

**EDGMONT TOWNSHIP COMMUNITY DAY COMMITTEE**  
**FEBRUARY MEETING MINUTES**  
**February 6, 2025**

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**\*This meeting of the Edgmont Township Community Day Committee was held at the Township Office Building with the option to participate remotely via Zoom Webinar.**

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1. **Open Meeting:** A. Rapposelli opened the meeting at 10:08 a.m. In attendance were Annie Thorne, Board of Supervisor Member; Jessica Mazzeo, Community Member; Brittany Fix-Labrensz, Community Member; Paula Jackson, Commercial Property Owner; Randy Bates, Community Member & Township Business Owner; Nicole Bates, Community Member & Township Business Owner; Christian Freyli Community Member; and Anne Rapposelli, Administrative Assistant. Susan Abtouche was present through zoom. There were no guests.
2. **Public Comment:** There was no public comment.
3. **Meeting Minutes:**  
P. Jackson made a motion to approve the January 9, 2025, Community Day Committee meeting minutes as presented. A. Thorne seconded the motion. There was no further discussion and the motion passed unanimously.
4. **Budget:**  
A grant application will be submitted to PECO.
5. **Sub-Committees:**
  - a. The following sub-committees were discussed again & Jessica Mazzeo was added to three sub-committees:
    - Site Facilities – Nicole Bates and Anne Rapposelli
    - Vendors – Nicole Bates & Anne Rapposelli
    - Marketing & Sponsorships – Annie Thorne, Paula Jackson & Susan Abtouche
    - Activities & Performers – Brittany Fix-Labrensz & Jessica Mazzeo
    - Volunteers – Coleen Fickes & Jessica Mazzeo
    - Field Games – Brittany Fix-Labrensz & Jessica Mazzeo
    - Day of Event (helping vendors & last-minute set up all around)– Christian Freyli
6. **Sub-Committee Reports:**
  - a. Site Facilities Sub-Committee - Members discussed the following:
    - R. Bates will contact AJ Blosenski Trash & Recycling Service for dumpster services & disposable trash cans. Discussion commenced about the location of the dumpster and if the contractor can move the Bates dumpster and place the donated one in that spot for community day. A. Rapposelli will make 2 large signs (2' x 3') to place on the Bates existing dumpsters so that people do not use them.
    - N. Bates will open the donut stand for donuts and coffee. A. Rapposelli asked how we are going to handle that, would it be sponsored or charged. N. Bates stated that she would charge the public.
    - A. Rapposelli updated the site map by flipping it (so that it corresponds to the correct direction when you are in the field).
    - The committee discussed the “new” locations of certain items on the map. The food trucks will be on the opposite side of the event, next to the pavilion. A. Rapposelli will remove one row of vendors that is closest to the food trucks. The one row of vendors that is closest to the inflatables will be saved for the platinum sponsorships.
    - C. Freyli will bring in his 10 x 20 tent for us to use again, either for the pie contest & quilt raffle or for the face painting.

**b. Vendor Sub-Committee - Members discussed the following:**

- The committee reviewed all three of the vendor forms and J. Mazzeo suggested changing on the first page for the vendor set-up time – “ready by 9:30 am” to read “ready by 9:45 am” on all the forms. This way it will match all the other spots within the form that state the time of 9:45 am.
- The committee reviewed the vendor forms for the Craft Vendors. On page 2, line item #3, J. Mazzeo suggested removing the “please initial here line”.
- The committee reviewed the vendor forms for the Activity & Performance Vendors. B. Fix-Labrensz suggested changing on the first page – “when spaces sell out” to “when spaces are filled”. She also suggested that we add a line about a soundcheck. A. Rapposelli will add on the 2<sup>nd</sup> page Soundcheck needed \_\_\_ yes or \_\_\_ no.
- The committee reviewed the vendor forms for the Food Trucks. C. Freyli suggested removing the note for charging an extra 30.00 for needing electric and not charging for that at all.
- At last month’s meeting the committee agreed to charge the food trucks \$100.00. The committee reviewed this issue and there was discussion regarding the charging of the food vendors. A. Rapposelli mentioned that all the Board of Supervisors are in agreement to charge the food vendors/trucks. J. Mazzeo stated that she is against charging them and discussion followed. The committee decided to drop the cost from 100.00 to 60.00. N. Bates mentioned that some of the food vendors will only have a tent, so we should charge them less money than a food truck. A. Thorne made a motion to charge a food truck/trailer 60.00 and a food vendor with a 10 x 10 tent 30.00. All were in favor with one objecting.
- The committee reviewed the Vendor Terms & Conditions form to remove the double asterisk note and combine both notes at the bottom of the page (thus removing the double \*\* in line item #1 and #6. Also adding the weights note for the tents on line item #9.
- B. Fix- Labrensz asked A. Rapposelli if she would note on the activities/performers emails that she attach a google link for them to sign up. There was a suggestion at the last meeting to try this. C. Freyli explained that when they fill out the form, it auto-populates into a google doc spreadsheet (thus requiring less administrative work). We will be testing it out on the activities/performers since they are a smaller number than the craft vendors. If it works well, we might use it for the craft vendors next year, if not, we will not use it. A. Rapposelli will get C. Freyli a final copy of the form in a pdf format. He will attach the google link & send it back to A. Rapposelli to post online.
- A. Rapposelli will make all the changes as mentioned above. Once the forms are updated, she will email it out to everyone for a last review for approval. Once approved, she will post it on the website & send it out to all the vendors from last year.

**c. Marketing & Supporters Sub-Committee - Members discussed the following:**

- A. Thorne mentioned that the sponsorship forms and in-kind sponsorship forms are completed and are on the website. There was discussion regarding the costs and also possibly combining both forms into one form. For this year we will stick with both forms and see how they work out.
- A. Rapposelli asked A. Thorne if she could change the sensory hour to quiet hour on the flyer.
- A. Thorne mentioned that she will work up a mock flyer and once we know all the activities she will be able to do a final draft.

**d. Activities Sub-Committee – Members discussed the following:**

- B. Fix-Labrensz stated that she will look into the pony rides to get them locked in for this year.
- The committee agreed to hire One Stop Party Shop to do the inflatables again this year. We will have the same inflatables as last year – double slide & world of sports. N. Bates will look at what is available and choose another inflatable that is geared more towards the younger children. She will also get a total price for all.
- A. Rapposelli mentioned that with the inflatables, we will need to get generators for each one (since there is no electricity on the fence at that location). A. Thorne mentioned that that will be a new line item in the budget that we will have to account for.
- The Bates will provide the inflatable ax-throwing again this year.
- Face painting – last year we had 2 make-up artists and the committee agreed that we should have 4 for this year. N. Bates will hire the make-up artists.

- Quilt Raffle – A. Rapposelli will be making a quilt and a small children’s throw blanket. Both will be in a Phillies theme.
- Pie Baking – A. Rapposelli asked A. Thorne if she could put on the flyer to have the applications submitted to the township building by a certain date, maybe September 1<sup>st</sup>. We can still accept walk-ins (which they will have to fill the form out on site). But this way we will have an idea of how many pies will be entered into the contest.
- A. Rapposelli will order the mesh tents for the pies to keep the bees away.
- C. Freyli mentioned that we need to put together the bee traps the day before. A. Thorne suggested that when we arrive the day before for set up, we can do it then and place them throughout the event.
- N. Bates will contact Taylor about having the petting zoo again.
- A. Rapposelli will contact Rags 2 Riches to have the dog adoption event again this year.
- There was discussion about having the marching band start out the event. They will be at the DJ booth, then walk down the main walkway and head to the pavilion.
- A. Rapposelli mentioned the problem that we had with Wedgewood Gardens. She asked the committee to think of other ways we could have them at our event. Some ideas that she came up with are:
  - We still sponsor them
  - They could just be regular vendor and bring plants to sell.
  - They can do planting demonstrations.
  - They could do classes on houseplants, vegetable gardening, native plants, annuals, etc.

N. Bates suggested that we just have them as a vendor. C. Freyli stated that if we do that & they have their photo-op set up that we don’t have to charge them. B. Fix-Labrensz asked if she should invite Abby from Wedgewood Gardens to our meeting. The consensus was that our committee should have a clear idea of how we would want them to proceed, then we can discuss it with them.

- A. Rapposelli asked the committee to think of some other events for adults to be able to participate in. N. Bates suggested two other activities that are hair tinseling and art classes. She will look into these and report back with more information.
- B. Fix Labrensz suggested having an area to do an antique roadshow where the public can bring an item and get it appraised. R. Bates mentioned that John Welsch (who works with Chip Miller) could do this. It was suggested that we have this activity only for 2-3 hours instead of the whole event. R. Bates will look into this and report back.
- Other ideas that were mentioned for adult activities were: square dancing and salsa lessons. Members will investigate these ideas and report back with more information.

**e. Field Games – Sub-Committee - Members discussed the following:**

- A. Rapposelli asked if we wanted to do the field games once or twice this year. Maybe one at 12:00 and one at 2:00?
- A. Thorne mentioned having the fire departments do a tug of war by the DJ booth.
- A. Rapposelli then mentioned having the field games at 12:00 and the tug of war at 1:00 or 2:00.

**f. Volunteer Sub-Committee - Members discussed the following:**

- Members did not discuss the volunteers since C. Ficks was not present.

**7. Next Meeting:** The next Community Day Committee meeting will be held on March 6, 2025, at 10:00 a.m.

**8. Adjournment:** At 11:43 a.m. N. Bates made a motion to adjourn the meeting. P. Jackson seconded the motion. There was no further discussion and the motion passed unanimously.

Respectfully Submitted,

Anne Rapposelli  
Administrative Assistant