

Forest City Outdoor Town Action Team  
MINUTES  
Thursday, August 4, 2022

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Forest City Outdoor Town Action Team Organizational Meeting

CALL TO ORDER: Meeting was called to order by Katie Zefran at 6pm. She welcomed everyone to the organizational meeting of the Forest City Outdoor Town Action Team (FCOTAT) and asked that all join her in the “Pledge of Allegiance”

ATTENDEES: Katie Zefran, Deb McNamara, Erin Debish, Suzanne Atcavage, Lynn Conrad, Bob Lesjack, Chris Ginton, Paul Daugevelo, Katie Cicilioni, Amy Bean, Duffy Samuel - ABSENT: Juliann Doyle

APPOINTMENT OF OFFICERS AND TEAM LEADERS: (Katie Zefran)

Suzanne Atcavage made a motion to appoint Katie Zefran as Forest City Outdoor Town Action Team (FCOTAT) Chairperson. Erin Debish seconded the motion. No other nominations were offered. All voted in favor of Katie Zefran as Chairperson. 3-0 motion passed.

Suzanne Atcavage made a motion to appoint Deb McNamara as Forest City Outdoor Town Action Team (FCOTAT) Co-Chairperson. Erin Debish seconded the motion. No other nominations were offered. All voted in favor of Deb McNamara as Co-Chairperson. 3-0 motion passed.

Deb McNamara made a motion to appoint Erin Debish as Forest City Outdoor Town Action Team (FCOTAT) Secretary. Suzanne Atcavage seconded the motion. No other nominations were offered. All voted in favor of Erin Debish as Secretary. 3-0 motion passed.

Erin Debish made a motion to appoint Suzanne Atcavage as Forest City Outdoor Town Action Team (FCOTAT) Grant Team Lead. Deb McNamara seconded the motion. No other nominations were offered. All voted in favor of Suzanne Atcavage as Grant Team Lead. 3-0 motion passed.

Erin Debish made a motion to appoint Juliann Doyle as Forest City Outdoor Town Action Team (FCOTAT) Marketing Team Lead. Suzanne Atcavage seconded the motion. No other nominations were offered. All voted in favor of Juliann Doyle as Marketing Team Lead. 4-0 motion passed.

Note: Juliann Doyle was absent. These positions will be known as the “Board of the Committee”.

Regular FCOTAT Meeting  
Thursday, August 4, 2022

A. ADMINISTRATION (Katie Zefran)

Chairperson Katie Zefran read proposed job descriptions for the above appointed positions. A copy can be provided. Deb McNamara made a motion to approve job descriptions. Suzanne Atcavage seconded motion. All voted in favor 4-0. Motion passed.

Project Procedures was tabled until the September meeting.

Discussion was had regarding the Sunshine Act. Bob Lesjack, Forest City Borough Council President noted a few rules of the Sunshine Act (SA). Meetings with more than 4 of the board is not permitted unless it is a scheduled public meeting. If 4 or more are present somewhere business CANNOT be discussed. Meeting dates and time need to be published publicly along with the meeting minutes. Also noted was who is to represent the FCOTAT at Forest City Boro Council meetings. Bob Lesjack said that Amy Bean is the FCOTAT spokesperson in the Boro; however the Sunshine Act notes that someone from the FCOTAT needs to be in attendance as well. Bob Lesjack said that Amy Bean needs to be the one to speak as she will be allotted more time to speak. Deb McNamara stepped in and said that if Amy Bean isn't sure on a FCOTAT presentation the FCOTAT representative in attendance should be able to step in and move the discussion or presentation along under Amy's allotted time. This then led to a conversation regarding the SA requiring time limits on speakers at meetings. Katie Zefran questioned the required time limit and will contact her attorney to confirm. Bob Lesjack did say the time limits are at the president's discretion.

B. GRANT TEAM (Suzanne Atcavage and Deb McNamara)

Current Grant opportunities were discussed. Deb McNamara reported the following. Originally the Community Development Block Grant (CDBG) from Susquehanna County was being looked at to place sidewalks from the Erie St. Trailhead on Erie St. to Main St. Bobbi Jo Turner from Susq. Co. thought the scope of the project was too large for the CDBG. She is recommending a PennDot MultiModal grant which comes in the fall (September). Bobbi Jo is recommending the CDBG for the Center St. Park project in 2023.

Bobbi Jo Turner plans on meeting with the FCOTAT Grant Team asap to discuss the MultiModal Grant. It is yet to be determined if the MultiModal will have a match. Due to the pandemic, there has not been a match for 2 years. Usually the match is 70/30 with the grant receiver providing the 30%. Bobbi Jo will know if this year's grant will have a match when she meets with the Grant Team. Lynn Conrad offered to help write the MultiModal grant.

The discussion of the MultiModal Grant brought up many questions.

Bob Lesjack asked where the 30% match would come from. Deb McNamara replied that we would need to discuss that. That led to a discussion on the FCOTAT's place within the Borough of Forest City. Suzanne Atcavage mentioned the importance of the Project Procedure (which was tabled until Sept. meeting). She stated the reason for the FCOTAT to join with FC Borough would be to leverage "Boro Status" and be "tied to the Boro" for more grant opportunities. She recommends when a project is being developed the scope of the project would be presented to the Boro for approval and the hope would be that the Boro would find value in the project to help with grant matching funds. Katie Zefran mentioned that the general broad goal of the FCOTAT is to improve the community and connect the outdoor assets to the City's commerce.

The next discussion with grants circled around the Borough's retained engineering firm (KBA).

Suzanne Atcavage noted that FC Borough should not lose out on money due to a lackadaisical firm.

Deb McNamara said that KBA doesn't always have to be used and the Boro is using a different entity as

well, JHA. Katie Zefran mentioned that if we collaborate with the Boro on the MultiModal for the sidewalks then we must use KBA.

Lynn Conrad asked if the MultiModal grant covers engineering. Deb McNamara said no; however the CDBG does.

Suzanne Atcavage provided a hand out regarding grant opportunities, training sessions and resources.

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

Discuss an outreach program was tabled to September's meeting due to Juliann Doyle's absence.

#### CONTINUED BUSINESS/PROJECTS

- a. Erie Street Trailhead Welcome Arch (Lynn Conrad) Lynn Conrad reported when she last spoke with Bill Graziano, Forest City Regional School's representative, he was "encouraging" the students to continue with the project. He believes summer has put a halt to progress. Lynn Conrad also stated that NEP Telephone Company will auger the posts and Rail Trail Council will purchase the posts and that Forest City Regional School and Career Technology Center are creating a welded arch.
- b. Center Street Park Project - Katie Zefran recommended setting up a meeting with Forest City Parks and Recreation due to a recent email sent to the FCOTAT. The email stated that Parks and Rec are "turning over the Center Street Park project to the Action Team. ...we are glad to have you spearhead the vision that you see" FCOTAT decided communication with Parks and Rec is our best avenue here since we want to promote collaboration and not alienation. Katie Zefran will reach out to both Nick Cost, FC Borough's Parks and Rec representative and Kathy Kernoschak, FC Parks and Rec Chairperson. Lynn Conrad wondered what that meeting would look like based on the Sunshine Act. Bob Lesjack is recommending a "special" meeting and Katie Zefran mentioned an "executive" session. Bob Lesjack said executive meetings are for financial or personnel issues. Either meeting would require a public notation 24 hours in advance. Chris Ginton asked if the FCOTAT reached out to FC Boro Solicitor, Marissa McAndrew regarding such questions would the Boro be charged for that. Bob Lesjack said no the FCOTAT would be financially responsible. Katie Zefran said she can use a solicitor for free if questions come up.

Also regarding the Center Street Park project, Katie Cicilioni recently helped Lisa Spangenberg, FC's Librarian with a summer project. Katie Cicilioni reports that during a pollinator garden discussion being held behind the Boro building she offered the idea of improving the Center St. Park. Katie Cicilioni asked the people in attendance both children and adults, "what would you like to see?" Katie Cicilioni noted that both the children AND the parents were excited about the project and were thrilled to be involved in their hometown.

Katie Cicilioni also mentioned that Marywood University had not yet reached back out to her although she feels once school is back in session there will be more communication from Marywood.

PUBLIC COMMENT OR QUESTIONS:

Chris Glinton said he and Paul Daugevelo are receiving positive feedback regarding the mural on their building. Chris Glinton invited everyone to the dedication on Saturday, August 6, 2022 at 5pm during Forest City's Trail Town Festival on Main.

CORRESPONDENCE AND ANNOUNCEMENTS:

The next FCOTAT meeting will be held on Thursday, September 1, 2022 at 6pm at Elegante's Pizzeria. All future meetings will need to be posted at the FC Boro and published in the local newspaper.

ADJOURNMENT:

Erin Debish made a motion to adjourn the meeting with Suzanne Atcavge seconding. All in favor 4-0 motion passed. Meeting adjourned at 6:45pm