

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

ATTENDEES:

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

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

Guests: Kristi Snyder, CCE Executive Director

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 November 4, 2025 – Committee Chair Ron Ciotoli asked for approval of the minutes from the November 4, 2025, meeting. Legislator Brown made a motion to accept the minutes from the November 4, 2025, meeting, 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. Cornell Cooperative Extension – Monthly report previously emailed and is in the committee packet. Dr. Snyder, CCE Executive Director, was in attendance and distributed an updated monthly report. Dr. Snyder reviewed her report highlighting Campus Connection to Cornell, Community Connections, Master Gardeners, 4-H Youth Development, WIOA Youth Employment Program/Workforce, various workshops and meetings.

Dr. Snyder announced the CCE Annual Meeting is Tuesday, December 9th, 5:00PM at the Neighborhood Depot. RSVP is required. Also announced was Master Gardners is putting on a wreath making event on Saturday, December 6th at 11:00AM. Dr. Kristi noted the Pumpkin Smash Event was a success.

2. Tourism – No monthly report this month.
3. Tioga County Soil & Water Conservation District – Monthly report was previously emailed and is in the committee packet.
4. Tioga County Economic Development & Planning – Dr. Ellen Pratt reported on the need for updating the County's Debris Management Plan. Dr. Pratt completed the plan in 2014. The plan was approved on the State level, but never formerly approved by FEMA due to changes in the federal approval process following Hurricane Sandy. Dr. Pratt reported the following:
 - The updated plan will strengthen our disaster response, improve interdepartmental coordination and ensure compliance with current FEMA requirements.
 - The goal is to recover faster, reduce confusion during activation and fully protect our eligibility for FEMA reimbursement.
 - Once approved through FEMA, we can enter into contracts to activate when needed.
 - A meeting was held with Mr. Bailey, County Administrator, Mr. Hammond, DPW, Ms. Cornelius, Emergency Services, Ms. Woodburn, ED&P, Mr. Ruggiero, DPW. Everyone agreed that revising the plan is critical.
 - Ms. Cornelius is currently exploring outside funding to support this update and to hire a consultant experienced in debris management plan development and FEMA compliance.

Dr. Pratt shared pictures of the Pumpkin Smash Event and reported the number of attendees was doubled from last year. Positive feedback was received, and plans have begun to make it bigger and better next year.

B. Grants

1. Active Grants – See attached EDP Grant Tracking spreadsheet. Ms. Woodburn highlighted the following:
 - a. CDBG Microenterprise – Ms. Yelverton continues to work on this project.
 - Funds were reallocated to existing projects after the resolution last month.
 - Another disbursement will be coming soon from the State.
 - Labrador Lumber project is complete.
 - Ocular Prosthetics and Country Fit received another disbursement.
 - Owego Brewing and The Five are in the process of ordering more equipment.
 - Deluge has completed some testimonials.
 - The state reached out asking if we wanted to submit a renewal request for \$200,000.00 for additional funding. Required resolution for consideration is listed below.
 - b. CDBG Public Facilities – Catholic Charities Grant for the mobile food truck. Ms. Norton continues to work on this project.
 - The contractor has started construction.
 - Venting is in, the generator is in, fuel tanks are connected,

- Floors and insulation are to be completed next week.
- Completion date is estimated January/February 2026.
- Once delivered, the close-out process with CDBG and the State can take a while.

Ms. Woodburn distributed a picture of what has been completed so far on the food truck.

c. ARC READY – George Smith Park Master Park Plan – Ms. Woodburn distributed the draft concept plan and reported this is a partnership with the Land Bank and the County for acquiring property. ED&P is applying for funds through the CDBG Imminent Threat Program on behalf of Land Bank for demolishing a blighted house with safety concerns next to the park. This will allow parking for the park. A map of the property was distributed.

d. EPA Brownfields application – Ms. Woodburn reported:

- Last year we contracted with LaBella to assist with the Environmental Protection Agency (EPA) Brownfields application.
- The application wasn't selected for funding due to improvement needed on the application.
- ED&P would like to resubmit the application with the suggested changes by EPA staff.
- The resolution for consideration will be brought forward next month.
- This allows for a countywide assessment of potential brownfield sites; abandoned gas stations, reclaimed mining pits and other vacant/abandoned buildings.
- This assessment opens opportunities for the County to apply for additional funds through this program and other sources to bring properties back to productive reuse.
- A resolution to apply for \$500,000.00 in grant funds to hire a consultant to complete the assessment will be brought forward next month for consideration.
- No match is required. Program delivery costs are included.

C. Economic/Community Development

1. Business Visits – ED&P staff have made annual visits to Raymond Hadley, Ensco, Norwesco, Best Buy, Rynone, Midwestern and Southern Tier Hardwoods and continue to work on other visits. The following is discussed on these visits:

- Making connections with AM&T to help with workforce training and inform them of any grants available to them.
- ED&P is trying to advocate for them with the State on bringing back the Equipment Modernization Program that the State did last year. It was the first time they had given a capital grant to improve equipment.
- Most times ESD does these programs when there is job creation. This is difficult for our small to mid-size manufacturing businesses. We are trying to advocate with the State and our IDA's and EDO's across the Southern Tier to get the state to bring this program back.

- Previously they rolled out the program without much notice and there wasn't enough time for the manufacturers to apply and then the State claimed they didn't get much of a response.
 - ED&P was successful in getting one of those grants for Tioga Hardwoods, but we would like to help other manufacturing businesses.
2. Tioga County Foundation Coalition – Ms. Norton continues to work on this. The annual meeting is scheduled for mid-December and is assisting the Coburn Free Library to connect with some of the Foundations for a project they have going on for HVAC upgrades.
 3. DRI – Owego – ED&P has only one multi-site program project outstanding. By the end of the year all the others will be complete.
 - 37-41 Lake Street – The exterior project is complete; the interior project is going out to bid.
 - The returned funds from Applied Technology are available and must be reallocated. This is not part of our contract with the IDA. It's a separate contract with ESD.
 - These projects have been submitted to the state and are waiting for a response on which project they are going to select.
 4. NY Forward – Village of Waverly. Ms. Woodburn reported this project is moving along.
 - a. Small Projects Fund – Thoma Consultants is assisting the Village of Waverly with this fund. They had a public meeting, and four potential projects were sponsored at the meeting. Ms. Yelverton is going to sit on the selection committee.
 - b. Public Projects – The Village of Waverly is moving forward with Hunt Engineering and has issued the contract. The NYS Department of State has approved it, and a kick-off meeting is scheduled with the steering committee. Ms. Norton will be sitting on this committee.
 5. Strategic Plan – The Strategic Plan Project Status Report was in the committee packet previously emailed. Ms. Woodburn reviewed the report.

D. Land Bank

1. 81 North Avenue, Owego – This project is complete except that NYSEG is coming in to finish the electric work this week.
2. 247 Main Street, Owego – The design work is underway. Deluge came in to take the “before” pictures. The design work should be done in the next month or two and then the project will go out to bid.
3. 121 Providence Street, Waverly – With the building permit in place, construction has begun. The contractor that did the work on 81 North is working on this project as well.

Ms. Woodburn reported on getting the necessary snow removal on all properties.

4. LBI Property Services application – This application for 2M has been submitted. There are projects coming up that can use these additional funds.

E. Workforce Development

1. OACSD/BT BOCES Satellite Campus – Ms. Woodburn distributed the press release from the Owego Apalachin School District. It was not expected that the

Congressional Direct Spending Funds would come through, but the award of \$811,000 was announced recently. ED&P assisted with the application for this funding for the school. With the addition of the 1M of funds awarded through the ARC/Southern Tier 8 process that ED&P also assisted with, the project is fully funded at this time. The school is contributing 1M to the project. ED&P will not be assisting with managing the grant funds. However, ED&P will set up a meeting with an USDA rep to assist them.

F. Planning

1. 239 Reviews – There were no 239 Reviews this month.
2. Southern Tier 8 Regional Housing & Infrastructure Summit – Southern Tier 8 held a workshop regarding a regional housing development plan they are working on to attract investors by packaging projects across counties. Ms. Jardine, Ms. Zubalsky-Peer and Ms. Patton attended this workshop.
3. NYS American Farmland Trust - farmer workshops – Dr. Snyder reported on this earlier.

G. Sustainability Management

1. 2025 Pumpkin Smash – November 8th. Dr. Pratt and Dr. Snyder reported on this earlier.
2. Debris Management Plan – Dr. Pratt reported on this earlier.
3. 2025 YTD –

a. Paid to Broome County	2025	2024
i. HHW	\$9,132.55	\$9,266.55
ii. E-Waste	\$ 721.00	\$1,994.65
b. Towns/County(E-waste)	\$1,096.20	\$2,261.20

H. IDA

1. Lockheed Martin PILOT application – The public hearing was held, and the Cost Benefit Analysis was presented. There were no comments. Ms. Woodburn attended the Legislative Meeting and Ms. Schnabl is attending the Owego Apalachin School District meeting today. No response from the Town of Owego yet. The Cost Benefit Analysis and PILOT application will be presented to the IDA Board for approval on Wednesday.

IV. PERSONNEL – N/A

V. RESOLUTIONS

- L07-Reappoint Member (Vicki Davis) to the Tioga County Planning Board
- L08-Reappointing Planning Board Member – Chrzanowski
- L09-Reappoint Member (Joe Budney) to the Tioga County Planning Board
- L10-Reappoint Member (Grady Updyke) to the Tioga County Planning Board
- L11-Appointment to Tioga County Ag and Farmland Protection Board – Campbell
- L12-Reappoint Member to Ag and Farmland Protection Board
- L13-Resolution to Renew SWCD Hazard Mitigation Plan Coordination Services 2026
- L14-Authorize County Ag and Farmland Protection Plan Grant
- L19-Authorize Intermunicipal Agreement Broome-Tioga Arts Cultural Master Plan
- L33-Appoint Member (MSchnabl) to the Broome-Tioga Workforce Development Board

- L34-Appoint REAP Board Member (MNorton)
- L35-Reappoint At-Large Member (BWoodburn) to STERPDB Regional Board
- L36-Reappoint Michael Baratta to the TCPDC for Two Year Term
- L37-Reappoint Joan Case to the TCPDC for Two Year Term
- L38-Reappoint At Large Member R Kelsey to the TCPDC
- L40-Authorize EDP to Submit CDBG Microenterprise Renewal Application
- LL51-Appoint Member to the TCDA – Ciotoli
- L58-Modify Snowmobile Grant Program Budget for 70% Award Disbursement to Snowmobile Clubs

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 1:55 P.M.

Respectfully Submitted,
Linda Sampson
Administrative Assistant Economic Development & Planning