



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

**MEETING MINUTES**  
**SEPTEMBER 19, 2023**

**Call to Order**

The meeting was called to order by Jaime Perez (BOSS BoD) at 7:05 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)  
Jaime Perez (Member-Berks Redevelopment Authority-P)  
Sam Loth (BOSS Coordinator)

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

**Absent**

Mike Hart (Member-Borough Manager-ED) A  
Merlin Weaver (President-Compass Realty-ED) A  
Bernie Campbell (Member-Whirley Drinks-ED) A

**A QUORUM WAS PRESENT**

**Meeting Minutes**

**Motion to Approve the meeting minutes of August 15, 2023 by Brian Hoffa. Second by Lisa Gantner.**  
Motion passed 4 Yes - 0 No - 3 Absent.

**Treasurer's Report**

- Lisa Gantner: The General Fund balance is \$2,612.63. I have an invoice from Marshall Pickard for website services through September totaling \$965.00. Does the Borough or BOSS pay this?
- Sam Loth: The contract for services is between BOSS and MP Graphics; we should pay the fee. The Committee agrees, BOSS pays for MP Graphics services.
- Lisa Gantner: Rieck's Publishing provided a 'Community Map' contact.
- Brian Hoffa: I like this idea. Try a new advertising product. The Committee agrees, pursue a "Community Map" based fundraising product for BOSS and the Borough.
- **MOTION to approve the Treasurer's Report by Brian Hoffa. Seconded by Robert Metzger.**
- Motion passed 4 Yes - 0 No - 3 Absent.

## **BOSS PROJECTS**

### **New Town Center Redevelopment Project**

#### **Design Guidelines**

- Brian Hoffa: The final draft guidelines are completed and ready to be presented to the SSB Planning Commission. We expect to have them ready for this or next month.

#### **Form-based Code Ordinance**

- Brian Hoffa: The ordinance has been sent to the Berks County Planning Commission for review and comment. They have 30 days to complete their review.
- Jaime Perez: Will there be further changes to the ordinance?
- Brian Hoffa: Yes, very likely.

### **SCTA Mobility Hub/BOSS Intermodal Transportation Center**

- Sam Loth: A second meeting of the Ad-hoc Planning Group was held on September 6, 2023. Alan Piper, representing Berks County (Transportation) interests attended. The following tasks/next steps were assigned:
  - SCTA: Advance the preliminary design of the Mobility Hub & Additional Services
  - BORO: Advance the preliminary design of the municipal complex
  - BOSS: Advance the design of a NTC Parking Garage & Intermodal Services
- Sam Loth: Mike Hart will contact Fred Levering; BOSS drafts a letter to the Schuylkill Valley Metro organizing committee requesting a review of passenger rail service through Sinking Spring.
- Sam Loth: As I mentioned previously, a business such as a 'Movie Tavern' or an entertainment center housing multi-adult activities (e.g. concerts, dining, hands-on sports, more) would be appropriate located adjacent to the RR tracks (noise reduction)

### **BOSS Assembly – November 21<sup>st</sup> 2023 @ 12:Noon**

- Sam Loth: I asked some Qs of the Board for the event. Thanks for those responses. I will ready a draft invitation and get it out in the next two weeks.

### **Central Business District Infrastructure Improvement Project (CBD-IIP)**

#### **Phase 2-A 'Swing' Construction Project**

- Mike Hart: Paving on the south side in Oct and the north side in Nov. Open the Penn intersection in Dec.

#### **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 BoD has approved an application to create infrastructure planning for the proposed new through-street (Main Street). The PA DCED Municipal Assistance Program will be the funding program BOSS applies for. There is no deadline/the local match is 50%.

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

- Mike Hart: ARRO Engineering is working on drawings of the proposed PennDOT driveway and how that might be linked to the new through-street and the Columbia Avenue nub.
- Ken Pick (Berks County Redevelopment Authority) has designated \$400,000 for the NTC access; to acquire two residential properties 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.

### **Old Business**

#### **Penn-South Hull Crosswalk Project**

- Sam Loth: This application is underway; PA Local Share Account | Category 4 Facilities Berks County program for funding the crosswalk safety enhancements. Submission by Sep 30, 2023.

### Façade Improvement Program

- Sam Loth: Project 23-01: The Stitzer Apartments at Penn & Woodrow are receiving window and door restoration using a two-color palette approved by BOSS. The copper surrounds and the remaining façade will be power-washed.
- Project 23-02: 3935 Penn has been approved for completion.
- Project 23-03: 3411-3413 Penn has a color palette to complete scoping.
- Project 23-04: 3459 Penn: Placed on hold temporarily.
- Project 23-05: 3803 Penn: Business Owner away through September

### New Business

#### BOSS Designation Status

- Sam Loth: The Committee reviewed the Keystone Communities Program designations in July and the Blueprint Communities Program in August. If BOSS pursues the Blueprint Communities Program, there will be a need to approve a position for a Downtown Manager. 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.
- **MOTION to have Sam apply for the Blueprint Communities Program during this (2023) round of designations.**

#### BOSS Website Design

- Brian Hoffa: Go to West Chester's website. Take a look at the way they do "business listings".

### Adjourn

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

**NEXT MEETING**  
**Tuesday, October 17, 2023 at 7:00 PM**  
**Borough Council Chambers**