

ECONOMIC DEVELOPMENT & PLANNING TOURISM/AGRICULTURE LEGISLATIVE COMMITTEE MEETING June 4, 2024

ATTENDEES:

Legislators: Barb Roberts, Keith Flesher, Ron Ciotoli, Marte Sauerbrey

Staff: Brittany Woodburn, Linda Sampson, Megan Schnabl, Cathy Haskell

Guests: Becca Maffei, Tioga County Tourism

Legislator Dennis Mullen was not in attendance.

Committee Chair Barb Roberts called the meeting to order at 1:00 P.M.

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

I. MINUTES

- A. Approval of minutes from May 7, 2024 – Committee Chair Roberts asked for approval of the minutes from the May 7, 2024, committee meeting. Legislator Ciotoli made a motion to accept the minutes from the May 7, 2024, meeting, seconded by Legislator Flesher. All were in favor.

Ms. Woodburn reported the following:

II. FINANCIAL

- A. 2024 Budget – Ms. Woodburn reported the following:
 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

- A. Reports
 1. Tioga County Tourism – Becca Maffei, Tourism Director; monthly report previously emailed. Ms. Maffei distributed an updated report and reviewed the 2024 Content Project, Recruitment Website, Event Promotion, Travel Guide, and Tioga Antiques Trail.

Not on her report, Ms. Maffei reported the desire to put a sign on the highway directing traffic to the Tioga Antiques Trail. When speaking to DOT it was suggested to put together a packet to justify putting a sign up on the highway. Ms. Maffei would like to include letters of support in the packet and asked this committee to consider having the Legislature provide a letter of support for this project. Ms. Maffei indicated she will be requesting letters from Rotary, Kiwanis, the Chamber, but pointed out a letter from the County Legislature may have more impact. Legislative Chair Sauerbrey asked Ms. Maffei to draft a letter and send it to her, then suggested Ms. Maffei attend the Worksession to answer any questions.

2. Tioga County Soil and Water Conservation District – Ms. Walsh, Tioga County Soil and Water, did not send a monthly report, however she did send the Soil and Water Annual Report to be disbursed.
3. Tioga County Cornell Cooperative Extension (CCE) – Monthly report is in the committee packet.
4. Economic Development – In keeping with staff reporting, Ms. Woodburn introduced Megan Schnabl, Deputy Director, Economic Development and Planning. Ms. Schnabl reported the following projects:

DRI Projects:

- 37-41 Lake Street (Gallery 41) – Working on the store front and coordinating with the architect for drawings for apartments on second and third floor; project is moving along.
- 53-55 North Ave – Project complete and submitted for final reimbursement.
- 62-64 North Ave- Just getting started on the storefront.
- 48-50 Lake Street (Tioga Trails Building)- Continue to work with property owner to complete all required paperwork; possible RFP for environmental work.
- Ti-Ahwaga- Project is going well; porch project complete. Looking to sign with an electrician for electrical upgrades.
- 43-45 Lake Street (Owego Antique Center)- Work with contractor to begin work on new doors, entry way, porch and roof.

New DRI Multi-site Fund Projects– Remaining funds awarded last year:

- 187 Main Street (Kathy Cakes)- Going for a site visit to see progress on this project.
- 68 North Ave (Anything Artistic)- Deck complete, waiting for window installation.
- Elks Lodge- Replacing roof over emporium section of building; coordinating with contractor for asbestos abatement as well as working with a roofing contractor.
- 130 Temple (backside of 231 Main St)- Project complete by end of July; seven new apartments.

CDBG

- Neighborhood Depot- Submitted for another reimbursement, leaving less than 1M more to draw from their 3M grant.
- Microenterprise Grant- Submitted final documents to the consultants, Thoma Development, to submit the application, this is a rolling application, no deadline.

Restore NY Projects

- Fuddy Duddy's (River House Confectionery & Mercantile)- They continue to work with their lender; submitted a new business plan due to the bank needing updates.
- Submitted two Restore NY Round VIII applications:
 - Tioga County submitted one for Land Bank properties; rehabilitation of 81 North Ave. and reconstruction of 5 single family homes on Liberty and Temple Streets.
 - Village of Newark Valley - Two buildings on Whig Street; assisted the property owner and the Village of Newark Valley with paperwork for application.

Ms. Woodburn continued to report:

B. Grants

1. Active Grants – See attached EDP Grant Tracking spreadsheet.

Ms. Woodburn reported going forward all grants will be listed on a spreadsheet instead of listing them on the agenda each month. The top portion are the grants that Tioga County is the applicant and lists their progress. The bottom portion are the grants that the County is not the applicant; that the staff was a resource or that we provided technical assistance. The committee did like the spreadsheet way of reporting and asked that it be included with the minutes.

Recommended by this committee, the two listed on the spreadsheet that ED&P provided technical assistance on will go on a late resolution to go before the Worksession.

C. Economic/Community Development

1. Village of Owego DRI- Ms. Schnabl reported earlier on the active projects.
2. Village of Waverly – NY Forward projects announced. Ms. Woodburn created a list of the projects with descriptions. The list was distributed. Ms. Woodburn reported that it will take some time for contracts to be issued.
3. Broadband – STN MIP grant application
 - a. Application submitted March 4, 2024
 - b. Announcement anticipated May 2024

Ms. Woodburn reported the incentive proposal is expected soon. Once awarded the build out will include additional parts of Nichols and expand to Newark Valley and Smithboro. No participation is expected from us.

D. Land Bank

1. 10 Watson Avenue, Newark Valley– Rehabilitation almost complete, about three weeks left and will be sold as a single-family home; 4 bedrooms, three bathrooms. Once sold, the property will be back on the tax roll.
2. 121 Providence Street and 32 Lyman Avenue in Waverly – Rehabilitation in process.
3. 81 North Avenue, Owego- A 3-story mixed use building; demolition and clean out is going on this week.
4. 247 Main St, Owego – Rehabilitation to start later this summer.
5. Temple/Liberty Street, Owego – Land Bank Board agreed to finalize the subdivision plan for single family homes. Will begin to seek funding sources for construction.

- E. Workforce Development – Mr. Lanning continues to work on the following:
1. Business Leads Fellowship Program- Attended the following sessions:
 - a. Chronic Absenteeism session
 - b. College and Career Readiness session
 2. Talent Supply Table – Managing the three committees for this group; coordinating the 2nd annual meeting in August.
 3. School/Career Center Pilot Program- In Waverly and Spencer schools; collecting data from the Career Center to see how the program went. Will be reaching out to other school districts to see if there is any interest in participating.
- F. Planning
1. Hazard Mitigation Plan update – Homeland Security and FEMA has approved the plan. Ms. Jardine distributed a template adoption resolution to the municipalities and has heard back from eight municipalities. The Legislature also needs to consider adopting the plan. The resolution is listed below.

IV. NEW BUSINESS

A. Reports

B. Grants

1. Potential – See attached EDP Grant Tracking spreadsheet.
Listed on the spreadsheet, Ms. Woodburn reported the following:
 - Talking to Catholic Charities about doing a Community Development Block Grant for their mobile kitchen. The resolution is listed below to set the public hearing, a requirement for the program. There is no match requirement; possible \$200,000.00 project. Noting there will be an administrative fee.
 - Under technical assistance, the Town of Nichols reached out and is looking to do a Town Comprehensive Plan and Ms. Jardine will be assisting them with the application. This will be listed on the technical assistance resolution mentioned above.
 - The Town of Berkshire is looking to create a Master Park Plan for George W. Smith Park. ED&P staff has identified resources and local foundations to support them.

C. Economic/Community Development

1. ESD Small Manufacturer Modernization Grant Program- This is a new program geared towards small to mid-size manufacturers for capital projects and equipment purchases. This program will not have job creation tied to it, as they usually do; making it easier for a manufacturer to access. Information was sent out and have had two, possibly three responses looking to apply.
2. CDBG Small Business Grant Program- Looking into this program for another manufacturer.
3. Town of Berkshire, George Smith Park Master Plan – Ms. Woodburn spoke about this earlier, but wanted to mention that she and Ralph Kelsey traveled to Berkshire and met with the Town Supervisor, to look at properties for the Land Bank on Railroad Avenue.
4. Pro-Housing Community Program- Mr. Lanning and Ms. Woodburn are getting the word out on this program; attended several meetings:

- a. Town of Berkshire application in process
- b. Attended Village of Newark Valley meeting – Has agreed to become a Pro-Housing Community.
- c. Attended Council of Government meeting
- d. Sent information to Village of Nichols

Ms. Woodburn explained this program is the Governor's initiative to try to address housing shortages and crises in NYS. If upstate municipalities can prove and submit documentation that they have increased their housing stock by .33% in one year or 1% over a 3-year period they qualify to be considered a Pro-Housing Community. If communities cannot prove this housing growth, they have to pass a resolution with a Pro-Housing Communities Pledge to meet the requirements. If communities don't participate in this program, they will not be able to access NY Main Street, Restore NY, NY Forward or DRI programs to mention a few. Mr. Lanning has put together a presentation and Ms. Woodburn will send it out to anyone interested on this committee.

D. Land Bank

- 1. NYMS application for 62-64 North Avenue, Owego is being considered.

E. Workforce Development – Mr. Lanning is working on the following:

- 1. Manufacturing Day – Attended a coalition meeting to get Tioga County schools invited to next fall's activities.
- 2. Coordinating potential Local Career Panel Circuit with Tioga County schools – Facilitating the connection between Owego, Candor, and Newark Valley. Waverly has their own Career Panel Circuit that they do with GST BOCES.
- 3. Home Central Trades Day on May 14th – All Tioga County Schools attended. Over 70 students attended; a successful event.

F. Planning

- 1. Susquehanna Heritage Area Management Plan update- Broome County is looking to apply for a CFA to update the plan. The original plan was from 2009 and Tioga County was part of that plan. They are estimating the cost to be \$200,000.00. They are seeking funding from ESD for \$100,000.00, they will provide \$85,000.00 through matching funds and in-kind services. They have asked if ED&P and Tourism would consider participating. Tourism is looking into providing a \$5000.00 match and in-kind services. Ms. Woodburn will bring a proposal to this committee next month for ED&P to contribute a \$5,000.00 match, adding that having that plan allows us to apply to different parks programs through OPRHP.

Ms. Woodburn explained there are three programs under Parks and Historic Preservation. If we don't have a Heritage Area Management Plan we don't have access to funding for historic preservation projects; our projects are referenced in this plan.

2. 239 Reviews (4)

- a. 2024-012: Town of Nichols, Local Law to Reduce Members of Zoning Board of Appeals; recommended approval – TCPB voted to recommend approval.

- b. 2024-013: Town of Owego, Site Plan Review, Little Creek Farm; recommended approval – TCPB voted to recommend approval.
- c. County Case 2024-014NA: Town of Owego, Special Use Permit, Cortright – applicant proposes to locate two campers on a property on Carmichael Road, contingent upon sale. Tioga County Planning Board waived their right to make a recommendation on this case due to lack of countywide or intermunicipal impacts, resulting in a non-action.
- d. County Case 2024-015: Village of Owego, Flood Damage Prevention Law Variance, Village of Owego Board of Trustees; recommended approval with the condition that the Village also obtains a required building code variance from the State Review Board – TCPB voted to recommend approval.

G. Sustainability Management

- 1. NYSDEC & PaintCare program – Dr. Pratt sent an email informing the Legislators of this program and flyers regarding program were distributed at this meeting.
- 2. Clean Energy Program- Fleet Inventory- Dr. Pratt and our intern, Mr. Umiker, met with Mike Brown with the Clean Energy Program to look for opportunities for the County. The County could get up to \$10,000.00 if we complete a fleet inventory. Those funds would be used to purchase electric landscaping equipment, LED bulbs and lights.
- 3. Tioga County Debris Management Plan update- Dr. Pratt met with Mr. Hammond and Ms. Cornelius regarding updating this plan in 2025 and they were in support of doing this. FEMA would also have to approve. This would allow the county to obtain debris management contracts in the event there was a major flood event.
- 4. 2024 YTD
 - a. Paid to Broome County

	2024	2023
i. HHW=	\$2,069.50	\$12,925.50
ii. E-Waste=	\$280.35	\$6,000.05
 - b. Towns/County(EWaste)= \$522 \$679.68

V. PERSONNEL

- A. PT Office Specialist II position – Karen Warfle’s last day was May 24th.
- B. Economic Development Specialist unfunded position- Ms. Woodburn is proposing to fill the unfunded/unfilled Economic Development Specialist position instead of filling the Part-Time Office Specialist II position. Ms. Woodburn spoke to Ms. Parke and Mr. Bailey regarding this proposal. With the recent changes in the department there is enough in the budget to allow this to happen. No additional funds will be needed. Ms. Woodburn would like to bring a resolution forward next month as well as a proposed work chart. This committee was in agreement.

VI. RESOLUTIONS

- F04-Appoint Member (S Davison) to the Tioga County Planning Board
- F05-Appoint Member (K Snyder) to Ag and Farmland Protection Board
- F06-Adopt Tioga County Multi-Jurisdictional Hazard Mitigation Plan Update 2024
- F35-Appoint JCase to the TCPDC Board
- F36-Set Public Hearing for 2024 CDBG Public Facilities Grant

After reviewing the above resolutions, Ms. Woodburn asked this committee for support to move the resolutions forward. The vote to support the above resolutions follows:

Legislator Roberts - yes

Legislator Flesher – yes

Legislator Ciotoli - yes

VII. PROCLAMATIONS- N/A

VIII. ADJOURNMENT

With no further topics of discussion or questions, the meeting was adjourned at 2:10 P.M.

Respectfully Submitted,

Linda Sampson

Administrative Assistant Economic Development & Planning