



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

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**February 3, 2020 Meeting  
Titusville Redevelopment Authority**

**AGENDA**

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 November 4, 2019 Regular Meeting, the Minutes of the December 16, 2019 Special Meeting and the Treasurer’s Reports.**
3. **PROJECT BILLS AND COMMUNICATIONS:**
4. **OLD BUSINESS:**
  - 4.1 Request for Purchase of TRA Property
  - 4.2 TRA Projects
    - A. C2P2 Grant - Queen City Trail to Town Route Project –Update
    - B. Keystone Communities Retail Incubator
    - C. Oil Creek Water Trail
    - D. RACP application for the Haskell Memorial Library at Pitt Titusville Update
  - 4.3 Titusville Opportunity Park Update
  - 4.4 Towne Square Update
5. **NEW BUSINESS:**
  - 5.1 Resolution 01-20 – Loan with Reco Equipment Inc for Bobcat
  - 5.2 CDBG Cooperation Agreement with the City of Titusville and TRA
  - 5.3 Resolution 02-20 – Authorizing the Cooperation Agreement between TRA and the City of Titusville
  - 5.4 Resolution 03-20 – Opening of a CDBG Savings Account at Farmers National Bank
6. **OTHER BUSINESS:**
  - 6.1 TRA Meeting Schedule for 2020:  
May 4, 2020 12:00pm  
August 3, 2020 12:00 p.m. – Reorganization meeting  
November 2, 2020 12:00 p.m.
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, February 3, 2020, at 110 W. Spring Street, Towne Square, 2<sup>nd</sup> Floor, Titusville, Pennsylvania. Present were: Mrs. Char Ruot – Chairman, Mr. Steve Coleman – Vice-Chairman, Mr. Joe Thompson – Treasurer, Mr. Jeff Thomas – Asst. Secretary/ Treasurer, Mrs. Laurie Baker – Executive Director, Mrs. Renea Howe – Executive Assistant, Mrs. Kristen Kerr – Chief Financial Officer, Mr. Neil Fratus and Mr. Don Gilson.

**Ms. Ruot called the meeting to order at 12:01 p.m.**

**1. Public Comments:**

Mr. Don Gilson was in attendance to discuss his idea of sending out 100,000 letters to corporations around the world to try and attract businesses to locate in Titusville. He would donate \$2,000 of his own money to cover postage.

Mr. Neil Fratus, the interim City Manager, introduced himself to the board and stated his goal is for everybody to work together so the City can thrive.

**2. Approval of the Minutes of the November 4, 2019 Regular Meeting, the Minutes of the December 16, 2019 Special Meeting and the Treasurer's Report**

Mrs. Ruot asked for a motion to approve the November 4, 2019 Regular Meeting Minutes, the Minutes of the December 16, 2019 Special Meeting and Treasurer's Report. With a motion by Mr. Coleman and a second by Mr. Thomas, the Meeting Minutes and Treasurer's Reports were approved. Motion carried.

**3. Project Bills and Communications**

**3. Old Business**

**4.1 Request for Purchase of TRA Property**

Mrs. Baker stated the Board had discussed the request from Keith Klinger at the Nov. 4, 2019 meeting, regarding the purchase of two parcels owned by TRA. The TRA Board decided, that at this time, they would not be selling any of their property.

**4.2 TRA Projects –**

- A. C2P2 Grant - Queen City Trail to Town Route Project –Update**
- B. Keystone Communities Retail Incubator**
- C. Oil Creek Water Trail**
- D. RACP application for the Haskell Memorial Library at Pitt Titusville Update**

**4.3 Titusville Opportunity Park Update**

**4.4 Towne Square Update**

**Please see attached Project Update**

## **5. New Business:**

### **5.1 Resolution 01-20 – Loan with Reco Equipment Inc. for Bobcat**

Mrs. Baker explained that we traded our old Bobcat in on a new one and the resolution is needed to show TRA has permission to lease Bobcat and sign the agreement.

Mrs. Ruot asked for a motion to approve resolution 01-20 – Loan with Reco Equipment Inc. for the Bobcat. With a motion made by Mr. Thompson and a second by Mr. Thomas, Resolution 01-20 – Loan with Reco Equipment Inc. for Bobcat. Motion carried.

### **5.2 CDBG Cooperation Agreement with the City of Titusville and TRA**

Mrs. Baker explained this agreement is needed for the purpose of administering the CDBG Program funds. Mrs. Baker stated the City will also be discussing the Cooperation Agreement at their meeting tonight.

Mrs. Ruot asked for a motion to accept the CDBG Cooperation Agreement with the City of Titusville. With a motion made by Mr. Coleman and a second by Mr. Thompson, the board accepted the CDBG Cooperation agreement with the City of Titusville. Motion carried.

### **5.3 Resolution 02-20 – Authorizing the Cooperation Agreement between TRA and the City of Titusville**

Mrs. Baker explained Resolution 02-20 – Authorizing the Cooperation Agreement between TRA and the City of Titusville was another resolution need to administer the CDBG Program Funds on behalf of the City of Titusville.

Mrs. Ruot asked for a motion to approve Resolution 02-20 – Authorizing the Cooperation Agreement between TRA and the City of Titusville. With a motion made by Mr. Thompson and a second by Mr. Coleman, Resolution 02-20 - Authorizing the Cooperation Agreement between TRA and the City of Titusville was approved. Motion carried.

### **5.4 Resolution 03-20 - Opening of a CDBG Savings Account at Farmers National Bank**

Mrs. Baker stated Resolution 03-20 – Opening of a CDBG Savings Account at Farmers National Bank is needed to open the account so the CDBG Funds can be direct deposited when the drawdowns are done for projects.

Mrs. Ruot asked for a motion to approve Resolution 03-20 – Opening of a CDBG savings Account at Farmers National Bank. With a motion made by Mr. Thomas and a second by Mr. Thompson, Resolution 03-20 – Opening of a CDBG savings Account at Farmers National Bank was approved. Motion carried.

**6. Other Business:**

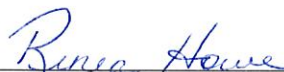
**6.1 TRA Meeting Schedule for 2020:**

May 4, 2020 12:00 p.m.  
August 3, 2020 12:00 p.m. – Reorganization meeting  
November 2, 2020 12:00 p.m.

**7. Adjournment**

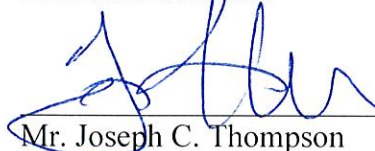
Mrs. Ruot adjourned the meeting for an executive session.

Respectfully submitted,



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Mrs. Renea Howe  
Executive Assistant



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Mr. Joseph C. Thompson  
Treasurer