



140 College Drive, Pottstown, PA 19464 | PARRCoordinator@gmail.com | 484-945-0200

## PARRC MEETING MINUTES

April 27<sup>th</sup>, 2022-A hybrid meeting

### In attendance:

Michael Lenhart, Borough of Pottstown  
Charlie Valentine, West Pottsgrove Township  
Cathy Paretti, Upper Pottsgrove Township  
Jay Erb, North Coventry Township  
Karen Nocella, East Coventry Township  
McKenna Powanda, Douglass Township  
Bill Keohane, Lower Pottsgrove Township

Tim Konetchy, Montgomery County Planning Commission  
Rachael Griffith, Chester County Planning Commission  
Craig Colistra, Pottstown Area Health and Wellness Foundation  
Annique Ruiz Brown, Upper Pottsgrove Township resident  
Hank Llewellyn, Upper Pottsgrove Township Commissioner  
Don Read, Upper Pottsgrove Township Commissioner  
Tricia McCloskey, PARRC Regional Parks Planner

### Meeting Notes:

1. Call to Order- 4:31pm and Pledge of Allegiance
2. Welcome and Introductions-Round of introductions including Annique Ruiz Brown, Don Read and Hank Llewellyn.
3. Meeting minutes from March 23, 2022, were motioned for approval by B. Keohane and seconded by K. Nocella, all approved. C. Paretti abstained. B. Keohane had a correction under DEI regarding the DEI officer being his friend not his coworker.
4. Executive and Subcommittee Reports.
  - a. Treasurer's Report. C. Paretti previously provided the Treasurer's Report and it was accepted by the Committee. C. Paretti indicated that the last installment was paid to Schuylkill River Greenways. Invoices will be in the amount of \$7,330 and will be due June 24<sup>th</sup>. The projected amount for 2023 is \$7,496.
  - b. Events Subcommittee. C. Colistra indicated that a meeting had not been held. Discussion was held regarding the volunteer events project. Members to have come to the meeting with event ideas from their township. discussed the logistics of the volunteer event days. K. Nocella indicated she applied for a grant to PAHWF for events in the amount of \$600.00 to support the bird house building event in June. They will have a speaker from the Audubon Society and brass plaques for the birdhouses. She also reported that the Rock The Wall race drew in 75 runners and raised money for the wall restoration project. K. Nocella will also be participating in the Litter Lifters event on Phoenixville and will report back on how it was. C. Paretti stated that an upcoming event for Upper Pottsgrove will be a fishing rodeo in June. J. Erb indicated that a potential project for North Coventry could be invasive species removal and mulching at the disc golf course in Kenilworth Park. M. Lenhart would like to do tree planting but that might now work out with the summer schedule. C. Colistra indicated that a potential intern may be able to assist with organization and marketing of the program. J. Erb made a motion to move forward with developing a park volunteer event series. C. Valentine seconded the motion. Motion passed.
  - c. Financial Sustainability Subcommittee. M. Lenhart stated that a draft resolution is needed by the May meeting to provide to the individual municipalities for approval. C. Paretti stated she did not see another way for PARRC to stay financially sustainable without development of a supporting 501(c)3 organization. She shared that she did not think that it would negatively affect the municipal share because the funds are restricted. B. Keohane asked C. Paretti what the tax reporting implications are with a 501(c)3. C. Paretti indicated that filing an IRS Form 990 will be required yearly. Board members can remain the same as the PARRC Board members and can be established when the new by laws are written.
  - d. DEI Subcommittee. T. McCloskey discussed revision to mission statement to in order to include more inclusive language as well as the development DEI policy initiatives.
5. County Planner Updates



R. Griffith indicated that Chester County Planning Commission will be hiring a new trail planner. The County is working on a new trails database which was in a beta version that people can provide feedback on. She also thanked PAHWF for the intern that assisted with this project. R. Griffith indicated that on 5/10 will be the County's annual Open Space Summit, which highlights open space successes and will provide an educational opportunity for municipalities on agricultural preservation. It will be held at Springton Manor Farm and there will be tours of protected farms throughout May. She also stated that there is a ribbon cutting ceremony for the Schuylkill River Trail opening in Frick's Lock on 4/22 and now 2 miles of trail are open. R. Griffith also shared that she was promoted to Sustainability Director at CCPC and will be working on the Climate Action Plan. She supplied links in the Zoom chat regarding the information discussed. T. Konetchy shared that the Montgomery County ARPA grants are due shortly, and that a pamphlet about the new MCPC Planning Smarter program for municipalities. T. Konetchy also shared that the PMRPC Minigrant contracts were approved by DCNR and will be signed and emailed to the municipalities in the next few weeks.

#### 6. Planner's Report.

T. McCloskey provided the Planner's Report for the last month which included submission of eight grant applications for five municipalities and the region totaling \$469,000. A. Ruiz Brown asked what the group was doing with regard to inclusivity at parks. T. McCloskey discussed that PARRC has been working over the years to improve access to parks and to provide play structures within parks that contain accessible play features. T. McCloskey stated that this is a years-long process of acquiring adequate funding to replace playground features over time and make park facilities more accessible. She stated that funders such as DCNR require accessibility to receive their funding. M. Powanda indicated that he has noticed that access to playgrounds is being developed but there are no accessible features in the playgrounds. A. Ruiz Brown asked about the mulch in the playgrounds and M. Lenhart indicated that Engineered Woods Fiber (EWF) is considered accessible due to how it packs down and settles versus regular mulch. M. Lenhart stated that each individual municipality is responsible for its own parks and park facilities. Discussion ensued regarding the Adventure Grove Playground in Upper Pottsgrove. C. Paretto indicated that a better venue to discuss issues concerning the Adventure Grove Playground project would be at the Upper Pottsgrove Township Board of Supervisors meeting. C. Colistra and B. Keohane discussed the need for the preparation of an accessibility assessment for playgrounds. T. McCloskey also shared that she, C. Colistra, B. Keohane and M. Lenhart teamed to make a presentation about PARRC to the East Vincent Township Board of Supervisors.

#### 7. Old Business

- a. PARRC Non-profit designation update. See discussion above.
- b. Judo Club funds. M. Lenhart discussed that he has not been able to make contact with the Judo Club and the funds are restricted. M. Powanda asked what the funds could be potentially used for by PARRC. M. Lenhart indicated an agreement with the Pottstown Parks Foundation and the Judo Club will be needed to determine the future use of the funds but that perhaps the future uses of the funds may be broader if they are not distributed back to the Judo Club. A motion was put forth by J. Erb to accept the Judo Club funds from the PPF, C. Paretto seconded the motion, all accepted, motion passed.
- c. Public Art Funds. M. Lenhart indicated that the Borough is willing to take the funds as long as there is consideration for ongoing maintenance of art projects.

#### 8. New Business

- a. PARRC Seasonal Events Calendar. T. McCloskey stated that Tom Troutman had approached her a few weeks back asking to reestablish the monthly events calendar. T. McCloskey stated she wanted to accommodate his request but was not able to prepare a monthly events calendar. She prepared a draft seasonal calendar for the Committee to review. J. Erb stated that individual municipalities can print their own copies. C. Valentine indicated that the calendar was good for regional communication. B. Keohane supported



preparation of the calendar but indicated it was not a good use of the Regional Planner's time to drive around and deliver calendars.

- b. PARRC Intern. C. Colistra stated that PARRC was approved to have a new intern, similar as last year, to assist with marketing, communications, the volunteer events program and possibly the DEI assessment. C. Colistra stated that the dates will be from 5/31 to 8/22 (11 weeks) and pays \$15.00 per hour. It was suggested that the job listing be put on the PA Park and Recreation Society's District 3 email list. T. McCloskey stated she would put it on the PARRC website as well.

9. Grant Announcements. M. Lenhart reviewed the upcoming grant applications for PARRC members.

- a. Schuylkill Highlands Minigrant Program-due 5/13
- b. ARPA Grants-Montgomery Co.-due 4/30, Chester Co.-due 5/16
- c. DCED Greenways, Trails and Recreation Program Grants-due 5/27  
Scope: Pottstown-match for Chestnut St Park and South St Park Improvements

10. Partner Updates:

- Douglass: M. Powanda indicated that T. McCloskey assisted with the development of an LSA grant application for an equipment purchase and that the township has secured \$40,000 for trail repairs and redevelopment in Douglass Park.
- East Coventry: K. Nocella indicated that the Rock the Wall race had 75 runners and made \$5,000 towards the stone wall restoration project in East Coventry Preserve.
- Lower Pottsgrove: B. Keohane indicated that Gerald Richards park construction is on schedule and should be complete by the May grant deadline. The township is working out the ADA access issue in Sanatoga Park for the awarded PMRPC grant.
- North Coventry: J. Erb shared that the Coventry Woods Festival and Goat Race is scheduled for May 22<sup>nd</sup> from 1pm to 5pm. A discussion involving cow plop bingo ensued.
- Pottstown: M. Lenhart indicated that the paving at of the Spruce Street Basketball court is finished. The new playground equipment for Washington West Park has been ordered. The Powwow on the Manatawny is set for Saturday and Sunday at noon at Riverfront Park, come at noon to see the grand entry.
- Upper Pottsgrove: C. Paretto shared that grant for the acquisition at the Arboretum has been submitted to DCNR. The Master Plan for Hollenbach Park is making progress. Five acres of land has been leased to a farmer to farm hay and the funds for the tree placement project at Sussell Park has been received from the PECO Green Region grant.
- West Pottsgrove: No update
- PAHWF: C. Colistra indicated that PAHWF will begin to review the grant applications next week and announcements should be at the end of May.

10. Public Comment. None.

11. Action Items. None.

12. Next PARRC meeting is May 25<sup>th</sup>.

13. Adjournment- A Motion to Adjourn was made by J. Erb and seconded by K. Nocella, meeting adjourned at 6:33pm.