

TENTATIVE AGENDA
VILLAGE OF LIVONIA BOARD OF TRUSTEES
ANNUAL REORGANIZATIONAL MEETING
APRIL 2, 2025

1. Meeting Called to Order
2. Flag Salute
3. Swearing in of Dan and Holly(?)
4. Appointments

Assessor	Lisa Bennett
Attorney for the Village	Law Office of Peter Skivington
Board Secretary	JoAnn Weber
Clerk/Treasurer	Cynthia Pfeifer
Deputy Clerk	Colleen Hay
Deputy Mayor	William Kurtz
DPW Foreman	Christopher Hoffmann
Marriage Officer	Cal Lathan
Official Village Newspaper	Livingston County News
Our Artists in Residence	Kate Chesbro and family (Jack & Vivian)
Our Poet Laureate	Beth Ely Sleboda
Parking Enforcement	JoAnn Weber
Planning/Zoning and Code	Adam Backus/Julie Holtje
Village Depositories	Community/Canandaigua National
Village Engineer	Rick Henry (CPL)
Web Master	Robert Deming at GVWebMarketing

5. Procedural Resolutions

- (A) Regular Board Meetings** will be scheduled for the fourth Wednesday of each month at 7 PM.
- (B) Special Meetings may be called** by the Mayor or a majority of the Board Members. If time allows, a legal notice will be placed in the designated newspaper. Otherwise, notices will be posted in three locations in the Village and on the Village Website. Board Members will be notified of the meeting by phone or email from the member(s) calling the meeting.
- (C) Authorization for advance approval** of claims for the following charges: Postage, Freight & Express charges, Public Utility Services, Petty Cash, and Insurance Premiums.
- (D) Establishment of Petty Cash Fund and Designation of Custodians**
In accordance with Section 5-526 of the New York State Village Law, the Board of Trustees of the Village of Livonia hereby establishes the following petty cash funds: General Fund—\$100.00.
- (E) Mileage Allowance** will be established at the rate of \$.70 per mile.
- (E) List of Official Holidays for the 2025-2026 fiscal year:**

New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day. The three (3) floating holidays will take place at Thanksgiving, Christmas, and Easter.

(F) Conferences and Training Sessions:

During the coming official year, the following meetings will occur:

- 1) NYCOM conducts Annual Meetings for municipal officials.
- 2) Training School for Fiscal Officers and Municipal Clerks conducted by NYCOM and NYS Department of Audit and Control.
- 3) Public Works Training School, conducted by NYCOM.
- 4) Main Street Conference, conducted by NYCOM.
- 5) The Village Board will determine other appropriate meetings.

The Board of Trustees believes that attendance of municipal officials, employees or members of Village Committees (who are neither Board members or employees) at one or more of these meetings, conferences, or schools benefit the Village.

(G) Personnel authorized to sign checks, open accounts, and make savings withdrawals:

Cynthia Pfeifer, Christopher Genthner, William Kurtz

(H) The regular Village Office hours will be Monday through Thursday from 9 am-1 pm.

The Board of Trustees appoints the Village Clerk/Treasurer and the Deputy Clerk as custodians of the petty cash accounts for the 2025-2026 fiscal year. The petty cash funds and the designation of custodians will be re-established each year at the annual meeting of the Board of Trustees.

These funds will be operated according to the following criteria:

- 1) Expenditures will be made only for payment, in advance of audit and upon receipt of properly itemized bills for materials, supplies, or services furnished to the Village and upon terms calling for cash payment to the vendor upon delivery. Expenditures from the petty cash will not exceed \$25.00. Sales tax will not be reimbursed.
- 2) A list of expenditures made from the petty cash account, along with the bills that support these expenditures, must be presented periodically to the Board of Trustees for audit. The Board must then instruct the Village Treasurer to reimburse the petty cash account from the appropriate budgetary item equivalent to the audited bills. If any bills, or portions thereof, are disallowed upon audit, the personal liability rests with the petty cash accounts from which the payment was made. The custodian shall promptly reimburse the petty cash account for the amount disallowed.

6. Village Committees:

- Art Park – Calvin Lathan, Kathy O'Neil, Laura James, Betsy Kurtz
- Autumn in the Village – Cara Stewart, JoAnn Weber, Holly Kubrich, Christopher Hoffmann, Colleen Hay
- Budget & Finance – Cynthia Pfeifer, Christopher Genthner, William Kurtz
- Christmas in the Village – Christopher Hoffmann, Daniel Coon, Chandra Downs, Holly Kubrich, Annette Meade, Colleen Hay
- Conesus Lake Watershed – William Kurtz
- Economic Development – William Kurtz, Christopher Genthner, Holly Kubrich
- Joint Fire District – William Kurtz, Daniel Coon

- Library – Christopher Genthner, Annette Meade
- National Grid – Christopher Hoffmann, Calvin Lathan, Christopher Genthner
- Newsletter – Colleen Hay, Christopher Genthner, Annette Meade
- Parks and Recreation – Christopher Genthner, William Kurtz, Christopher Hoffmann, Holly Kubrich
- Personnel – Christopher Genthner, William Kurtz
- Public Safety (Parking/Traffic) – JoAnn Weber, Colleen Hay, Christopher Hoffmann
- Public Works – Christopher Genthner, Christopher Hoffmann
- Refuse/Recycling – Christopher Genthner, Annette Mead, Christopher Hoffmann
- Trails – Christopher Genthner, Robert Dewey, Calvin Lathan
- Tree Program – Christopher Hoffmann
- Unity Task Force – Annette Meade, William Kurtz
- Website – Colleen Hay, Christopher Genthner, JoAnn Weber

7. Pay bills Claims # - Total Amount \$

8. Approve minutes from 3/26/2025

9. County Downtown Program Agreement
-Village/County gathering at the Big Tree

10. Continue Budget Discussion

11. Saturday Protest Gathering

12. Reports
a. Autumn in the Village