**UPPER FREDERICK TOWNSHIP Parks & Rec**
**September 15, 2026 - 7:00 PM**

**Agenda**

- Call to Order
- Pledge to the Flag

## REGULAR MONTHLY MEETING

- Public Comment Period

## MEETING MINUTES

- Approval of August 18, 2026, Meeting Minutes

## BUSINESS BEFORE THE BOARD

- New Business

    - VIP, "by invitation only" tour of Sunrise Mill on Sept 29, 2026 at 2:30pm
        i. Any other new business should be tabled until October meeting unless it is of high importance!
        ii. I posted on Facebook an unofficial Parks & Rec page for our events posting
        iii. It is called Upper Frederick Parks & Rec
        iv. Can this be mentioned on the township page and elsewhere?

- Old Business

1. Community Day finalization
    - Communicating to PW
        i. Setting up circus tents (locations) - based on decisions made by volunteers (Paul, Ed, Les)
        ii. Number of tables and chairs needed from UFFC (10 tables in addition to township's 15 tables; 50 chairs)
        iii. Stage set up – dimensions have been clarified by Carolyn and relayed to Bill Landman

iv. Do we have (and need) generators for the inflatable and/or other vendors?
v. JeffSTAT needs 100' x 100' to north of the playground (will be in attendance 1-3pm)
vi. What do they need from us?

- Finalization of vendor placement and general layout (walk through with Paul, Ed, Les)
- List of those to receive Moccia Bucks (not sure how many we need for UFFC…but total should be around 20 people = $200)
- Coolers and ice (Tracy has cans of still water)
  i. Need 2 more people to help with this
  ii. Will set up coolers with ice and water at Bake-off, Inflatable, BofS table
- Need at least one large recycle bin
- Volunteer duty grid – review of needs for evening before and "day of" tasks
  - Evening before task review (and set up time frame
    - Walk-through to understand set up and directing vendors, etc
    - Set up some tables
  - Day of" task review (and time to show up Saturday)
    - Table & chair placement for civic groups
    - Chairs set up under band tent
    - Tables for Moccia's
    - Table (and what else?) for virtual reality vendor
    - Bake-off station
    - Direct vendors, civic groups
    - Place trash receptacles and recycle bin(s)
    - Place coolers/ice and cans of water for volunteers
    - Distribute orange vests and "Moccia Bucks"
- Vendor contacts/reminders need to be done again if not already
- Check weather
- Has Bake-off been advertised on UFT Facebook site?
- Tracy will print out Bake-Off ingredients and gather all supplies
- Status of entries for Bake-off (if do not have enough, board members should plan on entering)

2. Trunk or Treat – assisting St. Luke's
   - What do they need from us?
   - Confirm event as Oct 25, 2026

3. Tree lighting
   - Can table this discussion until Oct/Nov meeting

4. Movie on the Mountain
   - Not on the mountain, but is now scheduled for Sept 18th (rain date 19th) at Upper Salford Park
   - Confirm volunteers, time, equipment needed

## UPCOMING MEETINGS

**Planning Commission Board – 9/17/2026 at 7:00pm**
**Parks & Rec Board – 10/20/2026 at 7:00pm**
**Open Space – 09/17/2026 at 7:00pm**
**BOS Workshop Meeting – 10/07/2026 at 7:00pm**
**BOS Business Meeting – 10/14/2026 at 7:00pm**

## ANNOUNCEMENTS

Adjournment