



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

PARRC MEETING MINUTES

April 23, 2025

In attendance:

Michael Lenhart, Borough of Pottstown	Karen Nocella, East Coventry Township
Bill Keohane, Lower Pottsgrove Township	Tricia McCloskey, PARRC Regional Planner
Charlie Valentine, West Pottsgrove Township	Shelley Kriczky, PARRC Recreation Assistant
Jay Erb, North Coventry Township	Cathy Paretti, PARRC Treasurer
McKenna Powanda, Douglass Township	Craig Colistra, Pottstown Area Health & Wellness Foundation
Mark Bedle, Washington Township	Michael Schorr, DCED
Mark McKinnie, Upper Pottsgrove Township	Steve Buck, Chester County Planning Commission
	Samantha Cronrath, Lower Pottsgrove Township Alternate

1. Call to Order – B. Keohane called the PARRC meeting to order at 4:30pm and the Pledge of Allegiance was made.
2. Welcome & Introductions – B. Keohane welcomed Lower Pottsgrove's alternate Samantha Cronrath, and Michael Schorr from the Department of Community and Economic Development. Introductions were made.
3. Review and approval of meeting minutes from March 26, 2025. The minutes were motioned for approval by J. Erb and seconded by M. Powanda. The motion was approved with no objections or abstentions.
4. Public Comment- No public comment made. M. Schorr presented information on programs provided by DCED.
5. Treasurer's Report – C. Paretti presented the Financial Report and stated that the checking account balance is \$491.24, and the savings account balance is \$23,469.13. In restricted funds, the Operating Reserve is \$23,469.13. Total Restricted funds are \$23,469.13. Total non-restricted funds is \$491.13. The Planner invoice will be mailed out in May. The Financial Report was motioned for approval by J. Erb and seconded by M. Bedle. The motion was approved with no objections or abstentions. The PARRC Foundation's checking account balance is \$21,502.11, and the savings account balance is \$113,647.80. Total Restricted funds are \$130,543.95, and Total Unrestricted are \$4,605.96. The PARRC Foundation Financial Report was motioned for approval by J. Erb, and seconded by M. McKinnie. The motion was approved with no objections or abstentions.
6. County Planner Updates – S. Buck from the Chester County Planning Commission stated that the construction contract was recently awarded for the Phase 4a Chester Valley Trail project, and construction will begin next month. S. Buck stated that they will be updating the Chester County Trail app, and will send a survey link to T/ McCloskey to share with the group when its ready. S. Buck stated that the CCPC will be hosting a Sustainability Summit on May 17th at West Chester University from 10am to 2pm.
7. Planner's Report and Quarterly Report – T. McCloskey presented the Quarterly Report. T. McCloskey stated that total grants awarded in Q1 2025 is \$468,173, comprised of three grants for Washington Township for \$166,673 and one for Upper Pottsgrove for \$301,500. T. McCloskey stated that there is

\$1,035,860 in submitted and pending grants. She presented Q1 actions which included holding the first Nature-Based Placemaking Project committee meeting with the Pennsylvania Downtown Center (PDC), work on finalizing the PARRC Storymap project, beginning work on the 990 IRS filing, and working on the logo project with Catchafire. T. McCloskey presented the Planner's report. She continues to have weekly meetings, attend finance committee meetings, project meetings with AMC, coordinate with PDC for the NBPM project, coordinates with Recreation Assistant on PARRC Spring Newsletter, continues work on the logo project, and works with the Yeck Foundation on new funding. She presented that the Recreation Assistant has submitted their first mini grant, prepared social media posts, prepared blog posts, prepared seasonal newsletter, Story map project, attended weekly meetings, and continued grant trainings.

8. Volunteer Events – No volunteer events are currently scheduled.
9. Old Business
 - a. New PARRC & PARRC Foundation Logos. – B. Keohane suggested this item be tabled until the next PARRC Meeting.
 - b. Nature Based Placemaking Project Update – T. McCloskey stated that they are working on setting up the next meeting with Pennsylvania Downtown Center to work on updates and focus groups.
 - c. Finance Committee Updates
 - Recreation Assistant Hours – B. Keohane stated that this will be discussed during the executive session after the PARRC and PARRC Foundation meetings.
 - 2024 IRS Form 990 & State Annual Report – B. Keohane stated that he has begun working on the 990 IRS forms. T. McCloskey stated that she has filed the State Report.
 - d. 2026 Strategic Plan – B. Keohane stated that it should wait until all committee members are present.
10. New Business
 - a. Bally Borough Inquiry – B. Keohane stated that Bally Borough inquired about joining PARRC, and how much that would cost. C. Colistra stated that New Hanover Township also shared interest in joining. B. Keohane stated it may be best to have new members join at the beginning of the year.
 - b. Parks and Recreation Advocacy Letter – T. McCloskey stated she has finished the letter.
11. Grant Announcements – Awards & Due Dates – T. McCloskey announced that the DCED Greenways Trails & Recreation Program applications are due 5/31, and DCED Multimodal Transportation Fund applications are due 7/31.
12. Partner Updates.
 - K. Nocella, ECT –K. Nocella stated that they held their John Doyle Rock the Wall 5K/10K and it was a success.
 - M. Bedle, WT- M. Bedle stated that he had a meeting with Bechtelsville Township regarding the rail to trail project. He stated the Township held their Easter Egg Hunt and it was successful. He stated that they also have an upcoming Plant Sale in May.
 - M. McKinnie, UPT- M. McKinnie stated that the Township will begin work on a Trail Connection Master Plan. M. McKinnie stated that there are invasive plant species at Althouse Arboretum, and he asked if anyone had any removed from a park. M. Powanda stated he should look into the Perkiomen Watershed Conservancy.

- B. Keohane, LPT- S. Cronrath updated on behalf of Lower Pottsgrove. She shared that the Township held their Easter Egg Hunt. She stated that they will be pushing their Fishing Rodeo to 2026 because they could not get fish stocked. M. Powanda stated that they should start very early into the year. M. McKinnie suggested that it may help to start their own stocking system.
- J. Erb, NCT – J. Erb stated that the Coventry Woods Festival will be held on May 18th.
- C. Valentine, WPT- C. Valentine stated that there was no update.
- M. Lenhart, PB – No update.
- M. Powanda, DT – M. Powanda stated that they have finished up the pickleball court project at Douglass Park. M. Powanda stated that they are starting to work on the scope and budget for an LSA grant.
- C. Colistra, PAHWF – C. Colistra stated that PAHWF is looking into a study of the Boyertown Pool to repair and operate it and wants feedback from residents. T. McCloskey suggested the DCNR feasibility study, it may include an assessment in its scope.

13. Action Items. – There are no current action items.

14. Next PARRC meeting- B. Keohane stated that the next PARRC meeting will be held on 5/28/25, and to send all agenda items to T. McCloskey.

15. Adjournment- A Motion to Adjourn was made by J. Erb and seconded by M. Bedle; the motion passed, and the meeting adjourned at 5:54pm.