



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

PARRC Meeting Minutes

April 28^h, 2021
a Virtual Meeting

In Attendance:

Cathy Paretti, Upper Pottsgrove Township
Michael Lenhart, Borough of Pottstown
Karen Nocella, East Coventry Township
Charlie Valentine, West Pottsgrove Township
Pete Hiryak, Douglass Township

Jay Erb, North Coventry Township
Craig Colistra, PAHWF
Danielle Baer, Community Planner, MCPC
Marley Bice, Senior Community Planner, MCPC
Tricia McCloskey, PARRC Planner

Meeting notes:

1. Call to Order – 4:05.
2. Pledge of Allegiance
3. Introductions were made–Patricia McCloskey, PARRC Planner
4. Meeting minutes from March 24th, 2021 were motioned for approval by K. Nocella and seconded by C. Paretti with no revisions.
5. Executive and Sub-Committee reports.
Planners Report – M. Lane presented the report and asked if anyone had any questions on the tasks completed to date and the active implementation of projects utilizing Planner assistance. There were no questions.
Treasurers Report – C. Paretti presented the report and stated there is \$300.00 in the account. There was no change from last month. The invoices will go out in May and will be due in June for the PARRC Planner Position.
6. Old Business –
 - a. Status of Recreation Programs – C. Colistra discussed that he made revisions to the report and the programs and events need to be reviewed by P. McCloskey.
 - b. Intern for 2021 – C. Colistra stated they have two candidates interested in the two positions. One position will deal with digital communications and the other position will involve recreation research.
 - c. Strategic Plan – M. Lenhart and M. Lane discussed the short-term tactics from the Strategic Plan and the need for members to assign themselves to a sub-committee for the issues they are interested in addressing. The subcommittees need to begin to meet and add interested members because the start date is in July according to the Strategic Plan.
7. New Business –
 - a. Status of Transition. T. McCloskey gave an update on her training with M. Lane, including project and grant reviews, park tours and trail sensor training for the seven townships. Her schedule will be finalized in the next few months, but will be working from home Tuesdays, Wednesdays and Thursdays. She will send her cell phone number/contact info to PARRC members in an email. Over the next few months, Tricia will schedule introductions at Park and Recreation Board meetings and supervisors/commissioner meetings.
 - b. Park Website: T. McCloskey reported that M. Lane trained her on accessing and updating the PARRC website. Tricia discussed creating a blog for the site to provide project updates and event information submitted by the municipalities. The Committee also discussed whether the past meeting minutes from 2014-2019 should be viewed by the public. There were several opinions concerning allowing members of the public to view the past minutes. M. Lenhart discussed that he did not think we needed to because we were not an independent organization, we were a subcommittee of PMRPC. He will investigate this



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issue further regarding Sunshine laws. There was also discussion from members who saw no harm in the public in viewing the minutes. A vote was taken at the end of the meeting.

- c. Facebook Page: T. McCloskey reported that the website blog can be linked to the PARRC Facebook page to increase traffic and get more page likes. Tricia will make sure that all PARRC members have been “liked/followed” by the PARRC Facebook page. K. Nocella shared that Audubon has a program called Plants for Birds that will be held in their township and she wondered if any other municipalities would be interested in this program. Nextdoor was also discussed and T. McCloskey will research what this is and how it might be used.
 - d. SOPARC Seminar – C. Colistra discussed the training he would like the PARRC members to attend. He stated that is scheduled for June 17th from 8:00am to noon and on June 18th at 9:00am for one hour. He mentioned that there is homework that may require the use of an iPad. Craig contacted Troy Carlton, a professor at Catawba College, that could run a two day training session in June. It would run for two consecutive mornings and it would be a collaboration with PAHWF and they would pay for any costs. Craig would like to build on the long-term measuring of park use so that we have a better database of how the parks are used. He stated that DCNR is interested in this kind of data and we can offer the data and the opportunity for them and the County to participate in the training. It would also highlight how PARRC is responding to and addressing the changes in the industry.
 - e. Support Letter for Borough’s Memorial Park Bridge Project - DCED grant. T. McCloskey to sign the letter and email to M. Lenhart. J. Erb voted to approve the letter and it was seconded by K. Nocella.
 - f. 2021 PAHWF/PMRPC grant Projects – Status of Closeout documents. M/ Lane reviewed the status of close out documents for those programs. For PMRPC grants, these need to be closed out before we can apply for new funding. Extra information may be needed to close these grants and the townships either will be or have been notified of what additional information is outstanding.
 - g. Sharing of Project Information: M. Lane discussed that he would like to see more of sharing of detailed information of projects so other PARRC members can learn about mistakes or positive points. M. Lenhart stated that this is an objective in the Strategic Plan. M. Lane discussed that Memorial park Playground had some bidding issues and M. Lenhart gave a presentation a few months ago about that. K. Nocella recently completed the wayfinding signage project and we would like to see a presentation about that.
8. Grant Announcements
- a. PMRPC fall grant round. M. Lane stated that this grant round is actually going to open in August rather than November and will be due in September. Awards will be March 1st, 2022.
 - b. PAHWF Winter Grant Round -C. Colistra discussed that that winter grant round will open January 1st, 2022.
 - c. Schuylkill Highlands Grant Round – P. McCloskey stated that grant round should be opening soon, hopefully in May and if any townships have project ideas to let her know. She has already discussed a possible project with K. Nocella for ECT.
9. Partner Updates –
- i. Douglass – Closing out the DCNR grant and the basketball court will be resurfaced within the next three weeks.
 - ii. East Coventry – The birding signs are complete and more benches are wanted. Public works cleaned out the tennis court in the preserve and its reuse is being discussed. K. Nocella also



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discussed restoration of the historic fieldstone wall at the preserve and it may require being put on the National Register of Historic Places.

- iii. North Coventry – Fernbrook Lodge renovations are underway and the road in front of the lodge is being resurfaced.
 - iv. Borough – Projects for 2022 include: Riverfront Park and Memorial Park Bridge and Streambank Restoration projects are underway. Homelessness in the parks was discussed by M. Lenhart. Michael also discussed that the Rumble will be held June 24th to the 26th and will observe COVID guidelines. The Pow Wow is being held this weekend in Riverfront Park.
 - v. Upper Pottsgrove – Sunset Park improvements should be complete very soon. C. Paretti discussed Althouse Arboretum and the upcoming native plant sale and the children’s art program. C. Valentine asked if anyone knew of someone who could help the PIP become a non-profit. They contact a lawyer who stated they could do it for \$4,000. C. Paretti discussed going to the Rotary Endowment Foundation and asking if they could be a financial sponsor to hold PIP’s funds if they need to pay a lawyer. The contract has been signed with the consultant, CMC Engineering to develop the Hollenbach Master Plan.
 - vi. West Pottsgrove – No updates.
 - vii. MCPC – D. Baer presented a letter of appreciation for M. Lane for his years of service with PARRC. M. Bice discussed a trail equity webinar to be offered tomorrow as part of a Planning Smarter series.
 - viii. PAHWF – No updates.
 - ix. CCPC – No updates.
10. Public Comment – There were no comments from the public.
 11. Action items – There was a motion made by C. Valentine to not post the 2014-2019 meeting minutes on the website and K. Nocella seconded it. It was approved by the Committee.
 12. Next PARRC Meeting Agenda items – Please send to T. McCloskey. The next meeting is May 26, 2021 at 4:00 PM. It will be held virtually.
 13. Adjournment – 6:00 PM

Recorder: M. Lane

2021 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 unless otherwise noted):

January 27 February 24 March 24 April 28 May 26 June 23 July 28 August 25 September 22
October 27 December 1

Next meeting: May 26, 2021 Location: Virtual Meeting 4:00 PM