



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

## PARRC MEETING MINUTES

January 24, 2024-A hybrid meeting

### In attendance:

Michael Lenhart, Borough of Pottstown  
Jay Erb, North Coventry Township  
Bill Keohane, Lower Pottsgrove Township  
Charlie Valentine, West Pottsgrove Township  
Cathy Paretti, Upper Pottsgrove Township  
Rich Sichler, Washington Township  
Karen Nocella, East Coventry Township

Craig Colistra, Pottstown Area Health & Wellness Foundation  
Tim Konetchy, Montgomery County Planning Commission  
Mark McKinnie, Upper Pottsgrove Township  
Tricia McCloskey, PARRC Regional Recreation Planner  
Shelley Kriczky, PARRC Recreation Assistant  
Greg Churach, Upper Pottsgrove Open Space Committee  
Mark Bedle, Washington Twp. Parks and Recreation Committee

### Meeting Notes:

1. Call to Order- 4:32pm and Pledge of Allegiance.
2. Welcome and introductions. The Committee did a round of introductions, including Mark Bidle of Washington Township, Mark McKinnie of Upper Pottsgrove, and Shelley Kriczky, new Recreation Assistant.
3. Approval of meeting minutes from December 7, 2023. The minutes were motioned for approval by J. Erb and seconded by B. Keohane. The motion was approved with no abstentions or objections.
4. Public Comment-None.
5. PARRC Reorganization. M. Lenhart stated that the nominations and elections for the Board need to happen at the January meeting. Nominations do not require a second, and a roll call will be taken. A discussion took place for nomination of M. Lenhart for Chair. B. Keohane nominated M. Lenhart for Chair of PARRC. All municipal representatives present voted in favor, with no opposition. M. Lenhart nominated B. Keohane for Vice Chair of PARRC. All municipal representatives present voted in favor, with no opposition. B. Keohane abstained from the vote for Vice Chair. M. Lenhart asked for a nomination for Treasurer, which will also be a signor on the bank accounts. A discussion was held regarding who can become the Treasurer of PARRC and the ICIA rules. M. Lenhart asked for a motion for PARRC to make C. Paretti the interim treasurer until the solicitor reviews the ICIA and gives a recommendation on how to proceed. J. Erb made the motion and R. Sichler seconded it. All were in favor, with no opposition and no abstentions. C. Valentine asked if C. Paretti would be made Treasurer, would she then have voting rights? M. Lenhart stated that she would not.
6. 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 the savings account balance is \$67,849.06 and the checking account balance is \$4,087.50. C. Paretti stated that the \$4,000.00 in Judo Club funds have been transferred to the PARRC Foundation account, and that she is currently going over all the deposits and withdrawals for 2023. C. Paretti asked if grants like one for the interactive map for Appalachian Mountain Club want to go into the Foundation account rather than the PARRC account? A discussion was held regarding how grants are distributed between PARRC and the PARRC Foundation. T. McCloskey stated it would also

- depend on who was the applicant for the grant funding. C. Paretti also stated that the IRS tax implications would also have to be determined.
- b. Events Subcommittee. J. Erb stated that no meeting was held, and that a meeting should be held in early spring to determine the date for the first Empower Your Park event.
  - c. Financial Sustainability Subcommittee. M. Lenhart stated that no meeting had been scheduled and that he needs to run the numbers on what adding a ninth member to PARRC would look like financially. C. Paretti stated that a replacement will need to be found for her on the subcommittee.
  - d. DEI Subcommittee. C. Colistra stated that he and T. McCloskey have been in discussions about how to expend the remaining grant DEI grant funding. One option is to develop an in-park survey using a QR code. Another option could be to develop a DEI resource guide specific to parks and recreation.
7. County Planner Updates. T. Konetchy stated that the MontCo 2040 Implementation Grant Program is now open, and applications are due on March 1<sup>st</sup>. Round IV PMRPC Closeout reports are due in April. The Round V applications went to the review committee. M. Bidle asked if Berks County has a similar program and R. Sichler stated that the County may start their own program.
8. Planner Report, Quarterly Report, and Annual Report. T. McCloskey reviewed her work on the monthly Planner Report, as well as the Quarterly and Annual Reports. She stated that the Annual report will be sent to funders and partners and will be posted on the PARRC website.
9. Old Business
- a. Recreation Assistant Position. T. McCloskey stated that S. Kriczky started on Monday and that are glad to have her on board.
10. New Business.
- a. Review and Revision of PARRC Procedures. M. Lenhart stated that the ICIA changes can be problematic. Required revisions to Section A include changing the date. Public comments is now #4 on the agenda. B. Keohane stated that taking away the numbered list and just having bullets would be easier. A change was also made regarding the bank information going to the Treasurer's home address. Bank information will go to the PARRC address. It can be accessed on line by the Treasurer. C. Valentine asked what happens if the Treasurer is unable to access the information or cannot come to a meeting. M. Lenhart stated that both he and B. Keohane have access to the bank account. M. Lenhart will send the revised ICIA to the Committee. T. McCloskey to put it on the next PARRC agenda. Next the MOU was discussed. M. Lenhart asked for motion to authorize a new MOU for signature with the Schuylkill River Greenways. M. Powanda made the motion which was seconded by J. Erb. The motion passed with all in favor. There were no abstentions.
11. Grant Announcements. B. Keohane asked T. McCloskey to discuss the DVRPC's technical assistance offer. T. McCloskey stated that the DVRPC has offered to provide technical for the TA-Set Aside Grant program, which will be helpful in the future because the application are technical in nature and there are specific things that need to be done that require the assistance of an engineer.
- a. DCED GTRP Awards. T. McCloskey reviewed the Greenways, Trails and Recreation Program awards with the Committee. West Pottsgrove received \$200,000 for Old Timer's Field and Pottstown received \$75,000 towards Pollock Park redevelopment.
  - b. C. Colistra stated that the PAHWF awards open on the February 12<sup>th</sup> and close on March 18<sup>th</sup>. A training session is available.
  - c. T. McCloskey stated that the CCPP grants are open and due on February 29<sup>th</sup>.
  - d. T. McCloskey stated that the DCNR C2P2 grant round is open and closes on April 3<sup>rd</sup>. T. McCloskey asked for the municipalities to contact her to discuss any scope of work for the applications. T.

McCloskey also discussed her idea to apply for a DCNR Partnerships Program grant for projects that will help support the Recreation Assistant as a full time position, including projects like the Nature Based Placemaking project. T. McCloskey explained that she hoped to use the funding for the part-time position as the match, as well as a PAHWF grant she was going to apply to for the Nature Based Placemaking project. The Committee was in support of the concept of filing this grant. T. McCloskey stated she would bring a draft scope of work for the grant to the February PARRC meeting.

12. Partner Updates.

- G. Churach, UPT-The Township will be working on updates to its projects wish list, and is exploring expansion of the archery hunting program
- B. Keohane, LPT-The Easter Egg Hunt is scheduled for March 16<sup>th</sup> with a rain date of March 23<sup>rd</sup>. All the bands have been booked for the upcoming summer concert series.
- C. Valentine, WPT-the Lion's Club is going to be doing a W. High Street cleanup.
- J. Erb, NCT-No update.
- K. Nocella, EVT- Closing on two easements for trails to connect to the Nature Preserve. Township staff will build the trails.
- R. Sichler, WT-The last meeting for the new Open Space and Recreation Plan will be held soon, the Plan should be adopted before the next PARRC meeting.
- M. Powanda, DT-Moving through the bid process for the tennis court/pickleball court project. A meeting will be held with the engineer and the project will be rebid. T. McCloskey as T. Konetchy if an extension on the MontCo 2040 Grant would be possible. T. Konetchy indicated yes and to talk to A. Gruber about it.
- M. Lenhart, PB- stated that 2024 will be a big year for infrastructure projects. M. Lenhart stated that his department has \$1.4 M in grant funded projects. 2040 projects will include the Memorial Park Bridge, the Riverfront Park Streambank and Bridge project, Chestnut Street Park and South Street Park redevelopment projects, and environmental cleanup at Pollock Park.
- C. Colistra, PAHWF-PAHWF grants are due March 18<sup>th</sup>. A new grant opportunity is coming up called the Pottstown Community Voices Program, which opens in the beginning of February. Grant award letters will be mailed tomorrow. C. Colistra stated there is new information about Capacity Building opportunities including professional development opportunities through LaSalle University and Catch a Fire for things like marketing and communications. He said to go to the Capacity Building tab on the PAHWF website.

13. Action Items-M. Lenhart stated that the action items include the procedures document, signing of the MOU, solicitor's review of the Treasurer situation, interactive map revisions to T. McCloskey and nominations for Treasurer.

14. Next PARRC meeting-M. Lenhart stated that the next PARRC meeting will be held on 2/28/24, and to send all agenda items to T. McCloskey.

15. Adjournment- A Motion to Adjourn was made by J. Erb and seconded by M. Powanda; the meeting adjourned at 6:20pm.