



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

PARRC MEETING MINUTES

December 7, 2022-A hybrid meeting

In attendance:

Michael Lenhart, Borough of Pottstown
Cathy Paretti, 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
Rich Sichler, Washington Township
Tim Konetchy, Montgomery County Planning Commission
Steve Buck, Chester County Planning Commission
Craig Colistra, Pottstown Area Health & Wellness Foundation
Tricia McCloskey, PARRC Regional Parks Planner

Meeting Notes:

1. Call to Order- 4:35pm and Pledge of Allegiance
2. Welcome, no introductions needed.
3. Meeting minutes from October 26, 2022, were motioned for approval by C. Paretti and seconded by K. Nocella; all approved. There were no abstentions.

At this point in the meeting, B. Keohane indicated that police were still working to find the individuals responsible for the illegal tire dumping occurring throughout the Pottstown area. B. Keohane reported that Lower Pottsgrove has recycled roughly 300 tires at a cost of \$750.00, plus the costs of the public works department's time. M. Powanda stated that more tires have been dumped off of Gilbertsville Road in Douglass Township as well as some in New Hanover Township. C. Valentine asked what the cost per tire was to recycle and B. Keohane stated that the cost was between \$2.00 and \$3.00 per tire, depending on the location of the recycler.

4. Public Comment-none.
5. Executive and Subcommittee Reports.
 - a. Treasurer's Report. C. Paretti previously provided the Financial Report and it was accepted by the Committee. [M. Lenhart shares the screen and shows the Financial Report]. C. Paretti indicated that as of 12/6, there is \$5,966.95 in the checking account and \$51,305 in the savings account. \$310.97 is available to spend. A breakout of the restricted funds was also provided.
 - b. Events Subcommittee. J. Erb indicated that an additional Empower Your Parks event was cancelled because the Public Works department did not supply the woodchips needed for the project. C. Colistra stated the Events Subcommittee should meet early in 2023 to begin to plan for the Empower Your Park events to take place on National Trails Day.
 - c. Financial Sustainability Subcommittee. Refer to Old Business item later on the Agenda.
 - d. DEI Subcommittee. M. Lenhart stated that PARRC received a grant from PAHWF. T. McCloskey stated the grant was for the development of a DEI community survey and for DEI training and that additional funding will likely be needed to complete the survey with the help of a consultant.
6. County Planner Updates. S. Buck stated that the Chester County Preservation Partnership Program is open and due on February 23rd. The program provides funding for preservation, improving access and park and

trail improvements. He stated that the Chester County Trails Master Plan is also underway and more information would be provided at later meetings. T. Konetchy stated that Montgomery County is beginning to update its Comprehensive Plan and that Community Survey has been distributed on line. T. Konetchy indicated he would reshare the information to PARRC so they could distribute it. He added that the County received another round of funding from DCNR for the PMRPC mini-grant program, which will open in late summer or early fall. He also stated that he will send out a reminder in January or February for the 12-month progress reports. T. McCloskey asked if the MontCo 2040 Implementation grant program will be available again in 2023 and T. Konetchy indicated that it would be.

- a. Berks County Planner. The group discussed the need to have a Berks County Planner at the PARRC meetings since Washington Township will be a member starting January 2023. R. Richler indicated he would reach out to the Berks County Planning Commission to discuss this.
7. Planner Report. T. McCloskey asked the group if there were questions on the Planner's Report. J. Erb asked when North Coventry Township's Fish and Boat Grant is due and T. McCloskey indicated that its due on 12/30 but that it was the township's intention to file it prior to the holidays. T. McCloskey stated that today she dropped off a flash drive to E. Batdorf with the much of the grant application information on it, and that E. Batdorf was working with LTL on the budget.
 8. Old Business
 - a. PARRC Nonprofit designation Update. T. McCloskey stated that the PARRC Foundation received its Certificate from the state's Bureau of Charitable Organizations. The IRS Form 1023 is still pending and can take up to six months for approval. The group discussed the Code of Ethics, and it was decided that the draft of the Code of Ethics needs to be reviewed by all PARRC members prior to the next PARRC meeting. These were attached to the 12/7 meeting reminder email.
 - b. Washington Township status. M. Lenhart stated that all municipalities have approved advertisement for ordinances and two townships, Upper and Lower Pottsgrove, have signed ordinances. Pottstown may have advertised for the ordinance. M. Lenhart stated that E. Batdorf, Manager of North Coventry Township, had expressed concern by the Board of Supervisors with proceeding with adding Washington Township as a PARRC member due to the cost of advertisement and other issues. J. Erb added that another concern of the Board of Supervisors is that Washington Township is not a member of PMRPC. Members of the PARRC Executive Committee met with E. Batdorf to discuss the issues with her and to provide additional information for consideration by the Township. T. McCloskey asked if it would be helpful for M. Lenhart to attend the Board of Supervisors meeting and M. Lenhart responded answered that E. Batdorf did not think it would be necessary.
 - c. Annual Performance Review. T. McCloskey stated that at her review meeting with the Executive Committee, it was decided that quarterly meetings of the Executive Committee should be held to discuss issues and address upcoming items and work tasks. It was also decided that T. McCloskey should send out a draft copy of the minutes upon transcribing them. T. McCloskey indicated that she suggested highlighting in yellow all to-do items for the next meeting. B. Keohane thanked T. McCloskey for her work and indicated that PARRC is overall happy with her performance thus far.
 9. New Business.

The need to have a quarterly meeting of the Executive Committee in January was discussed. The purpose of the meeting would be to review the part-time recreation assistant job description that T. McCloskey had previously prepared. T. McCloskey will send out the job description to PARRC along with the draft minutes. M. Lenhart asked the group if PARRC was up for reorganization. C. Colistra stated that the MOU includes the recreation assistant and the funding model. M. Lenhart stated that the MOU and funding resolution will need to be done at the end of 2023. C. Colistra posed a question regarding what happens to the parttime position should PARRC be reduced from 8 to 7 members, would the position be eliminated or would the

remaining members' costs go up? M. Lenhart stated a task force should be set up to discuss these issues. B. Keohane stated that should a municipality leave the PARRC, it remains financially responsible until the end of that fiscal year. T. McCloskey added that it is not necessarily the number of municipalities that determines the need for additional staff but the overall volume of work.

10. Grant Announcements.

- PAHWF. C. Colistra indicated that the three municipalities that were awarded PAHWF funding received their emails providing them with their funding amounts. He stated that the upcoming spring round will open in January with letters of intent due February 1st. C. Colistra added that applicants need to follow the grant guidelines to ensure full funding. M. Lenhart and M. Powanda expressed thanks for their funding.
- PA Fish & Boat Boating Facility Grants-M. Lenhart stated that if your application is not in by now, it's too late.
- M. Lenhart stated that Chester Counter Preservation Partnership Program grants are due on February 28th.

11. Partner Updates:

- Douglass: M. Powanda stated that Douglass received \$14,000 for trail repair in Douglass Park and hopes to start the work in spring of 2023. The township is still waiting on the Commonwealth Financing Authority Local Shares Grant awards for an equipment purchase, which may be announced in January 2023.
- East Coventry: K. Nocella stated that the township's is holding a winter event that is a Make it-Take It program where people will make bird feeders. The event will be followed by a bird hike. She also stated that the stone mason has begun work on the park entrance sign columns at East Coventry Preserve. K. Nocella also stated she is working with Jack Stefferud of Natural Lands to prepare appraisals on two tracts of land in the township for potential acquisition, one which will link to the DiBono trails.
- North Coventry: J. Erb left the meeting prior to updates.
- Upper Pottsgrove: C. Paretto stated that a meeting was held today with T. McCloskey, G. Churach, and two representatives of the school district to discuss the Shared Schoolyards project, which may consist of a trail linking the middle school to Hollenbach Park. Additionally, the township is continuing to work on a plan to purchase the Kehl property that contains the house.
- Pottstown: M. Lenhart stated that Polar Bear Swim and Bonfire will be held January 1st at 10:30am. He also stated that the timeline on the Memorial Park bridge construction looks like the project will be closed out by the end of 2023, with construction starting in late summer or early fall due primarily to the length of time needed to secure required permitting.
- West Pottsgrove: C. Valentine stated that the township held its Christmas Tree lighting and there were about 150 people participated. Santa was in attendance and there was caroling and refreshments. A PARRC member asked if the tree is cut and C. Valentine indicated the tree is the ground.
- WT: R. Sichler stated that the Township is in the early stages of developing its new Open Space Plan, and just had its second meeting. A consultant has been hired for the project and they are currently working on the community survey portion of the project. R. Sichler also shared that the new playground equipment has been installed in Barto Park but needs some adjustments before its complete. A discussion ensued regarding BYO, the contractor hired to install the equipment. M. Lenhart shared that he has had good results with Currie Grove, a local company, as well as Buzz Berger.
- Lower Pottsgrove: B. Keohane stated that the new lighting and camera in Gerald Richards Park is now underway and should be completed prior to Christmas. The new play equipment for Sanatoga Park has been received and is in storage until the spring when it will be installed. He also stated that the Sanatoga

Post article that J. Zlomek did on the tire dumping issue received over 3,000 hits which is one of the highest number of hits received on an article for the Post.

- PAHWF: C. Colistra left the meeting prior to updates.
12. Action Items. None.
 13. Next PARRC meeting-M. Lenhart stated that the next PARRC meeting will be held on 1/25, and to send all agenda items to T. McCloskey.
 14. Adjournment- A Motion to Adjourn was made by K. Nocella and seconded by C. Valentine; meeting adjourned at 6:00pm.

DRAFT