UPPER FREDERICK TOWNSHIP Parks & Rec
February 17, 2026 - 7:00 PM

Agenda

- Call to Order
- Pledge to the Flag

REGULAR MONTHLY MEETING

- Public Comment Period – *None at beginning, but Kate Bauer attended and assisted with some logistics of planning for Community Day*

MEETING MINUTES

- Approval of January 27, 2026, Meeting Minutes *– Did not address since we got a late start*

BUSINESS BEFORE THE BOARD

- New Business

- **Finalize time-sensitive decisions for Community Day 2026**
  - Date and time: September 26, 2026 from 11am to 4pm? *Finalized*
  - Elements to retain, eliminate, add?
    - Raffle? *Eliminated this year*
    - Baking event? (if we keep, can we do a vegan and gluten-free theme?) *Will continue this, with gluten-free and vegan categories*
    - DJ vs. band? (Tracy has some band contact information) *Will go through list of contacts for bands and decide upon feasibility, time span for them to play, and what their needs are. The Mighty Manatees might be our first choice since they have been around awhile and might draw more people to the event. Will probably not play for the entire event duration.*
    - Food trucks? (Tracy has some food truck contact information) *Will go through list of contacts for food truck vendors to decide upon feasibility (based on whether and how much they will charge us for their attendance). Will prioritize those that offer foods that do not compete with Moccia's offerings.*

- Water ice or ice cream? *Will ask Bill Landman if he still has a contact with Rita's and if his wife would once again volunteer to pick up and to serve. Will try to find an ice cream vendor as well.*
- Face painting? *Will ask Bill Landman if his daughter is available again this year to do this. If not, will possibly seek out a reasonably priced artist to do so.*
- Craft table *Jen Christman will speak with people at St. Lukes since they have previously done crafts including tie-dye shirts*
- Presence of community organizations, leaders, elected officials (under "the big tent"?) *Not this year……if we have a band and food trucks we will most likely need the tent space (still OK to enlist helicopter, state police, fire company since they typically do not need space under the large tent). We would like some type of "get out the vote" campaign as part of the Board of Supervisors tent/table.*
- Shred truck (Aaron prefers not to include)? *Eliminated*
- Preston's Pantry (AKA: Boyertown Multi-Service) *Yes, but need to advertise better*
- What else? *We will continue axe throwing, possibly add zip line, and perhaps only one inflatable (combo type). Carolyn will also check on getting someone present to perform balloon animals.*

- Who will spearhead various elements and related tasks?
  - Music (band or DJ) - *Tracy has some contact information CAROLYN*
  - Food (ice cream or water ice? Food trucks? Moccia's) – *Tracy has some food truck contact information JENNIFER*
  - Adult beverages (*Tracy has done before*) *TRACY will contact VonC through Lisa Fischer and also will contact Perkiomen Valley Brewing (and CAROLYN will contact A'Dello's)*
  - Amusements (inflatables, axe throwing, face painter (?), kids' crafts (?) - *Tracy has contact information for some inflatable companies and mobile axe throwing*
    SUE (inflatables, mobile axe throwing, zip line? Rock wall?)
    TRACY (will contact Bill Landman about daughter doing face painting)
    JEN (will discuss kids' craft table with her church)
  - Vendors (artisans, produce, baked goods – people who bring tents/tables) - *Tracy has contact information CAROLYN*
  - Sponsors (CASH) - *Tracy has contact information TRACY*
  - Baking event? (*Tracy has done before*) *TRACY & KATE*
  - Raffle event? *NO*
  - Communicate with UF Fire Co. (*Tracy has done before*) *TRACY*
  - Communication with Public Works Dept (*Tracy has done before*) *TRACY*
  - Communication with volunteers for "day of" tasks *TBD closer to the event*
  - Advertising (including event yard sign stickers ordering and placement) *TRACY will handle yard sign stickers purchase and placement. We will need to discuss most advantageous advertising campaign at a later meeting. AARON can assist*
  - Arrange for port-o-potties (*Township manager usually does this*) *AARON*
  - Communicate with Preston's Pantry, Plymouth ambulance, JeffSTAT (booked), State Police, Fire Marshall (*Township manager does much of this*) *AARON and TRACY*

- What should be done before our March 2026 meeting?
    - Arrange for a band or DJ
    - Arrange for food trucks, Moccia's, ice cream or water ice
    - Arrange for breweries (and wineries?)
    - Arrange for amusements (axe throwing, inflatables, face painter?)
    - Communicate with fire company and public works about our needs, date, and relevant event changes
    - Begin contacting priority vendors (artisans, produce, baked goods – people who bring tents/tables)
    - Begin contacting priority sponsors (especially those who have made very generous contributions in the past)

To facilitate completion of the above tasks, Tracy will email board members the following resources by 2.21.26:

1. To each board member, based on the tasks for which they are spearheading: Relevant spreadsheets with listings of contact information and other information. These are Excel spreadsheets that board members can alter as they see fit. When board members have finished updating information relevant to Community Day 2026, they can each email their individual sheets back to Tracy who will mesh them together in some organized fashion.

2. To CAROLYN: Vendor application, initial letter soliciting their attendance, and 2-week reminder letter (all letters can be altered as board members see fit).

3. To CAROLYN: Band email correspondence (a word document)

- **What else do we want to begin prioritizing in addition to Community Day?**
  We only briefly discussed future possibilities including an Easter Egg hunt (probably next year), Summer Sunday Sip 'n Stroll, tree lighting with fire pits and s'mores making.

  Carolyn is currently researching someone to do Yoga in the Park in the grassy field on the township building campus. Details to be discussed at future meetings.

    - Parks improvements?

<u>Examples:</u> Meadow for bottom field area at Wayland Park, Trail map – Wayland, Agility course for dog park, Frisbee golf, basketball/pickleball combo courts, solar lighting along township trail, rustic stage/band shell at either township or Wayland park

    - Event programming?

<u>Examples:</u> Historic homes tours, pub crawl, Summer Second Sundays Sip N' Stroll, paring with church for Trunk or Treat, holiday tree lighting with bonfire and s'mores, what else?

- <u>Old Business</u>
    - None

UPCOMING MEETINGS

Planning Commission Board – 2/19/2026 at 7:00PM
Parks & Rec Board – 3/17/2026 at 7:00 pm
Open Space – 02/19/2026 at 7:00PM
BOS Workshop Meeting – 3/04/2026 at 7:00pm
BOS Business Meeting – 3/11/2026 at 7:00pm

ANNOUNCEMENTS

-None

Adjournment