UPPER FREDERICK TOWNSHIP Parks & Rec
July 21, 2026 - 7:00 PM

Agenda

Executive Summary:
The Parks & Rec committee discussed planning and logistics for Community Day (September 26th), other seasonal events (tree lighting, Trunk or Treat), Wayland Park wildflower plantings (pushed to next year), volunteer coordination, vendor confirmations (food, brewery, craft/bake vendors), and specific needs for attractions such as virtual reality, climbing wall, bungee jump, band/stage, inflatables, and public-safety demonstrations.

Attendance: Chair Tracy Harper, Member Jen Christman, Member Carolyn Coleman, Member Sue Myers, 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 June 18, 2026, Meeting Minutes -*Meeting minutes approved with 4-0 vote pending edits to be submitted.*

BUSINESS BEFORE THE BOARD

- New Business
    - None

- Old Business

1. Status of Wild Flower plantings at Wayland Park

- *Deferred to next year (planting targeted for late March 2027).*
- *Too late in the season now; need to coordinate tilling*
- *Use the planting list already obtained; plan for March work next year.*

2. St. Luke's interest in Trunk-or-Treat

- *Church group (Marty / mission committee) undecided; volunteer availability uncertain.*
- *Park & Rec will offer limited support (not lead) if church decides to run it and requests a defined, small role.*
- *Jen will follow up; Parks & Rec to respond with availability to help once more information is available.*

3. Other project or program ideas

- *Committee committed to holding an event; keep it low-key.*
- *Tree under pavilion (as in prior years), Santa (fire company provides), snacks, carolers (Girl Scouts/Cub Scouts), possible small fire-pit / s'mores (depending on Steve / public works feasibility), seating/cover if cold/wet.*
- *Continue planning; finalize details closer to event.*

4. Community Day 2026:
    - Virtual Reality – discuss where is best set-up location
    - SPCA follow-up
    - Perkiomen Valley Brewery replacement update
    - Bake-off update (Ads, entrance forms, etc)
    - Craft vendor count
    - Moccia's bucks? Invoice or pay that day?
    - Donation from (and presence of) Frederick Living
    - Volunteer communication, commitments and coverage needs

- *Bake-off:*
    - *Promotion: Facebook ad prepared by Kate; paper registration forms printed (QR code leads to electronic application).*
    - *Timeline: Recommended 6-week lead time; target registration push around mid-August (August 16 referenced as 6-week mark).*
    - *Awards: Gift cards secured (third-party Freed's: $50, $30 (or equivalent), $10) plus ribbons and supplies (plates, napkins, forks, seasonal tablecloths).*
    - *Food vendors: Mocia's (pizza) discussed; Rita's/freezer for ice cream vendor needs outlet.*
    - *Parking/traffic: Fire company to handle regular visitor parking; Public Works to assist with vendor layout and marking; vendor parking and early morning set-up to be coordinated by Ed/Paul/Les team.*

- *Site logistics and layout:*
    - *VR location: Needs outlet and flat surface — likely under pavilion (table + turf patch available to simulate grass); may need quieter location relative to band and generator noise.*

- *Band: Two large "circus" tents previously used; one tent devoted to band, second tent for service tables / seating; stage built by Public Works; electrical needs to be confirmed (amps, number of outlets, possible fuses).*
- *Pavilion/outlets: Several outlets available (three branches mentioned); generators available for inflatables and certain vendors.*
- *Vendor spaces: Standard vendor footprint 10' x 10'. Past practice was to chalk numbers/parking stalls (chalk or spray paint). Friday night tent set-up and Friday morning vendor set-up expected.*
- *Traffic flow & audible separation: Stage/tents placed across parking lot from pavilion so vendor area not overwhelmed by band sound.*

- *Volunteer coordination and roles (current status / gaps):*
  - *Volunteer stipend program: Proposal to give volunteers "Moccia bucks" (monopoly-style vouchers) worth $10 each to spend at food vendors; Moccia's to accept vouchers and invoice/settle with township after event or be reimbursed same day.*
  - *Volunteer grid (shifts and coverage) — highlights:*
    - *Bake-off coverage: Sue committed to noon–1, 1–2 and 3–4 shifts; bake-off now covered (others to fill remaining coverage gaps if needed).*
    - *Inflatables: Two inflatables booked; need two people per shift (entrance and exit monitoring plus rotation). Current coverage:*
      - *11–12: Wayne and Cheryl (covered)*
      - *12–1: Darby (Kate's son) — confirmed*
      - *1–2: open (request Jen or another volunteer)*
      - *2–3: Les volunteered for 2–3; Jen agreed to 1–2 and 2–3 earlier (to be placed)*
      - *3–4: Les + Carolyn agreed to 3–4*
    - *Supervisory checks: Request for a supervisor/rover to check on volunteer needs hourly (e.g., 1:30, 2:30) — committee agreed feasible.*
    - *Parking: Fire company to handle regular visitor parking; Ed/Paul to help with vendor parking in morning.*
    - *Trash pickup: Cub Scouts leader offered troop to monitor trash cans and gather garbage.*
  - *Action: Committee members to email Aaron with vendor names/contacts and to confirm volunteer assignments ahead of August meeting.*

- *Setup, materials and contingency items:*
  - *Tables & chairs: Township has ~15 tables in-house; chairs/tables also come from fire company. Need to verify total table count next meeting.*
  - *Table coverings: Cheap dollar-store tablecloths suggested to protect from morning dew; committee to determine quantity and provide for bake-off table (Carolyn already purchased supplies for bake-off).*
  - *Site marking: Chalk or spray paint used previously to mark vendor spaces and parking stalls; Ed/Paul/Les to manage layout and chalking/marking.*
  - *Wet-weather considerations: Tents/pavilion use for coverage; vendors and inflatables able to reposition as needed; event likely to proceed unless unsafe conditions.*
  - *Raffle: Not running raffle this year (no longer needed).*

- *Vendor / outreach follow-ups (assignments & notes):*
  - *Virtual Reality (Clara contact)*

    - *Urgency: Clara requested the agreement signed now so equipment/date can be locked (September is busy). Invoice to be handled at August meeting but agreement signature needed earlier.*
    - *Action: Carolyn to re-send agreement/invoice to Aaron or signatory; committee to finalize signature to secure VR.*
- *Band*
    - *Action: Confirm band electrical/amplification needs (amps, number of circuits/outlets). Aaron / Carolyn to contact band for exact requirements.*
- *SPCA / 4-H / County outreach*
    - *Status: SPCA (Meredith Davis) contacted; no response yet — low priority follow-up in August.*
    - *4-H: Contacted for small animals/bunnies; no response yet; follow up in August.*
- *Breweries / Food vendors*
    - *Harris Hill Brewing (Bill Rutter) penciled in; paperwork pending.*
    - *Perkyoma Valley closed; Free Will unresponsive — considered unreliable; 10-7 (Lansdale) as backup via Wendy.*
    - *Mocciae's: Will accept volunteer vouchers if confirmed; Jen to finalize details in person (stop-in Wednesday).*
- *EOD / Sheriff's Office / Helicopter*
    - *Status: Sheriff's Office EOD robotic dog requested and tentatively agreed "pending availability"; helicopter demo confirmed or in progress of confirmation.*
    - *Action: Continue outreach and place in vendor list if confirmed.*
- *Bake-off & promotions*
    - *Kate created a Facebook ad; registration forms printed with QR code (electronic submission flows to Carolyn).*
    - *Action: Begin distribution/posting six weeks prior (mid-August recommended). Committee members to post and hand out registration forms.*

- *Operational timeline & next steps*
    - *Before next meeting (August 18)*
        - *Each member to email Aaron a list of any vendors they've contacted (names and needs).*
        - *Finalize VR agreement signature ASAP (Clara needs signed agreement to lock date).*
        - *Confirm band electrical needs and tent/stage specifics.*
        - *Jen to confirm Moccia's voucher acceptance and details on reimbursement process.*
        - *Follow up with breweries and food vendors to secure paperwork or alternates (Harris Hill priority; 10-7 backup).*
        - *Confirm which vendors need tent space vs. parking-lot setups and identify those needing electricity.*
        - *Check table/chair inventory and approximate counts for event; confirm need for additional tablecloths/towels for dew.*
        - *Confirm inflatables volunteer schedule and finalize remaining shifts (1–2 and other gaps).*
        - *Public Works / Ed / Paul / Les: plan a site walkthrough before next meeting to confirm layout and equipment needs; be prepared to attend or review layout at August 18 meeting.*
    - *At next meeting (August 18)*

- *Have a full, formalized vendor list with each vendor's space, electrical, tent and setup needs.*
- *Ask Ed, Paul and Les to attend (or two of three) to take responsibility for final vendor placement and morning-of vendor placement supervision.*
- *Review volunteer sign-ups and finalize coverage for inflatables, bake-off table, supervisory roving, parking assistance and teardown.*
- *Approve any remaining contracts (if needed) and finalize who will sign agreements.*

5. For next meeting: Invite Les, Paul, Ed to attend beginning of meeting to map out vendor set-up location and logistics

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UPCOMING MEETINGS

Planning Commission Board – 8/20/2026 at 7:00pm
Parks & Rec Board – 8/18/2026 at 7:00pm
Open Space – 08/20/2026 at 7:00pm
BOS Workshop Meeting – 8/05/2026 at 7:00pm
BOS Business Meeting – 08/12/2026 at 7:00pm

ANNOUNCEMENTS

Adjournment -*Meeting Adjourned at 7:56pm*