

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, November 2, 2015, at 701 E. Spring Street, Bldg. #4, 2nd Floor, Titusville, Pennsylvania. Present were: Mrs. Char Ruot – Chairman, Mr. Stephen Coleman – Vice Chairman, Mr. James Come - Secretary, Mrs. Jill Neely – Treasurer, Mr. James Becker - TRA Executive Director, Mrs. Deb Eckelberger – Business Outreach Coordinator, Mrs. Kristen Kerr – Financial Coordinator, Mr. Larry Manross – City Manager and Mrs. Esther Smith – Mayor.

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

1. Public Comments:

2. Approval of the Minutes of the October 5, 2015 Regular Meeting and the Treasurers Reports from September 30, 2015.

With a motion made by Mrs. Neely and a second by Mr. Come, the Minutes of the October 5, 2015 Regular Meeting and the Treasurers Reports from September 30, 2015 were accepted as presented. Motion carried.

3. Bills and Communications:

3.1 Beith Associates – Vacant Lot Appraisals 2013 CDBG \$3,150.00

Mr. Becker explained the invoice for Beith Associates is payment for the appraisals of the vacant lots from the CDBG Demolition projects that is now a requirement of the CDBG Program.

Mrs. Ruot asked for a motion to approve payment to Beith Associates for Vacant Lot Appraisals 2013 CDBG. With a motion made by Mr. Coleman and a second by Mrs. Neely, the payment to Beith Associates was approved. Motion carried.

4. Old Business:

4.1 Oil Creek Waterways Feasibility Study Update

Mr. Becker stated the first draft was received from Mackin Engineering, it was revised by the TRA staff and the second draft had been received. The next Steering Committee meeting is scheduled for Wednesday, Nov. 4th at 10 a.m. at Drake Well Museum.

4.2 Downtown Streetlight Project Update

Mr. Becker stated TRA and the Contractor have submitted a request to Penn Dot for the project to be moved to the spring and have not received the approval yet, but Mr. Becker does not foresee any issues with the request. The order for the poles and light fixtures has not been placed yet as they are finalizing the exact number to be ordered.

4.3 TOP Construction Update

Mr. Becker explained we are in a holding pattern right now for the 20 Series Buildings Project while we are waiting for the Lines of Credit to be put in place, the PIDA Loan has been approved but no closing date has been established yet. The subdivisions are complete and have been received from the County.

4.4 Towne Square Update

Mr. Becker stated N. Franklin Street is completely open at this time, it will need to be shut again for a short period of time to allow for the removal of the lift and other equipment that is in the mechanical chase.

Mr. Becker explained there was a light coat of paint applied to the brick walls, the drywall is almost complete, ceilings are being painted, glass is being replaced and the tile is going down in the Brewery entrance and hallway. The tile is being ordered for the Lobby and restrooms and will starting being installed as soon as it comes in.

5. New Business:

5.1 Approve Affidavit for PIDA Loan

Mr. Becker stated the Affidavit is a document required by the State for the PIDA Loan for the TOP 20 Series Buildings Project. The Affidavit verifies the costs already incurred for the project.

Mrs. Ruot asked for a motion to approve the Affidavit for the PIDA Loan. With a motion by Mr. Coleman and a second by Mrs. Neely, the Affidavit for the PIDA Loan was approved as presented. Motion carried.

5.2 Adopt Resolution 15-15 – USDA Loan for Towne Square Rebuild Project

Mr. Becker explained Resolution 15-15 – USDA Loan for Towne Square Rebuild Project is authorizing TRA to request funds up to the amount of \$95,000 from the United States Department of Agriculture under the Rural Business Development Grant Program to rebuild and furnish a community conference center in Towne Square to replace the one lost in the March 18, 2015 fire.

Mrs. Rout asked for a motion to adopt Resolution 15-15 – USDA Loan for Towne Square Rebuild Project. With a motion by Mr. Come and a second by Mr. Coleman, Resolution 15-15 – USDA Loan for Towne Square Rebuild Project was adopted as presented. Motion carried.

5.3 Adopt Resolution 16-15 – NW Savings Bank Line of Credit for TOP 20 Series Project

Mr. Becker explained Resolution 16-15 – NW Savings Bank Line of Credit for TOP 20 Series Project is for a line of credit in the amount up to \$1,250,000 to be used as bridge financing with the PIDA Loan for renovations of buildings within the Opportunity Park.

Mrs. Ruot asked for a motion to adopt Resolution 16-15 – NW Savings Bank Line of Credit for TOP 20 Series Project. With a motion by Mrs. Neely and a second by Mr. Come, Resolution 16-15 – NW Savings Bank Line of Credit for TOP 20 Series Project was adopted as presented. Motion carried with Mr. Coleman abstaining.

5.4 Adopt Resolution 17-15 – NW Savings Bank Line of Credit for Towne Square Rebuild Project

Mr. Becker explained Resolution 17-15 – NW Savings Bank Line of Credit for Towne Square Rebuild Project is for a line of credit in the amount up to \$600,000 to be used as interim financing for the purpose of the Towne Square Rebuild Project.

Mrs. Ruot asked for a motion to adopt Resolution 17-15 – NW Savings Bank Line of Credit for Towne Square Rebuild Project. With a motion by Mr. Come and a second by Mrs. Neely, Resolution 17-15 – NW Savings Bank Line of Credit for Towne Square Rebuild Project was adopted as presented. Motion carried with Mr. Coleman abstaining.

5.5 “Taking Care of Business”

Mrs. Eckelberger explained Taking Care of Business will be a half hour segment every other week on Luke Ruot’s show spotlighting local businesses and giving the business the opportunity to promote the great things that are going on within their company.

6. Other Business:

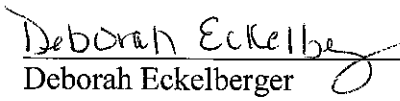
6.1 Vacant Lot Appraisals

Mr. Becker informed the Board of a recent change with the CDBG Program requiring that all vacant lots from demolition with CDBG funds must be appraised. In the past, the lots have been sold to the adjacent property owners by highest bid but now with the new guidelines for CDBG 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. And if the lots don’t sell, the City and TRA will be responsible for them until they do sell.

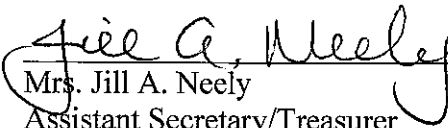
7. Adjournment:

Mrs. Ruot asked for a motion to adjourn the meeting. With a motion made by Mr. Coleman the meeting was adjourned at 12:35 p.m.

Respectfully submitted,



Deborah Eckelberger
Director of Business Outreach



Mrs. Jill A. Neely
Assistant Secretary/Treasurer