

Forest City Outdoor Town Action Team
MINUTES
Thursday, July 11th, 2024

CALL TO ORDER: Chairperson Katie Zefran called the Forest City Outdoor Town Action Team meeting to order at 6:22pm. Please note: the Borough Building was locked and the meeting was moved to Elegante Pizzeria.

ATTENDEES: Katie Zefran, Deb McNamara, Erin Debish, Chris DeGonzague, Susie Atcavage, Amy Bean, Juliann Doyle

MINUTES: Juliann Doyle made a motion to approve 6.6.24 minutes; seconded by Susie Atcavage. All in favor 5-0. No opposition. Motion passed.

A. CENTER STREET PARK

Katie Zefran received an email from Jayson Wood of Woodland Design Associates. The email reads as follows:

We are waiting for a proper survey. We should have that early next week.

We will then draft up plans and sections of the project and some proposed access routes. Sometime in August we'll reach out to Colwell-Naegel Engineering to speak with them about how we would like the walls set up and to get a price for them to do the wall engineering. I imagine it will take them a month or two once they are signed on to provide us with the calcs and specifications. We can develop the plans and bid documents during that time. We will need to review the project with Susquehanna County Conservation District and submit for the proper permits. This can take 3-6 months.

We will also need to obtain building and zoning permits from the Borough. These are pretty quick, maybe a month turn around. I imagine you will have the bidding take place next February-March and shovels in the ground in April 2025.

Council President, Chris Degonzegue brought some bad news to the Team regarding the Center Street

Park. He stated that after a Roto Rooter inspection of the area they determined that 2 pipes beneath Delaware Street have collapsed and are most likely causing the Park retaining wall to buckle. He then asked if any of the funding received for the Park project can be used to help fix this issue. Deb McNamara said that it is not likely as the grant proposals are very specifically budgeted. She did say that the CDBG may be able to help. Susie Atcavage questioned if the Borough has looked into their insurance yet. The Borough hasn't yet looked into that. Deb McNamara recommended that Katie reach out to Woodland Design to let them know of the issue and to possibly get the structural engineers to the Park ASAP.

B. ERIE STREET TO MAIN STREET SIDEWALK PROJECT

The Community Development Block Grant is awaiting the council president's signature for Phase 2 of this project. Deb McNamara will reach out to Bobbi Jo Turner of Susquehanna County to ask if any or all of the CDBG money can be used to help the collapsed pipes under Delaware Street affecting the Center Street Park project. This will push Phase 2 into 2025/26.

B. FOREST CITY SCULPTURE TRAIL

FCOTAT will collaborate with the Forest City Area Historical Society for the vision of the next sculpture as the FCAHS graciously donated the match money for this grant. Juliann Doyle will bring some discussed ideas to FCAHS at their meeting on Sunday, July 14th..

B. FACADE PROGRAM

Katie Zefran, a facade program committee member, agreed to work with Gus Fahey, project administrator, and Forest City Boro Council to resolve a current issue.

B. JUNIOR BOARD

Katie Zefran will attend a FCR school board meeting towards the fall for approval.

B. BIKE RACKS:

Forest City Borough Council president along with help from a local resident, Jayden Carter assembled and installed all three bike racks at Zazzera's Market, Elegante Pizzeria and Frugal Living. The Team discussed

the need for a sign at the Zazzera's rack as it is placed behind the brick wall in the parking lot. This led the Team to discuss the importance of signage noting all the projects the FCOTAT is working on and has completed in these past few years. The Team discussed the importance of branding and will look to begin the branding process using the FCOTAT logo on all signage moving forward.

B. MARKETING/PRESS RELEASES:

Susie Atcavage volunteered to write the press releases moving forward since Lauren Canfield, Forest City's current librarian, is being transferred to Hallstead. Juliann Doyle said that she will distribute the press releases to all her contacts. Erin Debish recommended using the minutes once they are approved to avoid putting more work on the volunteer committee. All agreed, however Deb McNamara did recommend we promote accomplishments with press releases. All agreed.

NEW BUSINESS/PROJECTS:

Deb McNamara announced that the Forest City Outdoor Town Action Team will receive a 2024 Partnership Award from the Pennsylvania Environmental Council. Details will follow.

CORRESPONDENCE AND ANNOUNCEMENTS:

The next FCOTAT meeting will be held on Thursday, August 1st, 2024 at 6pm at The Forest City Borough Building 2nd floor Council Chambers.

ADJOURNMENT:

Deb McNamara made a motion to adjourn the meeting with Susie Atcavage seconding. All in favor 5-0. Zero opposed. Motion passed. Meeting adjourned at 7:55pm.