



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

PARRC Meeting Minutes

October 28th, 2020

4:00 p.m. – 6:00 p.m.

a GoTo meeting

In Attendance:

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

Craig Colistra, PAHWF
Mike Narcowich, Ass't Section Chief, Community
Planning, MCPC
Danielle Baer, MCPC
Barbara Heller, BerryDunn

Meeting notes:

1. Introductions were made.
2. Meeting minutes from September 23rd, 2020 were motioned for approval by B. Keohane, C. Paretti seconded and were approved. Abstained - P. Hiryak.
3. Strategic Plan - Barbara Heller reviewed the Strategic Plan Initiatives and Goals Framework. She discussed the plan and took comments from members. Framework included broad, Strategic Themes and then Objectives within the themes. Initiatives were attached to each objective. Barbara will then add Tactics to the initiatives. Short, mid, and long-term dates to 2025 were added to the framework. The initiatives will be prioritized by year and discussed at the next meeting.
4. ICIA Update – The ICIA has been adopted by all PARRC members. PARRC will advertise the monthly meeting schedule because of Sunshine Laws. M. Lenhart will investigate advertising it. PARRC members need to reconfirm participation of PARRC board members.
5. MOU – C. Colistra sent the MOU to SRGA but has not heard from Tim Fenchel. M. Lane will discuss with T. Fenchel when he is in the office.
6. PARRC reorganization – Nomination of officers:

Chair - B. Keohane nominated *M. Lenhart* and P. Hiryak seconded. M. Lenhart accepted the nomination and all members voted and approved.

Vice Chair - C. Valentine nominated *B. Keohane* and C. Paretti seconded. B. Keohane accepted the nomination and all members voted and approved.

Treasurer – B. Keohane nominated *C. Paretti* and C. Valentine seconded. C. Paretti accepted the nomination and all members voted and approved.

– Procedures:

M. Lenhart revised the Procedures section of the 2016 Governing Regulations and made it a stand-alone document. The Governing Regulations document is obsolete now that the regulations have been integrated into the ICIA and it has been signed by all PARRC members. The Procedure document outlines the Recreation Coordinator Evaluation and Banking Procedures (Treasurer's Job Description). Comments made concerned adding SRGA to the Recreation Coordinator's first 6 month Evaluation and be a part of the interview process and a Unanimous vote will be required instead of a majority (50%) vote if the Recreation Coordinator needs to be removed if they have not met position



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- requirements. M. Lenhart will change the Procedures document to reflect the comments.
- Discussion of Officers job descriptions to be drafted:
M. Lenhart will develop the job descriptions with the assistance of C. Colistra and M. Lane.
 - Securing bank account:
It was discussed that C. Paretti would investigate the acquisition of a bank account at a bank or credit union. M. Lane suggested using some of the stipend funds the Coordinator positions receives to open an account. He will review with the SRGA Financial Officer.
 - Investigation of non-profit status/501(c)3:
It was discussed that C. Paretti would investigate if PARRC should become a non-profit and also hold a 501(c)3 status with the IRS. She will also investigate if there is threshold for funds that would kick-in the requirement for an audit and if PARRC needs liability insurance.
 - Venue for meetings:
Virtual for now.
 - Meeting Time:
4:00 PM.
 - Agenda format:
It is acceptable for now. M. Lenhart would like to add a report, given by each officer on a quarterly basis, to the agenda.
 - Meeting dates:
The meeting dates have been approved for 2021.
7. Grant Applications – The PECO grant applications were submitted last week. The PAWHF grant applications are under review and award notification will be given at the end of November/beginning of December. The PMRPC grant round has been pushed ahead to the fall of 2021. They would like to close out the projects from previous years and they also did not get as much funding from DCNR as requested. They received \$75,000 this year.
8. Updates from the PARRC members:
- a. **Douglass Township**: They cancelled their recreation events in their parks and the Christmas Tree Lighting Ceremony as well. They may cancel their recreation events next year as they did not allocate funds for them in the 2021 budget. They are also pulling funds together for a new Emergency Services Building. They want to combine their police, fire and rescue services in one building. They are going to demolish the old fire hall next year. The cost for the new building may be around \$3 to \$3.5,000,000 dollars.
 - b. **Pottstown Borough**: They are looking for some advice from the members on fees to overhaul athletic/ballfields. Specifically, what it cost to drag and lime a field and what their costs are for renting the fields for a day or half day. They had few outdoor events and when there were some, they required a plan that outlined control measures and social distancing to reduce Covid19 exposure. The Comedy Show that was a charity event for the flooded Memorial Park went well. They had 70 attendees and a share of the profits netted them \$295.00 dollars. It was BYOB and was held on 9/30/20 in Memorial Park.



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- c. Upper Pottsgrove Township: The MOU for the Inclusive Playground was given to the Township Solicitor for review and he made some comments. It will go the BOC for comments. The Open Space and Recreation Board is changing their meeting dates from the second Tuesday to the first Tuesday of each month, so they have time to submit a report to the BOC meeting. There are 42 dead Ash trees in Sussell Park that need to be cut down this year. A few will have to be cut down by a specialist. The Shontz trail easement is moving forward. They are having it surveyed and they applied for a PECO grant. They are considering outsourcing their mowing in 2021 and going to a no mow/low mow program in some areas. They would like to implement a wayfinding and signage plan for all the trails. Althouse Arboretum is having a safe trick-or-treat night on October 30 from 4 to 8 PM. They are also sponsoring an electronic recycling day on November 14th from 9 to 1 PM at the Hillside Aquatic Center. A \$10.00 donation is required and it is open to the public.
 - d. North Coventry Township: The Hanover Meadows Park ribbon cutting ceremony scheduled for October 31st was cancelled. The River Bend Park Playground project is done but closed. The Fernbrook Lodge in Coventry Woods Park is undergoing exterior renovations.
 - e. East Coventry Township: The Fall Festival went well despite the rainy weather. At their Park & Rec Board meeting last night, they discussed having their annual 5 and 10K race for next spring but may cancel it. All of their parks are open.
 - f. West Pottsgrove Township: No updates. They are considering a Christmas Tree Lighting Ceremony in December but are not sure yet.
 - g. Lower Pottsgrove: B. Keohane stated that Bursich Engineers submitted the Gerald Richards Park construction plans to the Conservation District for the area that the CDBG grant covers. There were comments from the District and the plan needed to be tweaked. Their parks are open, but they cancelled the fall community event. They are evaluating if the summer concerts series will be held next year.
 - h. MCPC: They would like Bill Hartman, new section Chief of Trails & Open Space, to come to the December meeting and give an update on their parks and trails.
 - i. PAHWF: The Foundation has seen an increase in use to their website by people who search for parks. They have found that when people search for parks in Pottstown, their website comes up first on search engines. They are developing a page on their existing website called "Pottstown Outdoors" and will include links to nearby Township parks and the PARRC website.
9. Public Comment – There were no comments from the public. We need to set a policy for public comments and add it to the Procedures document.
10. Next Meeting Date – December 3, 2020 at 4:00 PM. It will be held virtually.
11. Executive Session – The Regional Recreation Coordinator performance evaluation is scheduled for November 11th at 4:00 PM. M. Lane was asked for a date of his retirement so PARRC can schedule succession planning. C. Colistra would like the Regional Recreation Coordinator performance evaluation document sent to him by Friday, October 30th.
12. Adjournment – 6:03 PM

Recorder: M. Lane



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2020 Meeting Schedule

(All meetings to be held at 5:00 PM in the Pottstown Area Health and Wellness Foundation Conference Room, 152 East High Street, 5th floor, Pottstown, PA 19464 unless noted otherwise):

<i>January 22</i>	<i>February 26</i>	<i>March 25</i>	<i>April 22</i>	<i>May 27</i>	<i>June 24</i>
<i>July 22</i>	<i>August 26</i>	<i>September 23</i>	<i>October 28</i>	<i>December 3</i>	

Next meeting: December 3, 2020 Location: Virtual 4:00 PM