

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

### **ATTENDEES:**

**Legislators:** Barb Roberts, Keith Flesher, Ron Ciotoli, Dennis Mullen, Marte Sauerbrey

**Staff:** Brittany Woodburn, Linda Sampson, Sean Lanning, Cathy Haskell, Jackson Bailey

**Guests:** Dr. Kristi Snyder, CCE Executive Director

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, and August 6, 2024 – Committee Chair Roberts, asked for approval of the minutes from July 2, 2024, and August 6, 2024, committee meetings. Legislator Ciotoli made a motion to accept the minutes from both meetings, 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 Tourism – No report this month.
  2. Cornell Cooperative Extension- Dr. Kristi Snyder, CCE Executive Director; monthly report previously emailed and is in the committee packet. Dr. Snyder reviewed her monthly report highlighting Agriculture Outreach Programs, Horticulture Outreach, Collaboration & Research, Master Gardeners, Incubator Beginner Farmer Program

at Hilltop Community Farm, 4-H Youth Development, Family Resource Center, and Smart Energy Choices.

Not on the monthly report, Dr. Snyder reported CCE will be conducting a statewide campaign to encourage the governor to include their level of funding that was part of the package last year as part of the NYS executive budget for 2025-2026. CCE will be requesting letters be written to the governor telling stories of how CCE impacted them personally or within the communities.

3. Tioga County Soil & Water Conservation District- Monthly report emailed previously and is in the committee packet.
4. Economic Development – In keeping with staff reporting, Ms. Woodburn introduced Sean Lanning, Community Development Specialist. Mr. Lanning reported working on the following:

Workforce:

- Recently had the Talent Supply Table gathering – 38 people in attendance, several presentations made, all six school districts, 2 of 3 BOCES, SUNY Broome, TC3, and the Department of Labor were represented at the meeting.
- Career Center Partnership update- The purpose of this program was to have Career Center staff in the school districts one day a week to provide job placement services. This was done in Spencer and Waverly for 3 months and found it was not successful due to timing and staffing issues. This might be addressed again in the future.
- Satellite Campus in Owego Apalachin School District - Adding classes that will bring in students from Newark Valley, Tioga and Union-Endicott. Working on funding for increasing the number of classes and necessary renovations of the space.
- Business Leads Fellowship Program is coming to an end. There is one more 3-day conference in Chicago that is at no cost to the County. Mr. Lanning has found this program beneficial.

Community Development:

- Snowmobile Grant- Mr. Lanning reported completing all phases of paperwork of this grant now.
- Pro-Housing Communities Program- A certification program required by the state to participate in various programs such as the DRI, NY Forward, or NY Main Street. Village and Town of Newark Valley, Town of Richford, Town of Berkshire, Village of Owego have submitted letters of intent. Village of Waverly is planning on submitting a letter of intent as well. Other municipalities are expected to participate in this program.
- REAP- Getting back on their feet with the addition of new board members. Recently worked with the Town of Berkshire to apply for USDA Funds for equipment, such as a mower, tractor and excavator.
- Worked with Catholic Charities Tompkins/Tioga on a CDBG Public Facilities Grant to purchase a mobile food truck providing meals to low-income individuals.

- Foundations Coalition- Meeting with the foundations and learning what each foundation offers. Mr. Lanning is compiling a document that lists each foundation and what it offers into one document. This should be completed next month for hand out and will be posted on the website.

## B. Grants

1. Active Grants – See attached EDP Grant Tracking spreadsheet. Ms. Woodburn highlighted:
  - a. Restore NY Round 8 for Tioga County- \$165,000.00 awarded for 81 North Avenue next to Harris' Diner in Owego. This is a Land Bank project, working on award paperwork.
  - b. Restore NY Round 8 for Village of Newark Valley- Provided technical assistance for this grant; \$732,420.00 awarded to rehab 2 buildings on Whig Street. Sent out RFP for architect/engineer design for the above projects. Construction to begin next year.
  - c. USDA RBDG – IDA awarded \$90,000.00 for Lounsberry Engineering Plan – A study to look at utility extension costs; making two IDA sites shovel ready for future development.
  - d. USDA RBDG – IDA awarded \$99,000.00 for Equipment Lease Program – A 0% loan to help small businesses buy equipment. The IDA will lease equipment to small businesses. At the end of the lease repayment, the IDA sells the equipment to the business for \$1.00.
  - e. ARC Infrastructure Investment & Jobs Act (IIJA) – Owego Apalachin School District – Mr. Lanning spoke about this earlier.

## C. Economic/Community Development

1. Village of Owego DRI – 10 active projects are ongoing. Ms. Woodburn highlighted the following:
  - a. Elks Lodge – Working on asbestos abatement and roof replacement. Not on the agenda, Ms. Woodburn reported the Cathy Cakes project is getting close to completion.
2. Village of Waverly NY Forward- Ms. Woodburn mentioned last month that Empire State Development asked ED&P to provide assistance to the Village of Waverly through this process.
  - a. Met with 4 of the 5 individual project sponsors.
  - b. Assisting project sponsors with SEQR and SHPO processes.
3. Broadband – STN MIP grant application – Ms. Jardine and Ms. Woodburn have been working on maps of areas in need of broadband.
  - a. Setup meeting with STN and Town of Berkshire, Town of Owego and Town of Barton to discuss future opportunities.
4. Pro-Housing Communities – Mr. Lanning spoke about this earlier.
  - a. Town of Berkshire, Town of Richford, Town of Newark Valley, Village of Newark Valley and Village of Owego certification applications are in process.
  - b. Village of Waverly and Village of Nichols are also considering the program.
5. Foundation Coalition – Mr. Lanning reported on this earlier.
  - a. Scheduled meeting with Tioga Downs Foundation in September. Ms. Woodburn added:

b. Working on a partnership with Open Door Mission and Floyd Hooker Foundation; met to discuss Vic's Closet program idea.

6. CDBG Vacant Property Clearance program- The Community Development Block Grant (CDBG) recently launched a Vacant Property Clearance program for demolition related projects. Any property demolished has to remain vacant for 5 years. Municipalities are the only eligible applicants for this but can subgrant the funds to an organization like the Land Bank. It is a rolling application and they are pushing Land Banks to use this funding source rather than the Land Bank Initiative Funds. Ms. Woodburn wanted to make this committee aware that an application may be submitted in the future. No match requirement by the county. Looking at three properties now; two in Town of Berkshire and one in Town of Owego. Working through acquisition and purchase agreement paperwork.

#### D. Land Bank

1. Land Bank Initiative (LBI) – Recently submitted the Year 3 LBI Phase 1 operational funding grant application request. These funds provide support to the Land Bank's day-to-day activities. Hoping to receive the increase requested.
2. Land Bank Initiative (LBI) Phase 2 – This application is for capital improvement funding for 2025. Ms. Woodburn has received a property foreclosure list from the Treasurer's office.
3. 121 Providence St, Waverly project- Rehabilitation in process; roof replacement and demolition of the shed and garage is complete.
4. 32 Lyman Ave, Waverly project – Rehabilitation in process.
5. 81 North Avenue, Owego project – Final pigeon remediation work has started; brick repointing and window replacement will begin next month.
6. 247 Main St, Owego – Rehabilitation in process.

#### E. Workforce Development – Mr. Lanning reported on the following earlier:

1. Business Leads Fellowship Program
  - a. Workforce Development and Connecting Classrooms to Careers
2. Talent Supply Table
  - a. TST Gathering – August 21<sup>st</sup>
  - b. Facilitated TST Gathering attended by 38 stakeholders and representatives from all 6 Tioga County school districts

#### F. Planning

1. 239 Reviews – Ms. Jardine had 5 239 Reviews this month.
  - a. County Case 2024-018: Town of Barton, Site Plan Review, Polar's Doggy Palace – Applicant plans to establish and operate a dog boarding facility for up to 25 dogs on Ellis Creek Road; recommended approval – TCPB voted to recommend approval.
  - b. County Case 2024-019: Town of Owego, Special Use Permit, Kline – The residential applicant plans to elevate the rear portion of his back yard with fill abutting the Norfolk Southern Railroad on State Route 17C. The Town of Owego Planning and Zoning Department had to withdraw this case because the applicant did not submit a SEQR Short Environmental Assessment Form to the Town.

- c. County Case 2024-020: Town of Owego, Special Use Permit, TNT Automotive Performance – Applicant plans to construct a sizeable structural addition to his existing auto repair and enhancement business located on State Route 96; recommended approval – TCPB voted to recommend approval.
  - d. County Case 2024-021: Town of Owego, Special Use Permit, Taco Bell – Applicant plans to establish and operate a fast-food restaurant with a drive through in the existing bank building located on State Route 17C (Fifth Ave); recommended approval – TCPB voted to recommend approval.
  - e. County Case 2024-022: Village of Owego, Floodplain Special Use Permit, Board of Trustees – Applicant plans to build a new bathroom facility in Marvin Park that is at grade level with six flood vents in the foundation for the passage of flood waters; recommended approval – TCPB voted to recommend approval.
2. Brownfield Opportunity Area (BOA) Program- Ms. Woodburn learned about this program at a conference recently attended. In the past a site had to be contaminated or suspect of contamination to be eligible for this program. Sites that are underutilized or suffer from blight and disinvestment are also now available. The Environmental Protection Agency has a county-wide assessment program making sites across the county eligible, such as vacant gas stations and reclaimed mining fields along 17C. Ms. Woodburn and Ms. Jardine would like to apply for this. The application is due in November and ED&P would like to work with LaBella Associates who has had a lot of experience with this program. LaBella Associates has provided a proposal for \$5,000.00 to assist in putting this application together. This will open up funding in the future for studies and assessments of contamination as well as help to clean up and redevelop sites. Ms. Woodburn would like to move forward with this application and will bring a resolution forward.
3. Village of Newark Valley – Empire State Development's (ESD) Planning & Feasibility Studies grant program – The Village of Newark Valley is looking to apply for a grant to develop a Downtown Economic Development Strategic plan, a precursor to applying to the NY Forward 4.5M grant program. This is similar to how we recently assisted the Village of Waverly. The cost for the study is \$45,000.00 and the grant can cover up to half of that cost. There is a resolution listed below for ED&P to consider committing to a \$5,000.00 match from our 2025 budget. The Village of Newark Valley would be responsible for their match.
4. FEMA DR-4755 Hazard Mitigation Grant Program
- a. Planning Department and SWCD are working on Hazard Mitigation Plan implementation projects with the Village of Waverly and Town of Berkshire.
- G. Sustainability Management – The figures below are from last month because Dr. Pratt has been out of the office. The updated figures will be supplied next month.

1. 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

H. IDA

1. Business Administrator position – The position has not been filled yet. In the meantime, the committee is aware that Ms. Schnabl has been providing assistance to the IDA on a temporary basis. Ms. Schnabl will be going out on maternity leave soon, so Ms. Yelverton is being cross trained. After several meetings attended by Ms. Woodburn, it has been decided that the ED&P Department will provide support to the IDA on a trial basis until the end of the year. Ms. Tinney who is providing consultant services for the IDA will remain until the end of the year. Committee Chair Roberts added that the IDA will continue to advertise the position. The IDA has agreed to continue to contribute to ED&P for Administrative Services in 2025.

**IV. PERSONNEL** – County Planning Director Trainee position – Due to budget directives it was decided a resolution was not necessary at this time. New positions are to be communicated with the Personnel Officer, County Administrator and this committee. If everyone is in agreement it will be added to the Department’s 2025 budget and Personnel will do a staff change resolution in December 2024 authorizing the new temporary position. A resolution will be brought forward at the time to fill the position of County Planning Director Trainee.

**V. RESOLUTIONS**

- I01-Designation of Tioga Co. LDC DBA Tioga Co. Tourism as Authorized Tourism Promotion Agency for 2025
- I02-Legislative Approval to Exceed Tioga County Food and Beverage Policy
- I09-Authorize TCEDP Cash Match for Village of Newark Valley ESD Planning Feasibility Study Grant Application

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

**VI. PROCLAMATIONS - N/A**

**VII. ADJOURNMENT**

With no further topics of discussion or questions, the meeting was adjourned at 1:50 P.M.

Respectfully Submitted,  
 Linda Sampson  
 Administrative Assistant Economic Development & Planning