



Charlene P. Ruot  
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Titusville Redevelopment Authority

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**February 4, 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 November 19, 2018 Regular Meeting and the Treasurer’s Reports.**
3. **PROJECT BILLS AND COMMUNICATIONS:**
  - 3.1 None at this time
4. **OLD BUSINESS:**
  - 4.1 TRA Projects
    - A. C2P2 Grant - Queen City Trail to Town Route Project –Update
    - B. RACP UPT Application
    - C. Keystone Communities Application
      1. Retail Incubator
    - D. White Oak Timbering
  - 4.2 Titusville Opportunity Park Update
  - 4.3 Towne Square Update
5. **NEW BUSINESS:**
  - 5.1 Confidentiality Agreements
  - 5.2 Welcome TCDS Board Members for the discussion of 2019 Budget
  - 5.3 Review 2019 Budget
  - 5.4 Statement of Financial Interests
6. **OTHER BUSINESS:**
  - 6.1 TRA Meeting Reminder: May 6, 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, February 04, 2019, at 110 W. Spring Street, Towne Square, 2<sup>nd</sup> Floor, Titusville, Pennsylvania. Present were: Ms. Char Ruot – Chairman, Mr. Steve Coleman – Vice-Chairman, Mr. James Come - Secretary, Mr. Joe Thompson – Treasurer, Mr. Jeff Thomas – Assistant Secretary/Treasurer, Ms. Laurie Baker – Executive Director, Ms. Renea Howe – Executive Assistant, Ms. Kristen Kerr – Financial Coordinator, Ms. Jennifer Lamey – Secretary, Ms. Jill Neely, Mr. Larry Manross, Mr. Don Frazier

**Ms. Ruot called the meeting to order at 12:05 p.m.**

**1. Public Comments:**

Mr. Frazier commented that he appreciated the efforts made by the Titusville Community Development Agencies' Greater Titusville Development Foundation to collaborate with Jimmy Gionti on the Robert's Grove Park project. Mr. Frazier offered his assistance in helping with future Titusville Community Development Agencies projects.

**2. Approval of the Minutes of the November 19, 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 November 19, 2018. With a motion by Mr. Coleman and a second by Mr. Thomas the motion carried.

**3. Bills and Communications**

3.1 None at this time.

**4. Old Business**

4.1 TRA Projects

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

Ms. Baker said she met with Mr. Manross and Joe Roddy of Stifler-McGraw. Mr. Roddy will do preliminary drawings for TRA to present at a future council meeting.

B. RACP UPT Application

Ms. Baker explained this is the Redevelopment Authority Capital Project application she is completing for Pitt-Titusville. Ms. Baker submitted the application and is now in the process of obtaining letters of support from the community.

C. Keystone Communities Application

1. Retail Incubator

Awards for this application have not yet been announced.

D. White Oak Timbering

Ms. Baker explained that the timbering project is dependent on the weather conditions.

4.2 Titusville Opportunity Park Update

Ms. Baker updated the board on the current priorities of TOP. Recently the focus has been on winter maintenance. Ms. Baker announced TOP has three new tenants that have already moved in and are operating.

4.3 Towne Square Update

Ms. Baker announced that Towne Square has a new tenant that is moving in this week.

**5. New Business:**

5.1 Confidentiality Agreements

Board members were asked to sign the TRA confidentiality agreement.

5.2 Welcome TCDS Board Members for the discussion of 2019 Budget

Ms. Ruot welcomed Ms. Jill Neely of the TCDS board.

**5.3 Review 2019 Budget**

Ms. Baker updated the board on the current financial status. She was pleased to announce that there is no longer a deficit. Ms. Baker provided a brief explanation of the proposed 2019 budget. After a short discussion the board members Ms. Ruot asked for a motion to approve the 2019 budget. With a motion by Mr. Thompson and a second by Mr. Come the motion carried.

**5.4 Statement of Financial Interests**

Board members were asked to review and sign the Statement of Financial Interests.

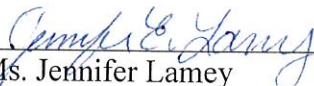
**6. Other Business:**

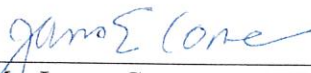
6.1 TRA Meeting Reminder: May 6, 2019 12:00pm

**7. Adjournment**

Ms. Ruot adjourned the meeting at 12:30 for an executive session.

Respectfully submitted,

  
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Ms. Jennifer Lamey  
Secretary

  
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Mr. James Come  
Secretary