



# POTTSTOWN METROPOLITAN REGIONAL PLANNING COMMITTEE

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

## PARRC Meeting Minutes

January 23rd, 2019

5:00 p.m. – 6:30 p.m.

@PAHWF

### In Attendance:

Michael Lenhart, Borough of Pottstown  
Charlie Valentine, West Pottsgrove  
Pete Hiryak, Douglass  
Jay Erb, North Coventry  
Bill Keohane, Lower Pottsgrove

Michelle Reddick, Upper Pottsgrove  
Craig Colistra, PAHWF  
John Cover, MCPC  
Marley Bice, MCPC

### Meeting notes:

1. Meeting minutes from December 6, 2018 were approved.
2. M. Bice clarified that there was possibly 5 grant applications that could be approved from the PMRPC grant cycle.
3. J. Cover discussed the additional share of funds from tax revenues from Valley Forge casino that Montgomery County will be receiving. County parks, historic sites and trails will receive 75% of local share assessment and 2 non-profits that assist local families in need will receive 25%. He will forward more information to PARRC.
4. M. Lane gave a summary of his attendance at the East Vincent Township Supervisors meeting to support the Parkersford Tavern Feasibility Study that SRG is sponsoring.
5. M. Lane gave a summary of his attendance at the PPRF meeting. He stated that he and C. Colistra are new members and they were interested in developing and sponsoring more community events with PPRF.
6. C. Colistra discussed the Survey Gizmo tool as a way to determine the impact of the projects that PAHWF funds for the community. They use a similar survey method for grantees when they fund community programs. PAHWF would like to collect data on park & recreation grants and would like to use this tool as it can be used offline by grantees and park users. This would be one type of tool to gather data. M. Lane discussed the possibility of a summer intern that would assist with gathering information through inventorying resources and observational data. The information would then be used to help build capacity in the parks. J. Erb suggested that PARRC apply for a grant to acquire infrared sensors that could be shared by PARRC members to count attendees at special events.
7. C. Colistra discussed that awardees of the PMRPC grant program can use some of the funds as a match for the PAHWF spring grant round. M. Bice announced that the Montco 2040 grant round was open for shovel ready projects, there is a 20% match and the grant application is due March 1<sup>st</sup>.
8. Discussion of Regional Recreation Coordinator Goals for 2019 –
  - Multi-municipal projects - The members approved moving forward with implementing the 4 priority segments of the Tri-County Trail.
  - Collect data – see #6 above.
  - Update Comp, Open Space & Master Plans - The members approved moving forward with updating plans. LPT will be looking at developing a strategic plan with a priority list of projects.
  - Coordinate special events – It was discussed that PARRC could sponsor a regional event, like a large community day, and it could rotate to a different township every year. The County has a Trail challenge that we could maybe use as a model and do a series of them in each township.



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Maybe a Schuylkill Highlands adventure at 4 sites like a scavenger hunt and it is incentivized with rewards like a free ice cream cone from a local store or a backpack from REI.

- Maintaining/upgrading facilities – WPT discussed the challenges faced with opening/running the pool. There have been no interested vendors in running it. It was suggested that maybe it should be downsized to a spray park like what happened at the Borough. If a feasibility study was developed, they could ask residents thru a survey if they would pay to go to the pool or go to a spray park if it was changed. M. Lenhart discussed that the former pools fees were used for maintenance and staffing. The Borough also has extra insurance to cover the spray park. It was suggested that maybe people could be taxed for it but unlike an open space tax where they can see and use the land acquired, their contribution would be used to for staff pay or new pumps and those are not “sexy” projects to fund. It was discussed that dog parks are becoming more popular in the County in densely populated areas but not in areas where residents have their own properties with lawns where pets can be walked. M. Lenhart discussed that a pay to use model is better as it defrays maintenance costs and assumes the dog owner will be more responsible. Some abuse does happen such as lack of the owner controlling the dog, feces not being picked up, sick dogs using the park and litter. It was suggested a surveillance camera could be installed.
- Develop partnerships with residents – UPT has “Trail Ambassadors” that adopt a trail and assist with maintenance.
- A motion was made and approved for M. Lane to continue to focus on the 2019 goals. To make the goals S.M.A.R.T., it needs to conform to the following criteria: **Specific, Measurable, Attainable, Relevant and Timely.**

### 9. PARRC procedures –

- a. The members discussed if PARRC meetings were public meetings. M. Lenhart discussed the issue with Chuck Garner and his interpretation was that they are public meetings as we are a sub-committee of PMRPC. J. Erb stated he felt that the people who came to public meetings were usually offering dissenting views and our discussions would change because of that influence.
- b. M. Lenhart revised the governing bylaws.
- c. C. Colistra will look into the access issue with the building manager to see if they could allow us to have the door code to the elevator lobby or extend the door locking later instead of 5:00 PM. If we change venue, will we need to advertise it? Advertisement of meeting dates is usually done in the beginning of the year. Would PAHWF still have food available for the meetings and if so, would it be delivered to another venue? M. Lane to follow up with logistics if venue moved to SRG offices even though 2<sup>nd</sup> floor conference room not accessible. If first floor is used, is a projector and screen available?
- d. J. Cover discussed PMRPC’s Intergovernmental Agreement. He suggested we adopt the bylaws as revised and in 2020 when PMRPC is not handling the administrative/financial duties for PARRC, then PARRC should become more independent. He suggested we use the Area Government and Intergovernmental Agreement Act of 1996 to reorganize as a permanent, independent organization. PARRC could then get its own bank account and accept/distribute funds, hire consultants and possibly



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include Douglass Berks to PARRC if desired. We could also use any municipalities' solicitor. He will send more information to PARRC.

10. PARRC bylaws –
  - a. The voting process was added to the bylaws.
  - b. It was decided that the issue of disruptive behavior would be handled if it comes up and or dealt with by the municipality but it will not be addressed in the bylaws.
  - c. Term limits for the Chair will be added to the bylaws and will be a 1 year term with a 3 term limit.
  - d. The process for the evaluation for the Recreation Coordinator was added to the bylaws.
  - e. The process of early withdrawal from PARRC was revised and added to the bylaws. The 5 year contract is in the resolution each municipality signed.
11. There was a motion to adopt the bylaws/governing regulations for 2019. It was seconded and unanimously approved.
12. Updates from the PARRC members:
  - a. PAHWF: No updates.
  - b. North Coventry: No updates.
  - c. Pottstown Borough: No updates.
  - d. Lower Pottsgrove: No updates.
  - e. West Pottsgrove Township: No updates.
  - f. Upper Pottsgrove Township: No updates.
  - g. Douglass Township: No updates.
  - h. MCPC: No updates.

Adjournment: 7:25 PM

Recorder: M. Lane

***2019 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, 5<sup>th</sup> floor, Pottstown, PA 19464):

<i>January 23</i>	<b><i>February 27</i></b>	<i>March 27</i>	<i>April 24</i>	<i>May 22</i>	<i>June 26</i>
<i>July 24</i>	<i>August 28</i>	<i>September 25</i>	<i>October 23</i>	<i>December 5</i>	

***Next meeting: March 27, 2019 5:00 pm @PAHWF***