



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

PARRC MEETING MINUTES

April 24, 2024-A hybrid meeting

In attendance:

Michael Lenhart, Borough of Pottstown
Jay Erb, North Coventry Township
Bill Keohane, Lower Pottsgrove Township
Charlie Valentine, West Pottsgrove Township
Liz Willow, East Coventry Township
Mark Bedle, Washington Township
McKenna Powanda, Douglass Township

Mark McKinnie, Upper Pottsgrove Township
Craig Colistra, Pottstown Area Health & Wellness Foundation
Tim Konetchy, Montgomery County Planning Commission
Steve Buck, Chester County Planning Commission
Tricia McCloskey, PARRC Regional Recreation Planner
Shelley Kriczky, PARRC Recreation Assistant
Cathy Paretti, PARRC Treasurer

Meeting Notes:

1. Call to Order- 4:35pm and Pledge of Allegiance.
2. Welcome and Introductions. A round of introductions were made for Liz Willow, who was in attendance for K. Nocella.
3. Approval of meeting minutes from March 27, 2024. Two edits were noted by B. Keohane and C. Valentine. The minutes with the noted revisions were motioned for approval by J. Erb and seconded by m. Powanda. The motion was approved with no objections or 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. C. Paretti stated that that the savings account balance is \$63,486.74 and the checking account balance is \$8,452.88. C. Paretti stated that she has still not heard back from the Schuylkill River Greenways regarding the invoicing. C. Paretti stated sent a check to the Appalachian Mountain Club in the amount of \$688.00, but it has not cleared yet. C. Paretti also stated she cut a check to M. Lenhart for the volunteer day. C. Paretti stated she has the municipal invoices ready and C. Colistra asked her if she would send one to PAHWF as well.
 - b. Events Subcommittee. M. Lenhart stated that Pottstown Borough held a volunteer cleanup day on April 13th, in partnership with Perkiomen Watershed Conservancy (PWC). About 40 people participated and worked in several Borough parks and along the creek. C. Colistra asked if information was collected on the participants. M. Powanda stated that the volunteers must sign up with the PWC in order to participate. C. Paretti stated that an Earth Day Clean Up event was held at Veterans Island and six employees from the Pottstown Home Depot volunteered about three hours on Monday morning. C. Paretti stated that they were interested in doing more projects. L. Willow mentioned the upcoming Revolutionary War Cemetery event in East Coventry Township, which will have music and speakers.
 - c. Financial Sustainability Subcommittee. M. Lenhart stated that no meeting had been scheduled and that he is working on the documents regarding the Eagle Scout funding. B. Keohane stated that T. McCloskey completed the Foundation's tax documents and that he would be having an accountant friend check

- them before they can be submitted. M. Lenhart discussed TCN's potential shared services program for future accounting needs.
- d. DEI Subcommittee. C. Colistra stated that he and T. McCloskey continue to work on the survey and will schedule a meeting together and will include S. Kriczky and have review questions from similar surveys.
6. County Planner Updates. S. Buck shared that Chester County Planning Commission (CCPP) is now leading development of the Circuit Trails in the county, rather than the Parks and Recreation Department. The County was recently awarded \$907,000 from the Multimodal Transportation Fund for development of a portion of the Chester Valley Trail. An event will be held for the 5th anniversary of the passing of Landscapes3, the County Comprehensive Plan. The event will be held on May 14th from 5:30 to 7:30pm at the Government Services Center in West Chester. The event will include a review of accomplishments as well as a look at future trends and issues. S. Buck also shared that he attended a meeting hosted by the Transportation Management Association of Chester County that covered topics related to bicycling in Chester County and included speakers from the Circuit Trails Coalition, CCPC, PennDOT and West Chester University. J. Erb stated that he liked the focus on trails for transportation as well as recreation. T. Konetchy stated that PMRPC has embarked on the update to the Regional Comprehensive Plan and shared a link to a public survey. Montgomery County is working with DVRPC on Safe Routes to School Projects, and the Passenger Rail Project continues to make progress. The Montgomery Awards are currently open. The 2024 minigrants are being closed out and checks for the 2025 round will be sent out soon.
7. Planner Report and Quarterly Report. T. McCloskey reviewed her work on the monthly Planner Report, including the submission of three DCNR C2P2 grant applications. Additionally, she began work on three Schuylkill Highlands Minigrant Applications, one DVRPC Regional Trails Grant Application and one DCED GTRP application. She noted that the StoryMap is now available on the PARRC website. Revisions to the map will be needed, and it was decided that map edits will be made twice per year. She stated a GIS consultant will likely be needed to make the edits, and AMC has reduced rates. T. Konetchy indicated he may be able to help PARRC with that. T. McCloskey also shared that \$6,000 from the Yeck Foundation for the StoryMap project was just received. T. McCloskey also review the Quarterly Report with the Committee, and shared that in the first quarter of 2024, \$233,000 grants were awarded from PMRPC and the Yeck Foundation and \$428,000 in grants were pending. She also reviewed her utilization with the Committee.
8. Old Business
- a. None.
9. New Business.
- a. Approval to Purchase Quick Books. Purchasing Quickbooks was discussed at a previous meeting. B. Keohane made a motion to allow T. McCloskey to purchase Quickbooks for \$75.00. M. Powanda seconded the motion. The motion carried with none opposed and no abstentions.
- b. Additional Funding for the StoryMap Project. This agenda item was discussed above.
- c. Carry-in, Carry-Out Trash Ordinance. J. Erb stated that North Coventry Township has this as a policy at the Township but it is not codified. The example from New Garden Township has the carry-in carry-out trash policy written as a draft ordinance. B. Keohane asked how that could be enforced and J. Erb indicated that it would be a summary offense. T. McCloskey stated that it could be of value in townships with more remote parks, like Douglass for example. M. Bedle stated he would send the New Garden ordinance out as a Word document. "Fee versus fine" was also discussed by the group, which is used at pavilions, wherein a fee is charged to rent a pavilion or use a field, and if trash is not collected/cleaned up, then the fee is not returned.
10. Grant Announcements. T. McCloskey reviewed open grant programs.

- a. T. McCloskey stated that she is ready to submit three Schuylkill Highlands minigrant applications, including one on behalf of PARRC for the Nature Based Placemaking Program.
 - b. T. McCloskey stated she is working on a DVRPC Regional Trail Program for North Coventry and it is due May 3rd.
 - c. T. McCloskey stated she is working on two DCED Greenways, Trails and Recreation Program grant applications which are due May 31st. She let the Committee know that she is on vacation from May 10th to the 20th.
- B. Keohane mentioned that the Pottsgrove Recreation Commission may request funding from PAHWF for Summer Playground Scholarships for families that cannot afford the \$120 fee.

11. Partner Updates.

- M. McKinnie, UPT-The spring cleanup event was held at the Kehl portion of the Althouse Arboretum on April 12th. About 50 volunteers participated in the cleanup event.
- B. Keohane, LPT-The Sanatoga Park Summer Concert Series schedule has been set and six shows will be held between June 30th and August 4th.
- L. Willow, EVT-The Township's Rock the Wall Run was held and made money. The Township is also holding a Build a Bluebird Box event on May 4th. She also mentioned the Revolutionary War Cemetery event as well.
- J. Erb, NCT-The Coventry Woods Festival will be held May 19th and includes the annual goat derby, Cow Plop Bingo.
- C. Valentine, WPT-The Township's cleanup event will be held in the fall.
- M. Lenhart, PB-The first phase of Riverfront Bridge Project is complete and new bridge deck will be replaced in the fall. The Carousel will hold its Final Friday events beginning this Friday and offers food, beverages and kids activities. The Pow Wow on the Manatawny will be held on May 4th and parking is available at Montgomery County Community College-South Hall.
- M. Bedle, WT-A Spring Clean Up and Recycling event will be held in the Township on May 4th. M. Bedle thanked the Committee members for their input on the trail easement topic at last month's meeting. The Township will meet with the solicitor regarding easements and to rework park rules and regulations. M. Bedle stated he will soon meet with Bally Borough and Barto Borough's recreation committees to talk about events, etc. The boroughs are located within or adjacent to Washington Township.
- M. Powanda, DT- The concrete paving project behind the backstops at the ballfield in Douglass Park is complete and seeded. The Pickleball/Tennis Court Project will be getting underway soon and may be complete in June. The fencing around the courts has been removed.
- C. Colistra, PAHWF-PAHWF has transitioned to a Community Foundation. The PAHWF grants are under review.

12. Action Items-M. Lenhart stated that the Financial Sustainability Committee should meet.

13. Next PARRC meeting-M. Lenhart stated that the next PARRC meeting will be held on 5/22/24, and to send all agenda items to T. McCloskey.

14. Adjournment- A Motion to Adjourn was made by M. Bedle and seconded by J. Erb; the motion passed and the meeting adjourned at 6:14pm.