



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

## PARRC Meeting Minutes

May 26, 2021

a Virtual Meeting

### In Attendance:

Cathy Paretto, Upper Pottsgrove Township  
Michael Lenhart, Borough of Pottstown  
Charlie Valentine, West Pottsgrove Township  
Pete Hiryak, Douglass Township  
Bill Keohane, Lower Pottsgrove Township

Jay Erb, North Coventry Township  
Craig Colistra, PAHWF  
Rachel Griffith, Senior Trails and Open Space Planner, CCPC  
Tim Konetchy, Community Planner, MCPC  
Marley Bice, Senior Community Planner, MCPC  
Tricia McCloskey, PARRC Planner

### Meeting notes:

1. Call to Order – 4:10pm.
2. Pledge of Allegiance
3. Introductions were made-Tim Konetchy, new planner for the Montgomery County Planning Commission who will be working with PARRC and administering the PMRPC grant program.
4. Meeting minutes from April 28, 2021, were motioned for approval by C. Paretto and seconded by C. Valentine with no revisions. B. Keohane abstained.
5. Executive and Sub-Committee reports.  
*Planners Report* – T. McCloskey presented the report and asked if anyone had any questions on the tasks completed to date and the active implementation of projects utilizing Planner assistance. There were no questions.  
*Treasurers Report* – C. Paretto presented the report and stated there is \$300.00 in the checking account and \$5.00 in the savings account. All invoices were sent to the municipalities and anyone needing a W-9 can have it emailed to them.
6. Old Business –
  - a. Interns for 2021 – C. Colistra stated the Foundation has hired two summer interns. The recreation research intern will start on June 1 and focus on collecting data in the parks and using her GIS experience, will develop some maps using the park data collected over the past three years. The second intern will start later in June and focus on PARRC’s digital communications and outreach on social media. C. Colistra will manage the research intern and T. McCloskey will manage the digital communications intern. A joint meeting of C. Colistra, T. McCloskey and both interns will happen weekly.
  - b. Strategic Plan – M. Lenhart discussed the two subcommittees; Regional Events and Revenue Sustainability. The Regional Events Subcommittee will consist of J. Erb, K. Nocella, and C. Colistra. The subcommittees will begin working in July. The Revenue Sustainability Subcommittee will consist of C. Paretto, M. Lenhart, and B. Keohane, and will focus on the upcoming presentation to Lower Pottsgrove Township regarding the potential for an open space tax levy. C. Colistra discussed that Natural Lands is willing to give a presentation at the next PARRC meeting about open space tax programs. C. Paretto offered to B. Keohane the assistance of the Upper Pottsgrove Open Space and Recreation Board to answer questions since the township already has an open space tax program.
7. New Business –
  - a. Status of Transition. T. McCloskey gave an update on her on-going introductions to PARRC municipalities. In the last three weeks, she has met with the Park and Recreation Boards/Committees of North Coventry, Lower Pottsgrove, and Upper Pottsgrove, and with Board of Supervisors of Douglass



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Township. She will meet with Pottstown Borough Council on June 9<sup>th</sup>. More municipal introductions will be scheduled in the coming weeks.

- b. Park Website and Facebook Page: T. McCloskey stated that she developed a blog/news area on the PARRC.net website. It is located on the “About” menu. She asked for ideas for news items for the website. T. McCloskey also reported that she has added several posts to the Facebook page, and asked PARRC members for ideas for posts, including grant announcements, park and trail projects and upcoming events PARRC members want to advertise.
- c. SOPARC Seminar – C. Colistra discussed the training is scheduled for June 17<sup>th</sup> and 18<sup>th</sup> and to please sign up if you haven’t already. He discussed that an iPad will be needed to complete the training.
- d. 2021 PAHWF/PMRPC Grant Projects – Status of Closeout documents. T. McCloskey stated that she updated the closeout documents to reflect recently completed grant, and also reformatted all the grant documents into Excel from Word. M. Lane had sent in closeout documents for several grants in mid-April and she is working to make sure they are completely closed out. T. McCloskey asked if she gets a confirmation from the funder if a grant is completely closed out so she knows she can remove it from the Closeout spreadsheet.
- e. PARRC Future Meetings/Location- M. Lenhart stated that we need to decide whether to meet in person or virtually for June. C. Colistra stated that the Foundation staff is not expected to be back in the office until the fall, but PARRC could still meet in the Foundation offices. However using current best practices, we may not all fit. C. Colistra also stated he would like for PARRC meetings to stay virtual for June and July and that he will be available in August to help T. McCloskey transition to the in-person meetings. B. Keohane indicated he can get Sunnybrook for July.

8. Grant Announcements

- a. PMRPC fall grant round. M. Bice indicated that new grant contracts may extended to 24 months to give more time to get projects completed. Awards will be March 1<sup>st</sup>, 2022.
- b. PAHWF Winter Grant Round -C. Colistra indicated this is actually the fall round not, winter. The grant round opens July 1 with Letters of Interest being due August 1. C. Colistra announced the Spring round grant recipients, stating that both East Coventry and North Coventry Township received grant funding. J. Erb thanked C. Colistra for the continued support of PARRC projects.
- c. Schuylkill Highlands Mini-Grant Round – P. McCloskey stated that she checked with C. DeWolf at Natural Lands and that the mini-grant round should be opening soon, hopefully early June; and if any townships have project ideas to let her know. She also discussed the upcoming rounds for the DCED Multi-modal funding and PennDOT’s Transportation Alternatives Set-Aside Program.

9. Partner Updates –

- Douglass – No update.
- East Coventry – No update.
- Lower Pottsgrove – Gerald Richards Park Phase I is complete. Can’t use the parking lot yet until the grass begins to grow. The summer concert series is on, and four bands are scheduled so far.
- North Coventry – M. Lane dropped off more paw paw trees so now there are 12 in Coventry Woods and four in Kenilworth Park.
- Pottstown Borough – The Borough is very busy and lots of events are scheduled, including car shows, the farmers market and the 4<sup>th</sup> of July celebration. The MontCo 2040 grant was awarded in the full amount of \$200,000 for the Memorial Park Bridge project. The Borough was surprised and pleased about the award. The project should be fully funded now with receipt of this grant. Construction may start next month and the total project costs are roughly \$400,000. The designs for the streambank stabilization portion of the project were just received and may be bid out.



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- i. Upper Pottsgrove –The Fox Hill Trail improvement project is now underway and G. Churach and C. Paretti had a site visit to check out the start of the work. C. Paretti met with the Arboretum’s new interns.
  - ii. West Pottsgrove –Reached 500 pounds for the Trex park bench and residents voted on the color.
  - iii. MCPC – T. Konetchy working with T. McCloskey on grant closeout documents.
  - iv. PAHWF – No additional updates.
  - v. CCPC – Rachel had to leave the PARRC meeting early; no updates.
10. Public Comment – There were no comments from the public. C. Paretti stated that on Memorial Day there will be a motorcade that will go to the Memorial Park World War II Veterans Memorial for a ceremony.
11. Action items –none.
12. Next PARRC Meeting Agenda items – Please send to T. McCloskey. The next meeting is June 23, 2021, at 4:00pm. It will be held virtually.
13. Adjournment – 5:28pm.

Recorder: T. McCloskey

***2021 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 otherwise noted):

*January 27      February 24      March 24      April 28      May 26      June 23      July 28      August 25      September 22*  
*October 27      December 1*

***Next meeting: June 23, 2021      Location: Virtual Meeting 4:00 PM***