



Charlene P. Ruot
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Titusville Redevelopment Authority

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**May 6, 2019 Meeting
of the
Titusville Redevelopment Authority
A G E N D A**

1. **PUBLIC COMMENTS:** At this time, the Authority Board will hear comments from the public in attendance. Individual speakers will be limited to 5 minutes and must be recognized by the Chairman prior to their presentation. Topics must be germane to the business of the Authority and presented in an informational format. Authority members will be free to respond or comment once given the floor by the Chairman. To do so or not will be at their sole discretion. The Chair will permit no attempts at “cross examination” of Authority Members by members of the public.
2. **Approval of the Minutes of the February 4th, 2018 Regular Meeting and the Treasurer’s Reports.**
3. **PROJECT BILLS AND COMMUNICATIONS:**
 - 3.1 Stiffler McGraw & Associates, Inc. - Martin Street Bike Trail Project \$1,049.00
4. **OLD BUSINESS:**
 - 4.1 TRA Projects
 - A. C2P2 Grant - Queen City Trail to Town Route Project –Update
 - B. Keystone Communities Retail Incubator
 - 4.2 Titusville Opportunity Park Update
 - 4.3 Towne Square Update
5. **NEW BUSINESS:**
 - 5.1 Ratify Previous Email Vote to Award Retail Incubator Project Engineering Contract to Stiffler McGraw & Associates, Inc.
 - 5.2 Resolution 01-19 Open Project Checking Account at Farmers National Bank
 - 5.3 Resolution 02-19 Update Procurement and Contracting Policy
 - 5.4 Resolution 03-19 Lorraine H. Baker to Sign as Executive Director of TRA
6. **OTHER BUSINESS:**
 - 6.1 TRA Meeting Reminder: August 5th, 2019 12:00pm
7. **ADJOURNMENT:**

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, May 6, 2019, at 110 W. Spring Street, Towne Square, 2nd Floor, Titusville, Pennsylvania. Present were: Ms. Char Ruot – Chairman, Mr. Steve Coleman – Vice-Chairman, Mr. James Come - Secretary, Mr. Joe Thompson –, Ms. Laurie Baker – Executive Director, Ms. Renea Howe – Executive Assistant, Ms. Kristen Kerr – Financial Coordinator, Ms. Jennifer Lamey – Secretary, , Mr. Larry Manross, Ms. Karen Carey

Ms. Ruot called the meeting to order at 12:04 p.m.

1. Public Comments:

No comments.

2. Approval of the Minutes of the February 4, 2018 Regular Meeting and the Treasurer's Report.

Ms. Ruot asked for a motion to approve the Regular Meeting Minutes and Treasurer's Report from February 4, 2018. With a motion by Mr. Coleman and a second by Mr. Thompson the motion carried.

Mr. Manross asked to see the Treasurer's Report, which was provided to him. He then asked if he could take the report with him and Ms. Baker said she saw no problem with that.

3. Bills and Communications

3.1 Stiffler McGraw & Associates, Inc. - Martin Street Bike Trail Project \$1,049.00

Ms. Baker explained this is the engineering bill on the Martin Street Project.

Ms. Ruot asked for a motion to approve the Stiffler McGraw & Associates, Inc. - Martin Street Bike Trail Project bill. With a motion by Mr. Thompson and a second by Mr. Coleman the motion carried.

4. Old Business

4.1 TRA Projects - Please see attached project update

A. C2P2 Grant - Queen City Trail to Town Route Project –Update

1. Clean Up the Bike Trail Project

B. Keystone Communities Application

1. Retail Incubator

4.2 Titusville Opportunity Park Update – Please see attached project update

4.3 Towne Square Update - Please see attached project update

5. New Business:

5.1 Ratify Previous Email Vote to Award Retail Incubator Project Engineering Contract to Stiffler-McGraw & Associates, Inc.

Ms. Baker explained that this was voted on over email previously. Now she would like the board to ratify the previous email vote awarding Retail Incubator Project Engineering to Stiffler-McGraw & Associates.

Ms. Ruot asked for a motion to Ratify Previous Email Vote to Award Retail Incubator Project Engineering Contract to Stiffler-McGraw & Associates, Inc. With a motion by Mr. Thompson and a second by Mr. Coleman the motion carried.

5.2 Resolution 01-19 Open Project Checking Account at Farmers National Bank

Ms. Baker explained that this resolution is to open a line of credit from Farmers National Bank for the Retail Incubator Project.

Ms. Ruot asked for a motion to approve Resolution 01-19 Open Project Checking Account at Farmers National Bank. With a motion by Mr. Thompson and a second by Mr. Come the motion carried.