



# POTTSTOWN METROPOLITAN REGIONAL PLANNING COMMITTEE

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

## PARRC Meeting Minutes

August 28th, 2019

5:00 p.m. – 6:30 p.m.

@PAHWF

### In Attendance:

Jay Erb, North Coventry

Karen Nocella, East Coventry Township

Greg Churach, Upper Pottsgrove Township

Michael Lenhart, Borough of Pottstown

Charlie Valentine, West Pottsgrove Township

John Cover, MCPC

Craig Colistra, PAHWF

### Meeting notes:

1. Welcome and Introductions.
2. Meeting minutes from July 24th, 2019 were approved. G. Churach abstained.
3. Announcements –
  - Status of Interagency Agreement PPT presentation - B. Keohane has finalized the presentation and will be accompanied by M. Lenhart when they present to Lower Pottsgrove in September. M. Lenhart will be presenting the PPT to the Committee of the Whole in 2 weeks. J. Erb to accompany him. Each municipality's solicitor needs to review the IA and then at the next meeting, it can be approved after that if there are no comments.
  - Status of revisions to IA – J. Cover handed out final draft of the IA. The first sentence needs to be revised to show that Lower and Upper Pottsgrove have Commissioners, not Supervisors. New members will reference resolution for any details of procedures. Quorum was left at 4 members. J. Cover will send out an updated Word Document copy tomorrow.
  - J. Cover asked if it was necessary to bring up the issue of PARRC being audited in the IA PPT? Finances for PMRPC are handled by M. Bice and their Treasurer. One person can be Treasurer but 2 people can have signature authority to sign checks. Finances can be handled by an accountant and was suggested we might want to hire someone to manage that. Auditing is not covered in the IA but in the PPT. It was suggested to remove the reference to auditing. It was suggested that PARRC could open a checking account next year.
  - In the IA, under Section #6, New Membership, if PARRC has 9 members, then the funding strategy changes as the governing regulations reference 8 members. The Resolution accounts for 8 as well.
  - No changes can be made to the wording of the IA, only the dates can be changed.
  - When the IA is adopted, it needs to be advertised once.
  - C. Colistra reminded PARRC members that the invoices went out for payment to support the PARRC position.
  - Status of MOU with SRG & Status of PAHWF in MOU – C. Colistra reviewed with D. Kraybill and received approval. September 1<sup>st</sup> is new funding stream for PARRC. The



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agreement will be with PAHWF, PARRC & SRG when PARRC becomes an independent entity. Since invoices will be sent out in the summer, it was requested that the yearly report developed by the PARRC needs to be done before September 1. PMRPC is still the fiscal agent for PARRC until IA is passed and they are independent.

- Status of revisions to procedures document – M. Lenhart to add review process and method for paying bills and auditing to the procedures document.
4. Discussion of PARRC consultant for strategic planning – C. Colistra discussed the issue with DCNR and there is RecTap funding that can be applied for any time. PAHWF may also be able to assist with funding.
  5. C. Colistra discussed some of the findings of the park survey to date. ECT residents accounted for 30% of the responses. Some comments included they were in the parks from 9 – 12 AM, 70% said there were no barriers but there was a lack of signage. The #1 response as to why someone was in a park was to be outside, #2 – to walk and #3 – to supervise a child. Under amenities, the issues in the order of importance were: safety, shade, cleanliness, lack of graffiti/litter and trash cans. There was a low satisfaction with the lack of restrooms and 55 – 60 % with drinking fountains. 80% of the respondents so far have been white. We would like to get 30 responses per park with a concentration of them from the priority parks. Survey will be open through October. K. Cimorelli developing inventory report and then will do observations and surveys. M. Lane to send park list with priority parks to PARRC again.
  6. Approval of PAHWF grant applications will be made next week.
  7. Summary of upcoming tasks: Keller Woods Trail Plan to be done this fall. PARRC - TriCounty Trail Plan funding strategy discussed with Diane Kripas at DCNR. The Amazing Raise is matched by the TriCounty Network.
  8. Announcements – Grant funding assistance - M. Lane sent to Pottsgrove Recreation Board information on the inclusive playground at Reeves Park in Phoenixville. J. Erb suggested that pickleball courts are being considered for Riverside Park. M. Lenhart is looking for funding for baseball grants for Sundstrom Fields. The field was ruined from the flood and the lease is up at the end of 2019 and the field needs to be repaired before new lease signed. J. Erb described a campaign in San Diego called “This is Your Park”. He will see if there can be a presentation made to PARRC at next month’s meeting.
  9. Updates from the PARRC members:
    - a. PAHWF: C. Colistra spoke with DCNR & Diane Kripas concerning the Strategic Plan and possible funding options. The Statewide Comprehensive Outdoor Recreation Plan (SCORP) for 2020 – 2024 is completed. They also discussed increasing MOU’s to share facilities on school properties. The Pottsgrove Recreation Board that is comprised of the 3 Pottsgroves also has representatives from the school district.
    - b. North Coventry Township – J. Erb stated that they are having a soft opening at Hanover Meadows Park on Saturday, September 14<sup>th</sup>.
    - c. Pottstown Borough: The flood on 7/11 destroyed amenities in Memorial Park and they will not be receiving any financial assistance from the Federal, State or County government to repair any of the damage.
    - d. Lower Pottsgrove: All 6 summer concerts were a success.
    - e. West Pottsgrove Township: No Comment.
    - f. Upper Pottsgrove Township: G. Churach asked how members mow their open spaces. Is it done in-house or contracted out. All use in-house staff. C. Colistra gave G. Churach contact info for the Director of the Reading Recreation Commission. They have successfully used outside contractors to mow their lawns.



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- g.* Douglass Township: No Comment.
- h.* MCPC: No Comment.
- i.* East Coventry Township: They are having a Fall Walk on Saturday, October 19, 2019 at 10:00 AM and are meeting at the Maack parking lot.

Adjournment: 7:00 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>	<i>February 27</i>	<i>March 27</i>	<i>April 24</i>	<i>May 22</i>	<i>June 26</i>
<i>July 24</i>	<b><i>August 28</i></b>	<i>September 25</i>	<i>October 23</i>	<i>December 5</i>	

***Next meeting: September 25, 2019 5:00 pm @PAHWF***