



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

## **PARRC MEETING MINUTES**

### **October 26, 2022-A hybrid meeting**

#### **In attendance:**

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

Charlie Valentine, West Pottsgrove Township  
Rich Sickler, Washington Township  
Tim Konetchy, Montgomery County Planning Commission  
Steve Buck, Chester County Planning Commission  
Craig Colistra, Pottstown Area Health & Wellness Foundation  
Tricia McCloskey, PARRC Regional Parks Planner

#### **Meeting Notes:**

1. Call to Order- 4:35pm and Pledge of Allegiance
2. Welcome and Introductions-the group introduced themselves to Rich Sickler, Township Manager of Washington Township, Berks County.
3. Meeting minutes from August 28, 2022, were motioned for approval by B. Keohane with the typographical revision described by B. Keohane and seconded by J. Erb; all approved. There were no abstentions.
4. Public Comment-none.
5. Executive and Subcommittee Reports.
  - a. Treasurer's Report. C. Paretti previously provided the Treasurer's Report and it was accepted by the Committee. [M. Lenhart shares the screen and shows the Treasurer's Report]. C. Paretti indicated there is \$6,068.82 in the checking account and \$51,305.00 in the savings account. A breakdown of restricted funds is provided in the report. C. Paretti indicated she is deducting the receipts from the volunteer days from the \$100.00 per municipality and that funding will remain for future events. The next payment to SRG is due in March of 2023 for the Regional Planner. C. Paretti also indicated she reached out to Akens Accounting but they are not taking new clients at this time. C. Paretti asked for other recommendations from the Committee. M. Lenhart indicated that the Borough uses Maillie Accounting, but he is not sure if they would be interested in the account.
  - b. Events Subcommittee. A recap of the October 15<sup>th</sup> events was provided by each municipality that had an event that Saturday. M. Lenhart indicated he had two kids show up who worked about two hours, helping to decorate the Manatawny Green for Halloween. He indicated this is a big help to the Borough and would like to do this as a program for next year. C. Paretti indicated they had a good showing from the Pottsgrove School District staff and B. Keohane indicated J. Zlomek had a lot to do with getting the word out and coordinating with the school district through the Honor Society and with the superintendent. C. Paretti indicated trail tree and weed pruning was conducted in Upper Pottsgrove. B. Keohane indicated that there was about 20 kids and staff that showed up to Sanatoga Park to paint bathrooms and stain the park benches. A brief conversation ensued with the Committee regarding the need to ensure that municipalities have appropriate insurance coverage in case someone gets hurt during an event. M. Lenhart stated a hold harmless agreement is needed. T. McCloskey stated that the four programs together produced roughly 40 volunteers and 94 hours of volunteering time. J. Erb



- stated that North Coventry is going to have another event on November 19<sup>th</sup> for work in Riverside Park to do mulching. M. Lenhart and M. Powanda indicated they have mulch. C. Colistra stated we should keep recruiting to increase the volunteer base. B. Keohane stated he has interest in from the school district for future volunteering events. M. Lenhart stated an email blast of the new date can be sent out. Earth Day and Opening Day for Trails were two days discussed. Opening Day for Trails is June 3<sup>rd</sup> in 2023. C. Paretti and the group members expressed thanks to PAHWF for providing funds to support the volunteer program.
- c. Financial Sustainability Subcommittee. Deferred to item #9a below.
  - d. DEI Subcommittee. T. McCloskey stated there are no updates for this agenda item at this time.
6. County Planner Updates. T. Konetchy stated Montgomery County has an updated interactive storymap for the PMRPC grants that can be viewed on the PMRPC website. S. Buck indicated that the Chester County Trails Master Plan is gearing up and they are currently reviewing and building the trails database. J. Erb asked if the county is looking at inter-county connections and S. Buck indicated that this is an objective of the plan.
  7. Planner Report. T. McCloskey reviewed the Planner's Report, Quarterly Report and Trail Sensor Report (see reports for details). A conversation ensued around the loss of three trail counters. T. McCloskey recommended that new sensors not be placed in open or remote areas. Sensors should be placed in high traffic areas, areas near municipal offices, or in neighborhood settings to reduce vandalism or complete removal. C. Valentine asked T. McCloskey for trail sensor cost and model information for budgeting purposes.
  8. Old Business
    - a. Code of Ethics. The draft code of ethics for the PARRC Foundation was discussed by the group in terms of whether the code should be more aspirational/affirmative or more "rules" oriented. T. McCloskey stated that it is currently drafted as a rule-oriented document. J. Erb asked if the document could contain both types of statements. B. Keohane asked T. McCloskey to send him the document and he would take a look at it.
  9. New Business.
    - a. Washington Township Status. M. Lenhart indicated that previously, Washington Township sent a letter to PARRC requesting membership, and that the PARRC members have reviewed that letter. M. Lenhart indicated he was seeking a motion for Washington Township to join PARRC with a start date of January 1<sup>st</sup>, 2023, noting that the ICIA document will need to be revised accordingly. M. Powanda made the motion and it was seconded by C. Valentine, with no questions on the motion. M. Lenhart also sought a roll call vote, as follows: C. Paretti-yes, C. Valentine-yes, J. Erb-yes, M. Lenhart-yes, B. Keohane-yes, M. Powanda-yes, K. Nocella-yes. There was no discussion and the motion passed unanimously. B. Keohane stated that each municipality provides its contribution in August and asked when do they need to kick in their portion. M. Lenhart indicated that invoices are sent in January and are due in March. C. Paretti said she will send an invoice to C. Colistra which will be a new amount. M. Lenhart said there needs to be an Executive Committee meeting at the November meeting to discuss these and other related items. C. Colistra indicated that the cost to bring in Sue Landes to assist with the hiring of the Regional Recreation Planner's assistant. B. Keohane indicated that the position needs to be defined and C. Paretti asked T. McCloskey to work on a description. M. Lenhart indicated there will be a January workshop to deal with the hiring. R. Sickler asked the



Committee of each municipality have the same resolution, and M. Lenhart indicated that the resolutions can be different but the letter must be the same. He stated that each municipality should get the documents reviewed at their November meeting. [M. Lenhart shared the screen and showed the marked-up ICIA document]. B. Keohane indicated that there should be provisions for withdrawal and to add language that when a new member joins it should be at the new fiscal year. M. Lenhart asked for a motion to be made to accept the revised version of the ICIA document to be put before the governing bodies. B. Keohane made the motion and J. Erb seconded the motion, the motion passed unanimously with no abstentions.

- b. PARRC-PECO Green Region Application for the Borough-Item withdrawn.
- c. Annual Performance Review Planning. [M. Lenhart shared the screen to show the Annual Performance Review document.] M. Lenhart asked if anyone had any changes to the form. He stated the form has been changed in 2021. M. Lenhart stated he would have the form to the Committee by Friday and to C. Colistra by November 9<sup>th</sup>. PARRC would meet on November 15<sup>th</sup> at 4:30.
- d. 2023 Meeting Schedule. [M. Lenhart shared the screen to show the schedule]. M Lenhart asked for a motion to accept the schedule, made by C. Paretti and seconded by J. Erb. All were in favor, with none opposed and no abstentions. The motion passed unanimously. M. Lenhart indicated that the Borough will advertise the schedule.

#### 10. Grant Announcements.

- DCNR C2P2 grant round and PECO Green Region. M. Lenhart stated that both are due tomorrow. T. McCloskey stated that the North Coventry support letter is not needed at this time as the application will be filed in the spring round.
- DVRPC Regional Trails Grants-T. McCloskey indicated that the Regional Trails application are due 11/10 but there are no applications.
- PA Fish & Boat Grants-T. McCloskey stated she is working on one PA Fish and Boat Grant for North Coventry Township in Riverside Park.

#### 11. Partner Updates:

- Douglass: M. Powanda he is busy with leaf collection but will be putting two projects out to bid for work in Douglass Park.
- East Coventry: K. Nocella stated that the Fall Festival at Frick's Lock was a success, about 100 people turned out, plus people on the trail stopping by. There were village tours, food, pumpkin decorating, gift cards and a banjo player.
- Lower Pottsgrove: No update other than the Volunteer events information already shared.
- North Coventry: J. Erb stated that the Coventry Woods Bonfire is set for November 5<sup>th</sup>, there will be music, the bonfire, hikes and a puppet show.
- Pottstown: M. Lenhart stated that the USA BMX Gold Cup Championship was held last weekend. It was a large event with 1,200-1,500 people attending or participating. The weather made conditions tough and there was damage to the grass, but USA BMX is giving the Borough \$4,500 to help restore the park. Also, M. Lenhart stated Spooky Golf will be held at the Manatawny Green this Friday and Saturday.
- West Pottsgrove: C. Valentine-no update.



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- PAHWF: C. Colistra stated that PAHWF is in the middle of the grant review process right now, with a total of 35 applications totaling \$1.6M, so tough decisions will need to be made. Applicants should be notified of their award in December.
  - WT: R. Sickler shared that the Township had a kick-off meeting for their new Open Space Plan, which was done in 1992. The township is working with Yost. The Boyertown Blast soccer tournament is happening at Washington Park on November 19<sup>th</sup> & 20<sup>th</sup>. New equipment will soon be installed in Barto Park. T. McCloskey asked if she could go on a parks tour with R. Sickler prior to January 1 and M. Lenhart indicated that this would be alright.
12. Action Items. None.
  13. Next PARRC meeting-M. Lenhart stated that the next PARRC meeting will be held on 12/1 and the annual review meeting is 11/15.
  14. Adjournment- A Motion to Adjourn was made by J. Erb and seconded by C. Paretti, meeting adjourned at 6:30pm.