

Forest City Outdoor Town Action Team

MINUTES

Thursday, March 2nd, 2023

CALL TO ORDER: Chairperson Katie Zefran called the Forest City Outdoor Town Action Team meeting to order at 6:01pm.

ATTENDEES: Katie Zefran, Erin Debish, Susie Atcavage, Amy Bean, Christopher Ginton, Richard Suraci (Kost Tire), Lauren Canfield, Paul Bechtel (McLane Associates), Brian Fitzsimmons

ABSENT: Juliann Doyle, Deb McNamara

MINUTES: Erin Debish made a motion to approve 2.2.23 Minutes; seconded by Susie Atcavage. All in favor 3-0. No opposition. Motion passed.

A. ADMINISTRATION (Katie Zefran)

Katie Zefran opened a discussion regarding FCOTAT representation at the Forest City Borough Council meetings due to an email received from Councilwoman Amy Bean after the last meeting. Katie was unable to attend the last Council meeting due to an emergency at work. The Team decided a policy must be created. Amy Bean mentioned that she needs better communication on what is to be presented so she can speak on those subjects if need be. Erin Debish noted that the FCOTAT agendas always ask who will attend and what does the Team need to present. Susie Atcavage asked Amy if arriving late to a Council meeting would be a disturbance as had Susie known Katie was unable to attend the last meeting she could've been there late. Amy told Susie it shouldn't be a problem especially in that situation. The Team decided to create a quick 'talking point' doc to distribute to Amy and those attending the meeting and Katie stated that she will attend meetings as she is the Chair for the Team. If she is unable to attend she will reach out to the rest of the board for backup.

Katie stated that she was invited to attend the newly formed Susquehanna County Visitor's Bureau meeting being held on March 9th at 6:30pm, and she will attend.

B. CENTER STREET PARK: (Erin Debish/Paul Bechtel)

Paul Bechtel began by telling the Team the Center Street Park outreach survey had 100 fully completed surveys and 23 unfinished surveys. He stated that he felt that 125ish surveys were a great representation for the size of the community. Paul had a supporting chart to show percentages of what the community wants regarding the park. Based on the surveys and Team ideas top ranks are as follows: a meandering, staggered seat wall, a cantilevered platform, art in the form of a sculpture with a water feature, a historical aspect, and new landscaping in the form of a sensory garden. Paul has reached out to KBA, an engineering firm that has worked

on the metal staircase at the park, for the CAD file of the park. He also will need to know the property boundary and stated that the county GIS department will need to be notified of this. He believes the Borough can send a letter for that information.

Next steps for the park project are a rendering and cost estimate provided by McLane Associates and getting the grant written. Susie Atcavage, FCOTAT grant team leader will reach out to Christine Dettore of DCNR for advice on which grant to pursue the C2P2 (50% match) or the small communities grant (15-20% match). Susie will then set up an account for the Borough through the DCNR grant portal to begin writing the grant. Paul will be a contributing factor to the grant writing and will need access to the portal.

Erin Debish mentioned a recommendation from Borough Council Secretary, Sharon Vannan to ask Borough Council for a resolution to establish the Center Street Park officially as a “Pocket Park” within the Borough Park system. The Team agreed and will begin that process.

Amy Bean discussed a meeting she had with Mike Marabell, a representative from Congressman Dan Meuser’s office. Mike informed Amy that there is money to spend in Forest City and is looking for projects in the community that can benefit from it. Amy is hoping the Center Street Park is one project he will support. Susie Atcavage stated that the Forest City Outdoor Town Action Plan is a great resource to reference for community projects as the Action Plan was developed through 3 different community outreach events and clearly outlines what the community wants and needs. Susie is recommending sending the Action Plan to Mike Marabell.

C. CONTINUED BUSINESS/PROJECTS

Amy would like a picture of the Erie Street Welcome Arch to show Council. Katie stated that the Arch is in the hands of FCR, RTC and CTC at this point as they are coordinating installation.

No word on the Erie Street to Main Street sidewalk project or the sculpture at the Forest City Trailhead as Deb was absent from the meeting.

Erin mentioned that she talked with Christine Byrd of Machi Systems regarding the Facebook progress. Erin will work to create a steering team to meet with Machi Systems asap. Lauren Canfield, Forest City’s Librarian, offered to sit on the steering team.

Gus Fahey was absent from the meeting but Amy said that at the last Council meeting Council approved up to \$2000 for the remaining 8 applicants of the first round of the facade program. Amy also said that another facade program is on the list of projects for Congressman Meuser.

Katie will attend the March school board meeting in regards to the Junior Board.

NEW BUSINESS/PROJECTS:

Mayor Christopher Glinton said that there are 4-5 more murals coming to Forest City. Erin asked who

is heading up the mural project to find out it is Gus Fahey of Valley in Motion. Katie said to add “Mural Project” to the agenda moving forward so FCOTAT can be updated on the progress.

PUBLIC COMMENT OR QUESTIONS:

Richard Suraci from Kost Tire was in attendance to tell the Team about the bike repair station progress. He stated that he has been working with Director of the Rail Trail Council Valarie Senese and they decided to put the repair station on the trail instead of in town because of the hill to get to Town. This was met with mixed responses from the Action Team members. Erin Debish opposed this saying that one hope of the repair station was to get people up to Town which is a major component to the Action Plan. Katie Zefran stated that as a board member, she feels as though she was not be as inclined to walk up to Main St to have the bike repaired.

Richard said that Kost will put the station wherever we see fit and that we should now communicate with Valarie. Chris said that he and Forest City’s Main Street coordinator, Paul Daugevelo have an upcoming meeting with Valarie and he will mention it.

CORRESPONDENCE AND ANNOUNCEMENTS:

The next FCOTAT meeting will be held on Thursday, April 6th, 2023 at 6pm at Elegante’s Pizzeria. Katie Zefran will attend the FC Boro Council meeting on Monday, March 6th and discuss the

- following: the Resolution for the Center Street Park; permission to pursue the grant through DCNR for the Center Street Park; and to reintroduce the Action Plan.

ADJOURNMENT:

Erin Debish made a motion to adjourn the meeting with Susie Atcavage seconding. All in favor 3-0. Zero opposed. Motion passed. Meeting adjourned at 7:37pm.