



POTTSTOWN METROPOLITAN REGIONAL PLANNING COMMITTEE

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

PARRC Meeting Minutes

December 5th, 2019

5:00 p.m. – 6:30 p.m.

@PAHWF

In Attendance:

Karen Nocella, East Coventry Township
Greg Churach, Upper Pottsgrove Township
Michael Lenhart, Borough of Pottstown
Charlie Valentine, West Pottsgrove Township
Pete Hiryak, Douglass Township
Bill Keohane, Lower Pottsgrove

Marley Bice, MCPC
John Cover, MCPC
Craig Colistra, PAHWF

Meeting notes:

1. Welcome and Introductions.
2. Meeting minutes from October 23rd, 2019 were approved with revision. B. Keohane abstained.
3. Status of IA presentations – all municipalities have presented the IA to their BOS/BOC. Douglass Township's solicitor is reviewing the IA. No municipalities have approved, by ordinance, the IA. J. Cover revised the IA after reviewing the comments from Chuck Garner and ECT's solicitor. J. Cover went over the revisions with the Committee and a motion was presented and approved by all the members. J. Cover will send the IA to the Township solicitors for re-review and present a final version of the IA at the January PARRC meeting. The IA could be advertised by February and then passed in March by each municipality.
4. Status of revisions to procedures document – M. Lenhart will change it after all the IA comments have been integrated into a final IA document and approved by the municipalities.
5. Strategic Plan – M. Lane discussed the 3 proposals submitted for PARRC. The members would like a scoring sheet to use for evaluating the proposals similar to the one developed for evaluating the proposals for the Tri-County Trail design/engineering proposals.
6. Mowing contracts – G. Churach discussed that the Township received 4 bids from contractors. Two were above and 2 were below the cost that the Township spends cutting grass on a yearly basis. The Township Facilities staff forgot to add in the cost of fuel and transporting machines, replacement, maintenance, etc. so the Township costs are higher than initially quoted at \$74,750. The two lowest bids came in around \$60,000 a year. J. Cover suggested that MCPC can help with the design of naturalizing SWM basins to reduce areas of mowing. G. Churach also mentioned that the Township could save funds by hiring a less experienced, lower pay grade employee on a part-time or full-time basis but they have found that part-time employees are not reliable. The 4 proposals will be presented to the BOC and PARRC will be apprised of their decision.
7. "Know Your Parks" – Discussion included what kind of event to hold and if it is appropriate since the model is based on an urban area.
8. Re-structuring PARRC for 2020 – The Committee requested that M. Bice be asked to find out when PARRC becomes an independent entity, will they need to get a tax exempt ID number for contracted work. They also asked if PMRPC has a tax ID number. M. Lenhart will ask Cathy Paretta if her organization has a tax ID number. PARRC needs to appoint a Chair, Vice-Chair and Treasurer for 2020. If PARRC becomes an independent entity, payment for the Regional Recreation Coordinator position will be sent to PARRC, instead of PMRPC, and PARRC will send one check to SRG.



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9. Park Research Project – The survey announcement and QR code cards will still be in use until spring to get more data. The QR code cards should still be given out to residents when they visit the Township Building. Karleigh Cimorelli has finalized the inventory presentation and is now developing the presentation for the observations and survey data. We are aiming for a March 2020 presentation to PARRC. She will be continuing the project for another 6 months developing a summary and report for each Township.
10. Douglass Township has closed out the Montco 2040 Green Parking lot grant. The DCNR C2P2 grant for Douglass Park Improvements project needs to be finalized by 1/1/21.
11. The Memorial Park Playground project has been completed. DCNR C2P2 grant closeout documents will be developed within the next few months. M. Lenhart discussed lessons learned – he bought the playground equipment through COSTAR and then acted as the General Contractor. He tried to coordinate a separate contractor for the installation of the playground equipment and a separate contractor for the installation of the rest of the site. He tried to save money but found he spent more of his time than he anticipated especially when there were discrepancies during installation. He recommended using one general contractor even though there may be a markup on equipment.
12. Members would like more information concerning the All Inclusive Playground in Upper Pottsgrove Township.
13. Updates from the PARRC members:
 - a. PAHWF: No updates.
 - b. MCPC: Henry Stroud, Trail Development & Open Space Director, left his position to go back home to California. They are looking for candidates to fill the position.
 - c. North Coventry Township – No update.
 - d. Pottstown Borough: Memorial Park Playground project completed.
 - e. Lower Pottsgrove: B. Keohane is no longer on the Park & Recreation Board, he is now a member of the Planning Commission but will still be a representative on PARRC. He presented the PPT of the IA to the Board of Commissioners.
 - f. West Pottsgrove Township: C. Valentine stated they are having their first annual tree lighting at the new evergreen tree planted in front of the Township Building. They will have hot chocolate, cookies and the Pottsgrove High School choir will sing.
 - g. Upper Pottsgrove Township: G. Churach stated that they received the PAHWF grant for Sunset Park Trail Renovations.
 - h. Douglass Township: They are having their annual tree lighting in front of the Township Building a week from tomorrow.
 - i. East Coventry Township: They received a \$75,000 grant from DCNR C2P2 grant program for landscaping at Ellis Woods Park and a PAHWF grant for Tow Path Park Feasibility/Master Plan Study. They have almost completed their Wayfinding and Signage project concept plans.

Adjournment: 7:07 PM

Recorder: M. Lane



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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, 5th 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>	<i>August 28</i>	<i>September 25</i>	<i>October 23</i>	<i>December 5</i>	

Next meeting: January 22, 2020 5:00 pm @PAHWF