



Borough of Sinking Spring
BOSS FORWARD
REVITALIZATION COMMITTEE
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SINKING SPRING
BOSS FORWARD REVITALIZATION COMMITTEE
BOARD OF DIRECTORS

MEETING MINUTES
JANUARY 20, 2022

Call to Order

Merlin Weaver (BOSS P) called the meeting to order at 7:05 PM at the Borough of Sinking Spring Council Chambers, 3940 Penn Avenue, 19608.

Present

Merlin Weaver (President-R-BAR-ED)

Mike Hart (Member-Borough Manager-ED)

Brian Hoffa (Chair SSB Econ Comm-P)

Robert Metzgar (SSB Econ Comm-ED)

Sam Loth (BOSS Coordinator-CDS-ED-D/SCG-P)

Note: Teams: ED-Economic, D/SCG-Design/Safe-Clean-Green, P-Promotion

Absent

Bernie Campbell (Vice President-Whirley Drink Works-ED) *Authorized*

Lisa Gantner (Treasurer-Chair SSB Recreation-D/SCG) *Authorized*

Jim Adams (Member-Berks IDC-ED) *Authorized*

Guests

Marshall Pickard (Graphic Designer-SSB Resident)

Jaime Perez (Realtor-SSB Resident)

A Quorum was present.

Election of BOSS Officers for 2022

- Sam Loth: The floor is open for nominations.

Motion by Brian Hoffa to re-elect the slate of officers as presented; Merlin Weaver-P, Bernie Campbell-VP/S, Lisa Gantner-T. Second by Robert Metzgar. Motion passed 4 Yes / 0 No / 3 Absent

Re-election of Jim Adams for a first 3-Year Term

- Sam Loth: When we formed the official Board of Directors, we staggered the start of terms to minimize the number of Board members that would be up for re-election on any given year. Jim Adams was assigned a starting term of one year which ended on December 31, 2021.
- Merlin Weaver: Some of you may not know that Jim has retired from his business enterprise and has extricated himself from most appointments e.g. Chair of the Berks Industrial Development Corporation (IDC). Jim has indicated that he wishes to remain active with the BOSS BoD if the Board agrees to his remote participation from his new home in Florida.
- Sam Loth: Jim is a very valuable resource for the BOSS Committee. I advise that the Board not act on the question of Jim's continuing participation until we have had the opportunity to speak with him personally.
- Merlin Weaver: I will call Jim directly and discuss this issue with him. I will report at the February 17, 2022 BOSS meeting. Meanwhile, I recommend we table the proposed Motion until next month.
- **BOSS Committee Consensus: Table the Motion until the February 17th BOSS meeting.**

Approval of an Amendment to the BOSS Bylaws

- Sam Loth: At our December 2021 BOSS meeting, the Committee discussed expanding access to the BOSS monthly meetings via telephone call-in and/or an internet platform e.g. Zoom. I have prepared a draft amendment to the BOSS Bylaws that would allow for Board members to be present via telephone and/or internet. The Committee would count all members of the Board that are present (both live and virtual) toward the Quorum requirement (51% of the BoD must be present).
- **Motion by Robert Metzger to approve the Amendment as presented, to the BOSS Bylaws. Second by Brian Hoffa.** Motion passed 4 Yes / 0 No / 3 Absent

Management of Hybrid Meetings

- Sam Loth: When Brian Hoffa, Bernie Campbell and I presented our project to the R-BAR last November, we discovered that the Borough did not have the proper equipment and/or connections available to conduct a hybrid meeting or utilize the overhead projection system that is in place. Shouldn't the ownership and upkeep of a Zoom account, proper audio-video equipment to accommodate internet attendance and so on, be a Borough undertaking?
- Robert Metzger: This has been an ongoing concern, that the Borough is not up-to-date on the need for "information technology" upgrades. This should be a Borough issue.
- Mike Hart: I agree that the equipment and software would logically be owned, operated and maintained by the Borough. Robert Metzger and I will research what the needs are and make the necessary arrangements to acquire equipment, technology and software to conduct hybrid meetings, and make timely presentations. We will advise the BOSS Committee on our progress.

Approval of Minutes

Motion by Brian Hoffa to approve the Meeting Minutes of December 16, 2021. Second by Robert Metzger. Motion passed 4 Yes / 0 No / 3 Absent

Treasurer's Report

- Robert Metzger: Lisa Gantner could not be present this evening but she has provided her report. Through January 15, 2022 the General Fund balance is \$ 3,402.53 after issuance of a check to Marshall Pickard for \$160.00 to begin the BOSS Website design project.

Motion by Brian Hoffa to approve the Treasurer's Report as presented through January 15, 2022. Second by Robert Metzger. Motion passed 4 Yes / 0 No / 3 Absent

PROJECTS

Crossroads Infrastructure Improvement Project-Phase 2

- Merlin Weaver: Requested an update on the Phase 2 project status.
- Mike Hart: I am pleased to report that PennDOT 5-0 has approved the UGI report submitted late last year. The Borough has been approved to move forward and has distributed BID packages for the Phase 2 construction project to PennDOT authorized construction companies. The response deadline is 30 days (mid-February 2022). We should be able to begin construction in mid-spring (April-May).

BOSS Phase 2 Groundbreaking Ceremony

- Brian Hoffa: Now that we have approval, I'd like to set a date for a Phase 2 Groundbreaking Ceremony and begin working to organize the event.
- Sam Loth: I've contacted Julie Larison at the GRCA. She has agreed to involve the Chamber in assisting BOSS/Borough with the Groundbreaking. I have prepared a first draft of invitees to the event. Sam provided a copy of the list to Brian.
- Brian Hoffa: Sam and I will meet shortly to begin working.

BOSS Committee Consensus: Set the Groundbreaking Ceremony for Friday, April 8, 2022 at 1:00PM.

New Town Center Redevelopment Project (NTC)

D&E Consultants D-1 Form-based Code Ordinance

- Brian Hoffa: D&E has provided me with two (2) new color renderings and a 3rd draft of the new FBC Ordinance.
- Merlin Weaver: Is there a deadline for reviewing this ordinance?
- Robert Metzger: The 3rd draft and renderings should be distributed to all appropriate parties. These include Council, the Planning Commission and BOSS.
- Brian Hoffa: I will send out the information to all.

Design Guidelines for the Form-based Code Ordinance

- Sam Loth: Design guidelines are needed as a companion to the final code changes. This requires a Sub-committee to draft guidelines and should be made up of community volunteers, some business owners, some residents along with the Borough Steering Committee/BOSS members.
- Robert Metzger: Let's ask other members of Borough Council and the Planning Commission if there are any volunteers to Chair this Sub-committee?

- Sam Loth: I suggest a simple 'job description/goals' document for this purpose. Any person volunteering to Chair or serve on this Sub-committee should have the benefit of 'guidelines' for the project. I will research the need and report to BOSS at the February 17, 2022 meeting.

BOSS TEAMS

BOSS Promotion & Publicity Team

Promotional Event with SS Fire Company

- Brian Hoffa: I will be attending a meeting with the Fire Company on February 6, 2022 to discuss a joint event for spring. Any event planned should occur after the April 8th Groundbreaking Ceremony.

BOSS Design & Rehabilitation Team

2022 Design Team Workplan

- Sam Loth: Lisa Gantner has agreed to Chair this Team. She is currently recruiting volunteer members and developing a work plan for 2022. Lisa stated that she should have a basic work plan in place by our February 17, 2022 meeting.

OLD BUSINESS

Small Cell Tower Regulating Ordinance

- Sam Loth: Asked whether the ordinance regulating mini-cell towers is ready for Borough Council to debate?
- Mike Hart: The Borough Solicitor is working on this.
- Sam Loth: This is a very important issue. If Sinking Spring Borough doesn't protect itself from this type of blighting influence, the community could suffer permanently. Mini-cell towers, satellite dishes, conventional TV antennae and other blighting influences like this should be regulated so that they cannot be seen by pedestrians from the principal sidewalks. BOSS recognizes that technology advancements must be allowed however, outside companies should not have carte blanche to install these receivers/transponders, etc. wherever suits their convenience and reduces costs to them at the expense of the community's efforts to revitalize. I advise a stronger approach to this issue. I also suggest that these anti-blighting regulatory ordinances be incorporated into the New Town Center D-1 FBC Ordinance being written by D&E.

RATS Committee Open Membership Position

- Sam Loth: Last month we learned that RATS had an open seat and that Brian Hoffa was applying for that seat. Is there an update?
- Brian Hoffa: As of the County Commissioners meeting in December 2021, Brian Hoffa has been appointed to the RATS Committee. The three main issues the Committee works on are 'Highway Transit', 'Bridges' and 'Local Roads'.
- Sam Loth: Congratulations to Brian. This is an excellent development and will benefit the Borough over time.

[BOSS Website Design & Development](#)

- Merlin Weaver: Marshall Pickard is in attendance tonight. As we develop the new website design are there ways for BOSS to monetize its site activities?
- Marshall Pickard: Advertising by businesses can provide revenue. For example, BOSS may wish to charge a fee to Borough businesses for display ads on the 'Business Directory' page.
- Jaime Perez: To obtain as much buy-in for the website by Borough businesses, I advise that business listings be complimentary.

[Façade Improvement Grant Application](#)

- Sam Loth: I sent out eight (8) notices to the applicants for façade projects that could not be granted due to lack of funding in the Round 1 program. Of these, three (3) applicants have responded with letters of support and intent. We await further responses.

NEW BUSINESS

[BOSS Work Plan & Budget for FY-2022](#)

- Sam Loth: Bernie Campbell has provided some samples of work plans and budgets for BOSS. We have completed this exercise in the past however, these activities were mainly ceremonial since the BOSS Committee is not self-funded. I have also included a 2011 BOSS Budget and a 2016 BOSS Work Plan for review.

[BOSS List of Grants & Timeline](#)

- Sam Loth: I am developing a List of Grants and a Timeline for FY-2022. This listing will include the DCED Façade Improvement Grant program and the DCED/PennDOT Multimodal Grant programs. While we do have funding to build a surface road for the Columbia Avenue extension, we do not have funding for building the infrastructure under the road nor funding for the amenities "Complete Streets" once the surface road is complete. There may be other grant programs that BOSS or the Borough is interested in.
- Merlin Weaver: The National Association of Realtors (NAR) has a series of project grants that are available to non-profit organizations. I will provide more information to Sam.

[Phase 4 CBD Infrastructure Improvement Project](#)

- Brian Hoffa: I've spoken to Alan Piper at the RATS Committee. PennDOT wants to schedule a meeting between themselves, RATS and Sinking Spring to discuss planning on the Phase 4 project. Once this is accomplished, PennDOT will host a virtual public meeting with the intent to begin final planning for Phase 4 as early as FY-2023.

Adjourn

Motion by Brian Hoffa to adjourn at 8:20 PM. Second by Robert Metzger. Motion passed 4 Yes / 0 No / 3 Absent

NEXT 'LIVE' MEETING

Thursday, February 17, 2022 at 7:00 PM

Borough Council Chambers

A meeting of the Website Design & Development Sub-committee followed the BOSS meeting.