LITTLE FALLS URBAN RENEWAL AGENCY

Minutes of the Wednesday, September 30th, 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:

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

I. Call to Order / Pledge of Allegiance

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

II. Approval of Minutes

Minutes for August 30th, 2026 were disbursed for review prior to this meeting. Motion to approve August meeting minutes made by Ms. McEvoy, seconded by Ms. Carrig. Ayes all.

III. General Operations

Mr. Manning provided update that all ABO / OSC reports have been successfully uploaded to the portal, in order to remain in full compliance with fiscal responsibility obligations. Mr. Manning updated the Board on continued financial strain within LFURA. Motion to explore LFURA dissolution options made by Mr. LaQue, seconded by Mr. Dickson. Ayes all.

IV. Bills

Discussion regarding recent transactions

- No new bills were received by LFURA in the prior period.

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. Dickson, seconded by Ms. McEvoy. Ayes all.

VI. Old Business

Program update given by 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.
  September update: LFURA met with Nannette & Michael as well as Heather & Reilly from MVEDD. Discussions re: how to move forward with the existing grant award, and whether MVEDD can assist with GAP financing. An application for GAP financing has not been received yet. LFURA, Nannette, and MVEDD to continue to collaborate to see this project to completion.

- **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.
  September update: LFURA and Mr. Thatcher will continue to work to closeout this project through HCR. Final drawdown forthcoming.

- **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.
  Prior 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.
  September update: Owners unlikely to move forward with environmental assessments due to prohibitive costs, as well as uncertainty with whether the prohibitive costs would even amount to a successful grant award.

- **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.
  Prior 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.
  September update: Third revised scope including roof and mural received negative project eligibility determination from HCR, for again being “not transformative”. LFURA discussed with Owner. LFURA subsequently made multiple attempts to contact HCR, eventually resulting in additional clarity that HCR does not want to allocate funds to roofs. Mr. Manning discussed the Scherer / lock 17 roof which was approved and awaiting drawdown, as well as Randall / American Legion roof being preliminarily approved by HCR. LFURA & City will continue to follow up and explore any potential

options with HCR to try and move this impactful project forward.

- **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.
  Prior 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.
  September Update: Owners unlikely to move forward with environmental assessments due to prohibitive costs, as well as uncertainty with whether the prohibitive costs would even amount to a successful grant award.

- **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.
  Prior 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.
  September Update: Holding pattern pending environmental clearance. Jeff to communicate with HCIDA, and LFURA to assist as needed.

- **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.
  Prior 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.
  September Update: progress continuing with bid solicitation, project preliminarily approved by HCR, work to begin in coming months.

Mr. Manning & Mr. Thatcher to explore / engage in solicitation of final round of DRI projects over the coming months in order to successfully close out the Small Projects Fund.

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.

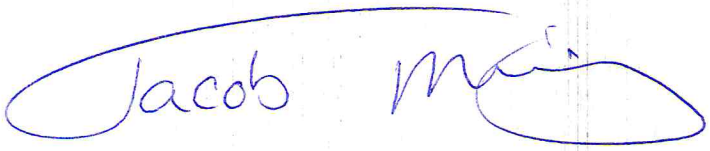
Update: Several applications have been processed and additional application processing to follow. Mr. Manning recognized the importance of expediting this process, as many homes and applicants within the City are in varying need for revitalization, safety upgrades, etc. It was determined by the Board 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.
September update: Mr. Manning will continue to work on the first file review for HOME grant, as well as reach out to interested parties to engage them in resubmitting additional documents, as previously received documents have become stale, as they are over 6 months old in some cases. First administration drawdown to be submitted to HCR in coming months.

VII. New Business

No New Business was brought before this Board.

VIII. Adjournment

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



Jacob Manning, Director — Little Falls Urban Renewal Agency
The next meeting is scheduled for October 28th, 2026 at 8:15AM at City Hall.