

# Town of Avon

## Department/Committee Bi-Monthly Update to the Town Board

Department Heads/Committee Clerks – Please complete and submit this update by noon pm the Tuesday prior to the bi-monthly town board meetings. Do your best to keep this update to just one page. Simple bullets for the updates are fine. Routine department/committee updates will not be presented during board meetings. Only items in the “Requests for Town Board Decisions will be discussed during the board meetings unless there are questions of the Town Clerk. Thank you.

Description	Information/Update
<b>Department/Committee</b> :	Town Clerk/Collector, Registrar, Records Management Officer, Marriage Officer, Notary
<b>Department Head:</b>	Sharon M. Knight, MMC/RMC
<b>Date of Report:</b>	January 24, 2022
<b>Requests for Town Board Decisions:</b>	<ol style="list-style-type: none"><li>1. Approval of minutes not yet considered: January 13, 2022</li><li>2. Abstract 2022-2</li><li>3.</li></ol>
<b>Key Points/Updates:</b>	<ol style="list-style-type: none"><li>1. Code Enforcement Training – March 3<sup>rd</sup> – Village of Lima</li></ol>
<b>Routine Updates:</b>	<ol style="list-style-type: none"><li>1. We are scanning daily records into Laserfiche.</li><li>2. Dog Licenses, Conservation Sales, Marriage Licenses, Faxing, Coping, Notary Service, Local Laws, Legal Notices and Budget</li><li>3. Collecting 2022 Taxes</li><li>4. Agreement to Spend Highway Funds</li></ol>