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## **PARRC MEETING MINUTES**

### February 22, 2023-A hybrid meeting

#### **In attendance:**

Michael Lenhart, Borough of Pottstown  
Cathy Paretti, Upper Pottsgrove Township  
Jay Erb, North Coventry Township  
Liz Willow, East Coventry Township  
McKenna Powanda, Douglass Township

Bill Keohane, Lower Pottsgrove Township  
Charlie Valentine, West Pottsgrove Township  
Rich Sichler, Washington Township  
Craig Colistra, Pottstown Area Health & Wellness Foundation  
Tricia McCloskey, PARRC Regional Recreation Planner

#### **Meeting Notes:**

1. Call to Order- 4:31pm and Pledge of Allegiance
2. Welcome, introductions were made M. Lenhart by for R. Sichler and L. Willow.
3. Meeting minutes from January 25, 2023, were motioned for approval by C. Paretti and seconded by B. Keohane; all approved. There were no abstentions.
4. Public Comment-none.
5. Executive and Subcommittee Reports.
  - a. Treasurer's Report. C. Paretti previously provided the Financial Report and it was accepted by the Committee. [M. Lenhart shared the screen and shows the Financial Report]. C. Paretti stated that there is \$17,966.95 in checking and \$56,532.52 in savings. \$4,000.00 was received from the Judo Club. C. Paretti stated that all municipalities have paid with the exception of Douglass Township. M. Powanda stated that the Board of Supervisors approved PARRC's payment last night and should be received by Monday. C. Paretti asked when does the money get sent to SRGA. She also stated she will email the invoice to PAHWF.
  - b. Events Subcommittee. J. Erb stated that he spoke with Eric Hughes regarding the PARRC Birding Series and the East Coventry date, as well as future events at Riverfront Park and Coventry Woods to be led by the Valley Forge Audubon Society. He also asked R. Sichler if he was interested in holding an event. R. Sichler stated that he may be interested and would see if he could find someone to attend one of the events first.
  - c. Financial Sustainability Subcommittee. M. Lenhart stated a meeting was held to discuss and begin crafting the funding resolution for years 6 through 10. Work is underway, but there is nothing to present to the Committee yet. M. Lenhart stated that the subcommittee needs to specifically address unspent funds that are residing with SRG.
  - d. DEI Subcommittee. C. Colistra discussed a potential scope of work for the awarded PAHWF grant, which is to include DEI training and a community survey. He reached out to a consultant who provided DEI training to the Pennsylvania Parks and Forests Foundation who may be able to provide training to PARRC. C. Colistra stated the training could potentially be held during a regular PARRC meeting. Another portion of the grant funds could be spent on focus groups to collect input from residents and community stakeholders.

6. County Planner Updates. S. Buck was not present. T. Konetchy provided updates to T. McCloskey prior to the meeting which she read to the Committee. (1) The progress report reminders for the mini-grants will be sent out in the next month or so; (2) MPCP is in the process of finalizing its 2023 Planning Smarter education series, and T. Konetchy will send that to Committee once it is published; and (3) the MontCo 2040 grants are due on March 1<sup>st</sup>.
  - a. Berks County Planner. R. Sichler indicated he will see the Assistant Director of Planning at BCPC at a meeting shortly and will discuss attendance at the PARRC meeting with her at that time. T. McCloskey indicated she left a message with BCPC as well which was not returned.
7. Planner Report. T. McCloskey went through the Planner's Report with the Committee. Items included consisted of the submission of several Letters of Intent to PAHWF for park and recreation projects, contact with the IRS regarding the 1023 Form, posting of the Parks and Recreation Assistant job listing on PRPS, InDeed and the PARRC website, and research of upcoming grant programs. The Spring Seasonal Calendar was put on the screen by M. Lenhart and was reviewed at this time.
8. Old Business
  - a. PARRC Nonprofit Designation Update. Item discussed earlier in the meeting.
  - b. PARRC Recreation Assistant Update. T. McCloskey stated she has gotten many applications in through the InDeed listing, several of which could have the potential for an interview. Many applications were not relevant to the position and several resumes she considered to be over-qualified for a part-time, entry level assistant position. T. McCloskey stated she aims to have a short list of candidates by March 10<sup>th</sup>. M. Lenhart stated he thought it might be a good idea to have a second person sit in on the interviews and T. McCloskey stated she will ask K. Nocella to join her on the interviews.
9. New Business.
  - a. Nature Based Place Making. T. McCloskey stated that the Committee could wait until after the hiring of the part-time position to revisit the Nature Based Placemaking initiative, and possibly have a representative from the Pennsylvania Downtown Center join the group for a short presentation.
10. Grant Announcements. Upcoming grant deadlines were discussed. T. McCloskey shared that she is filing from CCPP grant on behalf of North Coventry. J. Erb asked what the status of the application is, and T. McCloskey responded by saying the only outstanding item is the Certificate of Title. The Hollenbach Park MontCo 2040 Grant application is due 3/1 and is mostly complete.
11. Partner Updates:
  - Douglass: M. Powanda stated that Douglass is still waiting on the Commonwealth Financing Authority Local Shares Grant awards for an equipment purchase. New fencing has been installed at Douglass Park and Libor Tract and he is seeking funds for tree planting. J. Erb discussed the Tree Tenders Program which provides training and free or low-cost trees and he and indicated he would send information along to M. Powanda about it. M. Powanda also discussed the stream cleanup event that the township holds with Perkiomen Watershed Conservancy.
  - East Coventry: L. Willow discussed the pedestrian bridge project in Ellis Woods Park and the potential need for additional studies in order to determine the type of bridge than can be constructed over the creek due to the wide floodplain.
  - Lower Pottsgrove: B. Keohane stated that the Easter Egg Hunt is scheduled for April 1 at Gerald Richards Park. C. Valentine mentioned that there is a park cleanup scheduled for next week at Sanatoga Park. B. Keohane stated that the township is having a meeting next week to discuss Adventure Grove. T. McCloskey discussed the need to clarify what township will receive the PAHWF grant funds for the project.

- North Coventry: J. Erb stated that the Police Department is going to hold a fish rodeo at Kenilworth Park, and asked if anyone has experience holding a fish rodeo in a pond rather than a creek. M. Powanda stated that a fish rodeo is held in a pond in Douglass Township which well attended and successful. He stated they spend about \$3,000.00 per year on fish for a two acre pond and that vendors donate food and the fire company shows up too for safety and for a meet and greet. J. Erb stated that the fish rodeo may be set for April 22<sup>nd</sup>.
  - Pottstown: M. Lenhart stated that the focus right now is on infrastructure projects in Memorial and Riverfront Parks in the form of the pedestrian bridges, and on the redevelopment of Chestnut Street Park. Memorial Park may be delayed by a year due to fabrication which will then enable other projects to be moved up. South Street Park redevelopment will probably be a 2024 project. Riverfront Park needs a G2 permit which will push the project back maybe three months.
  - Upper Pottsgrove: C. Paretti stated that the Bord of Commissioners approved moving forward with the Shared Schoolyards Falcon Trail project and to pursue funding for Phase 1a construction in Hollenbach Park.
  - West Pottsgrove: C. Valentine stated that the township will be convening the committee for the Pool Property Master Plan project in March.
  - Washington Township: R. Sichler stated that the Township is in the public outreach/survey stage of the new Township Open Space Plan. The survey is online and a mailer was also sent to each household. The township is also working with T. McCloskey on its PAHWF grant for Washington Park.
  - PAHWF: C. Colistra stated that PAHWF is in the process of reviewing all of the submitted Letters of Intent, and that the grant applications are due on April 28<sup>th</sup>.
12. Action Items. None.
13. Next PARRC meeting-M. Lenhart stated that the next PARRC meeting will be held on 3/22, and to send all agenda items to T. McCloskey.
14. Adjournment- A Motion to Adjourn was made by B. Keohane and seconded by C. Paretti; meeting adjourned at 5:51pm.