



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

PARRC Meeting Minutes

January 27th, 2021

a Virtual Meeting

In Attendance:

Cathy Paretti, Upper Pottsgrove Township
Michael Lenhart, Borough of Pottstown
Bill Keohane, Lower Pottsgrove Township
Karen Nocella, East Coventry Township
Charlie Valentine, West Pottsgrove Township
Pete Hiryak, Douglass Township

Jay Erb, North Coventry Township
Craig Colistra, PAHWF
Danielle Baer, Community Planner, MCPC
Rachael Griffith, Trails/Open Space Planner, CCPC
Barbara Heller, Consultant, BerryDunn

Meeting notes:

1. Call to Order – 4:05.
2. Pledge of Allegiance
3. Introductions were made.
4. Meeting minutes from December 3rd, 2020 were motioned for approval by K. Nocella, C. Paretti seconded, J. Erb abstained and were approved.
5. Presentations - Strategic Plan update – B. Heller went over the comments of the draft plan from the members. A map was added; some phrasing was changed; interviewee comments were not changed; added Covid impact comments; demographic numbers; some initiatives modified; a tactic was added concerning the gradual lessening of financial support by PAHWF and more support on other revenue; the Strategic Plan should be focused at every meeting; the Initiative Guidelines are a guide post for making decisions; Tactic Spreadsheet should be used to track progress on tactics. B. Heller will develop a shortened version of the Strategic Plan for the website, maybe 10 pages. An advocate needs to be assigned to each initiatives or tactic. A review of the short-term goals, a review year to year and a review at the end of the year needs to be done to check priorities and change the process or budget if needed and inform elected officials or other groups. If any new ideas come up, they can be discussed or they can be put into a “parking lot” to be discussed later. We discussed short-term initiatives and who is accountable and then short-term tactics. We discussed that B. Heller will give a presentation to the PMRPC in February. If other officials from the municipalities want to listen, they can be invited to attend. The report will be finalized and sent to the members for review after the PMRPC meeting. M. Lane will review the Initiatives/Tactics spreadsheet and recommend committees for the February meeting.
6. Executive and Sub-Committee reports. No reports.
7. Old Business –
 - a. Status of Recreation Programs – C. Colistra will finalize the report for the next PARRC meeting for members to review.
 - b. Intern for 2021 – C. Colistra would like to continue the Internship program to support PARRC and the Coordinator.
 - c. Evaluation of Coordinator – M. Lenhart reviewed the comments from the evaluation: Who does the Coordinator (Planner) report to? J. Erb stated that they would be the appointed prime and alternate PARRC members from each municipality. Will the Coordinator (Planner) continue to maintain the website? Yes. Questions not answered that need to be discussed: Does special event organization stay in the job description or does it need to be approached in a broader context with PARRC direction? Do marketing/promoting events stay in the job description and what is the Planner’s role? Or do municipalities do more marketing? Different members have different needs. Do they need to be formalized in writing? Does the job description still allow for leveraging and coordinating resources? If



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PARRC expands to 8 municipalities, what is the part-time persons role? M. Lane suggested that he review the initiatives, PARRC and municipality needs and compare to Planners goals and attach roles to the sub-committees.

- d. Job Description – C. Colistra stated that the Job Description and other supporting documents were finished, the name changed to “Planner” and they are advertised on the following websites: PA/DE ASLA, NRPA, PRPS, NPA and PARRC. Sue Landes is sending the documents to other websites. All members can view the incoming resumes via the email he sent to all the members. Sue Landes will be evaluating the resumes and providing a shortlist of candidates and questions for the interview. He also mentioned that he can send out an email of the resumes received to the members in the middle of February. If PARRC needs to schedule an Executive Session to review the resumes, that will be done.
- e. PARRC Reorganization – M. Lenhart went through the Procedures document and took comments from the members. He will make the revisions and send an updated copy to the members for review.
 - Procedures – The procedures document was finalized. The fiscal year runs from January to December.
 - Officers Job Descriptions – are set in the ICIA.
 - Checking Account - the new Treasurer, C. Paretti discussed that \$5 was deposited to a checking account for PARRC in Diamond Credit Union on 1/22/21. There is 10% monthly interest, 100 free transactions and on-line banking. She also recently deposited \$100 from SRG and will be getting an additional \$200 from them for PARRC. The end of the month statement will be coming. She has 8 checks and the credit union will notify her when the account goes under \$300.00. She will keep the documents explaining the fees. She will send the statements to M. Lenhart, B. Keohane and M. Lane. She requested a copy of PARRC letterhead for invoicing. She also requested a copy of M. Lenhart and B. Keohane’s driver’s license so they can be added to the account as signers.
 - 501(c)3 – No more research will go into this issue for this year. We will decide upon this issue later, especially if we decide to change the PARRC name. Any donations will not be tax-exempt. M. Lane will add a “Donate” tab to the PARRC website with an explanation that we are not tax exempt.
 - PARRC Board Members - M. Lenhart has a draft copy and will send it out for review.
 - MOU – is signed by SRG and can now be signed by PARRC. We will vote on the matter at the end of the meeting.
 - Bonding of Treasurer – C. Valentine discussed bonding with Township attorney Greg Kaplan and it was suggested that they get all the Directors and officers covered with liability insurance. C. Colistra asked if we need to be protected as the members are employees of their Townships. M. Lane discussed possible fee amounts for liability insurance.

8. New Business –

- a. Trex Benches – C. Valentine reviewed the program again and stated that he has 290 pounds of plastic that can be issued to a PARRC member entering the program. Each municipality should contact the point person at Giant or Redners who manages the Trex program. M. Lane will resend the email that was sent earlier about the program.
- b. Report on tasks completed to date by Planner - No questions concerning tasks completed. A question was raised concerning the Montco 2040 grant round and Growing Greener grants.



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- c. Active implementation of projects utilizing Planner assistance - No questions concerning projects assisted.
9. Grant Announcements and Partner Updates –
- a. Grant Announcements – M. Lane discussed the grants submitted and grants to be submitted.
 - b. Partner Updates –
 - i. Douglass – 2021 budget completed; reorganization done; fire company building being torn down the end of winter/early spring; they changed their trash/recycling program; postponed recreation programs for this spring.
 - ii. East Coventry - 2021 budget completed; reorganization done; there will be no 5K this spring, may reschedule it for the fall; they put up a Christmas Tree in the park and asked residents to add “seed ornaments” for the birds; they are rescheduling the pickleball tournament to commemorate Ann Sage to this fall; their Public Works staff cleared an old tennis court on the Nature Preserve and will add a new net for the public to use.
 - iii. Lower Pottsgrove – Gerald Richards Park project construction plans are being reviewed by the Conservation District for the next phase of construction. They are considering project funding for amenities in Sanatoga Park.
 - iv. North Coventry – They are postponing their Coventry Woods Festival and may reschedule for the fall; they are building a trail in the new 7-acre parcel in Coventry Woods; they are requesting funds for a pickleball court at Riverside Park and engineering for the Coventry Trail; they are removing invasive plants at several parks.
 - v. Borough – No Polar Bear Swim until February 13th. It was usually on New Year’s Day, but it was pushed back; the brownfield site across the street from Pollock Park will be integrated into the park system after it is remediated; they are requesting grant funds for the Memorial Park Bridge and Streambank Restoration project.
 - vi. Upper Pottsgrove – The Shontz property was removed from PECO grant consideration after the owners decided to not move forward with adding an easement for an existing trail on their property; Sunset Park trail renovations are moving forward and Fox Hill Trail is next; the inclusive playground project at Hoffman Field Park is moving forward and the playground has a new name, “Adventure Grove”.
 - vii. West Pottsgrove – A wetlands survey proposal is being resent to the Township for the Manatawny Bridge and Trail project; the demolition of the pool has started, and the Township is considering turning the park into a Veterans Memorial Park; Grosstown Road is under construction and the debris from the road will be used to fill the pool.
 - viii. MCPC – Their GIS team is working on a joint use agreement for more use of their dashboard.
 - ix. CCPC – The gap in the 4 mile section of the SRT will start construction in March and will hopefully be done by the end of the year; the VPP grant program is open now and will be open again in the fall; the PPP grant program is open now; the Park & Recreation Department is developing a new Trail Finder app that is similar to the All Trail app but more Chester County focused; they are updating their trails database and putting on-line; they finished an active transportation inventory of all municipalities in the County and sent recommendations to them to add trails/walkways through their land development process since they are expensive to build when they are not.



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- x. PAHWF – Their spring grant round is open and closes February 1st; they are going to open the PMRPC mini-grant program in the fall, all outstanding grants need to be closed out before the submit a new grant to the program; they refreshed their website and added a new Parks tab that aids residents looking for amenities in the area. John Roberts from PAHWF will discuss it at our next PARRC meeting; the Park Rx program did not get funded by DCNR last year, but this website will help with that initiative; they hired a new grant writer to assist them with new grant opportunities and assist communities that can't do grant writing.
- 10. Public Comment – There were no comments from the public.
- 11. Action items – PARRC voted on and approved the Procedures document and the signing of the MOU.
- 12. Next Meeting Date – February 24, 2021 at 4:00 PM. It will be held virtually. M. Lane discussed the agenda items and stated that Representative Pennycuick will be joining us and there will be 2 speakers to discuss hayfields and meadows. R. Griffith will look into meadow planning for Chester County.
- 13. Executive Session – No issues.

Adjournment – 6:10 PM

Recorder: M. Lane

2021 Meeting Schedule

(All meetings to be held at 5:00 PM in the Pottstown Area Health and Wellness Foundation Conference Room, 152 East High Street, 5th floor, Pottstown, PA 19464 unless otherwise noted):

*January 27 February 24 March 24 April 28 May 26 June 23 July 28 August 25 September 22
October 27 December 1*

Next meeting: February 24, 2021 Location: Virtual Meeting 4:00 PM