

ECONOMIC DEVELOPMENT & PLANNING TOURISM/AGRICULTURE LEGISLATIVE COMMITTEE MEETING December 3, 2024

ATTENDEES:

Legislators: Barb Roberts, Keith Flesher, Ron Ciotoli, Dennis Mullen

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

Guests: Kelly Jackson, Tioga County Cornell Cooperative Extension

Committee Chair Barb Roberts 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 November 5, 2024 – Committee Chair Barb Roberts asked for approval of the minutes from the November 5, 2024 committee meeting. Legislator Ciotoli made a motion to accept the minutes from the November 5, 2024 meeting, seconded by Legislator Flesher. 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. Tioga County Soil & Water Conservation District- No monthly report was provided.
 2. Tioga County Tourism- Monthly report previously emailed and in the committee packet.
 3. Cornell Cooperative Extension (CCE) – Kelly Jackson, CCE Ag Development Specialist, was in attendance for Kristi Snyder. Monthly report previously emailed and was in the committee packet. Ms. Jackson reported Ms. Snyder was

accepting a grant award of \$20,000.00 from the Tioga Downs Foundation. Ms. Jackson reviewed the monthly report highlighting Organizational Updates, Campus Connection, Agriculture Programs, Horticulture Outreach, Collaboration & Research, Master Gardeners, Incubator Beginner Farmer Program at Hilltop Community Farm, 4-H Youth Development, Family Resource Center, Smart Energy Choices, and WIOA Youth Employment Program/Workforce.

4. Economic Development – In keeping with staff reporting Ms. Woodburn introduced Casey Yelverton, Economic Development Specialist. Ms. Yelverton reported working on the following:

DRI Projects

- 130 Temple Street, 223 Front Street and 37-41 Lake Street are complete and have received their disbursement checks.
- A couple of properties have had final inspection.
- 42 Delphine Street – Waiting for electrical work to be done.

Microenterprise Grant

- Waiting on final contract from HCR to launch the Microenterprise Grant.
- Have received 2 proposals for grant administrative services. Waiting to hear from the state to accept.

Restore NY

- Sent out RFP for architectural drawings for 10 and 14-16 Whig Street properties. Have resent for more options.
- Will be setting up a meeting with Newark Valley for decision making.

IDA

- Sent out 2024 PILOT checks.
- Reviewed and updated ST-60 Forms for Sales Tax Exemption PILOTS.
- Equipment Lease Program will launch when we launch the microenterprise grant, created some guidelines, an application, drafted a lease agreement to present at the IDA Board Meeting; updated with recommendations.
- Attended IDA Board Meetings, Loan Committee Meeting, Governance Meeting is coming up, making agendas and taking minutes.
- Working on financials, paying bills, reconciliation in QuickBooks.

B. Grants

1. Active Grants – See attached EDP Grant Tracking spreadsheet. Ms. Woodburn highlighted:
 - a. CDBG Public Facilities – The County applied for the CDBG Public Facilities Program on behalf of Catholic Charities for the food truck and to establish their Life Skills Café and community kitchen. \$243,533.00 has been awarded but there has been no official announcement from the State yet. Mr. Lanning will be administering this out of the EDP Office.
 - b. NY Main Street – TCPDC 62-64 North Avenue, Owego rehabilitation. NY Main Street application was submitted and \$438,316.00 has been awarded with no official announcement from the State yet. Ms. Zubalsky-Peer will be handling this.

- c. CDBG Microenterprise – Proposals for a consultant for administrative services. Thoma came in with the lowest proposal and will be handling this. The cost, \$42,000.00, will be covered by the grant.
 - d. Village of Owego – NY SWIMS Program. Ms. Jardine worked on this application and it has been awarded. This will go through the County and flows to the Village of Owego. A work plan and budget has been created and submitted to the State.
 - e. Snowmobile Grant – 70% payments have been received.
- Not on the agenda, Ms. Woodburn reported the Restore NY Tioga Trails Project; a county application that would flow to the property owner, is not going well. It has become difficult getting the appropriate documentation from the property owner. The State has restrictions and OHPC has historic requirements. Ms. Jardine has taken over working with the property owner; however, the two-year mark is coming up in April and if he hasn't started construction the State has the authority to take the award back. After some discussion, Ms. Woodburn stated Ms. Jardine will continue working with the property owner, but wanted the committee to be aware of the situation.

C. Economic/Community Development

1. CDBG Economic Development Grant
 - a. Discussing potential application with manufacturer – Updates to be discussed in Executive Session at the end of this meeting.
2. Village of Owego DRI – 7 active projects ongoing – Ms. Yelverton reported on earlier.
 - a. 187 Main Street and 68 North Avenue in process to be closed out.
3. Village of Waverly NY Forward
 - a. Continue communication with project sponsors to coordinate meetings to discuss ESD, SEQR and SHPO processes.
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. ON-RAMP Workforce Development Center – Southern Tier proposal.

Broome County IDA, The Agency, led the proposal submission with support letters provided from several counties, including Tioga County. This program is unique to the Southern Tier as a result of the investment to the New Energy New York (NENY), the Upstate NY Storage Engine, and the Federal Tech Hub designation for battery development that BU has made. This proposal will support the promotion of the Southern Tier as the national hub for clean tech and electrification manufacturing processes, battery research and development. It will also build on the growing transportation industry segment in the region. The workforce activities to help train people for the up-and-coming technology and manufacturing will primarily be located in the Greater Binghamton area while having “spokes” training centers in Elmira and Ithaca. The application has been recently submitted, so no update at this point.

6. Foundation Coalition

- a. Mr. Lanning is setting up a Foundations Coalition meeting in January to be held at the new Neighborhood Depot to connect the foundations and local non-profit organizations.

D. Land Bank

1. 81 North Avenue, Owego – Brick repointing completed on three sides, the front will be done in the spring. A general contractor has been selected for the interior work.
2. 121 Providence Street, Waverly – Interior asbestos abatement and mold remediation has been completed. The house is gutted and needs to be assessed as to whether to sell it as is or finish the rehab.
3. HOME Homebuyer Development Program – Submitted an application for this program for construction of 2 new single-family homes on Temple and Liberty Street. We won't know anything until the spring.
4. TCPDC Reappointments – Resolutions for Josh Whitmore and Lesley Pelotte are listed below.

E. Workforce Development

1. WBL Experiences Map – Ms. Woodburn reported sending this out to the committee. Mr. Lanning is working with Mr. Goodrich in IT creating this map and has received a lot of positive feedback. This is a great tool to be able to click on businesses and see the opportunities they offer for students: internships, job shadowing and employment opportunities.
2. SUNY Broome Manufacturing Day – Mr. Lanning assisted in planning for this event. No final data yet.

F. Planning

1. 239 Reviews – None this month.
2. North Tioga Agricultural District 8-Year Review – Received 90 online survey submissions.
3. ST8 Regional Board trip to Pittsburgh – Ms. Jardine went on this 3-day Southern Tier 8 trip to learn about the EDA Build Back Better Program and their Tech Hub to get a better idea for what's going to happen here.
4. Town of Berkshire ARC READY Local Governments potential grant application – Master Plan for George Smith Park. A resolution was requested by this committee for technical assistance provided by Ms. Jardine. This will be completed and sent immediately following this meeting.
5. Updated Municipal Solar Best Practices and Policies in Tioga County – Ms. Jardine reached out to the MRB Group to update this study and they agreed to contract with us for \$17,000.00. The funds will come out of the Sustainability Budget. A resolution is listed below.
6. TCPB Reappointments – Resolutions for Pam Moore and John Current are listed below.

G. Sustainability Management

- 1. Pumpkin Smash Event – November 9th – Ms. Jackson talked about this successful event earlier.
- 2. NYPA EV Charging Stations – Construction starting.
- 3. Casella Contract – E-Waste – Contract with the County Attorney for review.
- 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 – TCIDA Loan Committee review – Ms. Yelverton talked about earlier.
- 2. Lounsberry Engineering Study – USDA Grant applied for, also using ARC funds. HUNT Engineering will be conducting the study to make the sites in Lounsberry shovel ready for industrial development. Held kick-off meeting with Hunt yesterday. Hoping for completion in April.
- 3. Administrative Services Agreement – Resolution for 2025 Administrative Services Agreement with the IDA for the contribution of \$20,000.00 is listed below.

I. Misc.

- 1. Deluge Media Contract – Renewing the contract for photo and video content for ED&P, Sustainability, Land Bank and IDA for \$11,208.64 will be split between budgets. Resolution is listed below.

IV. PERSONNEL – Staff changes resolution listed below. Remove the Education Workforce Coordinator position, add the County Planning Director Trainee and un-fund the PT Office Specialist II.

V. RESOLUTIONS

L10-Reappoint Member (Pam Moore) to the Tioga County Planning Board

L11-Reappoint Member (John Current) to the Tioga County Planning Board

L12-Resolution to Renew SWCD Hazard Mitigation Plan Coordination Services 2025

L14-Reappoint Lesley Pelotte to the TCPDC Board

L26-2025 EDP Staff Changes

L45-Authorizing Legislative Chair Signature on Contract for Professional Services with Deluge Media

L50-Reappoint Joshua Whitmore to the TCPDC Board

L51-Authorize Contract with MRB Group for Solar Best Practices and Policies Update

L53-Administrative Services Agreement Between Co of Tioga and Tioga County IDA

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 Roberts – yes

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

Motion by Legislator Roberts, seconded by Legislator Mullen, to move into Executive Session to discuss employment history of a particular corporation at 1:37 P.M. Motion carried.

Motion by Legislator Roberts to adjourn, seconded by Legislator Ciotoli. Executive Session adjourned at 1:45 P.M

VI. ADJOURNMENT

With no further topics of discussion or questions, the meeting was adjourned at 1:45 P.M.

Respectfully Submitted,
Linda Sampson
Administrative Assistant Economic Development & Planning

EDP Grant Tracking Spreadsheet - Tioga County

Dec-24

	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	\$ 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

Dec-24

	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