

## ECONOMIC DEVELOPMENT & PLANNING TOURISM/AGRICULTURE LEGISLATIVE COMMITTEE MEETING May 6, 2025

### ATTENDEES:

**Legislators:** Ron Ciotoli, Keith Flesher, Jake Brown

**Staff:** Brittany Woodburn, Linda Sampson, Megan Schnabl, Cathy Haskell, Jackson Bailey

**Guests:** Becca Maffei, Tourism Director

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 April 8, 2025 – Committee Chair Ron Ciotoli asked for approval of the minutes from the April 8, 2025, committee meeting. Legislator Brown made a motion to accept the minutes from the April 8, 2025, meeting, seconded by Legislator Flesher. All were in favor.

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. Ms. Maffei was in attendance and reviewed an additional report on the screen in the conference room. Ms. Maffei highlighted the following:
    - DRI Wayfinding Sign Project – Finalizing placement of signs; anticipated installation is June 2025.

- Content Project Progress – Projects submitted to I Love NY for approval; Lodging, Communities, Dining, Agriculture, Events and Shopping.
- Travel Guide – The proof is complete, pending final edits.
- Paddle the 607 – The website for this paddle trail is complete.

Ms. Maffei displayed several websites on screen and reviewed; Paddle 607, eat local NY/restaurant week, Experience Tioga/events calendar, and Finger Lakes Farm Country.

Ms. Maffei also announced that Sundaes at the farm will be on Saturday, July 19<sup>th</sup>, at the Meadow Vale Farm on Sulphur Springs Road, Owego, NY, Noon - 3P.M.

2. Cornell Cooperative Extension – Monthly report previously emailed and is in the committee packet.
3. Tioga County Soil & Water Conservation District – No report this month.
4. Economic Development and Planning – In keeping with staff reporting Ms. Woodburn introduced Ms. Megan Schnabl, ED&P Deputy Director. Ms. Schnabl reported on the projects she is working on.

#### DRI Projects:

- 37-41 Lake Street/Gallery 41- Project continues, deck work starting this week, continue to work with the architect for the seven apartments on 2<sup>nd</sup> & 3<sup>rd</sup> floors.
- 53-55 North Ave. – Construction complete, waiting on the certificate of occupancy.
- 62-64 North Ave. – DRI phase complete, waiting on information from the property owner for final progress payment and close out. Will be working with the Land Bank for NY Main Street Grant for the apartments.
- 48-50 Lake Street/Tioga Trails – Waiting on response from property owner. Ms. Jardine is assisting on this project.
- Ti-Ahwaga – Working with property owner regarding issues that were found with code enforcement inspection regarding last reimbursement.
- 43-45 Lake Street/Antique Center – Working with property owner on next phase of the project.
- Projects completed: 187 Main Street, 68 North Ave., Elks Lodge, 130 Temple Street
- State Leads from ESD – Responded to two this month.
- CDBG/Neighborhood Depot – Final Annual Performance Report filed for close-out of this project. Ribbon Cutting event on June 23<sup>rd</sup>.
- CDBG/Microenterprise Grant – 16 applications received and will be reviewing with Thoma Development. Required business class held; 15 in attendance.
- Restore NY/River House Confectionery & Mercantile – Project pending as the property owner works on lending.
- Restore NY/Village of Newark Valley – Project has begun, property owner working with the architect for drawings, decision has to be made on the quotes received from environmental testing firms. We will be meeting every couple of weeks to keep the project on track.

## B. Grants

1. Active Grants – See attached ED&P Grant Tracking spreadsheet. Ms. Woodburn highlighted the following:
  - a. Municipal Parks and Recreation (MPR) Grant Program – Village of Owego – ED&P assisted the Village of Owego with submitting this grant. This is a new program that municipalities can apply for up to \$1M and only requires a 10% match. The Village of Owego was interested in applying for replacement of playground equipment and/or improvements to Hyde Park, Woodlawn Park, Marvin Park, and Courthouse Square Park. The application was for about 780,000.00, if awarded they will only have to match about \$78,000.00.

Ms. Woodburn reported the State will be doing another round and mentioned to this committee if they knew any municipalities that might be interested, ED&P would be willing to assist in the application process. Ms. Woodburn then asked if this committee would like a resolution submitted regarding ED&P providing technical assistance to the Village of Owego and the committee agreed and recommended a resolution be submitted. A resolution will be prepared immediately following this meeting. Ms. Woodburn reported that the Town of Richford submitted an application for a small project in Rawley Park. Ms. Woodburn displayed pictures of the proposed playground equipment for these projects on the screen in the conference room.
  - b. NYS Snowmobile Grant Program – Mr. Lanning is currently working on Phase III and Phase I of this grant. Phase III is the close-out for 2024-2025, there will be an audit and final expense reports from all snowmobile clubs are due. Phase I is about any trail changes for the coming year 2025-2026 and Mr. Lanning will work with GIS.
  - c. LBI Open Round/TCPDC – Grant application submitted and \$1.8 million was awarded. This will be used for the following projects:
    - Rehabilitation of 247 Main Street property. Ms. Woodburn asked if anyone had any old pictures of this property for historic purposes.
    - Rehabilitation of 121 Providence Street property in Waverly.
    - Demolition of former Pizza Hut in Owego.
    - Demolition of a single-family home in Berkshire.
    - A portion will be used to complete the 81 North Ave. project.
    - Possible acquisition funds to acquire a mixed-use building.

## C. Economic/Community Development

1. Crown, Cork and Seal tour – ED&P staff attended a tour of the building. They have about 300 employees now, they run 24 hours a day, 7 days a week. Dr. Pratt spoke to them about their sustainability initiatives.
2. Raymond Hadley Water Expansion Study – The IDA contracted with Larson Design Group to determine feasibility of extending municipal water from the Town of Van Etten to Raymond Hadley in the Village of Spencer as well as to any other residential or commercial enterprises along the way. Ms. Woodburn met with the Town of Van Etten Supervisor and staff to discuss. A follow-up meeting will be set up with Larson Design Group to talk about where the expansion would be and what

impact, if any, it would have on their present water system. They seemed open to the expansion if we can assist with grant funding resources to cover the cost.

3. ESD Project Leads – Ms. Woodburn added to what Ms. Schnabl reported earlier. Empire State Development (ESD) sends project leads every so often. They never tell us the company name or what they produce but will give specs of what they are looking for and we respond with what we have that might fit those specs.
4. STN broadband updates for Tioga County – Southern Tier Network (STN) came and met with the ED&P staff regarding broadband expansion in Tioga County. They did the initial ConnectAll Project in Nichols and submitted an Municipal Infrastructure Program (MIP) application through NY State and has been awarded. Ms. Woodburn showed the STN Broadband Presentation on the screen in the conference room, showing the existing fiber network and the MIP routes to be updated. STN will be passing approximately 60 underserved and 400 unserved households in Tioga County. Ms. Woodburn offered to send the maps to committee members, if interested.
5. Tractor Supply Project – Easement – Tioga County will be asked to provide an easement between Tioga County and Veolia for this project. Tractor Supply's attorneys are drafting the legal work. Mr. DeWind, County Attorney, has already seen the map and will review the paperwork when it arrives.

#### D. Land Bank

1. 81 North Avenue, Owego – Project is moving along: windows installed, residential units are painted, flooring installed. NYSEG will reroute the power in the next couple of weeks. Commercial space is also progressing; Owego Apalachin School District is showing interest in the commercial space.
2. 247 Main Street, Owego and 121 Providence Street, Waverly – Engineering and design in process.
3. Community Foundation of South Central NY Women's Fund – The Land Bank submitted an \$8,000.00 application for funding to cover the cost of a four-day course for basic home repair skills for women; a partnership with Owego Apalachin School District.

#### E. Workforce Development

1. OACSD/BT BOCES Satellite Campus – This project is moving forward with a reduced budget and scope of \$2M; originally was \$2.5M, however, the Congressional Direct Spending Funds are on hold. OACSD will provide the \$1M match and there is funding from an ARC grant of \$1M committed. We are still exploring CDBG funding for some of this project.
2. Home Central Trades Day on May 22<sup>nd</sup> - All the school districts are participating.

#### F. Planning

1. 239 Reviews – No 239 Reviews this month.
2. County Agricultural and Farmland Protection Plan Update – Ms. Jardine sent out a RFQ with no response. Ms. Jardine reached out to EDR and they provided a cost estimate of \$80,000.00. The grant would be a 50/50 cash match. The grant request

from Ag and Markets is \$40,000.00 and the \$40,000.00 match would have to come from the County. The following is how this will be divided:

- \$10,000.00 from the County Legislature
- \$10,000.00 from Soil and Water
- \$20,000.00 will be in-kind service contributions from County Planning, GIS, Soil and Water, CCE Tioga

This would have to come out of next year's budget. This committee had no objections to this plan.

3. Strong Road water and sewer infrastructure design – This is an IDA site, but we are contracting with Larson Design Group to look at the feasibility, design and cost estimate to extend water and sewer to this site, above Owego Gardens II, for a single-family home development. There is a potential developer interested in the project. There is a lot of State funding available right now.

#### G. Sustainability Management

1. NYPA EV charging HUB in the Village of Owego – Almost complete; should be open sometime this month.
2. Local Solid Waste Management Plan – Final approval letter from NYS received and the plan is posted to the website.
3. Paint Collection Event – Saturday, May 10<sup>th</sup>.
4. 2024 YTD – The following numbers will not update until June.

a. Paid to Broome County	2024	2023
i. HHW=	\$9,266.55	\$12,925.50
ii. E-Waste=	\$1,994.65	\$6,000.05
b. Towns/County(EWaste)=	\$2,261.20	\$679.68

H. IDA – No update today.

#### IV. **PERSONNEL**

A. Housing Development Specialist position

Ms. Woodburn distributed an existing and proposed organizational chart of the ED&P Department and reported the following:

- Ms. Jardine is retiring in February 2026. The Planning Director Trainee position was created.
- Ms. Zubalsky-Peer will be moving into that position 6 months ahead of Ms. Jardine's retirement to begin cross-training.
- That leaves Ms. Zubalsky-Peer's Economic Development Specialist position open.
- Ms. Woodburn would like to abolish that Economic Development Specialist position and create a Housing Development Specialist position under Planning.
- The Land Bank work has grown a lot and the Housing Development Specialist position is more reflective of what Ms. Zubalsky-Peer's current duties are.
- Ms. Woodburn did not want a Land Bank Administrator position because there are a lot of funding opportunities the County is able to apply for that the Land Bank isn't and wants to keep that possibility open.

Ms. Woodburn asked the committee if they had any questions. When asked if eliminating that position would have an impact on anyone else's workload, Ms. Woodburn responded it would not, it more accurately reflects the positions present job duties. Ms. Woodburn is having conversations with Personnel, creating a job description and job duties. The salary range should not be very different.

#### B. TCIDA/TCPDC position

Ms. Woodburn reported:

- The Land Bank pays the County \$25,000.00 a year and the IDA pays the County \$20,000.00 a year for administrative support.
- Ms. Woodburn would like to create a full-time position that is an Administrative Support person for both IDA and Land Bank.
- They are both Public Authorities and there is a lot of crossover and similarities between the IDA and the Land Bank administratively that one person could handle: bookkeeping, meeting agendas, minutes, audit prep, PARIS and budget reporting for the ABO.
- Ms. Woodburn has had preliminary conversations with the IDA and the Land Bank and they are willing to increase their administrative support contribution to the County to offset the salary and benefits.
- We are providing administrative support to these organizations now, but it is not officially a County position. Ms. Woodburn realizes it is a commitment on the County's end to make the formal change.

After some discussion, it was decided that Ms. Woodburn will move forward collecting information and numbers and report back to the committee. Ms. Woodburn is looking at an August timeframe to fill the Housing Development Specialist position, so would like to begin the process next month.

### V. RESOLUTIONS

E04-Appoint Member (K Traub) to the Tioga County Planning Board

After reviewing the above resolution, Ms. Woodburn asked this committee for support to move the resolution forward. The vote to support the above resolution follows:

Legislator Ciotoli – yes  
Legislator Flesher – yes  
Legislator Brown – ye

### VI. ADJOURNMENT

With no further topics of discussion or questions, the meeting was adjourned at 2:10 P.M.

Respectfully Submitted,  
Linda Sampson  
Administrative Assistant Economic Development & Planning

EDP Grant Tracking Spreadsheet - Tioga County May-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 2 - Fast Charging EV Hubs in Tioga County	Construction in process	\$ 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.	Awarded - in process	\$ 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 submitted	\$ 500,000.00	NA	NA	

EDP Grant Tracking Spreadsheet - Outside Agencies May-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	Awarded - 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 submitted	\$ 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	Awarded - in process	\$ 50,000.00		X	Yes
5	Tioga Hardwoods	ESD Small Manufacturers Modernization Grant	Equipment purchases/upgrades	Application submitted	\$ 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	TBD		X	
7	Tioga County IDA	USDA RBDG	Lounsberry Engineering Plan	Awarded - in process	\$ 90,000.00		X	
8	Tioga County IDA	USDA RBDG	Equipment Lease Program	Awarded - in process	\$ 99,000.00		X	
9	Village of Newark Valley	ESD Planning and Feasibility Studies Program	Downtown strategic plan	Application submitted	\$ 22,500.00		X	Yes
10	TCPDC	NY Main Street	62-64 North Avenue, Owego rehabilitation	Awarded - in process	\$ 438,316.00		X	
11	TCPDC	Land Bank Initiative (LBI) Phase 1, Year 3	Operational costs	Awarded - in process	\$ 200,000.00		X	
12	TCPDC	Land Bank Initiative (LBI) Phase 2	Demolition and rehabilitation projects	Awarded - in process	\$ 900,000.00		X	
13	TCPDC	Land Bank Initiative (LBI) Open Round	Demolition and rehabilitation projects	Awarded - in process	\$ 1,823,100.00		X	