

LITTLE FALLS URBAN RENEWAL AGENCY
Minutes of the Wednesday, February 25th, 2026 Board Meeting

Mayor Deborah Kaufman
Jacob Manning, Executive Director

Board Members:

Joan Carrig
Rose McEvoy
Jill Blauvelt
Stan Dickson
Kip LaQue

Others Present:

Jim Thatcher – C.T. Male (Remote)

I. Call to Order

Pledge of Allegiance

Mr. Manning called the meeting to order at 8:15AM

II. Approval of Minutes

Minutes for January 14th, 2026 were disbursed for review prior to this meeting. Motion to approve January 14th, 2026 meeting minutes made by Ms. Carrig, seconded by Mr. LaQue. Ayes all.

III. General Operations

Mr. Manning discussed that in order to complete the return of the Canon printer, a nominal freight carrier would need to pick up and deliver the printer to Virginia. An offer was made by BME to return the printer per Canon's specifications and guidelines for the sum of \$375. It was ultimately decided that this fee is nominal; Based on current understandings of increasing freight / shipping costs, and because proper palletizing and overall safe transport in compliance with Canon's guidelines is paramount. Motion to approve \$375 expense to return printer through BME made by Mr. LaQue, seconded by Ms. McEvoy. Ayes all.

IV. Financials

Check register in QuickBooks and online banking portal were compared with most recent bank statement. All in balance, with matching transactions. Approval of operating account balances made via Board signatures on bank statement.

V. Old Business

Program update given by Mr. Thatcher & Mr. Manning:

- **Downtown Improvement Grant Fund (DIGF) (DRI):**
 - Pilates Contrology - 608 E Main St (De Clermont Forteza): Awaiting response / direction from Owner in order to proceed with full application to the State.
 - Little Falls Dental – 513 Garden St (Dr. Yallowitz): Awaiting reimbursement drawdown from HCR. Draw paperwork submitted. LFURA and Mr. Thatcher in active communication with HCR to complete this timely.
 - Body Siense - 48-54 W Main St (Dirienzo): Recent reconnection with Owner; back to considering contractors. LFURA and C.T. Male to assist with procurement of potential bids from qualified masonry contractors.
 - Lock 17 Bar - 16 W Main St (Scherer): Needs one additional lead-based paint quote; draft grant documents have been prepared for Phase 2 of project.
 - Little Place on Main - 22 W Main St (Bowman): Potential environmental concerns continue to hamper progress. Communications are ongoing with Owners and C.T. Male so as to ensure compliance with State assurances. Consider adjusting project scope to FF&E as a possible workaround.
 - Shoppers Square – 625 E Main St (TRB Associates): Ongoing discussions where Owners may opt for to conduct their own updated Phase I ESA to comply with HCR environmental checklist.
 - 5 Axis -20 W Main St (Stone): Ongoing discussions regarding potential environmental on a larger project vs. FF&E.
 - Mr. Manning to coordinate with City Engineer and Codes regarding 5 Axis & LPOM potential need for Phase II, or whether there are prior studies available which would assist in environmental compliance checklist for HCR.
- **New HOME Grant Award**
 - Subrecipient Agreement draft prepared and sent to HCR to formalize relationship between City and LFURA.
 - Procurement is needed for (3) service providers; Program consulting, LBP testing, Real estate Market Assessment. LFURA to coordinate with City Engineer to create and disseminate RFP appropriately.

- Application Packet prepared and will be distributed to 100+ applicants, likely in March pending contractor and consultant selection.
- LFURA and City recently filed reports on audit compliance and MBE and WBE contract activity and are up to date with HCR.
- **Additional items:**
 - Mr. Manning to continue communications with MVCAA regarding discontinued T-HIP pilot program transitioning to VRP, through which the City may benefit.
 - Mr. Manning to explore Mohawk Valley Historic Rural Revitalization Grant Program – which may be useful for necessary City Hall masonry repairs.
 - FAST NY – Pre-application submitted to ESD for consideration of former Quarry to potentially create shovel-ready site. Continue to monitor status.
 - Mr. Manning to collaborate with City on potential FY2027 Congressional Appropriations options / applications.

VI. New Business

No new business was brought before the Board.

VII. Adjournment

Motion to adjourn made by Ms. Blauvelt at 9:30AM, seconded by Ms. McEvoy. Ayes all.

Respectfully Submitted,

By:

A handwritten signature in blue ink, appearing to read "Jacob Manning", with a large, stylized flourish extending from the end of the name.

Jacob Manning
Director, Little Falls Urban Renewal Agency

The next meeting is scheduled for Wednesday, March 25th, 2026 at 9:00AM at City Hall.