UPPER FREDERICK TOWNSHIP Parks & Rec
June 16, 2026 - 7:00 PM

Minutes

Executive Summary:
The Parks & Rec meeting on June 16, 2026, focused on planning Community Day logistics (vendors, volunteers, entertainment, budget), confirming donations and expenses, evaluating a virtual reality vendor option, and updates on park improvements including a county grant for permanent sports courts. Key action items include following up with vendors (SPCA, Rhodes family, breweries, food vendor Moccia's), finalizing Community Day volunteer roles, confirming bake-off advertising and materials, and negotiating VR pricing to stay under a $5,000 spending guideline.

Attendance: Chair Tracy Harper, Member Jen Christman, Member Carolyn Coleman, Township Manager Aaron Walizer

- 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 May 19, 2026, Meeting Minutes -*Minutes were approved with a 3-0 vote.*

BUSINESS BEFORE THE BOARD

- New Business
    - None

- Old Business

1.) Community day status reports and preparations
    i. A'Dello attendance confirmation?
    ii. SPCA (and any other animal-oriented) attendance?

iii. Moccia's acceptance of food vouchers?
iv. Bake-off updates after meeting with Kate Bauer
v. PVB status
vi. Budget updates
vii. Virtual reality vendor discussion
viii. Walk through of campus to begin planning placement of vendors, amusements, Etc.
ix. Volunteer logistics
    1. What stations need volunteers?
    2. How many hours at each station?
    3. Current volunteer contacts
    4. Who else can we ask?

2.) Status of other events
- Yoga in the Park Updates
- Walking group Updates

3.) Other Project and Program Ideas?
4.) Parks Improvement Update
5.) Sunrise Mill Update

Attendance, Vendors, and Animal Attractions

- *Attendance paperwork: Still waiting for paperwork from Tina/Dom and SPCA; Carolyn has contacted SPCA central office and expects materials to reach Meredith.*
- *Animal attractions: Potential low-cost option from the Rhodes family (Bill and Kristen) offering llama, goat, pig, baby cow; Bill indicated it could be a personal favor (low/no cost). Sue researched commercial options (Sleepy Hollow Farm) with a full critter corral (alpaca, donkey, goat, sheep, chickens, bunnies, ducks, Indian fantails) priced around $3,800 for four hours and pony rides at $1,650; committee prefers lower-cost or donated animals and to ask Rhodes family about availability of Indian fantails (pigeon breed).*

Food and Volunteer Meals

- *food vendor follow-up pending; discussion about $10 volunteer food vouchers ("Moccia's bucks") to be accepted and reimbursed by the township either same day or by invoice. Expected volunteers around 10–15 (budgeted up to 20), voucher contingency budget set at $200 (planning number).*
- *Bake-off supplies and volunteer water to be provided by a board member (self-donated). Printing costs for bake-off forms estimated ~ $24.*

Bake-Off and Advertising

- *Kate Bauer will create a Facebook ad, flyers with front ad and back entry forms (including ingredient lists and contestant contact info). She'll provide a fillable/template document; plan to distribute 30 printed flyers to targeted locations (Frederick Living, church, daycare, post office) 6–8 weeks before event.*

- *Competition format: Bake-off limited to baked goods; suggested voting rule — taste at least five items to vote; gluten-free as category; keep rules simple and flexible depending on number of entries.*
- *Kate and Aaron to coordinate ad/flyer distribution.*

Entertainment and Vendors — Brewery & VR

- *Perkiomen Valley Brewery may be selling; Kelly (owner) indicated possible sale; Free Will Brewery (recommended) tentatively interested but slow to confirm. Committee to continue outreach and consider two breweries if possible.*
- *Virtual Reality (VR) vendor (Claire Picard / standard package): Demo options include Walk the Plank (height simulation), Home Run Derby (batting in Citizens Bank Park setting), skiing, golf, samurai fruit-slice games, racing simulators. Standard 4-hour manned package quoted at $4,633 (includes TV for spectators). Other packages were $4,600+ depending on attraction; Walk the Plank listed at $4,600. Discussion points:*
    - *VR is family-friendly and appealing to kids/adults; could be charged admission or offered free as community activity.*
    - *Sue initially skeptical due to cost; suggested potentially creating a standalone VR event with an admission fee and beer/wine garden.*
    - *Logistics: VR requires a manned staff person, likely canopy/tent for weather, and space for spectators; some upgrades (TV) may be included or optional.*
    - *Budget constraint: Committee prefers to keep any new expense under $5,000 total. Carolyn will meet with Claire to negotiate pricing and confirm final quote.*

Budget and Donations

- *Current confirmed donations total: $2,050. Pending donations from Sack's and Sons and Frederick Living (Frederick Living pledged for July). Board member is covering bake-off supplies and some water for volunteers as an in-kind donation.*
- *Estimated Community Day expenses: $5,613 (includes amusements, VR possibility, printing, volunteer vouchers, equipment). Projected unrestricted surplus available: ~$5,436 (assuming current donations only); leadership recommended capping additional spending at $5,000 to preserve contingency funds.*

Amusements, Inflatables, and Volunteer Logistics

- *Amusements: Inflatables (obstacle course & slide), rock wall, bungee,. Discussed need for 2 volunteers per inflatable (entrance/exit), shift lengths ~1 hour to rotate for heat; chairs/umbrellas/coolers for volunteer shade and water. Supervisor table to have volunteer-only water supply.*
- *Staffing: Fire company will assist with parking. Paul and Ed expected to coordinate vendor parking and site layout; Les, Kate, Kristen, Paul, Ed, volunteers and scouts discussed as potential helpers. Cub/Boy Scouts to help with trash/recycling monitoring and other age-appropriate tasks including selling chocolate bars as fundraiser. Scouts performed well previously and expressed willingness to assist.*
- *Volunteer numbers anticipated: ~10–15 volunteers; planning for up to 20. Suggested two-person staffing for bake-off pavilion at all times.*

Vendor Outreach and Site Planning

- *Current vendors: 8–9 confirmed inquiries/applications. Committee collected business cards from Green Lane farmers market and will continue outreach. Targets include local coffee vendors (Pink Tutu Coffee, Hinterhoff Farm), Preston's Pantry, Moccia's (food vouchers), and others.*
- *Site/floor plan: Final placement walk-through deferred to later meeting; committee expects to table campus layout until more vendors and amusements are confirmed. Typical pavilion used for bake-off and Moccia's ; inflatables placed in sunny area with shade considerations.*
- *No political or selling-pamphlet-only tables allowed; county services (veterans, resources) to be invited as community resources.*

Volunteer Coordination for Trash & Recycling

- *Scouts to monitor recycling and trash bins; plan to provide large recycling containers for event. Volunteers to check overflowing bins and collect recyclables when found.*

Ongoing Programs and Other Events

- *Yoga in the park: Good participation (8–9 attendees); instructor content and attendance steady. Resolved issue of flyers removed from post office (clerical misunderstanding with post office staff).*
- *Walking meetups: Participation increased to ~4 attendees, doubled from prior numbers.*
- *Trunk-or-Treat & Tree Lighting: Discussion deferred — unclear if the church will run trunk-or-treat; committee agreed to coordinate or consider deferring if no lead. Tree lighting seen as low-effort event (roasting s'mores, hay bales, hot chocolate) and could be scheduled later.*

Parks & Capital Improvements

- *County grant awarded for permanent courts: Approved for two pickleball courts and one basketball court; courts will be permanent with divider fence and located where existing house is for accessibility and ADA connections to paved loop and all-season fitness stations (house to be removed). Diseased oak trees behind the house to be removed; large Walnuts to remain for shade. Final design, contract, and county sign-off pending; Aaron to receive contract and proceed with design review.*
- *Existing park fencing is deteriorated and has been removed in spots; final court project includes 8-foot fencing to control balls and protect roadway.*

Sunrise Mill / Historic Site Update

- *Sunrise Mill (Grist Mill) renovation ongoing; Andrew Lang (museum curator) reported continued work and no confirmed opening date but hopes for readiness around September (subject to county leadership decision). The county advertised for a full-time curator/guide position recently.*
- *Parks board offered assistance to coordinate programming and tours when open; will await Andrew's summer follow-up.*

UPCOMING MEETINGS

Planning Commission Board – 6/18/2026 at 7:00PM
Parks & Rec Board – 7/21/2026 at 7:00 pm
Open Space – 06/18/2026 at 7:00PM
BOS Workshop Meeting – Canceled for the 4th of July
BOS Business Meeting – 7/08/2026 at 7:00pm

ANNOUNCEMENTS

Adjournment -*The meeting was adjourned at 8:03pm.*