



**SIMONE COLLINS**  
**LANDSCAPE ARCHITECTURE**  
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## MEETING AGENDA

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Project: Middletown Comprehensive Recreation, Parks, Open Space, Greenways & Trails (CRPOSGT) Project No. 24028.10

Location: [Middletown CRPOSGT-Kick-Off meeting](#) Meeting Date: 9.26.2024  
(Microsoft Teams meeting) Time: 2:00 PM-2:30 PM

Re: Project Kick Off Meeting

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### ATTENDEES:

#### Middletown Township

Patrick Graham, P&R Program Coordinator  
pgraham@middletownbucks.org  
215-750-3883

Paul Kopera, Dir. Parks & Recreation  
pkopera@middletownbucks.org

#### Simone Collins

William Collins, RLA, Project Principal  
wcollins@simonecollins.com  
Anita Nardone PE, Project Manager  
anardone@simonecollins.com  
610-239-7601

### ITEMS:

1. Introductions
2. Project Communication
  - Primary Township Contacts: PG
    - Confirmed. Copy PK (not NV)
  - Identify Township members to cc on project emails (Paul Kopera?, Nick Valla?)
  - Please copy full SC team on project correspondence
  - OK with SC directly emailing committee?
3. Project Review: DCNR Grant Agreement: BRC-TAG-28-105
  - Administrative
    - Assistance with Reporting? (Share portal information)
    - Any special invoicing requirements?
4. Township GIS Data/ Park Plans
  - Data collected for the MMMIP: SC to review and reach out if additional info is needed.

- Park Plans: Any available park plans from Public Works/ Remington Vernick?
    - PG to send along Teams folder link with park plans---notably Twin Oaks and Spring Valley Farms
  - Steering Committee Meetings:
    - Generally 'Thursday'; MT to have Zoom available for committee to attend virtually if needed?
    - SC to email reminder a few days before meeting with agenda
    - Will committee meetings be public?
      - Discussed. MT choosing not to have committee meetings be public.
5. Public Meetings: (# Proposed Meetings)
- Meeting Format: In-person with Zoom link available through the Township. SC to provide MT with powerpoint for loading into computer that morning.
  - Advertisement:
    - SC to prepare poster for Township advertisement of public meetings and survey with info/ virtual mtg links (QR Codes) for distribution through Township channels
      - SC to send draft graphical 'poster' to MT for comment
6. Public Opinion Survey
- Draft to be sent to PG, PK (others?) for review.
  - Opening Date?
    - Discussed SC to send draft survey to PG and PK week of 9/30; comments back to SC; revised draft to be sent to committee by PG in advance of CM1 (requesting comments in order to finalize and begin advertisement for opening during week of October 7<sup>th</sup> or 14<sup>th</sup>)
7. MT Park/ Open Space Tour: Date? October 14<sup>th</sup>-24<sup>th</sup>???
- PG and PK requested potential tour date of October 15<sup>th</sup> (first choice)
8. Key Person Interviews (15): Steering Committee input. Need list and contacts from Twp. (KPI listing from MMMIP attached.)
9. Schedule (Draft Schedule attached) – Discussion. Review and confirmation by the Township. Start to Deliverable: 10 months
- Discussion. MT would like to move the PM3 further away from the Memorial Day weekend. Move PM3 to May 15, 2025.
10. Scope/ Tasks (from RFP & Proposal)

Task #	Task Name
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<b>A</b>	<b>Purpose, Goals &amp; Objectives</b> - for the Public Plan
<b>B</b>	<b>Public Participation</b>
B-1	Steering Committee Meetings (4)
B-2	Public Meetings (4)
B-3	Key Person Interviews (15)
B-4	Online Citizens Survey
B-5	Focus Group (1)
B-6	Planning document review (see also task C-4)
<b>C</b>	<b>Background Information</b>
<b>D</b>	<b>Mission Statement, Goals, Objectives</b> - for the Agency
<b>E</b>	<b>Agency Administration</b> (subtasks E-1 thru E-8)
<b>F</b>	<b>Agency Personnel</b> (subtasks F-1 and F-2)
<b>G</b>	<b>Facilities and Open Space Inventory and Analysis</b>
<b>H</b>	<b>Facilities and Equipment Maintenance</b>
<b>I</b>	<b>Recreation Program and Services</b>
<b>J</b>	<b>Financing / Funding Sources</b>
<b>K</b>	<b>Recommendations and Cost Estimates</b>
K-1	Describe Recommended Changes - Admin, programs,etc
K-2	Estimate costs for all recommended changes
K-3	Provide additional Greenway Items
K-4	Timetables for all recommendations
<b>L</b>	<b>Plan Implementation</b>
L-1	Prioritize Operational Recommendations

L-2	Identify recommendation roles, schedule, cost, sources
L-3	Prioritize Capital Improvement Recommendations
L-4	Provide 5-year summary of projected fiscal impacts
<b>M</b>	<b>Trail Network Plan</b>
M-1	Provide Inventory of Current Trail system in MT
M-2	Identify potential new Trail Projects
M-3	Analyze future trails - costs, access, funding, issues
<b>N</b>	<b>Products - Draft / final</b>
N-1	Draft Report
N-2	Final Report
<b>X</b>	<b>Project Administration</b>

11. Township Funding Channel Needs? E.g priorities needing attention before draft/final plan?

12. Middletown Township- Official Park Listing-Updated during discussion.

1. Cobalt Ridge Park
2. Community Center
3. Middletown Community Park
4. ~~Core Creek Park~~—Buck County Park
5. Delaware Park
6. Detective Christopher Jones Memorial Park
7. Detweiler Park
8. Firefighters' Park
9. Forsythia Crossing Park
10. Harris Park
11. Herbert Hoover Park
12. Lance Corporal Harry J. Simmons, Jr. Memorial Park
13. Lions Playground
14. Periwinkle Park
15. Quincy Hollow Park
16. Sunflower Park
17. Tareyton Estates Park
18. Twin Oaks Park

19. Upper Orchard Park
20. Veterans Memorial Park

Four (4) Preserved Lands

1. Styers Orchard
2. Middletown Country Club (township owned; business leased)
3. Langhorne Spring Water Company
4. Spring Valley Farm