

MINUTES

RECREATION AND PARKS BOARD:

LOWER ALLEN TOWNSHIP

REGULAR MEETING

AUGUST 27, 2025

The following were in ATTENDANCE:

BOARD MEMBERS

Megan Klenzing, Chairwoman
Lauren Casselberry, Vice Chairwoman
Scott Duncanson
Greg Mahon

TOWNSHIP PEPRSONNEL

Helen Grundon, Administrative Assistant
Tom Stambaugh, Parks Operation Supervisor
LIAISON
Vice President Josh Nagy

CALL TO ORDER

Ms. Klenzing called the August 27, 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 July 23, 2025 Regular Meeting. Ms. Casselberry seconded. The motion passed 4-0.

PUBLIC COMMENT – Lower Allen Community Park

Mr. Stambaugh brought up the possibility of removing the large sandbox at the Fun Fort. Staff is finding piles of sand all over the Fun Fort, and staff is continuously cleaning it up. Mr. Duncanson asked if anything would be added to the Fun Fort if the sand box would be removed. Ms. Klenzing stated that if the sand box were to be removed, we should replace it with something, Mr. Stanbaugh stated that it was just discussed this past week and that Public Works Director Powell is looking into it. Ms. Klenzing asked if the Fun Fort had cameras, if there is a pattern of days, could the cameras be looked at to see if anyone is seen moving the sand. Ms. Klenzing asked if a Community Service Officer would be able to make rounds out there as well.

COMMISSIONER LIAISON REPORT

Commissioner Nagy informed the Rec and Park Board that new signage was added to Highland Park, stating that the Police Department is monitoring the cameras, and School Resource Officer Lightner also spent some time there over the summer speaking to the kids that frequent the park. There has been a decrease in complaints since all of this has happened.

Manager Davis and the Board of Commissioners have met with a Company called Hometown Press; they will take over our Township Newsletter this fall. Currently the Newsletter was created and distributed in house. Hometown Press will use outside advertisement to generate the funds to printing and mailing to all Residents and Business in the Township.

A presentation was given by Department of Community and Economic Development (DCED) for a multistep program to for financial planning to be put towards projects. Step one is to get an assessment of plans or projects, once that is done will have a strategic plan on what needs to be done. The DCED will match those funds up to 50% for those plans or projects picked. Our plan is to budget for the assessment, then we can plan funds for the plans or projects that we would like to choose and DCED will match funds for 50%. The monetary limit is \$400,000 for a \$200,00 match from DCED.

Discussion ensued.

TOWNSHIP STAFF REPORT

Ms. Grundon presented the Recreation and Parks Staff Report, and referenced the comprehensive written report provided in the meeting packet. Ms. Grundon stated that there has been quiet a lot of tree trimming, stump grinding, trail clean up, and brush cut back in a few Township parks. Grass cutting has slowed down due to lack of rain, and fall baseball and softball has started back up, field maintenance is underway.

Lisburn Fire Company and Lower Allen Township are holding a joint event on Saturday, October 4, it is Lisburn's Fire Company's Community Day, and Lower Allen Township is holding a 175th Anniversary Celebration. Cargill sponsored canvas tote bags for the first 250 residents, one per household and the Township have 250-pint glasses that will be sold at the event as well. On Sunday October 26 there will be a joint celebration with both Upper Allen and Lower Allen Township's to commemorate the 175th Anniversary of Allen Township splitting into two. This will be held at the Barn in Lower Allen Community Park, starting at 1:00 pm, there will be local and State officials at this event.

OLD BUSINESS

Highland Park Update

Public Works staff completed the first phase of removing the pavement where the new court will be and placing the subbase. The contractor will be coming in the next two weeks, to do final grading and compaction and install the pavement. The fencing will then be installed, and after three to four weeks after the pavement is installed, the acrylic playing surface will be installed. Public Works staff will then return to remove the pavement from the front court, place topsoil and seed throughout the project area, and start the sidewalk from where it ends on Chatham Road up to the tennis court.

Creekwood Park Boat Launch

Bidding for the project closed on August 26, the apparent low bidder is Kinsley Construction, LLC in the amount of \$332,461. This bid includes the boat launch, parking, and the entrance road leading into the park. The project will start in the next few weeks.

Fall Harvest and Craft Fair

Ms. Casselberry currently has sixty-two vendors; this includes food trucks and vendors; she also listed a few of the vendors that are attending. Ms. Casselberry is just in need of signage to direct attendees where to go, and also where to park to attend the event. The Pavilion will be open for painting your own pumpkin, and the two speakers that are giving presentations. This will be held at the Upper Pavilion area, the soccer field area by the Fun Fort will hold the vendors, the food trucks in the parking lot, and the clubs at pavilion. Ms. Klenzing asked if the Township could make a Facebook event for the Fall Fest, Ms. Grundon will discuss this with Manager Davis to see if this is possible. Discussion ensued regarding signage, parking, and vendor locations for the day of, Ms. Casselberry asked the Rec and Park Board to attend to help with setting up and directing vendors where they need to go to set up, and where to park once they are set up.

Yappy Hour Update

Ms. Grundon has everything set up and ready to go, she is working on the day of map, to share with vendors so they know where to go and set up. The event is on Thursday, September 18 from 4:30 pm to 7:00 pm.

NEW BUSINESS

Park Tour Notes

Ms. Grundon presented the notes that were added to the park tours for creation of the Recreation and Parks Boards recommendation letter to the Board of Commissions. The Rec and Park Board discuss them, and Ms. Grundon

will put the letter together for presentation at the next meeting, if approved by the Rec and Park Board it will get signed and given to the Board of Commissioners.

ADJOURN:

The Regular Meeting of the Recreation and Parks Board was adjourned at 8:01 PM. The next meeting will be held on October 22, 2025.