



PARRC MEETING MINUTES

September 24, 2025

In attendance:

Michael Lenhart, Borough of Pottstown
Bill Keohane, Lower Pottsgrove Township
Charlie Valentine, West Pottsgrove Township
McKenna Powanda, Douglass Township
Karen Nocella, East Coventry Township
Jay Erb, North Coventry Township

Mark Bedle, Washington Township
Mark McKinnie, Upper Pottsgrove Township
Craig Colistra, Pottstown Regional Community Foundation
Cathy Paretti, PARRC Treasurer
Tricia McCloskey, PARRC Regional Planner
Shelley Kriczky, Recreation Assistant

1. Call to Order – M. Lenhart called the PARRC meeting to order at 4:32pm and the Pledge of Allegiance was made.
2. Welcome & Introductions – No introductions necessary.
3. Review and approval of PARRC meeting minutes from August 27, 2025. A motion was made to accept the minutes with revisions by J. Erb and seconded by B. Keohane.
4. Public Comment- No public comment was made.
5. Treasurer's Report – C. Paretti presented the Financial Report and stated that the checking account balance is \$87.20, and the savings account balance is \$93,532.85. In restricted funds, the Operating Reserve is \$23,469.13, and the Planner Reserves are \$70,041.50. Total Restricted funds are \$93,510.63. Total non-restricted funds are \$109.42. C. Paretti stated PARRC made their first installment to SRG for \$70,041.50 on 9/18/2025. C. Paretti also stated that PARRC received a check from PRCF for \$70,048.00 on 9/18/2025 for the second installment which will be due in February 2026. M. Bedle made a motion to approve the PARRC financial report, C. Valetine seconded, motion was approved with none opposed and no abstentions. C. Paretti next presented the PARRC Foundation's Financial Report. The checking account balance is \$1,876.93, and the savings account balance is \$29,064.90. Total Restricted funds are \$29,162.39, and Total Unrestricted funds are \$1,779.44. C. Paretti stated that she added "Putt for Parks" under Restricted Funds, and it currently has a balance of \$100.00 from sponsors. B. Keohane asked if the Putt for Parks check was deposited in checking or savings. C. Paretti clarified that it was deposited into checking. T. McCloskey stated that there will be a Foundation agenda next month. B. Keohane made a motion to accept the PARRC Foundation financial report, K. Nocella seconded, and the motion was approved with none opposed and no abstentions. J. Erb asked about Empower Your Park refreshment line item. C. Paretti said that those funds come from Event Support. J. Erb stated that he recalls each municipality receiving \$100.00 per municipality. M. Lenhart said to submit a reimbursement request and the Board will review it for approval. C. Paretti asked if the full \$100.00 is not used, where will it go? B. Keohane stated it would stay in the Event Support. M. Lenhart stated that anything over \$100.00 requires Board approval. M. Lenhart stated that if it is not used this year, it will not be there next year. C. Colistra confirmed it was \$100.00 per municipality. M. Bedle stated that Washington Township is

having a bonfire with s'mores and hot chocolate and was wondering if that would qualify for reimbursement. B. Keohane stated the event must fall under Empower Your Park, a promotional event for PARRC, and gain visibility for the parks. C. Valentine stated it is also a volunteer event that helps improve the parks. B. Keohane mentioned making promotional cards to hand out to the public; T. McCloskey said that is something they could get a grant for. J. Erb mentioned extending an invitation to Estelle Wynn Dolan from Schuylkill Highlands to give a presentation. **T. McCloskey will reach out.**

- a. Report for BCO Filing – B. Keohane stated that BCO is the Bureau of Charitable Organizations. B. Keohane stated we have QuickBooks and a license that allows five users; currently, they are C. Paretti, T. McCloskey, and B. Keohane. B. Keohane stated it is currently only set up for the Foundation, but it can be set up for PARRC. C. Paretti reminded everyone that she is leaving at the end of the year. B. Keohane said that we will test it by generating the reports for the end of the month, then training T. McCloskey on how to use it. If T. McCloskey is comfortable operating QuickBooks, she will take over; if not, B. Keohane will take over. B. Keohane stated we would only need an audit for if our balance is three quarters of a million dollars. PARRC would only need to send its reports consisting of Statement of Financial Position, Statement of Activity, Statement of Cash Flows, and Statement of Cash Flows. T. McCloskey asked if this would suffice; B. Keohane stated that if not, they can generate one for 2024. **B. Keohane confirmed this is just for the PARRC Foundation. B. Keohane has sent out reports, everyone must review and reply to the e-mail that it has been reviewed.** M. Lenhart stated that once a year he must offload files, so that it exists in more than one place.
5. County Planner Update – T. McCloskey received an update from S. Buck, the Chester County planner, via e-mail. **T. McCloskey will forward the update to everyone.**
6. Planner's Report – T. McCloskey presented the monthly Planner's Report. T. McCloskey stated that she has weekly staff meetings with the Recreation Assistant, and they have had on-site training at Towpath Park. T. McCloskey has been working on the strategic plan, attending multiple municipal meetings for the Nature-Based Place Making project, continues to work with M. Lenhart and others for the Putt for Parks Event, and continues to work on the PARRC logo project. S. Kriczky continues blog posts, Facebook posts, the newsletter, weekly meetings, and grants. T. McCloskey and S. Kriczky began working on the PRCF grant for the Pottsgrove Recreation Board. T. McCloskey stated she is working on multiple PRCF grant applications for Pottstown, Lower Pottsgrove, East Coventry, and West Pottsgrove. T. McCloskey stated she is discussing scopes of work for the LSA grants with multiple municipalities. T. McCloskey filed an LSA Category 4 grant application for Washington Township. T. McCloskey stated that no grants were awarded in the last thirty days. M. Bedle asked T. McCloskey if she had heard anything about the LSA Statewide grant announcement for 2024. T. McCloskey stated the next meeting is in November, and last year they scheduled an in-between meeting, and they may do that again.
7. Volunteer Events
 - a. Lower Pottsgrove Event – B. Keohane stated Lower Pottsgrove has an Empower Your Park Event at Ringing Rocks Park for Sept. 27th. They will have volunteers from Rep. Ciresi's office in attendance. B. Keohane also stated that the superintendent of the school district has forwarded the information to his staff, as well as the teacher who is the proctor for the school's Nature Club. It will focus on cleaning the trails at Ringing Rocks Park.

- b. North Coventry Event- J. Erb stated North Coventry is having an Empower Your Park Event on 9/27, and another in October, where they will be removing invasive species at Coventry Woods.

8. Old Business

- a. Putt for Parks – M. Lenhart stated we need teams to play. M. Lenhart stated we have food and refreshments, the basic number of sponsors needed, and he will cover the gift cards or rewards. M. Bedle stated that Walmart gives away gift cards every year and would be a good spot to get a gift card. M. Lenhart will purchase any gift cards that have not been donated.
- b. New PARRC Logo – M. Bedle and T. McCloskey presented new logo designs. Most members stated they liked the blue and green logo the best, they like having the tag-line, and the color scheme. T. McCloskey stated keep the tag-line lowercase. J. Erb stated that making the outside font bigger. T. McCloskey, they will make those changes and will send the logo out.
- c. MontCo Senior Games – M. Lenhart stated he has gotten answers to the questions the committee had. M. Lenhart stated that people can participate even if they do not live in Montgomery County, there is just a \$5.00 registration differential. M. Lenhart stated that they can also move the location of the games closer to Pottstown. M. Lenhart stated that the decision may be dependent on the amount of bookkeeping that needs to be done, but it can be done without opening the door too wide to other organizations. M. Lenhart stated that he can get someone in to make a presentation. B. Keohane stated that we should finish the Strategic Plan and see if it fits in those parameters.
- d. 2026 Strategic Plan – T. McCloskey stated she attached demographic data, everyone should review it and let T. McCloskey know of any errors. T. McCloskey stated they will do goals and objectives at the next meeting.

9. New Business

- a. Playground installation – M. Lenhart asked how everyone has been doing playground within the context of the larger park. M. Lenhart stated they have had problems with connectivity between the contractor, engineer, and playground installer. M. Lenhart stated why pay the contractor for markup to get a subcontractor when they could just pay the manufacturer. M. Powanda stated that they work on playgrounds and the rest of the park separately. T. McCloskey asked if it was a problem with money or installation. M. Lenhart replied that it is a problem with installation. T. McCloskey asked if they had the GC come out and meet the installer, and M. Lenhart stated that they have.

10. Grant Announcements – Awards & Due Dates. M. Lenhart reviewed the grant announcements and due dates.

- a. New Grant Program for MontCo - Forever Green- Now Open.
- b. Local Share Account Statewide- round due 11/30.
- c. Pottstown Regional Community Foundation (formerly PAHWF) due 9/30/25
- d. PECO Green Region – 10/31/25

11. Partner Updates.

- K. Nocella, ECT – K. Nocella stated that their Fall Festival will be held on 10/25.
- M. Bedle, WT- M. Bedle stated that the Fall Festival will be 10/11, and it is the first one in 16 years. M. Bedle stated they are meeting 10/6 with the Berks County Planning Commission to discuss the regional trails.

- M. McKinnie, UPT – M. McKinnie stated Community Day at Heather Place Park is Saturday, 9/27. M. McKinnie stated that they had a trail connection meeting and is wondering if any other municipalities have a turf management plan like mowing the grass on certain days. J. Erb stated they had something similar years ago, and it was unsuccessful due to difficulties following the scheduled days. M. Lenhart stated they have had a comprehensive plan in the works for a similar structure. M. McKinnie asked if anyone is Montgomery County works with the Montgomery County Open Space Planning Assistance Program, C. Paretti stated Upper Pottsgrove did when she first started but was talked out of it, but it is something to explore.
 - B. Keohane, LPT- B. Keohane stated they had their Community Day on 9/6, largest Community Day that B. Keohane has seen.
 - J. Erb, NCT – No Update.
 - M. Lenhart, PB – M. Lenhart stated that the Pet Fair was 9/13, and it was a big success.
 - C. Valentine, WPT – No Update.
 - M. Powanda, DT – M. Powanda stated that they are working on a LSA grant with T. McCloskey.
 - C. Colistra, PRCF – C. Colistra stated that the fall PRCF round closes 9/30.
12. Action Items. – M. Lenhart stated to stay tuned for instructions for Putt for Parks. T. McCloskey will reach out to Estelle Wynn Dolan to extend an invitation to present. T. McCloskey will send the Chester County Planner update to everyone on behalf of S. Buck. T. McCloskey will make changes to PARRC logo and send it out for review. Committee members must review the e-mail of the report from B. Keohane and reply stating it has been reviewed. Committee members must review the demographic data for the strategic plan and inform T. McCloskey of any errors.
13. Next PARRC meeting- M. Lenhart stated that the next PARRC meeting will be held on 10/22/25, and to send all agenda items to T. McCloskey. Committee members must review the report and confirm with B. Keohane
15. Adjournment- A Motion to Adjourn was made by K. Nocella and seconded by M. McKinnie; the motion passed, and the meeting adjourned at 6:17pm.