

## ECONOMIC DEVELOPMENT & PLANNING TOURISM/AGRICULTURE LEGISLATIVE COMMITTEE MEETING July 7, 2026

### **ATTENDEES:**

**Legislators:** Ron Ciotoli, David Cantella, Keith Flesher, Jake Brown, Tracy Monell, Jo Ellen Rose

**Staff:** Megan Schnabl, Linda Sampson, Jackson Bailey, Cathy Haskell

**Guests:** Wendy Walsh, Tioga County Soil & Water Conservation District

Legislator Ciotoli called the meeting to order at 1:00 P.M.

Brittany Woodburn was not in attendance. Megan Schnabl, Deputy Director, was in attendance in her place.

**ECONOMIC DEVELOPMENT & PLANNING (ED&P):** Agenda and attachments previously emailed.

### **I. MINUTES**

- A. Approval of minutes from June 2, 2026 - Legislator Ciotoli asked for approval of the minutes from the June 2, 2026, meeting. Legislator Cantella made a motion to accept the minutes from the June 2, 2026, meeting, seconded by Legislator Flesher. All were in favor.

Ms. Schnabl reported the following:

### **II. FINANCIAL**

- A. 2026 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.

Ms. Schnabl reported the budgets for 2027 are being worked on.

### **III. OLD BUSINESS/NEW BUSINESS**

- A. Reports

1. Tioga County Soil & Water Conservation District – Monthly report previously emailed. Ms. Walsh, District Manager, arrived at 1:07 P.M. and reviewed her monthly report, highlighting the Agriculture Program, Buffers and Trees, Hazard Mitigation, Stormwater, WQCC, and the Stream Program. Ms. Walsh reminded everyone the Sundaes at the Farm Event will be held on Sunday, July 19<sup>th</sup>, at John and Danielle Hayes of Hay Day Farm, 37 Hayes Road, in the Town of Richford.
2. Tioga County Tourism – Monthly report is in the packet.
3. Tioga County Cornell Cooperative Extension – Monthly report is in the packet.

B. Grants

1. Active Grants – See attached EDP Grant Tracking spreadsheet. Ms. Schnabl highlighted the following:
  - a. CDBG Microenterprise – The last project, Country Fit in Berkshire, is nearly complete. They are waiting for some equipment to arrive and have some money to spend down. ED&P has received some positive correspondence from the State in the last week regarding the renewal application. It is very likely that we will be getting the renewal funds in the amount of \$218,750.00.
  - b. NY Main Street - Potential grant application for 54 North Avenue, Owego – The property owner is interested in applying for the NY Main Street Program with Tioga County as the applicant.
    - The property owner is looking to do some HVAC work, window replacement, brick repair/repointing, exterior façade painting, mural on the north side of the building, roof replacement, and other interior improvements to the commercial space/apartments.
    - The total project cost is \$250,000.00, The County would be applying for \$193,500.00 in grant funds, 5% or \$9,675.00 of that money would be administrative fees, and the 25% cash match is provided by the property owner in the amount of \$66,175.00.
    - The property owner has provided all the necessary paperwork and received approval from the Owego Historic Preservation Commission.
    - The application is due at the end of the month.
    - A resolution for consideration is listed below.

Ms. Schnabl provided the following information on this program:  
The New York Main Street grant program provides funds to units of local government, and not-for-profit organizations that are committed to revitalizing historic downtowns, mixed-use neighborhood commercial districts, and village centers. The Local Program Administrators (LPAs) then subgrants funds to building owners for rehabilitation projects.
  - c. NY PLAYS - Village of Owego, Hyde Park, and Village of Waverly, East Waverly Park – Applications for both parks have been submitted to the NY PLAYS program to upgrade playground equipment. ED&P provided technical assistance to the Village of Owego on their application and are anticipating awards will be announced in September 2026. ED&P will complete a technical

assistance resolution for providing assistance to the Village of Owego for their application.

- d. USDA RBDG – Tioga County LDC, Tourism, applied for \$95,000.00 in grant funds from the USDA RBDG (Rural Business Development Grant) program for the marketing technical assistance program for tourism businesses in Tioga County. The intent of the program is to increase market access, improve business visibility, support entrepreneurship, and stimulate job creation through destination branding, tourism website redevelopment, content creation, targeted digital marketing, and a cooperative marketing grant program. The cooperative marketing portion of the grant request is a successful program that the Tourism office previously did with I Love NY grant funds, until the State decided that it was no longer an eligible grant expense. LDC partnered with local businesses, event organizers, and agricultural producers to amplify regional marketing campaigns and promotion, significantly offsetting individual advertising costs. ED&P provided assistance to the LDC for applying for this grant and will complete a technical assistance resolution following this meeting.
- e. EPA Brownfield Assessment Grant – ED&P was not selected for funding and will be doing a debriefing session with EPA to learn how to improve the application for future funding rounds. This will be removed from the Grant Tracking List.
- f. NYSCA Capital Grant for TAC (Tioga Arts Council) – ED&P was not selected for funding. This will be removed from the Grant Tracking List.
- g. ESD Regional Council Capital Funds Request – 48-50 Lake Street, Owego, the old Tioga Trails Building. ED&P staff is considering applying to the ESD Regional Council Capital Funds Program for additional grant funding for the buildout of the first floor of 48-50 Lake Street. The application would be submitted through the Land Bank. A technical assistance resolution will be brought forward to this committee should the decision be made to move forward with the application.
- h. NY KICKS – This application would go through the IDA. ED&P has decided not to pursue this at this time.

#### C. Economic/Community/Workforce Development

- 1. ESD Excelsior Jobs Program – New Business in Tioga County – ED&P has been in contact with an existing business that is looking to expand in Tioga County. They are looking to apply to the ESD Excelsior Jobs Program. The business is closing on the existing facility in the next few months and once the new facility is operational, ten to fourteen jobs are likely to be created in 2027.
- 2. CDBG Public Facilities – Stone House floor plan layout – Ms. Woodburn met with Ms. Myers and her team to look at the existing floor plan of the Stone House, and discuss the potential build out of a new space for the Child Advocacy Center. Ms. Myers and her team will be providing feedback on the design before the plan is finalized. Ms. Woodburn will send the plan to a construction manager that will assist in the construction estimating. Having the approximate project cost will help

in identifying if the redevelopment project is feasible and if so, what funding sources would be available to move forward.

3. Pro-Housing Community Program recertifications – Ms. Norton has been assisting the Village of Owego, Village of Newark Valley, Town of Berkshire and Village of Nichols with the annual recertification process for the Pro-Housing Community Program. All of the above have submitted their recertification to the State.
4. USDA Community Facilities – Village of Candor – The Village of Candor is applying for USDA Community Facilities Program funding for a new utility truck. Ms. Norton acted as a resource to connect the Village of Candor with USDA. If this results in Ms. Norton assisting with the application, a technical assistance resolution will be brought forward to this committee.
5. 48-50 Lake Street, Owego Redevelopment Project – This is the old Tioga Trails Project. The IDA and Land Bank attorney has reviewed and approved the partnership documents. Once the documents are reviewed and approved by the County Attorney, Mr. DeWind, a resolution will be brought forward.
6. NY Forward – Village of Waverly – Ms. Schnabl distributed pictures of the preliminary splash pad design for the East Waverly Park Project.

#### D. Planning

##### 1. 239 Reviews –

- a. 2026-0010: Village of Waverly, PUD Site Plan Review & Special Use Permit- Puff Plaza, LLC- The applicant requested a PUD site plan review and special use permit to locate and operate a new NYS Office of Cannabis Management (OCM) Licensed adult-use cannabis microbusiness in the existing building at 608 Cayuta Ave.
- b. 2026-011 Village of Owego- Adoption of Local Zoning Law Ag District Overlay & Inclusion of Tax Map # 128.07-2-14 in the Agricultural Overlay District. Staff recommended approval of the adoption of the local zoning law and inclusion of Tax Map #128.07-2-14 in the Ag Overlay District. County Planning Board voted unanimously to approve.
- c. 2026-012- Village of Waverly, Site Plan Review & Special Use Permit, 241 Erie Street Business Park- The applicant requested site plan review & special use permit to occupy the existing commercial structure located at 241 Erie Street in Waverly NY to establish and operate a vehicle repair, detailing, and sales shop. Staff recommended approval of the site plan review and special use permit. The County Planning Board voted unanimously to approve.
- d. 2026-03- Village of Newark Valley, Site Plan Review, United Health Services- The applicant requested site plan review to replace the Northern Tioga Family Care Center (UHS Primary Care Newark Valley) facility located at 119 Whig Street in Newark Valley, NY 13811 with a new, updated facility. Staff recommended approval of the site plan review with no conditions noted. The County Planning Board voted unanimously to approve.

#### E. Sustainability Management

1. Tioga County Debris Management Plan – Dr. Pratt met with the Debris Management Plan Committee last week, July 2<sup>nd</sup>, and gave a brief background for Ms. Schnabl to share with this committee.
  - Tioga County Sustainability completed the current Debris Management Plan in 2014, with an update in 2020. The plan was originally developed in response to the major flooding events of 2006 and 2011, which generated significant volumes of debris from homes and businesses.
  - When debris remains curbside for extended periods, it can lead to mold growth, bacteria, and other hazards making removal and proper disposal of post disaster debris essential for protecting public health and safety.
  - The County now seeks to ensure that its Debris Management Plan is fully updated, actionable, and compliant with current federal requirements. Although New York State does not mandate a debris management plan, FEMA effectively does. Without a FEMA compliant plan, the County risks severe financial penalties, loss of reimbursement revenue, and potential regulatory violations.
  - To advance this work, a committee was formed that includes the Legislative Chair, Public Works Commissioner and Deputy Commissioner, Emergency Services Director, County Administrator, Chief Information Officer (CIO), Public Health Director, Safety Officer, ED&P Director, and Sustainability Manager.
  - After reviewing the RFP proposals and the Gap Analysis prepared by the CIO, the committee elected to pursue a hybrid approach, combining in-house efforts with consultant support for the DMP update.
  - Sustainability will request funding for the consultant portion of this work in the 2027 budget.
- Mr. Bailey added:
  - Dr. Pratt did a RFQ to a couple of providers that do these plans.
  - One of the components in the contract that must be in place as part of the plan is that every 2 or 3 years, we contract with people to remove the debris.
  - One of the companies we reached out to came back and said they don't do that.
  - Mr. Clark, CIO, did an electronic analysis of the current plan vs. another county's plan that was approved by the DEC/FEMA.
  - We will have to have a consultant at some point to review the plan as it stands. There are components that Safety, Public Health, and Public Works need to look at to update, and we will need oversight to make sure we are in compliance.
  - The committee will be figuring out the best way to move forward, working out the best cost for updating the plan while using a consultant and being as conservative as we can.
  - There will be an ask for the 2027 budget to maintain a consultant.
  - When Dr. Pratt has the figures available, we will make sure there is a presentation to this committee for consideration.
2. Updating/Renewing HHW Intermunicipal Agreement with Broome County – There is currently a limitation in offering the HHW (Household Waste) Program; only from

April through November. Broome County is open to adding an addendum to the existing contract to allow Tioga County residents to use their program year-round, with the next contract cycle 2027-2028 transitioning to a full year-round schedule. A resolution is listed below.

3. 2026 YTD –

|                          |             |             |
|--------------------------|-------------|-------------|
| a. Paid to Broome County | 2026        | 2025        |
| i. HHW                   | \$ 3,916.75 | \$11,239.55 |
| ii. E-Waste              | \$ 462.00   | \$ 1,006.25 |
| b. Towns/County(E-waste) | \$ 457.52   | \$ 1,167.25 |

F. IDA

1. HUD "Small Cities" Loan Funds – Ms. Yelverton has been in contact with the Region II CPD Director for HUD regarding Tioga County's CDBG Small Cities Program fund which has over \$750,000.00. This is designated as a revolving loan fund. The IDA administers this revolving loan fund on behalf of the County, an agreement that recently expired. In recent years, the fund has experienced limited interest and utilization. Ms. Yelverton and Ms. Woodburn discussed a revision to the program guidelines with the TCIDA Board of Directors to more closely align with Southern Tier Region Economic Development Corporation's (STREDC's) Community Reinvestment revolving loan fund program, which is one of the regional lender's most successful loan programs. The Community Re-Investment Fund provides "gap-financing" for redevelopment of key commercial buildings, infill on new buildings, and development of the Southern Tier Region's downtowns, rural populations centers, and neighborhood commercial centers. That program works well with Restore NY, NYMS, DRI and NY forward projects. ED&P staff worked on revising current HUD revolving loan guidelines and will present the new guidelines to the IDA and HUD. Our HUD contact stated that the guidelines appear aligned with CDBG eligibility criteria, but since this grant was officially closed out, HUD will not officially approve or endorse the actual guideline document. They leave that approval to local discretion. IDA approved the guidelines as presented. We will send the guideline document to Mr. DeWind for review and approval and would like to bring a resolution forward for approval at the August Legislative Meeting.
2. FAST NY – ED&P received appraisals on the properties in Lounsberry and are working out next steps in the application process.

G. Land Bank

1. 121 Providence Street, Waverly – The single-family home rehabilitation is complete and will be listed for sale in this month or next month.
2. 247 Main Street, Owego – Demolition of the rear additions to begin this month or August. The construction bid packet is out with two pre-bid meetings scheduled. One was held this morning.

**IV. PERSONNEL**

1. Remote Work update – Ms. Schnabl reported the remote work schedule is in the committee packet and there is no change from last quarter.
2. Strategic Plan update – Ms. Schnabl updated:
  - Microenterprise: Talked about earlier; submitted the reapplication and all but one of the projects, County Fit, has been closed out.
  - Waste Reduction and Recycling Best Practices: No changes.
  - Debris Management Plan: Reported regarding this project earlier in the meeting.
  - The Recruitment Website: ED&P and Tourism have contracted with Deluge Media to finalize the website, most likely will be completed in September.
  - EPA Brownfield Assessment: Grant was not awarded. Will meet with EPA to find out how we can improve on any future application.
  - Public Facilities/Catholic Charities – Mobile Food Truck is complete and is out serving the community. Ms. Norton is working on getting the income surveys that meet the national objective for the CDBG Program requirement. They still have about \$33,000.00 to spend down. Ms. Norton is working with Catholic Charities on closing this out.
  - BT BOCES Satellite Campus – The grant agreement was issued, and the school district is working with the owners agent on moving the grant forward.

## **V. RESOLUTIONS**

G18-Agreement with Broome County for HHW 2027-2028

G19-Authorization to Submit Application to NYS Main St Downtown Anchor Program

After reviewing the above resolutions, Legislator Ciotoli 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 Cantella – yes

## **VI. PROCLAMATIONS - N/A**

## **VII. ADJOURNMENT**

With no further topics of discussion or questions, the meeting was adjourned at 1:42 P.M.

Respectfully Submitted,

Linda Sampson

Administrative Assistant, Economic Development & Planning

**Grant Tracking Spreadsheet**  
**EDP Legislative Committee Meeting**  
**July 7, 2026**

**Tioga County**

|    | Applicant    | Grant Source                                     | Purpose                                                                                | Status                    | Amount          | Resolution |
|----|--------------|--------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------|-----------------|------------|
| 1  | Tioga County | ESD Restore NY Round VIII – 81 North Ave         | Rehabilitation of 81 North Ave, Owego                                                  | Closeout                  | \$ 165,000.00   | Closeout   |
| 2  | Tioga County | NY SWIMS - V. Owego public pool                  | Funding to reimburse life guard expenses                                               | Closeout                  | \$ 21,270.00    | Closeout   |
| 3  | Tioga County | 2025 Household Hazardous Waste Program (FY 2024) | Funds for proper disposal of household hazardous waste.                                | Closeout                  | \$ 7,767.22     | Closeout   |
| 4  | Tioga County | 2025 Municipal Waste Reduction and Recycling     | Funds to expand and implement waste reduction strategies                               | Closeout                  | \$ 56,350.00    | Closeout   |
| 5  | Tioga County | NYS Snowmobile                                   | Snowmobile grant program for 5 clubs in Tioga County                                   | Phase II due Sept. 1st    | TBD             | Annual     |
| 6  | Tioga County | CDBG Public Facilities – Catholic Charities      | Mobile food truck, community kitchen, food rescue program                              | Project in process        | \$ 243,533.00   | #63-25     |
| 7  | Tioga County | ESD Restore NY Round VII – Tioga Trails          | Rehabilitation of 48-50 Lake Street, Owego                                             | Project bidding - Phase 1 | \$ 1,000,000.00 | #324-23    |
| 8  | Tioga County | 2026 Household Hazardous Waste Program (FY 2025) | Funds for proper disposal of household hazardous waste                                 | Program in process        | \$ 5,992.22     | #88-26     |
| 9  | Tioga County | 2026 Municipal Waste Reduction and Recycling     | Funds to expand and implement waste reduction strategies                               | Program in process        | \$ 60,400.00    | #312-25    |
| 10 | Tioga County | CDBG Microenterprise program                     | Provides funding for small businesses with < 5 employees                               | Program in process        | \$ 212,500.00   | #351-24    |
| 11 | Tioga County | CDBG Microenterprise program – Renewal           | Provides funding for small businesses with < 5 employees                               | Application submitted     | \$ 218,750.00   | #63-26     |
| 12 | Tioga County | EPA Brownfield Assessment Grant                  | Funding for brownfield inventory, planning, env. assessment                            | Application not awarded.  | \$ 500,000.00   | #21-26     |
| 13 | Tioga County | ESD County Infrastructure Grant Program          | Funds for extending municipal sewer to Strong Road for single-family home development. | Application submitted     | \$ 500,000.00   | #158-26    |

**Outside Agencies**

|    | Applicant          | Grant Source                               | Purpose                                                     | Status                     | Amount          | Resolution/Resource |
|----|--------------------|--------------------------------------------|-------------------------------------------------------------|----------------------------|-----------------|---------------------|
| 1  | V. Newark Valley   | ESD Restore NY Round VIII                  | Rehabilitation of 10 and 14-16 Whig Street, NV              | Design/Project bidding     | \$ 732,420.00   | #213-24             |
| 2  | OACSD/BT BOCES     | Congressionally Directed Spending          | Build out of Regional Career and Technical Education Center | Design                     | \$ 811,000.00   | Resource            |
| 3  | OACSD/BT BOCES     | ARC Infrastructure Area Development        | Build out of Regional Career and Technical Education Center | Design                     | \$ 1,000,000.00 | #382-24             |
| 4  | T. Berkshire       | ARC READY Local Government Program         | Master park plan for George W. Smith park                   | Closeout                   | \$ 50,000.00    | Closeout            |
| 5  | Tioga Hardwoods    | ESD Small Manufacturers Grant              | Equipment purchases/upgrades                                | Incentive proposal issued  | \$ 112,240.00   | Resource            |
| 6  | V. Owego           | OPRHP (EPF) grant - Owego Police Station   | Exterior façade improvements - 90 Temple Street, Owego      | Construction               | \$ 468,416.00   | #244-25             |
| 7  | V. Owego           | NY SWIMS II - V. Owego public pool         | Funding to support capital improvements to public pool      | Project bidding            | \$ 271,771.00   | #326-25             |
| 8  | Tioga Arts Council | NYSCA Capital Grant                        | Funding to support capital improvements to TAC building     | Application not awarded.   | \$ 28,750.00    | #86-26              |
| 9  | TCIDA              | USDA RBDG                                  | Lounsberry Engineering Plan                                 | Closeout                   | \$ 90,000.00    | NA                  |
| 10 | TCIDA              | USDA RBDG                                  | Equipment Lease Program                                     | Program in process         | \$ 99,000.00    | NA                  |
| 11 | TCIDA              | OPRHP EPF                                  | Northern Tioga Rail-with-Trail Pre-Engineering project      | Grant Agreement            | \$ 450,000.00   | NA                  |
| 12 | TCIDA              | ARC IIA                                    | Northern Tioga Rail-with-Trail Pre-Engineering project      | Application submitted      | \$ 150,000.00   | NA                  |
| 13 | TCIDA              | FAST NY Track B - Lounsberry area sites    | Pre-engineering studies for potential industrial sites      | Application in process     | TBD             | NA                  |
| 14 | TCPDC              | NY Main Street                             | 62-64 North Avenue, Owego rehabilitation                    | Project bidding in process | \$ 438,316.00   | NA                  |
| 15 | TCPDC              | Land Bank Initiative (LBI) Phase 1, Year 3 | Operational costs                                           | Program in process         | \$ 200,000.00   | NA                  |
| 16 | TCPDC              | Land Bank Initiative (LBI) Open Round      | Demolition and rehabilitation projects                      | Program in process         | \$ 1,823,100.00 | NA                  |
| 17 | TCPDC              | Vacant Rental Program                      | Repairs and rehabilitation of vacant rental units           | Grant Agreement            | \$ 750,000.00   | NA                  |