



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

## PARRC MEETING MINUTES

### August 24, 2022-A hybrid meeting

#### In attendance:

Michael Lenhart, Borough of Pottstown  
Cathy Paretto, Upper Pottsgrove Township  
Jay Erb, North Coventry Township  
Karen Nocella, East Coventry Township  
McKenna Powanda, Douglass Township  
Bill Keohane, Lower Pottsgrove Township

Charlie Valentine, West Pottsgrove Township  
Tim Konetchy, Montgomery County Planning Commission  
Steve Buck, Chester County Planning Commission  
Annique Ruiz Brown, Upper Pottsgrove Township resident  
Craig Colistra, Pottstown Area Health & Wellness Foundation  
Tricia McCloskey, PARRC Regional Parks Planner

#### Meeting Notes:

1. Call to Order- 4:30pm and Pledge of Allegiance
2. Welcome and a round of introductions was made to introduce Steven Buck, Chester County Planning Commission representative.
3. Meeting minutes from July 27, 2022, were motioned for approval by J. Erb and seconded by C. Paretto, all approved. No abstentions or corrections.
4. Executive and Subcommittee Reports.
  - a. Treasurer's Report. C. Paretto previously provided the Treasurer's Report and it was accepted by the Committee. C. Paretto indicated reported the following balances: savings account: \$6,995.52 and checking account: \$51,316.35 for a total of \$58,316.87. Restricted funds include \$6,000.00 for the Appalachian Mountain Club mapping project, \$700.00 for filing fees associated with the non-profit setup, and \$51,310.00 for the PARRC planner position. C. Paretto stated that she has provided T. McCloskey with two signed checks for the non-profit set up filing fees. C. Paretto indicated he has discussed the next payment to the SRGA for and it will be made shortly. C. Colistra indicated that we need to make sure that the Foundation has the correct salary amount for the Planner position for their contribution.
  - b. Events Subcommittee. C. Colistra indicated that the Events Committee has not met but that the intern, H. Brooks, has been assisting with putting together the Volunteer Events Program. Programs and dates need to be firmed up, and the grant to be submitted to the PAHWF should be for refreshments and not for supplies related to the program. C. Valentine stated that his impression was that this was supposed to be a cross-participation type program between the townships. C. Colistra responded that he felt that the group had discussed this and determined that the likelihood that people would travel outside of their township to participate in an event was low. J. Erb stated that his opinion was that people were more likely to volunteer at a park they are familiar with and use because it would be more meaningful. M. Lenhart stated that his program will be a cleanup of Memorial Park and the Manatawny Green. The group discussed settling on dates, with 9/24 as the September date and the October date to be determined over email.
  - c. Financial Sustainability Subcommittee. Funding for continuing the intern program into the fall was discussed by C. Colistra. A potential source of funding could be Trellis for Tomorrow, a nonprofit that supports interns in Chester and Montgomery Counties. T. McCloskey stated she will follow up with H. Brooks to see if she applied to the program.
  - d. DEI Subcommittee. T. McCloskey stated that she submitted a grant to the PAHWF on behalf of PARRC for preparation of a Park and Recreation DEI survey. C. Colistra stated that applications will be due October first.
5. County Planner Updates



T. Konetchy (MCPC) stated that Montgomery County's Return on Investment presentation is set for October 25<sup>th</sup> at the MCCC Challenger Center. The County is still waiting to hear about the DCNR award for the mini-grants program.

S. Buck (CCPC) stated that Chester County is kicking off its new County-wide Trails Master Plan project which will examine new trail opportunities, make recommendations for trail projects, and provide information on trails funding. The County anticipates that it will be an 18-month project schedule and more details will follow. S. Buck also stated that on September 22<sup>nd</sup>, at 7pm to 8:30pm, the County will host its Transportation Forum, called "Trails, Transit and Tractor Trailers." This will be a hybrid event with the in-person event location at the West Whiteland Township building.

#### 6. Planner's Report.

T. McCloskey provided the Planner's Report for the last month which preparation of the fall seasonal calendar, weekly meetings w/ H. Brooks, coordination of the signatures for the Articles of Incorporation, research and draft bylaws for the PARRC Foundation, and submission of the Letter of Intent to PAHWF for the DEI Park and Recreation Survey. Other highlights of work over the past 30 days include submission of a Letter of Intent on behalf of Pottstown for the funding for the Riverfront Park Streambank Stabilization and Bridge Repair project and for Douglass Township for the Douglass Park Trail Repair project. Site meetings were held with UPT staff for a potential acquisition, and with NCT and DCNR staff to inspect the Riverside Park boat dock project prior to grant closeout. (See the Planner Report for more information).

#### 7. Old Business

PARRC Non-profit designation update. The group discussed the status of the Articles of Incorporation. M. Lenhart indicated that after discussion with the Borough solicitor, he is ok with being the "Tax Responsible Party" for the form. He stated that this person can be changed if needed by submitting a form to the state. T. McCloskey asked the Committee if it was now ok to file the Articles of Incorporation. M. Lenhart asked the group which was in consensus that the form can be filed at this time. C. Paretto asked if the By Laws should be run by a solicitor. M. Lenhart indicated that Committee members should have their comments about the By-Laws back to T. McCloskey within two weeks. T. McCloskey will compile all comments/questions and send them to the Finance Committee. T. McCloskey will also have a draft Code of Ethics for the next PARRC meeting.

#### 8. New Business

Public Comment Placement on Agenda. M. Lenhart indicated that he wanted to move Public Comment to earlier in the agenda so that if people want to make a comment, they do not have to sit through the entire meeting to do so. The group decides to move Public Comment to be the new #4 on the agenda.

#### 9. Grant Announcements.

T. McCloskey stated that the PA Fish and Boat Commission grants should be opening up next month, and that there were three PARRC municipalities that were interested in this funding, including, ECT, NCT and Pottstown. T. McCloskey also stated that T Mobile has a grant round open until 9/30 that supports projects in downtown areas, so the best applicant for this program would be the Borough or perhaps West Pottsgrove. The pavilion on Veterans Island would be a potential T Mobile project.

#### 10. Partner Updates:

- Douglass: M. Powanda indicated he is working with T. McCloskey on installation of the new play equipment in Douglass Park. The Douglass Park tennis court/pickleball court needs a quote, T. McCloskey indicated she will call Sportbuilders and bug them.
- East Coventry: K. Nocella indicated and the Historical Commission will partner for the Fall Festival this year. This year it will be held at Frick's Lock on the last day of the tours. There will be pumpkin painting, food, music, etc. and the hours will be from 10am to 1pm. T. McCloskey indicated she may have a band that could provide music.



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- Lower Pottsgrove: B. Keohane indicated that DCNR came out to inspect Gerald Richards Park and that the improvements were approved. Lower Pottsgrove's Community day us sponsored by the Police Department this year and they will have more details about it.
- North Coventry: J. Erb had no update.
- Pottstown: M. Lenhart stated that bids will be posted for the Memorial Park pedestrian bridge project in winter so the construction can begin in the spring. The Pet Fair will be held on September 10<sup>th</sup> in Memorial Park and includes rescues and vendors. Dogs are permitted in the park on a leash.
- Upper Pottsgrove: C. Paretti shared that the Veterans Community Day is set for September 24<sup>th</sup> and will include a Fly Over. She also shared that the township's new Public Works Director applicant will be made an offer soon and if he accepts will start in two weeks or so. C. Paretti also shared that the public meeting for the Hollenbach Park Master Plan was held and went well, CMC is the engineer for the project.
- West Pottsgrove: C. Valentine stated that the search for the new township manager is still underway.
- PAHWF: C. Colistra left meeting prior to updates.

10. Public Comment. None.

11. Action Items. None.

12. Next PARRC meeting-M. Lenhart stated that the next PARRC meeting will be held on September 28<sup>th</sup>. Send agenda items to T. McCloskey. M. Lenhart added that next year is the last year of the PARRC 5 year cycle and another funding resolution will be needed. M. Powanda also stated that he knows of a township that may be interested in joining PARRC, Washington Township, Berks County, which borders Douglass Township to the west. T. McCloskey stated she will reach out with C. Colistra to see if they want us to do a presentation for the Board of Supervisors.

13. Adjournment- A Motion to Adjourn was made by M. Powanda and seconded by J. Erb, meeting adjourned at 6:00pm.