



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

MEETING MINUTES
OCTOBER 17, 2023

Call to Order

The meeting was called to order by Lisa Gantner (BOSS Treasurer) at 7:15 PM in Sinking Spring Borough Council Chambers, 3940 Penn Avenue, 19608.

Present

Lisa Gantner (Treasurer-SSB Recreation-D/SCG)
Robert Metzger (Member-SSB Econ Dev-ED)
Brian Hoffa (Member-Council Econ Dev-P)
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) A
Bernie Campbell (Member-Whirley Drinks-ED) A
Jaime Perez (Member-Berks Redevelopment Authority-P) A

A QUORUM WAS PRESENT

Meeting Minutes

Motion to Approve the meeting minutes of September 19, 2023 by Brian Hoffa. Second by Robert Metzgar. Motion passed 4 Yes - 0 No - 3 Absent.

Treasurer's Report

- Lisa Gantner: The General Fund balance is \$1,647.63. The invoice from Marshall Pickard for website services through September totaling \$965.00 was paid by BOSS.
- Lisa Gantner: Rieck's Publishing is looking into a new 'Restaurant Placemat' product for BOSS Fundraising. Rieck's also publishes 'Community Maps' which may be an option.
- **MOTION to approve the Treasurer's Report by Robert Metzgar. Seconded by Brian Hoffa.**
- Motion passed 4 Yes - 0 No - 3 Absent.

BOSS PROJECTS

New Town Center Redevelopment Project

Design Guidelines

- Brian Hoffa: Unfortunately, Tammy Ryder has moved out of the Borough and cannot continue to Chair this important Sub-committee. The final draft guidelines have been presented to the SSB Planning Commission. No further action has been taken to date.

Form-based Code Ordinance

- Brian Hoffa: The ordinance was sent to the Berks County Planning Commission for review and comment. They have returned the document with several comments which shall be addressed.

BOSS Assembly – November 21st 2023 @ 12:Noon

- Sam Loth: Invitations have been sent out to over 30 Federal, State, County and Local elected officials and key staff members. So far, U.S. Congresswoman Chrissy Houlihan has RSVP'd. She and staff will attend. I have offered Chrissy an opportunity to speak on the Community Project Funding \$1.865 Million grant her office helped award to Sinking Spring.
- Brian Hoffa: Have you and Bernie begun working on the power point presentation? Last year's R-BAR power point was lengthy.
- Sam Loth: We have several previous power point presentations which we will draw upon. We will focus on the present and future NTC development through Smart Growth, Complete Streets and Form-based Code.
- Additional invitations to: Christopher Trickett and Stephanie Kocher, Superintendent & Board President for the Wilson SD. We also invited Fadia Halma, DCED District Director for the Lehigh Valley and Chris Kufro, new PennDOT 5-0 Executive.
- Robert Metzger: Don't forget to add the Village Greens project into the presentation.

Central Business District Infrastructure Improvement Project (CBD-IIP)

Phase 2-A 'Swing' Construction Project

- Mike Hart: Columbia Avenue from Krick Avenue, southwest to terminus will reopen for traffic tomorrow, October 18, 2023. The next portion, Krick to Penn, will begin construction this week. The northwest Cacoosing Avenue portion is 65% complete.
- Sam Loth: I am requesting that BOSS and/or Borough members/staff take some photos of the Phase 2 construction work underway. I can use these for the Nov 21st power point and for the BOSS website.

Phase 2-B 'Full' Construction Project

- Mike Hart: This project is on schedule to be built in 2024.

Phase 3-A Main Street Grant Application

- Sam Loth: The PA DCED Municipal Assistance Program application for \$25,000 will be completed by year's-end. There is no deadline/the local match is 1-1.

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

- Mike Hart: ARRO Engineering has produced a rendering of PennDOT's proposed driveway at Shillington Road and how that driveway would tie into the BOSS 'through-street'.
- Sam Loth: The rendering is accurate to PennDOT's proposal however, it does not line up well with the new 'through-street'. Sam provided two hand-drawn alternatives to the 'through-street' connection.
- Ken Pick (Berks County Redevelopment Authority) has designated \$400,000 for the NTC access; to acquire a twin residential property along Shillington Road. This would allow PennDOT to design an entry/exit driveway that provides access to businesses at Penn/Shillington but also aligns better with the BOSS original official map. This through-street configuration maximizes the space between 'Main Street' and the RR tracks.
- Sam Loth: In order to maximize Ken Pick's purchase of one additional twin structure, the Borough should consider acquiring one more twin structure to properly line up the 'through-street' with the original official map nubs at both Shillington Road and Columbia Avenue.

Old Business

Penn-South Hull Crosswalk Project

- Sam Loth: The PA Local Share Account | Category 4 Facilities Berks County program application was submitted on September 29, 2023. The request was for \$89,000 rounded.

Façade Improvement Program

- Sam Loth: Project 23-01: The Stitzer Apartment building at Penn & Woodrow has received window and door restoration and repainting using a two-color palette approved by BOSS. The copper surrounds and the remaining brick façade are being power-washed.
- Project 23-02: 3935 Penn has been approved for completion. Start date this fall.
- Project 23-03: 3411-3413 Penn needs a color palette decision to complete scoping.
- Project 23-04: 3459 Penn: Styles on the Avenue placed on hold temporarily.
- Sam Loth: Regarding Project 23-05: 3803 Penn Avenue, Paparone's Restaurant, I am loathe to provide funding since the owner, Mr. Robitzer, expects to raze both properties (Paparone's) and its western next door neighboring structure for an office building in the future.
- Lisa Gantner: Vinny recently signed a new 5-year lease on the restaurant property. I believe we should still offer him funding for his 'tenancy' project. The BOSS Committee agreed. Sam will re-activate the application.

New Business

BOSS Designation Status

- Sam Loth: The Committee has approved a PDC DCED Blueprint Communities Program application. The deadline is December 1, 2023. As you are aware, to be designated, the Borough must commit to hiring a full-time downtown manager and have a revitalization committee in place. The program allows for the manager to devote 60% of his/her time to downtown and 40% of his/her time to other borough departments. The designation lasts 10 years.
- Brian Hoffa: Does the BOSS Committee believe that the Borough is ready to hire a downtown manager? Committee consensus is yes, a full-time downtown manager is needed beginning in FY-2024.
- Sam Loth: I have provided to Brian some template job description data for this purpose.

Adjourn

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

NEXT MEETING

Tuesday, November 21, 2023 at 12:00 NOON
BOSS ASSEMBLY WITH LUNCH
Borough Council Chambers