

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 07, 2016, at 701 E. Spring Street, Bldg. #4, 2nd Floor, Titusville, Pennsylvania. Present were: Mrs. Char Ruot – Chairman, Mr. Steve Coleman – Vice-Chairman, Mr. Jim Come - Secretary, Mrs. Jill Neely – Treasurer, Mr. Joe Thompson – Assistant Secretary/Treasurer, James Becker - TRA Executive Director, Mrs. Renea Howe – Secretary, Mrs. Deb Eckelberger – Director of Business Outreach, Mrs. Laurie Baker – Grant Manager, Mrs. Merrilynn Marsh – Grant Writer, Mr. Jason Reagle – Authority Solicitor, Mr. Larry Manross – City Manager, Mrs. Esther Smith - Mayor 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 October 3, 2016 Regular Meeting and the Treasurer’s Reports from September 30, 2016.

With a motion made by Mr. Thompson and a second by Mr. Coleman, the Minutes of the October 3, 2016 Regular Meeting and the Treasurer’s Reports from September 30, 2016 were accepted as presented. Motion carried.

3. Bills and Communications:

4. Old Business:

4.1 Towne Square Update

Mr. Becker stated the painting on the 2nd floor should be completed within the week, ceiling grid is going up, tile work in the restrooms on the 2nd and 3rd floor is almost complete, about half of the internal doors have been delivered and the elevator demolition and install begins on Nov. 14th.

5. New Business:

5.1 TRA Board Meeting Schedule for 2017

Mr. Becker stated the proposed Board meeting schedule for 2017 is

- January 9th – 11:00 a.m. ?
- February 6th – 12:00 p.m.
- March – 6th – 12:00 p.m.
- April 3rd – 12:00 p.m.
- May 1st – 12:00 p.m.
- June 5th – 12:00 p.m.
- July 3rd – 12:00 p.m.
- August 7th – 12:00 p.m.
- September 11th – 11:00 a.m. ? – First Monday is Labor Day
- October 2nd -12:00 p.m.
- November 6th – 12:00 p.m.
- December 4th – 12:00 p.m.

After a brief discussion by the Board, no time change is needed so all meetings will be held at 12:00 p.m. The 2017 TRA Board Meeting schedule is as follows:

January 9th – 12:00 p.m.
February 6th – 12:00 p.m.
March – 6th – 12:00 p.m.
April 3rd – 12:00 p.m.
May 1st – 12:00 p.m.
June 5th – 12:00 p.m.
July 3rd – 12:00 p.m.
August 7th – 12:00 p.m.
September 11th – 12:00 p.m. – First Monday is Labor Day
October 2nd – 12:00 p.m.
November 6th – 12:00 p.m.
December 4th – 12:00 p.m.

Mrs. Ruot asked for a motion to approve the TRA Board meeting schedule for 2017. With a motion by Mr. Coleman and a second by Mr. Come, the TRA Board meeting schedule for 2017 was approved as presented. Motion carried.


5.2 Street Light Project Phase 3 – Martin/Diamond

Mr. Becker stated the Street Light Project phase 3 base bid will include lights on South Martin, South Franklin and Diamond with 4 alternate bids to include 2 additional lights on South Martin St., 3 additional lights on North Franklin, 3 lights on Water Street and 1 light on E. Mechanic Street. This project will go out to bid Nov. 9th, walkthrough Nov. 15th and bids will be due on Nov. 30th.


6. Adjournment:

Mrs. Ruot asked for a motion to adjourn the meeting. With a motion made by Mr. Thompson the meeting was adjourned at 12:09 p.m.

Respectfully submitted,



Renea Howe
Recording Secretary



Mr. James E. Come
Secretary