



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

MEETING MINUTES
JUNE 20, 2023

Call to Order

The meeting was called to order by Merlin Weaver (BOSS President) at 7:10 PM in Sinking Spring Borough Council Chambers, 3940 Penn Avenue, 19608.

Present

Merlin Weaver (President-Compass Realty-ED)
Mike Hart (Member-Borough Manager-ED)
Brian Hoffa (Member-Council Econ Dev-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) 2nd UA
Bernie Campbell (Member-Whirley Drinks-ED) A
Lisa Gantner (Treasurer-SSB Recreation-D/SCG) A
Jaime Perez (Member-Berks Redevelopment Authority-P) A

NO QUORUM

Meeting Minutes

Meeting Minutes approval tabled to July 18, 2023.

Treasurer's Report

Treasurer's Report approval tabled to July 18, 2023. Restaurant Placemat Fundraising project report tabled to July 18, 2023.

BOSS PROJECTS

New Town Center Redevelopment Project

Design Guidelines

- Brian Hoffa: The Design Guidelines Sub-committee is using templates from other PA communities. The templates contain text and images. The goal is to leave the guidelines general and flexible to accommodate any type of development proposal.
- Sam Loth: I am delivering a 'Complete Streets' amenity grid to Brian for use by the Sub-committee.
- Merlin Weaver: BOSS will need to develop a marketing presentation to potential developers who are interested in the revitalization process.

SCTA Mobility Hub

Next Meeting

- Sam Loth: The Mobility Hub ad-hoc Group met on May 9th to discuss preliminary thoughts on how, what, when, why in the New Town Center revitalization zone. The following homework is to be accomplished prior to a second meeting in July:
 - 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.

BOSS Business Alliance

Penn Avenue Outreach

- Merlin Weaver: I am volunteering to conduct door-to-door interviews with business owners along Penn Avenue and side streets radiating outward one block from Penn Avenue. It is critical for BOSS to engage personally with business owners if we expect to launch a Business Alliance.
- Merlin Weaver: I would like to prepare a one-page "Topic Review" to use as a template when meeting owners. A printed hand-out with a QR Code to call up our BOSS Website can be left with the owner.
- Brian Hoffa: Merlin can list some ideas for this review and have Mike Hart & Sam Loth refine the "Review".
- Merlin Weaver: The information gathered in face-to-face meetings can update our 'Business Owner Data Base' and provide other topical information to guide BOSS when developing a borough-wide business owner's survey. Should a business owner have a topic outside the purview of BOSS, we would be able to refer that issue to other Borough departments.
- Merlin Weaver: The annual PA Downtown Center conference is being held in Scranton this year. I plan to attend the conference or parts of it to better understand what the PA DCED, and its contracted PDC services are available to BOSS.

Central Business District Infrastructure Improvement Project (CBD-IIP)

Phase 2-A 'Swing' Construction Project

- Mike Hart: Construction continues; the 'sweep' is currently under construction. This section is being built on the American Legion lawn area right-of-way.
- Sam Loth: Can you still finish Phase 2-A by the end of the 2023?
- Mike Hart: Yes, I believe we can still meet that projection.

Phase 2-B 'Full' Construction Project

- Sam Loth: Can we still expect to begin construction on Phase 2-B in the spring of 2024?
- Mike Hart: Yes, I believe we can still meet those projections as well.

[Phase 3-A Main Street Grant Application Timeline](#)

- Sam Loth: The BoD has approved an application to create a preliminary planning document for infrastructure in the proposed new through-street (Main Street). BOSS will ask for a Resolution to apply on behalf of the Borough for a \$25,000 matching grant through the Municipal Assistance Program or the Keystone Communities 'Planning' component/other.

[Phase 3-B SCTA/BOSS Intermodal Transportation Center](#)

- Sam Loth: BOSS, the Borough and the SCTA are in preliminary discussions.

[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. PennDOT may be responsible to build the entire intersection including the in/out driveway to our NTC and possible Mobility Hub.

[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 July 18, 2023 BOSS meeting.

[New Business](#)

[Façade Improvement Program](#)

- Sam Loth: Presently there is one project in scoping; the Stitzer apartment building with storefronts. BOSS and our Architect met with five (5) proposed project owners earlier today.

[Adjourn](#)

MOTION to Adjourn at 8:00 PM by Brian Hoffa. Meeting Adjourned.

[NEXT 'LIVE' MEETING](#)
[Thursday, July 18, 2023 at 7:00 PM](#)
[Borough Council Chambers](#)

