

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 12:00 P.M. Monday, February 1, 2016, at 701 E. Spring Street, Bldg. #4, 2<sup>nd</sup> Floor, Titusville, Pennsylvania. Present were: Mrs. Char Ruot – Chairman, Mr. Steve Coleman – Vice-Chairman, Mr. James Come – Secretary, Mrs. Jill Neely – Treasurer, Mr. Joe Thompson – Asst. Secretary/Treasurer, Mr. James Becker - TRA Executive Director, 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, Mrs. Mary Hill – Titusville Herald, Mr. Mark Heim – Lightning Strike Productions, Mr. Devon McRae and Ms. Sherry Griswold.

Mrs. Ruot called the meeting to order at 12:00 p.m.

**1. Public Comments:**

**2. Approval of the Minutes of the January 4, 2016 Regular Meeting and the Treasurers Reports from December 31, 2015.**

With a motion made by Mr. Thompson and a second by Mr. Come, the Minutes of the January 4, 2016 Regular Meeting and the Treasurers Reports from December 31, 2015 were accepted as presented. Motion carried.

**3. Bills and Communications:**

<b>3.1</b>	<b>City of Titusville Reimbursement for 2013 CDBG Handicap Curbs</b>	<b>\$22.50</b>
<b>3.2</b>	<b>City of Titusville Reimbursement for 2013 CDBG Handicap Curbs</b>	<b><u>\$1,014.00</u></b>
	<b>TOTAL:</b>	<b>\$1,036.50</b>

Mr. Becker stated the bills for \$22.50 and \$1,014.00 are both to reimburse the City for 2013 CDBG Handicap Curb work done in the downtown.

Mrs. Ruot asked for a motion to approve payment in the amount of \$1,036.50 to the City of Titusville for reimbursement of the 2013 CDBG Handicap Curb work. With a motion made by Mr. Coleman and a second by Mrs. Neely, payment to the City of Titusville in the amount of \$1,036.50 for reimbursement for the 2013 CDBG Handicap Curbs was approved. Motion carried.

**4. Old Business:**

**4.1 Oil Creek Waterways Feasibility Study Update**

Mrs. Marsh stated the final report of the Oil Creek Waterways Feasibility Study has been received. The overall conclusion from the study done by Mackin Engineering is we are not ready to apply for an official water trail status due to not having the map finalized and TRA has not identified a managing entity for the waterway. Mrs. Marsh stated both are in the process of being taken care of and in the meantime TRA will still participate with the action teams.

Mr. Becker stated TRA is in contact with Venango and Crawford County and he and Mrs. Marsh will be meeting with the Chairman of both Commissioner groups to discuss the possibilities as to who may take the leadership roles as the managing entity.

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

Mr. Becker stated the poles, bases, light fixtures and decorative arms have been ordered and the project will continue in the spring.

#### **4.3 2014 CDBG Residential Demolition Project**

Mr. Becker stated the demolition of the 3 houses located at 417,419 May Ave., 234 Prospect and 133 Breed St. are done, the contractor just has to finish up the sidewalks and the 2014 CDBG Residential Demolition Project will be completed.

#### **4.4 TOP Construction Update**

Mr. Becker stated the contractors are back on site and work has begun on Building 16. Concrete has been poured, steel will be delivered by the end of the week and the insulation should be delivered the beginning of next week.

#### **4.5 Towne Square Update**


Mr. Becker explained the general contractor is upstairs laying the subflooring and decking and beginning to frame up the hallway and restroom walls on the 2<sup>nd</sup> & 3<sup>rd</sup> floors. Mr. Becker stated the inspector was there last week and approved a secondary staircase that will exit on Franklin Street which will allow for the elimination of a hallway on the 2<sup>nd</sup> floor that led to the exit on Spring Street. They have begun working on the HVAC on the 2<sup>nd</sup> floor, the old sprinkler system is down and they are in the process of designing the new one. Everything is set to go on the first floor, the beer is in the tanks and the Brewery is waiting to have the final inspection done by the Health Department.

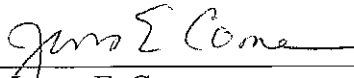
Mr. Becker stated they have found water leaking into the TS building from the roof not being repaired on the adjoining building since the fire. The trusses for that building were delivered shortly after the last board meeting but they have yet to do anything with them. Mr. Manross stated the City has issued the adjoining building owner a deadline of 30 days to have the building completely repaired and if it isn't it will go to court.

#### **5. Adjournment:**

Mrs. Ruot asked for a motion to adjourn the meeting. With a motion made by Mr. Thompson the meeting was adjourned at 12:10 p.m.

Respectfully submitted,

  
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Renea Howe  
Recording Secretary

  
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Mr. James E. Come  
Secretary