



PARRC MEETING MINUTES

January 28, 2026

In attendance:

Michael Lenhart, Borough of Pottstown
Bill Keohane, Lower Pottsgrove Township
Mark McKinnie, Upper Pottsgrove Township
Jay Erb, North Coventry Township
Karen Nocella, East Coventry Township
Tim Vey, West Pottsgrove Township
Steve Buck, Chester County Planning Commission

Craig Colistra, Pottstown Regional Community
Foundation
Tricia McCloskey, PARRC Regional Planner
Shelley Kriczky, Recreation Planner
Philip Johnson, Lower Pottsgrove Township
Kate Raman, Natural Lands

1. Call to Order. M. Lenhart called the PARRC meeting to order at 4:33pm, and the Pledge of Allegiance was made.
2. Welcome & Introductions. Introductions were made. PARRC welcomed Kate Raman, a planner from Natural Lands, and Tim Vey, the new representative from West Pottsgrove Township.
3. Review and approval of PARRC meeting minutes from October 22, 2025. B. Keohane made a motion to approve the PARRC meeting minutes from the October meeting, and M. McKinnie seconded. The motion was approved with no objections, with one abstention from J. Erb.
4. Public Comment. No public comment was made.
5. PARRC Reorganization. M. Lenhart stated that the governing document states that there must be re-election each year. M. Lenhart stated that the electee must be elected by a simple majority; if an electee is running for three consecutive years, they must be elected unanimously. M. Lenhart opened the floor for Chair nominations; M. McKinnie nominated M. Lenhart, B. Keohane seconded. The vote was unanimous with no objections or abstentions. The vote was accepted and the position was accepted by M. Lenhart. B. Keohane asked if partners who were not in attendance needed to be there for the vote to be unanimous, M. Lenhart stated that a unanimous vote was only required for financial decisions. M. Lenhart opened the floor for Vice-Chair nominations. B. Keohane nominated M. McKinnie, and J. Erb seconded. There were no objections; M. McKinnie abstained. The position was approved and accepted by M. McKinnie. M. Lenhart opened the floor for Treasurer nominations. J. Erb nominated B. Keohane, M. McKinnie seconded. The vote was approved with no objections and an abstention from B. Keohane. B. Keohane accepted the Treasurer position.
6. Treasurer's Report. B. Keohane presented the Treasurer's report. B. Keohane stated that there was no change for January. B. Keohane stated he pulled the current balances of the finances and will send out a breakdown of restricted funds and non-restricted funds. B. Keohane will meet with C. Paretti to receive the banking information. B. Keohane stated the current balance of PARRC is \$93,547.54, and the PARRC Foundation is \$29,454.77. M. Lenhart stated he had the December notes and said the most notable breakdown in the \$93,547.54 balance is \$70,041.50 which are the undistributed operating funds. J. Erb made a motion to approve, and M. McKinnie seconded. The motion was approved with no opposition, and one abstention from B. Keohane. B. Keohane asked if

anyone had explained the ICA to T. Vey and P. Johnson. M. Lenhart explained it to them. M. Lenhart will send the foundational documents to T. Vey.

- a. SRG payment in Q1 & MOU Discussion. M. Lenhart stated our fiscal year is the calendar year, so is SRG's. M. Lenhart asked C. Colistra if they pay SRG directly. C. Colistra stated that they now send it to PARRC for holding. M. Lenhart stated that they are in a position where they will never need that money before PRCF gives their payment. M. Lenhart stated that everyone is still making their contributions as scheduled. M. Lenhart stated they no longer need to make the payment in Q1. M. Lenhart stated they should set a goal to make a new resolution and possibly do it in 2027. B. Keohane asked whether they confirmed that all municipalities operate on the same fiscal year, and M. Lenhart confirmed that they did. M. Lenhart will ask B. Keohane to cut the check. M. Lenhart emailed the MOU. M. Lenhart stated they need a new MOU, firstly because Pottstown Area Health & Wellness Foundation became Pottstown Regional Community Foundation, and because PARRC changed the hours allotted for the Recreation Assistant position. The funding from PRCF did not change, just the name. M. Lenhart stated that there are two scenarios, one where the planner opts to use their benefits and recreation assistant hours increase, and one where they don't, and hours for recreation assistant decrease back to the original amount. M. Lenhart stated those are the changes to the MOU. M. Lenhart stated we can sit on it until February or decide on it for now. B. Keohane stated that two spots had the old name of Pottstown Area Health & Wellness Foundation, and they should be changed to the new name.

7. County Planner Update. S. Buck stated that the County will be updating the Chester County Climate Action Plan, and they received a grant from DCNR for a county wide tree canopy plan. Continuing town tours and village walks program, and they will be focusing on America250 events and Chester County250. In transportation, they are working on a county wide road bike plan. They are developing the multiple circuit trail development projects. They also have 4 or 5 trail projects. They are developing a low-cost and safety guide. T. McCloskey asked about the preservation program and S. Buck stated he did not have insight, but he thinks they may not have gotten funded this year. M. McKinnie asked when the safety guide is coming out, and S. Buck stated that it will be out around Q4 and will continue to update as it gets closer. M. Lenhart stated we do not have a reassigned planner for MontCo, and none for Berks County.

8. Planner's Report.

- a. Monthly Report & Grants Report. T. McCloskey informed T. Vey that she files a monthly report, quarterly report, and annual report. T. McCloskey stated that she continued to work on the strategic plan, attended two Commonwealth Finance Authority meetings about grant awards, and attended Montco2040 webinar for their new grant round. S. Kriczky continues to work on the newsletter, the rack card, calendars, and the interactive map. T. McCloskey she did not file any grants in the last month but a bunch were awarded. T. McCloskey stated that she coordinated with individuals about grant awards, and scopes of works for projects. T. McCloskey stated grants that were awarded in the last 30 days were nine, six were from LSA account totaling just over \$800,000, two from DCNR totaling \$449,000, and one from DCED multi-modal transportation program totaling just over \$232,000, total grants awarded in the last 30 days were just under \$1 million. T. McCloskey stated that PARRC has just reached \$10

million in just over a decade. T. McCloskey stated pending grants from numerous grant programs for 24 grants. Upcoming grant programs include MontCo 2040 due March 2nd, PA Historic & Museum Commission is due March 2nd, Pottstown Regional Community Foundation is due March 31st, DCNR C2P2 is due April 30th, and CCPP has been delayed.

- b. Q4 2025 Quarterly Report & 2025 Annual Report. T. McCloskey stated a third of her time was spent on regional projects, mainly the strategic plan, paid leave is second due to holidays such as Christmas, the townships are chopped up into their regular allocations. T. McCloskey stated funding awarded in the last quarter of the year, East Coventry received an LSA grant for improvements to their municipal building totaling \$48,076, Upper Pottsgrove received two LSA grants one for a police vehicle, and one to purchase an emergency vehicle, Lower Pottsgrove received an LSA grant to demolish two barns, Pottstown Borough for renovations to the Ricketts Center, Washington Township received an LSA grant for improvements to their Washington Town Park playground project. T. McCloskey stated that pending grants have six of the eight municipalities awaiting grants, and they are 12, totaling \$3.3M. T. McCloskey stated that Pottstown Borough's South Street Park redevelopment project was completed, East Coventry Township's Towpath Park phase 1 was completed, Pottstown Borough had another mural project completed, and West Pottsgrove Township had improvements at Old Timer's Field completed. T. McCloskey stated she already talked about what the Recreation Assistant had completed. T. McCloskey stated that PARRC Foundation actions include Nature-Based Place-Making, remaining meetings, hiring an account, securing the yearly BCO filing, and holding the second annual Putt for Parks tournament. T. McCloskey shared the draft annual report. T. McCloskey stated that for the year, their total grant funding was just over \$2M. T. McCloskey stated that you can see the percentage breakdown for each municipality by color. T. McCloskey stated that completed projects in West Pottsgrove had an interpretive signage project completed, Pottstown Borough had three signal box murals completed, Lower Pottsgrove had improvements at Ringing Rocks Park, the Ellis Hoffman House drawing project at East Coventry is almost finished, and Pottstown Borough planted 277 trees at Riverfront Park. T. McCloskey stated there was one new play set, a third of a mile in ADA trail, one new ADA picnic area, three signal box murals, six new interpretive signs, 0.4 miles of resurfaced trail, and one new park sign, and 27 grants awarded. T. McCloskey stated that the last page of the annual report is the strategic plan implementation.

- 9. Volunteer Events. M. Lenhart stated that the Pow Wow on Manatawny Creek is looking for more volunteer staff for that. M. Lenhart will send a general appeal through email to the members.

10. Old Business

- a. 2026 Strategic Plan. T. McCloskey went through what is in the strategic plan. T. McCloskey stated that they should all read the strategic plan and come back next month to discuss it.
- b. PARRC Rack Card. S. Kriczky presented a Rack Card to the committee. Committee made comments to edit. S. Kriczky will edit for the next meeting.

- 11. New Business. M. Lenhart stated that the new funding resolution and model should be something that everyone start thinking about. M. Lenhart stated that he will start reviewing it himself and will send out the current version. M. Lenhart stated to look out for an email from him.

12. Partner Updates.

- K. Nocella, ECT – K. Nocella stated that they are working on their John Doyle 5/10K and it will be moved to Ellis Woods Park and will be a trail race.
- M. McKinnie, UPT – M. McKinnie stated that they have not met this year, but with G. Churach stepping down from the Open Space Board, they will be getting a new representative.
- B. Keohane, LPT- B. Keohane stated that he had no updates.
- M. Lenhart, PB – M. Lenhart stated that the Rumble is coming back, and that the Polar Bear Swim was a success, South Street Park is wrapped up, and they are planning on regreening the courses at Manatawny Green. M. Lenhart stated they are still working on Brookside Park and Pollock Park.
- T. Vey, WPT –T. Vey stated they are still working on a project at Old Timer’s Field.

13. Action Items. – M. Lenhart stated they everyone should review the Strategic Plan and the Memorandum of Understanding.

14. Next PARRC meeting - M. Lenhart stated that the next PARRC meeting will be held on February 25th, 2026 and to send all agenda items to T. McCloskey.

15. 15. Adjournment- A Motion to Adjourn was made by B. Keohane and seconded by M. McKinnie and the meeting was adjourned at 6:20 pm.