

MINUTES

RECREATION AND PARKS BOARD:

LOWER ALLEN TOWNSHIP

REGULAR MEETING

July 22, 2026

The following were in ATTENDANCE:

BOARD MEMBERS

Megan Klenzing, Chair
Scott Duncanson
Rick Grove
Jim Kaiser
Greg Mahon
Susan Parry

TOWNSHIP PERSONNEL

Helen Grundon, Administrative Assistant
Tom Stambaugh, Parks Operation Supervisor
Reneé Greenawalt, Recording Secretary

LIAISON

Commissions Amanda Mutchler

CALL TO ORDER

Ms. Klenzing called the June 27, 2026, Regular Meeting of the Lower Allen Township Recreation and Parks Board to order at 7:00 pm.

APPROVAL OF MEETING MINUTES

Mr. Grove motioned to approve the minutes of the June 24, 2026, Meeting. Ms. Parry seconded. The motion passed 6-0.

PUBLIC COMMENT

There was none.

PARK TOUR MONTHLY REPORT – WASS PARK AND WINDSOR OPEN SPACE

Mr. Grove, Mr. Kaiser and Ms. Klenzing toured Wass Park and Windsor Open Space and provided photographs and written notes. Key items included:

Wass Park

- Two playground structures are planned to be consolidated into a single structure with rubber safety matting in place of the current wood chip surfacing. This work had been on hold pending resolution of items flagged during the Township's recent financial audit; that process is nearly complete, and the project is anticipated to move forward, likely by spring.
- A hole had been melted into one of the play structure's tube slides.
- Several straps/legs on the batting practice net frame were tangled and needed short-term repair.
- A number of cicada killer wasps were observed along the rear walking path near the wooded area bordering private property. The Board noted these are beneficial, ground-nesting insects that will not be treated or sprayed.
- The two baseball equipment sheds near the fields show cracking and holes in the side, consistent with years of balls striking the structures rather than vandalism. It was confirmed the sheds are used by Cedar Cliff youth baseball and Cedar Cliff youth softball and are maintained by the Township. The large garage has some damage but to a lesser degree.
- The coin-operated batting cage machines, which date to the 1970s, show significant rust and wear; usage has increased notably alongside growing pickleball activity in the area.
- As a long-term goal, resurfacing the tennis court was suggested, along with converting or adding pickleball striping/a pickleball wall, given that the courts see heavy pickleball use and little tennis use.

- Water Trail sign is worn and in need of attention; the Board will follow up on its condition and continued purpose.
- Board members spoke with several park visitors during the tour, including residents of the neighboring Wesley apartment community who use the playground heavily. The Board discussed reaching out to the property's management company about participating in the Adopt-A-Park program.
- A low-hanging utility wire near the pavilion is interfering with dumpster access for trash collection. The Board believes this is a utility company line (potentially subject to Public Utility Commission jurisdiction) and not a Township responsibility and will look into the appropriate utility contact.

Windsor Open Space

- Windsor Open Space is well maintained. The Board discussed the property's deed restriction limiting its use to open space and its long-standing informal use as a backyard by surrounding residents. The Board noted the parcel is recorded as "Windsor Open Space" rather than formally designated as a park and confirmed it is included in the Township's GIS mapping, though not listed as a park on Google Maps. No changes are planned for the property at this time, though the Board agreed it may be worth revisiting in the future.

COMMISSIONER LIAISON REPORT

Commissioner Mutchler reported no items to bring before the Board this month.

TOWNSHIP STAFF REPORT

Ms. Grundon presented the Recreation and Parks Maintenance Staff Report. Key updates included:

- Mowing slowed over the past month due to significant lack of rainfall; ball fields required supplemental watering with the brine truck ahead of maintenance work due to dry, dusty conditions.
- Fallen tree limbs on several trails were cut up and removed.
- Old picnic tables at Creekwood Park were replaced with new, anchored tables, and new mulch was installed.
- New wood chips were installed at the dog park after a June rain event washed out the previous surfacing.
- New bleachers were delivered, and the infield lip on the girls' softball field at Wass Park was graded; some minor pooling remains near third base and the pitcher's mound and will continue to be monitored.
- Damage from the July 4th storm was minimal Township-wide. The tennis court fence at Lower Allen Community Park (LACP) was bent, and Beacon Hill saw the most downed tree debris, but no significant damage to recreational facilities was reported.

OLD BUSINESS

Yappy Hour Update

Ms. Grundon reported that an alcohol vendor has not yet been secured; three additional vendors are expected to confirm soon. A second food truck may be added; currently one dessert truck is confirmed. Approximately four animal rescue organizations, including the Humane Society, and roughly fifteen total vendors are signed up, contingent on attendance. Promotion is ongoing through a Facebook event, neighborhood groups, local business partners, and the Township newsletter.

Fall Craft Harvest Festival Update

Ms. Casselberry reported the event now has 83 confirmed vendors, an increase of four since the last update. Vendors have submitted for use of the Upper Pavilion for the event dates.

The Board also discussed additional promotional ideas, including a dog costume contest or parade. The Board also discussed an inquiry from a prospective vendor offering pop-up tattoos using preset flash designs limited to arms and calves, requiring waivers and ID checks. Given the family-oriented nature of the event and its status as

a Board-sponsored event, the Board indicated it was not in favor of including this vendor, and staff will follow up to seek clarification with Director Powell and Manager Davis.

Trinity Cross Country Meet at LACP

Ms. Grundon reported that no additional updates were provided.

Gateway Park Update

Ms. Grundon reported that the Gateway Park pocket park remains under construction. The entrance pillars are in place, perimeter fencing is up, and electrical lines have been run. The Board anticipates the completed park will be an attractive improvement to the site.

Beacon Hill Radar Site Update

Ms. Grundon provided an update on the construction contract for Beacon Hill Radar Site, which was awarded to Mason Dixon Construction in the amount of \$705,016. To keep the project within available fee-in-lieu funds and grant match, several alternate/additive bid items, including site furnishings and recreational game amenities such as horseshoe pits, were removed from the base award and will instead be completed in-house in a later phase. Without these deductions, the total project cost would have been approximately \$750,000. The Township will hold a naming contest for the site later this year.

NEW BUSINESS:

The Board discussed Mr. Grove's earlier suggestion regarding an in-house certified playground safety inspection program. Director Powell, who was unable to attend, asked that the discussion be held until he can be present to address it in his role as Public Works Director, citing significant liability, bonding, and insurance considerations associated with certifying staff to perform inspections. Staff noted that a previous attempt by a staff member to complete the state certification course was extremely difficult. It was confirmed that several staff members are already members of the Pennsylvania Recreation and Park Society and receive related newsletters and training materials, which Ms. Grundon offered to share with the Board.

ADJOURN:

The Regular Meeting of the Recreation and Parks Board was adjourned at 7:42 PM. The next meeting will be held on Wednesday, August 26, 2026, at 7:00 PM.