LITTLE FALLS URBAN RENEWAL AGENCY

Minutes of the Wednesday, August 19th, 2026 Board Meeting

Mayor: Deborah Kaufman - Present
Executive Director: Jacob Manning - Present

Board Members:

- Joan Carrig - Present
- Rose McEvoy - Present
- Jill Blauvelt – Present
- Stan Dickson - Present
- Kip LaQue - Present

Others Present:

- Jim Thatcher — C.T. Male (remote)
- Butch Staffo

I. Call to Order / Pledge of Allegiance

Mr. Manning called the meeting to order at 8AM

II. Approval of Minutes

Minutes for July 22nd were disbursed for review prior to this meeting. Motion to approve July meeting minutes with minor clerical adjustment made by Ms. Carrig, seconded by Ms. Blauvelt. Ayes all.

III. General Operations

Mr. Manning provided update on NYS ABO / Comptroller prior request on June 5th, 2026 for full audited financials from LFURA. Discussion that costs associated with such financial audit would be prohibitive for LFURA. ABO has given a 90-day window to respond to their request; A deadline which is calculated to be September 3rd, 2026.

In a desire to (a) comply with the request, and (b) not unduly burden LFURA, steps were taken, such as having the City's outside accounting firm, Bonadio, write a letter to ABO explaining the situation. Bonadio's July 15th, 2026 letter to ABO supports relief for ABO's full financial audit requirement, due to LFURA's relatively small revenue and budget. This agency will comply and cooperate with all requests for further information to the extent feasible. Bonadio letter pending State ABO response.

> **Update:** To date, there has been no response from NYS ABO regarding this matter. Mayor Kaufman mentioned she has received preliminary estimates from accounting firms regarding this matter, however no formal pricing has been discussed. Discussions ongoing in order to remain in compliance.

IV. Bills

Discussion regarding recent transactions

- No new bills were received by LFURA in the prior period.
- LFURA received $1,500 project delivery soft-cost from Scherer / Lock 17 project – and subsequently paid remaining aging balance of C.T. Male invoice for HOME grant (successful) application.

V. Financials

Check register in QuickBooks and online banking portals were compared with the most recent bank statement. All in balance.
Motion to approve financial standing and register made Mr. LaQue, seconded by Mr. Dickson. Ayes all.

VI. Old Business

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

Downtown Improvement Grant Fund (DIGF) (DRI):

- **Pilates Contrology — 608 E Main St (De Clermont Forteza):** Pilates equipment FF&E approved; pending final signed agreement from Owner, soft costs to City, and purchases.
  Update: The Board agreed that Mr. Manning to give firm deadline within which Pilates will need to show good faith efforts and progress signing documents, and purchasing equipment. Without this, funds may have to be reallocated to other viable projects.
- **Lock 17 Bar — 16 W Main St (Scherer):** Phase II interior renovations / LBP / HVAC underway. Soft costs to City, LFURA has received $1,500 proceeds for project delivery.
- **Little Place on Main — 22 W Main St (Bowman):** Exterior wall / window project stalled due to potential environmental concerns. Potential pivot to FF&E unlikely as Owners do not have significant identifiable need at this time for additional FF&E.
  Update: Mr. Manning and Mr. Thatcher were informed by HCR that ESA costs (including mitigation systems, if necessary) may be eligible for 80/20 split under this grant. Further, ESA costs may be able to be fully reimbursed by HCR in certain circumstances. Details forthcoming as to how this may impact viability of project.
- **Shoppers Square — 625 E Main St (TRB Associates):** New roof renovation project pending NY HCR approval. HCR asked for revision as "not transformative". Pending revised scope. Meetings with HCR for clarity forthcoming.
  Update: Initial revised scope which included significant grounds work was deemed insufficient from NYS HCR, who suggested façade or other improvements to the building itself. Mr. Manning and Mr. Thatcher met with TRB owner and discussed potential options to satisfy HCR's requirements. A third scope has been developed which includes large murals, etc. Community input is strongly encouraged, and TRB has already made plans to coordinate / collaborate with nearby institutions, colleges, etc, in order to garner stakeholder feedback, support, and buy-in. The proposed mural work may prove to a significantly costly addition, which LFURA and the City may collaborate with HCR to request an increase in the maximum $100,000 grant amount for this project in order to maintain project viability and overall impact.
- **5 Axis — 20 W Main St (Stone):** Building expansion stalled due to potential site environmental concerns; Discussed pivot to FF&E for potential tire balancing machine for new auto shop.
  Update: Similar to adjacent Little Place on Main, the Board was informed that environmental mitigation systems, if applicable, may qualify for reimbursement through DRI grant. It was further discussed that there may be an opportunity to collaborate with both adjacent businesses in order to secure environmental signoff, whereupon grant funding can be further explored with HCR.
- **Former Evening Times — 347 South Second St (Jeffrey St. Louis):** May need to pivot project to FF&E due to potential site environmental concerns that arose during review process.
  Update: Mr. Manning met with Mr. St. Louis and Herkimer IDA and discussed options to proceed with proposed capital renovation work. LFURA reiterated that HCR requires a

qualified environmental professional signoff in order to consider capital projects. Herkimer IDA mentioned that they may have an environmental review from prior owners, however after searching, there were no such records. Mr. St. Louis to consider options on whether to proceed with ESA out of pocket -or- IDA may be able to assist with some of the up-front costs associated with environmental assessments. It was further determined that that IDA may be receiving an EPA grant later this year, which purportedly may be able to cover some – if not all – ESA costs.

- **American Legion – 100 W Main St (Randall):** New roof renovation project pending NY HCR approval of project scope. HCR asked for revision as "not transformative". Revisions pending.
  Update: Revised scope to include soffits and lighting and exterior shingle work, in addition to already proposed roofing project. Mr. Thatcher and Mr. Manning coordinating with Mr. Randall to make good faith efforts to solicit multiple quotes from various local MWBE's in order to submit full packet to HCR for preliminary approval.

NYS FY2025 HOME Grant (SHARS 20253094):

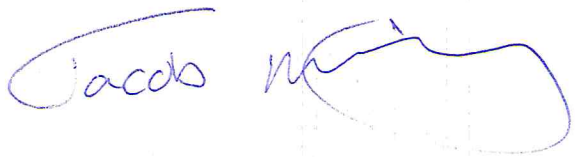
- Mr. Manning submitted application for Green Small Building Grant as an add-on to the HOME grant on July 9th, 2026. Receipt of GSB application confirmed by HCR on July 16th.
  Update: Mr. Manning was pleased to report **successful grant application and award of $125,000 through Green Small Building Grant program.**
- Mr. Manning to work with Mr. Thatcher and others to refine and compile spreadsheet of applicants for Board selection / prioritization in upcoming meetings.
  Update: Several applications have been processed and additional application processing to follow. Mr. Manning recognized the importance of expediting this process, as many homes and applicants within the City are in varying need for revitalization, safety upgrades, etc. It was determined by the Board that Mr. Manning has permission and authorization to continue vetting applicants, and involve Mr. Staffo, as well as Mr. Thatcher as needed on these projects without formal Board approval at this early stage. The Board recognized a need for LFURA discretion in applicant preliminary vetting, with the understanding that Board approval will be needed prior to grant funding commitment.

VII. New Business

No New Business was brought before this Board.

VIII. Adjournment

Motion to adjourn made by Mr. LaQue at 9:15AM, seconded Ms. Carrig. Ayes all.
Respectfully Submitted,



Jacob Manning, Director — Little Falls Urban Renewal Agency
The next meeting is scheduled for September 30th , 2026 at 8:15AM at City Hall.