UPPER FREDERICK TOWNSHIP Parks & Rec
January 27, 2026 - 7:00 PM

Minutes

Executive Summary:
During this meeting the board discussed election of chair/vice-chair, parks and event planning (Community Day, concerts, food trucks), park improvements (courts, frisbee golf, native meadows, shade for dog park), grants (county grant for sports courts due early March), open space acquisitions (Hans News House), and next steps for meeting schedules and responsibilities.

- Call to Order -*Meeting was called to order at 7:00pm*
- Pledge to the Flag

REGULAR MONTHLY MEETING

- Public Comment Period -*There were no public comments*

MEETING MINUTES

- Approval of the December 16, 2025 Meeting Minutes

December minutes reviewed and approved (vote passed 2-0 with some abstentions).

BUSINESS BEFORE THE BOARD

- New Business

- Elect Chairman, Vice Chairman
    - Do we need a secretary? If so, what is their role?

- *Chair elected: Tracy Harper (motion, seconded; vote passed 3-0 with one abstention).*
- *Vice Chair: No nomination selected. Members discussed options (coin flip, leaving vacant). Decided the recording device will serve as the secretary for meeting minutes in the interim.*

- Welcome new members

- Introductions
    i. Name
    ii. Where you live
    iii. Employed? Retired?
    iv. What else do you want us to know about you?

New members introduced: Carolyn Coleman and Jen Christman. Brief bios: Carolyn (nurse attorney, interested in community events), Jen (registered nurse, lives nearby, prior Community Day involvement). Chair Tracy shared her background (physical therapist).

- Volunteer Board Member Handbook

- *Volunteer member handbook distributed via email; printed copies available.*
- *Standing meeting: Third Tuesday of each month at 7:00 PM.*
- *High-level budget ballpark discussed: roughly $8,000 for parks improvements (not definitive; events budget handled ad hoc).*
- *Emphasis that the Parks & Rec committee creates agendas and can push issues through the liaison to the Board of Supervisors.*

- Announce regularly scheduled meeting date/time for the year (3rd Tuesday, 7pm)

- Township parks
    - Speelhoffer Dog park
    - Bob Wayland Memorial Park
    - Frederick Friendship Park

- *Speelhoffer Dog Park (Colonial Road): two sections (big dog/little dog), limited shade; plans being discussed for added shade and a gazebo/paved parking pad on the Wayland side.*
- *Bob Wayland Memorial Park: ~75 acres portions being used for Public Works storage (millings/gravel); need for clearer mapping and posted maps to show park sections.*
- *Frederick Friendship Park: roughly ~27 acres (approximate; trail loop ~0.8–1.0 mile). Contains macadam trail, mowed areas, wooded watershed sections and trails. Members commonly walk the loop.*

- Relevant history of P&R Board since 2024
    - Four out of 5 members who had been on the Board for many years suddenly resigned
    - Only one member (Tracy, who had served on the board 1 year only) carried over to 2025
    - In 2025 the Open Space Committee members and the remaining P&R Board member (Tracy) were combined to form the new P&R Board
    - In 2026, the Open Space committee is now separate from the P&R Board

- Three different township managers 2024 – 2026

- *Board culture: Chair prefers efficient meetings with actionable items; emphasizes advanced planning rather than last-minute cramming.*
- *Collaboration with Public Works is strong and presents many implementation opportunities; the board should weigh recreational benefits against environmental impacts (e.g., potential disc golf impacts on wildflower habitat).*
- *Historic properties (Hans Neus House) present opportunities for programming and preservation; township acquisition will require thoughtful planning and likely community input.*

- Accomplishments of 2025
    - Community Day (the planning of which consumed most of our meetings)
    - Assisted with Lower Frederick "Movie on the Mountain"
    - Emergency locators / location markers placed within Bob Wayland Memorial Park established trail(s)
    - Open Space Referendum passed
    - Collaborated with Public Works regarding potential parks projects
    - Recommended native plants for a meadow in the part of Wayland Park that is not farmed for hay
    - Began some "brainstorming" about changing Community Day theme

  -Past work and accomplishments reviewed as starting point for the new board to help guide and give direction going forward

- Goals for 2026
    - Aaron's ideas
        i. Events for the Year Calendar (Community Day, Christmas Tree Lighting, etc)
        ii. Grants to pursue
        iii. Sports Courts
    - Tracy's ideas:
        i. More parks improvements (need to find out what grants are available)
        ii. Monitor progress of Montgomery County's Sunrise Trail – Swamp Creek Greenway feasibility study (from 2018!) results and timeline
        iii. Recreational oriented additions to township property – if grant funds exist
            1. Combo pickleball and basketball court(s)
        iv. Perhaps "low maintenance" events
            1. "Summer Sundays Sip & Stroll"
        v. Reduce the burdens associated with Community Day
            1. New format?

2. Take away some aspects (Raffle items? Non-food vendors? Shred truck? Political figures? DJ vs band)

- *Montgomery County grant for outdoor activities/exercise: application due early March. Board to review options and estimates for sports courts and providing input.*
- *Grants/vision alignment: Vision 2040 and Perkiomen/Perk Creek stormwater study discussed; grant focus on outdoor exercise aligns with county goals.*
- *Reminder that an overall parks/recreation/open space plan will support grant applications. Native plant meadow initiative discussed at Wayland Park; connection to county "Lawns to Meadows" programs and rain garden/MS4 stormwater requirements. Board to revisit in March to decide on meadow establishment method (tilling vs. cutting) and specifics of location (downhill, wetter field near parking lot).*
- *MS4 permit changes: state shifting from outflow water quality testing to stormwater flow rate management under new 5-year permit cycle; implications for local stormwater planning and priorities.*

- Community Day decisions to be made soon vs. what can wait
    - Continue with end of September date and time?
    - Theme?
    - What to add vs what to eliminate?
    - Reasonable deadline for making the above decisions?
    - Tracy created a “Community Day Basics” PowerPoint, for those who are interested

- *<u>Community Day date: Last Saturday of September (confirmed: September 26)</u> with proposed hours 11:00 AM–4:00 PM (change from prior 10–3 to accommodate food/drink focus).*
- *Goals: Refresh event elements (reduce burdensome tasks, maintain favorites), increase food truck diversity (vegan/gluten-free, BBQ, etc.), possibly incorporate food truck vendors rather than only Moshe's; consider a barbecue/food-truck centered approach rather than a competitive RibFest.*
- *Event logistical notes:*
    - *Need to decide which traditional elements to keep, remove or add.*
    - *Sponsorship & raffle: historically burdensome (soliciting gift cards/sponsors, many raffle items unclaimed — roughly 20–25% unclaimed in prior year). Discussion on streamlining sponsor solicitation via township office/mail and reducing last-minute workload.*
    - *Credit for sponsors previously done via Facebook; physical sponsor signage was not obtained last year but may be considered.*
    - *Concessions, amusements, vendors lists and spreadsheets being consolidated; Chair has prepared a cleaner spreadsheet and a Community Day Basics PowerPoint to share; members asked to review and come prepared to take on responsibilities.*

- *Other lower-burden event ideas: "Sip and Stroll" (BYOB walking meet-up), pub crawl/historic tour combo for 250th celebration, small-scale events tied to historic homes and breweries, movie nights, holiday tree lighting / Cookies with Santa (consider indoor options due to cold weather).*
- *Fire Company involvement: active participant in community events (Cookies with Santa, Community Day), has events calendar; Parks & Rec should coordinate dates to avoid conflict.*

- Old Business
  - None

UPCOMING MEETINGS

Planning Commission Board – 2/19/2026 at 7:00PM
Parks & Rec Board – 2/17/2026 at 7:00 pm
Open Space – 01/29/2026 at 7:00PM
BOS Workshop Meeting – 2/04/2026
BOS Business Meeting – 02/11/2026 at 7:00pm

ANNOUNCEMENTS

-None

Adjournment -*Meeting was adjourned at 8:07pm*