

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, January 5, 2015, at Towne Square, 4th Floor Board Room, 110 West Spring Street, Titusville, Pennsylvania. Present were: Mrs. Char Ruot – Chairman, Mr. Stephen Coleman – Vice Chairman, Mr. James Come – Secretary, Mr. James Nystrom – Treasurer, Mrs. Jill Neely – Assistant Secretary/Treasurer, Mr. James Becker - TRA Executive Director, Mrs. Renea Howe – Staff Secretary, Mrs. Deb Eckelberger – Business Outreach Coordinator, Mrs. Kristen Kerr – Financial Coordinator, Mr. Larry Manross – City Manager, Mrs. Esther Smith – Mayor, and Mr. Jason Reagle – Authority Solicitor.

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

1. Public Comments:

2. Approval of the Minutes of the November 3, 2014 Regular Meeting and Treasurer's Reports of October 31, 2014 and November 30, 2014.

With a motion made by Mr. Coleman and a second by Mr. Nystrom, the Minutes of November 3, 2014 Regular Meeting and the Treasurer's Reports of October 31, 2014 and November 30, 2014 were accepted as presented. Motion carried.

3. Bills and Communications:

3.1	Keystone Building Concepts LLC – TOP 20 Series Buildings	\$216,900.00
3.2	Keystone Building Concepts LLC – TOP 20 Series Buildings	\$103,500.00
3.3	Mayer Bros. Construction – 2013 CDBG E. Spruce St. Project (Paving)	\$141,738.38
3.4	Mayer Bros. Construction – 2013 CDBG E. Spruce St. Project (Drainage)	\$ 29,839.50

Mr. Becker stated the two bills for Keystone Building Concepts LLC were payments #1 and #2 for the general contractor working on the TOP 20 Series Buildings Project and the two bills for Mayer Bros. Construction were for the 2013 CDBG E. Spruce St. Project. The bill for \$29,839.50 was the additional amount needed for the drainage portion of the project due to the extensive work needed and was invoiced to the City of Titusville for payment and then one check was submitted to Mayer Bros. Construction from TRA.

Mrs. Ruot asked for a motion to approve payment to Keystone Building Concepts, LLC and Mayer Bros. Construction. With a motion made by Mr. Come and a second by Mrs. Neely, payments to Keystone Building Concepts for the TOP 20 Series Buildings Project and Mayer Bros. Construction for the 2013 CDBG E. Spruce St. Project were approved as presented. Motion carried.

4. Old Business:

4.1 TOP Construction Update

Mr. Becker stated the TOP 20 Series Buildings Project is moving forward, the framing is complete on building A, B and the Common Area, steel siding is in the process of being put up and the demolition part of the project is almost completed.

Mr. Becker also explained that TIFI has approved applying for a PIDA Loan as a match to the PA First Grant to be able to complete this project.

5. New Business:

5.1 Award Bid for Oil Creek Water Trail Feasibility Study

Mr. Becker explained TRA received 6 bids from Pashek Associates, Gibson Thomas Engineering, Mackin Engineering, Herbert, Rowland, & Grubic Inc., Current Environmental LLC and Environmental Planning & Design for the Oil Creek Water Trail Feasibility Study. The TRA Staff evaluated each bid received by a rating system. Each bidder received points based on a weighted matrix in seven areas – Understanding of Project, Soundness of Approach, Related Project Experience, Knowledge of Area, Past Performance with TRA, Bid Amount within Budget and Personnel. The bidder receiving the most points was Mackin Engineering.

Mrs. Ruot asked for a motion to award the Bid for Oil Creek Water Trail Feasibility Study to Mackin Engineering. With a motion made by Mr. Coleman and a second by Mrs. Neely, the Bid was awarded to Mackin Engineering for the Oil Creek Water Trail Feasibility Study. Motion carried.

5.2 Residential Demolition Project

Mr. Becker explained the Redevelopment Authority acquired 6 properties in July 2014 and 6 more properties in December 2014 for Residential Demolition. The 6 properties purchased in July have now gone out to bid for demolition and they are 205 Barber St., 122 South St., 234 Brook St., 220 Prospect St., 328 Mt. Vernon St., and 812 Church Run Rd. The bid opening will be held on Jan. 16, 2015. Mr. Becker stated letters have been mailed out to the adjacent properties owners to give them first option to purchase these lots and get them back on the tax rolls as quickly as possible. The 6 properties acquired in Dec. will go out to bid once TRA has received all the deeds.

5.3 TRA Board Meeting Schedule for 2015

Mr. Becker stated the 2015 Meeting schedule is as follows:

February 2nd – 12:00 p.m.

March 2nd – 12:00 p.m.

April 6th – 12:00 p.m.

May 4th – 12:00 p.m.

June 1st – 12:00 p.m.

July 6th – 12:00 p.m.

August 3rd – 12:00 p.m.

September 14th – 11:00 a.m. – First Monday is Labor Day

October 5th – 12:00 p.m.

November 2nd – 12:00 p.m.

December 7th – 12:00 p.m.

Mrs. Ruot asked for a motion to approve the 2015 TRA Board meeting schedule. With a motion made by Mr. Come and a second by Mrs. Neely, the 2015 TRA Board meeting scheduled was approved as presented. Motion carried.

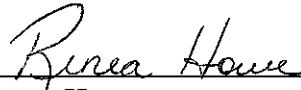
6. Other Business:

Mr. Becker stated the Nothing Happening in Titusville 3 cards have been received and distributed throughout the community. These cards are to inform the community of new businesses in the area, business expansions and growth commitments that are happening in Titusville.

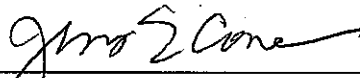
7. Adjournment:

Mrs. Ruot asked for a motion to adjourn the meeting. With a motion made by Mr. Coleman the meeting was adjourned at 12:20 p.m.

Respectfully submitted,



Renea Howe
Recording Secretary



Mr. James Come
Secretary