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

Agenda

Executive Summary:
The committee approved the January and February minutes and then focused on planning Community Day, reporting on vendor outreach, entertainment, and amusements. Food truck responses have been limited; several vendors are unlikely or require high guarantees, while local options and coffee/coffee-truck leads are being pursued. Amusements were discussed with a decision to prioritize the rock wall and bungee (trampoline) plus a smaller child inflatable to stay within budget, and Aaron will handle contracts and payments. Entertainment and vendors: the Mighty Manatees are booked for 11–4 at $800, several vendors and sponsors are in progress, and logistics (tents, tables, fire/parking support) are being coordinated with public works and fire staff. Other items: yoga in the park is being explored (site visit scheduled), signage and advertising strategies were discussed (20 new yard signs and improved digital sign text), and park improvement grant and equipment procurements are underway.

- Call to Order -*Meeting called to order at 7:02pm*
- Pledge to the Flag

REGULAR MONTHLY MEETING

- Public Comment Period -*No public comment made*

MEETING MINUTES

- Approval of January 27, 2026, Meeting Minutes -*Minutes passed with a 4-0 vote*
- Approval of February 17, 2026, Meeting Minutes -*Minutes passed with a 4-0 vote*

BUSINESS BEFORE THE BOARD

- New Business
    - None

- Old Business

- Community Day 2026 Planning
    - **i.** Status Reports:
        - Jen: Church Interest, Food Trucks, Moccia's
        - Sue: Inflatables, Axe Throwing, Rock Wall
        - Carolyn: Bands, Vendor Contracting, A-Dello Interest
        - Tracy: UFFC, Public Works Cord., Brewery, Preston's Pantry, New Signs
        - Aaron: Sponsors, vendors apps, Plymouth and Fire Marshall, Budget
    - **ii.** Actionable items by March Meeting
        - Confirm attendance of those providing music, food/drink, amusements (axe throwing, inflatables, other?)
        - Continue to solicit and communicate with crafter/maker type vendors as needed
        - Continue to solicit and communicate with sponsors as needed
        - Which printer to use for yard sign stickers?
    - iii. Items closer to event date (July)
        - Rounding up volunteers for various "day of" duties
        - Advertising for event and bake-off
        - Bake off rules and registration
        - Crediting sponsors with banner or otherwise
        - Work with PW regarding event layout and other set-up logistics
        - List of supplies needed for "day of" (water for volunteers, towels for tables, orange vests, etc)
    - iv. Other Park Events
        - Yoga in the Park
        - Earth Day
    - v. Advertisement
        - What is the best way, 1/8th or ¼ page ads
    - vi. Other Odds and Ends

<u>*Discussion*</u>

Community Day amusements and vendors

- *Food trucks: outreach ongoing; many vendors have already booked for other events. Notable responses: Humpty Dumplings requested a $1,500 guarantee (declined), Wow Wagon showed initial interest then scheduling conflict with Limerick event, several local vendors from Lansdale (churro, Philly Waffle Cabin) were mentioned but availability unclear.*
- *Inflatables/amusements: quotes varied widely — obstacle course/double slide $475–$575 (website pricing unclear); rock wall + bungee (trampoline/bungee) quote was $2,145 (including tax) for combined setup; rock wall quoted at ~$300/hour ($1,500 for 5 hours). Committee noted overall amusement costs are rising fast compared to prior years.*

- *Decision process: Committee favored keeping rock wall + bungee and adding one smaller children's inflatable (target under $400) to keep amusements budget under ~$3,000 for these items. Axe throwing is likely eliminated due to cost and limited popularity.*
- *Vendor recruitment: Carolyn reported two confirmed vendor-type participants (Preston's Pantry and an aloe-based skincare vendor; possible crochet vendor). Many vendors historically sign up late or show up the day of; committee will advertise vendors wanted and continue outreach (Donna Usavage identified as helpful contacts).*
- *Public-safety and logistics: Fire department (Jeff, deputy/assistant chief) will provide a tent/table, giveaways, and parking help. Steve (public works) was asked about staging for the band and will be followed up with (after road projects settle).*

Entertainment and volunteers

- *Music: Mighty Manatees confirmed for 11:00–4:00 with two longer sets; fee negotiated to $800. Carolyn to coordinate staging and technical needs; Steve/public works may assist with staging and the large tent for shade/rain protection.*
- *Volunteers: Bill's family may assist with Rita's water ice; Kate previously supplied a freezer that stayed with Public Works. Paul and Ed discussed as on-site volunteer parking coordinators for vendors and amusements, supported by fire police as needed.*

Sponsorships, prizes, and signage

- *Sponsors: Several sponsors (LTL, Clemens Law, Sacks & Sons, Redner's) have indicated interest but financial contributions will be processed closer to the event date; Redner's $10 gift cards were expected but not yet received.*
- *Bake-off prizes: will be gift cards supplied by sponsors (committee to ensure cards are available).*
- *Signage and printing: Existing yard signs degraded over winter. Perk Valley printing quoted $10.75 per sign and appeared to be the lowest-cost vendor. Committee discussed ordering ~20 signs (previously ~25). Aaron to provide mock-up designs; Tracy to order after selection.*
- *Digital sign / advertising: Group discussed mix of advertising channels — Town & Country (3x4 ad $67.50), Facebook/social media, school communications, churches, post office/community boards, and water/sewer bill inserts (limited space and timing). Agreed to collect data on how locals learn about events and use multiple channels.*

Programs and other community activities

- *Yoga in the park: Carolyn scheduled a site visit with Courtney of Quartz Yoga on March 25, 2026 at 9:30 a.m.; instructor needs to provide certificate of insurance (COI). Structure likely drop-in class with direct pay to instructor.*
- *Earth Day / native plant sale: Discussed but deferred for next year; potential partnership with Behmerwald nursery or local volunteers to start seedlings. Idea recorded for future planning.*
- *Park improvement grants: Aaron confirmed a grant application was submitted to the county and satisfies county requirements; park improvements (benches, gazebo area) to continue but larger projects held pending budget clarity after projected winter road repair costs and fuel price increases. Backhoe contract with state is pending execution.*

UPCOMING MEETINGS

Planning Commission Board – 3/19/2026 at 7:00PM
Parks & Rec Board – 4/21/2026 at 7:00 pm
Open Space – 04/16/2026 at 7:00PM
BOS Workshop Meeting – 4/01/2026 at 7:00pm
BOS Business Meeting – 4/08/2026 at 7:00pm

ANNOUNCEMENTS

-None

Adjournment