

MINUTES

RECREATION AND PARKS BOARD:

LOWER ALLEN TOWNSHIP

REGULAR MEETING

OCTOBER 22, 2025

The following were in ATTENDANCE:

BOARD MEMBERS

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

TOWNSHIP PERSONNEL

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

LIAISON

Commissioner Joe Swartz

CALL TO ORDER

Ms. Klenzing called the October 22, 2025, Regular Meeting of the Lower Allen Township Recreation and Parks Board to order at 7:00 pm.

APPROVAL OF MEETING MINUTES

Mr. Duncanson motioned to approve the minutes of the September 24, 2025 Regular Meeting as corrected. Ms. Casselberry seconded. The motion passed 5-0.

PUBLIC COMMENT – Beacon Hill

There was no public comment.

COMMISSIONER LIAISON REPORT

Commissioner Swartz noted he was attending in place of Commissioner Nagy who recently welcomed a newborn son. He provided summaries of recent presentations to the Board of Commissioners from the West Shore Historical Society about their new ownership and responsibility for ongoing maintenance of the Sheepford Bridge. He also noted the upcoming joint ceremony with Upper Allen Township to celebrate the 175th Anniversary.

TOWNSHIP STAFF REPORT

Ms. Grundon presented the Recreation and Parks Staff Report, and referenced the written report provided in the meeting packet. Activity included tree trimming, trail cleanup and the start of leaf collection in the parks.

Mr. Mahon made complimentary remarks about the recently completed, new tennis courts at Highland Park. Mr. Powell noted that staff would be performing touch-up work and grading around the courts, and that the sidewalk and ADA area would be completed in the spring. Mr. Mahon recommended removal of the tree branches extending over the fence. Mr. Powell also indicated that additional signage would be installed.

OLD BUSINESS

18th Street & Hummel Avenue Gateway Park Concept

Mr. Sweeney provided an update on the project, noting the previous presentation about the installation of a park at the location. He showed an updated rendering of the park which included a trail around the perimeter. He also

showed a rendering of the proposed masonry gateway sign. New Enterprise, which owns the land, has graciously offered a ten-year lease agreement and may eventually donate the land. They may also be donating towards the sign and park development. If so, benches and plaques will be included in recognition of their support. The project timeline is to finalize the lease agreement by the end of 2025, start the specification and bid process in early 2026 with construction in spring/summer, and a goal of completion by the end of 2026.

Fall Harvest Craft Fair Follow Up

Ms. Casselberry reported that half of the planned vendors and two-thirds of the food trucks participated. Participants had a good time, and vendors appreciated the complimentary space to attend the event. The possibility of including a local band performance will be explored for next year's event and Trinity students have expressed an interest in volunteering again. Mr. Mahon complimented the success of the event and suggested confirming the date for next year. Members expressed consensus to hold the event on the third Saturday in October.

175th Anniversary Celebration/Community Day

Although turnout was less than expected, there was great weather, and participants had an enjoyable time.

Public Works Update

Director Powell provided an update on the Beacon Hill Radar Site, noting the phase 1 permit would be submitted by the end of October and that he would present the conceptual plan at a future meeting. The Creekwood Park boat launch project is underway and should be completed by the end of November. Cameras have been installed at Wass Park, Pete's Field and at Cedar Spring Run Park. He reported that bathrooms at Cedar Spring would be closed due to ongoing vandalism issues. Last, he noted success in obtaining grant funding for the Wass Park playground structure leaving additional money in the budget for rubber matting. Funding for the Sheepford Park playground structure has been eliminated from the budget but grant funds are being pursued.

NEW BUSINESS

2026 Park Tours

Ms. Grundon presented the item for consideration, proposing that instead of the summertime tours, the board focuses on two parks per month and that each member be assigned to inspect the parks to evaluate needs and present findings for review and discussion at each meeting. This would allow for a more efficient, focused, and comprehensive study of each park. Township staff could be involved in the park inspections provided they are conducted during business hours.

Ms. Klenzing voiced support for the idea, noting it would offer regular opportunities for residents to engage during meetings and provide input. Director Powell added that residents could be alerted about the monthly park through township news channels.

It was suggested that weather conditions be considered when setting the schedule of park inspections. Ms. Grundon indicated she would establish the schedule and determine a method for sign-ups.

Ms. Parry mentioned the rising trend 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 students. Director Powell noted while no list of projects is maintained, he typically responds to requests from scouting organizations to complete eagle projects by asking them to propose ideas for consideration by the Board and suggested the same process be followed for other types of organizations.

2026 Meeting Dates and Meeting Times

Ms. Grundon referred to the schedule of meetings for 2026, noting the start time would remain at 7 PM. The meetings dates are:

1/28/26	7/22/26
2/25/26	8/26/26
3/25/26	9/23/26
4/22/26	10/28/26
5/27/26	11/18/26
6/24/26	

2026 Rec & Park Event Dates

Ms. Grundon referred to the schedule of events:

3/28/26 - Easter Egg Hunt

9/17/26 - Yappy Hour

10/17/26 - Fall Fest

Ms. Casselberry said that she would like to plan a spring event involving a musical performance or a movie. Ms. Klenzing mentioned that West Shore Theatre might donate popcorn and suggested considering a new movies or music in the park event for 2027.

ADJOURN:

The Regular Meeting of the Recreation and Parks Board was adjourned at 7:55 PM. The next meeting will be held on November 19, 2025 at 7 PM.