



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

PARRC MEETING MINUTES

September 27, 2023-A hybrid meeting

In attendance:

Michael Lenhart, Borough of Pottstown
Jay Erb, North Coventry Township
Bill Keohane, Lower Pottsgrove Township
Charlie Valentine, West Pottsgrove Township
McKenna Powanda, Douglass Township
Cathy Paretti, Upper Pottsgrove Township

Craig Colistra, PAHWF
Tricia McCloskey, PARRC Regional Recreation Planner
Emma Heffner, PARRC Recreation Assistant
Tim Konetchy, Montgomery County Planner
Deborah Vereen, The Vereen Group

Meeting Notes:

1. Call to Order- 4:05pm and Pledge of Allegiance.
2. Welcome; all PARRC members and attendees of the DEI training introduced themselves and included: Debi Roesener- West Pottsgrove Manager, Scott Miller- West Pottsgrove Commissioner, Howard Shawell-West Pottsgrove Township Commissioner, Ed Wagner- Lower Pottsgrove Township Manager, Amy Henderson- Lower Pottsgrove Township Assistant Emergency Management Coordinator, Nicole Varady- Lower Pottsgrove Township Secretary, Chief Richard Bell- Lower Pottsgrove Police, r, Eugene Briggs- East Coventry Township Manager, Justin Shiffler, North Coventry Township EAC, and Michelle Reddick- Upper Pottsgrove Township Manager.
3. A presentation was given by Deborah Vereen regarding Diversity, Equity and Inclusion principles.
4. Meeting minutes from August 23, 2023, were motioned for approval by C. Paretti and seconded by J. Erb; motion approved with no abstentions or objections.
5. Public Comment-None.
6. Executive and Subcommittee Reports.
 - a. Treasurer's Report. C. Paretti previously provided the Financial Report and it was accepted by the Committee. C. Paretti stated that there is \$20,405.98 in the checking account and \$113,815.84 in the savings account. C. Paretti stated that M. Lenhart and B. Keohane need to go to Diamond Federal Credit Union to sign for the new account. She also stated that if we were to have a credit card for use by T. McCloskey that she would need to be on the account. The PARRC Foundation would also need to show two years of tax returns and the bank would do a credit check on T. McCloskey. C. Paretti suggested that we add T. McCloskey as a signor on the account. The Committee discussed getting a debit card if one is needed in the future. M. Lenhart asked C. Paretti if every municipality paid its invoice. C. Paretti stated she has to double check her numbers and get back to him.
 - b. Events Subcommittee. T. McCloskey stated that the Upper Pottsgrove Empower Your Parks fall event is being moved to the spring due to the fall ball schedule, and to some repairs that need to be made to the buildings that are to be painted. J. Erb stated that the North Coventry held their event on a Friday due to a mix-up with the date of the event. T. McCloskey suggested that at the end of the year when the new meeting dates are set up, subcommittees also set up meeting dates. She also stated that the Empower

Your Parks item was on the agenda from spring all through the summer in order to prepare for the fall event. A discussion ensued regarding the need for volunteers, and various options for bringing more volunteers to events including corporate sponsors.

- c. Financial Sustainability Committee. M. Lenhart stated that Douglass Township and West Pottsgrove have returned their executed Five-Year Funding Resolutions. C. Valentine, C. Paretto and M. Lenhart stated that their municipalities will have their resolutions signed at the October meetings. M. Lenhart stated that the MOU was sent to SRG and they were in support of it with no issues. C. Colistra stated that he shared the MOU with D. Kraybill for his comments. Since PAHWF operates on a fiscal year, Board decisions are made next year.
 - d. DEI Subcommittee. M. Lenhart stated an additional short session will be needed to complete the training.
7. County Planner Updates. T. Konetchy left the meeting previously and S. Buck was not in attendance.
 8. Planner Report. T. McCloskey did not review the Planner's Report in the interest of time and stated she will resume the Planner's Report discussion at the October meeting.
 9. Old Business
 - a. Five-Year Funding Resolution-discussed under previous agenda item.
 10. New Business.
 - a. None
 11. Grant Announcements. M. Lenart reviewed the upcoming grant deadlines.
 12. Partner Updates were tabled until the October meeting in the interest of time.
 13. Action Items-M. Lenhart indicated that T. McCloskey's annual performance review forms will be coming out soon, and the review should be held in November. T. McCloskey stated that E. Heffner is due for her six-month review. M. Lenhart will send review forms to T. McCloskey. The PARRC Foundation meeting was cancelled in the interest of time.
 14. Next PARRC meeting-M. Lenhart stated that the next PARRC meeting will be held on 10/25, and to send all agenda items to T. McCloskey.
 15. Adjournment- A Motion to Adjourn was made by C. Paretto and seconded by C. Valentine; the meeting adjourned at 6:50pm.