



## PARRC MEETING MINUTES

December 4, 2025

### In attendance:

Michael Lenhart, Borough of Pottstown	Karen Nocella, East Coventry Township
Bill Keohane, Lower Pottsgrove Township	Tricia McCloskey, PARRC Regional Planner
Charlie Valentine, West Pottsgrove Township	Shelley Kriczky, Recreational Planner
Mark Bedle, Washington Township	Craig Colistra, Pottstown Regional Community Foundation
Mark McKinnie, Upper Pottsgrove Township	Philip Johnson, Lower Pottsgrove Parks & Recreation Board
McKenna Powanda, Douglass Township	Cathy Paretti, PARRC Treasurer
	Greg Churach, Upper Pottsgrove Township Open Space Board

1. Call to Order - M. Lenhart called the PARRC meeting to order at 4:30 pm, and the Pledge of Allegiance was made.
2. Welcome & Introductions - Introductions were made. PARRC welcomed Philip Johnson from the Lower Pottsgrove Parks and Recreation Board.
3. Review and approval of PARRC meeting minutes from October 22, 2025 – K. Nocella stated that she was missing from the attendance, and she should be listed. The revision will be made. M. Powanda made a motion to accept the minutes with the revision, and B. Keohane seconded the motion. The motion passed with no opposition. G. Churach and M. Bedle abstained.
4. Public Comment. No public comment was made.
5. PARRC Reorganization & 2026 Meeting Dates – M. Lenhart presented the 2026 meeting dates for PARRC and the PARRC Foundation. M. Powanda made a motion to approve the meeting dates for 2026, K. Nocella seconded the motion. The motion to accept the 2026 meeting dates passed. G. Churach abstained, and the motion passed without opposition. PARRC Reorganization was tabled until the January meeting. B. Keohane will be the temporary treasurer until the reorganization at the next PARRC meeting.
6. Treasurer's Report. C. Paretti presented the Treasurer's report. The Financial Report stated that the checking account balance is \$87.20, and the savings account balance is \$93,538.57. In restricted funds, the Operating Reserve is \$23,469.13, and the Planner Reserves are \$70,041.50. Total restricted funds are \$93,510.63. Total non-restricted funds are \$114.77. C. Paretti stated that this account is put aside for operating reserves. C. Paretti also stated that she sends out the invoices in May or June to PCRF and two installments to SRG. C. Paretti presented the PARRC Foundation financial report. In savings, the balance is \$29,453.52, and in checking, the balance is \$1,651.33, for a total balance of \$31,104.85. The total restricted fund is \$30,324.79, and the total unrestricted is \$780.06. C. Paretti stated that the PARRC Foundation brought in \$1,785.00 in sponsorships, and expenses totaled \$340.45 since 10/18/25. C. Paretti stated she issued a check to J. Erb in the amount of \$32.50 for volunteer event reimbursement and the check cleared on 11/18/25, and it was deducted from the event support line. B. Keohane asked if C. Paretti received his receipts, and C. Paretti will check. C. Paretti stated that a check to Molinari Oswald, LLC had cleared and was wondering if that was for tax purposes. T. McCloskey stated it was for the BCO Filing. C. Paretti

asked which line it should come out of. B. Keohane stated it should come out of unrestricted funds and move the Putt for Parks funds to unrestricted funds. M. Lenhart stated that it was an acceptable expense for Putt for Parks. C. Paretti asked if they should keep a cushion in Putt for Parks for next year, M. Powanda suggested leaving a minimum of \$500.00 and transferring the rest. M. Lenhart stated that they will leave \$500.00 in Putt for Parks and move the rest to unrestricted funds. M. Powanda suggested leaving the structure the way it is until a new treasurer is elected. M. Lenhart stated they will table it until next meeting. M. Powanda made a motion to approve the PARRC Financial Report, and M. Bedle seconded the motion. G. Churach abstained, and the motion passed with no opposition. M. Bedle made a motion to approve the PARRC Foundation Financial Report. B. Keohane seconded the motion. G. Churach abstained, and the motion passed with no opposition.

- a. BCO Renewal Filing – T. McCloskey stated because of how much money was obtained last year, they must now submit a yearly audited financial statement to the Bureau of Charitable Organizations to maintain 501(c)(3) status. T. McCloskey stated PARRC retained Molinari Oswald LLC and M. Lenhart approved hiring Molinari Oswald. T. McCloskey stated they completed it in time and that they should use them in the future as well. T. McCloskey stated that the BCO Filing is now complete. M. Lenhart asked how much the BCO filing and filing the taxes would cost. T. McCloskey stated that it would be around \$1,000 for both, a total of about \$2,000.00 if not more.
- b. SRG Payment to Q1 – M. Lenhart stated that SRG is under the impression that our fiscal year mirrors our funding resolution, however our fiscal year is set as the calendar year. M. Lenhart suggesting we move our annual payment to SRG to Q1. M. Lenhart stated that the only change that will be made is the Memorandum of Understanding. B. Keohane asked when the tax revenue starts coming in, M. Powanda stated it is in March/April. M. Lenhart stated that it was a necessity that SRG receives the money in Q1. B. Keohane suggested paying for it with the planner's reserve. B. Keohane stated that they should table this and move it to the next meeting.

7. County Planner Update – No county planners from Montgomery County. T. McCloskey stated no major updates for Chester County on behalf of S. Buck. She sent an email to T. Konetchy regarding a replacement representative for PARRC from Montgomery County.
8. Planner's Report.
  - a. Monthly Report and Grants Report - T. McCloskey stated that she attended meetings, worked on the BCO filing, continued working on the strategic plan, talked to a private donor about funding, and completed her continuing education credits. S. Kriczky prepared blogs and Facebook posts, finalized the winter calendar, submitted the fall newsletter, and has been working on a marketing rack card. T. McCloskey stated in the Grants Report that they have not received any funding in the last 30 days. LSA grants should have awarded last month, and they have not, which now pushes it to a year since applied. 2024 LSA funds should be awarded at the January CFA meeting. T. McCloskey stated she resubmitted the 2024 LSA grants in 2025 grant round as recommended by DCED in case they are not awarded, municipalities will not have to wait until the 2026 round. T. McCloskey stated we are still waiting for DCNR funding, and it should be awarded any day. T. McCloskey stated she submitted grants with a total value of \$3,339,320.00; resubmitted grants are not included in the total. Total pending grants are 25 with a total value of \$6,500,504.00. T. McCloskey stated that PRCF grants were awarded, and PARRC communities submitted three grants for a total of \$220,000.00. Of what was

submitted, only \$10,000.00 was awarded. T. McCloskey stated that the upcoming grants are DCNR and which opens in January, and the Chester County Preservation Partnership, which opens in February.

9. Volunteer Events.

- a. North Coventry Event - J. Erb left the meeting early.

10. Old Business.

- a. MontCo Senior Games – M. Lenhart stated they will discuss this in January.
- b. 2026 Strategic Plan – T. McCloskey presented and worked through the SWOT Analysis (Strengths, Weaknesses, Opportunities, and Threats) in the Strategic Plan with the Committee. T. McCloskey presented and worked through the themes, objectives, and initiatives of the Strategic Plan with the Committee.

11. New Business.

- a. PARRC Rack Card – S. Kriczky presented a Rack Card to the committee. Committee made comments to edit. S. Kriczky will edit for next meeting.

12. Partner Updates.

- K. Nocella, ECT – K. Nocella stated that they are decorating their Christmas Tree at the historic steps on Saturday.
- G. Churach, UPT – G. Churach stated that they have a new public works director, who was promoted from in-house. G. Churach stated that MedEd is starting to remove dead ash trees. G. Churach stated the Township is going to connect a trail that connects the Goose Run Trail to the neighborhoods of Summer Grove and Pottsgrove Hunt.
- B. Keohane, LPT- B. Keohane stated they appointed Phil Johnson to the Open Space and Recreation Board. No other major updates.
- M. Lenhart, PB – M. Lenhart stated that they planted 271 trees at Riverfront Park. M. Lenhart stated that Polar Bear Swim is on New Year's Day at Riverfront Park. M. Lenhart stated that the Veteran's Memorial Committee had a successful meeting about a new memorial coming to Veteran's Island. M. Lenhart stated that the Veteran's Daughters of the American Revolution are also planning a Revolutionary War Veterans Memorial in Memorial Park.
- C. Valentine, WPT – M. Lenhart stated that this will most likely be C. Valentine's last meeting and took some time to thank him for all his work on behalf of PARRC. C. Valentine stated on Friday, they have a Christmas Tree Lighting.

13. Action Items. – M. Lenhart stated that they should think about moving the Q1 payment for next meeting.

14. Next PARRC meeting - M. Lenhart stated that the next PARRC meeting will be held on January 28th, and to send all agenda items to T. McCloskey.

15. 15. Adjournment- A Motion to Adjourn was made by M. McKinnie and seconded by K. Nocella and the meeting was adjourned at 6:43pm.