



City of Meadville
Pennsylvania

BEAUTIFICATION COMMITTEE
MEETING MINUTES
Tuesday, March 26, 2024
Meadville Public Library, Conference Room, Second Floor
5:30 p.m.

Present: Kate Costanzo, Sarah Chapp, Tom Hall, Claus Meiritz-Porthman, Sueann Mercier, Christina Moreschi, Carrie Morley, Kelly Thakur

1. Call to Order

- Chair Costanzo called the meeting to order at 5:31 p.m.
- We were pleased to have the entire committee in place and present for the March 2024 meeting.
- Peter Grella (Meadville City Planner), Gretchen Myers (City Council) were also present.
- Meadville Tribune reporter Chloe Forbes also joined us; she is exploring Meadville initiatives related to redevelopment, revitalization, and beautification efforts.

2. Approve Minutes from February 27, 2024

- Costanzo asked for a motion to approve the February 27, 2024 minutes;
- Chapp made the motion; Moreschi seconded; all were in favor.

3. Public Comment

- Not applicable.
- With our new members present, Grella was asked to share the aspect of public comment and how it relates to the Pennsylvania Sunshine Act.

4. Information and Updates

a. Welcome New Members

Claus Meiritz-Porthmann, Kelly Thakur, Tom Hall, Carrie Morley
Current and new members introduced themselves.

5. Old Business

a. Streetscape Advisory Committee Updates - Sarah Chapp

- i. No updates from the committee

b. Street Lamp Banners (Flags)

- i. Banner Count Correction: It was previously noted that we have 40 banners; however, the final count is 32 flags.
- ii. Update on Placement from Peter
 - o We have a few setbacks regarding the banners not meeting specifications.
 - o The specifications not in compliance are related to not just hanging them, but also keeping them secure.
 - Specs: The banners bought are “small” banner dimensions, 15 ¾” x 54”, but with top and bottom pockets like the “large” banner diagram.
 - The rod pockets at top and bottom are both 5 ½” when laid flat rather than the 2” spec’d to fit more securely on the small-banner rods.
 - There is a single ½” diameter reinforced grommet pinched into the bottom pocket at 1” up and 1” over at its center from one corner rather than into the seam of the bottom pockets at both the top and bottom.
 - The double pockets compared to the small banner spec diagram is okay – that’s what was talked as a multi-purpose compromise if bottom rods were ever reinstalled on our lampposts – but the grommets and pocket dimensions are not.
 - o **Action Item:** Grella will return the banners to Fine Print; the fix will include adding grommets and resealing the pockets.
 - o The original approved expenditure was for \$3,000; the invoice totaled \$2,720; leaving \$280 for the adjustments needed.
 - o There was a discussion around the design and images.
 - Jed Miller created the city logo.
 - The images were pulled by Fine Print.
- iii. Publicity related to the project
 - o Tabled until we have a timetable for placement of the banners.

c. Spring Clean-up/City Pride/Founder’s Day (May 12)

- i. Updates from United Way- Sarah Chapp
- ii. Full week of spring clean-up has been arranged; each day is sponsored by a government or private entity/business; we have verbal agreements from each entity; with the City of Meadville agreement pending (more detail below).
- iii. It coincides with Meadville’s Founder’s Day and celebrating our pride for the City.
- iv. **Action Item:** We will need volunteers for some aspects of the events. Chapp determining the needs.
- v. **Action Item:** Publicity - Chapp is creating a flyer that will be distributed via social media and placed at the City Building and local business; Chapp will also reach out to Cool 101.7; our guest Chloe Forbes from the Meadville Tribune also offered to assist with placing details in the paper.
- vi. Schedule – Tuesday, May 7 – Saturday, May 11, 2024
 - o **Tuesday, May 7 - Lincoln Recycling**
 - Unlimited electronics; only 1 TV; all at no charge
 - **Action Item:** Secure information on how hard drives are wiped clean.
 - o **Wednesday – Tri-County**

- Will to take large appliances for \$20 a piece; this typically costs \$40
- They can only take 30 pieces; resident will be responsible for bringing the appliance to a designated site; no pickup will be available.
- **Action Item:** Create a prepay options for this activity. This will eliminate residents showing up after capacity has already been met.
- **Thursday – Flynn’s Tire & Auto Service**
 - Tire recycling; the first 20 tires brought in will be free; after that a \$2.00 fee per tire will be charged.
- **Friday – Women’s Services**
 - Functional and clean home goods (microwaves, small appliances, toasters, dishes, silverware, etc...)
 - Collection site will be at Women’s Services
- **Saturday – City of Meadville**
 - Details still under consideration.
 - The City of Meadville has a clean-up day scheduled for May 18; we have asked them to consider joining this weeklong effort by moving their date to Saturday, May 11.
 - This clean up would include construction materials, paint, mattresses, and batteries.
 - Drop off would be at the Public Works Garage on South Cottage Street.
 - This is for City residents only; no fee for residents.
 - **Action Item:** Council Member Gretchen Myers to take the date move request to the April 8, 2024 Council Meeting.

6. New Business

- a. Survey for potential beautification projects - Sarah Chapp
 - i. The City is in receipt of a 5-figure Trust that is designated for beautification efforts.
 - ii. The Beautification Committee has been charged with creating a proposal for use of the funds. The proposal should include project, impact, and budget or one or more recommendations.
 - iii. An electronic survey has been created to secure suggestions from the community about beautification projects.
 - iv. A hard copy survey will also be available at the City Building.
 - v. The survey will be posted for 30 days – April 1 – 30, 2024.
 - vi. **Action Item:** Provide the City with the electronic survey for posting.

7. Other Business

- a. Committee member Claus Meiritz-Porthm inquired as to whether or not the City has a Master Plan; Grella shared that there is not active master plan in place at this time. However, previous documents

are located on the City’s website ([link here](#)).

- b. As a committee, we would like to begin thinking about our longer term vision and goals for future endeavors within the scope of our committee’s description (Note: this is beyond the immediate project proposal being considered):
 - i. **Action Item:** The full committee was charged with bringing their ideas to the next meeting.

8. Adjournment

- Chair Costanzo called for motion to adjourn.
- Chapp made the motion; Moreschi seconded; all in favor.

Our next meeting is scheduled for April 30, 2024, 5:30 p.m., Meadville Public Library

MEMBERS OF MEADVILLE CITY COUNCIL & PUBLIC ARE WELCOME TO ATTEND

Summary of Action Items Identified:

Item	Details	Assigned to
Street Banners	Return the banners to Fine Print; the fix will include adding grommets and resealing the pockets.	Grella
Clean-Up Week Volunteers	We will need volunteers for some aspects of the events.	Chapp
Clean-Up Week Publicity	Creating a flyer that can be distributed on social media and placed at the City Building and local business; reach out to Cool 101.7; our guest Chloe Forbes from the Meadville Tribune also offered to assist with placing details in the paper.	Chapp
Clean-Up Week Electronics	Secure information on how hard drives are wiped clean.	Chapp
Clean-Up Week Large Appliances	Work with Tri-County to create a prepay options for this activity.	Chapp
Clean-Up Week City of Meadville	Request that the City of Meadville consider moving their clean-up day to coincide with our week long event; this would be moving it from 5/18/24 to 5/11/24.	Council Member Gretchen Myers
Beautification Project Survey	Provide the City with the electronic survey for posting to be posted 4/1-30/2024.	Costanzo/Chapp
Committee Long Term Vision	The full committee was charged with bringing their ideas to the next meeting.	Committee Members
Committee Long Term Vision	Add to April Agenda	Costanzo