



**SIMONE COLLINS**  
**LANDSCAPE ARCHITECTURE**  
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## MEETING NOTES

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Project:	Middletown Township: Comprehensive Recreation, Parks, Open Space, Greenways & Trails Plan Study	Project No.:	24028.10
Location:	Middletown Township Municipal Building (Public Hall)	Meeting Date/ Time:	January 16, 2025 5:30-7:00pm
Re:	Steering Committee Meeting #2	Issue Date:	February 13, 2025

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### ATTENDEES:

#### Simone Collins:

William Collins (WC)

Toby Levin (TL)

#### Certified Parks & Recreation Professional:

Derek Dureka (DD)

#### Township Representatives:

Patrick Graham (PG) – Parks and Recreation Director

Paul Kopera (PK) – Assistant Director of Parks and Recreation

#### Middletown Township CRPOSGT Steering Committee Members:

Brian Andrews

Bill Thomas

Dana Kane

Angie Nagel

Missy Kitzmiller

### NOTES:

1. **Simone Collins Landscape Architecture (SC)** gave a presentation which included a draft Vision Statement for the CPROSGT plan, preliminary analysis including community and NRPA benchmarking and DVRPC Parks, Trails, and Water Access, proposed improvements

related to park access from the Multimodal Improvement Plan, and Preliminary Public Survey results. The presentation also included an overview of next steps, including the Public Meeting on Thursday, January 23 at 7pm, and the next steering committee meeting on Tuesday, April 1 at 5:30pm.

2. **A committee member recommended including Open Space as a goal for the CPROSGT Plan.**
  - a. The committee member noted that the preservation of and improved access to open space are both included in the goals of the 2020 Middletown Comprehensive Plan.
  - b. Another committee member recommended revising the third goal of the CPROSGT Plan to ensure attention to preservation, maintenance, and sustainability of existing **and future** open spaces for natural systems to flourish.
  - c. Another committee member asked if ensuring accessible parks included removing economic barriers to access?
    - i. SC responded that economic barriers to parks access could be included as specifically articulated goal for the plan.
3. **PG noted that the Township has 3 tennis courts and 11 pickleball courts.**
  - a. SC noted that these figures will be updated for future benchmarking discussions.
4. **Committee members recommended mailing out postcards to advertise the Public Opinion Survey.**
  - a. The committee also proposed reaching out to schools to market the Public Opinion Survey and obtain more youth and family input.
5. **WC asked if the township plans to formally adopt the CPROSGT plan** or if it would only be accepted by the Board of Supervisors, noting that, if formally adopted, the improvement projects included in the plan could be eligible for funding without an additional master planning process.
  - a. PK and PG indicated that they would discuss potential adoption of the completed plan with Township leadership and the Board of Supervisors.
6. **The committee also discussed the format for the first public meeting.** SC described the breakout discussion format used at public meetings for other planning projects and the committee expressed support for using the format for the first Middletown public meeting.
  - a. A committee member noted that the community will likely mention that mountain biking trails were recently removed by the Neshaminy School District behind Neshaminy High School.

**Next Steps:**

- CM #3 – April 1, 2025
- PM#1 – January 23, 2025

This report represents the Professional's summation of the proceedings and is not a transcript. Unless written notice of any correction or clarification is received by the Professional within ten days of issue, the report shall be considered factually correct and shall become part of the official project record.

Sincerely,

SIMONE COLLINS, INC.  
LANDSCAPE ARCHITECTURE

A handwritten signature in blue ink, appearing to read 'Toby Levin', with a stylized flourish extending to the right.

Toby Levin, RLA, ASLA  
Landscape Architect