

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 7th, 8AM – Noon.
 - ARG Group event, Sundae's at the Farm, will be Saturday, July 19th, Noon – 3:00
 - The Tioga County Fair will be held August 4th – 9th, highlighting the Pork Chop BBQ on Tuesday, August 5th.
 - Neighborhood Depot is having a ribbon cutting on Monday, June 23rd 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 24th and May 1st. 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 23rd, 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 18th.
 - 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 25th, 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 10th. 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, NV	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	