



PARRC MEETING MINUTES

May 27, 2026

In attendance:

Michael Lenhart, Borough of Pottstown
Bill Keohane, Lower Pottsgrove Township
Jay Erb, North Coventry Township
Mark McKinnie, Upper Pottsgrove Township
Tim Vey, West Pottsgrove Township
McKenna Powanda, Douglass Township

Karen Nocella, East Coventry Township
Mark Bedle, Washington Township
Tricia McCloskey, PARRC Regional Planner
Shelley Kriczky, Recreational Planner
S. Buck, Chester County Planning Commission

1. Call to Order. M. Lenhart called the PARRC meeting to order at 4:36pm, and the Pledge of Allegiance was made.
2. Welcome & Introductions. No Introductions were made.
3. Review and approval of PARRC meeting minutes from April 22, 2026. M. McKinnie stated that #13 needs to be changed to M. Lenhart. B. Keohane made the motion to approve the minutes with the revision. M. Bedle seconded, and the motion passed with no opposition or abstentions.
4. Public Comment. No public comment.
5. Treasurer's Report. B. Keohane presented the Treasurer's report. The Financial Report stated that the PARRC savings account balance is \$23,469.13 in restricted funds and \$46.86 in unrestricted. The PARRC checking account balance is \$0.00 in restricted funds and \$87.20 in unrestricted funds. B. Keohane stated that the Foundation received a check in the amount of \$83,000.00 from the Yeck Foundation, and \$8,278.34 is on hold at the bank until the check clears on June 1st. M. McKinnie made a motion to approve the Financial Report, and K. Nocella seconded. The motion was approved without opposition and with one abstention by B. Keohane.
 - a. TCN Membership Fee. T. McCloskey stated that in recent years Pottstown Regional Community Foundation (PCRF) has covered our membership fee to Tri-County Community Network, and she believes it would be a helpful resource. T. McCloskey stated that the membership is \$200.00 and that it is up to the partners to decide whether to renew it. J. Erb asked what TCN provides. T. McCloskey stated they provide services for non-profits, like legal advice. T. McCloskey said if she is a member this year and does not use it, PARRC can drop the membership next year. B. Keohane stated that there are unrestricted funds in the Foundation account. M. Bedle stated to try to use the services to best of our abilities and if it does not hold up to our standards, then do not renew the membership. M. Bedle stated to make sure it does not just sit around unused. T. McCloskey stated that we did try to use Catchafire, but did not use the logo. T. Vey made the motion to approve the membership for one year through the Foundation, and M. McKinnie seconded. The motion passed with no opposition or abstentions.
 - b. Receipt and distribution of the Yeck Family Foundation Funds. M. Lenhart asked if they received a copy of the letter that came with it. Partners stated they did not receive it. M. Lenhart stated that he has a copy of the letter in-house. M. Lenhart stated that if they

authorize dispersals as they are presented in the letter, it is a blanket motion that covers all dispersals. B. Keohane stated he will speak to the amount that was awarded to each municipality not the total project cost and project details. B. Keohane stated the Borough of Pottstown's Brookside Redevelopment Project received \$10,000, Lower Pottsgrove Township's Pleasant View Master Plan Project received \$8,000. T. McCloskey stated there should be a revision to North Coventry Township's project to the Riverbend Park Batdorf Field Improvements. B. Keohane stated they received \$10,000, East Coventry Township's Towpath Park Entrance Sign Project received \$10,000, Upper Pottsgrove Township's Hollenbach Park Phase 2 Engineering received \$10,000, West Pottsgrove's Veterans Memorial Improvement Project received \$10,000, Douglass Township's Douglass Park Amenity Project received \$10,000, Washington Township's Washington Park Master Plan Project received \$10,000, and the Borough of Pottstown's Public Arts Project received \$5,000. M. Lenhart asked for a motion to approve the funds as stated in the letter that accompanied the check from the Yeck Foundation. M. Bedle made the motion, and T. Vey seconded. The motion passed with no opposition or abstentions. M. Bedle stated that they should write a thank you letter on behalf of all of us. **T. McCloskey stated she will write the letter.**

- c. Borough PayPal payment request. M. Lenhart stated that the L'oe Show, the international car show in town, requested rental of Manatawny Greens last year, and this year an individual from Belgium would like to do so. M. Lenhart stated the only way to process the payment is through PayPal. The Borough of Pottstown does not have a PayPal and the Borough is asking if they can use PARRC's. M. Bedle asked if there was a fee attached, M. Lenhart stated that there is not. T. McCloskey asked if this would affect our taxes. B. Keohane corrected and said there are fees. M. Lenhart requested a motion to authorize the PARRC Foundation to take payment for the fees for the use of Manatawny Greens from the L'oe Show with the understanding that all fees are covered by the Borough of Pottstown, and the green light from B. Keohane regarding the setup of the account. M. Bedle made the motion, and M. McKinnie seconded. The motion passed with no opposition or abstentions.
6. County Planner Update. S. Buck stated that the Chester County Planning Commission is getting started with their on-road bike plan called "Bikes and More." S. Buck stated that it will look at not only bicycles, but also e-bikes, scooters, and all alternative mobility vehicles. S. Buck stated they are developing a policy document and be a guide for municipalities on how to identify bicycle-friendly networks, and for riders of all ages and abilities. S. Buck stated that they will focus on e-mobility safety and education. S. Buck stated the first public meeting is June 10th at 7pm, virtual only, and a link will be coming soon. S. Buck stated they have a public survey on the planning commission website and will be open for about two months. B. Keohane asked if any municipalities had adopted any ordinances. M. Bedle said Washington Township has one for its parks. M. Lenhart stated they have ordinances pending. B. Keohane asked if that is for parks, M. Lenhart stated it was. T. McCloskey asked if municipalities could require permits for e-bikes, M. Bedle stated they cannot, only at the state level. T. Vey asked if there was a visual that could be put on Facebook with all the laws. **M. Bedle stated he had one about the state laws and he can send them to everybody.**
7. Planner's Report and Grants Report. T. McCloskey stated that she continues having weekly meetings with S. Kriczky, continuing to work on Nature-Based Place Making, and looking for an extension on the grant. T. McCloskey stated she is working with Pennsylvania Downtown Center on a list of deliverables. T. McCloskey stated she had a meeting with DCNR regarding its Community Tree

assistance program, she is attending AICP webinars for her continuing education credits, she coordinated with Yeck Foundation on the status of funding. T. McCloskey stated that the Recreation Assistant is continuing to work on photography, preparing the seasonal calendar, blogs, and Facebook posts. T. McCloskey stated that for Pottstown she submitted three grant applications, one to DCNR, one to PRCF, and one to Giant's Healing the Planet program. T. McCloskey stated she is not doing a lot with Douglass Township, but did coordinate with the Township their receipt from the Yeck Foundation. T. McCloskey stated for Upper Pottsgrove she met with the Borough Manager, supervisors, and Sean Drakely at Sen. Pennycuick's office to discuss potential grant funding for the new municipal complex. T. McCloskey stated for Lower Pottsgrove she submitted a DCNR grant application, and working on the GTRP application. T. McCloskey stated that for North Coventry she submitted a GTRP application and coordinated the Yeck funding. T. McCloskey stated for East Coventry she submitted a Chester County Preservation Partnership Program grant for Towpath park boat ramp project, and filed the GTRP grant application, and attended a site inspection with DCNR. T. McCloskey stated that for West Pottsgrove she submitted a DCNR grant application, and coordinated with Township on Barto Park Master Plan, and prepared a status report. T. McCloskey stated for Washington she coordinated on a potential GTRP application. T. McCloskey stated at the time report was written, there were no grants received, total grants awarded \$10.1M, total pending grants were 25 for \$4.9M dollars, and total grants submitted in the last 30 days were seven for a total of \$1.2M.

8. Volunteer Events. No volunteer events.

9. Old Business.

- a. PARRC Rack Card. Tabled until June meeting.
- b. Draft donor letter for PARRC Foundation. T. McCloskey stated that she drafted the letter and started a spreadsheet for donors. T. McCloskey stated they can talk more about it at the next Foundation meeting.

10. New Business.

- a. 2026 Putt for Parks Minigolf Tournament. M. Lenhart stated the he is fine with holding it early fall and stated it will be easier to process payments with cash or check the day of. K. Nocella asked if they could pay with a credit card, M. Lenhart said they can pay with a credit card the day of. T. McCloskey asked if they could do it through the PARRC website, create a form, and then link it to the payment processing. M. Lenhart stated that they should set a tentative date. M. Lenhart asked what the previous amount was per person. S. Kriczky stated that it was \$15/per person. M. Lenhart said we should sell 15-16 foursomes to help spread people out over the course. M. Lenhart suggested October 3rd. T. McCloskey asked if they should have it on a Saturday or a Sunday. S. Kriczky stated it was a Saturday the previous year. M. Lenhart stated we should start preparations for October 3rd. **M. Lenhart stated to send sponsorships to S. Kriczky.** J. Erb suggested sending letters to engineers or contractors who work for different municipalities. T. McCloskey stated last year we did letters and it did not work out as well, and this year we should call, and then send out a letter. M. Lenhart stated to make the spreadsheet and look through it to decide who needs a phone call and who needs a letter. J. Erb asked if we wanted to tie in an America 250 theme. M. Lenhart stated a theme would not be a bad idea. **M. Lenhart stated to get a list of possible donors for the next meeting.**
- b. NRPA National Conference. T. McCloskey stated that she would like to attend the NRPA National Conference with S. Kriczky for one day. T. McCloskey stated that one-day passes are

about \$400.00. M. Lenhart asked if anyone recalls the line item out of the money given to SRG that covers events like the NRPA conference. M. Lenhart stated there should be money in the reserves. M. Lenhart stated he would be inclined to approve it as the NRPA conference will not be in this area again for a long time. J. Erb stated that he believes there is a reserve but is unsure of the dollar amount. B. Keohane asked if there would be two registration fees, mileage, and parking. T. McCloskey stated that it would be for two people. M. Powanda made a motion to authorize payment for two one-day registrations and any necessary expenses for the day at the NRPA conference, and T. Vey seconded. The motion passes with no opposition or abstention. B. Keohane asked when the conference will take place. M. Lenhart stated that it is either the second or third week in September. K. Nocella asked where the conference takes place. T. McCloskey stated she believes it's at the convention center in Philadelphia.

11. Partner Updates.

- M. Bedle, Washington Township. M. Bedle stated they are having a free ice cream day in July. M. Bedle stated they had a plant sale in May and doubled the amount last year.
- M. Powanda, Douglass Township. M. Powanda stated they received their funding from the Yeck Foundation, and it will go towards pavilion amenities. M. Powanda stated they are looking into funding with T. McCloskey for playsets for next year.
- M. McKinnie, Upper Pottsgrove Township. M. McKinnie stated that the Althouse Arboretum had their dedication of the farmhouse, and it was very well attended. M. McKinnie stated that the building is now named The Green Cup.
- J. Erb, North Coventry Township. J. Erb stated that he had no updates. J. Erb thanked M. Lenhart for his reading of the Declaration of Independence.
- M. Lenhart, Pottstown Borough. M. Lenhart stated that the soccer mini-pitch at Pollock Park is finished and now open. M. Lenhart stated that it was mostly paid for by FIFA/U.S. Soccer Foundation. M. Lenhart stated they only paid for the base to be set up.
- T. Vey, West Pottsgrove Township. T. Vey stated that they are finishing up the basketball court.
- K. Nocella, East Coventry Township. K. Nocella stated that everything is copacetic, just trying to finish up Towpath Park. K. Nocella stated that they are looking into a grant for Ellis Woods Park.
- B. Keohane, Lower Pottsgrove Township. B. Keohane stated Philip Johnson organized a birding event and will plan more. T. McCloskey stated that either she or S. Kriczky can make a flyer to promote it. B. Keohane stated that they were awarded \$20,000 from the PCRF for the construction of the all-inclusive playground.

12. Action Items. T. McCloskey will write a thank you letter on behalf of PARRC to the Yeck Foundation. M. Bedle will send an e-bike ordinance flyer to everybody. Everyone should send their list of possible sponsors for the PARRC Mini-golf tournament to S. Kriczky for the next meeting.

13. Next PARRC meeting. M. Lenhart stated that the next PARRC meeting will be held on June 24th, and to send all agenda items to T. McCloskey.

14. 15. Adjournment. A Motion to Adjourn was made by M. Powanda and was seconded by M. McKinnie. The meeting was adjourned at 5:56pm.