

Forest City Outdoor Town Action Team  
MINUTES  
Thursday, November 3, 2022

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CALL TO ORDER: Chairperson Katie Zefran called the Forest City Outdoor Town Action Team meeting to order at 6:02pm.

ATTENDEES: Katie Zefran, Deb McNamara via FaceTime, Erin Debish, Juliann Doyle, Amy Bean, Susie Atcavage, Bernie Scalzo

MINUTES: Juliann Doyle made a motion to approve 10.6.22 Minutes; seconded by Erin Debish. All in favor 5-0. No opposition. Motion passed.

A. ADMINISTRATION (Katie Zefran)

Katie Zefran began by mentioning that there was an email thread reaching out to Forest City Parks and Recreation inviting them to come to either a FCOTAT meeting or set up a meeting with the two committees. The purpose of the meeting is to get on the same page in regards to mutual interests in projects and to clarify the role of the FCOTAT. FCOTAT would also like to work with Parks and Rec. on the Center Street Park project. So far despite many attempts by FCOTAT via email no progress has been made. Nick Cost will be contacted by Katie Zefran.

Susie Atcavage will draft an email to connect with other groups. 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, the Pennsylvania Environmental Council (PEC) and the Progress Authority. Connecting with these groups will allow for continued support for the FCOTAT and the progress of the community. The Team also added Linde Corp to this list (and was mentioned that we need to make sure Scott Linde receives the communication for Linde Corp.)

B. GRANT TEAM (Deb McNamara)

Both Juliann Doyle and Deb McNamara attended DCNR's grant workshop on November 3rd. Both felt it was helpful to the FCOTAT.

The 2022 EMVB Room Tax grant has been submitted for the wifi sculpture on the FC Trailhead.

The Team may look to the RecTAP grant if needed for the Center Street Park project which may include the stairs.

The Team may also look to the spring round of DCNR grants for the Center Street Park project.

The Borough qualifies for the The Community Development Block Grant (CDBG). This grant will be used for the sidewalks from the Erie St. Trailhead to Main Street.

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

The Team discussed the importance of having social media done by a professional. Susie Atcavage mentioned the amount of work it takes for the Facebook page or Instagram page to look professional is not feasible by volunteers. She also mentioned Machi Systems who recently presented in front of the GFCBA board. Machi Systems presented a grant program for Susquehanna County small businesses. Erin Debish will reach out to Machi Systems to see if Forest City Borough would qualify for this grant.

The community outreach project was discussed. The Team decided to write a letter to building owners, business owners within Forest City Borough and the GFCBA membership to introduce the FCOTAT instead of planning a big event. This letter will be similar to the entity outreach discussed above. Susie Atcavage will draft this letter.

#### CONTINUED BUSINESS/PROJECTS

The Erie Street Trailhead Welcome Arch was discussed. Unfortunately the same result occurred as last meeting, FCR has not responded to requests for information and progress. Katie said she contacted Tom Baileys the former director of Career Technologies, to get some information after the last meeting. Tom said the CTC is ready to go on the project they are waiting on FCR students. Katie will contact acting superintendent, Andy Falonk for answers.

The Center Street Park project has had progress. After last month's meeting Erin Debish reached out to Bernie Scalzo regarding the concept of combining the stairs project with the Park project. Bernie liked the idea so on the guidance of DCNR's Christine Dettore the team contacted Paul Bechtel of McLane Associates, a landscape architectural firm. Julilann Doyle, Amy Bean, Bernie Scalzo, and Erin Debish met with Paul via zoom and discussed the project. FCOTAT will look to FC Boro to approve the project combination and ask for matching grant funds for the spring round of DCNR grants which open in January and close in April. Bernie told the FCOTAT that the stairs have been temporarily repaired and are open now. Bernie also told the

FCOTAT that he talked with Dennis of KBA engineering regarding the CS Park project and they are willing to work with McLane Associates. Amy Bean, Juliann Doyle and Deb McNamara all expressed a concern regarding KBA engineering and their lack of timeliness with projects within the Boro. Amy will check with solicitor McAndrew regarding the legal situation with KBA and if we can use another firm to work on the CS Park project. FCOTAT would also like to connect with Parks and Rec on this project.

The KBA engineering firm was also discussed with the Erie St. to Main St. sidewalk project. Deb McNamara and Bobbi Jo Turner are still waiting for a quote from KBA to proceed with the CDBG application. Susie Atcavage asked if we could hire a different firm just for the quote to get the ball rolling. Deb will ask Bobbi Jo if that will work. Deb also asked if the GFCBA would be willing to donate their money earmarked for the Center Street Park project for the quote on the asphalt for the CDBG. Susie said she would bring it to vote at the next GFCBA board meeting on Nov. 16th. Deb McNamara showed the Team a picture of the progress of the sculpture to go on the Forest City Trailhead to mark the free wifi. Juliann Doyle brought up her vandalism concern and Deb mentioned that the Rail Trail Council just approved security cameras for the Trailhead.

#### NEW BUSINESS/PROJECTS:

No new business at this time.

#### PUBLIC COMMENT OR QUESTIONS:

No public comments or questions.

#### CORRESPONDENCE AND ANNOUNCEMENTS:

The next FCOTAT meeting will be held on Thursday, December 1st, 2022 at 6pm at Elegante's Pizzeria.

Katie Zefran and Deb McNamara will attend the FC Boro Council meeting on Monday, Nov.7th

#### ADJOURNMENT:

Erin Debish made a motion to adjourn the meeting with Susie Atcavage seconding. All in favor 5-0. Zero opposed. Motion passed. Meeting adjourned at 6:54pm.