

TIOGA COUNTY ED&P/TOURISM/CCE/SOIL & WATER  
LEGISLATIVE COMMITTEE AGENDA

**December 2, 2025**

1:00 PM

- MINUTES
  - Approval of minutes of November 4, 2025
  
- FINANCIAL
  - Economic Development
  - Planning
  - Sustainability Management
  
- OLD BUSINESS
  - Reports
  - Grants
  - Economic/Community Development
  - Land Bank
  - Workforce Development
  - Planning
  - Sustainability Management
  - IDA
  - Misc.
  
- NEW BUSINESS
  - Reports
  - Grants
  - Economic/Community Development
  - Land Bank
  - Workforce Development
  - Planning
  - Sustainability Management
  - IDA
  - Misc.
  
- PERSONNEL
  
- 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  
L51-Appoint Member to the TCDA – Ciotoli  
L58-Modify Snowmobile Grant Program Budget for 70% Award Disbursement to Snowmobile Clubs

- PROCLAMATIONS - N/A
- ADJOURNMENT

DRAFT

## ECONOMIC DEVELOPMENT & PLANNING TOURISM/AGRICULTURE LEGISLATIVE COMMITTEE MEETING November 4, 2025

### ATTENDEES:

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

**Staff:** Brittany Woodburn, Linda Sampson, Cathy Haskell, Jackson Bailey, Peter DeWind

**Guests:** Becca Maffei, Tourism 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 October 7, 2025 – Committee Chair Ron Ciotoli asked for approval of the minutes from the October 7, 2025, meeting. Legislator Flesher made a motion to accept the minutes from the October 7, 2025, meeting, seconded by Legislator Brown. 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. Tioga County Tourism – Monthly report previously emailed and is in the committee packet. Ms. Maffei, Tourism Director, was in attendance and brought up an updated report on the screen in the conference room. Ms. Maffei reported on the DRI Wayfinding Sign Project, the MultiView Digital Advertising Campaign, and Finger Lakes Regional Tourism Council. Ms. Maffei displayed several pictures and

videos put together by Deluge Media that will be used for marketing tourism in Tioga County.

Ms. Maffei reported she heard from Food and Travel Magazine. They had space available for advertising and asked if Tioga County Tourism would be interested in using the space for a discounted price. Ms. Maffei took advantage of the opportunity and Tioga County will be featured in the December issue of the magazine and will also have a presence on their website.

Ms. Maffei mentioned that the LDC information is now out on the Tioga County website; listed under Programs & Agencies.

2. Cornell Cooperative Extension – Monthly report previously emailed and is in the committee packet.
3. Tioga County Soil & Water Conservation District – Monthly report was previously emailed and is in the committee packet.

#### B. Grants

1. Active Grants – See attached EDP Grant Tracking spreadsheet. Ms. Woodburn highlighted the following:
  - a. CDBG Microenterprise – Two of the awardees have rescinded their funds and the IDA Loan Committee met and recommended to reallocate the funds to four of the existing projects to increase their award amounts. The resolution is listed below. Labrador Lumber and Ocular Care testimonials have been filmed and will be edited and finalized soon. We are still working on getting a testimonial from Light Years. Ms. Woodburn gave an update on the projects:
    - Light Years- Project is complete and has been reimbursed. A site visit was done.
    - Ocular Prosthetics- Received their first reimbursement; working on their second reimbursement and a site visit was done.
    - Country Fit- Requested their first disbursement; site visit complete.
    - Labrador Lumber- Disbursement was received, project and site visit is complete.
    - Owego Brewing- First disbursement received and site visit complete.
    - The Five- Project is estimated to start in November.The State has offered us additional funds. We don't have to go through the application process; however, Ms. Woodburn will be coming back with a resolution for approval. The full application process won't be necessary, 90% of these funds must be spent first.
  - b. CDBG Public Facilities – Catholic Charities Grant.  
Ms. Norton, Community Development Specialist, has taken over this project.
    - JP Food Trucks is the company selected to build the food truck.
    - Construction should begin soon; all equipment ordered is on site.
    - Estimated delivery date for the truck was March 2026, but it could be sooner.
    - The vinyl wrapping design on the truck is complete.
  - c. ARC READY – George Smith Park Master Park Plan

- Barton and Loguidice created a draft concept plan that can be shared with this committee. A few design details need to be worked out.
  - A community workshop will be held tonight with graphic boards on display for the community to weigh in on the choices for the design.
  - Ms. Norton is looking for available grant sources to help implement the project.
- d. NY SWIMS – Round 1 – Lifeguards
- The first and second reimbursement payment has been made to the Village of Owego.
  - Paperwork will be submitted to the State for the County to be reimbursed to close-out the grant.
- e. NY SWIMS – Round 2 – Improvements to Marvin Park Pool
- Ms. Yelverton and Ms. Norton are assisting the Village of Owego on the grant application, technical assistance resolution previously approved.
- f. NYMS – 62-64 North Avenue, Owego
- Property owner ready to move forward with this project.
  - Delta Engineers is doing the necessary environmental testing on the building that Homes and Community Renewal require.
  - When the results are in, the project will go out for bid.
- g. Restore NY – Newark Valley – Properties on Whig Street
- Delta Engineers did the environmental testing two weeks ago. The reports are back on asbestos and radon, waiting on the lead testing report.
  - The first step will be to do a roof replacement at 14 -16 Whig Street.
  - The project will go out to bid soon.
- h. Restore NY – Tioga Trails
- Working with the State to adjust the scope of the project.
  - Waiting for feedback from our local Empire State Development Office.
  - More details to report next month.
- C. Economic/Community Development
1. Pro Housing Communities Certification
    - Village of Owego is officially certified.
    - Village of Candor submitted their letter of intent to move forward.
    - Still working with the Village of Waverly to get them certified.
  2. Business Visits – Setting up our annual business visits, so far we are set to visit ENSCO and Raymond Hadley at the end of this week.
  3. Live Tioga Website
    - Contracted with Deluge to help us get this project complete. Deluge is doing a nice job.
    - We hope to have this project complete and ready to launch in the next couple of months.
    - Connected with Lockheed Martin regarding incorporating the website into their visitor's guide they send out.
  4. Strong Road – Residential site the IDA owns that we are looking to get a cost estimate to extend municipal water and sewer systems for future housing development. A meeting was arranged with Viola, Town of Owego and Larson

Design to figure out how that can work. A possible solution has been agreed on. Larson Design has to finish the cost estimating. A final report should be issued soon. This will allow the application for grant funds for infrastructure development.

5. REAP LDC - Ms. Norton will be taking over as the representative for the County upon Ms. Jardine's retirement. Ms. Norton has been working closely with Ms. Jardine; going to meetings, working on agendas and minutes, reaching out for additional representation, getting familiar with all the REAP processes. Ms. Woodburn reported we have to keep the REAP LDC Board status in order to have access to the USDA REAP funds set aside for Tioga County. A resolution will soon be brought forward for Ms. Norton's appointment to the REAP Board.
6. Foundation Coalition – Ms. Norton is taking over managing the Foundation Coalition webpage on the County website under Programs & Agencies. There are good resources on the website, for instance, there is a grant guide available that provides detail on the foundations that serve Tioga County. Ms. Norton is working on updating this page.
7. DRI – Owego – There are four multi-site projects that we are wrapping up with the IDA. ED&P administers these projects on behalf of the IDA who has the contract with the State.
  - Three of the four projects will be done by December.
  - One is taking longer but the State is working with us to complete.
  - We are in the process of working with the State to reallocate funds from a separate project that didn't move forward into the multi-site fund.
  - We are submitting projects for consideration and are waiting to hear what projects get selected.
  - Received approval to do a streetscape with the Historic Owego Marketplace for the purchase of winter decorations for downtown Owego.
8. NY Forward – Village of Waverly
  - a. Small Projects Fund – A selection committee was formed, Ms. Yelverton will sit on this committee. They had the first meeting to refine the program guidelines and Thoma will send the applications out.
  - b. Public Projects – Village of Waverly selected Hunt Engineering for the engineering and design of their public projects. Ms. Jardine is providing assistance in getting the contract put together.

#### D. Land Bank

1. 81 North Avenue, Owego – Open House event was held last week. The event went well. NYSEG has some additional work to complete before the residential units can be rented. Ms. Woodburn is going to send pictures to the committee. Ms. Woodburn reported that the Restore NY grant agreement process begins at the end of the project. A resolution to approve will be brought forward soon.
2. 247 Main Street, Owego – The design work is underway.
3. 121 Providence Street, Waverly – We received construction bids on this single-family home. The Board has selected a contractor. Hopefully construction will begin this month.
4. LBI Property Services application will be submitted in the next two weeks.

#### E. Workforce Development

1. Talent Supply Table – Ms. Norton has been conducting partner visits to introduce herself to the School Superintendents and BOCES. We are exploring where we are going to take this position. The structure may change from what Mr. Lanning did in this position.
2. CDBG Public Facilities grant application in process – Ms. Norton has taken over this project for the OACSD maintenance building conversion into the technical education center.

F. Planning

1. 239 Reviews – One in October
  - a. County Case 2025-023: Village of Owego, Special Use Permit, Ahwaga Barbershop – Applicant is requesting a special use permit to relocate their barbershop business from downtown Owego at 177 Front Street to their home at 286 Front Street. Staff advised the County Planning Board to recommend approval of the Special Use Permit with the conditions that the applicant follow the NYS DOT Region 9 Site Plan Review Committee's comments and requirements, that the Village of Owego Zoning Board of Appeals makes a positive interpretation that a barbershop can be located in the R2 zoning district as professional office business, and that if a business sign is to be erected that the applicant obtains a Certificate of Appropriateness from the Owego Historic Preservation Commission just for the sign, and the County Planning Board voted unanimously to recommend approval of the special use permit with the conditions.
2. Municipal Websites – Ms. Jardine is working with the municipalities on their websites. Making sure planning and zoning information is accurate and making sure permits are available. Ms. Jardine created fillable forms and posted them on the websites for use. Most websites have been updated; however, Ms. Jardine continues to work on Town of Richford, Town of Newark Valley and the Town of Spencer websites.

Not on the agenda, Ms. Woodburn reported that training continues with Ms. Zubalsky-Peer who is going to step into Ms. Jardine's position upon her retirement. Ms. Jardine is also working with Ms. Norton, passing on necessary information.

G. Sustainability Management

1. 2025 Pumpkin Smash Event will be held on November 8<sup>th</sup>.
2. Debris Management Plan – Dr. Pratt is setting up a meeting with Emergency Services and Public Works to discuss the County Debris Management Plan and how to fund the plan. A request for proposal will be sent out. This is a pre-disaster strategy that outlines how to collect, remove and dispose of debris after an event such as a flood.

3. 2025 YTD –

a. Paid to Broome County	2025	2024
i. HHW	\$6,659.05	\$9,266.55
ii. E-Waste	\$ 521.85	\$1,994.65
b. Towns/County(E-waste)	\$ 652.05	\$2,261.20

H. IDA

1. New PILOT application – The IDA Board will be considering a resolution at their meeting tomorrow night to accept a new PILOT application and set a public hearing. Ms. Schnabl is working on the cost benefit analysis for the application. We are still gathering information from the applicant. The applicant has an accelerated timeline, therefore Ms. Woodburn is requesting to get on the agenda for the next worksession to present to the Legislature. Ms. Woodburn will confirm after the IDA meeting.

**IV. PERSONNEL**

- A. Administrative Coordinator – Ms. Woodburn reported she continues the search for this position.

**V. RESOLUTIONS**

- K29-Authorize Reallocation of CDBG Microenterprise Funds
- K40-Transfer Funds 2025 Solid Waste Budget

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 1:40 P.M.

Respectfully Submitted,  
Linda Sampson  
Administrative Assistant Economic Development & Planning

**EDP Grant Tracking Spreadsheet - Tioga County**

**Nov-25**

	Applicant	Grant Source	Purpose	Status	Requested	Resource	Technical Assistance	Resolution
1	Tioga County	CDBG Public Facilities – Racker Neighborhood Depot	New construction of Neighborhood Depot Non Profit Hub	Closeout monitoring	\$ 3,000,000.00	NA	NA	Yes
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	Yes
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	Yes
4	Tioga County	NYS Snowmobile	Snowmobile grant program for 5 clubs in Tioga County	Phase II completed	TBD	NA	NA	annual program
5	Tioga County	Household Hazardous Waste Program	Allows the County to have a safe and economic method for the proper disposal of household hazardous waste.	Awarded - in process	\$ 7,767.22	NA	NA	Yes
6	Tioga County	Municipal Waste Reduction and Recycling	Allows for Tioga County to maintain a Sustainability Manager to expand and implement waste reduction	Awarded - in process	\$ 56,350.00	NA	NA	Yes
7	Tioga County	ESD Restore NY Round VIII, Tioga County	Rehabilitation of 81 North Ave in the Village of Owego	Reimbursement and closeout in process	\$ 165,000.00	NA	NA	Yes
8	Tioga County	CDBG Microenterprise program	Provide funding for small businesses with five or less employees.	Projects are in process	\$ 212,500.00	NA	NA	Yes
9	Tioga County	NY SWIMS	Funding to support V. Owego public pool.	2nd disbursement request in process	\$ 21,270.00	NA	NA	Yes
10	Tioga County	CDBG Public Facilities – Catholic Charities	Mobile food truck to establish life skills café, community kitchen, and food rescue programs.	Bulldout of Mobile Food Truck in process	\$ 243,533.00	NA	NA	Yes
11	Tioga County	CDBG Imminent Threat – TCPDC	Environmental remediation and demolition funding for abandoned and blighted properties located in the Town of Owego and Town of Berkshire.	Application in process	TBD	NA	NA	In process

**EDP Grant Tracking Spreadsheet - Outside Agencies**

**Nov-25**

	Applicant	Grant Source	Purpose	Status	Requested	Resource	Technical Assistance	Resolution
1	Village of Newark Valley	ESD Restore NY Round VIII	Rehabilitation of 10 and 14-16 Whig Street, NV	Environmental testing completed. Project bidding in process.	\$ 732,420.00		X	Yes
2	OACSD	ARC Infrastructure Investment & Jobs Act (IIA)/Area Development	Build out of former maintenance building for BT BOCES / Owego Apalachin CTE programs	Contract in process.	\$ 1,000,000.00		X	Yes
3	Town of Berkshire	ARC READY Local Government Program	Master park plan for George W. Smith park	Master park plan design in process.	\$ 50,000.00		X	Yes
4	Tioga Hardwoods	ESD Small Manufacturers Modernization Grant	Equipment purchases/upgrades	Incentive proposal issued	\$ 112,240.00	X		No
5	Village of Owego	OPRHP Environmental Protection Fund (EPF) grant program	Historic Owego Police Station exterior façade improvements - 90 Temple Street, Owego	SHPO review approved. Grant awarded in 2021			X	Yes
6	Town of Nichols	NYS Dept of State Community Smart Growth Planning and Zoning Grant Program	Develop a Comprehensive Plan for the Town of Nichols	Application submitted	\$ 111,000.00		X	Yes
7	Tioga County IDA	USDA RBDG	Lounsberry Engineering Plan	Draft of final engineering plan has been issued.	\$ 90,000.00		X	
8	Tioga County IDA	USDA RBDG	Equipment Lease Program	Awarded - in process	\$ 99,000.00		X	
9	Tioga County IDA	OPRHP EPF	Northern Tioga Rail-with-Trail Pre-Engineering project	Application submitted	\$ 450,000.00		X	
10	Tioga County IDA	FAST NY Track B	Pre-engineering studies for potential industrial sites in the Lounsberry area.	Application - in process	TBD		X	
11	TCPDC	NY Main Street	62-64 North Avenue, Owego rehabilitation	Environmental testing in process.	\$ 438,316.00		X	
12	TCPDC	Land Bank Initiative (LBI) Phase 1, Year 3	Operational costs	Year 4 awarded.	\$ 200,000.00		X	
13	TCPDC	Land Bank Initiative (LBI) Open Round	Demolition and rehabilitation projects	Awarded - in process	\$ 1,823,100.00		X	



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
<b>A6422 Economic Development</b>							
A6422 411132 Tax On Hotel/Motel	-35,000	0	-35,000	-60,986.57	.00	25,986.57	174.2%
A6422 412891 Other General Gov.	0	0	0	-5,733.09	.00	5,733.09	100.0%
A6422 419890 Contribution To Ec	-20,000	0	-20,000	-15,000.00	.00	-5,000.00	75.0%*
A6422 421891 Other Home & Commu	-25,000	0	-25,000	-24,683.16	.00	-316.84	98.7%*
A6422 427010 Refunds Of Prior Y	0	0	0	-4,617.08	.00	4,617.08	100.0%
A6422 510010 Full Time	365,879	0	365,879	307,385.09	.00	58,493.91	84.0%
A6422 540010 Advertising	3,000	275	3,275	2,814.35	.00	460.65	85.9%
A6422 540040 Books	500	160	660	617.98	.00	42.02	93.6%
A6422 540070 Car Maintenance	2,000	0	2,000	946.86	.00	1,053.14	47.3%
A6422 540140 Contracting Servic	0	5,300	5,300	4,586.25	.00	713.75	86.5%
A6422 540180 Dues	1,000	0	1,000	775.00	.00	225.00	77.5%
A6422 540220 Automobile Fuel	150	0	150	15.43	.00	134.57	10.3%
A6422 540320 Leased/Service Equ	1,350	0	1,350	556.51	.00	793.49	41.2%
A6422 540360 Meals/Food	750	0	750	55.49	.00	694.51	7.4%
A6422 540390 Mileage Expense	50	0	50	.00	.00	50.00	.0%
A6422 540420 Office Supplies	1,280	0	1,280	-187.52	.00	1,467.52	-14.7%
A6422 540480 Postage	380	0	380	254.55	.00	125.45	67.0%
A6422 540485 Printing/Paper	1,500	0	1,500	469.31	.00	1,030.69	31.3%
A6422 540487 Program Expense-WD	100,000	0	100,000	5,733.09	.00	94,266.91	5.7%
A6422 540590 Services Rendered	19,190	-5,953	13,237	6,446.13	.00	6,790.87	48.7%
A6422 540620 Software Expense	100	378	478	378.00	.00	100.00	79.1%
A6422 540660 Telephone	1,000	0	1,000	583.45	.00	416.55	58.3%
A6422 540733 Training/All Other	4,820	-160	4,660	1,625.00	.00	3,035.00	34.9%
A6422 581088 State Retirement F	32,928	0	32,928	20,332.83	.00	12,595.17	61.7%
A6422 583088 Social Security Fr	19,190	0	19,190	23,569.41	.00	-4,379.41	122.8%*
A6422 584088 Workers Compensati	0	0	0	5,685.67	.00	-5,685.67	100.0%*
A6422 585588 Disability Insuran	0	0	0	281.94	.00	-281.94	100.0%*
A6422 586088 Health Insurance F	47,077	0	47,077	75,957.06	.00	-28,880.06	161.3%*
A6422 588988 Eap Fringe	0	0	0	74.81	.00	-74.81	100.0%*
TOTAL Economic Development	522,144	0	522,144	347,936.79	.00	174,207.21	66.6%
TOTAL General Fund	522,144	0	522,144	347,936.79	.00	174,207.21	66.6%
TOTAL REVENUES	-80,000	0	-80,000	-111,019.90	.00	31,019.90	
TOTAL EXPENSES	602,144	0	602,144	458,956.69	.00	143,187.31	



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	522,144	0	522,144	347,936.79	.00	174,207.21	66.6%

\*\* END OF REPORT - Generated by Sampson, Linda \*\*



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
<b>A8020 Planning</b>							
A8020 439890 State Aid-Other Ho	0	-21,270	-21,270	-2,400.00	.00	-18,870.00	11.3%*
A8020 510010 Full Time	188,916	0	188,916	122,496.89	.00	66,419.11	64.8%
A8020 540010 Advertising	200	0	200	91.86	.00	108.14	45.9%
A8020 540040 Books	600	0	600	121.00	.00	479.00	20.2%
A8020 540140 Contracting Servic	22,000	21,270	43,270	26,592.50	.00	16,677.50	61.5%
A8020 540180 Dues	800	50	850	813.00	.00	37.00	95.6%
A8020 540220 Automobile Fuel	200	0	200	89.18	.00	110.82	44.6%
A8020 540320 Leased/Service Equ	1,200	0	1,200	.00	.00	1,200.00	.0%
A8020 540360 Meals/Food	190	0	190	76.00	.00	114.00	40.0%
A8020 540390 Mileage Expense	600	0	600	.00	.00	600.00	.0%
A8020 540420 Office Supplies	500	0	500	72.77	.00	427.23	14.6%
A8020 540480 Postage	900	0	900	119.50	.00	780.50	13.3%
A8020 540485 Printing/Paper	1,000	0	1,000	431.45	.00	568.55	43.1%
A8020 540590 Services Rendered	4,875	0	4,875	.00	.00	4,875.00	.0%
A8020 540660 Telephone	600	0	600	255.87	.00	344.13	42.6%
A8020 540733 Training/All other	1,200	-50	1,150	305.00	.00	845.00	26.5%
A8020 581088 State Retirement F	0	0	0	13,893.03	.00	-13,893.03	100.0%*
A8020 583088 Social Security Fr	8,863	0	8,863	9,278.59	.00	-415.59	104.7%*
A8020 584088 Workers Compensati	0	0	0	1,925.23	.00	-1,925.23	100.0%*
A8020 585588 Disability Insuran	0	0	0	95.46	.00	-95.46	100.0%*
A8020 586088 Health Insurance F	40,000	0	40,000	41,039.02	.00	-1,039.02	102.6%*
A8020 588988 Eap Fringe	0	0	0	25.49	.00	-25.49	100.0%*
TOTAL Planning	272,644	0	272,644	215,321.84	.00	57,322.16	79.0%
TOTAL General Fund	272,644	0	272,644	215,321.84	.00	57,322.16	79.0%
TOTAL REVENUES	0	-21,270	-21,270	-2,400.00	.00	-18,870.00	
TOTAL EXPENSES	272,644	21,270	293,914	217,721.84	.00	76,192.16	



**Tioga County**  
**YEAR-TO-DATE BUDGET REPORT**

FOR 2025 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	272,644	0	272,644	215,321.84	.00	57,322.16	79.0%

\*\* END OF REPORT - Generated by Sampson, Linda \*\*



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>A8160 Refuse &amp; Garbage</b>							
A8160 421890 Other Home & Comm	-1,980	0	-1,980	-264.00	.00	-1,716.00	13.3%*
A8160 425900 Waste Hauler Permi	-400	0	-400	-300.00	.00	-100.00	75.0%*
A8160 439892 Solid Waste State	-30,000	0	-30,000	.00	.00	-30,000.00	.0%*
A8160 510010 Fulltime	71,743	0	71,743	62,672.50	.00	9,070.50	87.4%
A8160 520070 Chairs	0	305	305	.00	.00	305.00	.0%
A8160 520280 Tools Large/ Power	0	4,845	4,845	4,845.18	.00	-.30	100.0%*
A8160 540010 Advertising	7,500	0	7,500	7,475.56	.00	24.44	99.7%
A8160 540180 Dues	175	0	175	.00	.00	175.00	.0%
A8160 540320 Leased/Service Equ	2,000	0	2,000	556.52	.00	1,443.48	27.8%
A8160 540390 Mileage Expense	167	0	167	.00	.00	166.75	.0%
A8160 540420 Office Supplies	2,000	0	2,000	641.71	.00	1,358.29	32.1%
A8160 540444 Permits, Fees, Ins	100	0	100	.00	.00	100.00	.0%
A8160 540480 Postage	200	0	200	.00	.00	200.00	.0%
A8160 542140 Contracting Servic	98,000	0	98,000	33,158.64	378.87	64,462.49	34.2%
A8160 542261 Household Hazardou	75,000	0	75,000	11,359.50	.00	63,640.50	15.1%
A8160 542485 Printing/Paper	1,500	0	1,500	245.31	.00	1,254.69	16.4%
A8160 542640 Supplies (Not Offi	11,000	-305	10,695	132.85	.00	10,562.15	1.2%
A8160 542680 Tires	3,900	0	3,900	.00	.00	3,900.00	.0%
A8160 581088 State Retirement F	7,113	0	7,113	8,706.96	.00	-1,593.96	122.4%*
A8160 583088 Social Security Fr	5,303	0	5,303	4,886.53	.00	416.47	92.1%
A8160 584088 Workers Compensati	1,195	0	1,195	1,074.48	.00	120.52	89.9%
A8160 585588 Disability Insuran	68	0	68	53.28	.00	14.72	78.4%
A8160 586088 Health Insurance F	11,895	0	11,895	11,529.60	.00	365.40	96.9%
A8160 588988 EAP Fringe	16	0	16	14.16	.00	1.84	88.5%
<b>TOTAL Refuse &amp; Garbage</b>	<b>266,495</b>	<b>4,845</b>	<b>271,340</b>	<b>146,788.78</b>	<b>378.87</b>	<b>124,171.98</b>	<b>54.2%</b>
<b>TOTAL General Fund</b>	<b>266,495</b>	<b>4,845</b>	<b>271,340</b>	<b>146,788.78</b>	<b>378.87</b>	<b>124,171.98</b>	<b>54.2%</b>
<b>TOTAL REVENUES</b>	<b>-32,380</b>	<b>0</b>	<b>-32,380</b>	<b>-564.00</b>	<b>.00</b>	<b>-31,816.00</b>	
<b>TOTAL EXPENSES</b>	<b>298,875</b>	<b>4,845</b>	<b>303,720</b>	<b>147,352.78</b>	<b>378.87</b>	<b>155,987.98</b>	



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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GRAND TOTAL	266,495	4,845	271,340	146,788.78	378.87	124,171.98	54.2%
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\*\* END OF REPORT - Generated by Pratt, Ellen \*\*

## November 2025 Staff Program Reports

### Energy

- Learned that 3 of my advisees completed Empower+ projects, securing **\$30,523.23** in NYSEDA funding for Tioga County residents
  - One of these projects was a **no-heat** situation
  - Total NYSEDA funding secured for Tioga County Residents to date: **\$56,425.10**
- Learned that **2** of my no-heat referrals to the Weatherization Assistance Program have been completed
- Reached **36** residents at the Tioga County Winter Resource Fair
- Advised **20** residents assisting with access to the Empower+ program, Temporary Assistance, NYS Solar Credit, NY-SUN Solar Block Grant, REAP, Adult Protective Services, Tioga Opportunities, and Action for Older Persons
  - **5** of these advisees are no-heat situations
  - Worked alongside Tioga County Veteran's Association to arrange transportation to my office for a 97 year old Empower+ applicant
- Hosted **Tioga County Winter Resource Fair** on 11/6/25 which is an effort between CCE Tioga, Tioga Opportunities, Inc., and Network for a Sustainable Tomorrow (NeST)
  - Event involved Food Bank of the Southern Tier produce giveaway and 20+ vendors and partners
- Working alongside CCE Thompsons Smart Energy Communities staff to help Richford Highland Cemetery replace their old, gas-burning mowers with new, electric mowers
- Assisted at Broome County Winter Resource Fair on 11/7/25

### WIOA Youth Employment Program

Enrolled 4 youth and young adults this month

PY 25 (July 1, 2025-June 30, 2026) Enrollment = 50% of enrollment goal

Spoke to students in Personal Finance classes about resume, cover letters and interview skills and assisted with Mock Interviews at Spencer Van Etten High School

Joint presentation with DOL at Career Shadowing event for Juniors and Seniors at Owego Free Academy

Participated in Winter Resource Fair and Job Fair

A Program Participant began OJT at Raymond Hadley

1 program participant began Registered Nursing Program orientation this month

1 youth completed Construction Equipment Operation training with industry credentials and got a job as a Fork Lift Driver

1 youth obtained drivers license

Update: Spoke with 2 past clients who have successfully worked their way up to Department Managers!

## **Tioga County 4-H Program Highlights**

### **Workshops & Professional Development**

- Conducted a **4-H Club Leader Workshop** with 9 leaders in attendance and 3 joining via Zoom.
- Focus areas included **Positive Youth Development practices, risk management, club structure**, and use of **Robert's Rules of Order** during youth business meetings.

### **Cloverbud Spark 4-H Club (Ages 5–7)**

- Welcomed **8 new members**.
- Youth set personal goals for the year and built connections with new peers.

### **Traditional Age Spark 4-H Club (Ages 8–18)**

- Enrolled **7 new members**.
- Youth shared their “Top 5 Favorite Things” to guide curriculum planning.
- Planned a **community service project** scheduled for December.

### **Livestock Program Development**

- Held a **Youth Livestock Focus Meeting** to strengthen communication with volunteers and share program updates.
- Announced requirement for all youth to complete the **Youth Quality Care Assurance (YQCA)** course before showing livestock.

### **Tioga County Pumpkin Smash Participation**

1. Hosted a **4-H Enrollment Event** within the larger festival.
2. Operated the **Clover Café**, raising funds with the help of 3 volunteers.
3. Engaged the public with **7 youth ambassadors** and project animals showcased by 3 members.

### **Partnerships & Planning**

- Collaborated with the **Tioga County Farm Bureau** and two FFA agriculture teachers to design a countywide clinic series for over 100 youth on livestock care, showing, and marketing.
- Coordinated with the **NYS 4-H Shooting Safety Coordinator** and local volunteer instructor to launch an **air rifle safety program**, with 21 youth expressing interest.

### **Dog Club Reopening**

- Re-established the **Tioga County 4-H Dog Club**, with 8 youth attending the first meeting.
- Dog obedience training scheduled to begin in early spring.

### **Tioga County Fair Planning**

- Attended the **Tioga County Agriculture Society/Fair Board meeting** to plan youth animal shows and the livestock auction for the upcoming fair.

### **Animal Science Educational Kickoff**

1. Featured **4 NYS 4-H members** sharing experiences from local to national competitions.
2. Introduced **6 specialized coaches** to prepare youth for species-specific competitions.

### **Volunteer Development**

- Led **3 volunteer meetings** with 18 adult participants.

- Key focus areas:
  - Expanding **youth leadership opportunities**
  - Increasing **youth engagement**
  - Rewriting and updating **Tioga County 4-H Project Books**
  - Encouraging more **fair project entries**
  - Strengthening **FFA-4-H collaboration**
  - Beginning discussions on the **2026 Tioga County Fair 4-H program**

**Family Resource Center (FRC/Family Development Programs)**

**Educators attended this training session:** OCFS monthly zoom. Addressing Math Myths: The First Steps in Overcoming Math-Related Stress & Anxiety (by NSPEP)

**Agencies partnered with:**

Tioga County Libraries – Waverly, Candor, Spencer, Nichols, Berkshire  
 Inspire Community Center in Spencer, Boys & Girls Club  
 WAVR Radio & The Morning Times Newspaper, Owego Pennysaver,  
 CCE Tioga Master Gardener, Ag Specialist, and Home Energy Adviser for programs  
 Waverly School Districts, Owego School District

- **FRC Success Stories:** One of the parents who attended our recent in person parenting class has enrolled in the virtual DNDW Parenting Classes, to help in getting visitation with her child.
- Families at the Waverly Library cooking class have been surprised that their children are trying different foods that they normally wouldn't try. We discussed that children are constantly learning from one another. If parents keep introducing new foods, your child will eventually experiment with it.

<b>Playgroup Location</b>	<b># of Playgroups</b>	<b># of Families</b>	<b># of kids</b>	<b>Total # of Attendees (unduplicated)</b>	<b>Total # Duplicated</b>
Parenting Classes	4 (Virtual)	7	N/A	7	14
Spencer Inspire	3	9	12	22	47
Spencer Library	4	6	8	14	46
Nichols Library	3	6	8	14	24
Waverly Library	4	7	13	21	51
Berkshire	3	6	8	14	24
Candor	3	19	34	14	53
<b>TOTAL:</b>	<b>24</b>	<b>60</b>	<b>83</b>	<b>106</b>	<b>259</b>

Agriculture Outreach Program – November 2025 Bullet Points

- Continued presence at monthly Tioga County Farm Bureau Meeting and on TCFB Board. CCE hosted this month's meeting at the Neighborhood Depot
- Annie's Project Classic course began! This is a six week long state-wide course for 15 women in agriculture. The Classic course focuses on the six main areas of risk in running a farm business – communication, production, finance, marketing, legal, and HR. I am running the course with four other educators across the state, and I taught the Financial Risk Management class (and will be teaching the Legal Risk Management class in December). We have one farmer from Tioga Co enrolled in this cohort.
- Held three workshops with American Farmland Trust on how to best navigate building leases and finding the right person to lease your land for Landowners. Had 12 farmers (11 landowners and one farm seeker) in Tioga County attend. Upcoming workshops in January will be focused on Farmland Succession Planning.
- CCE Food Systems Curriculum – Continued enrollment in Fall Cohort in eCornell class to learn more about local food systems and how to improve programming to support community. Part of this course is to develop an Action Plan to implement a project in our county – current Action Plan is to create a map of Tioga County Farm Stands and Farm Stores to increase accessibility of food and farm products to the general public and to increase awareness of local food sources.
- CCE Seeds to Success Program – Participating in a curriculum designed to cover Holistic Farm Management. This will wrap up in early December.
- Held the 2<sup>nd</sup> Annual Tioga County Pumpkin Smash! This year it was held at the Tioga County Fairgrounds and we doubled the number of attendees from last year. The pumpkins smashed at the events were donated to a local farmer at the end of the event and he has been feeding them to his Angus beef cows as they transition into winter.
- Attended annual Ag In-Service conference for CCE Ag educators. This three-day conference allows us to connect with educators from other counties, share ideas for programming, get updates from Campus, and plan future collaborations on grants and projects.
- Weekly Ag Newsletter – sent out weekly to over 300 farmers and Ag service providers in and around Tioga County (the number of contacts has been consistently increasing!)
- Holding weekly Agriculture open office hours at the new Neighborhood Depot location (Tuesdays from 1-4PM in Suite 26) in addition to scheduling a virtual option for those who can't get to Owego in person during that timeframe – shifting to virtual only in December
- Daily/weekly interactions with farmers via email, phone, and farm visits as requested

## **Campus connection**

- Connecting with the directors of the soil health lab on campus to set up a tour for the master gardener training cohort
- Reached out to Cornell campus Tower road greenhouse complex manager for information on classroom space adjacent to the conservatory for a master gardener training event.
- Year end reporting and work on plan of work
- TSF grant work
- Participating in ag in service learning opportunity

## **Master Gardener**

- Monthly meeting touching base on ongoing article writing project, annual meeting, wreath making planning, year end gathering, master gardener training, lunch and learn zoom series for overwinter with master gardener group, and proposed plan of work for the new year
- Updates and articles of interest shared with Master Gardener/horticulture email distribution list
- Continued facilitation work for the regional master gardener training, with weekly Saturday online meetings, and learning platform monitoring.
- Saw second first Master Gardener authored article in the Pennysaver paper, personally authoring a third.
- Seeking seed donations for seed share event. Working on Agway, having trouble connecting and getting an answer one way or the other.
- Received a donation of seed from Baker Creek Rare seeds
- Sharing learning videos of interest from CCE and Maryland extension with mgv's

## **Horticulture Outreach, Collaboration and Research**

- Answering email, phone and social media questions from the public centered around gardens, soils, and related horticultural issues
- Continued upkeep of Tioga garden community social media page highlighting seasonal horticulture interest topics and tasks
- Participating in lunch and learn series focused on seasonal horticulture topics
- Formulating comprehensive plan of work for the new year focused on teaching growing and seed saving to a broad base of the community, master gardener training and continued education and activities

## **Facilities maintenance**

- Weekly all farm walkabout checks
- Organizing greenhouse with recently aquired tools and supplies
- Buttoning up and shutting greenhouse down for winter.
- Began bench building in greenhouse

**SWCD REPORT  
November 2025**

**AGRICULTURE PROGRAM:**

- The District has several Ag Nonpoint Source Pollution Control grant contracts that are in closeout phase (3), in addition to one Climate Resilient Farming grant to closeout. There are two active contracts for CRF grant funding that are supporting 2 farms with cover crop implementation and promote the District's growing soil health program.
- We are moving forward with 2 new Ag grants awarded in the summer. 1 focused on a prescribed grazing system and the other will be planning for precision feed management.
- District submitted 2 applications with 3 different farms to CRF. Submitted to Track 2 Adaptation and Resiliency and Tack 4 Agricultural Forest Management.
- Tioga CCE project wetland complexes were completed only remaining portion is the riparian forest buffer planting to be completed in the Spring ~ 12 acres.
- We are currently working on closing out Rd 18 for our Agricultural Environmental Management Program. We supported construction of a VTA and closure of an earthen manure storage. We also supported riparian buffer establishment with mowings throughout the summer and cover cropping on several farms this fall.
- Agroforestry Training held by USC and TCSWCD at Bottomland Farms.
- Equipment rentals – no till drill utilized for 7 acres. Post pounder utilized
- Cover Crops - Current reported numbers on 18 farms, 1295 total acres completed.
- AFT Landowner Leasing Workshops held in Berkshire, Owego and Barton. Another series to be held in January on Farm Succession Planning.

**HAZARD MITIGATION:**

- Working under the County contract, support hazard mitigation work, attending Village of Owego Climate Smart Community steering committee. Assisted the Village of Owego with a submittal of a planning grant to look at stormwater runoff at the Evergreen Cemetery. Also submitting a planning grant for Owego Creek Watershed Assessment, and 2 implementation projects. Still waiting on grant awards. Participated in the County Emergency Preparedness Assessment (CEPA) meeting held on 10/29.
- Continuing to work with Village of Newark Valley and Town of Newark Valley on July Flash Flooding impacts, we are waiting on word on our application for funding support through the USDA NRCS EWP program, but no progress due to federal shutdown. The District will be conducting culvert assessments this fall/winter.

**STORMWATER:**

- We completed our review of the Stormwater Pollution Prevention Plans for the Valley Solar project.

- Offering a 4-HR Erosion and Sediment Control Training on December 16<sup>th</sup> in conjunction with ST8 and the Broome Tioga Stormwater Coalition.

**STREAM PROGRAM:**

- We continue to provide permit and design assistance to Landowner's and municipalities when it comes to stream work.
- WQIP application for a stream restoration project on W. Branch Owego Creek was approved; waiting on state to complete contract.
- Assisting Trout Unlimited with their Owego Creek Watershed Assessment by conducting culvert assessments within the watershed.
- WQIP – received contract for Zebracki; moving forward with design. 2 applications submitted to grant program in the summer now word on if they have been funded. Assisting the Village of Waverly on a Watershed Assessment contract for Dry Brook.

**ENGINEERING TEAM and PROJECT UPDATES:**

Agreements for design work with Tompkins (10 Projects), Cortland (9), Steuben (1), Yates (3) and Otsego (6).

**WQCC:**

Worked with Broome County and their River Bank Clean up event held in the fall. We had an event/site on 10/18 at the Hickories.

**EDP Grant Tracking Spreadsheet - Tioga County  
Dec-25**

	Applicant	Grant Source	Purpose	Status	Requested	Resource	Technical Assistance	Resolution
1	Tioga County	CDBG Public Facilities – Racker Neighborhood Depot	New construction of Neighborhood Depot Non Profit Hub	Closeout monitoring	\$ 3,000,000.00	NA	NA	Yes
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	Yes
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	Yes
4	Tioga County	NYS Snowmobile	Snowmobile grant program for 5 clubs in Tioga County	Phase II completed	TBD	NA	NA	annual program
5	Tioga County	Household Hazardous Waste Program	Allows the County to have a safe and economic method for the proper disposal of household hazardous waste.	Awarded - in process	\$ 7,767.22	NA	NA	Yes
6	Tioga County	Municipal Waste Reduction and Recycling	Manager to expand and implement waste reduction strategies within the County.	Awarded - in process	\$ 56,350.00	NA	NA	Yes
7	Tioga County	ESD Restore NY Round VIII, Tioga County	Rehabilitation of 81 North Ave in the Village of Owego	Reimbursement and closeout in process	\$ 165,000.00	NA	NA	Yes
8	Tioga County	CDBG Microenterprise program	Provide funding for small businesses with five or less employees.	Projects are in process. Renewal application in process.	\$ 212,500.00	NA	NA	Yes
9	Tioga County	NY SWIMS	Funding to support V. Owego public pool.	2nd disbursement request in process	\$ 21,270.00	NA	NA	Yes
10	Tioga County	CDBG Public Facilities – Catholic Charities	Mobile food truck to establish life skills café, community kitchen, and food rescue programs.	Buildout of mobile food truck in process	\$ 243,533.00	NA	NA	Yes
11	Tioga County	CDBG Imminent Threat – TCPDC	Environmental remediation and demolition funding for abandoned and blighted properties located in the Town of Owego and Town of Berkshire.	Pre-application submitted and under review.	TBD	NA	NA	In process

**EDP Grant Tracking Spreadsheet - Outside Agencies  
Dec-25**

	Applicant	Grant Source	Purpose	Status	Requested	Resource	Technical Assistance	Resolution
1	Village of Newark Valley	ESD Restore NY Round VIII	Rehabilitation of 10 and 14-16 Whig Street, NY	Environmental testing completed. Project bidding in process.	\$ 732,420.00		X	Yes
2	OACSD	Congressionally Directed Spending	Build out of former maintenance building for BT BOCES / Owego Apalachin CTE programs	Application awarded	\$ 811,000.00	X		No
3	OACSD	ARC Infrastructure Investment & Jobs Act (IIA)/Area Development	Build out of former maintenance building for BT BOCES / Owego Apalachin CTE programs	Contract in process.	\$ 1,000,000.00		X	Yes
4	Town of Berkshire	ARC READY Local Government Program	Master park plan for George W. Smith park	Master park plan design in process.	\$ 50,000.00		X	Yes
5	Tioga Hardwoods	ESD Small Manufacturers Modernization Grant	Equipment purchases/upgrades	Incentive proposal issued	\$ 112,240.00	X		No
6	Village of Owego	OPRHP Environmental Protection Fund (EPF) grant program	Historic Owego Police Station exterior façade improvements - 90 Temple Street, Owego	SHPO review approved. Grant awarded in 2021			X	Yes
7	Town of Nichols	NYS Dept of State Community Smart Growth Planning and Zoning Grant Program	Develop a Comprehensive Plan for the Town of Nichols	Application submitted	\$ 111,000.00		X	Yes
8	Tioga County IDA	USDA RBDG	Lounsberry Engineering Plan	Draft of final engineering plan has been issued.	\$ 90,000.00		X	
9	Tioga County IDA	USDA RBDG	Equipment Lease Program	Awarded - in process	\$ 99,000.00		X	
10	Tioga County IDA	OPRHP EPF	Northern Tioga Rail-with-Trail Pre-Engineering project	Application submitted	\$ 450,000.00		X	
11	Tioga County IDA	FAST NY Track B	Pre-engineering studies for potential industrial sites in the Lounsberry area.	Application - in process	TBD		X	
12	TCPDC	NY Main Street	62-64 North Avenue, Owego rehabilitation	Environmental testing in process.	\$ 438,316.00		X	
13	TCPDC	Land Bank Initiative (LBI) Phase 1, Year 3	Operational costs	Year 4 awarded.	\$ 200,000.00		X	
14	TCPDC	Land Bank Initiative (LBI) Open Round	Demolition and rehabilitation projects	Awarded - in process	\$ 1,823,100.00		X	
15	TCPDC	Land Bank Initiative (LBI) Property Services	Rehabilitation projects	Application in process	\$ 2,000,000.00		X	

**Taxpayer Value Objectives**

**Community Development Block Grant (CDBG) Microenterprise Program (1-2 years) - Renewal Application**

Project Owner: Economic Development & Planning

**Quarter 1 Milestones**

- § Ongoing administration of existing CDBG Microenterprise Program projects.
- § Submit CDBG Microenterprise Program renewal application for \$200,000.

**STATUS:** On-going

**Quarter 2 Milestones**

- § Notification of CDBG Microenterprise award and execution of grant agreement.

**STATUS:** Pending

**Quarter 3 Milestones**

- § Begin implementation of the program.

**STATUS:** Pending

**Quarter 4 Milestones**

- § Start process of awarding grants to qualified microenterprises.
- § Ongoing administration of the program.

**STATUS:** Pending

**NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:**  
 Tioga County awarded \$212,500 in CDBG Microenterprise grant funds. 6 microenterprise businesses were assisted by the program, 2 projects have been completed, and over 50% of funds have been spent. ED&P will be submitting a CDBG Microenterprise renewal application for \$200,000.

**Design and Deploy a Virtual Manual with Waste Reduction and Recycling Best Practices for Tioga County Offices (1-2 years)**

Project Owner: Economic Development & Planning

**Quarter 1 Milestones**

- § Work with ITCS to establish parameters and design the search tool.

**STATUS:** Completed

**Quarter 2 Milestones**

- § Design the accompanying manual.

**STATUS:** On-going

**Quarter 3 Milestones**

- § Promote and deploy the search tool and manual via the County's Sharepoint for access to all County Departments.

**STATUS:** On-going

**Quarter 4 Milestones**

- § Solicit feedback from county employees and make revisions accordingly.

**STATUS:** On-going

**NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:**  
 Completed steps for recycling of ink & toner cartridges. Completing the work on recycling and proper disposal of materials in County offices. Reached out to ITCS dept. to place the completed manual on SharePoint with a search tool.

**Debris Management Plan (1-2 years)**

Project Owner: Economic Development & Planning

**Quarter 1 Milestones**

- § Identify members, communicate to members, and set up next steps.

**STATUS:** Completed

**Quarter 2 Milestones**

- § Find funding, solicit bids via RFP, choose consultant.

**STATUS:** Pending

**Quarter 3 Milestones**

- § After committee's approval, get legislative approval of final plan.

**STATUS:** Pending

**Quarter 4 Milestones**

- § Get plan through FEMA's approval process via consultant.

**STATUS:** Pending

**NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:**

**Develop a Recruitment Website (2 years)**

Project Owner: Economic Development & Planning

**Quarter 1 Milestones**

- § Break the Ice (the consultant) will finalize website design/platform.

**STATUS:** Completed

**Quarter 2 Milestones**

§ ED&P and Tourism review working version of website.

STATUS: Completed

**Quarter 3 Milestones**

§ Deluge Media finalizes website.

§ Identify host server entity and develop maintenance plan.

STATUS: Pending

**Quarter 4 Milestones**

§ Launch the website.

STATUS: Pending

**NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:**

ED&P and Tourism have contracted with Deluge Media to create video content and finalize website.

**EPA Brownfield Assessment grant (2 years)**

Project Owner: Economic Development & Planning

**Quarter 1 Milestones**

§ Submit EPA Brownfield Assessment grant application

STATUS: Pending

**Quarter 2 Milestones**

§ Notification of grant award and execution of grant agreement.

STATUS: Pending

**Quarter 3 Milestones**

§ Secure consultant via RFP and award contract

STATUS: Pending

**Quarter 4 Milestones**

§ Complete Assessment

STATUS: Pending

**NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:**

## Accessibility to Services Objectives

No Accessibility to Services Objectives

## Workforce Objectives

No Workforce Objectives

## Community Partnership Objectives

### CDBG Public Facilities - Catholic Charities Tompkins/Tioga Mobile Food Truck project

Project Owner: Economic Development & Planning

#### Quarter 1 Milestones

- § Ongoing reporting administration of CDBG Public Facilities grant
- § Buildout of mobile food truck in process

STATUS: On-going

#### Quarter 2 Milestones

- § Construction to be completed and mobile food truck to be delivered.

STATUS: Pending

#### Quarter 3 Milestones

- § Process final progress payment and reimbursement

STATUS: Pending

#### Quarter 4 Milestones

- § Collection of income surveys to meet the National Objective goals for project.
- § Grant closeout and project monitoring.

STATUS: Pending

#### NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:

JP Food Trucks is currently building out the mobile food truck. Estimated completion and delivery is March 2026.

### OACSD/BT BOCES Satellite Campus (2-3 years)

Project Owner: Economic Development & Planning and Department of Social Services

#### Quarter 1 Milestones

- § Assist OACSD/BT BOCES with securing grant funding sources for project.

STATUS: Completed

#### Quarter 2 Milestones

- § Assist OACSD with execution of grant agreement.
- § Facilitate introduction with potential owners agent for project.

STATUS: On-going

#### Quarter 3 Milestones

- § Assist with local approvals and environmental reviews as needed.
- § Construction to start.

STATUS: Pending

#### Quarter 4 Milestones

- § Assist with grant reporting as needed.
- § Construction in progress.

STATUS: Pending

#### NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:

ED&P assisted OACSD in securing \$1,000,000 in ARC grant funds and \$811,000 in Congressional Direct Spending grant funds. OACSD is waiting for grant agreements to be issued. ED&P facilitated introduction with a potential owners agent for the project.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -25

RE-APPOINT MEMBER TO THE  
TIOGA COUNTY PLANNING BOARD

WHEREAS: Vicki Davis's position on the Tioga County Planning Board representing the Town of Richford expires on 12/31/2025; and

WHEREAS: The Richford Town Board has nominated Vicki Davis to serve another three-year term as their representative, and she is willing and able to do so; therefore, be it

RESOLVED: That the Tioga County Legislature hereby re-appoints Vicki Davis to the Tioga County Planning Board for another three-year term of 1/1/26 – 12/31/28.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -25

RE-APPOINT MEMBER TO THE  
TIOGA COUNTY PLANNING BOARD

WHEREAS: Doug Chrzanowski's position on the Tioga County Planning Board representing the Town of Tioga expires on 12/31/2025; and

WHEREAS: The Tioga Town Board has nominated Doug Chrzanowski to serve another three-year term as their representative, and he is willing and able to do so; therefore be it

RESOLVED: That the Tioga County Legislature hereby re-appoints Doug Chrzanowski to the Tioga County Planning Board for another three-year term of 1/1/26 – 12/31/28.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -25

RE-APPOINT MEMBER TO THE  
TIOGA COUNTY PLANNING BOARD

WHEREAS: Joe Budney's position on the Tioga County Planning Board representing the Town of Spencer expires on 12/31/2025; and

WHEREAS: The Spencer Town Board has nominated Joe Budney to serve another three-year term as their representative, and he is willing and able to do so; therefore, be it

RESOLVED: That the Tioga County Legislature hereby re-appoints Joe Budney to the Tioga County Planning Board for another three-year term of 1/1/26 – 12/31/28.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -25

RE-APPOINT MEMBER TO THE  
TIOGA COUNTY PLANNING BOARD

WHEREAS: Grady Updyke's position on the Tioga County Planning Board representing the Town of Barton expires on 12/31/2025; and

WHEREAS: The Barton Town Board has nominated Grady Updyke to serve another three-year term as their representative, and he is willing and able to do so; therefore, be it

RESOLVED: That the Tioga County Legislature hereby re-appoints Grady Updyke to the Tioga County Planning Board for another three-year term of 1/1/26 – 12/31/28.

REFERRED TO:

AGRICULTURE COMMITTEE

RESOLUTION NO. -25

APPOINT MEMBER TO THE  
TIOGA COUNTY AGRICULTURAL AND  
FARMLAND PROTECTION BOARD

WHEREAS: Pam Moore's term as an Active Farmer position on the County Agricultural & Farmland Protection Board expires on 12/31/2025; and

WHEREAS: The Agricultural and Farmland Protection Board is desirous of filling said position and has found Paul Campbell willing and able to serve in this capacity for a four-year term; and

WHEREAS: Paul Campbell is an active dairy farmer from the Town of Nichols and he has completed and submitted the required Qualifications Form for Appointment; therefore be it

RESOLVED: That the Tioga County Legislature hereby appoints Paul Campbell to the County Agricultural and Farmland Protection Board, as an Active Farmer, replacing Pam Moore, for a term of 1/1/2026 – 12/31/2029.

REFERRED TO:

AGRICULTURE COMMITTEE

RESOLUTION NO. -25

REAPPOINT MEMBER TO THE  
TIOGA COUNTY AGRICULTURAL AND  
FARMLAND PROTECTION BOARD

WHEREAS: Howard Visscher's term as the Agribusiness representative on the County Agricultural & Farmland Protection Board expires on 12/31/2025; and

WHEREAS: The Agricultural and Farmland Protection Board is desirous of filling said position and has found Howard Visscher willing and able to serve in this capacity for another four-year term; therefore be it

RESOLVED: That the Tioga County Legislature hereby reappoints Howard Visscher to the County Agricultural and Farmland Protection Board as the Agribusiness representative for a term of 1/1/2026 – 12/31/2029.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -25

RESOLUTION TO RENEW CONSULTANT CONTRACT  
FOR HAZARD MITIGATION PLAN COORDINATOR  
FOR 2026

WHEREAS: Per Resolution No. 193-12 and Resolution No. 218-13, the Tioga County Legislature contracted with the Tioga County Soil & Water Conservation District to perform the Hazard Mitigation Plan Coordinator services based on a mutually agreeable work plan with specific tasks, requiring annual renewal as necessary; and

WHEREAS: The Tioga County Planning Department continues to lack existing capacity to solely perform these FEMA-required services; and

WHEREAS: Upon County Legislature approval of the 2026 county budget, the Tioga County Planning Department anticipates having sufficient funds in the 2026 budget to cover these expenses in an amount not to exceed \$20,000 from Planning Appropriation account A8020 540140; therefore, be it

RESOLVED: That the Tioga County Legislature does hereby authorize the renewal of said contract with Tioga County Soil & Water Conservation District, to perform Hazard Mitigation Coordinator services from January 1 - December 31, 2026, not to exceed \$20,000 from Planning Appropriation account A8020 540140, and authorizes the Tioga County Legislative Chair to sign all related contract paperwork, contingent upon review and approval of the County Attorney.

REFERRED TO:

ED&P COMMITTEE  
AGRICULTURE COMMITTEE

RESOLUTION NO -25

AUTHORIZE NYS DEPARTMENT OF  
AGRICULTURE & MARKETS COUNTY  
AGRICULTURAL & FARMLAND PROTECTION  
PLAN GRANT APPLICATION AND CASH  
MATCH

WHEREAS: NYS Agricultural and Markets Law 25-AA, §324 enables the county to create a County Agricultural & Farmland Protection Plan and update said plans if the county's last Ag Plan is 10 or more years old; and

WHEREAS: The Tioga County Legislature adopted Tioga County's last County Agricultural & Farmland Protection Plan in 2015 and, therefore, Tioga County is eligible for funding from NYS Department of Agriculture & Markets to update our County Agricultural & Farmland Protection Plan; and

WHEREAS: NYS Department of Agriculture & Markets requires a 20% cash match for said grant application and based on outreach to relevant consultants, Tioga County Planning has developed a project budget totaling \$80,000 with the required cash match coming from both the Tioga County Legislature at \$10,000 and the Tioga County Soil & Water Conservation District at \$10,000; and

WHEREAS: The Tioga County Planning Director will provide in-kind services in the amount of \$11,000, with Tioga County Soil & Water Conservation District and Cornell Cooperative Extension of Tioga County contributing \$6,000 and \$3,000 of in-kind services respectively as well; therefore be it

RESOLVED: That the Tioga County Legislature hereby authorizes a County Agricultural & Farmland Protection Planning Grant to NYS Department of Agriculture and Markets in the amount of \$80,000, which includes a \$10,000 cash match as well as \$11,000 of in-kind services match from the County; and be it further

RESOLVED: That the Tioga County Legislature hereby authorizes the Chair of the Tioga County Legislature to sign all grant application paperwork contingent upon review and approval of the County Attorney.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -25

AUTHORIZE INTERMUNICIPAL AGREEMENT  
WITH BROOME COUNTY TO PAY CASH  
CONTRIBUTION TO THE BROOME-TIOGA  
ARTS & CULTURAL MASTER PLAN

WHEREAS: Per Tioga County Legislature Resolution No. 234-24, Tioga County Department of Economic Development & Planning was authorized to contribute a cash match of \$5,000 toward the Broome-Tioga Arts & Cultural Master Plan; and

WHEREAS: The Broome County Law Department has determined that an intermunicipal agreement is required for Tioga County to pay Broome County Department of Planning & Economic Development the committed \$5,000 cash match toward the consultant cost for said Plan; therefore be it

RESOLVED: That the Tioga County Legislature hereby authorizes said intermunicipal agreement with Broome County; and be it further

RESOLVED: That the Tioga County Legislature authorizes the Chair of the Legislature to sign said agreement contingent upon review and approval of the County Attorney.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. - 25

APPOINT MEMBER TO THE  
BROOME-TIOGA WORKFORCE  
DEVELOPMENT BOARD

WHEREAS: Brittany Woodburn, representing the Public Sector on the Broome-Tioga Workforce Development Board is resigning, effective 12/31/25; and

WHEREAS: Megan Schnabl has expressed her desire to serve on the Broome-Tioga Workforce Development Board representing the Public Sector for a three-year term; and

WHEREAS: The Broome-Tioga Workforce Development Board is desirous of Megan Schnabl to fill said vacancy; therefore be it

RESOLVED: That the Tioga County Legislature hereby appoint Megan Schnabl to fill Brittany Woodburn's three year term on the Broome-Tioga Workforce Development Board effective January 1, 2026 through December 31, 2028.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -25

APPOINT REAP BOARD MEMBER

WHEREAS: The By-Laws of the REAP Board require that the Legislature nominate one person to act as its member in the REAP Board of Directors; and

WHEREAS: Sean Lanning resigned from his position as Community Development Specialist of Economic Development and Planning on August 20, 2025; and

WHEREAS: Marley Norton has recently been hired as Community Development Specialist and is willing to serve a two-year term on the REAP Board of Directors; therefore be it

RESOLVED: That Marley Norton, Community Development Specialist, be hereby appointed to the REAP Board for a two-year term from January 1, 2026, through December 31, 2027.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -25

REAPPOINT AT-LARGE MEMBER TO THE  
STERPDB REGIONAL BOARD

WHEREAS: The bylaws of the Southern Tier East Regional Planning Development Board (STERPDB) require the composition of the membership from each county to be 1) a county legislator, 2) a local elected official, another county legislator or an at-large and 3) the County Planning Director; and

WHEREAS: Brittany Woodburn, Director of Tioga County Economic Development and Planning, has served as the at-large member on the STERPDB Regional Board and that term expires as of 12/31/2025; and

WHEREAS: Brittany Woodburn has expressed a desire to continue to serve in this capacity and the STERPDB Regional Board is desirous of Brittany Woodburn to continue to serve for another four-year term; therefore be it

RESOLVED: That the Tioga County Legislature hereby reappoints Brittany Woodburn to the Tioga County's at-large position on the Southern Tier East Regional Planning Development Board for a four-year term, 1/1/2026 – 12/31/2029.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -25

REAPPOINT MICHAEL BARATTA  
TO THE TIOGA COUNTY PROPERTY  
DEVELOPMENT CORPORATION BOARD

WHEREAS: Michael Baratta's position as a Board Member to the Tioga County Property Development Corporation (TCPDC) expires on 12/31/25; and

WHEREAS: Michael Baratta is willing and able to continue to serve another two year term in this position; therefore be it

RESOLVED: That the Tioga County Legislature hereby reappoints Michael Baratta to the Tioga County Property Development Corporation Board as a Board Member for another two year term of 1/1/26 – 12/31/27.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -25

REAPPOINT JOAN CASE  
TO THE TIOGA COUNTY PROPERTY  
DEVELOPMENT CORPORATION BOARD

WHEREAS: Joan Case's position as a Board Member to the Tioga County Property Development Corporation (TCPDC) expires on 12/31/25; and

WHEREAS: Joan Case is willing and able to continue to serve another two year term in this position; therefore be it

RESOLVED: That the Tioga County Legislature hereby reappoints Joan Case to the Tioga County Property Development Corporation Board as a Board Member for another two year term of 1/1/26 – 12/31/27.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -25

REAPPOINT RALPH KELSEY TO THE TIOGA  
COUNTY PROPERTY DEVELOPMENT  
CORPORATION BOARD

WHEREAS: Ralph Kelsey, as a resident of Tioga County, was appointed At Large Representative Board Member to the Tioga County Property Development Corporation (TCPDC) for an unexpired term until 12/31/25; and

WHEREAS: The TCPDC Bylaws allows for consecutive terms; and this reappointment is conditioned upon the board member remaining a resident of Tioga County; and

WHEREAS: Ralph Kelsey is willing and able to continue to serve in this At Large Representative position; therefore be it

RESOLVED: That the Tioga County Legislature hereby reappoint Ralph Kelsey, as an At Large Representative Board Member to the Tioga County Property Development Board Corporation for a three year term of 1/1/26 – 12/31/28.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -25

AUTHORIZE ED&P TO SUBMIT A RENEWAL APPLICATION TO NYS COMMUNITY DEVELOPMENT BLOCK GRANT MICROENTERPIRSE ASSISTANCE PROGRAM AND AUTHORIZE LEGISLATIVE CHAIR SIGNATURE ON GRANT RELATED DOCUMENTS

WHEREAS: Tioga County was awarded \$212,500.00 grant funds through New York State Community Development Block Grant (CDBG) for a Microenterprise Assistance Program and was approved to accept the funds per resolution 351-24; and

WHEREAS: New York State Homes and Community Renewal allows applicants to submit a renewal request for additional grant funds when the existing Microenterprise Assistance Program funds are 100% committed and a minimum of 50% of funds are expended; and

WHEREAS: Tioga County Microenterprise Assistance Program has met these requirements and is eligible for a renewal application under the NYS CDBG Grant Program to assist microenterprises in Tioga County; therefore be it

RESOLVED: That the Tioga County Legislature authorizes said grant renewal application in the amount of \$200,000 and upon award authorizes the Chair of the Legislature to sign any and all grant-related contract and other paperwork contingent upon review by the County Attorney.

REFERRED TO:

ED&P COMMITTEE  
LEGISLATIVE WORKSESSION

RESOLUTION NO. -25

APPOINT MEMBER TO THE TIOGA COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY (TCIDA)

WHEREAS: Pursuant to §856(2) of the General Municipal Law the members of the Tioga County Industrial Development Agency (TCIDA) serve at the pleasure of the Legislature without a term until they either resign or are replaced by the Legislature; and

WHEREAS: Martha Sauerbrey was appointed to the Tioga County IDA Board conditioned by her holding office as a Tioga County Legislator; and

WHEREAS: Martha Sauerbrey will retire as a Tioga County Legislator effective January 1, 2026; and

WHEREAS: The Tioga County Industrial Development Agency (TCIDA) Board of Directors desires to fill this vacant Legislative position; and

WHEREAS: Legislator Ron Ciotoli, as Chair of the Economic Development & Planning Legislative Standing Committee has expressed a desire to serve on the Tioga County Industrial Development Agency (TCIDA); therefore be it

RESOLVED: That the Tioga County Legislature hereby appoints Legislator Ron Ciotoli to replace Martha Sauerbrey's position on the Tioga County Industrial Development Agency Board of Directors effective January 1, 2026.

REFERRED TO:

ED&P COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -25

MODIFY SNOWMOBILE GRANT PROGRAM  
BUDGET FOR 70% AWARD DISBURSEMENT TO  
SNOWMOBILE CLUBS

WHEREAS: Tioga County serves as a Local Sponsor to request state funding advances for costs incurred in performing the work required in the development and maintenance of a snowmobile trail system according to the provisions of Section 27.17 of the Parks, Recreation and Historic Preservation (OPRHP) Law of New York State completed by the Tioga County Snowmobile Clubs; and

WHEREAS: Requests for funding advances are made to the NYS OPRHP via the Tioga County Economic Development and Planning Department based on detailed labor and materials in the development and maintenance of the Countywide snowmobile trail system solely within the boundaries of Tioga County as approved by OPRHP; and

WHEREAS: The snowmobile clubs included in this program are named: Tioga Ridge Runners, Ridge Riders of Whitney Point, Spencer-VanEtten Snowmobile Club, Dryden-Caroline Drifters and Candor Valley Riders; and

WHEREAS: The 2025-2026 Snowmobile 70% Award request of \$58,402.40 was made October 31, 2025, and has been received by the County on November 6, 2025; and be it further

RESOLVED: That the 2025 Snowmobile Grant Program budget be modified and funds be appropriated to reflect the 2025-2026 70% grant award to the following accounts:

From:	A7180	439890 State Aid-Snowmobile Grant	\$58,402.40
To:	A7180	540590 Services Rendered	\$58,402.40

And be it further

RESOLVED: That any unspent funds under this award in FY2025 shall carry over to FY2026.