

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 11:00 A.M. Monday, September 14, 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, Mr. Joseph Thompson – Assistant Secretary/Treasurer, Mr. James Becker - TRA Executive Director, Mrs. Deb Eckelberger – Business Outreach Coordinator, Mrs. Renea Howe – Staff Secretary, Mrs. Kristen Kerr – Financial Coordinator, Mrs. Laurie Baker – Grant Manager, Mrs. Merrilynn Marsh – Grant Writer, Mr. Jason Reagle – Authority Solicitor, Mr. Larry Manross – City Manager, Mrs. Esther Smith – Mayor, Mrs. Mary Hill – Titusville Herald and Mr. Mark Heim – Lightning Strike Productions.

Mrs. Ruot called the meeting to order at 11:02 a.m.

1. Public Comments:

2. Approval of the Minutes of the August 3, 2015 Regular Meeting and the Treasurers Reports from July 31, 2015.

With a motion made by Mr. Thompson and a second by Mr. Come, the Minutes of the August 3, 2015 Regular Meeting and the Treasurers Reports from July 31, 2015 were accepted as presented. Motion carried.

3. Bills and Communications:

4. Old Business:

4.1 Oil Creek Waterways Feasibility Study Update

Mrs. Marsh stated the second public meeting was held on August 13 at Drake Well Museum. Mackin Engineering has their field reviews done and they will be submitting the drafts of their reports and recommendations and the final steering committee meeting is planned for mid-October. At that time the steering committee will be forming action teams to start implementing the plan. The Feasibility Study should be wrapped up by the end of October.

4.2 Downtown Streetlight Project Update

Mr. Becker stated there was a preconstruction meeting on Aug. 6 with PennDot, Penelec, the City, TRA and Engineers representing TRA and PennDot. Mr. Becker explained there will be another meeting on Sept. 23rd to walk the project again to make sure they have the right number of poles and also look at options for additional poles. The contractor can then place the order for the poles and light fixtures, get the poles painted and store them over the winter in town so construction can begin early spring. Mr. Becker explained that due to the lag time in inventory when placing the order, TRA, the contractor and the City will submit a letter to PennDot and Penelec requesting for a contract extension to allow the project to extend into the spring.

4.3 TOP Construction Update

Mr. Becker explained the 20 Series Buildings are 99% completed. The steel roof and exterior walls the whole way around are completed, they are constructing a firewall between Building A & B and the garage doors and man doors are being installed. Mr. Becker stated all the paperwork has been submitted for the PA First Grant to close it out with the State. The Authority is negotiating with PIDA for the second piece of financing for this project.

Mr. Becker stated there has been drilling taking place in front of Building 63 which is Altarnamats/Checkers for a concrete pad that will hold 4 plastic silos for raw materials. The project with Checkers is moving forward quickly and they plan to have a new machine up and running by early spring.

4.4 Towne Square Update

Mr. Becker stated the roof is complete over Towne Square and the Fiely's building. They are hanging gutters and lifted a manlift down into the mechanical chase on the inside of the building to work on the installation of the HVAC. Mr. Becker stated the crane work should be done within a few days. On the first floor, the Brewery itself, the kitchen and the Lobby building are all framed out, the electric has been roughed-in for all 3 spaces, there is a meeting scheduled with fire suppression on Sept. 15th to discuss locations of fire alarms and the hood in the kitchen and once that is determined the contractors will start installing drywall.

5. New Business:

5.1 Adopt Resolution 09-15 – Residential Anti-Displacement & Relocation Plan

Mr. Becker explained Resolution 09-15 – Residential Anti-Displacement & Relocation Plan is a requirement by the CDBG Program that each applicant must adopt, make public and certify that they are following this plan. Mr. Becker stated this Resolution is a replacement for the one lost in the March 18th fire.

Mrs. Ruot asked for a motion to adopt Resolution 09-15 – Residential Anti-Displacement & Relocation Plan. With a motion made by Mr. Coleman and a second by Mr. Thompson, Resolution 09-15 – Residential Anti-Displacement & Relocation Plan was adopted as presented. Motion carried.

5.2 Adopt Resolution 10-15 – MBE/WBE Policy Statement

Mr. Becker explained Resolution 10-15 – MBE/WBE Policy Statement is that the Authority agrees to promote the opportunity for full participation by minority and women's business enterprises in all housing and community development programs receiving funds from the PA Department of Community Affairs. Mr. Becker stated this resolution is a replacement for the one lost in the March 18th fire.

Mrs. Ruot asked for a motion to adopt Resolution 10-15 – MBE/WBE Policy Statement. With a motion made by Mr. Thompson and a second by Mr. Coleman Resolution 10-15 – MBE/WBE Policy Statement was adopted as presented. Motion carried.

5.3 Adopt Resolution 11-15 – TRA Code of Ethics

Mr. Becker explained Resolution 11-15 – TRA Code of Ethics is outlining the expected conduct of its employees and members in regards to the administration of public funds and is needed to comply with the PA Public Official and Employee Ethics Act. This resolution is a replacement for the one lost in the March 18th fire.

Mrs. Ruot asked for a motion to adopt Resolution 11-15 – TRA Code of Ethics. With a motion made by Mr. Come and a second by Mr. Thompson, Resolution 11-15 – TRA Code of Ethics was adopted as presented. Motion carried.

5.4 Adopt Resolution 12-15 – Cooperation Agreement with the City of Titusville

Mr. Becker explained Resolution 12-15 – Cooperation Agreement with the City of Titusville is allowing the Authority with the cooperation of the City to undertake, develop, and carry out the programs of the Department of Community and Economic Development, Commonwealth of Pennsylvania. The City of Titusville will also be passing a Resolution regarding the Cooperation Agreement at their next Council meeting. This resolution and agreement are replacements for the ones lost in the March 18th fire.

Mrs. Ruot asked for a motion to adopt Resolution 12-15 – Cooperation Agreement with the City of Titusville. With a motion made by Mr. Coleman and a second by Mr. Thompson, Resolution 12-15 – Cooperation Agreement with the City of Titusville was adopted as presented. Motion carried.

5.5 Adopt Resolution 13-15 – NW Savings Bank Line of Credit

Mr. Becker explained Resolution 12-15 – NW Savings Bank Line of Credit will be used as bridge financing with PIDA Loan for renovations of buildings within the Titusville Opportunity Park. The line of credit in the amount up to \$600,000 will be tax exempt.

Mrs. Ruot asked for a motion to adopt Resolution 13-15 – NW Savings Bank Line of Credit. With a motion made by Mr. Thompson and a second by Mr. Come, Resolution 13-15 – NW Savings Bank Line of Credit was adopted as presented. Motion carried with Mr. Coleman abstaining.

5.6 Award Electrical Bid for Titusville Towne Square Rebuild

Mr. Becker stated TRA received two bids, one from Cox & Kanyuck Electric, LLC and one from A&MP Electric, Inc. for the Electrical work at Towne Square. Each company was scored on seven different criteria such as Understanding of Project, Soundness of Approach, Related Project Experience, Knowledge of Building, Past Performance with TRA, Lump Sum Bid Amount and Personnel (hourly costs). Cox & Kanyuck Electric scored 595 out of 1000 and A&MP Electric scored 787.5 out of 1000, therefore Mr. Becker's recommendation to the Board was to award the bid to A&MP Electric.

Mrs. Ruot asked for a motion to Award the Electrical Bid for Titusville Towne Square Rebuild to A&MP Electric. With a motion made by Mr. Coleman and a second by Mr. Thompson the Electrical Bid for Titusville Towne Square Rebuild was awarded to A&MP Electric. Motion carried.

6. Other Business:


6.1 Veteran Recruitment in NW PA

Mr. Becker stated he has been involved with the Veteran Recruitment Program in NW PA with the Northwest Commission and Recruit Military. Mr. Becker explained that Recruit Military is a military to civilian recruiting firm which offers a transition assistance program to veterans and helps them build resumes, interview skills and explains benefits and VA eligibility. Recruit Military then downloads all these resumes and makes them available to all the companies in NW PA that have job openings posted with this firm. Mr. Becker stated the NW Commission has contracted with Recruit Military under the agreement of them being the one company representing NW PA and allowing all the companies in the eight counties of Clarion, Crawford, Erie, Forest, Lawrence, Mercer, Venango and Warren to have 1 year access to post their job openings. This program will help fill the gap that is currently present in NW PA between the employers and a workforce with the skill sets most desired by them.

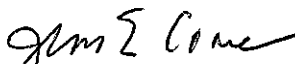
7. Adjournment:

Mrs. Ruot asked for a motion to adjourn the meeting. With a motion made by Mr. Coleman and a second by Mr. Thompson the meeting was adjourned at 11:30 a.m.

Respectfully submitted,



Renea Howe
Recording Secretary



Mr. James C. Come
Secretary