

ECONOMIC DEVELOPMENT & PLANNING TOURISM/AGRICULTURE LEGISLATIVE COMMITTEE MEETING August 6, 2024

ATTENDEES:

Legislators: Barb Roberts, Dennis Mullen, Marte Sauerbrey

Staff: Brittany Woodburn, Linda Sampson, Casey Yelverton, Cathy Haskell, Jackson Bailey, Laura Schurter, Katie Chandler

Guests: Becca Maffei, Tioga County Tourism

Legislator Keith Flesher and Legislator Ron Ciotoli were not in attendance; therefore, approval of the minutes will be carried over to the September meeting.

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 July 2, 2024 – Moved to September 3rd committee meeting due to no quorum.

Ms. Woodburn reported the following:

II. FINANCIAL

- A. 2024 Budget – Ms. Woodburn reported the following:
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.
- B. 2025 Budgets – Budget reports were in the committee packets. Ms. Woodburn reviewed the following:
1. Economic Development
 - No grant funded positions.
 - The Education Workforce Coordinator position was completed last year; Mr. Lanning moved into the Community Development Specialist position.
 - Increased a couple of line items and decreased one line item to offset.

- No increase to the budget for 2025.
2. Planning
 - No grant funded positions.
 - No increase to the 2025 budget.
 3. Southern Tier 8
 - Annual dues increase \$240.00 for 2025; 1.5% increase for maintenance costs. The following information was in the March 2024 ED&P Legislative Committee Meeting Minutes:
ST8 proposed increases to annual dues- Ms. Tinney reported Southern Tier 8 has passed a resolution to increase membership dues for partners in 2025 and 2026. Paid dues for 2024 was \$16,000.00, the increase for 2025 and 2026 follows:
 - a. 2025- \$16,240
 - b. 2026- \$16,484
 4. Snowmobile
 - No increase to the 2025 budget.
 5. Refuse & Garbage
 - Increased one line item and decreased another to offset.
 - No increase to 2025 budget.
 6. NY Main Street – No grant applications planned for 2025

III. OLD BUSINESS/NEW BUSINESS

A. Reports

1. Tioga County Tourism – Becca Maffei, Tioga County Tourism Director, brought her monthly report to the meeting to distribute and reviewed the following: DRI Wayfinding Sign Project, Tioga Antique Trail Campaign, Community Content Project, Outdoor Content Project, Travel Guide, and the Tioga Scenic Drive. Not in the agenda, Ms. Maffei reported:
 - The usual outside agency budget request was made with no increase from last year.
 - Working with Senator O'Mara's office to set up a visit to Tioga County next month to talk about projects completed and focus on the Tioga Antiques Trail, hoping to create interest in getting the highway sign. Ms. Maffei invited the committee and will keep everyone informed.
 - The Sundaes at the Farm event was a success; 1000+ in attendance.
 - Working on events campaign for the fall; promoting live music, etc.
2. Cornell Cooperative Extension- Monthly Report previously emailed and is in the committee packet.
3. Tioga County Soil & Water Conservation District- No report this month.
4. Economic Development – In keeping with staff reporting, Ms. Woodburn introduced Casey Yelverton, our new Economic Development Specialist. Ms. Yelverton reported while training with Ms. Schnabl, ED&P Deputy Director, she worked on the following:
 - Attended several meetings.
 - Worked on CFA, as well as NY Main Street grant for 62-64 North Ave.; applications submitted.

- Assisted on the Small Manufacturers Modernization Grant for Tioga Hardwoods.
- Created a business plan for the Main Street application.
- Learning procedures of DRI reimbursement corrections, monthly labor inspections, reviewed Neighborhood Depot payroll.
- Learning GIS mapping and working on state leads as they come in.
- Working on the Newmark Study; provided tours of available properties in Tioga County; Matco, Sanmina, the Victory Building.
 - Ms. Woodburn explained this is the clean energy study the IDA is participating in; an eight-county study looking at available industrial buildings and vacant land trying to gauge the Southern Tier's readiness for development.
- Creating a small business resource guide for local businesses or potential business owners showing grant funding opportunities, loan opportunities, small business community resources, tax credits and available sites in Tioga County
- Provided assistance to the Land Bank, took pictures of potential properties, meeting minutes.
- Met with Livingston County ED&P Director; discussed how they have used the Community Development Block Grant Funding and how we could use it in Tioga County; good information was exchanged.

B. Grants

- Active Grants – See attached EDP Grant Tracking spreadsheet. Ms. Woodburn highlighted:
 - a. NY SWIMS/Village of Owego public pool – Expect to hear about award in September.
 - b. Snowmobile Grant – Phase I is complete. Phase II for 2024-2025 season is in process.
 - c. Town of Berkshire – Looking to apply to the USDA Community Facilities Program. Because Tioga County is a REAP Zone we get special set-aside funds through this program. This is a grant/loan combination for equipment, such as a mower, tractor, and excavator. We acted as a resource; helped them make the right connections to submit the application.
 - d. FEMA Hazard Mitigation Plan update – The plan is complete and in the process of being closed out. This will be removed from the spreadsheet next month.
- Not on the agenda, Ms. Woodburn reported just hearing about the Restore NY Round VIII awards. The Village of Newark Valley received their full grant award, over \$730,000.00, to rehab 10 Whig Street and 14-16 Whig Street. This is for the build-out of 3 residential apartments and 2 commercial spaces. We provided technical assistance to the Village; however, the funding will not run through the County. Also, Ms. Woodburn reported the County received \$165,000.00 for the rehabilitation of 81 North Ave. This is one of the Land Banks projects. A resolution will be presented next month to accept the funds.

C. Economic/Community Development

1. Village of Owego DRI – 10 active projects are ongoing. Ms. Woodburn highlighted the following:
 - a. Temple Estates, a Bruce Nelson project, located on 130 Temple Street held a ribbon cutting on July 26th. This included 7 new 55+ residential apartments. Working on final reimbursement and close out for this project.
 - b. Elks Lodge Roof replacement project - The roof tear off and asbestos abatement will begin this month.
2. Village of Waverly NY Forward
 - a. Nine projects have been assigned to state agencies and contracts will be issued to project sponsors. There are 5 individual businesses and property owners that are going to contract directly with the State, taking us out of that step.
 - b. Setting up meetings with individual project sponsors- Empire State Development reached out and asked if we would help guide the others through the process.
3. Broadband – STN MIP grant application
 - a. STN was funded for buildouts in Newark Valley, Smithboro and the remaining parts of Nichols. Contract with ESD in process.
 - b. Setting up meetings with STN and Town of Berkshire, Town of Owego and Town of Barton to discuss future opportunities.
4. Pro-Housing Communities
 - a. Town of Berkshire, Town of Newark Valley and Village of Owego- Certification applications are in process.
 - b. Sent information to Village of Waverly.
Ms. Woodburn reported that the Village of Nichols is also looking to submit a letter of intent for this program.
5. Foundation Coalition
 - a. Setting up meetings with the local foundations- Mr. Lanning will meet with each foundation to discuss funding priorities and timelines for next year. A meeting will be coordinated with all the foundations in December.
6. Small Business Resource Guide- Ms. Yelverton spoke about working on this earlier.

D. Land Bank

1. 10 Watson Ave, Newark Valley – Rehabilitation is complete; in the process of closing out the project and getting a certificate of occupancy.
2. 121 Providence St, Waverly- Roof replacement in process; demolishing the shed and garage.
3. 32 Lyman Ave, Waverly – Roof replacement complete and floors are being repaired.
4. 81 North Avenue/247 Main St, Owego – Rehabilitation in process. The architectural drawings are complete for 81 North Ave. and is out for bid.

Ms. Woodburn reported working on the Land Bank budget for next year. There are a couple of Land Bank initiative grant funding sources we will look into for new projects.

E. Workforce Development

1. Business Leads Fellowship Program- Mr. Lanning continues to participate in this program.
 - a. Talent Pipeline Management- Session taken and completed.

This program is close to being over. Mr. Lanning has made professional connections and found the program useful.

2. Talent Supply Table (TST)
 - a. TST Gathering to be held August 21st, planning has begun.
3. Congressionally Directed Funding request from OACSD – This is for the build-out of the Regional Education and Training Center in the former Owego-Apalachin maintenance building.
 - a. Moved to the next stage of the draft Senate Appropriations Bill for their million-dollar request. They are also working with Mr. Lanning to submit a grant opportunity through Southern Tier 8 for another \$500,000.00 for this project.

F. Planning

1. 239 Reviews – None in July, however Ms. Jardine is expecting several for August.
2. Updated housing needs assessment- This is part of ED&P's goals for the Strategic Plan from the housing study we did in 2019. Ms. Jardine in gathering data from the Census, Department of Labor, and the Local Realtors Association for this assessment.
3. Hazard Mitigation Plan update- This project is closed out; however Ms. Woodburn reported the following:
 - a. FEMA approved the plan.
 - b. All sixteen municipalities have passed adoption resolutions.
5. FEMA DR-4755 (NY Severe Storm and Flooding) Hazard Mitigation Grant Program
 - a. Tioga County Soil and Water and Ms. Jardine are meeting with the Town of Berkshire and Village of Waverly to discuss possible applications and potential projects.

G. Sustainability Management

1. NYSDEC & Paint Care Program – Data collected from the event held June 29th :
 - a. Collected 31,555 lbs. of latex/acrylic and 4,720 lbs. of oil-based paint
 - b. 90% of the latex/acrylic paint will be recycled
 - c. GreenSheen was happy with this event and is interested in holding another event in 2025
2. NYSERDA/Tioga County Fleet Inventory
 - a. Information gathered from our intern, Mr. Umiker, was submitted July 11th.
 - b. May receive up to \$10,000 to purchase electric landscaping equipment and LED light fixtures. If approved a resolution will be brought forward to accept the funds.
3. 2024 YTD
 - a. Paid to Broome County

	2024	2023
i. HHW=	\$4,977.90	\$12,925.50
ii. E-Waste=	\$1,255.80	\$6,000.05
 - b. Towns/County(EWaste)=

	\$1,831.75	\$679.68
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H. IDA

1. Business Administrator position is still open – An offer was made, but it didn't work out. Another round of interviews will begin. Ms. Schnabl continues to provide temporary administrative support.

2. Newmark Southern Tier Clean Energy study- Spoke about earlier.

IV. PERSONNEL

A. County Planning Director Trainee- Our current Planning Director, Ms. Jardine, is planning on retiring in the first quarter of 2026. Ms. Woodburn believes it is necessary to bring on a trainee 6 months prior to cross-train with Ms. Jardine. This would be in the September/October timeframe requiring an adjustment to the 2025 budget. Ms. Woodburn would like to bring a resolution forward next month to temporarily create and fund the trainee position for 4 months in 2025.

After some discussion, it was decided to put it in the 2025 budget now and do a staff change resolution later stating that it has gone through the budgetary process and will be unfunded once the trainee takes over the position. The committee was okay with this plan.

V. RESOLUTIONS- No Resolutions this month.

VI. PROCLAMATIONS - N/A

VII. ADJOURNMENT

With no further topics of discussion or questions, the meeting was adjourned at 1:40 P.M.

Respectfully Submitted,
Linda Sampson
Administrative Assistant Economic Development & Planning

**EDP Grant Tracking Spreadsheet - Tioga County
Aug-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	Awarded - 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	FEMA Hazard Mitigation Plan update	FEMA Hazard Mitigation Plan update	Awarded - closing out	\$ 100,000.00	NA	NA
8	Tioga County	ESD Restore NY Round VIII, Tioga County	Rehabilitation of 81 North Ave and reconstruction of five single family homes on Liberty and Temple Streets, Village of Owego	Application submitted/ award notice pending	\$ 1,065,000.00	NA	NA
9	Tioga County	CDBG Microenterprise program	Provide funding for small businesses with five or less employees.	Application submitted/ award notice pending	\$ 212,500.00	NA	NA
10	Tioga County	NY SWIMS	Funding to support V. Owego public pool.	Application submitted/ award notice pending	\$ 24,938.00	NA	NA
11	Tioga County	NYSERDA Fleet Inventory	Electric landscaping equipment and LED light fixtures.	Application submitted/ award notice pending	\$ 10,000.00	NA	NA
12	Tioga County	CDBG Public Facilities – Catholic Charities	Mobile food truck to establish life skills café, community kitchen, and food rescue programs.	Application submitted/ award notice pending	\$ 243,533.00	NA	NA

**EDP Grant Tracking Spreadsheet - Outside Agencies
Aug-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	Application submitted/ award notice pending	\$ 732,420.00		X
2	OACSD	Congressionally Directed Spending	Build out of former maintenance building for BT BOCES / Owego Apalachin CTE programs	Application submitted/ award notice pending	\$ 1,000,000.00	X	
3	Town of Berkshire	ARC READY Local Government Program	Master park plan for George W. Smith park	Potential application	TBD	X	
4	Town of Berkshire	USDA Community Facilities	Equipment Purchases (mower, tractor, excavator)	Application submitted/ award notice pending	\$ 311,210.00	X	
5	Tioga Hardwoods	ESD Small Manufacturers Modernization Grant	Equipment purchases/upgrades	Application submitted/ award notice pending	\$ 112,240.00	X	