



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

PARRC MEETING MINUTES

August 28, 2024-A hybrid meeting

In attendance:

Michael Lenhart, Borough of Pottstown
Bill Keohane, Lower Pottsgrove Township
Charlie Valentine, West Pottsgrove Township
Karen Noella, East Coventry Township
Mark Bedle, Washington Township
Jay Erb, North Coventry Township
McKenna Powanda, Douglass Township

Mark McKinnie, Upper Pottsgrove Township
Tim Konetchy, Montgomery County Planning Commission
Steve Buck, Chester County Planning Commission
Cathy Paretto, PARRC Treasurer
Tricia McCloskey, PARRC Regional Recreation Planner
Shelley Kriczky, PARRC Recreation Assistant

Meeting Notes:

1. Call to Order- M. Lenhart called the PARRC meeting to order at 4:30pm and the Pledge of Allegiance was made.
2. Welcome and Introductions. No introductions were necessary.
3. Approval of meeting minutes from July 24, 2024. S. Buck stated that one correction needed to be made regarding the due date for VPP grants. The minutes were motioned for approval by M. Powanda and seconded by J. Erb. The motion was approved with no objections or abstentions.
4. Public Comment-None.
5. Executive and Subcommittee Reports.
 - a. Treasurer's Report. C. Paretto previously provided the Treasurer's Report. C. Paretto stated that the Savings account has a balance of \$67,952.71 and consists of the Planner Contribution and all municipal contributions have been received. The Checking account has a balance of \$6,392.23. C. Paretto stated she will split out the DEI and AMC dollar amounts. \$60.64 is restricted for Volunteer Events spending. She has received an invoice from AMC and will write a check out tomorrow. C. Paretto asked T. McCloskey if the Vereen Group is paid and done and T. McCloskey confirmed that was correct. C. Paretto asked if PARRC wants to request additional volunteer event refreshment funds from the Pottstown Area Health & Wellness Foundation (PAHWF). M. Bedle made a motion for T. McCloskey to send a letter to PAHWF requesting funds in the amount of \$100/per municipality. The motion was seconded by B. Keohane. The motion passed with all in favor and there was no opposition and no abstentions. A discussion was held regarding training for Quickbooks for C. Paretto. M. Lenhart stated he may be able to assist C. Paretto with this, and Tri County Community Network (TCN) may also have Quickbook training. B. Keohane made a motion to accept the August PARRC Financial Report. The motion was seconded by J. Erb. The motion passed with all in favor; there was no opposition and no abstentions.
 - b. Events Subcommittee. K. Nocella stated she is continuing to work on the Minigolf Tournament. K. Nocella stated she needs the sponsor form and T. McCloskey stated she had started working on it and will send it to her. A discussion was held regarding the best method for player registration and payments. It was determined that the Borough's RecDesk would be the best way to go and that M.

Lenhart will work to get the information needed for the player registration form. C. Valentine asked if volunteers will be needed on the day of the event. M. Lenhart stated that would be a good idea. Breakfast snack type foods will also be needed.

- c. Financial Sustainability Subcommittee. M. Lenhart stated that he will set up the subaccount at Diamond Credit Union. A discussion was held regarding the transition of the Recreation Assistant position to a full time position and the new funding resolution. B. Keohane stated that PARRC should explore ways to have the position paid for without raising taxes.
 - d. DEI Subcommittee. T. McCloskey stated that she provided the text as an attachment in the meeting packet for a new interpretive sign that discusses the history of the Ricketts Center in Pottstown. This sign will make a nice addition to the Borough's historic walking tour. T. McCloskey also stated she is getting an estimate from Hetrick Landscaping for a new native tree to replace the dead tree at the Native American Memorial on Industrial Highway.
6. County Planner Updates. S. Buck stated that the second round of Chester County's Vision Partnership Program (VPP) is now open and closes on September 25th. The new rolling Minigrant round can be applied to at any time. S. Buck also shared that Chester County's annual Trails and Transportation Summit will be held on September 24th at the West Whiteland Township municipal building at 6pm. There will be a variety of speakers from the County and from outside agencies. T. Konetchy shared that the County was awarded \$30 million for projects, including the replacement of the Keim Street Bridge. The County is offering a course in zoning in September and PMRPC members will have a reduced fee.
 7. Planner Report. T. McCloskey reviewed her work within the PARRC region on the monthly Planner Report, including submission of two DCED Multimodal Transportation Fund grant applications, totaling \$418,000, continued work on the StoryMap project, initiation of work on the Nature Based Placemaking project, grant closeout reports, and coordination on active design and construction projects.
 8. Old Business
 - a. Interactive Map and Storymap update. Covered under Planner Report.
 - b. New PARRC & PARRC Foundation Logos. M. Bedle shared his screen and the Committee discussed logo options for PARRC and the PARRC Foundation. Discussion covered the shape of the logo and color options. It was decided that the logo should be a combination of the round option with the text, which would provide a more useable logo for different applications. The Committee shared that natural colors like blues, greens and yellows were preferred. M. Bedle will revise the logos and provide revisions at the next meeting.
 9. New Business.
 - a. Nature Based Placemaking Project-T. McCloskey discussed the need to begin assembling the Study Committee. She still needs the revised scope of work from Julie Fitzpatrick of the PA Downtown Center, who will be the consultant on the project. J. Erb suggested adding Brandywine Valley Tourism to the list as a guest attendee.
 - b. Logos. T. McCloskey stated that she asked M. Bedle about his new logo and stated that PARRC's logo needs an update and the PARRC Foundation has no logo. M. Bedle stated he created the logo for Washington Township and would like to work on PARRC's logos. He stated it will take several months to do and he will provide the Committee with drafts to review.
 - c. S. Kriczky six month review. To be handled in Executive Session since it is a human resources issue.
 10. Grant Announcements.
 - a. C. Colistra stated that PAHWF grants open on September 1st and are due on October 1st and decisions are made in November. The Community Voices program will be an annual program.

- b. T. McCloskey stated that the DCED Local Share Account grants open on September 1st and close on November 30th and to please contact her to discuss scopes of work as soon as possible.

11. Partner Updates.

- M. McKinnie, UPT-A The Township is reviewing a proposal for the newly acquired property on Gilbertsville Road regarding its historic value. T. Konetchy offered that PA Share may assist the Township in determining the history of the house. T. McCloskey stated the house has not been included on any County historic resource plans.
- B. Keohane, LPT- The Sanatoga Park Summer Concert Series schedule is complete and Community Day is September 7th.
- M. Powanda, DT-The contractors are finishing up the concrete surfacing for the Douglass Park tennis court/pickleball court.
- K. Nocella, ECT-Fall Festival is scheduled for Saturday, October 26th, from 10am to 1pm, which is also the last day of tours of Frick's Lock village. K. Nocella asked T. McCloskey for the face painting artist's contact information.
- J. Erb, NCT-no update.
- C. Valentine, WPT- the Township will be installing nesting boxes in Murgia Park.
- M. Bedle, WT-The regulations for the Park and Recreation Advisory Committee are under revision. The first Farmer's Market event was held and although it was small, it was successful with a lot of attendees. The next one is scheduled for September 7th.
- M. Lenhart, PB- The Pottstown Pet Fair will be held in Memorial Park on September 17th from 10am to 2pm. There is more than just dogs and cats, and will include pigs, alpacas and other animals.
- C. Colistra, PAHWF-No update.

12. Action Items. M. Lenhart stated that the Financial Sustainability Subcommittee will meet (including M. McKinnie) to discuss new funding for potential new PARRC communities. B. Keohane asked T. McCloskey if she would prepare a report regarding potential sources of operational funding and the value of a full time employee.

13. Next PARRC meeting- M. Lenhart stated that the next PARRC meeting will be held on 9/25/24, and to send all agenda items to T. McCloskey.

14. Adjournment- A Motion to Adjourn was made by J. Erb and seconded by M. McKinnie; the motion passed and the meeting adjourned at 6:25pm.