

MINUTES

RECREATION AND PARKS BOARD:

LOWER ALLEN TOWNSHIP

REGULAR MEETING

JULY 23, 2025

The following were in ATTENDANCE:

BOARD MEMBERS

Megan Klenzing, Chair

Lauren Casselberry, Vice Chair

Scott Duncanson

Susan Parry

LIAISON

Joe Swartz, Commissioner

TOWNSHIP PEPRSONNEL

Helen Grundon, Administrative Assistant

Rebecca Davis, Township Manager

Isaac Sweeney, P.E., CED Director

Benjamin Powell, P.E., Public Works

Tom Stambaugh, Parks Supervisor

Renee' Greenawalt, Recording Secretary

CALL TO ORDER

Ms. Klenzing called the July 23, 2025, Regular Meeting of the Lower Allen Township Recreation and Parks Board to order at 7:01 pm.

APPROVAL OF MEETING MINUTES

Mr. Duncanson motioned to approve the minutes of the April 23, 2025, Regular Meeting as well as the Park Tours minutes from June 11, 2025, June 25, 2025, and July 9, 2025. Ms. Casselberry seconded. The motion passed 4-0.

PUBLIC COMMENT – Sheepford Crossing

There was no public comment.

COMMISSIONER LIAISON REPORT

Commissioner Swartz reported that the Board of Commissioners had recently approved fee-in-lieu funds through the finance committee for funding park improvements including AED installation, security cameras, upgrades to the Highland Park tennis court, and a gateway sign and park at 18th and Hummel streets. The Board of Commissioners also approved the Creekwood Park preliminary plan, authorizing staff to prepare and advertise bid specifications for the project. He announced the dedication ceremony taking place at 9:30 am on 7/24/25 at LACP for the AED Save Station, in partnership with the Peyton Walker Foundation and Community Aid. First at a public park for west shore, AEDs are also slated for installation at Wass Park and Pete's Field.

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 included include park maintenance, trail and tree work at Lower Allen Community Park, bench installation, regular maintenance to the fun fort and kiosks as well as pesticide application. She noted that fall baseball would soon begin and related field maintenance would be taking place.

OLD BUSINESS

Yappy Hour Update

Yappy Hour will be held on Thursday, September 18 from 4:30-7 pm at LACP near the dog park. Ms. Grundon reported that event flyers had been distributed throughout the community and shared via social media.

The township received a request from West Shore Students First to consider permitting their organization to participate in the event to offer information about the four school board candidates running for election, information about voter registration, and dog-friendly giveaways. They also offered to forego the candidate attendance if that would work best.

Ms. Parry suggested omitting the candidate information and supported voter education materials. Ms. Grundon replied that voter information education should come from the Cumberland County Bureau of Elections and expressed her impression that the information would be opinionated about how people should vote. Manager Davis said that the Township is a non-partisan entity and that it would not be appropriate to sponsor candidates running for office. Ms. Parry reiterated that local civic education is important. Commissioner Swartz pointed out that the organization is bipartisan but does encourage people to vote for certain candidates. Ms. Klenzing recommended suggesting a different event for them to attend and Ms. Parry and Mr. Duncanson concurred.

Ms. Grundon reported on the food and beverage vendors, rescue organizations and pet related vendors who would be in attendance, including Midstate Distillery, Shy Bear, Mad Dash, 717 Taco, Hope Hounds Prison Education, Humane Society, Central PA Animal Alliance, Special Kitty Kat Rescue, Fair Haven Healing, Life is Golden, Pawsitivity Pet Care, Belco Credit Union, Blue Dog Pet Shop, Members 1st, Pet Portraits, Scoop Town, Angie's' Alpaca Paradise, Canine Cravings, and others.

Fall Harvest and Craft Fair

The event will be held on Saturday, October 18 from 10 am to 2 pm at LACP. Ms. Casselberry reported that over fifty vendors had expressed interest in participating. Food trucks would be re-confirmed. Ms. Grundon will coordinate participation and activities led by the fire companies. Volunteers will be requested from the local high schools. Ms. Klenzing suggested advertising on social media as events to facilitate calendar integration.

Ms. Casselberry noted that Steve Knight would offer a story-time and that West Shore Wildlife had requested a speaking opportunity which could boost attendance but would require financial support. Members discussed the opportunity to pursue and obtain funding for future events.

Bark For Life

Ms. Grundon reported that the event went well and that the organization would like to repeat the event next year. There were no issues of concern.

NEW BUSINESS

Trinity Cross Country Meet at LACP

Trinity High School's cross-country team head coach presented a request to utilize LACP for their season's only home meet. He provided historical background related to their prior use of the park and reviewed the 5K course map, last used in 2017. The course would begin at the driving range, along the nature trail and property line toward the upper pavilion to Lisburn Road, along the tot lot, past the tennis and volleyball courts, back onto the nature trail to the boat launch and finish along the road near the Fernlawn Pavilion. The roadway to Fernlawn Pavilion would be blocked off and temporary course markers would be installed. The township benefits from the event with Trinity performing minor landscaping efforts to mark existing holes, large roots, or tripping hazards along the trail. Liability insurance for the event is provided by the Catholic Diocese. The public will not be restricted from using the trails during the event.

Members discussed the time of the event and potential conflicts that might occur with other activity occurring in the park. It is anticipated that prep for the event would begin at 3pm with the meeting beginning at 4pm and finishing by 6pm.

Mr. Duncanson encouraged Trinity to reserve the pavilion to avoid potential conflicts there. Manager Davis suggested posting signs at the park entrance to communicate that the event would be in progress, and that consideration of an earlier start time might help to alleviate traffic.

Mr. Stambaugh asked if permanent markers would be desired if the event were to be approved for future years. The coach indicated that temporary markers could be used but that replacement of permanent course signage would be helpful.

With no further discussion, Ms. Parry offered a motion to approve holding the event at LACP for the upcoming season. The motion was seconded by Ms. Casselberry and passed 4-0.

Future Pocket Park & Sign Development

Director Sweeney presented a proposal for a future pocket park with a gateway sign and asked for feedback. He showed a rendering of the proposed park to be located at corner of 18th and Hummel coming into the Township, with the project being funded by fee in lieu of funds. He noted that community branding had been identified as a priority by the Board of Commissioners during strategic planning. The gateway signage supports this goal. The project evolved from just the gateway sign into a pocket park. A long-term lease agreement has been offered for the property and concepts will continue to evolve until a final design is approved. Several concepts were shown to include ideas for signs, sidewalks, crosswalks, benches, and new ADA access.

Ms. Casselberry suggested the integration of sensory features for the park. Also, suggestions for lighting included ground lighting and possibly solar lights. Some discussions focused on the set back distance to ensure safety from danger of traffic as well as sidewalks, ADA access and the potential for an internal walking trail. Extending the sidewalk on the west side of 18th street is not advisable nor likely permissible due to the railroad hazard. Improvements to all the intersection pedestrian crossings are already approved and will be completed next spring with piano key crosswalks and push button crossings. An internal trail looping around the park could be an option if it avoids the PennDOT right away.

Ms. Grundon noted that if the area becomes a township park, consideration should be given to the resources necessary for ongoing maintenance and safe access.

Board members expressed support for the project and the inclusion of a walking trail. Director Sweeney indicated the final design would be presented at a future date. The project is anticipated to be completed in late 2026, contingent on funding.

2026 Recreation and Park Tours

Ms. Grundon noted that a list of the recommended improvements in 2025 would be compiled and presented during the next meeting. She referenced an earlier discussion about the need to have more frequent feedback about needs throughout the year and suggested the need to brainstorm ideas to provide additional feedback and to invite more public participation. Ms. Grundon suggested assigning review and tours of different parks throughout the year. Ms. Casselberry asked if board members who need apparel could get some or those that have to wear your apparel, so as to identify themselves as representatives of the Township Recreation and Parks Board when they are out in the community parks.

ADJOURN:

Ms. Grundon asked members to consider moving future meeting times to 6 pm. A decision will need to be made before the October meeting. The Regular Meeting of the Recreation and Parks Board was adjourned at 8:06 PM. The next meeting will be held on August 27, 2025.