

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 10th.

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 14th.
- 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. NYSERDA 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 23rd. 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 25th. 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 14th.
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)	\$ 455.00	\$2,261.20

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 10th.

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	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	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	