



Borough of Sinking Spring
BOSS FORWARD
REVITALIZATION COMMITTEE
3940 Penn Avenue
Sinking Spring, PA 19608
M: (484) 269-4902
samloth@comcast.net

Web: www.bossforward.org FB: www.facebook.com/boss2020/

SINKING SPRING
BOSS FORWARD REVITALIZATION COMMITTEE
BOARD OF DIRECTORS

MEETING MINUTES
FEBRUARY 21, 2023

Call to Order

Jaime Perez (BOSS BoD) called the meeting to order at 7:00 PM at the Borough of Sinking Spring Council Chambers, 3940 Penn Avenue, 19608.

Present

Jaime Perez (Member-Keller/Williams Realtor-P)
Brian Hoffa (Member-Chair SSB Econ Comm-P)
Robert Metzger (Member-SSB Econ Comm-ED)
Mike Hart (Member-Borough Manager-ED)
Sam Loth (BOSS Coordinator)

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

Absent

Merlin Weaver (President-Compass Realty-ED) Authorized
Bernie Campbell (Vice President-Whirley Drinks-ED) Authorized
Lisa Gantner (Treasurer-SSB Recreation-D/SCG) Authorized

Guest

Tammy Rider (Borough Resident-Borough Planning Commission) Ms. Rider was invited to sit with the BoD.

A Quorum WAS present.

Approval of Minutes

MOTION to approve the Meeting Minutes of January 17, 2023 by Brian Hoffa. Second by Mike Hart. Motion Passed
4 Yea 0 Nay 3 Absent.

Treasurer's Report

- Robert Metzgar: Lisa Gantner is not present this evening.
- Sam Loth: Simply table the Treasurer's Report to the March 21, 2023 BOSS meeting. **Report tabled until March 21, 2023.**

BOSS PROJECTS

BOSS Forward Website (www.bossforward.org)

- Sam Loth: BOSS authorized a soft launch of our 'test' website in January. BOSS will notify a limited number of the public through the BOSS and Borough Facebook pages and the Borough's Website. Are we now ready to launch and has the Website Sub-committee arranged for website administration and updating?
- Marshall Pickard: I've received all the text and technical updates. I met with Brian Hoffa and we worked out administration and updates cost structure. Brian can report.
- Brian Hoffa: MP Graphics will charge fees as follows:

QUARTERLY CHARGES

- 1. Converting monthly minutes to PDF, uploading to the website, and adding to the minutes page \$25
- 2. Monitoring for WordPress issues and keeping plugins and themes up-to-date.....\$25
- 3. Monthly security scans and database backups.....\$25
- 4. Converting quarterly newsletter mins to PDF, uploading to site & adding to the web page\$15 page

QUARTERLY: \$90.00

HOURLY CHARGES AT \$35 PER HOUR

- 1. Setup Email Account for the Website Contact form and business contact form (approx. 1-2 hours)
- 2. Add new business directory listings or update existing businesses as needed (approx. 1/2 hour per business)
- 3. Additional Pages (2-5 Hours)
- 4. Adding new content such as development updates and news stories (varies)
- 5. Communication with the web host on troubleshooting bugs or hosting issues as they arise (varies)
- 6. Troubleshoot and fix any issues with the website (broken links, pages, website down, etc.) as they arise (varies)

MOTION to accept the fee schedule from MP Graphic Design by Robert Metzger. Second by Brian Hoffa. Motion passed 4 Yea 0 Nay 3 Absent.

- Sam Loth: Merlin Weaver had inquired about a "Sign Up" button for a Newsletter.
- Robert Metzger: Instead of a Newsletter, can we offer BOSS Updates from time to time, no schedule?
- Jaime Perez: The value is in the data collection.
- Sam Loth: Yes, so Marshall will set up a button for "BOSS Updates" to report out when appropriate and collect useful data to further the project!

BOSS Consensus: Yes to the BOSS Updates button as stated!

- Marshall Pickard: Who shall be the recipient of inquiries/other messages?
- Robert Metzger: Inquiries should rightly go to Merlin Weaver, our President. He and the Executive Committee can decide most issues. If not, there is our monthly meeting.

BOSS Consensus: Yes to Inquiry Flow as stated!

- Brian Hoffa: Will we need an Administrator for our BOSS Facebook page?
- Robert Metzger: Let's time this to the website soft launch. Our Facebook page is inactive.
- Sam Loth: After the soft launch, how would BOSS want to initially announce the website to the business community? I suggest mailing a physical announcement to all Borough businesses. Invite them to respond.
- Marshall Pickard: IDEA> We can "Feature" all the businesses that sign up within the first month...for example.
- Mike Hart: I have the latest business contact Census data. We can use this to mail the announcement.
- Jaime Perez: Marshall can set up a 'dialogue box' on the website which businesses can register on in response to the mailer.

BOSS Consensus: Allow the website to percolate for about three months to learn what is working. Then, introduce new ideas and adjustments where needed/wanted.

BOSS Business Alliance

- Jaime Perez: What resources are available from the Borough?
- Mike Hart: We have the contact Census data as I mentioned. That's about it.
- Sam Loth: I have the data base MP used to set up the website business directory.
- Robert Metzger: Let's tie this to the soft launch. We can announce and suggest a business alliance after we learn more about the soft response.

BOSS Consensus: Allow the website to percolate (as above)

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

Phase 2-A 'Swing' Construction Project

- Mike Hart: PennDOT has rejected the Borough's latest application to resume construction on Phase 2-A. As a result of this latest delay, I contacted our new State Senator Judy Schwank and requested assistance. The Senator's aide Tom Gombar is working with me. I'm hoping the Senator can break this bureaucratic logjam.
- Robert Metzger: These delays are infuriating. I wonder if Mike Rebert, 5-0 DE is aware of these delays?
- Jaime Perez: It is very important to demonstrate to the Senator that BOSS supports her expanded jurisdiction. She is opening an office here in the Windmill Road business center off Shillington Road. I volunteer to attend her opening representing BOSS. I just need bullet points for our projects.
- Sam Loth: I'll send you some bullet points.

Phase 2-B 'Full' Construction Project

- Mike Hart: I submitted the documents required by HUD and have contacted the Environmental representative to begin that process. HUD has approved the grant funding and will execute a contract after the environmental review is conducted.

Phase 3 – Main Street Through-Street / Grant Application Timeline

- Sam Loth: There are three construction tasks to accomplish the full Phase 3 project as envisioned.
Phase 3-A - The construction of all infrastructure needed to support a New Town Center 'Main Street'.
Phase 3-B – The laying down of the actual at-grade through street and connections to both nubs.
Phase 3-C – The installation of all Complete Streets elements not already installed.
- Sam Loth: I am recommending that BOSS apply for a second award of Community Project Funding (CPF) through Senator Casey's office. His office has broadcast an invitation to apply from today, February 21st through March 17th. This is a tight window and we will have to work quickly. I will require a preliminary engineering drawing of the through-street and an itemized construction budget for both Phases 3-A and 3-B. It is too early for the final street elements of Complete Streets.
- Mike Hart: This is a very narrow opening. I am not sure that our engineer can accomplish what you will need without slowing down the Phase 2-A project.
- Brian Hoffa: I don't believe we should interfere with our engineer's work on Phase 2-A. This project must be gotten back on track before we can even think about Phase 3.
- Sam Loth: The Borough has had to use all of the \$2.1 Million dollars already awarded to Phase 3 for Phases 2-A and 2-B. Historic amounts of Federal and State funding are available now specifically aimed at infrastructure projects like ours. In order to have funding available in 2025 to build our through-street while PennDOT builds Phase 4 and our connector nub to Shillington Road, we need to apply in FY 2023.
- Robert Metzger: We must focus on Phase 2-A and get it completed.
- Jaime Perez: If Sam were to continue on the path toward an application and could complete it without an impediment to Phase 2-A would that be acceptable to BOSS?
- Robert Metzger: That would be ok with me.

BOSS CONSENSUS: Allow Sam Loth to continue working toward an application for Phase 3-A and 3-B and to request the engineering and estimating work so as not to impede the engineer's work on Phase 2-A.

- Sam Loth: As part of my planning for Phase 3, I want to reach out to the SCTA again about their interest in a Mobility Hub within our project. I'd like to send a letter this time; something they can respond to.
- Robert Metzger: Haven't we spoken with SCTA several times about this? Each time they send representatives to discuss the issue and then we don't hear or see anything from them! Do they still have an interest in a facility here in Sinking Spring?
- Sam Loth: Yes. There is a 'bus transfer' facility noted in the SCTA Strategic Plan.
- Brian Hoffa: I have a contact with the SCTA. I'll reach out.
- Sam Loth: I have all the officer contacts Brian, I'll send them to you.

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

- Mike Hart: The PennDOT design for an entry/exit driveway to provide access to businesses has been shared with the Borough.
- Sam Loth: Is the rear alleyway access design meant to be permanent or will we revert to the original BOSS 2020 design eventually?
- Mike Hart: No, the alleyway access is temporary and yes we will focus on the old roadway design eventually.



230207 Phase 4 PD
Access In-Out Plan.pd

[BOSS 3-Year Project and Funding Plan](#)

- Sam Loth: I'm asking all Board members to review the Projects/Grants Matrix distributed late last week. This is the most comprehensive document we have outlining the projects we've discussed over the past several years plus the latest information on grant programs that may fund the projects.

[New Town Center Redevelopment Project](#)

- Brian Hoffa: The new D-1 Zoning Ordinance has only a few minor changes needed. We've been in touch with D&E Consulting and they will finish up the paperwork.
- Sam Loth: Does the NTC Zoning Sub-committee have a plan to complete the Design Guidelines for D-1?
- Brian Hoffa: The Sub-committee has reviewed templates from other communities to gauge which direction to take with design. We've seen one plan that focuses on building materials, architectural style limitations and more. We've seen another plan that focuses on environmental components such as sidewalk width, street trees and pedestrian amenities.

[Old Business](#)

[Façade Improvement Grant Program](#)

- Sam Loth: I wanted to report that BOSS will research whether other agencies such as the Berks Alliance and the Sherwin-Williams Corporation would like to participate by bringing additional resources to the Borough's program.

[Adjourn](#)

MOTION to Adjourn at 8:15 PM by Robert Metzger. Second by Brian Hoffa. Meeting Adjourned.

NEXT 'LIVE' MEETING
Tuesday, March 21, 2023 at 7:00 PM
Borough Council Chambers