

TIOGA COUNTY ED&P/TOURISM/CCE/SOIL & WATER

LEGISLATIVE COMMITTEE AGENDA

**September 2, 2025**

1:00 PM

- MINUTES
  - Approval of minutes of June 3, 2025, July 8, 2025, and August 5, 2025.
- FINANCIAL
  - Economic Development
  - Planning
  - Sustainability Management
- OLD BUSINESS
  - Reports
  - Grants
  - Economic/Community Development
  - Land Bank
  - Workforce Development
  - Planning
  - Sustainability Management
  - IDA
  - Misc.
- NEW BUSINESS
  - Reports
  - Grants
  - Economic/Community Development
  - Land Bank
  - Workforce Development
  - Planning
  - Sustainability Management
  - IDA
  - Misc.
- PERSONNEL
  - Community Development Specialist position
- RESOLUTIONS
  - 108-Filing of an Application for NYSDEC Municipal Waste Reduction and Recycling (MWRR) Program

I11-Designation of Tioga Co. LDC DBA Tioga Co. Tourism as Authorized Tourism Promotion Agency for 2026

I12-Appoint Member (Case) to the Tioga Co IDA

I13-Modify Snowmobile Grant Program Budget for 30% Award Disbursement to Snowmobile Clubs

I18-Authorizing Legislative Chair Signature on Contract for Professional Services with Deluge Media to Create Two Promotional Videos

I30-Authorize Appointment of FT Community Development Specialist (MNorton)

I33-Appoint RBunce to the TCPDC Board

- PROCLAMATIONS - N/A
- ADJOURNMENT

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ECONOMIC DEVELOPMENT & PLANNING

INDUSTRIAL DEVELOPMENT AGENCY

LOCAL DEVELOPMENT CORPORATION

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## ECONOMIC DEVELOPMENT & PLANNING TOURISM/AGRICULTURE LEGISLATIVE COMMITTEE MEETING June 3, 2025

### ATTENDEES:

**Legislators:** Ron Ciotoli, Keith Flesher, Jake Brown, Marte Sauerbrey

**Staff:** Megan Schnabl, Linda Sampson, Casey Yelverton, Cathy Haskell, Jackson Bailey, Peter DeWind

**Guests:** Dr. Kristi Snyder, CCE Executive Director; Matt Freeze, Morning Times

Megan Schnabl, Deputy Director, Economic Development & Planning was in attendance for Brittany Woodburn, who was unable to attend this meeting.

Committee Chair, Ron Ciotoli, called the meeting to order at 1:00 P.M.

**ECONOMIC DEVELOPMENT & PLANNING (ED&P):** Agenda and attachments previously emailed.

### I. MINUTES

- A. Approval of minutes from May 6, 2025 - Committee Chair Ron Ciotoli asked for approval of the minutes from the May 6, 2025, committee meeting. Legislator Brown made a motion to accept the minutes from the May 6, 2025, meeting, seconded by Legislator Flesher. All were in favor.

Ms. Schnabl reported the following:

### II. FINANCIAL

- A. 2025 Budget
1. Economic Development
    - Year-to-Date Budget is tracking.
  2. Planning
    - Year-to-Date Budget is tracking.
  3. Sustainability Management
    - Year-to-Date Budget is tracking.

### III. OLD BUSINESS/NEW BUSINESS

- A. Reports

1. Tioga County Tourism – Monthly report previously emailed and is in the committee packet.
2. Tioga County Soil & Water Conservation District – Monthly report previously emailed and is in the committee packet.
3. Cornell Cooperative Extension – Monthly report previously emailed and is in the committee packet. Dr. Snyder was in attendance and reviewed her report highlighting Organizational Updates, Campus Connection to Cornell, Agriculture Outreach Programs, Horticulture Outreach, Collaboration & Research, Master Gardeners, 4-H Youth Development, Family Resource Center, Nutrition/SNAP-Ed, Smart Energy Choices, and WIOA Youth Employment Program/Workforce. Dr. Snyder pointed out the following events:
  - Master Gardener Plant Sale will be at 56 Main Street Saturday, June 7<sup>th</sup>, 8AM – Noon.
  - ARG Group event, Sundae's at the Farm, will be Saturday, July 19<sup>th</sup>, Noon – 3:00
  - The Tioga County Fair will be held August 4<sup>th</sup> – 9<sup>th</sup>, highlighting the Pork Chop BBQ on Tuesday, August 5<sup>th</sup>.
  - Neighborhood Depot is having a ribbon cutting on Monday, June 23<sup>rd</sup> at 10:30 and open house 1:00 – 3:00.
4. Economic Development and Planning – In keeping with staff reporting Ms. Schnabl introduced Ms. Yelverton, Economic Development Specialist. Ms. Yelverton reported on the projects she is working on.

CDBG Microenterprise Grant:

  - Received 18 applications, one person dropped out, a few applications were incomplete, leaving 14 applications.
  - Small Business Course was held through SBDC at the Koffman Incubator on April 24<sup>th</sup> and May 1<sup>st</sup>. Ms. Yelverton presented about the grant. There were other local presenters.
  - All applications have been reviewed and scored by Thoma Development and ED&P did their own scoring.
  - The IDA Loan Committee provides final say on all applications. A meeting was held to review all applications. Applicants will be awarded shortly. Thoma Development will be notifying all applicants that applied.
  - 10 applicants will be getting awards.

Restore NY:

  - Whig Street properties - Drawings will be completed in the next couple of months. Quotes for roof replacement have been requested.

Site listing page on website:

  - Working with GIS on updating available properties in Tioga County. Looking for ways to make it more accessible.

Possible Grants looking into:

  - Fast NY Grant – Meeting set up with the State to answer questions and finding out our options.

Ms. Yelverton reported going through the Leadership Tioga Program.

IDA work:

  - Paying invoices, depositing checks.

- Continue to work on the Lounsberry Study that is almost complete.
- Equipment Lease Program – No applicants yet. Working with Deluge Media to create a video to promote the program.

## B. Grants

1. Active Grants – See attached EDP Grant Tracking spreadsheet. Ms. Schnabl highlighted the following:
  - a. EPA Brownfield Assessment Grant – Our application submitted in the amount of \$500,000 was not selected for funding for the countywide assessment of brownfield sites. A meeting is set up with EPA (Environmental Protection Agency) to review our application to make it more competitive and anticipate resubmitting in the next round.
  - b. Land Bank Initiative (LBI) Phase 2 – The original \$900,000 has been spent as of the end of May for various demolitions, stabilization and rehabilitation projects in Tioga County. An additional \$1.8M has been awarded through the LBI program.
  - c. NYS Dept of State Community Smart Growth Planning and Zoning Grant Program – Town of Nichols is looking to submit a grant for \$111,000 to develop a comprehensive plan. Ms. Jardine will be providing technical assistance for this application. Ms. Schnabl asked this committee if they wanted a resolution regarding ED&P Staff providing technical assistance to the Town of Nichols for this grant application. The committee agreed and recommended a resolution be submitted. A resolution will be prepared immediately following this meeting.
  - d. CDBG Public Facilities – Neighborhood Depot. This project is coming to an end and there is ribbon cutting event scheduled for Monday, June 23<sup>rd</sup>, at 10.30 AM. Invitations will be sent out.
  - e. CDBG Public Facilities – Catholic Charities – RFP for the Fresh Mobile Café was sent and responses are due June 18<sup>th</sup>.
  - f. CDBG Microenterprise Grant Program – Ms. Yelverton reported on earlier.

## C. Economic/Community Development

1. NYS Consolidated Funding Application (CFA) – Round 15 was recently announced. ED&P staff has been attending regional workshops to learn how the programs, requirements and applications have changed for this round. Applications are due at the end of July. Many programs require that municipalities be pro housing certified. Technical Assistance resolutions may be needed for some of these projects coming up.
2. Pro Housing Communities Certification - As of now, the Village of Newark Valley is the only municipality that is pro housing certified. We continue to work with the other municipalities with compiling building permit data for certification.
3. Raymond Hadley Water Expansion Study – There have been ongoing conversations with the Town of VanEtten regarding the feasibility of extending water from VanEtten to Spencer. We are looking into grant sources to see what they would be eligible for.
4. NY Forward – Village of Waverly has received their contracts from the Department of State for the two municipal projects; the East Waverly Park Project and the

Streetscape Project. ED&P assisted in putting together a RFP for administrative services for the Small Project Fund Program and is also looking into potential municipal parks and recreation grants to provide matching funds for the East Waverly Park Project.

D. Land Bank

1. 81 North Avenue, Owego – Interior work continues, reinstalling historic trim, baseboard, finish work and painting. Waiting for NYSEG to upgrade the electrical service.
2. 247 Main Street, Owego and 121 Providence Street, Waverly – Engineering and design work is in process.
3. CDBG Imminent Threat Program – This program provides funds to support environmental remediation and demolition projects. The Land Bank has a few demolition projects scheduled. Only municipalities are eligible to apply for CDBG funding. Then the municipality can subgrant the funds to a non-profit organization, such as the Land Bank. There is no match requirement and Thoma Development will be assisting with the grant application. The Land Bank will be using their LBI Operational Funds to cover the cost of Thoma's assistance. The Land Bank will implement the project. If this committee agrees, a resolution will be presented next month to apply for the CDBG Imminent Threat Program Funds on behalf of the Property Development Corporation (Land Bank). The committee was in agreement.

E. Workforce Development

1. OACSD/BT BOCES Satellite Campus – CDBG Public Facilities - Mr. Lanning has set up a meeting with CDBG staff regarding this project and its potential eligibility for Public Facilities funding. An update will be provided next month.

F. Planning

1. 239 Reviews
  - a. County Case 2025-011: Town of Nichols, Solar Moratorium Local Law, Town Board – Town wishes to institute a moratorium on solar development and construction to research legal cases and strengthen various aspects of their current solar law regarding decommissioning, soils testing, landscaping and others. Staff advised the County Planning Board to recommend approval of the moratorium and the County Planning Board unanimously recommended approval.
  - b. County Case 2025-012: Town of Nichols, Telecommunication Facilities Local Law Amendment, Town Board – Town Board wants to amend their current Telecommunications Facilities Law to address exempting emergency services from the law and adding safety considerations of lighting to the top of towers in the Guthrie Life Flight helicopter path. Staff advised the County Planning Board to recommend approval of the Telecommunications Facilities Law amendment and the County Planning Board unanimously recommended approval.
  - c. County Case 2025-013: Town of Owego, Site Plan Review, Forsys Savage Shed Quarters – Applicant plans to construct a single-family home on their property

located at the corner of Forest Hill Road and State Route 434 in Apalachin with an office for the shed business within it. This house will be their primary residence. Staff advised the County Planning Board to recommend approval of the site plan review and the County Planning Board unanimously recommended approval.

- d. County Case 2025-014: Town of Owego, Special Use Permit, Pit Stop Popcorn NA – Applicant plans to open his business in an existing structure on State Route 434 across from Sweeney's Plaza in Apalachin. As the proposal involves no external changes and only one employee with limited customers, this case was sent back to the Town of Owego Planning Board as a non-action, waiving TCPB recommendation due to lack of countywide or intermunicipal impacts.
- e. County Case 2025-015: Village of Owego, Flood Damage Prevention Law Variance, Ben Weitsman & Son, Inc. – Applicant plans to install 67 flood vents within 1 foot of grade all around this storage building for wet floodproofing instead dry floodproofing to become compliant with NFIP. Staff advised recommendation of approval of the FDPL variance and the County Planning Board unanimously voted to recommend approval.
2. Tioga County Solar Policy Report Update – MRB Group will be presenting the final Solar Policy Report update at the Town of Owego Shared Services on Wednesday, June 25<sup>th</sup>, from 6:00PM - 7:30PM. Ms. Jardine has sent the report to the Legislators.
3. Tioga County Water Quality Coordinating Committee – SRBC mini grant was used to purchase rain barrels for the Villages of Owego and Waverly to distribute to residents and businesses. This was a successful project. They were all gone by noon the day the post appeared on social media.

#### G. Sustainability Management

1. NYPA EV charging HUB in the Village of Owego – Pictures of the EV charging stations were distributed. The charging station is complete and live in the Village of Owego. We should have the Elevation Certificate from NYPA shortly to close out the permit. There has been a positive response.
2. Paint Collection Event was held on May 10<sup>th</sup>. This was a successful event. 210 vehicles came through; 22,027 pounds of latex paint and 2,816 pounds of oil-based paint was collected.
3. 2025 YTD
 

a. Paid to Broome County	2025	2024
i. HHW	\$1,239.25	\$9,266.55
ii. E-Waste	\$ 243.60	\$1,994.65
b. Towns/County(E-waste)	\$ 93.45	\$2,261.20

#### H. IDA

1. USDA Intermediary Relending Program (IRP) – The IDA received \$299,000 in funding from the USDA IRP to help rebuild their existing Business Loan Program. We are working on finalizing the grant paperwork to accept the funds.
2. FAST NY application – Ms. Yelverton reported on this earlier.

#### **IV. PERSONNEL**

- A. Housing Development Specialist position – Ms. Woodburn spoke of this last month. Ms. Jardine plans to retire in February 2026 and Ms. Zubalsky-Peer will be moving into the Planning Director Trainee Position 6 months earlier. This leaves Ms. Zubalsky-Peer's position as Economic Development Specialist open. Ms. Woodburn would like to rename and create a Housing Development Specialist position. Ms. Woodburn met with Personnel, finalized the Duty-Statement Form and set a salary range, which is in line with the Economic Development Specialist position. The resolution to create this position and abolish Ms. Zubalsky-Peer's Economic Development Specialist position is listed below.
- B. TCIDA/TCPDC Administrator position – Ms. Woodburn reported on this last month. Ms. Woodburn would like to create this position to handle day-to-day administrative support for both the Land Bank and the IDA; bookkeeping, minutes, creating agendas, ABO reporting, etc. Ms. Woodburn met with the Land Bank and the IDA to discuss increasing their contributions to the County. Currently the IDA contributes \$20,000 annually to the County and the Land Bank contributes \$25,000 to the County. They are both agreeable to making the contribution change to \$50,000 each to cover salary and benefits for this position. Ms. Woodburn has met with Personnel and completed the Duty-Statement Form to set the salary range \$42,981 - \$52,981. Ms. Woodburn will bring more details to this committee next month as well as a resolution for creating this position.

#### **V. RESOLUTIONS**

F07-Appoint Member (CBeckwithStrong) to the Broome-Tioga Workforce Development Board

F33-Appoint County Planning Director Trainee

After reviewing the above resolutions, Ms. Schnabl asked this committee for support to move the resolutions forward. The vote to support the above resolutions follows:

Legislator Ciotoli – yes

Legislator Flesher – yes

Legislator Brown – yes

Regarding the following resolution:

F32-ED&P to Create Housing Development Specialist Position

- Due to Legislator questions, this resolution has been pulled and will be put on the Worksession Agenda for discussion. Ms. Woodburn will attend the Worksession to answer any questions for a decision to move forward.

#### **VI. PROCLAMATIONS - N/A**

#### **VII. ADJOURNMENT**

With no further topics of discussion or questions, the meeting was adjourned at 1:50 P.M.

Respectfully Submitted,

Linda Sampson

Administrative Assistant Economic Development & Planning



**EDP Grant Tracking Spreadsheet - Tioga County**  
**Jun-25**

	Applicant	Grant Source	Purpose	Status	Requested	Resource	Technical Assistance	Resolution
1	Tioga County	CDBG Public Facilities – Racker Neighborhood Depot	New construction of Neighborhood Depot Non Profit Hub	Closeout in process	\$ 3,000,000.00	NA	NA	
2	Tioga County	ESD Restore NY Round VI – River House Confectionery and Mercantile	Rehabilitation of 178-180 Front Street, Owego	Awarded - In process	\$ 1,800,000.00	NA	NA	
3	Tioga County	ESD Restore NY Round VII – Tioga Trails	Rehabilitation of 48-50 Lake Street, Owego	Awarded - In process	\$ 1,000,000.00	NA	NA	
4	Tioga County	NYS Snowmobile	Snowmobile grant program for 5 clubs in Tioga County	Awarded - In process	TBD	NA	NA	
5	Tioga County	NYPA – EV charging stations	To establish Fast Charging EV Hubs in Tioga County	Construction complete	\$ 2,000,000.00	NA	NA	
6	Tioga County	Municipal Waste Reduction and Recycling & Household Hazardous Waste Programs	Allows for Tioga County to maintain a Sustainability Manager to expand and implement waste reduction strategies within the County. Allows the County to have a safe and economic method for the proper disposal of household hazardous waste.	Awarded - In process	\$ 56,774.88	NA	NA	
7	Tioga County	ESD Restore NY Round VIII, Tioga County	Rehabilitation of 81 North Ave in the Village of Owego	Construction in process	\$ 165,000.00	NA	NA	
8	Tioga County	CDBG Microenterprise program	Provide funding for small businesses with five or less employees.	Project selection in process	\$ 212,500.00	NA	NA	
9	Tioga County	NY SWIMS	Funding to support V. Owego public pool.	Awarded - In process	\$ 17,725.00	NA	NA	
10	Tioga County	NYSERDA Fleet Inventory	Electric landscaping equipment and LED light fixtures.	Closeout in process	\$ 15,000.00	NA	NA	
11	Tioga County	CDBG Public Facilities – Catholic Charities	Mobile food truck to establish life skills café, community kitchen, and food rescue programs.	Request for Proposals has been issued	\$ 243,533.00	NA	NA	
11	Tioga County	EPA Brownfield Assessment Grant	Assessment grant to provide funding for brownfield inventories, planning, environmental assessments and community outreach	Application not selected for funding.	\$ 500,000.00	NA	NA	

**EDP Grant Tracking Spreadsheet - Outside Agencies**  
**Jun-25**

	Applicant	Grant Source	Purpose	Status	Requested	Resource	Technical Assistance	Resolution
1	Village of Newark Valley	ESD Restore NY Round VIII	Rehabilitation of 10 and 14-16 Whig Street, NY	Engineering and environmental testing in process	\$ 732,420.00		X	Yes
2	OACSD	Congressionally Directed Spending	Build out of former maintenance building for BT BOCES / Owego Apalachin CTE programs	Application on hold	\$ 1,000,000.00	X		No
3	OACSD	ARC Infrastructure Investment & Jobs Act (IIJA)/Area Development	Build out of former maintenance building for BT BOCES / Owego Apalachin CTE programs	Application submitted	\$ 1,000,000.00		X	Yes
4	Town of Berkshire	ARC READY Local Government Program	Master park plan for George W. Smith park	Request for Proposals has been issued.	\$ 50,000.00		X	Yes
5	Tioga Hardwoods	ESD Small Manufacturers Modernization Grant	Equipment purchases/upgrades	Incentive proposal in process	\$ 112,240.00	X		No
6	Village of Owego	OPRHP Municipal Parks and Recreation (MPR) Grant Program	Marvin Park, Hyde Park, Woodlawn Park and Courthouse Square Park improvements	Application submitted	\$ 777,330.00		X	Yes
7	Village of Newark Valley	ESD Planning and Feasibility Studies Program	Downtown strategic plan	Application submitted	\$ 22,500.00		X	Yes
8	Town of Nichols	NYS Dept of State Community Smart Growth Planning and Zoning Grant Program	Develop a Comprehensive Plan for the Town of Nichols	Application - In process	\$ 111,000.00		X	Yes
9	Tioga County IDA	USDA RBDG	Lounsberry Engineering Plan	Awarded - In process	\$ 90,000.00		X	
10	Tioga County IDA	USDA RBDG	Equipment Lease Program	Awarded - In process	\$ 99,000.00		X	
11	TCPDC	NY Main Street	62-64 North Avenue, Owego rehabilitation	Request for Proposals for Environmental testing in process	\$ 438,316.00		X	
12	TCPDC	Land Bank Initiative (LBI) Phase 1, Year 3	Operational costs	Awarded - In process	\$ 200,000.00		X	
13	TCPDC	Land Bank Initiative (LBI) Phase 2	Demolition and rehabilitation projects	Closeout in process	\$ 900,000.00		X	
14	TCPDC	Land Bank Initiative (LBI) Open Round	Demolition and rehabilitation projects	Awarded - In process	\$ 1,823,100.00		X	

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## ECONOMIC DEVELOPMENT & PLANNING TOURISM/AGRICULTURE LEGISLATIVE COMMITTEE MEETING July 8, 2025

### ATTENDEES:

**Legislators:** Ron Ciotoli, Andrew Aronstam, Marte Sauerbrey

**Staff:** Brittany Woodburn, Linda Sampson, Sara Zubalsky-Peer, Cathy Haskell, Jackson Bailey, Peter DeWind

**Guests:** Matt Freeze, Morning Times

Legislators Keith Flesher and Jake Brown were not in attendance; therefore, approval of the minutes will be carried to the August meeting and resolutions will move to Worksession on Thursday, July 10<sup>th</sup>.

Committee Chair, Ron Ciotoli, called the meeting to order at 1:00 P.M.

**ECONOMIC DEVELOPMENT & PLANNING (ED&P):** Agenda and attachments previously emailed.

### I. MINUTES

- A. Approval of minutes from June 3, 2025 – Due to no quorum, approval of the minutes will be carried to the August meeting.

Ms. Woodburn reported the following:

### II. FINANCIAL

- A. 2025 Budget
  1. Economic Development
    - Year-to-Date Budget is tracking.
  2. Planning
    - Year-to-Date Budget is tracking.
  3. Sustainability Management
    - Year-to-Date Budget is tracking.

### III. OLD BUSINESS/NEW BUSINESS

#### A. Reports

1. Tioga County Tourism – Monthly report previously emailed and is in the committee packet.

2. Tioga County Soil & Water Conservation District – Ms. Walsh was not in attendance and no monthly report was emailed; however, a Sundae's at the Farm flyer and ARG pamphlet was sent for distribution to committee members.
3. Cornell Cooperative Extension – Monthly report previously emailed and is in the committee packet.
4. Economic Development and Planning – In keeping with staff reporting Ms. Woodburn introduced Ms. Zubalsky-Peer, Economic Development Specialist. Ms. Zubalsky-Peer reported on the projects she is working on.

#### Active Projects

- 81 North Avenue – Received approval from OHPC to replace windows, NYSEG has performed the electrical work, and work will soon begin on the façade of the building. This project should be completed at the end of July.
- 247 Main Street – Received SHPO approval for demolition on all additions that are not original to the home. Quotes due this month from engineering firms for the design of the project.
- 121 Providence Street, Waverly – There is an architect under contract and preliminary drawings will be received within the next month.
- Participated in the Berkshire Master Park Plan Steering Committee with Ms. Jardine. Proposals were scored and a firm was chosen to work on their Master Park Plan.
- The Land Bank is in negotiations to acquire 3 additional properties.

#### Grants

- In the process of applying for more grant funds; new operational grant funds have become available for the Land Bank. The application is due on Monday, July 14<sup>th</sup>.
- Awarded a grant from the Community Foundation of South Central NY to hold a women's construction course. Working with a private consultant and a school district to get this started.
- Awarded capital funds in the amount of \$1,283,000.00
- Awarded an amendment to LBI Phase 2 grant agreement in the amount of \$590,100.00 for acquisition costs.

Ms. Woodburn continued to report:

#### B. Grants

1. Active Grants – See attached EDP Grant Tracking spreadsheet. Ms. Woodburn highlighted the following:
  - a. NYPA – EV charging stations – This project is complete, waiting for an elevation certificate to close out the permit. This has been removed from the Grant Tracking spreadsheet.
  - b. NYSEDA Fleet Inventory – This project is complete and has been removed from the Grant Tracking spreadsheet.
  - c. Land Bank Initiative (LBI) Phase 2- The original \$900,000.00 has been closed out and removed from the spreadsheet. The 2 LBI grants Ms. Zubalsky-Peer mentioned earlier, have been combined and listed on the spreadsheet.

- d. CDBG Microenterprise Grant – The IDA Loan Committee and the ED&P Department reviewed, scored and ranked all the applications received. Eight projects were selected to be awarded. A resolution is listed below. Legislator Ciotoli suggested a press release be sent to let the public know what we're doing. Ms. Woodburn reported that DeLuge Media will be creating videos showing the progress of the projects for social media and to help promote this program. After spending 90% of the funds, ED&P can reapply with a short application to replenish the funds.
- e. CDBG Imminent Threat – TCPDC – ED&P is looking to apply to this program. Only municipalities are eligible to apply, but Tioga County can sub-grant funds to the Land Bank to offset demolition costs for properties that they are in the process of acquiring. The first step in this process is to do a CDBG Public Hearing using a generic template in case there are other CDBG applications that may be submitted within the program year. A resolution is listed below to set the public hearing.
- f. CDBG Public Facilities – Catholic Charities – This is the mobile food truck project. Five proposals have been received. The project selection committee is in the process of reviewing and scoring the applications. It's possible a selection will be made by the end of this week. A resolution will be brought forward next month regarding the selection made.
- g. ARC READY Local Government Program – Town of Berkshire Master Park Plan – Ten proposals received, and it has been narrowed down to three. A selection should be made soon.
- h. Tioga County/Village of Owego NY SWIMS Lifeguard Grant – A resolution is listed below to amend a previous resolution; amending the grant award from \$17,725 to \$21,270.
- i. Restore NY – Village of Newark Valley – The 2 buildings on Whig Street. The environmental testing is happening next Tuesday. The architect has preliminary floor plans for 10 Whig Street. The structural engineer is in the process of designing the roof replacement for the commercial building at 14-16 Whig Street.
- j. OPRHP EPF – Village of Owego Police Station – ED&P assisted the Village of Owego with an application for this in 2022. They have been awarded but the project has stalled. This is not on the Grant Tracking Sheet, but wanted to inform the committee. The Village of Owego has reached out to ED&P because they are struggling with SHPO process to replace the windows. SHPO would like to see the historic windows restored, but they are finding it impossible due to the bad condition they are in. The Village has asked ED&P for assistance with moving this process along and coordinating with SHPO to replace the windows. Ms. Woodburn asked the committee if they would like a technical assistance resolution brought forward. The committee agreed a resolution is necessary. The resolution will be prepared and submitted immediately following this meeting.

C. Economic/Community Development

1. Neighborhood Depot Ribbon Cutting – This event was on June 23<sup>rd</sup>. Ms. Woodburn thanked the Legislators for attending and reported we are waiting for the State to initiate the closeout monitoring process for the grant.
2. Pro Housing Communities Certification – Initially only the Village of Newark Valley was certified and due to having to recertify every year, they have recertified. Village of Nichols just got certification approved and the Village of Owego is working on their certification. The Town of Berkshire is waiting for their approval. Ms. Woodburn reminded the committee that the point of the Pro Housing Certification is that it is required to be eligible for certain grant programs.
3. Strong Road Site – The water and sewer systems extension plan. ED&P contracted with Larson Design Group to develop a plan and cost estimates for extending municipal water and sewer to Strong Road. This is an IDA site and can only be used for residential purposes. Interviews have begun with Veolia, Village of Owego, Town of Owego water and wastewater treatment officials to figure out what the best design would be and get cost estimates.
4. NY Forward – Village of Waverly – Ms. Jardine is working with the Village of Waverly on getting RFP out for administrative services for the Small Project Fund and potentially looking at increasing the fund from \$200,000 to \$300,000. The Village of Waverly is considering two consultants. Ms. Jardine is also assisting with getting an RFP out for engineering and design services for Broad Street streetscape improvements and the East Waverly Park improvements, which should go out soon.

D. Land Bank – Ms. Zubalsky-Peer reported on the following earlier.

1. 81 North Avenue, Owego
2. 247 Main Street, Owego
3. 121 Providence Street, Waverly
4. Community Foundation of South Central NY Women's Fund

E. Workforce Development

1. OACSD/BT BOCES Satellite Campus – A Basic Agency Letter has been received from USDA for ARC funds. We are waiting for ARC to finalize the approval for \$1M that goes directly to the school district. ED&P assisted with the process.

F. Planning

1. 239 Reviews – One review this month:
  - a. County Case 2025-016: Village of Waverly, PUD Site Plan Review and Special Use Permit, Puff Plaza, LLC – Applicant wishes to lease the existing building/property on Broad Street to establish and operate a NYS OCM licensed adult use cannabis microbusiness to cultivate marijuana plants and sell them. Staff advised the County Planning Board to recommend approval of the PUD SPR and SUP with the conditions that the applicant comply with NYS DOT Region 9's requirements and comments (they had none) and to ensure that the building improvements do not exceed 50% of the property's fair market value or

a recent appraisal as this would trigger substantial improvement regulations, and the County Planning Board unanimously recommended approval with the conditions noted.

2. Municipal Best Practices and Policies for Solar Projects training – MRB Group did the update to the original Solar Policy Plan and did a presentation at the Town of Owego Shared Services Building on June 25<sup>th</sup>. Ms. Woodburn reported the presentation was very informative.

MRB Group suggested that before a municipality accepts an application for a solar project, an affidavit can be signed to set up an escrow account. If the municipality wants to hire a consultant to review an application for the site plan, studies and soil testing, they can be paid for up front by the solar developer via an escrow account. Ms. Woodburn will continue to encourage the municipalities, and the IDA, to use these best practices.

3. NYS DOS Smart Growth Community Planning & Zoning grant – Town of Nichols. Ms. Jardine continues to provide assistance for this grant to develop a comprehensive plan. A technical assistance resolution was provided last month.

#### G. Sustainability Management

1. Crown Sustainability mini documentary – Dr. Pratt is working on a sustainability documentary with Crown Cork and Seal to demonstrate how their company reduces and eliminates waste in their manufacturing process. DeLuge will be providing a video.
2. Barton E-Waste Program mini documentary – Dr. Pratt is working on a sustainability documentary to show the success of their e-waste program.
3. Dr. Pratt continues to collect household batteries from Tioga County employees through July 14<sup>th</sup>.
4. 2025 YTD –
  - a. Paid to Broome County

	2025	2024
i. HHW	\$2,717.75	\$9,266.55
ii. E-Waste	\$ 349.30	\$1,994.65
  - b. Towns/County(E-waste)

#### H. IDA

1. Façade Loan Program changes – The IDA Loan Committee and the Board of Directors approved the following:
  - Increasing the maximum loan amount to \$40,000.00 at a rate of 1% with a draw schedule.
2. FAST NY application – Met with the FAST NY staff and they are looking forward to IDA application for the Lounsberry sites for pre-development funds. Ms. Woodburn explained there are three tracks to FAST NY.
  - Track A - You have a site you think is shovel ready. You submit the site with all the information, such as utilities, zoning, and acreage to the State. If requirements

are met, it is designated as Track A Certified. When the State gets leads for projects like manufacturing development, they have all of your site information and can submit your site for these projects.

- Track B is for pre-development studies. This is a 50/50 grant match requirement. If you have sites you're looking at but don't own, you can submit a Track B application to get funding to do pre-development studies, such as soil testing. If you've spent money in the last year and a half on those sites, they let you use that towards your 50% match.
- Track C is grant funding for capital improvement; 90% grant, 10 % match with no maximum that you can apply for. If you need to extend utilities to the site or improve roadways, you can apply for anything you need to do to make it shovel ready.

We hope to have IDA's Track B application finalized in August.

3. OPRHP EPF grant application – IDA agreed to submit an OPRHP grant application to do pre-development studies to look at adding a rail trail project in northern Tioga County. Very preliminary right now.
4. OHRY Rail Tour – The IDA owns the Owego Hartford Railway, a short line freight rail from Owego to Hartford. RJ Corman operates the railway. Some of the ED&P staff went on a Hi-Rail Tour of the railway. It was very interesting and informative.

#### **IV. PERSONNEL**

- A. Housing Development Specialist position – This position has been posted, and we have received a handful of applications.
- B. TCIDA/TCPDC Administrator position - Ms. Woodburn reminded the committee that ED&P is creating this position to handle the day-to-day administrative support to the IDA and the Land Bank. They are both Public Authorities. Ms. Woodburn reported the following:
  - The Land Bank pays \$25,000.00 annually to the County for Administrative Services.
  - The IDA pays \$20,000.00 annually to the County for Administrative Services.
  - Have had conversations with Mr. Bailey and Personnel and filled out a New Position Duties Statement Form with a salary range of approximately \$42,000. – \$52,000.
  - Mr. Bailey gave a benefits estimate at the higher end of \$43,000, making the total salary of approximately \$96,000.
  - Holding preliminary conversations with the IDA and the Land Bank regarding increasing their contributions to \$50,000.00 each.

Ms. Woodburn would like to bring forward a resolution to create this new position next month and will get formal motions of approval from the IDA and Land Bank for the increase in contributions. Ms. Woodburn will then amend the Administrative Services Agreements Tioga County has in place now. Both organizations seemed open to the changes. Ms. Woodburn will begin updating the agreements for approval from the IDA and Land Bank Boards.

- C. Remote Work – The updated Remote Work Schedule is in the committee packet with one change. Mr. Lanning is changing to as needed status.

D. Strategic Plan Project Owner Status Report – The updated Strategic Plan Project Owner Status Report is in the committee packet.

**V. RESOLUTIONS**

G14-Set Public Hearing for 2025 CDBG Grant

G17-Amend Reso No. 148-25 - Update NY Swims Grant & Modify Budget

G21-Resolution to Award CDBG Microenterprise Program Funds

The above resolutions were reviewed; however, due to no quorum they will move to Worksession, July 10<sup>th</sup>.

**VI. PROCLAMATIONS - N/A**

**VII. ADJOURNMENT**

With no further topics of discussion or questions, the meeting was adjourned at 1:38 P.M.

Respectfully Submitted,

Linda Sampson

Administrative Assistant Economic Development & Planning



**EDP Grant Tracking Spreadsheet - Tioga County  
Jul-25**

	Applicant	Grant Source	Purpose	Status	Requested	Resource	Technical Assistance	Resolution
1	Tioga County	CDBG Public Facilities – Racker Neighborhood Depot	New construction of Neighborhood Depot Non Profit Hub	Closeout monitoring	\$ 3,000,000.00	NA	NA	Yes
2	Tioga County	ESD Restore NY Round VI – River House Confectionery and Mercantile	Rehabilitation of 178-180 Front Street, Owego	Awarded - in process	\$ 1,800,000.00	NA	NA	Yes
3	Tioga County	ESD Restore NY Round VII – Tioga Trails	Rehabilitation of 48-50 Lake Street, Owego	Awarded - in process	\$ 1,000,000.00	NA	NA	Yes
4	Tioga County	NYS Snowmobile	Snowmobile grant program for 5 clubs in Tioga County	Phase II in process	TBD	NA	NA	annual program
5	Tioga County	Household Hazardous Waste Program	Allows the County to have a safe and economic method for the proper disposal of household hazardous waste.	Awarded - in process	\$ 7,767.22	NA	NA	Yes
6	Tioga County	Municipal Waste Reduction and Recycling	Allows for Tioga County to maintain a Sustainability Manager to expand and implement waste	Awarded - in process	\$ 56,350.00	NA	NA	Yes
7	Tioga County	ESD Restore NY Round VIII, Tioga County	Rehabilitation of 81 North Ave in the Village of Owego	Construction in process	\$ 165,000.00	NA	NA	Yes
8	Tioga County	CDBG Microenterprise program	Provide funding for small businesses with five or less employees.	Project selection in process	\$ 212,500.00	NA	NA	Yes
9	Tioga County	NY SWIMS	Funding to support V. Owego public pool.	1st disbursement request in process	\$ 17,725.00	NA	NA	Yes
10	Tioga County	CDBG Public Facilities – Catholic Charities	Mobile food truck to establish life skills café, community kitchen, and food rescue programs.	Request for Proposals are being reviewed	\$ 243,533.00	NA	NA	Yes
11	Tioga County	CDBG Imminent Threat – TCPDC	Environmental remediation and demolition funding for abandoned and blighted properties located in the Town of Owego and Town of Berkshire.	Application in process	TBD	NA	NA	In process

**EDP Grant Tracking Spreadsheet - Outside Agencies  
Jul-25**

	Applicant	Grant Source	Purpose	Status	Requested	Resource	Technical Assistance	Resolution
1	Village of Newark Valley	ESD Restore NY Round VIII	Rehabilitation of 10 and 14-16 Whig Street, NV	Engineering and environmental testing in process	\$ 732,420.00		X	Yes
2	OACSD	ARC Infrastructure Investment & Jobs Act (IIJA)/Area Development	Build out of former maintenance building for BT BOCES / Owego Apalachin CTE programs	Application submitted	\$ 1,000,000.00		X	Yes
3	Town of Berkshire	ARC READY Local Government Program	Master park plan for George W. Smith park	Selection of consultant in process.	\$ 50,000.00		X	Yes
4	Tioga Hardwoods	ESD Small Manufacturers Modernization Grant	Equipment purchases/upgrades	Incentive proposal in process	\$ 112,240.00	X		No
5	Village of Owego	OPRHP Municipal Parks and Recreation (MPR) Grant Program	Marvin Park, Hyde Park, Woodlawn Park and Courthouse Square Park improvements	Application submitted	\$ 777,330.00		X	Yes
6	Village of Newark Valley	ESD Planning and Feasibility Studies Program	Downtown strategic plan	Application submitted	\$ 22,500.00		X	Yes
7	Town of Nichols	NYS Dept of State Community Smart Growth Planning and Zoning Grant Program	Develop a Comprehensive Plan for the Town of Nichols	Application - in process	\$ 111,000.00		X	Yes
8	Tioga County IDA	USDA RBDG	Lounsbury Engineering Plan	Draft of final engineering plan has been issued.	\$ 90,000.00		X	
9	Tioga County IDA	USDA RBDG	Equipment Lease Program	Awarded - in process	\$ 99,000.00		X	
10	TCPDC	NY Main Street	62-64 North Avenue, Owego rehabilitation	Selection of firm for Environmental testing in process	\$ 438,316.00		X	
11	TCPDC	Land Bank Initiative (LBI) Phase 1, Year 3	Operational costs	Year 3 closeout in process. Year 4 application in process.	\$ 200,000.00		X	
12	TCPDC	Land Bank Initiative (LBI) Open Round	Demolition and rehabilitation projects	Awarded - in process	\$ 1,823,100.00		X	

DRAFT

## **ECONOMIC DEVELOPMENT & PLANNING TOURISM/AGRICULTURE LEGISLATIVE COMMITTEE MEETING August 5, 2025**

### **ATTENDEES:**

**Legislators:** Ron Ciotoli, Andrew Aronstam, Marte Sauerbrey

**Staff:** Brittany Woodburn, Linda Sampson, Elaine Jardine, Cathy Haskell, Jackson Bailey, Peter DeWind, Katie Chandler, Laura Schurter

**Guests:** Becca Maffei, Tourism Director, Christina DiStefano, Tioga Arts Council Executive Director, Darryl Lindsay, Tioga Arts Council Board President

Legislators Keith Flesher and Jake Brown were not in attendance; therefore, approval of the minutes will be carried to the September meeting and resolutions will move to Worksession on Thursday, August 7<sup>th</sup>.

Committee Chair, Ron Ciotoli, called the meeting to order at 1:00 P.M.

**ECONOMIC DEVELOPMENT & PLANNING (ED&P):** Agenda and attachments previously emailed.

### **I. MINUTES**

- A. Approval of minutes from June 3, 2025, and July 8, 2025 – Due to no quorum, approval of the minutes will be carried to the September meeting.

Ms. Woodburn reported the following:

### **II. FINANCIAL**

- A. 2025 Budget
  - 1. Economic Development
    - Year-to-Date Budget is tracking.
  - 2. Planning
    - Year-to-Date Budget is tracking.
  - 3. Sustainability Management
    - Year-to-Date Budget is tracking.
- B. 2026 Budgets – The proposed 2026 budgets were in the committee packet previously emailed; however, Ms. Woodburn highlighted the following:

1. Economic Development
  - No grant funded positions.
  - Increased the Contribution to Economic Development line, the fee for IDA Administrative Services Economic Development receives, from \$20,000 to \$50,000 to reflect the new Administrative Services Agreement for the joint Administrative Coordinator position created.
  - Increased the Other Home & Community Service line, the fee for Land Bank Administrative Services Economic Development receives, from \$25,000 to \$50,000 to reflect the new Administrative Services Agreement for the joint Administrative Coordinator position created.
  - Increased the Printing/Paper line by \$350 and reduced the Leased/Service Equipment line to offset the increase.
  - Zeroed out the Program Expense line because we are finished with Hooker Foundation funds and wrapping up the ARC funds for that program.
2. Planning
  - No grant funded positions.
  - Increased Contract Services by \$10,000 for required cash match to NYS Department of Ag and Markets for the updated Tioga County Ag and Farmland Protection Plan.
3. Southern Tier 8
  - There is an increase of \$244 which was previously approved by resolution.
4. Snowmobile – No change.
5. Refuse & Garbage
  - Increase the Printing/Paper line by \$500.00 and reduced the Leased/Service Equipment line to offset the increase.
6. NY Main Street – No grant applications planned for 2026.

### **III. OLD BUSINESS/NEW BUSINESS**

#### **A. Reports**

1. Tioga County Tourism – Becca Maffei - Monthly report was previously emailed and is in the committee packet. Ms. Maffei was in attendance and distributed an updated report and highlighted the DRI Wayfinding Sign Project, Content Project Progress, Travel Guide, Digital Marketing Campaign, Susquehanna Heritage Area, Tioga County Visitor Center, and Owego first Friday.

Ms. Maffei introduced Christina DiStefano, Executive Director, and Darryl Lindsay, Board President, of the Tioga Arts Council. Ms. DiStefano stated that the work Tourism does, and the work Tioga Arts Council does collectively compliment Economic Development and Planning. A PowerPoint was brought up on the screen in the conference room outlining the mission of Tioga Arts Council, highlighting programs and events held in Tioga County.

2. Cornell Cooperative Extension – Monthly report previously emailed and in the committee packet.

3. Tioga County Soil & Water Conservation District – Monthly report previously emailed and was in the committee packet. Ms. Walsh sent a flyer of the Sundaes at the Farm event for distribution.
  4. Economic Development and Planning – In keeping with staff reporting Ms. Woodburn introduced Ms. Jardine, County Planning Director. Ms. Jardine distributed information and reported on the need for a new Tioga County Agricultural & Farmland Protection Plan and the Planning Budget increase. Ms. Jardine reported the following:
    - The Age of the Plan: The Ag & Farmland Protection Plan is over 10 years old, making us eligible for Ag and Markets funding to develop the new plan when the Request for Application (RFA) is released in the fall of 2025. The grant application will be for half the cost to develop the plan. The grant funds and the required cash match, which includes the \$10,000 increase to Planning Contracting Services, will go towards the consultant hired to develop the plan.
    - Implementation of the Plan: Almost all goals in the 2015 Plan have been completed.
    - Changing Circumstances in the Past 10 Years:
      - The influx of Amish communities began in 2017.
      - Proliferation of solar projects on agricultural land.
    - Preservation of Farmland: Must have a goal to preserve farmland.
    - Four Active Partners:
      - Tioga County Economic Development & Planning
      - Tioga County GIS
      - Tioga County Soil & Water Conservation District
      - Tioga County Cornell Cooperative Extension
- Ms. Jardine reviewed the budget for the plan that was distributed. The budget includes cash and in-kind contributions. A resolution will be brought forward for the County Legislature contribution upon the release of the RFA in the fall.

#### B. Grants

1. Active Grants – See attached EDP Grant Tracking spreadsheet. Ms. Woodburn highlighted the following:
  - a. CDBG Imminent Threat – This program will provide funding for upcoming demolitions in the Town of Owego and Town of Berkshire. The public hearing was held on July 24<sup>th</sup>. The next step is to pass the resolution to apply for the funds, not to exceed \$200,000. The resolution is listed below. Ms. Woodburn reminded the committee that only municipalities are eligible to apply. If awarded, they would subgrant the funds to the Land Bank. There is no match requirement, and we are working with Thoma Development to write and administer the grant application. The Land Bank is covering payment to Thoma Development.
  - b. CDBG Microenterprise – The grant agreements have been issued to the awardees, six out of the eight have completed and signed the grant documentation. The projects have begun.
  - c. CDBG Public Facilities – Catholic Charities Mobile Food Truck project. The project committee reviewed several proposals and selected JP Food Trucks as the

vendor for the project. Mr. DeWind and HCR is in the process of reviewing the contract between Catholic Charities and the vendor. The proposal came in just over \$197,000 for the truck.

- d. Restore NY – Village of Newark Valley – Received preliminary drawings from the architect for the design of the buildings on two properties. Currently in the process of reviewing and providing feedback to move forward. We are waiting on environmental testing to take place.
- e. ARC READY – George Smith Park Master Park Plan – Ms. Jardine and Ms. Zubalsky-Peer are working on this project. Ten proposals have been received and reviewed. The consulting firm, Barton and Loguidice, has been selected. The contract has been signed, and the next meeting has been scheduled. The Town of Berkshire, through ARC READY, selected Bent Ear Technology to update their computer equipment and IT services. Any surplus of money will go to updating the Town of Berkshire website.
- f. CDBG Public Facilities and Housing Rehabilitation programs- Applications are due in September and October for these programs. ED&P may have a resolution to apply for funds to bring forward next month. A public hearing will not be necessary because the public hearing in July was generic to this program.

#### C. Economic/Community Development

- 1. Pro Housing Communities Certification – Village of Newark Valley, Village of Nichols and Town of Berkshire are certified. Ms. Jardine and Mr. Lanning have been assisting the Village of Owego with completing their building permit data. The next step is to pass a pro-housing resolution for certification. Mr. Lanning has met with the Village of Waverly to discuss their pro-housing designation.
- 2. Strong Road Site – Water and sewer systems extensions plan - ED&P has contracted with Larson Design Group to draft an engineering report and cost estimates for this project. This is for an IDA owned site for single housing development in the future.
- 3. NY Forward – Village of Waverly – Ms. Jardine assisted the Village of Waverly on an RFP for engineering design for Broad Street streetscape and East Waverly Park improvements. The RFP has been issued, and responses are due within the month.
- 4. Lockheed Martin – site visit – Legislative Chair Sauerbrey, Mr. Bailey (County Administrator), Ms. Henriques (Tioga County Chamber), Mr. Sanders (ESD), Ms. Schnabl (ED&P), and Ms. Woodburn (ED&P) attended a site visit and tour of Lockheed Martin Monday, August 4<sup>th</sup>. The group met with Tish Rourke who is overseeing Lockheed Martin Owego. It was a great tour.
- 5. Tioga County REAP LDC – Tioga County is one of five designated REAP Zones in the country. This makes Tioga County eligible for certain set-aside money from USDA through their Community Facilities Program, their Rural Business Development Grant Program and their Water and Wastewater Program. It's a volunteer board. Over the years an ED&P staff member sits on the board and will assist in managing the board. We are taking a different approach now. The board will meet three times a year to keep the REAP designated status so municipalities and non-profits can continue to access the funding.

### Land Bank

1. 81 North Avenue, Owego – Façade work is underway; commercial space is almost completed and already have a lead on potential tenants.
2. 247 Main Street, Owego – The board is in process of selecting a design firm for this rehabilitation project.
3. 121 Providence Street, Waverly – Schematic designs were issued for this project; moving toward a final design.
4. LBI Property Services application – NYS HCR issued a new grant funding opportunity for Land Bank's called Property Services. This program will allow for new construction. Ms. Zubalsky-Peer and Ms. Woodburn decided to submit Temple and Liberty Street for consideration. This funding is for the single homes project. It was a quick turnaround for the application.
5. Vacant Rental Program application – Looking into this program right now. The Land Bank would administer and subgrant funds to multi-family property owners to rehabilitate units.
6. TCPDC and Tioga County Revised Administrative Services Agreement – Regarding the split administrative coordinator position with the Land Bank and the IDA. A resolution to create the position is listed below. Revised agreements for Administrative Services with the Land Bank and IDA have been completed. Mr. DeWind, County Attorney, and Mr. Meagher, Land Bank Attorney, have reviewed and approved the revised agreements. Resolutions for the revised agreements are listed below.

Because there is no quorum today, Ms. Woodburn will attend the Worksession on Thursday, August 7<sup>th</sup>, to answer any questions.

### D. Workforce Development

1. OACSD/BT BOCES Satellite Campus – Recently notified by ARC that the application for the BT BOCES Owego Satellite Campus was moved from review to approval. This is the 1M grant ED&P assisted with to submit through Southern Tier 8 and ARC.
2. ARC Education Workforce Coordinator Grant – This grant is in the process of being closed out.

### E. Planning

1. 239 Reviews – No 239's this month.
2. Tioga County Agricultural and Farmland Protection Plan grant – Ms. Jardine reported on this earlier.
3. NYS DOS Smart Growth Community Planning & Zoning – Town of Nichols – Ms. Jardine submitted this application.
4. County Planning Director Trainee position – Ms. Zubalsky Peer will start in her trainee position on August 11<sup>th</sup>.

### F. Sustainability Management

1. Crown Sustainability mini documentary – Crown Cork and Seal agreed to doing the documentary with Dr. Pratt to demonstrate how their company reduces and eliminates waste in their manufacturing process. The filming is complete.

2. Barton E-Waste Program mini documentary – This filming is complete.

3. 2025 YTD –

a. Paid to Broome County	2025	2024
i. HHW	\$3,377.25	\$9,266.55
ii. E-Waste	\$ 450.80	\$1,994.65
b. Towns/County(E-waste)	\$ 455.00	\$2,261.20

#### G. IDA

1. TCIDA and Tioga County Revised Administrative Services Agreement – Resolution listed below.
2. OPRHP EPF – Northern Tioga Rail-with-Trail Pre-Engineering Project – Grant application submitted. Looking at doing a railroad trail pre-engineering study. This can be tied back to the Susquehanna Heritage Area Management Plan. Under the OPRHP Program we can apply for parks funding and Heritage Area programming because we have the Heritage Area designation. This is an example of why it's important to have the designation and have the Susquehanna Heritage Area plan updated; to have access to funding.
3. FAST NY Track A and Track B – These are the sites in Lounsberry. ED&P submitted the pre-engineering design report for the 10 acre and 20 acre site to FAST NY Track A to get shovel ready designated. This will help with project leads from Empire State Development, making them aware of sites in Tioga County that are designated shovel ready. The Track B application ED&P is submitting is for property in the Lounsberry area that we are interested in possibly acquiring through the IDA for predevelopment studies.
4. Economic Development Council Conference – Ms. Schnabl and Ms. Yelverton attended this conference for IDA training.
5. Economic Development Credit Analysis Course – Ms. Yelverton participated in this 3-day course to help with IDA loan underwriting processes for façade and business loan work that she will be taking on in the future.

#### IV. **PERSONNEL**

- A. Housing Development Specialist position – Resolution listed below to appoint Tara Patton to this position on September 8<sup>th</sup>.
- B. Administrative Coordinator position – Resolution listed below to create this position.

#### V. **RESOLUTIONS**

H09-Submit Application NYS CDBG Imminent Threat Program  
H13-Revise and Modify IDA Administrative Services Agreement  
H14-Revised and Modify TCPDC Administrative Services Agreement  
H15-Authorize Appointment of Housing Development Specialist  
H24-Create FT Administrative Coordinator Position

The above resolutions were reviewed; however, due to no quorum they will move to Worksession, August 7<sup>th</sup>.



**VI. PROCLAMATIONS - N/A**

**VII. ADJOURNMENT**

With no further topics of discussion or questions, the meeting was adjourned at 2:15 P.M.

Respectfully Submitted,

Linda Sampson

Administrative Assistant Economic Development & Planning

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**EDP Grant Tracking Spreadsheet - Tioga County**  
**Aug-25**

	Applicant	Grant Source	Purpose	Status	Requested	Resource	Technical Assistance	Resolution
1	Tioga County	CDBG Public Facilities – Racker Neighborhood Depot	New construction of Neighborhood Depot Non Profit Hub	Closeout monitoring	\$ 3,000,000.00	NA	NA	Yes
2	Tioga County	ESD Restore NY Round VI – River House Confectionery and Mercantile	Rehabilitation of 178-180 Front Street, Owego	Awarded - in process	\$ 1,800,000.00	NA	NA	Yes
3	Tioga County	ESD Restore NY Round VII – Tioga Trails	Rehabilitation of 48-50 Lake Street, Owego	Awarded - in process	\$ 1,000,000.00	NA	NA	Yes
4	Tioga County	NYS Snowmobile	Snowmobile grant program for 5 clubs in Tioga County	Phase II in process	TBD	NA	NA	annual program
5	Tioga County	Household Hazardous Waste Program	Allows the County to have a safe and economic method for the proper disposal of household hazardous waste.	Awarded - in process	\$ 7,767.22	NA	NA	Yes
6	Tioga County	Municipal Waste Reduction and Recycling	Allows for Tioga County to maintain a Sustainability Manager to expand and implement waste reduction	Awarded - in process	\$ 56,150.00	NA	NA	Yes
7	Tioga County	ESD Restore NY Round VIII, Tioga County	Rehabilitation of 81 North Ave in the Village of Owego	Construction in process	\$ 165,000.00	NA	NA	Yes
8	Tioga County	CDBG Microenterprise program	Provide funding for small businesses with five or less employees.	Projects have been selected. Contracts in process.	\$ 212,500.00	NA	NA	Yes
9	Tioga County	NY SW/MS	Funding to support V. Owego public pool.	1st disbursement request in process	\$ 21,270.00	NA	NA	Yes
10	Tioga County	CDBG Public Facilities – Catholic Charities	Mobile food truck to establish life skills café, community kitchen, and food rescue programs.	Vendor has been selected. Contract in process.	\$ 243,533.00	NA	NA	Yes
11	Tioga County	CDBG Imminent Threat – TCPDC	Environmental remediation and demolition funding for abandoned and blighted properties located in the Town of Owego and Town of Berkshire.	Application in process	TBD	NA	NA	In process

**EDP Grant Tracking Spreadsheet - Outside Agencies**  
**Aug-25**

	Applicant	Grant Source	Purpose	Status	Requested	Resource	Technical Assistance	Resolution
1	Village of Newark Valley	ESD Restore NY Round VIII	Rehabilitation of 10 and 14-16 Whig Street, NY	Engineering and environmental testing in process	\$ 731,420.00		X	Yes
2	OACSD	ARC Infrastructure Investment & Jobs Act (IIJA)/Area Development	Build out of former maintenance building for BT BOCES / Owego Apalachin CTE programs	Application submitted	\$ 1,000,000.00		X	Yes
3	Town of Berkshire	ARC READY Local Government Program	Master park plan for George W. Smith park	Consultant has been selected. Contract in process.	\$ 50,000.00		X	Yes
4	Tioga Hardwoods	ESD Small Manufacturers Modernization Grant	Equipment purchases/upgrades	Incentive proposal issued.	\$ 112,240.00	X		No
5	Village of Owego	OPRHP Municipal Parks and Recreation (MPR) Grant Program	Marvin Park, Hyde Park, Woodlawn Park and Courthouse Square Park Improvements	Application submitted	\$ 777,330.00		X	Yes
6	Village of Owego	OPRHP Environmental Protection Fund (EPF) grant program	Historic Owego Police Station exterior facade improvements - 90 Temple Street, Owego	SHPO review in process. Grant awarded in 2021			X	Yes
7	Town of Nichols	NYS Dept of State Community Smart Growth Planning and Zoning Grant Program	Develop a Comprehensive Plan for the Town of Nichols	Application submitted	\$ 111,000.00		X	Yes
8	Tioga County IDA	USDA RBDG	Lounsberry Engineering Plan	Draft of final engineering plan has been issued.	\$ 90,000.00		X	
9	Tioga County IDA	USDA RBDG	Equipment Lease Program	Awarded - in process	\$ 99,000.00		X	
10	Tioga County IDA	OPRHP EPF	Northern Tioga Rail-with-Trail Pre-Engineering project	Application submitted	\$ 450,000.00		X	
11	Tioga County IDA	FAST NY Track B	Pre-engineering studies for potential industrial sites in the Lounsberry area.	Application - in process	TBD		X	
12	TCPDC	NY Main Street	62-64 North Avenue, Owego rehabilitation	Selection of firm for Environmental testing in process	\$ 438,316.00		X	
13	TCPDC	Land Bank Initiative (LBI) Phase 1, Year 3	Operational costs	Year 3 closeout in process. Year 4 application awarded.	\$ 200,000.00		X	
14	TCPDC	Land Bank Initiative (LBI) Open Round	Demolition and rehabilitation projects	Awarded - in process	\$ 1,823,100.00		X	



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 09

ACCOUNTS FOR:			ORIGINAL	TRANSFERS/	REVISED		AVAILABLE	PCT
A	General Fund		APPROP	ADJUSTMENTS	BUDGET	YTD ACTUAL	BUDGET	USE/COL
<b>A6422 Economic Development</b>								
A6422	411132	Tax On Hotel/Motel	-35,000	0	-35,000	-31,863.78	.00	91.0%*
A6422	412891	Other General Gov.	0	0	0	-5,733.09	.00	100.0%
A6422	419890	Contribution To Ec	-20,000	0	-20,000	-10,000.00	.00	50.0%*
A6422	421891	Other Home & Commu	-25,000	0	-25,000	-12,500.00	.00	50.0%*
A6422	427010	Refunds Of Prior Y	0	0	0	-4,617.08	.00	100.0%
A6422	510010	Full Time	365,879	0	365,879	219,407.22	.00	60.0%
A6422	540010	Advertising	3,000	0	3,000	2,539.35	.00	84.6%
A6422	540040	Books	500	160	660	617.98	.00	93.6%
A6422	540070	Car Maintenance	2,000	0	2,000	440.98	.00	22.0%
A6422	540140	Contracting Servic	0	1,500	1,500	1,000.00	.00	66.7%
A6422	540180	Dues	1,000	0	1,000	775.00	.00	77.5%
A6422	540220	Automobile Fuel	150	0	150	10.80	.00	7.2%
A6422	540320	Leased/Service Equ	1,350	0	1,350	483.82	.00	35.8%
A6422	540360	Meals/Food	750	0	750	55.49	.00	7.4%
A6422	540390	Mileage Expense	50	0	50	.00	.00	.0%
A6422	540420	Office Supplies	1,280	0	1,280	-375.22	.00	-29.3%
A6422	540480	Postage	380	0	380	230.43	.00	60.6%
A6422	540485	Printing/Paper	1,500	0	1,500	101.29	.00	6.8%
A6422	540487	Program Expense-WD	100,000	0	100,000	5,733.09	.00	5.7%
A6422	540590	Services Rendered	19,190	-1,500	17,690	5,446.13	.00	30.8%
A6422	540620	Software Expense	100	2,500	2,600	2,388.00	.00	91.8%
A6422	540660	Telephone	1,000	0	1,000	408.67	.00	40.9%
A6422	540733	Training/All Other	4,820	-2,660	2,160	1,000.00	.00	46.3%
A6422	581088	State Retirement F	32,928	0	32,928	14,899.14	.00	45.2%
A6422	583088	Social Security Fr	19,190	0	19,190	17,041.06	.00	88.8%
A6422	584088	Workers Compensati	0	0	0	4,185.91	.00	100.0%*
A6422	585588	Disability Insuran	0	0	0	207.57	.00	100.0%*
A6422	586088	Health Insurance F	47,077	0	47,077	59,104.57	.00	125.5%*
A6422	588988	Eap Fringe	0	0	0	55.08	.00	100.0%*
TOTAL Economic Development			522,144	0	522,144	271,042.41	.00	51.9%
TOTAL General Fund			522,144	0	522,144	271,042.41	.00	51.9%
TOTAL REVENUES			-80,000	0	-80,000	-64,713.95	.00	
TOTAL EXPENSES			602,144	0	602,144	335,756.36	.00	



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 09

	ORIGINAL APPROP	TRANSFRS/ ADJUSTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	522,144	0	522,144	271,042.41	.00	251,101.59	51.9%

\*\* END OF REPORT - Generated by Sampson, Linda \*\*



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 09

ACCOUNTS FOR:		ORIGINAL	TRANSFERS/	REVISED			AVAILABLE	PCT
A General Fund		APPROP	ADJUSTMENTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
<b>A8020 Planning</b>								
A8020 439890	State Aid-Other Ho	0	-21,270	-21,270	.00	.00	-21,270.00	.0%*
A8020 510010	Full Time	188,916	0	188,916	72,768.85	.00	116,147.15	38.5%
A8020 540010	Advertising	200	0	200	91.86	.00	108.14	45.9%
A8020 540040	Books	600	0	600	121.00	.00	479.00	20.2%
A8020 540140	Contracting Servic	22,000	21,270	43,270	7,207.50	.00	36,062.50	16.7%
A8020 540180	Dues	800	50	850	813.00	.00	37.00	95.6%
A8020 540220	Automobile Fuel	200	0	200	53.94	.00	146.06	27.0%
A8020 540320	Leased/Service Equ	1,200	0	1,200	.00	.00	1,200.00	.0%
A8020 540360	Meals/Food	190	0	190	76.00	.00	114.00	40.0%
A8020 540390	Mileage Expense	600	0	600	.00	.00	600.00	.0%
A8020 540420	Office Supplies	500	0	500	10.50	.00	489.50	2.1%
A8020 540480	Postage	900	0	900	108.42	.00	791.58	12.0%
A8020 540485	Printing/Paper	1,000	0	1,000	431.45	.00	568.55	43.1%
A8020 540590	Services Rendered	4,875	0	4,875	.00	.00	4,875.00	.0%
A8020 540660	Telephone	600	0	600	170.58	.00	429.42	28.4%
A8020 540733	Training/All Other	1,200	-50	1,150	305.00	.00	845.00	26.5%
A8020 581088	State Retirement F	0	0	0	9,145.49	.00	-9,145.49	100.0%*
A8020 583088	Social Security Fr	8,863	0	8,863	5,700.10	.00	3,162.90	64.3%
A8020 584088	Workers Compensati	0	0	0	1,141.72	.00	-1,141.72	100.0%*
A8020 585588	Disability Insuran	0	0	0	56.61	.00	-56.61	100.0%*
A8020 586088	Health Insurance F	40,000	0	40,000	23,427.37	.00	16,572.63	58.6%
A8020 588988	Eap Fringe	0	0	0	15.13	.00	-15.13	100.0%*
TOTAL Planning		272,644	0	272,644	121,644.52	.00	150,999.48	44.6%
TOTAL General Fund		272,644	0	272,644	121,644.52	.00	150,999.48	44.6%
TOTAL REVENUES		0	-21,270	-21,270	.00	.00	-21,270.00	
TOTAL EXPENSES		272,644	21,270	293,914	121,644.52	.00	172,269.48	



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 09

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	272,644	0	272,644	121,644.52	.00	150,999.48	44.6%

\*\* END OF REPORT - Generated by Sampson, Linda \*\*



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 09

ACCOUNTS FOR:		ORIGINAL	TRANSFERS/	REVISED			AVAILABLE	PCT
A	General Fund	APPROP	ADJUSTMENTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
<b>A8160 Refuse &amp; Garbage</b>								
A8160 421890	Other Home & Comm	-1,980	0	-1,980	-220.00	.00	-1,760.00	11.1%*
A8160 425900	Waste Hauler Permi	-400	0	-400	-300.00	.00	-100.00	75.0%*
A8160 439892	Solid Waste State	-30,000	0	-30,000	.00	.00	-30,000.00	.0%*
A8160 510010	Fulltime	71,743	0	71,743	43,430.93	.00	28,312.07	60.5%
A8160 520280	Tools Large/ Power	0	4,845	4,845	4,845.18	.00	-.30	100.0%*
A8160 540010	Advertising	7,500	0	7,500	4,854.82	.00	2,645.18	64.7%
A8160 540180	Dues	175	0	175	.00	.00	175.00	.0%
A8160 540320	Leased/Service Equ	2,000	0	2,000	483.83	.00	1,516.17	24.2%
A8160 540390	Mileage Expense	167	0	167	.00	.00	166.75	.0%
A8160 540420	Office Supplies	2,000	0	2,000	177.30	.00	1,822.70	8.9%
A8160 540444	Permits, Fees, Ins	100	0	100	.00	.00	100.00	.0%
A8160 540480	Postage	200	0	200	.00	.00	200.00	.0%
A8160 542140	Contracting Servic	98,000	0	98,000	19,708.64	378.87	77,912.49	20.5%
A8160 542261	Household Hazardou	75,000	0	75,000	7,834.70	.00	67,165.30	10.4%
A8160 542485	Printing/Paper	1,500	0	1,500	101.29	.00	1,398.71	6.8%
A8160 542640	Supplies (Not Offi	11,000	0	11,000	.00	.00	11,000.00	.0%
A8160 542680	Tires	3,900	0	3,900	.00	.00	3,900.00	.0%
A8160 581088	State Retirement F	7,113	0	7,113	6,167.43	.00	945.57	86.7%
A8160 583088	Social Security Fr	5,303	0	5,303	3,459.95	.00	1,843.05	65.2%
A8160 584088	Workers Compensati	1,195	0	1,195	761.09	.00	433.91	63.7%
A8160 585588	Disability Insuran	68	0	68	37.74	.00	30.26	55.5%
A8160 586088	Health Insurance F	11,895	0	11,895	8,166.80	.00	3,728.20	68.7%
A8160 588988	EAP Fringe	16	0	16	10.03	.00	5.97	62.7%
TOTAL Refuse & Garbage		266,495	4,845	271,340	99,519.73	378.87	171,441.03	36.8%
TOTAL General Fund		266,495	4,845	271,340	99,519.73	378.87	171,441.03	36.8%
TOTAL REVENUES		-32,380	0	-32,380	-520.00	.00	-31,860.00	
TOTAL EXPENSES		298,875	4,845	303,720	100,039.73	378.87	203,301.03	



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 09

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	266,495	4,845	271,340	99,519.73	378.87	171,441.03	36.8%

\*\* END OF REPORT - Generated by Pratt, Ellen \*\*

# Cornell Cooperative Extension Tioga County

CCE Tioga Hilltop Farm  
343 Cass Hill Road  
Candor, NY 13743  
t. 607-659-5694  
e. [tioga@cornell.edu](mailto:tioga@cornell.edu)  
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## August 2025 – CCE Tioga Highlights

Prepared for the Tioga County Legislature Update (EDP, Agriculture & Tourism)

### Organizational Updates:

*Acknowledging the critical day-to-day behind the scenes operational support provided by JoAnn Coates, Finance Manager & Teri Whitmore, Administrative Assistant for CCE Tioga.*

### Campus Connection to Cornell:

- **Cornell Vegetable (PWT)** - Kelly Jackson assisting with editing articles to be released in September, gaining access to share information with growers. Since Kelly joined this editing group, at least one article weekly has been shared with growers via our “*All Things Agriculture*” e-newsletter – these articles are on topics that are of current concern, such as excessive dry or wet growing conditions, pest and disease alerts and management recommendations, and herbicide resistance information.
- **Cornell Livestock (PWT)** - Kelly Jackson attended monthly meeting
- **Annie’s Project** – Kelly is participating in state-wide Annie’s Project Planning for 2026 programming; Annie’s Project is an educational program dedicated to strengthening women’s roles in modern farm and ranch enterprises.
- **Cornell Garden Based Learning (CBGL)** - Jean Koski keeping up with new guidance to share with the gardening community and enroll new volunteers with the online Moodle CGBL learning platform.

### Community Connections:

- **Ag Education:** Participation in the Ag advisory committee at Spencer-Van Etten (Jean Koski)
- **Tioga County Food Council Community Interest Meetings** – sessions led by Broome Co. Food Council with Candor, NV/Berkshire and Owego community members, lead organizations (CCE Tioga + others) and farmers to discuss feasibility of developing a Tioga County Food Council
- **TIOGA COUNTY FAIR – Aug 5<sup>th</sup> – 9<sup>th</sup>** *In Memory of our dear friend, Charley Truman*
  - **Agriculture Partnerships in Action** to create memories and family friendly fun. CCE Tioga 4-H Team (Kristi, Robyn, Donna & Teri) worked closely with the Ag Society (Fair Board) and FFA advisers to cultivate and produce Youth animal shows and the Livestock Auction and get the Clover Café ready for visitors.
  - **16,000+ visitors to the Fair this year!** Agriculture displays from CCE Tioga, Farm Bureau, EDP Sustainability and Tioga Co. Soil & Water Conservation District had steady visitors on Free Ag Day and throughout the week, providing education and fun activities.
  - Farm Bureau hosted the Pork Chop BBQ at the 4-H Youth Building, with 4-H and FFA volunteers serving delicious dinners with proceeds supporting both organizations!
  - **CCE Tioga Info & public engagement-** Kelly brought her insect collection highlighting invasive insects (Spotted Lanternfly) and general program information to connect with farmers and families during Fair. At the Clover Café, where family friendly priced food, famous taco salads and milkshakes were on hand, CCE Tioga program info was also provided. Jean served as a judge for the Arts & Crafts entries. The PowerHouse was on site from CCE Southern Tier Smart Energy Choices hosted by Caitlin and other CEA’s. Family Resource Centers and Master Gardeners each hosted hands-on kids activities.

### 4-H Youth Development - Robyn Estrella, 4-H Youth Development Resource Educator

- Follow-up from Sundaes at the Farm Outreach – connecting with 35+ families about joining 4-H!
- **Clover Café:** This fundraiser for 4-H with community members, 4-H’ers and their families volunteering alongside CCE Tioga Staff serving over 800 Milkshakes!





- **Animal Shows** (Rabbit, Horse, Poultry, Goats, Swine, Beef & Dairy Cattle) and **Building Projects** showcased the work from the entire year from crocheted Cardinals to Project Books detailing the every-day effort learning lessons about animal husbandry, care and showmanship.
- **Market Animal Project Youth Livestock Auction:** 4-H Youth participated bringing 95 total chickens, turkeys, goat, sheep, hogs and cattle to Auction, with over \$68,000 in community bids going back to the youth, seeding next year's livestock market projects & supporting ag education.
- **Fun at the Fair: Barnyard Olympics & Costume Parade.** Yep. We had fun, that's for sure! 4-H'ers dressed up with their animals from "Dreaming in Green" to a Hula Dancer Steer. Friday night wasn't just about the Derby, we were racing around haybales and having Milk drinking contests!
- **NYS State Fair** – 8 Tioga County 4-H youth entered various competitions, supported by our 4-H educator on-site at the Great NYS Fairgrounds with building and county 4-H displays.
- **NYS Livestock Skill-A-thon** – Brock & Brody Pugh were on the winning Junior Team and Kylie Estrella joined 4-H friends from other counties to form the 3rd place Senior Team.
- **NYS Fair Youth Swine show** –Kylie Estrella won Reserve Senior Champion in Showmanship and Reserve Master Showman for the day. Brock Pugh won his Showmanship class and Brody Pugh did very well for the second place.
- **4-H NYS Beef Show** - Cheyenne Moyers won Grand Champion Shorthorn Heifer with "Tipsy".
- Congratulations Logan, Fennec and Benan on winning Grand Reserve Champions in the NYS Fair **4-H Lego Challenge!** The theme was the NYS Fair & they built a map of the entire fair in Legos.
- **More to Come at State Fair:** Horse Gymkhana Division, Youth Rabbit Show & Rabbit Decathlon

#### **Agriculture Outreach Programs - Kelly Jackson, Agriculture Development Specialist**

- **Local Ag Meetings:** Tioga Co. Farm Bureau (meeting & board) & Agricultural Resource Group (ARG)
- **Regional AFT Navigator Program** – Regional Navigator 2025 Navigator meeting
- **Weekly Ag Newsletter** – "All Things Agriculture" sent out weekly to 290+ farmers and Ag Service providers in and around Tioga County by Ag Educator Kelly Jackson
- **Ag Technical Support** - Daily/Weekly interactions with farmers via email, phone or Farm visits as requested. Tabled duration of Tioga County Fair (Tuesday – Saturday) alongside ARG partners.
- **Continuing Insect Trapping - monitored weekly throughout the growing season** –
  - **Sweet Corn Pest** monitoring at a local farm, collaborating with the Sweet Corn Pheromone Trap Network with Cornell IPM <https://sweetcorn.nysipm.cornell.edu/>
  - **Malaise trapping** at CCE Tioga Hilltop Farm for general insect presence, collaborating with the National Insect Abundance Network <https://www.insectabundance.org/>

**Beginning Incubator Farmer Program:** High Tunnels: Season Extension, Crop Diversification & More! – CCE Tioga hosted Incubator Farmers Craig and Debbie from Loving Farms for a presentation and group discussion on how to best utilize high tunnels and other forms of Controlled Environment Ag (CEA). Preparing Greenhouse for bench rental opportunities and closing out USDA NIFA BFRDP funding grant.

#### **Horticulture Outreach, Collaboration & Research – Jean Koski, Horticulturist**

- **Community Garden Guidance:** Questions abound as the growing season has commenced!
- **Grow Line Hot Topics:** answering questions (phone, email or social media) from the public centered around gardens, pest and disease issues, grafting and rehabilitating apple trees, MGv training.
- In-person Owego Office Hours Wednesday afternoons at the Neighborhood Depot 1-4pm
- **Tioga County Gardening Facebook Page** <https://www.facebook.com/groups/tiogacountygardeners>  
>>Join the group to see seasonal horticulture interest topics and timely tasks for garden upkeep!

**Master Gardeners** - Jean Koski, Master Gardener Volunteer Program Coordinator

- **Master Gardener program development:** Regional (Tioga, Broome, Chemung, Tompkins & Schuyler) MGVT Training begins in Sept. – planning and registration ongoing to welcome a new cohort of MG volunteers – 6 people from Tioga signed up to date!
- Exploring continuing education for MGVT's and community education workshops for the public
- **Master Gardener/Horticulture E-news:** sharing updates and articles of interest & monthly meetings
- **Demonstration Gardens:** Continued beautification work at 56 Main & other Village of Owego locations (River Walk and Courthouse Square). **Garden Walk-a-Abouts** inviting the public to interact and bring their Questions to the Master Gardeners during the gardening work sessions.

**Family Resource Center (FRC/Family Development Programs)** - Joan Shultz & Donna Vergason-Gibson,  
FRC Program Coordinators/Family Development Educators

Outreach/Playgroup Location	# of Playgroups	# of Families	# of kids	Total # of Attendees (unduplicated)	Total # Attending
Nichols (Library)	1	6	10	8	18
Spencer (Inspire)	4	15	28	45	90
Spencer (Nichols Pond)	1	6	13	20	20
Berkshire (Library)	3	4	2	7	9
Candor (Library)	2	16	16	27	46
Owego (TCBGC)	0	0	0	0	0
Tioga County Fair Outreach	1	20	40	60	60
<b>Total</b>	<b>12</b>	<b>67</b>	<b>109</b>	<b>167</b>	<b>243</b>

**Educators attended Training session:** The Community Opportunity Map: a workshop on using data to engage community and write grants by National Family Network

**FRC Success Stories:**

- A grandparent that attends playgroups in Spencer continues to share her harvest of extra vegetables from her own garden and maintains the garden plot at Inspire. Many families have benefited from her generosity and green thumb.
- Grandparent Bill Collier was excited to be part of the Candor Library Summer Program bringing back his RED/Green Light outdoor activities to get everyone involved in movement and listening skills!
- FRC families visited the Clover Café and participated in activities at the Tioga County Fair in Owego.
- Candor Library finished the summer session with a Teddy Bear Picnic at Moyer Park. Tioga County Public Health Department also attended sharing summer safety information.
- Berkshire Library has been busy with summer programs including Children's Farmer's Market Food Bank with fresh fruits and vegetables, lunches, outdoor activities and indoor stories and crafts. We have had several community agencies from Family Enrichment, New Hope Center, TCPH, CCE Tioga Smart Energy Choices and more offering information and resources to families.

**Smart Energy Choices:** Caitlin Tucker (Tioga Co. CEA) & Eileen Hanrahan (Regional SEC Team Mgr)

- Reached **828** residents at 6 outreach events
  - Powerhouse outreach all 5 days of the Tioga County Fair - reached a total of **632** residents
  - Catholic Charities Back to School Bash 2025 - reached **196** Tioga County students and families
  - Tabling at Berkshire Free Library in collaboration with CCE Tioga Family Resource Center
- Advised **15** residents including with assisting with access to the Emp+ program and referring to Residential Energy Assessment Program, NYS Clean Heat, NY-Sun, Comfort Home, and the Weatherization Assistance Program
- Attended professional development meetings regarding how to more effectively use the new *MyEnergy portal* to help residents submit applications for the Empower+ program

**WIOA Youth Employment Program/Workforce – Lisa Weston-Bialy, Resource Educator**

- Enrolled **4 new participants** in August
- **College Bound:** Assisted **9 youth** to enroll and prepare for college this Fall semester (attending Corning CC, Monroe CC, SUNY Broome, and TC3). Areas of Study: Computer Science, Visual Arts, Graphic, Design, Health sciences, Computer Forensics, Photography, Liberal Arts and Social Work
- **Employment Training:** Currently we are assisting **3 youth** to begin Trainings at BT and GST BOCES for CDL B, Construction Equipment Operation and Barbering
- **Work Experience:** We have **4 youth** currently at Waverly Bus Garage, Tioga County Career Center, Raymond Hadley and Refabulous Furnishings.
  - 1 youth recently completed the Work Experience and has been hired by the company.
- **August Hirings!** WIOA Youth have been hired at **11 different companies** - Guthrie, Thunderbird Atlatl, Mirabito, Price Chopper, V&S Galvanizing, The Grille, Wilson Dental, The Links, Securitas (upon completion of Security Training), Sodexo Dining at BU (upon completing Culinary Arts training at Job Corps), Quest Diagnostics (upon completion of Phlebotomy class).

**Nutrition/SNAP-Ed – Sophie Torres, CCE Chemung partnership**

- Funding for the SNAP-Ed program ends September 30, 2025, programming is expected to cease by Sept. 27, 2025. Sophie will be entering a new role at CCE Chemung.
- CCE Tioga is seeking alternate funding and developing ideas to include general nutrition/healthy eating education into other program areas, including 4-H, directing residents to direct from Farm purchase options/Farmers Markets, Home Gardening with the Master Gardeners and home preservation classes offered by our Master Preservers.

Respectfully Submitted,  
*Kristi K. Snyder, Ph.D.*  
 Executive Director  
 CCE Tioga

**CCE Tioga Hilltop Farm**  
 Agriculture Development & Outreach

**Cornell Cooperative Extension**  
 South Central NY Dairy and Field Crops Program



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## Tioga County Tourism

**August 2025**

### **DRI Wayfinding Sign Project**

Final locations and messaging have been developed. Production pending DOT and Village approval.

### **Content Project Progress**

Video and photography for Tioga County communities is being collected for the Experience Tioga website. Video was also taken during Owego First Friday at three different exhibits, including at the Experience Tioga Visitor Center.

<https://www.facebook.com/share/p/16ngakcQLh/>

### **Paddle the 607**

The website for this paddle trail is complete. Additional Tioga County partners will be added. Paddling and camping content were the focus. TCT collaborated with a grant for a signage program to further promote the trail on launch sites. A launch event is scheduled for June 26, which TCT will attend to promote the Tioga paddle trail.

### **Susquehanna Heritage Area**

CFA applications are being accepted for initial review.

### **Sundaes at the Farm**

Sundaes at the Farm marketing plan will be implemented by TCT in conjunction with ARG. Planning by TC Soil and Water is well under way.

### **Historic Owego Market Place**

Becca attended a meeting of Historic Owego Marketplace. They have multiple events planned which they will coordinate with TCT for promotion.

### **Southern Tier Beverage Trail**

The Southern Tier Beverage Trail is expanding to include Owego Beer and Donuts and Owego Brewing. A new campaign is being developed. TCT will coordinate a meeting with local participants to discuss how we can ensure Tioga is at the forefront.

**EDP Grant Tracking Spreadsheet - Tioga County  
Sep-25**

	Applicant	Grant Source	Purpose	Status	Requested	Resource	Technical Assistance	Resolution
1	Tioga County	CDBG Public Facilities – Racker Neighborhood Depot	New construction of Neighborhood Depot Non Profit Hub	Closeout monitoring	\$ 3,000,000.00	NA	NA	Yes
2	Tioga County	ESD Restore NY Round VI – River House Confectionery and Mercantile	Rehabilitation of 178-180 Front Street, Owego	Awarded - in process	\$ 1,800,000.00	NA	NA	Yes
3	Tioga County	ESD Restore NY Round VII – Tioga Trails	Rehabilitation of 48-50 Lake Street, Owego	Awarded - in process	\$ 1,000,000.00	NA	NA	Yes
4	Tioga County	NYS Snowmobile	Snowmobile grant program for 5 clubs in Tioga County	Phase II in process	TBD	NA	NA	annual program
5	Tioga County	Household Hazardous Waste Program	Allows the County to have a safe and economic method for the proper disposal of household hazardous waste.	Awarded - in process	\$ 7,767.22	NA	NA	Yes
6	Tioga County	Municipal Waste Reduction and Recycling	Allows for Tioga County to maintain a Sustainability Manager to expand and implement waste reduction	Awarded - in process	\$ 56,350.00	NA	NA	Yes
7	Tioga County	ESD Restore NY Round VIII, Tioga County	Rehabilitation of 81 North Ave in the Village of Owego	Construction in process	\$ 165,000.00	NA	NA	Yes
8	Tioga County	CDBG Microenterprise program	Provide funding for small businesses with five or less employees.	Projects are in process	\$ 212,500.00	NA	NA	Yes
9	Tioga County	NY SWIMS	Funding to support V. Owego public pool.	1st disbursement request in process	\$ 21,270.00	NA	NA	Yes
10	Tioga County	CDBG Public Facilities – Catholic Charities	Mobile food truck to establish life skills café, community kitchen, and food rescue programs.	Insurance and performance bond review in process.	\$ 243,533.00	NA	NA	Yes
11	Tioga County	CDBG Imminent Threat – TCPDC	Environmental remediation and demolition funding for abandoned and blighted properties located in the Town of Owego and Town of Berkshire.	Application in process	TBD	NA	NA	In process

**EDP Grant Tracking Spreadsheet - Outside Agencies  
Sep-25**

	Applicant	Grant Source	Purpose	Status	Requested	Resource	Technical Assistance	Resolution
1	Village of Newark Valley	ESD Restore NY Round VIII	Rehabilitation of 10 and 14-16 Whig Street, NY	Engineering and environmental testing in process	\$ 732,420.00		X	Yes
2	OACSD	ARC Infrastructure Investment & Jobs Act (IIJA)/Area Development	Build out of former maintenance building for BT BOCES / Owego Apalachin CTE programs	Application awarded.	\$ 1,600,000.00		X	Yes
3	Town of Berkshire	ARC READY Local Government Program	Master park plan for George W. Smith park	Master park plan design in process.	\$ 50,000.00		X	Yes
4	Tioga Hardwoods	ESD Small Manufacturers Modernization Grant	Equipment purchases/upgrades	Incentive proposal issued	\$ 112,240.00	X		No
5	Village of Owego	OPRHP Municipal Parks and Recreation (MPR) Grant Program	Marvin Park, Hyde Park, Woodlawn Park and Courthouse Square Park improvements	Application not selected for funding	\$ 777,330.00		X	Yes
6	Village of Owego	OPRHP Environmental Protection Fund (EPF) grant program	Historic Owego Police Station exterior facade improvements - 90 Temple Street, Owego	SHPO review approved. Grant awarded in 2021			X	Yes
7	Town of Nichols	NYS Dept of State Community Smart Growth Planning and Zoning Grant Program	Develop a Comprehensive Plan for the Town of Nichols	Application submitted	\$ 111,600.00		X	Yes
8	Tioga County IDA	USDA RBOG	Lounsberry Engineering Plan	Draft of final engineering plan has been issued.	\$ 90,000.00		X	
9	Tioga County IDA	USDA RBOG	Equipment Lease Program	Awarded - in process	\$ 99,000.00		X	
10	Tioga County IDA	OPRHP EPF	Northern Tioga Rail-with-Trail Pre-Engineering project	Application submitted	\$ 450,000.00		X	
11	Tioga County IDA	FAST NY Track B	Pre-engineering studies for potential industrial sites in the Lounsberry area.	Application - in process	TBD		X	
12	TCPDC	NY Main Street	62-64 North Avenue, Owego rehabilitation	Selection of firm for Environmental testing in process	\$ 438,316.00		X	
13	TCPDC	Land Bank Initiative (LBI) Phase 1, Year 3	Operational costs	Year 3 closeout in process. Year 4 application awarded.	\$ 200,000.00		X	
14	TCPDC	Land Bank Initiative (LBI) Open Round	Demolition and rehabilitation projects	Awarded - in process	\$ 1,823,100.00		X	

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -25

FILING OF AN APPLICATION FOR NYSDEC  
MUNICIPAL WASTE REDUCTION AND  
RECYCLING (MWRR) PROGRAM

WHEREAS: The State of New York announced a grant from the NYSDEC Municipal Waste Reduction and Recycling Program to support counties and local governments with their recycling and waste reduction program expenses; and

WHEREAS: Through this grant Solid Waste would be partially reimbursed for their eligible costs of the Sustainability Manager position and recycling and waste reduction educational and outreach program; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Sustainability Manager to apply and administer said grant; and be it further

RESOLVED: That the Tioga County Legislature authorizes and directs the Chair or their designee to sign the application for said grant upon approval by the County Attorney.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -25

DESIGNATION OF TIOGA COUNTY LOCAL  
DEVELOPMENT CORPORATION, D.B.A.  
TIOGA COUNTY TOURISM, AS AUTHORIZED  
TOURISM PROMOTION AGENCY FOR 2026

WHEREAS: The Tioga County Local Development Corporation, d.b.a. the Tioga County Tourism Office, is the not-for-profit corporation that develops and implements a tourism promotion and marketing program for the county; and

WHEREAS: The Tioga County Tourism Office coordinates with the state in its tourism grants program; and

WHEREAS: The New York State Tourism Grants Program is designed to encourage tourism promotion throughout the regions of New York State; and

WHEREAS: The guidelines for this local assistance program require counties to appoint an official Tourism Promotion Agency (TPA), therefore be it

RESOLVED: That the Tioga County Tourism Office be and hereby is designated by the Tioga County Legislature as their Tourism Promotion Agency for the 2026 budget year and authorized to make application for and receive grants on behalf of the county pursuant to the New York State Tourism Promotion Act.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -25

AUTHORIZING LEGISLATIVE CHAIR  
SIGNATURE ON CONTRACTS FOR  
PROFESSIONAL SERVICES WITH DELUGE  
MEDIA TO CREATE TWO PROMOTIONAL  
VIDEOS

WHEREAS: The Tioga County Solid Waste would like to hire Deluge Media to produce two educational/outreach videos on waste reduction in Tioga County; and

WHEREAS: These professional services will be produced prior to December 31, 2025, for the total cost for the two videos will be \$13,140; therefore be it

RESOLVED: That the Tioga County Legislature authorizes and directs the Chair of Tioga County or their designee to enter into these agreements with Deluge Media as approved by the County Attorney.



REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. – 25

APPOINT MEMBER TO THE TIOGA COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY (TCIDA)

WHEREAS: Pursuant to §856(2) of the General Municipal Law the members of the Tioga County Industrial Development Agency (TCIDA) serve at the pleasure of the Legislature without a term until they either resign or are replaced by the Legislature; and

WHEREAS: Mari Townsend has resigned from the Tioga County Industrial Development Agency Board of Directors effective February 6, 2025; and

WHEREAS: The Tioga County Industrial Development Agency (TCIDA) Board of Directors desires to fill this vacant position; and

WHEREAS: Barbara J. Case has expressed a desire to serve on the Tioga County Industrial Development Agency (TCIDA); therefore be it

RESOLVED: That the Tioga County Legislature, on its own behalf, as well as on behalf of the citizens of Tioga County, express sincere gratitude to Mari Townsend for her loyal service to the residents of Tioga County; and be it further

RESOLVED: That the Tioga County Legislature hereby appoints Barbara J. Case to replace Mari Townsend's position on the Tioga County Industrial Development Agency Board of Directors effective September 16, 2025.

REFERRED TO:

ED&P COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -25

MODIFY SNOWMOBILE GRANT PROGRAM  
BUDGET FOR 30% AWARD DISBURSEMENT TO  
SNOWMOBILE CLUBS

WHEREAS: Tioga County serves as a Local Sponsor to request state funding advances for costs incurred in performing the work required in the development and maintenance of a snowmobile trail system according to the provisions of Section 27.17 of the Parks, Recreation and Historic Preservation (OPRHP) Law of New York State completed by the Tioga County Snowmobile Clubs; and

WHEREAS: Requests for funding advances are made to the NYS OPRHP via the Tioga County Economic Development and Planning Department based on detailed labor and materials in the development and maintenance of the Countywide snowmobile trail system solely within the boundaries of Tioga County as approved by OPRHP; and

WHEREAS: The snowmobile clubs included in this program are named: Tioga Ridge Runners, Ridge Riders of Whitney Point, Spencer-VanEtten Snowmobile Club, Dryden-Caroline Drifters and Candor Valley Riders; and

WHEREAS: The 2024-2025 Snowmobile 30% Award request of \$15,551.41 was made June 27, 2025, and has been received by the County on July 18, 2025; and

WHEREAS: Per Resolution No. 191-10 the Tioga County Legislature authorized the receipt of an annual six percent (6%) administrative fee from total funds received and documented. The fee is paid at the time of the final thirty percent (30%) award payment; therefore be it

RESOLVED: The 30% Award received July 18, 2025, \$3,569.01 is the administrative fee to be received by the County for services provided prior to distribution of the award, leaving \$11,982.40 to be paid out to the Snowmobile Clubs; and be it further

RESOLVED: That the 2025 Snowmobile Grant Program budget be modified and funds be appropriated to reflect the 2024-2025 30% grant award to the following accounts:

From:	A7180	439890 State Aid-Snowmobile Grant	\$11,982.40
To:	A7180	540590 Services Rendered	\$11,982.40

REFERRED TO:

ED&P COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO.-25

AUTHORIZE APPOINTMENT OF  
COMMUNITY DEVELOPMENT SPECIALIST  
ECONOMIC DEVELOPMENT & PLANNING

WHEREAS: Legislative approval is required for any appointment to a Management/Confidential position within Tioga County; and

WHEREAS: The Community Development Specialist position was vacated as of August 20, 2025; and

WHEREAS: The Director of Economic Development and Planning was authorized to fill the vacant Community Development Specialist position via the Backfill Request form process; and

WHEREAS: The Director of Economic Development and Planning reviewed applications, conducted interviews and identified a qualified candidate with prior relevant work experience; therefore be it

RESOLVED: That the Director of Economic Development and Planning is hereby authorized to appoint Marley Norton to the position of full-time Community Development Specialist at an annual Management/Confidential salary of \$56,640.00 effective October 4, 2025; and be it further

RESOLVED: That in accordance with Tioga County's Civil Service Rules, Ms. Norton shall serve a probationary period of eight to fifty-two weeks; and be it further

RESOLVED: That in accordance with Tioga County Employee Handbook Management/Confidential Benefits policy, Ms. Norton shall be eligible for any authorized 2026 Management/Confidential salary increase effective April 4, 2026, following a successful six-month evaluation.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -25

APPOINT MEMBER TO THE  
TIOGA COUNTY PROPERTY DEVELOPMENT  
CORPORATION BOARD

WHEREAS: David Astorina resigned from the Tioga County Property Development Corporation (TCPDC) Board as of March 31, 2024; and

WHEREAS: The TCPDC Board is looking to fill this vacant position that expired December 31, 2024; and

WHEREAS: Ray Bunce is willing and able to serve in this position on the TCPDC Board; and

WHEREAS: Ray Bunce's appointment as a TCPDC Board Member is conditioned by his holding office as a Tioga County Legislator for which his term expires on 12/31/2027; therefore be it

RESOLVED: That the Tioga County Legislature hereby appoints Ray Bunce to the Tioga County Property Development Corporation Board to fill the vacant position for the term of 9/16/25 – 12/31/26.