

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, March 7, 2016, at 701 E. Spring Street, Bldg. #4, 2nd 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. Deb Eckelberger – Director of Business Outreach, Mr. Jason Reagle – Solicitor, Mr. Rick Clayton - Maloney, Reed & Scarpitti, Mr. Larry Manross – City Manager 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 February 1, 2016 Regular Meeting and the Treasurers Reports from January 31, 2016.

With a motion made by Mr. Come and a second by Mrs. Neely, the Minutes of the February 1, 2016 Regular Meeting and the Treasurers Reports from January 31, 2016 were accepted as presented. Motion carried.

3. Bills and Communications:

3.1 Bert Klapec – 2014 CDBG Residential Demolition	\$27,187.00
3.2 City of Titusville - Reimbursement for 2013 CDBG Handicap Curbs	<u>\$2,112.20</u>
TOTAL:	\$29,299.20

Mr. Becker stated the bill for \$27,187.00 is a partial payment to Bert Klapec for the 2014 CDBG Residential Demolition. Mr. Becker explained the remaining funds will be paid to Bert Klapec once the sidewalk work is completed on the properties. The bill for \$2,112.20 is to reimburse the City for 2013 CDBG Handicap Curb work done in the downtown.

Mrs. Ruot asked for a motion to approve payment to Bert Klapec for the 2014 CDBG Residential Demolition in the amount of \$27,187.00 and \$2,112.20 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. Coleman, payment to Bert Klapec in the amount of \$27,187.00 for the 2014 CDBG Residential Demolition and payment to the City of Titusville in the amount of \$2,112.20 for reimbursement for the 2013 CDBG Handicap Curbs was approved. Motion carried.

Mr. Coleman asked if there have been any maintenance costs for the demolition properties and Mr. Becker stated there has not been any additional costs for maintenance so far. He stated some of the adjoining neighbors have been helping take care of the snow removal on the sidewalks when needed. Mr. Becker stated we may start running into issues when the grass needs mowed this summer.

Mr. Manross asked about the property located at 666 E. Spruce Street. Mr. Becker stated TRA's Solicitor and also Mr. Lorenz have been in contact with the property owner and it could still be added on to this demolition project with Klapec.

Mr. Reagle asked for another explanation of the CDBG guidelines regarding the sale of the demolition properties. Mr. Becker explained that the CDBG Program requires that all vacant lots from demolition

with CDBG funds must be appraised and if we sell the lot to a low to moderate income family they have to pay the appraised value of the lot and if the buyer does not qualify as low to moderate income they have to pay the cost of the demolition plus the appraised amount of the lot. If the lots don't sell, the City and TRA will be responsible for them until they do sell.

4. Old Business:

4.1 Oil Creek Waterways Feasibility Study Update

Mrs. Eckelberger stated we are still moving forward on the suggestions from the Feasibility Study. They had a meeting on 2/25/16 with the Venango and Crawford County Planning Commission staff members to discuss the mapping piece. TRA received Crawford County ACT 13 grant funds in the amount of \$1432 to use towards the creation of the Water Trail maps. A managing entity has not been identified yet but that is in motion also and the next meeting will be 3/24/16. Mr. Becker stated he would be meeting with Commissioner Weiderspahn to determine the level of interest from Crawford County as a partner in the managing entity, Venango County as already expressed some interest.

4.2 TOP Construction Update

Mr. Becker stated the work is continuing on Building 16, the contractors are currently working on the siding and roof and they still have two internal walls to separate the buildings. Preliminary drawings have been received from Stiffler McGraw regarding the parking area in front of the buildings and are awaiting preliminary numbers on the curbing, paving and drainage for the parking area.

4.3 Towne Square Update

Mr. Becker explained that the adjoining property owner of the building where the fire originally started still has not repaired the roof from 11 months and 2 weeks ago when the fire happened. The city has been working with the owners and given them a date as to when they are to have that building buttoned up. TRA is at the point where we will have to hold up on some construction and our rebuild efforts until that roof issue is addressed and we will be exploring all our options, including legal options, on how we address this moving forward. Mr. Becker stated he hopes to get this resolved quickly because he doesn't want to pull crew off the site but there is only so far we can go when we are still having water damage through the brick and cinder block walls that are tied directly to the roof issues of the other building. Mr. Becker believes March 12 is the date the owners were given before the building inspector goes back to Amy Nicols' office to drop off papers.

Mr. Becker stated the good news is that the contractors are upstairs and the restrooms on the 2nd and 3rd floors are framed up and the 2nd floor until the northern most space is all framed in. The HVAC on the 2nd floor is almost all roughed in and the 3rd floor is about half way and the framing is started on the 3rd floor also. They are working on finished space for one of the tenants on the 3rd floor lobby building and the sprinkler guys should be in town this week. Mr. Becker stated a very large delivery of drywall should be arriving within the next few days also.

Mr. Becker stated the Brewery should be opening up very soon, they are having volunteers come in to help with a cleaning day and are just waiting for their final health inspection.

5. New Business:

5.1 Presentation of the 2015 Audit by Rick Clayton of Maloney, Reed & Scarpitti

Mr. Clayton explained the 2015 Audit was a clean audit. He stated due to the fire there were a lot of hoops to jump through to get all the supporting documentation and records needed to perform the audit but they were able to work through everything and get the audit completed. The only comment Mr. Clayton had was to make sure with all the ongoing activities and projects TRA does, just be careful not to over extend ourselves.

Mr. Becker thanked Mr. Clayton for his continued relationship with TRA and all the help he provided for our staff following the fire. They were a great help offering their support and also patience as we rebuilt files and gathered the necessary information their firm needed for the audit.

Mrs. Ruot asked for a motion to accept the 2015 TRA Audit. With a motion made by Mr. Thompson and a second by Mr. Coleman, the 2015 TRA Audit was accepted. Motion carried.

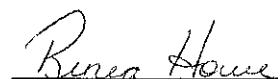
5.2 Advisory Panel

At this time, Mr. Becker asked for the Boards ok to sit on an advisory panel for the agenda that will set the course of material for an Economic Development Course.

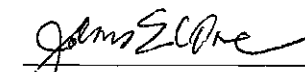
6. Adjournment:

Mrs. Ruot asked for a motion to adjourn the meeting. With a motion made by Mrs. Neely and a second by Mr. Thompson the meeting was adjourned at 12:30 p.m.

Respectfully submitted,



Renea Howe
Recording Secretary



Mr. James E. Come
Secretary