



PARRC MEETING MINUTES

July 27, 2022-A hybrid meeting

In attendance:

Michael Lenhart, Borough of Pottstown
Cathy Paretti, Upper Pottsgrove Township
Jay Erb, North Coventry Township
Karen Nocella, East Coventry Township
McKenna Powanda, Douglass Township
Bill Keohane, Lower Pottsgrove Township

Tim Konetchy, Montgomery County Planning Commission
Annique Ruiz Brown, Upper Pottsgrove Township resident
David Yeck, Wm. & Dorothy Yeck Family Foundation
Haley Brooks, Pottstown Area Health & Wellness Foundation
Tricia McCloskey, PARRC Regional Parks Planner

Meeting Notes:

1. Call to Order- 4:40pm and Pledge of Allegiance
2. Welcome and a round of introductions was made to introduce Haley Brooks, intern for PARRC/Pottstown Area Health & Wellness Foundation.
3. Meeting minutes from June 22, 2022, were motioned for approval by J. Erb and seconded by B. Keohane, all approved. No abstentions or corrections.
4. Executive and Subcommittee Reports.
 - a. Treasurer's Report. C. Paretti previously provided the Treasurer's Report and it was accepted by the Committee. C. Paretti indicated that a \$6,000.00 check was deposited from PAHWF for the Appalachian Mountain Club for the interactive map project. C. Paretti stated that she has started a spreadsheet for the distribution of these funds when invoices are received. Checks were ordered which totaled \$25.76 which was deducted from the checking account. The amount was replaced with funds from the savings account.
 - b. Events Subcommittee. K. Nocella indicated that the Events Committee met to discuss the Volunteer Events Program. The logo/marketing was reviewed, including Philadelphia's Love Your Parks program. H. Brooks stated that she reached out them about use of the logo but they have not answered her email yet. H. Brooks stated that we can use the Empower Your Parks logo that T. McCloskey devised and it can always be revised later. K. Nocella indicated that the budget for the program was also discussed and municipalities should have to pay for supplies related to the specific scope of work (tools, paint, etc.). J. Erb indicated that the program schedule should be finalized by next month and send information to H. Brooks. T. McCloskey stated she will send the logo and mission/purpose statement to the group. M. Lenhart stated the target times are between September and the first week of November.
 - c. Financial Sustainability Subcommittee. M. Lenhart indicated that all the resolutions have been received so PARRC can now make an official request for funding for \$700.00 for legal fees from PAHWF. M. Lenhart stated this would be considered an off-cycle grant application. D. Yeck indicated that he can provide PARRC with the \$700.00 in order to save time and keep things moving. M. Lenhart thanked D. Yeck for his offer and generosity. T. McCloskey went through the draft Articles of Incorporation with the group. A question arose surrounding who the incorporators on the form should be and if T. McCloskey could do that to save the need for 7 signatures on the form. T. McCloskey indicated she'll call the state and see if she can get an answer to that question.
 - d. DEI Subcommittee. T. McCloskey stated that she discussed with C. Colistra the potential for submitting a Letter of Intent to PAHWF for a regional survey to include mapping and DEI issues in order to get more public input from the region's residents.
5. County Planner Updates



R. Griffith-not present

T. Konetchy indicated that Pottstown has completed the grant scope of work in Spruce Street Park and he has seen photographs and the courts look great. T. Konetchy stated that the MCPC has released its Return on Environment (ROE) Study which examines the economic value of parks and recreation. A link was placed in the chat to the study. He stated that on October 13th at the MCCC Challenger Center, the ROE Study will be presented. Additionally, the County's StoryMap of the MCPC grants is being updated and he is waiting for the final version from the GIS Department. J. Erb shared that Rachel Griffith's replacement has been hired and should be attending the next PARRC meeting.

6. Planner's Report.

T. McCloskey provided the Planner's Report for the last month which included distribution of the seasonal calendar and newsletter, revisions to the draft Park Equity Assessment, coordination of nonprofit resolutions, coordination with all municipalities on PMRPC and PAHWF grants awards, and revision of the agreement letter with Appalachian Mountain Club., work on the Public Arts Project with Pottstown, coordination of receipt of Yeck funding from PAHWF, site meetings with North Coventry, East Coventry and Upper Pottsgrove, assistance with ARLE grant for Upper Pottsgrove, preparation of scope change document for Lower Pottsgrove's PAHWF grant for Gerald Richards Park, etc.

7. Old Business

- a. PARRC Non-profit designation update. See discussion above.
- b. Judo Club funds. M. Lenhart indicated that it has been nearly 8 years since the Judo Club has used the funds. C. Paretti asked what is a reasonable amount of time for the Judo Club to have to expend the funds – three to five years? J. Erb indicated he felt that 5 years should be the top end and that three years is not unreasonable. D. Yeck asked how much the funds are and M. Lenhart responded roughly \$4,300.00. The funds are to be used for equipment, programming and tournaments. B. Keohane stated that a provision should be added in case PARRC dissolves, then what happens to the funds. A date of December 31, 2027 was agreed upon by the group. Residual funds will be transferred to PARRC or the PARRC Foundation. Should the Judo Club expend the funds or a portion thereof, it will be at the approval of PARRC. This will avoid the funds from being spent on things other than programming, equipment and tournaments.
- c. Draft PARRC Agreement with AMC. T. McCloskey to send a copy of the letter agreement to C. Paretti. AMC requested quarterly billing which T. McCloskey approved. M. Lenhart discussed the Contracts and Agreements language which was added to the Procedures manual. T. McCloskey indicated she will add a number to the document and a revision date. M. Lenhart asked for a motion to be made to adopt the Contract and Agreements section to the document, which was made by C. Paretti and seconded by B. Keohane. All voted in favor and there were no abstentions.

8. New Business-None.

9. Grant Announcements.

- a. T. McCloskey discussed the RAC-P process with the group, explaining that this program is for capital projects over \$1M, and which require a 50% match. T. McCloskey explained that the process involves having your project listed on the state's itemized project budget, but this does not guarantee that the project will be funded. She stated to determine the project scope, have the governing body approve moving forward with the RAC-P process, and contact your state reps for assistance with getting the project placed on the itemized budget, and she can assist in this process. T. McCloskey also stated that the Letter of Intent process for PAHWF grants is due 8/1 and that she is submitting LOIs for Pottstown Borough, Douglass Township and for the PARRC Regional Survey discussed earlier.

10. Partner Updates:

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- Douglass: M. Powanda indicated he is having a difficult time getting quotes back for the tennis court resurfacing. J. Erb indicated that he thinks that this could be included under COSTARS. T. McCloskey indicated she will contact the county and get an answer on this. M. Powanda stated he is working on the PAHWF LOI with T. McCloskey for trail repair funding for Douglass Park.
- East Coventry: No events are planned currently. The township is working on invasive species control at Ellis Woods Park.
- Lower Pottsgrove: B. Keohane indicated that he and T. McCloskey worked to get the scope change approved for the PAHWF funding in Gerald Richards Park to include new security lighting. The Summer Concert series is now underway and the concert last week had between 300-400 attendees.
- North Coventry: J. Erb shared that two projects are mostly complete at Riverside Park, including the new boat dock and the pickleball courts. J. Indicated that he was able to get out and play on the courts.
- Pottstown: M. Lenhart stated that the season has been very busy. The work at Spruce Street Park is complete. The playgrounds at Washington-West Park is also complete. Additional funding is needed to begin the work at Riverfront Park on the pedestrian bridge repairs and streambank stabilization project. The Memorial Park bridge project is in the final stage of planning and will be going out to bid by the end of September.
- Upper Pottsgrove: C. Paretto shared that the Township is moving forward with the acquisition of the land adjacent to the Althouse Arboretum. Another potential acquisition is being considered as well. 28 applications for the new public works director were received and are being reviewed. C. Paretto shared that G. Churach is filling in as the interim public works director and is doing a really great job.
- West Pottsgrove: C. Valentine on vacation.
- PAHWF: C. Colistra not present.

10. Public Comment. None.

11. Action Items. None-just a reminder to bring your dates and scope of work for the volunteer events program to the August meeting.

12. Next PARRC meeting is August 24th.

13. Adjournment- A Motion to Adjourn was made by J. Erb and seconded by B. Keohane, meeting adjourned at 6:30pm.