



POTTSTOWN METROPOLITAN REGIONAL PLANNING COMMITTEE

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

PARRC Meeting Minutes

December 6, 2018

5:00 p.m. – 6:30 p.m.

@PAHWF

In Attendance:

Michael Lenhart, Borough of Pottstown
Charlie Valentine, West Pottsgrove
Pete Hiryak, Douglass
Bill Keohane, Lower Pottsgrove

Jay Erb, North Coventry
Marley Bice, MCPC

Meeting notes:

1. Meeting minutes from October 24, 2018 were approved.
2. M. Bice requested that M. Lane send to Ryan Procsal, Treasurer of PMRPC, the last invoice from Navarro and Wright for the Tri-County Trails Study to close out the grant.
3. M. Bice reported that there was possibly \$75,000 left over from the last round of the PMRPC grant cycle that could be up for new project funding. Douglass Township expressed an interest in trail sensors for some parks.
4. The Coordinator position evaluation was on December 4th. M. Lane expressed some changes to the evaluation process for the members to consider. M. Lenhart stated he would develop the language for members to review.
5. It was announced that East Coventry Township is a new member to PARRC and their formal membership starts 9/1/19. M. Lenhart stated that he would like to have the revisions to the bylaws revised before September.
6. It was suggested that a formal welcome letter be drafted for East Coventry Township by M. Lane.
7. M. Lane gave a summary of his coordination efforts with East Coventry.
8. There was a discussion of projects needing funding. The Tri-County Trail study was discussed. C. Valentine stated he would get to M. Lane contact information for the Salzer family.
9. M. Lane discussed the issue of the Coordinator's position initials, PARRC, were the same as the Committee's, PARRC, and could they be changed. J. Erb stated they were designed that way as the Coordinator and the Committee were to be viewed as one in the same.
10. The dates for the 2019 PARRC meetings were discussed. M. Bice verified they were on the same day as the PMRPC meetings. PMRPC advertises their meeting dates and will be discussing and approving of them at tonight's PMRPC meeting.
11. M. Lane discussed potential new procedures with Montgomery County Planning Commission (MCPC) and PARRC. M. Lane and Upper Pottsgrove met with Jody Holton, the Executive Director and Eric Jarrell, Director of Community Planning. It was discussed that there are 63 Townships under MCPC and about half of them have some type of community planning services contract with MCPC. It was discussed that it might be a better arrangement if MCPC would take the lead with guiding and developing larger planning studies such as Comp Plans and Open Space Plan updates and that M. Lane was to assist MCPC with those studies. It was also discussed that M. Lane take the lead with smaller projects such as park master plans, playground design, landscaping plans, etc. MCPC would like to have a meeting with M. Lane and anyone from PARRC, with their planners in the spring of 2019. *(Not covered at the meeting but as additional info - Chester County Planning Commission (CCPC) uses the Vision Partnership Program (VPP) and in-kind services to assist their municipalities. A municipality applies for a grant through the VPP for project work, develop master plans/open space plans or technical assistance. It also covers in-kind services that CCPC may perform for them.)*



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12. PARRC governing bylaw issues –

- a. The members discussed if PARRC meetings were public meetings and it depended on the definition in Pennsylvania's Sunshine Act. *(The definition of which agencies are subject to the Sunshine Act – "Any state or local government body and all sub-units appointed by that body that perform an essential government function and exercises authority to take official action. It can include boards, councils, authorities, commissions and committees. The Sunshine Act defines the "agency" as the "body and all committees thereof that are authorized to render advice or take official action" on behalf of the governing body.)* PARRC is an "advisory" board and does not administer funds but it is a sub-committee of PMRPC that makes advisory and financial decisions. If PARRC is under PMRPC and PMRPC is a public agency that accepts, manages and administers funds, then PARRC is subject to the public agency and Sunshine Act requirements as well. It was discussed that a PARRC member approach Chuck Garner for his interpretation.
- b. M. Lenhart stated that he would draft the revisions to the governing bylaw issues. He also emphasized that he would like all PARRC members to be at the meetings so all members are in consensus with the decisions.
- c. M. Bice reviewed PMRPC's Intergovernmental Agreement comparing them to the issues discussed. She stated she would send the Agreement to the members for review.
- d. It was discussed that PARRC should establish priorities for projects and they should be added to the evaluation form.
- e. The voting process was discussed and it was suggested that it be defined in the bylaws as to who can vote; can PMRPC, MCPC, SRG and the Recreation Coordinator vote? It was also discussed that there needs to be a quorum, (4 of 7) and each municipality is to have one vote.
- f. It was discussed to add to the bylaws the issue of dues not being paid, disruptive behavior and if conceptual procedures should be formalized and written down.
- g. Term limits for the Chair will be added to the bylaws.
- h. The process for the evaluation for the Recreation Coordinator needs to be outlined in the bylaws. Discussion included having the PARRC members discuss it in early October and the Recreation Coordinator evaluation interview occur at the end of October/mid-November so it could be finalized by the December meeting.

13. Some municipalities do not have Park Boards. Douglass Township has an Open Space & Recreation Committee that do programs. They yearly Bike Night needs a new coordinator as the original coordinator does not want to do it again.

14. Updates from the PARRC members:

- a. PAHWF: No updates.
- b. North Coventry: No updates.
- c. Pottstown Borough: They are coordinating bus trips and recreation programming with New Hanover Township.
- d. Lower Pottsgrove: No updates.
- e. West Pottsgrove Township: No updates.
- f. Upper Pottsgrove Township: No updates.
- g. Douglass Township: No updates.
- h. MCPC: No updates.



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Adjournment: 6:45 PM

Recorder: M. Lane

2018 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 24</i>	<i>February 28</i>	<i>March 28</i>	<i>April 25</i>	<i>May 23</i>	<i>June 27</i>
<i>July 25</i>	<i>August 22</i>	<i>September 26</i>	<i>October 24</i>	<i>December 6</i>	

Next meeting: Wednesday, January 23rd, 2019, 5:00 pm @PAHWF