



PARRC MEETING MINUTES

June 24, 2026

In attendance:

Michael Lenhart, Borough of Pottstown
Karen Nocella, East Coventry Township
Bill Keohane, Lower Pottsgrove Township
Jay Erb, North Coventry Township
Mark Bedle, Washington Township
McKenna Powanda, Douglass Township
Mark McKinnie, Upper Pottsgrove Township
Tim Vey, West Pottsgrove Township
Tricia McCloskey, PARRC Regional Planner

Shelley Kriczky, Recreational Planner
Craig Colistra, Pottstown Regional Community Foundation
Debbie Sizemore, Upper Pottsgrove Open Space & Recreation Board
Sherry Pulp, Upper Pottsgrove Open Space & Recreation Board

1. Call to Order. M. Lenhart called the PARRC meeting to order at 4:34pm, and the Pledge of Allegiance was made.
2. Welcome & Introductions. No welcome or introductions were made at this time.
3. Review and approval of PARRC meeting minutes from May 27, 2026. A motion was made by J. Erb to approve the minutes, seconded by B. Keohane. The motion was approved with no opposition or abstentions.
4. Public Comment. No public comment.
5. Treasurer's Report. B. Keohane presented the Treasurer's Report. The PARRC Financial Report stated that the PARRC savings account balance contains \$23,517.02 in restricted funds and \$47.89 in unrestricted funds. The PARRC checking account balance has \$0.00 in restricted funds and \$87.20 in unrestricted funds. B. Keohane stated that almost everything remained the same as last month, except for some interest expected to accrue by next month. B. Keohane presented the PARRC Foundation Treasurer's Report, which stated that the Foundation's savings account balance has \$27,656.68 in restricted funds and has \$1,805.43 in unrestricted funds. The PARRC Foundation's checking account balance has \$83,000.00 in restricted funds and \$1,550.34 in unrestricted funds. B. Keohane said that the check from the Yeck Foundation was deposited, the bank released around \$8,000.00, and put a hold on \$76,275.00 until 7/1/2026. B. Keohane asked if everyone could e-mail him with the address and to whom the check will be made out, and he will cut and send them out. T. McCloskey stated that she can and will send B. Keohane all that information. B. Keohane stated that he did get the PayPal account up and running. B. Keohane stated he had received the QR codes, sent them to S. Kriczky and T. McCloskey, and asked whether they had put them on the website yet. T. McCloskey stated that she put the PayPal link on the website, on the Foundation page and the homepage. B. Keohane stated that the individuals from Belgium were able to rent the Manatawny Greens Mini-Golf space using the PayPal account, and the Borough of Pottstown has reimbursed PARRC. M. Lenhart stated he is seeking approval to accept the Treasurer's Reports; J. Erb made the motion, and M. McKinnie seconded it. The motion passed with no opposition and one abstention

from B. Keohane. M. McKinnie introduced D. Sizemore, who joined the meeting during the Planner's Report. M. Lenhart stated that we will retroactively introduce ourselves. Introductions were made.

6. County Planner Update. M. Lenhart stated that S. Buck gave his update via e-mail. M. Lenhart stated that Chester County released an Open Space Accelerator Mini-Grant Program, which provides funding for municipalities to develop implementation plans for open-space related projects. There is \$10,000 of matching grant funds with a 50% cash match. M. Lenhart stated that Chester County announced the return of the Citizen Planning Awards Event. The event will be held on 10/15/2026 at 5 pm. M. Lenhart stated that they are accepting nominations, and if you would like to nominate someone, go to the Citizens Planning Awards Nomination portal.
7. Planner's Report. T. McCloskey presented the Planner's Report. T. McCloskey stated that she attends a weekly meeting with S. Kriczky, continues project meetings with the PA Downtown Center, attended an Outdoor Recreation Legacy Program funding webinar, attended AICP webinars for continuing education, and began the PARRC quarterly report. S. Kriczky prepared the minutes, attended site visits, released the summer calendar, released the spring newsletter, project-related blogs, Facebook posts, and worked on the marketing postcard, interactive map updates, and website maintenance. T. McCloskey stated that for Pottstown Borough she submitted DCED GTRP grant application for Ricketts Community Center, applied to Community Tree Application for Riverfront Park, held site visits to Brookside Park to view construction progress, and coordinated the Public Arts Committee. For Douglass Township, she prepared the final PRCF closeout report for the Douglass Park Pickleball and Tennis Court Amenities project. For Upper Pottsgrove Township, she coordinated with Chester Valley Engineers regarding the status of the Hollenbach Park Phase 1 project and prepared the PRCF final closeout report for the Trails Connection Study project. For Lower Pottsgrove Township, she submitted a DCED GTRP application for the Sanatoga Park Inclusive Playground project and coordinated with the Township regarding the status of the Pleasantview Masterplan project. For North Coventry Township, she prepared PRCF interim project report for the Kenilworth Park Playground Project. For East Coventry Township, she submitted a DCED GTRP application for the Towpath Park Boat Ramp and Kayak Launch project, submitted the DCNR Community Tree grant application for Towpath Park, began closeouts for DCNR and CCPP grants for Towpath Park Phase 1 Improvements. For West Pottsgrove Township, she prepared the PRCF closeout for Old Timer's Field Improvement project and coordinated with the Township Manager regarding a DCNR closeout. For Washington Township, she submitted a DCED MIP grant application for the Township's War Memorial Restoration Project and coordinated with Township staff on the Barto Community Master Plan Project. Next, T. McCloskey presented the Grants Report. She stated that in the last 30 days, she submitted six grants totaling just under \$300,000, and the total awarded grant funds are just over \$10M. She stated that East Coventry is the first township to reach over \$2M in funding. T. McCloskey stated that submitted/pending grants total 22 just over \$5M, and total grants submitted in the last 30 days is two, totaling \$500,000. No grant applications underway. Upcoming grant programs are DCED Multimodal Transportation Fund round due 7/31. K. Nocella asked about when they would hear about the Community Tree grant. M. Lenhart asked if that was DCNR, K. Nocella stated it was and M. Lenhart stated that he received an e-mail asking more about the project and K. Nocella should expect to hear from them in the next two weeks if she is chosen.
8. Volunteer Events. No upcoming volunteer events. B. Keohane suggested putting a poster at the Sanatoga Park Inclusive Park fundraiser concert event because of the role PARRC has played. S. Kriczky stated she can put together a poster for that.

9. Old Business.

- a. PARRC Rack Card. S. Kriczky presented the rack cards. M. Bedle suggested making the background of the park names navy blue. B. Keohane suggested giving a thank you to PRCF. M. Lenhart stated to change the committee photo to the PRCF logo and add an acknowledgement under PARRC's mission.
- b. Putt for Parks
 - Communication with Sponsors: S. Kriczky presented the list of sponsors. Committee members should email sponsors T. McCloskey and S. Kriczky.
 - Prizes: M. Lenhart stated we can have 17 hole sponsors, two patio sponsors, a refreshment sponsor, two drawing sponsors, and an award sponsor. M. Lenhart will put together a sponsor price list for sponsors to choose from. T. McCloskey asked should we decide on amount for the sponsors, and M. Lenhart stated they should. M. Lenhart stated \$200 per hole sponsor, \$150 per patio sponsor, \$100 for two sponsors (\$50 each), \$150 for two drawing sponsors (six drawings of \$25), awards would best foursome, and runner-up foursome, a possible third place foursome, best female golfer, and best male golfer, (\$450-\$500 for award sponsors at two sponsors for \$250 each). B. Keohane suggested adding a description to the price breakdown. M. Lenhart will put this information into draft form and sent it out.

10. New Business. None. Partner Updates.

- M. Bedle, Washington Township. M. Bedle stated that the Township's master plan project is moving along well. M. Bedle stated they have a small trail project taking place this summer at Barto Community Park. M. Bedle stated they will hold a Summer Fun day on July 25th from 12pm-4pm.
- M. Powanda, Douglass Township. No new updates.
- M. McKinnie, Upper Pottsgrove Township. M. McKinnie stated they are working on connecting their trails and identifying funding sources.
- J. Erb, North Coventry Township. J. Erb stated that they will hopefully have a meeting and approval for the Coventry Woods stewardship plan.
- M. Lenhart, Pottstown Borough. M. Lenhart stated on July 3rd, a ribbon cutting will be held for the Revolution War Memorial at Veterans Island. M. Lenhart stated the Borough held a ribbon cutting for the opening of the Pollock Park Minipitch. M. Lenhart stated the Brookside Park construction project is halfway done. M. Lenhart stated that July 4th they will have an Independence Day celebration at Memorial Park. M. Lenhart stated the Big Boy Steam Engine is coming to town on July 2nd.
- T. Vey, West Pottsgrove Township. T. Vey stated they are getting new fencing for the Veteran's Park basketball court.
- K. Nocella, East Coventry Township. K. Nocella stated that the Township is starting to plan their FallFest.
- B. Keohane, Lower Pottsgrove Township. B. Keohane stated the Township is starting their Summer Concert Series this weekend. B. Keohane stated they now have full funding for the Pleasantview Park Master Plan project.
- C. Colistra, Pottstown Regional Community Foundation. No updates.

11. Action Items. T. McCloskey will send out the information to B. Keohane on where to cut the checks for the Yeck Foundation funds. S. Kriczky will make a poster for PARRC and make changes to the rack card. M. Lenhart will put together the sponsorship breakdown and pricing and send it out.
12. Next PARRC meeting. M. Lenhart stated that the next PARRC meeting will be held on July 22nd, and to send all agenda items to T. McCloskey.
13. 15. Adjournment. A Motion to Adjourn was made by J. Erb and was seconded by T. Vey. The meeting was adjourned at 6:02pm.