



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

PARRC MEETING MINUTES

October 23, 2024

In attendance:

Michael Lenhart, Borough of Pottstown
Bill Keohane, Lower Pottsgrove Township
Charlie Valentine, West Pottsgrove Township
Karen Nocella, East Coventry Township
Jay Erb, North Coventry Township
McKenna Powanda, Douglass Township

Mark McKinnie, Upper Pottsgrove Township
Steve Buck, Chester County Planning Commission
Tim Konetchy, Montgomery County Planning Commission
Tricia McCloskey, PARRC Regional Recreation Planner
Shelley Kriczky, PARRC Recreation Assistant
Cathy Paretti, PARRC Treasurer

1. Call to Order- M. Lenhart called the PARRC meeting to order at 4:31pm and the Pledge of Allegiance was made.
2. Welcome and Introductions. No introductions were needed.
3. Approval of meeting minutes from September 25, 2024. The minutes were motioned for approval by M. Powanda and seconded by B. Keohane. The motion was approved with no objections or abstentions.
4. Public Comment-None.
5. Executive and Subcommittee Reports.
 - a. Treasurer's Report. C. Paretti stated the checking account balance is \$5,724.23 and the savings account balance is \$67,958.51 for PARRC. The Planner contribution was paid to SRG on October 9, 2024, in the amount of \$67,952.00. M. Lenhart asked if the Interactive Map project can be closed and T. McCloskey stated yes. M. Powanda made a motion to accept the Treasurer's report and it was seconded by C. Valentine. The motion passes with no opposition and no abstentions. C. Paretti stated that the PARRC Foundation's accounts as of September 30 were that the savings account has \$51,604.33 and the checking account has \$1,021.87. \$10,000 is restricted for North Coventry Township and \$478.00 is for filing fees, \$2,355.07 is for the Scouts, \$4,000.00 is for the Judo Club and \$30,000.00 is for the Nature Based Placemaking Project. C. Paretti stated that the Putt for Parks funds will be on next month's PARRC Foundation financial report. A motion was made by B. Keohane to accept the PARRC Foundation financial report and it was seconded by M. Powanda. The motion passed with no opposition and no abstentions.
 - b. Events Subcommittee. M. Lenhart stated that he thought the Putt for Parks event went well and he thanked C. Valentine for the Target gift cards. A discussion was had over the maximum number of teams that could play during the tournament. K. Nocella thought a summer tournament with a boardwalk theme might be nice, and a discussion regarding start times in the summer took place. M' Lenhart stated that June might be the best month to hold it. A discussion was held regarding the potential use of the Putt for Parks funds, including for operational expenses.
 - c. Financial Sustainability Subcommittee. M. Lenhart stated that the officers discussed T. McCloskey working in QuickBooks. The additional work create by working in QuickBooks will be offset by S. Kriczky taking over the minutes. T. McCloskey stated she has discussed it with S. Kriczky and will determine the

method with which minutes will be taken, including the use of an AI companion or recording the Zoom meeting. T. Konetchy stated that if you have Zoom for Workplace there is an AI companion with that. M. Lenhart stated that making the Recreation Assistant full time between now and the next funding resolution is approximately two and half years.

- d. DEI Subcommittee. T. McCloskey stated that she is continuing to work on the three projects to spend down the last \$3,000.00 of the DEI grant from PAHWF. The projects include the Ricketts Center interpretive sign, the new tree at the Native American memorial and the DCNR "Parks for All" signage. T. McCloskey will get a price and order the signs when she knows the full price of the Ricketts sign and the tree.
- e. PARRC Foundation. M. Lenhart discussed the debit card for the Foundation. A discussion was held regarding whose name should be on the card. C. Paretti stated that it should be one of the three signors on the account. M. Powanda stated we could ask the bank what their advice is. M. Powanda made a motion to acquire a debit card for the PARRC account with the PARRC member name as the credit union may advise. K. Nocella seconded the motion. The motion passed with no opposition and no abstentions.
6. County Planner Updates. T. Konetchy stated that all Round 4 grants are now closed. The PMRPC Comprehensive Plan update is underway and T. Konetchy will be contacting T. McCloskey to discuss parks and recreation projects. County inventories and reports are being updated. T. Konetchy also shared an Active Transportation Workshop is being held in-person on October 30th at Upper Gwynedd Township. If you attend, you will receive a guidebook. S. Buck stated that the draft report for the County Trails Master Plan project is ready for review on the Chester County Planning Commission's website. T. McCloskey asked when S. Buck needs comments by and he said Monday would be fine. The Report provides recommendations for the future planning and development of trails throughout the County.
7. Planner Report and Quarterly Report. T. McCloskey reviewed her work within the PARRC region on the monthly Planner Report, including work on the Putt for Parks event, submission of three PAHWF grant applications, continued work on the StoryMap project, initiation of work on the Nature Based Placemaking project, grant closeout reports, preparation of the Quarterly report and coordination on active design and construction projects. T. McCloskey review the Quarterly report with the PARRC members, noting its new design and layout.
8. Old Business
 - a. New PARRC & PARRC Foundation Logos. Tabled until December meeting.
 - b. Nature Based Placemaking Project-Tabled until Julie Fitzpatrick joins the meeting.
9. New Business
 - a. Annual Review of Recreation Planner. M. Lenhart stated that the review form will be sent to all municipalities. Anyone from the township can provide information. The scale is from one to five, and anything above the mean requires a comment or an explanation. Fill the form out, return it and a special meeting will be held in November. A discussion took place regarding the best day to meet and November 13th at 4:30pm was tentatively agreed upon.
 - b. Minutes Transfer and Method-already discussed.
10. Grant Announcements. T. McCloskey announced that the PARRC Region had received \$1.1 million in DCED Local Share Account grant funding. She stated that the CFA held a special meeting to award the project. T. McCloskey indicated that some of the funding was for non-park and recreation related equipment and vehicle expenditures. She wanted to get the Committee's feedback on spending her time on these applications. General discussion ensued regarding the value of preparing these grant applications and the Committee agreed that it was acceptable for her to continue to do so.
11. Partner Updates.

- M. Powanda, DT-M. Powanda stated that the Tennis Court/Pickleball Court Project in Douglass Park is complete, except that the fence still needs to be reinstalled.
- M. McKinnie, UPT-M. McKinnie stated that the Township is continuing to look at options for the newest acquisition at 2290 Gilbertsville Road.
- B. Keohane, LPT- The Township's Empower Your Park event was held on October 19th. B. Keohane said that about eight staff members from Pottsgrove School District attended along with five children. Attendees helped to clean up Sanatoga Park.
- K. Nocella, ECT-Fall Festival is scheduled for Saturday, October 26th, from 10am to 1pm, which is also the last day of tours of Frick's Lock village. There will be a live owl demonstration, a band, food truck, and ice cream.
- C. Valentine, WPT- The Township's Empower Your Park Event will be held on October 26th and volunteers will help install nesting boxes in Murgia Park.
- M. Lenhart, PB- The SRT Bridge Project in Riverfront Park may be completed in November. Spooky Golf at Manatawny is ongoing.
- J. Erb, NCT-The Township's Annual Coventry Woods Bonfire is scheduled for Saturday, November 2nd.

*continuation of item 8b. Nature Based Placemaking Project.

Julie Fitzpatrick of the Pennsylvania Downtown Center joined the meeting and gave a brief PowerPoint presentation regarding the Nature Based Placemaking project. After the presentation, T. McCloskey asked if the next step was to get the contract signed. B. Keohane made a motion to sign the contract with the PA Downtown Center for the Nature Based Placemaking Project in the amount of \$30,000.00, with the need for signature lines to be added to the contract first. M. Powanda seconded the motion and the motion carried with no opposition and no abstentions.

12. Action Items. None.

13. Next PARRC meeting- M. Lenhart stated that the next PARRC meeting will be held on 12/5/24, and to send all agenda items to T. McCloskey. New dates for the 2025 PARRC Meetings will be needed.

14. Adjournment- A Motion to Adjourn was made by M. Powanda and seconded by M. McKinnie; the motion passed and the meeting adjourned at 6:44pm.