



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

PARRC MEETING MINUTES

December 7, 2023-A hybrid meeting

In attendance:

Michael Lenhart, Borough of Pottstown

Jay Erb, North Coventry Township

Bill Keohane, Lower Pottsgrove Township

Charlie Valentine, West Pottsgrove Township

Cathy Paretti, Upper Pottsgrove Township

Rich Sichler, Washington Township

Karen Nocella, East Coventry Township

Craig Colistra, PAHWF

Tim Konetchy, Montgomery County Planning Commission

Steve Buck, Chester County Planning Commission

Cathy Poppenwimer, Appalachian Mountain Club

Tricia McCloskey, PARRC Regional Recreation Planner

Emma Heffner, PARRC Recreation Assistant

Greg Churach, Upper Pottsgrove Open Space Committee

Meeting Notes:

1. Call to Order- 4:30pm and Pledge of Allegiance.
2. Welcome and introductions
3. Interactive Map Presentation. T. McCloskey introduced the Interactive Map Project and Cathy Poppenwimer of the Appalachian Mountain Club, who gave her Interactive Map presentation. At the conclusion of the presentation, T. McCloskey stated that the link would be sent to the group so that each municipality can check its park data for accuracy.
4. Approval of meeting minutes from October 25, 2023. The minutes were motioned for approval by J. Erb and seconded by C. Paretti. The motion was approved with no abstentions or objections.
5. Public Comment-None.
6. Executive and Subcommittee Reports.
 - a. Treasurer's Report. C. Paretti previously provided the Financial Report and it was accepted by the Committee. C. Paretti stated that the Non-profit filing fee amount of \$478.00 should be put into the Foundation's account, as well as the Judo Club Funds as restricted amounts. C. Paretti stated the Foundation account is now open at Diamond Credit Union, and that we got eight (8) free checks. C. Paretti also stated that B. Keohane needs to go sign for the account. C. Paretti stated she will supply a Financial Report for the Foundation.
 - b. Events Subcommittee. K. Nocella stated that East Coventry Parks and Recreation Committee held an event to decorate the holiday tree at the Schoolhouse property and that E. Heffner did a great job on the design of the banner. J. Erb stated that in January he would like the Committee to begin work on an events calendar for the year and include the Empower Your Park events in this calendar, for two events per year. M. Lenhart stated that National Trails Day was the day target day last year. Discussion of a spring and fall event took place. T. Konetchy stated that National Trail Day in 2024 is June 1st.
 - c. Financial Sustainability Committee. M. Lenhart stated that no meeting had been scheduled and that the compiled five-year funding resolutions have been sent to all the members.
 - d. DEI Subcommittee. T. McCloskey stated that additional funding DEI grant funding can be used for an in-park survey but that this would not take place until after E. Heffner's replacement was on board. The

survey would be on a temporary sign with a QR code. M. Lenhart stated that individual park committee members can assist on the ground in the parks. K. Nocella stated that Liz Willow helped with the outreach at Towpath Park and she would probably like to help out with this survey. The survey could be incentivized with a tee shirt or gift cards.

7. County Planner Updates. T. Konetchy stated that the Farmland Preservation Program opens on February 1st. He stated that the County is also working on a new Master Plan for Green Lane Park. K. Nocella asked about the Master Plan as far as connectivity. T. Konetchy stated that the Master Plan would include trail connectivity and new recreational opportunities within the park. T. Konetchy also stated that it was a successful PMRPC round and that he received seven (7) complete applications. S. Buck had audio issues and was unable to give his update. T. McCloskey stated she would send the update he emailed to her to the group. T. Konetchy also stated that the Schuylkill River Rail Authority had its corridor has been accepted by the Federal Railroad Administration into its Corridor Identification Program, which is an important step for the commuter rail project because it opens up Federal Funding opportunities.
8. Planner Report. T. McCloskey reviewed her work on Regional Projects, including attendance at the Chester County Trails Master Plan Meeting, presentation to North Coventry Township with C. Colistra on the five year funding resolution, continued work on the Interactive Map Project, and attendance at the DCNR C2P2 yearly Grants Workshop webinar. She shared that she prepared ten grant applications in the last six weeks totaling roughly \$1.67 million. T. McCloskey also stated that PARRC received additional funding from the Yeck Foundation, which will be disbursed between December 2023 and January 2024.
9. Old Business
 - a. Five Year Funding Resolution. M. Lenhart stated that he will send out the new Memorandum of Understanding, and that PARRC is still covered under the current MOU.
 - b. Recreation Assistant Position. T. McCloskey stated that E. Heffner's last day will be December 8th. T. McCloskey stated that she reviewed the prior job description and will revise it to indicate that there is a potential for a full time position. She stated that that the funding may be requested from the DCNR C2P2 Partnership program for funding for projects that would be completed by the Recreation Assistant. B. Keohane thanked E. Heffner for her service to PARRC.
10. New Business.
 - a. PARRC Board Representatives. M. Lenhart stated that the governing bodies should redesignat the PARRC representatives for those members that are up for renewal. M. Lenhart stated he would like to keep the same Board. C. Paretti is up for renewal. G. Churach stated he is alright with remaining as the PARRC alternate for Upper Pottsgrove. B. Keohane made a motion authorizing PARRC to issue a letter of recommendation for any current Board Members and alternates to remain in the current positions for the forthcoming term of service. J. Erb seconded the motion. All were in favor, with none opposed and no abstentions.
11. Grant Announcements. . T. McCloskey reviewed the upcoming grant deadlines, including PA Fish & Boat Commission, due December 30th and the Chester County Preservation Partnership Program, due February 29th. T. McCloskey also mentioned that the DCNR C2P2 grant round opens January 16th.
12. Partner Updates.
 - B. Keohane, LPT-No update.
 - K. Nocella, EVT- stated that the Schoolhouse Tree decorating event went well. She also mentioned that East Vincent Township has newly elected officials who are interested in joining PARRC. M. Lenhart stated that PARRC can look into the implications of another member. M. Lenhart that the ICIA needs to be ratified by all the municipalities. The Sustainability Committee Can crunch the numbers. T.

- R. Sichler, WT-The new Open Space and Recreation Plan to be finalized in January.
 - C. Colistra, PAHWF-Grant award letters will be mailed tomorrow. C. Colistra stated there is new information about Capacity Building opportunities including professional development opportunities through LaSalle University and Catch a Fire for things like marketing and communications. He said to go to the Capacity Building tab on the PAHWF website.
 - J. Erb, NCT-stated that in 2024, seal coating of asphalt courts will take place. He asked if anyone has a contact and he needs specifications. G. Churach stated that Upper Pottsgrove uses Stern Nester who is local and does a good job.
 - C. Valentine, WPT-stated the Township held its annual tree lighting, which was well attended, and a school chorus sang as well.
 - G. Churach, UPT-stated that the Township is continuing to work on funding improvements for Hollenbach Park, and the Kehl acquisition project is moving along The paving of Sprögel's Run Trail is complete and the Sussell Park Trailhead on Schwenk Road is nearing completion. He stated that the Township has also completed a Memorial Bench Policy.
 - M. Lenhart, PB- stated that 2024 will be a big year for projects. A contractor has been selected for the Riverfront Park Streambank and Bridge Repair Project, and a satisfactory bid has been received for the Chestnut Street Park Redevelopment Project. The bid for the Memorial Park Bridge Construction Project is out. He is impressed with the number of projects that have been completed. C. Valentine asked about the Lion's Club bench. M. Lenhart stated it was placed at the mini-golf course.
13. Action Items-A motion was made by J. Erb to move the \$478.00 for PARRC Foundation filing fees to the Foundation. The motion was seconded by C. Valentine. B. Keohane and M. Powanda can vote by email.
14. Next PARRC meeting-M. Lenhart stated that the next PARRC meeting will be held on 1/24/24, and to send all agenda items to T. McCloskey.
15. Adjournment- A Motion to Adjourn was made by J. Erb and seconded by C. Paretti J.Erb; the meeting adjourned at 6:20pm.