

ECONOMIC DEVELOPMENT & PLANNING TOURISM/AGRICULTURE LEGISLATIVE COMMITTEE MEETING April 7, 2026

ATTENDEES:

Legislators: Ron Ciotoli, David Cantella, Tracy Monell, Jo Ellen Rose

Staff: Brittany Woodburn, Linda Sampson, Jackson Bailey

Guests: Wendy Walsh, Tioga County Soil & Water Conservation District Manager

Legislator Ciotoli called the meeting to order at 1:00 P.M.

Legislators Keith Flesher and Jake Brown were not in attendance; therefore, approval of the minutes will be carried to the May meeting and resolutions will move to Worksession on Thursday, April 9th.

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

I. MINUTES

- A. Approval of minutes from March 3, 2026 – Due to no quorum, approval of the minutes will be carried to the May meeting.

Ms. Woodburn reported the following:

II. FINANCIAL

- A. 2026 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 Soil & Water Conservation District – Wendy Walsh, Cornell Cooperative Extension District Manager, was in attendance. Her monthly report was distributed at the meeting. Ms. Walsh reviewed her monthly report highlighting

the Agriculture Program, Buffers and Trees (non-Ag and Ag), Hazard Mitigation, Stormwater, Engineering Team Support, WQCC, and the Stream Program.

Ms. Walsh announced that the Sundaes at the Farm event will be held on Sunday, July 19th, at John and Danielle Hayes of Hay Day Farm, 37 Hayes Rd., in the Town of Richford.

Ms. Walsh also announced that the tree and shrub sale is finishing up next week and there are still some trees left.

2. Cornell Cooperative Extension – Monthly Report was in the Committee Packet and previously sent.
3. Tioga County Tourism – Monthly report was distributed at the meeting.

B. Grants

1. Active Grants – See attached EDP Grant Tracking spreadsheet. Ms. Woodburn highlighted the following:
 - a. NY SWIMS II – Capital improvements to the Village of Owego public pool. Ms. Norton has been working with the Village of Owego. They have to get the matching funds for the grant they were awarded through SWIMS. Ms. Norton held a foundation coalition meeting to present the project. The Hooker Foundation, Mildred Faulker Truman Foundation & Hyde Trust are interested in helping so the process can move forward.
 - b. ESD County Infrastructure Grant Program – Ms. Patton submitted the application for the \$500,000.00 to extend municipal sewer to Strong Road for a future single family housing development. Ms. Patton is also attending webinars and reaching out to Southern Tier 8 and EFC (Environmental Facilities Corporation) to look for other sources of funding to fill the gap.
 - c. ESD Restore NY Round VI – River House/Fuddy Duddy's project. Ms. Woodburn stated she was going to send more information about this project after this meeting. Empire State Development has sent official notice from New York State to Legislator Monell that they are rescinding the grant award associated with this project. This project was supposed to commence within two years of the award letter, and it's past that time. Ms. Woodburn reported this project will be removed from the spreadsheet and informed the committee she will be available for any questions.
 - d. Land Bank Initiative (LBI) Property Services – The Land Bank was notified they did not receive the LBI Property Services award for \$2M. Due to having funds in two other programs that haven't spent down enough. The State wants to see 75% spent within the first year. A new program is coming out in April/May, when the budget passes. The Land Bank will resubmit for that program. The funds will partially be used for the redevelopment project on 48-50 Lake Street that the Land Bank and IDA are partnering on.
 - e. CDBG Microenterprise Program – ED&P has expended over 75% of the program funds and are nearing completion with two projects remaining.

- f. ARC IJJA – Northern Tioga Rail-with-Trail Preliminary Engineering – ED&P had a \$150,000.00 funding gap for the preliminary engineering study. The Southern Tier 8 Board approved moving forward with the ARC funding application for the \$150,000.00. Ms. Yelverton has completed and uploaded the documentation. We are now waiting for Southern Tier 8 to finalize it in the next couple of weeks.

C. Economic/Community Development

1. CDBG Public Facilities Round has been announced for this year, and this committee previously discussed the Stone House as a potential project for application. Sheila Neville, Construction Management Associates, visited the Stone House and there was a discussion regarding the floorplan. Ms. Neville believes it's possible to rehabilitate the building and recommended phasing the project and focusing on one floor at a time. She is working on a construction estimate for the report and asked for a basic floor plan. ED&P reached out to Chianis and Anderson for a quote for a floor plan. The quote is for \$5,900.00. Ms. Woodburn asked the committee to approve moving forward with the project and come back with a resolution next month. Due to having no quorum, Ms. Woodburn will come back next month with more information.
2. Greater Valley Chamber Business Banquet – Ms. Norton and Ms. Yelverton attended the Business Banquet. There was a good turnout, and a lot of community connections were made.
3. DRI – Owego
 - a. Administrative Fee – This is the multi-site program through the Tioga County IDA. The IDA only has two projects left under this program. One is the 48-50 Lake Street project and the other project is the interior of the Gallery 41 building on 39-41 Lake Street. The IDA will receive one more administrative fee payment from the State, a little over \$55,000.00 is left in administrative funds. There is an agreement in place that 95% of the administrative funds would go to the County because ED&P is administrating the program for the IDA and 5% would be retained by the IDA. Ms. Woodburn met with Becca Maffei, Tourism Director, to discuss lodging signs on I86 at Exit 64. Currently there is a two-display panel sign at the exit, one of the Sunrise Motel and the other is the Deep Well Motel. Over the years there has been discussions with DOT about expanding the panel sign, but the local community has to pay for it; about \$15,000.00 per sign, one on each side of the highway, making it \$30,000.00 total. It's been difficult to find a good way to fund this project. The IDA is willing to forgo their 5% to help fund this project. Ms. Woodburn asks that this committee consider that the County might forgo their 95% of the administration fee to go towards this project. ED&P has had preliminary discussions with the Pumpelly House, Belva Lockwood, the Parkview and they are interested in being added to the sign. Once the signs are installed, the businesses have to pay \$150.00/year to keep their business on the sign. Ms. Woodburn added she would come back next month with more details and numbers for discussion. The County would be giving up approximately \$52,000.00 of the administrative fees. Because this is a full Legislative decision,

the committee recommend Ms. Woodburn bring forward a resolution next month for consideration.

4. NY Forward – Village of Waverly
 - a. Public Projects – The Village of Waverly is going to apply for NY PLAYS for \$600,000.00 for playground equipment for the East Waverly Park to match the NY Forward funds. They will also be asking for funds to be reallocated from the Broad Street Streetscape enhancement project to the park project because it is over budget for everything they want to do at the park and are waiting for approval from the state for this. The splash pad layout and design is in process.

D. Land Bank

1. FY 2025 Audit – The audit was completed at the end of March and the ABO PARIS Reports were submitted and posted on the website.
2. 247 Main Street, Owego – The schematic design was done and submitted to SHPO for approval. It was also submitted to OHPC (Owego Historic Preservation Commission). The bid documents have been received and will be put out to bid this month.
3. 121 Providence Street, Waverly – The house is almost complete. The Land Bank will be looking to work with a realtor beginning next month.
4. Demolitions – The Land Bank is working on the following demolitions:
 - 81 Hickory Park Road – The former Pizza Hut in Owego; waiting on Board approval for the contracts.
 - 39 Railroad Avenue, Berkshire – They closed on the property, asbestos testing will begin in the next couple of weeks, and they are working on yard cleanup. Once demolished the property will be turned over to the Town of Berkshire.

E. Workforce Development

1. Twin Tiers Regional Job Fair – Ms. Norton attended and tabled at the Waverly Central School District Job Fair. The event was successful with about 45 businesses. The Career Center was there with a resume lab set up to work with job seekers.
2. Owego Apalachin CSD Satellite BOCES Campus – The architect finalized the drawings and sent them on to NYS Department of Education. They also go to USDA for approval. This process could take some time to get through.
3. 103 Liberty Street – Fulton City School District visit – The 103 Liberty Street project is the partnership between the Land Bank and Owego School District with their construction trade students rehabbing the house. ED&P met with Fulton City School District and discussed their interest in replicating the 103 Liberty Street project. Owego School District is interested in another house on Liberty Street; Delta recently submitted drawings to the Land Bank for this house. They have to go to the Village of Owego for code review.

F. Planning

1. 239 Reviews –

- a. 2026-005: Town of Owego, Site Plan Review 405 Commerce, LLC – The applicant plans to construct a 12,000 sq. ft. equipment storage garage, associated asphalt parking lot, stormwater management facilities, and site appurtenances on the parcel east of 2060 Main Street, Apalachin, tax map # 153.12-1-10.2. This building will be used by Broome Bituminous Products for storage of their own equipment, primarily in the winter. Staff advised the County Planning Board to recommend approval of the site plan review, and the County Planning Board voted to recommend approval of the site plan review.
- b. 2026-006: Town of Nichols, Special Use Permit Amish Farm Store – The applicant is requesting a special use permit to establish and operate a farm/barn market to sell farm goods, breads, feed, and Amish made goods. Staff advised the County Planning Board to recommend approval of the Special Use Permit, and the County Planning Board voted to recommend approval of the Special Use Permit.

G. Sustainability Management

1. Municipal Waste Reduction and Recycling Coordination and Education Program – Dr. Pratt completed the following:
 - Reimbursement documentation for 2025 has been submitted to DEC.
 - Funds for 2024 have been received.
 - Application for 2026 has been approved by DEC.
2. Sustainability Page on SharePoint – Dr. Pratt is developing this page to give County Employees guidance on recycling and proper disposal of County workplace items.
3. Town Cleanup Events – Dr. Pratt is working with local municipalities to integrate e-waste collection into their annual cleanup events.
 - Newark Valley and Tioga are including e-waste drop off as part of their yearly clean up events.
 - Town of Barton is continuing monthly e-waste collection from April through August.
 - Town of Richford accepts e-waste year-round at its mini transfer station for all Tioga County residents for drop off.
4. Private Hauler Outreach – Dr. Pratt has received all permit applications and recycling/garbage reporting worksheets from private haulers in Tioga County.
5. 2026 YTD – The following numbers will not change until May/June

a. Paid to Broome County	2026	2025
i. HHW	\$ 0.00	\$11,239.55
ii. E-Waste	\$ 0.00	\$ 1,006.25
b. Towns/County(E-waste)	\$ 0.00	\$ 1,167.25

H. IDA

1. FY 2025 Audit – Audit was completed in March.
2. HUD “Small Cities” Fund – Ms. Yelverton has been in contact with a HUD Representative, the Region II CPD Director, and met with Ms. Woodburn to discuss the following:

- The County currently has \$750,000.00 in CDBG Small Cities Program funds, a revolving loan fund.
- In the past the IDA has administered that revolving loan fund on behalf of the County. That agreement expired in the last few years. The last time this program was used may have been for COVID loans that have since been repaid.
- Ms. Woodburn and Ms. Yelverton spoke to the IDA Board about revising the program guidelines to align closer to what STREDC (Southern Tier Regional Economic Development Corporation) does; a relending organization that covers our region. They have a community reinvestment fund program that we thought may be of more interest to people.
- The community reinvestment fund would provide gap-financing for redevelopment projects for key commercial buildings downtown. This pairs well with our Restore NY, NY Main Street, DRI and NY Forward projects.
- We looked through the STREDC guidelines and tried to revise the present HUD program to make it a good fit for gap-financing.
- Will have to get IDA approval, County approval and HUD approval on the revision.

Ms. Woodburn wanted this committee to be aware of this development and was open to any questions and concerns. Ms. Woodburn will keep the committee informed of the progress of this program.

I. PERSONNEL

- A. Work from home – Quarterly update – The work from home schedule was in the committee packet for review.
- B. Salary ranges for department positions – Continuing to work with Personnel to evaluate the Deputy Director position. A Position Description Questionnaire has been submitted.

J. RESOLUTIONS

D09-Set Second Public Hearing for NYS CDBG Microenterprise Grant

D11-Authorize Legislative Chair Signature on Contract for Professional Services with Deluge Media for Promo Videos

D18 - Set Second Public Hearing for NYS CDBG Public Facilities Grant

The above resolutions were reviewed; however, due to no quorum they will move to Worksession, April 9th.

K. PROCLAMATIONS - N/A

L. ADJOURNMENT

With no further topics of discussion or questions, the meeting was adjourned at 1:45 P.M.

Respectfully Submitted,

Linda Sampson

Administrative Assistant, Economic Development & Planning