



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
JULY 18, 2023

Call to Order

The meeting was called to order by Merlin Weaver (BOSS President) at 7:05 PM in Sinking Spring Borough Council Chambers, 3940 Penn Avenue, 19608.

Present

Merlin Weaver (President-Compass Realty-ED)
Mike Hart (Member-Borough Manager-ED)
Lisa Gantner (Treasurer-SSB Recreation-D/SCG)
Jaime Perez (Member-Berks Redevelopment Authority-P)
Sam Loth (BOSS Coordinator)

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

Absent

Robert Metzger (Member-SSB Econ Dev-ED)3RD UA
Bernie Campbell (Member-Whirley Drinks-ED)1ST UA
Brian Hoffa (Member-Council Econ Dev-P)1ST UA

A QUORUM WAS PRESENT

Meeting Minutes

Motion to Approve the meeting minutes of May 16, 2023 and June 20, 2023 by Mike Hart. Second by Lisa Gantner. Motion passed 4 Yes - 0 No - 3 Absent.

Treasurer's Report

Lisa Gantner: The balance of our General Fund is \$2,612.63. I have called Rieck's Printing in West Reading and am awaiting a return call. Our last placemat fundraising grossed \$1,215.00 in 2019. The net from that campaign was \$720.00.

Sam Loth: While that doesn't seem like a lot of money, with the exception of Lisa's bookkeeping work, the BOSS Committee still earns income with very little effort.

Consensus: Continue to operate this fundraiser providing Rieck's Printing still offers the program.

Motion to Approve the Treasurer's Report through June 30, 2023. Second by Mike Hart. Motion passed 4 Yes – 0 No – 3 Absent.

BOSS PROJECTS

New Town Center Redevelopment Project

Design Guidelines

- Lisa Gantner: The final draft guidelines are being presented to the SSB Planning Commission the week of July 24th. If approved, the guidelines go to SS Borough Council for final approval.

BOSS Business Alliance

Penn Avenue Outreach

- Merlin Weaver: Sam Loth and I are continuing to develop a strategy for Merlin's Penn Avenue business owner outreach.

Central Business District Infrastructure Improvement Project (CBD-IIP)

Phase 2-A 'Swing' Construction Project

- Mike Hart: The storm water drainage/concrete culverts are proving hard to install because of previous infrastructure that must be moved. Some focus is now on the Cacoosing side of the intersection. We are still on track to complete the project by year's end.

Phase 2-B 'Full' Construction Project

- Mike Hart: ARRO Engineers have preliminary planning near completion.

Phase 3-A Main Street Grant Application

- Sam Loth: The BoD has approved an application to create a preliminary planning document for infrastructure in the proposed new through-street (Main Street). I am researching the PA DCED Municipal Assistance Program and/or the PA Local Share Account and the Berks County Local Share Account Programs.

Phase 3-B SCTA/BOSS Mobility Hub - Intermodal Transportation Center

Next Meeting

- Sam Loth: The SCTA members of the Mobility Hub ad-hoc Group have asked for the 2nd meeting to be held in late August. The following homework is to be accomplished prior to a second meeting:
 - Appoint a representative of the Berks County Planning Commission to the Group.
 - Create a preliminary 'Concept Plan' for a Mobility Hub footprint with an attached municipal building.
 - Direct a 'Concept Plan' toward a three-story Multimodal Transportation Center.
 - Determine a preliminary project schedule based on PennDOT's Phase 4 intersection/driveway construction.
 - Notification to PennDOT that this Mobility Hub is in planning stage.
 - Research funding resources and consider a professional transit consultant.
- Sam Loth: Many of these homework items will be SCTA developed. Brian Hoffa will discuss a schedule, funding resources and the need for a professional transit consultant with Alan Piper.

Phase 4-A PennDOT Redesign of Penn/Shillington/Mull Intersection

- Mike Hart: Ken Pick (Berks County Redevelopment Authority) has designated \$400,000 for the NTC access; to acquire two residential properties along Shillington Road (if required). The PennDOT design for an entry/exit driveway to provide access to businesses has been shared with the Borough. PennDOT may be responsible to build the entire intersection including the in/out driveway to our NTC and possible Mobility Hub – Intermodal Transportation Center.

Old Business

Penn-South Hull Crosswalk Project

- Sam Loth: Mike Hart and I are researching grant programs for this project. We will request approval for a Council Resolution at the August 10th Council meeting.

Façade Improvement Program

- Sam Loth: Presently there are six (6) projects underway. One approved for construction (Stitzer Apartments) and five (5) projects in scoping.

New Business

PA Keystone Communities Program/Other

- Sam Loth: First, Merlin Weaver has volunteered to attend the PA Downtown Center “Community Revitalization” training courses that all designated Managers must attend. The courses focus on Economics and Asset Management, Design, Marketing and more. The courses are spread out over the next 10 months and begin in late July. I recommend that BOSS Motion to have Merlin represent the Borough/BOSS at this training.
- Sam Loth: Second, that the BOSS BoD consider whether to proceed with a Keystone Communities official designation.
- **Motion to designate Merlin Weaver as the official Borough/BOSS representative at all PDC training sessions. Second by Jaime Perez.** Motion passed 4 Yes – 0 No – 3 Absent. *Note: Training fees will be paid by the Borough because they are the member.*
- Jaime Perez: We do have in place a Joint Comprehensive Plan approved by BCPC between West Reading, Wyomissing, Spring Township and Sinking Spring. This can be the basis for a 5-Year Strategic Plan that is a requirement of KC Designees.
- Sam Loth: The most likely KC Designation is “Keystone Community” which includes any municipality not designated, that is using/following the National Main Street and PA State Program components such as Design and Safe-Clean-Green.
- Sam Loth: An important thing to remember; a municipality must have a Full-Time staff manager and a financial plan to pay a Manager over 5 years.
- Lisa Gantner: We should consider acting in the near future as these undertakings take many months/years to complete. Main Street programs can’t solve all problems. For example, West Reading is experiencing a parking problem, especially during festivals like Art on the Avenue.
- Merlin Weaver: COVID helped kill momentum at the Kutztown Folk Festival.
- Jaime Perez: BOSS needs volunteers to host even the most modest promotions.
- Merlin Weaver: I was very impressed at the PDC Conference in Scranton. I heard so many reports on successful ‘small’ projects and events held on annual schedules in these designated communities.
- Lisa Gantner: We would need a Recreation Manager for that kind of activity.
- Jaime Perez: I wonder if BOSS and the Borough could share personnel?
- Sam Loth: As it happens, there is a program called “Blueprint Communities”. Hamburg has had success with this program. It has similar goals of revitalization and allows for any full-time manager to share time between “Redevelopment Work 60%” and other Borough departments “40%”. I am uncertain the program is still operating but I will find out.
- Mike Hart: If that program is operating, BOSS and the Borough should follow those guidelines to begin with.

Borough/BOSS Meeting with Berks Delegation

- Sam Loth: I believe before we take any steps to undertake a higher profile direction with the state agencies, we invite our state and local leaders to a ‘Presentation Meeting’ at which BOSS provides an update to all on our program status and future undertakings.
- BOSS: Invite Senator Schwank, Representative Johanny Cepeda-Freytiz, DCED Regional Manager Fadia Halma and other local leaders e.g. Berks Commissioners.
- **Consensus: Schedule a meeting for Tuesday, November 21, 2023 at 12 Noon at SSB Hall Chambers.**

Adjourn

MOTION to Adjourn at 8:45 PM by Jaime Perez. Meeting Adjourned.

NEXT ‘LIVE’ MEETING
Tuesday, August 15, 2023 at 7:00 PM
Borough Council Chambers