

AGENDA

VILLAGE OF LIVONIA
Regular Board Meeting
Board of Trustees
September 8, 2021

1. Open Session

2. Approve Minutes – August 11, 2021

3. Pay Bills

Claims #69-76; \$12,640.64

Claims #77; \$149.54

Claims #78-90; \$9,042.75

4. Computer Software Upgrade (Cindy/Rhonda)

5. LCWSA/VILLAGE....continue the discussion (concept of Unit and more)

6. NEW MURAL...we need some creative discussion....ECO DEV is looking for our role in this project....(NO motions...discussion)

7. REPORTS/aka “odds & ends”.

7.1 Covid Funds (Cindy)

7.2 Habitat (Chris H. Cal)

7.3 ROW Lake Glen (Chris H)

7.4 Detention Pond on Sunset Drive (Chris H/Cal)

7.5 Zombies (83 Big Tree St & 13 High St)

7.6 Intermunicipal Agreement Town/Village (Chris H)

7.7 Rehab corner of Big Tree St/East Avenue/Shelly Rd

7.8 Library parking lot (Chris)

7.9 Refuse (Cal)

7.10 Unity Task Force (Annette/Bill)

{Agenda Items 5, 6, 7 are a way for each of us to stay informed....an attempt at transparency}

8. Adjournment

Village of Livonia
Board of Trustees
September 8th, 2021

Present: Mayor Cal Lathan, Cindy Pfeifer, Dan Coon, Chris Hoffmann, Chris Genthner and Annette Meade.

Excused: Bill Kurtz.

Mayor Lathan called the meeting to order at 7:00 pm.

M/2/C (C. Genthner, C. Lathan) to approve the minutes from the August 11th, 2021 meeting. Passed 4 to 0. The comment was made that the Bowen Park Subdivision Contractor has withdrawn the proposal to build. The property is back on the market.

M/2/C (D. Coon, C. Genthner) to approve the payment of claims # 69 to # 90 in the amount of \$21,832.93. Passed 4 to 0. Claim # 84, made payable to the Diesel Shop, in the amount of \$4,843.03 was for the installation of a new turbo charger and actuator for the 2006 truck.

Computer Software Upgrade

M/2/C (C. Genthner, A. Meade) to approve the new software quote from the Williamson Law Book Company. Passed 4 to 0. Please find this information attached. The Williamson Law Book Company offers material to NYS municipalities. Programs that the Village of Livonia will use are Municipal Accounting and Budget Preparation, Municipal Payroll Software and Highway Superintendent Software. All programs include Disaster Recovery Protection and on-line, offsite program back up. Training and support services are available. Some hardware will come from Hurricane Technologies. Annual upgrades will be included.

Livingston County Water & Sewer Authority and the Village of Livonia

Mayor Lathan informed the Board that he had a conversation with Jason Molino regarding the letter that Village residents received from the Water Authority. C.E.O. Molino asked Mayor Lathan if Village residents had questions about the

concept of Units. The Mayor replied yes, the Village residents needed more information.

The Village Board was told that LCWSA has sent the Village the first payment of \$40,000. Also received was \$54,000 for the Shelly Road, Meadow Drive Project.

A New Mural at the Field Parking Lot

Bill and Betsy Kurtz will help lead this project. Mayor Lathan said that the wall measures 74' long by 25' in height. Chris Hoffmann suggested the possibility of advertising for groups to design and paint sections of the building. Half of the Field Parking Lot would need to be closed for this artwork. The Village will supply scaffolding and supplies. Annette Meade asked if money from Louise Wadsworth could be used as a stipend to the artists to entice them to participate in this project. Dan Coon suggested something patriotic. The Walk for Art will be held in Livingston County during August of 2022.

REPORTS

Covid Funds

After reviewing the extensive amount of information provided, Cindy Pfeifer discussed several areas that would be acceptable to use the Covid Funds for:

- *** repaving the road after the LCWSA project at Shelly Road & Big Tree.
- *** cyber security fees and working remotely.
- *** upgrade parks to encourage people to be outdoors, upgrade playgrounds.

December 2024 is the deadline for using the Covid Funds.

Habitat for Humanity

Dan Dimpfl from Habitat for Humanity contacted Mayor Lathan. The winner of this years raffle, (a childs play house), needed help with the delivery to E. Lake Road. Chris Hoffmann, Andy Wolfanger and Dave Proctor helped unload and place this play house successfully.

Right-of-Way at Lake Glen

The owner of the apartment complex is adding on to the dumpster area. This new addition blocks the Village access to the easement for the creek. Attorney Peter Skivington stated that the Village is responsible for maintaining the pipe that goes under the road at Lake Glen. It is not necessary for Village employees to mow the creek area. Attorney Skivington will follow up with a legal document.

REPORTS continued

Detention Pond on Sunset Drive

The area behind Jason Molino's home has a drainage pipe for stormwater. Mr. Molino would like to install fencing around his yard. He has asked that the berm and drainage pipe area be cleaned up. There was some contractor's debris near the pipe. The Village is responsible for maintaining this space. Chris Hoffmann mentioned that the clean-up was completed in one day.

Zombie Homes located at 83 Big Tree and 13 High Street

M/2/C (Chris Genthner, D. Coon) to approve the letter written to Kathleen Moran about the disrepair of the home she owns at 83 Big Tree. Passed 4 to 0. Please find this letter attached.

The Village DPW mowed the lawn at 13 High Street once. Mowing has been turned over to Cook's. This property may be going into foreclosure.

Intermunicipal Agreement between the Town of Livonia and the Village of Livonia. An Intermunicipal Agreement has not been received yet regarding lawn care and sidewalks.

Rehab at the corner of Big Tree Street/ East Avenue/ Shelly Road.
Anticipated work should be done this Fall.

Library Parking Lot

Library Director, Frank Sykes has applied for a grant for the Parking Lot.

Refuse

The apartment house at 69 Big Tree has had excessive garbage at the road. A call was placed to Debbie Shanks to pick up the refuse and send a separate bill to the owner.

The United Methodist Church Thrift Shop has requested an on – site dumpster. Currently they have 3 large totes. The Church on Summers Street has a dumpster. The Board would like the Thrift Store to use the dumpster at the Church.

Unity Task Force

Annette Meade has sent an email to the Unity Task Force members to schedule the next meeting.

M/2/C (C. Genthner, A, Meade) to adjourn the Village Board Meeting at 8:05 pm.
Passed 4 to 0.

Respectfully Submitted,

Jo Ann Weber

I n v o i c e A u d i t J o u r n a l
V i l l a g e o f L i v o n i a

tran	line	undr	po	invoice	claim	date	due	s	description	debit	credit	amount
unallocated												
004470	00182			0000011532	78	08/19/2021	08/19/2021		FRONTIER			
	0001								N Frontier:OfficePhone/Internet	1620.400-A	0600.000-A	126.25
	0002								N Frontier:CaragePhone	5132.400-A	0600.000-A	61.72
									invoice total:			187.97
004471	00280			0000011533	79	09/07/2021	09/07/2021		NATIONAL GRID			
	0001								N OutdoorStreetLightingAugust202	5182.400-A	0600.000-A	1,227.12
	0002								N Grovest.- Outlet 1	5182.400-A	0600.000-A	20.24
	0003								N Churchst.- Outlet 2	5182.400-A	0600.000-A	20.93
	0004								N 12th.Mainst.- Outlet 3	5182.400-A	0600.000-A	20.93
	0005								N BowenPark	7110.400-A	0600.000-A	40.71
	0006								N CommunityPark	7110.400-A	0600.000-A	42.25
	0007								N VoslerPark	7110.400-A	0600.000-A	70.98
	0008								N ArtPark-26Mainst	7110.420-A	0600.000-A	53.69
									invoice total:			1,496.85
004472	00303			211946	80	08/30/2021	08/30/2021		PENNY LANE PRINTING			
	0001								N PennyLane:2021FallNewsletter	1670.410-A	0600.000-A	220.00
									invoice total:			220.00
004473	00330			8130128	81	09/01/2021	09/01/2021		SHANKS ENTERPRISES INC			
	0001								N Shanks:Cleanup-69BigTreeStreet	8160.400-A	0600.000-A	55.00
									invoice total:			55.00
004474	00336			303439	82	08/23/2021	08/23/2021		SMITH LUMBER CO INC			
	0001								N Miscellaneous-BowenPark	7110.400-A	0600.000-A	592.42
									invoice total:			592.42
004475	00387			2907288531	83	08/18/2021	08/18/2021		STAPLES CREDIT PLAN			
	0001								N Staples:DeskCalendar/PTowels	1620.400-A	0600.000-A	69.98
									invoice total:			69.98
004476	00623			51252	84	08/30/2021	08/30/2021		THE DIESEL SHOP			
	0001								N DieselShop:Repairs-2006Truck	5110.420-A	0500.000-A	4,843.03
									invoice total:			4,843.03
004477	00640			0000011534	85	09/07/2021	09/07/2021		TIAA COMMERCIAL FINANCE INC			
	0001								N TIAA:XeroxVersalinkContract	1670.400-A	0500.000-A	129.00
									invoice total:			129.00
004478	00366			200487705	86	08/09/2021	08/09/2021		TRACTOR SUPPLY CREDIT PLAN			
	0001								N TracSupply:Pump4/8Rollers	5110.410-A	0500.000-A	159.99
									invoice total:			159.99

09/08/2021 11:12

Invoice Audit Journal
Village of Livonia

Rhonda Page: 2

tran	line	undr	po	invoice	claim	date	due	s	description	debit	credit	amount
004479	0001			9886932043	87	08/23/2021	08/23/2021		VERIZON WIRELESS	1210.400-A	0600.000-A	31.28
									N Verizon:CellPhone-Mayor			31.28
									invoice total:			
004480	0001			935919	88	08/10/2021	08/10/2021		LOWE'S COMPANIES INC	7110.400-A	0600.000-A	266.69
									N Lowe's:PaintforBowenPark			266.69
									invoice total:			
004481	0001			0000011535	89	08/04/2021	08/04/2021		CARDMEMBER SERVICES	5132.200-A	0600.000-A	209.00
									N Amazon:PalletForks			58.36
									N Amazon:BasketBallNet-BowenPark			36.76
									N Schwaab:DatePAID-VillageTaxes			285.46
									N HarborFreight:Miscellaneousite			589.58
									invoice total:			
004482	0001			233844	90	08/31/2021	08/31/2021		HONEYE FALLS NAPA	5110.420-A	0600.000-A	400.96
									N NAPA:MiscellaneousItems			400.96
									invoice total:			
									total:			9,042.75
									final total:			9,042.75

A b s t r a c t o f A u d i t e d V o u c h e r s

V i l l a g e o f L i v o n i a

September 1, 2021

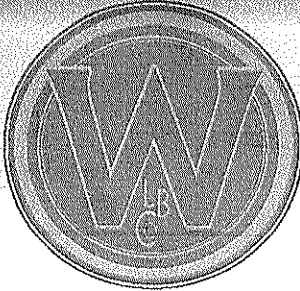
claim	claimant	account	amount
77	US POSTAL SERVICE	1670.410-A	149.54
	vendor total:		149.54
77	claim number total:		149.54
	abstract total:		149.54

Abstract of Audited Vouchers

Village of Livonia

August 25, 2021

claim	claimant	account	amount
69	ALLIANCE DOOR & HARDWARE	5132.410-A	397.95
	vendor total:		397.95
69	claim number total:		397.95
70	AMAN ROOFING	7110.400-A	2,080.00
	vendor total:		2,080.00
70	claim number total:		2,080.00
71	BLOOMFIELD ELECTRIC SUPPLY IN	5132.410-A	298.54
	vendor total:		298.54
71	claim number total:		298.54
72	EXCELLUS HEALTH PLAN-GROUP	9060.800-A	3,023.20
	vendor total:		3,023.20
72	claim number total:		3,023.20
73	EXCELLUS BLUECROSS BLUESHIELD	9060.810-A	144.95
	vendor total:		144.95
73	claim number total:		144.95
74	HANSON AGGREGATES INC	5110.450-A	347.66
	vendor total:		347.66
74	claim number total:		347.66
75	RG&E	1620.400-A	18.41
		5132.400-A	18.89
		7110.400-A	19.37
	vendor total:		56.67
75	claim number total:		56.67
76	SHANKS ENTERPRISES INC	8160.400-A	6,291.67
	vendor total:		6,291.67
76	claim number total:		6,291.67
	abstract total:		12,640.64



WILLIAMSON

Established 1870

NYS Municipal Software Programs

Since 1870, Williamson Law Book Company has been offering printed materials to New York State municipalities. In 1985, we began developing software to meet our NYS customers' increasing need for technologically advanced systems. With high quality software and exceptional customer service and support, Williamson has successfully installed over 2,200 programs throughout New York State. **All programs include Disaster Recovery Protection, our on-line, offsite program backup feature, at no additional cost.** Williamson Law Book Company is proud to be the leading New York State company specifically specializing in New York State Municipal Software.

Municipal Accounting and Budget Preparation Software

Designed to meet the needs of NYS municipal accountants, bookkeepers and clerks, this program is a full-featured fund accounting system designed to meet the Generally Accepted Accounting Principals (GAAP) required by the NYS Comptroller. A multitude of tools and features along with multiple generated and customizable reports make daily, monthly and annual reporting a simplified process. Save time and money by uploading your WLB Municipal Accounting Program's AUD Report directly into the NYS Comptroller's website. Truly, the only bookkeeping program your municipality needs!

Municipal Payroll Software

The Payroll Software Program is a complete NYS Municipal payroll management system that maintains all payroll, tax and NYS Retirement information in addition to automatically calculating and printing payroll checks. The program allows the user to produce and e-file all state and federally required forms and it allows employee specific customization. A complete program designed for keeping payroll in house while realizing substantial savings from outsourcing. Avoiding double entry, a single click will upload posted payroll into the WLB Municipal Accounting Program directly into each ledger account.

Town/Village/City Clerk Software

This software program, created for Clerks, includes a fully automated point of sale and cash book system and provides an easy-to-use and efficient method of recording and tracking all sales and licenses. A complete Dog License module allows for processing new and renewal licenses, notices and lost tag replacements. The software also allows management of vital certificates, bingo/games of chance licenses, local permits, DECALS, marriage licenses, accessible parking permits, vouchers and abstracts. Program seamlessly interfaces with WLB Municipal Accounting Software.

Tax Collection Software

For use by today's Tax Collectors/Receivers, this program allows the user to import property information, prepare necessary reports and automate many everyday tasks. Maximize cost savings by letting our program efficiently process apportionments, corrections, payments, late notices, banking and management of prior years' data along with producing multiple reports and letters that can be customized for your municipality.

Capital Assets Software

Developed according to guidelines published by the NYS Office of the State Comptroller, the Capital Assets Software Program allows for the provisions of GASB Statement 34, allowing municipalities to maintain perpetual inventory records to control their capital assets. The program follows the Local Government Management Guide (LGMG) definitions and recommendations regarding asset depreciation methods and identification.

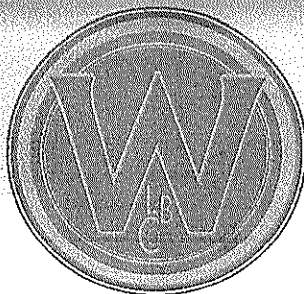
Williamson Law Book Company

790 Canning Parkway Victor, NY 14564

Phone 585-924-3400 Fax 585-924-4153

Email: wlbsales@wlbo.us

www.wlbonline.com



WILLIAMSON

Established 1870

Water and Sewer Billing Software

Created for both municipal and water/sewer authority utility billing clerks, this program allows for customization to reflect rates, penalties, relevy, adjustments, special/add-on charges, and payment schedules. It interfaces with all auto-read meter systems. An optional link on a municipality's website allows credit/debit/e-check payments and is easily imported into the program. Numerous reports are generated, account ledgers posted and provides a wide selection of billing options. Program seamlessly interfaces with WLB Municipal Accounting Software.

Building and Code Enforcement Software

A record keeping system designed to manage a Code Enforcement Officer's time and workload while documenting compliance with Uniform Code regulations. It is a full featured database solution allowing access to building permit, zoning, violation, and all other forms and pertinent information in one easy-to-use database. The program allows images, PDF files, and DOC files to be downloaded and attached to properties as well as the ability to update via RPS. Quick searches and fast reports expedite walk-in requests and board inquiries. A Reminder List allows for viewing uncorrected violations, expiring inspections and permits, and fire inspections due.

BCE Mobile APP

As a companion to our Building and Codes Enforcement Software, the App allows you to take the program out on the road! Mobile APP allows for customized Inspections/Checklists/Alerts-pending violations, permits/Images/Notes in the Field, all with instant synchronization with your program at the office.

Highway Superintendent Software

A comprehensive software program that creates and maintains reports that automates the Highway Superintendent's daily tasks and responsibilities in a user-friendly format. Built-in tools and reports allow detailed tracking of every aspect of project, budget, asset and employee management. Written to meet GASB 34 requirements, it tracks roads, bridges, signs, culverts and other assets for condition inspections and maintenance performed. Let this program aid in increasing efficiency, time management, cost savings and provide accurate reporting.

Online Services & Payment Solutions:

TaxGlance© Lookup

An add-on feature available for our Tax Collection Software, TaxGlance allows residents the opportunity to search, review and print their town/county, village or school tax information from your municipal website. An optional credit card online payment feature is available at no additional cost.

Quick Pay for Clerks

An add-on feature to the Clerk Software Programs, this web-based portal gives the ability to process over-the-counter credit/debit card payments. Also includes an online Dog Lookup function, which allows owners to pay for licenses from home.

Quick Pay for Water & Sewer Billing

A link on a municipality's website allows residents to view and pay their current balance via credit/debit card and e-check. Includes an easy file import into the Williamson's Water & Sewer Billing program, alleviating double entry of payments.

Water & Sewer Email Billing

Save postage and time by allowing residents to securely receive their bill electronically.

Williamson Law Book Company

790 Canning Parkway Victor, NY 14564

Phone 585-924-3400 Fax 585-924-4153

Email: wlbsales@wlbc.us

www.wlbonline.com

9-8-2021

Williamson Law Book Quote

Initial Software Purchase

Acctg & Budget Software	\$ 9,550.00
Payroll Software	\$ 5,995.00
Highway Supt Software	\$ 4,295.00
Total Cost of Software	<u>\$ 19,840.00</u>

Annual Support Fees

Acctg/Budget	\$ 1,595.00
Payroll	\$ 1,295.00
Highway Supt	\$ 1,095.00
Total Annual Support	<u>\$ 3,985.00</u>

Hurricane Technologies

Laptop(Highway Supt)	\$ 1,055.00
Labor for all upgrades	\$ 2,500.00
SonicWall Secure Upgrade w/ site to site VPN	\$ 850.00
Upgraded ethernet ports	\$ 270.00
Battery Backup	\$ 200.00
Windows 10 Pro Upgrade	\$ 110.00
	<u>\$ 4,985.00</u>

Monthly Fees

Proactive Workstation - monitoring of system	\$ 50.00
Cloud Backup	\$ 10.00
Office 365 Backup	\$ 12.00
Microsoft Office 365 Business	\$ 25.00
Website Hosting	\$ 12.00
	<u>\$ 109.00</u>
x 12 months	<u>\$ 1,308.00</u>

Increase budget **\$ 30,000.00**