

Pursuant to due and proper notice in accordance with the Bylaws of the Authority accordance with the Bylaws of the Authority and Statute of the Commonwealth of Pennsylvania, the Board of Directors of the Redevelopment Authority of the City of Titusville met at 12:02 P.M. Monday, December 7, 2015, at 701 E. Spring Street, Bldg. #4, 2<sup>nd</sup> Floor, Titusville, Pennsylvania. Present were: Mrs. Char Ruot – Chairman, Mr. Stephen Coleman – Vice Chairman, Mrs. Jill Neely – Treasurer, Mr. James Becker - TRA Executive Director, Mrs. Deb Eckelberger – Director of Business Outreach, Mrs. Renea Howe – Secretary, Mrs. Laurie Baker – Grant Manager, Mrs. Kristen Kerr – Financial Coordinator, Mrs. Merrilynn Marsh – Grant Writer, Mr. Jason Reagle – Solicitor, Mr. Larry Manross – City Manager, Mrs. Esther Smith – Mayor and Mr. Mark Heim – Lightning Strike Productions.

Mrs. Ruot called the meeting to order at 12:02 p.m.

**1. Public Comments:**

**2. Approval of the Minutes of the November 2, 2015 Regular Meeting and the Treasurers Reports from October 31, 2015.**

With a motion made by Mrs. Neely and a second by Mr. Coleman, the Minutes of the November 2, 2015 Regular Meeting and the Treasurers Reports from October 31, 2015 were accepted as presented. Motion carried.

**3. Bills and Communications:**

**4. Old Business:**

**4.1 Oil Creek Waterways Feasibility Study Update**

Mrs. Marsh stated the last Steering Committee meeting was held on Nov. 4<sup>th</sup> and the overall conclusion from the study done by Mackin Engineering is we are not ready to apply for an official water trail status but we can start implementing some of the recommendations. Mrs. Marsh explained the report is in final draft form and should be finalized by the end of Dec. Mrs. Marsh explained the two main questions were if this project would be financially feasible and physically feasible and the answer was yes to both of them. It would be physically feasible but only seasonal, generally April through June, due to the water levels and it would also be financially feasible because there is public access to the waterway so there will be no additional costs to obtain right of ways.

Mr. Becker explained that TRA also asked Mackin while they were in town, to contact property owners along the 3 possible routes for the trail extension and ask them if they are in favor of the routes and if yes, why or if not, why aren't they. Mr. Becker stated all the property owners have been contacted and we will now have a 3<sup>rd</sup> party report to incorporate into the potential best routes for the trail. The report should be available by the January TRA meeting.

#### **4.2 Downtown Streetlight Project Update**

Mr. Becker stated the Streetlight project is continuing to move forward, the contractor is finalizing the number of poles to be ordered and they should be ordered by the end of December.

#### **4.3 TOP Construction Update**

Mr. Becker stated the PIDA Loan for the 20 Series Project is scheduled to close on 12-15-15, the bank is finalizing the Line of Credit for this project and this will enable the contractors to work through the winter and the project should be completed in the spring.

#### **4.4 Towne Square Update**

Mr. Becker explained the work is continuing, they are in various stages of completion, the hardwood flooring is down in the brewery, the tile is down in the lobby, the restrooms are being finished up, the painting is almost complete, the kitchen equipment is being set and some of the light fixtures are being hung. Fencing should all be removed within the next week and concrete hopefully can be poured on Spring Street in front of the Lobby doors this week also.

### **5. New Business:**

#### **5.1 TRA Board Meeting Schedule for 2016**

Mr. Becker stated the proposed Board meeting schedule for 2016 is

January 4<sup>th</sup> – 12:00 p.m.  
February 1<sup>st</sup> – 12:00 p.m.  
March – 7<sup>th</sup> – 12:00 p.m.  
April 4<sup>th</sup> – 12:00 p.m.  
May 2<sup>nd</sup> – 12:00 p.m.  
June 6<sup>th</sup> – 12:00 p.m.  
July 11<sup>th</sup> – 11:00 a.m. or 12:00 p.m. – First Monday is the 4<sup>th</sup>  
August 1<sup>st</sup> – 12:00 p.m.  
September 12<sup>th</sup> – 11:00 a.m. or 12:00 p.m. – First Monday is Labor Day  
October 3<sup>rd</sup> -12:00 p.m.  
November 7<sup>th</sup> – 12:00 p.m.  
December 5<sup>th</sup> – 12:00 p.m.

After a brief discussion by the Board, the time change would only occur on the September 12<sup>th</sup> meeting due to a conflict of schedules for one of the Board members. The 2016 TRA Board Meeting schedule is as follows:

January 4<sup>th</sup> – 12:00 p.m.  
February 1<sup>st</sup> – 12:00 p.m.  
March – 7<sup>th</sup> – 12:00 p.m.  
April 4<sup>th</sup> – 12:00 p.m.  
May 2<sup>nd</sup> – 12:00 p.m.  
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October 3<sup>rd</sup> -12:00 p.m.  
November 7<sup>th</sup> – 12:00 p.m.  
December 5<sup>th</sup> – 12:00 p.m.

Mrs. Ruot asked for a motion to approve the TRA Board meeting schedule for 2016. With a motion by Mr. Coleman and a second by Mrs. Neely, the TRA Board meeting schedule for 2016 was approved as presented. Motion carried.

## **5.2 Award Bid for 2014 CDBG Residential Demolition**

Mr. Becker stated TRA received 2 bids from Bert Klapec, Inc. at \$27,187 and Rev Hoopes Trucking LLC at \$56,350 for the 2014 CDBG Residential Demolition. The properties included in the 2014 CDBG Residential Demolition are 417,419 May Avenue, 234 Prospect Street and 133 Breed Street. Mr. Becker explained there is the possibility of a fourth property located on Spruce Street to be included in this project if it can be acquired in time. Mr. Becker's recommendation to the Board was to award the 2014 CDBG Residential Demolition to Bert Klapec, Inc. as the low bidder.

Mrs. Rout asked for a motion to award the bid for the 2014 CDBG Residential Demolition to Bert Klapec, Inc. With a motion by Mr. Coleman and a second by Mrs. Neely, the 2014 CDBG Residential Demolition was awarded to Bert Klapec, Inc. as presented. Motion carried.

## **5.3 Adopt Resolution 18-15 – Multimodal Transportation Fund Grant**

Mr. Becker stated Resolution 18-15 – Multimodal Transportation Fund Grant is a resolution requesting a \$1,701,000 grant from the PA Department of Transportation to be used to create access by road and rail to a multitenant building located in the J. Michael Allyn Industrial Complex to allow for the expansion of one of the tenants.

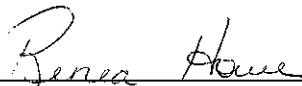
Mrs. Ruot asked for a motion to adopt Resolution 18-15 – Multimodal Transportation Fund Grant. With a motion by Mr. Coleman and a second by Mrs. Neely, Resolution 18-15 – Multimodal Transportation Fund Grant was adopted as presented. Motion carried.


## **6. Other Business:**

## **7. Adjournment:**

Mrs. Ruot asked for a motion to adjourn the meeting. With a motion made by Mr. Coleman the meeting was adjourned at 12:21 p.m.

Respectfully submitted,

  
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Renea Howe  
Recording Secretary

  
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Mr. James E. Come  
Secretary