

ECONOMIC DEVELOPMENT & PLANNING TOURISM/AGRICULTURE LEGISLATIVE COMMITTEE MEETING September 2, 2025

ATTENDEES:

Legislators: Ron Ciotoli, Andrew Aronstam, Keith Flesher, Jake Brown, Marte Sauerbrey

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

Guests: Dr. Kristi Snyder, Tioga County Cornell Cooperative Extension (CCE)

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 June 3, 2025, July 8, 2025 and August 5, 2025 – Committee Chair Ron Ciotoli asked for approval of the minutes from the June, July and August meetings. Legislator Brown made a motion to accept the minutes from the June, July and August meetings, 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 CCE – Dr. Kristi Snyder - Monthly report was previously emailed and is in the committee packet. Dr. Snyder reviewed her report, highlighting organizational updates, Campus Connection to Cornell, Community Connections, 4-H Youth Development, Agricultural Outreach Programs, Horticulture Outreach,

Collaboration & Research, Master Gardeners, Smart Energy Choices, WIOA Youth Employment Program/Workforce and Nutrition/SNAP-Ed.

Dr. Snyder reported that Charley Truman passed away shortly after the Tioga County Fair stating it will be a great loss to the community.

2. Tioga County Tourism – Monthly report previously emailed and is in the committee packet. Ms. Woodburn reported a resolution is listed below designating the Tioga County Local Development Corporation as Tioga County's authorized Tourism Promotion Agency for 2026. This is done annually and allows Tourism to pursue grant funding through the I Love NY Program.
3. Tioga County Soil & Water Conservation District – No report this month.

B. Grants

1. Active Grants – See attached EDP Grant Tracking spreadsheet. Ms. Woodburn highlighted the following:
 - a. CDBG Microenterprise – This is the program where businesses could apply for up to \$35,000.00 of grant funding. Seven of the eight Grantees have completed and signed the grant documentation. The first disbursement has been requested from the State for the following:
 - Light Years Fermentation purchased a pizza oven for their business.
 - Ocular Prosthetics purchased equipment for their business.ED&P is working with Deluge Media to do testimonials from the businesses that used this program. Three have agreed to participate; Light Years, Labrador Lumber and Ocular Prosthetics. Deluge will be creating a video to help promote the program for the next round of funding.
 - b. CDBG Public Facilities – Catholic Charities mobile food truck project. Catholic Charities has signed the contract with the vendor; they have put down a deposit and reimbursement paperwork has been received. Mr. DeWind has reviewed and approved the insurance and performance bond. The request for the first progress payment has been submitted.
 - c. Restore NY – Village of Newark Valley. The engineering drawings are almost complete for one building, and we are waiting for the environmental testing to get scheduled and completed.
 - d. ARC READY – George Smith Park Master Park Plan. The steering committee chose Barton and Loguidice and they are in the process of developing the plan. On-site visits have begun. The Berkshire Town Board selected Digital Towpath to design and host a new website.
 - e. NYS OPRHP Snowmobile Trail Grant Program – Phase II just wrapped up, it was due September 1st. This is the application phase for the five snowmobile clubs. The clubs submit forms that are passed on to the State. As the local agency administering the program, ED&P has forms to fill out as well. There is a resolution listed below regarding the final 30% reimbursement received from the State that includes the money that gets disbursed to the clubs and the administrative fees that get paid to the County.
 - f. NY SWIMS – Round 1 - This is the grant the County applied for on behalf of the Village of Owego. The first reimbursement payment been disbursed to the

Village of Owego. We are waiting for the cancelled check to submit for reimbursement to Tioga County.

- g. NY SWIMS – Round 2 is available now and the municipalities are allowed to apply themselves. The Village of Owego has reached out to ED&P staff for assistance. This is for Marvin Park pool repairs and improvements. The committee was in agreement to provide a technical assistance resolution immediately following this meeting.

C. Economic/Community Development

1. Pro Housing Communities Certification – The Village of Newark Valley, Village of Nichols and Town of Berkshire are all certified. The Village of Owego building permit data has been submitted to the State and will be certified soon. No other communities are interested at this time. ED&P will continue outreach.
2. Strong Road Site – Water and sewer systems extensions plan. ED&P is working with Larson Design Group (LDG) to get cost estimates. They have issued the draft engineering plan. LDG will work with Veolia to provide a more accurate estimate for the extension of municipal water.
3. NY Forward – Village of Waverly. This is for the Small Project Fund and the Public Projects of East Waverly Park and the Broad Street Streetscape enhancements. The Small Project Fund is underway. The Village of Waverly has to appoint a project selection committee. They have received six consultant proposals for the Public Projects. The proposals have been reviewed and rated and the committee will be interviewing the top two or three firms. The Village of Waverly Board of Trustees will make the final selection.
4. DRI – Village of Owego. Applied Technology got a direct grant from Empire State Development and they have moved forward with their portion of the project, but not the grant portion of the project. After a long waiting period the State decided to pull back the funds and they want to reallocate funds to new projects in the Village of Owego that are shovel ready. ED&P is assisting the State in looking for projects. There is a little over \$400,000.00 to be reallocated.

D. Land Bank

1. 81 North Avenue, Owego – Ms. Woodburn distributed a photo showing the improvement to the façade of building. The project is almost complete. They have a potential lease for the commercial space, and the rear fire escape is under construction. Deluge will provide of video of the project when completed.
2. 247 Main Street, Owego - This is a single family house owned by the Land Bank. The architectural contract has been awarded to L2 Design.
3. 121 Providence Street, Waverly - The construction documents are in progress for this project, and the bidding process will begin soon.
4. LBI Property Services application – Continue to work on this application for single family homes on Temple and Liberty Streets.
5. New Board Member – R. Bunce – A resolution listed below to consider appointing Ray Bunce to the Tioga County Property Development Corporation Board.

E. Workforce Development

1. OACSD/BT BOCES Satellite Campus – Notification has been received from ARC that the application was moved from review to approval for the 1M grant to support the capital improvement work to turn the maintenance building to the CTE Center and BT BOCES Satellite Campus. They are also looking into doing some adult continuing education in the near future. It is estimated to serve 192 to 240 students a year.
2. CDBG Public Facilities grant application- OACSD was counting on the Congressional Direct Spending Funds, however it is not clear if the funds will ever be formally committed. OACSD asked if ED&P would consider submitting a CDBG Public Facilities grant application on their behalf. Only counties and municipalities are eligible to apply for CDBG. A resolution would have to be brought forward for Legislative approval to apply. Ms. Woodburn asked the committee if they would be in support of ED&P moving forward. The application could be for up to 1M. ED&P would work with Thoma Development to apply on the County's behalf as they have done this before. OACSD agreed to pay the application fee. If awarded, the administrative fee from the program could be used to pay Thoma to oversee the program. Ms. Woodburn talked to a State representative and found they liked the project. The committee was in support of bringing the resolution forward next month.

F. Planning

1. 239 Reviews – 4
 - a. County Case 2025-017: Village of Owego, Site Plan Review and Area Variance, David Allen/Allen Investments – The applicant proposed a separate 457 square foot accessory structure to the rear of the original building. Staff advised the County Planning Board to recommend approval of the site plan review and area variance and the County Planning Board voted unanimously to recommend approval of both.
 - b. County Case 2025-018: Village of Waverly, PUD Site Plan Review and Special Use Permit, Santalucia, LLC – The applicant proposes to construct a new 1,200 square foot building on the site of their redemption center at 491 Cayuta Avenue to store cans and bottles. Staff advised the County Planning Board to recommend approval of the PUD site plan review and special use permit and the County Planning Board voted unanimously to recommend approval of both.
 - c. County Case 2025-019: Town of Richford, Site Plan Review, Richford Fire District – The applicant proposed to demolish the current outdated fire station and construct a new 4,620 square foot fire station with two (or three) truck bays and all appurtenances at 14 Bowery Lane. Staff advised the County Planning Board to recommend approval of the site plan review and the County Planning Board voted unanimously to recommend approval of the site plan review.
 - d. County Case 2025-020: Town of Owego, Town Board Private Outdoor Recreation Permit, Legacy Fitness of the Southern Tier – Applicant proposes to establish a multi-use sports and recreation facility in/on the existing building and property. Staff advised the County Planning Board to recommend approval of

- the PUD site plan review and special use permit and the County Planning Board voted unanimously to recommend approval of the outdoor recreation permit.
2. County Planning Director Trainee position - Ms. Zubalsky-Peer has moved into this position and has begun working with Ms. Jardine. The cross-training is going well.

G. Sustainability Management

1. NYSDEC Municipal Waste Reduction and Recycling Program – A resolution is listed below for Dr. Pratt to submit an application and administer the NYSDEC Municipal Waste Reduction and Recycling Program. This grant partially reimburses eligible costs related to Dr. Pratt's position.
2. Deluge Media – Promotional Videos – A resolution is listed below to hire Deluge Media to produce two educational/outreach videos on waste reduction in Tioga County.
3. 2025 YTD –

a. Paid to Broome County	2025	2024
i. HHW	\$4,849.50	\$9,266.55
ii. E-Waste	\$ 481.95	\$1,994.65
b. Towns/County(E-waste)	\$ 493.50	\$2,261.20

H. IDA

1. MRB Group Cost Benefit Analysis tool – ED&P is working with the IDA to update their PILOT application process and cost benefit analysis (CBA) process when they get a new PILOT application. The MRB Group has a tool that IDA's can use to do the CBA. There is a one-time fee of \$1,500.00. MRB also does consultant work for IDA's and offers PILOT negotiation support called "Test of Reasonableness." This is a financial analysis to determine if the applicant's requested PILOT abatement is "reasonable." They compare return on Investment (ROI) to the market and determine if it is within the reasonable range as determined by the market. MRB charges a flat fee of \$8,000.00 for this. The applicant agrees to pay for any costs the IDA incurs, including the CBA and Test of Reasonableness. At the present time the IDA does this work in house. This will be presented to the board for consideration at the meeting tomorrow.
2. Southern Tier Economic Growth MOU – The Southern Tier IDA's and Economic Development Organizations (EDO) recently completed the Southern Tier Cleantech Strategy. Newmark was the consultant for this project. The IDA's and EDO's are now looking to contract with Susan Payne to take the study that was done by Newmark and design a roadmap to implement the study. The plan is to create a more cohesive structure and approach to the Southern Tier Economic Development efforts, making it more attractive to developers to come to one organization vs. nine counties. The Tioga County IDA will contribute to the cost to the plan.
3. New Board Member – B. Case – A resolution is listed below to consider appointing Barbara Case to the Tioga County IDA Board.
4. TCIDA Façade and Small Business Loan programs – Ms. Yelverton has been working on updating loan program flyers and working with Deluge creating

promotional videos. ED&P is also working on a plan to have Ms. Yelverton visit businesses, lenders and municipalities to increase awareness of these programs.

IV. PERSONNEL

- A. Community Development Specialist position – Ms. Woodburn announced that Mr. Lanning has resigned and accepted a position in Utica. The backfill request form was filled out, the position was posted, and interviews were conducted. A resolution is listed below to appoint Marley Norton to the Community Development Specialist position with a start date of October 4, 2025.
- B. Administrative Coordinator position – This position has been posted and we are accepting applications.

V. RESOLUTIONS

- I08-Filing of an Application for NYSDEC Municipal Waste Reduction and Recycling (MWRR) Program
- I11-Designation of Tioga Co. LDC DBA Tioga Co. Tourism as Authorized Tourism Promotion Agency for 2026
- I12-Appoint Member (Case) to the Tioga Co IDA
- I13-Modify Snowmobile Grant Program Budget for 30% Award Disbursement to Snowmobile Clubs
- I18-Authorizing Legislative Chair Signature on Contract for Professional Services with Deluge Media to Create Two Promotional Videos
- I30-Authorize Appointment of FT Community Development Specialist (MNorton)
- I33-Appoint RBunce to the TCPDC Board

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

Legislator Ciotoli – yes
Legislator Flesher – yes
Legislator Brown – yes
Legislator Aronstam - yes

VI. PROCLAMATIONS - N/A

VII. ADJOURNMENT

With no further topics of discussion or questions, the meeting was adjourned at 1:53 P.M.

Respectfully Submitted,
Linda Sampson
Administrative Assistant Economic Development & Planning

EDP Grant Tracking Spreadsheet - Tioga County
Sep-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 monitoring	\$ 3,000,000.00	NA	NA	Yes
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	Yes
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	Yes
4	Tioga County	NYS Snowmobile	Snowmobile grant program for 5 clubs in Tioga County	Phase II in process	TBD	NA	NA	annual program
5	Tioga County	Household Hazardous Waste Program	Allows the County to have a safe and economic method for the proper disposal of household hazardous waste.	Awarded - in process	\$ 7,767.22	NA	NA	Yes
6	Tioga County	Municipal Waste Reduction and Recycling	Allows for Tioga County to maintain a Sustainability Manager to expand and implement waste reduction	Awarded - in process	\$ 56,350.00	NA	NA	Yes
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	Yes
8	Tioga County	CDBG Microenterprise program	Provide funding for small businesses with five or less employees.	Projects are in process	\$ 212,500.00	NA	NA	Yes
9	Tioga County	NY SWIMS	Funding to support V. Owego public pool.	1st disbursement request in process	\$ 21,270.00	NA	NA	Yes
10	Tioga County	CDBG Public Facilities – Catholic Charities	Mobile food truck to establish life skills café, community kitchen, and food rescue programs.	Insurance and performance bond review in process.	\$ 243,533.00	NA	NA	Yes
11	Tioga County	CDBG Imminent Threat – TCPDC	Environmental remediation and demolition funding for abandoned and blighted properties located in the Town of Owego and Town of Berkshire.	Application in process	TBD	NA	NA	In process

EDP Grant Tracking Spreadsheet - Outside Agencies
Sep-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	Engineering and environmental testing in process	\$ 732,420.00		X	Yes
2	OACSD	ARC Infrastructure Investment & Jobs Act (IIJA)/Area Development	Build out of former maintenance building for BT BOCES / Owego Apalachin CTE programs	Application awarded	\$ 1,000,000.00		X	Yes
3	Town of Berkshire	ARC READY Local Government Program	Master park plan for George W. Smith park	Master park plan design in process.	\$ 50,000.00		X	Yes
4	Tioga Hardwoods	ESD Small Manufacturers Modernization Grant	Equipment purchases/upgrades	Incentive proposal issued	\$ 112,240.00	X		No
5	Village of Owego	OPRHP Municipal Parks and Recreation (MPR) Grant Program	Marvin Park, Hyde Park, Woodlawn Park and Courthouse Square Park improvements	Application not selected for funding	\$ 777,330.00		X	Yes
6	Village of Owego	OPRHP Environmental Protection Fund (EPF) grant program	Historic Owego Police Station exterior façade improvements - 90 Temple Street, Owego	SHPO review approved. Grant awarded in 2021			X	Yes
7	Town of Nichols	NYS Dept of State Community Smart Growth Planning and Zoning Grant Program	Develop a Comprehensive Plan for the Town of Nichols	Application submitted	\$ 111,000.00		X	Yes
8	Tioga County IDA	USDA RBDG	Lounsberry Engineering Plan	Draft of final engineering plan has been issued.	\$ 90,000.00		X	
9	Tioga County IDA	USDA RBDG	Equipment Lease Program	Awarded - in process	\$ 99,000.00		X	
10	Tioga County IDA	OPRHP EPF	Northern Tioga Rail-with-Trail Pre-Engineering project	Application submitted	\$ 450,000.00		X	
11	Tioga County IDA	FAST NY Track B	Pre-engineering studies for potential industrial sites in the Lounsberry area.	Application - in process	TBD		X	
12	TCPDC	NY Main Street	62-64 North Avenue, Owego rehabilitation	Selection of firm for Environmental testing in process	\$ 438,316.00		X	
13	TCPDC	Land Bank Initiative (LBI) Phase 1, Year 3	Operational costs	Year 3 closeout in process. Year 4 application awarded.	\$ 200,000.00		X	
14	TCPDC	Land Bank Initiative (LBI) Open Round	Demolition and rehabilitation projects	Awarded - in process	\$ 1,823,100.00		X	