

**SOLEBURY TOWNSHIP
PARKS and RECREATION**
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MINUTES OF THE REGULAR MEETING – November 14, 2024

PRESENT IN PERSON: Joseph Tartaglia, Jeanne Litwin, John DeAndrea, Adrian Max, Amanda Benolken, Paul Klug, Kevin Morrissey, Dudley Rice, Annelise Dahlin

PRESENT VIA ZOOM: None

ABSENT: Dan Dupont

OPENING OF MEETING

Dudley Rice called the meeting to order at 7:00pm.

APPROVAL OF MINUTES

Committee members reviewed minutes from the last meeting on September 9th, 2024; motion to approve not needed.

ANNOUNCEMENTS/PRESENTATIONS

Annelise Dahlin, the new Recreation Program Coordinator, and Paul Klug introduced themselves to the committee.

CONSULTANT REPORTS

- A. Township received four proposals in response to the Comprehensive Park & Open Space Plan update RFP, manager and administration ranked proposals for committee feedback and consensus on preferred consultant.
- B. The committee considered and weighed all options, all members unanimously agreed Gilmore & Associates the best proposal based on various qualities:
 - a. Timeline – Gilmore proposed the most realistic timeline, closely aligning with the Township's expectations, and allowing for a comfortable review period.
 - b. Proximity – Gilmore is a local firm with experience working on similar Comprehensive Park & Open Space Plan updates for surrounding municipalities. Their office in Newtown enhances their ability to conduct on-site visits.
 - c. Expertise & Experience – Gilmore has successfully executed similar projects for local municipalities, with a strong background in community engagement and public participation.
 - d. Value – Offers the most competitive pricing for the widest range of services.
- C. Committee is seeking further clarification from Gilmore on who will be conducting community engagement for the project.
- D. **RECOMMENDATION:** Member Paul Klug recommended Gilmore & Associates, Jeanne Litwin 2nd recommendation, consensus from all present members.

OLD BUSINESS None.

NEW BUSINESS December meeting cancelled.

PUBLIC COMMENT No public comment.

ADJOURNMENT: The meeting was adjourned at 7:33pm.

Respectfully submitted,
Annelise Dahlin
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