

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 - a. CDBG Microenterprise – Two of the awardees have rescinded their funds and the IDA Loan Committee met and recommended to reallocate the funds to four of the existing projects to increase their award amounts.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 8th.
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