ECONOMIC DEVELOPMENT & PLANNING
TOURISM/AGRICULTURE LEGISLATIVE COMMITTEE MEETING
September 8, 2026

ATTENDEES:
Legislators: Ron Ciotoli, David Cantella, Keith Flesher, Tracy Monell, Jo Ellen Rose

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

Guests: Kristi Snyder, Executive Director, Tioga County Cornell Cooperative Extension (CCE)

Legislator Jake Brown was not in attendance.

Legislator 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 August 4, 2026 - Legislator Ciotoli asked for approval of the minutes from the August 4, 2026, meeting. Legislator Flesher made a motion to accept the minutes from the August 4, 2026, meeting, seconded by Legislator Cantella. All were in favor.

Ms. Woodburn reported the following:

II. FINANCIAL

A. 2026 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 previously emailed. Dr. Kristi Snyder reviewed her monthly report, highlighting the search for the vacant position of 4-H Educator, American Farmland Trust Grant Award, the Tioga County Fair held in August, Sundaes at the Farm held in July, 4H Youth Development, the

Clover Café event, Master Gardners, Ag Outreach Programs, Family Resource Center, Smart Energy Choices, and WIOA Youth Employment Program/Workforce. Dr. Snyder distributed a stakeholder letter addressed to the Legislators providing an update on the Tioga CCE Hilltop Farm facility in Candor, NY.

2. Tioga County Soil and Water Conservation District – No report provided this month. A letter was distributed inviting the legislators to join the Upper Susquehanna Coalition, Tioga County Soil and Water Conservation District and other partner organizations to a groundbreaking ceremony at the Carantouan Greenway on September 22, 2026, at 10AM to kick off the plantings being done as a part of the DEC Community Reforestation Program.
3. Tioga County Tourism – Monthly report is in the packet.

B. Grants

1. Active Grants – See attached EDP Grant Tracking spreadsheet. Ms. Woodburn highlighted the following:
   a. ESD Restore NY Round VIII – 81 North Avenue, Owego – This project has been on social media. ESD is holding a public hearing on September 14th at 2PM. This is the final step that ESD needs to do in order to issue the Grant Disbursement Agreement (GDA). Restore NY is unique in that they don't give grant agreements up front. They issue the GDA at the end of the project. The $165,000.00 grant was awarded to Tioga County in 2024, and the agreement will have to be signed when received. This will allow the Land Bank, who expended the $165,000.00 for the project, to submit for reimbursement. The County will be a pass through for the funds that will go back to the Land Bank. Once the GDA is received, Mr. DeWind will review it, and a resolution will be brought forward at that time.
   b. CDBG Microenterprise Grant – The final disbursement request has been received using the original funds for the last business that had a project open. Hopefully we will get that reimbursement soon. The renewal application was awarded. The guidelines and business applications have been updated and are on the website. The applications for the second round of funding are due on October 13th. Ms. Yelverton will be promoting the program by going out to business associations and sending the information out to the municipalities. ED&P will be getting an updated contract from Thoma because they will continue to assist in administering the program. Payment to Thoma is covered by CDBG administrative fees.
   c. CDBG Public Facilities – Catholic Charities – ED&P is trying to close out this grant with the state in the December/January timeframe. Ms. Norton has received 700 of the 900 income surveys needed to prove the low mod income benefit for the grant program. Ms. Norton continues to work on getting all the necessary documentation. The truck came in underbudget and Catholic Charites is submitting a few expenses to us for reimbursement. We may be de-obligating some of the funding. Ms. Woodburn will keep this committee informed.
   d. USDA RBDG - Tourism Marketing Business Technical Assistance - ED&P assisted in applying for this grant and $90,000.00 was awarded. This will act as a match for

the I Love NY (ILNY) funds for Tourism. In the past Tourism had to return ILNY funds that could not be matched. Tourism will try to stretch the RDBG program over a 2-year period making it possible to match the $50,000.00 this year and will then be able to make the match for next year. This will help with programmatic expenses. Tourism still has an operational budget gap. Ms. Woodburn will attend Worksession this week to discuss.

e. NYS Snowmobile – Phase II - The 30% award checks were sent out to the clubs. Ms. Norton sent all the Phase II documentation due to the State by September 1st. The SEQR has been reviewed by Mr. DeWind and will be sent in.
f. FASY NY Track C – This is the IDA application submitted for 2.6M to help with the acquisition of industrial property in Lounsberry. This will also help fund extending water and sewer to the site. The property owners are looking to sell soon.
g. NYMS – 62-64 North Avenue, Owego – This is a Land Bank grant for Navo Properties; hoping for a signed contract with the contractor next month so construction can start. There are code enforcement issues being worked out.

C. <u>Economic/Community/Workforce Development</u>

1. Interview panel for BT BOCES – Ms. Woodburn was invited to sit on an interview panel to hire a Director of CTE and Adult Education Programs. This person's role will be primarily in Tioga County, in the BOCES facility on the Owego Apalachin Central School District campus, but will also work out of a couple of single satellite campuses in other school districts.
2. Tioga County Foundation Coalition panel – Ms. Norton helped coordinate this with the Chamber in August. 17 Nonprofits attended and 6 foundations were in attendance as panelists. A good turnout.
3. ARC Ready Local Governments – Ms. Norton is helping Candor with this application. This is for a 9-week training session for municipal officials to sign up for. Once completed they have the opportunity to apply for $50,000.00 in funding to help do internal capacity building projects in the municipalities.
4. ARC – Village of Waverly water system study – Village of Waverly submitted an ARC application for funding for engineering design and to hire a hydrologist to make future improvements to their water system. Currently they have limited capacity. There are larger businesses that are anticipating drawing more on the water system in the future. ED&P was asked to submit a letter of partnership to help move their grant forward and agree to help administer the grant once awarded. If awarded, a technical assistance resolution will be brought forward.
5. CDBG Public Facilities – Stone House quote was received last week. Ms. Woodburn will meet with Ms. Myers to get on the same page and look for funding sources. The preliminary quote was for 1.2M. A request was made to edit the quote to account for prevailing wage requirements. The quote may come back at 1.4M with the addition. Ms. Woodburn will keep this committee informed.
6. 48-50 Lake Street, Owego Redevelopment Project – Mr. DeWind approved the partnership agreements. The IDA attorney and the Land Bank attorney have reviewed the agreements. A resolution for consideration will be brought forward next month. An asbestos report for the roof was received. Asbestos was found in the flashing on the roof. The hope is that it can be abated separately from the

roof. L2 Engineering is working on the scope of work and bid specs for roof replacement and brick repointing. Looking at next spring for construction.

7. NY Forward – Village of Waverly – Ms. Norton participated in the page turn of bid documents going out shortly for the pickleball court, basketball court and splash pad at East Waverly Park. Looking at spring for construction.

D. Planning
   1. 239 Reviews – No reviews this month.
   2. ST8 Regional Workforce Housing Study – ST8 continues to work on this study. Hopeful for completion in the next few months. A meeting is set up later this week to talk about how ED&P and the Land Bank play a role in housing development for Tioga County.
   3. Broome-Tioga Arts & Culture Master Plan – Ms. Zubalsky-Peer is serving on the steering committee for this project; looking to complete by the end of the year.

E. Sustainability Management
   1. Tioga County Debris Management Plan – The final RFP was released; 2 responses received. The Steering Committee will meet this month to evaluate and select a consultant to move forward with.
   2. 3rd Annual Pumpkin Smash Event – Scheduled for Saturday, November 7th at the Tioga County Fair Grounds.
   3. GreenSheen Paint Collection Event – Scheduled for Saturday, October 31st. A flyer for this event was distributed.
   4. Town of Nichols E-Waste Cleanup Event – Scheduled for Friday, October 9th.
   5. 2026 YTD –

	2026	2025
a. Paid to Broome County		
i. HHW	$ 6,592.00	$11,239.55
ii. E-Waste	$ 900.90	$ 1,006.25
b. Towns/County(E-waste)	$ 1,780.68	$ 1,167.25

   Ms. Woodburn reported that Dr. Pratt is working on coordinating a paper shredding event.

F. IDA
   1. County Infrastructure Grant Program – Strong Road – $500,000.00 was awarded to Tioga County and will be sub-granted to the IDA to help extend municipal sewer to Strong Road. The IDA owns that site and is looking to build a single-family housing development in the future once utilities and infrastructure can be extended. For sewer extension alone, it is estimated at 2.5M – 3M making $500,000.00 just the beginning. Other funding sources will have to be looked into. To fill that gap we met with Steve Rowe, Larson Design. He is going to put together a proposal to help the IDA to pursue EFC (Environmental Facilities Corp.) funding and possibly a Congressional Direct Spending request. At the same time the IDA will continue to work with Steve Rowe and the Town of Owego to decide what the best approach is for this project.
   2. SunEast Solar – construction update – The IDA got a request to extend their sales tax exemption agreement for another year. Construction is expected to be completed in quarter three of 2027 which means the PILOT would likely start in 2028.

G. Land Bank

1. 121 Providence Street, Waverly – This project is complete. Ms. Woodburn will send pictures. The Land Bank got seven offers on the house. The Board ranked and approved the offers. The house is currently under contract.
2. 247 Main Street, Owego – The rear additions were torn down and shored up by LCP. A contract has been awarded and construction is scheduled to begin this month; just waiting for the building permit.
3. LBI Pre-Development Grant Application – the Land Bank recently submitted a $50,000.00 grant to help with pre-development work at 48-50 Lake Street. The Land Bank is expecting the capital funding to come out in the next couple of months making it possible to apply up to 2M for capital projects. The funding will primarily go to the 48-50 Lake Street project.

IV. PERSONNEL – Nothing to report

V. RESOLUTIONS

I05-Filing of an Application for NYSDEC Municipal Waste Reduction and Recycling (MWRR) Program

After reviewing the above resolution, Legislator Ciotoli 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 Cantella – yes

VI. PROCLAMATIONS - N/A

VII. ADJOURNMENT

With no further topics of discussion or questions, the meeting was adjourned at 1:32 P.M.

Respectfully Submitted,
Linda Sampson
Administrative Assistant, Economic Development & Planning