



## POTTSTOWN METROPOLITAN REGIONAL PLANNING COMMITTEE

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

### PARRC Meeting Minutes

March 27th, 2019

5:00 p.m. – 6:30 p.m.

@PAHWF

#### In Attendance:

Michael Lenhart, Borough of Pottstown  
Charlie Valentine, West Pottsgrove  
Jay Erb, North Coventry  
Greg Churach, Upper Pottsgrove  
Bill Keohane, Lower Pottsgrove

Craig Colistra, PAHWF  
John Cover, MCPC  
Marley Bice, MCPC

#### Meeting notes:

1. Welcome and Introductions.
2. Meeting minutes from February 27, 2019 were approved.
3. C. Colistra & M. Lane discussed a summer intern that will inventory, perform interviews, and observe use of facilities in the parks. It was suggested that the intern come to the May PARRC meeting.
4. PECO grants: It was suggested that the list of projects that were approved be checked as well as find out why the 3 PARRC grants were not approved.
5. CMAQ grants: PARRC wanted more information.
6. It was suggested that M. Lane attend the Leadership Breakfast meeting at Hobart's Run. The YMCA is also having an Open House in 3 weeks.
7. Discussion of Announcements:
  - M. Lenhart would like to apply for a Schuylkill Highland grant for new Riverfront Park signs.
  - Status of PARRC meeting venue – C. Colistra looked into the access issue with the building manager and the outside door is supposed to be left open until 5:30 PM. It was discussed that if PARRC leaves PAHWF for SRG offices, we should do it in October of 2019 and then advertise the meeting dates in August in the Mercury.
  - J. Cover drafted a new Implementation Agreement (IA) for the creation of PARRC as a stand-alone entity. He discussed why it was advantageous to be independent and then went over the sections in the IA:

The PARRC bylaws were used as a basis for the IA. The purpose is to create PARRC as an independent organization; to act as a conduit for funds for the PARRC position/Circuit Rider program; to solicit additional funds as needed; to secure our own bank account; to acquire grants; add staff and allocate grant funds. PARRC needs to discuss PAHWF's role as a member of PARRC. The IA needs to be passed by Resolution by each Township and the Township's solicitor needs to review it.

*Section 1. Creation* – References the act and law to divest themselves from another organization.

*Section 2. Purpose* – Taken from the bylaws and essentially involves 2 tasks: Improve parks and hire PARRC position.

*Section 3. Committee*, 1. Membership – a., b., c. were discussed and d. was

emphasized as it is important that each PARRC member transmit information from PARRC meetings to their elected officials.

2. Officers – taken from the bylaws.
3. Terms of Office – taken from the bylaws.
4. Quorum – now stands at 4 because of 7 PARRC members but will need to be amended if New Hanover or another municipality becomes a member.
5. Voting – As stated.
6. Meetings – A majority of PARRC members need to agree on the dates of the meetings. All meetings are open to the general public. If the meeting venue changes, a sign on the door announcing the new venue will be sufficient.
7. Admin & Expenditure of funds – PARRC can solicit funds from each member for special projects or other purposes. It was suggested that we add the phrase “and staff or full-time person” after the word “PARRC”.
8. Annual Report - should be given to each elected official. d. It was suggested that a 6 month report be developed in pie chart form and an annual summary be produced. The annual summary should summarize each municipalities goals and use the existing set of procedures and revise and adapt them at beginning of each year. It was suggested that PARRC have an annual audit and we should get a Federal ID #. It was also suggested that PARRC appoint a Treasurer to manage the bank account, PARRC salary with SRG, for project funding and monitor grants. It was suggested we form a financial policy similar to PMRPC’s.

New Number 9. – Work Program.

*Section 4. Regional Recreation & Parks Coordinator* – Resolution already passed by the 7 municipalities to continue with the PARRC position. It was suggested that PARRC needed an MOU with PAHWF to define their role unless they are purely a grant funder. It was also suggested that PARRC needed an MOU with SRG for the use of their facilities for meetings.

*Section 5. Withdrawal* – as stated.

*Section 6. New Membership* – non-members outside of PMRPC may join PARRC by unanimous “vote” as long as they are within the PAHWF service area.

*Section 7. Severability* – as stated.

*Section 8. Effective Date* - As stated.

It was suggested that PARRC develop a Power Point Presentation (PPT) with bullet points with a consistent message for the new IA and MOU to present to elected officials. Important points would include why does PARRC need to be a separate body? We are expanding the scope of what we do. Why? Grants coming in and out, etc. There



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needs to be an explanation that there may be an increase in costs, especially for an annual audit. B. Keohane will start to develop this PPT.

### Next Steps –

- A. Revise IA.
  - B. Develop a new procedures document.
  - C. Get a Federal ID #.
  - D. Determine if PAHWF needs to be in the MOU.
  - E. Develop an MOU with SRG. C. Colistra to revise existing one and address overages with health care costs increasing for PARRC that PAHWF covers.
  - F. For later – appoint a Treasurer; get a bank account and have Solicitor review the draft IA.
  - G. M. Lane to revise procedures.
- Coordinate special events – J. Erb disseminated Schuylkill Highlands packets for this summer's OUTHERE adventure challenge. There are 8 challenges in different public facilities and answers are submitted to either Coventry Ice Cream Shop for a chance to win a prize donated by REI. It was requested if 1). PARRC should get a grant and do this as a separate project as a multi-municipal plan? 2). How do we open the parks up for others? PAHWF has funds for event grants which the round opens in July. PMRPC also has programming grants. It was suggested that we gather ideas this summer for an event in 2020 and acquire third party funds to sponsor it. It was also requested if the summer intern can ask questions about what users want to see or what she sees as an event.
  - Update the newly elected officials list.

### 8. Updates from the PARRC members:

- a. PAHWF: No.
- b. North Coventry: No.
- c. Pottstown Borough: No.
- d. Lower Pottsgrove: Easter Egg Hunt is April 13<sup>th</sup>. Bid packages for Gerald Richards Park should be out within a month.
- e. West Pottsgrove Township: They are considering filling in the community pool. The property is being appraised for possible sale.
- f. Upper Pottsgrove Township: No.
- g. Douglass Township: They are cancelling the Fish Rodeo. There will be no Bike Night. The Fire Company is planning two summer events: a carnival in May and a food truck extravaganza. Their Township engineer sent a letter to DCNR to request extra funds to complete the Douglas Park project because of delays from the weather and were awarded \$22,000.00. They had matching funds for the request.
- h. MCPC: No.



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Adjournment: 6:53 PM

Recorder: M. Lane

***2019 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, 5<sup>th</sup> floor, Pottstown, PA 19464):

<i>January 23</i>	<i>February 27</i>	<b><i>March 27</i></b>	<i>April 24</i>	<i>May 22</i>	<i>June 26</i>
<i>July 24</i>	<i>August 28</i>	<i>September 25</i>	<i>October 23</i>	<i>December 5</i>	

***Next meeting: April 24, 2019 5:00 pm @PAHWF***