

**AGENDA**  
**EAST GOSHEN TOWNSHIP**  
**BOARD OF SUPERVISORS**

Tuesday, August 4, 2015  
7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence – Supervisor Carmen Battavio
4. Ask if anyone is recording the meeting
5. Chairman’s Report
  - a. Roger Adams and Desmond Reynolds from the Dept. of Environmental Protection with an update on Dam Safety requirements.
6. Public Hearings - none
7. Police Report – none
  - Malvern Fire Co. – none
  - Fire Marshal – none
  - Goshen Fire Co. – none
8. Financial Report – none
9. Old Business
  - a. Consider Delaware Valley Health Trust
10. New Business
  - a. Consider East Goshen Park Master Plan Proposal
  - b. Consider New Kent Apartments Final Plan Revision
  - c. Authorize Chairman to execute stormwater agreement for 1406 Bramble Lane
  - d. Consider Newsletter Policy
  - e. Consider E-waste Event Dates
11. Any Other Matter - none
12. Approval of Minutes
  - a. July 21, 2015
13. Treasurer’s Report
  - a. July 30, 2015
14. Correspondence, Reports of Interest
  - a. Acknowledge Karen Martynick’s letter regarding Sycamore trees and Township’s response
  - b. Acknowledge Carroll Engineering letter re General Permit No. 11 for E. Boot Road Bridge
15. Public Comment – Hearing of Residents
16. Adjournment

The Chairperson, in his or her sole discretion, shall have the authority to rearrange the agenda in order to accommodate the needs of other board members, the public or an applicant.

Dates of Importance

Aug 05, 2015	Planning Commission	7:00 pm
Aug 06, 2015	Park Commission	7:00 pm
Aug 10, 2015	Municipal Authority	7:00 pm

Aug 11, 2015	Board of Supervisors	7:00 pm
Aug 11, 2015	Deer Committee	7:00 pm
Aug 12, 2015	Conservancy Board	7:00 pm
Aug 13, 2015	Historical Commission	7:00 pm
Aug 17, 2015	Comp Plan Task Force	7:00 pm
	FINAL MEETING	
Aug 18, 2015	Board of Supervisors	7:00 pm
	NO MEETING	
Aug 19, 2015	Futurist Committee	7:00 pm
Aug 20, 2015	Local Traffic	1:00 pm
	Advisory Committee	
Aug 20, 2015	Commerce Commission	7:00 pm
Aug 24, 2015	Trail Committee	7:00 pm
Aug 29, 2015	Community Day	T/B/D

Newsletter Deadlines for 2015:

Fall: August 31

Winter: October 30

**BOARD OF SUPERVISORS**  
EAST GOSHEN TOWNSHIP  
CHESTER COUNTY  
1580 PAOLI PIKE, WEST CHESTER, PA 19380-6199

July 21, 2015

Dear Resident:

As you are aware the Pennsylvania Department of Environmental Protection (PA DEP) has advised the Township that the Hershey Mill Dam, located at the corner of Greenhill Road and Hershey Mill Road and the Milltown Dam, located on Reservoir Road do not meet their current requirements. Both of these dams need to be upgraded to bring them into compliance or in the alternative breached.

Roger Adams, Chief, Division of Dam Safety at PA DEP and Desmond Reynolds Chief Eastern Section, Division of Dam Safety at PA DEP will attend the board of Supervisors meeting on Tuesday August 4, 2015 at 7:00 pm to update the Board on the PA DEP dam requirements.

Sincerely,

Louis F. Smith, Jr.  
Township Manager

# Memo

---

To: Board of Supervisors  
From: Jon Altshul  
Re: Delaware Valley Health Trust  
Date: July 24, 2015

---

I recommend that the Township switch to DVHT for health insurance effective on February 1, 2016 in order to control the growth of the Township's health insurance costs.

Since DVHT's presentation to the BOS on July 7<sup>th</sup>, I have asked staff to review the list of Aetna in-network providers to identify any of their doctors not on that list. No staff member has indicated to me that their doctors or health care providers are not in-network with Aetna.

In addition, Goshen Fire Company board of directors has indicated that it supports the proposed switch to DVHT. However, they do not yet have their union's buy-in at this point.

For year 1, I would recommend that the Township use a February 1-December 31 plan year, to allow our plan year to align with DVHT's preferred plan year beginning in 2017. Using a February 1 effective date (as opposed to January 1 or earlier) would prevent employees on the high deductible plan from having major surprises with respect to their current year deductibles and would make it easier for them to manage their deductibles next year.

In order to make the switch official, the Township would need to adopt an ordinance and the trust agreement. Because the signing of these documents would bind the Township to the DVHT for a minimum of two years and the firefighters' support is still pending, I would recommend that we not do so until early November. In the meantime, I would like to get the plans, including any internally managed health savings accounts, set up with Aetna as soon as possible, to ensure a seamless transition.

**Suggested motion:** I move that we direct staff to take any steps necessary to ensure that the Township can transition to DVHT for health insurance coverage effective February 1, 2016.

# Memorandum

---

To: Board of Supervisors  
From: Jason Lang, Director of Recreation  
Re: East Goshen Park Master Plan – Proposal Recommendation  
Date: July 27, 2015

---

Dear Board Members,

The Township received five proposals for the East Goshen Park Master Plan. I asked staff leadership to review the proposals and rank according to experience, proposal completeness, project approach, project cost and proposed scope of work. After thoroughly reviewing the proposals, we recommend selecting Simone Collins for the Master Plan. Their proposal demonstrated knowledge of East Goshen Park, comprehensive experience with similar projects, the ability to engage public in the process and an understanding of the balance between park design, park use patterns, people and play. Their proposal is attached as well. The Park Commission and Directors of Recreation and Public Works would serve as the Project Steering Committee. If the Board would like to partake in an interview process, that can take place as well at a later BOS meeting.

Motion:

I move that Simone Collins be selected for the East Goshen Park Master Plan project.



Proposal

# East Goshen Township Park Master Plan

East Goshen Township, Chester County, PA

## Table of Contents

1. Letter of Transmittal
2. Team Profile
3. Methods and Procedures
4. Work Schedule
5. Cost





July 8, 2015

Mr. Jason Lang  
Director of Recreation  
East Goshen Township  
1580 Paoli Pike  
West Chester, PA 19380

Dear Mr. Lang and the Selection Committee:

The master plan for East Goshen Township Park is an opportunity to reimagine a beloved component of the Township's green infrastructure toward making a very good facility - great. East Goshen Township Park evolved organically over a period of years without the benefit of an overall master plan. To be sure, some parts of the park function better than others and this is a chance to correct any deficiencies in the facility's function, layout or facilities. It is also an opportunity to address any chronic maintenance issues that may affect operational issues or park upkeep. We understand that one of the driving issues are concerns about the park's play areas, some of which may be dated or may not meet current safety or universal access requirements. The master planning process is also an opportunity to engage the community toward understanding their ideas for a better park and how they might like to utilize park facilities in the years ahead.

One of the first steps in the master planning process is to establish goals for the master plan. Park master plan goals are typically general such as *"Provide for all age groups"* or *"Plan for park improvements over the next 10 years"*. As these goals are developed, the question: How do we measure the success of East Goshen Township Park should be asked. Park facility "success" is typically measured in numbers of visitors, popularity of park programs or income generated for fee-for-service activities. Often, success is difficult to determine.

To determine success, some park system managers are turning to a triple bottom line system of accounting. Sometimes these factors are referred to as *Ecology, Economy and Equity*. Others refer to it as *People, Planet and Profit*. Whatever words are used to describe it, this is a sustainable way to view park development, use and protection as it helps park user groups and park managers make long term decisions that that will benefit the land, park visitors and the local economy.

"People" generally refers to the social equity inherent to the park facility. Will the future East Goshen Township Park be able to be accessed by potential park users without automobiles?

Will most park facilities be universally accessible? How can park development benefit as many people as possible (while still protecting its resources)? Will the park provide activities and facilities for diverse age groups? Will the park provide for both the local neighborhood and the more distant township community?

“Planet” refers to sustainable development and management practices. How will water quality protection be enhanced, perhaps to benefit the Townships MS4 (Municipal Separate Storm Sewer System) obligations? How do we advance the eradication of exotic and invasive plant species in the park? How can locally-sourced materials be used for the construction of new facilities? How do we minimize waste streams created by park users? How do we protect the park’s natural resources while making it available for greater use and enjoyment?

“Profit” is the economic value created in the community by additional development and use of the park. How might additional visitors to the park inject new dollars into the local economy? How can existing local institutions partner with the Township in the use and enjoyment of the park? What are the hidden economic benefits of the park? (Such as enhanced health of residents, lower rates of obesity, enhanced property values for residences near the park, etc.)? Even though the Township’s goals are not to make a ‘profit’ through the public use of the park, how can various possible uses generate a benefit to the local economy that at least partially offsets or justifies the cost of operating, maintaining and programming this facility?

The re-imagining of East Goshen Township Park is an opportunity to enhance our linkages to the natural world. For some township adults and children, visits to East Goshen Township Park are their most important regular interaction with the outdoors. In his 2005 seminal work, Last Child in The Woods, Richard Louv makes the case for connecting with nature as an imperative for our society. He says:

***“Passion is lifted from the earth itself by the muddy hands of the young; it travels along grass-stained sleeves to the heart. If we are going to save environmentalism and the environment, we must also save an endangered indicator species: the child in nature.”***

The Pennsylvania State Comprehensive Outdoor Recreation Plan (SCORP) advances a primary goal of connecting the Commonwealth’s residents to the outdoors. Louv’s research has with scientific data as they emphasize the urgency and importance of these sustainable initiatives.

The renewed interest in advancing our connection to nature may be a clue in planning for new playgrounds in the park. There has been renewed interest in giving children opportunities to play in “nature-based” playgrounds. Essentially, nature-based playgrounds creatively provide for basic play activities (such as climbing, crawling, imaginative play, and controlled risk-taking) with natural elements (landform, boulders, plants, logs, flowing water, etc.). Nature-based play areas can seamlessly integrate life-long lessons about the environment with play activities that can cultivate concern for and love of the natural world in our next generation of our leaders.

**Simone Collins Landscape Architecture (SC)** would be privileged to explore these and other ideas for East Goshen Township Park with the community as we help you rediscover the great attributes and potential of this property. We view our role as stewards of this great resource as we will seek to produce a plan that balances recreation with use with protection.

SC will approach the master plan for East Goshen Township Park with a dual focus of recreation and sustainability. Our firm mission statement speaks to this design philosophy for every project we undertake.

*Simone Collins Landscape Architecture is a planning and design firm committed to creating an ecologically enduring society. We inspire and educate others as we:*

- *Conduct careful research.*
- *Respect the ecological context and limits of each site.*
- *Build on sustainable practices of the past.*
- *Employ new methods prudently.*
- *Conserve materials and energy.*
- *Support local economies.*
- *Design biologically and culturally diverse communities.*

*Our work is designing places of harmony and distinction.*

SC will plan and orchestrate the community meetings with you and work proactively with the community toward a plan that gains consensus approval from Township citizens. We will complete the master plan to meet or exceed the standards of the Pennsylvania Department of Conservation and Natural Resources (DCNR) since that agency is a likely source of future funds to build master plan recommendations. SC's experience on scores of DCNR-funded park projects has afforded us the expertise to deliver an exceptional master plan to the Township.

While we have utilized a standard DCNR scope of services to outline our work, we have also kept our proposal brief to aid your review of our proposal.

Thank you for your careful consideration of our team's qualifications and proposal. We would greatly appreciate the opportunity to meet with you to discuss this important project in greater detail.

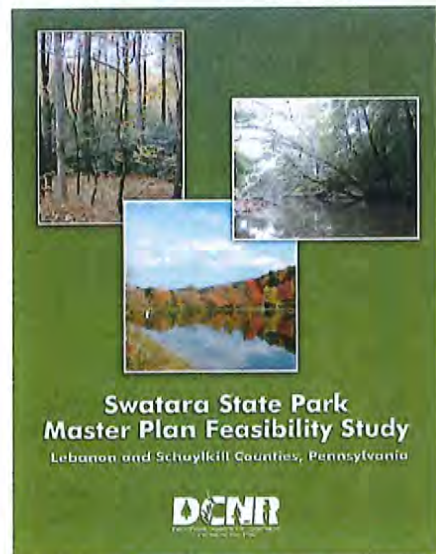
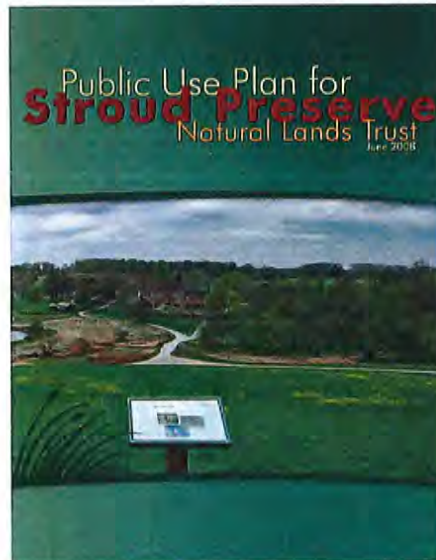
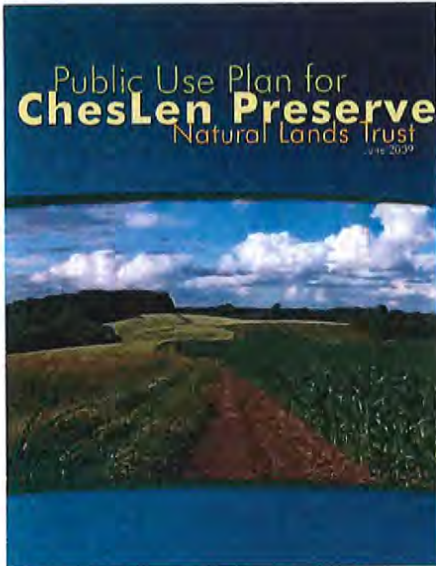
Sincerely,

Simone Collins  
Landscape Architecture



Peter M. Simone, RLA, FASLA  
President





## 2. Team Profile

**Simone Collins Landscape Architecture (SC)** has a portfolio of visionary and award-winning projects in the areas of parks, trails / greenways, streetscapes, heritage, site design, bridge design, and economic revitalization studies in communities across the Commonwealth. We have successfully completed many projects similar to the East Goshen Township Park Master Plan. 2015 is SC's 25th year of service.

Unlike many other firms, park and greenway planning and design are primary areas of practice for SC, not just an adjunct to engineering or planning. SC is large enough to bring East Goshen and the community "big" firm experience, while remaining small enough to maintain personalized service. SC has garnered 38 design awards since the firm was founded in 1990. This is a testament to the quality of work that is done by SC. Additionally, SC has been primary author for grants totaling over \$15.3M for our clients. In 2014 alone, our successful grant applications totaled over \$2.2M. We bring this expertise to the Township as a value-added service. Please refer to the grants listing in this proposal.

All relevant SC work experience referenced in this proposal was completed under the supervision of either William Collins or Peter Simone. This is a continuity of service few other firms can match.

SC is experienced in working on parks of substantial size as well as many smaller sized parks. Trail use is an important part of the East Goshen Township Park user experience. SC's trail and greenway work is also highly relevant to the master plan for East Goshen Township Park. A short list of park and trail projects that exhibit our extensive range of park and greenway experience includes:

### Parks

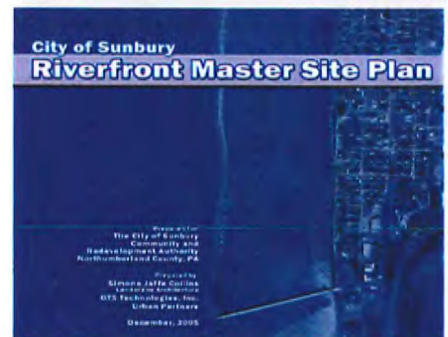
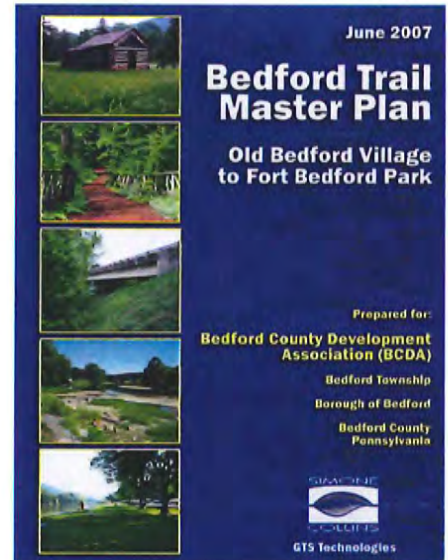
• Swatara State Park Master Plan	3500 acres
• Cheslen Preserve MP (Natural Lands Trust)	1320 acres
• Town Park Master Plan, Bloomsburg	100 acres
• Wilson Farm Park Master Plan and CDs	90 acres
• Sweet Arrow Lake County Park MP & CDs	70 acres
• Cedar Spring Creek Park, Cumberland Co. MP & CDs	2.5 acres

### Greenways and Trails

- Allegheny Highlands Trail (aka Great Allegheny Passage) Master Plan
- Radnor Township Open Space and Greenways Master Plan
- Abington Township Bicycle Master Plan
- Limerick Township Greenway and Trails Master Plan
- Lower Paxton Township Greenway and Open Space Master Plan
- Wissahickon Valley Trails Master Plan



Simone Collins developed 3 alternative concepts for Tinicum Township Park, Bucks County, PA. The final plan (above) represented a combination of some plan elements into a final plan. SC also developed a rendering of a unique pavilion for the park. SC followed up this master plan with a grant application to PA DCNR submitted in April 2015 for park improvements.





## **Simone Collins Landscape Architecture**

*Designing places of harmony and distinction*

### **Mission Statement**

Simone Collins Landscape Architecture is a planning and design firm committed to creating an ecologically enduring society.

- We inspire and educate others as we:
- Conduct careful research.
- Respect the ecological context and limits of each site.
- Build on sustainable practices of the past.
- Employ new methods prudently.
- Conserve materials and energy.
- Support local economies.
- Design biologically and culturally diverse communities.

Our work is designing places of harmony and distinction.

### **Firm Description**

Simone Collins Landscape Architecture (SC) has a portfolio of visionary and award-winning projects in the areas of parks, trails / greenways, streetscapes, heritage, bridge design, land use and zoning, transportation, institutional / schools, commercial landscapes, and estate garden design. SC specializes in developing partnership funding strategies and public involvement programs for community projects. SC offers a full range of landscape architecture and planning services *"from conception through construction."*

### **Organizational Structure**

SC is a small business enterprise of nine (9) people: two principal landscape architects; a professional staff of six landscape architects and planners; and one administrative personnel. Principals participate directly in projects through all aspects of the work and work with experienced project managers. SC principals are registered landscape architects in Pennsylvania and hold additional registrations or certificates in Delaware, Massachusetts, New York, Maryland and New Jersey. Three other SC landscape architects are registered in Pennsylvania.

### **Ownership**

The firm was established on July 1, 1990 as a subchapter-S corporation in Pennsylvania. Peter Simone, RLA, FASLA and William Collins, RLA, ASLA are principal shareholders.

### **Technology**

SC provides in-house digital services using the most advanced electronic hardware, software and printing tools including AutoCAD, ArcView GIS, Adobe Graphics, Quark XPress, Microsoft Office, PowerPoint, Publisher, Act, SketchUp and other programs.

## DESIGN AWARDS



Kings Bridge.



Wilson Farm Park.



Wilson Farm Park.

### 2014 COMMUNITY TRANSPORTATION

**EXCELLENCE AWARD** - 10thousand Friends of Pennsylvania. - Jersey Shore Pine Creek Connector Trail, Lycoming County PA.

**2011 PLANNING LEADERSHIP AWARD** - Greater Valley Forge Transportation Management Association for the Sanatoga Interchange Master Land Development Plan, Montgomery County, PA

**2009 MERIT AWARD** – Forty Foot Pedestrian Bridge, Montgomery County, PA, *American Society of Landscape Architects (ASLA), PA/DE Chapter*

**2008 REVITALIZATION AWARD** – Pottstown Pedestrian Underpass, Borough of Pottstown, PA, Montgomery County Planning Commission.

**MERIT AWARD** – Valley Forge Corporate Center Redevelopment Plan, Lower Providence, PA, *American Society of Landscape Architects (ASLA), PA/DE Chapter*

**HISTORIC PRESERVATION AWARD** - Kings Bridge Rehabilitation, Somerset County, PA, *Preservation Pennsylvania*.

**2008 CONCRETE BRIDGE AWARD** - Forty Foot Pedestrian Bridge, Montgomery County, PA, *Portland Cement Association*.

**2007 PROJECT OF THE YEAR** (Over \$5 Million) - Forty Foot Road and Pedestrian Bridge, Towamencin Township, Montgomery County, PA. *American Society of Highway Engineers Delaware Valley Chapter (ASHE)*

**PROJECT OF THE YEAR** (Under \$5 Million) - Pottstown Pedestrian Underpass, Borough of Pottstown, Montgomery County, PA. *American Society of Highway Engineers, Delaware Valley Chapter (ASHE)*.

**PRESIDENT'S AWARD FOR EXCELLENCE** - PA Route 113 Heritage Corridor Plan, Montgomery / Bucks Counties, PA., *ASLA PA/DE Chapter*

**SPECIAL RECOGNITION AWARD** - Wilson Farm Park Master Plan and Construction, Tredyffrin Township, Chester Co., PA, *ASLA PA/DE Chapter*

**HONOR AWARD** - Arcadia University Campus Landscape Master Plan, Montgomery County, PA, *ASLA PA/DE Chapter*

**MERIT AWARD** - South Bethlehem Greenway Master Plan, Bethlehem, PA, *ASLA, PA/DE Chapter*

**2006 MERIT AWARD** - Sunbury Riverfront Master Site Plan, Sunbury, PA, *ASLA, PA/DE Chapter*

**2005 MERIT AWARD** - University of the Science in Philadelphia Quadrangle, *ASLA, PA/DE Chapter*



## DESIGN AWARDS (Cont.)

- 2004 MERIT AWARD** - Molloy Tract Park Master Plan, Upper Moreland Township, Montgomery Co., PA., ASLA, PA/DE
- 2003 HONORABLE MENTION - Rail-Trail Design Recognition Awards** – Bridges/Tunnels Rehabilitation, Tohickon Aqueduct, Del. Canal State Park, PA, *Rails -To-Trails Conservancy / ASLA*
- HONOR AWARD** - Tohickon Aqueduct Rehabilitation, Delaware Canal State Park, PA, ASLA PA/DE
- 1<sup>st</sup> PLACE, NATIONAL TIMBER BRIDGE AWARD** - Rehabilitation of Existing Bridge - Tohickon Aqueduct, Delaware Canal State Park, PA, *APA Eng. Wood Assoc., FHWA*
- EXCELLENCE IN DESIGN Franklin Wood Award** - Tohickon Aqueduct Rehabilitation, Del. Canal State Park, Bucks Co., *Central Bucks AIA / Chamber of Commerce*
- MERIT AWARD** - Fisher's Park Enhancements, Towamencin Township, PA *Montgomery Co. Planning Commission Land Development Award*
- 2001 MERIT AWARD** - Towamencin Township Municipal Complex, Towamencin Township, PA, *Montgomery Co. Planning Commission Land Development Award*
- NATIONAL AWARD** - Technical Assistance to Rural Communities for innovative historic infrastructure in Pennsylvania, *USDA Forest Service*
- EXCELLENCE IN DESIGN Franklin Wood Award** - Camelback Bridge, Delaware Canal State Park, *Central Bucks AIA / Chamber of Commerce*
- MERIT AWARD** - John Potts County Park Concept Plan, Pottstown, Montgomery Co, PA; ASLA PA/DE
- MERIT AWARD** - Private Residence, Media, PA; ASLA PA/DE
- 1999 MERIT AWARD** - Delaware Water Gap Welcome Center, Monroe County, PA; ASLA PA/DE
- MERIT AWARD** - Balduini Residence / Pool, Radnor, PA; ASLA PA/DE
- 1997 MERIT AWARD** - Wissahickon Valley Trails Master Plan, Fairmount Park, Philadelphia, PA; ASLA PA/DE
- PENNSYLVANIA GOVERNOR'S AWARD** - Towamencin Village Plan, Montgomery Co., PA
- HONOR AWARD** - Towamencin Village Master Recreation Plan, Montgomery Co.; PA., ASLA PA/DE
- CURRENT TOPICS AWARD** - Towamencin Village Plan / Land Use and Design Manual, Towamencin Township, PA., *Pennsylvania Planning Association*
- MERIT AWARD** - Strawberry Fields Memorial Renovation, Fairmount Park, Philadelphia, PA., ASLA PA/DE
- EXHIBIT OF DISTINCTION** - The Wissahickon Valley Exhibit Philadelphia Flower Show, *Fairmount Park Commission*
- 1995 MERIT AWARD** - Philadelphia Museum of Art Site Maintenance Plan, Fairmount Park, Philadelphia, PA., ASLA PA/DE
- 1994 HONOR AWARD** - PW&S RR Bike Trail Master Plan, Ligonier, PA., ASLA PA/DE
- GOLD MEDAL** - Balduini Residence/Pool, *Northeast Pool and Spa Association*
- 1990 MERIT AWARD** - Elmwood Park Bandshell Renovation, Norristown, PA., *Montgomery Co. Planning Commission*

## **Commitment to Sustainable Design**

Simone Collins Landscape Architecture (SC) considers landscape architecture and sustainable design inseparable.

SC recognizes that the documented majority of conservation potential of energy and resources in new development and rehabilitation is within the operation of buildings - plus the embedded energy in construction materials. This fact places enormous responsibility on architects and engineers to design new and retrofit habitable structures that are sustainable within increasingly shorter life cycles.

This fact does not, in any way, eliminate the need for sustainable site and landscape design. The site and landscape components of the LEED certification process by the US Green Building Council and the Sustainable Sites Guidelines and Performance Benchmarks (2009) developed by the American Society of Landscape Architects, the Lady Bird Johnson Wildflower Center and the United States Botanic Garden, serve as benchmarks for sustainable site design.

### **SC Sustainable Design Goals**

SC designs use LEED and Sustainable Sites goals as targets. SC approaches every project with the goal to create the most sustainable development possible. SC introduces the principles of sustainable landscape architecture to every client and stakeholder during the 'programming' process.

SC uses its extensive experience in the stakeholder involvement process as an opportunity to educate clients about the "green" potentials for their project, as the details about their specific needs and wants are solicited.

SC synthesizes each project program using personal experience and practical considerations to match the client's greatest program needs with the highest possible level of sustainable design elements that each client's budget and human resources are capable of supporting.

SC also respects each client's internal culture and the capacity of that culture for sustainable innovations. SC designs every project specifically with subsequent sustainable improvements in mind.

SC designs employ sustainable site principles, including:

- Minimal disturbance of soils, vegetation
- Resource conservation
- Alternative energy use
- Integration of site and architecture
- Native planting and ecosystems
- Storm water best management practices (BMPs)
- Alternative on-site water treatment systems
- Materials recycling, adaptive reuse

# Simone Collins—Grant Awards Master List

Simone Collins Landscape Architecture - Client Grant Awards List: 1993 - 2014

Client Name	Location	Type of Project	Amount	Source	Status
Loyalhanna Watershed Association	Bucks Co., PA	Transport / Bridge	\$ 10,000	USDA Forest Serv	Built
Friends of the Delaware Canal	Bucks Co., PA	Transport / Bridge	\$ 80,000	USDA Forest Serv	Built
Tinicum Township	Bucks Co., PA	Bridge Design	\$ 10,000	USDA Forest Serv	Built
Tinicum Township	Bucks Co., PA	Bridge Design	\$ 10,000	USDA Forest Serv	Built
Point Pleasant Community Association	Bucks Co., PA	Bridge Design	\$ 20,000	USDA Forest Serv	Built
Point Pleasant Community Association	Bucks Co., PA	Bridge Design	\$ 30,000	USDA Forest Serv	Built
Morrisville Heritage Development Corp.	Fulton Co., PA	Heritage Adaptive Reuse	\$ 30,000	USDA Forest Serv	Built
Morrisville Heritage Development Corp.	Bucks Co., PA	Heritage Adaptive Reuse	\$ 30,000	D&L Corridor	Built
Morrisville Heritage Development Corp.	Bucks Co., PA	Heritage Adaptive Reuse	\$ 30,000	USDA Forest Serv	Built
Somerset County Conservation District	Somerset Co., PA	Transport / Bridge	\$ 40,000	USDA Forest Serv	Built
Somerset County	Somerset Co., PA	Trail	\$ 105,000	PA DCNR	Built
Morrisville Borough	Bucks Co., PA	Streetscape	\$ 10,000	PA DCED	Completed
Friends of Salt Springs	Susquehanna Co., PA	Park / Rec planning	\$ 80,000	PA DCNR	Completed
Friends of Salt Springs	Susquehanna Co., PA	Park Construction	\$ 50,000	PA DCNR	Completed
Plumstead Township	Bucks Co., PA	Transport.	\$ 30,000	D&L Corridor	Granted
Plumstead Township	Bucks Co., PA	Transport.	\$ 10,000	National Park Serv	Granted
Upper Salford Township	Montgomery Co., PA	Park / Rec	\$ 70,000	PA DCNR	Built
Pocono Mountains Vacation Bureau	Pocono Region, PA	Environmental	\$ 5,000	Private	Completed
Pocono Mountains Vacation Bureau	Pocono Region, PA	Heritage	\$ 10,000	D&L Corridor	Completed
Pocono Mountains Vacation Bureau	Pocono Region, PA	Heritage	\$ 30,000	USDA Forest Serv	Completed
Pocono Mountains Vacation Bureau	Monroe Co., PA	Trail	\$ 15,000	PA DCED	Completed
Heritage Development Corporation	Fulton Co., PA	Heritage	\$ 11,000	PA DCED	Completed
Heritage Development Corporation	Fulton Co., PA	Heritage	\$ 15,000	USDA Forest Serv	Completed
Burnt Cabins Grist Mill	Fulton Co., PA	Heritage Rehabilitation	\$ 30,000	USDA Forest Serv	Built
Burnt Cabins Grist Mill	Fulton Co., PA	Heritage Rehabilitation	\$ 10,000	USDA Forest Serv	Built
Burnt Cabins Grist Mill	Fulton Co., PA	Heritage Rehabilitation	\$ 60,000	USDA Forest Serv	Built
Grey Towers - USDA Forest Service	Pike Co., PA	Bridge Design	\$ 30,000	USDA Forest Serv	Completed
Pocono Mountains Vacation Bureau	Monroe Co., PA	Transportation planning	\$ 50,000	PennDOT	Completed
Pocono Mountains Vacation Bureau	Monroe Co., PA	Transportation planning	\$ 60,000	USDA Forest Serv	Completed
Newtown Township	Bucks Co., PA	Streetscape	\$ 1,100,000	TEA 21	Built
Worcester Township	Montgomery Co., PA	Trail	\$ 17,500	DCNR	Completed
Upper Makefield Township	Bucks Co., PA	Streetscape Construction	\$ 550,000	TEA 21	Built
Upper Makefield Township	Bucks Co., PA	Streetscape Design	\$ 60,000	DCNR	Completed
Southern Alleghenies Conservancy	Somerset Co., PA	Park / Rec	\$ 80,000	DCNR	Completed
Southern Alleghenies Conservancy	Somerset Co., PA	Bridge Construction	\$ 595,000	TEA 21	Built
Southern Alleghenies Conservancy	Somerset Co., PA	Bridge Construction	\$ 240,000	FHWA	Built
Shawnee Institute	Monroe Co., PA	Trail Master Plan	\$ 50,000	DCNR	Completed
City of Philadelphia	Philadelphia, PA	Trail planning	\$ 30,000	SRHA	Completed
Worcester Township	Montgomery Co., PA	Trail planning	\$ 17,500	DCNR	Completed
Pocono Environmental Education Center	Pike Co., PA	Campus improvements	\$ 450,000	DCNR	Built
Pocono Environmental Education Center	Pike Co., PA	Campus improvements	\$ 121,600	DEP GGII	Built
Borough of Pottstown	Montgomery Co., PA	Walkway / Underpass	\$ 260,000	TEA 21	Built
Borough of Pottstown	Montgomery Co., PA	Walkway / Underpass	\$ 54,000	DCNR	Built
Point Pleasant Community Association	Bucks Co., PA	Transport / Bridge	\$ 20,000	DCED	Completed
Borough of Yardley	Bucks Co., PA	Streetscape	\$ 850,000	TEA 21	Completed
Borough of Yardley	Bucks Co., PA	Streetscape	\$ 65,000	DCNR	Completed
Borough of Yardley	Bucks Co., PA	Streetscape	\$ 30,000	DCED	Completed
City of Bethlehem	Lehigh Co., PA	Trail construction	\$ 800,000	TEA 21	Built
City of Bethlehem	Lehigh Co., PA	Trail construction	\$ 200,000	DCNR	Built
East Fallowfield Township	Chester Co., PA	Park Construction	\$ 250,000	DCNR	Built
City of Sunbury, PA	Northumberland Co., PA	Park Planning	\$ 175,000	DCNR	Built
City of Sunbury, PA	Northumberland Co., PA	Park Construction	\$ 1,000,000	TEA 21	Built
Smithfield Township	Monroe Co., PA	Trail Construction	\$ 779,000	DRJTB	Built
Smithfield Township	Monroe Co., PA	Trail Design / Constr.	\$ 40,000	DCED	Built
Solebury Township	Bucks Co., PA	Landscape / trail	\$ 1,750,000	DRJTB	Built
Solebury Township	Bucks Co., PA	Park Construction	\$ 250,000	DCNR	Built
Lansdowne Borough	Delaware Co., PA	Park / Trail	\$ 100,000	d	Completed
Bedford Borough	Bedford Co., PA	Park / Trail	\$ 48,000	DCNR	Completed
Schuylkill County, PA	Schuylkill Co., PA	Park Construction	\$ 363,000	DCNR	Built
Lehman Township	Pike Co., PA	Park Acquisition	\$ 200,000	DCNR	Completed
Lehman Township	Pike Co., PA	Park Master Plan	\$ 35,000	DCNR	Completed
Lehman Township	Pike Co., PA	Park Equipment	\$ 5,000	DCED	Completed
Lehman Township	Pike Co., PA	Park Construction	\$ 20,000	DCNR	Completed
Lehman Township	Pike Co., PA	Park Construction	\$ 100,000	DCNR	Completed
Lehman Township	Pike Co., PA	Park Construction	\$ 450,000	DCED / Gaming	Completed
City of Bethlehem	Lehigh Co., PA	Park Construction	\$ 200,000	DCNR	Built
Washington Township	Schuylkill Co., PA	Park Acquisition	\$ 64,600	DCNR	Acquired
Washington Township	Schuylkill Co., PA	Park Master Plan	\$ 10,000	DCNR	Completed
Towamencin Township	Montgomery Co., PA	Transport / Land use	\$ 40,000	EGGS / DVRPC	Completed
Lehman Township	Pike Co., PA	Transport / Land use	\$ 160,000	PCTI / PennDOT	Completed
Lehman Township	Pike Co., PA	Recreation Plan	\$ 30,000	DCNR	Completed
Hatfield Township and Hatfield Borough	Montgomery Co., PA	Mobility / Econ Devel.	\$ 27,500	PennDOT	Granted
City of Lebanon	Lebanon Co., PA	Park / Stormwater	\$ 500,000	PennVEST	Built
Towamencin Township	Montgomery Co., PA	Park Construction	\$ 300,000	DCNR	Built
Limerick Township	Montgomery Co., PA	Trail Implementation	\$ 150,000	DCNR-C2P2	Granted
Limerick Township	Montgomery Co., PA	Park / Trail Planning	\$ 25,000	DCNR-C2P2	Granted
Limerick Township	Montgomery Co., PA	Park / Trail Planning	\$ 250,000	DCED	Granted
Limerick Township	Montgomery Co., PA	Adaptive Reuse	\$ 18,000	DCEC	Granted
Solebury Township	Bucks Co., PA	Gateway Trail Plan	\$ 981,000	TAP	Granted
Solebury Township	Bucks Co., PA	Gateway Trail Plan	\$ 500,000	DCNR-C2P2	Granted
Solebury Township	Bucks Co., PA	Gateway Trail Plan	\$ 110,000	DCED	Granted
TOTAL			\$ 15,312,700		

## **PETER M. SIMONE, RLA, FASLA**

### **President**

#### **Experience Summary:**

Pete's experience over the last thirty-six years spans a broad spectrum of landscape architectural practice, including: trail planning and design, recreational facility design and planning, community revitalization, campus planning, land planning & zoning, expert testimony, urban design and streetscapes, historic sites, office park planning, planting design, maintenance planning and master planning.

Peter has also developed the ability to work directly with the public – using a variety of skills to identify community concerns. Peter works directly with a community to develop consensus in the project goals and design - believing that the responsibility of the designer is to articulate community goals through the design of the built environment.

Mr. Simone has been a featured speaker at many regional and national conferences. These include several American Society of Landscape Architects (ASLA) National Conventions; the Urban Land Institute's "Partners for Smart Growth" Conference; the 2002 International Trails and Greenways Conference; the Environmental Design Research Association Annual Meeting; The Schuylkill River Watershed Congress; APA regional and state meetings; and several Pennsylvania Planning Association's (PPA) Annual Meetings and the PA Urban Recreation Institute's annual meeting. Pete was inducted into the ASLA Council of Fellows, one of the society's highest honors, in 2005.

**Education:** Bachelor of Science in Landscape Architecture  
Rutgers University, 1975

**Registrations:** New Jersey 21A00014700  
Pennsylvania LA000688R  
Delaware 129  
Massachusetts 1168  
New York 000832-1  
Maryland 531

#### **Affiliations:**

Fellow, American Society of Landscape Architects  
Member - Pennsylvania Planning Association (PPA)  
Member - American Planning Association (APA)  
Member - Society for Marketing Professional Services (SMPS)  
Affiliate Member – Philadelphia American Institute of Architects (AIA)  
Society for College and University Planning (SCUP)  
Certified by American Institute of Certified Planners (AICP) in 1988 (not currently a member)



**SARAH R. LEEPER, RLA**  
**Landscape Architect / Project Manager**

**Experience Summary:**

Sarah Leeper is a project manager and accomplished designer with many SC awards to her credit. Sarah has a wide variety of project experience, including: greenway / trail planning and design, urban/ campus, recreation and residential. Her technical skills include all phases of analysis, design, documentation and management – ranging from large-scale master site planning, to detailed site design, to construction documents, PennDOT ECMS project management, and multi-media graphic presentations. Sarah's recent assignments include master planning and "arts overlay" plan, plus four phases of the South Bethlehem Greenway design and construction documents; the City Park Bandshell renovation of the historic structure, amphitheater and pond in Reading; the DuPont Crescent Trail along the Schuylkill River in Philadelphia; and the Adam's Residence in Gladwyn.

**Employment History:**

2003 – Present	Simone Collins, Berwyn, PA
2001 – Summer Internship	TrueGreen LandCare, Bryn Athyn, PA

**Selected Projects:**

**South Bethlehem Greenway Master Plan and CDs** \* Bethlehem, PA  
**SRDC DuPont Crescent Trail** \* Philadelphia, PA  
**King's Covered Bridge Rehabilitation CDs and Site Design** \* Somerset County, PA  
**Lancaster County Conservancy Urban Forest Center**, Lancaster PA  
**Towamencin Gateway's Schematic Design**, Towamencin, PA  
**Smedley Park Master Plan**, Middletown Township, PA  
**South Bethlehem SkatePlaza Design and CDs**, Bethlehem PA  
**Adam's Residence**, Gladwyn, PA  
**Villanova University Capital Improvements Plan**, Villanova, PA  
**City Park Master Plan and Phase 1 CD's**, Reading, PA  
**The Villages at Montgomery**, Montgomery, PA  
**Pocono Environmental Education Center Site design and CDs**, Pike County, PA  
**Ingham Spring Master Plan**, Solebury Township, PA  
**Krohn's Residence**, Tredyffrin PA  
**South Bethlehem Transportation KIZ Study**, Bethlehem PA  
**Lehman Township Community Park Master Plan and CDs**, Pike County, PA  
**Sweet Arrow Lake site design**, Schuylkill County, PA  
**Poul's Residence**, Gladwyn, PA  
**Trilogy Apartments**, Wyncote, PA  
**Wiess Residence**, Lower Merion, PA  
**Villanova Spine**, Villanova, PA

*\* indicates PennDOT projects*

**Education:**

University of Georgia, Athens, GA  
 Bachelors of Landscape Architecture: 2003

**Awards:**

2003      Honor Award for Excellence in the Study of Landscape Architecture: ASLA

**Matthew K. Bradley**  
Landscape Architect

**Experience Summary:**

Matthew Bradley has a diverse background ranging from residential design/build projects, cost estimation, master planning, plant propagation, landscape maintenance and construction. Prior to his experience at Simone Collins, Matt worked for a design/build firm in Southern Chester County where he designed and oversaw construction for projects ranging up to \$60,000. Matt's technical skills include conceptual and schematic design, detailed site design and analysis, construction documentation, cost estimation, as well as digital and hand graphic presentation.

**Employment History:**

2013-Present	Simone Collins- Norristown, PA
2012-2013	Orsatti and Associates- King of Prussia, PA
2010-2012	LawnScapes- Landenberg, PA
2009-2010	Scenic Environments- Duluth, GA
2008-2009	Substitute Teacher-Athens-Clarke County, GA
2006-2008	Charmar Nurseries, Athens, GA
2007 – Summer Internship	Jordan, Jones, & Goulding, Atlanta, GA

**Selected Projects:**

**Squire Cheyney Park**, Thornbury Township, Chester County, PA  
**Gateway Enhancements, King of Prussia Business Improvement District**  
**Adam's Residence**, Gladwyne, Montgomery County, PA  
**Media Borough Comprehensive Plan**, Delaware County, PA  
**Limerick Community Garden**, Limerick Township, Montgomery County, PA  
**Pottstown Bike Lanes**  
**Limerick Township Building Streetscape Plan**, Limerick Township, Montgomery County, PA  
**Halpert Residence**, Bryn Mawr, PA  
**Gansky Residence**, Longport, NJ  
**Uptown Worthington**, Malvern, PA  
**Mars Drinks Headquarters Master Plan**, West Chester, PA  
**150 South Warner Road Re-Development**, King Of Prussia, PA  
**Bridgeview**, Bridgeport, PA  
**Mall at Luxury Point**, Sayreville, NJ  
**Mancill Mill Road Multi-Use Development**, King Of Prussia, PA  
**Glen Mills Costco**, Glen Mills, PA

**Education:**

University of Georgia, Athens, GA  
Bachelors of Landscape Architecture: 2008

**Professional Registrations**

PLNA Certified Horticulturalist

**Honors & Awards:**

2013 President of the University of Georgia Alumni Club of the Delaware Valley



Penllyn Woods Park in Montgomery County has large areas of wetlands and environmentally sensitive areas. SC designed the master plan and construction documents for the park.

## Relevant Experience

Simone Collins has experience designing scores of parks and over 70 trail and greenway systems. A partial listing of relevant projects includes the following:

### **Swatara State Park Master Plan**, Lebanon & Schuylkill Co., PA

Master Plan for PA Dept. of Conservation & Natural Resources  
3500 acres, \$32 million in projected improvements

### **Bear Creek Preserve Master Plan**, Luzerne Co., PA

SC's public use plan identified a 22 mile trail system. 3400 acres

### **Wissahickon Valley Trails Master Plan**, Philadelphia, PA.

It was SC's master plan that raised city awareness and helped spark a renewed interest in the Wissahickon Valley. 1400 acres

### **Stroud Preserve Master Plan**, East Bradford Township, Chester Co., PA . Public use plan for the Natural Lands Trust. 574 acres

### **Lacawac Sanctuary Master Plan**, Wayne Co., PA.

The SC master plan identified \$16 M in improvements for this park.  
520 acres

### **Wilson Farm Park Master Plan and CDs**, Tredyffrin Township, Chester Co., PA. This award-winning sustainable park sets the standard for active recreational facilities in the County. 90 acres

### **Cheslen Preserve**, Chester Co., PA

Master Plan and Trails Plan - Natural Lands Trust. 1300 acres

### **Sweet Arrow Lake County Park**, Schuylkill Co., PA

Master Plan and CD's, Phase 1, \$1.1 million in improvements.  
60 acres

### **Camp Olympic Park Master Plan**, Lower Macungie Township, PA

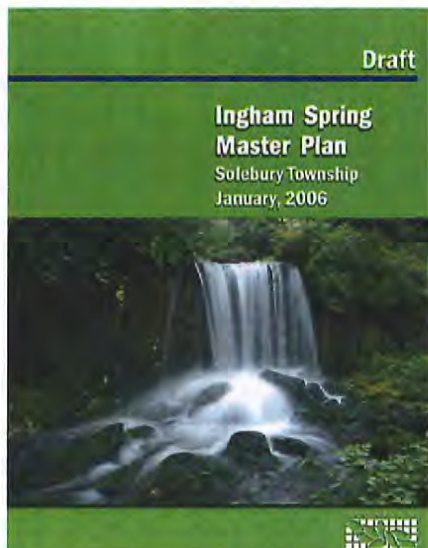
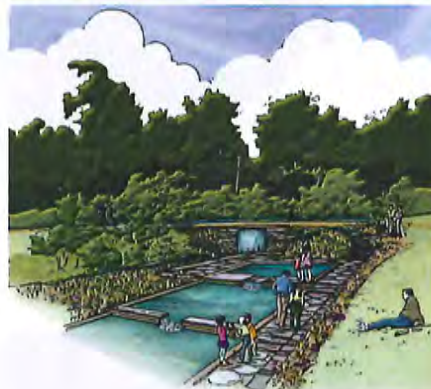
Passive park with historic structures. \$5 million in improvements.  
100 acres

### **Smedley Park Master Plan**, Middletown Township, Delaware Co., PA.

Park with historic structures, and preserved open spaces. 76 acres.

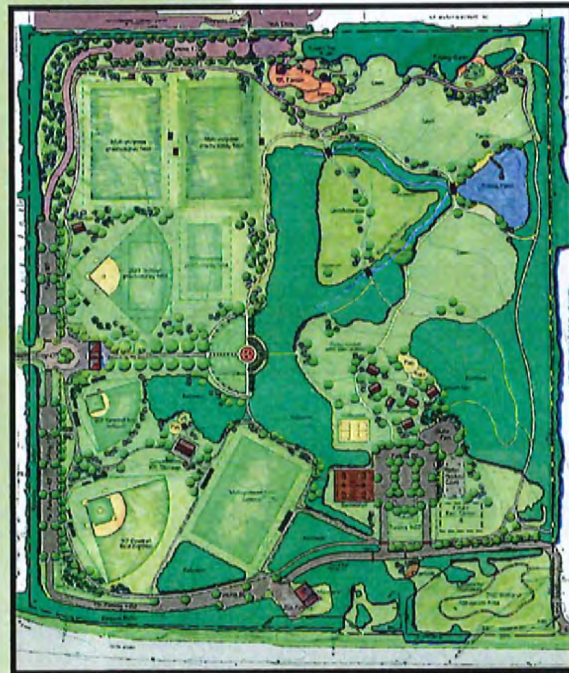
### **Tinicum Township Park Master Plan**, Tinicum Township, Bucks County, PA

18 acres



Tredyffrin Township  
Chester County,  
Pennsylvania


# Wilson Farm Park



## Master Planning Park Design

## Construction Documents

Simone Collins prepared the master plan, design and construction documents for this 90-acre site, as one of the last major open space tracts remaining in the Great Valley of Chester County, Pennsylvania. Facilities include: seven athletic fields with irrigation; basketball; volleyball; roller hockey; five park buildings; picnic areas; three playgrounds; amphitheater; over three miles of trails; and over 60% of the site in passive recreation uses. Total construction costs were \$10 M. Master plan completed 2000. Park dedicated 2004.

**SIMONE**  
  
**COLLINS**  
**LANDSCAPE  
ARCHITECTURE**

[WWW.SIMONECOLLINS.COM](http://WWW.SIMONECOLLINS.COM)

SC# 00114 - 151

Special Recognition Award, PA/DE ASLA 2007

Tredyffrin Township  
Chester County,  
Pennsylvania

# Wilson Farm Park



**SIMONE**  
  
**COLLINS**  
**LANDSCAPE**  
**ARCHITECTURE**

[WWW.SIMONECOLLINS.COM](http://WWW.SIMONECOLLINS.COM)

SC# 00114 - 152

# MainLineLife

SERVING THE MAIN LINE FROM BALA CYNWYD TO MALVERN

50¢

Vol. 10, No. 30

October 6 – 12, 2004

Web site: MainLineLife.com

## EDITORIAL

## Wilson Farm Park sets the standard

**T**redyffrin Township's Wilson Farm Park received its first official public inspection to great fanfare last weekend. By all accounts, it was an unmitigated eye-opener.

Wilson Farm Park has become arguably the gold standard for recreational space on the Main Line.

Nearly 200 people turned out for the opening dedication Saturday at noon, despite threatening skies that forced postponement of almost all afternoon ceremonies.

The pent-up anticipation led to 4,000 to 5,000 residents, by unofficial count, showing up in bright sunshine at the park on Sunday for an all-sports day, puppeteers, face painting, refreshments and a spectacular closing fireworks display (a warmup act for Fourth of July, we hope).

Obviously, the 90-acre tract cuts across all demographic lines.

It features two baseball fields; a softball field; three full-sized soccer/lacrosse fields; a multi-purpose preserve; volleyball and basketball courts, a hiking trail; even a putting green.

The centerpiece of the park, however, is the Shire Pavilion, a sloped outdoor amphitheater with grass and concrete bench seating.

The designers even found ingenious ways to incorporate that troublesome Great Valley limestone into the arena. This is evident in the stone backdrop pillars that evoke Stonehenge or even ancient Greece or Rome. The stone is even situated effectively to accent the all-weather benches.

Tredyffrin Township – despite fits and starts and some stern opposition from portions of the Chesterbrook community – probably did as well as could be expected with Wilson Park, given its finite resources and problems with the stubborn terrain. You could have made a killing in clean fill futures for all the sinkholes the public works department had to deal with.

More than just a gilt-edged playground and a sparkling legacy to the pioneering Wilson family, Wilson Farm Park provides Tredyffrin with a sorely needed community focal point.

The sprawling, disjointed municipality, which appears to have been created with leftover parts from neighboring townships, has no real core business district, such as downtown Wayne, Ardmore, Narberth or Malvern.

Now, however, you can picnic at the site; walk the trails; catch a youth sports event; entertain toddlers in the family activity area; or throw out a blanket and bask in the sounds of a free summer concert.

Neighboring Chesterbrook Shopping Center could benefit from the economic spillover. Parents have an informed retort when their offspring complain that there is nothing to do.

To the public officials, professionals, volunteers, sponsors – and citizens – who carried off the remarkable enterprise that is Wilson Farm Park, a hearty round of thanks. The community owes you.

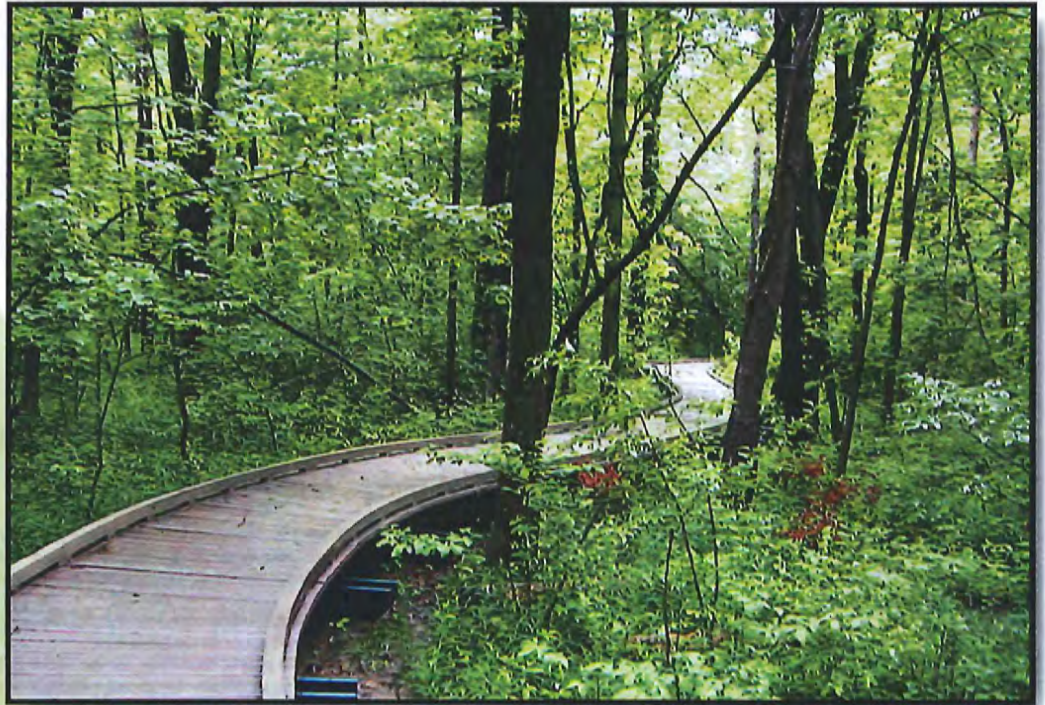
SIMONE  
  
COLLINS  
LANDSCAPE  
ARCHITECTURE

WWW.SIMONECOLLINS.COM

SC# 00114 - 162

Montgomery County,  
Pennsylvania

# Penllyn Woods Park



## Master Planning Park Design Construction Documents

Simone Collins guided Lower Gwynedd Township through the master planning and construction documentation to create a 77-acre Penllyn Woods Park. The SC master plan located multi-use recreational trails between extensive on-site wetlands. SC served as prime consultant to prepare construction documents and observation services for the \$2.4 M project.

**SIMONE**  
  
**COLLINS**  
LANDSCAPE  
ARCHITECTURE

[WWW.SIMONECOLLINS.COM](http://WWW.SIMONECOLLINS.COM)

SC# 95072 - 70

Montgomery County,  
Pennsylvania

# Penllyn Woods Park



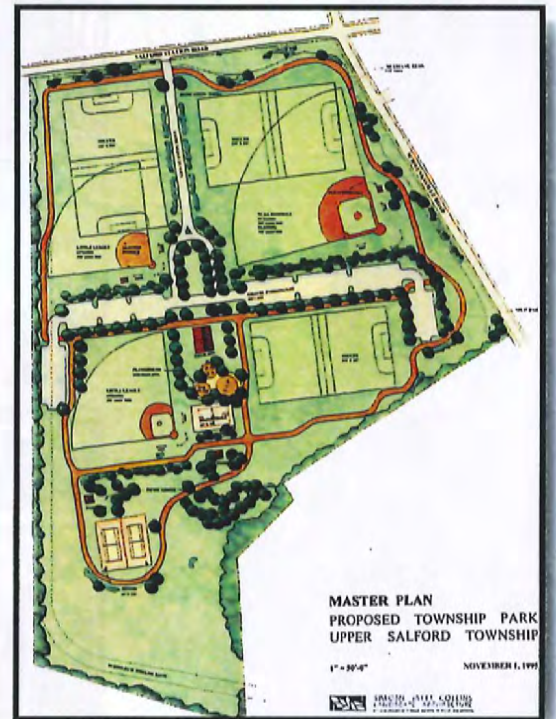
**SIMONE**  
  
**COLLINS**  
LANDSCAPE  
ARCHITECTURE

[WWW.SIMONECOLLINS.COM](http://WWW.SIMONECOLLINS.COM)

SC# 95072 - 71

Salfordville,  
Montgomery County,  
Pennsylvania

# Upper Salford Park



## Park Design Grant Writing

Simone Collins completed the master plan, construction documents, and construction observation for this 27-acre park in Upper Salford Township. The SC design retained the rural vernacular for the park, as surrounding landscapes become suburbanized. A long driveway was designed to lead to a park pavilion in the tradition of the local farmsteads. Split rail fences, native plant species, and hedgerow plantings were selected as a palette to reinforce the surrounding rural character. The park features three soccer fields, two Little League diamonds, and one NCAA baseball diamond. A jogging path winds past park pavilion, concessions, bathrooms, and a playground with toddler trike path.

**SIMONE**  
  
**COLLINS**  
**LANDSCAPE  
ARCHITECTURE**

WWW.SIMONECOLLINS.COM

SC# 95028 - 64


Montgomery County,  
Pennsylvania

# Heebner Park Master Plan



## Park Design Master Planning Community Involvement

Simone Collins Master Plan for this 75-acre parcel retained the character and acknowledged the agrarian roots of this former farm while meeting the recreational needs of this growing township. The SC plan preserved "outdoor rooms" defined by existing hedgerows and woodland. Active sports fields were located on former crop fields. Storm water was managed through a combination of below ground spreader basins and existing farm drainage ways. Automobile access in the park was limited in order to preserve the ambiance of the park's natural areas. One large field was preserved and used for cornfield mazes and other similar activities. The park's central "hub" featured a series of low stone walls with native plantings to focus on the park's intermittent stream.

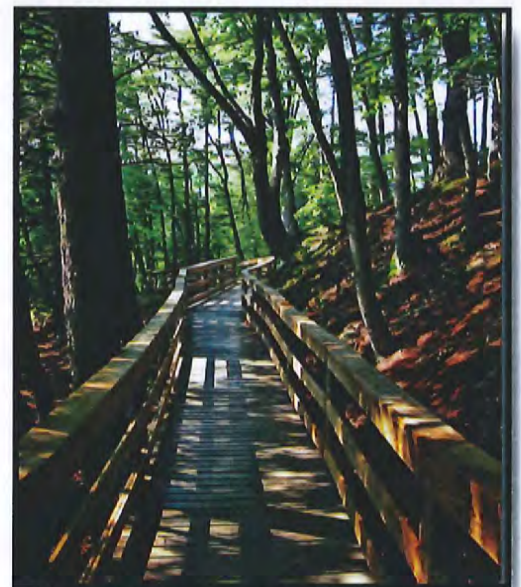
**SIMONE**  
  
**COLLINS**  
LANDSCAPE  
ARCHITECTURE

WWW.SIMONECOLLINS.COM

SC# 98040 - 121

Schuylkill County,  
Pennsylvania

# Sweet Arrow Lake Master Plan



## Park Design Grant Writing Construction Documents

Simone Collins prepared the master plan for the first County park, a 184-acre site that includes a 70-acre lake. Proposed water recreation facilities include: an accessible fishing island; a proposed beach and swimming area; and improvements to the existing PA Fish and Boat Commission boat launch. Proposed land facilities include: a 3.75 mile loop trail; circulation and parking improvements; picnic areas; an outdoor events area; and a pedestrian bridge below a dramatic waterfall. SC wrote a successful \$.365 M grant application to DCNR and prepared construction documents for \$1 million in Phase I improvements constructed in 2007.

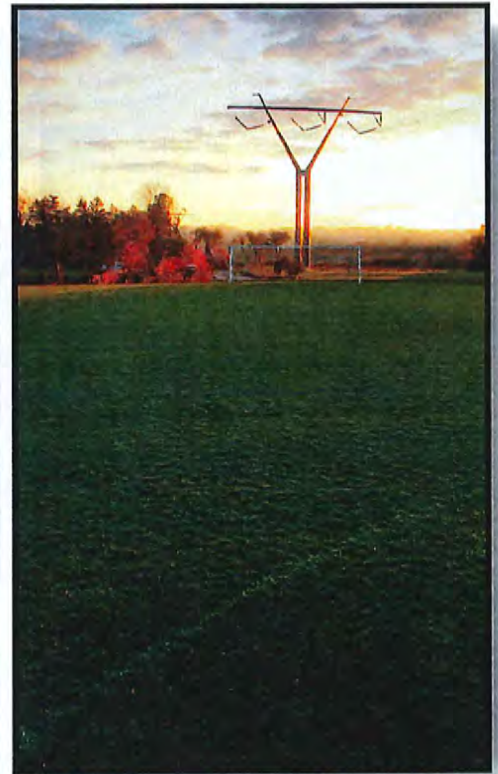
**SIMONE**  
  
**COLLINS**  
**LANDSCAPE  
ARCHITECTURE**

[WWW.SIMONECOLLINS.COM](http://WWW.SIMONECOLLINS.COM)

SC# 03002 - 213

Solebury Township,  
Bucks County,  
Pennsylvania

# Canal Park



## Park Design Construction Documents Bridge Design

Canal Park is a 12-acre township park that borders the Delaware Canal State Park. SC designed the park and prepared construction documents for a new drive with parking, trail and pedestrian facility, a new bridge to the Delaware Canal towpath, a full size multi-purpose athletic field and a multi-purpose practice field. Proposed park improvements required utility coordination and approval to construct playfields within the limits of a high tension power line easement that traverses the park property. SC prepared the successful funding applications and helped negotiate project details with PennDOT and PHMC.

**SIMONE**  
  
**COLLINS**  
**LANDSCAPE**  
**ARCHITECTURE**

[WWW.SIMONECOLLINS.COM](http://WWW.SIMONECOLLINS.COM)

SC# 08002 - 275

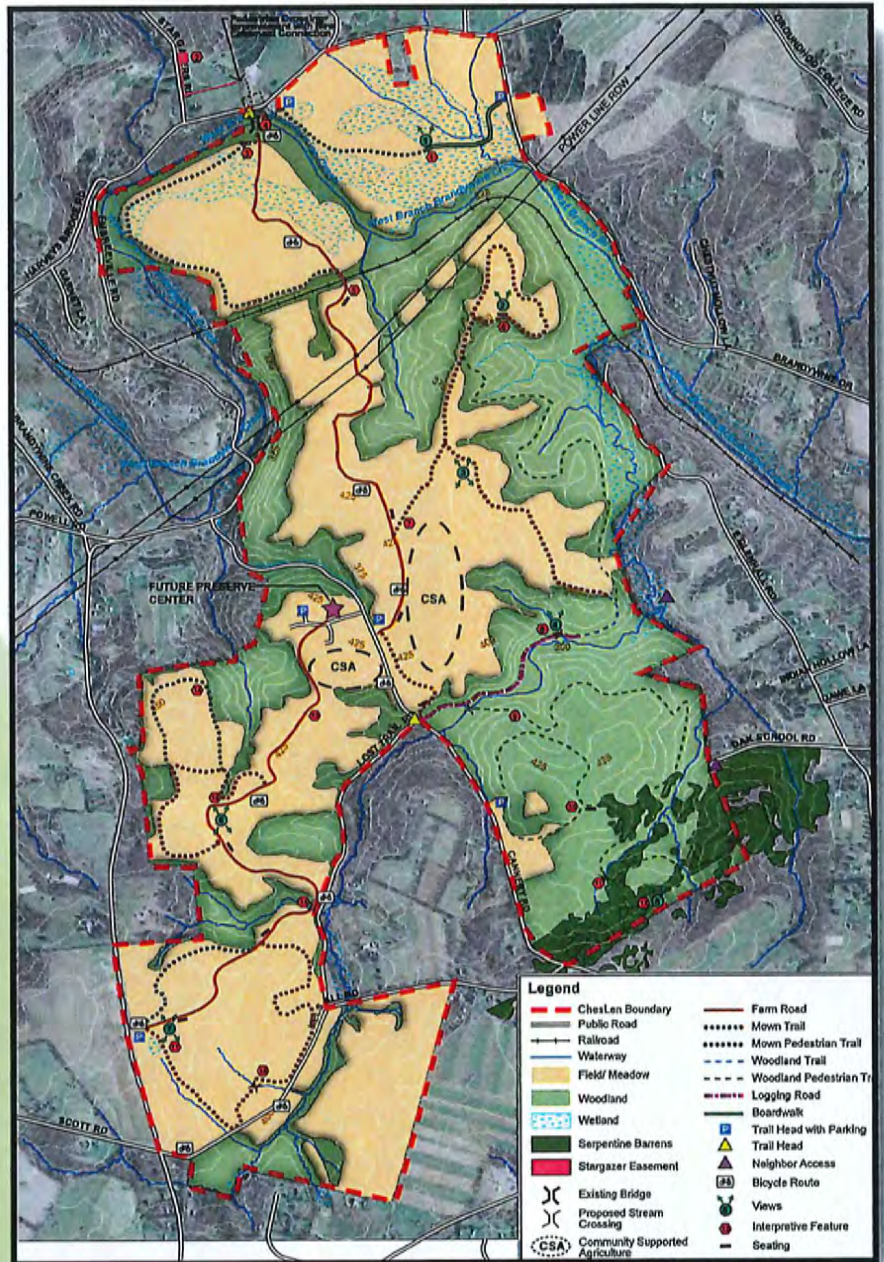
## Squire Cheyney Park



Squire Cheyney Park is a 28-acre site purchased by Thornbury Township to protect historic resources and provide passive recreation for the community. The Simone Collins master plan preserved open space around the historic Cheyney Farmstead and integrated passive recreational facilities within the historic setting. SC proposed improvements including a multi-use trail with seating areas and signage to interpret the historical significance of the property. The plan included a market study and structural analysis to determine the potential for rehabilitation and adaptive reuse of the existing farmhouse structures.

Chester County,  
Pennsylvania

# Cheslen Preserve



## Public Use Plan

Simone Collins prepared the Public Use Plan for the 1320-acre ChesLen Preserve to enable its owner, Natural Lands Trust to achieve its goal of "connecting people with nature" without compromising its core natural resource protection objectives.

SC analyzed existing site conditions and led two public meetings with stakeholders. The Plan presents recommendations for managing public use; developing a trail system; highlighting historic, cultural and natural resources; and providing interactive educational opportunities. The "PUP" addresses potential partnerships, funding sources, and implementation priorities and scheduling. SC also made recommendations for locating a new preserve management and visitor center and areas for community-supported agriculture.

**SIMONE**  
  
**COLLINS**  
**LANDSCAPE**  
**ARCHITECTURE**

WWW.SIMONECOLLINS.COM

SC# 08103.3- 351

East Bradford Township,  
Chester County,  
Pennsylvania

# Stroud Preserve



## Public Use Plan

Simone Collins prepared the Public Use Plan for the 574-acre Stroud Preserve to enable Natural Lands Trust to achieve its goal of "connecting people with nature" without compromising ongoing scientific research and resource protection objectives. SC analyzed existing site conditions; led stakeholder meetings, and conducted key person interviews. The Plan recommends options for managing public uses; trail system improvements; education and interpretation opportunities; facility upgrades; funding sources/implementation priorities and scheduling. SC prepared the project GIS Mapping.

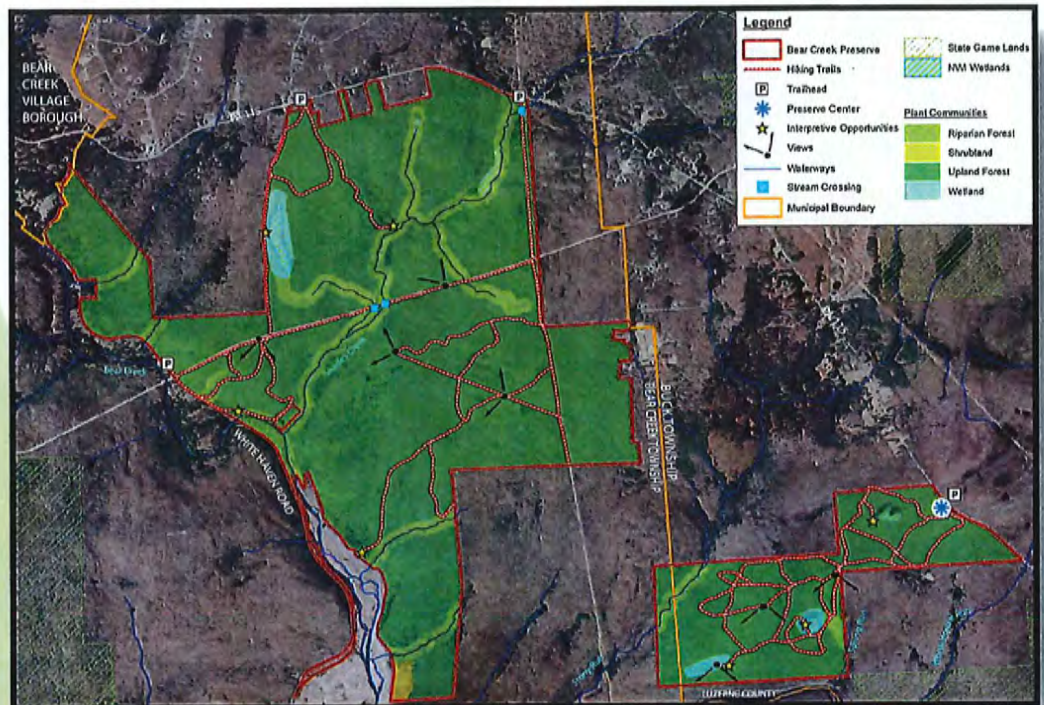
**SIMONE**  
  
**COLLINS**  
**LANDSCAPE**  
**ARCHITECTURE**

[WWW.SIMONECOLLINS.COM](http://WWW.SIMONECOLLINS.COM)

SC# 08021 - 334

Luzerne County,  
Pennsylvania

# Bear Creek Preserve



## Public Use Plan

Simone Collins prepared the Public Use Plan for the Bear Creek Preserve owned by Natural Land Trust in Luzerne County, PA. The Preserve is over 3400 acres in the southern tip of the Pocono plateau and is part of a larger landscape of more than 150,000 acres of protected lands including state forests, game lands, and lands preserved by local conservancies. The SC plan recommends passive public recreational uses that meet NLT resource management objectives. The plan identifies a 22-mile hiking trail system. SC also assisted the NLT to select the site for a future visitor center to serve as its primary presence in the Pocono Region.

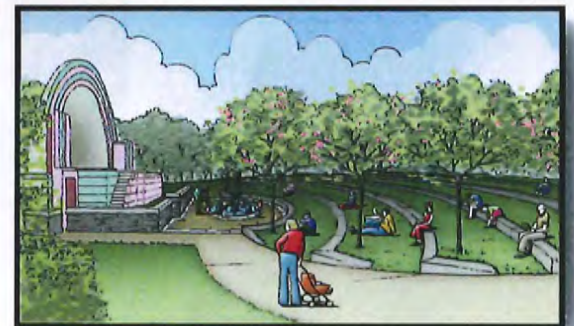
**SIMONE**  
  
**COLLINS**  
LANDSCAPE  
ARCHITECTURE

WWW.SIMONECOLLINS.COM

SC# 08103 1-350

City of Reading,  
Berks County,  
Pennsylvania

# Reading City Park



## Park Design Master Planning

City Park is one of the oldest, most historic and most revered public lands in the City of Reading. Reserved as a "free and public commons" in 1749, the 49-acre park mirrors Reading's history, and its continued use by residents emphasize its importance. Recommended improvements include: amphitheater seating for the bandshell; roadway directional changes to improve pedestrian safety; adaptive reuse of a vacant park building as a café; and re-establishment of a horticultural display garden.

**SIMONE**  
  
**COLLINS**  
**LANDSCAPE**  
**ARCHITECTURE**

[WWW.SIMONECOLLINS.COM](http://WWW.SIMONECOLLINS.COM)

SC# 06046 - 264

City of Reading,  
Berks County,  
Pennsylvania

# City Park - Pond Bandshell



## Construction Documentation Construction Observation

After completing the Park Master Plan in 2007, the City of Reading re-hired Simone Collins as prime consultant of a multi-disciplinary team to design improvements for two beloved park features, the bandshell and pond. SC created a new design for a grass, terraced seating area and redesigned the pond near the stage to allow closer audience interaction with the performers. The pond rehabilitation included a new well to ensure water supply and quality as an ecological design, featuring man-made wetlands and native riparian plantings. Construction was completed in four months and the facility opened for performances in 2010. Construction was \$1 M.

**SIMONE  
COLLINS**  
LANDSCAPE  
ARCHITECTURE

[WWW.SIMONECOLLINS.COM](http://WWW.SIMONECOLLINS.COM)

SC# 08128 - 358

Lower Allen Township,  
Cumberland County,  
Pennsylvania

**SIMONE**  
  
**COLLINS**  
**LANDSCAPE  
ARCHITECTURE**

[WWW.SIMONECOLLINS.COM](http://WWW.SIMONECOLLINS.COM)

SC# 09038 - 354

Site plan for the proposed park area, showing the layout of the park, surrounding roads, and existing structures. The plan includes labels for various features such as the 'Spartan Drive', 'Crosswalk', '8 Parking Spaces, Porous Concrete', 'Park Sign', 'Concrete Paving', 'Play Area', 'Ble Basin', 'Gottsburg Road', 'Potential Pedestrian Crossing', 'Perkinsville Ave.', 'Restrooms', 'Amphitheater', 'Nod Area', 'Boulders for Slope Retention', 'Fishing Platform, ADA Accessible, Storm Drain Inlets, Crossing Stones', 'Decorative Pavement Marking', 'Township Building', 'Shore Culvert', 'Stone Dost Path', 'Existing Wetland Area', 'Overlook', 'Fishing Area, Wetland Path, Interpretive Signs', '2 Lowers Buffer Flooding', and 'Plaza'.



Cedar Spring Run Park is a 2.5-acre site that is bisected by Cedar Spring Run. The Creek is spring-fed with moderately impaired water quality due to upstream non-point pollution, caused chiefly by stormwater runoff. The design of the park focused on Best Management Practices (BMPs) along with improvements to meet the functional needs of the community, and serve as an example of sensitive riparian area restoration and stream management.

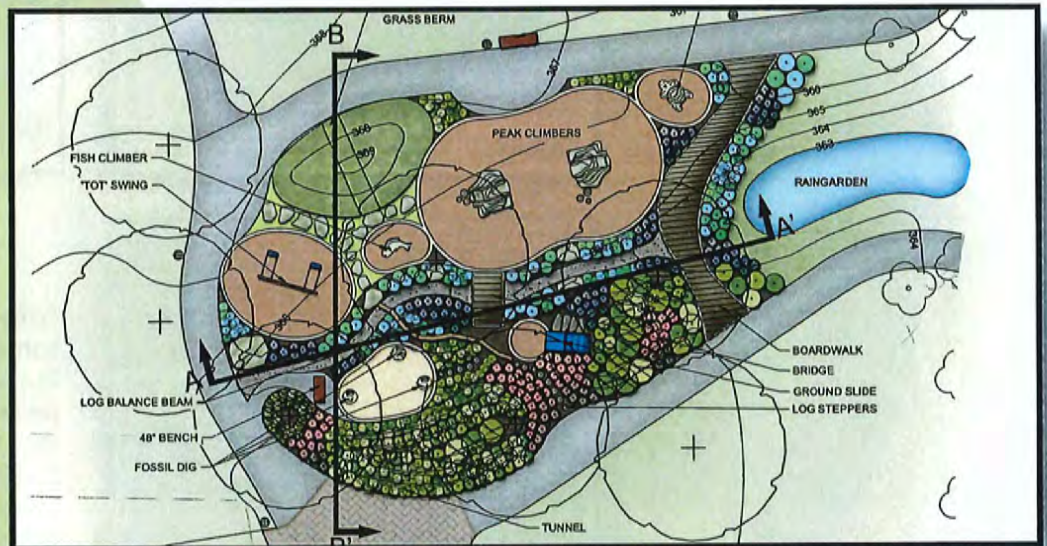
The proposed improvements will re-vegetate what is now a mostly barren site. The new plantings include BMPs that filter and cleanse stormwater runoff before it enters Cedar Spring Run. Other improvements include a pedestrian bridge to connect the park to the adjacent township building, accessible fishing platform, trails, gathering spaces, and connections to a planned community trails system, restrooms, tot area and limited parking. SC also prepared construction documents for this DCNR-funded project.



SC# 09038 - 354

# Cedar Spring Park Construction Documents

Lower Allen Township,  
Cumberland County,  
Pennsylvania



## Park Design Playground Design Construction Documents

Simone Collins Simone Collins created construction documents for its master plan of the park. The construction was funded by 2 consecutive grants from DCNR that were based on the SC master plan. The park includes a new bridge / pavilion to connect the park o the Municipal Complex, mulching toilet, parking, playground, multiple BMPs and a small amphitheater and creekside fishing area. Construction of phase 1 were completed in late 2014.

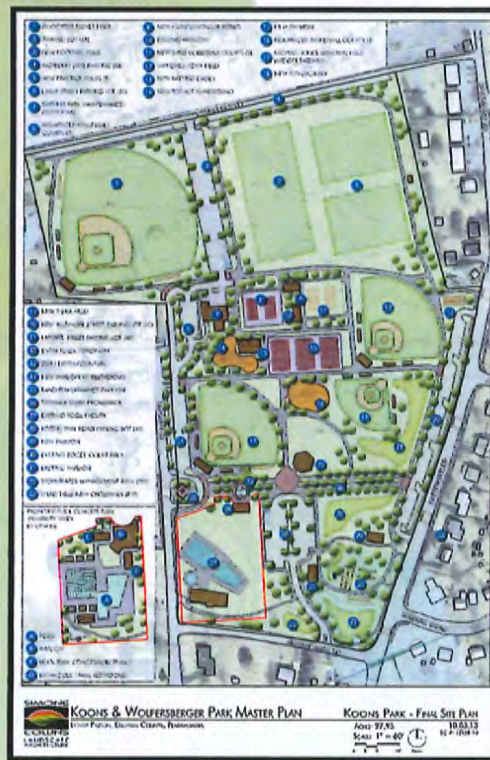
**SIMONE**  
  
**COLLINS**  
**LANDSCAPE**  
**ARCHITECTURE**

WWW.SIMONECOLLINS.COM

SC# 12091 - 448

Lower Paxton Township,  
Dauphin County,  
Pennsylvania

# Koons & Wolfersberger Park Master Plans



## Park Design Master Planning

Simone Collins served as prime consultant of a multi-disciplinary team to prepare master plans for two "sister" parks in Lower Paxton Township. The SC team included a swimming pool architect, civil engineer/stormwater specialist, and a traffic engineer to identify safe access locations. The master plan for Koons Park describes a major rehabilitation program for a beloved "central" park serving the community for over a half century. The Wolfersberger Park master plan was created for one of the last open spaces remaining in the township. SC prepared the two master plans in a tandem strategy that enabled improvements to be completed in the new park before facilities were taken off line to for rehabilitate the mature park. An intensive public involvement program was conducted by SC to reach consensus among multiple users groups and park

neighbors. SC also prepared an analysis of the undeveloped properties surrounding Wolfersberger Park to identify opportunities where the Township could work cooperatively with private owners to improve future public access and increase public open space areas contiguous to the park perimeter. SC identified a 15-year improvement program of \$10M for the two parks.

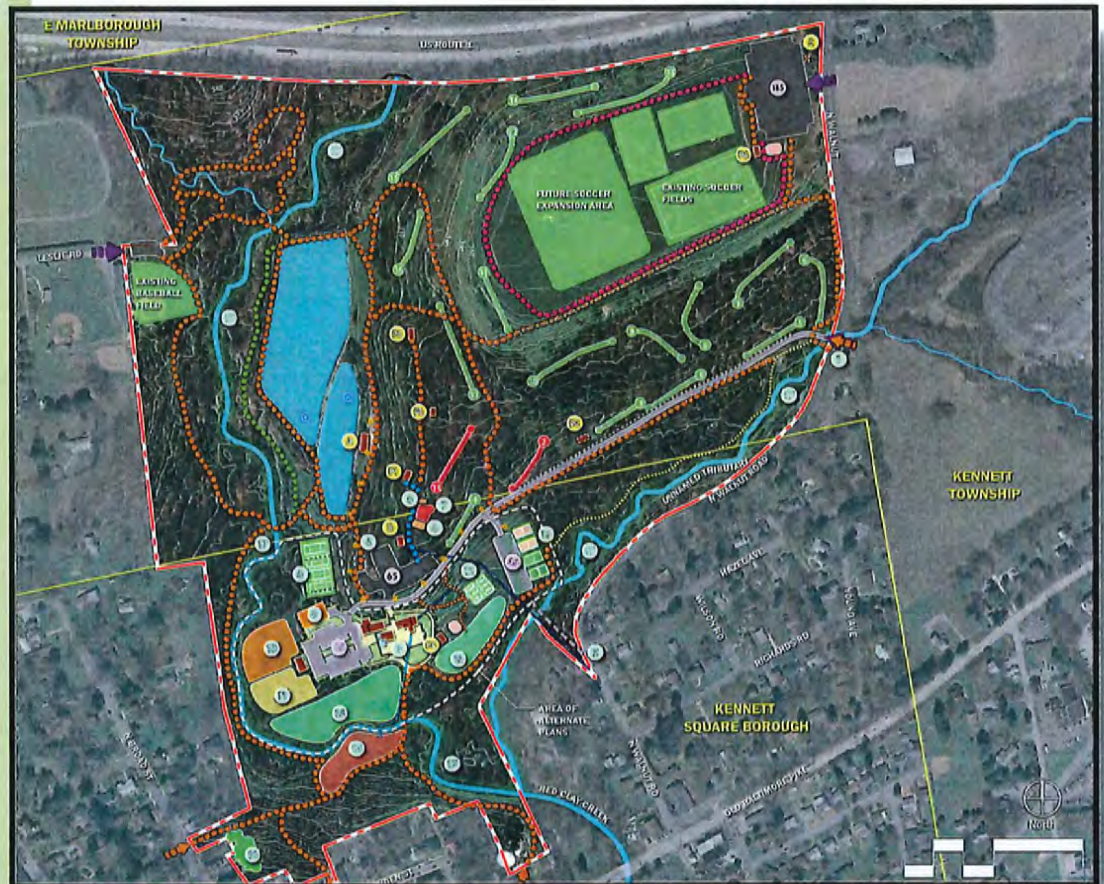
**SIMONE  
COLLINS  
LANDSCAPE  
ARCHITECTURE**

WWW.SIMONECOLLINS.COM

SC# 12058-441

# Anson B. Nixon Park Master Plan

Kennett Square,  
Chester County,  
Pennsylvania



## Park Design Master Planning

The Anson B. Nixon Park Master Plan was completed by Simone Collins for the Kennett Area Park Authority (KAPA), a community-based organization in both the Borough of Kennett Square and Kennett Square Township. The 106 acre park has a variety of active sports fields and passive recreational areas. New facilities planned in the SC master plan include: a dog park; new park entrance; restoration of riparian areas; wayfinding signage; drainage improvements and a new playground. The plan was completed in 2013. In 2014, KAPA was awarded a \$200k grant for improvements suggested in the master plan.

**SIMONE  
COLLINS**  
LANDSCAPE  
ARCHITECTURE

WWW.SIMONECOLLINS.COM

SC# 11087 - 422

Montgomery County,  
Pennsylvania

# Gerald Richards Park



## Master Planning

SC prepared the master plan for this 32 acre park utilizing DCNR funding. Centrally located in Lower Pottsgrove Township, Montgomery County, PA, this existing park is the township's most heavily used active recreation facility. Existing facilities were constructed informally resulting in very inefficient layout. Lack of storm water management, insufficient parking and limited ADA accessibility are challenges at the park. These issues were compounded by the limited availability to expand the park past its existing boundaries. SC worked closely with local sports organizations and the public to develop the desired programming for the park with an emphasis on meeting their rapidly growing recreation needs. The resulting master plan provided a more efficient park layout that allowed for a 225% increase in usable soccer fields, and a 230% increase in parking areas. Additionally, SC was successful in fostering a public-private partnership to plan for active recreation uses on the adjacent private school.

SC also worked closely with the township engineer to develop an integrated approach to the conveyance of storm water runoff through a series of bio-swales, rain gardens, and infiltration areas. This storm water management approach increased Park's usable land for recreation. Recommended improvements included: 9 soccer fields, 2 softball fields, 300 parking spaces, a playground, a 2,500 SF clubhouse with restrooms, 3 picnic pavilions and 1.8 miles of trails. Improvements costs were estimated to be \$5.4 million.

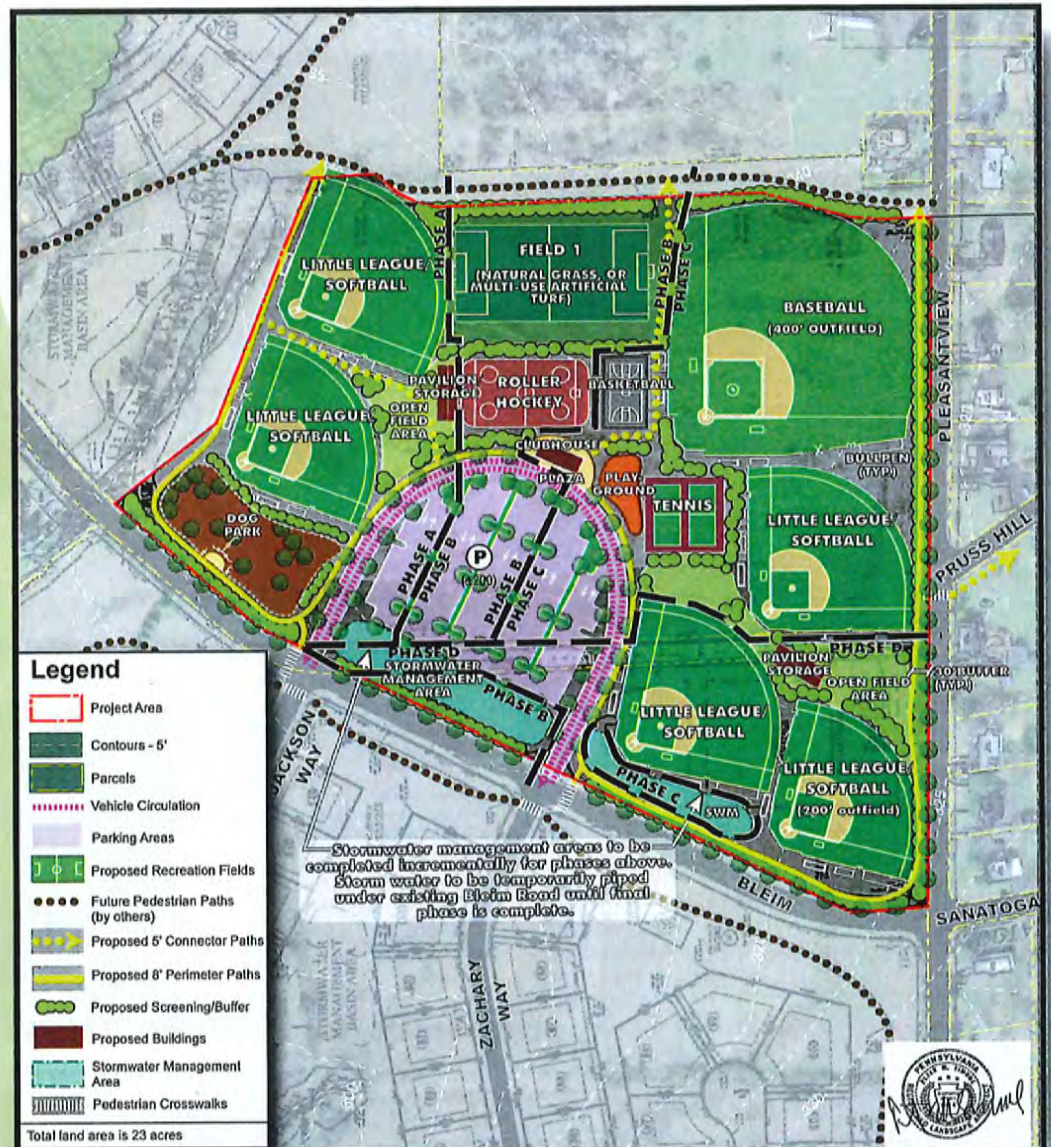
**SIMONE  
COLLINS**  
LANDSCAPE  
ARCHITECTURE

WWW.SIMONECOLLINS.COM

SC# 09111 - 388

Montgomery County,  
Pennsylvania

# Pleasantview Park



## Master Planning

SC prepared a master plan for this new 23 acre park located in Lower Pottsgrove Township, Montgomery County, PA. The site will eventually be surrounded with over 180 single family homes. The park master plan was developed in accordance with DCNR guidelines. Coordinated and safe vehicular access, a conveniently located parking area, and a storm water management pond that doubles as a source of athletic field irrigation formed the framework for the master plan. Integral to the design was a 1.2 mile trail system to provide connectivity to other paths proposed as a part of the residential development. SC worked closely with local sports clubs and the public to determine that - in addition to 7 softball fields and a baseball field - this park should also provide for diverse active recreation uses that do not exist anywhere else in the township. These desired uses include a 1 acre dog park, a roller hockey court, and a multi-use artificial turf field. Other recommended improvements included a 2,000 SF clubhouse with restrooms, 2 tennis courts, a basketball court, a playground, free play areas, and picnic pavilions. Total improvement costs are estimated at \$5.25 million.

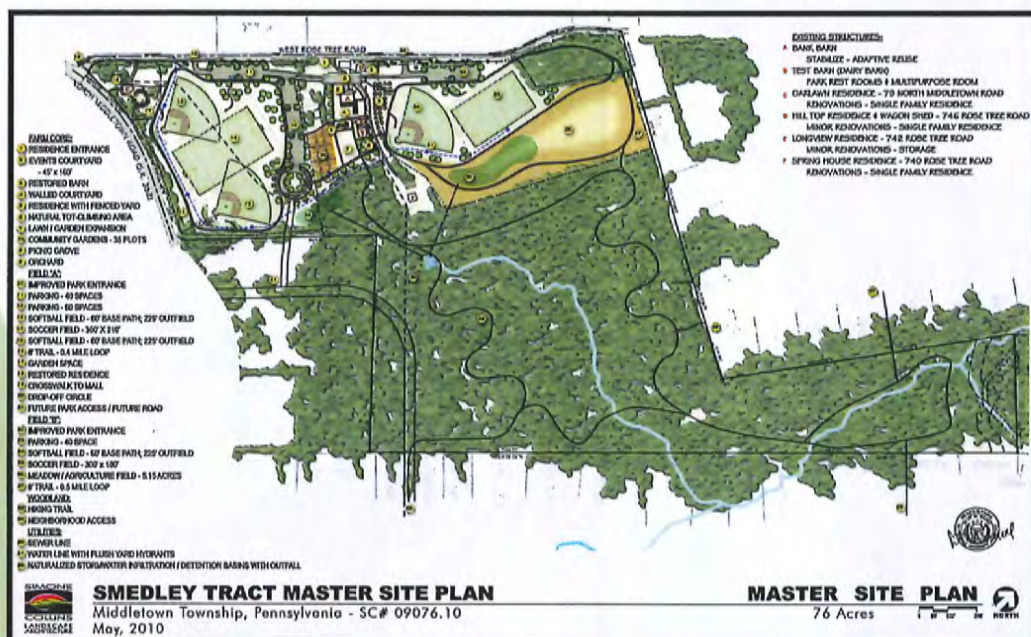
**SIMONE  
COLLINS**  
LANDSCAPE  
ARCHITECTURE

WWW.SIMONECOLLINS.COM

SC# 09111 - 389

Middletown Township,  
Delaware County,  
Pennsylvania

# Smedley Tract Master Site Plan



## Park Design Master Planning

Smedley Park is a 76-acre parcel that was part of a historic farmstead in Middletown Township, one of the highest points in Delaware County. The property was acquired by the township in 2006. Simone Collins developed a master plan for the site, working with township residents and the project committee. Several historic structures of the former farmstead were considered for adaptive reuses including community and residential use. The site acquisition was contingent on conservation easements that restricted certain uses in the park. These easements ensure sensitive use of the property while presenting challenges for its active use. The master plan was completed in 2010.

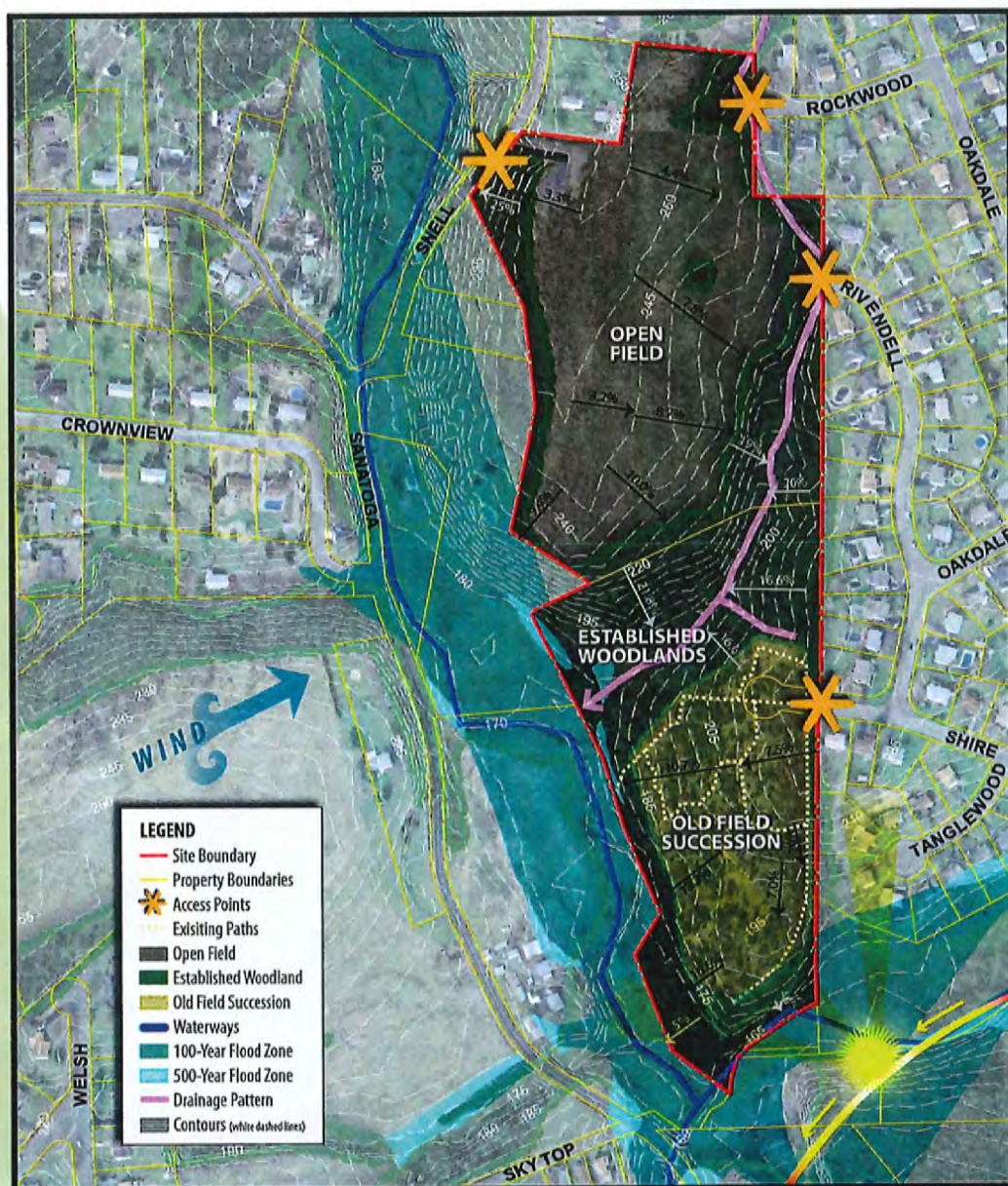
**SIMONE  
COLLINS  
LANDSCAPE  
ARCHITECTURE**

WWW.SIMONECOLLINS.COM

SC# 09076 - 379

Lower Pottsgrove,  
Montgomery County,  
Pennsylvania

# Snell Park



## Park Design Master Planning

Snell and Norton Park is a 32 acre parcel characterized by fallow agricultural fields, a cedar forest, streams and woodlands. This varying landscape provides an oasis of wildlife habitat in a midst of residential neighborhoods. Simone Collins developed a master plan to include an open/informal play field, walking/jogging trails, exercise stations, hiking trails, tot lot, parking areas, restrooms, picnic facilities and wildlife blinds. The creation of a passive park provided for flexibility in the design that reduced disturbance to the natural features while still meeting the recreational needs of the community, and respecting the existing natural and cultural assets of the site.

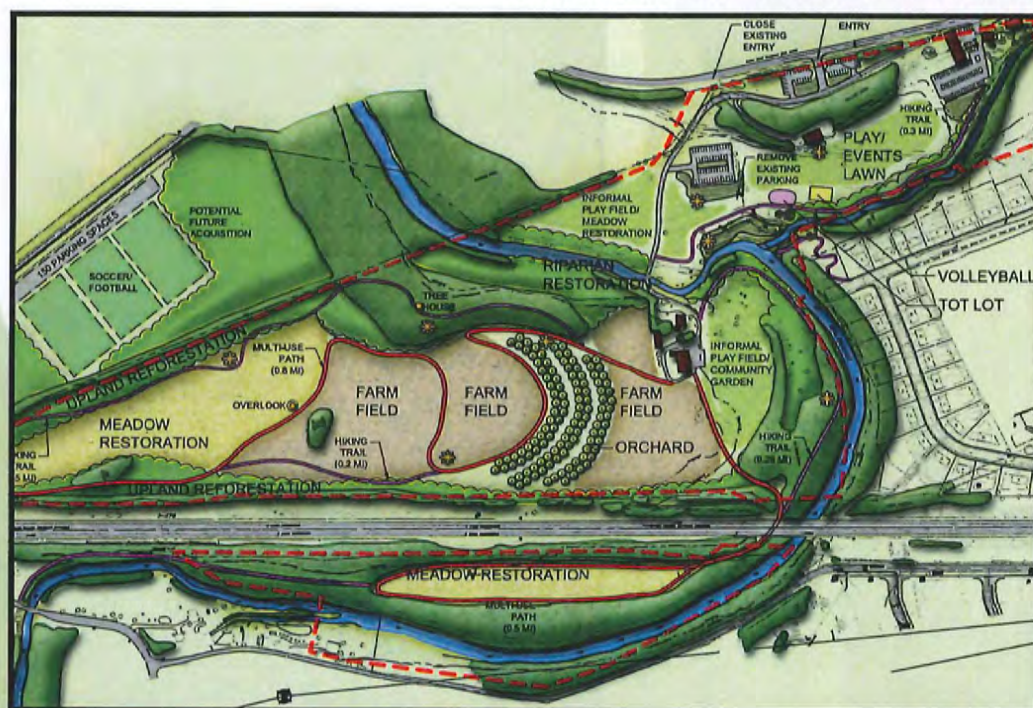
**SIMONE**  
  
**COLLINS**  
**LANDSCAPE**  
**ARCHITECTURE**

WWW.SIMONECOLLINS.COM

SC# 09072 - 376

# Camp Olympic Park Master Site Plan

Lower Macungie Township  
Lehigh County,  
Pennsylvania



## Master Planning Park Design

Camp Olympic Park is a former family farm, and more recently a sports day camp that is now the largest park in the Lower Macungie Township park system. The site features more than 100 acres with streams and riparian woodlands; multi-use fields; rolling corn fields; historic farm buildings; and sports camp facilities. Simone Collins developed the Master Site Plan to balance diverse recreational needs, improve floodplain management and native habitat, create environmental education opportunities, and support community cultural events. The Master Site Plan provides recommendations for adaptive reuse of the historic buildings, including: a dairy barn, milk house, and summer residence built over limekilns.

**SIMONE  
COLLINS**  
LANDSCAPE  
ARCHITECTURE

WWW.SIMONECOLLINS.COM

SC# 09052 - 370

Monroe County,  
Pennsylvania

# Lehman Township Park Master Plan



## Master Planning Park Design

Lehman Township acquired the 64-acre parcel along Saw Creek in 2005 to meet the recreational needs of its rapidly growing population. The site has a long history of recreational use as both a former amusement park and fairgrounds. The combination of the pristine creek ravine and historic site use provided unique opportunities for the park.

The Simone Collins master plan struck a balance between protecting and preserving the beauty of the Saw Creek ravine, adaptively reusing existing site buildings, and meeting the Township active recreational demands. The site naturally divided itself into the northern plateau where high impact active recreation facilities such as multi-use fields, basketball courts, racquetball courts, playground, walking/jogging loop trail and parking were proposed. The lower portion of the site along the creek included a mix of low impact passive and active recreation including adaptive reuse of selective structures for pavilions, concessions, and park services; lawn volleyball courts; outdoor amphitheater; and boardwalk / trail system to provide access to view a series of five water falls along the Saw Creek.

SC assisted the Township in successfully securing grant from DCNR for \$.2 M phase one implementations that included, building demolition, stream bank restoration, and field development.

**SIMONE**  
  
**COLLINS**  
**LANDSCAPE  
ARCHITECTURE**

WWW.SIMONECOLLINS.COM

SC# 05062 - 265


Berks County,  
Pennsylvania

# Union Township Park



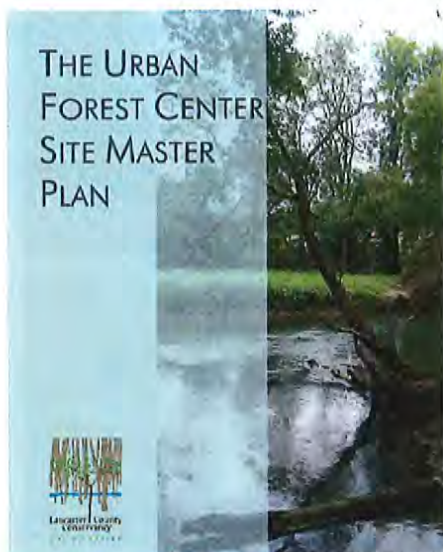
## Park Design Master Planning

A 167-acre desilting basin is the site of Union Township's newest park. The desilting basin was one of a series of structures constructed in the early 1950's by the Commonwealth as a deposition site for materials dredged from the Schuylkill River. Simone Collins was retained to develop a master plan for the site as a park. Much of the site is wooded wetlands, and will remain as habitat for native plants and indigenous wildlife. Upland portions will be used for athletic fields, trails and other facilities. A boat launch for non-motorized water craft is planned for the riverside of the basin, with the PA Fish and Boat Commission. Extensive trails will be woven through the park. A portion of the the former basin site is planned as a future municipal complex of township offices and public works. Portions of the site contain a section of the Schuylkill River Navigation System Canal, and this heritage feature will be preserved for interpretation for park visitors.

**SIMONE**  
  
**COLLINS**  
**LANDSCAPE  
ARCHITECTURE**

WWW.SIMONECOLLINS.COM

SC# 02010 - 198



### 3. Scope, Methods and Procedures

#### Project Understanding

East Goshen Township wishes to develop a Master Plan for East Goshen Township Park located on Paoli Pike. The Township wishes to explore possible changes and site improvements to the park toward enhancing the use and enjoyment of the park.

The existing park is heavily used by a variety of age groups. Since the park was developed in an organic manner, the master plan will present the opportunity to assess existing park facilities, noting both strengths and weaknesses of the current park and plan for changes and/or improvements to the park.

One of the catalysts for the master plan is the age and condition of the park's playgrounds. Some parents have suggested improvements for these areas. Conceptual redesign of the play areas may be an opportunity to integrate play areas into a more natural environment. Trail use is a major activity at the park and the master plan will assess trail layouts and how these facilities might be expanded or improved. Additionally, all vehicular access roads and parking areas will be similarly assessed and if appropriate, recommendations should be made for their improvement.

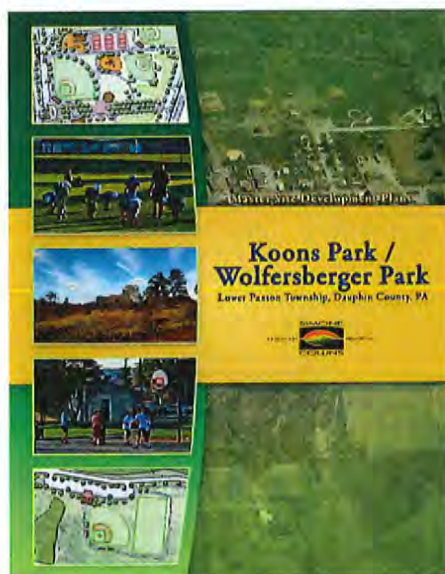
The Township wishes to include a robust public participation component as a part of the master plan and complete the master plan before the end of December, 2015.

#### Scope of Services

The Scope of Services description contained herein follows the PA Department of Conservation and Natural Resources (DCNR) format so that master plan improvement will be eligible for future DCNR funding. The scope is brief to ease your review.

**A. Public Participation** is one of the most critical aspects of the process. This component is expanded and addressed later in this proposal. The SC proposal for public participation will meet or exceed DCNR requirements for plan component.

**B. Background Information and Data.** An introduction to community surrounding the park, demographics and other data will be completed to place the park in context with the greater community. An overview of area parks will examine and summarize existing park facilities in order to place the park in its proper context. Based on this analysis specific needs of the community for the park can be better determined. Also, an on-line web survey is proposed by the SC team



that will help determine interest in park improvements and the type of changes and improvements that most residents may prefer.

**C. Site Information and Analysis.** The SC team will perform inventories and assessments of both natural resources in the park and built facilities. For these various characteristics, SC will develop illustrative mapping that clearly shows the various site characteristics that we wish to communicate to the community. SC will utilize the information as is available from the Township as well as available GIS mapping.

**D. Activities and Facilities Analysis.** Our team's analysis of the activities and facilities will focus on both the active recreation and the passive recreational elements of the park. One of the great opportunities in the Park may be to encourage park visitors to be actively engaged as stewards of the park, in partnership with the Township. In addition to the facilities and activities that currently occur at the park, there is a long list of other potential uses that cover a wide range of activity types. These might include:

- **Expanded and Improved Trails.** The park trail network is planned to connect to the Paoli Road trail. What additional trails might be appropriate in the park?
- **Nature-Based Play Areas.** The desire to update the park's playgrounds begs the exploration of nature-based play areas. These can include areas of earth-form, boulders, plantings, logs, and other natural elements that may be conducive to a variety of play activities for children of several age groups.
- **Pavilions.** Additional pavilions, or other simple structures that provide relief from sun or rain.
- **Universal Accessibility.** Improvements to allow universal accessibility throughout the park. This may not be possible in every area of the park but is needs to be maximized to the greatest extent possible.
- **Native Planting.** Native vegetation typically requires less maintenance and can also enhance the aesthetics in the park. Areas of native plantings, where folks can participate in the possible revegetation of the open areas of the park might be explored.
- **Sport Fields.** Do the sports field playing surfaces need improvement? Should artificial turf and lighting be considered ? (both increase available play times on sports fields).
- **Park Maintenance.** What are the maintenance concerns in the park and how can design improvements enhance the maintenance of the park.
- **Interaction with Water.** What about water play in the park. Zero-depths pools / Splash pads are safe ways to cool off kids in the summer months.
- **Play Courts.** Are existing play-courts used? Or should they be repurposed.
- **New Recreation Trends.** Skate parks and skate plazas continue to grow in popularity. Should this type of facility or others be considered?

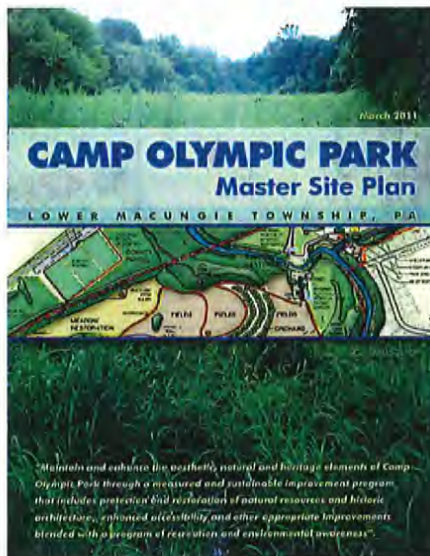


*Simone Collins will complete three (3) sketches of select improvements at the park as part of SC's value added service.*



**E. Design Considerations.** The design considerations for the master plan are many. Some considerations are mandatory (such as ADA or BOCA compliance). Other design considerations are elective (such as LEED and Sustainable Sites guidelines). Many design considerations are tangible – such as the gradient of a slope; and others are transitory – such as the mood of a place created by a wildflower meadow in bloom. SC landscape architects will consider the physical and ephemeral aspects of the site in crafting a master plan that will successfully address the needs of the community while it creates a sustainable and beautiful place that considers all aspects of functionality and use.

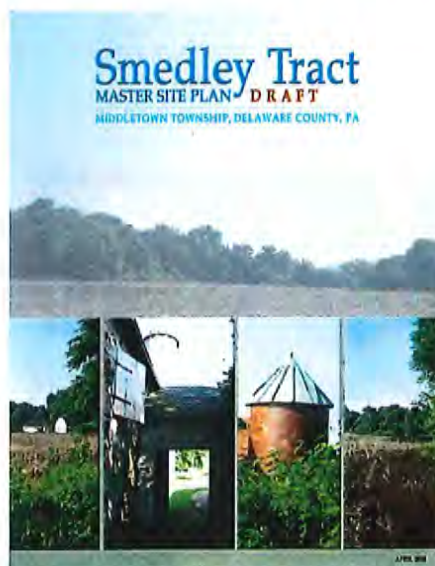
DCNR's *"Creating Sustainable Community Parks – A Guide to Improving Quality of Life by Protecting Natural Resources"* will be consulted throughout the process. All of the other design consideration factors as outlined in the RFP will also be examined.



**F. Design Process.** The SC team will develop a series of design alternatives for consideration by the Study Committee and the public. These design options will be evaluated based on several characteristics including practicality, flexibility of use, probably maintenance implications and costs. These design options must also all be evaluated in light of any regulatory constraints.

All of these considerations will be compiled into a draft master plan for consideration by the Study Committee, Township officials, and the public. Based on comments to the draft plan, a final plan will be developed. We will encourage everyone involved in the process to ask questions about the design alternatives.

- How does the master plan benefit the widest cross section of likely park visitors?
- How are the resources of the park protected as the use of the park is expanded and possibly intensified?
- How do activities and facilities in the park add to the local economy (directly or indirectly) and the well-being of area residents?



**G. Cost Estimates.** The SC team is experienced and expert in developing cost estimates for large scale projects. The improvements recommended by the SC authored master plan for Swatara State Park exceeded \$32 million. SC's construction documents for improvements to Lincoln University exceed \$24 million. The cost estimates for East Goshen Township Park will be developed into park improvement phasing plans. The funding strategy will be based on anticipated available funding sources – Federal, state and county. SC has a proven track record of helping our clients obtain development funding. We have authored successful grant applications for over \$15M, with grants for \$2.2M in 2014 alone.

## H. Maintenance, Operating Costs and Revenue

The SC team will review Township records for various costs for the current park maintenance and benchmark those costs as a starting point in our evaluation of maintenance needs for an improved park. We will also examine any possible avenues for creating revenue in the park. Typical ways to create revenues in parks include pavilion rentals, and even rental of large sections of the park for community or fraternal organization events.

## I. Plan Narrative Report

The master plan report will be prepared to be a user friendly document that will guide future improvements to the park for a number of years. It will also be developed to meet or exceed DCNR requirements for master plans

## J. Mapping and Plan Drawings

Final mapping shall be developed showing all proposed park improvements. In addition to an overall master plan drawing, the SC team expects to complete a series of enlarged plan drawings to show greater details for three (3) areas of master plan development. The park master plan will need to be developed on a GIS base plan supplemented by any surveyed information that the Township may possess.

## K. Final Products

SC will develop the final products to include six (6) draft reports and six (6) final copies of the plan / report.

Additional value added final products proposed by the SC team as a part of the project include the following:

- The master plan report will include three (3) perspective sketches of planned key improvements. These perspective sketches are important to convey to possible funding agencies planned master plan improvements.
- SC will remain flexible in regard to the final products so that we can produce final products that will best suit the needs of the Township and the future development of the park.



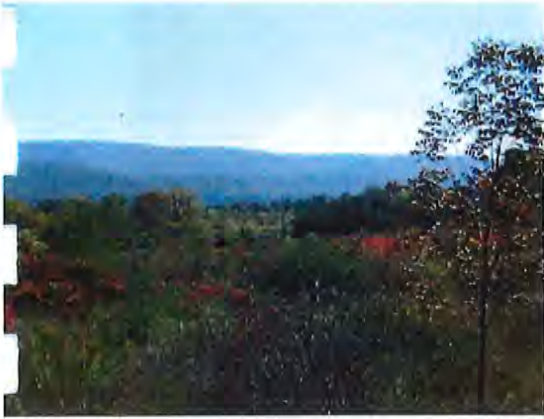
*The Swatara State Park Master Plan Public Participation Process, devised and orchestrated by Simone Collins, was awarded a commendation from the Commonwealth's Environmental Advisory Board.*



*A typical SC public meeting.*



*We work closely with our clients.*



## Public Participation

Proposed public participation is suggested to include the following primary components: 1. Public Meetings; 2. Study Committee Meetings / Work Sessions; and 3. An on-line opinion survey

### Public Meetings

Three (3) public meetings are recommended. Based on our experience with many similar projects 3 meetings are the minimum required to obtain good public input and feedback. While it may not seem so, the further development of any park can be as controversial. Folks do not like changes. Some residents will want to see absolutely nothing change in the park. Others will want major improvements. The proposed three public meetings will give all interested residents the chance to participate in the public process.

**Public Meeting # 1** will be held prior to any design work being completed by the SC team. The purpose of this meeting is to ask the community what they think should or should not be done at the park. Meeting # 1 is proposed for mid-September.

**Public Meeting #2** is proposed for the presentation of the draft plan. This will have been reviewed by the Committee prior to presentation to the public. This plan will cover all aspects of the project. Following presentation of the draft plan, a two week review period is recommended so that anyone who wishes to review and comment on the plans will have ample time to do so. Public meeting #2 is proposed for early November. If desired, this meeting could be combined with a Board of Supervisors meeting.

**Public Meeting #3** will be held to present the final master plan and is suggested for mid-December. The presentation of the final plan will begin the implementation period including strategies for submitting grant applications to various funding agencies.

### Study Committee Meetings / Work Sessions

The SC team recommends that all study committee meetings be open to the public to encourage as much public participation as possible. Four (4) meetings are recommended and are suggested in September, October (two), November, and December.



*All ideas are valued at SC public meetings.*



*SC often conducts site walks as part of public or committee meetings.*



*Some SC meetings are held in the field at the facility being studied.*

### **Web Based Opinion Survey.**

The SC team will prepare and administer a web based survey of the community. Our team will develop the 15 to 20 questions in cooperation with the Committee and Township Staff. We will try and ascertain the opinions and desires for the park.

The survey also creates another way that people who cannot or do not want to attend project meetings can actively participate in the planning process. This is a value added service of the SC team and is in addition to services requested in the RFP. We anticipate making the survey available on-line for a period of about 6 weeks.

### **The Card Technique**

One of the challenges inherent in a project of this type is the large amount of information that must be organized, digested and synthesized. This information must be clearly understood by the SC team, Township staff and officials, Study Committee, and the public for real design advocacy to occur. SC utilizes a communication tool called "*the card technique*" to ensure that there is clear, concise communication between everyone during meetings.

This is how the card technique works:

The creative ideas for the project are divided into three categories: Goals, Facts and Concepts.

The Goals are the goals for the project, initially broad, then specific: i.e., "*Create a Master Plan for the Park*", or "*Preserve the natural resources of the park*", or "*Create a master plan based on a triple bottom line (ecological) accounting system*".

The Facts are the existing conditions, unique environmental features, existing structures, the history of the site and area, existing resources, and any other existing conditions.



*Whether project meetings are held indoors or outdoors, the effort by your consultants is key in earning public trust. The SC team is accessible to everyone during the process. We return phone calls and emails and will take the time to listen to our constituents.*



*All ideas are heard and recorded on the cards.*



The Concepts are all of the various ideas for attaining the goals of the project and suggesting the types of improvements desired. *"Create additional trails to give people more access throughout the park"; "Create stormwater best management practices (BMPs) that prevent erosion in the park."; "Use Sustainable Sites standards for all site design recommendations"; "Consider artificial turf surfaces as a part of the master plan"*

Each goal, fact, and concept is simply drawn, along with a descriptive word or two, on a 5" by 7" card. Each card is then hung on the wall in the appropriate category. During meetings and work sessions, new cards are made and displayed by SC as those in attendance generate ideas. This technique minimizes any miscommunication since each idea is displayed as a separate card. The cards (ideas) can be repositioned, prioritized, eliminated from consideration, or expanded into other spin-off ideas. All the information is always in front of everyone and having the visual image of the idea before one's eyes increases comprehension. SC has utilized the card technique at countless community, corporate, and public meetings with groups from 10 to 300, and it has proven to be a very effective method of clear communication. The cards created at the programming meeting are an instant record of the meeting and can be displayed for anyone who could not attend



***The SC team's job is to take an idea, a dream - and turn it into reality.***

## Simone Collins References

### **John Granger, Manager, Aston Township**

Aston Vision Plan, Zoning Ordinance, other work  
610 494 1636, x 4

### **Daniel Flint, P.E., Twp. Engineer, Lower Allen Twp., Cumberland Co., PA**

Cedar Spring Run Park MP and CDs & Eastern Cumberland County Regional Trail Master Plan  
717 975-7575 ext. 1101

### **Darlene Heller, Director of Planning, Bethlehem, PA**

South Bethlehem Greenway / Linear Park Master Plan and CDs  
610 997 7636

### **Elissa Garofalo, President & Ex, Director, D&L Corridor Commission**

Delaware Canal State Park Vision Plan  
610 923 3548

### **Daniel Kerr, Manager, Limerick Township**

Parks projects and Limerick Township Greenway and Trails Master Plan / Trail Grants  
610 495 6432

### **Robert Zienkowski, Manager, Radnor Township, Delaware County, PA**

Veteran's Park MP and Radnor Township Greenway and Trails Master Plan  
610 688 5656

### **Steve Norcini, P.E. Township Engineer, Radnor Township, Del. Co., PA**

Wilson Farm Park MP and CDs  
610 688-5600 x 156

### **Brian Luetchford, Dir. of Parks and Recreation, Lower Paxton Twp.**

Koons and Wolfersberger Parks Master Plan and Lower Paxton Greenway and Trails Master Plan  
717 657-5635 x 111

### **Dennis Carney, Manager, Solebury Township, Bucks County, PA**

Township Parks, Solebury Gateway Trails project / grant applications  
215 297 5656

### **Joseph Syrnick, Executive Director, Schuylkill River Dev. Corp.**

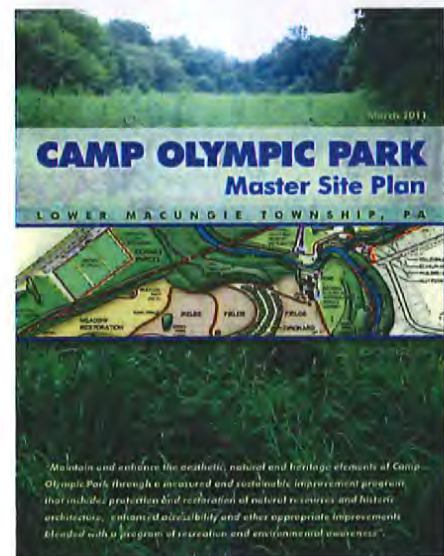
DuPont Crescent Park and Trail, Phila., various projects in Fairmount Park  
215 222 6030 x 102

### **Linda McNeill, Tinicum Township Manager**

Tinicum Township Park Master Plan  
610 294 9154

### **Nick Forte, Tinicum Township Supervisor**

Tinicum Township Park Master Plan  
610 294 9154



*The Camp Olympic Park Master Plan in Lower Macungie Township, Lehigh County, was completed by Simone Collins. The plan recommended the restructuring of the creek that ran through the park. Many of the master plan recommendations have been implemented.*



#### 4. Work Schedule

One of the first steps in the planning process will be to review this proposed schedule with the Township to confirm that this schedule is acceptable. Please refer to the graphic representation of the schedule on the next page



*Wilson Farm Park, Tredyffrin Township, Chester County, PA . Here SC create a 2-acre water feature that is the park's storm-water management basin and the source of irrigation for the parks 7 sports fields. This has been in operation for over 10 years.*

# Project Schedule

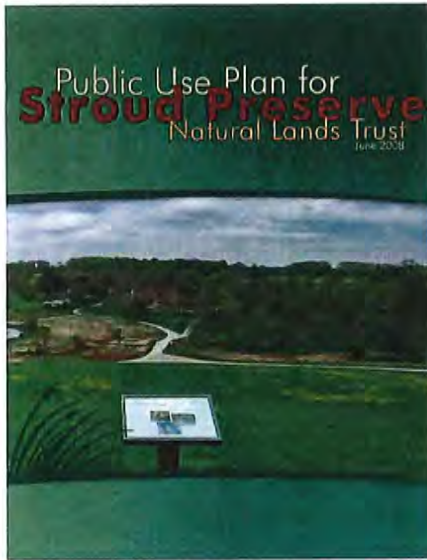
	August	September	October	November	December
Notice to Proceed					
Background Data and Information					
Site Information and Analysis					
Activities and Facilities Analysis					
Design Considerations					
Design Process					
Design Cost Estimates					
Maintenance, Operating Costs, Revenues					
Plan Narrative Report					
Base Maps / Site Development Drawings					
2 week draft plan review					
Revisions as necessary					
Final Plan					
<b>Public Participation</b>					
Study Committee Work Session #1					
Study Committee Work Session #2					
Study Committee Work Session #3					
Study Committee Work Session #4 - agree on revisions					
Public Meeting #1 - programming					
Public Meeting #2 - present draft plan					
Public Meeting #3 - present final plan					
Web-based opinion survey - (survey monkey)					

## **Why Select Simone Collins Landscape Architecture?**

- SC has extensive public involvement experience. Our excellent reputation is in part based on our abilities to work cooperatively with the public. This has been recognized by our clients and through awards such as a commendation from PA Environmental Advisory Council. It will be very important to work well with the East Goshen Community. There will be a great diversity of opinion on what is appropriate for the park. The citizens will work directly with the park designers, not middlemen brought to the project solely for public participation. This allows citizen decision-makers to talk directly to planners and designers.
- Our firm possesses diverse skills and experience which will be necessary to successfully address a diversity of issues that will be encountered for the master plan of the Park. These skills are critical in preparing a viable plan.
- The compact SC firm structure will allow us to complete the project efficiently within available resources. We can provide many examples of similar projects where we have not exceeded our project budgets.
- SC's level of innovation. Our history is of award-winning projects – with 38 awards throughout our 25 years of service to our clients. We have designed many types of facilities often with adaptive reuse components and elements that incorporate the heritage of a location and community.
- The vast majority of our firm's work is for municipal clients. We regularly work within limited budgets and stay on-schedule.
- All of the SC work represented in this proposal has been completed and overseen by either Peter Simone or William Collins. This provides a continuity of services to our clients that few firms can match. The projects presented herein were not completed by *"someone who was formerly with the firm in our Ohio office"*.
- SC has extensive experience planning and designing parks, trails and greenways. This experience includes parks with extensive trails systems, such as Wilson Farm Park that contains over 3 miles of trails within its 90 acres. Expanded, new or improved trails will be one of the most important improvements in the Eat Goshen Park
- Our experience and success in assisting our clients in obtaining funding to build what we plan. SC has successfully authored grants for over \$15 million in funds. In 2014 alone, SC obtained over \$2.2 million for our clients.
- Our excellent references and competitive hourly rates and fees.
- Value-added services itemized in our proposal. These include:
  - A web-based survey to obtain public opinion;
  - 3 perspective sketches of proposed improvements;
  - 3 plan enlargement showing additional details of the plan;
  - No charge for time driving to and from meetings and site reconnaissance visits; and
  - No charge for coordination meetings with Township staff.



Simone Collins' presentation graphics are superb. A good idea is only as good as how it is presented. We are all visual animals and sometimes the power of a design is based on how we transmit that idea to our audience whether it is the public, elected officials or funding agencies. This is a critically important aspect of SC's value-added service.



*SC has completed plans for 3 of the largest preserves owned and operated by the Natural Lands Trust, including the adjacent Cheslen Preserve. When the experts needed experts, they came to Simone Collins.*

## 5. Cost

The SC team proposes to complete the services as contained in the RFP and as outlined in this proposal for a fee not to exceed \$25,000.00 including all reimbursable expenses and required end products.

Labor:	\$ 23,890.00
Reimbursable Expenses	\$ 1,110.00
<b>Total proposed SC team fee:</b>	<b>\$ 25,000.00</b>

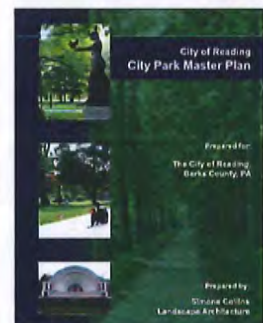
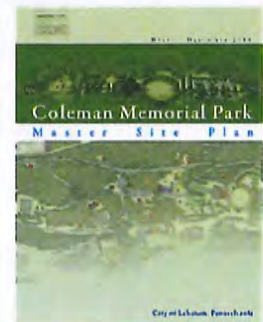
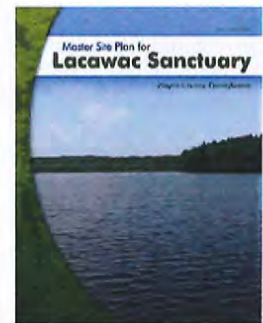
Please refer to the detailed cost breakdown on the following page.

This labor fee represents a minimum of 273 hours by the SC team. This equates to an average hourly rate of \$87.51 per hour for the SC team. This includes time for senior level staff and principals. SC is not charging for driving time to and from meetings. This time is at least another 28 hours. Coordination meetings with the Township will also be pro bono. We estimate these to take 12 hours. This increases our total time to 313 hours and reducing our hourly rate to an average of \$76.32. We suggest that this is a highly competitive rate.

This fee is based on our current understanding of the desired scope of services. Simone Collins will be happy to review the proposed fee with the Township. If selected for this assignment, one of the first things that should be completed is a review of the scope of services and corresponding fees to ensure that both the Township and the SC team share a common understanding of work to be completed—and agree to any revisions or adjustments that are necessary to either the scope, fee or both.

Billings are proposed to be monthly for actual work completed.

Task / Event	Simone	Leeper	Bradley
Background Data and Information	1	2	4
Site Information and Analysis	2	8	12
Activities and Facilities Analysis	2	4	4
Design Considerations	4	8	8
Design Process	4	16	8
Design Cost Estimates	2	8	16
Maintenance, Operating Costs, Revenues	4	8	
Plan Narrative Report	4	30	12
Base Maps / Site Development Drawings	2	8	24
Total Hours	25	92	88
Hourly Rate	\$135	\$80	\$75
Labor Cost	\$3,375	\$7,360	\$6,600
<b>Total Labor Cost - Design and Planning Tasks</b>	<b>\$17,335</b>		
<b>Public Participation</b>			
Meeting Preparation	1	1	2
Study Committee Work Session #1	2	2	2
Meeting Minutes		2	
Meeting Preparation	1	1	
Study Committee Work Session #2	2	2	
Meeting Minutes		2	
Meeting Preparation	1	1	
Study Committee Work Session #3	2	2	
Meeting Minutes		2	
Meeting Preparation	1	1	
Study Committee Work Session #4	2	2	
Meeting Minutes		2	
Meeting Preparation	1	1	2
Public Meeting #1	2	2	2
Meeting Minutes		2	
Meeting Preparation	1	1	
Public Meeting #2	2	2	
Meeting Minutes		2	
Meeting Preparation	1	1	
Public Meeting #3	2	2	
Meeting Minutes		2	
Prepare web-based opinion survey - place on web (Survey Monkey)	4	4	
Total Hours	21	39	8
Hourly Rate	\$135	\$80	\$75
Labor Cost	\$2,835	\$3,120	\$600
<b>Total Labor Cost - Public Participation</b>	<b>\$6,555</b>		
<b>Total Labor</b>	<b>\$23,890</b>		
<b>Reimbursable Expenses</b>			
Draft reports (6 copies at \$45/ea)	\$270		
Final reports (6 copies at \$45/ea)	\$270		
B&W and color copies of plans	\$200		
Mileage	\$225		
Misc. photocopies	\$145		
<b>Total Reimbursables</b>	<b>\$1,110</b>		
<b>Total project cost</b>	<b>\$25,000</b>		



**AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES**  
**East Goshen Township, Chester County**

**THIS AGREEMENT**, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by, between and among the **East Goshen Township**, with offices located at 1580 Paoli Pike, West Chester,, PA 19380 ("**Township**") and Simone Collins Landscape Architecture, having offices located at 119 East Lafayette Street, Norristown, PA 19401 ("**Consulting Firm**").

**BACKGROUND**

**Whereas**, the Township has issued a request for proposals the preparation of a Park Master Plan; and

**WHEREAS**, Consulting Firm contains the necessary qualifications and experience to perform the requested consulting services for the Township.

**NOW, THEREFORE**, Township and Consulting Firm do mutually agree, as follows:

1. **Scope of Work**. The Township agrees to employ Consulting Firm to prepare a Park Master Plan in accordance with the RFP and the proposal submitted by the Consulting Firm.
2. **Term**. The term of this Agreement shall commence on \_\_\_\_\_, 2015 and shall end on \_\_\_\_\_, 2015.
3. **Compensation**.
  - A. The Township agrees to compensate Consulting Firm for actual hours worked and actual reimbursable expenses for a total amount not to exceed \$\_\_\_\_\_.
  - B. The Township will pay Consulting Firm within 30 days after receipt of a properly prepared invoice for work satisfactorily performed pursuant to this Agreement, except for retainage funds.
  - C. Retainage funds of 10% shall be paid to Consulting Firm within 30 days after final plan approval by the Township.
4. **Independent Contractor**. In the performance of the work described herein, Consulting Firm is an independent contractor and is not an employee of the Township.
5. **Mutual Release**. Consulting Firm agrees to defend, indemnify and hold harmless Township from any suits, claims, damages and payment of monies, including any reasonable legal fees and costs arising from the negligence or misconduct of Consulting Firm in performing its obligations under the terms of this Agreement.

Only to the extent that the Township may otherwise be held directly liable under applicable law, including, but not limited to, 42 Pa.C.S.A. 8542, *et seq.*, (Pennsylvania Political Subdivision Tort Claim Act), Township hereby agrees to defend, indemnify and hold harmless Consulting Firm from any suits, claims, damages and payment of monies, including any reasonable legal fees and costs arising from the willful negligence or misconduct of Township relating to the performance of this Agreement.
6. **Documents**. All documents and/or plans created under this contract are solely and exclusively the property of East Goshen Township. The Consulting firm will retain reproducible copies of the documents which may also be utilized for the promotion of the Consulting firm.

7. **Modification.** This Agreement may not be altered or modified in any way except in writing executed by the parties hereto.

8. **Assignment.** This Agreement may not be transferred or assigned without written consent of the parties hereto.

9. **Compliance with Local Laws.** Consulting Firm shall comply with all applicable laws, ordinances and codes of East Goshen Township, the Commonwealth of Pennsylvania, and Federal Government.

10. **Consulting Services.** Consulting Firm will provide professional consulting services in accordance with the RFP and its proposal in response to the RFP. Additionally, Consulting Firm shall comply with the nondiscrimination/sexual harassment clause, a copy of which is attached hereto and incorporated herein as ***Appendix "A"***. (This is included so as to meet all requirements as mandated by the PA Department of Conservation and Natural Resources (DCNR) – in the event that the Township subsequently applies to DCNR for funding based on the Comprehensive Trail Plan).

***IN WITNESS WHEREOF,*** the parties hereto, intending to be legally bound, have hereunto set their hands and seals the day and year first above written.

East Goshen Township

By: \_\_\_\_\_

CONSULTING FIRM:

By: \_\_\_\_\_

Name:

Title:

## **APPENDIX A**

### **NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE**

During the term of this CONTRACT, the Township and Consulting firm agrees as follows:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the contract or any subcontract, the Township and Consulting firm, subcontractor, or any person acting on behalf of the Township and Consulting firm or subcontractor shall not, by reason of gender, race, creed, or color, discriminate against any citizen of this COMMONWEALTH who is qualified and available to perform the work to which the employment relates.
2. Neither the Township and Consulting firm nor any subcontractor nor any person on their behalf shall in any manner discriminate against or intimidate any employee involved in the manufacture of supplies, the performance of work, or any other activity required under the Contract on account of gender, race, creed, or color.
3. The Township and Consulting firm and subcontractors shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined.
4. The Township and Consulting firm shall not discriminate by reason of gender, race, creed, or color against any subcontractor or supplier who is qualified to perform the work to which the contract relates.
5. The Township and Consulting firm and each subcontractor shall furnish all necessary employment documents and records to and permit access to their books, records, and accounts by the DEPARTMENT and the COMMONWEALTH Department of General Services (DGS), for purposes of investigation, to ascertain compliance with provisions of this Nondiscrimination/Sexual Harassment Clause. If the Township and Consulting firm or any subcontractor does not possess documents or records reflecting the necessary information requested, the Township and Consulting firm or subcontractor shall furnish such information on reporting forms supplied by the DEPARTMENT or DGS.
6. The Township and Consulting firm shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subcontract so that such provisions will be binding upon each subcontractor.

From Management Directive 215.16 amended (6/30/99)



COMMUNITY CONSERVATION PARTNERSHIP PROGRAM

MASTER SITE DEVELOPMENT PLAN

GENERAL INFORMATION AND SCOPE OF WORK GUIDELINES

**PURPOSE AND INSTRUCTIONS:** The following general information and attached example are provided to assist in the development of a scope of work (SOW) for your Master Site Development Plan (MSDP) project to meet generally accepted design standards and to meet specific requirements for a MSDP Project under the Community Conservation Partnerships Program.

Use this information and the attached example to develop a SOW that accurately provides for the needs of your community and project. This SOW can also be used to acquire a cost estimate. *If your project is selected for a grant, a detailed project SOW must be tailored to meet the planning needs of your community, and must be submitted to the Bureau for review and approval before proceeding with the project.*

Multiple sites may be included in one planning project by simply indicating that the same SOW will be used for each site. If the site and community needs are substantially different for each site, separate SOWs should be prepared.

*Before submitting a grant application and developing your SOW, please contact the Bureau's regional representative for your area of the Commonwealth to discuss your project (a directory of regional representatives can be found in the Application Manual or at the following link*

*[http://www.dcnr.state.pa.us/brc/grants/Regional\\_Map.pdf](http://www.dcnr.state.pa.us/brc/grants/Regional_Map.pdf)). Bureau staff will assist grantees in finalizing a SOW that best meet the needs of the community, design standards and Bureau requirements.*

1. **Master Site Development Plan (MSDP).** Generally, the Bureau views MSDP's as a research, public input and analysis process that leads to a size, type and location Plan for the full development or redevelopment of the park and open space area. The Plan should meet all generally accepted design standards and identified recreation and/or conservation needs and priorities of the community to the extent possible. This means that there must be enough detail developed during the process and provided in the Plan narrative report and on the **Site Development Drawing(s) (SDD)** to ensure that the facilities meet standards, can in fact be built on the site while protecting and/or enhancing the natural resources and that reasonably accurate costs can be estimated.
2. **Scope of Work (SOW).** A SOW is a written outline of the major work elements and tasks to be performed to gain a satisfactory and successful project that meets the community recreation and conservation needs. The SOW fulfills three main purposes:
  - It provides a format for the grantee to plan and determine the work that needs to be completed to produce a satisfactory Plan and planning documents.
  - It provides the exact work requirements so that a Planning Consultant can submit a valid and competitive proposal to perform the project work.
  - It provides the work requirements for the consultant contract.
3. **MSDP SOW.** The work elements in the example SOW as attached are most appropriate when the intent is to develop a detailed Plan for the full development of a specific site. The planning process explores appropriate uses for a park or open space area, including the size, type and location of facilities to be developed on the site. For example, where tennis courts, ball fields, trails, natural areas, green infrastructure (i.e. rain gardens, pervious pavement, green roofs, etc.), rest rooms, lighting and parking should be located in the redevelopment of an existing site or the development of a new site.

*Work elements (A) through (K) on the attached example SOW comprise the minimum scope acceptable to the Bureau, unless the project or site clearly dictate that one or more of the optional work elements (L) through (Q) should be included. Some of the major work elements and the detailed work tasks need to be further defined to fully develop the project SOW. Depending on the community recreation and conservation needs optional work elements may be selected by the grantee to be included as part of the planning project. Bureau staff will assist grantees in finalizing a SOW that best meet the needs of the community, design standards and Bureau requirements.*

4. **Special Note on Natural Resource Conservation.** All parks and open space areas have the potential to conserve and enhance natural habitats and resources as well. From a management perspective, maintenance costs could be lower in a more natural site. Increased greenery has many environmental, health, and economic benefits for a community, and can enhance park visitor experiences. **Because DCNR's mission aims to not only promote local recreation, but to protect the Commonwealth's natural resources, it is important to include sound planning with sustainable practices, such as promoting native plantings, stormwater best management practices, and habitat enhancements.**
5. **Special Note on Public Participation.** The heart of any MSDP is the public participation involved in the planning process. The SOW must include a public process that will engage the community in the planning process and give ownership of the MSDP to future site users. Please review the Bureau's "Public Participation Guide" to help determine the public participation techniques that that will best suit your community and project needs. **This is a critical element of the planning process. Grantees must have an approved public participation process that includes a study committee and at least two advertised or promoted public meetings of which one is with elected officials.** Please review any recent public participation efforts that have been completed in your community regarding parks, recreation, and open space protection. You may want to include results of these efforts in your planning process.
6. **Special Note on Metes and Bounds.** DCNR requires that the metes and bounds of the property be shown on the SDD. The costs for completion of the MSDP will be impacted if a land survey is required. A land survey will be required only if accurate and complete boundary information cannot be obtained from existing deeds and surveys.
7. **Eligible Costs for Reimbursement.** Only work included in the Bureau approved SOW, and completed within the approved grant agreement period, will be considered eligible for reimbursement.

## MASTER SITE DEVELOPMENT PLAN (MSDP)

### EXAMPLE SCOPE OF WORK (SOW)

**INSTRUCTIONS:** The following work elements and work tasks, along with the planning procedures presented as part of the work elements, constitute the work and product required to be performed and produced for a satisfactory Master Site Development Plan (MSDP) for the grantee and to meet the minimum requirements for a MSDP under DCNR's Community Conservation Partnerships Program. Please note that major work elements A through K are required for all MSDPs to the extent of the project and community needs as per the work tasks and instructions detailed under each element. Work elements L through Q are a part of the project SOW only if deemed necessary. The grantee will determine if optional work elements are to be included based on the project and community needs with the assistance of Bureau Regional and/or Central Office Staff.

#### **(A) PUBLIC PARTICIPATION**

To help reduce potential conflicts and gain public support for the project, citizen input must be received throughout the planning process. At minimum a project study committee must be formed and meet with the planning consultant on a regular basis and at least two general public meeting must be held. The exact number of meetings will vary depending on the desires of the community and the scope of the project. **(Instructions to grantee: Check the meeting types listed below that are applicable to your project and indicate the minimum number of meetings the consultant will be required to attend and/or conduct.)**

<u>Meeting Type</u>	<u>Number</u>
<input type="checkbox"/> Study committee meetings: (based on the size and complexity of the project consider a range between 4- 8)	_____
<input type="checkbox"/> Advertised or promoted general public meetings: (minimum of 2 required of which one is with Elected Officials)	_____
<input type="checkbox"/> Other meetings (describe): (see optional section (L))	_____
<input type="checkbox"/> Key person interviews: (based on the size and complexity of the project consider a range between 5- 15)	_____

**NOTE:** The following planning elements and work tasks must be presented in the study report. A brief description of the public participation process must be included in the study report. (see (B) 5 below.)

#### **(B) BACKGROUND INFORMATION AND DATA**

The purpose of the background is to orient the MSDP reader to the community, the overall park system and generally how this specific site fits into that park system.

1. Brief introduction to the community, its population, size, character and geographic location.
2. Brief introduction on the natural resources of the site including but not limited to critical habitat or area of special interest, sensitive species, drainage features, native wildflower meadows, trees, etc.
3. Brief introduction to the park system:
  - a. General description of park system. (e.g., primarily active, passive, or mixture; primarily stream valley, neighborhood or community park oriented, natural or conservation oriented)
  - b. Number of municipal parks (by general type) and acreage.

4. Description of how this park or open space area fits into the overall park system (i.e. only site, first site to be developed, one of 10 neighborhood parks, first community-wide park, only park with major emphasis on aquatics, only open space area to be used for nature studies and interpretation, significant area of the site to provide critical habitat and open space for passive recreation, etc.).
5. Description of existing community planning, (i.e., Comprehensive Recreation, Parks and Open Space Plan, Community-wide Comprehensive and Land Use Plan, Watershed or Rivers Conservation Plan, Greenway Plan, community surveys, etc.) Reference specific provisions of existing planning document that is applicable to the site being planned.
6. Describe the public participation process including the techniques used, key participants, level of participation, number of meetings etc.; and list the results (major areas of consensus or contention) of the public participation process. (Note: it is usually worthwhile to include copies of meeting reports as appendix to the Plan.)

### (C) SITE INFORMATION AND ANALYSIS

Specific site information must be gathered and reported to establish a basis for the planned use of the site. Site information must be analyzed to determine the workable parameters for the proposed uses and facilities for the site.

1. Brief introduction to and general description of the physical, natural, and cultural resources of the site which includes, but is not limited to, the following features:
 

<ul style="list-style-type: none"> <li>• Acreage</li> <li>• Deed Restrictions, Easements and Right-of-Ways that limit use</li> <li>• Environmental issues</li> <li>• Floodplains</li> <li>• Historic features</li> <li>• Location</li> <li>• Playground Safety Audit (if available)</li> <li>• Riparian buffers</li> <li>• Site access</li> </ul>	<ul style="list-style-type: none"> <li>• Soil types</li> <li>• Species of special concern</li> <li>• Stormwater drainage features</li> <li>• Surrounding land uses</li> <li>• Topographic features</li> <li>• Vegetation (including both native and non-native species present)</li> <li>• Vernal pools</li> <li>• Wetlands</li> <li>• Zoning</li> </ul>
---	--
2. Analysis and description of how the physical features of the site, impact the potential use and development of the site including:
  - The advantages of the site for certain uses
  - The disadvantages of the site for certain uses
  - Areas that may not be suitable for public use
  - Areas that need special environmental protection and/or mitigation
  - Areas that should be protected because they are natural drainage courses
  - Areas of high quality habitat value
  - Other use limiting aspects of the site (i.e.: access, adjacent uses, existing uses, etc.)
  - Neighborhood compatibility – including the impact on and from adjacent land uses due to activities, lighting, traffic, noise and/or aesthetic characteristics
3. Pennsylvania Natural Diversity Inventory (PNDI). *In order to obtain an accurate cost estimate for the SOW, a PNDI Receipt should be obtained. If applying for a grant, a PNDI Receipt is required. If awarded a grant, reference your PNDI Receipt submitted with the grant application. On the Receipt you will find detailed instructions for the following potential impacts. Address the impacts during your study process and include a description in your Plan narrative.*
  - a. PNDI Receipt specified **no impact**. There is no further coordination required with PNDI jurisdictional agencies within one-year of Receipt date unless the project type, location or size changes.
  - b. PNDI Receipt specified **potential impacts**. Once a clearance or recommendation letter from the jurisdictional agency/agencies has been received, address any recommendations provided. If a survey was requested, it must be completed by a biologist during the planning process.
  - c. PNDI Receipt specified **potential impacts with avoidance measures**. Avoidance measures are intended to reduce the need for further coordination with jurisdictional agencies on projects that could have "No Impact" if the avoidance measures are carried out. To fulfill the PNDI requirement the avoidance measures must be incorporated into the Plan.

- d. PNDI Receipt specified **potential impacts with conservation measures**. Conservation measures are recommended to be incorporated into the Plan to reduce further impact to the special concern species or resources.

#### **(D) ACTIVITIES AND FACILITIES ANALYSIS**

The purpose of this analysis is to determine the proposed uses for this site, and the type, size and standards for facilities to be developed based on the public participation process, community needs, and site analysis.

1. Provide a description and prioritization of the community needs and uses for the site as identified by the public participation process, previous planning work and, if applicable, needs assessment.
2. List the recreational, conservation, and public uses and facilities proposed to be developed, maintained, or enhanced on the site and to be included on the site Plan drawing. **For each use/facility to be developed and activity to be offered provide the following information.**
  - a. Describe the degree and skill level of site use for active recreation purposes: *(Note: Active recreation activities are played at different levels and, subsequently, have varying facility standards and requirements. Using baseball as an example, pickup games may only need an open field with bases, pitcher's mound and home plate indicated while a field used for community-wide league competition may require a skinned infield, fencing, players benches, lighting, spectator seating, more parking, etc.)*
    - Skill level (Entry level participation and introduction of users to basic skills, intermediate, advanced, etc.)
    - Unstructured, non-programmed use
    - Competition (identify participants, i.e. define ages and skill level; define level, such as informal municipal leagues or formal regional tournaments, etc.)
    - Level of use by spectators
  - b. Describe the proposed use of the site for passive recreation activities, such as:
    - Wildlife viewing
    - Nature trail with interpretive signage
    - Quiet places for reading and relaxing
    - Sensory gardens, wildlife gardens, native plant gardens, or community garden plots
    - Wetland or critical habitat protection
    - Educational uses (BioBlitz, nature studies)
    - Night sky viewing
    - Watershed protection
    - Environmental education
  - c. Describe the proposed preservation of open space, natural areas, and buffers on the site.
  - d. Indicate the projected participation rates. *Note: To help define facility requirements and size, daily, weekly, monthly and seasonal use projections may be required.*
  - e. Describe the basic standards and requirements, such as:
    - Size
    - Dimensions
    - Orientation
    - Maximum percent slope permissible
    - Need for undisturbed area (e.g., for wildlife observation, groundwater recharge and habitat protection)

For each facility and structure proposed, list the accepted published national, state, or local standards (reference the standard by name) used to determine the size, dimensions, orientation, minimum and maximum surface slope (grade), buffer areas and setback requirements, open or undisturbed space requirements such as for riparian buffers and wildlife observation areas etc.

**Note:** Information required in the Activities and Facilities Analysis, 2a, 2b, 2c, and 2d could be presented as a table or matrix in lieu of narrative presentation.

3. List the support facilities required for the proposed recreational, conservation and public uses. Depending on the site and proposed uses, support facilities would normally include roads, parking, access paths, comfort facilities, maintenance facilities, storm water management system and structures, utility installations, signage, site furniture, ADA compliance, etc.
  - a. For **each** support facility provide a short description giving the size and type of facility proposed. (For example: for a road or drive, provide the length, width, type of surfacing, and type of curbing; for electrical, water and sewer utilities give the estimated size of the service required, the location of the most likely connection to the system, and any major structures that need to be constructed as part of the utility service.)
  - b. For parking facilities include an analysis of the required number of parking spaces based on the proposed uses and facilities, and accepted or required standards for parking spaces. Indicate by name the accepted or required standards used to calculate the number of parking spaces proposed. Further, distinguish between on street and off-street spaces and provide a description including size, type and location of any overflow parking accommodations, and ADA compliance.

## **(E) DESIGN CONSIDERATIONS**

In determining the uses and facilities to be planned for the site, as well as the size and location of the facilities, the following must be considered and reported on to the extent that they are applicable to the SDD:

1. The site's limitations and positive points, as well as the various generally accepted design standards related to the proposed areas, facilities, and activities as identified under (C) and (D) above. If local recreation and park agency standards have been developed, these should be considered.
2. Applicable laws and regulations relating to public health and safety including land subdivision, zoning, and the Uniform Construction Code.
3. Handicap accessibility standards as prescribed by the Americans with Disabilities Act of 1990 (ADA).
4. Assess if the existing topography of the site is suitable for the types of activities and/or development being proposed. Free statewide topographic information is available and can be obtained for your site thorough the following link:  
[http://www.pasda.psu.edu/uci/MetadataDisplay.aspx?entry=PASDA&file=PAMAP\\_Contours.xml&dataset=1245](http://www.pasda.psu.edu/uci/MetadataDisplay.aspx?entry=PASDA&file=PAMAP_Contours.xml&dataset=1245)
5. Compliance with the American Society for Testing Materials (ASTM) standards and the Consumer Product Safety Commission (CPSC) guidelines pertaining to playground areas and equipment.
6. The maintenance and establishment of sustainable riparian native grass and/or forest buffers. If the project site is in the Chesapeake Bay watershed, the Plan should be in accordance with, and help to achieve, the goals of the Chesapeake Executive Council's Adoption Statement on Riparian Forest Buffers dated October 10, 1996.
7. Protection/enhancement of environmental sensitive areas including streams, wetlands, forests and established trees, gardens, and natural areas that provide wildlife habitat and protect water quality.
8. Incorporate sustainable site design and green infrastructure (stormwater best management practices, LEED standards, native landscaping, trees, etc.) into your site design. View resources at:
  - a. <http://www.dcnr.state.pa.us/brc/publications/> (Creating Sustainable Community Parks)
  - b. <http://www.sustainablesites.org/> (Sustainable Sites Initiative)
  - c. <http://www.usgbc.org/> (LEED)
  - d. <http://www.dcnr.state.pa.us/brc/grants/> (Green Principles)
9. List and discuss alternate "Green" materials and designs that could be used to reduce environmental impact, potentially lower maintenance and operation costs, and conserve energy.
  - a. Evaluate the cost impact of using "Green" materials and "Green" design.
  - b. Evaluate the costs and benefits of low-impact design and maintenance.
  - c. Evaluate the life cycle cost impact of using specific alternate materials.
10. Significant historic areas and structures.

## **(F) DESIGN PROCESS**

1. Develop preliminary alternative *sketch* drawing(s) and present the drawing(s) at a study committee meeting for review and discussion. Relationships between areas, facilities, and support facilities, along with circulation patterns, should be shown. At this stage, the exact shape and placement of facilities is not critical.
2. Evaluate the preliminary alternatives.
3. Prepare a written evaluation of each alternative highlighting both the positive and negative points, and through community discussions and public participation determine which solution, or combination of ideas from the alternatives, offers the best compromise. Consideration must be given not only to what facilities and uses the community desires, but also to site limitations, applicable laws and regulations, the need to balance habitat protection with recreation, and accepted good design practices and standards. Determine whether use of alternate or non-conventional design and material can reduce the impact of the proposed facilities on the environment and reduce the use of natural resources.
4. Prepare a draft of the final MSDP.
5. Once the alternatives have been evaluated and the draft of the final SDD has been prepared it should be presented at a public meeting for final comment. This is a to-scale, graphic rendering of the final solution. All proposed areas, facilities, and support facilities, along with the existing areas and facilities identified in section C1 are to be shown on this final SDD in proper orientation, size and shape. Upon approval by appropriate agencies (local governing body, local & county planning agencies, the Bureau, etc.), the consultant will be instructed to prepare the final product (see section (K) below).

## **(G) DESIGN COST ESTIMATES**

1. Development (construction) costs. Provide, by area and facility, a *current* detailed cost estimate for the development of the proposed areas and facilities. The cost estimate should include: engineering and other professional services cost; construction and materials cost; project administration cost; and, a contingency of at least 10% of the construction cost estimate.
2. Phased capital development program. If the proposed development cannot realistically be carried out in one to three years as one project, develop a phased and prioritized multi-year capital development program. This should explain the strategy for the phasing, identify which areas and facilities are to be developed in which years, and provide the costs associated with each phase. Implementation strategies to financing this capital plan should also be addressed (bonds, grants, fund-raising, etc.).

## **(H) MAINTENANCE, OPERATING COSTS, AND REVENUE**

The purpose of this work element is to estimate an annual cost of operating and maintaining the site and associated facilities based on the development of the site as determined by the MSDP. An annual budget estimate shall be calculated for each of the cost and revenue items identified below. Justification of the analysis should also be included in the narrative report.

1. Describe and analyze existing level of operation and maintenance personnel including paid staff and volunteers.
2. Maintenance and Operating Costs:
  - a. Determine whether the life cycle cost of the facility(s) can be lowered by using alternative sustainable design and construction materials and practices.
  - b. List and discuss various materials that could be used to lower long-term maintenance cost.
  - c. Administration. (e.g., insurance, office supplies, phone, internet server, public relations, rentals, training, etc.)
  - d. Personnel. (Include a list employment positions, number of employees in each position, estimated salaries or wages by position, fringe benefits, estimated overtime cost, temporary employment, etc.)
  - e. Maintenance equipment needed to maintain site and facilities.
  - f. Supplies and materials. (e.g., concession and sale items, custodial supplies, motor vehicle fuel and supplies, tools and mechanical supplies, utilities, equipment rental, etc.)
  - g. Programming costs. (Include a general description and numbers of anticipated programs, anticipated numbers of participants by program, anticipated costs by program)

- h. Contracted services cost for operation and maintenance. (Indicate the type of service anticipated to be contracted for.)
  - i. Annual capital outlay for major equipment.
  - j. Debt Service. (To the extent that long term financing is anticipated to fund the proposed site improvements and any major equipment purchased.)
3. Revenue:
- Project anticipated revenues for a one-year period by area, facility, and source. Include all items of revenue that may be applicable to the proposed site use and development such as:
- a. Daily admission or entrance fees
  - b. Season permits
  - c. Facility rental
  - d. Concessions
  - e. General municipal tax support
  - f. Other sources of income (i.e., endowments, contributions, fund raising events, etc.)

**(I) PLAN NARRATIVE REPORT ORGANIZATION**

All aspects of the planning process and the final MSDP (i.e., all work elements set forth in (A) through (H) above) must be presented in a narrative planning report that includes the following items and is organized as follows:

- ☐ **(Optional)** A brief executive summary setting forth the key aspects of the planning process and the final Plan. *(Note to grantee: If the Plan is projected to be complex, lengthy or with multiple sites, the Bureau highly recommends that an executive summary of the planning document be prepared that can be used for easier public review, fundraising, etc.)*
1. Summary of the public participation process (work element A)
  2. Summary of background information and data (work element B)
  3. Site Information and Analysis (work element C)
  4. Activities and Facilities Analysis (work element D)
  5. Summary discussion of important design considerations (work element E)
  6. Brief description of the alternative plans presented, summary of the public discussion on the alternative plans and a description of the final Plan proposal including rationale for the uses and facilities proposed (work element F)
  7. Presentation of itemized cost estimates, phased capital development, and narrative rationale for phasing (work element G)
  8. Maintenance, Operating Costs and Revenue (work element H)
  9. Presentation of the optional work elements L through Q if required as part of the project.
  10. Discussion of other considerations and recommendations that the community should be aware of in proceeding to construct the improvements proposed by the MSDP.

**(J) BASE MAP AND SITE DEVELOPMENT DRAWING(S) (SDD)**

1. **Base Map.** As a foundation for the final SDD, an existing conditions map of the site must be prepared in accordance with the following specifications and information: *(Note: it is highly recommended that this map be prepared early in the planning process so that it can be used as a tool in the early discussions with the study committee.)*
  - a. Scale: each site is unique and the characteristics of that site will determine the scale most appropriate. The goal is to provide the SDD at as large a scale as possible to allow for as much detail as possible.

The following are suggested scale ranges for the project site:

- <1 acre to 10 acres = 10- 30 scale drawings
- 15 to 75 acres = 30- 60 scale drawings
- 100 to 200 acres = 100 scale drawings

b. The following items and information must be shown on the map:

- Acreage of site
- Boundaries of existing riparian buffers
- Boundary lines of adjacent property parcels where they intersect with the project site. These lines should be shown to the extent that they provide information regarding density of surrounding lands, points of change in use of adjacent properties, and points of access to the site
- Circulation patterns (existing access roads, service drives, parking, trails, paths, ramps, and bridges)
- Drainage structures (swales, detention/retention basins, bioretention, block pavers, rain gardens)
- Existing uses of surrounding property (e.g., single family residential, multi-family residential, commercial, industrial, undeveloped natural areas)
- Existing structures and facilities including utility installations and storm water facilities
- Flood plains (delineate floodway and 100 year flood level)
- General location and type of easements, right-of-ways, and deed restrictions on the site
- Graphic Scale, North Arrow, Date, Legend
- Name of Park or Open Space Area
- Name of municipality/owner
- Natural and man-made barriers
- Seal of designing landscape architect, architect, or engineer registered in Commonwealth of Pennsylvania
- Site boundaries with metes and bounds
- Boundaries of non-recreational and municipal uses with metes and bounds
- Site control structures (fences, crosswalks, retaining walls, bollards, gates)
- Site zoning and zoning of surrounding properties
- Topography (two to ten foot contours, or spot elevations indicating land character and grade changes for relatively level sites)
- Vegetation (existing trees and forested areas, meadows, gardens, landscaped plants)
- Water features (streams, rivers, ponds, lakes)
- Wetlands (identify any on or immediately adjacent to site)
- Other site features that may impact, or be impacted by, the use and development of the site

2. **Site Development Drawing(s) (SDD).** A drawing (map) of the site must be prepared reflecting the final proposed long-term, full development of the site. Building on the foundation of the base map/existing conditions map add the following specifications and information to the final SDD:

- a. One colored drawing must be provided to the grantee (see (K), 2. below).
- b. The scale of the SDD shall be the same as the Base Map.
- c. All features, uses and structures **proposed** for the site must be drawn to scale and identified by name and/or description and shown in their exact proposed location. (This must include all **existing** features, uses and structures that are to remain on the site as part of the planned use and development of the park.)
- d. All roadways, driveways, trails and walkways must be clearly identified and stating the type of proposed surfacing.
- e. The following additional items and information must be shown on the SDD:
  - All uses, facilities and structures including utilities and stormwater structures proposed for the site
  - Benches (if applicable) including ADA compliance (back supports, arms, bump-out seating, etc.)
  - Boundaries of proposed riparian buffers
  - Circulation patterns (proposed access roads, service drives, parking, trails, ramps, paths and bridges) indicating **ADA compliance**
  - Structures and facilities that are proposed or will remain on the site
  - Notations and legends necessary to fully explain the size, type and location of any existing or proposed use, feature, or facility
  - Vegetation (proposed trees, meadows, gardens, landscaped plants)

## **(K) FINAL PRODUCTS**

1. **Narrative Report.** This must be a written bound report that is organized and includes all of the items specified in section (I) above with each section of the report clearly labeled. (*Instructions to grantee:* Due to the associated cost with producing copies of the final report, the Bureau recommends that the grantee closely evaluate the number of printed copies needed. Electronic versions of the report that can be reproduced by the grantee may be more appropriate and cost saving and also to save a few trees. **Three (3) bound copies and one (1) electronic PDF copy (as one complete document, not broken out by chapters, etc.) must be submitted to the Bureau.**)
2. **Site Development Drawing(s) (Maps)** One full-scale SDD shall be prepared and provided to the Bureau. The Base Map and Final SDD must be developed in digital format and an electronic version must be provided to the grantee.

Number of bound (Narrative Report) copies to be prepared and provided to grantee: \_\_\_\_\_

Number of bound (Narrative Report) copies to be prepared and provided to the Bureau: \_\_\_\_\_ **3**

Number of printed full-scale final SDD to be prepared and provided to grantee: \_\_\_\_\_

Number of printed full-scale final SDD to be prepared and provided to the Bureau: \_\_\_\_\_ **1**

**Total number of bound copies required:** \_\_\_\_\_

Number of electronic copies including full-scale final SDD to be provided to grantee: \_\_\_\_\_

Number of electronic copies (PDF Format), including full-scale final SDD to be provided to the Bureau: \_\_\_\_\_ **1**

**Total number of electronic copies required:** \_\_\_\_\_

**Additional (Optional) Work Elements.** Depending on the project and community needs, one or more of the following work elements may be included as part of the project SOW and presented as part of the narrative report. **Delete any of the following elements not selected for inclusion.**

## **(L) ADDITIONAL PUBLIC PARTICIPATION STRATEGIES**

The purpose of these tasks is to assist the grantee, through an enhanced public participation process, determine what new facilities should be developed, what facilities should be moved or eliminated, and what activities should be offered at the site based on the overall needs of the community. This additional work element will be used based on the complexity of the project and surrounding community. The consultant must include in the narrative report a summary of the methods of the needs assessment process and the results (findings) of the assessment.

1. Review of previous planning documents. (List documents to be included in the review)
2. Random Sample Citizen Survey. (Describe the survey method to be used (i.e., written, telephone, internet, follow-up contacts, etc.) and the anticipated number of survey questionnaires to be conducted). Include a copy of the survey as appendix to the Plan.
3. Focus Group Meetings. Some or all of the following types of focus group meetings will be held:
  - a. Neighborhood meetings
  - b. Land owner meetings
  - c. Stakeholder meetings
  - d. Additional meeting with Elected Officials

#### **(M) SECURITY ANALYSIS**

The purpose of this work element is to evaluate and make recommendations regarding the safety, security, and risk management of the proposed new or rehabilitated existing sites.

1. Interview local government officials, public safety officials and recreation providers regarding site safety and security.
2. Discuss risk management and safety issues related to the site with applicable insurance providers.
3. Analyze and evaluate site security issues from the following perspectives:
  - a. Safety and security of visitors
  - b. Protection of site property, recreation facilities, natural resources, critical habitat and species of special concern
  - c. Risk management options
4. Other work tasks:  

---

---
5. Provide recommendations for the safety and security of the park including:
  - a. Design and construction alternatives
  - b. Policing and patrolling methods
  - c. Maintenance issues
  - d. Safety signage
  - e. Insurance coverage
6. Develop a multi-faceted safety and security program for the park which includes:
  - a. A safety policy
  - b. A process for routine inspections and hazard abatement
  - c. A program to assist employees and visitors in reporting hazards
  - d. Emergency procedures
  - e. An accident reporting system
  - f. An information management system for site safety and security

#### **(N) STRUCTURAL ASSESSMENT**

The purpose of this work element is to evaluate and make recommendations regarding the condition of existing structures and their potential use, continued use, or renovation/expansion for additional recreation purposes. If there are structures on the property under consideration for recreational use, this element must be addressed in the MSDP study process. Please seek advice from the Bureau's regional and/or central office staff to determine the required work tasks specific to your needs. *Note: A structural assessment may not be determined sufficient and a Feasibility Study may be required.*

#### **(O) FOREST STEWARDSHIP PLAN**

If your site contains 5 acres or more of forested land, we recommend you consider completing a Forest Stewardship Plan as part of your MSDP. A Forest Stewardship Plan is a written document listing activities that enhance or improve forest resources (wildlife, timber, soil, water, recreation and aesthetics) on your site. A Service Forester is assigned to each county in Pennsylvania to advise residents on forest management.

A complete listing of Service Foresters in your area and more information can be found at the following link: <http://www.dcnr.state.pa.us/forestry/privatelands.aspx>.

#### **(P) SIGNIFICANT HISTORIC AREAS AND STRUCTURES REVIEW**

Submit a "Request to Initiate Consultation in Compliance with the State History Code and Section 106 of the National Historic Preservation Act" developed to the Pennsylvania Historical and Museum Commission. The form can be found at the following link: [http://www.phmc.state.pa.us/Portal/forms/Project\\_Review/ER\\_submission\\_form.doc](http://www.phmc.state.pa.us/Portal/forms/Project_Review/ER_submission_form.doc).

To further define the work needed to be done by the consultant for a satisfactory MSDP and to reduce the cost of the project to the grantee, the following section indicates the information applicable to the project that can be provided by the grantee and the work that will be performed by the grantee. It is the prospective consultants' responsibility to insure that they fully understand the level and quality of information and work to be provided by the grantee. Discussions are recommended between prospective consultants and the grantee on the items listed before a proposal to perform the scope of work is prepared and submitted by a consultant. Ultimately, it is the consultant's responsibility to satisfactorily perform all of the work elements of the project.

**(Q) WORK TO BE PERFORMED AND INFORMATION TO BE PROVIDED BY GRANTEE**

**(Note to grantee: To assist you in determining what information and work you may be capable of providing for the successful completion of the project, possible areas of consideration are listed by scope of work element along with some examples and explanation for each.)**

Project Coordination and Public Participation. (e.g., organize and send notices on meetings; arrange and set up meeting rooms; advertise and promote public meetings; arrange and coordinate key person interviews and other meetings; and, mail and tabulate survey questionnaires. Considerations: make sure you have staff time.)

---

---

---

Background Information. (e.g., community descriptions and statistics; park or open space system information; research; and, previous planning and community survey information. Note: often this information can be obtained from previous community planning documents and just be provided to the consultant to update and include as part of the MSDP narrative report.)

---

---

---

Site Information. (e.g., previous site survey and inventory work; existing base mapping; site boundary description, copy of deed, etc.; deed restrictions; easements and right-of-ways; aerial photos; zoning map; future land use map; existing utility information and mapping; flood plain and wetlands information and mapping, areas of particular habitat value information and mapping. **Note: Because site boundary information (metes and bounds) can be very expensive to obtain if a new boundary survey must be performed as part of the MSDP project, it is very important that the availability of existing surveys and boundary description be fully researched by the grantee. It is equally important that the prospective consultant confirm the availability and quality of this information. If there is any question about the adequacy of existing information, the prospective consultant should propose a separated cost for a new land survey as an option that can be selected if needed.**

---

---

---

Final Products. (e.g., reproducing and binding final copies of the report; reproducing maps and drawings; and distributing copies of the final products. (Note: The grantee's capability to produce high quality copies should be considered.)

---

---

---



## NEW KENT II PROJECT NARRATIVE

---

June 19, 2015



**Hankin Group**  
707 Eagleview Blvd  
Suite 400  
Exton, PA 19341

610.458.1900  
[www.hankinggroup.com](http://www.hankinggroup.com)



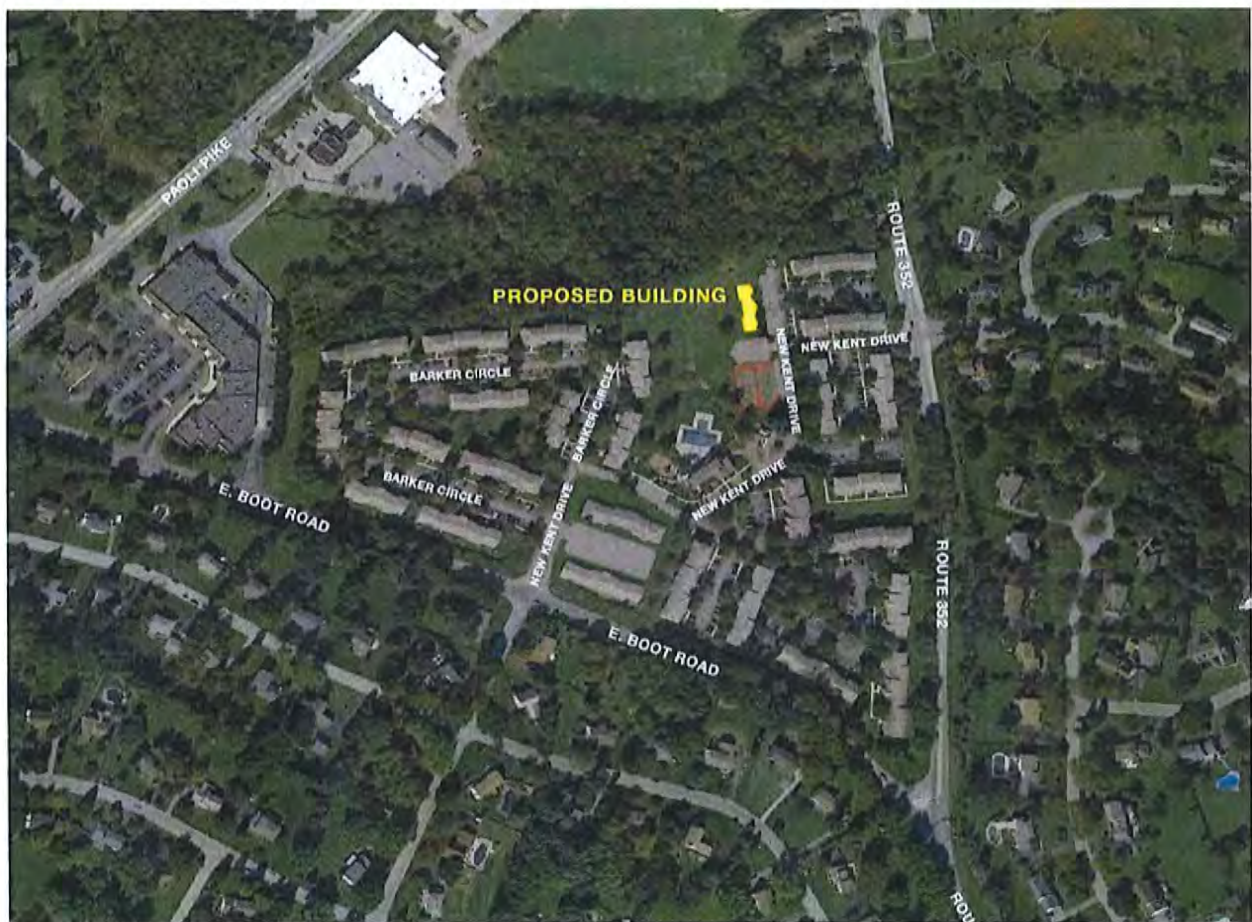
# New Kent Apartments

## Introduction

The Hankin Family Limited Partnership (Hankin) is the owner and developer of the New Kent Apartment complex, which contains approximately 30.8 acres and is located at the northwest corner of Route 352 and Boot Road, East Goshen Township, Chester County, PA.

Map 1 shows the project location on an aerial map, the development area is highlighted in yellow.

## Map 1: Site location



## Background:

On February 19, 2013 the Board of Supervisors unanimously approved the Final Land Development plans for New Kent Apartments II. These plans illustrate the construction of a new 12 unit apartment building (8 one bedroom units and 4 two bedroom units), 30 parking spaces (10 spaces allocated for future parking), a picnic area and alterations to the existing tennis courts. Over the past year, Hankin has further studied the approved plans in conjunction with the market place and tenant requests, based on this information Hankin is proposing certain modifications to



the approved plans. These changes are intended to increase residential unit variety and improve recreational areas and connectivity. The following paragraphs highlight the plan modifications.

#### Apartment Building:

The proposed 12 unit building will accommodate an even mix of one and two bedroom units with the one bedroom units being located on the first floor and the two bedroom units spanning the second and third floors. The design of the 2 bedroom units attempts to provide a living arrangement similar to that of a townhouse. In order to accommodate the new building design we propose reducing the building footprint by approximately 800 sf and increasing the building height to 3-stories.

#### Density:

No change is proposed to the overall unit count or overall mix of units. The proposed new building will contain a mix of 6 one bedroom units and 6 two bedroom units. In order to maintain the same unit mix Hankin is proposing to convert 2 two bedroom units in an existing building into one bedroom units.



NEW KENT NEW APARTMENTS  
HANKIN GROUP  
William D. Eckley LLC Architect

#### Active Recreation Area:

The approved plans proposed to retain one of the two existing tennis courts east of the clubhouse, Hankin is proposing to modify the tennis court for use as a Sport Court. Sport Courts provide a surface that can be utilized by various sports providing active recreation flexibility to the residents. The image below is an example of a Sport Court striped for basketball, volleyball and tennis.





In addition to the sport court, Hankin proposes a 12' x 20' pavilion and additional pedestrian walkways. The walkways have been designed to interconnect the proposed recreational areas with the existing clubhouse and pool area.

#### Building and Overall Impervious Cover:

As shown in the table below, building coverage is reduced as a result of the smaller building footprint while the overall impervious coverage ratio remains constant as a result of increased pedestrian connectivity.

	Approved Plans	Plan Amendment	Allowable
Building Coverage	15.33%	15.26%	20%
Impervious Coverage	39.94%	39.94%	40%

#### Parking:

No change is proposed to the overall parking count. Hankin is proposing to relocate the two handicap stalls from Kent Drive to the proposed parking lot south of the new building. The revised location provides for more gently sloping ground and easier compliance with the Americans with Disabilities Act.



Stormwater Management:

No change has been made to the stormwater basin designs, stormwater piping or impervious coverage.



# Memorandum

---

**East Goshen Township**  
**1580 Paoli Pike**  
**West Chester, PA 19380**

Voice: 610-692-7171  
Fax: 610-692-8950  
E-mail: [mgordon@eastgoshe.org](mailto:mgordon@eastgoshe.org)

---

Date: 7/28/2015  
To: Board of Supervisors  
From: Mark Gordon, Township Zoning Officer   
Re: Final Plan Revisions: New Kent Apartments / LD (1 New 12 Unit Apartment Building)

Dear Board Members,

As most of you know, New Kent Apartments has an approved Land Development Plan to build a new two story, twelve unit apartment building near the tennis courts. The plan is recorded and the development agreements are in place. The applicant, Hankin Group, has a couple of revisions that they propose to the final recorded plan. The footprint of the building is smaller than the approved building and the height is proposed to be 3 stories and 35 feet tall. The building design has been changed due to market conditions in which Hankin has found that larger 2 bedroom units are very desirable. The approved plan proposes 8 one bedroom apartments and 4 two bedroom units. The revised building design has 6 one bedroom units and 6 two bedroom units. The one bedroom units will all be on the first floor and the two bedroom units will occupy the second and third floors similar to a town house. Each apartment still has a private exterior ground floor entrance. Hankin also proposes to slightly change the configuration of the tennis court and convert it into a sport court allowing for more recreation opportunities.

This change will affect the bedroom mix of the complex therefore Hankin proposes to convert 2 of their existing two bedroom units within the existing community to one bedroom units with a den. This will satisfy the bedroom mix requirement. Hankin also proposes to reorient the tennis court and convert it to a "Sport Court" for Basketball, Tennis, Pickle ball, volleyball, etc.

There is no change to the storm water conditions, basin, or the storm water design. There are no changes proposed to the parking areas except that the Handicap parking will be relocated to the new parking lot in order to avoid significant grade changes that make the construction of the HC parking in the in the existing parking area problematic. There are also no changes proposed to the Landscape Plan.

Since this is an approved and recorded plan the SALDO allows for minor changes to a plan without requiring the applicant to comply with all SALDO procedures, so long as the plan is reviewed by the Township Engineer, PC and the Board of Supervisors approves the plan. Also, The applicant shall prepare a record plan and record it as an amendment to the current recorded plan.



The changes proposed meet the Zoning Ordinance Requirements; the Township Engineer has reviewed and is satisfied with the applicants responses. There are a couple of Minor accessibility issues that will be ironed out during the Building permit process. Hankin has submitted revised plans for your review on July 1.

**DRAFT MOTION:**

Mr. Chairman, I move that we approve the Final Plan revisions for the Approved New Kent II Land Development Plan dated 10/9/2012 approved on 8/6/2013 and last revised on 7/15/2015 with the following condition:

1. The applicant shall convert both 309 and 312 Hampton Court into one bedroom units with dens in order to meet the bedroom mix requirement of the ordinance prior to the issuance of any use and occupancy for the new apartment building.



**EAST GOSHEN TOWNSHIP  
PLANNING COMMISSION**  
1580 PAOLI PIKE, WEST CHESTER, PA 19380-6199

July 28, 2015

East Goshen Township  
Board of Supervisors  
1580 Paoli Pike  
West Chester, PA 19380

Re: New Kent Apartments II  
FINAL PLAN REVISION for Approved Land Development Application (One new  
apartment building)  
53-4-76

Dear Board Members:

At their meeting on July 1, 2015 the Planning Commission voted unanimously in favor of the following motion:

Mr. Chairman, I move that we recommend that the Board of Supervisors approve the Final Plan revisions for the Approved New Kent II Land Development Plan dated 10/9/2012 approved on 8/6/2013 and last revised on 6/15/2015 with the following condition:

1. The applicant shall convert both 309 and 312 Hampton Court into one bedroom units with dens prior to the issuance of any use and occupancy for the new building.

Sincerely,



Mark A. Gordon  
Township Zoning Officer





July 28, 2015

EGOS 0115

Mark A. Gordon  
Director of Code Enforcement/Zoning Officer  
East Goshen Township  
1580 Paoli Pike  
West Chester, PA 19380

**RE: New Kent Apartments II, 3042 New Kent Drive  
Amended Final Land Development Plan – Revised Submission**

Dear Mr. Gordon:

As requested, we have reviewed the following information, prepared by Edward B. Walsh & Associates, Inc. (unless otherwise noted), regarding the referenced submission:


- *"Preliminary/Final Land Development Plan for New Kent Apartments II"* (seven sheets) dated October 9, 2012, last revised July 15, 2015; and response letter dated July 16, 2015.

*All items per our June 29, 2015 review letter have been adequately addressed. We will defer all ADA items, notably conformance with ADA Standards §208.2 and §208.3.2, to the Township Code Enforcement Officer.*

Should you have any further questions or comments, please contact the undersigned.

Sincerely,

**PENNONI ASSOCIATES INC.**



Nathan M. Cline, PE  
Township Engineer

cc: Ted Gacomis, PE, Edward B. Walsh & Associates, Inc. (via e-mail)  
Neal Fisher, PE, The Hankin Group (via e-mail)  
Rick Smith, Township Manager (via e-mail)





**EDWARD B. WALSH & ASSOCIATES, INC.**  
*Complete Civil Engineering Design / Consultation Services*  
Lionville Professional Center  
125 Dowlin Forge Road  
Exton, PA 19341

July 16, 2015

JUL 16 2015

Mr. Louis F. Smith, Jr., Township Manager  
East Goshen Township  
1580 Paoli Pike  
West Chester, PA 19380

Re: New Kent Apartments II  
The Hankin Group  
EBWA #3042

Dear Mr. Smith,

Attached are ten (10) sets of plans of the above mentioned project which have been revised per the June 29, 2015 review letter written by Pennoni Associates, Inc. The following plans are submitted:

- Preliminary/Final Land Development Plan for New Kent Apartments II (seven plan sheets) dated October 9, 2012 and last revised 7/15/2015.

The plans have been revised in accordance with the comments in the June 29, 2015 letter as follows:

1. A detail of the proposed outlet structure for the existing basin has been added to detail sheet 7 of 7. The details have been reviewed for consistency and required revisions completed. Pipe and inlet information has been added to plan sheet 3 of 7.
2. a. The applicant has discussed the removal of the trash enclosure with the Township as it is no longer required.  
b. The Landscape Plan has been revised to show the same number and type of trees and shrubs as shown on the approved plan.  
c. The number of ADA spaces will be discussed with the Township Code Enforcement Officer. It is our belief that two (2) new ADA parking spaces will be sufficient for the new apartment building.

*REGISTERED PROFESSIONAL ENGINEERS & LAND SURVEYORS*  
*Pennsylvania, New Jersey, Delaware & Maryland*  
*610-903-0060 FAX 610-903-0080*  
*www.ebwalshinc.com*  
*Established 1985*



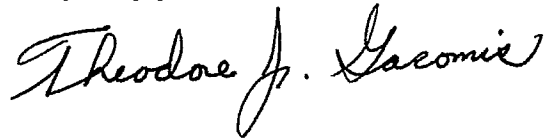
July 16, 2015

Page 2 of 2

- d. The limits of disturbance and silt sock have been revised on the plan.
- e. A detail of the proposed resurfacing of the sport court has been added to the plan.

If you should have any questions or require additional copies of the plan please feel free to contact me.

Very truly yours,

A handwritten signature in black ink that reads "Theodore J. Gacomis". The signature is written in a cursive, flowing style.

Theodore J. Gacomis, PE, CPESC

Cc: Neal Fisher, PE, The Hankin Group



# Memorandum

---

East Goshen Township  
1580 Paoli Pike  
West Chester, PA 19380

Voice: 610-692-7171  
Fax: 610-692-8950  
E-mail: [mgordon@eastgoshen.org](mailto:mgordon@eastgoshen.org)

---

Date: 7/29/2015  
To: Board of Supervisors  
From: Mark Gordon, Township Zoning Officer *mcg*  
Re: SWM Operation and Maintenance Agreements

Dear Board Members:

I have a SWM Operation and Maintenance agreement for the Chairman to sign.

**Draft Motion:**

I move that we authorize the Chairman to execute the following storm water management, operation and maintenance agreement:

1406 Bramble Ln.



# Memo

---

To: Board of Supervisors  
From: Jon Altshul  
Re: Newsletter policies  
Date: July 27, 2015

---

Following up on the discussion at the July 21<sup>st</sup> meeting regarding newsletter submissions, attached please find a resolution that formalizes the Township's policy.

**Suggested motion:** I move that we adopt Resolution 2015-133 establishing guidelines for the East Goshen Township newsletter.

**EAST GOSHEN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION 2015-133**

**A RESOLUTION ESTABLISHING GUIDELINES FOR THE  
EAST GOSHEN TOWNSHIP NEWSLETTER**

**WHEREAS**, East Goshen Township publishes a Township newsletter for all Township residents and businesses on a quarterly basis.

**WHEREAS**, all Township Authorities, Boards, Commissions (ABCs), Township department heads, and authorized representatives of organizations with a nexus to East Goshen Township (including, but not limited to, the WEGO Police Department, the Goshen Fire Company and the Malvern Library) are encouraged to submit an article for publication in every newsletter.

**WHEREAS**, East Goshen Township is home to residents and businesses with a diverse set of opinions and beliefs.

**BE IT RESOLVED THAT** the East Goshen Township Board of Supervisors hereby establishes the following guidelines for Township newsletter articles:

- 1) The Township newsletter is intended to provide information of general interest about important dates, activities and events, or Township history to all residents and businesses. The newsletter is not intended to be a forum for expressing political opinions or positions on matters of public policy.
- 2) The Township Manager or the manager's designee shall have discretion to edit or reject for publication any article or submission that is not consistent with the purpose of the newsletter as set forth in this Resolution.
- 3) The Township Manager or the manager's staff designee shall also have discretion to edit all newsletter articles for typographical errors, grammar, style and factual inaccuracies.

**RESOLVED AND ADOPTED**, this 4th day of August, 2015.

ATTEST:

**EAST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Memo

---

To: Board of Supervisors  
From: Jon Altshul  
Re: Consider E-waste event dates  
Date: July 30, 2015

---

The July 7<sup>th</sup> e-waste event was very successful. 33,896 pounds of e-waste was collected, including 10,429 pounds of television sets. Because of the volume of drop-offs, we were not charged for the event. Traffic in the drop-off line was heavy, but the line moved all morning and, according to the event coordinator on site when I visited at 11am, there had been no complaints from residents.

My only observation was that there needed to be signage on Paoli Pike and at the Western entrance of the Park to direct vehicles, as the specific drop-off location next to the amphitheater and the direction of ingress/egress was not clearly marked. Public Works can easily create signage in-house for this purpose.

Eforce (the vendor) has penciled in Saturday, November 21, from 9am to 1pm as the next date for an e-waste event in the Township Park. In addition, we would propose that beginning in 2016, the Township hold two e-waste events per year, one in the spring and one in the fall.

**Suggested motion:** I move that we authorize staff to coordinate an e-waste event on November 21<sup>st</sup> and, in subsequent years, in the spring and fall of each year on Saturdays mutually convenient to the Township and the recycling vendor.

**EAST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
1580 PAOLI PIKE  
JULY 21, 2015 – 7:00 pm  
DRAFT MINUTES**

**The Board met in Executive Session at 6:00 pm to discuss a Real Estate Matter**

**Present:** Chairman Marty Shane, Vice-Chairman Senya D. Isayeff, and Supervisors Janet Emanuel, Chuck Proctor, Carmen Battavio, Township Manager Rick Smith, Township CFO Jon Altshul and ABC member Erich Meyer (Conservancy Board).

**Call to order & Pledge of Allegiance:**

Marty called the meeting to order at 7:00 pm and asked Chuck to lead the Pledge of Allegiance.

**Moment of Silence:**

Carmen called for a moment of silence to honor the members of the military that were killed in Tennessee this past week. Our thoughts and prayers go out to the families who lost loved ones, and to those that were injured—our wishes for a quick recovery.

**Recording of Meeting:**

No one indicated that they would be recording the meeting.

*Candace Mulholland*, reporter for the Daily Local News, advised the Board that she would be in attendance for the duration of the meeting.

**Chairman's Report:** Marty announced that Roger Adams and Desmond Reynolds, representatives from the Department of Environmental Protection will be in attendance at the August 4<sup>th</sup> Board of Supervisors meeting to discuss why the Milltown Dam is in need of being fixed. Marty commented that this will most likely be a very well attended meeting.

**Police Report—Chief Brenda Bernot:** Chief Bernot welcomes all residents to attend the Police Commission meetings and visit their website for information.

- She reported on recent telephone scamming incidents, the most recent called the “On Line Dating Scam”. She also cautioned residents to be vigilant in monitoring their bank and credit card statements. Identity thieves who have your information will make small transactions on your accounts to test their credit worthiness (transactions in the amount of \$9.99 or \$14.99). Once they determine that, they charge thousands of dollars on your accounts.
- The Chief commented on a random sobriety checkpoint that resulted in 4 arrests. She cautioned on the risks of taking prescribed drugs with small amounts of alcohol resulting in serious impairment leading to DUI Charges.
- Chief Bernot noted that the Citizens Police Academy will start in the Fall of 2015. It is a great way to get to know your Police Officers and their policies and procedures. Marty commented on how worthwhile this program is. It is one night per week. Marty recognized two residents in the audience who have attended the Police Academy.

- The Chief also commented that the WEGO Police Department has completed 50% of the requirements to become a fully accredited department. When completed, they will be one of only 8% of Pennsylvania Police Departments to be fully accredited. One of the benefits of full accreditation is lower insurance premiums.

**Malvern Fire Company:** Rick Smith presented the Malvern Fire Co. Report for June 2015.

**Fire Marshall:** Carmen discussed the fire incident that took place on July 9, 2015, at 520 Valley Drive, resulting from a small appliance kitchen fire. Carmen praised the Goshen Fire Company for catching and stopping this fire just at the point of spreading to catastrophic levels and moving to other townhomes in this community. Marty commented on the need for public contributions to the Goshen Fire Company, as well as the need for increased volunteerism in this very important Township service.

**Financial Report:** Jon presented the Financial Report through June 2015, noting that the General Fund is expected to end the year roughly even, and with all other Funds in a healthy position as well.

**Old Business:**

**Consider Glenbrook Lane Bridge:** Rick discussed the estimate for \$2,800 to provide short term repair work to the bridge and roof and to install a second "Low Clearance" sign at the appropriate distance marker on Glenbrook Lane at the intersection with Waterview Road.

*Don Zembruski, 1457 Glenbrook Lane*, commented that he had a contractor, of his own choosing, inspect the bridge. His contractor provided an estimate of \$12,000 to replace the roof of the bridge, and also noted that, in his opinion, the roof had only 5 years of effective use left. Mr. Zembruski also suggested that the Board should reduce the size and expense of its yearly Holiday party as a way of saving money for the benefit of the bridge.

Marty said the Board welcomes any and all suggestions, but commented that the Holiday party is one of the best ways of thanking all the volunteers who dedicate their time to the ABC Committees.

*Larry Geary, 1462 Glenbrook Lane*, added that he has noticed a large number of branches and shrubs leaning up against the bridge that should be pruned back.

Senya moved to accept Rick's recommendations, as noted in his July 13<sup>th</sup> memorandum to the Board, regarding short term repair work and additional signage to the Glenbrook Lane Covered Bridge. Carmen seconded. The Board unanimously voted to approve the motion.

**Consider 1641 Manley Road:** Carmen made a motion to authorize Mr. Mullray to plant 20 trees on the Last's property, 21 trees at locations chosen by the Conservancy Board and 21 trees at locations chosen by the Park & Recreation Commission. Senya seconded. Rick commented that the Conservancy and Park & Recreation Commission have, in the past, had differing opinions on the placement of trees, and that the Township and the Lasts should also have a say as to the location of the replacement trees.

1  
2 Marty suggested that the Conservancy Board and Park & Recreation Commission submit their  
3 recommendations for placement of the 42 replacement trees to the Board of Supervisors. Senya  
4 stated that it is excessive and punitive to require Mr. Mullray to replace the additional 42 trees.  
5 Senya further motioned to table the discussion of the replacement tree location, but that they  
6 should move forward to release \$1,800 from escrow for Mr. Mullray to pay his contractor for the  
7 right-of-way trees.

8  
9 The motion did not pass by a vote of 1-4.

10  
11 Carmen made a new motion to accept Rick's recommendation for the escrow release of \$1,800  
12 to Mr. Mullray, and to instruct the Township staff to send a letter to the Conservancy and Parks  
13 & Recreation Commission for their recommendations on placement of the replacement trees.  
14 Senya seconded. The Board voted unanimously in favor of this motion.

15  
16 **New Business:**

17 **Consider Speed Hump at 19 Waterview Road:** Carmen motioned for the installation of the  
18 sixth speed hump in front of 19 Waterview Road.

19  
20 *Bob Vollrath 1471 Glenbrook Lane*, commented that a speed hump installed at 19 Waterview  
21 Road would make it very hazardous during snow and ice conditions for cars to safely climb the  
22 hill.

23  
24 *Bob Sullivan, 33 Waterview Road*, said he doesn't want to see another speed hump added at 19  
25 Waterview Road, but feels that there is excessive speeding on this road and a sixth speed hump is  
26 necessary.

27  
28 *Don Zembruski, 1457 Glenbrook Lane*, said he has talked to the residents of 19 Waterview Road  
29 and they are agreeable to the installation of the speed hump in front of their property.

30  
31 *Larry Geary, 1462 Glenbrook Lane*, commented that he needs to slow down to 5 mph in order to  
32 safely go over these speed humps.

33  
34 Marty motioned for the installation of the sixth speed hump at 19 Waterview Road. Senya  
35 seconded the motion. The Board unanimously voted for the motion.

36  
37 **Consider Yardley Village Escrow:** Carmen motioned to accept Rick's recommendation, in  
38 agreement with the Pennoni report, to close out Phase 1 and retain \$10,000 for Phase 2, pending  
39 the outcome of an inspection in September, of the Yardley Village escrow account. Senya  
40 seconded. The Board voted unanimously to approve the motion.

41  
42 **Consider Cleaning Bid Results:** Three bids were received for cleaning services of the  
43 Administration, Public Works, Blacksmith Shop, District Court and Police sub-station buildings.  
44 They were \$1,125.00 monthly by CNS Cleaning, Co.; \$1,248.00 monthly by Clean Right; and  
45 \$1,345.00 monthly by Clean Net. Senya motioned to accept Mark Miller's recommendation to

1 award CNS Cleaning Co. this contract. Janet seconded. The Board unanimously voted to  
2 approve the motion.

3  
4 **Any Other Matter:**

5 **Consider Articles for the Township Newsletters:** Marty referenced an article written about  
6 Milltown Dam by an ABC Committee member, for proposed submission in the Township  
7 Newsletter. Marty commented that this article was very “editorial” and opinion-based in nature  
8 and not suitable for the Township Newsletter. He stated that opinions should be discussed at  
9 public meetings and that the Township Newsletter is meant to contain informational material  
10 only.

11  
12 Senya motioned that staff should communicate to the author of the article that the Township  
13 Newsletter is to contain informational content, not editorial material, with ABC Committee  
14 recommendations to be brought before the Board of Supervisors. Carmen seconded. The Board  
15 unanimously voted in favor of this motion.

16  
17 *Bob Sullivan, 33 Waterview Road*, agrees that the Township Newsletter should not be editorial,  
18 but also feels the newsletter’s distribution is not timely vis a vis current Township events. Jon  
19 noted that staff takes great pains to ensure that the newsletter is timely and accurate and asked  
20 Mr. Sullivan to point to an instance when it was not. Mr. Sullivan could not name one, but said  
21 that the printer should be able to produce a newsletter in a couple of days. Senya urged residents  
22 to sign on to **Constant Contact** as a means of receiving Township news in the quickest manner.

23  
24 **Consider Centennial Banner Installations:** Senya asked the Township staff to contact  
25 PennDot for permits to use utility poles to erect signs for the Centennial Banners.

26  
27 **Public Comment – Hearing of Residents:**

28  
29 *Carol Rennard, 405 North Chester Road*, made the Board aware of illegal fireworks and the  
30 parking of three commercial tow trucks at 1531 East Strasburg Road. Rick commented that he  
31 would look into both of these situations. Carmen added that any future fireworks complaints  
32 should be handled by calling 911. Carol also asked who should be notified if you see rabid  
33 wildlife. Rick said the Police should be notified in these instances.

34  
35 *Joe Mobile, Representative from Dan Truitt’s Office*, informed the Board of a Community Day,  
36 sponsored by Dan Truitt, to be held at East Goshen Park on August 1, 2015 from 11:00 am to  
37 2:00 pm. It would be a free flea market, with complimentary hoagies offered.

38  
39 *Rich Prann, 1477 Glenbrook Lane*, commented that the Milltown Dam HEC (Hydrologic  
40 Engineer Center) studies do not address what flood protection the Dam provides, and asked  
41 whether this would be a significant factor in the Board’s decision regarding the Dam. Rick noted  
42 that all documents relating to Milltown Dam may be found on the Township website by  
43 following: **www.EastGoshen.org/AboutUs/Milltown Dam**. Senya further commented that the  
44 Department of Environmental Protection has been the driving force behind the situation we find  
45 ourselves in with respect to Milltown Dam and asked Mr. Prann if he had any current analysis on  
46 dams as flood protectors.

1  
2 Gerry Connor, 36 Lochwood Lane, commented that the DEP is against dams.

3  
4 Don Zembruski, 1457 Glenbrook Lane, thanked the Board on their efforts regarding the  
5 Glenbrook Lane Covered Bridge.  
6

7 **Approval of Minutes:**

8 The Board reviewed and corrected the draft minutes of the July 7, 2015 meeting. Marty said the  
9 minutes would stand approved as corrected.  
10

11 **Treasurer's Report:**

12 See attached Treasurer's Report for July 16, 2015. The Board reviewed the Treasurer's Report  
13 and the current invoices. Chuck noted that the costs for algae treatment in the Bow Tree pond  
14 are not warranted as the treatment does not work in controlling algae. Carmen moved to  
15 graciously accept the Treasurer's Report and the Expenditure Register Report as recommended  
16 by the Treasurer, to accept the receipts and to authorize payment of the invoices just reviewed.  
17 Janet seconded the motion. The Board voted unanimously to approve the motion.  
18

19 **Correspondence, Reports of Interest:**

- 20
  - The Board acknowledged Rick's correspondence to the Department of Environmental  
21 Protection requesting a deadline extension in regard to the Milltown Dam until October  
22 20, 2016.
  - The Board acknowledged receipt of the letter from the Insurance Services Office. The  
24 Board asked what our ratings mean. Rick said the Township's rating is improving, but  
25 that he would follow up with more information
  - The Board acknowledged receipt of the Hershey Mill Dam Fundraising update.  
27

28 **Adjournment:**

29 There being no further business, Marty made a motion to adjourn the meeting at 9:20 pm. Janet  
30 seconded the motion. The motion passed unanimously.  
31

32 Respectfully submitted,  
33 Christina Rossetti Hartnett  
34 Recording Secretary  
35

36 Attachment: Treasurer's Report for July 16, 2015  
37  
38

July 16, 2015

**TREASURER'S REPORT  
2015 RECEIPTS AND BILLS**

**GENERAL FUND**

Real Estate Tax	\$2,568.44
Earned Income Tax	\$101,220.67
Local Service Tax	\$3,204.91
Transfer Tax	\$58,747.71
General Fund Interest Earned	\$586.04
Total Other Revenue	\$365,112.07
Total Receipts:	<u>\$531,439.84</u>

Accounts Payable	\$146,692.54
Electronic Pmts:	
Health Insurance	\$46,669.86
Credit Card	\$0.00
Postage	\$1,000.00
Debt Service	\$14,831.76
Payroll	\$91,921.54
Total Expenditures:	<u>\$301,115.70</u>

**STATE LIQUID FUELS FUND**

Receipts	\$0.00
Interest Earned	\$56.69
Total State Liquid Fuels:	<u>\$56.69</u>

Expenditures:	<u>\$0.00</u>
---------------	---------------

**SINKING FUND**

Receipts	\$0.00
Interest Earned	\$417.64
Total Sinking Fund:	<u>\$417.64</u>

Total Expenditures:	<u>\$0.00</u>
---------------------	---------------

**TRANSPORTATION FUND**

Receipts	\$0.00
Interest Earned	\$203.76
Total Sinking Fund:	<u>\$203.76</u>

Expenditures:	<u>\$0.00</u>
---------------	---------------

**SEWER OPERATING FUND**

Receipts	\$151,260.81
Interest Earned	\$55.14
Total Sewer:	<u>\$151,315.95</u>

Accounts Payable	\$65,657.33
Debt Service	\$32,424.54
Credit Card	\$0.00
Total Expenditures:	<u>\$98,081.87</u>

**REFUSE FUND**

Receipts	\$53,842.46
Interest Earned	\$18.30
Total Refuse:	<u>\$53,860.76</u>

Expenditures:	<u>\$71,260.15</u>
---------------	--------------------

**SEWER SINKING FUND**

Receipts	\$0.00
Interest Earned	\$223.76
Total Sewer Sinking Fund:	<u>\$223.76</u>

Expenditures:	<u>\$0.00</u>
---------------	---------------

**OPERATING RESERVE FUND**

Receipts	\$0.00
Interest Earned	\$258.38
Total Operating Reserve Fund:	<u>\$258.38</u>

Expenditures:	<u>\$0.00</u>
---------------	---------------

**Events Fund**

Receipts	\$0.00
Interest Earned	\$0.67
Total Events Fund:	<u>\$0.67</u>

Expenditures:	<u>\$0.00</u>
---------------	---------------

1

July 30, 2015

**TREASURER'S REPORT  
2015 RECEIPTS AND BILLS**

**GENERAL FUND**

Real Estate Tax	\$1,851.17
Earned Income Tax	\$48,400.00
Local Service Tax	\$5,100.00
Transfer Tax	\$0.00
<i>General Fund Interest Earned</i>	\$0.00
Total Other Revenue	\$23,726.53
Total Receipts:	<u>\$79,077.70</u>

Accounts Payable	\$42,539.17
<u>Electronic Pmts:</u>	
Health Insurance	\$0.00
Credit Card	\$0.00
Postage	\$0.00
Debt Service	\$0.00
Payroll	\$94,293.97
Total Expenditures:	<u>\$136,833.14</u>

**STATE LIQUID FUELS FUND**

Receipts	\$0.00
<i>Interest Earned</i>	\$0.00
Total State Liquid Fuels:	<u>\$0.00</u>

Expenditures:	<u>\$0.00</u>
---------------	---------------

**SINKING FUND**

Receipts	\$0.00
<i>Interest Earned</i>	\$0.00
Total Sinking Fund:	<u>\$0.00</u>

Total Expenditures:	<u>\$86,473.00</u>
---------------------	--------------------

**TRANSPORTATION FUND**

Receipts	\$0.00
<i>Interest Earned</i>	\$0.00
Total Sinking Fund:	<u>\$0.00</u>

Expenditures:	<u>\$0.00</u>
---------------	---------------

**SEWER OPERATING FUND**

Receipts	\$93,985.24
<i>Interest Earned</i>	\$0.00
Total Sewer:	<u>\$93,985.24</u>

Accounts Payable	\$281,424.70
<i>Debt Service</i>	\$0.00
<i>Credit Card</i>	\$1,238.58
Total Expenditures:	<u>\$282,663.28</u>

**REFUSE FUND**

Receipts	\$37,658.64
<i>Interest Earned</i>	\$0.00
Total Refuse:	<u>\$37,658.64</u>

Expenditures:	<u>\$13,878.30</u>
---------------	--------------------

**SEWER SINKING FUND**

Receipts	\$0.00
<i>Interest Earned</i>	\$0.00
Total Sewer Sinking Fund:	<u>\$0.00</u>

Expenditures:	<u>\$0.00</u>
---------------	---------------

**OPERATING RESERVE FUND**

Receipts	\$0.00
<i>Interest Earned</i>	\$0.00
Total Operating Reserve Fund:	<u>\$0.00</u>

Expenditures:	<u>\$0.00</u>
---------------	---------------

**Events Fund**

Receipts	\$0.00
<i>Interest Earned</i>	\$0.00
Total Events Fund:	<u>\$0.00</u>

Expenditures:	<u>\$0.00</u>
---------------	---------------

---

---

**EAST GOSHEN TOWNSHIP  
MEMORANDUM**

---

---

**TO:** BOARD OF SUPERVISORS  
**FROM:** BRIAN MCCOOL  
**SUBJECT:** PROPOSED PAYMENTS OF BILLS  
**DATE:** 07-30-15

---

Please accept the attached Treasurer's Report and Expenditure Register Report for consideration by the Board of Supervisors. I recommend the Treasurer's Report and each register item be approved for payment.

Sinking Fund expenses include \$86,473 for a new Peterbilt truck.

Sewer Fund expenses include a payment of \$175,021 to West Goshen Township for 2<sup>nd</sup> quarter operations and maintenance fees and a payment of \$96,570 to Westtown Township for 2<sup>nd</sup> quarter operations and maintenance fees for Summit House and Cider Knoll.

Please advise if the Board decides to make any changes or if the reports are acceptable as drafted.

Report Date 07/20/15

Expenditures Register  
GL-1507-48579

PAGE 1

MARPO5 run by BRIAN

9 : 53 AM

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
05				SEWER OPERATING						
1393				US POSTMASTER						
	44419	1	05429 3250	ADMIN.- POSTAGE	072015	07/20/15		07/20/15		945.49
				Postage for 3rd Qtr 2015 Sewer and						
				Refuse Invoices						

/

Report Date 07/20/15

Expenditures Register  
GL-1507-48579

PAGE 2

MARPO5 run by BRIAN

9 : 53 AM

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
06		REFUSE								
1393				US POSTMASTER						
	44420	1	06427 3250	POSTAGE	072015	07/20/15		07/20/15		945.50
				Postage for 3rd Qtr 2015 Sewer and Refuse Invoices						
										1,890.99
										1,890.99
0 Printed, totalling										1,890.99

## FUND SUMMARY

Fund	Bank Account	Amount	Description
05	05	945.49	SEWER OPERATING
06	06	945.50	REFUSE
		1,890.99	

## PERIOD SUMMARY

Period	Amount
1507	1,890.99
	1,890.99

Report Date 07/22/15

Expenditures Register  
GL-1507-48617

PAGE 1

MARPO5 run by BRIAN

8 : 51 AM

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
01				GENERAL FUND						
3563				COMMONWEALTH CLASSIC THEATRE CO						
44421	1	01452	5150	AMPHITHEATER CONCERTS	EASTGOSHEN2015	07/22/15		07/22/15		1,200.00
				SHAKESPEARE'S THE TEMPEST						
				7/22/15 PERFORMANCE						
										1,200.00
										1,200.00
0 Printed, totalling										1,200.00

## FUND SUMMARY

Fund	Bank Account	Amount	Description
01	01	1,200.00	GENERAL FUND
		1,200.00	

## PERIOD SUMMARY

Period	Amount
1507	1,200.00
	1,200.00

Report Date 07/30/15

## Expenditures Register

PAGE 1

GL-1507-48743

MARP05 run by BARBARA

4 : 18 PM

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
01	GENERAL FUND									
6	44425	1	01454	2000	ABC PAPER & CHEMICAL INC MAINTENANCE SUPPLIES TOILET SEAT COVERS, HAND SOAP, RAGS & AIR FRESHNER	063381	07/30/15	07/30/15		742.12
										742.12
3001	44426	1	01452	2000	AIA PROMOTIONAL ADVANTAGE INC. SUMMER PROGRAM SUPPLIES ADULT AND YOUTH T-SHIRTS - YTH.CAMP	DLA1741285	07/30/15	07/30/15		2,431.17
										2,431.17
2762	44427	1	01409	3740	AJB A.J. BLOSENSKI INC. TWP. BLDG. - MAINT & REPAIRS REFRIGERATOR REMOVAL	57E45446	07/30/15	07/30/15		80.00
	44428	1	01452	3204	COMMUNITY DAY EVENT TRASH BOXES - COMMUNITY DAY	57F00003	07/30/15	07/30/15		60.00
										140.00
1657	44432	1	01409	3600	AQUA PA TWP. BLDG. - FUEL, LIGHT, WATER 000309828 0309828 6/16 - 7/16/15 TB	072015 TB	07/30/15	07/30/15		129.90
	44433	1	01409	3600	TWP. BLDG. - FUEL, LIGHT, WATER 000309820 0309820 6/16-7/16/15 FR	072015 FR	07/30/15	07/30/15		192.00
	44434	1	01409	3605	PW BLDG - FUEL,LIGHT,SEWER & WATER 000496917 0309798 6/16-7/16/15 PW	072015 PW	07/30/15	07/30/15		129.90
										451.80
119	44438	1	01452	3210	BEE.NET INTERNET SERVICES FARMERS MARKET EXPENSE ANNUAL FEE FARMER'S MARKET DOMAIN NAME - EASTGOSHENFARMERSMARKET.ORG	201508093	07/30/15	07/30/15		200.00
	44439	1	01401	3210	COMMUNICATION EXPENSE AUGUST 2015 BEEMAIL ACCOUNTS	201508008	07/30/15	07/30/15		315.00
										515.00
3488	44442	1	01409	3740	CINTAS CORPORATION #287 TWP. BLDG. - MAINT & REPAIRS WEEK END 7/15/15 - CLEAN MATS	287413567	07/30/15	07/30/15		52.50
	44442	2	01487	1910	UNIFORMS WEEK END 7/15/15 - CLEAN UNIFORMS	287413567	07/30/15	07/30/15		247.51
										300.01

PAGE 2

4 : 18 PM

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
01	GENERAL FUND									
292	44443	1	01438	2450 COLLINSON INC. MATERIALS & SUPPLIES-HIGHWAYS GUIDE RAIL INSTALLATION - MORSTEIN DR.	C7662	07/30/15		07/30/15		3,225.00
										3,225.00
296	44444	1	01401	3210 COMCAST 8499-10-109-0028306 COMMUNICATION EXPENSE 0028306 AUGUST 2015	072015	07/30/15		07/30/15		68.00
										68.00
3250	44445	1	01401	3210 COMCAST 8499-10-109-0107704 COMMUNICATION EXPENSE 0107704 7/23-8/22/15 PAOLI/BOOT LED	071315	07/30/15		07/30/15		103.63
										103.63
317	44446	1	01437	2460 CONTRACTOR'S CHOICE GENERAL EXPENSE - SHOP CHAIN LOOPS	00191915	07/30/15		07/30/15		107.03
										107.03
1990	44447	1	01401	2100 CRYSTAL SPRINGS MATERIALS & SUPPLIES COFFEE, SLENDA & CREAMER	3154612 071015	07/30/15		07/30/15		173.19
										173.19
430	44449	1	01409	3605 EAST GOSHEN TWP - SEWER PW BLDG - FUEL,LIGHT,SEWER & WATER 3RD QTR.2015 SEWER PAYMT. - PW	070115-PW	07/30/15		07/30/15		322.37
	44450	1	01409	3600 TWP. BLDG. - FUEL, LIGHT, WATER 3RD QTR.2015 SEWER PAYMT. - TWP.	070115-TWP	07/30/15		07/30/15		195.97
										518.34
3131	44451	1	01401	3840 GREAT AMERICA FINANCIAL SERVICES RENTAL OF EQUIP. -OFFICE AUGUST 2015 -LANIER MP C5503 COPIER	17307153	07/30/15		07/30/15		305.00
										305.00

PAGE 3

4 : 18 PM

[illegible]

Report Date 07/30/15

Expenditures Register  
GL-1507-48743

PAGE 4

MARP05 run by BARBARA

4 : 18 PM

[illegible]

PAGE 5

4 : 18 PM

[illegible]

PAGE 6

4 : 18 PM

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
01	GENERAL FUND									
991				PSATS						
	44496	1	01401 3070	PSATS EXPENSE PAFPM ANNUAL MEETING - M.GORDON	072415	07/30/15		07/30/15		140.00
										140.00
1161				REILLY & SONS INC						
	44497	1	01430 2320	VEHICLE OPERATION - FUEL 310 GALLONS DIESEL	87097	07/30/15		07/30/15		581.56
	44498	1	01430 2320	VEHICLE OPERATION - FUEL 419.4 GALLONS GASOLINE	87096	07/30/15		07/30/15		884.93
										1,466.49
3317				SWANK MOTION PICTURES INC.						
	44500	1	01452 5150	AMPHITHEATER CONCERTS MOVIES FOR AMPHITHTR. PADDINGTON & GHOSTBUSTERS	RG 1254354	07/30/15		07/30/15		1,102.00
										1,102.00
2813				TELTHORSTER, RUBY						
	44501	1	01452 3711	PILATES PILATES INSTRUCTION SPRING 2015	072715	07/30/15		07/30/15		22.10
										22.10
2273				VERIZON - 0527						
	44504	1	01409 3605	PW BLDG - FUEL,LIGHT,SEWER & WATER JULY 15 - AUGUST 14, 2015	071515-0527	07/30/15		07/30/15		180.85
										180.85
2868				VERIZON-1420						
	44503	1	01409 3840	DISTRICT COURT EXPENSES JULY 16 - AUGUST 15, 2015	071615-1420	07/30/15		07/30/15		78.38
										78.38
1470				WESTTOWN TOWNSHIP						
	44505	1	01410 5310	REGIONAL POLICE BLDG INTEREST JULY 2015 INTEREST	073015	07/30/15		07/30/15		1,555.63
	44505	2	01410 5320	REGIONAL POLICE BLDG PRINCIPAL JULY 2015 PRINCIPAL	073015	07/30/15		07/30/15		8,750.00
										10,305.63

PAGE 7

4 : 18 PM

[illegible]

PAGE 8

4 : 18 PM

[illegible]

Report Date 07/30/15

Expenditures Register  
GL-1507-48743

PAGE 9

MARPO5 run by BARBARA

4 : 18 PM

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
05				SEWER OPERATING						
2918				ALS ENVIRONMENTAL						
	44429	1	05422 4500	R.C. STP-CONTRACTED SERV. LAB TESTS - RCSTP 7/7-7/17/15	40-160007	07/30/15		07/30/15		326.00
	44430	1	05422 4500	R.C. STP-CONTRACTED SERV. LAB TESTS - RCSTP 7/2-7/13/15	40-156433	07/30/15		07/30/15		38.00
										364.00
68				AMS APPLIED MICRO SYSTEMS LTD.						
	44431	1	05429 3000	ADMIN.-GENERAL EXPENSE CASS CERTIFICATION UTILITY BILLING	61102	07/30/15		07/30/15		65.00
										65.00
1658				AQUA PA						
	44435	1	05420 3602	C.C. COLLECTION -UTILITIES 000363541 0357724 6/16-7/16/15 BK	072015 BK	07/30/15		07/30/15		16.00
	44436	1	05420 3602	C.C. COLLECTION -UTILITIES 000300141 0300141 6/16-7/16/15 GH	072015 GH	07/30/15		07/30/15		16.00
										32.00
2073				AQUA WASTEWATER MANAGEMENT INC.						
	44437	1	05420 3702	C.C. COLLEC.-MAINT.& REPR. DISPOSAL CHARGES	153071	07/30/15		07/30/15		130.00
	44437	2	05422 3701	R.C. COLLEC.-MAINT.& REPR DISPOSAL CHARGES	153071	07/30/15		07/30/15		130.00
	44437	3	05422 3700	R.C. STP-MAINT.& REPAIRS DISPOSAL CHARGES	153071	07/30/15		07/30/15		130.00
										390.00
241				C.C. SOLID WASTE AUTHORITY						
	44440	2	05422 4502	R.C. SLUDGE-LAND CHESTER WEEK 7/16/15 - 7/22/15	40965	07/30/15		07/30/15		524.61
	44441	2	05422 4502	R.C. SLUDGE-LAND CHESTER WEEK 7/8/15 - 7/14/15	40883	07/30/15		07/30/15		625.11
										1,149.72
583				HACH COMPANY						
	44452	1	05422 3700	R.C. STP-MAINT.& REPAIRS ELECTRODE	9458737	07/30/15		07/30/15		140.65
	44453	1	05422 3700	R.C. STP-MAINT.& REPAIRS FLOW METER REPAIR	9465599	07/30/15		07/30/15		774.09
	44454	1	05422 3700	R.C. STP-MAINT.& REPAIRS FLOW METER REPAIR	9465609	07/30/15		07/30/15		774.09
	44455	1	05422 3700	R.C. STP-MAINT.& REPAIRS FLOW METER REPAIR	9465614	07/30/15		07/30/15		774.09

Report Date 07/30/15

Expenditures Register  
GL-1507-48743

PAGE. 10

MARP05 run by BARBARA

4 : 18 PM

[illegible]

Report Date 07/30/15

Expenditures Register  
GL-1507-48743

PAGE 11

MARPO5 run by BARBARA

4 : 18 PM

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Req Date	Check Dte	Recpt Dte	Check#	Amount
06				REFUSE						
68				AMS APPLIED MICRO SYSTEMS LTD.						
44431	2	06427	3000	GENERAL EXPENSE	61102	07/30/15		07/30/15		65.00
				CASS CERTIFICATION UTILITY BILLING						
										65.00
241				C.C. SOLID WASTE AUTHORITY						
44440	1	06427	4502	LANDFILL FEES	40965	07/30/15		07/30/15		7,000.45
				WEEK 7/16/15 - 7/22/15						
44441	1	06427	4502	LANDFILL FEES	40883	07/30/15		07/30/15		5,867.35
				WEEK 7/8/15 - 7/14/15						
										12,867.80
										421,224.18
										0 Printed, totalling 421,224.18

## FUND SUMMARY

Fund	Bank Account	Amount	Description
01	01	41,339.17	GENERAL FUND
03	03	86,473.00	SINKING FUND
05	05	280,479.21	SEWER OPERATING
06	06	12,932.80	REFUSE
		421,224.18	

## PERIOD SUMMARY

Period	Amount
1507	421,224.18
	421,224.18

## PLGIT 1107.1010

DATE	DESCRIPTION	TOTAL	1401.2100	1401.3000	1407.2130	1437.2460	1452.2000	1452.2025	1454.3718
	<b>RICK SMITH</b>								
5/28/2015	WPENGINE Monthly hosting fee	29.00			29.00				
5/29/2015	Giant - Refreshments - Cog Meeting	21.32		21.32					
6/8/2015	AT&T DATA - IPAD	14.99			14.99				
6/16/2015	CTO - Go to my PC - Renewal Fee	203.40			203.40				
6/24/2015	HP Home Store - Toner	87.37	87.37						
6/25/2015	Moto Photo - Milltown Dam Photos	147.00							147.00
	<b>\$503.08</b>								
	<b>MARK MILLER</b>								
6/7/2015	Verizon Wireless - Cell Phone Case	63.58				63.58			
6/8/2015	Passion Abiaze/Best Buy Affordable - Camera	168.08				168.08			
6/8/2015	Camlockbox - Camera Box	40.99				40.99			
6/8/2015	AT&T DATA - IPAD	30.00			30.00				
	<b>\$302.65</b>								
	<b>JASON LANG</b>								
6/12/2015	Walmart - Camp Supplies	24.88					24.88		
6/19/2015	Walmart - Camp Supplies	191.83					191.83		
6/23/2015	Walmart - Camp Supplies	96.28					96.28		
6/23/2015	PA Child Abuse Clearance - Summer Rec.	30.00					30.00		
6/23/2015	Party City - Camp Supplies	89.86					89.86		
	<b>\$432.85</b>								
		1,238.58	87.37	21.32	277.39	272.65	402.85	30.00	147.00
	<b>GRAND TOTAL</b>								

1,238.58

J/E's made

Ad to Master Cred.Card List

☒

☒

July 21, 2015

JUL 21 2015

Board of Supervisors  
East Goshen Township  
1580 Paoli Pike  
West Chester, PA 19380

Dear Supervisors:

It has been three years since I last communicated with the township about the removal of sycamore trees on Sycamore Drive. At that time, I was encouraged by the concern expressed by the supervisors and their commitment to follow a process to determine whether or not a street tree needed to be sacrificed. That process included an assessment by a certified arborist as to whether the tree could survive and consideration of alternatives to removal.

Three weeks ago the township removed another 40 year old, 60 foot high sycamore tree from Sycamore Drive. This makes the fourth beautiful, majestic sycamore tree to be removed from our street in the past four years – this one on our neighbor's property. I made a dash to the township building as the chain saws were grinding but, according to Rick, it was an emergency with the water line and the tree needed to come down. He did not mention anything about an assessment by a certified arborist or consideration of alternatives.

While I recognize that emergencies occur and not all street trees can be spared, the so-called "emergency" that required the removal of the most recent sycamore happened more than three weeks ago and Aqua has not yet replaced the pipe. Clearly, there was sufficient time to do an assessment of alternatives and engage a certified arborist.

As I expressed three years ago, my concern is not just for this tree but for the pattern of tree removal that has resulted because individual decisions made for valid reasons do not take into consideration the collective outcome of those decisions.

While the township may think there are good reasons to remove this 40 year old, 60 foot high sycamore tree - and, there may have been very good reasons to remove the other three 40 year old, 60 foot high sycamore trees – the collective result is that we now have a big "hole" on Sycamore Drive where there are no longer any sycamore trees. If the township continues to make those "good" decisions, the 30 sycamore trees that were on Sycamore Drive will be gone within 10 years and the township will have to rename the street "No-Sycamore Drive".

While I want to believe that the goal of the township is to save the street trees, I am becoming more and more concerned that the real (and unspoken) goal is to find the easiest, quickest and cheapest way to solve a problem. I am proud of my community and believe strongly that being motivated by what is

easiest and cheapest will not sustain the quality of life we have come to expect in East Goshen Township.

I am also concerned that the township taxpayers are subsidizing a private company – in this case, Aqua America. A representative from the tree service removing the tree told me they worked for the township and were removing the tree at the township's request. I do not think the township should be making it easy, quick and cheap for Aqua to do their work. In fact, I think the township should require Aqua – and any other private company – to do everything in their power to save the trees – even if costs more and takes longer.

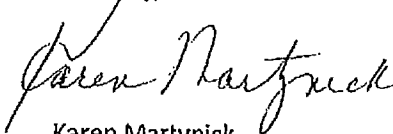
I urge the township supervisors to create a township street tree commission and charge them with researching what other communities do to protect their trees and develop policies and ordinances for consideration by the supervisors. Municipalities throughout Pennsylvania have entrusted the decisions about maintaining their community's street trees to street tree commissions including West Chester borough – where street trees live in harmony with underground pipes, storm drains and sidewalks.

As the then chairman of the Board of Supervisors, Senya Isayeff, wrote to me three years ago:

*"...[I have] drawn great enjoyment, on a daily basis, from one of Andrew Wyeth's greatest paintings – the Pennsylvania Landscape (General Lafayette's Headquarters) – which features a great and majestic Buttonwood (sycamore) in the foreground and hangs in my office along with a quote from an entry in his diary when he excitedly wrote, after trying very hard to capture the essence of the scene, that 'everything's possible, if you believe and can get excited'."*

I am asking the supervisors to, as General Lafayette said, "believe and get excited" about our beautiful trees and protect them by forming a street tree commission and developing and implementing policies that provide the proper protection for this great community resource.

Sincerely,



Karen Martynick  
702 Sycamore Drive  
West Chester, PA 19380

P.S. I am including, with this letter, an article from the Wall Street Journal about the value street trees add to residential properties along with an article about alternatives to removing and replacing water pipes.

# THE WALL STREET JOURNAL

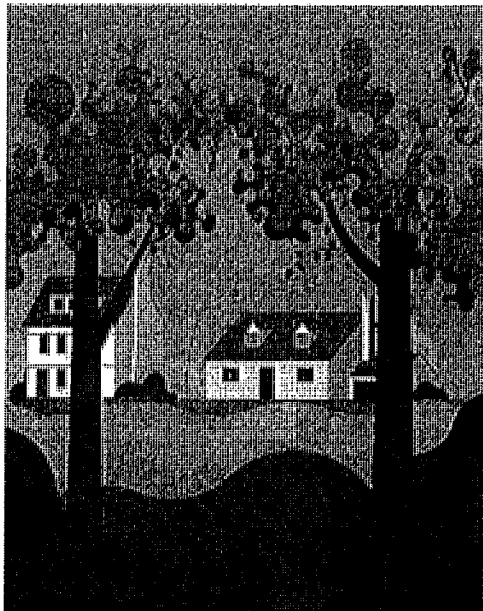
This copy is for your personal, non-commercial use only. To order presentation-ready copies for distribution to your colleagues, clients or customers visit <http://www.djreprints.com>.

<http://www.wsj.com/articles/SB10001424052702303722604579113230353966564>

SPREAD SHEET

## How Trees Can Boost a Home's Sale Price

In a study, homes with "street trees," those planted between the sidewalk and street, sold for \$7,130 more, on average, than homes without street trees.



### LEAFY LISTINGS

Researchers analyzed of 2,608 single-family home sales in Portland, Ore., to find out how street trees, those planted between the sidewalk and the road, affected final price and time on the market.

The sale premium of having street trees was the same as adding 129 square feet of finished space

Homes with street trees sold for \$7,130 more, on average, and 1.7 days more quickly

Neighboring houses within 100 feet of street trees sold for \$1,688 more each, on average

Street trees resulted in an extra \$19,958 in neighborhood house sales

Illustration by Mike Testabalt. Source: Landscape and Urban Planning, February 2010

By SANETTE TANAKA

Oct. 10, 2013 6:33 p.m. ET

Maybe money grows on trees after all.

In an analysis of 2,608 real-estate transactions over 10 months, researchers found that homes with "street trees," those planted between the sidewalk and street, sold for \$7,130 more, on average, than homes without street trees.

What's more, homes with street trees sold 1.7 days more quickly than homes without street trees, says Geoffrey Donovan, an economist at the U.S. Forest Service's Pacific Northwest Research Station in Portland, Ore. Neighbors can reap the benefits as well. Homeowners who live within 100 feet of street trees enjoy a sale premium of \$1,688, on average, even though the trees aren't on their property.

Taken all together, street trees resulted in an extra \$19,958 in neighborhood house sales, Mr. Donovan says.



#### LEAFY LISTINGS

Researchers analyzed 2,608 single-family home sales in Portland, Ore., to find out how street trees, those planted between the sidewalk and the road, affected final price and time on the market.

The sale premium of having street trees was the same as adding 125 square feet of finished space.

Homes with street trees sold for \$1,688 more, on average, and 1.7 days more quickly.

Neighboring houses within 100 feet of street trees sold for \$1,688 more each, on average.

Street trees resulted in an extra \$19,958 in neighborhood house sales.

Source: U.S. Forest Service, Pacific Northwest Research Station

Mr. Donovan and economist David Butry of the National Institute of Standards and Technology analyzed 2,608 single-family home sales in Portland between July 1, 2006, and April 26, 2007. Their team visited the houses in summer 2007 and recorded the number and characteristics of street trees that fronted each property. The study controlled for property characteristics like location and house condition. The researchers then remotely calculated the crown area of trees and the percentage of

tree cover on each lot. The study, "Trees in the city: Valuing street trees in Portland, Ore.," was published in *Landscape and Urban Planning* in February 2010.

The advantages of trees go well beyond mere aesthetics, Mr. Donovan says. "There's increasing evidence that there are huge public health consequences of living in a city. Not everyone can live next to Central Park. Trees are a way of modifying this urban environment." Other research conducted by Mr. Donovan shows that street trees are associated with cleaner air, lower energy use and lower crime.

Michael Vargas, a New York City-based appraiser, says trees are generally a premium in urban environments. In New York City, "most of the prime streets that are tree-lined get a 10% to 15% premium in value over similar streets with less tree architecture," he says. "It's a way to make it seem like you're not in the city."

But before branching out at home, know the downsides. "Tree ownership, just like owning a property, has costs involved and responsibilities involved," says Craig Filipacchi, associate broker with Brown Harris Stevens in New York City. "Vehicles spreading salt can kill the tree; trucks can bump into them and damage the bark; trees can get infected. When it's on your property, it's definitely something you have to take care of."

Copyright 2014 Dow Jones & Company, Inc. All Rights Reserved

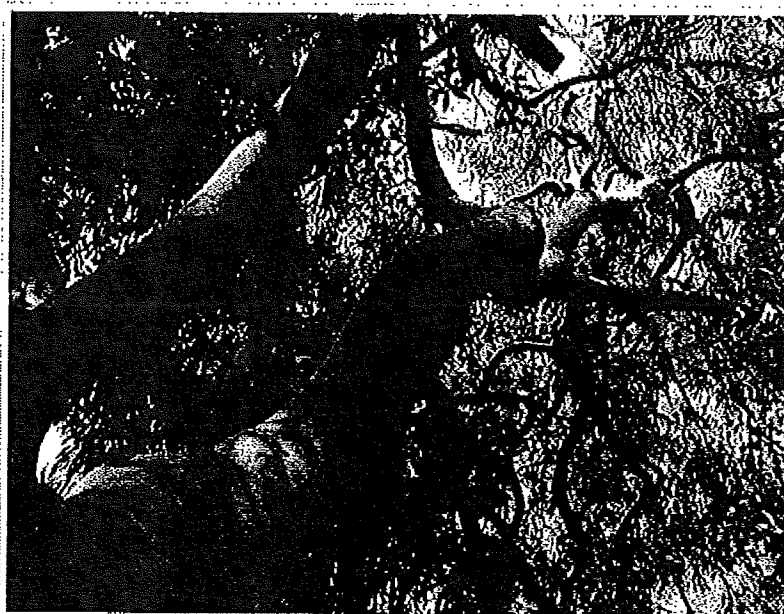
This copy is for your personal, non-commercial use only. Distribution and use of this material are governed by our Subscriber Agreement and by copyright law. For non-personal use or to order multiple copies, please contact Dow Jones Reprints at 1-800-843-0008 or visit [www.djreprints.com](http://www.djreprints.com).

## SAVING OUR TREES – Marrickville municipality

*Community Tree Watch – working to protect healthy public trees in Marrickville municipality from inappropriate removal*

### Tree roots and sewerage pipes

May 21, 2015 in Uncategorized | Tags: Tree roots, Tree roots and sewerage pipes, trenchless relining of old pipes, trenchless relining sewerage pipes, Trenchless Sewer Pipe Lining & Drain Repair-Anaheim Orange County YouTube, urban forest



Every healthy tree is worth saving.

I've written about this subject before, but have met quite a few people of late concerned about tree roots in their sewerage pipes, so I thought it was worth writing about again.

Tree roots in pipes used to be a big deal & expensive too. One had the choice of calling in a plumber on a regular basis to clean out the roots with an electric eel. Unfortunately, the tree's roots would always come back because of the cracks in the old pipes. Frustrating to say the least & the outcome often ending up with the removal of the tree, which is a huge loss.

I learnt about trenchless relining of old pipes from Sydney Water. They were in my area lining sewerage pipes that appeared to me to be big enough to drive a small car through.

It was explained to me that the sewerage pipe was being cleared of tree roots & other blockages. This is a common problem because much of our sewerage pipes are 100-years-old or more. They crack because of age, movement of earth, damage & tree roots. Tree roots can enter pipes through joints & very small cracks. These cracks get bigger as the tree root grows.

Follow

Once the pipe was cleared, Sydney Water fed a flat flexible pipe that looked like thick hessian. Once that pipe reached the other end it was fixed & then boiling water was fed through this pipe to inflate it, as well as melt the polymer resin glue inside the fabric. The new pipe took the shape & size of the original pipe, closing off all cracks, joints, damage & holes. Twelve hours later the pipe lining was set rock hard. The man from Sydney Water said something like, "not even the roots of a mighty Fig can get through now."

You don't need to have old cracked pipes dug up causing a mess & damaging your garden. Tree roots cannot infiltrate your pipe for a long time – companies guarantee their work between 20-50 years. The pipes in home situations can be used again within hours. The pipe lining is continuous, so no more joints, which can provide entry to tree roots.

No tree needs to be removed, so you get to have working pipes & keep your lovely tree. Plus all companies say this option can end up being much cheaper than excavating & replacing pipes.

So the next time you hear someone complaining about tree roots blocking their pipes, please tell them about this option. Finding a local company that does this is an easy search on the net. Sharing this information may help keep many trees that would otherwise be removed.

This video by an American company outlines the whole process in 3-minutes –  
<https://www.youtube.com/watch?v=0UXthJMd4gg>

About these ads



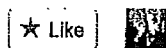
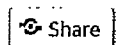
#### Seaglass Restaurant and Lounge

Salisbury, MA  
American | \$\$

#### Capri Seaside Italian Grille

Salisbury, MA  
Italian | \$\$

#### SHARE THIS:



One blogger likes this.

#### RELATED

Two healthy Fig trees up for removal  
in Stanmore  
In "Stanmore"

Marrickville South loses another  
major tree  
In "Marrickville"

Are trees worth spending money on  
to keep them alive?  
In "Canary Island Palms"

Follow

# BOARD OF SUPERVISORS

EAST GOSHEN TOWNSHIP

CHESTER COUNTY

1580 PAOLI PIKE, WEST CHESTER, PA 19380-6199

July 24, 2015

Ms. Karen Martynick  
702 Sycamore Drive  
West Chester, PA 19380

Dear Karen:

Thank you for your letter on July 21, 2015. When Grand Oak Run was developed the developer installed the water main behind the rolled gutter. This was done at the direction of Great Valley Water Company, who provided water service at that time. The developer then planted the street trees in this same area as required by the Township.

It is my understanding that a few weeks ago the homeowners at 704 Sycamore Drive reported a water leak in their front yard. They contacted AQUA who determined that the problem was with the water main which was located under the sycamore tree. AQUA installed a valve and shut off the damaged section of the water main. AQUA also installed a new service connection in order to restore the water service to the homeowners at 704 Sycamore Drive. The above work resulted in a large excavation on the north side of the sycamore tree that you are referring to, which severed the anchor roots on that side of the tree.

AQUA determined that, in order to place the damaged section of the water main back in service they would install a new section of water main in the street, essentially dog legging the new water main around the sycamore tree. This excavation would have resulted in severing the anchor roots on the east side of the tree.

My concern was that the loss of the anchor roots on two sides of the tree significantly increased the chance that the sycamore tree, weighing about three tons, could be uprooted during a storm, and fall onto the house at 704 Sycamore Drive. This concern was heightened by the fact that on June 30 a micro storm damaged and uprooted a number of trees in this same area of Grand Oak Run.

The Township utilizes the services of Harvey Lerman who is an ISA Certified Arborist at Bartlett Tree Expert Company. Based on previous discussions with him about the effect of removing anchor roots on a tree, I decided that the allowing the tree to remain would constitute a safety risk if AQUA installed the water main as they were proposing.

I am aware of the value of street trees on property values. And I understand that sycamores are one of the better varieties for street trees. Although, I would add, that the Township has received requests over the years from residents, to remove a sycamore street tree. Their complaint is that they are "dirty", i.e. dropping branches, leaves and bark. The Township's position is that we do not remove a street tree for aesthetics reasons and only remove them if they are dead, diseased or are a safety concern.

As for the piping lining, I am familiar with this technology since we have used it in the past to rehabilitate sanitary sewer lines and just recently repaired an 18' storm sewer line. I do not know if AQUA uses this technology. However, as you know, since AQUA is a public utility and regulated by the PA PUC, the Township does not have jurisdiction over how they maintains their infrastructure.

In closing I will say that while street trees are a valuable resource, I would be negligent and expose the Township to liability, if I had allowed the sycamore tree to remain.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Smith" or similar, written in a cursive style.

Louis F. Smith, Jr  
Township Manager

Cc: Board of Supervisors



## Carroll Engineering Corporation

July 24, 2015

2015-07-27

JUL 27 2015

**Certified Mail**

Rick Smith, Manager  
East Goshen Township  
1580 Paoli Pike  
West Chester, PA 19380

Dear Mr. Smith:

Subject: Act 14 Notification – Repairs to East Boot Road Bridge  
East Boot Road over Ridley Creek, East Goshen Township

In accordance with Pennsylvania Act 14, this letter serves as notification that East Goshen Township is filing an application to the Pennsylvania Department of Environmental Protection for a General Permit No. 11 – Water Obstructions and Encroachments (GP11) for the following location in East Goshen Township:

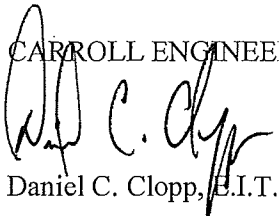
Stream Crossing – Latitude: 39° 59' 34.27" / Longitude: -75° 32' 23.44"

Act 14 requires all applicants for a GP11 give written notice to each municipality in which the activities are located and the notice must be received by the municipality at least thirty (30) days before the Department of Environmental Protection may issue or deny the permit. This notification is given in accordance with Pennsylvania Act 14.

Should you have any questions or require additional information regarding this matter, please feel free to contact me at 215-343-5700, Extension 497 or [dclopp@carrollengineering.com](mailto:dclopp@carrollengineering.com).

Very truly yours,

CARROLL ENGINEERING CORPORATION



Daniel C. Clopp, E.I.T.

DCC:dp

cc: Paul T. Cardie, P.E., CEC  
Alberto Vennettilli, P.E., CEC

*Today's Commitment to Tomorrow's Challenges*

Corporate Office:  
949 Easton Road  
Warrington, PA 18976  
215.343.5700

630 Freedom Business Center  
Third Floor  
King of Prussia, PA 19406  
610.489.5100

101 Lindenwood Drive  
Suite 225  
Malvern, PA 19355  
484.875.3075

105 Raider Boulevard  
Suite 206  
Hillsborough, NJ 08844  
908.874.7500

15-1912.002 (1519120011)

[www.carrollengineering.com](http://www.carrollengineering.com)