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PARRC MEETING MINUTES

July 26, 2023-A hybrid meeting

In attendance:

Jay Erb, North Coventry Township	Craig Colistra, PAHWF
Karen Nocella, East Coventry Township	Tricia McCloskey, PARRC Regional Recreation Planner
Bill Keohane, Lower Pottsgrove Township	Emma Heffner, PARRC Recreation Assistant
Charlie Valentine, West Pottsgrove Township	Tim Konetchy, Montgomery County Planner
Rich Sichler, Washington Township	Steve Buck, Chester County Planner
McKenna Powanda, Douglass Township	Patti Grimm, Adventure Grove & Pottsgrove SD
Cathy Paretti, Upper Pottsgrove Township	

Meeting Notes:

1. Call to Order- 4:34pm and Pledge of Allegiance.
2. Welcome; no introductions were made at this point in the meeting.
3. Meeting minutes from June 28, 2023, were motioned for approval by J. Erb and seconded by R. Sichler; motion approved with one abstention by C. Paretti.
4. Public Comment-None.
5. Executive and Subcommittee Reports.
 - a. Treasurer's Report. C. Paretti previously provided the Financial Report and it was accepted by the Committee. C. Paretti stated that there is \$20,731.391 in checking and \$65,129.90 in the savings account. T. McCloskey asked C. Paretti to combine the Appalachian Mountain Club restricted funds with the Interactive Map restricted funds because the funds are for the same project. C. Paretti stated she is collecting the funds to send to SRG and a check in the amount of \$15,102.00 was sent to SRG on 7/13/23. C. Paretti stated she received the check from Pottstown on 7/25/23. She stated that hasn't received PAHWF's portion. C. Colistra stated that he has submitted it for payment and will check on the status.
 - b. Events Subcommittee. J. Erb stated that he is organizing a volunteer day on September 23rd to do vegetation management at the Fernbrook Lodge area of Coventry Woods. T. McCloskey stated she will talk to G. Churach about arranging a day for Upper Pottsgrove, perhaps for the Arboretum. K. Nocella stated that Fall Festival is scheduled for August 21st in East Coventry. C. Valentine will see about arranging an event for West Pottsgrove in Murgia Park. T. McCloskey asked C. Paretti if there is money in the budget to do some yard signs for Empower Your Park event days. C. Paretti suggested trying "Signs on the Cheap" online for yard sign prices. C. Valentine suggested putting "this Saturday" on the signs so that they can be reused.
 - c. Financial Sustainability Subcommittee. B. Keohane stated that the committee needs to schedule a meeting to discuss the five-year plan. Discussion ensued regarding holding the meeting on the 9th or 16th of August. C. Colistra stated that he will resend the email regarding scheduling a meeting.

- d. DEI Subcommittee. T. McCloskey stated she would send an email to the PARRC members and managers with the link to the training registration form. She asked that PARRC members share with other PARRC municipal officials and staff.
6. County Planner Updates. T. Konetchy stated that the County Transportation Grant Program is open until July 31st. He shared that the County's Housing and Construction Reports will be available for review. T. Konetchy also stated that the American250 photo contest is happening now, and that the PMRPC Minigrant program is set to open on October 1st and close on October 31st. S. Buck stated that Round 2 of the Chester County Vision Partnership Program is now open and applications are due on September 8th. The pre-application deadline is August 18th.
7. Planner Report and Quarterly Report. T. McCloskey reviewed the Planner's Report with the Committee. Items included the submission of a draft PennDOT TA Set Aside application for East Coventry Township for a Frick's Lock Village historic preservation project and a PennDOT ARLE grant application for pedestrian improvements on Gilbertsville Road at the Althouse Arboretum. T. McCloskey stated that her time spent on PARRC promotional items has decreased since the hiring of the new Recreation Assistant. She also stated that she is going to begin tracking the time spent on PARRC Foundation tasks and include that in the next quarterly report.
At this point in the meeting, Patti Grimm entered the meeting and a round of introductions took place.
8. Old Business
 - a. Trail Sensor Information. The Committee discussed the options for new trail sensors. E. Heffner stated that the best option for gathering data remotely may be EcoCounter, but you have to request a quote to get pricing information. E. Heffner stated she will send an email out to the Committee members that includes the options for trail sensors. T. McCloskey stated that if a trail sensor program is restarted, she would like the individual municipalities to be responsible for maintaining their counters, which get dirty and bug-infested in the warmer months, which can affect the sensor function. C. Colistra stated another option may be vehicle counters and E. Heffner shared that there are options for that in the information she has prepared. J. Erb stated that vehicle counters may get damaged easily and may not be a great option. T. McCloskey recommended only placing sensors at parks or trails in populated areas or at parks or trails at municipal buildings due to the increase in vandalism and theft of sensors.
9. New Business.
 - a. Schedule Closed Session-covered in previous agenda item.
10. Grant Announcements. T. McCloskey discussed the due date for the final PennDOT TA Set Aside Program grant application is September 15th and that East Coventry Township will submit an application for the Frick's Lock Village Building Renovation project. T. McCloskey stated she is currently working on an application for Washington Township for the Local Share Account-Berks program which has a deadline of September 30th. Finally, T. McCloskey shared that the Statewide Local Shares Program is open and applies to all projects that will benefit the public and do not have to be park and recreation projects. She asked that Committee members discuss with their governing bodies what type of application they may submit. If it is a park and recreation-related application, she will be glad to go over the scope and complete the application.
11. Partner Updates:
 - Douglass: M. Powanda stated that he recently has the 2 to 5 year old playset installed in Douglass Park and will discuss the LSA grant program scope of work with T. McCloskey soon.
 - East Coventry: K. Nocella stated the township is working on conservation plans for some new open space areas, and that the Fall Festival has been scheduled for Frick's Lock Village.

- Lower Pottsgrove: B. Keohane stated that Gerald Richards Park lighting and camera project is nearly complete. The first and second summer concerts had to be postponed for bad weather. Monday night's concert was held successfully and kids were using the new play equipment.
 - North Coventry: J. Erb stated that the bids were received for the Fernbrook Lodge Renovation project. A discussion ensued regarding community surveys, how to avoid biased and slanted questions, representative samples, the value of focus groups, survey guidance and best practices, and engaging all community members.
 - Pottstown Borough: M. Lenhart not present.
 - Upper Pottsgrove: C. Paretti the Hollenbach Park project is ongoing. T. McCloskey stated she talked to G. Churach about the scheduling of the construction of the Falcon Trail, as it was to be completed over the summer and prior to the beginning of school, which is August 23rd.
 - West Pottsgrove: C. Valentine stated that the township is holding their National Night Out at Old Timer's Field on August 1st.
 - Washington: R. Sichler stated that the Township's will soon hold the last meeting for the preparation of the new Open Space Plan and that the project will be completed 3 months ahead of schedule. He shared that trails and pickleball were among the most desired recreation facilities of survey respondents. He shared that he is working with T. McCloskey on the LSA-Berks grant application for a pedestrian safety improvements grant at Washington Park.
 - PAHWF: C. Colistra stated will reach out to David Yeck regarding potential future funding since we have not heard from him since November. He also discussed the closure of the Boyertown Public Pool and how this is a national trend. A discussion ensued regarding school district involvement with PARRC. J. Erb stated that in the past PARRC attempted to have the area school districts attend the meetings but that it never really happened. T. McCloskey thought attendance by a school district representative may have value for coordination purposes. B. Keohane brought up the point that there are now 4 different school districts in PARRC region, and only two are fully within the PARRC region.
12. Action Items. Review trial sensor information and coordinate Empower Your PARRC fall events.
 13. Next PARRC meeting-B. Keohane stated that the next PARRC meeting will be held on 8/23, and to send all agenda items to T. McCloskey.
 14. Adjournment- A Motion to Adjourn was made by J. Erb and seconded by C. Valentine; the meeting adjourned at 6:15pm.