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

Minutes

Executive Summary:
The Parks & Rec meeting on September 15, 2026, focused primarily on final planning for Community Day and reviewed upcoming events such as Movie on the Mountain, Trunk-or-Treat, and Tree Lighting. Key operational items were assigned to Public Works and volunteers, with specific dates and resource requests noted.

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

REGULAR MONTHLY MEETING

- Public Comment Period -*There were no public comments made at this time.*

MEETING MINUTES

- Approval of August 18, 2026, Meeting Minutes -*The minutes were approved with a vote of 4-0*

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?

    -Lez Benzak discussed the tour of the Sunrise Mill and that it is invitation only for this tour. RSVPs for attendance were requested to get an accurate headcount of those attending who had asked.

- 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)

Community Day — event starts at 11:00 on September 26; vendor arrival window is 9:00–10:30; volunteers to begin site set-up at 8:00; evening-before walkthrough planned 6:00–7:00pm)

- *Layout and major placements*
    - *Two large "circus" tents and stage locations were mapped relative to the flagpole, pavilion, playground and blacktop; inflatables to be placed on one side and animal area in a grass section.*

    - *Helicopter landing zone identified as north of playground area; helicopter crew window roughly 1:00–3:00 with typical 90-minute on-site expectation; Deputy Chief Jeff Steigelman coordinating helicopter details.*
    - *Band stage: dimensions discussed 24 x 12 feet stage noted; approximately 10-inch height. Proposed dance area in front of stage with chairs behind.*
    - *Public Works and Paul to paint layout markings a day or two before event; tent and stage setup expected Friday prior to event.*
    - *Electricity: 20A service available near the stage/pavilion; any power lines to be marked.*
- *Tables, chairs, and seating*
    - *Current vendor table count discussed. Miscellaneous tent estimated to need nine extra vendor tables plus seating.*
    - *Request to Public Works/Jeff for additional chairs: discussion converged on requesting up to 100 extra chairs if available. 50 chairs were previously reserved but an additional were asked for.*
    - *Plan to stage tables/chairs the evening before and finish setup on the morning of to avoid moisture; volunteers to wipe tables as needed.*
- *Generators and power*
    - *Generators available from Township for inflatables if required; Public Works will supply/relay as needed.*
- *Waste, water, and volunteer support*
    - *Trash: Public Works will supply cardboard waste bins (assembled on-site).*
    - *Water: organizer purchased five 12-packs of canned water and will bring a cooler + ice; requested two other people to bring coolers/ice. Plan to place coolers near Board of Supervisors table, near bake-off table, and near inflatables.*
    - *Moccia's Bucks to be distributed; volunteers to buy food.*
    - *Volunteers to wear orange vests; volunteers directing vendors and controlling lines must have vests.*
- *Volunteer coordination and staffing*
    - *Anticipated volunteer total including Public Works and fire company ≈ 20 people;*
    - *Volunteers with orange vests and intimate knowledge of vendor layout to direct vendors during 9:00–10:30 vendor arrival window.*
    - *On-site Public Works presence requested day-of, Aaron to confirm staffing/proxy and take photos for social media.*
    - *Tractor and trailer from Bob Marriott, who will be away, secured.*
- *Vendor and civic logistics*
    - *Vendor placement largely finalized on the diagram; three people with orange vests will direct vendors on opening morning.*
    - *Bake-off: registration via QR/Google form deadline of Sept 23; goal to have at least five entries. Entries can be dropped off night before or morning-of.*
    - *Porta-potties and wash stations: one extra porta-potty plus two wash stations planned.*
- *Timeline & contingency*
    - *Event is rain-or-shine; no formal rain date — only in extreme weather like torrential downpour/tornado would cancellation be considered.*

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

-Trunk or treat was discussed but placed on the back burner to allow for Community Day and the St. Lukes to get further in the planning process.

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

The tree lighting was discussed with emphasis on past events and what had been discussed for future events. Again there was limited Discussion to allow for Community Day Planning.

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

-Volunteers were reconfirmed and logistics and items were arranged for the table and popcorn maker. The previous location was corrected, and the event was noted as being back at the lower lot at Spring Mountain. Pat and Jen would cover Sept. 18th and Jen and Carolyn would cover Sept. 19th.

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 -*The meeting was adjourned at 7:41pm.*