

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, June 6, 2016, at 701 E. Spring Street, Bldg. #4, 2<sup>nd</sup> Floor, Titusville, Pennsylvania. Present were: Mr. Steve Coleman – Vice-Chairman, Mr. James Come – Secretary, Mrs. Jill Neely – Treasurer, Mr. James Becker - TRA Executive Director, Mrs. Renea Howe – Secretary, Mrs. Kristen Kerr – Financial Coordinator, Mrs. Deb Eckelberger – Director of Business Outreach, Mrs. Merrilynn Marsh – Grant Writer, Mrs. Laurie Baker – Grant Manager, Mr. Jason Reagle – Solicitor, Mr. Larry Manross – City Manager, Mrs. Esther Smith – Mayor and Mr. Mark Heim – Lightning Strike Productions.

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

**1. Public Comments:**

**2. Approval of the Minutes of the May 2, 2016 Regular Meeting and the Treasurers Reports from April 30, 2016.**

With a motion made by Mr. Come and a second by Mrs. Neely, the Minutes of the May 2, 2016 Regular Meeting and the Treasurers Reports from April 30, 2016 were accepted as presented. Motion carried.

**3. Bills and Communications:**

**4. Old Business:**

**4.1 TOP Construction Update**

Mr. Becker stated building #16 is complete; the tenant will be signing the lease within the next week and already has started to move in. The new tenant is expecting to hire 12-15 people. Mr. Becker explained the other 5 spaces are 90% completed with the natural gas work still needing to be done for these spaces. Construction debris has been recently cleaned up and hauled away from the site.

**4.2 Towne Square Update**

Mr. Becker stated work is continuing at Towne Square. On the 2<sup>nd</sup> floor, the HVAC, sprinkler and electric are roughed in, the drywall is up and they are starting the mudding and taping. On the 3<sup>rd</sup> floor, the walls are studded out, sprinklers are going in and the electric is being roughed in as well as the HVAC. Things are moving along but it is a slow process.

Mr. Becker stated there have been several entities that have expressed interest in renting office space in Towne Square so letters have been sent out to get a formal commitment from them to make sure we have enough space.

**5. New Business:**

**5.2 Ratify the bid award for 2014 CDBG Residential Demolition Project – 123 & 666 E. Spruce St. and 422 Brook St.**

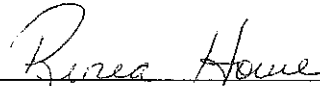
Mr. Becker explained there was an email vote taken, due to time frame restraints, to award the 2014 CDBG Residential Demolition bid to Bert Klapac, Inc. who was the low bidder.

Mr. Coleman asked for a motion to ratify the email vote awarding the 2014 CDBG Residential Demolition Project to Bert Klapec, Inc. With a motion made by Mrs. Neely and a second by Mr. Come, the email vote awarding the 2014 CDBG Residential Demolition Project to Bert Klapec, Inc. was ratified. Motion carried.

**6. Adjournment:**

Mr. Coleman asked for a motion to adjourn the meeting. With a motion made by Mrs. Neely the meeting was adjourned at 12:08 p.m.

Respectfully submitted,



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Renea Howe  
Recording Secretary



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Mr. James E. Come  
Secretary