

Forest City Outdoor Town Action Team  
MINUTES  
Thursday, October 6, 2022

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CALL TO ORDER: Chairperson Katie Zefran called the Forest City Outdoor Town Action Team meeting to order at 6:00pm.

ATTENDEES: Katie Zefran, Deb McNamara via FaceTime, Erin Debish, Juliann Doyle, Amy Bean, Duffy Samuel. ABSENT: Susie Atcavage

MINUTES: Erin Debish made a motion to approve 9.1.22 Minutes; seconded by Juliann Doyle. All in favor 4-0. No opposition. Motion passed.

A. ADMINISTRATION (Katie Zefran)

Katie Zefran began by discussing the verbiage of the FCOTAT ordinance. She stated that town solicitor, Marissa McAndrew felt that the “recreation” description suited the team best as there are only 8 different options to choose from for additional boards for Forest City. Katie also mentioned that Marissa said the team does not have to follow the Sunshine Act as the accordance is not mandated for a board of Borough Council. Katie said it will be to her discretion how long people have to speak and she will not squash ideas of progress.

Katie also discussed connecting with Forest City Parks and Recreation with town solicitor Marissa McAndrew. Marissa offered to facilitate an executive meeting between the 2 groups. Katie will reach out to Nick Cost to set up that meeting. Connecting with other groups was also discussed. These groups include but are not limited to: the Endless Mountains Visitors Bureau (EMVB), Endless Mountains Heritage Region (EMHR), PA Dept. of Conservation and Natural Resources (DCNR), PA Dept. of Community and Economic Development (DCED), Forest City Regional School District (FCR), Susquehanna County Commissioners, and the Progress Authority. It was decided an email will be drafted to identify the FCOTAT to get on the radar of these groups. Connecting with these groups will allow for continued support for the FCOTAT.

Katie mentioned the progress of the Yucca Flats project. She said it is to begin very soon and it would be nice for FCOTAT to be in the know with that project. Reaching out to Scott Linde was determined at the best route to proceed.

Deb McNamara and Erin Debish received the information needed for the FCOTAT email account. Erin has set up contacts and groups within the account for an easier emailing process.

B. GRANT TEAM (Deb McNamara)

The EMVB Room Tax grant was submitted on time by Susie Atcavage. If awarded, the grant will be used to start the FC “sculpture trail”. FCOTAT applied for \$7000 which Deb said could possibly create 2 sculptures. Deb also noted that February is usually the timeline when the money will be awarded.

Deb and Juliann Doyle along with FC Mayor Christopher Glinton met with Bobbi Jo Turner, grant administrator for the Redevelopment Authority of Susquehanna County and Gary Wilding of KBA Engineering Firm to discuss the PennDot MultiModal grant for sidewalks connecting Erie Street and Main Street. Bobbi Jo noted that the grant match of 30% will NOT be waived for 2023 applications. That match is too high a match for FCOTAT to obtain so Bobbi Jo recommended the Community Development Block Grant (CBDG) grant for 2023 as Forest City is eligible for this grant and the money is approved for release. During the examination of the sidewalk project it was determined that sidewalks all the way to the Erie Street Trailhead are not feasible. Bobbi Jo suggested re-asphalting with stripes as a multi-purpose surface through that section that cannot have sidewalks. This will be a 2 year project - 2023 & 2024 as the CBDG grant is not large enough for the entire project. Also noted that the CBDG has no match. Juliann Doyle expressed concern regarding the residents along the route where the new sidewalks will be installed. Deb said Bobbi Jo will work on resident's concerns. Lastly a DCNR grant for park rehabilitation was discussed regarding the Center Street Park project. The deadline for this grant is October 27th and Erin Debish will email Christine Dettore of DCNR for more information. Deb will contact Valarie Senese, RTC Director for information on no match grants from casino money.

#### C. MARKETING TEAM: (Juliann Doyle)

A press release procedure was discussed. Deb mentioned that the average reader likes short blurbs and our last press release may have been too long to keep attention. She suggested that maybe we break them up and utilize constant publishing that way we stay in the public's eye all the time. A timeline was also discussed. It was determined the week before the next FCOTAT meeting would be the latest for publishing and sooner would always be better.

Katie recommended the team have a FaceBook page to offer another way of communication with the public. Duffy Samuel volunteered to set up the FaceBook page. He will need photos asap. Erin Debish will send Duffy the Trail Town logo as well.

The community outreach project was not discussed.

#### CONTINUED BUSINESS/PROJECTS

The Erie Street Trailhead Welcome Arch was discussed. Unfortunately FCR has not responded lately to requests for information and progress. Katie said she will contact Tom Baileys the former director of Career Technologies, to get some information. Deb will send the design to the team. Erin suggested that this may not be a rushed project as it can coordinate with the "sculpture trail".

The Center Street Park project may be delayed because of the dilapidated stairs. FC Borough received a bid of \$85,000 to replace the stairs and have not released the money to complete the project. FCOTAT will be willing to write a grant for that project if Borough Council will provide a match. Erin Debish will reach out to Bernie Scalzo regarding information on the project.

#### NEW BUSINESS/PROJECTS:

The creation of a FaceBook page is the latest project to be completed.

#### PUBLIC COMMENT OR QUESTIONS:

Amy Bean expressed some concerns. She stated that the FCOTAT needs to have representation at the Borough Council meetings the first Monday of each month. FCOTAT had no representation at October's meeting and

she didn't have all the information needed to make a presentation. It was decided to add "Council Meeting Reps" to the agenda for each FCOTAT meeting so that will not happen again. Katie Zefran will represent FCOTAT at the November Council meeting on the 7th. Juliann and Duffy may also be able to attend. Deb and Erin cannot attend. Amy also stated that the Borough Secretary receive the agenda and minutes prior to the meeting. Amy would like the team to have improved communication with her as she is FCOTAT Borough Representative. Noted: Amy needs to know EVERYTHING.

Katie updated the team on the facade program. She and the facade team met with Mike Muller the principle architect of Fancy Parsley and he recommended metal musical instruments that people can play leading up to the Center Street Park would entice people to walk up to the Park.

#### CORRESPONDENCE AND ANNOUNCEMENTS:

The next FCOTAT meeting will be held on Thursday, November 3, 2022 at 6pm at Elegante's Pizzeria.

#### ADJOURNMENT:

Erin Debish made a motion to adjourn the meeting with Juliann Doyle seconding. All in favor 4-0. Zero opposed. Motion passed. Meeting adjourned at 7:07pm