

MINUTES

RECREATION AND PARKS BOARD:

LOWER ALLEN TOWNSHIP

REGULAR MEETING

June 24, 2026

The following were in ATTENDANCE:

BOARD MEMBERS

Megan Klenzing, Chair

Lauren Casselberry, Vice Chair

Scott Duncanson

Rick Grove

Greg Mahon

TOWNSHIP PERSONNEL

Tom Stambaugh, Park Operations Supervisor

Renee' Greenawalt, Recording Secretary

LIAISON

Commissioner Amanda Mutchler

CALL TO ORDER

Ms. Klenzing called the June 24, 2026 Regular Meeting of the Lower Allen Township Recreation and Parks Board to order at 7:00 PM. It was noted that Helen Grundon was absent.

APPROVAL OF MEETING MINUTES

Mr. Grove moved to approve the minutes of the May 27, 2026 Regular Meeting. The motion was seconded by Ms. Klenzing and passed 5-0.

PUBLIC COMMENT

Public comments were reserved for the Park Tour Monthly Report discussion.

PARK TOUR MONTHLY REPORT

Highland Estates Park

The Board reviewed the marked-up park equipment inventory sheet. The following items were confirmed on site: the sun/shade area; two swing slots, including two baby swings; one slide; a play structure; and one kiosk. The tour identified two park benches in the play area, whereas the inventory list currently shows one. The kiosk was noted to contain outdated information and should be checked and updated by park staff. The pavilion area was noted to need attention, including removal of lichen growth. A trash receptacle is present, though the area may need additional mulch.

The Board discussed an increase in evening loitering by kids at the park, which members attributed in part to the start of summer break. There are currently no cameras at Highland Estates Park. The Board discussed whether additional "conduct and language" signage, similar to signage used elsewhere in the park system, might help, particularly near the pavilion, where climbing on the structure has been an ongoing issue. The Board also revisited a prior discussion about establishing a longer-term replacement schedule for the pavilion.

Highland Park

The large play structure was noted to be worn/deteriorating in some areas, as was the spinning play equipment. Baby and adult swings are present. The water fountain feature at this park has been non-functional for a number of years; the Board agreed it should be removed from the equipment inventory list.

A discrepancy was noted in the park bench count: the inventory list shows seven benches, but only four are currently present, likely related to ongoing tennis court construction. A discrepancy was also noted in trash receptacle count: the list shows three, but only one was located near the basketball court; the Board discussed whether additional receptacles should be placed near the tennis courts.

The sign near the parking area is in poor condition; the Board discussed pursuing an updated sign, noting that budget for parking area improvements exists this year. The kiosk at this park also contains outdated information and needs to be updated. The Board also discussed longer-term interest in restoring a water fountain feature at this location, noting that other parks in the system have one. Members noted that installation of cameras at this park has substantially reduced loitering and related complaints.

COMMISSIONER LIAISON REPORT – Commissioner Mutchler

Commissioner Mutchler reported updates on the Arcona development noting that approximately 132 new families are expected to move into the area over the next five to ten years.

The Board asked for an update on green space and parkland previously promised as part of the development's approved plan. Commissioner Mutchler noted the original memo referenced open-space areas connected by trails, as part of a development plan presented to the Commissioners with an approximate five-year timeline.. The developer had previously presented concepts showing open space along the turnpike and near the railroad tracks, including a possible pedestrian/rail crossing. The Board discussed the possibility of inviting the developer back to present a further update, while noting that the Board has no authority to require changes to plans that have already received approval. The discussion also touched on green space, including a private clubhouse area, tied to terrain constraints along the railroad tracks and hillside that limit buildable area.

TOWNSHIP STAFF REPRESENTATIVE REPORT

In Ms. Grundon's absence, her written monthly report was reviewed. Highlights included:

- Mowing, weeding, and brush-clearing have been completed throughout the parks; trees that came down during recent storms have been cleaned up.
- At Lower Allen Community Park (LACP): river rock was installed at the front entrance; a hole in the playground rubber matting was repaired; a cracked wall was repaired (attributed to age rather than vandalism).
- New benches were installed at Cedar Spring Run Park.
- Electric service has been run to the Gateway Park sign/marker; sign installation is pending.
- At Creekwood, a tree on the adjoining property was addressed; no new concerns were reported from the property owner.
- The park bridge remains closed/roped off with no updated timeline for repair; the area continues to be used informally despite the closure, at users' own risk.
- At Highland Estates Park, screws were found removed from a section of playground equipment; the cause is undetermined and a repair is planned.
- A new fence will be installed between the park and adjacent housing, replacing a partially damaged section; the adjacent property owner has agreed to the work.
- No new updates on the rain barrel situation [at Yellow Breeches].

OLD BUSINESS

Yappy Hour Update

Ms. Grundon reported, via email, that she has identified some potential food vendors but has no additional beverage vendors to report at this time.

Fall Craft Harvest Festival Update

Vendor sign-ups continue to come in; approximately 75 vendors have signed up so far, compared to roughly 25 who actually attended last year. Confirmed attractions include a petting zoo from West Shore Wildlife. Food truck vendors are still being confirmed; and Ms. Casselberry shared her intent to slightly overbook based on past experience, since not all confirmed trucks have shown up in prior years.

NEW BUSINESS

Trinity Cross Country at Lower Allen Community Park

Chris Pushart, cross country coach at Trinity High School, along with the school's athletic director, requested permission to again hold cross country meets at Lower Allen Community Park this year, as in 2025.

- High school varsity meets (Tuesdays): September 8, 2026; and September 22, 2026. Races are set to begin around 4:00 PM, with cleanup typically complete by approximately 5:30 PM.
- Junior high meets (Wednesdays, 7th/8th graders from St. Joseph, St. Patrick, and St. Teresa parishes): September 16, 2026; and September 23, 2026. The junior high course is approximately two miles, run mainly on the nature trail.
- Youth program (Sundays, beginning around 1:00 PM): September 27 and October 25, 2026. Third and fourth graders run one mile; fifth and sixth graders run one and a half miles; both races run entirely on the nature trail, starting and finishing at the pavilion.

Coach Pushart described the high school course as following the same general route used last year, starting near the driving range, through the nature trail, along the creek past the boat launch, along the soccer fields, around the wooded park perimeter, across the park entrance road near the tennis courts, past the volleyball court, and back through to the nature trail finish. He indicated he may be able to eliminate the road crossing this year based on recent scouting of the course, though he did not commit to a final change. He noted that, as in past years, parent volunteers would help direct traffic at the road crossing if it is retained, using signage to alert drivers; only one complaint was received from a motorist last year.

He noted he had not yet coordinated specific dates with Ms. Grundon but indicated he would follow up with her directly. The Board expressed general support for continuing to host the Trinity meets, noting the importance of confirming there are no conflicts with other Township-scheduled events (it was confirmed the September 17 Yappy Hour does not conflict with the team's meet schedule).

Regarding Fall Fest, Coach Pushart reported that Trinity's own participation this year is uncertain due to a scheduling conflict. Regardless, he offered to help coordinate student volunteers for the Township's Fall Fest, noting that roughly 15 students volunteered combined over the past two years and that volunteers are pre-screened by the school.

OTHER / ADDITIONAL BUSINESS

Park tour assignments for the coming month at Lower Allen Community Park were confirmed. A follow-up is needed regarding staff shirt orders as sizing information requested from the vendor approximately two months ago has not yet been received; a follow-up email will be sent.

ADJOURN

The Regular Meeting of the Recreation and Parks Board was adjourned at 7:37 PM. The next meeting will be held on Wednesday, July 22, 2026, at 7:00 PM.