



Charlene P. Ruot
Chairman
Lorraine H. Baker
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Titusville Redevelopment Authority

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August 5, 2019 Meeting
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 May 6th, 2019 Regular Meeting and the Treasurer’s Reports.**
3. **Approval of the Minutes of the July 8th, 2019 Special Meeting**
4. **PROJECT BILLS AND COMMUNICATIONS:**
 - 4.1 Stiffler McGraw & Associates, Inc. - Martin Street Bike Trail Project \$1,885.50
 - 4.2 Keystone Community Grant Expenses
 - A. May 2019 Total \$31,596.45
 - B. June 2019 Total \$26,501.58
 - C. July 2019 Total \$35,556.66
5. **OLD BUSINESS:**
 - 5.1 Procurement and Contracting Policy Update
 - 5.2 TRA Projects
 - A. C2P2 Grant - Queen City Trail to Town Route Project –Update
 - B. Keystone Communities Retail Incubator
 - C. Mather Recognition Space - Update
 - D. Multimodal Transportation Fund Application
 - E. Oil Creek Water Trail
 - 5.3 Titusville Opportunity Park Update
 - 5.4 Towne Square Update – Lavery Grand Opening Wednesday July 31st, 2019
6. **NEW BUSINESS:**
 - 6.1 No new business at this time.
7. **OTHER BUSINESS:**
 - 7.1 TRA Meeting Reminder: November 4, 2019 12:00pm
8. **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, August 5, 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 – Treasurer, Mr. Jeffery Thomas – Assistant Secretary/Treasurer, Ms. Laurie Baker – Executive Director, Ms. Kristen Kerr – Financial Coordinator, Ms. Jennifer Lamey – Secretary, , Mr. Larry Manross

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

1. Public Comments:

No comments.

2. Approval of the Minutes of the May 6, 2019 Regular Meeting and the Treasurer's Report.

Ms. Ruot asked for a motion to approve the Regular Meeting Minutes and Treasurer's Report from May 6, 2019. With a motion by Mr. Thompson and a second by Mr. Thomas the motion carried.

3. Approval of the Minutes of the July 8th, 2019 Special Meeting

Ms. Ruot asked for a motion to approve the Special Meeting Minutes from July 8, 2019. With a motion by Mr. Thompson and a second by Mr. Coleman the motion carried.

4. Bills and Communications

4.1 Stiffler McGraw & Associates, Inc. - Martin Street Bike Trail Project \$1,885.50

Ms. Ruot asked for a motion to approve the bill from Stiffler McGraw & Associates, Inc. With a motion by Mr. Thomas and a second by Mr. Thompson the motion carried.

4.2 Keystone Community Grant Expenses

A. May 2019 Total \$31,596.45

B. June 2019 Total \$26,501.58

C. July 2019 Total \$35,556.66

Ms. Ruot asked for a motion to approve the monthly project bills from the Keystone Community Grant Expenses. With a motion by Mr. Thompson and a second by Mr. Coleman the motion carried.

5. Old Business

5.1 Procurement and Contracting Policy Update

Ms. Baker explained that at the last TRA meeting the Procurement and Contracting Policy was updated, however at that meeting Mr. Manross suggested researching the maximum amounts further. Ms. Baker thanked Mr. Manross for this suggestion, after going back and checking for the latest update the maximum number had increased. Ms. Baker has updated the Procurement and Contracting Policy to reflect the adjustments. The current policy now states that if it is under \$11,000.00 bids and quotes are not required, if it is between \$11,000.00 and \$20,600.00 a bid is not required but 3 quotes are, and if it is above \$20,600.00 it must be put out to bid.

5.2 TRA Projects – Please see attached Project Update

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

B. Keystone Communities Retail Incubator

C. Mather Recognition Space - Update

D. Multimodal Transportation Fund Application

E. Oil Creek Water Trail

5.3 Titusville Opportunity Park Update

5.4 Towne Square Update – Lavery Grand Opening Wednesday July 31st, 2019

5. New Business:

5.1 Mr. Coleman updated the board that the University of Pitt Titusville advisory board will be meeting on August 6th, 2019.

6. Other Business:

6.1 TRA Meeting Reminder: November 4, 2019 12:00pm

7. Adjournment

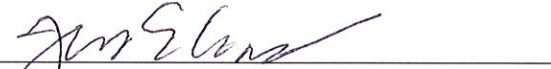
Ms. Ruot adjourned the meeting at 12:26 for an executive session.

Respectfully submitted,



~~Ms. Jennifer Lamey~~
~~Secretary~~

Mrs. Kristen Kerr
CFO



Mr. James Come
Secretary