



Veterans Advisory Committee Meeting Agenda/Minutes September 28, 2026

In Attendance	Committee Member	In Attendance	Committee Member
x	Chris Atkins USN		Brian Hagey PAANG
x	William Dauphinee USMC	x	Joe Meehan, USN
x	Barry Kenyon, USN	x	Chet Ruminski, USN
x	Albert Kaminkas USA	x	Stacy Spizziri, USA
	Michael Lewis, USAF	x	Ken Stout USN
	Rich Marino, USMC	x	Joyce Snyder, BOS Liaison

1. OPENING COMMENTS

2. PUBLIC COMMENTS

3. APPROVAL OF MINUTES

Meeting of August 24, 2026

4. OLD BUSINESS

- a. Encampment sub-committee report
- b. Township Historic and Veteran Site Updates
 - Tennis-Lukens Cemetery
 - Methodist Episcopal Cemetery
 - Veterans Memorial Park
- c. Budget Request Presentation
- d. Veterans Promotion, Social Media & Outreach Strategies
- e. Committee Trifold Brochures Revisions
- f. Events Planning
 - Veterans Day Ceremony - **November 11, 2026 - 11:00 AM** at Tennis-Lukens Cemetery
 - American Legion Post 933 80th Anniversary - **October 3, 2026 - Beef & Beer fundraiser - 1:00–5:00 PM**

5. NEW BUSINESS

6. NEXT ENCAMPMENT COMMITTEE MEETING – October 15, 2026

NEXT VETERANS COMMITTEE MEETING – October 26, 2026

Towamencin Township Veterans Advisory Committee

Meeting Minutes — September 28, 2026

1. Meeting Summary

The Towamencin Township Veterans Advisory Committee discussed preparations for the 250th-anniversary commemoration of George Washington's October 1777 encampment in Towamencin, including event planning, school involvement, reenactor outreach, publicity, and budget needs. The committee also reviewed updates on historic cemetery restoration and Veterans Memorial Park, the committee's budget presentation and communications, distribution of the new veterans committee brochure, and plans for the November 11 Veterans Day ceremony. Community events and member availability were also noted. Several assignments and budget figures require confirmation before final approval.

2. Topics Discussed

Approval of Previous Minutes

Details: The committee addressed approval of the prior meeting minutes.

Takeaway: Confirmed the motion.

George Washington's 1777 Encampment — 250th Anniversary

Details: The proposed commemoration is planned for October 16, 2027, around noon. Discussion focused on a one-day event, with no overnight camping. A planning meeting is scheduled for October 15, 2026, at 7:00 p.m. The committee discussed school involvement, potentially through an essay or public-speaking contest, and outreach to reenactment groups.

Takeaway: Continue event planning; explore school participation; prepare outreach to reenactment groups early in January 2027.

Encampment Budget and Sponsorship

Details: A draft event budget of approximately \$23,700 was discussed. The committee considered increasing the encampment budget line from \$9,000 to \$25,000, along with a marketing allocation \$1,500 to \$3,000. The figures were discussed as draft amounts and need clarification.

Takeaway: Reconcile the proposed amounts and identify potential sponsors before the budget is finalized.

Historical Newspaper and Community Promotion

Details: The committee discussed a possible four- to six-page historical publication, weekly historical updates beginning in January 2027, sponsorship or advertising, and distribution through email and Facebook. Utilizing the North Montco Technical Career Center for the print version of the publication was also mentioned.

Takeaway: Assess feasibility, production and printing costs, sponsorship options, and a practical publication schedule.

Tennis-Lukens Cemetery Restoration

Details: Headstone treatments were reported as completed, with curing expected to continue through October.

Takeaway: Monitor the curing period. It's not anticipated that some of the headstones will be pure white.

Veterans Memorial Park

Details: The committee discussed the PDSC punch list and reported that engineering had been approved for the driveway and walking path. A completion date was not confirmed.

Takeaway: Follow up on the punch list, project status, and anticipated completion schedule.

Budget Presentation

Details: The committee discussed updating photographs and figures in the budget presentation.

Takeaway: Revise the presentation with current photographs and confirmed figures.

Committee Email and Social Media

Details: A township email address for the committee had been forwarded through IT. The committee also discussed possible Facebook use, township posting policies, approval procedures, and avoiding political content.

Takeaway: Confirm access to the committee email and clarify township requirements for social media and post approvals.

Veterans Brochure

Details: The brochure was printed in a quantity of 300. The reported cost was approximately \$82.68. Distribution and invoice submission were discussed.

Takeaway: Brochures were distributed and submit the invoice for reimbursement at the township office.

Veterans Day Ceremony — November 11, 2026

Details: The ceremony is planned for 11:00 a.m. at the cemetery. Elements discussed included remarks, prayer, a flag exchange, the ship's bell, and Taps. Rehearsal, ceremony procedures, parking, and access information were also discussed.

Takeaway: Finalize the program and ceremony procedures; coordinate rehearsal and communicate parking and access details.

Community Events

Details: The committee noted the Hatfield American Legion's 80th-anniversary event on October 3, 2026, from 1:00 to 5:00 p.m. A historical event related to the Battle of Germantown was also mentioned.

Takeaway: Share relevant event information with committee members and consider appropriate participation.

3. Action Summary

Action Item	Responsible	Target Date
Continue planning the October 16, 2027 encampment commemoration	Encampment planning group	Ongoing
Attend the encampment planning meeting	Committee / planning participants	October 15, 2026, 7:00 p.m.
Develop the event program and identify potential activities	Encampment planning group	As planning progresses
Explore school involvement, including an essay or public-speaking contest	Assigned committee members / school contacts	To be determined
Prepare and distribute outreach materials to reenactment groups	Encampment planning group	Early January 2027
Clarify the event budget, including the \$9,000 and \$25,000 figures and marketing allocation	Budget / event planning group	Before budget approval
Explore sponsorship and advertising opportunities	Event planning group	During event planning
Assess the feasibility of a historical publication and weekly updates	Communications / historical content group	Before January 2027
Monitor cemetery headstone treatment and follow up on the outstanding matter	Cemetery project contacts / solicitor	Through October 2026 and as needed
Follow up on the Veterans Memorial Park punch list and project schedule	Park project contacts / PDSC	Ongoing
Update the committee budget presentation with current photographs and figures	Presentation preparer	Before presentation
Confirm access to the township committee email address	Committee / township IT	As soon as practical

Clarify township social media policy and approval process	Committee / township contacts	Before posting
Distribute the 300 veterans brochures	Committee members	As soon as practical
Submit the brochure invoice (approximately \$82.68)	Responsible committee member	As soon as practical. Chet dropped off invoice at township building on 9/29.
Finalize the November 11 ceremony program, procedures, and rehearsal	Veterans Day ceremony group	Before November 11, 2026
Confirm ceremony parking and access information	Ceremony group / township contacts	Before November 11, 2026
Share information about relevant community events	Committee members	As events approach

Upcoming Meetings and Events

- October 3, 2026 — Hatfield American Legion 80th-anniversary event, 1:00–5:00 p.m.
- October 15, 2026 — Encampment planning meeting, 7:00 p.m.
- October 26, 2026 — Next Veterans Advisory Committee meeting.
- November 11, 2026 — Veterans Day ceremony, 11:00 a.m., cemetery.
- October 16, 2027 — George Washington's 1777 encampment 250th-anniversary commemoration.