



BOSS 2020 REVITALIZATION COMMITTEE  
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**SINKING SPRING**  
**BOSS 2020 REVITALIZATION COMMITTEE**  
**SSB COUNCIL ECONOMIC DEVELOPMENT COMMITTEE**  
**SSB BUSINESS & COMMUNITY ALLIANCE**  
**MEETING MINUTES**  
**JANUARY 19, 2017**

**Call to Order**

Charles Coleman (President) called the meeting to order at 7:00 PM.

**Present:** Charles Coleman (President-D), Bernie Campbell (VP-ED), Lisa Gantner (Treasurer-D), Brian Hoffa (Council Economic Chair-ED), Joe Eways (Sickafus-ED), Merlin Weaver (R/B Assoc. Realtors-ED), Robert Metzgar (Wilson SD-ED), Ken Pick (Berks Redevelopment Authority) and Sam Loth (Community Development Services).

*Note: Teams: ED-Economic, D-Design, P-Promotion.*

Guests: Robert Brodman (Business/Property Owner), Nemat Lotfi (Property Owner), Pete Guerrieri (Business Manager), Brian Covely (Business Owner), Brian Miller (STV Traffic Engineers), Lindsay O'Laughlin (Reading Eagle) and Steve Reinbrecht (SW Berks Blog).

**Approval of Meeting Minutes**

- **Motion by Bernie Campbell** to approve the Meeting Minutes of December 15, 2016 and the Special Meeting of December 29, 2016. **Second by Brian Hoffa.** Motioned passed unanimously.

**Treasurer's Report**

- Lisa Gantner reported a balance in the General Fund totaling \$3,276.30 as of December 31, 2016.
- Sam Loth asked about the \$2 monthly fee that Fulton Bank charges for administering the account?
- Lisa answered that the fee is an 'imaging fee' for printing the monthly report. Lisa doesn't require the printed version and instead uses the online version thereby saving \$2 per month.
- **Motion by Bernie Campbell** to approve the Treasurer's Report. **Second by Brian Hoffa.** Motion passed unanimously.

## Committee-of-the-Whole

### Re-election of Existing Executive Committee

- Sam Loth asked Charles Coleman (P), Bernie Campbell (VP) and Lisa Gantner (T) if they would remain as the sitting Executive Committee through 2017?
- All agreed. **By Acclamation of the BOSS Committee present**, the BOSS 2020 Executive Committee remains in place through December 31, 2017.

### PPL Transmission Line Issue

- Brian Hoffa announced that PPL Electric Utility has decided to withdraw its proposal to route a transmission power line from Spring Township into the Borough of Sinking Spring and through the Borough's CBD.
- PPL has determined a second route option buried under public right of way already established will be the final route choice.
- Joe Eways remarked that PPL made a much more appropriate business decision to avoid further confrontation with the Borough, BOSS 2020 and the Spring Township Citizen's Group.
- Sam Loth said that PPL met with Senator Argall and Representative Cox in Harrisburg several weeks ago and that he and Bob Ludgate believe the elected officials played a major role in PPL's decision to change the transmission line route.
- The BOSS Committee directed Sam Loth to draft "Thank You" letters to the various individuals and agencies involved.

### RACP Governor's Economic Development Projects Program

- Sam Loth reported that Senator Argall's Chief of Staff Christine Verdier sent the BOSS Committee a simple one-page RACP Application to complete and return to the Senator's office.
- Sam completed the form and returned it to the Senator's office. Ms. Verdier included the Sinking Spring request for \$8 Million in RACP funds to complete the entire Sinking Spring "Official Map" Infrastructure Revitalization Plan.
- Ms. Verdier had suggested that if the Borough were ready to start on an official application in January 2017, there would be a line item already established for \$5 Million Dollars that might be available as the funding vehicle.
- Sam reviewed the actions required to file an application right away and concluded that the Borough wasn't ready. However, the BOSS 2020 Committee will review the status of the Borough's need and begin assembling the basics to write a full application late in 2017 for 2018.

### **Tax Increment Financing Program (TIF)**

- Ken Pick remarked on the discussion that occurred at the BOSS 2020 Special Meeting on December 29, 2016 regarding a TIF process for 2017.
- Ken reminded the Committee that he has already made a TIF presentation to Borough Council in November 2016 and is preparing a presentation for the Wilson School District in February or March 2017.
- Ken said that at the Borough presentation, the Council appointed Mike Hart to act as the Borough representative on the TIF Committee.
- Ken stated that the Cabela's Project and the Exeter Commons Project were both funded using (in part) a TIF District.
- In the case of the Cabela's and Exeter Commons TIF Districts, a 20-year term was used to return the investment in infrastructure and land acquisition.
- Ken stated that, in Sinking Spring, the Borough needs to work through all of the PennDOT processes and permits before the Berks Redevelopment Authority can act to move forward on the TIF District designation.

### **STV Engineering Proposal**

- Bob Ludgate, Borough Engineer and BOSS 2020 Engineering & Technical Consultant had previously requested that STV Traffic & Engineering Services provide the Borough with a proposal to complete the engineering for Phases 2, 3 and 4 of the Official Map Plan.
- In so doing, the BOSS Committee would be aiding in completing the requirements of the Berks Redevelopment Authority to move forward on establishing a TIF District.
- Brian Miller stated that STV has completed that proposal and has delivered it to the Borough for further action.
- Sam Loth said that Mr. Ludgate had contacted him earlier in the day to address this issue. Sam has learned that the proposal is in the hands of the Borough Manager and suggested to the BOSS Committee that he report on the proposal to Borough Council at the January 25th Council Workshop Committee Meeting. The Committee agreed and instructed Mr. Loth to attend the Council meeting and report.

### **Additional Actions to Support Land Acquisition, Disposition & Demolition**

- Sam Loth reminded the Committee of the discussion on December 29th and asked how the Berks IDA might be able to support the TIF as a tool toward financing the Official Map Infrastructure Redevelopment Plan?
- Ken Pick answered that BOSS 2020 should act on scheduling a meeting with the County Commissioners to discuss this and other possibilities.
- Brian Hoffa reminded the Committee that creating an outline for a Financial review or analysis should be pursued to support the TIF District proposal and Borough Council's clear understanding of the Official Map's project finances.
- Ken suggested that Financial Analysis numbers could be the report that establishes how the Sinking Spring project guarantees TIF ROI revenue.

- Bernie Campbell suggested that Sam Loth obtain the JDH "Spring Market" Pro-forma analysis for the Spring Market Center development. This would help him to outline a skeleton of a Financial Analysis. Sam agreed.
- Ken added that the Berks Redevelopment Authority could possibly offer some funding resources toward the completion of a Financial Analysis for the BOSS 2020 Official Map Infrastructure Reconstruction & the New Town Center Development Plans combined.

### **Business in Our Sites Grant Program**

- Sam Loth reported that he recently learned that Governor Wolf had replenished the 'Business in Our Sites' Loan Program with an infusion of funding for 2017. He outlined the program purpose and uses and asked the BOSS 2020 Committee for an approval to apply for funding to the Program.

Guidelines dated November 1, 2016

### **Purpose**

The Business in Our Sites Program provides grants and loans for the acquisition and development of key sites for future use by businesses, private developers, and others. The program is administered through the Commonwealth Financing Authority ("CFA"). The program is intended to provide financial assistance to municipalities and others to plan and prepare sites for future use. Projects which require site development assistance where a business has already committed to locating at a specific site or where a private developer has already committed to locating a facility for a specific user may also seek financial assistance under other appropriate programs administered by the Department of Community and Economic Development (DCED).

### **Eligible Uses**

Except as otherwise noted, grant and loan funds may be used for any of the following purposes:

1. Acquisition of land and buildings, rights of way, and easements (loan funds only).
2. Construction or rehabilitation of the following:
  - a. Storm water drainage systems.
  - b. Energy facilities that generate or distribute power, including but not limited to, natural gas and electric transmission lines.
  - c. Sanitary sewer systems, including but not limited to, the construction or repair of sewage collection lines and sewage treatment facilities, including proration of costs for needed off-site facilities.
  - d. Water supply facilities, including but not limited to, construction or repair of ground water sources, water lines, and water storage and treatment facilities, including proration of costs for needed off-site facilities.
  - e. Transportation facilities directly affecting the site of the proposed development including: on-site and off-site road improvements; traffic signals; parking facilities; sidewalks; bridges; rails, including but not limited to, the construction or

rehabilitation of spurs, signals, crossings, and intermodal facilities; and port-related facilities, including but not limited to, dredging, docking facilities, bulkheads, and intermodal facilities.

f. Pipelines to transport natural gas.

g. Information facilities for the transmission of telephone lines, fiber-optic telecommunications lines, and towers for wireless communications.

h. On-site amenities, such as recreational areas, which are reasonably expected to increase the value or attractiveness of the site.

3. Demolition of structures and removal of abandoned foundations.

4. Building Rehabilitation at the discretion of the CFA, funds may be provided if it can be shown that the potential for site reuse will be greater with an existing structure on site (loan funds only).

5. Clearing and preparation of land.

6. Environmental site assessment and remediation.

7. Engineering, design, and inspection costs related to the site. (Maximum of 10% of actual construction costs)

8. Amenities signage, landscaping, and street lighting.

9. Administrative costs, permit fees, legal costs, loan closing costs, and expenses for other professional services. (Minimum of 2%)

10. Site preparation any other costs associated with the preparation of a specific site, at the discretion of the CFA.

**Ineligible expenses** include, but are not limited to:

1. Fees for securing other financing.

2. Interest charges on borrowed funds (although reasonable capitalized interest and direct interest costs related to interim financing may be permitted).

3. Tap-in fees.

4. Unpaid taxes or municipal liens.

5. Costs incurred prior to the approval of the grant and/or loan.

6. Additionally, program funds may not be used for lobbying services. or pay

7. Fines or reparations resulting from lawsuits, citations or regulatory actions.

**MOTION by Bernie Campbell** to seek approval from Borough Council to apply to the Business in Our Sites Program for funding of the entire BOSS Official Map Infrastructure Reconstruction Project. **Second by Lisa Gantner.** Motion passed unanimously.

### **Old & New Business**

#### **PennDOT Federal FAST LANE Grant Program**

- Sam Loth explained that Christine Verdier of Senator Argall's office advised that BOSS 2020 schedule an appointment to discuss this program with Alan Piper, County Transportation Planner. She said that all recommendations for a FAST LANE designation by PennDOT must originate within the local MPO.
- Sam will contact Mr. Piper to schedule the first meeting.

BOSS Business & Community Alliance (BCA) Volunteers

- Sam Loth stated that BOSS outreach to community volunteers for the BCA has begun.

BOSS 2020 Action Plan for 2017

- Sam Loth introduced the draft of the Action Plan to Borough Council at their January 5th meeting.
- A more refined version will be brought to the Council Workshop meeting on January 25th.

Adjourn

- **Motion by Merlin Weaver** to adjourn at 8:30 PM. **Second by Brian Hoffa.**

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**Next Meeting: Thursday, February 16, 2017 at 7:00 PM**  
**Borough Council Chambers**