



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

## PARRC MEETING MINUTES

May 28, 2025

### In attendance:

Michael Lenhart, Borough of Pottstown  
Bill Keohane, Lower Pottsgrove Township  
Charlie Valentine, West Pottsgrove Township  
Jay Erb, North Coventry Township  
McKenna Powanda, Douglass Township  
Mark Bedle, Washington Township  
Mark McKinnie, Upper Pottsgrove Township

Karen Nocella, East Coventry Township  
Tricia McCloskey, PARRC Regional Planner  
Shelley Kriczky, PARRC Recreation Assistant  
Craig Colistra, Pottstown Area Health & Wellness Foundation  
Steve Buck, Chester County Planning Commission  
Adam Duncan, Douglass Township Alternate

1. Call to Order – M. Lenhart called the PARRC meeting to order at 4:30pm and the Pledge of Allegiance was made.
2. Welcome & Introductions – No introductions necessary.
3. Review and approval of meeting minutes from April 23, 2025. The minutes were motioned for approval by M. Powanda and seconded by B. Keohane. The motion was approved with no objections or abstentions.
4. Public Comment- No public comment made.
5. Treasurer's Report - M. Lenhart presented the Financial Report and stated that the checking account balance is \$491.24, and the savings account balance is \$23,465.09. In restricted funds, the Operating Reserve is \$23,469.13. Total Restricted funds are \$23,469.13. Total non-restricted funds is \$487.20. The Planner invoices have been mailed out. The Financial Report was motioned for approval by M. Powanda and seconded by K. Nocella. The motion was approved with no objections or abstentions. The PARRC Foundation's Financial Report was reviewed. The PARRC Foundation's checking account balance is \$1,499.11, and the savings account balance is \$33,645.26. Total Restricted funds are \$30,543.95, and Total Unrestricted are \$4,600.42. All of municipalities' checks from the Yeck Foundation have cleared. The PARRC Foundation Financial Report was motioned for approval by B. Keohane and seconded by M. Powanda. The motion was approved with no objections or abstentions.
  - a. 2024 IRS Form 990 & B. Keohane reimbursement. M. Lenhart stated B. Keohane filed PARRC Foundation's 990 and accrued a cost of \$79.99 in filing fees, he is seeking a motion for reimbursement, M. Bedle motioned for approval, J. Erb seconded. The motion was approved with no objections or abstentions. M. Lenhart suggested pre-authorizing expenses such as filing fees going forward, designating an amount for the next year. T. McCloskey suggested using the PARRC Foundation debit card for these type of expenses. M. Lenhart suggested a filing cap of \$100.00. M. Lenhart sought a motion to expense the filing the 2025 taxes of up to \$100.00 with a submitted receipt at that time. M. Bedle motioned for approval, and C. Valentine seconded. The motion was approved with no objections or abstentions.

- b. Approval of 04/23/25 PARRC Foundation Minutes – M. Lenhart sought a motion to approve PARRC Foundation minutes from the April PARRC Meeting. J. Erb motioned for approval, M. Powanda seconded. Motion passed with no objections or abstentions.
- 6. County Planner Updates – S. Buck from the Chester County Planning Commission stated that construction is about to begin on an extension of the Chester Valley Trail, the existing trail that ends in Exton. The project will extend the trail a little less than two-thirds of a mile to the west to the Oakland Corporate Center. This will end the trail around the Chester Valley railroad alignment. It is estimated that construction will be wrapped up in Spring 2026. S. Buck stated that the Chester County Commissioners approved a resolution for the county to acquire the Philadelphia-Thorndale Rail Corridor. This corridor is planned to be used for the next extension of Chester Valley Trail. S. Buck stated CCPC is planning on submitting a grant to DCED Greenways Trails & Recreation Program for the Chester Valley Trail Enola Low Grade segment, in the far west end of the county. S. Buck stated this will extend the trail to into Atglen Borough. S. Buck stated that the project is currently under design. S. Buck stated that the County will be putting out a survey relating to their Chester County Trail finder application, and it will be posted on the County website. S. Buck will also email the link.
- 7. Planner's Report – T. McCloskey presented the Planner's Report. T. McCloskey stated that she continues to have weekly meetings with the Recreation Assistant. T. McCloskey and S. Kriczky continue to work with Appalachian Mountain Club on the StoryMap project. T. McCloskey stated that they have set a date for the focus groups for the Nature-Based Place Making project, and PA Downtown Center will send out those dates for the partners to choose from. T. McCloskey and S. Kriczky continue to work on the Summer Calendar and Newsletter. T. McCloskey continues to work with a consultant on the PARRC logo project. T. McCloskey is working on a grant for the Brookside Park Redevelopment project for the Pottstown Borough, as well as a MontCo 2040 Grant. She is coordinating with C. O'Donnell regarding the closeout of MontCo 2040 grant for Douglass Township. She coordinated with G. Churach regarding the start of Trail Connections Study and coordinated with the Township on denial of MontCo 2040 grant and next steps for Upper Pottsgrove Township. She coordinated with Township staff and consultants regarding design of new park sign at Ringing Rocks Park for Lower Pottsgrove Township. She coordinated with Township and attended Riverside Park site meeting with A. Gryga and E. Batdorf regarding the Boat Ramp Project, and she coordinated with Township re: docs for DCNR grant at North Coventry Township. She submitted DCED Greenways, Trail and Recreation Program Grant for Towpath Park Phase 2 Boat Ramp and Kayak Launch Project for East Coventry Township. She coordinated with a consultant on sign production and delivery for Murgia Park Signage Project for West Pottsgrove Township. She coordinated with Township on required documents for the Barto Community Park Master Plan Project. She coordinated with M. Bedle regarding the potential rail trail project for Washington Township. S. Kriczky asked everyone to check the Summer Calendar and respond with any corrections or comments.
- 8. Volunteer Events – No volunteer events are currently scheduled.
- 9. Old Business
  - a. New PARRC & PARRC Foundation Logos. – T. McCloskey and M. Bedle need to meet with the consultant and finalize. M. Bedle will email the information.
  - b. Nature Based Placemaking Project Update – T. McCloskey stated Focus Groups are coming next month, and an email will be sent out.

- c. Finance Committee Updates- No Meeting.
  - d. 2026 Strategic Plan – T. McCloskey will markup the strategic plan and give tasks to S. Kriczky.
10. New Business – M. Lenhart stated that the Montgomery County Senior Games were still interested in the PARRC Foundation for financial services. M. Lenhart will send out the email with the information on it. M. Lenhart stated that they should think about whether PARRC would want to take on this project.
11. Grant Announcements – Awards & Due Dates – T. McCloskey announced that the DCED Greenways Trails & Recreation Program applications are due 5/31, DCED Multimodal Transportation Fund applications are due 7/31, and Local Share Account Statewide round opens 9/1.
12. Partner Updates.
- K. Nocella, ECT – Towpath Park started construction.
  - M. Bedle, WT- M. Bedle stated that they held their first ever Plant Sale in May. M. Bedle stated that they were contacted by the Berks County Planning Commission regarding their rail to trail project, including putting together a meeting with a financial advisor and the stakeholders. He stated they are still working to get the RFP and Scope of Work approved for the bidding of the Barto Community Park Master Plan.
  - M. McKinnie, UPT- No updates.
  - B. Keohane, LPT- B. Keohane stated that the Summer Concert Series starts at the end of June.
  - J. Erb, NCT – J. Erb stated that the Coventry Woods Festival was held a week ago, and it was a success.
  - M. Lenhart, PB – M. Lenhart stated that Pottstown had a successful Powwow on the Manatawny. He stated they have received funding for the Brookside Park Project. He stated that the Pottstown Rumble will be held in June. He stated that at Pollock Park they found greater depths of contamination in some areas. M. Bedle asked who the consultant was; M. Lenhart stated it is ECS.
  - M. Powanda, DT – M. Powanda stated they received \$10,000 from a private donor, and that is going towards the blacktop overlay for the remaining section of the trail at Douglass Park. M. Powanda stated he is getting information together for an LSA grant.
  - C. Valentine, WPT – No update.
  - C. Colistra, PAHWF – C. Colistra stated that grant announcements and declinations will go out this week, or early next. He also shared a meet and greet with County Commissioner Jamila Winder at the Carousel at Pottstown.
13. Action Items. – T. McCloskey will send out NBPM focus group dates. T. McCloskey will mark up the strategic plan. M. Lenhart will send out the information regarding the Montco Senior Games.
14. Next PARRC meeting- M. Lenhart stated that the next PARRC meeting will be held on 6/25/25, and to send all agenda items to T. McCloskey.
15. Adjournment- A Motion to Adjourn was made by K. Nocella and seconded by M. Powanda; the motion passed, and the meeting adjourned at 5:37pm.