

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 7th.

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 24th. 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 4th. 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 7th, 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 11th.

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 8th.
- 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 7th.

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

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	\$ 56,350.00	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 have been selected. Contracts 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.	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, 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	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 façade 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	