PARRC MEETING MINUTES

September 23, 2026

In attendance:

Michael Lenhart, Pottstown Borough
Bill Keohane, Lower Pottsgrove Township
Jay Erb, North Coventry Township
Karen Nocella, East Coventry Township
Tim Vey, West Pottsgrove Township
Mckenna Powanda, Douglass Township
Mark Bedle, Washington Township
Tricia McCloskey, PARRC Regional Planner
Shelley Kriczky, PARRC Recreation Assistant
Craig Colistra, Pottstown Regional Community Foundation
Steve Buck, Chester County Planning Commission
Sherry Paup, Upper Pottsgrove Open Space & Recreation Board

1. Call to Order & Pledge of Allegiance – M. Lenhart called the PARRC meeting to order at 4:32pm, and the Pledge of Allegiance was made.
2. Welcome & Introductions – No Introductions needed.
3. Review and approval of PARRC meeting minutes from August 26, 2026. M. Lenhart requested a motion to approve the minutes from the August 26th meeting. B. Keohane made the motion, J. Erb seconded. The motion was approved with no opposition or abstention.
4. Public Comment. – No public comment was made.
5. Treasurer's Report - B. Keohane stated that the 2026 dues from the Pottstown Regional Community Foundation are expected to be received by the end of the week. B. Keohane stated there are still outstanding dues from Douglass. B. Keohane stated there was an expense for ~$270.00 for the rack cards, stamps, and an easel. B. Keohane stated that he would be passing the materials to T. McCloskey for the use of others. T. McCloskey asked if we should put up the poster on the easel for the Putt for Parks mini-golf tournament, the committee agreed it should be on display. M. Powanda stated that Douglass approved the PARRC allocation and they should have a check by the end of the week. B. Keohane presented the Treasurer's Report. The PARRC Financial Report stated that the PARRC savings account balance contains $38,507.80 in restricted funds and $56.13 in unrestricted funds. The PARRC checking account balance has $0.00 in restricted funds and $57.20 in unrestricted funds. B. Keohane presented the PARRC Foundation financials, the PARRC Foundation's savings account balance has $27,656.68 in restricted funds and $1,809.14 in unrestricted funds. The PARRC Foundation's checking account balance has $1,329.32 in restricted funds and $1,276.45 in unrestricted funds. B. Keohane sent M. Lenhart the PayPal monthly transaction history. M. Lenhart asked T. McCloskey and S. Kriczky if they were able to decipher the difference between sponsor and registration from the PayPal transactions. T. McCloskey stated she has not. B. Keohane stated that registration will only come in increments of $30.00 or $60.00 based on number of players, were as sponsors will come in at $100.00, $150.00, $200.00. T. McCloskey stated she has one award sponsor. M. Lenhart stated he may be misremembering the award sponsor amount. M. Lenhart shared the sponsor form sheet which had hole sponsor at $200.00, patio sponsor at $150.00, refreshment table sponsor at $150.00, award sponsor at $250.00, and raffle sponsor at $100.00. T. McCloskey stated

she would recheck everything because she does not have $250.00 or $100.00, she has mainly hole sponsors. M. Lenhart asked for a motion to approve the Financial Report, T. Vey made the motion, and M. Bedle seconded. The motion was approved with no opposition and an abstention from B. Keohane.

6. County Planner Update. S. Buck stated that the planning commission is hosting their annual transportation forum on 10/27 at 7pm, it will provide general updates on what the planning commission is working on mainly regarding transportation. S. Buck stated the main topic will be the development of Chester County's Bike and More Plan, it will help identify a future network of on-road facilities, and will provide recommendations on municipal policies, on infrastructure and general safety. S. Buck stated another aspect will be general updates like the county's trail development. S. Buck stated it is a virtual only event and to check the planning commissions website for details. S. Buck shared the e-tool on the planning commission's website, and the most recent update is on bike parks. S. Buck stated that the County's Town Tours and Village Walks are still going on.

7. Planner's Report. T. McCloskey presented the Planner's Report. She stated that she is continuing to work on the Nature-Based Placemaking project and held a Steering Committee Meeting with the PA Downtown Center. The project is getting back on schedule, and they talked about problems around economic development, and focused on the Schuylkill River Trail. They had representation from three out of the eight municipalities, including East Coventry Township, Pottstown Borough, and Washington Township. T. McCloskey stated there will be more meetings, and it would be beneficial to have more representatives, and asked if anyone on the committee wanted to come. T. McCloskey stated that she previously intended for Managers to come but if it is easier she will open the meetings. B. Keohane asked if T. McCloskey could copy him on the invites. J. Erb would also like to be copied. T. McCloskey stated she would. T. McCloskey stated she is working with S. Kriczky and M. Lenhart on Putt for Parks. T. McCloskey stated for Pottstown Borough she spoke M. Lenhart about doing a PRCF grant, she checked out Brookeside Park and continues to work with the Pottstown Arts Committee. T. McCloskey stated that for Douglass Township she spoke with M. Powanda about potential PRCF and LSA grants. T. McCloskey stated for Upper Pottsgrove, she worked with A Gryga on the revised cost estimate for Hollenbach Park Phase 1. T. McCloskey stated that for Lower Pottsgrove Township, she coordinated with B. Keohane on the $1M award to Sanatoga Park Inclusive Playground Project, and coordinated with A. Gryga and Chester Valley Engineers on the Pleasantview Master Plan. T. McCloskey stated she does not think Chester Valley Engineers got a notice to proceed for the Inclusive playground, and she will check back to see who is next to proceed with the project. B. Keohane stated he thought they voted on that in June. T. McCloskey stated she will straighten it out. T. McCloskey stated for North Coventry Township, she is coordinating PRCF and LSA grants, and the Riverside Boat ramp is now under construction. T. McCloskey stated for East Coventry Township, she is working with Chester Valley Engineers on closing out Towpath Park construction project, and a stream crossing in Ellis Woods, talking with K. Nocella on a expansion on the Nature Preserve and potential trail, and talking with Township Manager on LSA grants. T. McCloskey stated that for West Pottsgrove Township, she is coordinating with the Township Manager on grants. T. McCloskey stated for Washington Township, she is talking with M. Bedle on LSA grants, and PRCF grants. T. McCloskey stated there are five awarded grants, totaling $1.3M, moving PARRC's total to $12M, pending grants are six, and total submitted are one. Upcoming grants or PECO Green Region, LSA Statewide due 11/30. M. Bedle asked if they heard anything about DCNR small grants that A. Cover mentioned. T. McCloskey stated that A. Cover was

talking about the PMRPC Mini-grants, and it is for PMRPC members only, M. Bedle is talking about the DCNR Small Community grants and they are due in April. J. Erb asked if the Township Manager has reached out about the PECO Green Region Grant for Kenilworth Park Pond. T. McCloskey asked if she should reach out. J. Erb stated that she should. K. Nocella stated that they talked about redoing the playground at Ellis Woods Park, T. McCloskey stated that they should do them at the same time and do the standard combination of grants. K. Nocella asked if her, T. McCloskey, and A. Gryga could go out and see it, and if A. Gryga could give them a cost estimate. T. McCloskey said he would.

8. Volunteer Events. – J. Erb stated he has an Empower Your Park scheduled for 10/11 at Coventry Woods, it will be an invasive species hike. T. McCloskey asked if he would like a flyer, J. Erb stated that he would like a flyer. S. Kriczky stated that she would do a flyer. M. Lenhart stated he would also like a flyer for Pottstown's volunteer event on 10/20, they will be planting 25 trees at Spruce Street Park.
9. Old Business.
    a. Putt for Parks Tournament
        - (1) Sponsor status. T. McCloskey stated she has about ten whole sponsors, two table sponsors, and one award sponsor, but she will double check everything to make sure its correct. T. McCloskey stated that is checking her work mailbox the next day for sponsorship checks. K. Nocella asked if T. McCloskey could tell them who was a sponsor or not. T. McCloskey named the sponsors, and sponsors who said they would send a check. C. Colistra asked if PRCF has sponsored, T. McCloskey said they had. B. Keohane stated that he sent an email out and said that we needed to know by the end of the week. M. Bedle asked if the banner has been ordered yet, T. McCloskey stated it has not been ordered. M. Lenhart stated they have enough to cover overhead.
        - (2) Prizes. T. McCloskey asked what they were doing for prizes. M. Lenhart stated that they will have the raffle basket made by S. Kriczky, and around five or six gift cards, some bottles of wine, and local business swag. M. Bedle asked if anyone reached out to Wal-Mart, and S. Kriczky stated she will stop by and see if they have available gift cards. M. Lenhart will also send out a shopping list. B. Keohane stated that if anyone buys anything for the event with their personal credit card to send it to him and he will expense it. M. Lenhart asked if the raffle basket was for general tickets or if it was a prize for hole-in-one only. T. McCloskey stated that it was not decided yet. M. Lenhart stated it can be the hole-in-one prize, and then the remaining tickets will be put in the general raffle. T. Vey stated a prize good be a spa basket with a UV light mask.
        - (3) Other Issues. T. McCloskey asked if last year's hole markers are in the shed at the golf course. M. Lenhart stated they were. B. Keohane asked how many people were signed up to play. B. Keohane listed multiple team payments. M. Lenhart stated that he could mention it to the mayor, and that he sent it out to multiple businesses like The Rotary. J. Erb stated that he will come and hang around in case anyone only has a team of three, and if no one needs it he can hand out hole-in-one tickets.
10. New Business.
    a. Boyertown Borough Communications. M. Lenhart stated that they were approached by an individual on Boyertown Council, and M. Lenhart stated he tried calling her and he left a

message about meeting next week to learn more about what their interests are, and he will report back once he meets with them.

11. Partner Updates.
    - M. Bedle, Washington Township. M. Bedle stated that the Township is finishing up the master plan project for Barto Community Park, hopefully adopted in November. M. Bedle stated the Township is completing a small connector trail this fall connecting a development to Barto Community Park. M. Bedle stated the Washington Township Master Plan project is funded and will begin in 2027. The Fall Festival is October 4th.
    - J. Erb, North Coventry Township. J. Erb stated no update.
    - T. Vey, West Pottsgrove Township. T. Vey stated the Township is finishing up the fences and cameras at Veterans Park. T. McCloskey asked if the basketball court got repainted, and T. Vey stated he thinks they started early and finished.
    - B. Keohane, Lower Pottsgrove Township. B. Keohane stated the Township is in working on the Pleasantview Park Master Plan Project. He stated the Township was awarded a $1M LSA grant for the Adventure Grove Inclusive Park. B. Keohane stated they will also be having a ribbon-cutting at the new stretch of the Schuylkill River Trail on 9/29.
    - C. Colistra, Pottstown Regional Community Foundation. C. Colistra had no update.
    - K. Nocella, East Coventry Township. K. Nocella stated the Township Fall Festival is coming up on 10/10 at Fricks Lock Village. There will be food trucks, pumpkin decorating, cornhole, and they are still looking for a face-painter.
    - M. Lenhart, Borough of Pottstown. M. Lenhart stated the Borough's Pet Fair was the first week of September. M. Lenhart stated that Brookside park will be finished next week, and Manatawny Greens were recarpeted at the beginning of September.
    - M. Powanda, Douglass Township. M. Powanda stated they are finally at the end of their LSA grant for their township vehicle. M. Powanda stated it was already requested to be a showpiece at two conferences.
12. Action Items. T. McCloskey will reach out to Chester Valley Engineers to see what is next for the Adventure Grove Park Project, she will reach out to North Coventry Borough Manager in regards to a PECO Green Region Grant. S. Kriczky will do a flyer for J. Erb and M. Lenhart. T. McCloskey will doublecheck all the sponsors are correct. M. Lenhart will send out a shopping list for Putt for Parks tournament.
13. Next PARRC meeting. M. Lenhart stated that the next PARRC meeting will be October 28th, and to send all agenda items to T. McCloskey.
14. Adjournment. A motion was made to adjourn by J. Erb and seconded by M. Bedle. The meeting was adjourned at 5:48pm.