



## POTTSTOWN METROPOLITAN REGIONAL PLANNING COMMITTEE

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

### PARRC Meeting Minutes

September 25th, 2019

5:00 p.m. – 6:30 p.m.

@PAHWF

#### In Attendance:

Jay Erb, North Coventry

Karen Nocella, East Coventry Township

Greg Churach, Upper Pottsgrove Township

Michael Lenhart, Borough of Pottstown

Charlie Valentine, West Pottsgrove Township

Pete Hiryak, Douglass Township

Liz Willow, East Coventry Township

Bill Keohane, Lower Pottsgrove Township

John Cover, MCPC

Marley Bice, MCPC

Craig Colistra, PAHWF

#### Meeting notes:

1. Welcome and Introductions.
2. Meeting minutes from August 28th, 2019 were approved. B. Keohane abstained.
3. Presentation – “Know Your Parks” Campaign – Cynthia Lawrence  
Cynthia is a resident of North Coventry Township and volunteers on the Park & Recreation Commission. She and her family were vacationing in San Jose, California and were in a park during a “pop-up” event. The concept is to bring more visibility and purpose to existing parks to build and strengthen them. It was suggested that PARRC could hold such an event by partnering with each other and sharing resources. The event could be a mobile one that travels from Township to Township in separate parks. It could be a short “Community Day”. Several ideas were discussed including; a “Senior Day” – seniors from high school could be matched with senior citizens in the area; it could be a “Soccer Juggle”; a “Disc Golf” event/demonstration; a “Cornhole/Hula Hoop” event; or a “Mt. Bike” demonstration. Costs could be shared with PARRC. It was suggested that pamphlets be developed to hand out to residents that describes what PARRC does in the region. It was also suggested that any equipment or games be available for children’s use. Equipment could be stored in a shed in West Pottsgrove Township or a barn in Lower Pottsgrove Township. It was suggested that the event should have a catchy name and elements be simple and reproducible that advertise your park. It was suggested that high school seniors, Boy and Girl Scouts could be volunteers to assist with the programs. It was discussed that Cynthia would reach out to San Jose to get further information for PARRC to discuss.
4. Announcements –
  - Status of Interagency Agreement PPT presentation - B. Keohane is presenting to Lower Pottsgrove Township’s BOC tomorrow night with M. Lenhart. In Upper Pottsgrove Township, G. Churach presented the IA at the last BOC meeting. In West Pottsgrove, C. Valentine will present it at the next BOC meeting on October 16<sup>th</sup> with B. Keohane. North & East Coventry and Douglass Township will present the IA within the next few months.
  - Status of revisions to IA – M. Lenhart received comments from Chuck Garner, Solicitor for the Borough. Michael was not sure if he could submit PARRC a copy of the



## **POTTSTOWN METROPOLITAN REGIONAL PLANNING COMMITTEE**

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

comments so he read them instead. Concerning term limits, the IA does not specify the term limits as each Township appoints members the way they want. Usually, the elected officials from the Township will appoint them. Is it a concern for PARRC? Townships have term limits for volunteers on most boards and commissions, does PARRC want the elected officials to appoint them here as well? And for how long? There were also comments concerning the position and tenure and funding of the Regional Recreation Coordinator. The review process of the Regional Recreation Coordinator and common sense bookkeeping for PARRC are detailed in the procedures document. Should they change? There was also a comment concerning the levels of and obligation to fund the PARRC. It was discussed that the foreseen expenditures for PARRC would be limited to advertisement of the IA as an ordinance as well as costs of an audit. Concerns from PARRC members included if the comments should be part of the policy/procedures document. J. Cover suggested we move forward with the remaining presentations and get all the comments from the Township solicitors before final approval and adoption. B. Keohane asked if the Borough comments can be shared with PARRC on a formal basis. M. Lenhart will check with Chuck Garner.

- Strategic Plan – M. Lane sent PARRC via email two proposals from consultants outlining their approach to addressing a Strategic Plan for PARRC. A Strategic Plan would address where PARRC would like to go in the next 5 years, discuss, strengths, weaknesses, opportunities and threats and establish an action plan with a timeline. He stated that he is looking for funding and has several options. It was asked if another non-profit or municipality can be the fiscal sponsor? B. Keohane requested that there should be an action plan in each of the proposals.
  - Mowing Contract – G. Churach stated that their Public Works staff do all the mowing during the season which takes away from other work. He talked to Daphne Klahr, Ex. Director of Reading Recreation Commission, for guidance on how they have done with contracting out the mowing of their parks. He developed a Scope of Work with a list of tasks and parks for a contractor to bid on. He will report on the progress at our next meeting.
5. Pottstown Parks Foundation – M. Lane described the initiatives with the Pottstown Parks Foundation and the changes with the board members. Questions members had: Were there any restrictions who could serve on the board? Is there a geographic region they have to stay in for programs and is in their charter? Concerning new members, they suggested advertising for new members by posting the position with the experience needed for the position.
  6. Young Lungs at Play – J. Erb discussed the “Young Lungs at Play” free sign program that is sponsored by the PA Dept. of Health. They are installed in Chester County parks and notify park users to be sensitive to children if they are smoking. Questions arose if they are available for ECT parks and does it include vaping? It is not lawfully enforceable unless it is an ordinance and not a resolution.
  7. PMRPC grant round – M. Bice stated that there is \$100,000 available this grant round. A 10% match is needed if asking for the maximum amount of \$25,000 but the \$2,500 match is reimbursed. Stamped plans from a registered professional designer is needed for closeout documents. For next year, MCPC is thinking of increasing the funds for the PMRPC grant program to \$200,000 and will discuss with DCNR with a match from PAHWF for \$200,000 as well.



**POTTSTOWN  
METROPOLITAN  
REGIONAL  
PLANNING  
COMMITTEE**

---

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

8. Updates from the PARRC members:

- a. PAHWF: No comment.
- b. North Coventry Township – J. Erb stated that Hanover Meadows Park is open and is being used by people walking the trail.
- c. Pottstown Borough: No Comment.
- d. Lower Pottsgrove: B. Keohane stated that he will be presenting the IA at the next BOC meeting at 7:00 PM. M. Lenhart will going to assist. He also stated that he was being appointed to the Planning Commission and will come off of the Parks & Recreation Board but will still be on PARRC.
- e. West Pottsgrove Township: No Comment.
- f. Upper Pottsgrove Township: No Comment.
- g. Douglass Township: No Comment.
- h. MCPC: No Comment.
- i. East Coventry Township: The Township hired an Administrative Assistant. They are having a Fall Walk on Saturday, October 19, 2019 at 10:00 AM and the theme is “Trees”. Meet at the Maack Tract parking lot. Chester County Master Water Stewards Program is putting on a demonstration of staking live trees into the Pigeon Creek stream bank on her property in November.

Adjournment: 6:55 PM

Recorder: M. Lane

***2019 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, 5<sup>th</sup> floor, Pottstown, PA 19464):

<i>January 23</i>	<i>February 27</i>	<i>March 27</i>	<i>April 24</i>	<i>May 22</i>	<i>June 26</i>
<i>July 24</i>	<b><i>August 28</i></b>	<i>September 25</i>	<i>October 23</i>	<i>December 5</i>	

***Next meeting: September 25, 2019 5:00 pm @PAHWF***