

## ECONOMIC DEVELOPMENT & PLANNING TOURISM/AGRICULTURE LEGISLATIVE COMMITTEE MEETING February 4, 2025

### **ATTENDEES:**

**Legislators:** Ron Ciotoli, Keith Flesher, Dennis Mullen, Jake Brown, Marte Sauerbrey

**Staff:** Brittany Woodburn, Linda Sampson, Elaine Jardine, Bryan Goodrich, Cathy Haskell, Jackson Bailey, Peter DeWind

**Guests:** Dr. Kristi Snyder, CCE, JoEllen Rose, interested resident

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 January 7, 2025 –Committee Chair Ron Ciotoli asked for approval of the minutes from the January 7, 2025, committee meeting. Legislator Brown made a motion to accept the minutes from the January 7, 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.
  2. Tioga County Soil & Water Conservation District – No report this month.

3. Cornell Cooperative Extension (CCE)– Monthly report previously emailed and is in the committee packet. Dr. Kristi Snyder, CCE Executive Director, was in attendance and reviewed her report, highlighting the opening of the “Extension of Extension” office at the Neighborhood Depot offering office hours for the community to come and meet with staff. Dr. Snyder also reported on open positions at CCE, Campus Connection, Agriculture Outreach Programs, Horticulture Outreach, Collaboration & Research, Master Gardeners, Ag Team–South Central NY Dairy Livestock and Field Crops, 4-H Youth Development, Family Resource Center, Smart Energy Choices, and WIOA Youth Employment Program/Workforce.
4. Economic Development and Planning – In keeping with staff reporting Ms. Woodburn introduced Elaine Jardine, the County Planning Director. Ms. Jardine reported on the NYS General Municipal Law, Article 12-B, §239. This is a process the Tioga County Planning Board goes through monthly; reviewing proposed projects that require planning and zoning actions (local approvals) and makes recommendations. This process, that begins and ends with the municipality, is referred to as a 239 Review. A written report explaining this process was emailed previously and was in the committee packet. Ms. Jardine reviewed this report highlighting NYS Mandated Tasks, Triggers in Tioga County (Municipal Planning and Zoning Actions), and Procedural Facts.

Ms. Jardine also distributed a packet of information regarding the Eight Year Agricultural District currently in review and the annual request for inclusions for 2025.

Ms. Jardine reported:

- There are three agricultural districts that go by a municipality in Tioga County:
  - North Tioga Agricultural District which consists of the Towns of Richford, Berkshire, Newark Valley and the Village of Newark Valley; this is currently up for review.
  - The Spencer Agricultural District; consisting of Towns of Spencer, Candor, Barton and Tioga.
  - The Owego Nichols Agricultural District.
- There was one enrollment request for inclusion this year.
  - Resolution listed below for a public hearing to be held February 20<sup>th</sup> at 10:00AM for the one land inclusion.
- The required process regarding the North Tioga Agricultural District Review (in distributed packet) was completed by the Planning staff. The Ag and Farmland Protection Board recommends the proposed modifications to the North Tioga Agricultural District.
  - A resolution is listed below for the public hearing to be held February 18<sup>th</sup> @ 1:00PM in the Berkshire Town Hall.
- A resolution will go before NYSAC asking NYS to fund State Mandated Agricultural District Reviews to be passed at the NYSAC Conference in February.
- Ms. Jardine will put forth a resolution in March for the County Legislature to urge the state to fund the unfunded mandate for agricultural district reviews.

## B. Grants

1. Active Grants – See attached EDP Grant Tracking spreadsheet. Ms. Woodburn reported there aren't a lot of changes; highlighted the following:
  - a. CDBG Public Facilities, Neighborhood Depot – Ms. Woodburn distributed and reviewed the most recent Monthly Capital Project Report that included an update and completion photos of the Neighborhood Depot project. Ms. Woodburn pointed out:
    - The facility will provide conference rooms, a large training room, and affordable rental space to non-profit organizations, such as Racker, United Way, Rural Ministry, and the CCE office.
    - The facility will serve as a community emergency shelter with temporary accommodations for 150 displaced residents.
    - The project has been completed, the certificate of occupancy has been issued, working on closing out with the State.
    - A ribbon cutting event will be held in the spring.
    - ED&P assisted in securing over \$5M in grant funding for this \$7.9M project.
  - b. CDBG Public Facilities, Catholic Charities – This is for the mobile food truck to establish the life skills café, community kitchen and food rescue programs. This grant was awarded. A resolution is listed below to accept the award and authorize the Legislative Chair to sign the grant agreement and subrecipient agreement with Catholic Charities.
  - c. CDBG Microenterprise – A resolution is listed below to enter into a contract with Thoma Development to perform administrative services. The amount, not to exceed \$43,000.00, will be reimbursed by CDBG funds. This grant program is for small businesses, with 5 or less employees, that can apply for up to \$35,000.00 in grant funds.

## C. Economic/Community Development

1. Village of Owego DRI – This is the multi-site program that runs through the IDA and the ED&P staff administers; 5 active projects ongoing.
  - a. 187 Main Street, Owego- This project, just over \$250,000.00, is complete. A full rehabilitation of the 1300 square foot commercial space with the addition of a rooftop deck. Ms. Woodburn distributed before and after photos. The property owner had a 50% match. This space is for Kathy's Cakes and The Owego Brewing Company.
2. Village of Waverly NY Forward – This is moving slowly with the State trying to get the contracts out.
  - a. 607 Cayuta Avenue, Waverly – Soprano's Market is one of the business development projects through Empire State Development. They will be making exterior upgrades, parking lot improvements and a rubber roof replacement as well as proposing a patio area. Ms. Woodburn distributed a project description that included photos. This is a \$700,000.00 project with a NY Forward investment of \$420,000.00.
  - b. Continue assisting project sponsors with ESD, SEQR and SHPO processes.

### 3. Foundation Coalition

- a. TCFC Panel Discussion at Neighborhood Depot – Mr. Lanning organized and held this event; seven foundations, approximately 35-40 people in attendance. Legislative Chair Sauerbrey reported being there with Mr. Bailey adding it was a nice event; a solid project for the nonprofit community to work together or independently to get funding for their projects.
4. Restore NY Village of Newark Valley – An Architect has been selected for this project; design services have begun as well as getting quotes for environmental testing.
5. EDP/IDA Available Sites Mapping and Website – Ms. Schnabl and Ms. Yelverton are working with Mr. Goodrich, GIS, on revamping the site mapping tool on the ED&P website. This will include updating the flyer and information on each site on the website.

### D. Land Bank

1. 81 North Avenue, Owego – Demolition and interior construction work is in process. Ms. Woodburn will bring a project update with photos next month.
2. 32 Lyman Ave – Rehabilitation on this single-family home is complete and will be listed for sale shortly. A project update with photos will be brought forward next month.
3. LBI Open Round – The Land Bank is submitting an application requesting \$1.8M for rehab and demolition projects in Tioga County.

### E. Workforce Development

1. Talent Supply Table Umbrella Committee – The next committee meeting in February, Mr. Lanning will host a District 214 presentation by Dr. Lazaro Lopez, "Ready by Design." A presentation that will recount the steps Dr. Lopez took that made High School District 214 a national leader in career-connected learning.

### F. Planning – Ms. Jardine reported on this process earlier.

1. 239 Reviews –
  - a. 2025-001: Village of Owego, Zoning Amendment, Board of Trustees – Applicant wishes to repeal §195-32 of their zoning code which requires a special use permit from the Zoning Board of Appeals for every project requiring a building permit in areas subject to flooding. Staff advised the County Planning Board to recommend approval of the zoning amendment, and the County Planning Board voted unanimously to recommend approval of the zoning amendment.
  - b. 2025-002: Town of Owego, Livestock Special Use Permit, Marshall – Applicant wishes to establish a horse farm and keep three horses on their 7-acre property on Bornt Hill Road. Staff advised the County Planning Board to recommend approval of the livestock special use permit, and the County Planning Board voted unanimously to recommend approval of the livestock special use permit.
2. North Tioga Agricultural District 8-Year Review- Ms. Jardine spoke about this earlier.

### G. Sustainability Management

1. NYPA EV Charging Stations – Construction is progressing.
2. The 2024 Household Hazardous Waste and the 2024 Waste Reduction & Recycling grant applications and reimbursement have been submitted by Dr. Pratt.
3. Private Hauler’s Resource HUB has been added to the Sustainability website.
4. 2024 YTD
 

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

1. Annual Report – Ms. Woodburn distributed and reviewed the DRAFT Annual Report outlining what was accomplished in 2024. Ms. Woodburn explained that the IDA is a public benefit corporation that was established in 1971 to facilitate economic and industrial development in Tioga County. It is made up of seven board members that are appointed by the Tioga County Legislature. Legislative Chair Sauerbrey and Legislator Monell both serve on the board. The Board meets monthly to conduct business.

The IDA is a one tool that Economic Development Organizations can use to help drive economic development in communities. They have programs and projects that they are allowed to offer that cannot be offered at the County level. Low interest loans, lease programs, Payment-in-lieu-of-taxes (PILOT) incentives, they can acquire property, invest in infrastructure improvements to name a few.

The ED&P Department has always had a connection with the IDA. Because the IDA has not been able to find anyone to fill the vacant administrative position, some of the ED&P staff have been taking on the administrative duties of the IDA. ED&P agreed to this arrangement only until December 2024 with the understanding to revisit the arrangement.

After some discussion, it was decided to continue with the arrangement, do some research on how other counties are structured and report back to this committee with updates.

A resolution is listed below to enter into an Administrative Services Agreement between the County and the IDA.

**IV. RESOLUTIONS**

- B04-Re-Appoint Member (M Kiechle) to the TCLDC Board
- B05-Re-Appoint Member (J Ward) to the TCLDC Board
- B06-Re-Appoint Member (K Flesher) to the TCLDC Board
- B07-Recommend Members to the Susquehanna Heritage Area Commission
- B09-Administrative Services Agreement Between Co of Tioga and Tioga County IDA
- B10-Accept NYS CDBG Public Facilities Food Truck Grant Award and Modify EDP Budget

- B13-Filing of an application for State Assistance HHW for 2024
- B14-Request for Reimbursement for Municipal Waste Reduction and Recycling State Assistance Program
- B15-Appoint Member (J Tornatore) to the Tioga County Planning Board
- B16-Appoint Member (R Ciotoli) to Ag and Farmland Protection Board
- B17-Set Public Hearing for North Tioga Agricultural District Eight-Year Review
- B18-Set Public Hearing for 2025 Annual Agricultural District Inclusions
- B20-Authorize TCEDP to Contract with Thoma Development Consultants

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

- Legislator Ciotoli – yes
- Legislator Mullen – yes
- Legislator Flesher – yes
- Legislator Brown - yes

**V. PROCLAMATIONS - N/A**

**VI. ADJOURNMENT**

With no further topics of discussion or questions, the meeting was adjourned at 1:57 P.M.

Respectfully Submitted,  
Linda Sampson  
Administrative Assistant Economic Development & Planning

**EDP Grant Tracking Spreadsheet - Tioga County  
Feb-25**

	Applicant	Grant Source	Purpose	Status	Requested	Resource	Technical Assistance
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	Awarded - 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	Awarded - in process	\$ 165,000.00	NA	NA
8	Tioga County	CDBG Microenterprise program	Provide funding for small businesses with five or less employees.	Awarded - in process	\$ 212,500.00	NA	NA
9	Tioga County	NY SWIMS	Funding to support V. Owego public pool.	Awarded - in process	\$ 24,938.00	NA	NA
10	Tioga County	NYSERDA Fleet Inventory	Electric landscaping equipment and LED light fixtures.	Awarded - 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  
Feb-25**

	Applicant	Grant Source	Purpose	Status	Requested	Resource	Technical Assistance
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
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	
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
4	Town of Berkshire	ARC READY Local Government Program	Master park plan for George W. Smith park	Potential application	TBD	X	
5	Town of Berkshire	USDA Community Facilities	Equipment Purchases (mower, tractor, excavator)	Application submitted	\$ 311,210.00	X	
6	Tioga Hardwoods	ESD Small Manufacturers Modernization Grant	Equipment purchases/upgrades	Application submitted	\$ 112,240.00	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
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