



Tioga County REAP LDC Board
Microsoft Teams
12:00 PM

September 10, 2025 Meeting Minutes

1. **Call to Order:** 12:01pm

2. **Roll Call:**

- **Attendance:** Elaine Jardine, Edgar VanScoy, Robert Williams (joined at 12:14 PM), Ladd Yost, Christina Brown
- **Guest(s):** Brenda Smith, USDA RD Community Programs Director, Cortland Office
- **Excused:**

3. **Approval of Minutes:** Approval of July 9, 2025 meeting minutes.

- Motion: E. VanScoy, 2nd C. Brown, All in favor/Carried

4. **Reports:**

- **Treasurer's Report** – Christina Brown – C. Brown stated she emailed REAP's current financial statement to Board members ahead of this morning's meeting.
 - REAP paid off the brewery equipment loan in full
 - Currently REAP has no outstanding debt, a healthy balance and low operational expenses.
 - REAP Board members did not vote on the Treasurer's report at this meeting because E. Jardine did not receive it. C. Brown emailed it to her after the Board meeting.
- **President's Report** – E. Jardine – Informally reported that she will be the REAP Board's Interim President until February 2026, when TC EDP's new Community Development Specialist will take over. Marley Norton will start in this CDS position on October 6 and she will shadow E. Jardine on REAP until next February. As there was no formal President' Report, no vote was taken to approve it.

5. **Unfinished Business**

- **Officer Election**
 - Only the Office of Secretary is vacant. Board determined that this Office cannot be elected until REAP recruits and secures more members.
- **Annual Conflict of Interest Disclosures**
 - Pending – C. Brown, E. Jardine (Update – E. Jardine completed and submitted)
 - Submitted – R. Williams, L. Yost, E. VanScoy.
- **Recruitment Strategy**
 - E. Jardine reported that she would contact all mayors and supervisors via email to recruit municipal members. She will include Sean's newly designed REAP Brochure and inform them that requests for REAP municipal fees will go out soon.
- **Equipment Status**

- The brewery equipment is still in E. VanScoy's garage. Sean did connect with Gary Hammond, DPW Commissioner, regarding if they could use the equipment for sanitation purposes. Gary Hammond asked for further details on equipment purpose. E. VanScoy said he would forward that email chain to E. Jardine.
 - E. Jardine will follow up with Gary Hammond regarding the sanitation feature as described by E. VanScoy upon receiving that past email chain from E. VanScoy.
- **REAP 2026 Action Plan**
 - The Board reviewed Strategy #1 Organizational Capacity completed reviewing and updating underlying sub-actions. E Jardine updated as necessary live per Board discussion. The Board agreed to review Strategy #2 Business Support/Development at the January 2026 meeting.
 - The last version of the REAP By-laws are from 2021. C. Brown agreed to contact her NYCON contact to request a review of the By-laws. C. Brown will accomplish this and report back at the REAP Board's January 2026 meeting.
 - E. VanScoy agreed to contact NYCON to assess REAP's current guidelines and principles to identify gaps. E. VanScoy will also research NYCON membership rate for REAP and other services and report back at the REAP Boards January 2026 meeting. The Board agreed it will be beneficial to the REAP LDC to become a NYCON member.
 - E. Jardine will contact the Tioga County ITCS Department to see about resurrecting the REAP webpage under Programs.
 - The REAP Board desires to have a social media presence. E. VanScoy stated that someone's email address needs to be utilized to create social media accounts in Facebook and Instagram. E. Jardine subsequently discovered a reap@tiogacountyny.gov email address in the County's email Global Address List that can be used for this purpose. In the meantime, REAP can utilize TEAM Tioga's social media presence for important messages. E. Jardine will ensure that any requested post goes through our channels to get posted.

6. New Business

- **New Board Member** – Danielle Singer of Tioga County Soil & Water Conservation District representing the Agriculture Community Interest.
 - Motion: B. William, 2nd Ladd Yost, All in favor/Carried
- **USDA Rural Development Programs discussion with Brenda Smith**

B. Smith informed the REAP Board that only five REAP Zones exist in the country, and two are in NYS, Tioga County and Sullivan County. USDA RD Water and Environment Program (WEP) and Community Facilities Program (CF) receive allotted federal funds annually for these programs at a national and state level, however, the REAP Zones receive set aside funding that involves a much smaller pool of applicants just among the REAP Zones. E. Jardine then showed the REAP Board a chart of municipalities in Tioga County, their 2020 Population and 2021 Median Housing Income, along with the associated percentage of grant/loan combination available for each municipality for only the Community Facilities Program.

B. Smith reported that during the 2025 funding cycle, the following dollars were allotted for USDA RD Programs:

<u>Water and Environmental Programs (WEP)</u>	<u>Community Facilities (CF)</u>
WEP Grant nationwide - \$6,609,000	CF Grant nationwide - \$1,350,988
WEP Grant NYS - \$1,652,250	CF Grant NYS - \$337,747
WEP Loan nationwide - \$4,037,717	
WEP NYS Loan - \$1,345,905	

USDA RD WEP and CF funds must be obligated by August 15 every year.

This year B. Smith assisted the Village of Waverly with a CF application for a street sweeper in the amount of \$54,000 at 100% grant, due to the Village's economically distressed status.

- **Municipal Fees –**
 - E. VanScoy stated that a working group needs to be formed to discuss future structuring of municipal fees. E. VanScoy, E. Jardine and C. Brown will participate in this working group. E. Jardine will schedule an MS Teams meeting for this purpose.

7. Announcements

- One-minute Updates:
 - This section of the agenda was deferred to the January 2026 meeting due to length of meeting.

8. Adjournment – 1:10 PM

NEXT REGULAR MEETING: January 15 @ noon – Microsoft Teams