



POTTSTOWN METROPOLITAN REGIONAL PLANNING COMMITTEE

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

PARRC Meeting Minutes

August 26th, 2020

4:00 p.m. – 5:57 p.m.

a Zoom meeting

In Attendance:

Cathy Paretti, Upper Pottsgrove Township
Michael Lenhart, Borough of Pottstown
Bill Keohane, Lower Pottsgrove Township
Karen Nocella, East Coventry Township
Craig Lloyd, West Pottsgrove Township
Charlie Valentine, West Pottsgrove

Craig Colistra, PAHWF
Marley Bice, MCPC
Danielle Baer, MCPC
Barbara Heller, BerryDunn
Dustin Schreiber, Research Intern

Meeting notes:

1. Introductions were made – Danielle Baer, Planner for MCPC, was introduced. She will be the new planner for Pottstown Borough and will be assuming M. Bices responsibilities while she is on maternity leave.
2. Meeting minutes from July 22nd, 2020 were revised in the ICIA by M. Bice. The second sentence was removed. They were approved as amended.
3. ICIA Update – Adopted by ECT, LPT and the Borough. UPT will adopt soon. M. Lane will check on DT, WPT and NCT. C. Colistra will update the MOU. When all the PARRC members have signed the ICIA, PARRC will need to re-organize and discuss next steps to finalize its independence. We will need to advertise the meetings. If they are Zoom meetings, we will need to post a link to them. If they are in person, they will need to be ADA accessible. Having the meetings at SRG is problematic as the second-floor conference room does not have ADA access. If we continue to hold the meetings at PAHWF, we will need to have access to the building during the entire time we are meeting but the building closes at 5:30 on PARRC meeting days. We will also need to reaffirm the PARRC delegates as we will be making decisions concerning money and everyone will need to be at the meetings for a quorum.
4. Coronavirus mitigation measures in each municipality –
 - UPT – Heather Place and Hollenbach Parks and the PAL Fields and trails are open.
 - ECT – All parks are open, and the trails are heavily used.
 - WPT – Parks are open.
 - LPT – Still the same.
5. Strategic Plan - Barbara Heller reviewed the Strategic Plan Framework and discussed the Balanced Scorecard Approach which includes 4 perspectives: Customer, Financial, Internal Business Support and Employee Learning and Growth. The Strategy Hierarchy will follow - Themes/Goals, Objectives, Measures and Initiatives. She showed examples of a Strategy Map, Key Performance Indicator and Recommendations and they were reviewed. Barbara asked if there were any members who were interested in being a member of a sub-committee to build the Strategy Hierarchy. B. Keohane, M. Lenhart, C. Colistra and C. Paretti were interested.
6. Research Report – D. Schreiber stated that the observations were complete and surveys are coming in. He has been contacting municipalities about their recreation programs and fee structure for renting fields and pavilions. The PAHWF has extended his internship until the end of the year to finish the report.



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7. PARRC Website – A question was raised if the website has a traffic counter. M. Lane will check. It was also suggested that each PARRC members municipal website have a link to the new PARRC website. M. Lane will send the PARRC URL to the members.
8. Trails Sensors – There was a discussion of trail sensor data and reports and if ECT was going to track the number of visitors attending their Fall Festival. K. Nocella did not know if they were going to have a counter at the festival. She was not sure of the number of people who may attend but, in the past, for the 5K run, they had up to 500 people. They are only allowed to have 250 people at the Fall Festival and are not sure how they will know unless they count them. It has been advertised on the Township website and newsletter.
9. Updates from the PARRC members:
 - a. Pottstown Borough: They are re-considering the location of the playground in Memorial Park because of the last two years of flood damage. Last year the park suffered over \$300,000 in flood damage and over \$140,000 this year. The cost to replace the rubber surfacing on the new playground would be \$82,000. The Disney Nature Based Play Space was also damaged and are thinking of replacing the wood logs with commercially made concrete ones that won't float away. They are also not sure if these recurring floods are now the new normal weather patterns. They are checking County and DEP studies to see if they are reaching the same conclusions. They don't know if Federal Emergency funds will kick in to cover some of the damage. Their matching funds are compromised this year as they have not been able to have recreation programs to help financially support the department because of Covid19 restrictions. They cancelled most of their summer and fall programs. The veteran's ceremony will still be held.
 - b. Upper Pottsgrove Township: They are looking at plans with Ken Hamilton for recreation uses at Sussell Park. They are also struggling with getting projects done and are working at establishing better lines of communication between their PW department.
 - c. East Coventry Township: The Fall Festival is still scheduled for 9/26/20. They are moving forward with the wayfinding project and kiosks should be in this Friday. The recycled plastic posts were coming from China and are delayed and will not make it in time for the Festival. They cancelled the order and are purchasing 4" x 4" x 8' wood posts instead at a local lumberyard. Some of the landscaping should be in for the Festival as well.
 - d. West Pottsgrove Township: They are almost done the playgrounds at Vine and Howard Street. C. Valentine requested maintenance costs for the Memorial Park Splash Park. He also discussed the Townships reluctance to move forward with the Manatawny Trail bridge and trail project. They do not see any movement with the trail in the Borough and are concerned about building a bridge to nowhere. M. Lane and M. Lenhart discussed how long it takes for projects like these to come to fruition, the flood damage over the past 2 years has meant the matching funds to be used for the project had to be used for other projects, and the project is still on the Boroughs priority list. It is also a regional project that the entire community benefits from and not just one Township. Construction of the bridge and trail will bring the project one step closer to completion and will be an amenity for their residents as it opens up more trails on the other side of the Manatawny Creek in the wooded floodplain.
 - e. Lower Pottsgrove: B. Keohane stated that they have received bids for the Gerald Richards Park project and are moving forward with one of the bidders to implement the first phase of the project.
 - f. MCPC: The first round of the PMRPC grants are being closed at the end of this month. Three extensions were granted, a fourth project was finished, and acknowledgement signs are needed. It was requested that M. Lane send MCPC and PAHWF acknowledgment sign templates for grant programs. The second



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round of the PMRPC grants funds progress reports are due in March. If any projects are done early, they can close them out early. They will close them out with DCNR in 2021. The next PMRPC grant round is this fall with awards announced in November. There were no large grant requests submitted to DCNR this year except for a \$60,000 request for the NCT Boat Dock Replacement project.

- g. PAHWF: This year's PAHWF grant round LOI's are being reviewed this week. Award notifications should be sent out next week. They are hiring a grant writer to assist them with leveraging funds with other grant programs.

Adjournment: 5:57 PM

Recorder: M. Lane

2020 Meeting Schedule

(All meetings to be held at 5:00 PM in the Pottstown Area Health and Wellness Foundation Conference Room, 152 East High Street, 5th floor, Pottstown, PA 19464):

<i>January 22</i>	<i>February 26</i>	<i>March 25</i>	<i>April 22</i>	<i>May 27</i>	<i>June 24</i>
<i>July 22</i>	<i>August 26</i>	<i>September 23</i>	<i>October 28</i>	<i>December 3</i>	

Next meeting: September 23, 2020 Location: To Be Determined 4:00 PM