

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
Department/Committee :	Town Clerk/Collector, Registrar, Records Management Officer, Marriage Officer, Notary
Department Head:	Sharon M. Knight, MMC/RMC
Date of Report:	January 24, 2022
Requests for Town Board Decisions:	<ol style="list-style-type: none">1. Approval of minutes not yet considered: January 13, 20222. Abstract 2022-23. Liquor License Application – The Route & Roost4. L.Clark – Kevin Westfall - Parole Board
Key Points/Updates:	<ol style="list-style-type: none">1. Code Enforcement Training – March 3rd – Village of Lima2. Make sure you take advantage of the free home test kits by visiting https://special.usps.com/testkits available from the federal government. One order per address. If you know someone who is not computer literate, offer to order for them. The tests are expected to be delivered in a few weeks.3. Invite to view the mural proposals – Mural Festival Jury Process 1.26.224. 2022 tax collection has allowed full payment to the Supervisor in the amount of \$1,997,174.52.
Routine Updates:	<ol style="list-style-type: none">1. We are scanning daily records into Laserfiche.2. Dog Licenses, Conservation Sales, Marriage Licenses, Faxing, Coping, Notary Service, Local Laws, Legal Notices and Budget3. Collecting 2022 Taxes4. Agreement to Spend Highway Funds