

Factoryville Borough Christmas Market Committee

May 28th, 2025 minutes

The Factoryville Borough Christmas Market Committee held their regular planning meeting on May 28th, 2025 at the Borough Hall. Patti called the meeting to order at 6:17pm.

Present: Patti, Carleen, Beth, Paulette, Mieke, Nancy, Eleanor, Leslie, Gary

Absent: Michelle, Erika

Leslie made a motion to accept the agenda, Eleanor seconds. All yea.

Nancy made a motion to approve the minutes, Eleanor seconds. All yea.

7 – General Report

(a-i- Sponsor Update) We've got three new sponsors, Snyder and Clements for \$1000, Aesthetic Dental on Main for \$250, and Constantinos (not listed on the agenda), for \$250. Aesthetic Dental is earmarked for anything related to Santa Claus.

(a-ii- Christy Mathewson Day) Christy Mathewson Day will be June 7th from 8-5. We will be holding a bake sale with individual baggies of cookies, brownies and rice krispy treats for \$1 each. Everyone is asked to donate baked goods.

Leslie made up frames with the Robas tickets and a sign for the raffle, tickets will be 3 for \$5 for 4 Robas passes.

We'll need a cash drawer to start, with 50 \$1s, and 50 in \$5s. Leslie will reach out to Shannon.

Patti, Beth and Paulette will set up Friday afternoon, Patti will reach out to Kim to find out a good time.

Carleen makes a motion to donate \$35 to Christy Mathewson Day, Beth seconds. All approve. Motion passes.

(a-iii- Mens Club)

There is a 500 amp service that goes into the concession stand, they'd like to have a 200 amp subservice from it that goes towards the bridge, and outlets that go underground towards the back of the pickleball court and creek. There is no price estimate yet, but we may want to make a donation towards this project? Carleen noted that State Farm and the Lions Club do neighborhood grants, and they may be able to help with costs involved.

(a-iv- Jimmy) The bushes that were a plague upon the merchandise tent last year are now gone, the gate on the pickleball court is done so now you can walk through both sides, and he talked to the baseball committee and he will build up the area next to the concession stand behind home plate so it's not a marsh and we can have music there.

(a-v- Wreaths) Trevor will make the wreaths again, they'll be \$14 apiece. He can't get the decorations that he did last year, but did offer to buy at wholesale prices from where he got them from. Last years were \$15 and we sold for \$25. Becky will possibly make the tags for the wreaths again. Will advertise via borough newsletter, facebook, and signs around town. We will need them by December 1st, orders will be due by November 15th and will be capped at 50 wreaths. Noted that not only can you do in honor or in memory of, but just have family names on tags.

8 – April/May priorities

We have Poppop, Amy Clark, Dean Fisher, Sawpitician, Briar Ledge Craftswomen, Triple D Studios, Marshbrook Studio (and Marks Nut Hut), Bella Mia and Wool Ewe Play already paid for.

Lochs Maple also paid for a double spot and requested the same spot they've had in the past.

For previous vendors we don't have e-mails for, Mieke will reach out to the school classes and the face painter. Carleen will reach out to the Factoryville Fire Company, Beth will reach out to Groove Brewery and the Factoryville Little League, Leslie will reach out to Hatchet Jacks, Patti will reach out to Red Barn Rocks, and Gary will reach out to the Tunkhannock Community Ambulance.

10 – Finances

Gary needs 30 rebar for storefronts at about \$2 per.

The running total on the agenda was not correct due to new sponsorships, as of May 22nd there was a balance of \$15,967.12 including \$2500 of income since April 21st. There was \$1500 from sponsorships and \$1000 from vendor fees.

11 – Map

Gary says storefronts can be built in 4-6 hours. Leslie makes a motion to approve \$1200 for 6 storefronts, Eleanor seconds. All in favor, motion passes. Borough has a line of credit at the Do-It Center, Gary will make sure it's marked for the Christmas Market. Leslie will let Shannon know that it's been approved.

Parks and Rec is not interested in being part of the market this year, so we don't have to save a spot for them.

12- Thank you notes for Sponsors

Leslie will add amount or goods given to the letter, and will also add the letterhead and her signature. Beth makes a motion to approve with additions, Paulette seconds. All approve, motion

passes. Leslie will start sending them out, and as new donations come in they'll go out immediately.

13- Committee Reports

(b- Entertainment) TAHS choir may be willing to do small groups for music, and Jay Travis would be willing to record his playing and sing along live for hot chocolate. We can possibly do karaoke for a few hours on a certain day? There was discussion on whether it was fair to pay for some musicians and not others. Can we rent or borrow sound system equipment to pipe in music?

(c- Decorating) If we do a live tree (in memory of Diane), we'll need approval from the borough and shade tree commission. There was much discussion on where a tree could even be planted, somewhere people could see it as a real focal point, and where it would have room to grow. Beth will call Bennys to see if she can get an 8-10 foot live tree that can possibly be planted after. How big is a tree we could get, and how big would it eventually get? Discussion on possibly just doing a cut tree this year and a plantable tree in the future. We need to be able to put the lights on ourselves, so the tree can't grow to an unmanageable size.

Patti asked Herb Beck if he could make a Letters to Santa box, it's already done and matches the donation box.

(f- finance) Leslie got an estimate from Reeves, total cost is \$902.50 plus tax for one standard unit starting November 14th, serviced once a week until after the market, then an extra 4 standards and one handicapped stall to be delivered December 5th, everything will be picked up after December 7th. Leslie also requested for pump out Saturday morning and to refill all supplies.

Still waiting on other estimates.

14 – Next Month

In June we will go in depth on advertising and Christmas trees, as well as a Christy Mathewson recap and decorating ideas.

15- Adjournment

Mieke makes a motion to adjourn the Factoryville Borough Christmas Market Planning Committee. Gary seconds. All yea. The regular meeting of the Factoryville Borough Christmas Market meeting is adjourned at 8:09 pm.

The next meeting will be held June 24th at 6:15 at Christy Mathewson Park.

Respectfully submitted, Mieke Hunting (5/29/25)