

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, January 4, 2016, at 701 E. Spring Street, Bldg. #4, 2nd Floor, Titusville, Pennsylvania. Present were: Mr. James Come – Secretary, Mrs. Jill Neely – Treasurer, Mr. Joe Thompson – Asst. Secretary/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 Mrs. Mary Hill – Titusville Herald.

Mr. Come called the meeting to order at 12:02 p.m.

1. Public Comments:

2. Approval of the Minutes of the December 7, 2015 Regular Meeting and the Treasurers Reports from November 30, 2015.

With a motion made by Mrs. Neely and a second by Mr. Thompson, the Minutes of the December 7, 2015 Regular Meeting and the Treasurers Reports from November 30, 2015 were accepted as presented. Motion carried.

3. Bills and Communications:

3.1	City of Titusville Reimbursement for 2013 CDBG Handicap Curbs	\$1,892.50
3.2	City of Titusville Reimbursement for 2013 CDBG Handicap Curbs	<u>\$8,300.00</u>
	TOTAL:	\$10,192.50

Mr. Becker stated the bills for \$1,892.50 and \$8,300.00 are both to reimburse the City for 2013 CDBG Handicap Curb work done in the downtown.

Mr. Come asked for a motion to approve payment in the amount of \$10,192.50 to the City of Titusville for reimbursement of the 2013 CDBG Handicap Curb work. With a motion made by Mrs. Neely and a second by Mr. Thompson, payment to the City of Titusville in the amount of \$10,192.50 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 edits are all in on the OC Waterways Feasibility Study and TRA is awaiting the final report.

Mr. Becker stated the documentation obtained from the homeowners along the 3 possible routes for the trail extension from Mackin Engineering should soon be ready also.

4.2 Downtown Streetlight Project Update

Mr. Becker stated TRA had the last joint walk through with Penn Dot, Penelec, the City and the contractors and a final agreement on the project had been reached. The poles, decorative bases, light fixture arms and the light fixtures are to be ordered and the project should continue mid to late spring.

4.3 2014 CDBG Residential Demolition Project

Mr. Becker stated the 2014 CDBG Residential Demolition Project was awarded to Bert Klapec, Inc. at last month's meeting. The notice to proceed as been sent out and we expect the demolition to start as early as this week.

4.4 TOP Construction Update

Mr. Becker stated the contractors should be back on site this week or beginning of next week. The additional steel needed for the 20 Series Buildings is expected to be ordered this week. Concrete is being poured in Building 16 and a tenant has been identified for this space. Mr. Becker explained TRA is negotiating with 2 other tenants for the 20 Series Buildings space but nothing has been confirmed. A&MP Electric will also be on site next week to continue the electrical work on the project.

Mr. Becker stated the Line of Credit is in place and the PIDA Loan has closed for this project which will enable the project to continue over the winter.

4.5 Towne Square Update

Mr. Becker explained the contractors are about ready to move upstairs. There are a few finishing touches in the kitchen and lobby area like trim work and some fixtures that still need done but the majority of the work is complete. The main gas line needs connected to finish up the kitchen. Once the contractors move upstairs they will begin laying the subflooring in the restrooms on the 2nd and 3rd floors to then allow for the plumbing and electric to be installed in those areas while the general contractor moves out to begin laying the subflooring on the rest of the floor and adding wall partitions. Mr. Becker stated he had a walk through with the engineers to discuss conference room locations and options to change the layout of some of the hallways to make it more accessible.


5. New Business:

6. Other Business:

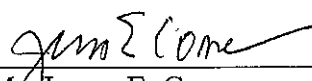
7. Adjournment:

Mr. Come asked for a motion to adjourn the meeting. With a motion made by Mr. Thompson the meeting was adjourned at 12:15 p.m.

Respectfully submitted,



Renea Howe
Recording Secretary



Mr. James E. Come
Secretary