

MINUTES

RECREATION AND PARKS BOARD:

LOWER ALLEN TOWNSHIP

REGULAR MEETING

SEPTEMBER 24, 2025

The following were in ATTENDANCE:

BOARD MEMBERS

Megan Klenzing, Chair
Lauren Casselberry, Vice Chair
Scott Duncanson
Greg Mahon
Susan Parry
Rick Grove

TOWNSHIP PEPRSONNEL

Helen Grundon, Administrative Assistant
Benjamin Powell, P.E., Public Works Director
Tom Stambaugh, Park Operations Supervisor
Renee' Greenawalt, Recording Secretary

LIAISON

Vice President Josh Nagy

CALL TO ORDER

Ms. Klenzing called the September 26, 2025, Regular Meeting of the Lower Allen Township Recreation and Parks Board to order at 7:00 pm.

APPROVAL OF MEETING MINUTES

Ms. Parry motioned to approve the minutes of the August 27, 2025, Regular Meeting. Mr. Mahon seconded. The motion passed 6-0.

PUBLIC COMMENT – Beacon Hill

There was no public comment.

COMMISSIONER LIAISON REPORT

Commissioner Nagy reported that on September 22, 2025, the Board of Commissioners had approved an LSA Grant Application for a new play structure at Wass Park and would be seeking support from the Recreation and Parks Board.

TOWNSHIP STAFF REPORT

Ms. Grundon presented the Recreation and Parks Staff Report, and referenced the comprehensive written report provided in the meeting packet. Among the significant amount of activity reported about work conducted by park operations staff was maintenance throughout the parks, trail work, progress on the Highland Park tennis courts and maintenance to the ball fields.

Next, Ms. Grundon provided an update on upcoming events and activities. The Fall Harvest Craft Fair will be held at LACP on Saturday, October 18 from 10:00 am to 2:00 pm. A ceremony to commemorate Lower Allen Township's 175th Anniversary Ceremony is slated for Sunday, October 26 starting at 1:00 pm at the Barn.

Addressing an inquiry about the progress on the Highland Park tennis courts, Director Powell reported that the base layer had been installed and must set for three weeks before the acrylic surface is added. He noted there are no firm plans yet to make changes to the parking area. The sidewalk will be extended, and ADA access may be relocated. This work could be deferred until the spring depending on the weather.

OLD BUSINESS

Yappy Hour Update

Yappy Hour was held on Thursday, September 18 at LACP near the dog park. Ms. Grundon reported that turnout was minimal, and three of the four invited rescue organizations canceled, and several vendors did not show up. Midstate Distillery, Shy Bear Brewing and a food truck attended. She will follow up with the vendors regarding availability for the event in 2026. She noted the new layout for the event worked well, in which the first two parking rows were blocked off for vendor space, and the roadway to the Fernlawn Pavilion was designated for vendor parking. The regular township newsletter was not distributed due to a transition in publication service, meaning residents may not have been sufficiently informed about the event, which may have resulted in the low attendance.

Fall Harvest and Craft Fair

Ms. Casselberry reported the planning was going well with fifty-four vendors expected, with more still being accepted. She noted the need to determine proper signage for directional flow of the event which is to be held at the upper pavilion and adjacent parking lot and field at LACP. Vendor spaces will be identified and marked in advance. She noted that volunteer assistance is requested beginning at 8 AM and that specific volunteer tasks would be communicated ahead of time for the event, which is scheduled for 10 AM until 2 PM. Ms. Klenzing suggested using balloons to help guide attendees to the event location within the park and to create a Facebook event for additional advertising.

175th Anniversary/Community Day Update

Ms. Grundon reported that the anniversary event would be held on October 4, 2025 at the Lisburn Fire Company in coordination with their Community Day. The Lower Allen Band will be playing, and the township emergency and public works vehicles will be there. Giveaway bags will be distributed to attendees. Other activities include fall décor photo booth, historical maps of the township and Cumberland County, kid activities, and concessions. The event has been advertised in The Guide and a press release will be distributed. Pint glasses with the event emblem will be sold.

Trinity Cross Country Meet at LACP

Trinity High School's cross-country team head coach, Chris Pushart, expressed appreciation for the use of the park for their home event held on September 2, 2025. He also shared sentiments of appreciation on behalf of the Athletic Director, Elaine Stewart. He noted the success of the event and the great condition of the course and markers. He indicated that the team would be requesting use of the park again next season and reported that the cross-country teams would be volunteering for the Fall Harvest event on October 18 as a community service project.

NEW BUSINESS

Home School Activities

Ms. Parry noted the rise in home schooling and educational co-operative organizations and asked board members to consider a list of service projects or nature studies that could be performed by or engaged in by school age students. Director Powell noted that while no list of potential projects is maintained, he often gets requests from scouting organizations to complete eagle projects and that he typically asks them to propose ideas for consideration by the Board and suggested the same process for other types of organizations.

Park Tours Letter to Manager

Ms. Klenzing referenced the draft letter which summarizes the recommendations resulting from the park tours that were provided in the meeting materials and asked for feedback. Several items on the list were noted as completed and would be removed from the letter.

Letter of Support for the LSA Grant Application

Director Powell introduced the items for consideration and possible action for the Board to provide their support for the application. The application period is open and must be submitted by September 30, 2025. If the application is successful, funds will be used to replace the playground structure at Wass Park. This project was chosen in support of the objectives surrounding walkability, the new PennDOT crossing and demographics of the local community. The playground in that location is in most need of repair. The proposal is to combine the existing play areas into one. The estimated cost of the project is \$153,470. The grant application is for \$123,000 and a twenty percent match funded by the Township. Rubber matting, as an alternative to wood carpet would cost an additional \$75,000. Support letters from legislative representatives have been obtained and support is requested from the Recreation and Parks Board.

Ms. Casselberry motioned to confirm support for the letter, seconded by Ms. Parry. The motion passed 6-0.

Budget Considerations for 2026

Director Powell asked the members to consider not only the twenty percent match for the LSA grant but also the \$75,000 if successful in obtaining the grant, to install the rubber matting or for the play structures at LACP lower pavilion or at Cedar Spring Run Park. Ms. Klenzing suggested that if the grant is successful, it is most appropriate to apply the funds for use at Wass Park or at Lower Allen.

Additionally, quotes have been obtained for replacement of the Sheepford Crossing Park play structure, which is aging, and the wood carpet is sinking. Repairs would involve excavating the entire area and replacing it with rubber mulch. Swings and the matting replacement would cost approximately \$200,000. This project is proposed in the budget.

Ms. Parry noted it makes sense to address the oldest items first. Ms. Klenzing agreed. Director Powell confirmed that the items at Wass Park and the lower pavilion at LACP are in the worst condition. If the approved budget is less, the option would be to consider smaller play structures.

Director Powell also noted that the Beacon Hill Radar Site phase 1 would be put out to bid in late spring of 2026, with phases 2 and 3 still under review.

Mr. Grove asked whether a parks and recreation study was considered for the budget. Director Powell explained the recent action by the Board of Commissioners to participate in a Department of Community and Economic Development (DCED) program that would include review and recommendations on programs that may result in grant funds to complete projects. One of the items is a master plan for the parks across the township. A consultant through DCED would perform an evaluation. Mr. Grove referenced his previous recommendations for consideration in the context of comprehensive planning.

Cedar Spring Run Park Walkway Lights

Director Powell explained that there were ten existing walkway lights in the park with only one working. They are solar powered. He asked the board members to consider whether the lights should be removed or replaced, noting that the lights encourage people to be in the parks after dusk. Board members expressed consensus to remove the lights.

ADJOURN:

The Regular Meeting of the Recreation and Parks Board was adjourned at 8:09 PM. The next meeting will be held on October 22, 2025 at 7:00 PM.