

ECONOMIC DEVELOPMENT & PLANNING TOURISM/AGRICULTURE LEGISLATIVE COMMITTEE MEETING November 5, 2024

ATTENDEES:

Legislators: Keith Flesher, Ron Ciotoli, Dennis Mullen

Staff: Brittany Woodburn, Linda Sampson, Elaine Jardine, Cathy Haskell, Jackson Bailey

Guests: Becca Maffei, Tioga County Tourism Director

Committee Chair Barb Roberts was not in attendance. Legislator Keith Flesher 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 October 8, 2024 – Legislator Flesher asked for approval of the minutes from the October 8, 2024, committee meeting. Legislator Mullen made a motion to accept the minutes from the October 8, 2024, meeting, seconded by Legislator Ciotoli. All were in favor.

Ms. Woodburn reported the following:

II. FINANCIAL

- A. 2024 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. Cornell Cooperative Extension – Monthly report was in the committee packet.
 2. Tioga County Soil & Water Conservation District- Monthly report was in the committee packet.
 3. Tioga County Tourism- Becca Maffei, Tourism Director – Monthly report previously emailed. Ms. Maffei distributed an updated report and reviewed the report

highlighting the Tioga Antique Trail Campaign, Content Project Progress, Travel Guide (cover page of pictures distributed), Paddle the 607, Skyview Raceway Park, Tioga Restaurant Week.

4. Economic Development – In keeping with staff reporting Ms. Woodburn introduced Elaine Jardine, County Planning Director. Ms. Jardine reported on the following:
 - ED&P is applying for EPA (Environmental Protection Agency) Brownfield Communitywide Assessment Grant to assess various vacant and abandon properties in the County.
 - A resolution is listed below to designate Ms. Jardine as the Authorized Organization Representative for this application.
 - A list of target areas and key properties with descriptions was distributed and reviewed. The hope is that this grant can identify the exact contamination and suggest a plan for reuse for some of the listed properties.
 - ED&P would like to contract with MRB Group to update our 2022 Best Practices and Policies for Municipalities regarding Solar Projects. Ms. Jardine reported on the many items that MRB would be researching. Some items follow:
 - ✓ The new statewide property tax assessment calculation.
 - ✓ Poll IDA's to determine whether any of them provide sales tax exemptions for solar projects.
 - ✓ Address tax liability or payback of property owners if land is agricultural and gets converted to solar development.
 - ✓ Collect information from NYSEG on the status of grid's capacity to handle more solar projects in Tioga County.
 - ✓ Provide template language for a local law enacting a moratorium on solar development.
 - ✓ Soil testing and landscaping.
 - ✓ Emergency procedures.
 - ✓ Provide three presentations; one to the Council of Governments, one to the County Legislature and one to the Planning and Zoning Board.

B. Grants

1. Active Grants – See attached EDP Grant Tracking spreadsheet. Ms. Woodburn highlighted:
 - a. CDBG Neighborhood Depot – Closeout in process; may take until spring to finalize because of the State's monitoring review process. Project is almost complete, tenants are moving in. The former Rural Ministry building has been demolished. Depending on the weather, they will work on the landscaping. A ribbon cutting event is planned for springtime. Ms. Woodburn reminded the committee this was a \$7.9M project and the ED&P Team helped secure \$5M for the project with a few grants including CDBG funds, as well as County ARPA funds.
 - b. CDBG Microenterprise – RFP for administrative services has been sent out and is due November 15th. The grant will cover the administrative fees.

C. Economic/Community Development

1. CDBG Economic Development Grant

- a. Discussing potential application with two manufacturers – ED&P has been recently approached by two manufacturers about submitting projects for consideration under the CDBG Economic Development Grant. Municipalities are the only eligible applicants for this program. Meetings have been set up with the State and the manufacturers to talk about their projects and make sure they're eligible. Once the projects are determined eligible, a resolution to apply on behalf of the business will be brought forward.
2. Village of Owego DRI – 7 active projects remaining.
 - a. Three projects have been closed out: 130 Temple Street, 223 Front Street and 194 Front Street.
 - b. 187 Main Street and 68 North Avenue are in process of being closed out; inspections are being finalized.
3. Village of Waverly NY Forward
 - a. Continue assisting project sponsors with ESD, SEQR and SHPO processes.
 - b. Small Business Fund \$200,000 - The Village of Waverly is going to keep the contract with the State; the State will allow the village to hire a consultant. Ms. Woodburn reported the Village of Waverly also has their 2 large municipal projects, East Waverly Park and Broad Street. Ms. Jardine assisted them in putting together an RFP for architectural engineering services. Once the contract is signed with the Department of State the RFP will be sent out.
4. Pro-Housing Communities
 - a. Town of Berkshire, Town of Richford, Town of Newark Valley, Village of Owego and Village of Nichols certification applications are in process.
 - b. Village of Newark Valley – Certification approved.
5. Foundation Coalition
 - a. December virtual Foundations Coalition meeting – Mr. Lanning continues to be in contact to discuss upcoming projects and funding priorities.

D. Land Bank

1. 81 North Avenue, Owego – Arrow Masonry has begun brick repointing.
2. 121 Providence Street, Waverly – Kascon has started interior asbestos abatement and is gutting the property to begin mold remediation work. O'Rourke is providing environmental services.
3. Administrative Services Agreement – Ms. Woodburn reported the following
 - The County and the Land Bank have an Administrative Services Agreement in place.
 - The County, through the ED&P Office, provides administrative services, office space and equipment to the Land Bank.
 - The Land Bank pays \$25,000.00 a year to the County.
 - The current agreement expires December 31, 2025.
 - As Deputy Director, August 2021, Ms. Woodburn took over the administrative services duties for the Land Bank.
 - Ms. Tinney, ED&P Director at the time, revised the Deputy Director job description to reflect these duties.
 - Currently, with Ms. Woodburn's responsibilities as ED&P Director, she has made the decision to step back from the Land Bank administrative duties.

- With the Administrative Agreement still in place, Ms. Woodburn would like to reassign these duties to the new staff member, Economic Development Specialist, Sara Zubalsky-Peer. She has a lot of experience in housing rehab and previously served on the Land Bank Board.
- Ms. Woodburn has met with Personnel and the Economic Development Specialist Job description has been changed to reflect the Land Bank Administrative duties.
- A resolution showing a record of these changes is listed below.

E. Workforce Development

1. Southern Tier 8 ARC Application – OACSD/BT BOCES Satellite Campus – Mr. Lanning provided technical assistance with this application. Ms. Woodburn asked the committee if they wanted a resolution for his work on this. At the committee's request a resolution will be completed and submitted at the end of this meeting.
2. Events for school districts
 - a. Career Panel Circuit with Candor, Owego and Newark Valley - Mr. Lanning is coordinating this event.
 - b. Manufacturing Day with SUNY Broome – Tours of SUNY Broome's facilities are being held from October 8th to November 14th. A resolution to exceed the food and beverage policy, not to exceed \$2,000.00, to provide lunch for the schools participating in the tours is listed below. This expense will be reimbursed by ARC Grant funds.

F. Planning

1. 239 Reviews – None this month.
Ms. Jardine reported on the following earlier:
2. North Tioga Agricultural District 8-Year Review
3. Skyview Park Redevelopment Plan
4. EPA Brownfields Communitywide Assessment grant
5. Updated Municipal Solar Best Practices and Policies in Tioga County

G. Sustainability Management

1. Pumpkin Smash Event is November 9th.
2. DEC Municipal Waste Reduction and Recycling (MWRR) Program – Application completed and submitted. This is reimbursement for a portion of Dr. Pratt's salary.
3. Local Solid Waste Management Plan – Submitted to NYSDEC.
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)=	\$2,628.50	\$679.68

H. IDA

1. Equipment Lease Program – The IDA has been awarded an USDA RBDG Grant for equipment lease. Trying to launch this at the same time as the microenterprise grant for businesses. Guidelines and application are being finalized.
2. Lounsberry Engineering Study- The IDA is conducting an engineering study for their Lounsberry owned sights. They have USDA and ARC funding for this project. An RFP

for engineers has been sent out. The goal for this project is to make the properties shovel ready for future development.

3. Sun East Solar PILOT – The IDA is working toward closing this PILOT. Construction to begin soon.

IV. RESOLUTIONS (4)

K06-Designate County Planning Director as AOR for EPA Brownfield Communitywide Assessment Grant Application

K10-Reappoint Stuart Yetter to the TCPDC Board

K11-Legislative Approval to Exceed Tioga County Food and Beverage Policy

K20-Administrative Support provided to TCPDC

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 Mullen – yes

Legislator Ciotoli – yes

Legislator Flesher - yes

V. ADJOURNMENT

With no further topics of discussion or questions, the meeting was adjourned at 2:00 P.M.

Respectfully Submitted,

Linda Sampson

Administrative Assistant Economic Development & Planning