

AGENDA

VILLAGE OF LIVONIA

Regular Board Meeting

Board of Trustees

Location: Community Park, Doug Welch Pavilion

August 12, 2026

1. Call to Order - Pledge @ 6:30 PM
2. Open Session
3. Approve Minutes – July 15, 2026
4. Pay Bills
 - a. Abstract #3, Claims # 475 - 483, Total \$58,421.87 (Includes easement payment, annual insurance, annual website fee, quarterly fuel, and Casella invoice for residential service. The Village DPW dumpster was not billed, but they should catch that up next month per Cooper Babbitt.)
 - b. Abstract #4, Claims # 484 - 506, Total \$10,236.40
5. Updated Undertaking Resolution for NYS DOT
6. Youth Award Presentation: Sydney Kolodziej (7 PM)
7. Reports and further discussion
 - a. Time Capsule/America 250 Celebration
 - b. TextMyGov update
 - c. Autumn in the Village update
 - d. Summer Newsletter
 - e. Set future meeting dates
8. Adjournment

IMPORTANT DATES:

- 8/18/2026 – 5 – 7 PM – Semi Quincentennial Soiree at Livonia Public Library
- 9/12/2026 - Autumn in the Village

Village of Livonia
Board of Trustees Meeting
August 12th, 2026

Present: Mayor Chris Genthner, Dan Coon, Kelly Strong, Colleen Hay, Chris Hoffmann and Annette Meade.

Excused: Bill Kurtz

Guests: Sydney Kolodziej and Family (Livonia Volunteer Youth Award).

Mayor Genthner called the meeting to order at 6:30 PM.

Approve Minutes

M/2/C (K. Strong, D. Coon) to approve the minutes from the July 15th, 2026 meeting. Passed 4 to 0. There were no comments.

Pay Bills

M/2/C (D. Coon, A. Meade) to approve the payment of claims #475- #483 in the amount of \$58,421.87. Passed 4 to 0. Voucher # 478, made payable to Evans Fox LLP is for the easement to JoAnn Backus, in the amount of \$10,000.

M/2/C (D. Coon, K. Strong) to approve the payment of claims #484 - #506 in the amount of \$10,236.40. Passed 4 to 0. Voucher #490, in the amount of \$820.00, was made payable to Rentals to Go for the "Port-a-Potties" for Autumn in the Village.

Updated Undertaking Resolution for NYS DOT

This agreement refers to occasional installation, construction or maintenance performed by New York State Department of Transportation. Please find the Undertaking for the benefit of The NYS Department of Transportation form attached.

M/2/C (A. Meade, D. Coon) to agree to the terms and conditions (# 1-5) regarding operations and/or actions undertaken in the State right-of-way as outlined in the full Undertaking agreement, for the benefit of the NYS Department of Transportation (fully executed copy on file in the Village Office). Passed 4 to 0. This form will be signed by Chris Hoffmann. Signed by Dennis Palmer in 2013.

Reports

Time Capsule/America 250 Celebration

Please find 2 attachments. The first attachment discusses How to Make and Bury a Time Capsule. The second attachment is a letter written by Mayor Genthner. Mayor Genthner mentioned that it is not necessary to bury a time capsule. He is in favor of not burying a time capsule to hopefully better preserve the contents. A secure building would need to be used to leave the time capsule in. Items could be displayed at this building. Suggested supplies that are available on Amazon, such as acid free tissue paper, acid free storage bags and silica gel packets would be necessary to help keep items waterproof and airtight.

Livonia Public Library Soiree – August 18th, 2026

This event will be held outdoors for the community. An Americana Celebration with music and delicious treats.

TextMyGov – update

An attachment is enclosed written by Colleen Hay.

Hayley, at the Town of Livonia Office will work with Rob Deming to get the widget on the website. The deadline is September 21st, 2026. They are working on getting phone numbers for zip codes 14487, 14480, 14466, 14435 and 14454. There will be a total of 3 to 4 training sessions. The first session will be tomorrow, (8/13) at 11 AM. For notifications, it is necessary to form groups. Residents can opt-out. The first year will cost \$2,800. The contract is for three years.

Autumn in the Village – September 12th, 2026

The Festival is one month away. Sponsorship money is \$17,475.00. The committee is still working on getting Insurance Certificates – especially from the Food Vendors. The next meeting will be on September 8, 2026.

Livonia Volunteer Youth Award Presentation – Sydney Kolodziej

Trustee Annette Meade read the proclamation to Sydney and her family for receiving the Livonia Volunteer Youth Award. The Board Members congratulated Sydney on this admirable award. Sydney thanked everyone that was involved.

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Reports – continued:

The Livonia Village Newsletter

Summer 2026. The Newsletter will be posted on the Website.

Set Upcoming Village Board Meeting Dates

September 23rd, 2026 at 6:30 PM

October 28th, 2026 at 6:30 PM

November 18th, 2026 at 6:30 PM

December 16th, 2026 at 6:30 PM

Adjournment

M/2/C (D. Coon, K. Strong) to adjourn the Village Board Meeting at 7:15 PM.

Passed 4 to 0.

Respectfully Submitted,

Jo Ann Weber

ABSTRACT OF AUDITED VOUCHERS

GENERAL FUND

VILLAGE OF LIVONIA

LIVINGSTON COUNTY, NEW YORK

DATE OF AUDIT: 07/29/2026

NUMBER 003

TOTAL CLAIMS: \$58,421.87

(Original to Village Treasurer - Duplicate to be retained by Village Clerk or Auditor)

Voucher #	Claimant	Account #	Amount	Check
475	TOWN OF LIVONIA 07162026/WEBSITE MANAGEMENT 8/31/26 - 7/31/27	A1680.400	954.00	7052 07/21/2026
476	ALANDSCAPE & DESIGN 10311609/6 YARDS BULK TOPSOIL	A5410.400	324.00	7053 07/21/2026
477	AMAZON CAPITAL SERVICES 1KF3-FWL V-436V/JEANS/CARGO SHORTS	A5110.400	247.16	7054 07/21/2026
477	AMAZON CAPITAL SERVICES 1KF3-FWL V-436V/SPOTLIGHT/CARGO SHORTS/JEANS/SWEATSHRTS	A7110.400	590.33	7054 07/21/2026
478	EVANS FOX LLP, AS ATTYS EASEMENT/DRAINAGE AND STORMWATER AGREEMENT	A8540.401	10,000.00	7055 07/23/2026
480	CHANLER AGENCY INC 125523/COMMERCIAL PACKAGE INSURANCE RENEWAL	A1910.400	30,670.81	7057 07/27/2026
481	TOWN OF LIVONIA HIGHWAY FUND 2026-9/APR-JUN 2026 GAS/DIESEL	A5110.430	3,923.57	7058 07/27/2026
482	SOUTHERN TIER FIRE EXTINGUISHR 26391/ANNUAL FIRE EXTINGUISHER INSPECTION	A5132.400	137.50	7059 07/27/2026
483	RUPP PFALZGRAF LLC 441030/PROFESSIONAL SERVICES - JUNE 2026	A1420.400	833.33	7060 07/29/2026
Total:			47,680.70	

VILLAGE OF LIVONIA
Abstract of Unaudited Vouchers
REFUSE DISTRICT

Total Claims: \$58,421.87

07/29/2026

Number 003

Voucher #	Claimant	Account #	Amount	Check	Date
479	CASELLA WASTE SERVICES 330054/WEEKLY GARBAGE P/U RESIDENTS	SR8160.400	10,741.17	7056	07/27/202
Total:			10,741.17		

ABSTRACT OF AUDITED VOUCHERS
REFUSE DISTRICT

VILLAGE OF LIVONIA

LIVINGSTON COUNTY, NEW YORK

DATE OF AUDIT: 07/29/2026

NUMBER 003

TOTAL CLAIMS: \$58,421.87

(Original to Village Treasurer - Duplicate to be retained by Village Clerk or Auditor)

Voucher #	Claimant	Account #	Amount	Check
479	CASELLA WASTE SERVICES 330054/WEEKLY GARBAGE P/U RESIDENTS	SR8160.400	10,741.17	7056 07/27/2026

Total:

10,741.17

To the Treasurer of the above VILLAGE:

The above listed claims having been presented to the

Trustees

of the above-named Village, and having been duly audited and allowed in the amounts as shown on the above-mentioned date, you are hereby authorized and directed to pay each of the listed claimants the amount allowed upon his claim appearing opposite his name.

In Witness Whereof, I have hereunto set my hand as

Clerk Treasurer

at

the above Village this

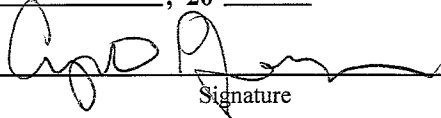
29th

day of

July

, 20

26



Signature

ABSTRACT OF AUDITED VOUCHERS

GENERAL FUND

VILLAGE OF LIVONIA

LIVINGSTON COUNTY, NEW YORK

DATE OF AUDIT: 08/12/2026

NUMBER 004

TOTAL CLAIMS: \$10,236.40

(Original to Village Treasurer - Duplicate to be retained by Village Clerk or Auditor)

Voucher #	Claimant	Account #	Amount	Check
484	EXCELLUS HEALTH PLAN -GROUP 000049372825/HEALTH INS PREMIUMS	A9060.800	3,711.83	7061 08/01/2026
484	EXCELLUS HEALTH PLAN -GROUP 000049375569/DENTAL INS PREMIUMS AUGUST 2026	A9060.810	217.78	7061 08/01/2026
485	TRACTOR SUPPLY CREDIT PLAN 100673668/2.5 GAL TOTAL VEG KILLER	A5110.410	139.99	7062 08/01/2026
486	RG & E 2001-1954-565/NAT GAS/OFFICE	A1620.400	24.56	7063 08/03/2026
486	RG & E 2001-1922-448/NAT GAS/GARAGE	A5132.400	25.44	7063 08/03/2026
487	FEATURED MEDIA 6715570/ARTISTS & CRAFTERS ADS - 7/17 (4 EDITIONS)	A7550.410	295.00	7064 08/05/2026
487	FEATURED MEDIA 6711410/ARTISTS & CRAFTERS ADS - 7/10 (4 EDITIONS)	A7550.410	295.00	7064 08/05/2026
487	FEATURED MEDIA 6699680/AITV SAVE THE DATE - LIVINGSTON 7/10	A7550.410	165.00	7064 08/05/2026
488	HURRICANE TECHNOLOGIES 62689/MANAGED IT SERVICES AUGUST 2026	A1680.400	158.14	7065 08/05/2026
489	CINTAS CORPORATION 9383702272/AED AGREEMENT AUGUST 2026	A5132.400	108.00	7066 08/05/2026
490	RENTALS TO GO 0001999272/SINK STATION/4 STANDARD TOILETS/ 1 HANDICAP TOILET	A7550.410	820.00	7067 08/05/2026
491	HONEOYE FALLS NAPA 356889/SPRAY PAINT - BLACK	A5110.410	6.72	7068 08/05/2026
492	FNBO 05436846203400064661859/WALMART - PLANT FOOD	A5110.410	54.96	7069 08/05/2026
493	LAKELAND CONCRETE PRODUCTS 53621/CATCH BASIN RISERS (2)	A8140.400	602.00	7070 08/05/2026
494	NATIONAL GRID 42536-63100/OUTDOOR LIGHTING	A5182.400	135.62	EFT078 08/11/2026
495	NATIONAL GRID 45027-62007/ART PARK	A7110.400	104.38	EFT079 08/11/2026
496	NATIONAL GRID 83387-98108/61 MAIN	A7110.400	91.51	EFT080 08/11/2026
497	NATIONAL GRID 57791-25008/VOSLER PARK	A7110.400	63.26	EFT081 08/11/2026
498	NATIONAL GRID 32187-95104/COMMUNITY PARK	A7110.400	57.04	EFT082 08/11/2026
499	NATIONAL GRID 81161-35005/CHURCH ST	A5182.400	25.56	EFT083 08/11/2026
500	NATIONAL GRID 26631-01006/GROVE ST	A5182.400	24.65	EFT084 08/11/2026
501	NATIONAL GRID 61400-70002/12 W MAIN	A5182.400	24.65	EFT085 08/11/2026

ABSTRACT OF AUDITED VOUCHERS
GENERAL FUND

VILLAGE OF LIVONIA

LIVINGSTON COUNTY, NEW YORK

DATE OF AUDIT: 08/12/2026

NUMBER 004

TOTAL CLAIMS: \$10,236.40

(Original to Village Treasurer - Duplicate to be retained by Village Clerk or Auditor)

Voucher #	Claimant	Account #	Amount	Check
502	NATIONAL GRID 37952-94104/OUTDOOR LIGHTING	A5182.400	1,445.06	EFT086 08/11/2026
503	US POSTAL SERVICE 449/SUMMER 2026 NEWSLETTER POSTAGE	A1670.410	195.76	7071 08/11/2026
504	LAKELAND CONCRETE PRODUCTS 53668/3 CATCH BASIN RISERS 24X24X12"	A8140.400	957.00	7072 08/11/2026
505	GENESEE LUMBER OF LAKEVILLE 368667/CONTRACTOR BAGS - 40 PK	A5110.410	26.99	7073 08/11/2026
505	GENESEE LUMBER OF LAKEVILLE 367920/WHITE STRIPING PAINT	A5110.410	43.96	7073 08/11/2026
505	GENESEE LUMBER OF LAKEVILLE 367815/ORANGE MARKING PAINT	A5110.410	49.95	7073 08/11/2026
505	GENESEE LUMBER OF LAKEVILLE 367816/ORANGE MARKING PAINT CREDIT - RETURN	A5110.410	-29.97	7073 08/11/2026
505	GENESEE LUMBER OF LAKEVILLE 368609/SAKRETE	A8140.400	306.56	7073 08/11/2026
506	LIVINGSTON COUNTY CLERK BACKUS EASEMENT/BACKUS EASEMENT FILING FEE	A8140.401	90.00	7074 08/11/2026

Total:

10,236.40

To the Treasurer of the above VILLAGE:

The above listed claims having been presented to the Trustees
of the above-named Village, and having been duly audited and allowed in the amounts as shown on the
above-mentioned date, you are hereby authorized and directed to pay each of the listed claimants the amount
allowed upon his claim appearing opposite his name.

In Witness Whereof, I have hereunto set my hand as Clerk Treasurer at

the above Village this 12th day of August, 20 26

[Signature]
Signature



UNDERTAKING

For the benefit of

The New York State Department of Transportation

In connection with work affecting state highways

(For use by New York municipalities and federal agencies)

WHEREAS, the undersigned Village of Livonia (Municipality, County, Town, City or Village, or any agency of the federal government, hereinafter referred to as "Permittee") from time to time receives permits from the New York State Department of Transportation (hereinafter referred to as the "NYSDOT") and otherwise conducts activities and operations upon highways and/or within right-of-way controlled by the State of New York for such purposes as the obstruction, installation, construction, maintenance and/or operation of facilities; and

WHEREAS, Permittee's access and operation upon state right-of-way is conditioned upon compliance with Highway Law Sections 52, 103, 203 and/or 234, including the conditions that Permittee assume all responsibility for (a) the temporary control of all modes of traffic (including motorized and non-motorized travel) affected by Permittee's operations, (b) complete restoration of state facilities to their condition prior to permitted use or activity, and (c) all claims, damages, losses and expenses,

NOW, THEREFORE, in relation to all operations and/or actions undertaken within state right-of-way, Permittee hereby agrees to the following terms and conditions:

1. Permit Applications. Excepting only activities undertaken to protect public safety because of emergency conditions or incidents, Permittee shall provide timely written notice to NYSDOT of operations or activities affecting state right-of-way. Under normal circumstances, a minimum of five business days notice shall be provided. Notification of emergency activities shall be provided to NYSDOT as soon as practicable after the activity. The Permittee shall apply for project-specific permits for activities not allowed under any existing annual permit. Such application shall identify proposed project locations, desired dates/hours, proposed work/activities, traffic control, and site restoration

2. Applicable Rules, Regulations & Conditions. Permittee shall comply with all of the laws, rules and regulations applicable to construction, maintenance activities and operations and shall further comply with such terms and conditions that may be imposed by NYSDOT in connection with permitted activity or operations. Temporary Traffic Control, highway safety appurtenances, and restoration of state facilities shall be completed in accordance with NYSDOT regulations and standards.

3. Site Restoration. Permittee shall, at its own expense, promptly complete the work allowed under each permit and, within a reasonable time, restore State property damaged by its work/activities to substantially the same or equivalent condition as existed before such work was begun as determined by the Commissioner or his/her designee. In the event that the Permittee fails to so restore damaged State property within what the Commissioner deems to be a reasonable time, the Commissioner, after giving written notice to the Permittee, may restore the property to substantially the same or equivalent condition as existed before the Permittee's work/activities, in which case, Permittee agrees to reimburse the reasonable expenses in connection therewith.

4. Payment & Release of Liens. Permittee shall be responsible for the payment of all costs and materials relating to its work in the public right-of-way, and agrees to defend and save harmless NYSDOT against any and all lien claims made by persons supplying services or materials to Permittee in connection with Permittee's work.

5. Indemnity. In addition to the protection afforded to NYSDOT under any available insurance, NYSDOT shall not be liable for any damage or injury to the Permittee, its agents, employees, or to any other person, or to any property, occurring on the site or in any way associated with Permittee's activities or operations, whether undertaken by Permittee's own forces or by contractors or other agents working on Permittee's behalf. To the fullest extent permitted by law, the Permittee agrees to defend, indemnify and hold harmless the State of New York, NYSDOT, and their agents from and against all claims, damages, losses and expenses, including but not limited to, claims for personal injuries, property damage, wrongful death, and/or environmental claims and attorney fees arising out of any such claim, that are in any way associated with the Permittee's, activities or operations under any and all permits issued using this Undertaking.

FURTHERMORE, Permittee hereby warrants that the obligations of this Undertaking are backed by the full faith and credit of Permittee. Permittee may insure or bond any of the obligations set forth herein, or may rely upon self-insurance, budgeted funds, or funds for general operations.

This Undertaking shall be applicable to all permitted activities and operations undertaken after the date of execution and work initiated while this Undertaking is in effect. This Undertaking may be revoked by the Permittee or rejected by NYSDOT upon thirty days written notice but will continue to apply to all permitted activities/operations that were permitted by virtue of this Undertaking. Unless terminated for the purpose of future activities/operations, this Undertaking shall have a term of twenty (20) years and shall be kept on file to facilitate the issuance of future permits to which it will apply.

IN WITNESS WHEREOF, Village of Livonia (Municipality-County, Town, City, Village or federal agency) agrees to the terms of this Undertaking, and has caused its execution by the authorized officer or employee (attach Resolution of Approval).

Village of Livonia
Authorized Agent

8-12-26
Date

Chris Hoffmann Highway Foreman
Print Name/Title

36 commercial st Livonia
Address

(585) 346-2010
Phone number

N.Y 14487
Address

HoffmannCPW@yahoo.com
e-mail

MAYOR
Christopher J. Genthner

CLERK-TREASURER
Cynthia Pfeiffer

DEPUTY CLERK
Colleen W. Hay



BOARD OF TRUSTEES

Daniel Conn
Annette Meade
Kelly Strong
William S. Kurtz

36 Commercial Street • P.O. Box 161 • Livonia, New York 14487-0161
(585) 346-3100

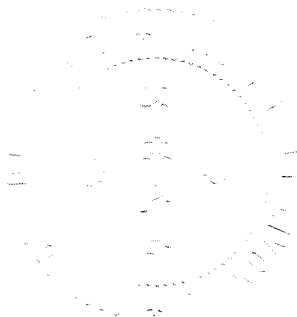
"This institution is an equal opportunity provider"

I, Colleen West Hay, Deputy Clerk of the Village of Livonia, do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Livonia Village Board of Trustees duly held and convened on 8/12/2026 at which meeting a duly constituted quorum was present.

RESOLVED, to agree to the terms and conditions (#1-5) regarding the operations and/or actions undertaken in the State right-of-way as outlined in the full Undertaking agreement, for the benefit of the NYS Department of Transportation.

IN WITNESS THEREOF, the undersigned has affixed her signature and the Village of Livonia seal this 9th day of September 2026.

Colleen West Hay
Deputy Clerk



MAYOR
Christopher J. Gentner

CLERK-TREASURER
Cynthia Pfeifer

DEPUTY CLERK
Colleen W. Hay



BOARD OF TRUSTEES

Daniel Coon
Annette Meade
Kelly Strong
William S. Kurtz

36 Commercial Street • P.O. Box 161 • Livonia, New York 14487-0161
(585) 346-3100

"This institution is an equal opportunity provider"

August 18, 2026

Greetings from the year 2026!

Our nation is celebrating the 250th anniversary of the signing of the Declaration of Independence. Across America, communities are reflecting on the ideals of equality, freedom, and self-government that have shaped our country. Here in the Village of Livonia, we are doing the same. We buried this time capsule, trusting that someone will open it fifty years from now to learn a little about who we were.

The Village of Livonia is a small community where neighbors know one another, where volunteers coach youth sports, serve in our fire department and ambulance, organize community events, and step forward whenever help is needed. We are proud that our community still believes that people working together can accomplish remarkable things.

Our downtown remains the heart of the village. Our local businesses are dominated by service industries: our local grocery store, insurance agencies, a barbershop and hair salons, a bakery, an auto repair business, and a coffee shop. The Livonia Public Library is a focal point and a bustling spot in our downtown. Outside of the core business district, our Village has three parks. Bowen and Community Parks offer gathering places for families, while Vosler Park honors Village native and World War II Medal of Honor winner Forrest Vosler and other military service members from throughout our country's history. The Livonia Central School District is our largest employer and the central gathering place for students and families attending athletic events, concerts, and other school events.

Nearby Conesus Lake remains one of our greatest natural treasures, drawing families together in every season. The July 3rd Ring of Fire on Conesus Lake attracts thousands of visitors to our community. To our east, Hemlock and Canadice Lakes are preserved as a state park and provide opportunities for our residents to enjoy the outdoors in a quieter setting. Whether gathering for Autumn in the Village every September, our Christmas Tree Lighting in December, cheering at athletic events, or simply meeting neighbors on Main Street, we value the sense of community that comes from living in a place where people genuinely care about one another.

Like every generation before us, we have faced challenges. Technology has transformed nearly every aspect of daily life. Artificial intelligence is rapidly reshaping how people work, communicate, learn, and solve problems. Our nation continues to wrestle with political differences, economic uncertainty, and questions about its future. As a small Village, we work diligently to provide the services our community needs in a financially responsible manner. Despite these challenges, we remain hopeful. We believe that communities like ours endure because ordinary people continue to choose kindness, service, and responsibility.

As mayor, I have the privilege of governing our community alongside a supportive Board, a great office staff, and a hard-working DPW crew. We work together to prioritize serving our community through the day-to-day work of repairing roads, maintaining parks, supporting local businesses, protecting neighborhoods, planning for the future, and preserving the traditions that make our community feel like home.

We also recognize that we are only temporary stewards of this village. The streets we maintain, the trees we plant, the buildings we preserve, and the decisions we make today are all intended to benefit generations we will never meet—including you!

If Livonia in 2076 still values community, volunteerism, integrity, and respect for one another, we will have succeeded in leaving you something far more valuable than buildings or budgets. We will have passed along a culture that endures.

We are naturally curious about your world. Have the technologies that seem so revolutionary to us become ordinary? Is Main Street still recognizable? Do families still gather at Autumn in the Village every September? Are children still playing sports, attending our schools, and growing up with the same sense of community that we enjoy today? We hope that while many things have changed, the heart of Livonia has not.

As you read this letter, remember that fifty years earlier a group of people cared deeply enough about this community to leave you this message. We believed in Livonia. We believed in America. Most importantly, we believed in the generations who would come after us.

Take good care of this special place!

With hope for your future,

Christopher Genthner
Mayor, Village of Livonia 2026

How to Make and Bury a Time Capsule

Compiled from Internet searches with the help of AI

NOTE: Please see attached cost breakdown for the following suggestions.

CHOOSE A DURABLE CONTAINER

Select a sealed, waterproof, and corrosion-resistant container such as stainless steel, aluminum, or a large-diameter polyethylene pipe. Avoid PVC or soft plastics, as they can degrade and release harmful chemicals. If using wood or certain plastics, only for above-ground storage. **An ammo box can be used as a time capsule** if you choose the right type and prepare it properly. Ammo boxes are popular for this because they are **durable, weatherproof, and can be sealed airtight**, which helps protect contents from moisture, dust, and light

Why Ammo Boxes Work

- a. **Sturdy construction:** Steel or high-quality plastic ammo boxes resist damage from handling and environmental exposure
- b. **Airtight seal:** Many have screw-top lids with gaskets, reducing the risk of moisture ingress
- c. **Long-term potential:** If sealed and protected, they can preserve items for decades
- d. For best results, use a **plastic ammo box** (less prone to rust). Avoid PVC or other unstable plastics that can degrade over time

Suggest: Hive 13 Modular Gear Case

PREPARE/PROTECT CONTENTS

Documents

- Wrap documents, photos, and mementos in **acid-free paper** or airtight bags
- Add a **desiccant** to absorb moisture
- Avoid items that will deteriorate quickly, like unarchived paper, unsealed tapes, or unmarked electronics
- Include label with date of burial, contents and instructions for future discoverers

Note, Ideally, everything would be on acid-free archive paper. Some of the papers from the children are stapled into packets. The staples should be removed, and acid free sheets should be placed between each sheet of paper. Then each packet should be placed in its own acid free, airtight bag with desiccant. Single sheets of paper can be separately sealed in acid free bags with desiccant.

Fragile Items

- Wrap fragile items in acid-free paper or tissue, and place them in a dry, stable environment before sealing. Remove air from the container if possible to reduce oxidation

Suggest: For vase, suggest wrapping in acid free tissue paper, then sealing in acid free storage bag with desiccant

SEAL THE CAPSULE

Before Sealing

- Include label with date of burial, contents and instructions for future discoverers.
Use acid free paper and write in pencil, as ink will deteriorate over time

Seal the capsule per the manufacturer's directions.

CHOOSE A BURIAL LOCATION

- **Depth:** 18–24 inches below ground for stability
- **Position:** Place vertically (cylinder upright) to prevent crushing
- **Site:** Avoid areas with high water tables, frequent flooding, or heavy foot traffic.
- **Alternatively, store indoors in a dry, cool, dark, stable location.**

MARK THE LOCATION/BURY CAPSULE

Write your name, current date, and intended retrieval date on the capsule or a nearby marker. Place the capsule in the chosen spot, cover with soil, and keep the marker visible. If you plan to retrieve it later, note the exact location.

Suggest we make a plan for this

MAINTENANCE

Revisit the burial site periodically to check for damage or environmental changes.

Suggest we make a plan for this

Suggested Supplies: (All Available on Amazon)

Hive 13 Modular Gear Case, Waterproof and Airtight	\$90.00
Silica Gel Packets 3 @ 9.95 ea	\$29.85
Acid Free, Sealing, Clear Storage bags 2 (50 pks) - 9X12" @14.69 ea	\$29.38
1 (50 pk) - 11x14" @ 15.69	\$15.69
Acid free tissue paper (to wrap vase)	\$ 5.99
Buffered Acid Free Interleaving Tissue 2 (100 pks) – 8.5 X 11" @ 14.95 ea	<u>\$29.90</u>
Total	\$200.81

Colleen Hay

From: Colleen Hay
Sent: Tuesday, August 11, 2026 12:11 PM
To: Village of Livonia Mayor
Subject: TextMyGov meeting

Hi Chris,

The meeting went well this morning.

- Hayley will work with Rob Deming to get the widget on the website. Deadline is September 21 (ish).
- They are working on getting phone numbers for zip codes 14487, 14480, 14466, 14435, and 14454. They will send an Excel spreadsheet to Hayley, so she can go through and delete the ones that are not in the Town of Livonia.
- There will be a total of 3-4 trainings. Our first training will be this Thursday at 11 AM, and the topics will include reports and notifications. Should take 30-45 minutes, and subsequent ones will take less time.
- Our account manager will send Hayley emails every Friday with progress updates. She will share with me.
- For notifications, we have to create groups. People can opt-in to groups for the notifications they want. Hayley and I discussed several options. We are still thinking about the best way to go about this.
- Hayley will invoice us after the Town pays the invoice. As agreed, the first year will be \$2,800 (includes \$1,000 set-up fee), and subsequent years will be \$1,800. The contract is for 3 years.

I think that is it!

Colleen W Hay, CMC
Village of Livonia
Deputy Clerk

Office Hours: M-Th, 9 AM to 1 PM

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