



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

PARRC Meeting Minutes

December 3rd, 2020

a Virtual Meeting

In Attendance:

Cathy Paretti, Upper Pottsgrove Township
Michael Lenhart, Borough of Pottstown
Bill Keohane, Lower Pottsgrove Township
Karen Nocella, East Coventry Township
Charlie Valentine, West Pottsgrove Township
Pete Hiryak, Douglass Township
Craig Colistra, PAHWF

Mike Narcowich, Ass't Section Chief,
Community Planning, MCPC
Bill Hartmann, Chief, Open Space Planning, MCPC
Danielle Baer, Community Planner, MCPC
Donna Fabry, Senior Open Space Planner, MCPC
Rachael Griffith, Trails/Open Space Planner, CCPC
Barbara Heller, Consultant, BerryDunn
Dustin Schreiber, Research Intern

Meeting notes:

1. Call to Order – 4:04.
2. Introductions were made.
3. Meeting minutes from October 28th, 2020 were motioned for approval by K. Nocella, B. Keohane seconded and were approved by all.
4. Recreation Program Research Report - D. Schreiber reviewed the report that consisted of an inventory of Facility Rental Rates; Recreation Programs; Community Events; Budget: Operations and Procedures; Public Engagement. The report will be finalized and sent to the members for them to add missing information and add comments.
5. Strategic Plan – B. Heller reviewed the Strategic Plan Initiatives and Goals Framework and Tactics. She discussed the Objectives and Initiatives and assigned accountability for each one. She then discussed the Tactics under each Initiative that were done for the first year and suggested they need to be coordinated with the Coordinators Goals and Objectives. She also suggested that we may need to enlist the assistance of more PARRC representatives or Park & Recreation/Open Space Board members from each municipality to implement the Strategic Plan. The Diversity, Equity and Inclusion Initiative may need assistance from a consultant to develop a plan. She took comments from members. She has finalized a draft of the plan and will have it to the members for review by the end of the year.
6. MCPC Open Space Initiatives – B. Hartmann presented the Open Space Priorities Report. It is a 10-year plan focusing on trails and open space in the County. They will look at how to engage more people on the trails, redefine what open space is and re-evaluate how to permanently protect open space. Any RPF's for trails will also address equity. They will have Technical Advisors to assist in each region to add input into the report. He is hoping it will be done in a year. C. Valentine asked if the County was going to develop the land between the Schuylkill River and the new Rt. 422 bypass near the SRT into a park. Bill was not sure about it. M. Narcowich thought another planner had looked into it and called the project "Stowe Landing". It involved wetland mitigation and the thought was to create an environmental education area with a loop trail. Charlie suggested if they are looking into a park there, they might want to consider a boat dock. M. Lane stated he will talk to SRG staff to see if they are aware of the project.
7. Montgomery County Trail Access, Diversity and Awareness Plan – D. Fabry presented the plan. They received \$75,000 in funding from the DVRPC TCDI grant program for the report. Study goals were: to gain a better understanding of user diversity; increase the awareness, visibility and ease of access to the County trail system and modernize trail designs to take into account the changing diverse needs of the communities they pass through. Three areas were looked at – two along the SRT in Pottstown and Norristown and one along the Pennypack Trail in Abington. They centered on areas that had the following population groups: youth, older



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adults, female, racial minority, ethnic minority, foreign-born, limited English proficiency, disabled and low income. She discussed the area in Pottstown and looked at the SRT in Riverfront Park and along Industrial Highway. They had several public meetings and received comments from community leaders. She discussed the recommendations they made concerning increasing trail access which were: include the community in the decision making process; increase public private partnerships; support recommendations for related infrastructure plans; improve marketing of trail; educate people on how to use the trail; increase programming and improve accessibility of existing programming; include additional amenities on/adjacent to the trail; improve connectivity; improve public perception of safety and improve signage. She will send M. Lane a link to the report so he can send it to the members.

8. PARRC Reorganization – M. Lenhart went through the Procedures document and took comments from the members. He will make the revisions and send an updated copy to the members for review.
 - Meeting Time - the time of 4:00 PM will remain for the start of the meetings.
 - Pledge of Allegiance – to be added once the virtual meetings have ceased.
 - Venue - was also discussed and the if the time of 4:00 PM is used for the start of the meetings, it would be advantageous for keeping the venue at PAHWF as it is accessible, and no one will have to watch for late arrivals and the first-floor door to be opened.
 - Meeting dates - have been approved for 2021.
 - Action Items - It was discussed if we wanted to add Action Items twice on the Agenda, once near the beginning and once before Public Comments near the end.
 - Coordinator Evaluations - SRG will fill out an evaluation form for the first 6 months of the new Coordinators employment. PAHWF will not fill out an evaluation form. A Performance Plan will be developed if the evaluation of the Coordinator yields scores below competent and a 3-month probationary period with set benchmarks to monitor improvement will be established. Any disputes in the evaluation will be handled by the entire PARRC board and then a subcommittee. Any personnel issues will be directed to the PARRC Chair.
 - Checking Account - the new Treasurer, C. Paretti, discussed the 3 banking institutions she researched for a checking account for PARRC. The members agreed to go with Diamond Credit Union and B. Keohane proposed a motion and C. Valentine seconded it and all were in favor. C. Paretti will acquire a \$300.00 check from SRG from leftover Coordinator reimbursement funds to open the account. M. Lane will talk with SRG about the check. The mailing and billing address for the account will be the Treasurer's home address. C. Valentine suggested that the Treasurer be bonded.
 - 501(c)3 - C. Paretti also investigated if it is worth it for PARRC to be a non-profit 501(c)3 organization. She sent a summary document for members to review but wants to research it further with someone she knows. If we become a 501(c)3, we may have to change the language in the ICIA. If we do not become one and gather donations for a project, it was discussed that PAHWF could possibly be the financial sponsor of the funds. C. Colistra to discuss with PAHWF. A "Donations" tab would need to be added to the PARRC website with the funds going to a PAHWF account.
 - Schedule of Meetings - has been advertised every month and paid for by the Borough. M. Lenhart will advertise the next 4 meeting dates as virtual meetings.
 - Alternate PARRC Committee Member - M. Lenhart requested that the name for each Township be emailed to him before the January 27th meeting.



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9. MOU – It was decided to table the signing of the MOU until after the funds from SRG were acquired. The issue will be re-introduced at the January meeting.
10. CCPC Collaboration – Rachael Griffith, Trails/Open Space Planner from Chester County Planning Commission, will be joining the monthly PARRC meetings and be working with North and East Coventry Townships on PARRC issues.
11. Keystone Fund – was under threat of being defunded. M. Lane sent a letter to all PARRC Senators/Representatives asking them to vote against defunding the program. The fund was saved.
12. Representative Marcy Toepel – She retired and M. Lane sent her a note from PARRC thanking her for her years of support to PARRC issues.
13. New Representative Tracy Pennycuick – She was elected to fill Marcy Toepel’s position and M. Lane sent her a note asking her to attend one of our meetings in January or February. C. Paretti was to locate her contact info.
14. Grant Applications – The PECO grant applications are under review for approval. The PAWHF grant applications were awarded. Pottstown Boro – Spruce Street Park Renovations - \$15,000; Lower Pottsgrove Township – Gerald Richards Park Renovations - \$35,000; Upper Pottsgrove Township – Hollenbach Park Master Plan - \$15,000; West Pottsgrove Township – Murgia Park Bridge Engineering project - \$25,000. Not Approved - East Coventry Township - Ellis Woods Bridge Engineering Services project - \$40,000. The PAHWF grant round will open on January 1st, 2021 with the LOI due by February 1st, 2021.
15. Evaluation of Coordinator – To be tabled and discussed at the January meeting. M. Lane discussed his retirement plan. He stated that he is retiring the end of April 2021 but would extend the date to the end of May so PARRC was able to have an in-person interview with the 3 chosen applicants if the Covid19 pandemic got worse in April.
16. Coordinator Job Description – C. Colistra sent the Job Description and Timeline for PARRC members to review. The Timeline was discussed and accepted. The Job Description and Job Profile will be added to Google Docs for PARRC member’s comments. There were comments concerning the length of time for criminal background checks and additional materials to be included with the resume and references that C. Colistra would ask Sue Landes about.
17. The “Report on tasks completed to date by PARRC”, the “Active Implementation of projects utilizing PARRC assistance” and the “Partner Updates” were tabled until the meeting in January to discuss.
18. Public Comment – There were no comments from the public.
19. Next Meeting Date – January 27, 2021 at 4:00 PM. It will be held virtually.
20. Executive Session – No issues.

Adjournment – 7:00 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: January 27, 2021 Location: Virtual Meeting 4:00 PM