UPPER FREDERICK TOWNSHIP Parks & Rec
August 18, 2026 - 7:00 PM

Minutes

Executive Summary:
The meeting focused primarily on Community Day (September 26, 2026) logistics—vendor placement, power, tents, tables/chairs, inflatables, helicopter landing, band/stage, and volunteer assignments—and also touched on ancillary events (Movie on the Mountain/Upper Salford on Sept 19, tree lighting, ongoing Yoga/Walk groups, and outreach such as a Sunrise tour). Several action items, equipment counts, and outstanding confirmations were identified, with specific people assigned to follow up.

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

REGULAR MONTHLY MEETING

- Public Comment Period -*None made*

MEETING MINUTES

- Approval of July 21, 2026, Meeting Minutes -*tabled till next meeting*

BUSINESS BEFORE THE BOARD

- New Business
    - None

- Old Business

1. Community Day 2026:
    - Discuss layout and vendor needs
        - Provide vendor list (with needs and potential placement) to P&R board and volunteers (x3)
        - Volunteers (and P&R) can do a walk-through of the campus if needed

        - Provide campus map or display at meeting?
        - Go over list of vendor needs and fill in any gaps
        - Count number of tables (and chairs) needed for non-profits
    - Budget update
    - Advertising CD 2026
        - Distribute yard signs – one for each member, PW to place the remainder?
            - Placement early September
        - Distribute flyers
            - Post early September
        - Community/school calendars (by Tracy)
        - Town & Country (can Aaron handle this using Tracy's Canva ad?)
        - Digital sign (by Aaron)
        - Aaron to post CD (and Bake-off) announcement on Facebook
    - Vendor communication leading up to the event
        - Email (or call) vendors you have contacted (see sample emails provided earlier in the year)– 4 weeks and then 1-2 week in advance
    - Thank you banner for sponsors completed
    - "Moccia's Bucks" ready
        - For volunteers, Public Works, UFFC
    - Bake-off sign ready
    - Jeff S. with UFFC confirmed parking attendants' availability (for visitor parking) and reserved chairs for us (but did not answer as to how many chairs are available…..does St. Luke's have some we could borrow for under the band tent?)
    - Will send updated volunteer duty grid for next meeting so as to finalize and fill in any gaps

2. Other projects/programs
    - Yoga in the Park continuation
    - Walking meet-up group continuation (is this being advertised on FB?)
    - Any updates for Trunk or Treat? (Interest in some other low-key event? Or not…)
    - Who wants to take the lead for the tree lighting event in December?
        - Considerations:
            - Setting a date and time (may need input from Public Works)
            - Location: At pavilion vs inside (weather dependent)
            - Carolers?
            - Coordinate Santa arrival with UFFC
            - Fire pits?
            - Snacks/beverages:
                - S'more ingredients (or just marshmallows)
                - Hot beverage? (Hot cider?)

3. Movie on the Mountain (Lower Frederick event)

Key decisions, needs, and next steps

- *Community Day (Sunday, September 26, 2026; vendors to be set up by 10:30 a.m.; event begins 11:00 a.m.)*

- *Primary responsibilities:*
  - *Pat Dunn and other volunteers (delegated by spouses) will direct vendors on the day and finalize vendor placement in the days prior.*
  - *Public Works will set up tents and a stage for the band; fire company will manage visitor parking and provide additional tables/chairs if requested.*
- *Vendor list & special requirements (summary of items discussed and provisional placements)*
  - *Food vendors / trucks*
    - *Brewster's Ice Cream — may need power (verify freezer needs). Tentative location near pavilion/outlet posts.*
    - *Harris Hill Brewing — placed near pavilion unless otherwise requested; outlets available at posts near sidewalk/pavilion.*
    - *Preston's Pantry — will bring own truck; requested 1 table + 2 chairs; will locate near road entrance as in prior years.*
    - *Other food trucks (e.g., Chevy Cafe-style vendors) — confirm generator/electric needs.*
  - *Civic/community groups*
    - *Frederick Living — requested 1 table + 2 chairs; may bring tent; can be placed with vendors if no large tent space available.*
    - *St. Luke's — 1 table + ~4 chairs; craft/children's activities (coloring) anticipated.*
    - *Veterans — bringing a tent; requested a table + 2 chairs and placement near parking lot/craft vendor row.*
    - *SPCA — confirmed, contacted Aaron directly Anticipate 1 table + 2 chairs; request quieter placement away from band; confirm whether animals will be present and any special needs.*
    - *Fire Company — likely to bring a truck and fire prevention trailer; they'll self-locate and coordinate with event layout.*
    - *Sheriff (robotic dog) — minimal needs anticipated; placement flexible.*
    - *Monaco Community Services Outreach — expect 1 table + 1 chair (name for listing clarified).*
    - *Open Space Committee & Board of Supervisors — requested tables (Board table typically near parking lot entrance); both should be accommodated.*
  - *Attractions / amusements*
    - *Inflatables (2 ordered; Aaron arranged) — generate power needs (likely require generators); need volunteers/staffing for lines and safety monitoring; consider co-locating similar amusements (bungee/trampoline/rock wall) so one line manager can cover adjacent attractions if feasible.*
    - *Rock wall / bungee / trampoline — vendors usually manage their own equipment and attendants; verify power/generator needs and safety/volunteer coverage.*
    - *Hay wagon (Public Works / Steve to route) — needs a planned route that avoids vendor congestion; last year it stayed on the lawn area and did not cross vendor parking lot.*
    - *Cornhole set — will be provided near band area to give adults an activity while listening.*

        - *Virtual Reality vendor — requires a six-foot table, 1 outlet, a monitor/TV, and seating for waiting participants; recommended location under pavilion (quieter and sheltered) with ~3 tables and some chairs for waiting lines; will provide headphones for participants.*
        - *DJ / Mighty Manatees band — band confirmed (Mighty Manatees contacted, outreach attempted); needs tent/stage and electrical hookup; discussion whether to place band in larger forward location (near pole by port-a-potty) so attendees can stand/dance/walk over vs. adjacent to pavilion. Public Works to build stage and tent. Determine exact stage/tent footprint; band to confirm stage size and power requirements (has not yet responded).*
        - *Helicopter (Jeff/Stiglman / Jeffstat arranged by Aaron) — scheduled window ~12:00–2:00 or 12:00–3:00; likely landing area behind the top playground (county/open space area). Must confirm required clear radius/landing/takeoff location; Public Works and fire company must coordinate to reserve landing zone away from inflatables, tented band, and crowds.*
    - *Power, tents, tables, chairs*
        - *Township-owned: 15 tables and 24 chairs available at the township building.*
        - *Fire company: asked to provide additional items; agreed to supply*
            - *10 extra tables (request)*
            - *50 chairs total (request made to fire company; final ask: 50 chairs)*
        - *Tent plan:*
            - *Two big circus tents anticipated historically; one must be reserved for the band (stage under tent).*
            - *Determine whether to retain two full tents (band + civic/vendors) or only one band tent plus open-space vendor placements. Consensus leaned toward keeping two tents if space permits; final decision depends on helicopter placement and inflatables footprint.*
        - *Power availability:*
            - *Outlets at poles near port-a-potty (one at top and one at bottom; both likely 20A circuits). Pavilion has multiple outlets. Confirm which outlets work; test during site walk.*
    - *Setup & signage*
        - *Recommended Friday evening set-up for tents and key covered vendor placements (Public Works usually places tents Friday).*
        - *Use labeled vendor tables/tags for assigned spots; anticipate some vendors arriving off-schedule or without registration.*
        - *Orange safety vests available (from prior year) for volunteer/vendor direction staff.*
        - *Yard/community day signs: 10 signs made; committee members asked to take two signs each for prominent placement and to post/follow up after the event.*
    - *Attendance estimate & contingency planning*
        - *Anticipated attendance: 250–400 people (weather-dependent).*
        - *Seating needs estimated: 50 chairs requested to cover band audience + additional seating needs for vendors/attendees.*
        - *Weather contingency: if rain is likely, shift civic groups under tent(s); final placement to be secured night before and discussed again at next meeting.*
    - *Communications & confirmations*

        - *Multiple vendors have not yet confirmed (Mighty Manatees, band, VR vendor confirmation/payment, etc.). Action items:*
            - *Pat and others to do site walk(s) (recommended after tonight) to finalize band location, helicopter landing area, and tent footprint.*
            - *Vendors to be contacted: all key vendors should be reminded at ~4 weeks before the event and again 1–2 weeks prior. For high-priority amusements/attractions, obtain firm confirmations.*
            - *Aaron is handling printing and social media, but he will be away for ~three weeks. Committee needs to ensure his duties (e.g., Facebook posts, flyer printing) are covered in his absence—Bill agreed to print/distribute flyers handed to committee members.*
            - *Virtual reality vendor payment: invoice processed and awaiting signature/mailed check (check in office waiting on Lisa's signature; to be mailed when signed).*
    - *Volunteers & shifts*
        - *Volunteer grid to be published before next meeting. Tasks include vendor directing day-of, inflatable line management, hospitality (water/food/bathroom breaks), and general floaters.*
        - *Pat offered to cover a shift (night-before or day-of). Others (e.g., Tracy, Carolyn, Jen) to coordinate and sign up.*
        - *Expect some last-minute volunteer no-shows; plan extra coverage.*
    - *Budget*
        - *Committee budget submitted to Aaron and believed to be correct. There is approximately $1,000 remaining in the Community Day budget for incidental items. There is a previous plan to provide $10 meal vouchers to approximately 20 volunteers (possibly extended).*
        - *Payments: the VR vendor check is prepared and awaiting signature; other vendor payments to follow as needed.*

- *Helicopter coordination*
    - *Helicopter (Jeffstat) planned 12:00–2:00 (or 12:00–3:00). Public Works and fire company must confirm exact landing site and required safety perimeter. Current understanding: behind the top playground (open area). Confirm landing zone quickly to finalize tent/band/inflatables layout.*

- *Band/stage logistics*
    - *Band (Mighty Manatees) contacted; confirmation pending.*
    - *Public Works to construct stage under a big tent (likely 20x40 wedding-type tent; earlier tents were large—possibly 20x40 or double 20x20). Band to confirm required stage dimensions and electrical needs. Plan to place band where audience can congregate and dance; pole by port-a-potty has power used traditionally by DJ.*

- *Inflatables & amusement vendor needs*
    - *Two inflatables ordered (Aaron arranged); generator needs to be confirmed. Volunteer spotters required; Aaron suggested linking lines where possible so one attendant can manage two attractions if safe and feasible.*
    - *Verify number of generators, generator positioning, and whether pavilion circuits can be used safely (prior year a circuit tripped but was reset; do not rely solely on pavilion circuits).*

- *Pavillion usage*
    - *Pavilion to host multiple vendors (Bake Off: 2 tables; Moashes/public-works grilling area; VR vendor: 1 table + outlet; others). Confirm exact table count and layout for pavilion — anticipate 3–4 dedicated vendor tables plus seating/TV for VR.*

- *Miscellaneous events & outreach*
    - *Movie on the Mountain / Upper Southford Movie Night — Saturday, September 19, 2026 (rain date Sept 26). Committee to supply popcorn machine, table(s), and 2 chairs—volunteers available (Carolyn, others). Concern that if rain date Sept 26 is used it conflicts with Community Day.*
    - *Tree Lighting (annual): committee volunteer needed to lead planning (someone volunteered). Public Works, fire company (Santa), carolers/Scout groups, and possible outdoor fire pits/marshmallow roast discussed. Need to coordinate with Aaron and Public Works once date/time selected.*
    - *Yoga in the Park, walking meetup — continue through August/September/October; these were successful and ongoing.*
    - *Sunrise tour (county facility): an organized 20-person weekday tour was arranged via Neil McKeeja; committee members asked to supply possible dates in September so County can finalize a pre-opening tour for the group.*
    - *County master plan involvement for Green Lane Park was mentioned; interest expressed in re-engaging the county parks planner/director to learn status of proposed improvements.*

- *Marketing & communications*
    - *Community Day flyers: Bill to receive a flyer file from the committee and print copies for committee pickup and distribution. Aaron will be asked to mail/circulate a township-wide flyer/email if possible (timeline: early September).*
    - *Social media: Facebook posts and digital sign updates were to be handled by Aaron; he is away so committee needs to identify a backup for posting (Bill/others to follow up).*
    - *Yard signs: 10 yard signs produced; committee members encouraged to take 2 each to post in prominent locations.*

- *Equipment & supplies inventory*
    - *Township has 15 tables and 24 chairs on site.*
    - *Fire company requested to supply an additional 10 tables and 50 chairs (subject to final confirmation).*
    - *Orange vests available for volunteer traffic/line control.*
    - *Popcorn machine located in township basement (for Movie Night and potentially other events).*

Outstanding questions / action items (who / when)
- *Confirm helicopter landing location and required clear zone with Jeff Stiglman / Jeffstat / fire company (Tracy/Carolyn to confirm with Jeff; ASAP).*
- *Confirm band (Mighty Manatees) stage size, tent size, and electrical requirements (Tracy/Carolyn to follow up; ASAP — band had not responded to recent outreach).*
- *Confirm VR vendor payment status (check awaits Lisa's signature); notify VR vendor when payment mailed (Carolyn/Tracy to confirm; immediate).*

- *Confirm generator needs for inflatables and any other vendors needing power; determine whether pavilion circuits suffice or if generator(s) required (Pat and public works contact to verify during site walk).*
- *Site walk(s) recommended (Pat, Tracy, Carolyn and any volunteers) to finalize band placement, helicopter zone, and general vendor footprint (conduct after meeting; ideally within one week).*
- *Finalize tent plan (one or two big tents, band tent + civic tent?) based on helicopter placement and site walk (Public Works coordination needed; decision at next meeting).*
- *Publish volunteer grid and finalize volunteer assignments/shifts (Tracy to publish before next meeting).*
- *Contact and reconfirm high-priority vendors (food trucks, inflatables, band, VR, SPCA) at ~4 weeks and again 1–2 weeks before event (assigned: Pat / all committee members to contact vendors they know; ongoing).*
- *Request additional tables/chairs from Upper Frederick Fire Company (Tracy to request 10 tables and 50 chairs; ASAP).*
- *Print and distribute Community Day flyers (Bill to print after receiving final flyer from Tracy/Aaron; distribute early September).*
- *Confirm Movie Night support with Lower Frederick (Katie Lewis) and volunteer coverage for Sept 19 (Carolyn/others to confirm; ASAP).*
- *Finalize location for Board of Supervisors table and Open Space table; include in final vendor map (Tracy/Carolyn to add).*
- *Confirm mailbox/printing/legalities for flyer mailing vs. distribution (Aaron and township office to coordinate; Bill to pick up print copies for hand distribution).*

UPCOMING MEETINGS

Planning Commission Board – 9/17/2026 at 7:00pm
Parks & Rec Board – 9/15/2026 at 7:00pm
Open Space – 09/17/2026 at 7:00pm
BOS Workshop Meeting – 9/02/2026 at 7:00pm
BOS Business Meeting – 09/09/2026 at 7:00pm

ANNOUNCEMENTS

Adjournment -*Meeting adjourned at 8:28pm*