



Tioga County REAP LDC Board
Microsoft Teams
12:00 PM

January 15, 2026 Meeting Minutes

1. Call to Order: 12:06pm

2. Roll Call:

- **Attendance:** Elaine Jardine, Marley Norton, Ann Hill, Danielle Singer, Christina Brown, Christine Lester, Ed VanScoy, Robert Williams
- **Guest(s):** Brenda Smith, USDA RD Community Programs Director, Cortland Office
- **Excused:** Ladd Yost (Technical Issues)

3. Approval of Minutes: Approval of September 10, 2025 meeting minutes.

- Motion: C. Brown, 2nd E. Van Scoy, D. Singer Abstained/Carried

4. Reports:

- **Treasurer's Report** – C. Brown – Treasurer's Report included in the Meeting Packet
 - Account balance of \$5,355.17, Loans paid off to Tioga State Bank
 - C. Brown will continue to update as the Town Fees come in
- **President's Report** – No formal president's report
- **Brenda Smith, USDA RD Community Programs Director** – 2026 USDA RD REAP Funding
 - Definitive numbers have not yet been set for Community Facilities funding, however Brenda shared the following numbers:
Water & Environmental Programs
 - 7 million REAP set-aside funds nationwide for grants, approx. 1.7 million available for NY
 - 10 million REAP set-aside funds nationwide for loans, approx. 3.3 million available for NY
 - Brenda offered to attend Council of Governments or Board Meetings for Municipalities interested in applying for RD loans or grants
 - Brenda shared information that Renee Adams is a resource for RBDG, not CF or WEP. M. Norton can share Renee's information with REAP.
 - Funding for Community Facilities are being developed, more information to come

5. Unfinished Business

- **Officer Election**
 - E. Jardine nominated M. Norton, Tioga County ED&P Community Development Specialist, for REAP/LDC Board President – Motion: E. VanScoy, 2nd C. Brown, All in favor/Carried
- **Annual Conflict of Interest Disclosures**
 - E. Jardine created a fillable form for Annual Conflict of Interest Disclosures, included in meeting packet and asked that these be returned to M. Norton
- **Board Member Recruitment Strategy**

- E. Jardine reached out to Mayors and Supervisors to inquire about recruitment, M. Norton has followed up with phone calls and will continue to do so
- R. Williams shared that Tioga County Council of Government meets monthly, would be a benefit to discuss REAP at this meeting. M. Norton will present REAP benefits at COG meeting and recruit for Towns/Villages who lack representation.
- M. Norton will send reminder emails to most Mayors and Supervisors. She will also reach out personally and/or send detailed updated letters via email to the new Town Supervisors of the Towns of Owego, Berkshire, Newark Valley and Nichols.
- **Equipment Status**
 - E. Jardine did not hear back from DPW Commissioner Gary Hammond
 - C. Lester advised that a new brewery opened outside of Spencer and she can see if they have any need for the equipment
- **REAP 2026 Action Plan**
 - The Board reviewed Strategy #2 Business Support/Development Strategy completed reviewing and updating underlying sub-actions. E Jardine updated as necessary live per Board discussion. The Board agreed to review Strategy #3 Partnership Strategy at the May 2026 meeting.
- **REAP website, social media, email & flyer**
 - E. Jardine shared screen to show REAP webpage
 - B. Smith stated that her and R. Adams information can be put on the website as well
 - E. Jardine advised that TEAM Tioga social media can be utilized to share important REAP information

6. New Business

- **New Board Members –**
 - Ann Hill – Village of Nichols
- Motion: R. Williams, 2nd Christina Brown, All in favor/Carried
 - Christine Lester – Town/Village of Spencer
- Motion: R. Williams, 2nd E. VanScoy, All in favor/Carried
- **Town Fees –** E. VanScoy, M. Norton & C. Brown will meet to discuss Town Fees, fees may be adjusted due to current budget
- **NY Council of Non-Profits (NYCON) REAP membership fee to utilize by-laws review –** C. Brown shared that it is a \$60 fee/year to be a member of NYCON. E. Jardine asked that we vote now to join NYCON. Motion: E. Vanscoy, 2nd C. Lester, All in favor/carried
- **NY Council of Non-Profits (NYCON) REAP guidelines and principles assessment to understand operational gaps –** E. Vanscoy discussed this and that it will be accessible after REAP joins NYCON.
- **Tioga County REAP LDC new SAM registration status –** M. Norton shared that SAM Registration has been inactive since January 2024, M. Norton has requested access to this existing SAM account so we can re-new registration. **UEI – TP2SG8VZEJK2**

7. Announcements

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

8. Adjournment – 1:07 PM – Motion: E. Vanscoy, 2nd C. Brown

NEXT REGULAR MEETING: Wednesday, May 13th 2025 @ noon – Microsoft Teams