



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

PARRC MEETING MINUTES

June 25, 2025

In attendance:

Michael Lenhart, Borough of Pottstown	Flora Kapp, East Coventry Township Alternate
Bill Keohane, Lower Pottsgrove Township	Tricia McCloskey, PARRC Regional Planner
Charlie Valentine, West Pottsgrove Township	Steve Buck, Chester County Planning Commission
Jay Erb, North Coventry Township	Stephen Forster, Director of Commerce, Montgomery County
McKenna Powanda, Douglass Township	Michael Narcowich, Montgomery County Planning Commission
Mark Bedle, Washington Township	Greg Churach, Upper Pottsgrove Open Space & Recreation
Mark McKinnie, Upper Pottsgrove Township	Iris Quigley, PA Downtown Center
	Julie Fitzpatrick, PA Downtown Center

1. Call to Order – M. Lenhart called the PARRC meeting to order at 4:35pm and the Pledge of Allegiance was made.
2. Welcome & Introductions – Introductions were made.
3. Review and approval of meeting minutes from May 28, 2025. B. Keohane stated two revisions that needed to be made, a change of date, and call to order. A motion was made to accept the minutes with revisions by M. Powanda and seconded by B. Keohane.
4. Public Comment- J. Fitzpatrick and I. Quigley from the PA Downtown Center led a focus group regarding Nature Based Place-making for municipal officials.
5. Treasurer's Report - M. Lenhart presented the Financial Report and stated that the checking account balance is \$488.20, and the savings account balance is \$58,493.13. In restricted funds, the Operating Reserve is \$23,469.13, and the PARRC Planner is \$35,024.00. Total Restricted funds are \$58,493.13. Total non-restricted funds is \$488.20. Payment has been received from Lower Pottsgrove, Washington, North Coventry, and East Coventry. A motion for approval was made by M. Powanda, and seconded by J. Erb, the motion was approved with no objections or abstentions. The PARRC Foundation's Financial Report was reviewed. The PARRC Foundation's checking account balance is \$1,416.12, and the savings account balance is \$33,651.80. Total Restricted funds are \$30,463.96, and Total Unrestricted are \$4,603.96.
 - a. Recreation Assistant Pay Increase – M. Lenhart stated that S. Kriczky annual review has occurred, it typically comes with a pay increase, however the pay increase happened between annual reviews. S. Kriczky will not be up for a pay increase until the end of the fiscal year.
 - b. Montgomery County Senior Games – M. Lenhart reminded the partners to think about whether they would want to participate in the Montgomery County Senior Games as a 5013(c).
 - c. PARRC Foundation Audited Financial Report – T. McCloskey stated that she is working on a BCO report for the Foundation that requires the audited financial report. T. McCloskey asked B. Keohane if he had reached out and confirmed whether PARRC needs a audit report at this time. B. Keohane stated he was unsure and would reach out.

6. County Planner Updates – No county planners in attendance.
7. Planner's Report – T. McCloskey presented the Planner's Report. T. McCloskey stated that she has been working on grants and grant closeouts. She has weekly meetings with the recreation assistant and conducted their annual review. Attended meeting with Appalachian Mountain Club for GIS data transfer and training. Attended webinars for AICP credit. Coordinated Nature-Based Placemaking meeting project with PDC and organized focus groups. Began the Bureau of Charitable Organizations renewal. Coordinated with recreation assistant on Summer Newsletter and calendar. Coordinated with consultant on PARRC logo project. The recreation assistant has prepared blogs, Facebook, and the seasonal newsletter and calendar. The recreation assistant works on the Storymap Project, Nature Based Placemaking, site visits, and attends weekly meetings with the Recreation Planner. T. McCloskey has submitted the People, Parks and Community Foundation Grant for Pottstown Borough. She began working on DCED multimodal transportation fund grant and completed MontCo 2040 Implementation closeout for Douglass. She had meetings with G. Churach and A. Gryga for the Trail Study at Hollenbach park for Upper Pottsgrove. She coordinated with Township and consultant regarding new park sign design at Ringing Rocks Park for Lower Pottsgrove. She monitored award of Chester County Preservation project for Kenilworth Park playground project for North Coventry. Coordinated with Township regarding award of Schuylkill Highlands Minigrant for Towpath Park Signage project and assisted with Towpath Park phase 1 for East Coventry. Coordinated with Township on Old Timer's Field construction project and sign installation and closeout of Murgia Park signage project for West Pottsgrove. Coordinated with township on required documents for Barto Community Park Master Plan Project. Coordinated with M. Bedle on a potential trail project for Washington Township.
8. Volunteer Events – No volunteer events are currently scheduled.
9. Old Business
 - a. New PARRC & PARRC Foundation Logos. – T. McCloskey and M. Bedle received a draft back from the designer. T. McCloskey and M. Bedle will present logos at the next meeting.
 - b. Finance Committee Updates- No Meeting.
 - c. 2026 Strategic Plan – T. McCloskey is reviewing the previous strategic plan. T. McCloskey will create a questionnaire instead of an interview. T. McCloskey will send out the questionnaire for review once completed. B. Keohane stated that strategic plans should come first in terms of financial resolution.
10. New Business – No new business.
11. Grant Announcements – Awards & Due Dates – DCED Multimodal Transportation Fund applications are due 7/31, and Local Share Account Statewide round opens 9/1.
12. Partner Updates.
 - F. Kapp, ECT – F. Kapp stated that new birdhouse at the East Coventry Nature Preserve that was installed has already been almost filled.
 - M. Bedle, WT- M. Bedle stated that they are waiting for the Berks County Planning Commission to schedule a meeting regarding the Colebrookdale Rail to Trail. They are working to get their RFB done to get out the master plan for Barto Community Park. Continuing planning the Fall Festival.

- G. Churach, UPT- G. Churach stated that they were denied a grant for Hollenbach Park Phase1b. They will revise and submit again in the fall. Their trail study has started and will focus on invasive species.
 - B. Keohane, LPT- B. Keohane stated that the Summer Concert Series will have their first concert of the summer on Sunday.
 - J. Erb, NCT – No Update.
 - M. Lenhart, PB – M. Lenhart stated that new playground equipment was put in at South Street Park. Brookside park is also progressing. Pottstown Rumble was a success.
 - M. Powanda, DT – No update.
 - C. Valentine, WPT – C. Valentine sated that new interpretive signs were installed at Murgia Park.
13. Action Items. – B. Keohane will reach out to his contact for the Financial Audit Report and let T. McCloskey know if it is necessary for the BCO. T. McCloskey will send out a questionnaire for the 2026 strategic plan for partners to review.
 14. Next PARRC meeting- M. Lenhart stated that the next PARRC meeting will be held on 7/23/25, and to send all agenda items to T. McCloskey.
 15. Adjournment- A Motion to Adjourn was made by J. Erb and seconded by M. Bedle; the motion passed, and the meeting adjourned at 6:30pm.