



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

PARRC MEETING MINUTES

January 26th, 2022 -A hybrid meeting

In attendance:

Michael Lenhart, Borough of Pottstown
Charlie Valentine, West Pottsgrove Township
Cathy Paretto, Upper Pottsgrove Township
Jay Erb, North Coventry Township
Karen Nocella, East Coventry Township
Pete Hiryak, Douglass Township
Bill Keohane, Lower Pottsgrove

Tim Konetchy, Montgomery County Planning Commission
Rachael Griffith, Chester County Planning Commission
Craig Colistra, Pottstown Area Health and Wellness
Foundation
Tricia McCloskey, Pottstown Area Regional Recreation
Committee

Meeting Notes:

1. Call to Order- 4:33pm and Pledge of Allegiance
2. Welcome and Introductions-No introductions necessary
3. Meeting minutes from December 1, 2021, were motioned for approval by C. Valentine made the motion to and C. seconded by C. Paretto, all approved. There were no objections or abstentions.
4. Executive and Subcommittee Reports.
 - a. Treasurer's Report. C. Paretto provided the Treasurer's Report and indicated that the CD will mature on February 25th, 2022 and at that time the balance will be transferred into the checking account and the last installment will be sent to SRGA.
 - b. Events Subcommittee. K. Nocella announced the 5K and 10K race that will be on April 2nd to benefit the Township's park and recreation programs. Discussion was held regarding whether this or other events could be held as regional PARRC events, with the assistance of some or all of the municipalities. C. Valentine indicated that this should be a way to generate money for PARRC. C. Colistra indicated that the Events Subcommittee needs to set a meeting to discuss this topic. PARRC members discussed having a race that travels through some or all of the PARRC municipalities. M. Lenhart stated that this would give other municipalities a chance to have a presence. K. Nocella indicated that for East Coventry's race they get about one hundred participants but she would like to see more than that. C. Valentine indicated that Sly Fox has races and M. Lenhart indicated that outside companies like Omega Security can be used to street closures along the race route. It was also stated that a race series of 3 or 4 races should be considered. C. Colistra stated that PAHWF has a events budget. C. Valentine indicated that Lions Club is available for food service if needed.
 - c. Financial Sustainability Subcommittee. M. Lenhart indicated that the Subcommittee plus T. McCloskey met in December to discuss the 501(c)(3) status and its implications for PARRC and its structure and functioning in terms of maintaining the Council of Government (COG) that was formed through the intergovernmental cooperative agreement. P. McCloskey indicated that she had put two calls into the Department of Community and Economic Development-Governor's Center for Local Government Services but neither call had been returned. T. McCloskey indicated she did find a COG that had formed 501(c)(3)s under its "umbrella" and this was SEDA-COG in central PA. She indicated she will call them to discuss how they set it up. M. Lenhart indicated that the next step should be talking to an attorney familiar with such arrangements, but PARRC needs to determine how to pay for the attorney. J. Erb stated that we should also

discuss this with a CPA. C. Paretti stated she would send an email to D. Garner to see if he knows of any attorneys that could help PARRC with obtaining a non-profit status.

- d. DEI Subcommittee. P. McCloskey indicated that its time to set up the Committee. Discussion ensued regarding how to go about getting volunteers. C. Paretti indicated that we could put out a request on PARRC's Facebook page. P. McCloskey asked that each municipality put out a request on their Facebook page. M. Lenhart indicated he could ask the Human Relations Commission if they have someone who could join the DEI committee. T. McCloskey indicated it might be better to start out the committee with people who have had some training in DEI issues and asked if T. Konetchy and R. Griffith or someone else from the County Planning Commissions would be willing to join as a working group to get the Committee started. T. Konetchy indicated he would be willing. C. Paretti asked T. McCloskey if she would prepare a write-up that the township's could use on their Facebook posts and emails.
5. Planner's Report. T. McCloskey provided the Planner's Report for the last month which included sending out the 2nd PARRC newsletter, collecting trail sensor data, dealing with broken/non-functioning trail sensors, preparing the quarterly, annual and trails reports, preparing PAHWF Letters of Interest, and securing funding from a private donor.
6. Old Business
 - a. Strategic Plan Tactics Review. M. Lenhart indicated that this has been covered under other agenda items and that PARRC is covering short term tactics adequately and that we do not need to add additional tactics at this time.
 - b. T. McCloskey also reviewed the Annual Report, Quarterly Report and Trails Report at this time. T. McCloskey shared the screen with the Annual Report and indicated that PARRC had completed or initiated many projects in 2021 as shown in the Annual Report. She indicated that grant funding went up 9.2% from the previous year from \$2,273,080 to \$2,517,480, a 12-month increase of \$244,400. T. McCloskey also included an accounting of the short term tactics and what has been accomplished with them. T. McCloskey also shared the Trail Report on the screen and went over the latest data. She shared that many of the sensors are not collecting data and that she and C. Colistra indicated that the number of sensors could probably be reduced. P. Hiryak indicated that 4 sensors are not needed at Douglass Park. T. McCloskey indicated that it is a full 8 hour day collecting data, cleaning the sensors free of insects, and maintaining them in terms of repairs and upkeep and that reducing the total number of sensors would be helpful. T. McCloskey then shared the screen for the Quarterly Report and review her utilization rate for the 7 municipalities and the region.
7. New Business
 - a. PARRC Planner assistance with Adventure Grove 501(c)(3) grants. T. McCloskey indicate that she is currently doing and LOI for Adventure Grove and is not sure if she should continue to do future grants for them because they do not technically pay into the PARRC account. T. McCloskey indicated that future construction grants may be done for no charge by CMC Engineers, according to their proposal. B. Keohane stated that T. McCloskey should let the Board know if the grants for Adventure Grove become too much work.
8. Grant Announcements:
 - a. Items a. through e. on agenda. T. McCloskey reviewed the outstanding undetermined scopes of work for the Pottstown Area Health & Wellness Foundation Letters of Intent (LOI), county grants and the DCNR C2P2 grant. J. Erb indicated that for the Chestnuthill Access at Coventry Woods, E. Batdorf would be sending along notes for the LOI for T. McCloskey's review. T. McCloskey stated that for Douglass Park Improvements, a Zoom meeting will be held with the township next week to discuss and finalize the scope for the County MontCo 2040 grant. B. Keohane indicated he will check with E. Wagner on potential scopes of work for all upcoming grants. For Chester County Preservation Partnership Program, J. Erb indicated there would likely not be a scope of work for this round.
 - b. PMRPC Minigrant Program Update and Round 22. T. Konetchy stated that all grants have been approved but most have contingencies attached to them concerning providing site plans prior to the release of funds or adding/refining ADA access within the scopes of work.
 - c. RAC-P Grant Program Discussion. T. McCloskey stated this program will be opening up in the spring at the that it funds high-dollar projects with economic development impacts that have partnerships associated with them. A potential project is East Coventry's Tow Path Park Sports Complex at the Heyser Tract.



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9. Partner Updates:

- Douglass: No update
- East Coventry: Upcoming 5K and 10K-Pretzel City
- Lower Pottsgrove: No update
- North Coventry: No update
- Pottstown: Riverfront and Memorial Parks are about 1 month away from preliminary plans
- Upper Pottsgrove: No update
- West Pottsgrove: No update
- • MCPC: A new planner will be taking over in Douglass and West Pottsgrove Townships
- CCPC: Not present during this time of the agenda
- PAHWF: Jill Kauffman is the new grants manager, Diane Kripas at DCNR gas retired and a new person, Mark Palmer has taken over for her. C. Colistra will be discussing the shared use agreements with the Dept. of Health, and Dept. of Education regarding these types of programs.

10. Public Comment. None.

11. Action Items. None.

12. Next PARRC meeting Agenda items. M. Lenhart indicated this should include DEI subcommittee members and PECO trail easement issue. Please send additional items to T. McCloskey. The next PARRC meeting is February 23rd, 2022, at 4:30pm.

13. Adjournment- A Motion to Adjourn was made by J. Erb and seconded by K. Nocella, meeting adjourned at 6:47pm.