



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

MEETING MINUTES
JANUARY 17, 2023

Call to Order

Bernie Campbell (BOSS VP) called the meeting to order at 7:02 PM at the Borough of Sinking Spring Council Chambers, 3940 Penn Avenue, 19608.

Present

Bernie Campbell (Vice President-Whirley Drinks-ED)
Lisa Gantner (Treasurer-SSB Recreation-D/SCG)
Brian Hoffa (Member-Chair SSB Econ Comm-P)
Robert Metzger (Member-SSB Econ Comm-ED)
Mike Hart (Member-Borough Manager-ED)
Jaime Perez (Member-Keller/Williams Realtor-P)

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

Guest

Anthony Borelli, SSB Resident

A Quorum WAS present.

Election of Officers & Renewal of Terms

MOTION to elect the slate of officers as presented (Merlin Weaver P – Bernie Campbell VP – Lisa Gantner T) by Brian Hoffa. Second by Robert Metzger. Motion Passed 6 Yea 0 Nay 1 Absent. The Officers (Executive Committee) serve a 1-year term beginning January 1, 2023 and ending December 31, 2023.

MOTION to reelect Merlin Weaver for a new 3-year term as a member of the Board of Directors by Lisa Gantner. Second by Robert Metzger. Motion Passed 6 Yea -0 Nay 1 Absent. Merlin will serve a 3-year term beginning January 1, 2023 and ending December 31, 2025.

Approval of Minutes

MOTION to approve the Meeting Minutes of November 17, 2022 by Brian Hoffa. Second by Robert Metzger. Motion Passed 6 Yea 0 Nay 1 Absent.

Treasurer's Report

- Lisa Gantner: Reported that the BOSS General Fund balance is \$2,762.53 as of December 31, 2022. An outstanding check for \$150.00 to reimburse Lisa Gantner for LOCUS membership has not been signed yet by Merlin Weaver.
- Bernie Campbell: I suggest we table the Treasurer's Report for this month and review with a full Board at the February 21, 2023 BOSS Meeting. **Report tabled until February 21, 2023.**

BOSS Monthly Meeting Schedule

MOTION to approve changing the monthly meeting date from the 3rd Thursday to the 3rd Tuesday of each month at 7:00 PM by Lisa Gantner. Second by Mike Hart. Motion Passed 6 Yea 0 Nay 1 Absent.

NOTE: Merlin Weaver and Sam Loth arrived at the Meeting at 7:11 PM.

BOSS PROJECTS

BOSS Forward Website

- Sam Loth: For practical purposes, the test website now posted appears to deliver the objectives of the BOSS Committee completed under contract with Marshall Pickard, Graphic Design.
- Sam Loth: Has the Website Sub-committee worked with Marshall to resolve the items listed in Brian Hoffa's email message of December 2022?
- Mike Hart: Has BOSS spoken with Marshall about acting as a Website Administrator to update and add content to the website?
- Sam Loth: In the contract signed by BOSS and MP, there is a clause that addresses this issue. MP offered to provide administrative services for \$25 per hour.
- Sam Loth: I have two 'Website Project' items to discuss: First, owner updates for our Business Directory will be sent in. Can we install an application to automatically fill data fields rather than have MP perform data entry? This will save time and costs. Second, what is the plan for announcing the launch of our new website?
- Brian Hoffa: We have resolved the issues from our last Sub-committee meeting. I shall contact MP and discuss the administering of the Website.
- Jaime Perez: Yes, answering Sam's questions, there are applications to complete data entry. I would caution MP to add safeguards to any application of this nature.
- Merlin Weaver: Can we add a [Subscribe to BOSS Newsletter] check-box? Having this on the site will steadily grow our email data base.
- Lisa Gantner: We can announce the launch of the BOSS Website on the Borough's Facebook page and also on the BOSS Facebook page.
- Jaime Perez: I can broadcast an announcement widely through my real estate connections.
- Bernie Campbell: How many employees does the Borough currently have? This can be a source of distributing the announcement.
- Robert Metzger: Let's announce the new Website on Facebook first; sort of a soft launch. Then, we can learn what glitches need to be fixed before we announce to Greater Berks.
- **DIRECTIVE:** Sam Loth will draft a short 'squib' to announce the launch of the Website and send this to Lisa Gantner and Jaime Perez for review and editing. This squib will be used on Facebook and within the Borough's employee ranks.
- Robert Metzger: Place a BOSS Website 'link' on the Borough's Website.
- Brian Hoffa: The Website Sub-committee will contact Marshall Pickard to request administrative services for the Website at a cost of \$25 per hour in accordance with our Contract.
- **MOTION to authorize the launch of our new www.bossforward.org website (with soft launch caveats) by Robert Metzger. Second by Merlin Weaver. Motion Passed 7 Yea 0 Nay 0 Absent.**

BOSS Board of Directors Expansion

- Merlin Weaver: The BOSS Committee had several meetings in 2022 that didn't raise a Quorum. I propose we expand the Board to 9 members from 7 members. This will help diversify the Board and improve the potential for a Quorum. Therefore, I've invited Anthony Borelli to attend tonight's meeting and to Nominate him for a seat on the Board.
- Robert Metzger: Before we expand the Board of Directors, why would we want to do this?
- Merlin Weaver: Because of our attendance difficulties and to strengthen the Board with fresh ideas.
- Brian Hoffa: Are we benefitting from more *Members* or are we simply adding more *People*?

- Lisa Gantner: Mr. Borelli or anyone else who wants to become active with BOSS doesn't necessarily mean they need to be a Board member.
- Sam Loth: I'd like to remind the Board that we have operated as a dynamic Committee since 2008. Anyone who had an interest in BOSS attended meetings, voiced opinions and helped shape some of our BOSS Goals & Objectives over the years. The only caveat was that we restricted voting to the 7 core Committee members. The reason we created a Board was to meet qualifications for Foundations and other Nonprofit entities that are Grantors. Lisa is correct that we need volunteers to carry out an Action Agenda that directs completion of some project activities listed in the BOSS 3-Year Project Matrix.
- Merlin Weaver: Our BOSS vision is to be inclusive and to grow the organization through volunteers.
- Bernie Campbell: If we expand the Board from 7 members, we will need to identify two new Board candidates because the structure of the Board must include an ODD number of Board members for voting purposes.
- Bernie Campbell: If the Board consensus is to introduce new and fresh ideas, I will relinquish my seat to Mr. Borelli or another candidate if that would help. I can stay involved in the Revitalization as a working volunteer.
- **MOTION to expand the BOSS BoD to 9 Members by Merlin Weaver. Second by Lisa Gantner.** A roll call vote was conducted; Merlin-Yea, Bernie-Nay, Lisa-Nay, Brian-Nay, Robert-Nay, Mike-Nay, Jaime-Yea. Motion Failed 2 Yea 5 Nay 0 Absent.

BOSS Business Alliance Organizing

- Sam Loth: The BOSS Committee is gratified with Mr. Borelli's interest in volunteering. I believe that BOSS needs to activate the stakeholders in the Borough and create volunteer momentum. I am requesting that Anthony Borelli work together within BOSS to organize and initiate a BOSS Business Alliance. I suggest starting with Penn Avenue businesses because this is our primary mandate. Once established, the Alliance can be opened to all SSB businesses.
- Anthony Borelli: I will be happy to volunteer with BOSS to accomplish this Goal.
- Merlin Weaver: I will offer support to the Sub-committee as conditions permit.
- Jaime Perez: I volunteer to head up the Business Alliance organizing.
- **Sam Loth: Thank you. The Business Alliance Sub-committee will be led by Jaime Perez. Sub-committee members include Anthony Borelli and Merlin Weaver. Sam Loth will support the Sub-committee as BOSS Coordinator.**
- Robert Metzger: Sam, please add the Business Alliance Sub-committee organizing to the monthly BOSS Agenda.
- **DIRECTIVE:** Sam draft 'talking points' to be used when personally visiting Penn Avenue business owners.

BOSS 3-Year Action Plan & Grant Timeline Planning

- Sam Loth: I have provided you with a draft of the 3-Year Project Matrix Plan and a draft of the 3-Year matching Grant programs that may be appropriate.
- Robert Metzger: The Committee has not had an opportunity to deeply review the Matrix and Grant listings.
- **DIRECTIVE:** Sam continue to refine the Projects and Grant Programs affiliated and bring in a final draft list of Projects and Grant Applications recommended for FY-2023 submission. Present this document at the February 21st meeting of BOSS.

BOSS CENTRAL BUSINESS DISTRICT INFRASTRUCTURE IMPROVEMENT PROJECT (CBD-IIP)

Phase 2-A & 2-B 'Swing' & 'Full' Construction Projects

- Mike Hart: PennDOT has temporarily halted construction on Phase 2-A to address issues that have arisen. There is no restart date at this time.
- Sam Loth: Mike Hart and I prepared the documents package for distribution to HUD and Rep Chrissy Houlahan's office. This is a requirement of the Phase 2-B Community Project Funding grant.
- Bernie Campbell: Do we now have the necessary funds to finish Phases 2-A and 2-B?
- Mike Hart: Yes, we have extended the grants already awarded for Phase 2-A/B and 3-B however, inflation is a serious problem.

Phase 3 – Main Street Through-Road (Columbia Avenue to Shillington Road)

- Sam Loth: PennDOT is currently reviewing how it plans to provide access from Shillington Road to five existing businesses including McDonalds, Senda Auto Sales, Jiffy Lube, the SS Car Wash and SS Laundromat. There is a likelihood that PennDOT will want to construct a new Ingress/Egress driveway at/near the SS Laundromat location. This keeps the original PennDOT Option 3 Design Plan in place and provides the Shillington Road link

to our proposed new through-street 'Main Street'. We will need to decide which grant programs to utilize for additional Phase 3 funding.

- Sam Loth: Phase 3 includes Phase 3-A (Infrastructure), Phase 3-B (At-grade Construction) and Phase 3-C (Complete Streets Design & Amenities). The initial estimate for each of the three sub-phases is \$1 Million Dollars. The total preliminary estimate therefore is \$3 Million Dollars for Phase 3 complete.

[Phase 4 PennDOT Redesign of Penn/Shillington/Mull Intersection](#)



[Compromise Final Design Plan](#)

- BOSS Committee Consensus is to accept the PennDOT Phase 4 "intersection" design (with some caveats). The new Ingress/Egress driveway from Shillington Road will be paid for cooperatively; PennDOT/Borough. This requires BOSS to find additional funding to participate in Phase 4-A construction funding.

- Sam Loth: On December 8th, Jaime Perez, Mike Hart and I had a zoom conference call with Ken Pick, ED Berks Redevelopment Authority. Ken listened to our history of PennDOT's rescinding its promise to fund the entire Phase 4 project.
- Ken Pick: Quote-"There is no money in the current Authority budget to fund the estimated \$400,000 needed to acquire two Shillington Road residences, assist the disposition of tenants and demolish the structures to make room for new Ingress/Egress driveway construction. I will have to see if it's possible to find funding."
- Sam Loth: Quote-"The project won't be built until 2025 which gives Ken time to plan for the expenditure."

New Town Center Redevelopment Project (NTC)

D&E Consultants D-1 Form-based Code Ordinance (Final Draft)

- Merlin Weaver: What needs to be done to approve the D&E Zoning Ordinance?
- Brian Hoffa: The final draft of the Ordinance must be approved by the SS Planning Commission, then to Borough Council for approval and finally to the Berks County Planning Commission for their final approval. I will shepherd this process and provide details at our February 21st BOSS meeting.
- Sam Loth: I remind the Board that a Design Guidelines document must be completed and approved for the New Town Center D-1 zone. This document shall be the basis for Design Guidelines in the NTC and in the remainder of Penn Avenue Streetscape Enhancement Projects.
- Robert Metzger: There are new members of the Planning Commission. I will talk with these new members about volunteering for the BOSS Committee (Design Team & More).

Imagine Berks Plan / Eastern Berks Comprehensive Plan

- Jaime Perez: I am involved with the 'Housing Sub-committee' of Imagine Berks. Many components of this Plan are compatible with the BOSS Vision for SSB. The Comp Plan includes Shillington, Kenhorst, Spring Twp, Sinking Spring, West Reading and Wyomissing.
- **DIRECTIVE:** Sam Loth send a copy of the LUPTAP Study to Jaime Perez.

New Business

BOSS 2023-2025 Façade Improvement Grant Program

- Sam Loth: The PA Department of Community & Economic Development (DCED) has awarded the Borough a Round-2 Façade Program Grant totaling \$50,000. Further, the grant contract allows for reimbursable activities to begin on January 15, 2023 and operate through June 30, 2025.

Adjourn

MOTION to adjourn the BOSS Committee meeting at 8:30 PM by Brian Hoffa. Second by Jaime Perez. Motion Passed 7 Yea 0 Nay 0 Absent.

NEXT 'LIVE' MEETING

Tuesday, February 21, 2023 at 7:00 PM
Borough Council Chambers