage.net](mailto:bharry@hermitage.net)

**Application Form for  
Request for Modification (Waiver) of Regulations  
to the Hermitage Subdivision & Land Development Ordinance**

*If more than one modification is requested, please complete a separate application form for each request*

DATE OF REQUEST: **11/10/25**

NAME OF SUBDIVISION OR LAND DEVELOPMENT PLAN: **Mazzant North Plan of Lots, Lots**

**1 & 2**

OWNER / DEVELOPER: **Joseph Mazzant**

Mailing Address: **288 Trumpet Terrace, Hermitage, PA 16148**

Phone: **(724) 624-0059** Email: **joetrumpet1@gmail.com**

ENGINEER / SURVEYOR: **CW Engineering, LLC**

Mailing Address: **3642 Lee Run Road, Hermitage, PA 16148**

Phone: **(724) 346-0923** Email: **cwengineeringllc@gmail.com**

The undersigned applicant hereby requests a Modification (Waiver) to the following Section of the Hermitage Subdivision and Land Development Ordinance – Section No.: **805.6**

Full text of Ordinance section from which modification is requested: All lots shall abut by their frontage on a publicly dedicated street or on a street that has received the legal status as such. Lots abutting on a private street or easement shall not be approved unless specifically permitted by the Board of Commissioners by special resolution. All streets, public or private, must meet the design and construction standards set forth by this Chapter.

Explanation of reason(s) for the request, stating in full the grounds and facts of unreasonableness or hardship on which the request is based and an explanation that the request is the minimum modification necessary. Attach copy of subdivision plan and any other plans or drawings to illustrate the request.

**The existing access point to Androla Avenue has been used for more than ten years to access the property. The adjacent landowner has granted an easement to cross his property for both utility access and vehicular access to Androla Avenue. This situation was created by the City's Acceptance of less than the planned Androla Avenue.**

**Joseph Mazzant**

Applicant Name (please print)

*Sandra Winslow*, Agent

Applicant Signature

DO NOT WRITE BELOW THIS LINE - CITY AREA COMPLETION ONLY

**ACTION ON REQUEST (circle one):**

Recommendation of Hermitage Planning Commission – Approve or Denied – Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Final Action of Hermitage Board of Commissioners – Approved or Denied – Date: \_\_\_\_\_

Comments: \_\_\_\_\_

# **SUBDIVISION REPORT**

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Plan Name: **Mazzant North Plan of Lots - Lots 1 & 2**

Owner(s) Name: **Joseph Mazzant  
288 Trumpet Terrace  
Hermitage PA 16148**

Zoning District: **SR1 - Suburban Residential 1**

Location: **Hemlock Road / Androla Avenue**

Purpose: **The purpose of this plan is to subdivide tax parcel # 12-159-033 and create one building lot, Lot 1, at intersection of Hemlock Rd. @ Androla Ave., and a non-building lot, Lot 2, which is to be added to adjoining lands of Mazzant to the south. Remaining lands contain property owner's existing house. Modification (Waiver) of SALDO regulations pertaining to Section 805.6 due to Lot 1's proposed frontage on a private street rather than a public street.**

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Hermitage Planning Commission took the following action: **Approve w/ conditions**  
**on January 12, 2026**

Mercer County Regional Planning Commission took the following action: **Reviewed**

Recommended action to be taken by the Board of Commissioners: **Approve w/ conditions**

Conditions: **Drawing corrections**

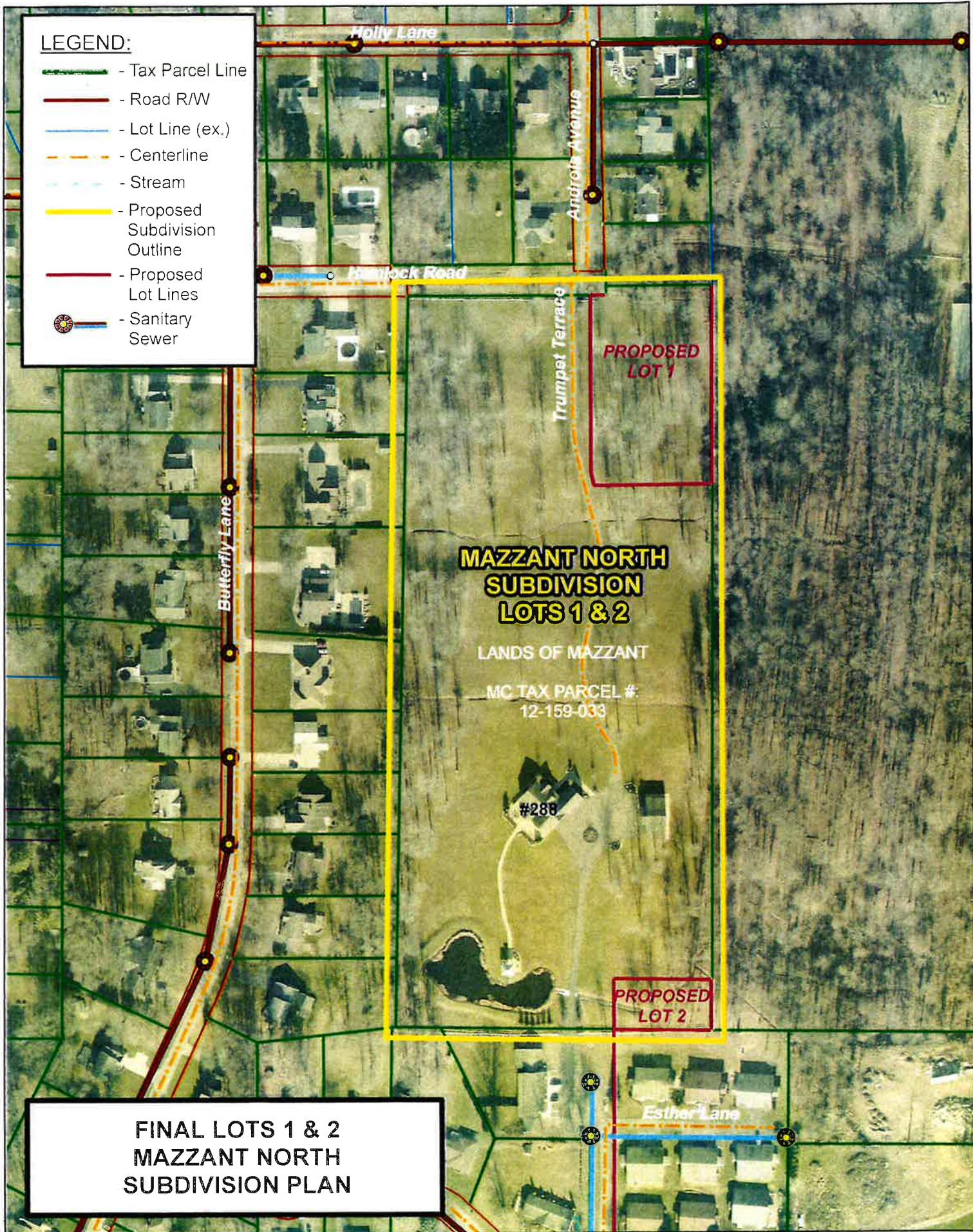
**Two sets of permanent ink mylars with signatures and seals**

**Recommendation of approval of Request for Modification (waiver) to the SALDO  
DEP Approval of Planning Module or Exemption Mailer**

**Letter from water company verifying water service or executed waterline extension  
agreement**

**City Solicitor approval of documentation providing right of access across paper street  
serving Lot1**





2024 AERIALS

Feet

NOTE: This drawing is provided by the City of Hermitage. Topography & other line information provided for planning purposes only and is not guaranteed for engineering and/or surveying accuracy.

**Application Form for  
Request for Modification (Waiver) of Regulations  
to the Hermitage Subdivision & Land Development Ordinance**

*If more than one modification is requested, please complete a separate application form for each request*

**DATE OF REQUEST: 11/10/25**

**NAME OF SUBDIVISION OR LAND DEVELOPMENT PLAN: Mazzant South Plan of Lots, Lots**

**1A & 2A**

**OWNER / DEVELOPER: Joseph Mazzant**

Mailing Address: **288 Trumpet Terrace, Hermitage, PA 16148**

Phone: **(724) 624-0059** Email: **joetrumpet1@gmail.com**

**ENGINEER / SURVEYOR: CW Engineering, LLC**

Mailing Address: **3642 Lee Run Road, Hermitage, PA 16148**

Phone: **(724) 346-0923** Email: **cwengineeringllc@gmail.com**

The undersigned applicant hereby requests a Modification (Waiver) to the following Section of the Hermitage Subdivision and Land Development Ordinance – Section No.: **805.7**

Full text of Ordinance section from which modification is requested: Flag Lots. The City of Hermitage, as a matter of policy, does not encourage the use of flag lots. However, it recognizes that in certain situations it may be the only practical method to develop road frontages which are associated with large lots. For residential development, flag lots shall be at least one acre in size and have a 50 foot right-of-way to a public street. For all other types of developments, the flag lot shall have a connection of at least 60 feet and shall be at least ten acres in size. Only one flag lot per development in industrial/commercial areas will be permitted.

Explanation of reason(s) for the request, stating in full the grounds and facts of unreasonableness or hardship on which the request is based and an explanation that the request is the minimum modification necessary. Attach copy of subdivision plan and any other plans or drawings to illustrate the request.

**The existing building layout of the property does not allow the subdivision to comply with the 50' right of way to the public street. These buildings have been serviced by the existing access without any issues for past years. No physical changes are proposed to the Site. The 40' right of way modification would not affect the access to both sites that currently exists.**

**Joseph Mazzant**

Applicant Name (please print)

*Sandra Winslow, Agent*

Applicant Signature

---

DO NOT WRITE BELOW THIS LINE – CITY AREA COMPLETION ONLY

**ACTION ON REQUEST (circle one):**

Recommendation of Hermitage Planning Commission – Approve or Denied – Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

Final Action of Hermitage Board of Commissioners – Approved or Denied – Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

# SUBDIVISION REPORT

---

Plan Name: **Mazzant South Plan of Lots - Lots 1A & 2A**

Owner(s) Name: **Joseph Mazzant  
288 Trumpet Terrace  
Hermitage PA 16148**

Zoning District: **SR2 - Suburban Residential 2**

Location: **Esther Lane**

Purpose: **The purpose of this plan is to subdivide tax parcel # 12-159-032 by putting a 4-plex apartment building on Lot 1A & nine duplexes on Lot 2A. In order for Lot 2A to meet percentage of lot coverage requirements, this plan will also consolidate Lot 2 from Mazzant North Subdivision with Lot 2A removing the lot line between them.**

**Modification (Waiver) of SALDO regulations pertaining to Section 805.7 due to Lot 1A's proposed flag lot frontage to be 40' rather than 50' wide.**

---

Hermitage Planning Commission took the following action: **Approve w/ conditions  
on January 12, 2026**

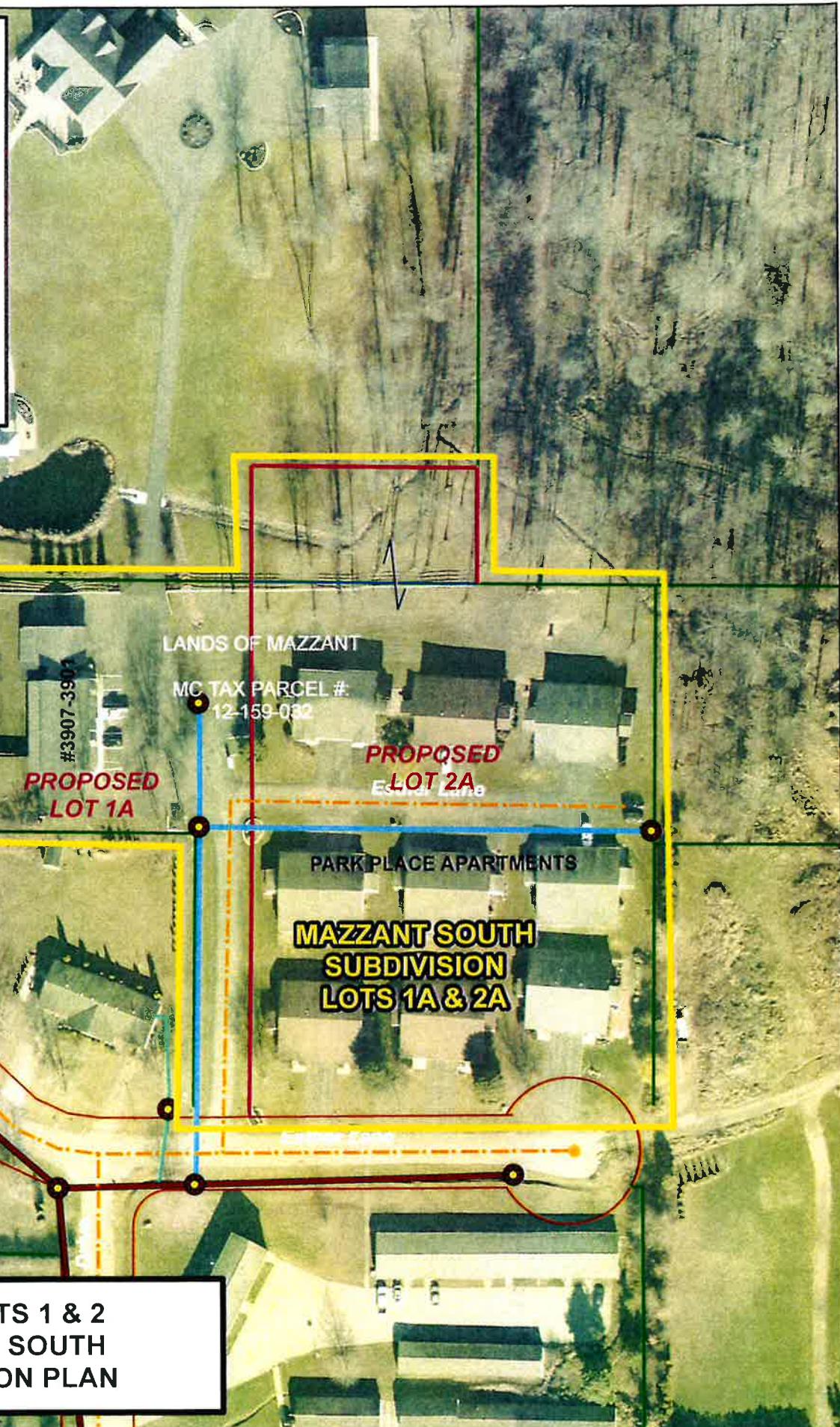
Mercer County Regional Planning Commission took the following action: **Reviewed**

Recommended action to be taken by the Board of Commissioners: **Approve w/ conditions  
Conditions:**



**LEGEND:**

- Tax Parcel Line
- Road R/W
- Lot Line (ex.)
- Centerline
- Stream
- Proposed Subdivision Outline
- Proposed Lot Lines
- Sanitary Sewer

**FINAL LOTS 1 & 2  
MAZZANT SOUTH  
SUBDIVISION PLAN****2024 AERIALS**

NORTH

0 50 100

200 Feet

NOTE: This drawing is provided by the City of Hermitage. Topography & other line information provided for planning purposes only and is not guaranteed for engineering and/ or surveying accuracy.

# **SUBDIVISION REPORT**

---

Plan Name: **Final Consolidation Plan Whispering Pines Holdings Lot 1**

Owner(s) Name: **Whispering Pines Holdings, LLC  
3816 East State Street  
Hermitage PA 16148**

Zoning District: **NC1 - Neighborhood Commercial 1**

Location: **East State Street**

Purpose: **To consolidate tax parcels #12-146-004 & 12-146-005 into one contiguous parcel, removing the existing lot lines.**

---

Hermitage Planning Commission took the following action: **Approve w/ conditions  
on January 12, 2026**

Mercer County Regional Planning Commission took the following action: **Reviewed**

Recommended action to be taken by the Board of Commissioners: **Approve w/ conditions**

Conditions: **Drawing corrections  
Two sets of permanent ink mylars with signatures and seals**





2024 AERIALS

0 25 50 100  
Feet

**NOTE:** This drawing is provided by the City of Hermitage. Topography & other line information provided for planning purposes only and is not guaranteed for engineering and/or surveying accuracy.

# **SUBDIVISION REPORT**

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Plan Name: Final Subdivision Plans Denise Yanak Lots 1 & 2 and Timothy & Lisa Yanak Lot 2

Owner(s) Name: Denise Yanak  
2530 South Keel Ridge Road  
Hermitage PA 16148

Timothy & Lisa Yanak  
2590 South Keel Ridge Road  
Hermitage PA 16148

Zoning District: RR - Rural Residential

Location: South Keel Ridge Road

Purpose: Land swap subdivision of lands of Denise Yanak into Lot 1 with existing house to be retained and Lot 2, 3.748 acres, to be conveyed and added to lands of Timothy & Lisa Yanak. Subdivision of Timothy & Lisa Yanak of Lot 2, 6.160 square feet, to be conveyed and added to lands of Denise Yanak.

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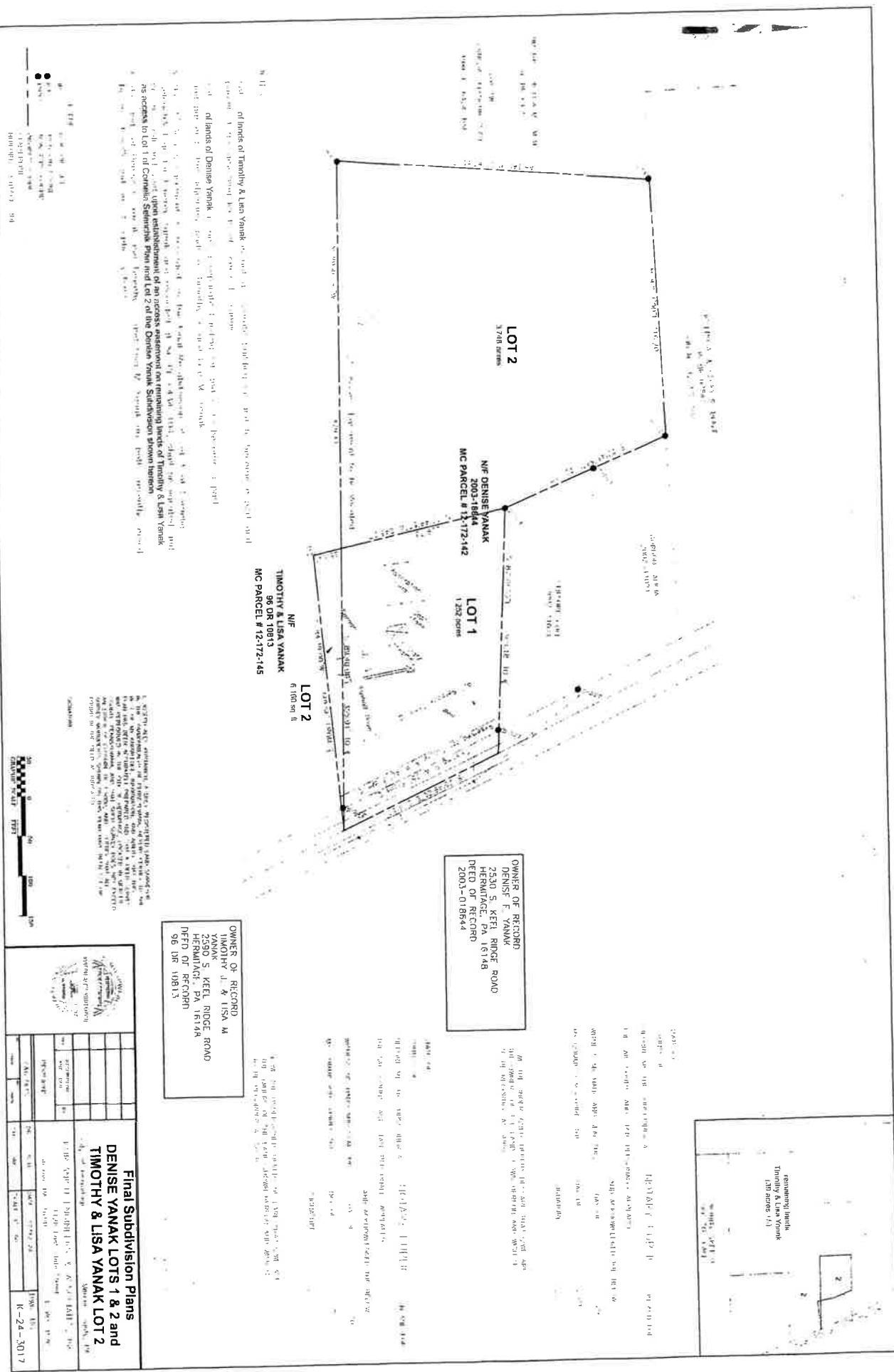
Hermitage Planning Commission took the following action: Approved w/ conditions  
on January 6, 2025

Mercer County Regional Planning Commission took the following action: Reviewed

Recommended action to be taken by the Board of Commissioners: Re-approve w/ conditions

Conditions: Drawing corrections

Two sets of permanent ink mylars with signatures and seals



DENISE YANAK SUBDIVISION  
LOTS 1 & 2

PROPOSED  
LOT 1  
Denise Yanak

YANAK,  
Timothy & Lisa  
MC Parcel #12-172-141  
(Lot 1W Cornelie  
Selenchik Plan)

PROPOSED  
LOT 2  
MC Parcel #12-172-142  
Denise Yanak

YANAK,  
Denise  
#2530

#2590

ex  
Yanak  
Lot 1

TIMOTHY & LISA YANAK SUBDIVISION  
LOT 2

YANAK,  
Timothy & Lisa  
MC Parcel #12-172-145

YANAK,  
Timothy & Lisa  
MC Parcel #12-172-207

LEGEND:

- - Tax Parcel Line
- - Road R/W
- - Lot Line (ex.)
- - Centerline
- - Stream
- - Proposed Subdivision Outline
- - Proposed Lot Lines

FINAL SUBDIVISION PLAN  
DENISE YANAK LOTS 1 & 2 and  
TIMOTHY & LISA YANAK LOT 2



2024 AERIALS

Feet

0 150 300 600

NOTE: This drawing is provided by the City of Hermitage. Topography & other line information provided for planning purposes only and is not guaranteed for engineering and/or surveying accuracy.

# **SUBDIVISION REPORT**

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Plan Name: **Final Subdivision Plan Timothy & Lisa Yanak Lot 3**

Owner(s) Name: **Timothy J. & Lisa M. Yanak  
2590 South Keel Ridge Road  
Hermitage PA 16148**

Zoning District: **RR - Rural Residential**

Location: **South Keel Ridge Road**

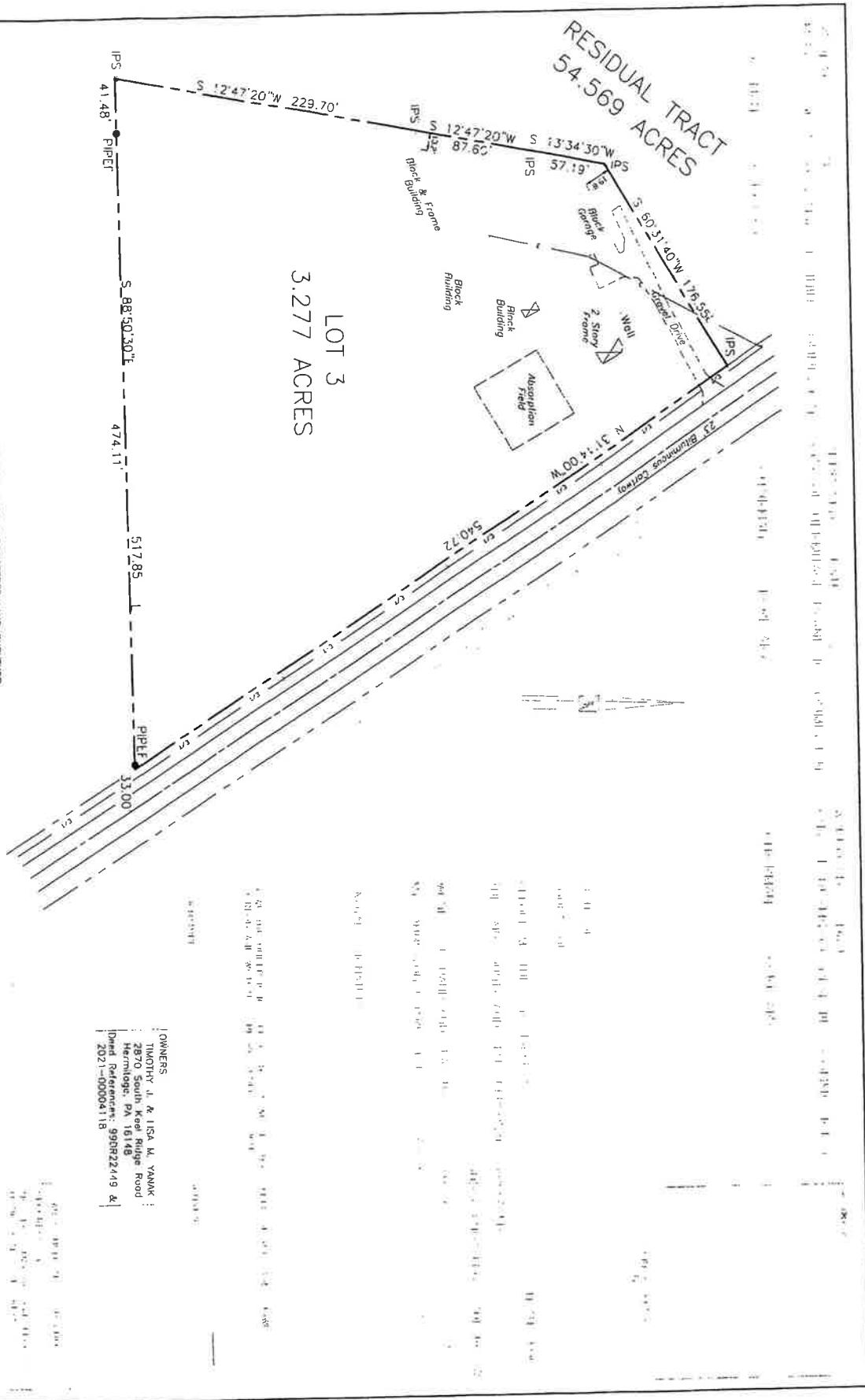
Purpose: **Subdivide existing house and out-buildings onto a 3.277 acre parcel. Remaining lands consisting of 54.569 acres are vacant and declared a non-building lot for agricultural purposes. Approval includes approval of DEP Request for Planning Waiver & Non-Building Declaration.**

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Hermitage Planning Commission took the following action: **Approved w/ conditions  
on January 6, 2025**

Mercer County Regional Planning Commission took the following action: **Reviewed  
Recommended action to be taken by the Board of Commissioners: Re-approve w/ conditions**

Conditions: **Drawing corrections  
Two sets of permanent ink mylars with signatures and seals**



OWNER: TIMOTHY J. & LISA M. YANAK  
2870 South Keel Ridge Road  
Hermilio, PA 16148  
Dated Reference#: 990DR22149 &  
2021-0000418

IN THE COMMONWEALTH OF PENNSYLVANIA HEREBY CERTIFY TO  
JOSEPH ALIX KURTANGI, A MY REGISTRATION AND SURVEY  
TO THE BEAST OF MY KNOWLEDGE, INFORMATION AND ABILITY THAT  
THIS PLAN HAS BEEN ACCURATELY PREPARED AND THAT A FIELD  
SURVEY WAS PERFORMED IN THE CITY OF HERMITAGE, LOCATED IN  
MURRAY COUNTY, PENNSYLVANIA, AND THAT SUCH SURVEY DOES  
NOT EXCEED AN ERROR OF CLOSURE OF 1' 500, AND I CERTIFY  
THAT ALL SURVEY MONUMENTS SHOWN ON THIS PLAN HAVE BEEN  
SET OR FOUND IN THE FIELD AS INDICATED.

SIGNATURE: \_\_\_\_\_

LEGEND

50 0 50 100 150  
GRAPHIC SCALP PATTERN

			
<b>JOSEPH ALEX KURTANICH</b>			
<b>TIMOTHY &amp; LISA YANAK SUBMISSION</b>			
2870 South Keel Ridge Road City of Hermitage Mercer County, PA			
KURTANICH ENGINEERS & ASSOCIATES, Inc.			
1126 East State Street Sharon, PA 16146 724-981-4570			
Dwg. No. <b>K-24-3018</b>			
NO. AKD DATE	DESCRIPTION BY	REVISIONS	C&G FILES
			DR. RCH
			DATE: December 12, 2021
			SCALF. 1" 50'
YANAKI	YANAKI	CH.	JAK

YANAK  
Timothy & Lisa  
MC Parcel #12-172-145

**TIMOTHY & LISA YANAK SUBDIVISION  
LOT 3**

YANAK, Timothy & Lisa MC Parcel #12-172-207

**PROPOSED  
LOT 3**

**CITY OF HERMITAGE  
SHENANGO TOWNSHIP**

**LEGEND:**

- Tax Parcel Line
- Road R/W
- Lot Line (ex.)
- Centerline
- Stream
- Proposed Subdivision Outline
- Proposed Lot Lines

**FINAL SUBDIVISION PLAN  
TIMOTHY & LISA YANAK  
LOT 3**

**NOTE:** This drawing is provided by the City of Hermitage. Topography & other line information provided for planning purposes only and is not guaranteed for engineering and/or surveying accuracy.

2024 AERIALS



0 150 300

600 Feet

# LAND DEVELOPMENT PLAN

## REPORT

---

Plan Name: Hickory Fields Development - Lot 5 - Sit Down Restaurant - Major Land Development Plan

Owner(s) Name: Butterfli Holdings LLC  
30100 Chagrin Boulevard, Suite 301  
Pepper OH 44124

Zoning District: CC - City Center

Location: North Hermitage Road

Purpose: The purpose of the plan is to construct a new sit down restaurant.

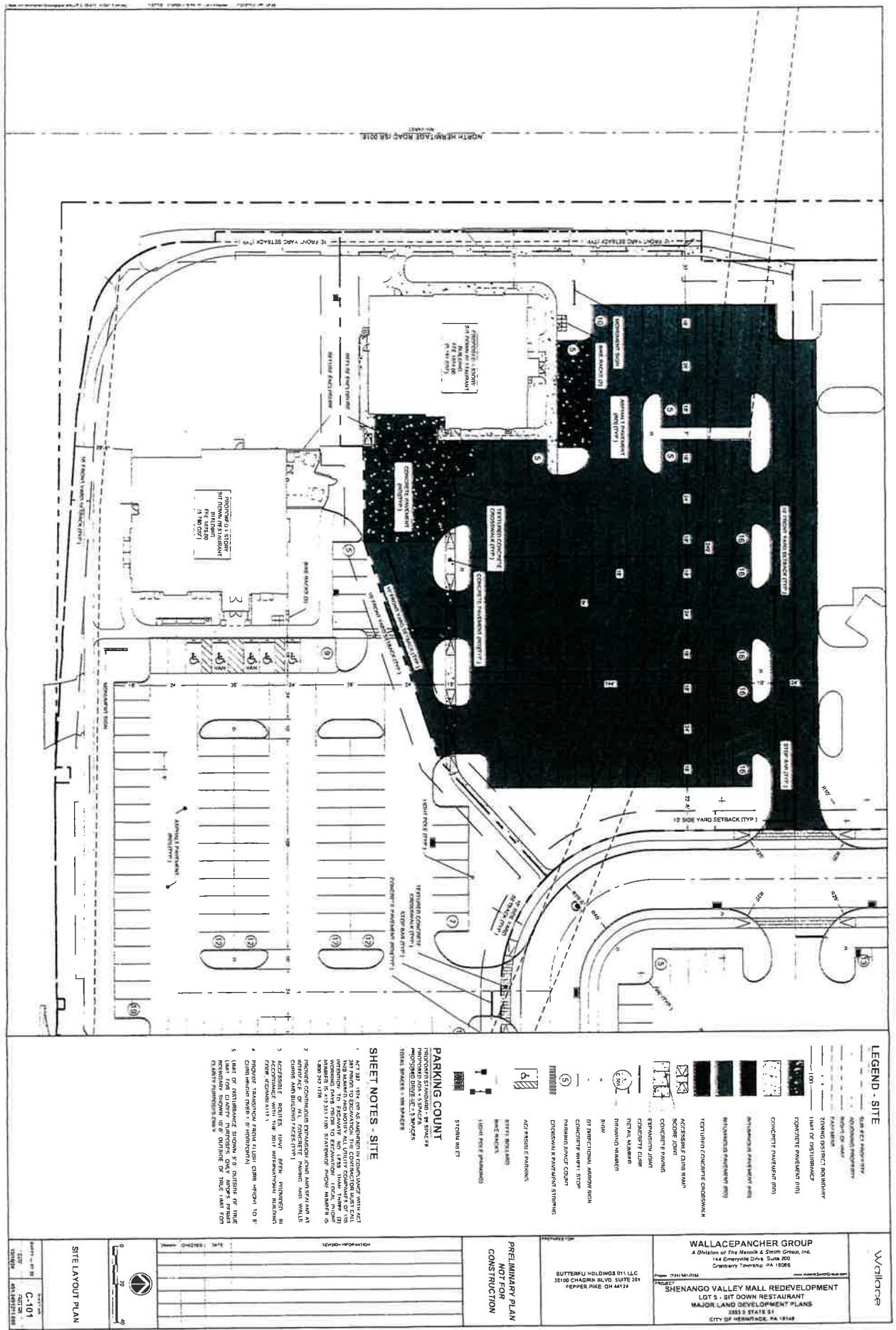
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Hermitage Planning Commission took the following action: Approved w/ conditions  
on January 13, 2025

Mercer County Regional Planning Commission took the following action: Reviewed

Recommended action to be taken by the Board of Commissioners: Re-approve w/ conditions

Conditions: Drawing corrections  
Two sets of permanent ink mylars with signatures and seals  
Recording of related subdivision  
Approval of Stormwater Management Report by City Engineer  
Approval of PennDOT Highway Occupancy Permit



# **LAND DEVELOPMENT PLAN**

## **REPORT**

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Plan Name: Hickory Fields Development - Lot 6 - Sit Down Restaurant - Major Land Development Plan

Owner(s) Name: Butterfli Holdings LLC  
30100 Chagrin Boulevard, Suite 301  
Pepper OH 44124

Zoning District: CC - City Center

Location: East State Street

Purpose: The purpose of the plan is to construct a new sit down restaurant.

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Hermitage Planning Commission took the following action:

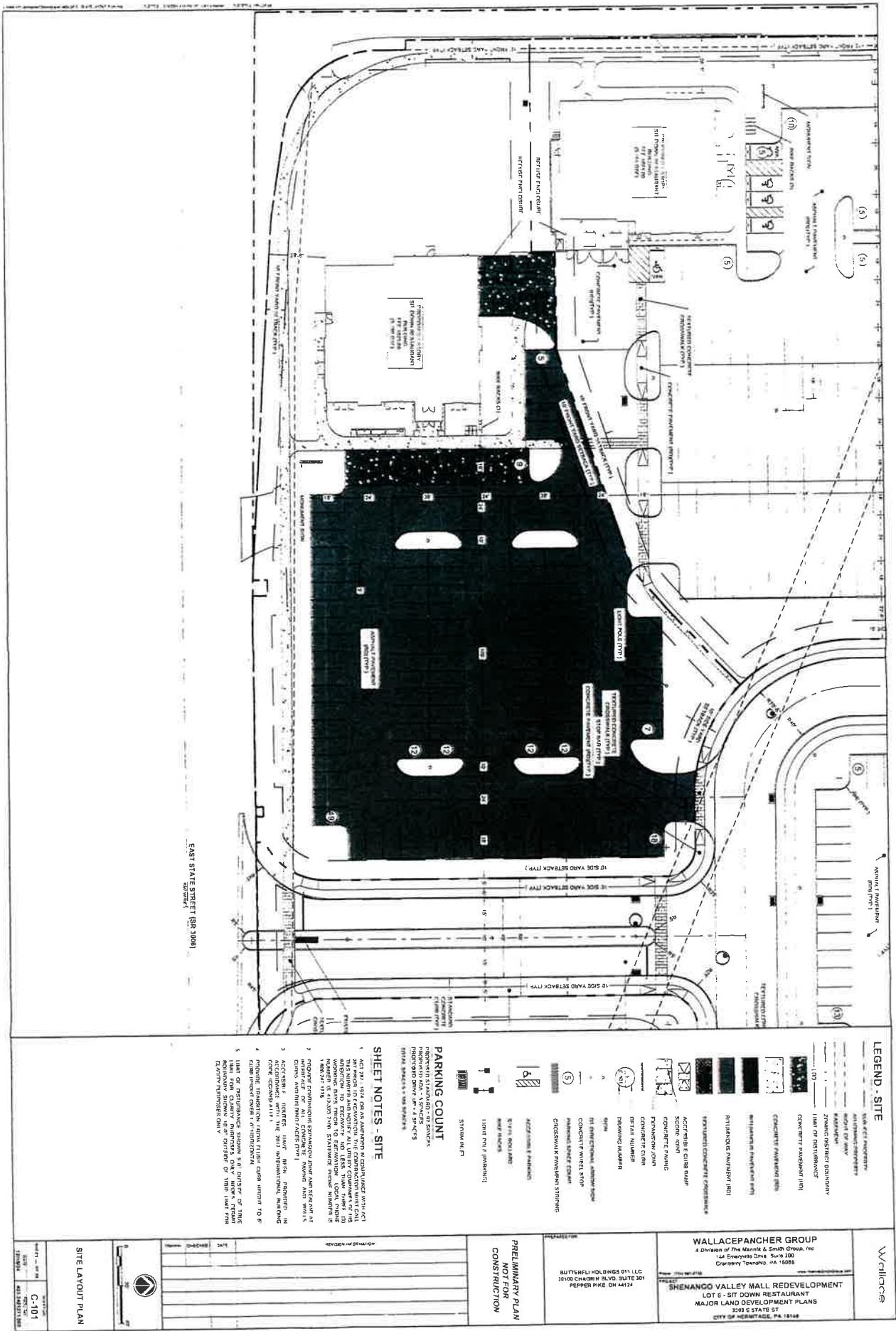
Approved w/ conditions  
on January 13, 2025

Mercer County Regional Planning Commission took the following action: Reviewed

Recommended action to be taken by the Board of Commissioners: Re-approve w/ conditions

Conditions: Drawing corrections

Two sets of permanent ink mylars with signatures and seals  
Approval of Stormwater Management Report by City Engineer  
Approval of PennDOT Highway Occupancy Permit  
Recording of related subdivision



# LAND DEVELOPMENT PLAN

## REPORT

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Plan Name: Hickory Fields Development - Lot 8 - Drive-Thru Restaurant - Major Land Development Plan

Owner(s) Name: Butterfli Holdings LLC  
30100 Chagrin Boulevard, Suite 301  
Pepper OH 44124

Zoning District: CC - City Center

Location: East State Street / Hickory Fields Boulevard

Purpose: The purpose of the plan is to construct a new drive-thru restaurant.

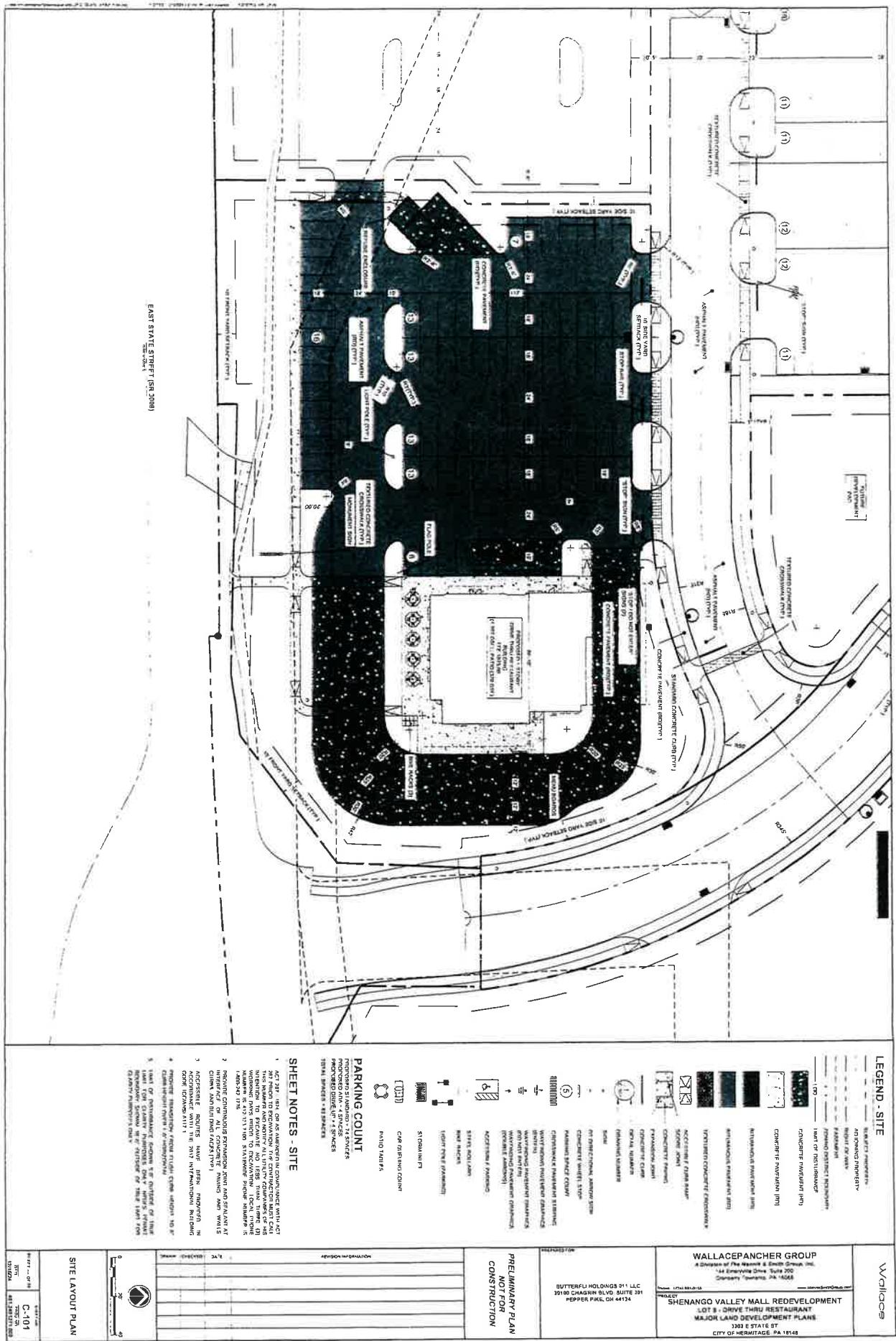
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Hermitage Planning Commission took the following action: Approved w/ conditions  
on January 13, 2025

Mercer County Regional Planning Commission took the following action: Reviewed

Recommended action to be taken by the Board of Commissioners: Re-approve w/ conditions

Conditions: Drawing corrections  
Two sets of permanent ink mylars with signatures and seals  
Recording of related subdivision  
Approval of Stormwater Management Report by City Engineer  
Approval of PennDOT Highway Occupancy Permit



**CITY OF HERMITAGE, MERCER COUNTY, PENNSYLVANIA****RESOLUTION NO. 1 - 2026****A RESOLUTION TO ADOPT THE  
2026 MERCER COUNTY JOINT SEAL COAT BID PROGRAM**

**WHEREAS**, the Board of Commissioners of the City of Hermitage acknowledges the requirements to participate in the 2026 Mercer County Joint Seal Coat Bid Program;

**WHEREAS**, the Board of Commissioners of the City of Hermitage desires to appoint a delegate and alternate delegate to act as the voting authority at the time of the bid opening to represent the City of Hermitage, Mercer County for practical and cost effective means of seal coating City streets and roads;

**NOW, THEREFORE, BE IT RESOLVED** that the 2026 Mercer County Joint Seal Coat Bid Program be adopted to implement cost effective means for seal coating streets and roads within the City.

- Each participating Municipality will be represented by one Delegate. Hermitage City hereby appoints Don Cannon as Delegate and Jeremy Coxe as Alternate Delegate (in the absence of the Delegate) as representative for the City of Hermitage to act as the voting authority at the time of bid opening, and
- The respective officials for the Lead Municipality, Coolspring Township, are given the Authority to either award or reject the bid or bids, based on the votes of the appointed Delegates. The Lead Municipality for the Mercer County Joint Seal Coat Bid Program, Coolspring Township, is hereby directed to implement the recommended activities assigned to them, and
- The City of Hermitage, Mercer County will pay the Lead Municipality, Coolspring Township, its share of the bidding costs.

**ADOPTED AND ENACTED**, this 28th day of January, 2026.

**ATTEST:**

**City of Hermitage  
Board of Commissioners**

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**Gary P. Hinkson  
City Secretary**

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**Duane Piccirilli  
President**



January 20, 2026

Gary Hinkson  
City Manager  
City of Hermitage  
800 Horth Hermitage Road  
Hermitage, PA 16148

Re: Bid Opening and Award – Broadway Avenue at Council Avenue Traffic Signal Replacement Project

Dear Gary:

Bids were opened for the subject project on Friday, January 16, 2026, and Bruce-Merrilees Electric, LLC was the apparent low bidder at \$408,497.60. Following the bid opening, I completed bid tabulations and reviewed all bid packages for completeness with necessary bid requirements. The detailed bid tabulations are attached for your records. Bruce-Merrilees Electric, LLC provided the required submittals in their bid package.

Based on the information presented above, I recommend Bruce-Merrilees Electric, LLC be awarded the contract for the Broadway Avenue at Council Avenue Traffic Signal Replacement Project.

Very truly yours,

Whitman, Requardt and Associates, LLP

Daniel R. Fritz, P.E., PTOE  
Associate

cc:     Jeremy Coxe  
          Mark Longietti

**BID TABULATIONS**  
**BROADWAY AVENUE AT COUNCIL AVENUE TRAFFIC SIGNAL REPLACEMENT PROJECT**  
SR 0718/0780 (Broadway Avenue) at SR 0418/0718 (Council Avenue) and SR 0718 (Broadway Avenue) and SR 3015 (Mercer Avenue/Church Street)  
City of Hemlock  
Mercer County, Pennsylvania

BID OPENING: FRIDAY, JANUARY 16, 2026 at 10:00 AM

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL COST	Engineer's Estimate										
0608-0001	MOBILIZATION	LS	1	\$16,800.00	\$16,800.00	\$16,444.07	\$16,444.07	\$13,984.90	\$13,984.90	\$21,200.00	\$21,200.00	\$12,871.00	\$12,871.00	\$45,000.00	\$45,000.00	
0696-0040	CONSTRUCTION SURVEYING, TYPE C	LS	1	\$4,800.00	\$4,800.00	\$3,680.00	\$3,680.00	\$2,882.09	\$2,882.09	\$5,000.00	\$5,000.00	\$5,924.00	\$5,924.00	\$10,000.00	\$10,000.00	
0901-0001	MAINTENANCE AND PROTECTION OF TRAFFIC DURING CONSTRUCTION	LS	1	\$16,800.00	\$16,800.00	\$27,894.49	\$27,894.49	\$18,223.46	\$18,223.46	\$10,000.00	\$10,000.00	\$82,710.00	\$82,710.00	\$40,000.00	\$40,000.00	
0901-0240	ADDITIONAL TRAFFIC CONTROL SIGNS	SF	200	\$31.00	\$6,200.00	\$9.20	\$1,840.00	\$7.43	\$1,448.00	\$20.00	\$4,000.00	\$4,000.00	\$800.00	\$800.00	\$1,500.00	\$1,500.00
0910-0002	JUNCTION BOXES JB-2	EACH	1	\$2,246.00	\$2,246.00	\$2,407.82	\$2,407.82	\$1,092.12	\$1,092.12	\$3,500.00	\$3,500.00	\$3,240.00	\$3,240.00	\$2,600.00	\$2,600.00	
0910-4116	AWG 8 UNDERGROUND CABLE, COPPER, 1 CONDUCTOR	LF	1,024	\$3.20	\$3,276.80	\$2.47	\$2,529.28	\$2.20	\$2,252.80	\$1.90	\$1,845.80	\$1,845.80	\$3,891.20	\$3,891.20	\$2.50	\$2,560.00
0931-0003	POST MOUNTED SIGNS, TYPE B, STEEL SQUARE POST	SF	64	\$104.00	\$6,661.20	\$40.50	\$2,600.43	\$103.98	\$6,658.84	\$65.00	\$4,163.25	\$4,163.25	\$60.00	\$60.00	\$3,843.00	\$3,843.00
0935-0001	POST MOUNTED SIGNS, TYPE F	SF	13	\$82.00	\$775.00	\$23.57	\$294.63	\$25.48	\$318.26	\$75.00	\$937.50	\$937.50	\$25.00	\$25.00	\$30.00	\$375.00
4838-0010	STRUCTURE MOUNTED FLAT SHEET ALUMINUM SIGNS WITH STIFFENERS AND STRANDED AIRCRAFT CABLE	SF	87	\$82.00	\$7,981.00	\$86.17	\$7,475.25	\$111.39	\$9,083.08	\$75.00	\$6,506.25	\$105.00	\$8,108.75	\$8,108.75	\$80.00	\$6,940.00
0950-0002	UNFORESEEN TRAFFIC SIGNAL EQUIPMENT	DOLLA	10,000	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$10,000.00
0951-0235	TRAFFIC SIGNAL SUPPORT, 35' MAST ARM, POWDER COATED	EACH	1	\$27,534.00	\$27,534.00	\$29,801.28	\$29,801.28	\$31,239.34	\$31,239.34	\$31,800.00	\$31,800.00	\$33,238.00	\$33,238.00	\$26,000.00	\$26,000.00	
0951-2225	TRAFFIC SIGNAL SUPPORT, 25' MAST ARM WITH LUMINAIRE ARM (30' MOUNTING HEIGHT), POWDER COATED	EACH	1	\$26,146.00	\$26,146.00	\$28,746.19	\$28,746.19	\$30,276.73	\$30,276.73	\$28,000.00	\$28,000.00	\$32,148.00	\$32,148.00	\$32,000.00	\$32,000.00	
0951-2235	TRAFFIC SIGNAL SUPPORT, 35' MAST ARM WITH LUMINAIRE ARM (30' MOUNTING HEIGHT), POWDER COATED	EACH	2	\$30,242.00	\$60,484.00	\$32,816.31	\$65,632.62	\$33,758.24	\$67,318.48	\$34,000.00	\$68,000.00	\$35,521.00	\$71,042.00	\$36,000.00	\$72,000.00	
4951-4108	PEDESTRIAN STUB POLE, POWDER COATED, TYPE B OR E	EACH	4	\$2,080.00	\$8,320.00	\$1,683.38	\$6,733.52	\$1,134.08	\$4,638.32	\$1,700.00	\$6,800.00	\$2,771.00	\$11,084.00	\$2,200.00	\$8,800.00	
4952-1040	NEMA TS-2; TYPE 2 CONTROLLER ASSEMBLY, TYPE 1 MOUNTING, INCLUDES GPS ANTENNA AND 16 POSITION CABINET, ECONOLITE COBALT CONTROLLER	EACH	1	\$30,501.00	\$30,501.00	\$28,080.07	\$28,080.07	\$30,439.22	\$30,439.22	\$28,500.00	\$28,500.00	\$35,491.00	\$35,491.00	\$30,000.00	\$30,000.00	
0952-3000	CONTROLLER MODIFICATION, RETIMING	EACH	1	\$350.00	\$350.00	\$728.77	\$728.77	\$744.75	\$744.75	\$900.00	\$900.00	\$718.00	\$718.00	\$1,000.00	\$1,000.00	
0954-0012	2 INCH CONDUIT	LF	59	\$7.00	\$416.20	\$4.26	\$251.34	\$12.98	\$784.84	\$10.00	\$590.00	\$6.20	\$365.00	\$7.00	\$413.00	
0954-0014	4 INCH CONDUIT	LF	265	\$12.00	\$3,180.00	\$9.46	\$2,506.90	\$8.14	\$2,157.10	\$14.00	\$3,710.00	\$14.58	\$3,855.75	\$10.00	\$2,650.00	
0954-0151	TRENCH AND BACKFILL, TYPE I	LF	102	\$13.00	\$1,326.00	\$10.10	\$1,030.20	\$16.88	\$1,721.76	\$19.00	\$1,838.00	\$14.00	\$1,426.00	\$13.00	\$1,326.00	
4954-0152	TRENCH AND BACKFILL, TYPE II WITH FULL SLAB REPLACEMENT	LF	52	\$138.00	\$7,072.00	\$132.91	\$6,811.32	\$78.91	\$3,996.32	\$100.00	\$5,200.00	\$176.00	\$8,256.00	\$100.00	\$5,200.00	
0954-0154	TRENCH AND BACKFILL, TYPE IV	LF	162	\$143.00	\$23,165.00	\$94.75	\$15,349.50	\$106.73	\$17,128.26	\$200.00	\$32,400.00	\$115.00	\$18,630.00	\$200.00	\$32,400.00	
0954-0201	SIGNAL CABLE, 14 AWG, 3 CONDUCTOR	LF	582	\$3.05	\$1,778.10	\$2.20	\$1,260.40	\$4.27	\$2,486.14	\$5.00	\$2,910.00	\$3.00	\$1,748.00	\$3.00	\$1,748.00	
0954-0202	SIGNAL CABLE, 14 AWG, 7 CONDUCTOR	LF	1,702	\$3.00	\$8,127.20	\$2.95	\$5,020.90	\$4.37	\$7,437.74	\$5.50	\$3,381.00	\$3.48	\$8,671.90	\$3.25	\$5,531.50	
0954-0203	SIGNAL CABLE, 14 AWG, 7 CONDUCTOR	LF	753	\$4.70	\$3,539.10	\$3.82	\$2,870.45	\$6.18	\$3,900.54	\$6.00	\$4,518.00	\$4.00	\$3,463.80	\$4.00	\$3,012.00	
0954-0304	JUNCTION BOX, JB-27 GALVANIZED STEEL	EACH	3	\$1,410.00	\$4,257.00	\$1,280.29	\$3,840.87	\$1,567.82	\$4,703.48	\$2,800.00	\$8,400.00	\$2,488.00	\$7,404.00	\$1,500.00	\$4,500.00	
4954-0402	ELECTRICAL SERVICE, TYPE B WITH SEPARATE LUMINAIRE BREAKER	EACH	1	\$4,372.00	\$4,372.00	\$4,502.46	\$4,502.46	\$4,239.91	\$4,239.91	\$4,500.00	\$4,500.00	\$4,187.00	\$4,187.00	\$4,500.00	\$4,500.00	
0954-0600	UNINTERRUPTIBLE POWER SUPPLY (UPS)	EACH	1	\$7,945.00	\$7,945.00	\$8,792.30	\$8,792.30	\$7,773.90	\$7,773.90	\$9,400.00	\$9,400.00	\$10,545.00	\$10,545.00	\$10,000.00	\$10,000.00	
0955-2082	VEHICULAR SIGNAL HEAD, ONE 8" SECTION	EACH	4	\$736.00	\$2,944.00	\$745.16	\$2,980.84	\$796.98	\$3,157.92	\$750.00	\$3,000.00	\$912.00	\$3,648.00	\$700.00	\$2,800.00	
0955-3208	VEHICULAR SIGNAL HEAD, THREE 12" SECTIONS	EACH	10	\$1,046.00	\$10,480.00	\$1,162.93	\$11,629.30	\$1,192.12	\$11,821.20	\$1,080.00	\$10,900.00	\$1,108.00	\$11,090.00	\$1,200.00	\$12,000.00	
0955-3209	VEHICULAR SIGNAL HEAD, FOUR 12" SECTIONS	EACH	4	\$1,385.00	\$5,540.00	\$1,419.84	\$5,878.58	\$1,405.37	\$5,861.48	\$1,680.00	\$6,720.00	\$1,406.00	\$6,624.00	\$1,400.00	\$5,600.00	
0955-3722	LED COUNTDOWN PEDESTRIAN SIGNAL HEAD, TYPE A	EACH	4	\$723.00	\$2,892.00	\$681.99	\$2,727.98	\$1,068.55	\$4,394.20	\$740.00	\$2,980.00	\$802.12	\$3,208.44	\$700.00	\$2,600.00	
4956-0771	RADAR DETECTION SYSTEM, WAVETRONIX MATRIX	EACH	1	\$36,361.00	\$39,361.00	\$38,561.46	\$38,561.46	\$37,864.87	\$37,864.87	\$44,000.00	\$44,000.00	\$35,035.00	\$35,035.00	\$35,000.00	\$35,000.00	
4956-0790	ACCESSIBLE PEDESTRIAN SIGNALS, POLARA	EACH	4	\$1,786.00	\$7,144.00	\$2,533.31	\$10,133.24	\$2,178.83	\$8,715.32	\$3,200.00	\$12,800.00	\$3,435.00	\$14,540.00	\$1,300.00	\$5,200.00	
4956-0834	ACOUSTIC PREEMPTION SYSTEM (4 APPROACHES), SONEM	EACH	1	\$11,998.00	\$11,998.00	\$13,674.04	\$13,674.04	\$12,985.01	\$12,985.01	\$11,990.00	\$11,990.00	\$11,076.00	\$11,076.00	\$12,000.00	\$12,000.00	
0863-0001	PAVEMENT MARKING REMOVAL	SF	58	\$12.00	\$698.00	\$10.10	\$585.60	\$10.81	\$616.38	\$14.00	\$812.00	\$10.00	\$580.00	\$5.00	\$290.00	
0963-0010	PAVEMENT MARKING REMOVAL (LEGENDS AND SYMBOLS)	EACH	9	\$150.00	\$1,350.00	\$202.00	\$1,818.00	\$212.17	\$1,009.53	\$180.00	\$1,620.00	\$200.00	\$1,800.00	\$125.00	\$1,125.00	
4964-0021	24" WHITE EPOXY PAVEMENT MARKINGS, RECESSED	LF	203	\$50.00	\$10,150.00	\$50.50	\$10,251.50	\$53.04	\$10,787.12	\$58.00	\$11,774.00	\$50.00	\$10,150.00	\$50.00	\$10,150.00	
4964-0224	WHITE EPOXY LEGEND, "LEFT ARROW", 12" x 0" x 3"	EACH	9	\$500.00	\$4,500.00	\$1,212.00	\$10,908.00	\$1,273.00	\$11,467.00	\$600.00	\$5,400.00	\$1,200.00	\$10,800.00	\$1,200.00	\$10,800.00	
4964-0255	WHITE EPOXY LEGEND, "YIELD LINE", 12" x 10", TRIANGLE, (MIN 6 TRIANGLES PER LINE), RECESSED	LF	21	\$100.00	\$2,100.00	\$75.75	\$1,590.75	\$79.58	\$1,670.78	\$115.00	\$2,415.00	\$76.00	\$1,675.00	\$65.00	\$1,385.00	
9000-0001	150 WATT LED LUMINAIRE, PENDANT MOUNT	EACH	3	\$3,247.00	\$9,741.00	\$2,916.04	\$8,748.12	\$2,845.75	\$8,640.28	\$3,800.00	\$11,700.00	\$3,058.00	\$9,185.00	\$2,500.00	\$7,500.00	
9000-0250	LOCATE EXISTING UNDERGROUND FACILITIES	DOLLA	5,000	\$1.00	\$5,000.00	\$1.00	\$5,000.00	\$1.00	\$5,000.00	\$1.00	\$5,000.00	\$1.00	\$5,000.00	\$1.00	\$5,000.00	
				GRAND TOTAL	\$408,497.60		\$411,538.43		\$413,108.12		\$445,270.80		\$482,482.68		\$475,628.50	

## Appendix II – Authorized Official Resolution

Be it RESOLVED, that the CITY OF HERMITAGE (Name of Applicant) of MERCER COUNTY (Name of County) hereby requests a Multimodal Transportation Fund grant of \$ 1,141,980 from the Pennsylvania Department of Transportation to be used for Hermitage Industrial Area Multimodal Transportation Project.

DUANE PICCIRILLI

Be it FURTHER RESOLVED, that the Applicant does hereby designate BOARD PRESIDENT (Name and Title) and GARY HINKSON, CITY MANAGER (Name and Title) as the official(s) to execute all documents and agreements between the CITY OF HERMITAGE (Name of Applicant) and the Pennsylvania Department of Transportation to facilitate and assist in obtaining the requested grant.

I, GARY HINKSON, duly qualified Secretary of the CITY OF HERMITAGE (Name of Applicant), MERCER COUNTY (Name of County), PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the BOARD OF COMMISSIONERS (Governing Body) at a regular meeting held JANUARY 28, 2026 (Date) and said Resolution has been recorded in the Minutes of the CITY OF HERMITAGE (Applicant) and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the CITY OF HERMITAGE (Applicant),

this 28<sup>TH</sup> day of JANUARY 26.

CITY OF HERMITAGE

Name of Applicant

MERCER

County

GARY HINKSON

Secretary

CITY OF HERMITAGE

BOARD OF COMMISSIONERS

\_\_\_\_\_  
Duane Piccirilli, President

\_\_\_\_\_  
Gary P. Hinkson, City Secretary

# CITY OF HERMITAGE

## AUTHORITIES, BOARDS AND COMMISSIONS

**Meetings Held in Municipal Building unless otherwise indicated.**

### **HERMITAGE BOARD OF APPEALS – 5 Yr. Term – meetings as needed**

<b>MEMBER</b>	<b>Term Expires</b>	<b>New Term Expires</b>
Dan Wallace	01/31/26	01/31/31
Rob Schafer	01/31/26	01/31/31
<b>Vacancy</b>	01/31/26	01/31/31

### **HERMITAGE BOARD OF HEALTH – 5 Yr. Term – meetings as needed**

<b>MEMBER</b>	<b>Term Expires</b>	<b>New Term Expires</b>
Stacey Cannon	05/08/26	05/08/31

### **HERMITAGE CIVIL SERVICE COMMISSION – 6 Yr. Term – meetings as needed**

<b>MEMBER</b>	<b>Term Expires</b>	<b>New Term Expires</b>
<b>Vacancy</b>	01/31/26	01/31/32
James Epstein – (2 Yr. Term as Counsel)	01/31/26	01/31/28

### **COMMUNITY LIBRARY OF THE SHENANGO VALLEY – 3 Yr. Term – 4<sup>th</sup> Tuesday of each month – 6:30 p.m. (Library)**

<b>MEMBER</b>	<b>Term Expires</b>	<b>New Term Expires</b>
Patricia Lewis	01/31/28	
Thad Hall	01/31/26	01/31/29
Cameron S. Linton, Commissioner Rep. - (AD-HOC) (1 yr. term)	01/31/26	01/31/27

### **HERMITAGE COMMUNITY & ECONOMIC DEVELOPMENT COMMISSION – 3 Yr. Term**

<b>MEMBER</b>	<b>Term Expires</b>	<b>New Term Expires</b>
Eric Brown	01/31/26	01/31/29
Anthony “Tony” Pagliaroli	01/31/26	01/31/29
William J. Moder, III, Commissioner Rep. (AD-HOC)	01/31/26	01/31/27

### **LINDENPOINTE DEVELOPMENT CORPORATION - 4 Yr. Term – meetings as needed (place to be announced)**

<b>MEMBER</b>	<b>Term Expires</b>	<b>New Term Expires</b>
Sarah Palmer	01/31/26	01/31/30
Richard W. Epstein	01/31/26	01/31/30

**HUMAN RELATIONS COMMISSION - 5 Yr. Term – Third Tuesday of each month, 4:30 p.m. (Hermitage Municipal Building)**

<b>MEMBER</b>	<b>Term Expires</b>	<b>New Term Expires</b>
Holly Nogay	01/31/26	01/31/31

**HERMITAGE MUNICIPAL AUTHORITY (SEWER) – 5 Yr. Term - 1<sup>st</sup> Wednesday of each month, 7:30 a.m. (WPC Plant - Administration Building)**

<b>MEMBER</b>	<b>Term Expires</b>	<b>New Term Expires</b>
Fred Heiges	01/31/26	01/31/31
<b>Vacancy, Alternate</b>		01/31/30

**HERMITAGE PARKS & RECREATION BOARD – 5 Yr. Term – meetings as needed**

<b>MEMBER</b>	<b>Term Expires</b>	<b>New Term Expires</b>
John C. Morocco, Commissioner Rep. (AD-HOC)	01/31/26	01/31/27
Kelly Kepner	01/31/26	01/31/31
Louis E. Squatrito, Jr. (Ad Hoc – Alternate)	01/31/26	01/31/27

**HERMITAGE PLANNING COMMISSION – 3 Yr. Term, 1<sup>st</sup> Monday of each month, 8:30 a.m.**

<b>MEMBER</b>	<b>Term Expires</b>	<b>New Term Expires</b>
Matthew C. Liburdi	01/31/26	01/31/29
Kara Wasser	01/31/26	01/31/29
Bonnie Benton	01/31/26	01/31/29

**HERMITAGE POLICE PENSION FUND COMMITTEE – 4 Yr. Term – meetings as needed**

<b>MEMBER</b>	<b>Term Expires</b>	<b>New Term Expires</b>
Joel Ristvey**	01/31/26	01/31/30
William Dungee	01/31/26	01/31/30
Phil Sciaretta **	01/31/26	01/31/30
Duane Piccirilli *	01/31/26	01/31/27

\*Must be a Member of the Hermitage Board of Commissioners

\*\* Appointed by Hermitage FOP Lodge # 82

**SHENANGO VALLEY ENTERPRISE ZONE CORPORATION – 4 Yr. Term – 3<sup>rd</sup> Wednesday of each month 8:30 a.m.**

<b>MEMBER</b>	<b>Term Expires</b>	<b>New Term Expires</b>
<b>Vacancy</b>		06/30/29
William J. Moder, III	01/31/26	01/31/27

**HERMITAGE ZONING HEARING BOARD – 3 Yr. Term – 1<sup>st</sup> Wednesday of each month, 5:00 p.m.**

<b>MEMBER</b>	<b>Term Expires</b>	<b>New Term Expires</b>
Marcia Hirschmann	01/31/26	01/31/29
Roger Shaffer – (2 Yr. Term as Counsel)	01/31/26	01/31/28

**MERCER COUNTY COMPLETE COUNT COMMITTEE – 1 Yr. Term**

<b>MEMBER</b>	<b>Term Expires</b>	<b>New Term Expires</b>
Cameron S. Linton	01/31/26	01/31/27

**MERCER COUNTY REGIONAL COUNCIL OF GOVERNMENTS – 1 Yr. Term - 3<sup>rd</sup> Wednesday of each month, 7:30 p.m. at MCRCOG Office**

<b>MEMBER</b>	<b>Term Expires</b>	<b>New Term Expires</b>
Louis E. Squatrito – Delegate	01/31/26	01/31/27
John C. Morocco – Alternate	01/31/26	01/31/27

**MERCER COUNTY TAX COLLECTION COMMITTEE – 1 Yr. Term - Quarterly, 7:00 p.m., MCRCOG Office**

<b>MEMBER</b>	<b>Term Expires</b>	<b>New Term Expires</b>
Vikki Gruitzka, Primary	01/31/26	01/31/27
Sarah Kephart, 1 <sup>st</sup> Alternate	01/31/26	01/31/27
Gary M. Gulla, 2 <sup>nd</sup> Alternate	01/31/26	01/31/27

**SHENANGO VALLEY ANIMAL SHELTER, INC. - 2 Yr. Term – As needed**

<b>MEMBER</b>	<b>Term Expires</b>	<b>New Term Expires</b>
John Morocco	01/31/26	01/31/27
Louis E. Squatrito, Jr., Alternate	01/31/26	01/31/27

**SHENANGO VALLEY MPO COORDINATING COMMITTEE – 1 Yr. Term**

<b>MEMBER</b>	<b>Term Expires</b>	<b>New Term Expires</b>
Jeremy Coxe, Voting Member	01/31/26	01/31/27
Gary Hinkson, Alternate Voting Member	01/31/26	01/31/27

**SHENANGO VALLEY MPO TECHNICAL COMMITTEE – 1 Yr. Term**

<b>MEMBER</b>	<b>Term Expires</b>	<b>New Term Expires</b>
Jeremy Coxe – Voting Rep.	01/31/26	01/31/27

# **City of Hermitage**

## **Confined Space Entry Guideline**



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## 1. Purpose

The purpose of this guideline is to establish procedures for City of Hermitage employees for entry into and activities within confined spaces and to protect and ensure the health and safety of the City of Hermitage employees who are assigned to serve as attendants or rescue personnel that are dispatched to areas defined as confined spaces.

These guidelines cover the activities of the City of Hermitage employees operating in confined spaces as defined in this policy. While certain provisions of this policy may reference OSHA regulations, provisions and standards, OSHA requirements do not apply to municipalities and nothing in this policy shall subject the City of Hermitage to OSHA requirements, regulations, laws or policies.

These guidelines are included in the City of Hermitage's Employee Safety Manual and should be available to all employees.

## 2. Training

The City of Hermitage will provide training for appropriate personnel:

- When hired
- Annually after being hired
- Before they are assigned Permit Confined Space duties
- When there is a known change in a space that creates hazards for which they have not been trained.
- 1. **Awareness level: all employees working in and around a confined space.**  
Employees should be able to recognize what a confined space is.
- 2. **Initial Training for entry: employees that will be doing the work / supervisors**
- 3. **Rescue: employees that are doing the work / supervisors**  
\*No employee shall take part in a confined space operation if they have not received training.

## 3. Leadership and Accountability

The Department's Safety Leadership Representative will be responsible for evaluating the policy's effectiveness. **The Chairman shall annually conduct a meeting of appropriate personal to review the policy no later than February 1 of each year.** An immediate review will be conducted if there is a reason to believe that the program does not adequately protect our employees. Corrective measures will be documented by revising the program. If no permit space entry operations are conducted during the year, no review is needed.

Department supervisors will be responsible for selecting the appropriate personal protective equipment (PPE) and general entry equipment.

Employees are accountable to know and follow this policy. Employees are also accountable for the proper care, maintenance, and correct use of equipment provided for the job according to their training.

Employees should refer questions or comments about this policy to their appropriate supervisor and/or department head.

## 4. Definitions

**Action Limits (AL):** a predetermined value that triggers formal action if exceeded.

**Attendant:** trained individual stationed outside the permit required confined space, which monitors the entrant(s) and the area

**Confined space:** a space that meets all of the following:

- Is large enough and so configured that an employee can bodily enter and perform assigned work
- Has limited or restricted means for entry or exit (for example, tanks, vessels, sewer systems, storage bins, vaults, and pits are spaces that may have limited means of entry)
- Is not designed for continuous employee occupancy

**Entry:** the action by which an employee passes through an opening into a permit-required confined space with the intent to enter the space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

**Entry permit (permit):** the written or printed document that is provided by the city to allow and control entry into a permit space

**Entry supervisor:** the person (such as the supervisor or manager) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry

**IDLH:** Any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.

**Lower Flammability Limit (LFL):** the lowest concentration (percentage) of gas or a vapor in air capable of producing a flash of fire in the presence of an ignition source

**Non-Permit confined space (non-permit space):** a confined space that **does not contain or with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.**

**Permit-required confined space (permit space):** a confined space that has one or more potential hazards:

- Contains or has potential to contain a hazardous atmosphere (Oxygen level below 19.5%)
- Contains a material that has the potential for engulfing an entrant

- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section
- Contains any other recognized serious safety or health hazard (for example fire/explosion, electrical or mechanical hazards, chemical exposure or dismemberment)

**Permit system:** the City's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry

**Rescue service:** the City of Hermitage Volunteer Fire Department

**Safety Data Sheets (SDS):** a standardized document that provides crucial information on the hazards of working with a chemical and procedures that should be used to ensure safety.

**Time Weighted Average (TWA):** a method for calculating the average exposure of a worker to hazardous substances over a period of time.

## 5. Confined Space Entry Roles & Responsibilities

### a. The Attendant(s) Role & Responsibility:

- Being stationed outside the permit-required confined space.
- Knowing of the hazards that could be faced during entry and shall be able to recognize changing conditions that could affect the entrant(s).
- Monitoring the area outside of the permit space to prohibit unauthorized people from entering the permit-required space.
- Maintaining continuous communication (visual, voice, radio) with the entrant(s).
- Giving assistance in handling tools, equipment, and messages when it does not interfere with the above items and does not require the Attendant to enter the confined space.

### b. The Entrant(s) Role & Responsibility:

- Knowing the hazards that may be faced during entry, including the signs or symptoms and consequences of exposure.
- Performing the work in the confined space and properly using equipment for safe entry and operations.
- Communicating with the attendant(s) to enable the attendant to monitor his/her status.

### c. The Entry Supervisor Role & Responsibility:

- Determining the hazards and potential exposures of the confined space and those created by work to be done in the space and using the Confined Space Entry Permit (attached to this policy).
- Assesses if those hazards create a Permit Confined Space or a Non-Permit Confined Space.
- Determines if the identified hazards that create the Permit Confined Space can be eliminated without employee entry into the space or works to eliminate or properly control the hazard(s).

- Identifying all equipment, including personal protective equipment (PPE) needed for the work to be performed in the Permit Confined Space.
- Arranging for qualified and an adequate number of entrants and attendants for the work to be performed in the Permit Confined Space.
- Reviewing and enforcing any other required safety permits or policy procedures.
- Have operational control of work being completed in the Permit Confined Space and have the authority to stop any and all operations if deemed necessary.

## 6. Preparation of the Permit Required Confined Space Must Include:

- a. **Isolation of the space** (drain, clean, and purge as appropriate). Use Lockout/Tagout Safeguards.
  - Isolate all forms of kinetic and potential (stored) energy in the confined space (i.e., electrical, hydraulic, mechanical, thermal, and pneumatic).
  - Isolate all lines carrying fuels, liquids, or gases.
  - Barricade and post the entrances as “Danger Confined Space Do Not Enter”.
- b. **Personal Protective Equipment (PPE):** determine the needed PPE and other equipment.
  - Make sure all equipment is in good working order prior to use and that all employees are trained (certified) to use the equipment.
  - Make available necessary PPE, including but not limited to hard hats, safety glasses, gloves, respirators, gas meters, exhaust fans, harness, and tripods.
- c. **Electrical Equipment:** must meet the electrical classification of the area
  - Assure all electrical equipment is grounded.
  - Use Lockout/Tagout strategy.
- d. **Atmospheric Tests:**
  - Entry will only be allowed if atmospheric testing has been completed, and the atmosphere(s) proves safe. Atmosphere(s) are considered Immediately Dangerous to Life and Health (IDLH) until proven otherwise.
  - Testing must be done of all areas of the Permit-Required Confined Space Testing must include all locations, sections, and sub-spaces of the Permit Confined Space
  - Adequate oxygen levels must be in the range of 19.5%-23.5%.
  - The atmosphere must have a Lower Flammable Limit (LFL) of less than 10% and safe from toxic contaminants (per OSHA established exposure limits).
  - If entry conditions are not in accordance with atmospheric requirements, correct the conditions and retest.
  - If entry conditions are acceptable, determine the means for continuous monitoring and communication of conditions.

**e. Ventilation:**

- Required for all Permit-Required Confined Spaces.
- If motorized equipment is used, make sure exhaust never enters the space. Air used for ventilation shall be from a clean source and must not increase the hazards in the space.
- Never place ventilation gear/ducting such that it creates an impairment to access/egress of the space.

**f. Rescue Methods**

- The Hermitage Volunteer Fire Department serves as the primary rescue organization for the City of Hermitage's confined space entry program.
- If a rescue is needed, the attendant should call 911 and provide the exact location of the confined space entry. If the attendant does not have a cell phone, the radio should be used to contact dispatch and alert them of the emergency so that they can contact the Hermitage Volunteer Fire Department. Only personnel trained in rescue should engage in rescue activities.

## 7. Hazardous vs. Non- Hazardous Conditions

	<b>Hazardous Atmosphere</b>	<b>Acceptable Entry Atmosphere w/o Respirators</b>
<b>Oxygen</b>	<19.5% or >23.5%	19.5%-23.5%
<b>Air Contaminants, Physical Effects, Airborne Combustible Dust, Explosive Contaminants</b>	Lower Flammability Limit (LFL)	Less than 10% of the limit
<b>Air Contaminants Health Effects</b>	IDHL	Under exposure limits PEL & AL= 8 hours (TWA) Ceiling limits are DO NOT EXCEED Short term average over 15 min
<b>Sewer</b>	Greater than 10ppm H <sub>2</sub> S Greater than 35ppm CO	Less than 10ppm H <sub>2</sub> S TWA Less than 35ppm CO TWA

## 8. Permit Required Confined Space Entry:

- A Confined Space Permit is a document that is required whenever an employee enters a permit required confined space. Before entry into a permit required confined space, a permit shall be completed by an entry supervisor after a review of the worksite and after determining that entry conditions are acceptable.
- When an employee enters a confined space, at least one other employee trained in confined space entry must be present to serve as an attendant. A two-way radio

capable of summoning help in an emergency must be present and operable by the attendant.

- Barricades and other forms of warning must be used whenever a confined space is opened or unguarded in such a way that may be hazardous to others.
- Notify the Hermitage Volunteer Fire Department of Permit Confined Space work being completed.
- No confined space is to be left open or unprotected at any time.
- The entry supervisor will authorize the beginning entry time and the cancellation time for the permit.
- Lockout/tagout procedures completed - if the hazard evaluation determines that lockout or tagout procedures are required to safely perform a task in a permit required space, then lockout/tagout procedures must be completed.
- Hazardous communications - if hazardous substances are present in the confined space during entry, a copy of the applicable Safety Data Sheets (SDS) for the substances must be available at the entry site.
- Completion of work – upon completion of work in the Permit Confined Space the space should be inspected to make sure it is safe and ready to be put back into operation. Then cancel the permit by obtaining the signature of the entry supervisor and recording the date and time on the permit.
- Rescue Services – if needed rescue services would be activated by calling 9-1-1.

## 9. Recordkeeping

- All complete entry permits shall be retained for at least 1 year.
- Training records shall be maintained for each employee.
- Equipment Maintenance & calibration shall be maintained according to the manufacturer's recommendations.

## 10. Outside Contractors

When outside contractors are to be used the City Department will inform the contractors that they must use their Company's Confined Space protocols for the work completed.

## 11. References

- OSHA 29 CFR 1910.146- Permit Required Confined Space
- OSHA CFR 1926 Subpart AA- Confined Space in Construction
- The City of Hermitage Employee Safety Manual

## 12. Identified Confined Spaces and Hazards

Confined Space	Type of Space	Location	Hazards	Permit Required
Biospark	Biogas Fuel Conditioning Tank	Behind Building #1 (T&D)	H <sub>2</sub> S, CH <sub>4</sub> , OD	Yes
Mesophilic Digester 3	Enclosed Tank	Behind Building #1 (T&D)	CH <sub>4</sub> , CO <sub>2</sub> , OD, Falls	Yes
Thermophilic Digester	Enclosed Tank	To the S.E. Side of Building #1 (T&D)	CH <sub>4</sub> , OD, Falls	Yes
Manholes	Utility Vault	Throughout City of Hermitage	H <sub>2</sub> S, OD, Falls	Yes
Hydrolysis Pit	Inground Food Waste Pit	Infront of Building #1 (T&D)	OD, Falls	Yes
Headworks Valve Pits	Inground Valve Pit	To the S.E. Side of Building #10 (Headworks)	H <sub>2</sub> S, OD, Falls	No
Valve Pits	Inground Valve Pit	Behind Building #2 (Milk Barn)	H <sub>2</sub> S, OD, Falls	No
Milk Barn Valve Pit	Inground Pit	Inside of Building #2 (Milk Barn)	OD, Falls	No
Pump Stations	Sanitary Sewer Lift Station Buildings	Throughout the City of Hermitage	H <sub>2</sub> S, OD, Falls	No

\*\*All Confined Spaces are located at 2133 Broadway Road, Hermitage PA 16148, except the manholes and pump stations.

**Hazard Key:** CO<sub>2</sub>= Carbon Dioxide

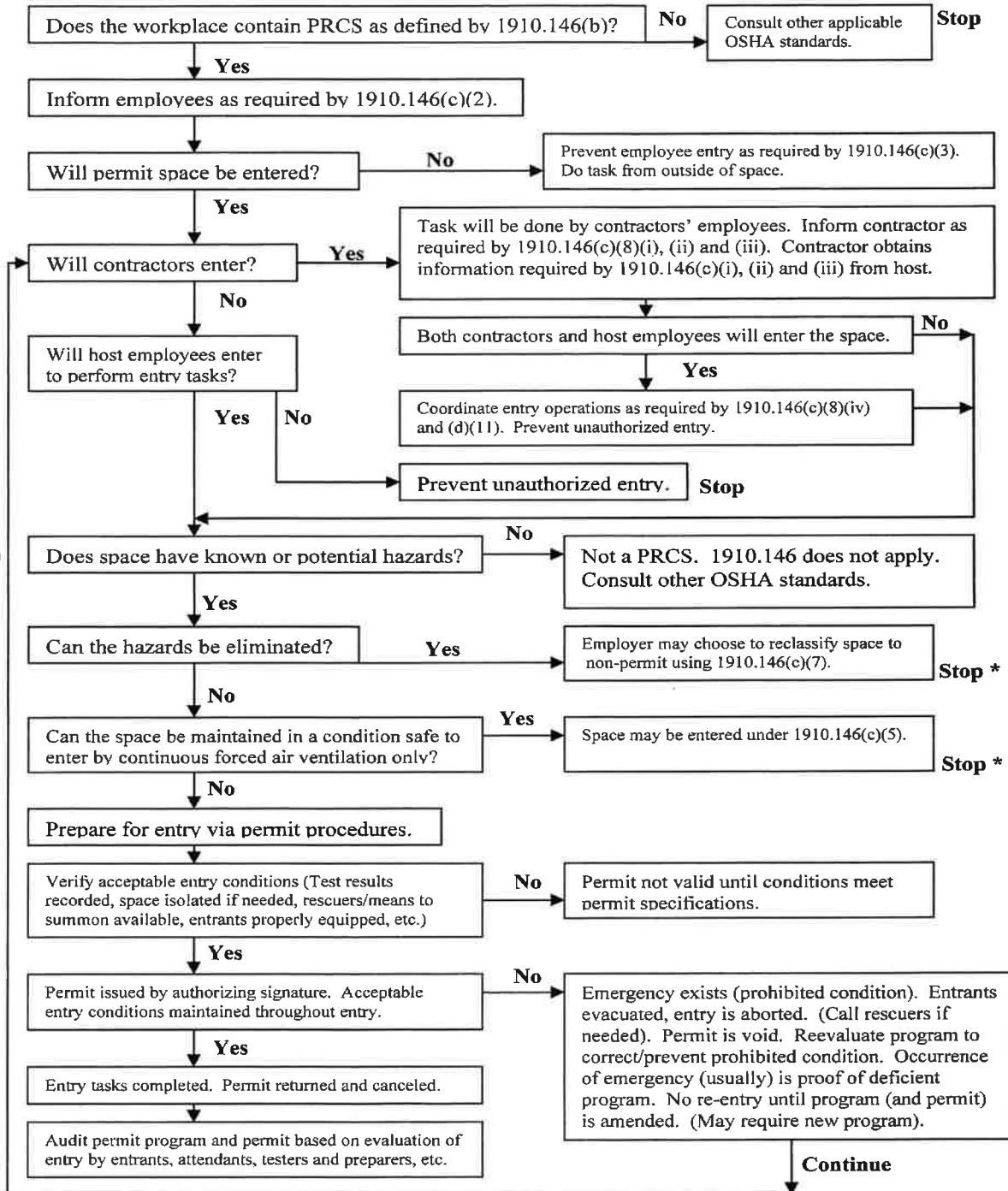
H<sub>2</sub>S = Hydrogen Sulfide

OD = Oxygen Deficiency

CH<sub>4</sub>= Methane

## Attachment A

### **Permit – Required Confined Space Decision Flow Chart**



**\*Spaces may have to be evacuated and re-evaluated if hazards arise during entry.**

## Attachment B

<b>CONFINED SPACE ENTRY PERMIT</b>		NAME OF EMERGENCY CONTACT		TELEPHONE NUMBER	
SPECIFIC LOCATION OF SPACE		DESCRIPTION OF SPACE			
PURPOSE OF ENTRY		ENTRY	DATE	TIME	
		EXIT	DATE	TIME	
NAME OF SUPERVISOR IN CHARGE OF WORK		TELEPHONE NUMBER	NAME OF ENTRANT(S)		
NAME OF ATTENDANT		NAME OF CONFINED SPACE TESTER			WELDING OR "HOT WORK" REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO

### CHECK ALL POTENTIAL HAZARDS

YES	NO	Hazards	YES	NO	Hazards	Other Hazards/Comments
		Flammable			Noise	
		Toxic			Entrapment	
		Irritant			Vibration	
		Corrosive			Electrical Equipment	
		Oxygen Deficient			Mechanical Equipment	
		Oxygen Enriched			Spark-Producing Operations	
		Temperature			Spilled Liquids	
		Chemical Absorption			Engulfment	
		Radiation			Entry and Exit Limitations	

## SPECIAL REQUIREMENTS

YES	NO	ITEM	YES	NO	ITEM
		A. LOCKOUT - DE-ENERGIZE ( <i>Employee retains key</i> )			I. FIRE EXTINGUISHER
		B. SPACE PURGED			J. LIGHTING
		C. VENTILATION			K. EMERGENCY TRIPOD
		D. AREA SECURED			L. PROTECTIVE CLOTHING
		E. BREATHING APPARATUS			M. LINE CAPPED OR BLANKED
		F. RESUSCITATOR/INHALATOR			N. RESPIRATOR
		G. ESCAPE HARNESS			O.
		H. LIFELINE			P.

## OTHER SPECIAL REQUIREMENTS (*List each and status*)

PPE USED/REQUIRED	RESPIRATOR
	<input type="checkbox"/> NEG. PRESS. <input type="checkbox"/> SUPPLIED AIR
	<input type="checkbox"/> PAPR <input type="checkbox"/> SCBA

## COMMUNICATION PROCEDURES DURING

## ADDITIONAL COMMENTS/REMARKS

## ENTRANT SIGNATURE & DATE

## ATTENDANT SIGNATURE & DATE

## SUPERVISOR SIGNATURE & DATE

## **ITEMS FOR DISCUSSION**

1-1	Minutes	12/11/2025	Work Session
1-2	Minutes	12/11/2025	Executive Session
1-3	Minutes	12/18/2025	Work Session
1-4	Minutes	1/5/2026	Executive Session

**MINUTES**  
**CITY OF HERMITAGE – BOARD OF COMMISSIONERS**  
**WORK SESSION MEETING**  
**DECEMBER 11, 2025**

President Duane J. Piccirilli called the meeting to order at 6:01 p.m. in the Hermitage Municipal Building, 800 N. Hermitage Rd., Hermitage, PA.

Members in attendance were:

Duane J. Piccirilli, President  
William J. Moder, III, Vice-President  
Lou Squatrito, Member  
Cameron S. Linton, Member  
John Moroco, Member

Bernie Harry, City Treasurer

Brett Stedman, City Solicitor

Staff members in attendance were:

Gary Hinkson	Adam Piccirillo	Wayne Covert
Gary Gulla	Joel Ristvey	Randy Ketcham
Mark Longietti	Michael Wadlow	Chris Manzo
Jeremy Coxe	Neil Hosick	Steve Cingolani
Rachael Manuel	Vikki Gruitza	Matthew Killa
Don Cannon	Jessica Gotch	Adam Prather
Amy Gargiulo		

Hermitage Municipal Authority: Tom Kuster                    Fred Heiges

There were three (3) members of the public in attendance.

**PUBLIC COMMENTS**

Mr. Piccirilli opened the public comments. There being no comments, Mr. Piccirilli closed the public comments.

**DEPARTMENT REPORTS**

Mr. Hinkson reviewed the department reports.

Lou Squatrito questioned if the two garages going up were ok as far as their size. Gary Hinkson replied that they were.

There were no additional comments or questions regarding the reports.

**AGENDA REVIEW**

Gary Hinkson reminded everyone that the December regular meeting would be held on Thursday, December 18th. Not on Wednesday as usual.

A review of the December Board Meeting agenda included the following items:

- The public hearing and final vote of an ordinance imposing a new realty transfer tax increasing it by 0.5%.
- The public hearing & final vote of an ordinance establishing new sanitary sewer rental rates.
- The public hearing and final vote of the proposed 2026 City budget which includes a 2 mill property tax increase.
- An item that authorizes the sale of unused police vehicles.
- Consideration of the approval of two consolidation plans and one subdivision plan.
- Approval of the 2026 work session and regular meeting dates.
- Annual awarding of contracts through the MCRCOG joint purchasing program.

Lou Squatrito asked if the Bennett Consolidation Plan was located in Patagonia. Gary Hinkson replied that the plan is on W. Park Street in Patagonia.

The meeting went into executive session at 6:13 p.m. to discuss pending litigation.

Respectfully submitted,

Gary P. Hinkson  
January 9, 2026

**MINUTES**  
**CITY OF HERMITAGE – BOARD OF COMMISSIONERS**  
**WORK SESSION MEETING**  
**DECEMBER 18, 2025**

President Duane J. Piccirilli called the meeting to order at 6:00 p.m. in the Hermitage Municipal Building, 800 N. Hermitage Rd., Hermitage, PA.

Members in attendance were: Duane J. Piccirilli, President  
William J. Moder, III, Vice-President  
Lou Squatrito, Member  
Cameron S. Linton, Member  
John Moroco, Member  
  
Brett Stedman, City Solicitor

Staff members in attendance were: Gary Hinkson Adam Piccirillo Rachael Manuel  
Gary Gulla Joel Ristvey Don Cannon  
Michael Wadlow Wayne Covert Vikki Gruitza  
Jeremy Coxe Randy Ketcham Jessica Gotch  
Amy Gargiulo Chris Manzo Neil Hosick  
Mike Lechner Victoria Tomko

There were nine (9) members of the public in attendance.

**PUBLIC COMMENTS**

Mr. Piccirilli opened the public comments. There being no comments, Mr. Piccirilli closed the public comments.

**REGULAR MEETING AGENDA REVIEW**

No additional changes were made to the agenda since the previous work session.

There were no additional comments or questions regarding the reports.

Bill Moder noted that he would abstain from voting on the Kekich Consolidation Plan to avoid the appearance of any conflict of interest.

The work session meeting adjourned at 6:02 p.m. to go into the regular meeting.

Respectfully submitted,

Gary P. Hinkson  
January 6, 2026