



**POTTSTOWN  
METROPOLITAN  
REGIONAL  
PLANNING  
COMMITTEE**

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**MEETING NOTES SUMMARY**

December 4, 2014  
5:00 p.m. – 6:30 p.m.  
@PAHWF

**In attendance:**

Jay Erb, North Coventry Township  
Pete Hiryak, Manager, Douglass Township  
Justin Keller, Pottstown Area Regional Recreation Coordinator  
Dave Kraybill, Pottstown Area Health and Wellness Foundation (PAHWF)  
Ashley Pultorak, PAHWF  
Katie Smith, Lower Pottsgrove Township  
Meredith Curran-Trego, Montgomery County  
Charlie Valentine, West Pottsgrove Township

**Meeting notes:**

1. Justin K. updated the committee on the tasks he assisted with since the last committee meeting:
  - a. Kenilworth Park design concepts: Preparation of concepts for planting and stormwater management and presentation to the North Coventry P&R Commission. The township will pursue a grant to address stormwater drainage issues. Justin K. will look for a matching grant to install the plantings.
  - b. Douglass parks master plans: Preparation of a power point presentation showing existing conditions, and lead the presentation at the first public meeting.
  - c. Upper and Lower Pottsgrove connections to Bike and Walk Pottstown: windshield survey of existing conditions and preparation of a map showing several potential alignment alternatives.
  - d. Other meetings: DCNR grant workshop; DCNR circuit rider orientation; presentation with SRGA at the DCNR annual meeting to promote the region; present existing conditions for Gerald Richards Park at Lower Pottsgrove Parks & Recreation Board meeting; Gerald Richards Park scoping field view visits with engineer consultants; Pottstown Crossfit; Mosaic Community Gardens; Pottstown Area Council of Governments; Hanover Meadows Site Visit (North Coventry); and, Colebrookdale Rail Road.
2. Jay E. mentioned that Laura Washington of Mosaic Land Trust has offered to assist the township to establish a community garden at the Coventry Woods Preserve for use by the YWCA day camp. Ashley P. mentioned that Laura Washington is funded to assist municipalities with developing community gardens.

3. Next, Ashley P. provided an update on the status of the Foundation's grants. She noted that the PAHWF Mini grants were awarded and will provide \$200,000 to the region over the next 4 years. She also stated that letters of intent for PAHWF grants are due on February 1, 2015. A grant information session will be held on January 14<sup>th</sup>, 2015. Responding to questions from members in attendance, she stated the projects such as pedestrian bridges and community gardens would be considered.
4. Justin K. asked the committee for their input on the potential for the regional recreation coordinator to provide playground inspection services. Jay E. stated that it would be helpful to have someone provide certified inspections of playgrounds for liability purposes. Justin K. responded that he will discuss this with Michael Lenhart since he is a certified playground inspector. Meredith T. inquired about the possibility for playground inspection training to be covered as a part of the circuit rider grant. This topic will be put on an upcoming meeting agenda for further discussion.
5. Justin K. mentioned that less of his time has been spent on projects for West Pottsgrove Township compared to other municipalities, and he would like dedicate more time to this township in the upcoming months. Charlie V. mentioned that the township needs help generating interest and administrating their public pool. Justin K. agreed to spend time in the next few weeks to research examples of successful community pools and assist with marketing efforts. Ideas to increase memberships could include marketing the pool to other townships in the region and partnering with local businesses, institutions and events to offer membership promotions. Montgomery County Community College and the Pottstown Rumble were mentioned as potential partners.
6. Justin K. provided a summary of the grant funding matrices which are appended to these notes. Meredith T. suggested that Douglas Township, Montgomery County be added to priority R.2-West and Manatawny Trail Connections. Justin K. asked that municipalities review the list to determine which grants they might be interested in pursuing in spring, 2015. In the next two weeks, Justin K. will be reaching out to schedule meetings with each municipality to discuss their grant priorities.
7. **Meredith T. will send Justin K. contacts for New Hanover and East Coventry so he can invite them to the January Recreation Committee meeting.**
8. The meeting concluded with updates from the PARRC partners:
  - a. PAHWF: Ashley P. stated that PAHWF has allocated \$9,000 to be provided as a match for pledges made during the next Parks Promotion Contest. A discussion on the details of the contest will be on the agenda for the next recreation committee meeting.
  - b. Montgomery County: Meredith T. mentioned that DVRPC is obligated to give the region \$60,000 per year for transportation planning. Ideas for projects should be forwarded to her in the next couple weeks. This is open to all forms of transportation including pedestrian and bicycle.
  - c. North Coventry Township: Jay E. stated that the township has made progress in streamlining their athletic field reservation forms. Roof repairs are underway at the Fernbrook Lodge and have been completed at the Riverbend Park pavilion. The township would like to begin the planning and design of a sensory trail this winter.

- d. Douglass Township: Pete H. stated that the public meeting for Douglass, Smith and Libor parks was very well done and well received. Once that project finishes, master planning will commence for Keller, Rhoads and Moyer parks. It was stated that Douglass Township partners with community pools in Boyertown and New Hanover.
9. After the meeting, the following votes for the tagline were tallied: Option 1 (1 vote), option 2 (6 votes), option 3 (1 vote), option 4 (0 votes). The design for the business card was approved by a unanimous vote.

***Next meeting: Wednesday, January 28, 2015, 5:00 pm @PAHWF***

Enc:

Draft List of Potential Grant Projects for 2015

Potential Funding Sources

**DRAFT LIST OF POTENTIAL GRANT PROJECTS FOR 2015**

REGIONAL									
PRIORITY	PROJECT	ENTITIES	ACTIVITIES	TOTAL PROJECT COST	PRIMARY FUNDING SOURCE	MATCHING FUNDING SOURCE(S)	OUT OF POCKET MATCH	OTHER POTENTIAL GRANT SOURCES	Notes
R.1	<b>REGIONAL WATERSHED STEWARDSHIP AND POND MAINTENANCE STUDY:</b> Assessment of pond sedimentation and water quality resulting in a report with detailed recommendations for each pond as well as contributing watersheds and cost estimates to implement plans	NC, UP, LP	Planning	\$30,000.00	\$15,000 SH-MINI	\$10,000 PECO	\$5000 (\$1,667 each)	PAHWF-MINI; DCED-CFA-WPR / PA-DEP-GG	
R.2	<b>WEST TRAIL / MANATAWNY TRAIL CONNECTIONS:</b> Develop design alternatives, conduct public outreach, develop preliminary engineering and conduct survey work for phase 1	WP, UP, P, D, DOUGLASS (BERKS), COLEBROOKDALE RR	Feasibility Study	\$40,000.00	\$20,000 DCNR-C2P2	\$15,000 (Montgomery and Berks County In-kind contribution)	\$5,000 (\$1,000 each)	PAHWF-MINI; DCED-CFA-GT / PECO	
R.3	<b>CONNECTIONS TO WALK/BIKE POTTSTOWN:</b> Refine design alternatives, conduct public outreach, develop preliminary engineering	P, UP, LP	Feasibility Study	\$27,500.00	\$25,000 PAHWF-MINI	\$2,500 (Montgomery County In-kind contribution)	\$0.00	SH-MINI, DCED-CFA-GT, DCNR C2P2	
R.4	<b>REGIONAL PARK WAYFINDING SIGNAGE AND INFORMATION PROJECT:</b> Design of entrance and directional signs for parks and tourist attractions throughout region, install sign demonstration project(s) in each township, establish a regional park and tourism website	NC, P, UP, LP, WP, D	Planning, Design, Construction	\$152,500 / OR \$210,000	\$125,000 DVRPC-TCDI / OR \$175,000 DVRPC-TCDI	25,000 PAHWF-MINI / OR 35,000 DCNR-C2P2	\$2,500 (\$417 each) / OR 17,500 (\$2,917 each)	SH-MINI, DCED-CFA-GT,	No TCDI round until 2016, DCED-CFA could be sought in interim
NORTH COVENTRY (NC)									
PRIORITY	PROJECT	ENTITIES	ACTIVITIES	TOTAL PROJECT COST	PRIMARY FUNDING SOURCE	MATCHING FUNDING SOURCE(S)	OUT OF POCKET MATCH	OTHER POTENTIAL GRANT SOURCES	Notes
NC.1	<b>HANOVER MEADOWS:</b> Creation of vehicle access, parking, restrooms, trails, soccer/baseball fields and playground in conjunction with development of public works building	NC	Final engineering drawings, construction	\$840,000.00	\$420,000 DCNR C2P2	\$250,000 DCED-CFA-GT, \$50,000 in-kind (public works), \$20,000 (sports clubs)	\$100,000.00	SH-MINI, DCED-CFA-GT,	Rough estimate. Need to develop master site plan in accordance with DCNR standards prior to grant request
NC.2	<b>KENILWORTH PARK OVERLOOK ENTRANCE:</b> New curbing and resurfacing to direct stormwater away from neighboring properties, Stormwater best management practices including raingardens, bio-swales and buffer plantings	NC	Final design drawings, construction	\$30,000.00	\$9,500 PA-LOW	\$ 10,500 SH-MINI \$10,000, in-kind (public works/volunteers)	\$0.00	PAHWF-MINI, DCED-CFA-WPR, PECO	Verify PA Low Volume Roads grant match requirements???
NC.3	<b>TRAIL CONNECTIONS FROM KENILWORTH PARK TO SCHUYLKILL RIVER TRAIL:</b> Trailhead parking and multi-use trail from PA 724 into Kenilworth Park. 1-2 water crossings	NC	Acquisition	?	CHESTER-OS	DCNR C2P2	?		
NC.4	<b>COVENTRY WOODS PRESERVE PROPERTY ACQUISITIONS</b>	NC	Acquisition	?	CHESTER-OS	DCNR C2P2	?		
NC.5	<b>CHERRY LANE WATER CROSSING</b>	NC	Design, construction	\$30,000 / \$60,000	PAHWF-MINI / DCNR-C2P2	DCED-CFA-GT	?		Need to select stepping stone or bridge crossing method
NC.6	<b>DEVELOPMENT OF A SITE AND FACILITIES MASTER PLAN AND MARKET STUDY FOR COVENTRY WOODS PRESERVE:</b> Preparation of a master site development and facilities master plan to identify future uses for the site and buildings including an in-depth analysis of the suitability of on-site utilities ability to handle future uses planned as part on the master site plan. Plan should also include a market study to examine how the site could capitalize on nature based/ recreation tourism and events to help offset costs associated with long-term upkeep and maintenance of the site and buildings.	NC	Planning	\$45,000.00	PAHWF-MINI / SH-MINI / DCNR-C2P2	DCED-CFA-GT	?		
NC.7	<b>RESTORATION OF FERNBROOK LODGE:</b>	NC	Design / construction	?	PAHWF-MINI / SH-MINI / DCNR-C2P2	DCED-CFA-GT	?		
POTTSTOWN (P)									
PRIORITY	PROJECT	ENTITIES	ACTIVITIES	TOTAL PROJECT COST	PRIMARY FUNDING SOURCE	MATCHING FUNDING SOURCE(S)	OUT OF POCKET MATCH	OTHER POTENTIAL GRANT SOURCES	Notes
P.1	<b>MASTER SITE PLAN FOR POLLOCK PARK:</b> Planning and programing for future improvements to Pollock Park	P	Planning	\$27,500.00	PAHWF-MINI		\$2,500.00		

UPPER POTTS GROVE (UP)									
PRIORITY	PROJECT	ENTITIES	ACTIVITIES	TOTAL PROJECT COST	PRIMARY FUNDING SOURCE	MATCHING FUNDING SOURCE(S)	OUT OF POCKET MATCH	OTHER POTENTIAL GRANT SOURCES	Notes
UP.1	<b>STREAM CROSSINGS ON SPROGELS RUN TRAIL:</b> design and install stepping stones to cross stream near Irene Ct.	UP	Design, construction	\$30,000.00	PAHWF-MINI		\$5,000.00		
UP.2	<b>MASTER SITE DEVELOPMENT PLAN FOR CHESTNUT GROVE ROAD ACTIVE RECREATION FACILITY:</b> Plan for active recreation uses on adjacent township property in conjunction with PAL facilities on Chestnut Grove RD	UP / Police Athletic League	Planning	\$40,000.00	DCNR C2P2	DCED-CFA-GT	\$0.00 - \$20,000		
LOWER POTTS GROVE (LP)									
PRIORITY	PROJECT	ENTITIES	ACTIVITIES	TOTAL PROJECT COST	PRIMARY FUNDING SOURCE	MATCHING FUNDING SOURCE(S)	OUT OF POCKET MATCH	OTHER POTENTIAL GRANT SOURCES	Notes
LP.1	<b>GERALD RICHARDS PARK IMPROVEMENTS DESIGN:</b> Topographic surveying and preliminary engineering to correct sports field drainage issues	LP	Surveying, preliminary engineering	\$27,500-\$35,000	PAHWF-MINI	PECO	\$0-\$2,500		Need to meet with sports groups first to get a better understanding of field needs
LP.2	<b>PLEASANTVIEW PARK MASTER PLAN UPDATE:</b> Update master site development plan to account for additional land area.	LP	Planning	\$27,500.00	PAHWF-MINI		\$2,500.00		
LP.3	<b>GERALD RICHARDS PARK IMPROVEMENTS CONSTRUCTION:</b> final engineering, permitting and construction to correct drainage issues	LP	Design, construction	\$150,000 - ?	DCNR C2P2	DCED-CDBG	\$0.00-\$75,000 ??		Rough estimate
WEST POTTS GROVE (WP)									
PRIORITY	PROJECT	ENTITIES	ACTIVITIES	TOTAL PROJECT COST	PRIMARY FUNDING SOURCE	MATCHING FUNDING SOURCE(S)	OUT OF POCKET MATCH	OTHER POTENTIAL GRANT SOURCES	Notes
WP.1	<b>IMPROVE MARKETING AND PROGRAMMING AT COMMUNITY POOL:</b> Prepare plan for marketing the community pool through enhanced signage, programming and partnerships	WP	Planning	\$27,500.00	PAHWF-MINI		\$2,500.00		
WP.2	<b>UPGRADES TO POCKET PARKS:</b> develop plans and specifications for the installation of security lighting and other amenities at playgrounds throughout the township	WP	Design, construction	\$50,000.00	DCNR-SMALL	PECO	0-\$10,000		
WP.3	<b>MASTER SITE DEVELOPMENT PLAN FOR STOWE LANDING:</b> develop a plan for recreation uses at stowe landing	WP	Planning	\$30,000-\$50,000	DCNR-SMALL / PAHWF-MINI	PECO	0-\$10,000		
WP.4	<b>TRAIL EXTENSION AT MUGIA PARK:</b> final engineering, permitting and construction of additional trail segments	WP	Design, construction	\$50,000-\$65,000	DCNR-SMALL / PAHWF-MINI	PECO	0-\$10,000		
DOUGLASS (D)									
PRIORITY	PROJECT	ENTITIES	ACTIVITIES	TOTAL PROJECT COST	PRIMARY FUNDING SOURCE	MATCHING FUNDING SOURCE(S)	OUT OF POCKET MATCH	OTHER POTENTIAL GRANT SOURCES	Notes
D.1	<b>UPGRADES TO DOUGLASS PARK:</b> Improve vehicle and pedestrian access, provide ADA accessible restrooms, improve / update playground facilities	D	Design, construction	\$150,000-\$300,000	DCNR C2P2	DCED-CFA-GT	?		Project cost is a very rough estimate and could be more or less depending on result of master plan currently being updated. Project could be broken into phases
D.2	<b>CONGO ROAD OPEN SPACE MASTER PLAN IMPLEMENTATION-PHASE 1:</b> Provide ADA parking and accessible route to path to picnic area	D	Design, construction	\$65,000.00	PAHWF-MINI, SH-MINI	PECO	5,000 In-kind		
D.3	<b>DEVELOPMENT OF SMITH PARK-PHASE 1:</b> Provide vehicle access to site and assessment of existing structures	D	Design, construction, evaluation	\$65,000.00	PAHWF-MINI / SH-MINI	PECO	5,000 In-kind		

**POTENTIAL FUNDING SOURCES**

Grants				Application Deadline												Eligible Activities	Program Emphasis	Notes	
Organization	Eligibility	Max. Grant Amt.	Match %	Matching Grants	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov				Dec
PECO Green Region	Municipalities	\$10,000	0%											3			Consulting fees, surveys, environmental assessments, habitat improvement, and capital improvements for passive recreation.	opportunities for education and children	
PAHWF-MINI Pottstown Area Health and Wellness Foundation Mini-Grants (DCNR)	PMRPC Municipalities	\$25,000	10%										6				Development or planning projects resulting in increased park usage and healthy lifestyles such as: signage, trails, bike racks, new playgrounds, restrooms, potable water, site plans, joint use agreements	Penn State's "Planning and Design Strategies for Healthy Living, Parks, and Recreation in the Pottstown Area"	
DCNR-C2P2	Municipalities, Municipal agencies, preapproved land trusts and non-profit organizations	(contact regional advisor)	50%	DCED-CFA				16									Land Acquisition, planning and development of parks and trails	2015: SCORP Priorities, rehabilitation of existing parks, ADA access, completing regional trail gaps, \$1 mil available to implement rivers conservation plans	Eligible Cash Matches: Most federal, local and private funds, some state funds. Eligible non-cash matches: in-house labor, municipal work force, volunteers, equipment
DCNR-SMALL Community (populations under 5,000)	West Pottsgrove Township	\$40,000	0% for first \$20,000; 50% for next \$20,000	DCED-CFA				16									development of parks and ADA access	playground rehabilitation, ADA access, site amenities	initial \$20,000 must be used only to purchase eligible materials and approved professional design fees of up to \$3,000. Additional grant money and the municipal match can cover all other eligible costs, such as labor and/or equipment and approved professional fees.
DCED -CFA-GT Greenways Trails and Recreation Program	Municipalities	\$250,000	15%	DCNR-C2P2													planning, acquisition, development, rehabilitation and repair of greenways, recreational trails, open space, parks and beautification projects	Trails	
DCED-CFA-WPR Watershed protection and restoration fund	Municipalities	\$250,000	15%	DCNR-C2P2													construction, improvement, expansion, repair, maintenance or rehabilitation of new or existing watershed protection Best Management Practices		applicable to 'impaired' waterways only (Swamp Creek, Douglass Township?)
DCED Multimodal Transportation Fund	Municipalities, Economic Development Organizations, Public Transportation Agencies	\$100,000 - \$3,000,000	0%	?													development, rehabilitation and enhancement of transportation assets to existing communities, streetscape, lighting, sidewalk enhancement, pedestrian safety, connectivity of transportation assets and transit-oriented development		Open for 2015?

